



## 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.

Trans Id	Project	Task	Award	Expnd Type	Item Date	Employee/Supplier
26569888	1081715	1	51389	SWR Regular E	11-SEP-2009	Kaye, Ms. Lara B
26572045	1081715	1	51389	SWR Regular E	11-SEP-2009	Papas, Mr. Chris
26591568	1081715	1	51389	FBR Fringe Ber	11-SEP-2009	
26594060	1081715	1	51389	FAC F and A C	11-SEP-2009	
26632459	1081715	1	51389	SWR Regular E	25-SEP-2009	Kaye, Ms. Lara B
26634524	1081715	1	51389	SWR Regular E	25-SEP-2009	Papas, Mr. Chris
26652269	1081715	1	51389	FBR Fringe Ber	25-SEP-2009	
26659407	1081715	1	51389	FAC F and A C	25-SEP-2009	
26696883	1081715	1	51389	SWR Regular E	09-OCT-2009	Kaye, Ms. Lara B
26698868	1081715	1	51389	SWR Regular E	09-OCT-2009	Papas, Mr. Chris

Find Project Expenditure Items

Project Number: 1081715  
 Task Number:   
 Award Number:   
 Trans Id:   
 Expend Typ Class:   
 Item Dates: -

Project Name: Greene OCFS FAR 09-10  
 Task Name:   
 Award Name:   
 Expenditure Org:   
 Expenditure Type:

Expenditure | Billing | Resource | Supplier | Cross Charge | Provider/Receiver | Capital

Expenditure  
 Expenditure Category:   
 Expend Ending Dates: -   
 Expenditure Batch:

Other  
 Transaction Source:   
 Work Type:   
 Costed Processing Status:

Exclude Net Zero Items

Clear Find

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

Item Details - ORG OGM-Billing Specialist

Cost Distribution Lines  
 Revenue Distribution Lines  
 AP Invoice  
 PO Receipt  
 Purchase Order Details

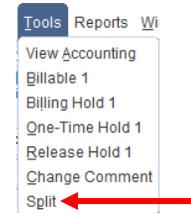
OK Cancel

- 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.

A screenshot of a dialog box titled 'Split Expenditure Item'. It contains three input fields: 'Split Quantity 1', 'Split Quantity 2', and 'Original Quantity'. The 'Original Quantity' field has the value '121.27' entered. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

**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.