Choose a fund on an order or invoice

Discover how to choose a fund on an order, order item, or invoice in WorldShare Acquisitions. When choosing the Budget/Fund, up to two fund years are visible at any one time (if more than one budget is enabled). By default, the current year displays but you can change it.

When choosing a fund for an order or invoice, the fund drop-down displays the first 15 funds in your budget. Type the first few letters of a specific fund name to select it from the drop-down list.

Choose a fund on an order

Create a new order, or search for the order and edit the details in Budget/Fund for each item.

1. On the left panel, click Orders > Orders.
2. Click Search to view all orders.
   Or
   Click New Order to create a new order.
   Or
   From the drop-down list, select an index to search and enter the search term(s) in the box. Click Search.
3. Click an Order Name to display and edit existing items on the order.
4. In the Fund column, use the dropdown to edit the budget/fund details.

Choose a fund on an order item

Search for the Order item and edit the details in Fund for each item.

1. On the left panel, click Orders > Order Items.
2. Click Search to view all order items.
   Or
   From the drop-down list, select an index to search and enter the search term(s) in the box. Click Search.
3. Click the Title link to display details of the item.
4. Click on the Budget/Fund tab.
5. Edit the details in the Budget/Fund tab.
   ◦ The left column is for budgets (if more than one budget is enabled).
   ◦ The middle column is for the fund against which the cost of the item will be charged.
   ◦ Funds with a balance of zero or less are highlighted in red.
   ◦ On open orders, when a fund is selected, you can hover over the fund name to view its budgeted, encumbered, expended, and remaining amounts.
Choose a fund on an invoice

Create a new invoice or search for the invoice and edit the fields in **Budget/Fund**.

1. On the left panel, click **Invoices > Invoices**.
2. Click **Search** to view all invoices.
   
   Or
   
   Click **New Invoice** to create new invoice.
3. Click on an **Invoice Number** to display and edit existing invoice details. See **Edit invoice**
4. The items on the invoice display in the lower half of the screen.
5. For an item on the invoice, use the **Budget/Fund** column to adjust budget/fund details.
   
   ◦ The top list is for budgets (if more than one budget is enabled).
   
   ◦ The bottom list is for the fund against which the cost of the item will be charged:
     
     ▪ **Left column** - Fund name
     
     ▪ **Middle column** - Fund code
     
     ▪ **Right column** - Parent fund

Split an invoice item or order item among multiple funds by amount

Note: Toggling between **Amount** and **Percentage** may change the percentage assigned to each fund due to rounding issues when switching between these two modes of assigning costs.

1. Go to the Order or Invoice page.
2. From the **Budget/Fund** column, click **Assign multiple budgets/funds**.
3. For Allocate by, select **Amount**.
4. Add additional funds by clicking the **Add button**.
5. Enter the **amount** for each fund added in the Amount field. The amounts for each fund must add up to the total price of the item. The total price of the item (Amount) and Amount Unassigned can be found near the top of the Budget and Fund Assignment dialog.
6. **(Optional)** Click **Distribute evenly among unallocated funds** to distribute any remaining unassigned amount evenly among all funds with a zero amount.
7. Click **Save**.

Select funds from different budget periods for an invoice item

Note:

- Toggling between **Amount** and **Percentage** may change the percentage assigned to each fund due to rounding issues when switching between these two modes of assigning costs.
- You can always select the current budget period, but the next budget period is only available if you have enabled it for use. To do this, go to the next budget selected and select **Enable for Use**.

1. Go to the Order or Invoice page.
2. From the Budget/Fund column, click *Assign multiple budgets/funds*.
3. For Allocate by, select *Percentage*.
4. Add additional budget periods by clicking the *Add button*.
5. Select a *budget period* for each row added from each drop-down list in the Budget column.
6. Click *Save*.