

Allocating Costs Between Companies

The below steps are for allocating costs between Montclair and Bloomfield when creating **Supplier Invoice** or **Verifying PCard Transactions** only.

Splitting the costs between companies **cannot** be done when creating Requisition, Spend Authorization or Expense report. For those instances, a separate Workday task must be done for each company.

For Supplier Invoice:

If you will be splitting the cost between companies, under **Invoice Information**, in the **Company** field, select **Companies by Hierarchies > Montclair State University Company Hierarchy >** then select the company that you are in.

The screenshot shows the 'Create Supplier Invoice' form. The 'Invoice Information' section is expanded, and the 'Company' field is highlighted with a red box. A dropdown menu is open, showing 'Companies by Hierarchies' selected. The 'Invoice Date' field is highlighted with an orange box, showing '01/04/2024'. The form includes sections for 'Terms and Taxes' and 'Invoice Reference Information'.

For **Supplier Invoice**, to add an additional row (line), click the plus (“+”) sign

The screenshot shows the 'Invoice Lines' section. The 'Add Row' button is highlighted with a red box. The 'Company' field is set to 'Montclair State University'.

On each Supplier invoice line, please make sure to select:

- the appropriate company
- shipping address
- the appropriate Cost Center worktags for that company.

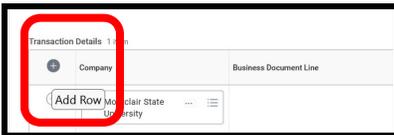
*Company	Item Description	Spend Category	Ship-To Address	Ship-To Contact	Quantity	Unit of Measure	Unit Cost	Extended Amount	Memo	*Cost Center	*Division	*Additional Worktags
Bloomfield College of Montclair State University	test	SC0123 Members (No Res)	463 Franklin Street Bloomfield, NJ 07003 United States of America		1	Each	100.00	100.00		CC30026 Academic Affairs	D06 Bloomfield College	Fund: F10 Unrestricted Operating Fund Program: N1 Academic Support
Montclair State University	test	SC0123 Members (No Res)	1 Normal Avenue Montclair, NJ 07043 United States of America		1	Each	100.00	100.00		CC10249 VP Facilities	D40 University Facilities	Fund: F10 Unrestricted Operating Fund Program: N1 Operation and Maintenance Plant

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For PCard Verifications:

If you will be splitting the cost between companies, add an additional row (line) to your PCard Verification by clicking the plus (“+”) sign



On each Pcard Verification line, please make sure to select:

- the appropriate company
- the appropriate Cost Center worktag for that company.

Company	Business Document Line	Item and Category	Quantity	Transaction Amount	Memo	*Cost Center	*Division	*Additional Worktags
Montclair State University		Item Line Item Description Spend Category: SC0123 Permits / License Fees	0	Unit of Measure: select one Unit Cost: 0.00 Extended Amount: 67.50 Currency: USD		CC10293 University Controller	D39 Finance and Treasury	Fund: F10 Unrestricted Operating Fund Program: N15 Institutional Support
Bloomfield College of Montclair State University		Item Line Item Description Spend Category: SC0123 Permits / License Fees	0	Unit of Measure: select one Unit Cost: 0.00 Extended Amount: 67.50 Currency: USD		CC30026 Academic Affairs	D36 Bloomfield College	Fund: F10 Unrestricted Operating Fund Program: N13 Academic Support

Close