![SUNY RF logo]

Split F & A Expenditures

Use these instructions to split facilities and administrative (F&A) expenditures and place a part on a bill hold.

Prerequisites

- You must have the following responsibility:
  - ORG OGM Billing Specialist
- The project, task, and award numbers must be known.
- The date of the F & A expenditures that will be split must be known.

Notes:

Expenditures are actual expenses and accrued liabilities.

Expenditures do not include anticipated expenses, such as encumbrances.

An F & A analysis on the direct cost charge must be completed to determine the amount of the F & A that needs to be split. Multiply the F & A rate on the Award, Project or Task by the amount of the direct cost expenditures included in the base. This will determine the amount of F & A to be split and placed on Bill Hold. This information should be recorded on the F & A Analysis and Split Form:

[Split Facilities and Administrative (F&A) Cost Approval Form](#) (PDF version)

[Split Facilities and Administrative (F&A) Cost Approval Form](#) (Word version)

To split F & A expenditures:

1. Select **Expenditures > Expenditure Inquiry > Actuals** to go to the **Find Project** form.
2. Enter the **Project Number**, click **Find** to open the **Project Expenditure Items** form.

3. Click in the box next to the expenditure that you need to split. Click **Cancel** at the Item Details form.

4. On the Menu Bar, select **Tools > Split** to go to the **Split Expenditure Item** form.
5. As required, complete/review the following fields:

Split Quantity 1 - enter the initial portion of the original quantity.

Split Quantity 2 - enter the remaining portion of the original quantity.

Original Quantity will be automatically entered in this field from the prior screen.
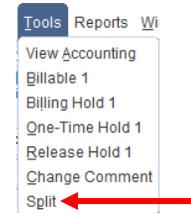
Note: The sum of the quantities entered in the **Split Quantity 1** and **Split Quantity 2** fields must equal the number of the **Original Quantity** field.

6. Click **Yes** in the decision box to split the expenditure. The window refreshes and displays the new entries.