

Split Funding

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

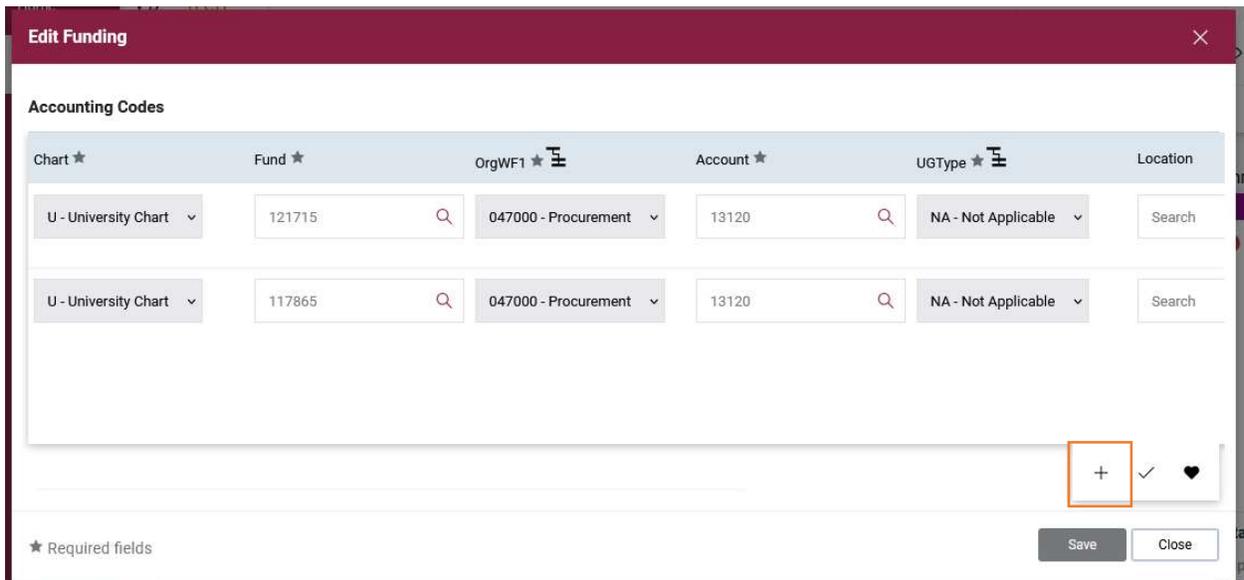
1. The entire purchase (header level).
2. By line item.

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 [Close]

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

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

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. On the left, there are fields for 'Procurement Method' (EBUY), 'Special Payment Terms?' (checked), 'Special Freight Terms?' (checked), and 'PO Clauses' (Add/View). Below this is a section for '1 Item' with details for 'New River Office Supply Inc' and a table for 'SUPPLIER DETAILS'. The main table lists items with columns for Line, Item, Catalog No., Size/Packaging, Unit Price, Quantity, and Ext. Price. A dropdown menu is open over the 'Quantity' field, showing options like 'Ship To', 'Delivery Options', 'Bill To', 'Accounting Codes', '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'. An orange arrow points from the 'Accounting Codes' option in the menu to the 'Accounting Codes' text in the main interface.

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 a dialog box titled 'Override Line 1: Accounting Codes'. It contains a table with columns for 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'. A '+' button is visible at the bottom right of the table. Below the table, 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.

The screenshot shows the 'Edit Funding' window with a table of accounting codes. The 'Amount of Price' column is highlighted with an orange box, showing values of 15.00 and 7.21. Below the table, the document subtotal is 22.21 USD and the split total is 22.21 USD. A '+' button and a checkmark button are also highlighted with orange boxes.

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

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.

The screenshot shows a requisition line item for 'BIC Velocity Original Mechanical Pencil, 0.7 mm, HB (#2), Black Lead, Blue Barrel, Dozen'. The accounting codes section is expanded, showing two entries with 'Amount of Price' values of 10.00 USD and 12.21 USD. An orange arrow points to the 'Amount of Price' column header.

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.