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 .xhtml

Note: For access, please contact your internal OpenInvoice administrator or <u>openinvoicesupport@oildex.com</u>.

1. Create EFT using your method of choice.

Open/moice 🖷 🕯 - 🕫	· I· · ·	0 -	💩 Get Paster 🔹 Insciss d				
€ Buck	Credia Ticket Manage Tickets		Dechboard				
	Nev Totel	Stacks					
Unapproved Invoices	Inpot Tolat	Search	Approved Invoices				
USD 1,948.00	Purchase Order	Involte Tickets	USD 0.00 Month to Date	USD 609.00 Year to Date			
£ 1948.00		Ticket Report					
Annu uta 1000	11 - M Dep 61 - M Dep Owr M Dep		10 500 5 40 5 50 5 50 5 50 5 70 2 10 2 10	Ja			
Purchase Orders			Directed Invalues				
0 Pending	O Ready To Invoice		USD 0.00 0 invoice				

2. Enter header information to EFT as required.

SSTest01 Premier Silica LLC New General	Pioneer Natural Resources 2 usp
SERVICE DATE *	" = required on submit
06/16/2020	TEST PRICEBOOK ·
	TEST PRICEBOOK
OURRENCY *	REQUISITIONER
USD	•
DESCRIPTION *	N
TEST	Ly ²
Cancel	<previous next=""></previous>

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

	*					
	General					
Þ	Edit Header					
>						
Þ.	SERVICE DATE		PRICE BOOK NA	ME		
•	05/19/2020	TEST PRICEBO	юк			
<u> </u>			TEST PRICEBOO	ĸ		
2	CURRENCY		REQUISITIONER			
80 E	USD					
• •	SUPERINTENDENT		OFFICE APPROV	ER		
	LOCATION					
	DESCRIPTION *					
	Non project related invoice; green EFT alert; EFT approver inactive					
	Add Line Bulk Edit Lines					
	Add Line Built Edit Lines # Alset Part # / Rem ID Description	Service Start	Service End	Project	Cost Center	Coding
	Adstane Built Editions	Service Start	Service End	Project	Cost Center	Coding
	AntLine Built Exit Lines	Service Start	Service End	Project	Cost Center	Coding

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.



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