



Setting Accounting



Setting 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.

Setting Accounting

Accounting details will populate based on header information and Personal Profile.

Accounting Cost Center (1471780000 (RADIO BOSTON))

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 (1471780000 (RADIO BOSTON))

Split accounting

(1 Raleigh Street))

Cost Center Search Modal:

Cost Center	Description	Choose
1202020000	BIOLOGY	Choose
2572030000	BS--MICROBIOLOGY	Choose
1202020020	Biology LA Program	Choose

BOSTON UNIVERSITY

3 Click the drop down to select the **Account Assignment** (i.e., Cost Center, Project/WBS Element, Order).

4 The **GL Account** populates based on the commodity.

5 Click the drop down to change the **Cost Center**. History will display. Click **Browse all** to view options.

6 Specify search criteria (i.e., Description or Cost Center). Search and click **Choose**.

Setting 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#.

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

Accounting Cost Center (1471780000 (RADIO BOSTON))

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)

7 Split accounting

8 Split accounting type: Percentage

Amount to split: \$53.34 USD

Allocated percentage: 100.00 %

Unallocated percentage: 0.00 %

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

Invalid allocation

9

Cost Center (1020400003 (SOURCING & PROC)) Percentage: 50 %	Quantity: 1.00 Amount: \$26.67 USD
Cost Center (1202020000 (BIOLOGY)) Percentage: 50 %	Quantity: 1.00 Amount: \$26.67 USD

GL Account: 0000510030 (CONSUMABLE SUPPLIES ...)

Cost Center: 1020400003 (SOURCING & PROC)

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).