

HEADER SPLIT – AMOUNT OF PRICE

Last Updated on: 11/8/2010

East Carolina UNIVERSITY Cart - Draft Requisition

2010-11-05 balls 01 | 5 item(s), 45,969.00 USD

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

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

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

Work Order #:
State Exempt: None of the Above

Supplier / Line Item Details

For selected line items: Add To Favorites

Hastings Ford Inc
PO 1
Po Box 1886, Greenville, NC 27835-1886 US

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. **Note: Amount of Price** splits at the header will prevent **ANY** line level splits.

East Carolina UNIVERSITY Summary - Draft Requisition

2010-11-05 balls 01 | 5 item(s), 45,969.00 USD

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General Internal Note Order Info FOAPAL / Ship Codes Final Review

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

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: no value	Business Purpose / Note to Approvers: The grant for this order will expire 11/30/2010 Work Order #: State Exempt: None of the Above Internal attachments: add attachment...	Backup Required: <input checked="" type="checkbox"/> Backup Type: Electronic only Pricing Ref #: Special Instructions: None Notes to Suppliers: no note Attachments for all suppliers: Car Quote (182k) add attachment... remove... PO Clauses: 100 NC T&C, 200 Fund, 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

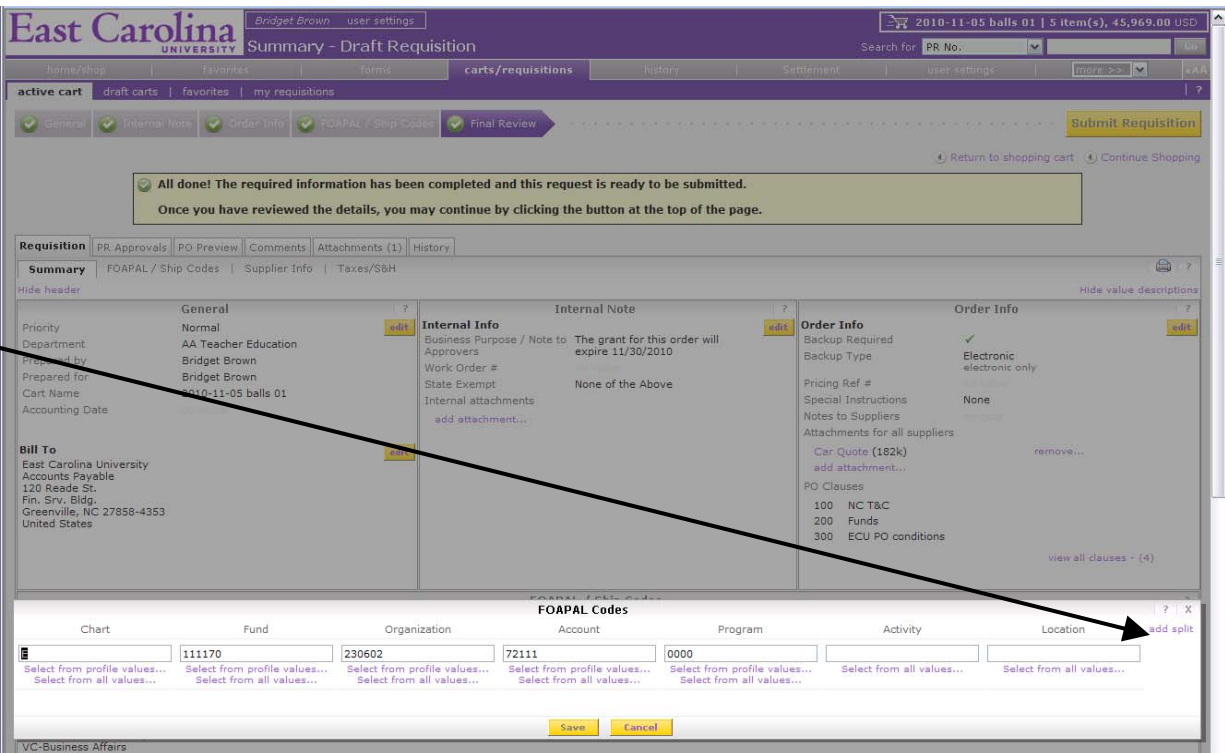
edit

2.

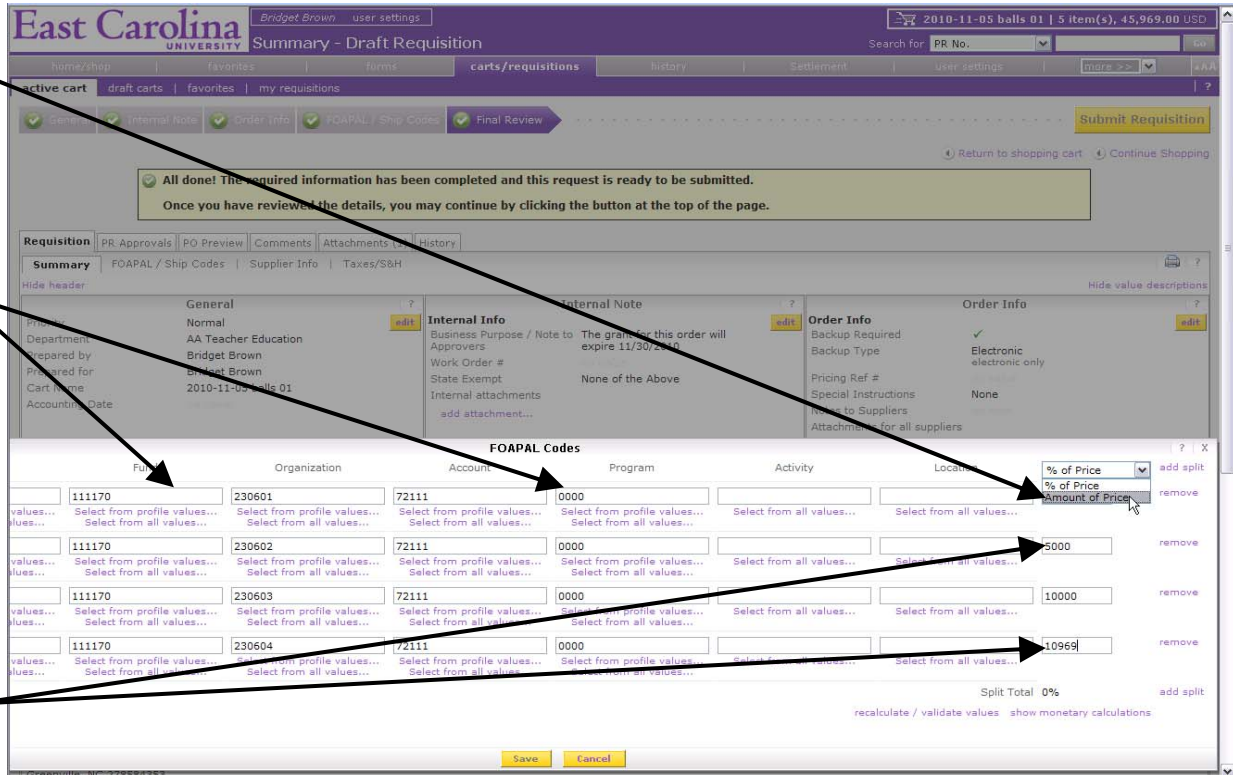
2. Click the first **edit** button under the **FOAPAL/Ship Codes** section.

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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. Select **Amount of Price** from the **add split** drop down box.
5. Make the appropriate changes to each FOAP string for the Amount of Price Split.
6. Enter the amount for each line FOAP split. **Note:** This must equal the total amount of the order.

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Fund	Organization	Account	Program	Activity	Location	% of Price	
111170	230601	72111	0000			20000	remove
111170	230602	72111	0000			5000	remove
111170	230603	72111	0000			10000	remove
111170	230604	72111	0000			10969	remove

7. Click **Save** button to return to your **Summary – Draft Cart**.

Chart	Fund	Organization	Account	Program	Activity	Location	Amount of Price
E	111170	230601	72111	0000	no value	no value	20,000.00 USD
E	111170	230602	72111	0000	no value	no value	5,000.00 USD
E	111170	230603	72111	0000	no value	no value	10,000.00 USD
E	111170	230604	72111	0000	no value	no value	10,969.00 USD

8. Note the message that you cannot complete line item splits. This completes **Header Split by Amount of Price**. See the **Review Cart Items** procedure to continue the review process.