

Promapp URL:

<https://au.promapp.com/otago/Process/Minimode/Permalink/FXWRphRTVOepLgV7MQ1eA6>

OVERVIEW

This guide shows you how to split account codes in Unimarket.

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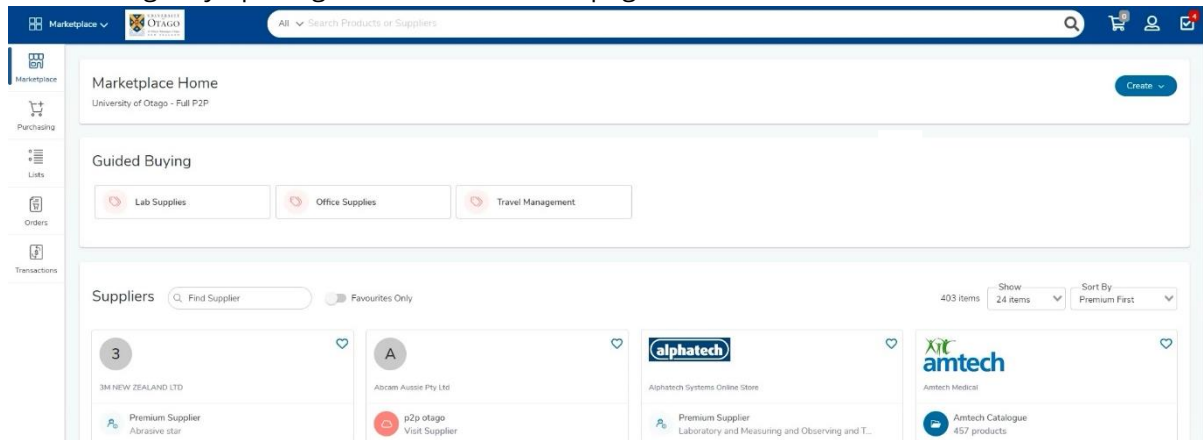
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BACKGROUND

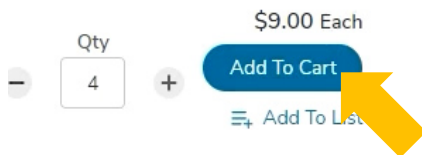
Sometimes, you may need to order items for multiple departments or against multiple accounts. In this situation, one line can be split against multiple accounts. This enables you to make one order for various departments, and still charge each department correctly. You can use this split account code feature for all requisition types.

SPLIT ACCOUNT CODES

1. Begin by opening the Unimarket homepage.



2. First, you will need to add the items you'd like to purchase to your cart.



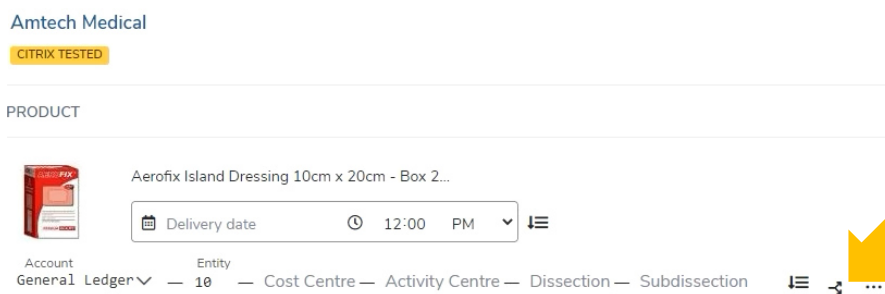
3. Once you've done that, view your cart by clicking the shopping cart icon on the top right of the menu bar.



4. Once you're satisfied, click the 'Checkout' button.

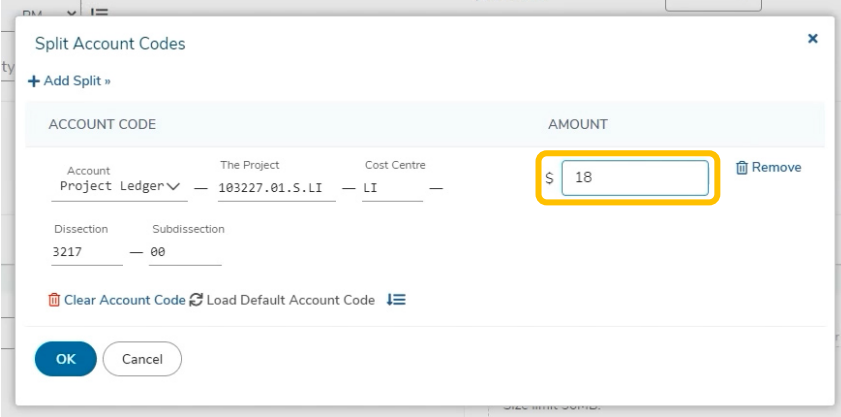


5. When you are ready to code the requisition, scroll down to the item detail. To split account codes, click on the Arrows symbol next to the account code boxes.



6. Fill out the account codes in the relevant boxes as normal. Remember that you can click in each box and then click the magnifying glass icon to search for the codes required. If you are unsure of which code to use, please check within your department, Finance Advisory or Supply Chain hub.

7. In the 'Amount' box, change the number to the amount you'd like to charge to that code.



Split Account Codes

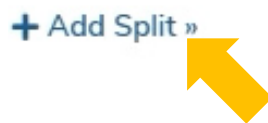
+ Add Split »

ACCOUNT CODE				AMOUNT	
Account Project Ledger ▾	The Project 103227.01.S.LI	Cost Centre LI		\$ 18	Remove
Dissection 3217	Subdissection 00				

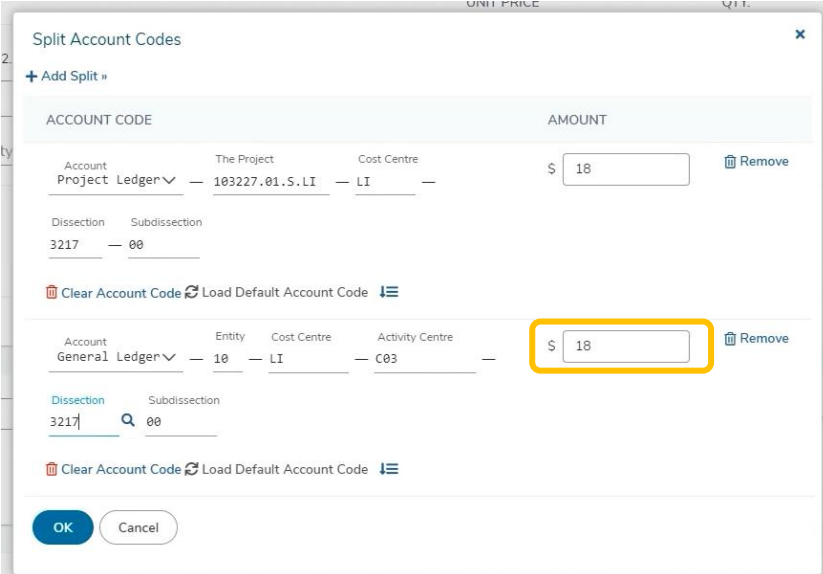
Clear Account Code Load Default Account Code ☰

OK Cancel

8. To add the next account code, click 'Add Split' at the top of the pop up window and fill out the second account code.



9. The value in the 'Amount' box will default to the amount left on the order. You may change this if required.



Split Account Codes

+ Add Split »

ACCOUNT CODE				AMOUNT	
Account Project Ledger ▾	The Project 103227.01.S.LI	Cost Centre LI		\$ 18	Remove
Dissection 3217	Subdissection 00				
Account General Ledger ▾	Entity 10	Cost Centre LI	Activity Centre C03	\$ 18	Remove
Dissection 3217	Subdissection 00				

Clear Account Code Load Default Account Code ☰

OK Cancel

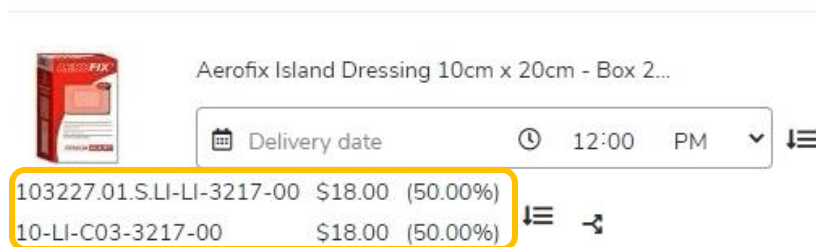
10. You can keep adding more account codes if you need to, by using the same process. In this example, we're splitting the cost between two accounts. When you're done adding the codes, click 'OK'.

Note: The sum of the split values must equal the total requisition amount.



11. The account codes, once split, will show up under the product. The requisition may go to different approvers depending on the account codes that have been used.

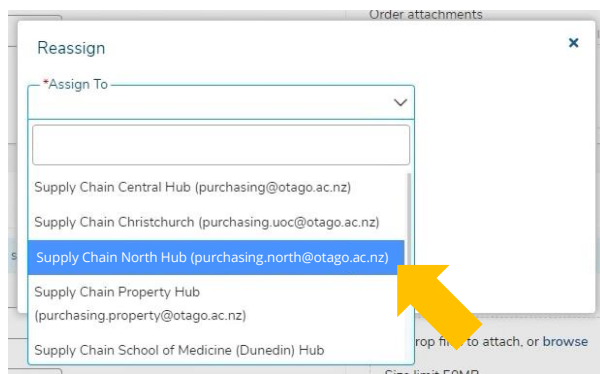
PRODUCT



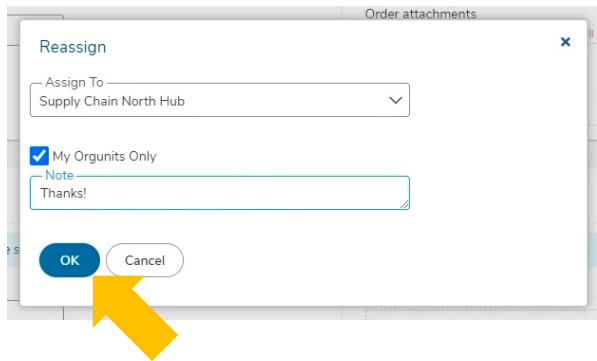
12. Supply Chain will check the requisition and submit it for approval if required. Click the reassign button to reassign to a Supply Chain hub. A pop up will appear on the screen.



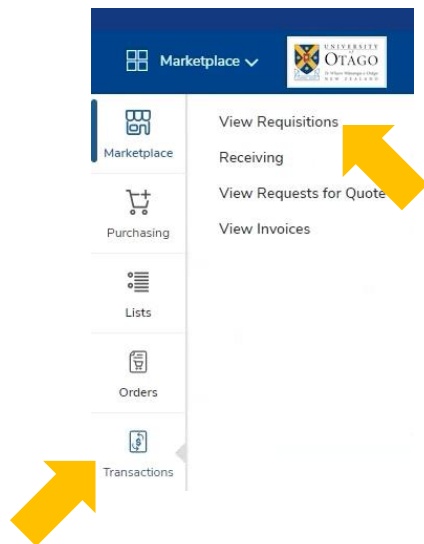
13. Click the 'Assign To' drop down and search for and select your Supply Chain Hub.



14. You must add a note before continuing. Click 'OK' when you're done.



15. Supply Chain will now process the requisition. You can view your requisition by clicking on 'Transactions' and then 'View Requisitions'.



16. Click into the requisition to view more information about the request.


Requisitions

Requisition Number | Period

REQUISITION	BUYER	SUPPLIER	TYPE	STATE	APPROVERS	CREATED	TOTAL
RQ02793	Supply Chain North Hub	Amtech Medical	Standard	Incomplete		13/03/2023 1:21 PM	\$41.40

17. Details of the account code split will show against the line item.

PRODUCT

 Aerofix Island Dressing 10cm x 20cm - Box 2...
 Delivery date

103227.01.S.LI-LI-3217-00	\$18.00 (50.00%)
10-LI-C03-3217-00	\$18.00 (50.00%)