



ePro – Allocating or Splitting Project Codes

Introduction

eProcurement allows you to allocate the cost of the goods or services to a specific code or split the cost across multiple projects/departments. The split can be applied to each item or for the whole Requisition (order).

Note: Please complete the steps in eProcurement Personalising Requisitions before you commence the below steps.

Overview of Procedure

Single Lines

Click on the rightward facing arrow on the left-hand side of your Requisition line to give you 'drop down' options. Then change the Accounting Information accordingly.

Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: UNIAD Adelaide University *Currency: AUD
Requester: a1221079 Monaghan, Leah Priority: Medium
Requisition Name:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	AIR Adenviated Linker A, 5 nm	GeneWorks Pty Ltd	1.0000	Each	731.00000	731.00

Select All / Deselect All Total Amount: 731.00 AUD

Buttons: Add to Favorites, Add to Template(s), Modify Line / Shipping / Accounting, Delete

Comments: Send to Vendor, Show at Receipt, Shown at Voucher, Approval Justification, More Comments

Buttons: Save & submit, Save and Submit Later, Cancel requisition, Find More Items

Multiple Lines

Click 'Select All'.

Click Modify Line/Shipping/Accounting.

Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: UNIAD Adelaide University *Currency: AUD
Requester: a1221079 Monaghan, Leah Priority: Medium

Requisition Name:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	AIR Adenylated Linker A 5 nm	GeneWorks Pty Ltd	1.0000	Each	731.00000	731.00

Select All / Deselect All Total Amount: 731.00 AUD

Add to Favorites Add to Template(s) **Modify Line / Shipping / Accounting** Delete

Comments

Send to Vendor Show at Receipt Shown at Voucher Approval Justification More Comments

Save & submit Save and Submit Later Cancel requisition Find More Items

Click 'Load Values From Default' so that Project Code and Department can be checked.

Create Requisition

Modify Line / Shipping / Accounting

Line Information

Note: The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.

Vendor ID: Vendor Location:
Buyer: Category:

Shipping Information

Ship To:
Due Date: Attention:

Accounting Information

Project	Dept	Percent
1		

Personalize Find First 1 of 1 Last

Load Values From Defaults

Apply Cancel

Modify Line / Shipping / Accounting

Line Information ?

Note: The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.

Vendor ID: Vendor Location:

Buyer: Category:

Shipping Information

Ship To:

Due Date: Attention:

Accounting Information Personalize | Find | | | First 1 of 1 Last

Project	Dept	Percent		
1 <input type="text" value="15017200"/> <input type="button" value="Q"/>	<input type="text" value="810"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

[Load Values From Defaults](#)

To change a single Project Code and Department for cost allocation, add the relevant details and click Apply.

Note: In the example above the screen has been personalised so that the Project, Dept and Percent fields appear in Accounting Information; if you have not personalised your screen navigate to Chartfields 2 and Chartfields 3 to find these fields.

If you need to share the cost across more than one project, click the + button to insert another line to Accounting Information and add the additional Project Code and Department information.

Then add the percentage for each project and click Apply.

Modify Line / Shipping / Accounting

Line Information ?

Note: The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.

Vendor ID: Vendor Location:
Buyer: Category:

Shipping Information

Ship To:
Due Date: Attention:

Accounting Information

Personalize | Find | First 1-2 of 2 Last

	Project	Dept	Percent		
1	<input type="text" value="15017200"/> <input type="button" value="Q"/>	<input type="text" value="810"/> <input type="button" value="Q"/>	<input type="text" value="50"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="15017201"/> <input type="button" value="Q"/>	<input type="text" value="810"/> <input type="button" value="Q"/>	<input type="text" value="50"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

[Load Values From Defaults](#)

Apply

Cancel

Select 'Replace Distribution Lines' and click OK.

Distribution Change Options

For the selected requisition lines, apply distribution changes to

- Matching Distribution Lines
Apply changes to each existing distribution line by matching the distribution line numbers.
- Replace Distribution Lines
Remove the existing distribution lines and replace with the distribution lines changes.

OK

Cancel

Check your Project Code allocation by clicking the arrow on the left hand side of the item on the Review and Submit page.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Adelaide University *Currency:

Requester: Monaghan, Leah Priority:

Requisition Name:

Requisition Lines ?

Line	Description	Vendor Name	Quantity	UOM	Price	Total
<input checked="" type="checkbox"/> 1	AIR Adenvylated Linker A. 5 nm	GeneWorks Pty Ltd	<input type="text" value="1.0000"/>	Each	731.00000	731.00 <input type="button" value="Print"/>
Total Amount:						731.00 AUD

Comments ?

Send to Vendor Show at Receipt Shown at Voucher Approval Justification [More Comments](#)

 [Find More Items](#)

Click Save and Submit or continue adding to your requisition.

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