

eProcurement – Splitting a Cost Across Multiple Projects

Introduction

When you create a requisition, you are able to split the cost across multiple project codes from the Checkout - Review and Submit page. The Project Code will default to the one you provided on your access form. If you are ordering goods or services that are to be charged across multiple project codes, follow the instructions below.

Procedure

1. Proceed to the Checkout - Review and Submit page

2. Click on the **arrow** ► next to the item line you want to split the costs for so that it is pointing down

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments/Attachments	Delete
1	Food Color Testing Solutions	A	Chem-Supply Pty Ltd	2,0000	Packet	171.0000	342.00		Add	
2	Ferric Ammonium Citrate for Ba		Chem-Supply Pty Ltd	2,0000	Packet	92.0000	184.00		Add	

Note: Your Accounting Lines tabs may look different to the image below according to your personalization. If you cannot see the required fields, click through the tabs. If you want to personalize your Chartfields1 tab, refer to the personalization QRG. You do not need to change or delete any other pre-populated field such as the Activity ID field

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments/Attachments	Delete										
1	Food Color Testing Solutions	A	Chem-Supply Pty Ltd	2,0000	Packet	171.0000	342.00		Add											
<p>Shipping Line 1</p> <p>*Ship To: NTENGST00 Address: Engineering North Building Level 1 Room N123a via Gate 5 Frome Road Adelaide, SA 5005 Attention To: Utting, Terry</p>																				
<p>Accounting Lines</p> <p>*Distribute By: Qty SpeedChart *Liquidate By: Amt</p> <p>Accounting Lines Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Dept</th> <th>Project</th> <th>Merchandise Amt</th> <th>Percent</th> <th>Account</th> </tr> </thead> <tbody> <tr> <td>218</td> <td>15003230</td> <td>342.00</td> <td>100.0000</td> <td>2541</td> </tr> </tbody> </table>											Dept	Project	Merchandise Amt	Percent	Account	218	15003230	342.00	100.0000	2541
Dept	Project	Merchandise Amt	Percent	Account																
218	15003230	342.00	100.0000	2541																
2	Ferric Ammonium Citrate for Ba		Chem-Supply Pty Ltd	2,0000	Packet	92.0000	184.00		Add											

3. Add an additional line by clicking **+**. Add additional lines to match the amount of project codes this purchase is going to be split against

Accounting Lines

*Distribute By: Qty SpeedChart: [] *Liquidate By: Amt

Dept	Project	Merchandise Amt	Percent	Account
218	15003230	342.00	100.0000	2541

4. Amend the **Dept** and **Project** fields as required

Accounting Lines

*Distribute By: Qty SpeedChart: [] *Liquidate By: Amt

Dept	Project	Merchandise Amt	Percent	Account
218	15003230	171.00	50.0000	2541
121	10005605	171.00	50.0000	1122

Split by Percentage

5. Use the **Percent** field to split the costs. This example shows a 50% split. Using the % field will automatically amend the Merchandise Amt. The Percent amounts must total 100

Accounting Lines

*Distribute By: Qty SpeedChart: [] *Liquidate By: Amt

Dept	Project	Merchandise Amt	Percent	Account
218	15003230	171.00	50.0000	2541
121	10005605	171.00	50.0000	1122

Split by Amount

5. Select **Amt** from the drop down menu. Use the **Merchandise Amt** field to split the costs. This example shows an amount of \$102.00 being charged to one project code and \$240.00 to the other. The percent field will automatically fill. The Merchandise Amt must total the item cost

Accounting Lines

*Distribute By: Amt SpeedChart: [] *Liquidate By: Amt

Dept	Project	Merchandise Amt	Percent	Account
218	15003230	102.00	29.8246	2541
121	10005605	240.00	70.1754	1122

6. When you have split the costs either by the Amount or the Percent click **Save & Submit**

Checkout - Review and Submit

Requisition Comments

Enter requisition comments

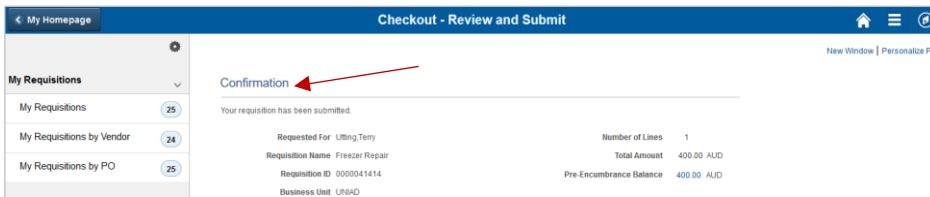
Send to Supplier Show at Receipt Shown at Voucher

Approval Justification

Enter approval justification for this requisition

Save & Submit Save for Later Add More Items

You will see a **Confirmation** message when your requisition has been submitted



Note: Your requisition will be reviewed by the Purchasing Team prior to a Purchase Order being dispatched. You can follow the status of your requisition through the Manage Requisition function

Contact Us

For further support or questions, please contact the Finance and Procurement Support Team.
Telephone: +61 8 8313 3414 Email finprosupport@adelaide.edu.au