


Quick Guide: 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 the pencil icon  in the right-hand corner in the Funding section to edit.

An **Accounting Codes** box will open.

- Click the + symbol to add a line of funding

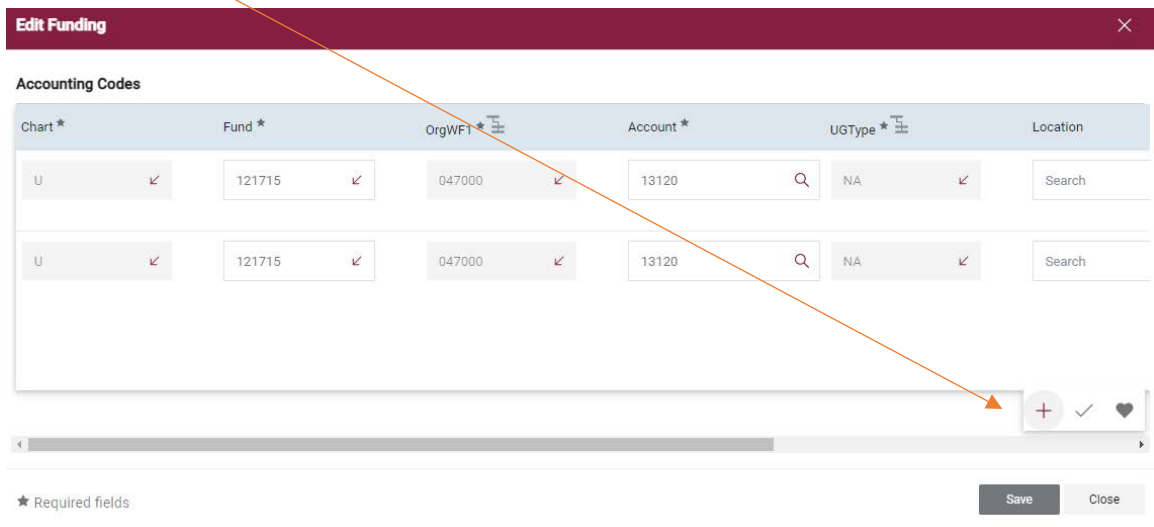
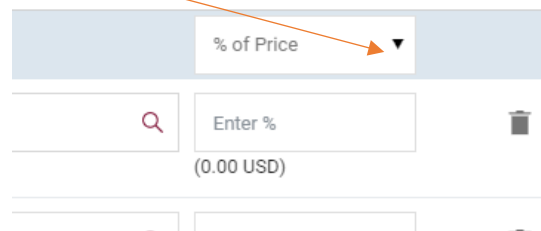


Chart *	Fund *	OrgWFl *	Account *	UGType *	Location
U	121715	047000	13120	NA	Search
U	121715	047000	13120	NA	Search

Selecting the down arrow will allow you to enter split amounts by % of Price, % of Quantity, or Amount of Price



% of Price

Enter %
(0.00 USD)

It is highly recommended that users select the Amount of Price option. The % of Price or % of Quantity options will likely result in failed orders due to the way that Banner and HokieMart do their rounding differently.

Split Funding at the Line Item Level

- Go to line item and select *******

Guy Brown Products - 1 Item - 3.77 USD

Order Address 3: 7111 Commerce Way, Brentwood,...

Contract: BP0040-A PO Number: To Be Assigned

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Avery Glue Stic Permanent Glue Sticks, 1.27 Oz., 6/Pack (98073)	390848	PK	3.77	Qty: 1 PK	3.77

ITEM DETAILS

Manufacturer Name: Avery Products Corporation Contract: BP0040-A Internal Note: no value
Manufacturer Part Number: 98073 Internal Attachments: Add
Supplier Part Auxiliary ID: 390848

- Select **Accounting Codes**

Special Payment Terms? If yes, please check the box. X
Special Freight Terms? If yes, please check the box. X
PO Clauses: Add

1 Item

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Manufacturer Part Number: 98073 Internal Attachments: Add
Supplier Part Auxiliary ID: 390848

Override

- Ship To
- Delivery Options
- Bill To
- Credit Card Info
- Accounting Codes
- Buyer Checklist
- Remove
- Add to Favorites
- Move to Another Cart
- Add to Draft Cart or Pending PR/PO
- Add to PO Revision

- To add another funding line, select the **+** symbol

Override Line 1: Accounting Codes

Chart *	Fund *	OrgWF1 *	Account *	UOType *	Location	Activity
LI	21715	047000	13120	NA	Search	Search

+ ✓

★ Required fields

Save Close

- Select the down to enter split amounts by Amount of Price

% of Price ▼

Enter %

(0.00 USD)

- Once additional funding lines are added, select **Save**

Override Line 1: Accounting Codes

Fund *	OrgWF1 *	Account *	UGType *	Location	Activity	Amount of Price
121715	047000	Search	NA	Search	Search	\$1.00
178943	099900	Search	NA	Search	Search	49.00

Line subtotal: 100.00 USD
Split Total 0.00 USD

Save Close

The Funding section of the requisition will now display "Values vary by line" to indicate that funding has been detailed to the line item level.

Funding

Values vary by line.

Chart	Fund	OrgWF1	Account	UGType	Location	Activity
U University Chart	121715 Procurement Operation	047000 Procurement	13120 Office Supplies - Gen.	NA Not Applicable	no value	no value

Funding indicated on the line item level will override the fund chosen for the entire requisition.

****Please note: when copying a cart, any funding detailed to the line item level will copy to the new cart line items.*