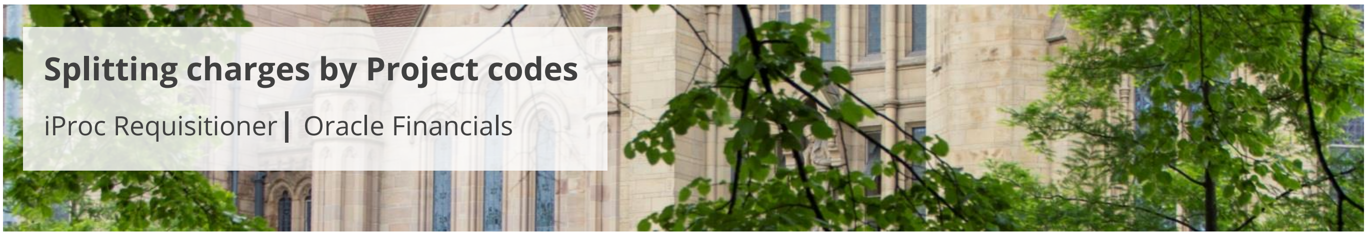

Splitting charges by Project codes

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 Project 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:

Shopping for Items — Shopping Cart — **Checkout: Requisition Information** — Checkout: Approvals and Notes — Checkout: Review and Submit

To split the charge for a requisition to more than one Project 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, complete the first five fields on the right of the screen. These are:
   - Project
   - Task
   - Expenditure Type
   - Expenditure Organization
   - Expenditure Item Date

3. **Project** – This code is the research/project budget the cost will be charged to. It will begin with R or P then 6 numbers.

   Enter the first **Project** code and then press the **Tab key**. Alternatively, select the **magnifying glass** icon to see more information about the Project and then select the correct Project code using the **Quick Select** icon.

   On the *Project Code Detail* screen ensure the *Project Name* is correct or your requisition may be sent to the wrong Approver and potentially be charged to the incorrect code.

   Project codes often have time restrictions on them, so you will need to ensure that your expenditure falls between these dates.

4. **Task** – A form of category code. Some Project codes only allow certain Tasks to be used with them, due to spending restrictions placed on the funding.
   Enter the **Task** and then press the **Tab key**, or use the **magnifying glass** icon to search and then select the correct Task using the **Quick Select** icon.
   Entering the wildcard **%** will return all available Tasks for this project.

5. **Expenditure Type** – This is an IE code which is required for reporting purposes. It is usually shown in the *Charge Account*. This is the same as the IE code which is the **second segment** of the *Charge Account*.

   Enter the **Expenditure Type** and then press the **Tab key**.

6. **Expenditure Organization** – This is always entered as **University of Manchester**. Type ***u*** then press the **Tab key** and *University of Manchester* will appear in the field.

7. **Expenditure Item Date** – This is always entered as **today's date**. Enter today's date and then press the **Tab key**, or use the **calendar** icon to select today's date.

8. When the five Project fields have been completed click on the **Charge Account** link.

9. Click on the **Split** icon on the right of the requisition line that you want to split the charges for.

10. 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.

11. The *Percent*, *Quantity* and *Amount Totals* will have been updated. Check that these are correct.

12. Click on the **Projects** tab above the *Charge Account* link.

13. Click **Add Another Row**.

14. Enter the next **Project** code on the new row and press the **Tab key**. Alternatively, use the **magnifying glass** icon to search for the Project code.

15. Enter the **Task** on the new row and press the **Tab key**. Alternatively, use the **magnifying glass** icon to search for the Task code. Remember, using the wildcard **%** will return all available Tasks for this project.

16. **Note that the only fields which may be different from the previous line are the *Project* code and the *Task* code. The remaining three Project fields should be the same across all lines. You may see an error message if the last three fields differ to the previous line.**

17. Enter the **Expenditure Type** as it appears in the row above.

18. Enter the **Expenditure Organization**. Type ***u*** then press the **Tab key** and *University of Manchester* will appear in the field.

19. Enter the **Expenditure Item Date**. Enter today's date and then press the **Tab key**, or use the **calendar** icon to select today's date.

20. Enter the split for this second Project 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 Project code.

21. The *Percent*, *Quantity* and *Amount Totals* will have been updated. Check that these are correct.

22. Repeat steps 13 – 21 to split the charge further if necessary.

23. 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 say ***Multiple***, which shows that more than one set of project values have been used for this requisition.

24. Click **Apply** again to return to the *Checkout: Requisition Information* screen. Note that some of the Project fields now say ***Multiple***, which shows that more than one set of project values have been used for this requisition. The split charge is complete.

25. 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.***