

Split Funding

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

1. The entire purchase (header level).
2. By line item.

Split Funding at the Header Level

Splitting at the header level means that the user wishes to split the entire amount of the requisition on to multiple funds.

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. Users may have to hover their mouse in the bottom right hand side of the Accounting Codes box to get the + symbol to appear.

Edit Funding

Accounting Codes

Chart ★	Fund ★	OrgWF1 ★	Account ★	UGType ★	Location
U - University Chart	121715	047000 - Procurement	13120	NA - Not Applicable	Search
U - University Chart	117865	047000 - Procurement	13120	NA - Not Applicable	Search

★ Required fields

Save Close

Users will need to enter in the distribution of cost on to the funds. You may need to scroll over to the right to view the split information. Once the distribution has been entered, click the check mark to allow the system to validate the distribution.

Edit Funding

Accounting Codes

Account ★	UGType ★	Location	Activity	Amount of Price ▼
13120	NA - Not Applicable	Search	Search	15.00
13120	NA - Not Applicable	Search	Search	7.21

Document subtotal: 22.21 USD
Split Total 22.21 USD

★ Required fields

Save Close

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

Split Funding at the Line-Item Level

Users may want to specify a different fund than is listed at the header level for a given line item or add a funding split specific to one line item. Click on the ... on the line item that requires a different funding source.

New River Office Supply Inc · 1 Item · 22.21 USD

SUPPLIER DETAILS Order Address 2 : 2605 Research Center Dr, Blacksburg, Virginia 24060 United States

Contract: no value PO Number: To Be Assigned

Line	Item	Catalog No.	Size/ Packaging	Unit Price	Quantity	Ext. Price
1	BIC Velocity Original Mechanical Pencil, 0.7 mm, HB (#2), Black Lead, Blue Barrel, Dozen		EA	22.21	1 EA	22.21

ITEM DETAILS

Contract: no value Internal Note: no value

Internal Attachments: Add

Attachments for supplier: Add

Select Accounting Codes

The screenshot shows a procurement system interface. At the top, there's a 'Procurement Method' section with 'EBUY' and 'Purchasing Department'. Below this, there are checkboxes for 'Special Payment Terms' and 'Special Freight Terms', both marked with a red 'X'. A section for 'PO Clauses' has an 'Add/View' button. The main item list shows '1 Item' from 'New River Office Supply Inc' with a total of '22.21 USD'. The item details show 'BIC Velocity Original Mechanical Pencil, 0.7 mm, HB (#2), Black Lead, Blue Barrel, Dozen' with a unit price of 22.21 and a quantity of 1. A dropdown menu is open, showing options: 'Override', 'Ship To', 'Delivery Options', 'Bill To', 'Accounting Codes' (highlighted with an orange arrow), 'Buyer Checklist', 'Remove', 'Requires Sourcing', 'Remove Requires Sourcing', 'Add to Favorites', 'Move to Another Cart', 'Add to Draft Cart or Pending PR/PO', and 'Add to PO Revision'.

The fund from the header level will default in the Accounting Codes section. To add another funding line, select the + symbol, or to change that fund, simply click in the field and enter in a different fund number.

The screenshot shows the 'Override Line 1: Accounting Codes' dialog box. It has a table with columns: Chart, Fund, OrgWF1, Account, UGType, Location, and Activity. The first row shows 'U - University Chart', '116276', '099900 - Procurement Rebates & Fees', '13120', 'NA - Not Applicable', 'Search', and 'Search'. The second row shows 'U - University Chart', '121715', '047000 - Procurement', '13120', 'NA - Not Applicable', 'Search', and 'Search'. At the bottom right, there are icons for '+', '✓', and '♥'. At the bottom left, there is a '★ Required fields' label. At the bottom right, there are 'Save' and 'Close' buttons.

Users will need to enter in the distribution of cost on to the funds. You may need to scroll over to the right to view the split information. Once the distribution has been entered, click the check mark to allow the system to validate the distribution.

Edit Funding

Accounting Codes

Account ★	UGType ★	Location	Activity	Amount of Price
✓ 13120	NA - Not Applicable	Search	Search	15.00
✓ 13120	NA - Not Applicable	Search	Search	7.21

Document subtotal: 22.21 USD
Split Total 22.21 USD

+ ✓

★ Required fields

Save Close

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

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.

New River Office Supply Inc - 1 Item - 22.21 USD

^ **SUPPLIER DETAILS** Order Address 2 : 2605 Research Center Dr, Blacksburg, Virginia 24060 United States

Contract no value PO Number To Be Assigned

Line	Item	Catalog No.	Size/ Packaging	Unit Price	Quantity	Ext. Price
1	BIC Velocity Original Mechanical Pencil, 0.7 mm, HB (#2), Black Lead, Blue Barrel, Dozen		EA	22.21	1 EA	22.21

^ **ITEM DETAILS**

Contract: no value Internal Note no value

Internal Attachments Add

Attachments for supplier Add

^ **ACCOUNTING CODES** Values have been overridden for this line

Chart	Fund	OrgWF1	Account	UGType	Location	Activity	Amount of Price
U University Chart	116276 eVA Fees	099900 Procurement Rebates & Fees	13120 Office Supplies - Gen.	NA Not Applicable	no value	no value	10.00 USD
U University Chart	121715 Procurement Operation	047000 Procurement	13120 Office Supplies - Gen.	NA Not Applicable	no value	no value	12.21 USD

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.