

EFT Supplier Split Coding

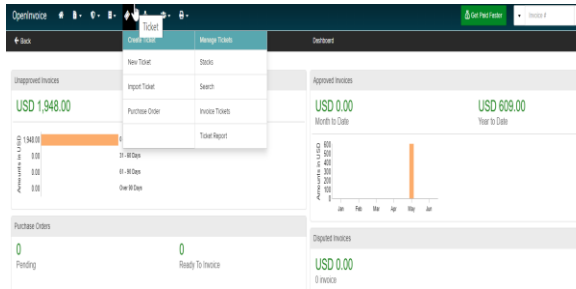
This Quick Reference Guide walks through the steps for a supplier to add split coding to electronic field tickets (EFTs) in the OpenInvoice platform.

Log in to OpenInvoice.

<https://www.openinvoice.com/docp/public/OILogin.html>

Note: For access, please contact your internal OpenInvoice administrator or openinvoicesupport@oldex.com.

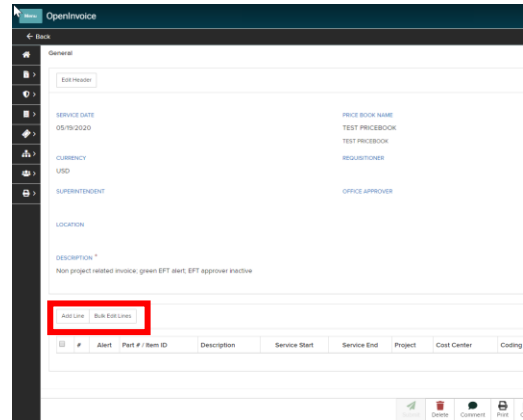
1. Create EFT using your method of choice.



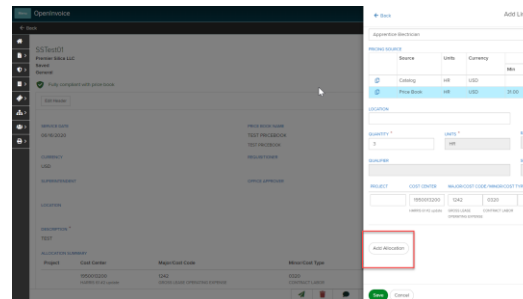
2. Enter header information to EFT as required.

The screenshot shows the 'Add Line' form in OpenInvoice. The 'General' tab is active, showing fields for 'SERVICE DATE' (06/16/2020), 'PRICE BOOK NAME' (TEST PRICEBOOK), 'CURRENCY' (USD), and 'DESCRIPTION' (TEST). The 'REQUIREMENTS' field is also visible.

3. Split coding can be entered in one of two ways. The Add Line or Bulk Edit Lines

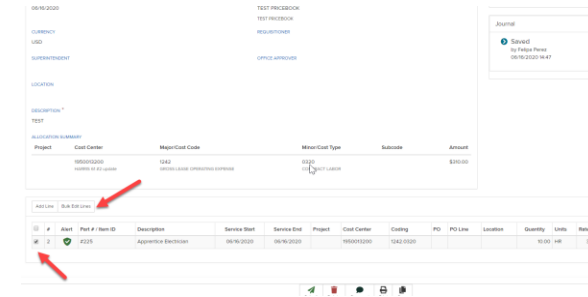


4. Add Line Method: Click on Add Line. Enter other required information. Click on Add Allocation and enter information for each Project or Cost Center.

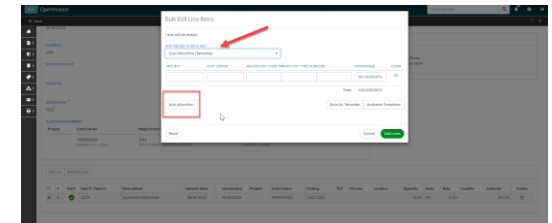


Note: Amounts will automatically split in an equal percentage. When percentage is adjusted the amount field will update. An error will occur if 100% allocation of costs does not exist.

5. Bulk Edit Line Method: Check box next to line items needing split information. Click Bulk Edit Line.



Choose Cost Allocation from drop down. Click on Add Allocation and enter information for each Project of Cost Center.



Note: Templates can be created for Cost Allocations and saved for use on other EFT's.

6. Once all line items, attachments, and requirements are complete, click Submit.

