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).

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.
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.

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.
7. 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.

8. The charge account for the item line you have spit should display as Multiple.

9. Complete remaining process

**Split cost over a GL and Grant code**

1. 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, Expenditure Organisation and Expenditure Item Date

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

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.