

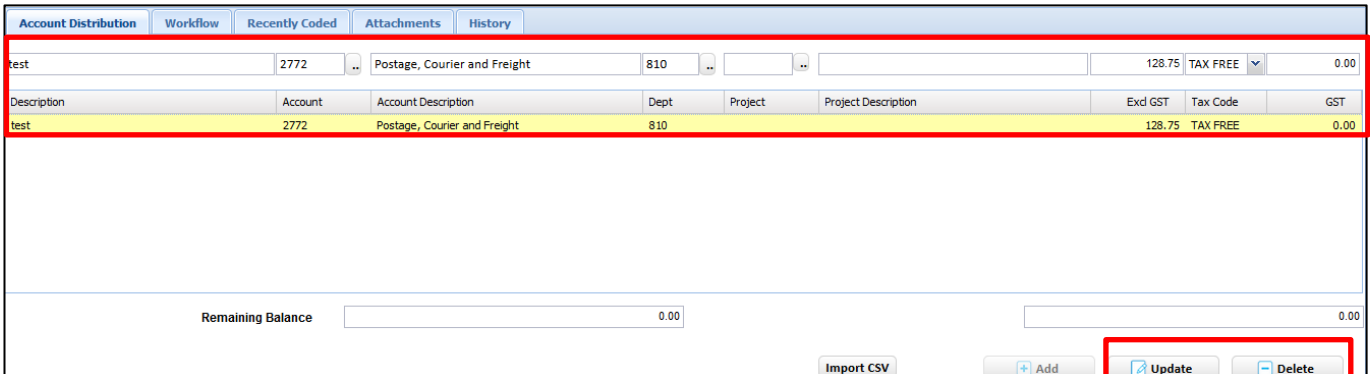
# Kofax – Splitting across projects (coding)

## Introduction

This document demonstrates how to split costs against multiple projects.

## Procedure

1. To amend the original distribution line, click on the original line, the line will highlight in yellow and the data will appear in the blank data fields above which can now be amended, or **deleted**



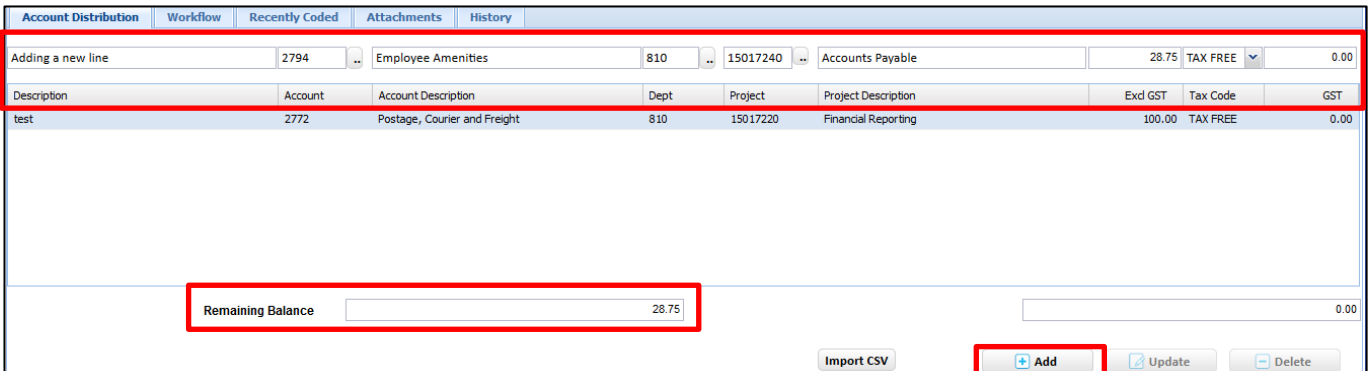
Description	Account	Account Description	Dept	Project	Project Description	Excl GST	Tax Code	GST
test	2772	Postage, Courier and Freight	810			128.75	TAX FREE	0.00
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Remaining Balance: 0.00

Buttons: Import CSV, Add, Update, Delete

- a. change the total Excl GST (Exclusive GST)
- b. change the department and/or project code
- c. click **Update**.

If there is a remaining balance showing, you must add another distribution line(s).



Description	Account	Account Description	Dept	Project	Project Description	Excl GST	Tax Code	GST
Adding a new line	2794	Employee Amenities	810	15017240	Accounts Payable	28.75	TAX FREE	0.00
test	2772	Postage, Courier and Freight	810	15017220	Financial Reporting	100.00	TAX FREE	0.00

Remaining Balance: 28.75

Buttons: Import CSV, Add, Update, Delete

2. To add another distribution line (s), click in the blank fields above the original line:
  - a. complete the fields, going from left to right
  - b. add in the desired amount Excl GST
  - c. click **Add**.

Repeat step 2 until the remaining balance is zero, ensuring that payment totals match the invoice totals and click **Submit**.

## Contact Us

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au)