

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

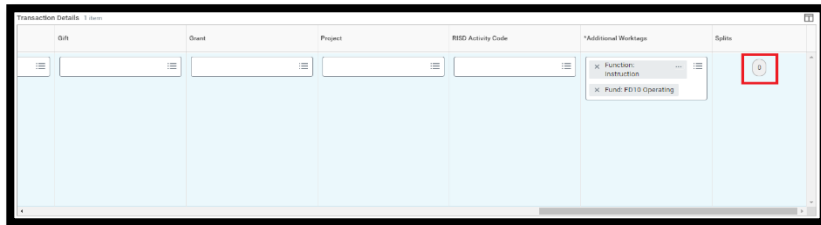
1. When on the verification page, scroll down to the Transaction Details table.

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.

- 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.

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.

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.

The screenshot shows the 'Expense Line' page in Workday. On the right side, there is an 'Itemization' section. A red box highlights the 'Itemization' section, which includes a 'Remaining Amount to Itemize' field and an 'Add' button. The 'Add' button is also highlighted with a red box.

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.

The screenshot shows the 'Itemization' page in Workday. At the top left, there is a 'Remaining' field showing '45.00/45.00 USD'. A red box highlights this field. On the top right, there is a trash can icon, which is also highlighted with a red box. At the bottom, there is an orange 'Done' button, which is highlighted with an orange box.

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

Expense Item *

× Other Supplies ...

Quantity *

1

Per Unit Amount *

0.00

Total Amount *

0.00

Memo

*Cost Center

× Purchasing ...

Program

Grant

Gift

Project

RISD Activity Code

*Additional Worktags

× Function: Institutional Support ...

× Fund: FD10 Operating

Personal Expense ☐

Add

Done

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