

SAP Ariba

PROCUREMENT SERVICES DIVISION



End-USER Training

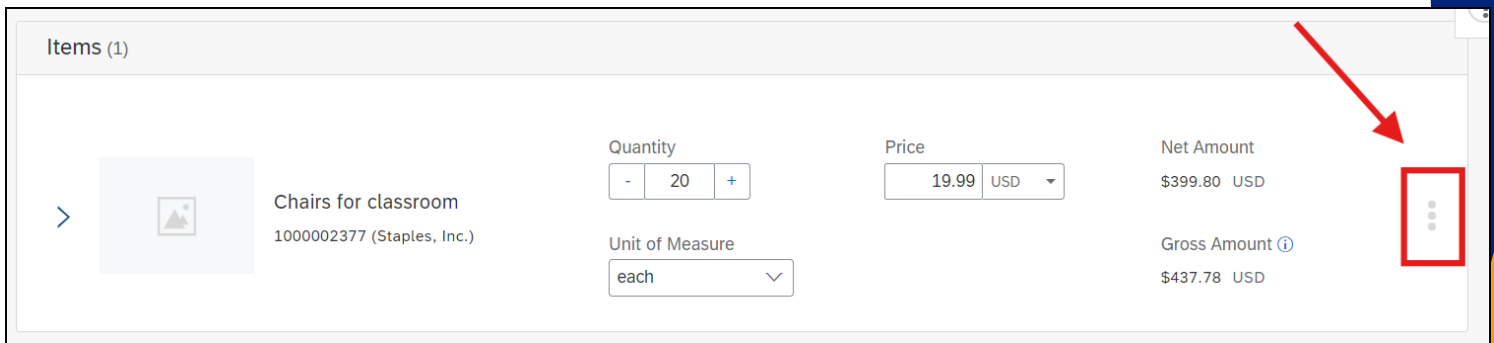
Guided Buying


How to Perform Split Funding
by Values (Copy Line-Item
Function)

The purpose of this job aid is to show how to perform split funding by values using the copy line-item function. Please refer to “How to Create a Non-Catalog Request” if you need assistance with creating non-catalog purchase requisitions.

1

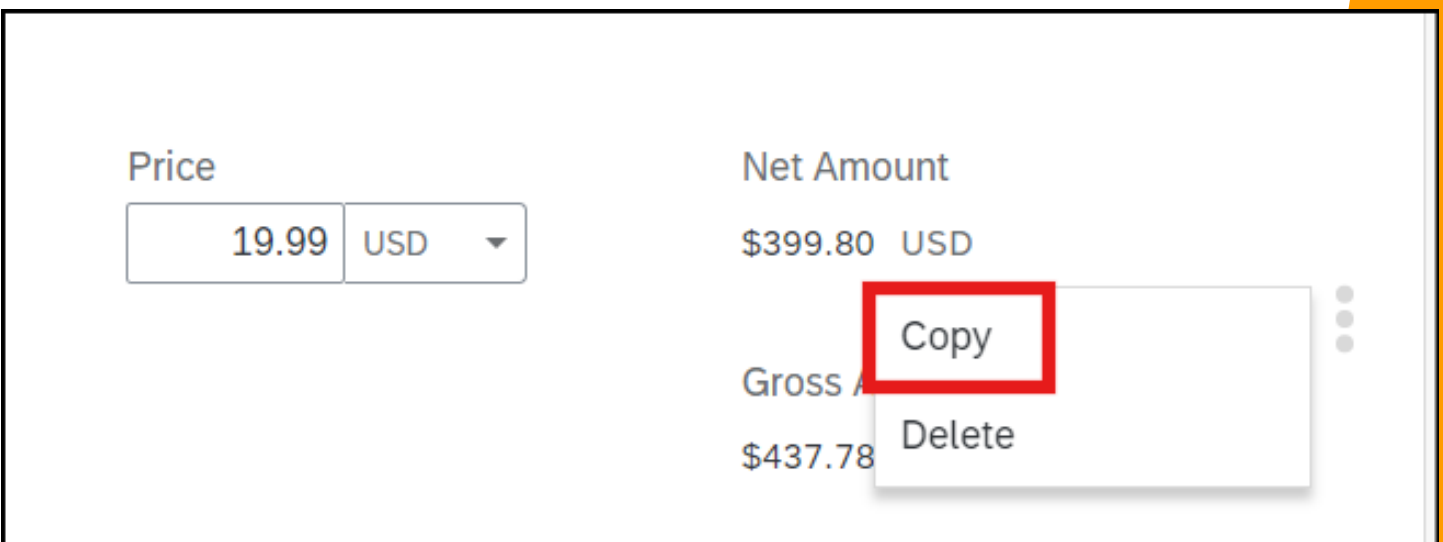
Scroll down to your line item and click the **3 dots** to the right.



Items (1)						
>		Chairs for classroom 1000002377 (Staples, Inc.)	<div>Quantity - 20 +</div> <div>Unit of Measure each ▼</div>	<div>Price 19.99 USD ▼</div>	<div>Net Amount \$399.80 USD</div> <div>Gross Amount ⓘ \$437.78 USD</div>	<div>⋮</div>

2

Click **Copy**. This will create a copy of the current line item and perform a split funding for this item.






Price	Net Amount
19.99 USD ▼	\$399.80 USD
Gross Amount	\$437.78
<div>Copy</div> <div>Delete</div>	



The line items have been duplicated. Adjust the quantities to reflect the desired value distribution. Ensure that the total value of the adjusted line items matches the original total cost.

In this example, we want a total of 20 chairs. First line item has 13 chairs with a total amount of \$259.87. Second line item has 7 chairs with a total of \$152.33

Items (2)

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


>		Chairs for classroom 1000002377 (Staples, Inc.)	Quantity	Price	Net Amount
			<div>- 13 +</div>	<div>19.99 USD</div>	\$259.87 USD
			Unit of Measure		Gross Amount 
			<div>each</div>		\$284.56 USD






>		Chairs for classroom 1000002377 (Staples, Inc.)	Quantity	Price	Net Amount
			<div>- 7 +</div>	<div>19.99 USD</div>	\$139.93 USD
			Unit of Measure		Gross Amount 
			<div>each</div>		\$153.22 USD

3

Click the **right facing arrow** to expand and view more options for the first line-item.


Items (2)

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

	 Chairs for classroom 1000002377 (Staples, Inc.)	Quantity <input type="text" value="-"/> <input type="text" value="13"/> <input type="text" value="+"/> Unit of Measure <input type="text" value="each"/>	Price <input type="text" value="19.99"/> <input type="text" value="USD"/>	Net Amount \$259.87 USD Gross Amount  \$284.56 USD	⋮
>	 Chairs for classroom 1000002377 (Staples, Inc.)	Quantity <input type="text" value="-"/> <input type="text" value="7"/> <input type="text" value="+"/> Unit of Measure <input type="text" value="each"/>	Price <input type="text" value="19.99"/> <input type="text" value="USD"/>	Net Amount \$139.93 USD Gross Amount  \$153.22 USD	⋮

4

Scroll down to the **Accounting** section and click on the right facing arrow to expand the view.

Description	Contact
<input type="text" value="Chairs for classroom"/>	<input type="text" value="Staples, Inc."/> 
	500 Staples Drive Framingham, MA 01702 United States
Supplier Part Number	Supplier Part Auxiliary ID
<input type="text"/>	<input type="text"/>
> Line Item Form Details	
> Accounting	GL Account (0000430001 (General Supplies))
> Shipping	ShipTo(Plant) (1000 (SCHOOLS AND OFFICES))


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





Accounting		GL Account ((no value))	
Account Type	Expense	Bill To	1001 (LAUSD Accounts Payable)
			PO BOX 54306 Los Angeles, CA 90054-0306 United States
Account Assignment *	K (Cost center)	GL Account	(no value)
			⚠ GL Account is not acceptable
Cost Center	0001050901 (Contract Admin)	AssetClass	00944081
Fund	(no value)	Funds Center	0001050901 Contract Admin
Commitment Item	(no value)	Functional Area	(no value)
			⚠ Please select Functional Area

7

Now to go the second line item and expand the view by clicking on the **right facing arrow**.

Items (2)

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

	Quantity	Price	Net Amount
  Chairs for classroom 1000002377 (Staples, Inc.)	- 13 + Unit of Measure each	19.99 USD	\$259.87 USD Gross Amount ⓘ \$284.56 USD
  Chairs for classroom 1000002377 (Staples, Inc.)	- 7 + Unit of Measure each	19.99 USD	\$139.93 USD Gross Amount ⓘ \$153.22 USD

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Scroll down to the **Accounting** section and click on the **right facing arrow** to expand the view.

Description Chairs for classroom		Contact Staples, Inc. 500 Staples Drive Framingham, MA 01702 United States	
Supplier Part Number 		Supplier Part Auxiliary ID 	
> Line Item Form Details			
> Accounting	GL Account (0000430001 (General Supplies))		
> Shipping	ShipTo(Plant) (1000 (SCHOOLS AND OFFICES))		

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

Accounting	GL Account ((no value))	
Account Type	Expense	Bill To
		1001 (LAUSD Accounts Payable)
		PO BOX 54306 Los Angeles, CA 90054-0306 United States
Account Assignment *	K (Cost center)	GL Account
		(no value)
		⚠ GL Account is not acceptable
Cost Center	0001050901 (Contract Admin)	AssetClass
		00944081
Fund	(no value)	Funds Center
		0001050901 Contract Admin
Commitment Item	(no value)	Functional Area
		(no value)
		⚠ Please select Functional Area