



Shopping Cart: Cost Sharing Purchases via Multiple Cost Assignments

BEFORE YOU BEGIN

You will need to have an active shopping cart, plus the G/L numbers where the purchase should be charged.

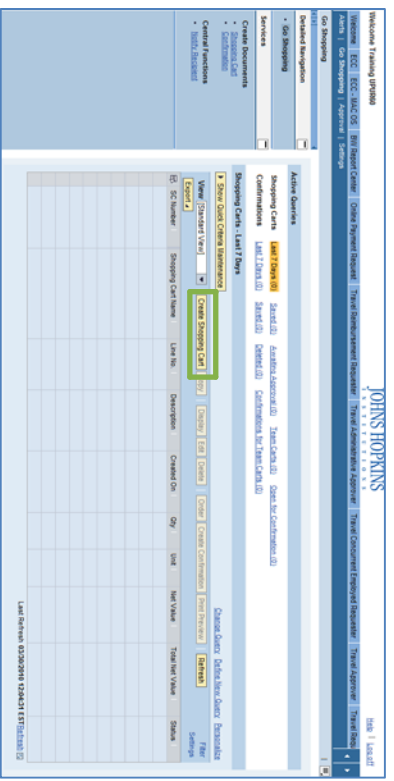
- Use this Job Aid to:
 - Learn how to split the cost of purchases between multiple cost assignments

Cost Sharing Purchases via Multiple Cost Assignments

Use this procedure when you need to split the cost of a purchase between multiple cost assignments. You should get the appropriate General Ledger (G/L) numbers from your financial administrator before you begin.

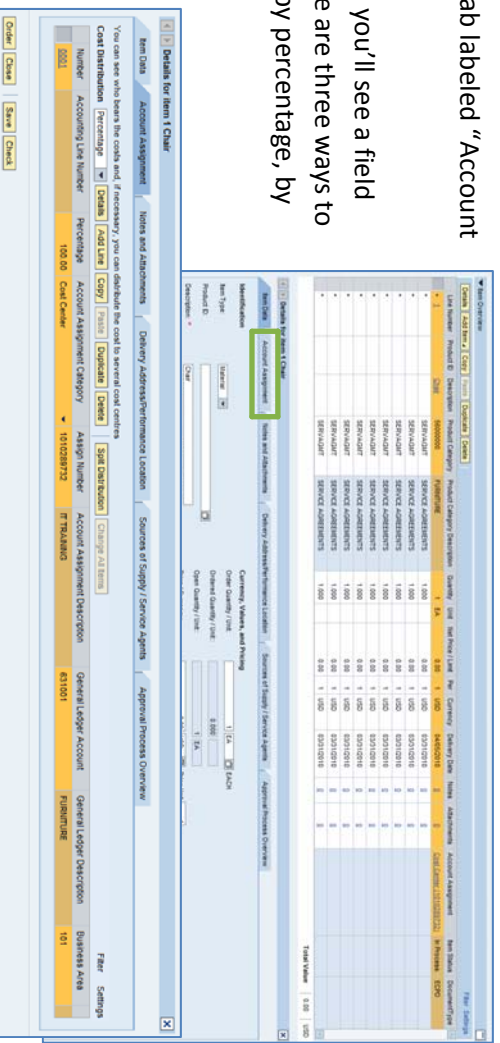
1. Create a Cart. At the Shopping Home Page, click “Create Shopping Cart.”

- Add the items to be included in your cart as you would ordinarily, including the Default Cart Settings and line item data.
- After you press “Enter,” the details button will become active. Click it to access the Item Details for your order.



2. Account Assignment. Click on the tab labeled “Account Assignment.”

- In the “Account Assignment” tab, you’ll see a field labeled “Cost Distribution.” There are three ways to split the cost of a shopping cart: by percentage, by quantity, or by cost.
- Determine how you would like to split the cost for your cart, and select the appropriate item from the drop down list.

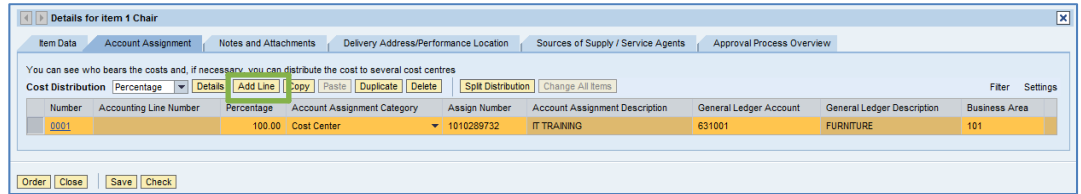


Helpful Hint

Note that you can also split the cost for an order in the Default Cart Settings and your entries will apply to every line in entire cart unless you change them.

3. Add Lines. Click the “Add Line” button to add cost assignments to this order.

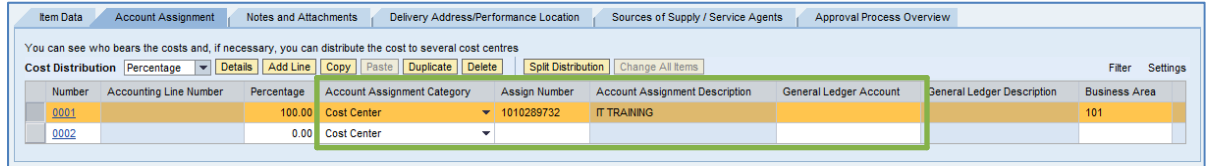
- Add lines until you have the appropriate number (for example, if you are splitting the cost between two accounts add one additional line so there are two lines in the order).



4. Cost Assignments.

Enter the cost information for each line.

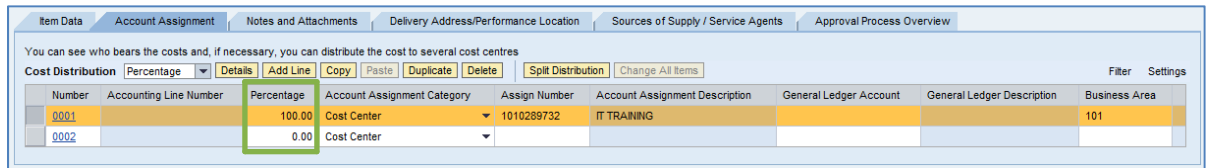
- Check the cost object under the “Account Assignment Category” header (this field could say Cost Center, Internal Order, or WBS Element) to make sure that it is correct. If you are charging to a Cost Center, the value will default from your settings. If you are charging to an Order Number, there is no default and the Order Number must be entered.
- Click in the field under the header that says “General Ledger Account.” Verify the G/L accounts to be used with your financial administrator, and then enter them accordingly.



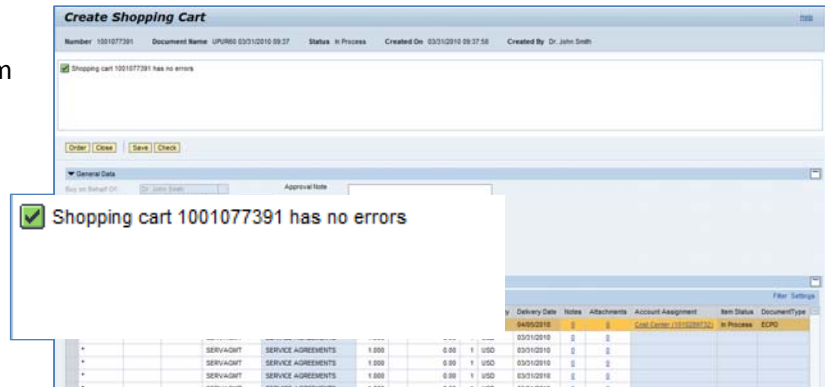
5. Distribute the Cost.

Depending upon which method you are using to split the cost (percentage, quantity, or value), enter the appropriate data under the heading that says Percentage, Quantity, or Cost.

- If you are splitting the cost by percentage, then enter the percentage for each line. Note that they must add up to 100% or you will get an error when you check or try to save the cart.
- If you are splitting the cart by quantity, enter the appropriate quantity on each line and the cost will be distributed accordingly. The quantity must add up to the total quantity of the cart or you will receive an error.
- If you are splitting the cart by value, enter the dollar value on each line and the cost will be distributed accordingly. The cost must add up to the total value of the cart or you will receive an error.



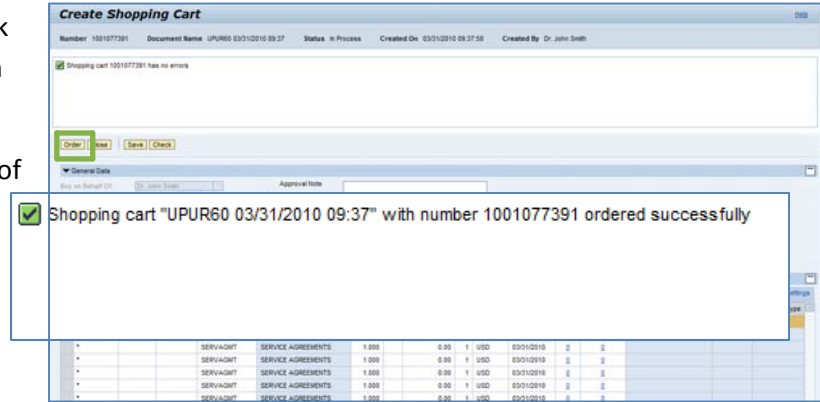
6. Check the Order. Complete your order as you would ordinarily. Click “Check” (either at the top or the bottom of the screen) to verify the order and make sure that no error messages appear at the top of the screen.



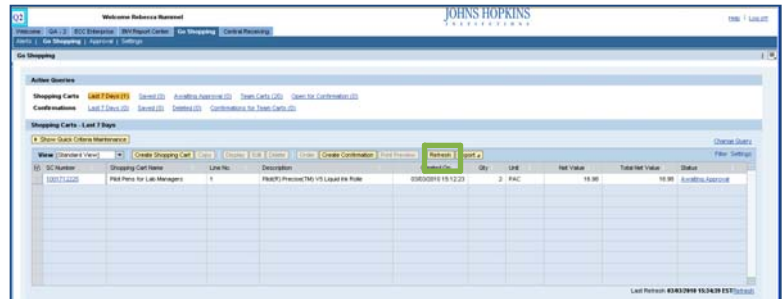
7. Place the Order. Once you have verified the order, click **“Order.”** You will see a message at the top of the screen that says **“Actions performed successfully.”**

In addition, you will see a message in the box at the top of the screen that says that the shopping cart was ordered successfully.

When your order is complete, click **“Close”** to return to the Shopping Cart Home Page.



8. Refresh. On the Shopping Cart Home Page, click **“Refresh.”** This is necessary to see the new order in your queue.



Always click “Refresh” when you get to the Shopping Cart Home Page to see your most recent orders. They will not appear until you have clicked “Refresh.”