

Quick Guide - Split Funding by Dollars (05-22-09)

Split funding by dollars can be done with **multiple line items or one single item.**

In an active cart,

- Click “Review” in the upper right-hand flow chart.



- Click the “Funding” tab.



Scroll down to Supplier/Line Item Details.



- Click “Ext. Price” box by the line item that you wish to split.

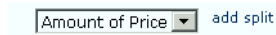
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 FOLDER,LTR,2FSTNR,50/BX more info...	FBH10U13	BX	16.39	5 BX	81.95 USD	<input checked="" type="checkbox"/> edit
Manufacturer Name	ESSELTE PENDAFLEX	Internal Note	no note			
Manufacturer Part Number	H10U13	Internal attachments				
Supplier Part Auxiliary ID		add attachment...				
more info...		External Note	no note			

- Click “Edit.”
- Click “add split” (once for each additional split).

Accounting Codes							? X
Chart	Fund	OrgWF1	Account	Location	Activity	% of Price	
U om profile values... rom all values...	<input type="text" value="121715"/> Select from profile values... Select from all values...	<input type="text" value="047000"/> Select from all values...	<input type="text" value="13120"/> Select from all values...	<input type="text"/> Select from all values...	<input type="text"/> Select from all values...	<input type="text"/>	add split remove
U om profile values... rom all values...	<input type="text" value="121715"/> Select from profile values... Select from all values...	<input type="text" value="047000"/> Select from all values...	<input type="text" value="13120"/> Select from all values...	<input type="text"/> Select from all values...	<input type="text"/> Select from all values...	<input type="text" value="0"/>	remove
						Total 0%	add split
						recalculate / validate values	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>							

From the drop-down menu,

- Select “Amount of Price.”



- Enter dollar amounts/account codes/fund codes as needed.

Chart	Fund	OrgWF1	Account	Location	Activity	Amount of Price	
U om profile values... rom all values...	<input type="text" value="121715"/> Select from profile values... Select from all values...	<input type="text" value="047000"/> Select from all values...	<input type="text" value="13120"/> Select from all values...	<input type="text"/> Select from all values...	<input type="text"/> Select from all values...	<input type="text" value="20.96"/>	add split remove
U om profile values... rom all values...	<input type="text" value="121715"/> Select from profile values... Select from all values...	<input type="text" value="047000"/> Select from all values...	<input type="text" value="13120"/> Select from all values...	<input type="text"/> Select from all values...	<input type="text"/> Select from all values...	<input type="text" value="8.00"/>	remove
						Total 28.96 USD	add split
						recalculate / validate values	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>							

- Click “recalculate/validate values.” User will receive an error message if the amounts do not equal the total.

✘ For one or more lines, the amount of price splits total does not equal the line item's price.

Correct the error and

- Click “recalculate/validate values.”

- Click “Save.”

This message will appear in the funding block:

Accounting Codes values vary by line

OR

- Complete the PR using instructions –
 - Edit the Cart
 - Review the Cart
 - Submit the PR

Accounting Codes
values differ from header

- Follow the instructions for Requisition and Purchase Order Follow-up.