

Split Coding Manual

Overview

Split Coding takes place when goods or services are purchased by more than one Business Unit from different Funds. Every step in the Purchasing process will need to be reviewed to ensure the split coding is done accurately. **Please note: Split coding will not work for a commodity with a quantity of one (1).**

Please follow these steps when using Split Coding:

1. [Enter/Generate Purchase Order](#)
2. [Receive Purchase Order](#)
3. [Post Receipt Batch](#)
4. [Review R09801](#)
5. If R09801 is correct, skip to step 10. If R09801 is incorrect, continue to next step.
6. [Reverse Receipts](#)
7. [Post Receipt](#) Batch (you will be posting the batch that is created by the Reverse Receipt)
8. Revise/correct Purchase Order
9. Return to step 2
10. [Enter Voucher using Three-way Match](#)
11. [Approve and Post Voucher Batch](#)
12. [Review R09801](#)
13. If R09801 is correct, process is complete. If R09801 is incorrect, continue to next step.
14. [Void a Posted Voucher with PO](#)
 -  **Void** the voucher only if the Voucher Batch posted. If the Voucher Batch has **not** been posted, follow the work instructions for Deleting an Unposted Voucher with PO.
15. [Post Reverse Voucher](#)
16. [Re-enter new Voucher using 3-way Match](#)
 -  For more detailed instructions on how to complete any of the above processes, please refer to the online [NIS Training Manuals](#).

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Administrative Services website: <http://www.das.state.ne.us/>.

Steps

Enter/Generate a Purchase Order

Please navigate the [NIS Procurement Training Manual](#) online for instructions on Entering or Generating a Purchase Order. (Lesson 2: 3)

The Business Unit and Fund incurring the majority of the cost will be entered in the Header information when entering or generating the Purchase Order. The other Business Unit(s) will be represented in the Detail lines by the Account Number. The system will encumber against the Fund associated with the Account Number in each line.

Line 1: No Change Required to Business Unit - matches Cost Center from Account Number
 Line 2: Change Required to Business Unit to make it march Cost Center from Account Number

Account Number	Cost Center	Obj Acct	Sub	SBL Type	Subledger	Business Unit	Line Number	Ln Ty	Dev Request	Report Code 4	Tag Number	Invoice To
65083103.559101	65083103	59101				65083103	1.000	J				250
65085803.559101	65085803	59101				65085803	2.000	J				250

Enter Receipts by PO

Please follow the [Entering Receipts by PO](#) work instructions in the NIS Procurement Training Manual online.

Post Receipt Batch

Please follow the [Post Receipt Batch](#) work instructions in the NIS Procurement Training Manual online.

Review R09801

1. Be sure that you have a Debit for the Expense Account and a Credit for the Received not Vouchered Account (Fund.211700) for each detail line on the Purchase Order.

In this example, Expense Account 65083103.559101 has been debited \$2,000.00 and Received not Vouchered account 68933.211700 has been credited \$2,000.00 for detail line 1. Expense Account 65085803.559101 has

been debited \$1,500.00 and Received not Vouchered account 68936.211700 has been credited \$1,500.00 for detail line 2.

 If you see AE document types with .111100 in the Account Number field, you did not complete the receipt properly. You will need to reverse the receipt and correct the purchase order.

R09801										STATE OF NEBRASKA General Ledger Post Report	
Batch Ty/Number		O	163496		Post Out of Balance		N				
Batch Date		03/01/04		InterCo. Settlement Mthd.		2					
...	Document	...	G/L	R	Fund	Account Number	Debit	Credit			
Ty	Number	Co	Date	V	Description						
OV	978	68933	03/01/04		68933	65083103.559101	2,000.00				
						CLAIMS PAID					
	978	68933	03/01/04		68933	68933.211700		2,000.00-			
						REC'D - NOT VOUCHERED (S					
OV	978	68933	03/01/04		68936	65085803.559101	1,500.00				
						CLAIMS PAID					
OV	978	68933	03/01/04		68936	68936.211700		1,500.00-			
						REC'D - NOT VOUCHERED (S					
Ledger Type Totals							AA	3,500.00	3,500.00-		

Reverse Receipts

If the R09801 is incorrect, the Receipt will have to be reversed before the Purchase Order can be corrected. Reversing receipts will create a receipt batch (O Type). To post a receipt batch, follow the work instructions to [Post Receipt Batches](#).

Please follow the [Reversing Receipts](#) work instructions in the NIS Procurement Training Manual.

Enter a Voucher Using Three-Way Match

Please follow the [Three-Way Match](#) work instructions in the NIS Procurement Training Manual.

Review a Voucher

Please follow the [Reviewing/Approving and Working with Voucher Batches](#) work instructions in the NIS Procurement Training Manual.

Approve Pending Voucher Batches

 The ability to approve a batch is limited by State Accounting. Only authorized approvers will be able to view and approve batches for users they have authority for. The person preparing the batch will not be granted authority to approve that batch.

Please follow the [Reviewing/Approving and Working with Voucher Batches](#) work instructions in the NIS Procurement Training Manual.

Post a Voucher Batch

Please follow the [Reviewing/Approving and Working with Voucher Batches](#) work instructions in the NIS Procurement Training Manual.

Review R09801

1. Be sure that you have a debit for the Received not Vouchered Account (.211700) and a credit for the Accounts Payable Account (.211900) for each G/L class code.

In this example, Received not Vouchered Account 68933.211700 has been debited \$2,000.00 and Accounts Payable account 68933.211700 has been credited \$2,000.00 for detail line 1. Received not Vouchered Account 68936.211700 has been debited \$1,500.00 and Accounts Payable account 68936.211900 has been credited \$1,500.00 for detail line 2.

R09801

STATE OF NEBRASKA
General Ledger Post Report

Batch Ty/Number	V	163497	Post Out of Balance	N	Offset Method	Y
Batch Date		03/01/04	InterCo. Settlement Mthd.	2		

Document Ty	Number	Co	G/L Date	R V	Fund	Account Number Description	Debit	Credit	
PV	1420735	68933	03/01/04		68933	68933.211700 REC'D - NOT VOUCHERED (S)	2,000.00		
PV	1420735	68933	03/01/04		68936	68936.211700 REC'D - NOT VOUCHERED (S)	1,500.00		
AE	1420735	68933	03/01/04		68933	68933.211900 AA DUE TO VENDOR (SYSTEM)		2,000.00-	
AE	1420735	68933	03/01/04		68936	68936.211900 AA DUE TO VENDOR (SYSTEM)		1,500.00-	
Ledger Type Totals							AA	3,500.00	3,500.00-

Void a Posted Voucher with PO

If the R09801 is incorrect, the Voucher will have to be voided. Once voided, the Voucher batch will have to be posted, then the Voucher with 3-way Match can be entered again.

-  **Void** the voucher only if the Voucher Batch posted. If the Voucher Batch has **not** been posted, **delete** the Voucher Batch with PO. For more information, refer to the [Reviewing/Approving and Working with Voucher Batches](#) work instructions