

Split funding is used when you want to allocate part of an order to various areas. **You can choose to split by either percentages or amount.** Best practice/preferred option is to **split by %**; however splitting by amount could be used if the price will not change or if a specific dollar amount is required for a grant.



NOTE: Any shipping, handling or tax charges sent through at the time of invoicing will get allocated to the account codes entered at the header.

Split funding **cannot** be done on internal catalog requisitions (UNL Software, UNL Apple Sales, UNMC General Supply, etc).



Always go to the line level to enter a split.

Accessing Funding Detail

1. From the active cart, click **Proceed to Checkout**
2. Click on the **Accounting Codes** tab

Splitting by %

Tip for percentage calculation: divide a portion of the amount by the total amount, which provides you with the % to use in a split.

Accounting Codes		
These values apply to all lines unless specified by line item		
Cost Object	GL Account	Account Group
3751402007001 EARLY DETECT GENETIC CHANGES PANCR	533100 RESEARCH AND LAB SUPPLIES	ALL

1. Click **edit** to the right of header accounting codes
2. Enter your primary Cost Object & GL Codes
3. Click on **add split** (in upper right hand corner). A new line will be added to your account codes

Cost Object	GL Account	Account Group	% of Price	
3751402007001 Select from profile values... Select from all values...	533100 Select from profile values... Select from all values...	ALL Select from profile values... Select from all values...	50	remove
2101010001 Select from profile values... Select from all values...	533100 Select from profile values... Select from all values...	ALL Select from profile values... Select from all values...	50	remove
Split Total			100%	add split
recalculate / validate values show monetary calculations				

Recalculate and Save **Cancel**

4. Choose **% of Price or % of Qty** from the drop down box
5. Enter in the applicable split amounts for each line (enter in whole numbers, must equal 100 when splitting by %).
6. Adjusting your cost object and GL account as needed
7. Repeat steps 5 thru 8 as needed.
8. Click **Recalculate and Save**

Splitting by Amount



Splitting by \$\$ **SHOULD NOT** be used to change how a single item will be paid. Instead you should adjust that line item to reflect the appropriate accounting codes. **THIS NEEDS TO BE DONE AT THE LINE LEVEL**

When entering information into Split by \$ amount this will translate into a % in SAP.

1. Scroll down to the Supplier/Line Item Details Section
2. Click **edit** to the right of the line you wish to change accounting codes
3. Enter your Cost Object & GL Code
4. Click on **add split** (in upper right hand corner). A new line will be added to your account codes
5. Choose Amount of Price from the drop down box
6. Enter in the applicable amounts for each line (must equal total cost of the line or total quantity).
 - a. To check that the amount balances: click **recalculate / validate values**
7. Repeat steps 5 thru 8 as needed.
8. Click **Recalculate and Save**

Copy to Other Lines

If your accounting codes vary by line you will see a hyperlink that allows you to copy the same split or allocation from one line to other lines in the cart.

NOTE: If all items have the same accounting codes do not use this function. Rather enter your information at the header (which will automatically populate for each line)

9. To repeat the same line detail for various parts of the order, click **copy to other lines**
10. Use the check boxes on the right to select the appropriate lines.
11. Click **Copy**