There are two different processes within Workday for splitting charges between multiple funding sources:

1. Divide the total by adding rows in the accounting table – when dividing the total between *spend categories, cost centers, programs, grants, gifts, projects, RISD activity code, additional worktags.* This is what your screen would look like if you use this option:

2. Utilize the Splits task in the accounting table – when splitting between *cost centers, programs, grants, gifts, projects, RISD activity code, additional worktags.* This is what your screen would look like if you use this option:

Note: You would choose option #1 versus option #2 when splitting between spend categories

## Procurement Card Verifications – Splits Task

1. When on the verification page, scroll down to the Transaction Details table.

2. Within the Transaction Details table, scroll to the right and click on the "0" in the Splits column.

3. Click on the "Split by" drop down menu and select the Amount option.

4. When using this task, you can split a charge between multiple funding sources by dividing the total amount into separate lines. On the left side of the table, you can add/delete lines by clicking on the plus and minus signs. On the right side of the header, you can reference the Amount Split versus the Remaining Amount to Split. When you are finished, click on the Done button.

Procurement Card Verifications – Divide the Total by Adding Rows

1. When on the verification page, scroll down to the Transaction Details table.

2. You can split a charge between different spend categories by dividing the total amount into separate lines. On the left side of the table, you can add/delete lines by clicking on the plus and minus signs.

Supplier Invoice Requests – Splits Task

1. When on the Supplier Invoice Request page, scroll down to the Lines section.

2. Within the Transaction Details table, scroll to the right and click on the "0" in the Splits column.
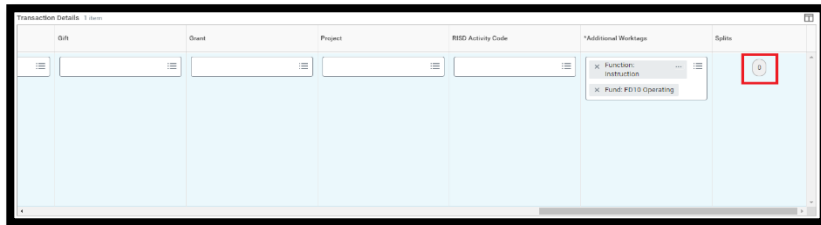
3. Click on the "Split by" drop down menu and select the Amount option.

3. When using this task, you can split a charge between multiple funding sources by dividing the total amount into separate lines. On the left side of the table, you can add/delete lines by clicking on the plus and minus signs. On the right side of the header, you can reference the Amount Split versus the Remaining Amount to Split. When you are finished, click on the Done button.

Supplier Invoice Requests – Divide the Total by Adding Rows

1. When on the Supplier Invoice Request page, scroll down to the Lines section.

2. Fill out the transaction details and then click on the Add task on the left side of the page.

3. You can split a charge between different spend categories by dividing the total amount into separate lines. When you are finished, click on the Submit button.

WORKDAY
+RISD

Expense Reports

1. When on the Expense Report page, enter the transaction details and then click on the grey Add button below the Itemization section on the right side of the page.

2. On the Itemization page, you can split a charge between multiple funding sources by dividing the total amount into separate pages, You can see the remaining balance to split on the top left side of the page and can delete a page by clicking on the trash can icon on the right side of the page.

3. An itemization page can be added when splitting charges by clicking on the grey Add button.

4. Click on the orange Done button and then submit.