eProcurement Split Funding

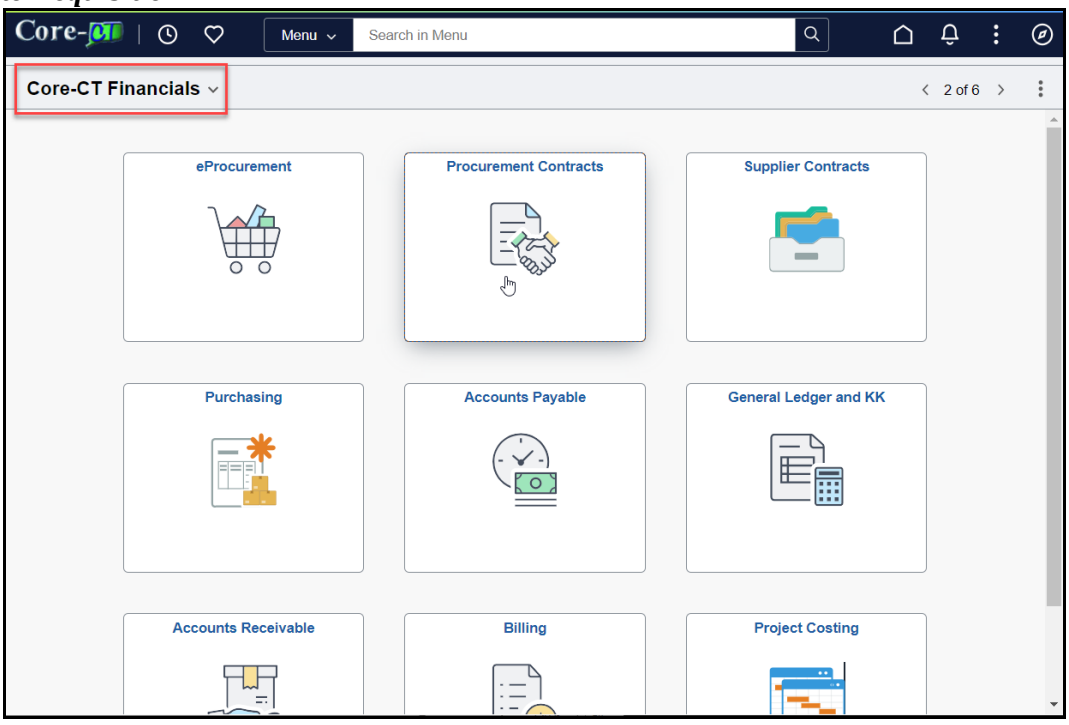
Procedure – At times, agencies require to split a purchase between different Departments, Programs, etc. The system has provision for these situations by allowing multiple distributions on one or more requisition lines.

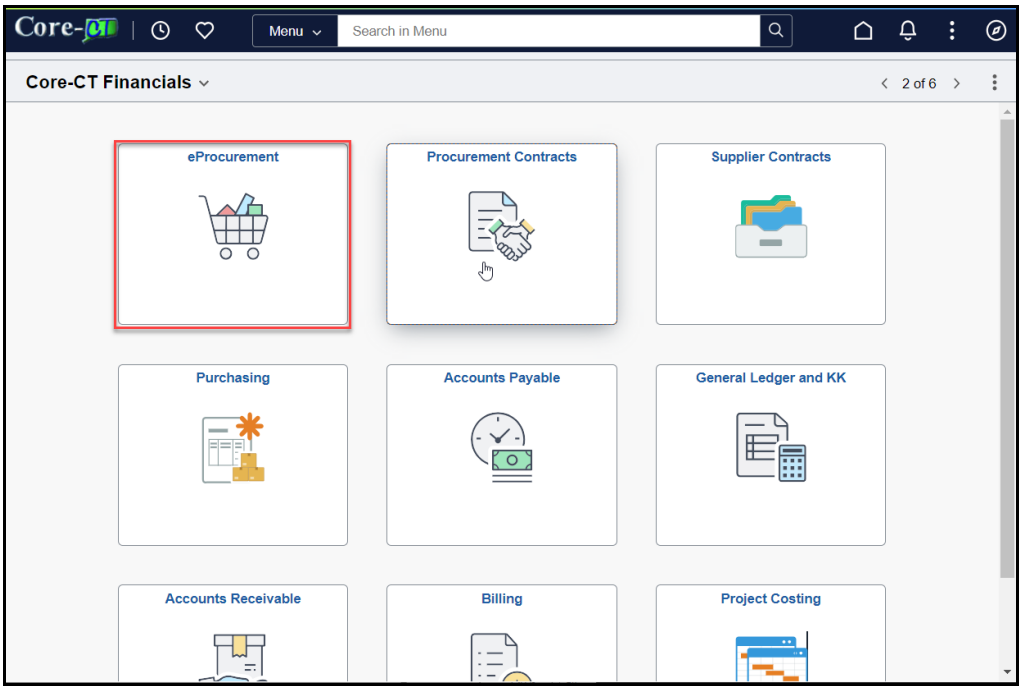
Navigation:

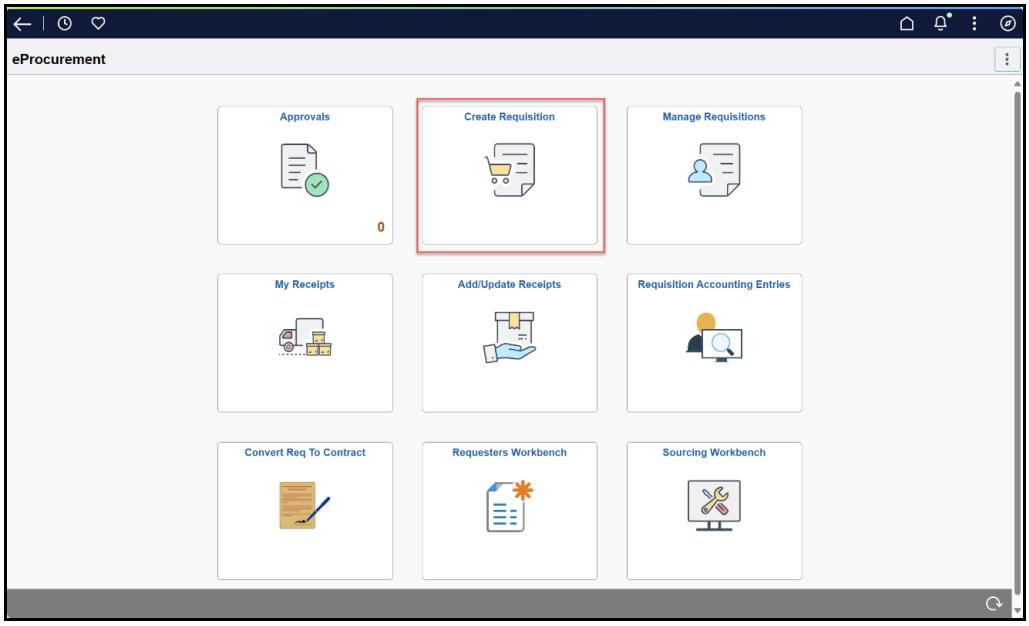
NavBar > Menu > Core-CT Financials > eProcurement > Create Requisition

OR

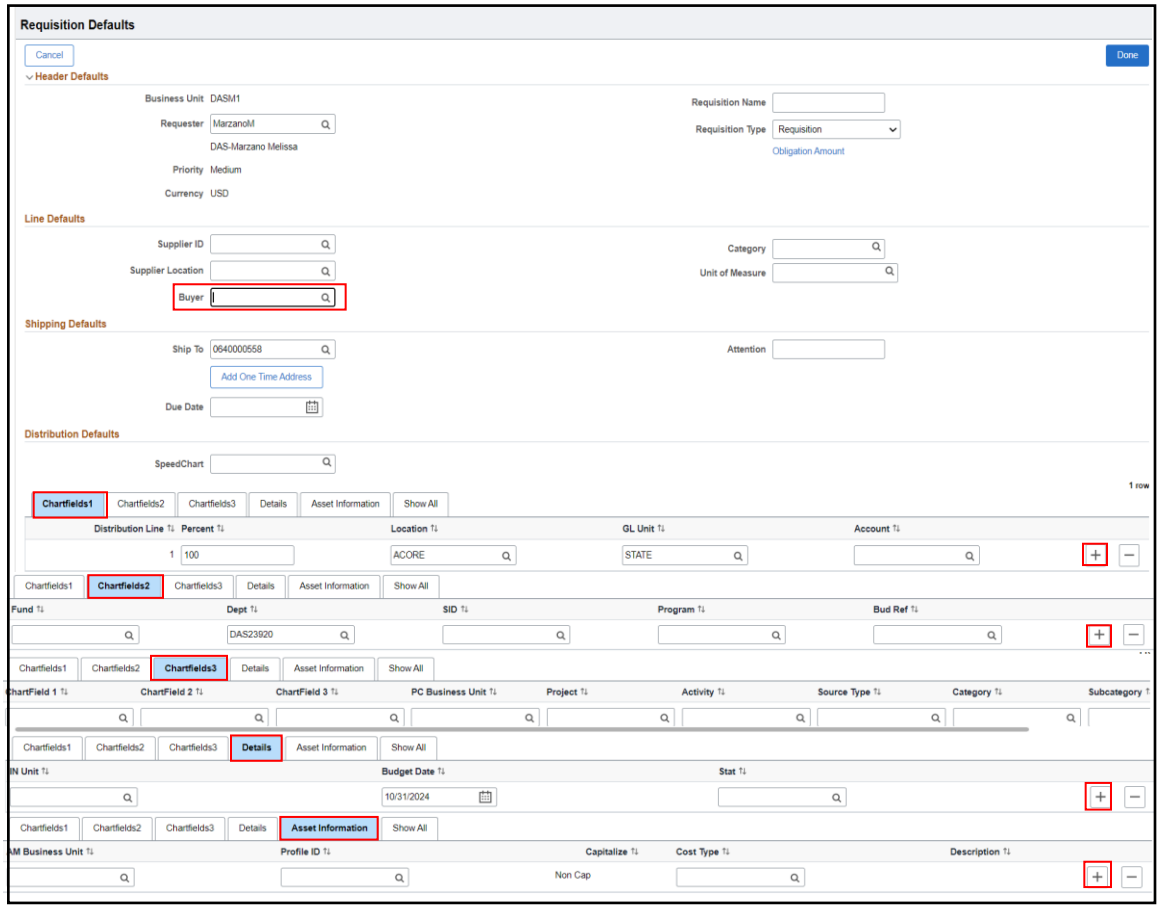
Select ***Core-CT Financials***
Click ***eProcurement***
Click ***Create Requisition***



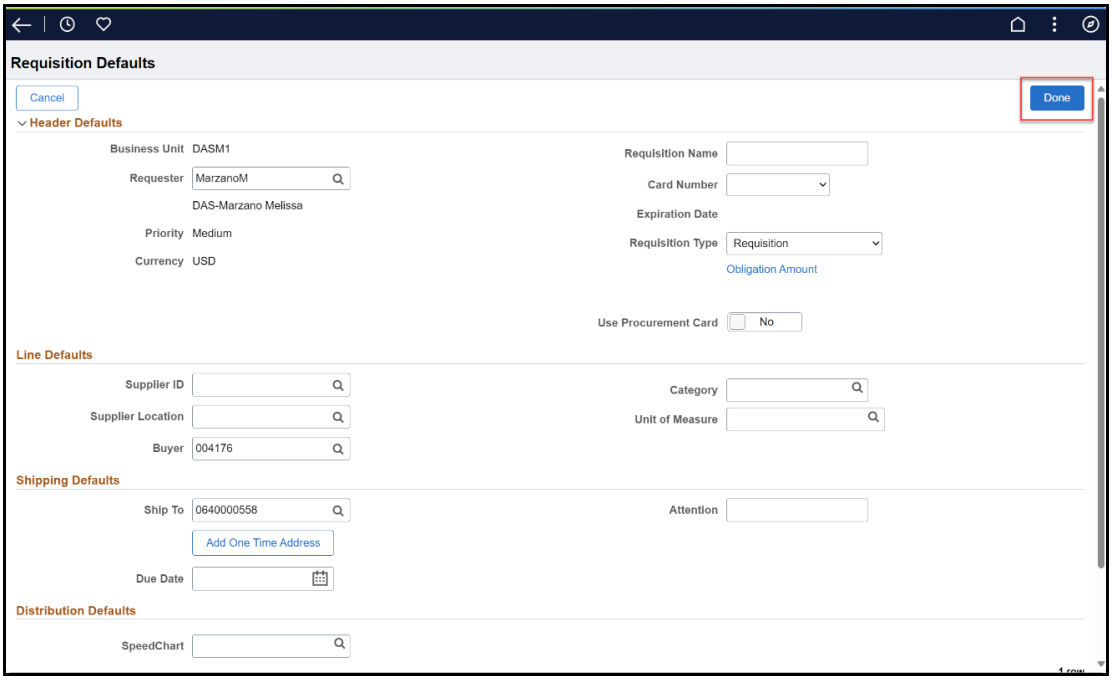

Core-CT
Menu
Search in Menu
Core-CT Financials
2 of 6
eProcurement
Procurement Contracts
Supplier Contracts
Purchasing
Accounts Payable
General Ledger and KK
Accounts Receivable
Billing
Project Costing


eProcurement
Approvals
0
Create Requisition
Manage Requisitions
My Receipts
Add/Update Receipts
Requisition Accounting Entries
Convert Req To Contract
Requesters Workbench
Sourcing Workbench

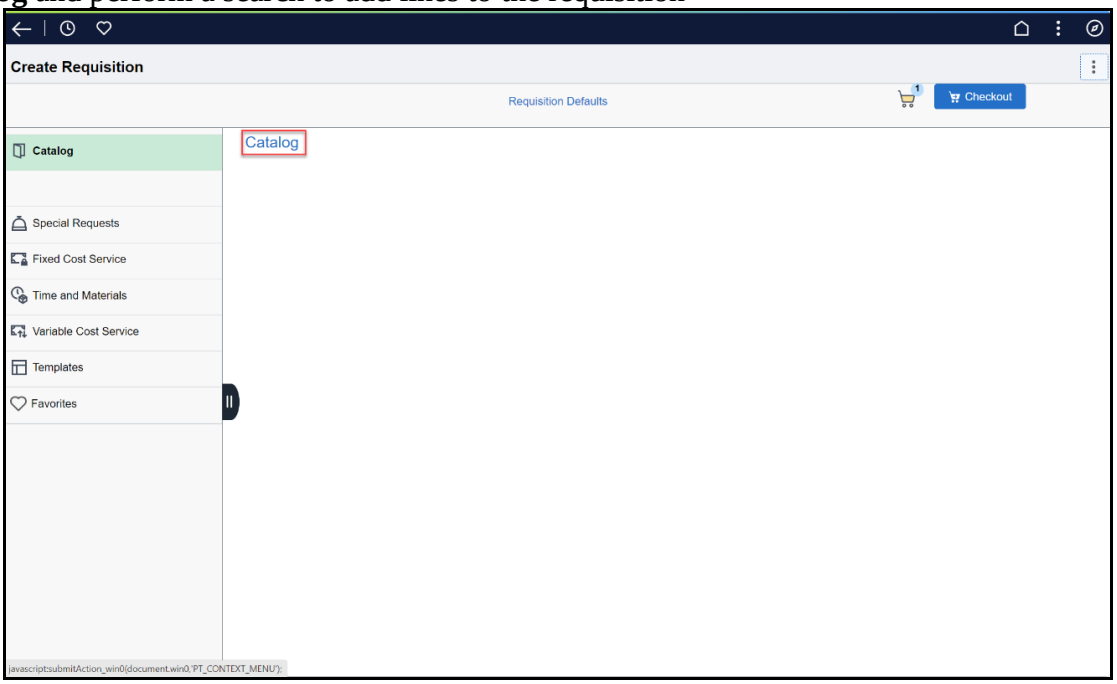
Enter **Buyer** in the **Line Defaults** section
Enter **Chartfields** Information.
NOTE: The Requester has the option to add multiple distribution lines on the Requisition Defaults page is all the lines will have the exact same distribution, or on each line if the distribution lines require different values. In this example, the multiple distributions are entered on the lines.



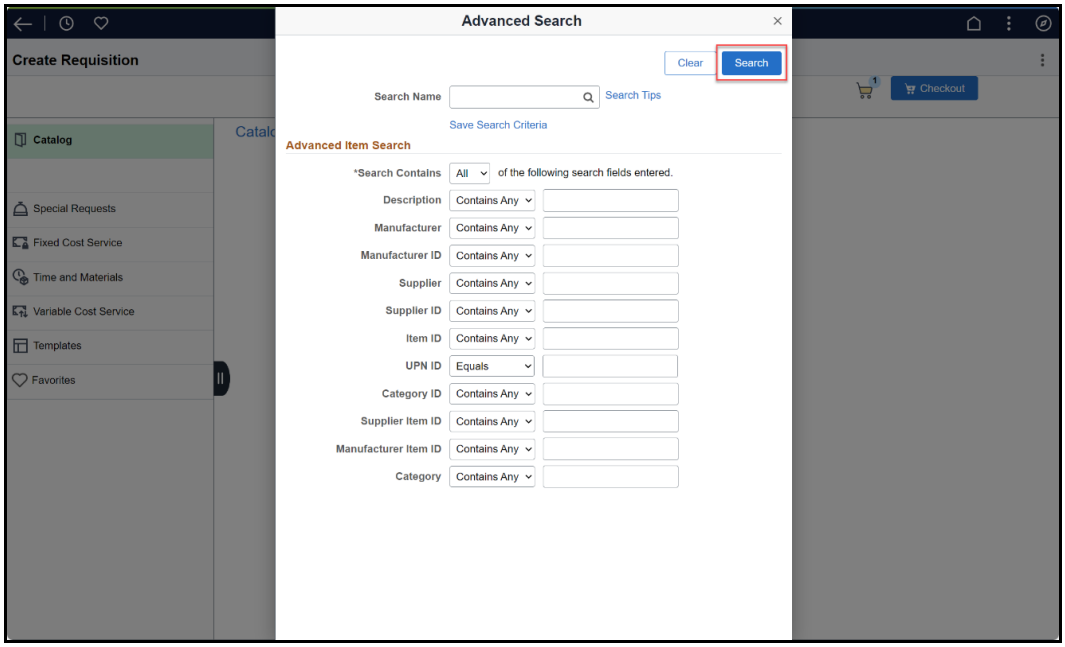
Click **Done**



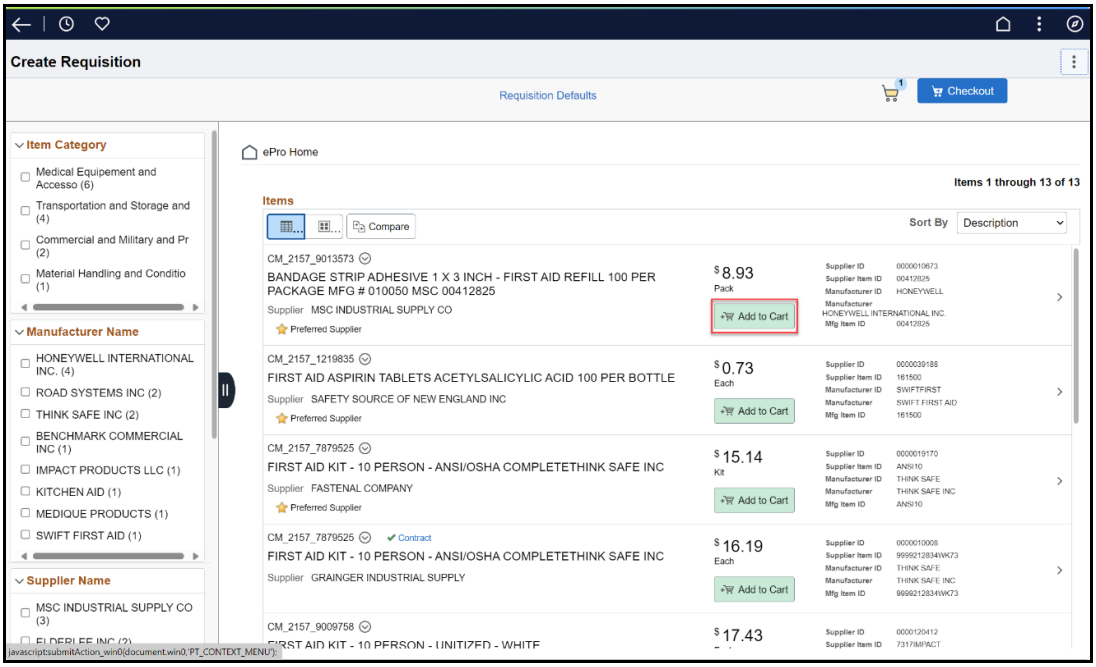
Click **Catalog** and perform a search to add lines to the requisition



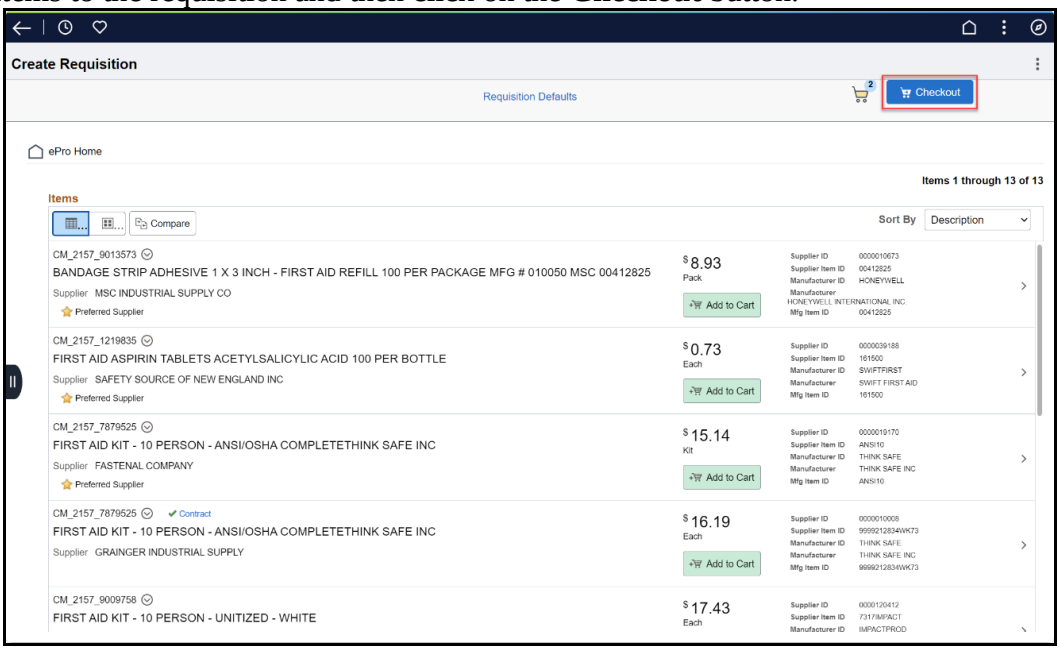
Click **Search**



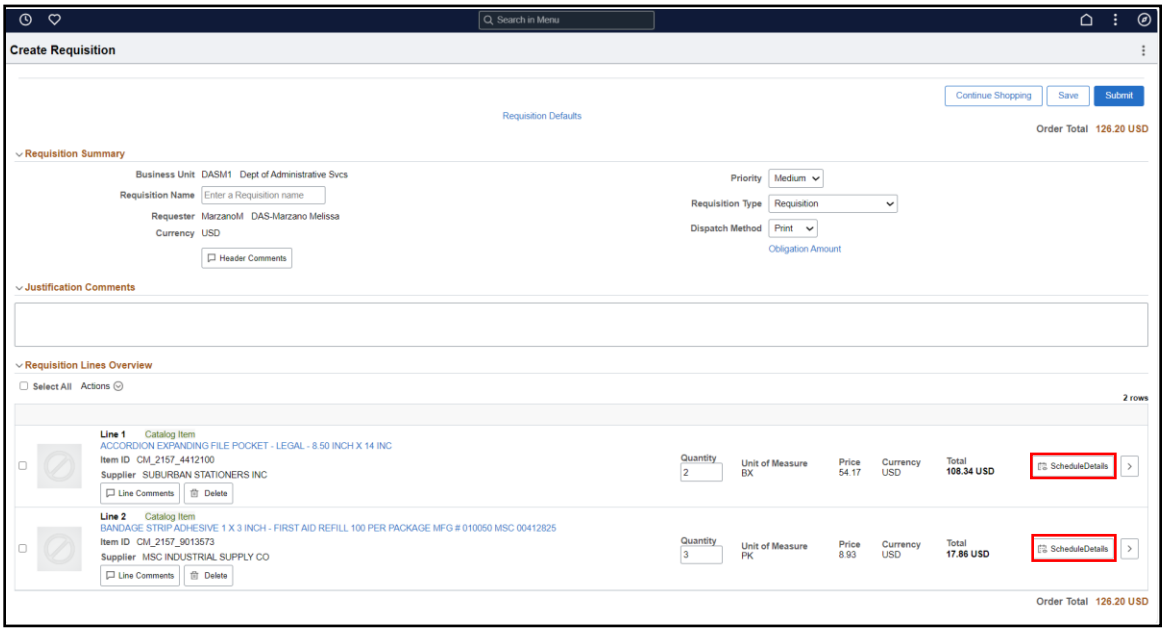
Click **Add to Cart** for items to be added to the requisition



Finish adding items to the requisition and then click on the **Checkout** button.

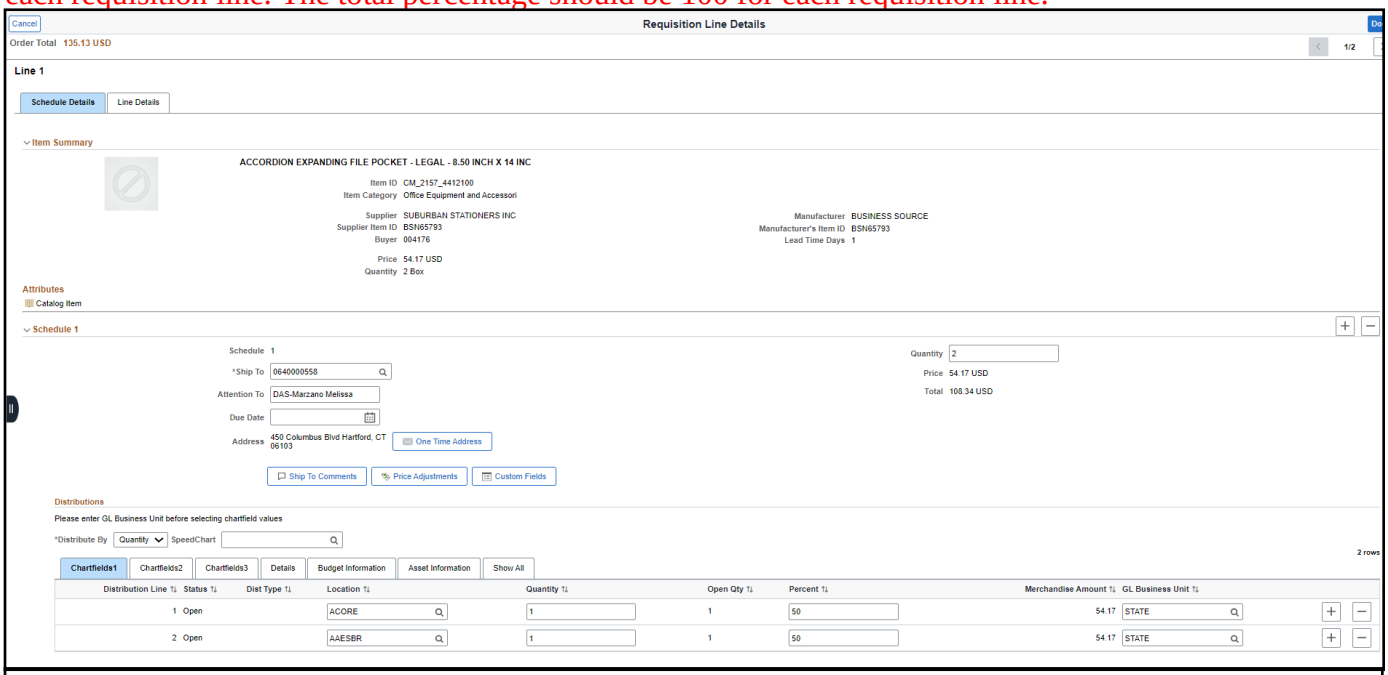


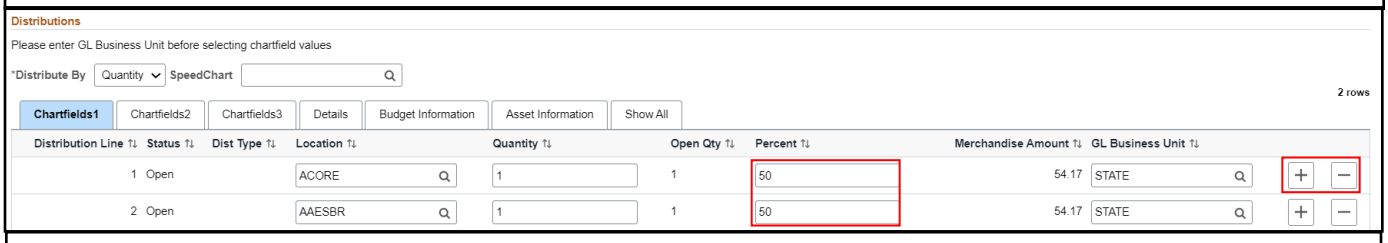
Click on the **Schedule Details** tab to the left of the line that requires split funding. This will expand to display the Chartfield information.

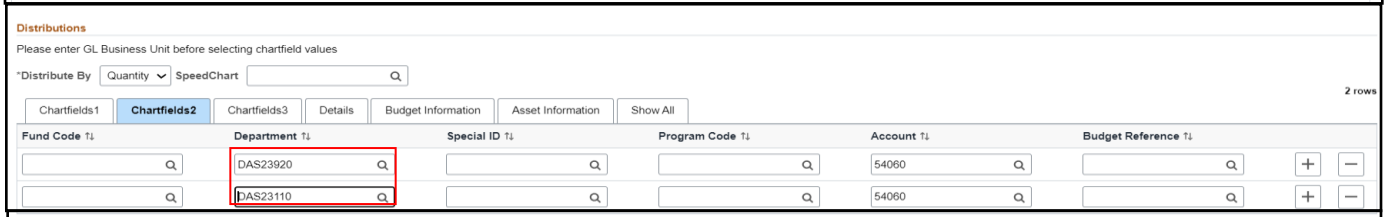


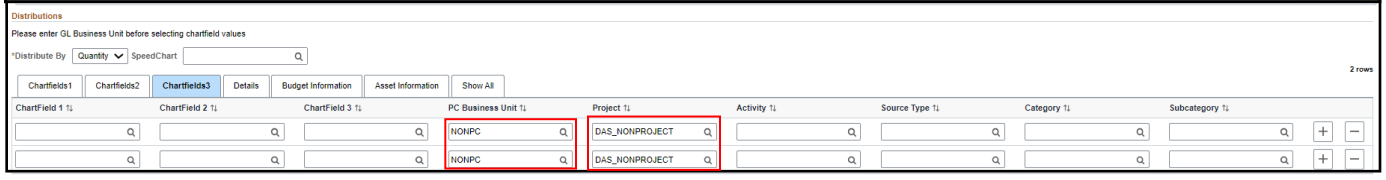
Scroll to the bottom and click on the + sign to add another row. Enter the additional Chartfield information. Follow the same instructions for each line that requires split funding. In this case, the funding of the lines is being split by different Department IDs.

Note: Remember to change the Percent field to reflect the correct value for each distribution, on each requisition line. The total percentage should be 100 for each requisition line.

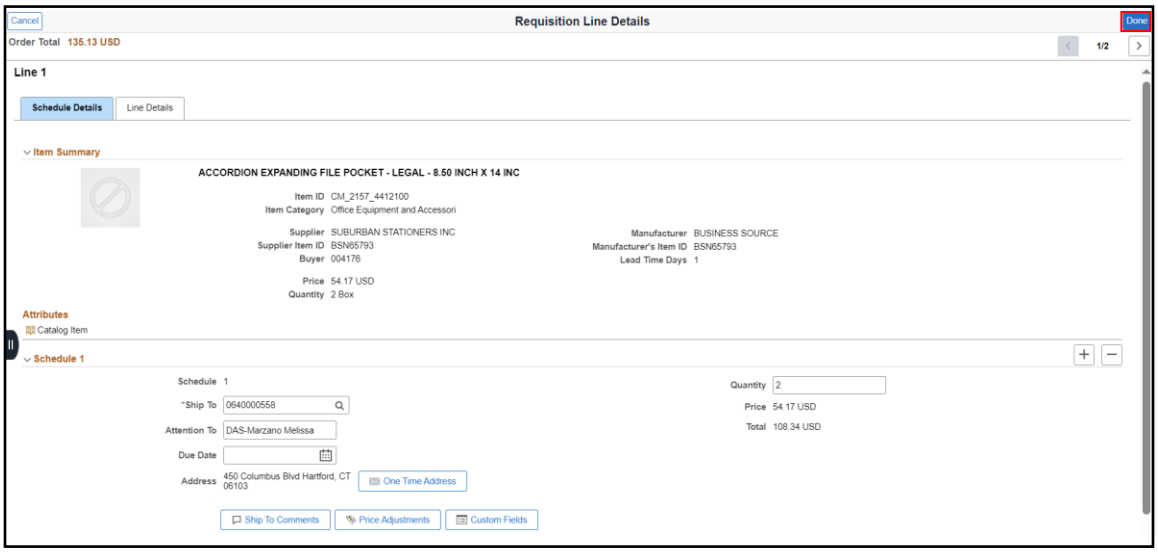




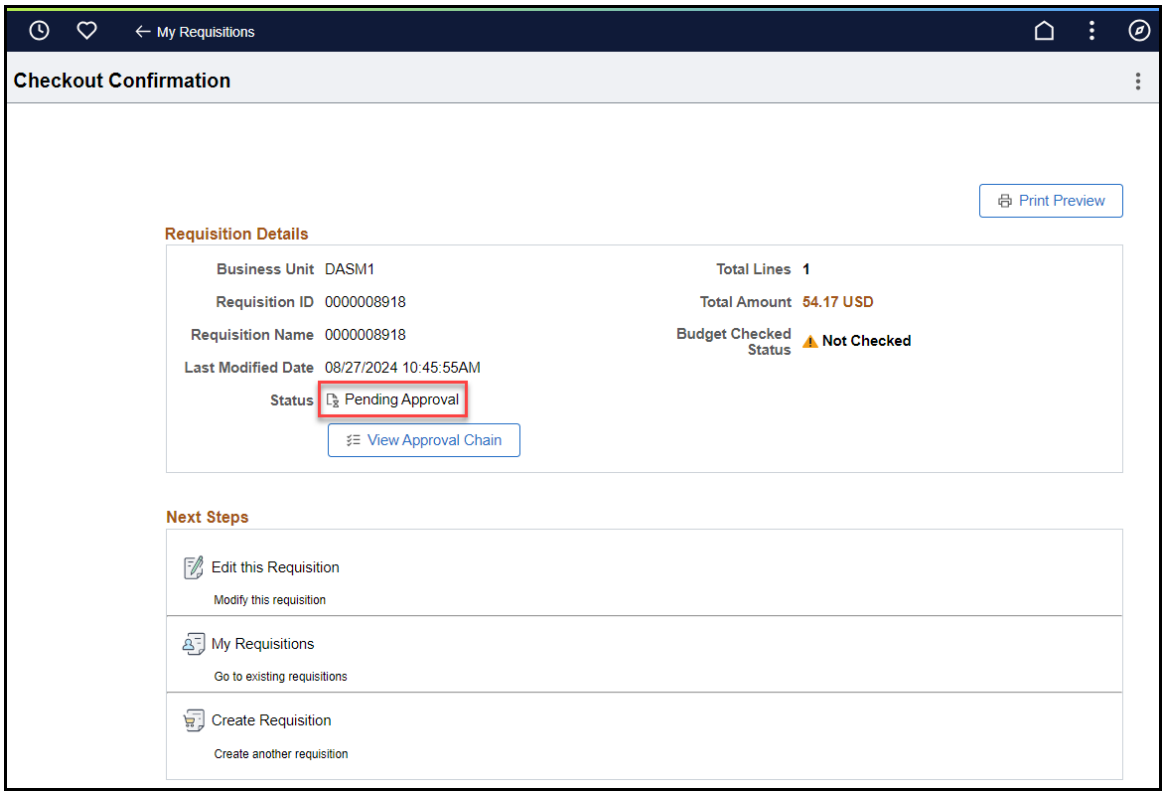




When you have finished entering all the pertinent chartfield values on the multiple distribution lines, click **Done**



Click the **Submit** button. This action will initiate the approval workflow, generate a confirmation that the requisition was successfully submitted, and the requisition status will change to **Pending.**


My Requisitions
Checkout Confirmation
Print Preview
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Requisition Name 0000008918
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Status Pending Approval
View Approval Chain
Total Lines 1
Total Amount 54.17 USD
Budget Checked Status Not Checked
Next Steps
Edit this Requisition
Modify this requisition
My Requisitions
Go to existing requisitions
Create Requisition
Create another requisition