

# HEADER SPLIT – % OF PRICE

Last Updated on: 11/8/2010

East Carolina UNIVERSITY  
Bridget Brown user settings  
2010-11-05 balls 01 | 5 item(s), 45,969.00 USD  
Search for PR No. Go

home/shop favorites forms carts/requisitions history Settlement user settings more >> AAA

active cart draft carts favorites my requisitions Continue Shopping

Shopping Cart 5 Item(s) for a total of 45,969.00 USD Proceed to Checkout

Save

Priority Normal  
Prepared by Bridget Brown  
Prepared for Bridget Brown  
Cart Name 2010-11-05 balls 01

Business Purpose / Note to Approvers The grant for this order will expire 11/30/2010  
Work Order #  
State Exempt

Backup Required  
Backup Type Electronic  
Special Instructions None  
Notes to Suppliers add note...

Supplier / Line Item Details  
For selected line items Add To Favorites Go

Product Description Catalog No Size / Packaging Unit Price Quantity Ext. Price  
1 2009 Ford Shelby Mustang GT500 in metallic blue w/ white racing stripes car EA 45,789.00 1 EA 45,789.00 USD  
2 Grey Floor Mats mat EA 45.00 4 EA 180.00 USD  
Supplier subtotal 45,969.00 USD  
Subtotal 45,969.00  
Shipping 0.00  
Handling 0.00  
Total 45,969.00 USD

Save Proceed to Checkout

1.

1. Click on the **Proceed to Checkout** button.

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active cart draft carts favorites my requisitions Submit Requisition

Return to shopping cart Continue Shopping

All done! The required information has been completed and this request is ready to be submitted.  
Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition PR Approvals PO Preview Comments Attachments (1) History

Summary FOAPAL / Ship Codes Supplier Info Taxes/S&H

Hide header Hide value descriptions

General Internal Note Order Info

Priority Normal  
Department AA Teacher Education  
Prepared by Bridget Brown  
Prepared for Bridget Brown  
Cart Name 2010-11-05 balls 01  
Accounting Date

Internal Info  
Business Purpose / Note to Approvers The grant for this order will expire 11/30/2010  
Work Order #  
State Exempt  
Internal attachments  
add attachment...

Order Info  
Backup Required  
Backup Type Electronic  
Pricing Ref #  
Special Instructions None  
Notes to Suppliers  
Attachments for all suppliers  
Car Quote (182k)  
add attachment...  
PO Clauses  
100 NC T&C  
200 Funds  
300 ECU PO conditions  
view all clauses - (4)

Bill To  
East Carolina University  
Accounts Payable  
120 Reade St.  
Fin. Srv. Bldg.  
Greenville, NC 27858-4353  
United States

FOAPAL / Ship Codes

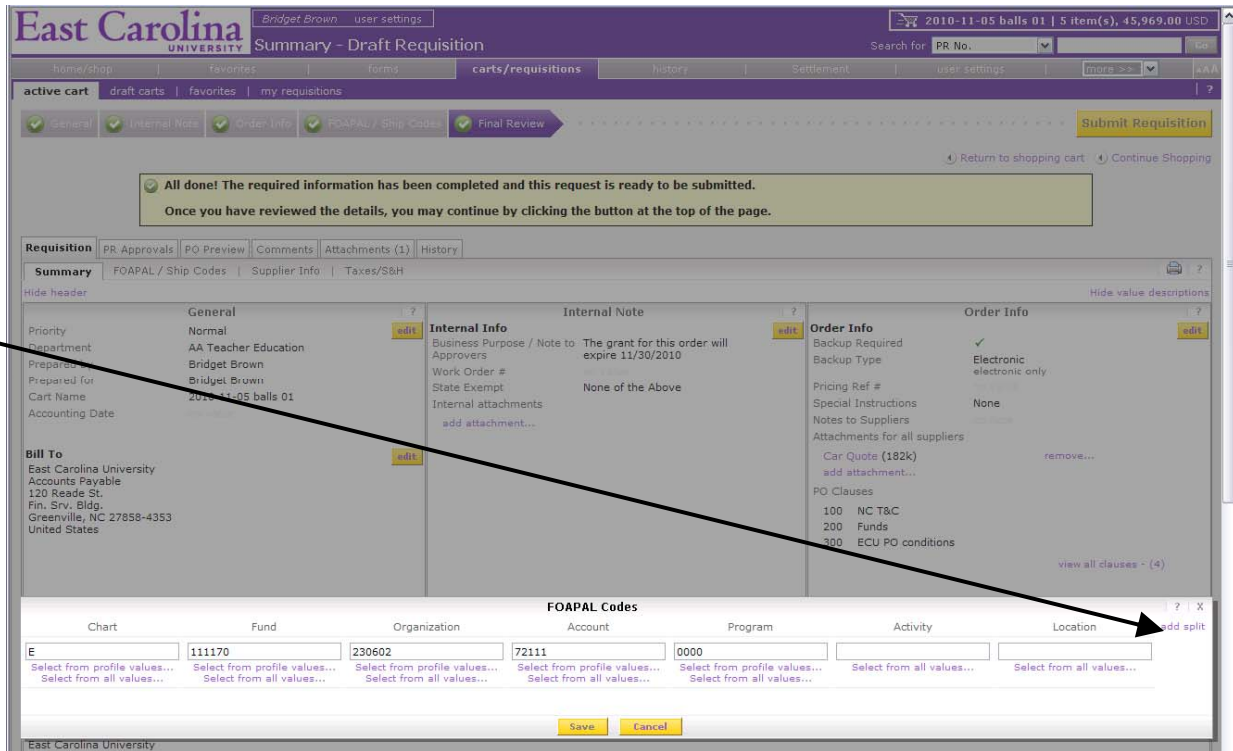
Chart	Fund	Organization	Account	Program	Activity	Location
E	111170	230602	72111	0000	no value	no value

2.

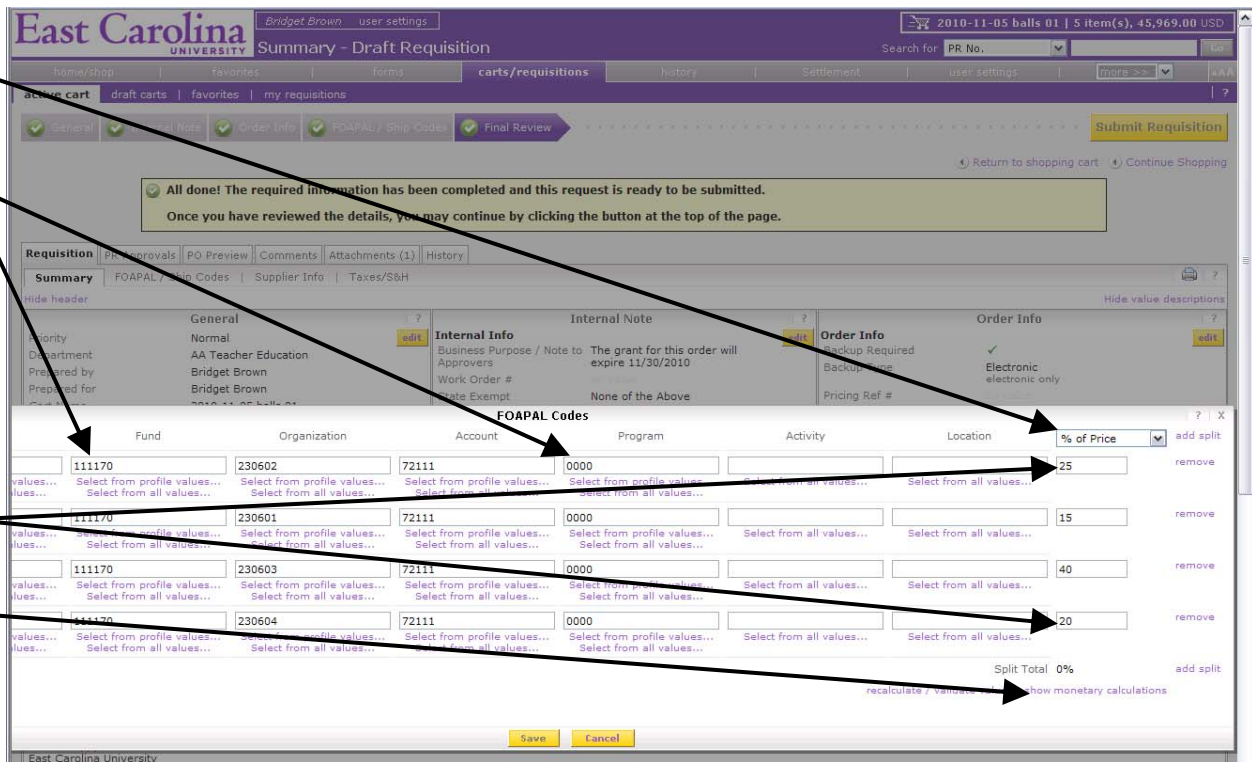
2. Click the first **edit** button under the **FOAPAL/Ship Codes** section.

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3. Click **add split** link for each FOAP string needed for the header split. In this example, we will have 4 splits.



4. Ensure **% of Price** from the **add split** drop down box is selected.
5. Make the appropriate changes to each FOAP string for the % of Price Split.
6. Enter the % for each line FOAP split. **Note:** Total % must equal 100%.
7. Click on **show monetary calculations** link to see dollar amounts for % splits.

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Summary - Draft Requisition

active cart | draft carts | favorites | my requisitions

Submit Requisition

All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition Summary | PR Approvals | PO Preview | Comments | Attachments (1) | History

FOAPAL / Ship Codes

Fund	Organization	Account	Program	Activity	Location	% of Price	
111170	230602	72111	0000			25	(11,492.25 USD)
111170	230601	72111	0000			15	(6,895.35 USD)
111170	230603	72111	0000			40	(18,387.60 USD)
111170	230604	72111	0000			20	(9,193.80 USD)
						Split Total	100% (45,969.00 USD)

Save Cancel

- 8. Note the dollar amount values for the % of Price splits per FOAP string.
- 9. Click Save button to return to your Summary – Draft Cart.

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Summary - Draft Requisition

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Submit Requisition

All done! The required information has been completed and this request is ready to be submitted. Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition Summary | PR Approvals | PO Preview | Comments | Attachments (1) | History

FOAPAL / Ship Codes

Chart	Fund	Organization	Account	Program	Activity	Location	% of Price
E	111170	230602	72111	0000	no value	no value	25%
E	111170	230601	72111	0000	no value	no value	15%
E	111170	230603	72111	0000	no value	no value	40%
E	111170	230604	72111	0000	no value	no value	20%

- 10. This completes Header Split by % of Amount of Price. See the Review Cart Items procedure to continue the review process.