

Splitting charges by Activity codes

iProc Requisitioner | Oracle Financials

This guide is intended for iProc Requisitioners who have started the process to raise a requisition in the iProcurement (iProc) part of the Oracle Financials system and want to split the charge for the requisition to more than one Activity Code from the *Checkout: Requisition Information* screen.

Some requisitions need to be split across multiple charge accounts if they relate to more than one budget. Separate lines can be put to different codes on the same requisition and individual lines can be split across multiple accounts.

Assigning a requisition to multiple charge accounts will generate an approval chain which includes all the relevant budget holders.

The requisition process:




To split the charge for a requisition to more than one Activity code you will need to:

1. Create your requisition in the normal way, by adding items to your *Shopping cart* and then proceed to *Checkout*.
2. From the *Checkout: Requisition Information* screen, click on the **Charge Account** link. All requisition lines will be shown.
3. Click on the **Charge Account** for the requisition line that you need to split the charge. The *Requisition Information: Split Cost Allocation* screen appears showing the details for the selected line.
4. Type the **Activity** code directly into the *Charge Account* field, first by deleting the Activity code that has defaulted in and then typing the correct code for this requisition/requisition line. **This field is case-sensitive. Remember, the Activity code is the first 7 characters only. Do not delete the first asterisk or anything that appears after it.**

Please note that:

- A *Charge Account* is made up of 6 segments and they begin with 2 letters and then 5 numbers. The last 5 segments will not need changing.
- The first segment, Activity, refers to the code you wish to charge this requisition to. This is a General Ledger, or GL code.
- The second segment is the **IE code** (Income and Expenditure) and this defaults in based on the *Category* selected on the *Non-catalog Request* screen, or from the product selected on eMarketplace. Check this is correct for the item on the requisition. If it is not correct and

this is a *Non-Catalog Request*, the *Category code* should be amended from the *Checkout: Requisition Information* screen via the *Edit Lines* button. Never amend the IE code manually as this causes serious accounting errors.

Alternatively, select this icon  to edit the *Charge Account*. The *Charge Account* for the selected line is displayed. Either enter the **Activity** code, or use the **magnifying glass** icon to search. Activity codes begin with 2 letters and then 5 numbers. **This field is case-sensitive.**

Select **Create** to generate the new *Charge Account*. The new *Charge Account* will be displayed with the Activity code you have selected. In the *Activity* field, check the 3 letter school code and the name of the account are correct.

Select this code combination with the radio button and then click the **Select** button to choose this *Charge Account*. You will be returned to the *Requisition Information: Split Cost Allocation* screen and the *Charge Account* will be updated for that line.

5. You can split the charges for the requisition by *Percent*, *Quantity* or *Amount*. Enter the split for this *Charge Account* by typing the figure into any of the three available fields and then press the **Tab key**. Eg typing 50 into the **Percent** field means that 50% of the cost of this requisition will be charged to this Activity code. The *Percent*, *Quantity* and *Amount Totals* will have been updated. Check that these are correct.
6. Click the **Add Another Row** button which sits below the *Charge Account* field.
7. Type the **Activity** code directly into the *Charge Account* field for this new row, first by deleting the Activity code that has defaulted in and then typing the correct code for this requisition/requisition line. **This field is case-sensitive. Remember, the Activity code is the first 7 characters only. Do not delete the first asterisk or anything that appears after it.**
8. Enter the split for this second *Charge Account* by typing the figure into any of the three available fields (*Percent*, *Quantity* or *Amount*) and then press the **Tab key**. Eg typing 50 into the **Percent** field means that 50% of the cost of this requisition will be charged to this Activity code. The *Percent*, *Quantity* and *Amount Totals* will have been updated. Check that these are correct.
9. Repeat steps 6 – 8 to split the charge further if necessary.
10. Once the *Percent Total* adds up to 100, click **Apply** to save the changes. The *Requisition Information: Edit Lines* screen appears and the *Charge Account* now says **Multiple**, which shows that more than one finance code has been used for this requisition line.
11. Repeat steps 3 – 10 if you need to split the charges on any other lines on this requisition. Click **Apply** again to return to the *Checkout: Requisition Information* screen. Note that the *Charge Account* says **Multiple** on this screen too. The split charge to more than one Activity code is now complete.
12. Click **Next**. Alternatively, you could click **Submit** if you do not wish to add notes or attachments to this requisition and follow the guidance in the [Checkout: Review and Submit](#) guide (follow from step 2).

Next step: Follow the guidance in the [Checkout: Approvals and Notes](#) guide.