

Split Accounting



Split Accounting

Select the Accounting tab at checkout to make changes at the line level.

Items (1)

	Quantity	Price	Net Amount
  1 Breakfast Blend Coffee K-Cup Pods, 24/BX 0010000800 (WB Mason Company)	2 box	\$26.67 USD	\$53.34 USD
			Gross Amount ⓘ \$53.34 USD

Supplier Location ⓘ
WB Mason Company
647 Summer Street Boston, MA 02210 United States

Supplier Part Number
GMT6520

Supplier Auxiliary Part ID
C-61482672|5830147607

- 2** > Accounting Cost Center (1471780000 (RADIO BOSTON))
- > Shipping 975 Commonwealth Avenue, Boston
- > Comments
- > Attachments
- > Others

- 1 Click the arrow to expand at the line level
- 2 Select the arrow next to the Accounting tab to view details and make changes.



Split Accounting

PRs can be split between the same Cost Object Type (e.g., Cost Center to Cost Center) by percentage, quantity, or amount.

IMPORTANT:

If charging a cost center and a Sponsored IO#, **100% of the cost must be charged to the Cost Center**, then do a Journal Entry to charge the Sponsored IO#.

- 3 To split the order between cost object types, click **Split Accounting**.
- 4 Assign the **Split accounting type**.
- 5 Select the drop down next to each cost object type to assign the **Percentage** and **Cost Center**.

Accounting GL Account (0000510030 (CONSUMABLE SUPPLIES - OFFICE))

Account Type Expense Bill To TRBU (Boston University)
25 Buick Street Boston, MA 02215 United States

Account Assignment * K (Cost center) GL Account 0000510030 (CONSUMABLE SUPPLIES ...)

Cost Center 1202020000 (BIOLOGY) **3** Split accounting

Split accounting type Amount to split Allocated percentage 100.00 %

4 Percentage \$53.34 USD Unallocated percentage 0.00 %

Clear selection

Split accounting type	Percentage	Quantity	Amount
Percentage	100 %	2.00	\$53.34 USD

Invalid allocation

5

<input checked="" type="checkbox"/> Cost Center (1020400003 (SOURCING & PROC))	Percentage 50 %	Quantity 1.00	Amount \$26.67 USD	<input type="checkbox"/>
GL Account 0000510030 (CONSUMABLE SUPPLIES ...)	Cost Center 1020400003 (SOURCING & PROC)			
<input checked="" type="checkbox"/> Cost Center (1202020000 (BIOLOGY))	Percentage 50 %	Quantity 1.00	Amount \$26.67 USD	<input type="checkbox"/>
GL Account 0000510030 (CONSUMABLE SUPPLIES ...)	Cost Center 1202020000 (BIOLOGY)			

+ Add split



Note: Costs can only be split between the same cost object type (i.e., between two cost centers; two internal orders; two WBS elements).