Splitting Costs Between Cost Centers on a Requisition in Jaggaer
If you need to distribute the cost of your purchase to more than one cost center, please follow these best practices to prevent encumbrance issues.

- Accounting codes should be entered at the line level when splitting costs between one or more cost centers. Enter one cost center at the header and enter the additional cost center(s) to be charged, along with the split distribution, at the line level.

- The total amount for the line item should be charged to only one account number.

- Split by “percent of price” rather than by “amount of price.”

- Minimize the number of lines with split distribution of costs to the extent possible
Instructions for splitting costs at the line level:

Scroll to the Accounting Codes section on the requisition’s main page. Click on the pencil icon to open the accounting code fields. Enter the cost center number for one of the cost centers in the first field and click on the checkmark to recalculate and populate the chartstring (accounting code) fields. Enter an account code for one of the items. Save.
Scroll to the line level. Click on the ellipses ‘…” to access the dropdown list shown below. Select ‘Accounting Codes’ from the dropdown list to access the line level accounting code fields.
If you’re not able to see a plus sign and checkmark, click on the arrow located along the scroll bar and scroll to the end of the line.

Click on the plus sign to add a row of accounting code fields.
Enter your cost center numbers in the first field of each row. Select ‘% of price’ as your split method for distribution of costs. Enter the percent to be charged to each of the cost centers.
Click on the checkmark to recalculate values and to populate the rest of the chartfield string (accounting code fields). Enter the item account number on each line.

Save your entries. If you need to remove the split, click on the trash can icon to delete a row of accounting codes.
Contact Purchasing@UTDallas.edu if we can be of assistance.

Thank you!