

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying

How to Perform Split Funding
by Percentage (Non-
Warehouse Orders ONLY)



The purpose of this job aid is to show how to perform split funding by percentage. This functionality is NOT available for LAUSD warehouse orders. Please refer to “How to Create a Non-Catalog Request” if you need assistance with creating non-catalog purchase requisitions.

1

Scroll down to your line item and click the **right facing arrow** to view more options.

Items (1)

⚠ This item contains missing or incorrect information. Expand to review the fields highlighted in red.

| | | | | | |
|--|---|--|-------------------------|--------------------|--------------------------------|
|  |  | Chairs for classroom 1000002377 (Staples, Inc.) | Quantity - 20 + | Price 19.99 USD | Net Amount \$399.80 USD |
| | | | Unit of Measure each | | Gross Amount ⓘ \$437.78 USD |

2

Scroll down to the bottom of the **Accounting** section and click **Split accounting**.

| | |
|---------------------------------|--|
| Commitment Item (no value) ▼ | Functional Area (no value) ▼ ⚠ Please select Functional Area |
| Funded Program (no value) ▼ | Grant (no value) ▼ |
| FM Area (no value) ▼ | Division 63 |
| Program Code Not specified | Split accounting |

Enter the **percentage**, **GL Account**, and **Functional Area** for your first funding. Ensure that your **Funds center/Cost Center** is correct.

Once you enter the percentage, the dollar amount will automatically populate.

Cost Center (0001050901 (Contract Admin))

GL Account

(no value) ▼

⚠ GL Account is not acceptable

AssetClass

00944081

Funds Center

0001050901 Contract Admin ▼

Functional Area

(no value) ▼

⚠ Please select Functional Area

Percentage

50 %

Amount

\$199.90 USD

Cost Center

0001050901 (Contract Admin) ▼

Fund

(no value) ▼

Commitment Item

(no value) ▼

Funded Program

(no value) ▼

Enter the **percentage**, **GL Account**, and **Functional Area** for your second funding. Ensure that your **Funds center/Cost Center** is correct. Once you enter the percentage, the dollar amount will automatically populate.

To further divide the funding, click “**Add split**”.

Cost Center (0001050901 (Contract Admin))

Percentage
50 %

Amount
\$199.90 USD

GL Account
(no value)

Cost Center
0001050901 (Contract Admin)

AssetClass
00944081

Fund
(no value)

Funds Center
0001050901 Contract Admin

Commitment Item
(no value)

Functional Area
(no value)

Funded Program
(no value)

Grant
(no value)

FM Area
(no value)

Division
63


Program Code
13723

Important Delivery Information
Not specified

+ Add split

5

To delete the split funding line, click on the **trash** icon.

| | | | |
|--|---|---|---|
| Cost Center (0001050901 (Contract Admin)) | Percentage <input type="text" value="0"/> % <small>⚠ Percentage must not be zero.</small> | Amount \$0.00 USD <small>⚠ Amount must not be zero.</small> |  |
| GL Account <input type="text" value="(no value)"/> <small>⚠ GL Account is not acceptable</small> | Cost Center <input type="text" value="0001050901 (Contract Admin)"/> | | |
| AssetClass | Fund | | |

6

Scroll up to the **Accounting** section. You will see that your line item has been split by Percentage. If all amounts are allocated, the **Unallocated percentage** will be 0%.

| | | | |
|--|---|--|--|
| Accounting | Cost Center (0001050901 (Contract Admin)) | | |
| Account Type <input type="text" value="Expense"/> | Bill To 1001 (LAUSD Accounts Payable) PO BOX 54306 Los Angeles, CA 90054-0306 United States | | |
| Account Assignment * <input type="text" value="K (Cost center)"/> | | | |
| Split accounting type <input type="text" value="Percentage"/> | Amount to split \$399.80 USD | Allocated percentage 100.00 % Unallocated percentage 0.00 % | |