

QG - Split Funding

There are two primary methods of splitting the funding between funds:

- the entire purchase (header level)
- by line item

Split Funding at the Header Level

When user wishes to split the funding on a PR at the header level (split the entire amount of the PR),

- Click “Edit” in the right-hand corner in the Funding section.

An “Accounting Codes” box will open.

- Click “add split.”

Chart	Fund	OrgWF1	Account	Location	Activity
U	121715	047000	22180		

This will which provides the user the option to enter the split amounts by % of Price, % of Quantity, or Amount of Price and provides an extra line for a funding split.

TIP:

DO NOT SELECT % OF PRICE OR % OF QTY. THESE OPTIONS WILL RESULT IN FAILED ORDERS.

THE ONLY CORRECT OPTION IS AMOUNT OF PRICE.

The screenshot shows the 'Accounting Codes' window with a table of data. A dropdown menu is open over the 'Amount of Price' field, showing three options: '% of Price', '% of Qty', and 'Amount of Price'. The 'Amount of Price' option is highlighted. A green box with an arrow points to this option, and the text 'AMOUNT OF PRICE' is written inside the box. The table has columns for Chart, Fund, OrgWF1, Account, Location, and Activity. The first row has values: U, 121715, 047000, 22180, and 0.00. The second row has values: U, 554600, 047010, 22180, and 0.00. At the bottom right, there is a 'recalculate / validate values' button.

For additional lines

- Click “add split”.
- Choose how “amount of price.”
- Leave first duns as it is and in the second line, add new (second) fund.
- The account code will remain the same
- Click “recalculate/validate values” to verify math.
- Split Totals must equal Document Total dollar amount of PR.

recalculate / validate values

The screenshot shows the 'Accounting Codes' window with error messages. The 'Amount of Price' dropdown is set to 'Amount of Price'. The table has the same data as the previous screenshot. The '0.00' values in the 'Amount of Price' column are highlighted in yellow with red error icons and the text 'Invalid distribution value'. The 'Split Total' field at the bottom right is also highlighted in yellow with a red error icon and the text 'The split amount is not equal to the document subtotal'. A 'recalculate / validate values' button is visible at the bottom right.

- Click “Save”.

Split Funding at the Line Item Level:

Click “View/edit by line item” in the lower right-hand corner in the Funding section.

Funding							?
Chart	Fund	OrgWF1	Account	Location	Activity	Amount of Price	edit
U University Chart	121715 Procurement Operation	047000 Procurement	22180 Computer Software Purchases	no value	no value	200.00 USD	
U University Chart	554600 Surplus Prop Dept.	047010 Surplus Property	22180 Computer Software Purchases	no value	no value	107.73 USD	

View/edit by line item...

Choose the item to be split by selecting “Edit”.

For additional lines:

- Click “add split”.
- Enter the correct amount of price.
- Click “recalculate/validate values.”
- Must equal total dollar amount of PR.
- Click “Save”.

recalculate / validate values

When viewing the Summary tab, the item that has been split will display the following message. “Accounting Codes values have been overridden for this line”. This is an indication the item has been split with other funds.