HokieMart upgrade10.1, effective March 29, will provide users with several improvements. The ability to split dollars at the Header Level has been one of the most requested upgrades. The email notification enhancement will provide additional information which will provide the users with more specific details about the returned PR.

Split Funds by Amount of Price
at Header Level

The user can now split the dollars on a PR at the Header Level by "Amount of Price." Previously, splitting funds by "Amount of Price" could be done only at the Item Level. To split funds at the Header Level:

User must be in the "Review" the cart mode:

> ➢ Click on the "Funding" tab.

A Funding box will open.

> ➢ Click the "edit" box.

An "Accounting Codes" box will open.

> ➢ Click "add split" once for each additional split.
> ➢ From the drop-down menu, click "Amount of Price."
> ➢ Change Funding, Account, Location, Activity as desired.
> ➢ Click "recalculate/validate value."
> ➢ Click "Save."

	Accounting Codes			? X

Chart	Fund	OrgWF1	Account	Location	Activity	Amount of Price ▾	add split
U Select from profile values... Select from all values... Clear selected value...	121718 Select from all values...	044000 Select from all values... Clear selected value...	13120 Select from all values...	Select from all values...	Select from all values...	364.00	remove
U Select from profile values... Select from all values... Clear selected value...	121623 Select from all values...	044000 Select from all values... Clear selected value...	13120 Select from all values...	Select from all values...	Select from all values...	364.00	remove
U Select from profile values... Select from all values... Clear selected value...	554600 Select from all values...	044000 Select from all values... Clear selected value...	13120 Select from all values...	Select from all values...	Select from all values...	728.00	remove

Document subtotal: 1,456.00 USD   Split Total 0.00 USD   add split

recalculate / validate values

Save   Cancel

Funding will now be split by dollars as entered.

Requisition	Approvals	Comments	History

Summary | Shipping | Billing | **Funding** | Supplier Info   ?

Hide value descriptions

			Funding				?
		These values apply to all lines unless specified by line item					edit
Chart	Fund	OrgWF1	Account	Location	Activity	Amount of Price	
U University Chart	121718 Purchasing Salary	047000 Purchasing	13120 Office Supplies - Gen.	*no value*	*no value*	**364.00 USD**	
U University Chart	121623 Controller-Operation	044000 Univ Controller-Operating	13120 Office Supplies - Gen.	*no value*	*no value*	**364.00 USD**	
U University Chart	554600 Surplus Prop Dept.	047010 Surplus Property	13120 Office Supplies - Gen.	*no value*	*no value*	**728.00 USD**	

After clicking "recalculate/revalidate values," if the "Amount of Price" entered is incorrect, an error message will appear:

1,392.00 USD
❌ The split amount is not equal to the document subtotal.
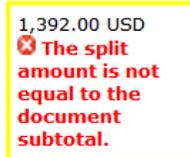
Correct the error(s), click "recalculate/revalidate values" again in order to recheck the amounts.

Please note that a split by amount of price at the header of a requisition will prevent any line level splits; similarly, any splits at the line level will prevent splitting by amount at the header level. If a multiple-line order requires splitting by amount of price both at the header and line, the best practice would be to split at the line-levels for each line.

Email Notification Enhancements

When a PR is rejected by an Approver or returned to the requisitioner, the email notification sent to the requisitioner contains information which will make the email more beneficial to the user. The email now includes the cart number, cart name, "prepared for" or "prepared by" name, and the note added by the Approver.

```
Re: COMMENT ADDED TO REQUISITION #: 373429 Cart Name: Taylor Office Order Prepared by: Sherry Crunkilton

Dear Sherry Crunkilton,

Sherry Crunkilton has commented on Requisition 373429

Comment: Taylor no longer carries this toner cartridge.

To reply to this comment click on the following link


https://usertest.sciquest.com/apps/Router/ReqComments?
ReqId=373429&AuthUser=433818&NavLevel1=Nav_OrdersHistory&NavLevel2=Nav_OrderHistoryMyRequisitions&tmstmp=1268752773493

Support Team Contact Information:
+1 (540) 231-2020
HokieMart@vt.edu

Thank you,
Virginia Polytechnic Institute & State University
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Requestor must have "PR Rejected/Returned" checked in their Profile in order to receive the emails. Requestor must also be logged into HokieMart for the URL to return the user to the Draft Requisition.