

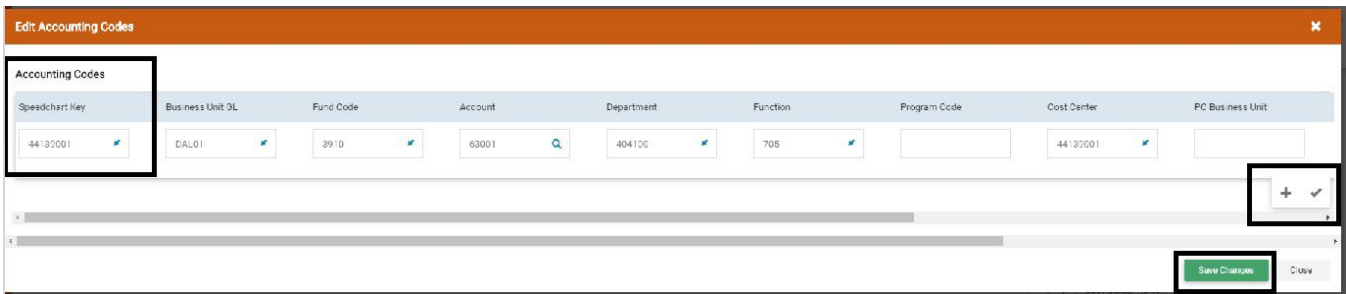
Splitting Costs Between Cost Centers Quick Guide

Please follow these best practices when splitting costs between two or more cost centers to prevent encumbrance issues:

- Accounting codes should be entered at the line level when splitting costs between one or more cost centers. Enter one cost center at the header and enter the additional cost center(s) to be charged, along with the split distribution, at the line level.
- The total amount for the line item should be charged to only one account number.
- Split by “percent of price” rather than by “amount of price.”
- Minimize the number of lines with split distribution of costs to the extent possible.

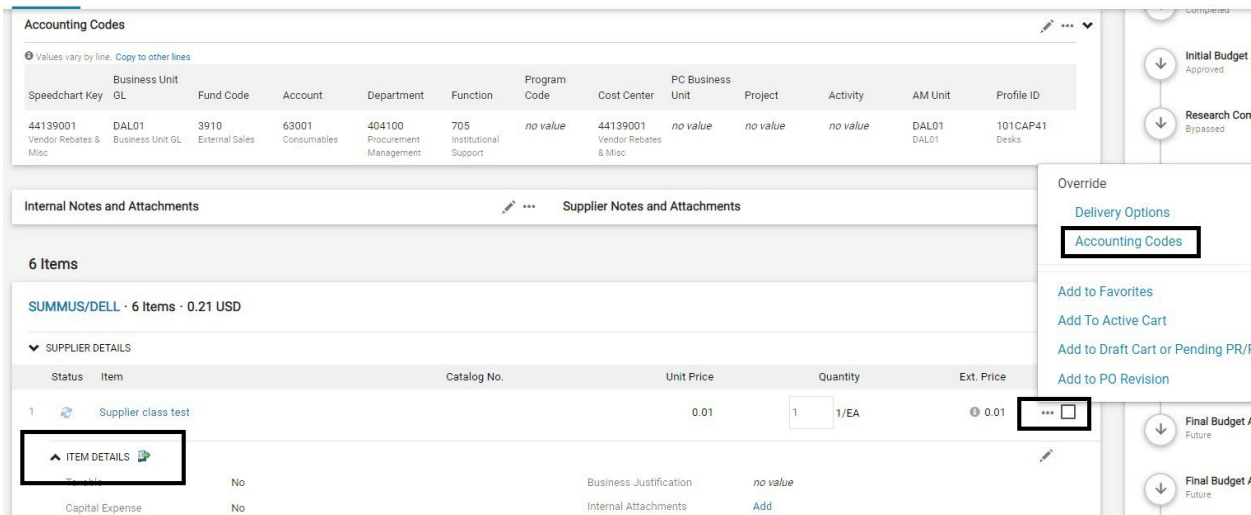
Enter One Cost Center at the Header

- Scroll to the Accounting Codes “Header” section on the requisition’s main page. Click on the pencil icon to open the accounting code fields.
- Enter the cost center number for one of the cost centers in the first field and click on the checkmark to recalculate and populate the chartstring (accounting code) fields.
- Enter an account code for one of the items. Save.



Split Costs at the Line Level

- Scroll to the line level. Click on the ellipses ‘...’ to access the dropdown list shown below. Select ‘Accounting Codes’ from the dropdown list to access the line level accounting code fields.



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- Click on the plus sign to add a row of accounting code fields.
- If you're not able to see a plus sign and checkmark, click on the arrow located along the scroll bar and scroll to the end of the line.

- Enter your cost center numbers in the first field labeled the “Speedchart Key” field of each row.
- Enter the account number for the item on each row. The account number should be the same for all rows.
- Click on the checkmark to populate the remaining fields with the cost center chartstrings.

Calculating Percentages for a Split Distribution

- To calculate percentages for a split distribution of costs, list the amounts to be charged to each cost center. The total amount should equal the total cost to be split between the cost centers.

Cost Center	Amount to Charge
37730020	\$80,000.00
37051022	\$20,000.00
40030455	\$136,540.00
Total Cost	\$236,540.00

Calculating Percentages for Split Costs

- Calculate the percentage to be charged to each cost center by dividing the Amount to Charge by the Total Cost.
- The percentages, carried out to six decimal places, should equal 1.

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Cost Center	Amount to Charge	Percent of Total Cost
37730020	\$80,000.00	0.338209
37051022	\$20,000.00	0.084552
40030455	\$136,540.00	0.577239
Total Cost	\$236,540.00	1

Calculating Percentages for Split Costs

- Validate by multiplying the Percentage of Total Cost for each cost center by the Total Cost.
- The resulting amount to be charged to each cost center may vary slightly from the original amount due to rounding.

Percentage of Total Cost	Multiply	Split Costs
0.338209	.338209 X \$236,540	\$79,999.96
0.084552	.084552 X \$236,540	\$19,999.93
0.577239	.577239 X \$236,540	\$136,540.11
1		\$236,540.00

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- Select “% of Price” from the dropdown list to set your distribution method to split by percent.
- Enter the percent of the total to be charged to each of the cost centers in the percent field on the respective row.
- You can include up to four decimal points. For example, 25.3452.

The screenshot displays a user interface for splitting costs. At the top, there is a dropdown menu currently showing "% of Price". Below this, there are two rows of input fields. The first row has the value "25" entered, with a calculated amount of "(375.00 USD)" shown underneath. The second row has the value "75" entered, with a calculated amount of "(1,125.00 USD)" shown underneath. Below these rows, the text "Split Total 100%" and "(1,500.00 USD)" is displayed. At the bottom of the interface, there are two buttons: "Save" and "Close".

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- Click on the checkmark to recalculate your values.
- Check the amount shown below each field to ensure the dollar amount to be charged is also correct.

Interface showing a table for splitting costs between cost centers. The table has two rows with percentages and dollar amounts, and a total row. A blue box highlights the table content, and another blue box highlights the '+' and checkmark icons at the bottom right of the table.

% of Price	
25	(375.00 USD)
75	(1,125.00 USD)
Split Total 100% (1,500.00 USD)	

Buttons: Save, Close

- If you need to remove the split, click on the trash can icon to delete a row of accounting codes.
- Click save to save your entries and return to the requisition.

Interface showing a table for splitting costs between cost centers. The table has two rows with percentages and dollar amounts, and a total row. A blue box highlights the trash can icons next to each row.

% of Price	
25	(375.00 USD)
75	(1,125.00 USD)
Split Total 100% (1,500.00 USD)	

Buttons: Save, Close