



## Splitting costs between codes

Within iProc, it is possible to split the cost of an item or service over:

- two grant codes
- two department codes
- a mix of grant and department codes



### Be aware ..... If you set up a favourite Grant code in Preferences

- If it is one of the codes you wish to use for splitting then leave the default information in the **Billing** section of the **Checkout: Requisition Information** screen.
- If you want to use totally different codes then ensure you **delete** the Grant information from the **Billing** section of the **Checkout: Requisition Information** screen.

### More than one Grant code

1. Once the items are in your cart, click **Edit Lines**.
2. Click **Billing** tab and enter one of the project codes in the relevant item line (unless the project code information has defaulted in from preference set up).

| Select Line | Description   | Project  | Task | Award   | Expenditure Type   | Expenditure Organization | Expenditure Item Date | Classification Code |
|-------------|---|----------|------|---------|--------------------|--------------------------|-----------------------|---------------------|
| 1           | Microcentrifuge Tube Conical Polypropylene 1.5MI Fisherbrand              | LBAG/115 | 1    | RG59268 | Other Costs/Consum | LB_Earth Sciences        | 22-Jan-2014           | IME0.0%             |
| 2           | Centrifuge Tube With Flat Top Cap Polypropylene 15MI 8400 X G Max Corning |          |      |         |                    |                          |                       | IME0.0%             |

3. Click on **Split** to display the Requisition Information: Split Cost Allocation screen.
4. Click **Add Another Row**, which will display a blank row.
5. Complete the fields for the project and amend one of the Percent, Quantity or Amount fields for each line allocating split of expense accordingly.
6. Once totals equal 100% click on **Apply** to display the Requisition Information: Edit Lines screen. Remember to indicate if the item is a fixed asset by clicking on the **Accounts** tab and the **Split** icon.

## iProc Detailed Procedure Splitting costs between codes

Requisition Information: Split Cost Allocation  
\* Indicates required field Apply

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**Selected Line**

| Line | Description  | Unit | Quantity | Price    | Amount (GBP) |
|------|--|------|----------|----------|--------------|
| 1    | Microcentrifuge Tube Conical Polypropylene 1.5Ml Fisherbrand | Pack | 1        | 5.29 GBP | 5.29         |

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**Projects** **Charge Accounts**

| Line         | Project  | Task | Award   | Expenditure Type   | Expenditure Organization | Expenditure Item Date | Percent    | Quantity | Amount (GBP) | Delete |
|--------------|----------|------|---------|--------------------|--------------------------|-----------------------|------------|----------|--------------|--------|
| 1            | ZZAG1123 | 1    | RG12345 | Other Costs/Consur | ZZ_Ecology               | 22-Jan-2014           | 50         | 0.5      | 2.65         |        |
| 2            | ZZAG1678 | 1    | RG6789  | Other Costs/Consur | ZZ_Ecology               | 22-Jan-2014           | 50         | 0.5      | 2.65         |        |
| <b>Total</b> |          |      |         |                    |                          |                       | <b>100</b> | <b>1</b> | <b>5.30</b>  |        |

**TIP** Total allocation must equal 100% of the selected line values.  
 Apply this Cost Allocation information to all applicable requisition lines Apply

### Over more than one dept code

1. If any of the Grant fields on the checkout screen are completed, delete the information.

This process will not work if any of the **Project, Task, Award, Expenditure Type, Expenditure Organisation and Expenditure Item Date** are completed.

**Billing**

Project

Task

Award

Expenditure Type

Expenditure Organization

Expenditure Item Date  (example: 22-Jan-2014)

Charge Account  Multiple

GL Date  22-Jan-2014

Tax Classification Code  SR20.0%

2. Click **Edit Lines, Accounts** tab.
3. Click on the **Charge Account** code for the relevant item and update the **Accounting Flexfield** with the correct code if it differs from what has defaulted in.
4. Click **Add Another Row** to display line 2 and either the system generated code, or the code set in your Personal Profiles will default in.
5. Update the **Accounting Flexfield** for Line 2 with the correct code.
6. Update either the Percent, Quantity or Amount field accordingly and **Tab**.

## iProc Detailed Procedure Splitting costs between codes

Requisition Information: Split Cost Allocation  
\* Indicates required field

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**Selected Line**

| Line | Description  | Unit | Quantity | Price    | Amount (GBP) |
|------|--|------|----------|----------|--------------|
| 1    | Microcentrifuge Tube Conical Polypropylene 1.5ml Fisherbrand | Pack | 1        | 5.29 GBP | 5.29         |

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Projects | **Charge Accounts**

| Line         | Accounting Flexfield  | GL Date     | Percent      | Quantity     | Amount (GBP) | Track As Asset           | Delete                                |
|--------------|---|-------------|--------------|--------------|--------------|--------------------------|---------------------------------------|
| 1            | U ZZ ZZFI .AAAA.ELKC.0000<br><small>Entity,Department,Cost Centre,Source of Funds,Transaction,Spare</small> | 22-Jan-2014 | 56.710775047 | 0.5671077504 | 3.00         | <input type="checkbox"/> | <input type="button" value="Delete"/> |
| 2            | U ZZ ZZAD .AAAA.ELKC.0000<br><small>Entity,Department,Cost Centre,Source of Funds,Transaction,Spare</small> | 22-Jan-2014 | 43.289224952 | 0.4328922495 | 2.29         | <input type="checkbox"/> | <input type="button" value="Delete"/> |
| <b>Total</b> |   |             | <b>100</b>   | <b>1</b>     | <b>5.29</b>  |                          |                                       |

**TIP** Total allocation must equal 100% of the selected line values.  
 Apply this Cost Allocation information to all applicable requisition lines

- Once totals equal 100% click on **Apply** to display the Requisition Information: Edit Lines screen. Remember to indicate if the item is a fixed asset by clicking on the **Accounts** tab and the **Split** icon.
- The charge account for the item line you have spit should display as Multiple.
- Complete remaining process

### Split cost over a GL and Grant code

- Even though you are partially coding to a grant, please ensure that no data is entered in the following fields:

**Project, Task, Award, Expenditure Type, Expendi Organisation and Expenditure Item Date**

**Billing**

Project

Task

Award

Expenditure Type

Expenditure Organization

Expenditure Item Date

(example: 22-Jan-2014)

Charge Account

GL Date

Tax Classification Code

- Click on **Edit Lines, Accounts Tab** and click on the **Split** icon for the relevant item.

Requisition Information: Edit Lines  
\* Indicates required field

Delivery | **Billin** | **Accounts** | Attachments

Select Lines:

Select All | Select None

| Select Line                | Description   | Charge Account           | GL Date     |
|----------------------------|---|--------------------------|-------------|
| <input type="checkbox"/> 1 | Microcentrifuge Tube Conical Polypropylene 1.5ml Fisherbrand              | Multiple                 | 22-Jan-2014 |
| <input type="checkbox"/> 2 | Centrifuge Tube With Flat Top Cap Polypropylene 15ml 8400 X G Max Corning | U.LB.LBAA.AAAA.ELKC.0000 | 22-Jan-2014 |

**TIP** Click on a Split icon to Track as Asset or to allocate costs to multiple accounts.

## iProc Detailed Procedure Splitting costs between codes

3. The **Accounts** tab will display. Amend the GL code string to the code you wish to use as well as either the Percent, Quantity or Amount fields.
4. Click **Add Another Row** and then click **Projects** tab and a screen similar to below will display.

**Error**

1. Row 2 Percent - Percentage must be between 0 and 100.
2. Centrifuge Tube With Flat Top Cap Polypropylene 15MI 8400 X G Max Corning - Percentages must total 100.

Requisition Information: Split Cost Allocation

\* Indicates required field Apply

**Selected Line**

| Line | Description   | Unit | Quantity | Price    | Amount (GBP) |
|------|---|------|----------|----------|--------------|
| 2    | Centrifuge Tube With Flat Top Cap Polypropylene 15MI 8400 X G Max Corning | Case | 20       | 69.6 GBP | 1,392.00     |

**Projects** | Charge Accounts

| Line         | Project              | Task                 | Award                | Expenditure Type     | Expenditure Organization | Expenditure Item Date | Percent | Quantity | Amount (GBP) | Delete |
|--------------|----------------------|----------------------|----------------------|----------------------|--------------------------|-----------------------|---------|----------|--------------|--------|
| 1            | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>     | <input type="text"/>  | 50      | 10       | 696.00       |        |
| 2            | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>     | <input type="text"/>  | ✖       |          |              |        |
| <b>Total</b> |                      |                      |                      |                      |                          |                       | 50      | 10       | 696.00       |        |

Percentage must be between 0 and 100.

**TIP** Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

5. Do not input anything in Line 1 on the projects tab as that relates to the GL code that was entered at step 2.
6. Complete Line 2 with the project information and update the Percent field and Tab.
7. Once totals equal 100%, click **Apply** to display the Requisition Information: Split Cost Allocation screen and lines will be coded to GL and project.
8. Click **Apply** and either complete remaining tabs if required or click **Apply** to display the Checkout: Requisition Information screen to complete remaining process.