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.

   ![Split Expenditure Item form](image)

   **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.