Options for entering budget information:

1. Click **Edit** to complete single or multiple budget information for an individual item

2. Click **Mass Edit** to complete single or multiple budget information for several items
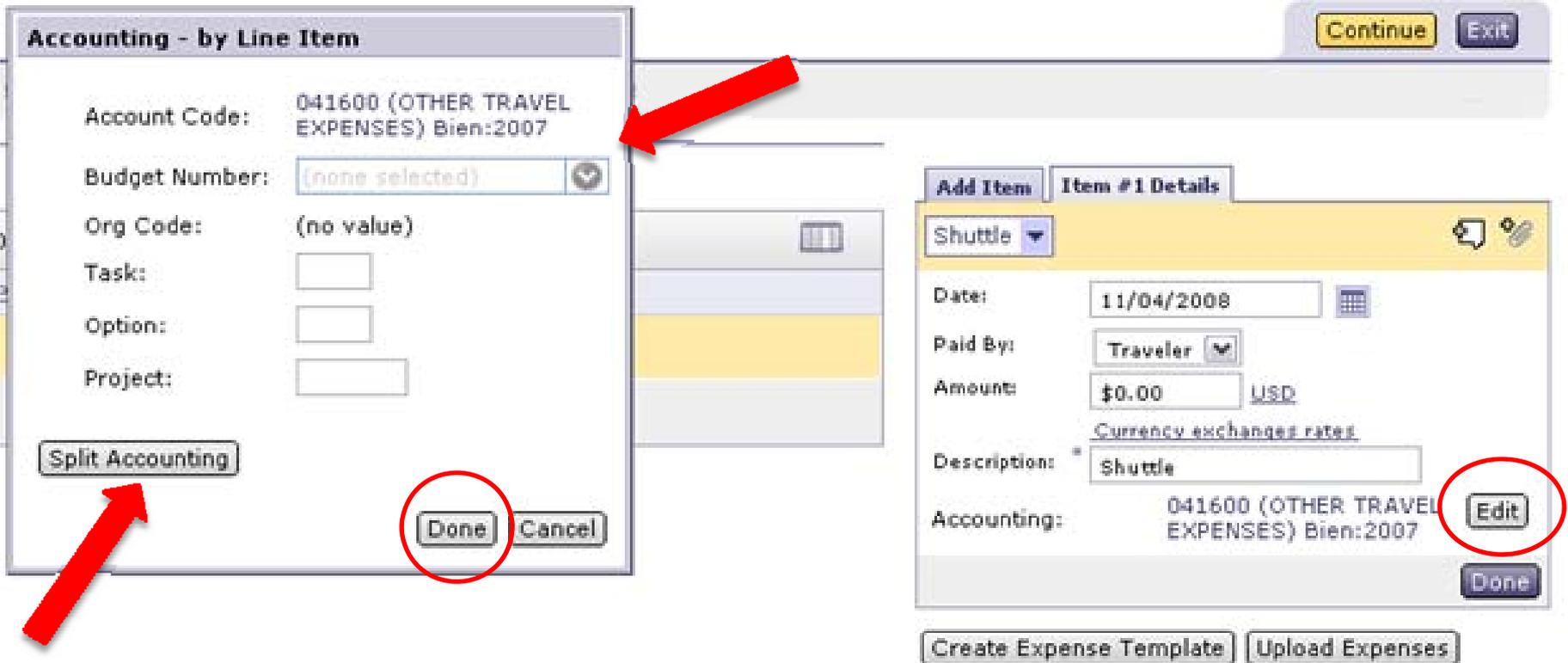
By clicking on **Edit**, the **Accounting-by Line Item** box will appear

- For individual item:
  - on a single budget enter **Budget Number** or choose from drop down menu
  - on multiple budgets click on **Split Accounting**
- Click **Done** to continue

If applicable, include task, option, project codes (PCA codes)

When using **Split Accounting:**

Choose **Percentage** or **Amount** from **Split By** option menu

TIP **Quantity** option is NOT applicable to Travel

Split By *defaults to percentage calculation*

- Enter **Budget Numbers** or choose from drop down menu
- Enter amounts or percentages in **Split Amount** fields
  If applicable, include task, option, project codes (PCA codes)

For more than two budgets click **Add Split**

- Click **Update** to view allocated amounts
- Click **Done**
- Or Click **Cancel**

- A **Mass Edit** can only be done after all items have been entered

- A **Mass Edit** may be performed on **ALL** items or on two or more items

1. To use **Mass Edit** on **ALL** items using single or multiple budgets, highlight one item by placing cursor anywhere on item row

2. Click **Mass Edit**

3. Click **OK** to perform **Mass Edit** on ALL items

For **Mass Edit** of select items
- Use **Shift-Click** to select adjacent items
- Use **Ctrl-Click** to select non adjacent items
- Click **Mass Edit**

ER566: 12-3456 Jane Traveler Test Conference

Next ▶ Cancel

You have chosen to edit multiple items. The changes you make to the sample item apply to all selected items. Modify the necessary fields and review your changes.

Edit Multiple Items : Review Changes

Expense item 1 is used as the sample item for mass edit.

ACCOUNTING - BY LINE ITEM

Account Code:	041600 (OTHER TRAVEL EXPENSES) Bien:2007
Budget Number:	
Org Code:	(no value)
Task:	
Option:	
Project:	

Edit / Split Accounting

- For single budget enter **Budget Number** or choose from drop down menu, then click **Next** to continue

- For multiple budgets click on **Edit/Split Accounting**

    TIP **Mass Edit** can only be split by percentage

    If applicable, include task, option, project codes (PCA codes)

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ER566: 12-3456 Jane Traveler Test Conference   OK Cancel

Enter the appropriate accounting and split information.

Description: Bus
Split By: Percentage

Add Split   Update

No.	Accounting Information			Split Amount	Action
	Account Code:	041600 (OTHER TRAVEL EXPENSES) Bien:2007		**3** → 20%	Delete
1	Budget Number:	[ ] ⊘	← *1*		
	Org Code:	(no value)			
	Task:	[ ]			
	Option:	[ ]			
	Project:	[ ]			
	Account Code:	041600 (OTHER TRAVEL EXPENSES) Bien:2007		**3** → 80%	Delete
2	Budget Number:	(none selected) ⊘	← *1*		
	Org Code:	(no value)			
	Task:	[ ]			
	Option:	[ ]			
	Project:	[ ]			
				Unallocated: 0% Total: 100%	

Add Split   Update

2 ↑

1. Enter budget numbers or use drop down menu
2. Use **Add Split** for more than two budgets
3. Enter percentage splits for all budgets
4. Click **OK** when all budgets and percentages have been entered

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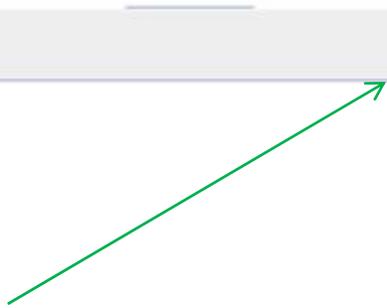
- Click **Update** to view allocations of budgets
- Click **OK** when done
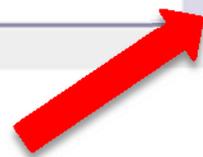
You have chosen to edit multiple items. The changes you make to the sample item apply to all selected items. Modify the necessary fields and review your changes.

Edit Multiple Items : Review Changes

Expense item 1 is used as the sample item for mass edit.

ACCOUNTING - BY LINE ITEM

No.	Accounting Information		Split Amount
1	Account Code:	041600 (OTHER TRAVEL EXPENSES) Bien:2007	20%
	Budget Number:	123456 (Travel) Bien: 2007	
	Org Code:	1230004000 (Travel) Bien: 2007	
	Task:		
	Option:		
	Project:		
2	Account Code:	041600 (OTHER TRAVEL EXPENSES) Bien:2007	80%
	Budget Number:	123456 (Travel) Bien: 2007	
	Org Code:	1230004000 (Travel) Bien: 2007	
	Task:		
	Option:		
	Project:		

Split Accounting

Click **Next** to review charges