

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

Guided Buying
How to Perform Split Funding
by Percentage (NonWarehouse 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.

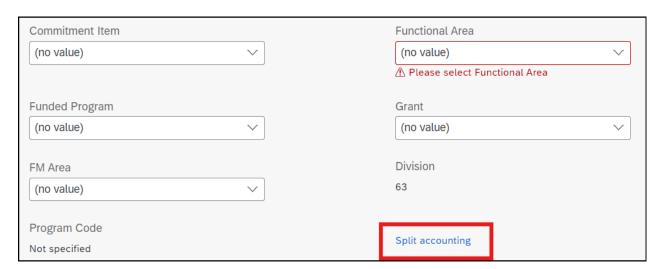
1

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		Gross Amount ① \$437.78 USD	•

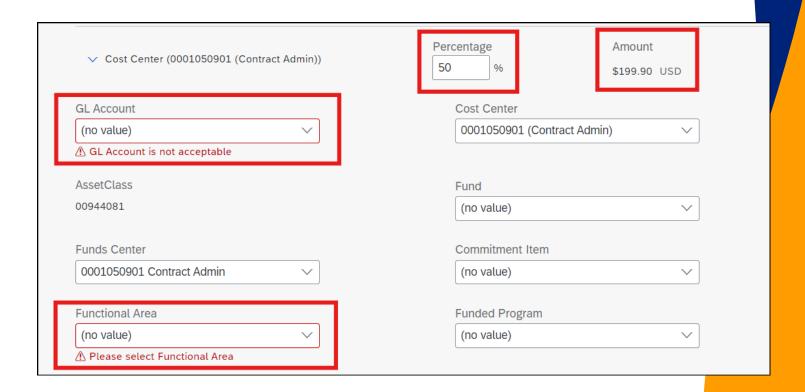
2

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



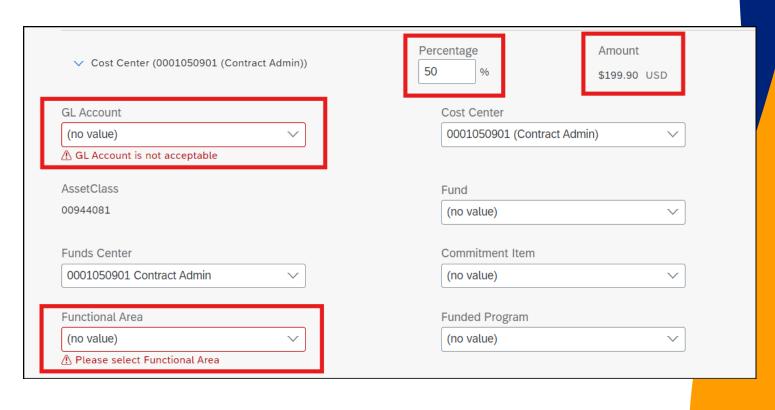
Enter the **percentage**, **GL Account**, and **Functional Area** for your first funding. Ensure that your **Funds center/Cost Center** is correct.

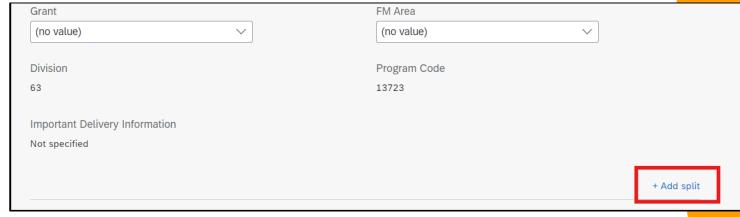
Once you enter the percentage, the dollar amount will automatically populate.



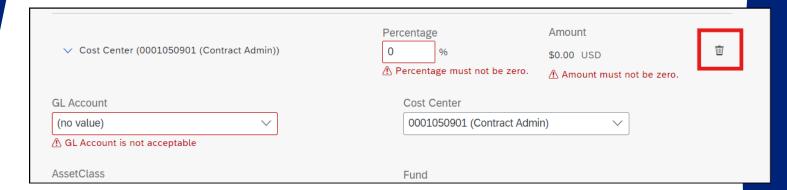
Enter the percentage, GL Account, and Functional Area for your second funding. Ensure that your Funds center/Cost Center is correct. Once you enter the percentage, the dollar amount will automatically populate.

To further divide the funding, click "Add split".





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



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%.

