



## 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.

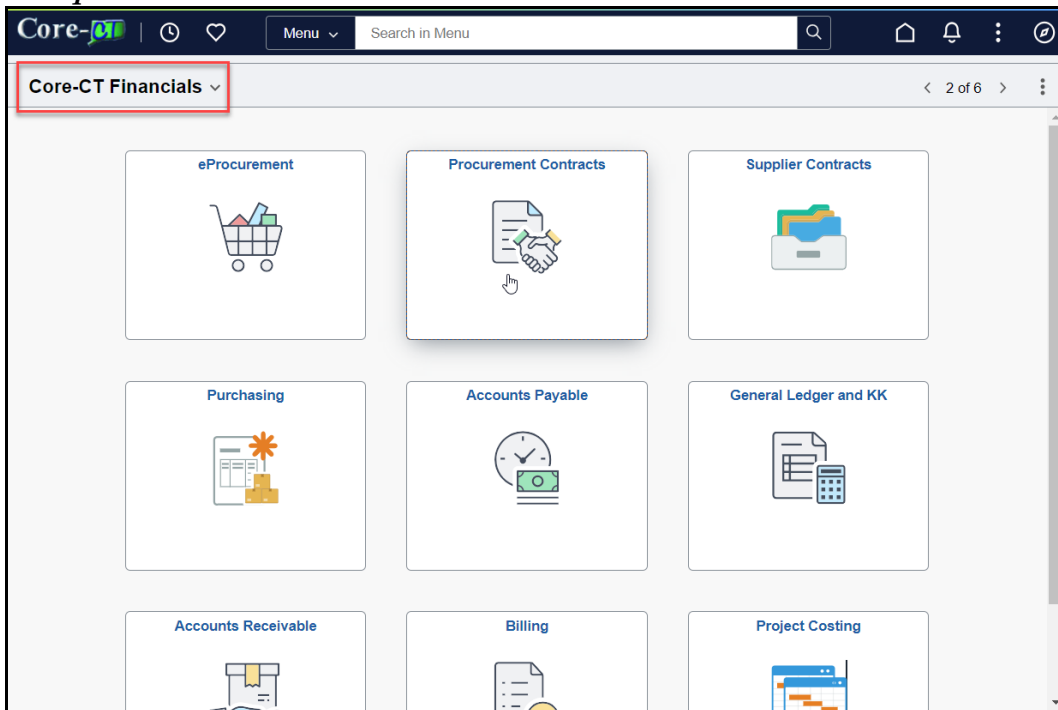
### Navigation:

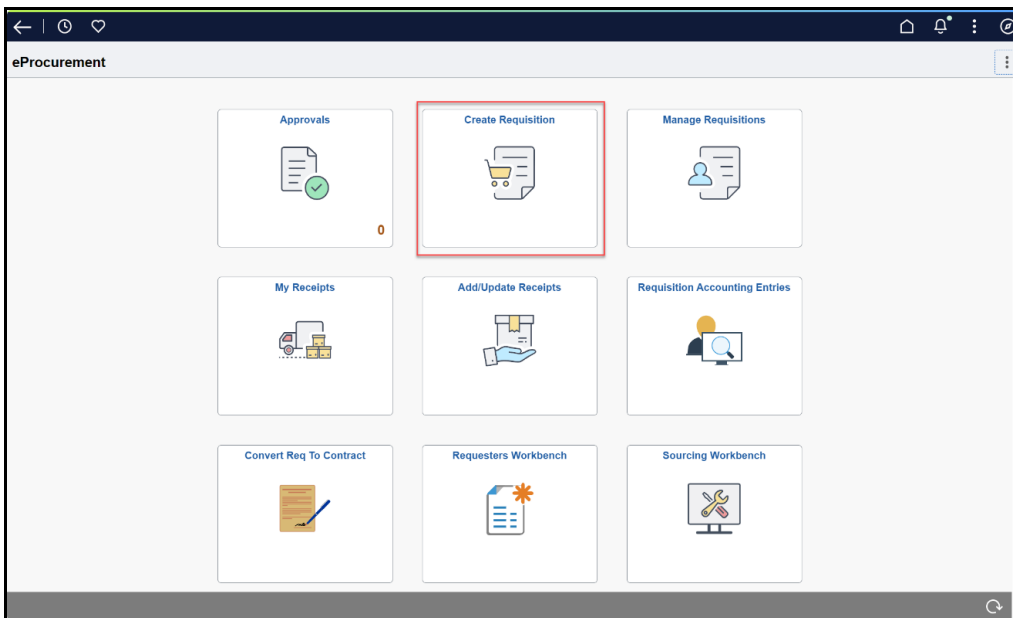
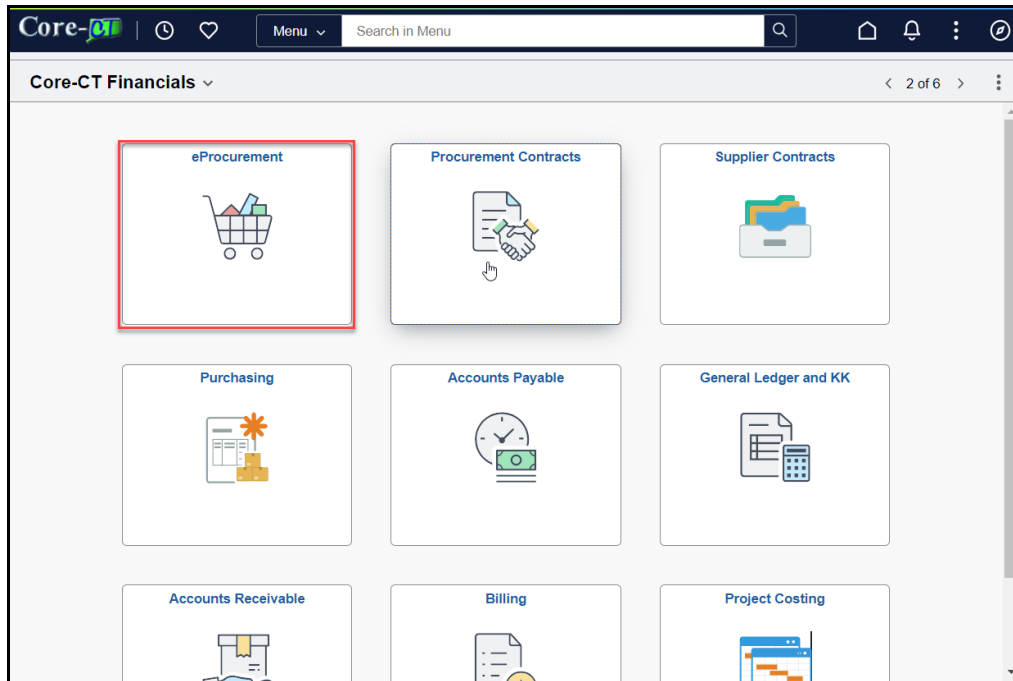
*NavBar > Menu > Core-CT Financials > eProcurement > Create Requisition*



**OR**

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







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.

**Requisition Defaults**

Cancel Done

**Header Defaults**

Business Unit: DASM1  
 Requisition Name:   
 Requester: MarzanoM  
 DAS-Marzano Melissa  
 Requisition Type: Requisition  
 Priority: Medium  
 Currency: USD  
 Obligation Amount

**Line Defaults**

Supplier ID:   
 Supplier Location:   
 Buyer:   
 Category:   
 Unit of Measure:

**Shipping Defaults**

Ship To: 0640000558  
 Attention:   
 Due Date:

**Distribution Defaults**

SpeedChart:

Chartfields1 Chartfields2 Chartfields3 Details Asset Information Show All

Distribution Line %	Percent %	Location %	GL Unit %	Account %	
1	100	ACORE	STATE		+ -

Chartfields1 Chartfields2 Chartfields3 Details Asset Information Show All

Fund % Dept % SID % Program % Bud Ref %

Chartfields1 Chartfields2 Chartfields3 Details Asset Information Show All

ChartField 1 % ChartField 2 % ChartField 3 % PC Business Unit % Project % Activity % Source Type % Category % Subcategory %

Chartfields1 Chartfields2 Chartfields3 Details Asset Information Show All

IN Unit % Budget Date % Stat %

Chartfields1 Chartfields2 Chartfields3 Details Asset Information Show All

AM Business Unit % Profile ID % Capitalize % Cost Type % Description %



Click **Done**

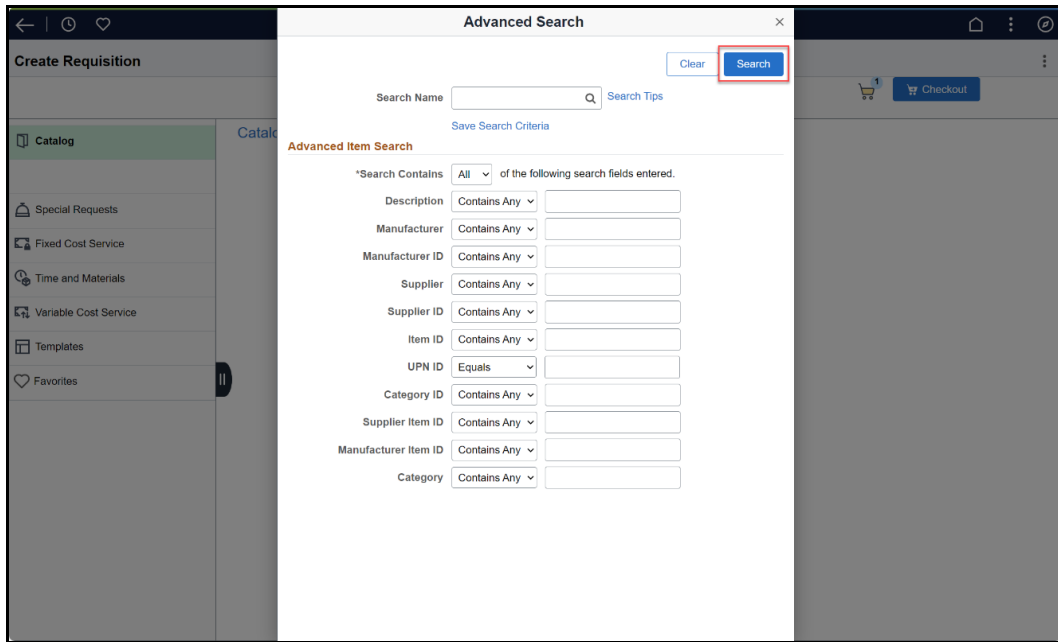
A screenshot of the "Requisition Defaults" form in a mobile application. The form is divided into several sections: "Header Defaults" with fields for Business Unit (DASM1), Requester (MarzanoM), Priority (Medium), Currency (USD), Requisition Name, Card Number, Expiration Date, Requisition Type (Requisition), and Use Procurement Card (No); "Line Defaults" with fields for Supplier ID, Supplier Location, Buyer (004176), Category, and Unit of Measure; "Shipping Defaults" with fields for Ship To (0640000558), Attention, and Due Date; and "Distribution Defaults" with a SpeedChart field. A "Done" button is highlighted with a red box in the top right corner.

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

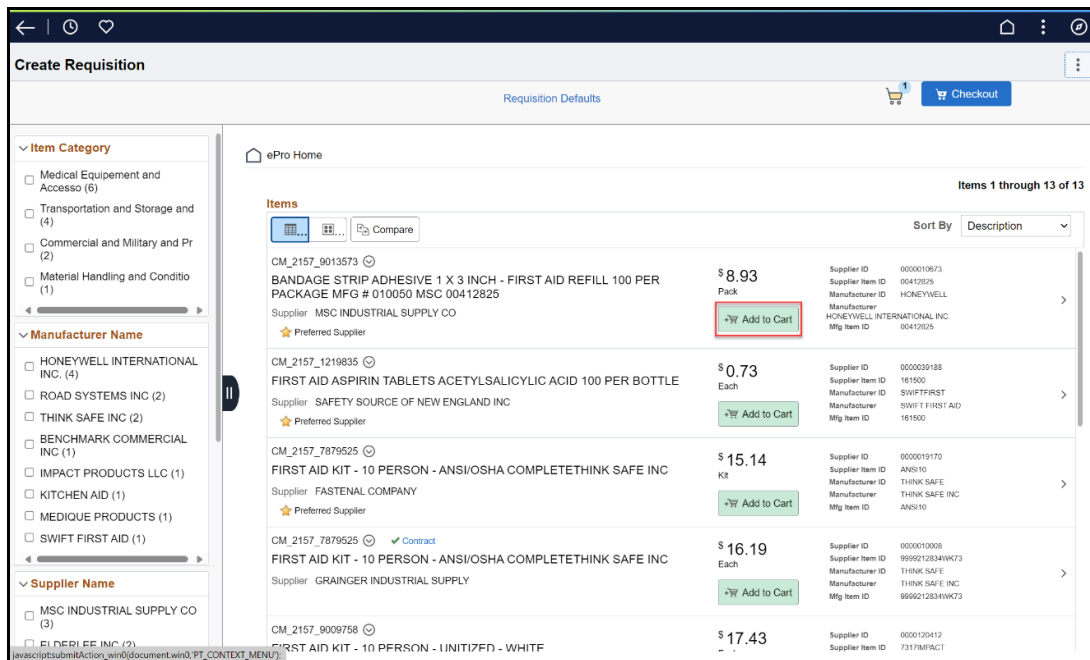
A screenshot of the "Create Requisition" screen in a mobile application. The screen shows a sidebar menu on the left with options: Catalog, Special Requests, Fixed Cost Service, Time and Materials, Variable Cost Service, Templates, and Favorites. The "Catalog" option is highlighted with a green bar and a red box. The main content area shows "Requisition Defaults" and a "Checkout" button. A red box highlights the "Catalog" button in the sidebar.



Click Search

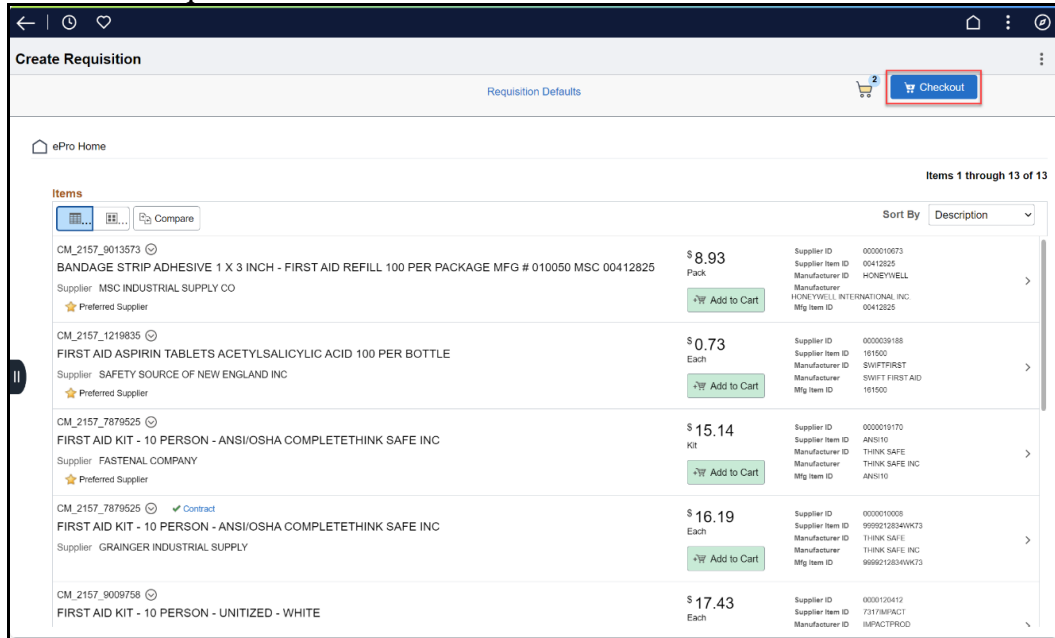


Click Add to Cart for items to be added to the requisition

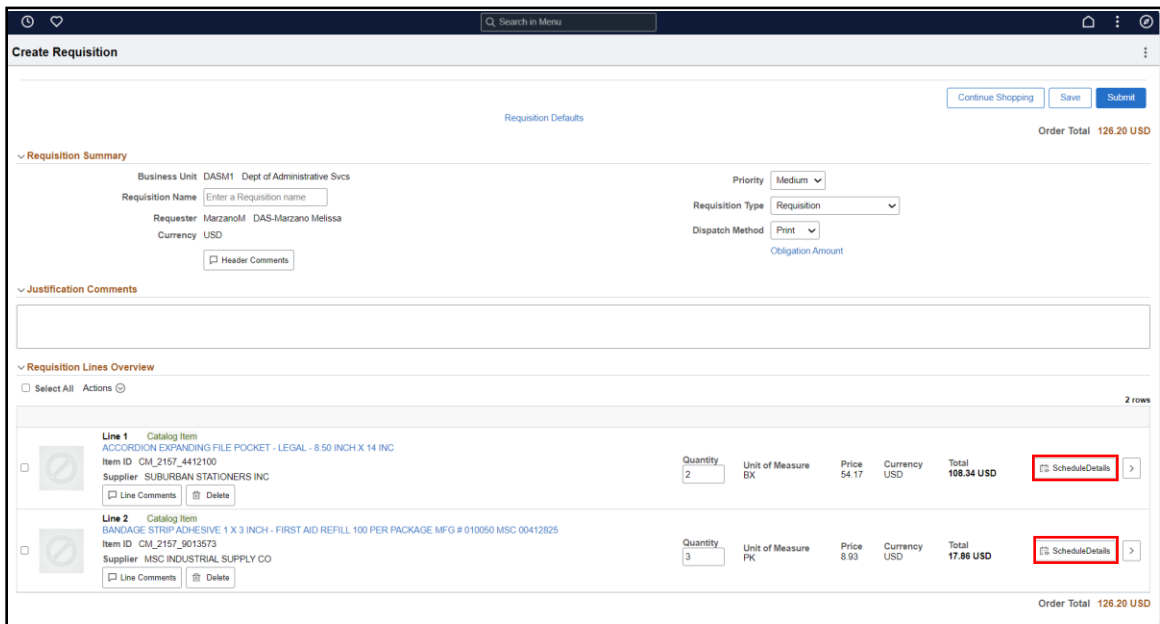




Finish adding items to the requisition and then click on the **Checkout** button.



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.**

Requisition Line Details

Order Total 135.13 USD

Line 1

Schedule Details | Line Details

Item Summary

ACCORDION EXPANDING FILE POCKET - LEGAL - 8.50 INCH X 14 INC

Item ID CM\_2157\_4412100  
 Item Category Office Equipment and Accessory  
 Supplier SUBURBAN STATIONERS INC  
 Supplier Item ID BSN65793  
 Buyer 004176  
 Manufacturer BUSINESS SOURCE  
 Manufacturer's Item ID BSN65793  
 Lead Time Days 1

Price 54.17 USD  
 Quantity 2 Box

Attributes

Catalog Item

Schedule 1

Schedule 1

\*Ship To 064000558  
 Attention To DAS-Marzano Melissa  
 Due Date  
 Address 450 Columbus Blvd Hartford, CT 06103

Quantity 2  
 Price 54.17 USD  
 Total 108.34 USD

Distributions

Please enter GL Business Unit before selecting chartfield values

\*Distribute By Quantity SpeedChart

Distribution Line %	Status %	Dist Type %	Location %	Quantity %	Open Qty %	Percent %	Merchandise Amount %	GL Business Unit %
1	Open		ACORE	1	1	50	54.17	STATE
2	Open		AAESBR	1	1	50	54.17	STATE

Distributions

Please enter GL Business Unit before selecting chartfield values

\*Distribute By Quantity SpeedChart

Distribution Line %	Status %	Dist Type %	Location %	Quantity %	Open Qty %	Percent %	Merchandise Amount %	GL Business Unit %
1	Open		ACORE	1	1	50	54.17	STATE
2	Open		AAESBR	1	1	50	54.17	STATE

Distributions

Please enter GL Business Unit before selecting chartfield values

\*Distribute By Quantity SpeedChart

Fund Code %	Department %	Special ID %	Program Code %	Account %	Special ID %	Budget Reference %
	DAS23920			54060		
	DAS23110			54060		

Distributions

Please enter GL Business Unit before selecting chartfield values

\*Distribute By Quantity SpeedChart

ChartField 1 %	ChartField 2 %	ChartField 3 %	PC Business Unit %	Project %	Activity %	Source Type %	Category %	Subcategory %
			NONPC	DAS_NONPROJECT				
			NONPC	DAS_NONPROJECT				



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

A screenshot of the "Requisition Line Details" form. The form shows "Line 1" with a "Schedule Details" tab selected. The "Item Summary" section displays "ACCORDION EXPANDING FILE POCKET - LEGAL - 8.50 INCH X 14 INC" with various fields for Item ID, Category, Supplier, Buyer, Price, and Quantity. The "Attributes" section shows "Catalog Item". The "Schedule 1" section includes fields for "Ship To", "Attention To", "Due Date", and "Address", along with a "Quantity" field set to 2. A "Total" of 108.34 USD is shown. At the bottom, there are buttons for "Ship To Comments", "Price Adjustments", and "Custom Fields". A "Done" button is visible in the top right corner of the form.

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](#)

**Requisition Details**

Business Unit	DASM1	Total Lines	1
Requisition ID	0000008918	Total Amount	54.17 USD
Requisition Name	0000008918	Budget Checked Status	⚠ Not Checked
Last Modified Date	08/27/2024 10:45:55AM		
Status	Pending Approval		

[View Approval Chain](#)

**Next Steps**

- [Edit this Requisition](#)  
Modify this requisition
- [My Requisitions](#)  
Go to existing requisitions
- [Create Requisition](#)  
Create another requisition