

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

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OR							Nav Bar	
Select Core- Click eProcu Click Creat<u>e</u>	CT Fina urement Requisi	ncials tion						
	Core-M	│ ① ♡ Menu ·	Search in Menu	Q				
		eProcurement	Procurement Contracts	Supplier Contracts				
		Purchasing	Accounts Payable	General Ledger and Ki	K			
		Accounts Receivable	Billing	Project Costing		•		

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Enter Buyer in the Line Defaults section

Enter Chartfields Information.

<u>NOTE</u>: 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.

Requisitio	n Defaults												
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		Requester	MarzanoM	Q					Requisition Type	Requisition	~		
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Requester	MarzanoM Q	Card Number	
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Currency	USD		Obligation Amount
		Use Procurement Card	No
Line Defaults			
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Supplier Location	Q	Unit of Measure	Q
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Shipping Defaults			
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Click Catalog and perform a search to add lines to the requisition

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Create Requisition			:
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Click Search

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

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HONEYWELL INTERNATIONAL INC. (4) ROAD SYSTEMS INC (2) THINK SAFE INC (2)	CM_2157_1219835 ⊙ FIRST AID ASPIRIN TABLETS ACETYLSALICYLIC ACID 100 PER BOTTLE Supplier SAFETY SOURCE OF NEW ENGLAND INC	^S 0.73 Each +፵ Add to Cart	Supplier ID 0000039184 Supplier Item ID 161500 Manufacturer ID SWIFTFIRS Manufacturer SWIFTFIRS Mig Item ID 161500	8 ST ST AID	>
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Finish adding items to the requisition and then click on the **Checkout** button.

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

0 0		Q. Search in Menu						: 0
Create Requisition								:
		Requisition Defaults				Continue Shopping	3 Save Order Total	Submit 126.20 USD
✓ Requisition Summary Business Uni Requisition Nam Requests Currence ✓ Justification Comments	DASM1 Dept of Administrative Svcs Enter a Requisition name Marzando DAS-Marzano Melissa USD		Priority [Requisition Type [Dispatch Method [C	Medium V Requisition Print V Obligation Amount	~			
Requisition Lines Overview Select All Actions								2 rows
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							Order Total 1	126.20 USD

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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.

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

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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.**



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Chec	kout C	onfirmation						:
		Requisition Details				🖶 Print Pr	eview]
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