

Quick Reference Card – SRM

Cost Distribution by VALUE



Process: Perform this procedure when it has been determined that split account assignment is necessary based on exact dollar amounts to be distributed to each account assignment.

Role: SHOPPER

Frequency: Create Shopping Cart

BEGINNING STEPS

Begin by establishing at:

Default Settings:
Set Values link

Create Shopping Cart

Number 900001250 Document Name LDNICH2 09/16/2011 16:19 Status In Process Created On 09/16/2011 16:19:32 Created By Ms. Leah Nicholas

Order Show My Tasks Close Save Check System Information Create Memory Snapshot

General Data

Buy on Behalf Of: Leah Nicholas Approval Note

Name of Shopping Cart: LDNICH2 09/16/2011 16:19

Default Settings: **Set Values**

Team Shopping Cart: Make accessible to my Purchasing Substitutes Note to Supplier

Approval Process: Display / Edit Agents

Document Changes: Display

PO Type: NBPO

Item Overview

Line Number	Item Type	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Order Type	Delivery Date	Notes	Attachments
*	Undefined Item Type		99999999	ENTER PRODUCT CATEGO	1.000		0.00 USD			09/21/2011	0	0
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Select:
Account Assignment
Tab

Change Default Settings

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

Item Basic Data **Account Assignment** Internal Note

Buy on Behalf of: Leah Nicholas

Goods Recipient: Leah Nicholas

Product Category: 99999999 ENTER PRODUCT CATEGO

Purchase Group: 009 - Reagan Streetman

Company Code: University of Kentucky

Location / Plant: University of Kentucky University of Kentucky

Storage Location:

OK Cancel

Quick Reference Card – SRM

Cost Distribution by VALUE



<p>Account Assignment</p> <p>Open Cost Distribution field to reveal options</p> <p>Select "By Value"</p>	<p>Change Default Settings</p> <p>Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.</p> <p>Item Basic Data / Account Assignment / Internal Note / Delivery Address / Performance Location</p> <p>You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres</p> <p>Cost Distribution Percentage ▾ Details Add Line Duplicate Delete Split Distribution</p> <table border="1"> <thead> <tr> <th>Number</th> <th>Acct</th> <th>Percentage</th> <th>Number</th> <th>Percentage</th> <th>Account Assignment Category</th> <th>Assign Number</th> <th>Account Assignment Description</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td></td> <td>By Value</td> <td></td> <td>100.00</td> <td>Cost Center</td> <td></td> <td></td> </tr> </tbody> </table>	Number	Acct	Percentage	Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	0001		By Value		100.00	Cost Center																												
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<p>Click OK</p>	<p>OK</p>																																										
	<p>NOTE: Account assignment will replicate through all lines in shopping cart. To create line item based split account assignments, complete "ITEM OVERVIEW" and then proceed to "Detail" and select Account Assignment TAB to begin split account assignment process.</p>																																										