

**e5**

**Split Analysis**

CDR06

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[Split Analysis 1](#_Toc280686261)

[Location 1](#_Toc280686262)

[Field Chart 1](#_Toc280686263)

[Process to Add Split Analysis to an Order Line 2](#_Toc280686264)

[Order Line Split Analysis Edit Macro Buttons 3](#_Toc280686265)

Split Analysis

Split analysis is used when the cost of an individual order line is to be split between more than one cost centre. This is used when sizeable expenditure on a single item / service is to be paid for by more than one budget.

Location

End User Main Menu 🡪 Order Management 🡪 Create Order

Figure



Field Chart

|  |  |  |
| --- | --- | --- |
| Field | Description |  |
| Order | Order prefixes are the characters which identify the department raising the purchase order. The prefixes are followed by a system generated numberE.g. CHM01262 – Pharmacy, BIO04325 - Biomedical order |
| Line | Line number to which split analysis applies |
| Description | Description of the item / service ordered |
| MCA | Not used |
| Split Type | Type of split analysis appliedI.e. 1 – Percentage split, 2 – Quantity split, 3 – Value split |
| Quantity | Standard line | Amount of the item ordered |
| Value line | Not used |
| Value | Standard line | Not used |
| Value line | Price of service including any non-recoverable VAT |
| Cmd | Lines can be deleted or copied, according to a set of rules See CDR02 Purchase Order Processing manual  |
| Percentage, Quantity or Value | Proportion of order line (by percentage, quantity or value as appropriate for the split analysis type) for this split analysis line |
| Company | Code indicating whether the order originated from the University or one of its subsidiary companies,E.g. UP – University of Portsmouth, EL – UPEL |
| Nominal | Nominal code for this lineE.g. 4303A – Printing and Stationery Materials |
| Centre | Cost centre for this lineE.g. 41011 – Technology Faculty stores |
| OK | Not used |
| Project | Not used |
| Reconciliation Code | Not used |

Process to Add Split Analysis to an Order Line

|  |  |
| --- | --- |
| * Leave Nominal and Cost Centre blank
 |  |
| * Enter split analysis
 | Enter the relevant code to define the type of split analysis to be applied:‘1’ - split by percentage‘2’ - split by quantity‘3’ - split by value |
| * Select order line
 | Select any field on the relevant order line |
| * [S/A]
 | To access the Order Line Split Analysis screen |
| * Enter budgetary information
 | The mandatory fields are:Percentage / Quantity / Value (as appropriate for the split analysis type)Nominal and Centre |
| * If appropriate, repeat for next order line
 |  |
| * Return to order
 | Use [Cancel] to return to the order |

Order Line Split Analysis Edit Macro Buttons

|  |  |
| --- | --- |
| * [Prompt]
 | Not used on this screen |
| * [Update]
 | Save changes to the order |
| * [Percent]
 | Not used |
| * [Quantity]
 | Not used |
| * [Value]
 | Not used |
| * [Fetch]
 | Not used |
| * [Cancel]
 | Returns to order entry screen having ‘saved’ split analysis detail |

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