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 View cart screen.

More than one code

1. From the Checkout screen select the item and click the Update button

2. Click the green plus icon + to display additional billing lines.

3. Complete the fields for the GL code or project and amend one of the Percent, Quantity or Amount fields for each line allocating split of expense accordingly.

4. Select Apply. Any grant codes will have the related gl code automatically generated.