

# SAP Ariba

PROCUREMENT SERVICES DIVISION



## End-USER Training

*Guided Buying*

How to do Split Funding for  
Line Item

# The purpose of this job aid is to show how to split funding for a line item.

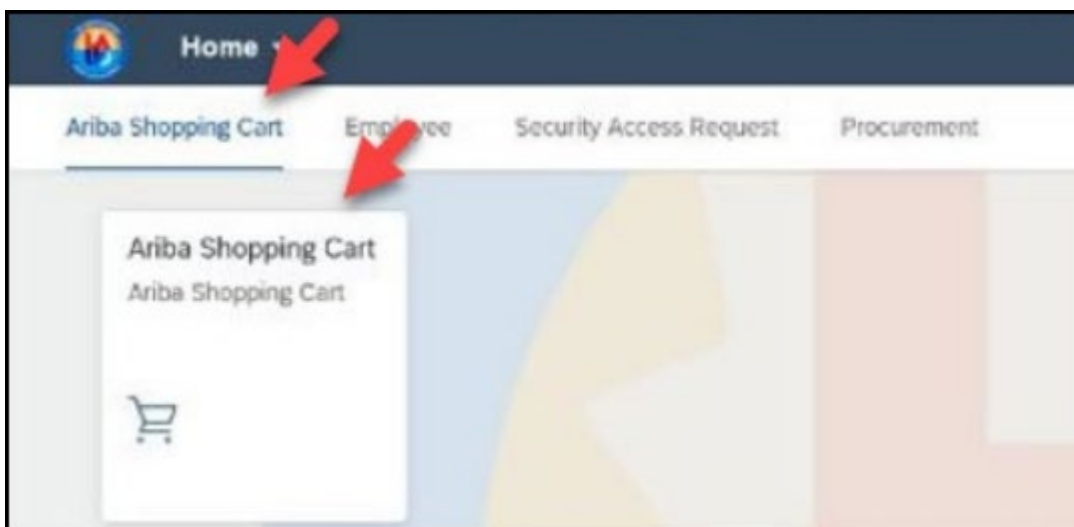
1

To access Ariba Guided Buying, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



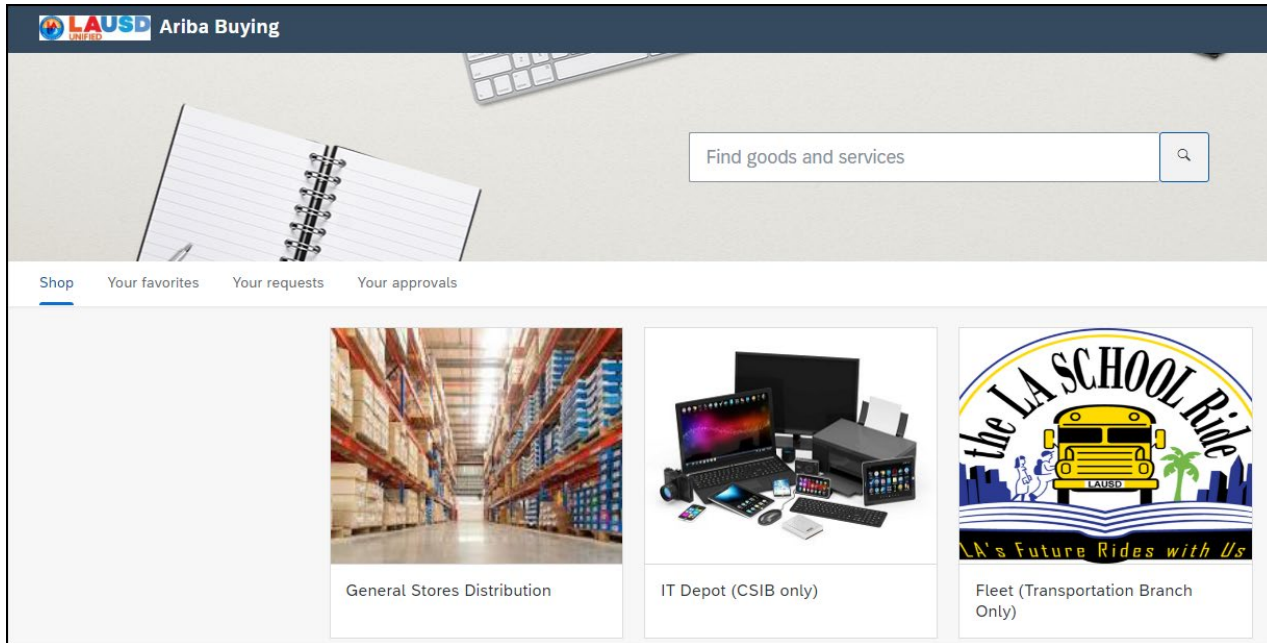
2

Click on the "Ariba Shopping Cart" tile.



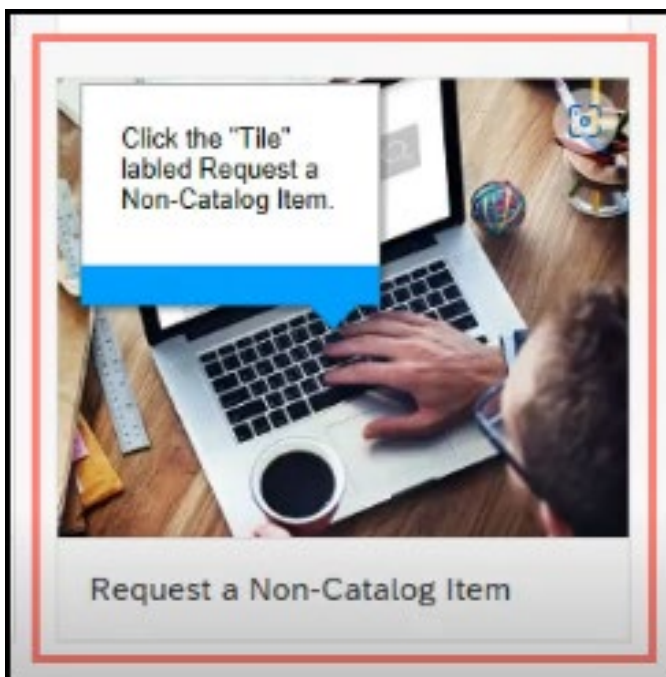
3

You will be directed to the Ariba Guided Buying home page.



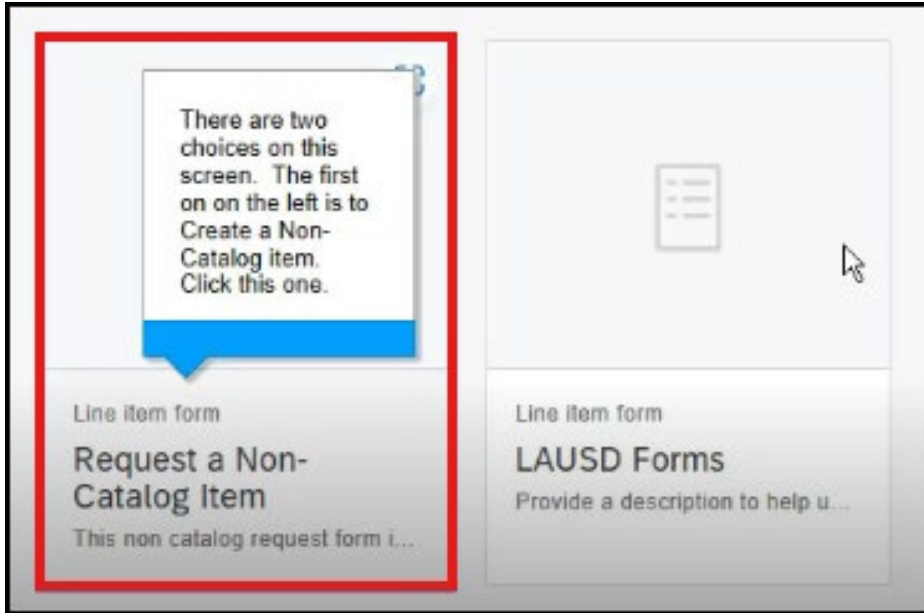
4

Click "Request a Non-Catalog Item".



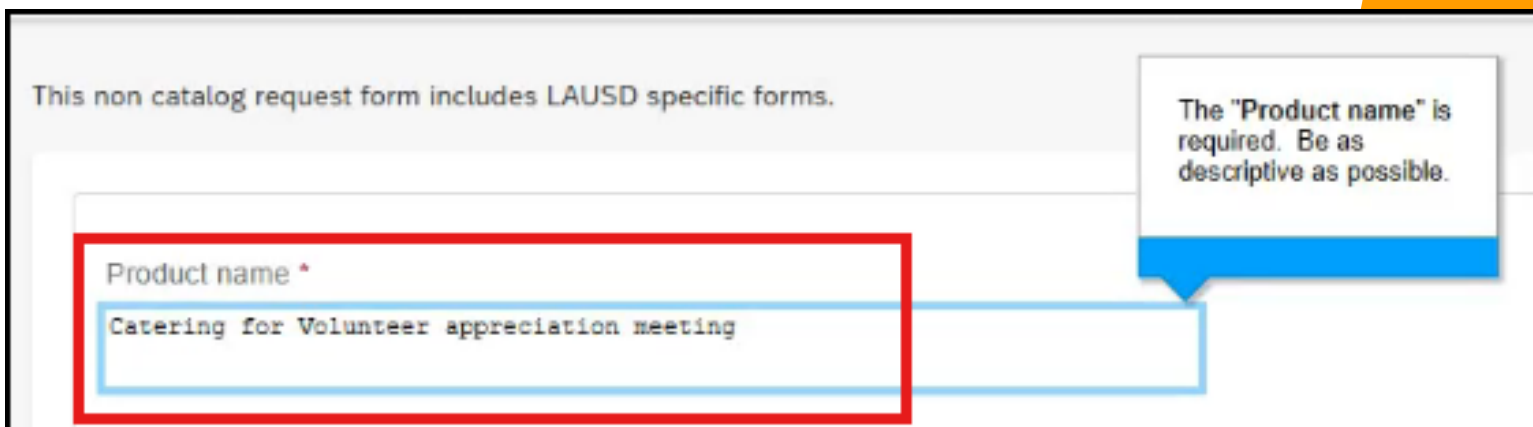
5

Click "Request a Non-Catalog Item".



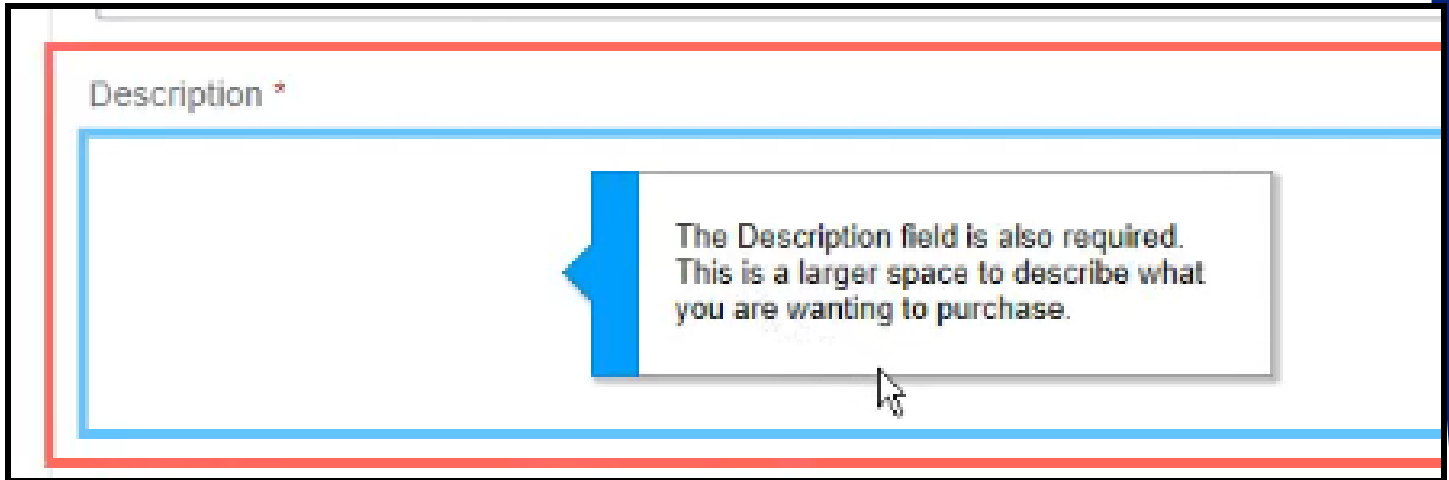
6

In the Product name field, type in the item description.



7

Copy and paste the Product name into the Description.



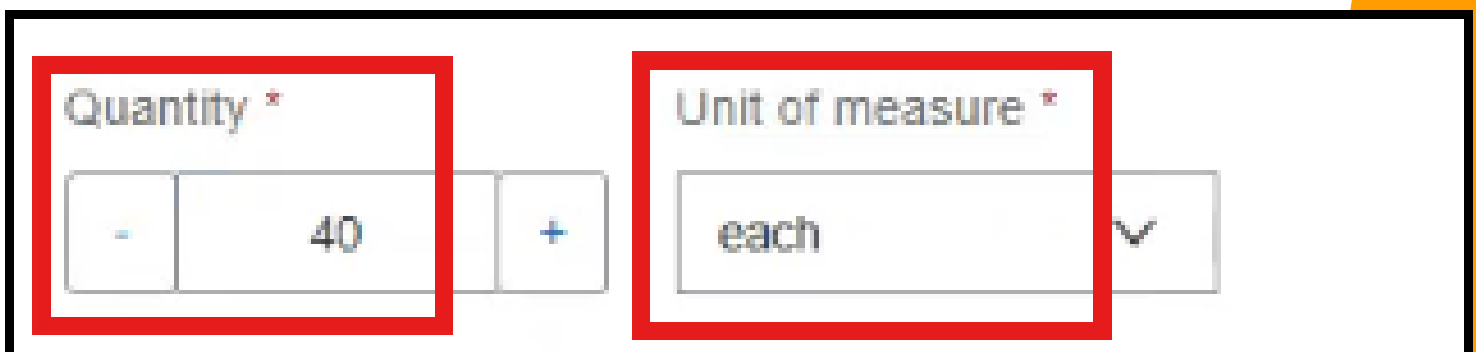
Description \*

The Description field is also required. This is a larger space to describe what you are wanting to purchase.

A screenshot of a web form showing a 'Description' field. The field is outlined with a red border. A blue callout box with a white background and a blue arrow points to the field. The callout box contains the text: 'The Description field is also required. This is a larger space to describe what you are wanting to purchase.' A mouse cursor is visible over the callout box.

8

Enter the quantity and unit of measure. The unit price will auto-populate.



Quantity \*

Unit of measure \*

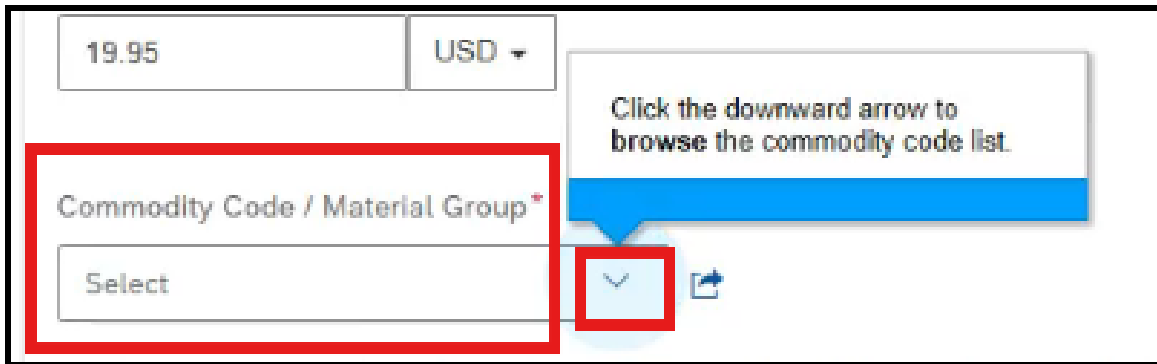
- 40 +

each

A screenshot of a web form showing two input fields. The 'Quantity' field is highlighted with a red border and contains the number '40'. The 'Unit of measure' field is also highlighted with a red border and contains the text 'each'. The 'Quantity' field has a minus sign on the left and a plus sign on the right. The 'Unit of measure' field has a dropdown arrow on the right.

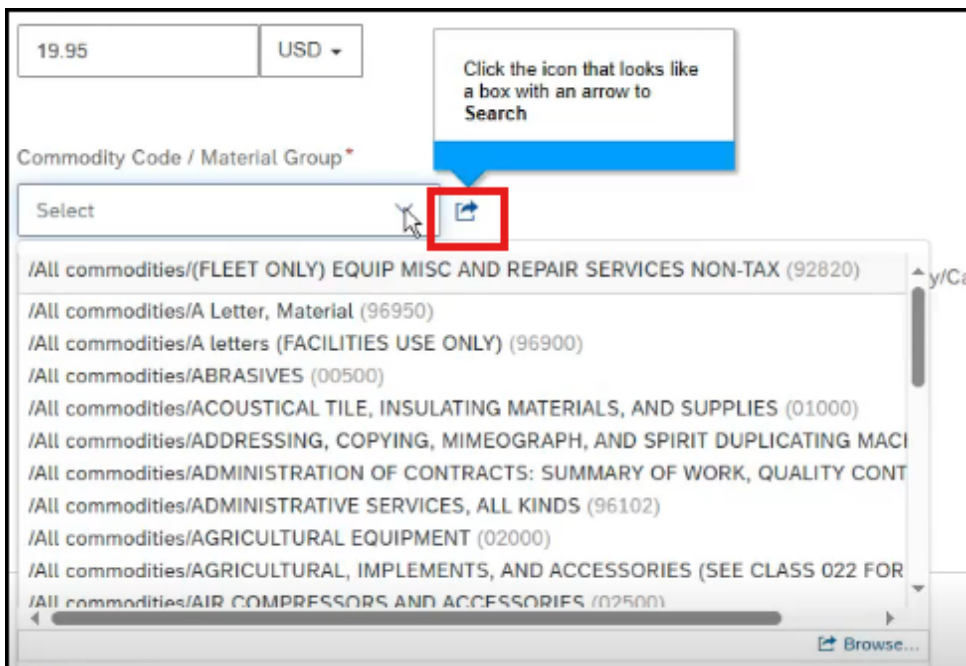
9

Enter the Commodity Code/Material Group. You have the option to search by typing keywords. Search for the Commodity Code that best fits the item.



10

Click on the search icon to expand the search.



11

Choose no if the item is NOT for technology, textbooks, catering, or software.

Is this request to purchase Technology solution/Textbooks/Request for Use of Non-District Facility/Catering/ Rental/Lease or Software Subscription?\*

Choose one

(None)

Yes

No

Click No.

A screenshot of a web form. At the top, there is a question: "Is this request to purchase Technology solution/Textbooks/Request for Use of Non-District Facility/Catering/ Rental/Lease or Software Subscription?\*" Below the question is a dropdown menu with the text "Choose one" and a downward arrow. The dropdown is open, showing options: "(None)", "Yes", and "No". The "No" option is selected, and a blue arrow points to it from a white callout box that says "Click No.". The entire dropdown menu area is enclosed in a red rectangular border.

12

Click "Add to cart".

LAUSD Ariba Buying

Request a Non-Catalog Item

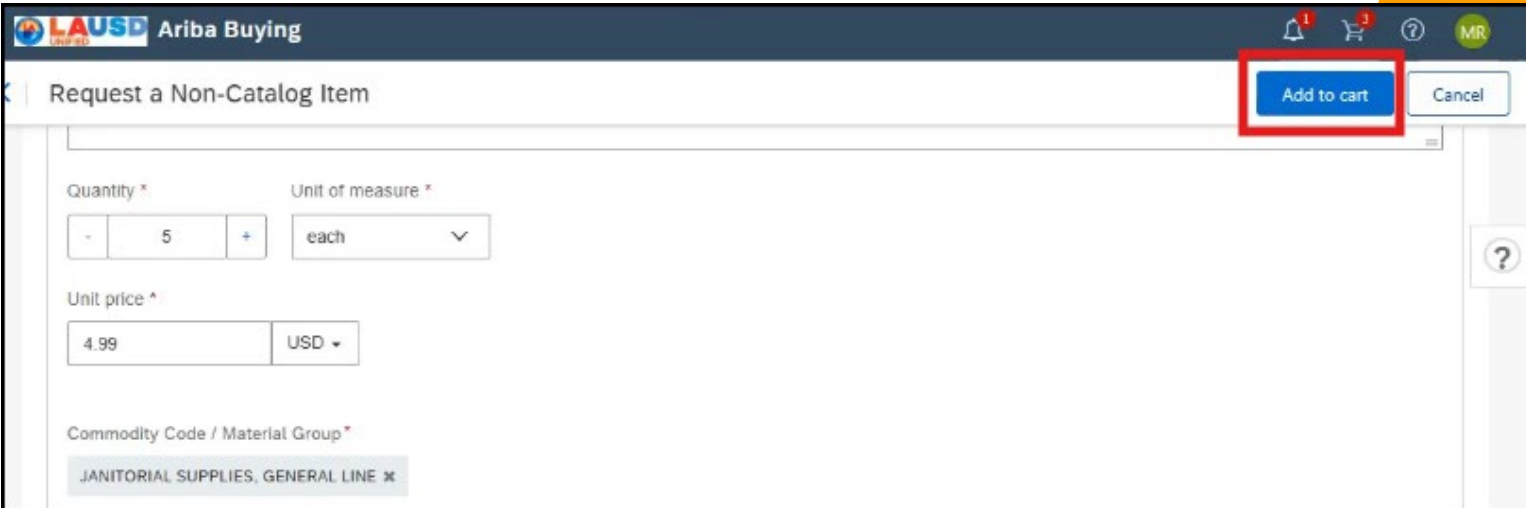
Add to cart

Cancel

Quantity \* 5 Unit of measure \* each

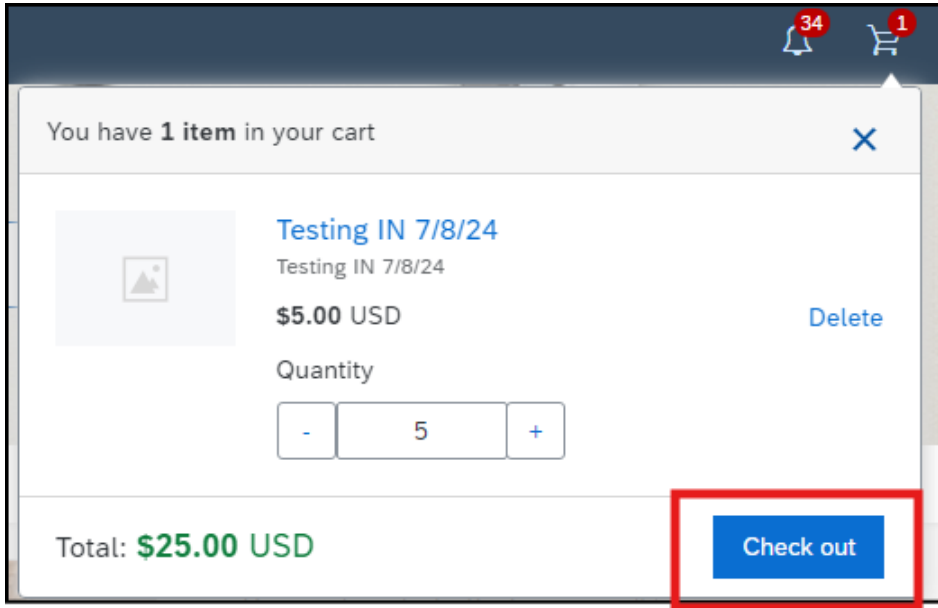
Unit price ^ 4.99 USD

Commodity Code / Material Group \* JANITORIAL SUPPLIES, GENERAL LINE x

A screenshot of the Ariba Buying interface. The top navigation bar includes the LAUSD logo and the text "Ariba Buying". On the right side of the navigation bar, there are icons for a notification bell (with a red '1'), a shopping cart (with a red '3'), a help icon, and a user profile icon labeled "MR". Below the navigation bar, the page title is "Request a Non-Catalog Item". In the top right corner of the main content area, there is a blue "Add to cart" button and a grey "Cancel" button. The "Add to cart" button is highlighted with a red rectangular border. Below the buttons, there are input fields for "Quantity \*" (set to 5) and "Unit of measure \*" (set to each). Below that is a "Unit price ^" field (set to 4.99) and a "USD" dropdown menu. At the bottom, there is a "Commodity Code / Material Group \*" field with the value "JANITORIAL SUPPLIES, GENERAL LINE x".

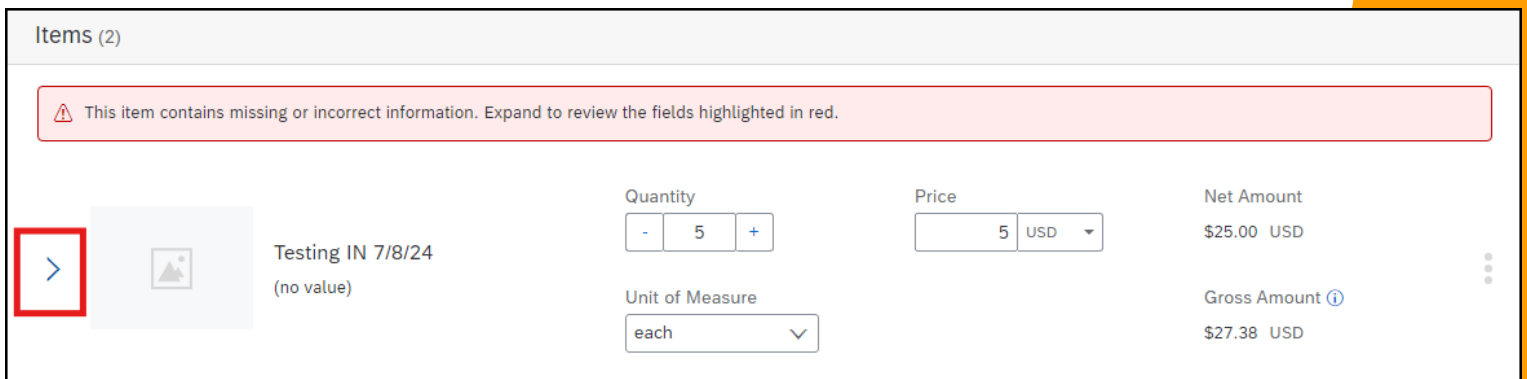
13

To copy a line, click “Check out”.



14

Click the right-facing arrow of the line item.





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Expand the “Accounting” section.

Accounting GL Account (0000430001 (General Supplies))

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	0000430001 (General Supplies)
Cost Center	0001505501 (MAGNOLIA EL)	AssetClass	
Fund	(no value)	Funds Center	(no value) ⚠ Please select Funds Center

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Scroll down. Click “Split accounting”.

Commitment Item	(no value)	Functional Area	(no value) ⚠ Please select Functional Area
Funded Program	(no value)	Grant	(no value)
FM Area	(no value)	Division	Not specified
Program Code	Not specified	<a href="#">Split accounting</a>	

17

Notice that the percentage is set to 100% to the default cost center. Change the percentage to the correct number.

The screenshot shows a software interface with a table-like structure. At the top, there is a dropdown menu for 'Cost Center (0001853601 (BELL SH))'. To its right is a 'Percentage' field containing the value '60' followed by a '%' symbol. Further right is an 'Amount' field showing '\$24.95 USD'. Below the 'Percentage' field, a red error message reads 'Invalid allocation'. Below the 'Percentage' field, a blue tooltip box contains the text 'In the percentage field type in 60'. At the bottom, there are two dropdown menus: 'GL Account' with the value '0000430001 (General Supplies)' and 'Cost Center' with the value '0001853601 (BELL SH)'.

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Scroll down. Add the remaining percentage in the "Percentage" field.

The screenshot shows a software interface similar to the previous one. At the top, there is a dropdown menu for 'Cost Center (0001853601 (BELL SH))'. To its right is a 'Percentage' field containing the value '0' followed by a '%' symbol. Further right is an 'Amount' field showing '\$0.00 USD'. Below the 'Percentage' field, a red error message reads 'Percentage must not be zero.'. Below the 'Amount' field, another red error message reads 'Amount must not be zero.'. At the bottom, there are three dropdown menus: 'GL Account' with the value '0000430001 (General Supplies)', 'Cost Center' with the value '0001853601 (BELL SH)', and 'Earmarked Funds Document' with the value '(no value)'. A blue tooltip box on the right side contains the text: 'First we will update the cost center. If the item is being charged to something other than a cost center, the process is the same.'

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## Enter the Cost Center and Functional Area

Percentage  % Amount \$0.00 USD

Percentage must not be zero. Amount must not be zero.

Cost Center

Earmarked Funds Document

Fund

Funds Center

Functional Area

First we will update the cost center. If the item is being charged to something other than a cost center, the process is the same.

20

If everything is correct, click "Submit".

LAUSD Ariba Buying

Cleaning Supplies for Room 4512 Total Cost \$128.55 USD

Checkout / PR3040

Submit Save and exit

Items (2)

**LAUSD**  
UNIFIED