



Drexel University P2P Transformation

Mass Setting of Split Accounting in Excel

Split Accounting

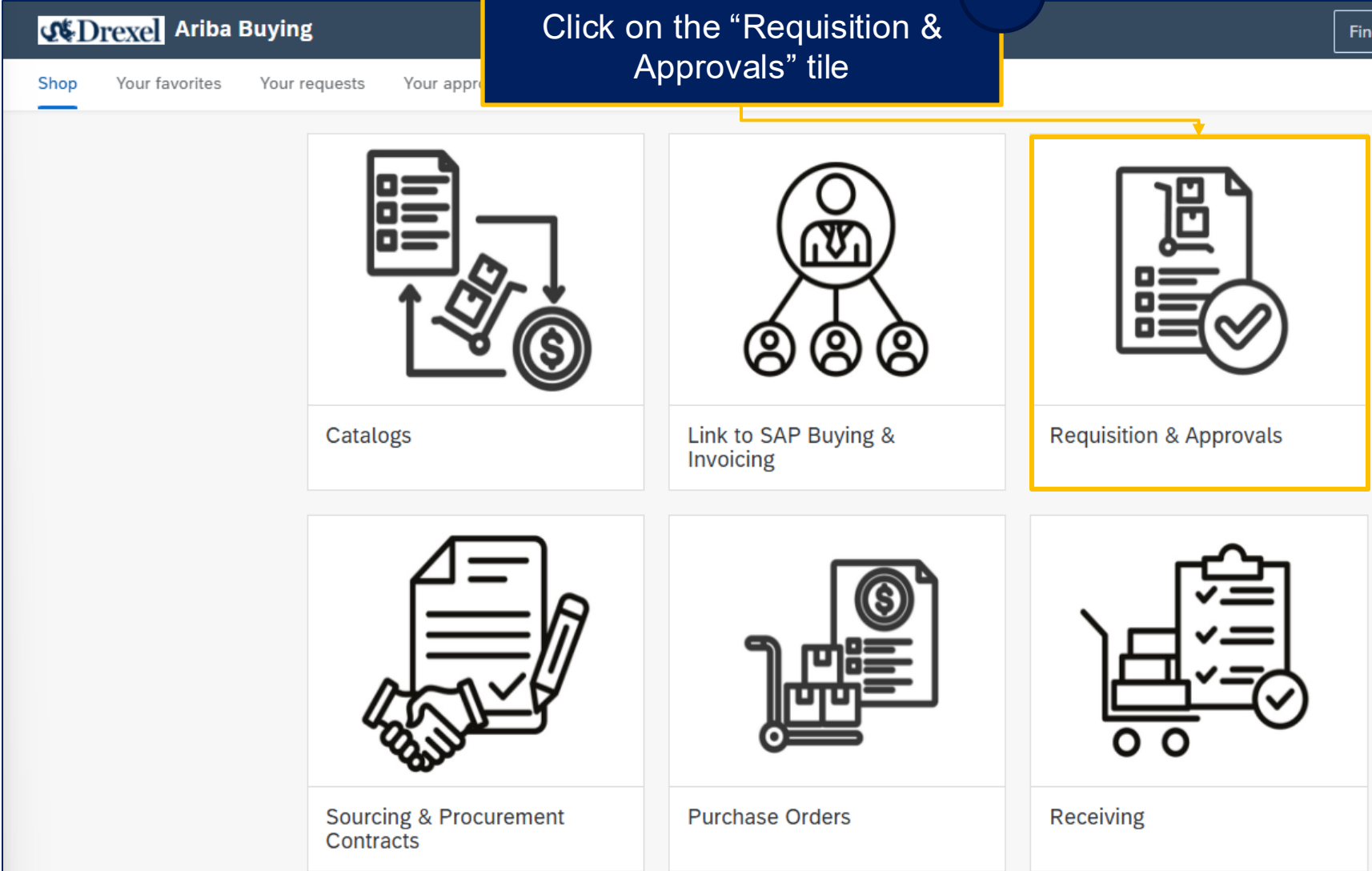
- Split accounting may need to be utilized if the spend is being split among multiple FOAPALS
- Steps can be taken to split the accounting amount multiple FOAPALS manually via Ariba or en masse via Excel
 - See slides 9-10 for splitting via Ariba and 11-26 for splitting via Excel

Split Accounting

- Sign into Ariba Guided Buying via SSO

1


Click on the "Requisition & Approvals" tile



The screenshot shows the Ariba Buying interface with the Drexel logo in the top left. The navigation bar includes links for Shop, Your favorites, Your requests, and Your approvals. A 'Find' button is in the top right. The main content area displays a grid of six tiles:

- Catalogs**: Icon showing a document, a shopping cart, and a dollar sign.
- Link to SAP Buying & Invoicing**: Icon showing a person at a desk with three smaller person icons below.
- Requisition & Approvals**: Icon showing a document with a checkmark and a shopping cart. This tile is highlighted with a yellow border and a yellow arrow pointing to it from a callout box.
- Sourcing & Procurement Contracts**: Icon showing a document with a checkmark and a pencil.
- Purchase Orders**: Icon showing a shopping cart with a dollar sign and a document.
- Receiving**: Icon showing a shopping cart with a checkmark and a document.


Split Accounting

 **Ariba Buying**


Find goods and services

[Requisition & Approvals](#)


Resources




Purchasing Policy
Website




Training Guides
Website



Contact for Questions
Website



Independent Contractor Tax Forms
Website



Reports
Website

Requisitions

Line item form


Create a Non-Catalog Requisition

IF FOR A BLANKET PO AND/OR MULTIPLE INVOICES WILL BE SUBMITTED AGAINST THIS ORDER, SET THE PRICE TO 1.00


Line item form

Subaward Form


About Subawards This form is to be used for Research Subawards (account codes 7021 through 7029) Never



View Your Requisitions
Website



View All Catalogs
Website



Link to SAP Buying & Invoicing
Website

Click on the desired requisition type, shown is the "Create a Non-Catalog Requisition" tile

2

to be used for Research

Split Accounting



Click the “Add to cart” button

Add to cart

Cancel

IF FOR A BLANKET PO AND/OR MULTIPLE INVOICES WILL BE SUBMITTED AGAINST THIS ORDER, SET THE PRICE TO 1 AND QUANTITY TO THE TOTAL VALUE OF THE PO LINE

Product name *
SPLITACCTTEST


Category *

Description *
Split Accounting Test

Quantity *

-	1	+
---	---	---

Unit of measure *

Each 

Unit price *

USD ▼

REMINDER: IF FOR A BLANKET PO AND/OR MULTIPLE INVOICES WILL BE SUBMITTED AGAINST THIS ORDER, SET THE PRICE TO 1 AND QUANTITY TO THE TOTAL VALUE OF THE PO LINE

NOTE The quantity that you enter must: A) be GREATER than 1 and B) be a MAXIMUM of two decimal places (ex. 1.23)

Do you have an invoice in hand for goods and/or services that have already been rendered without an established purchase order? *

☐ Yes☒ No

Is the supplier a current or recent former student or employee (within the current or previous calendar year) of Drexel University, its subsidiaries and/or affiliates? *

☐ Yes

☒ No

FOR SERVICES ONLY: Is the supplier a U.S. citizen or permanent resident?

Complete the Requisition form

3



Split Accounting

5


Click the “Cart” icon button




The screenshot displays the Ariba Buying interface. At the top, the header shows the Drexel logo and 'Ariba Buying'. In the top right corner, there are icons for notifications (83), a shopping cart, and a help icon. A yellow callout box with the number '5' points to the shopping cart icon, with a text box stating 'Click the “Cart” icon button'. Below the header, the main content area is titled 'Create a Non-Catalog Requisition'. A note reads: 'IF FOR A BLANKET PO AND/OR MULTIPLE INVOICES WILL BE SUBMITTED AGAINST THIS ORDER, SET THE PRICE TO 1 AND C'. The form contains the following fields:

Product name	Category
TESTSPLITACCT1	83100000 (Utilities)
Description	
Split Accounting Test	
Quantity	Unit of measure

On the right side, a shopping cart overlay is visible. It states 'You have 1 item in your cart'. The item listed is 'TESTSPLITACCT1' with the description 'Split Accounting Test', priced at '\$250.00 USD'. There is a 'Delete' link next to the item. Below the item, the quantity is set to '1' with minus and plus buttons. At the bottom of the cart, the total is 'Total: \$250.00 USD' and there is a 'Check out' button.

Split Accounting





Rec

Checkout 7 PRS-15


6

Fill out document


Submit


Save and exit

...

 **Bidding Not Required For Purchases Under \$10,000:** Bids and proposals for purchases under \$10,000 USD (or equivalent) are not required, but still encouraged to ensure pricing is competitive.

Ship to Edit shipping locations	Charge to Manage details	Total cost \$250.00 USD
34TH & LUDLOW STREETS PHILADELPHIA, PA 19104 United States	Chart (D - Drexel University)	


Need-by Date * 

May 19, 2025 

Rm-MS/Deliver To


Joshua L. Hurdle

Ship To

CENREC 

34TH & LUDLOW STREETS PHILADELPHIA, PA 19104 United States

On Behalf Of

Joshua L. Hurdle 

Is Team Received

No

Is Team Requisition

No

Is this a Blanket Order?

☐ Yes ☒ No



Split Accounting

Drexel Ariba Buying 82 ?

Requisition title: * **SPLITACCTTEST2** Total Cost **\$250.00 USD** **Submit** **Save and exit**

Checkout / PR5349

7

Ensure that account information is entered

Supplier Part Auxiliary ID


> Line Item Form Details

Accounting Chart (D - Drexel University)

Account Type	Expense	Bill To	3141CH
			3141 Chestnut Street Philadelphia, PA 19104 United States
Chart	D - Drexel University	Fund	110001 - Education & General
Org	3231 - Procurement Services	Account	3017 - Other Supplies Expense
Activity	(no value)	Location	(no value)

[Split accounting](#)

Split Accounting



82

?

<

Requisition title: *

Total Cost **\$250.00** USD

Submit

Save and exit

Checkout / PR5349

Supplier Part Number

Supplier Part Auxiliary ID

> Line Item Form Details

Accounting

Chart (D - Drexel University)

Account Type

Bill To

3141CH

3141 Chestnut Street Philadelphia, PA 19104 United States

Chart

Fund

Org

Account

Activity

Location

8

Click "Split accounting"

Split accounting





Split Accounting

Requisition title: * **SPLITACCTTEST2** Total Cost **\$250.00 USD** [Submit](#) [Save and exit](#)

Checkout / PR5487

9 Select the split accounting type from the dropdown

Split accounting type: **Percentage** Amount to split: **\$250.00 USD** Allocated percentage: **100.00 %** Unallocated percentage: **0.00 %**

Chart (D - Drexel University)	Percentage	Quantity	Amount	
100 %	250.00	\$250.00 USD		
⚠ Invalid allocation				
Chart: D - Drexel University	Fund: 110001 - Education & General	Account: 3017 - Other Supplies Expense	Location: (no value)	
Org: 3231 - Procurement Services	Activity: (no value)			
0 %	0.00	\$0.00 USD		
⚠ Percentage must not be ... ⚠ Quantity must not be zero. ⚠ Amount must not be zero.				
Chart: D - Drexel University	Fund: 110001 - Education & General	Account: 3017 - Other Supplies Expense		
Org: 3231 - Procurement Services				

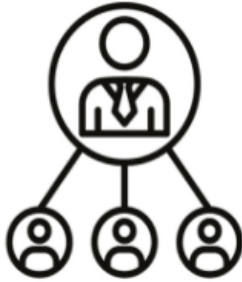



11 Make accounting selections for the split

12 To remove a split, click the trash can

Split Accounting

Drexel Ariba Buying Find goods and services

[Shop](#) [Your favorites](#) [Your requests](#) [Your approvals](#)

 Catalogs	 Link to SAP Buying & Invoicing	 Requisition & Approvals
 Sourcing & Procurement Contracts	 Purchase Orders	 Receiving

8

Click on the “Link to SAP Buying & Invoicing” tile

Split Accounting


9

Find the document that was saved in Guided Buying and click on the PR ID

Accounts Payable & Procurement Services

HOME **PROCUREMENT** INVOICING CATALOG MORE... ▾

Recent ▾ Manage ▾ Cre


Invoice ▾ Supplier Invoice # Purchase Order # ▾ 

Common Actions ▾

- Create
- Invoice
- Credit Memo
- Guided Sourcing Request
- Guided Sourcing Project

To Do


My Documents





ID	Title	Date ↓	Status
 PR5349	SPLITACCTTEST2	5/19/2025	Composing

Split Accounting

10

Click the "Edit" button

 DREXEL UNIVERSITY
Accounts Payable
& Procurement Services



PR5349 - SPLITACCTTEST2

Status: Cor

DeleteCopyEditSubmitPrintExcel ImportExcel Export

SummaryOrdersReceiptsHistory

Title: SPLITACCTTEST2

On Behalf Of: [Joshua L. Hurdle](#)

Source System: Ariba Guided Buying

Is this a Blanket Order? No

Type of Purchase: Goods Only

If Sole Source, provide justification: ⓘ

Accounting Date: 05/19/2025

Department: (no value)

My Labels: [Apply Label...](#) ⓘ

Cart Summary

10x Genomics, Inc (1)	\$250
Total (1 item)	\$250

Split Accounting

11

Show Approval Flow

▼ Line Items

1 Item Total

Hide Details

<input checked="" type="checkbox"/>	No. ↑	Type	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1		SPLITACCTTEST2	1	Each	\$250.00	USD ▼ \$250.00 USD

Payment Terms: Net 30 Days

Supplier Part #:

Commodity Code: Utilities

Supplier: 10x Genomics, Inc

Supplier Location: 10x Genomics, Inc

12

Click "More"

Actions ▼ More ▼ Import Accounting Update Total

Split Accounting

▼ Line Items

1 Item Total Hide Details

<input checked="" type="checkbox"/>	No. ↑	Type	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1		SPLITACCTTEST2	1	Each	\$250.00	USD ▼ \$250.00 USD

Payment Terms: [Net 30 Days](#)

Supplier Part #:

Commodity Code: [Utilities](#)

Supplier: [10x Genomics, Inc](#)

Supplier Location: [10x Genomics, Inc](#)

⌂ Actions ▼ More ▼ Import Accounting Update Total

Export Accounting


Click “Export Accounting”

13

Split Accounting

Enter the number of Accounting Splits

14

 Drexel University
Accounts Payable & Procurement Services

HOME CONTRACTS INVOICING **CATALOG** MORE... ▾

Recent ▾

Export Accounting Distributions

You can edit accounting distributions for this document using an Excel spreadsheet template:

Make sure that you have selected all of the lines you want to include in the accounting distribution export, including any tax, shipping, or other lines under line items.

If your site uses split accounting, enter the minimum number of split lines per line item to include in the export. Use the default value to export current accounting distributions only.

(Optional) Specify whether to include line-level charges and discounts in the export. This option might or might not be available to you, depending on your site's configuration.

Click **OK** to export the accounting distribution spreadsheet.

Edit the spreadsheet to specify accounting distributions for the lines you selected. If you are splitting by percentage, make sure that each split line has the correct percentage and that they total 100% for each line. For split accounting, make sure that the split numbers you enter add up to the line total.

Import the spreadsheet to add the edited accounting distributions to the selected lines in the document.

Minimum number of accounting split records per line item

Ok

Cancel

Click "Ok"

15

Split Accounting

16

Open the Excel file that was downloaded

Item Number	Item Type	Item Description	Item Quantity	Item Amount	Split Accounting Type	Split Number	Percentage	Split Quantity	Split Amount	Chart	Fund	Org	Account	Activity	Location
1		Split Mass Accounting Test	1	250	_Percentage	1	100	1	250	D	110001	3231	3017		
1		Split Mass Accounting Test	1	250	_Percentage	2	0	0	0	D	110001	3231	3017		
1		Split Mass Accounting Test	1	250	_Percentage	3	0	0	0	D	110001	3231	3017		
1		Split Mass Accounting Test	1	250	_Percentage	4	0	0	0	D	110001	3231	3017		
1		Split Mass Accounting Test	1	250	_Percentage	5	0	0	0	D	110001	3231	3017		
1		Split Mass Accounting Test	1	250	_Percentage	6	0	0	0	D	110001	3231	3017		

Split Accounting

18

Enter the FOAPAL information for each Accounting Split. After, save the file

PR5349_accounting - Compatibility Mode															
File Home Insert Page Layout Formulas Data Review View Automate Help Acrobat															
K9															
Item Number	Item Type	Item Description	Item Quantity	Item Amount	Split Accounting Type	Split Number	Percentage	Split Quantity	Split Amount	Chart	Fund	Org	Account	Activity	Location
1		Split Mass Accounting Test	1	250	_Percentage	1	25	1	250	D	110001	3231	3017		
1		Split Mass Accounting Test	1	250	_Percentage	2	15	0	0	D	110001	3277	3011		
1		Split Mass Accounting Test	1	250	_Percentage	3	16	0	0	D	110001	3295	3820		
1		Split Mass Accounting Test	1	250	_Percentage	4	17	0	0	D	110001	3299	3355		
1		Split Mass Accounting Test	1	250	_Percentage	5	23	0	0	D	110001	3423	3017		
1		Split Mass Accounting Test	1	250	_Percentage	6	4	0	0	D	110001	3543	3017		

17

Enter the % split for each Accounting Split. DO NOT change column I or J, they will automatically calculate

Split Accounting

▼ Line Items

1 Item Total Hide Details

No. ↑	Type	Description	Qty	Unit	Price	Amount
1		SPLITACCTTEST2	1	Each	\$250.00	USD ▼ \$250.00 USD

Payment Terms: [Net 30 Days](#)

Supplier Part #:

Commodity Code: [Utilities](#)

Supplier: [10x Genomics, Inc](#)


Supplier Location: [10x Genomics, Inc](#)

[Actions ▼](#) [More ▼](#) [Import Accounting](#) [Update Total](#)

Navigate back to Ariba, click "Import Accounting"

19

Split Accounting

 DREXEL UNIVERSITY
Accounts Payable
& Procurement Services

HOME INVOICING **CATALOG** MORE...▼

Recent

Import Accounting Distributions

You can add or edit accounting distributions for selected items offline by exporting them as an Excel template. Once you have edited the exported Excel template, import

Browse to a file to import accounting distributions

Choose File

No file chosen

Ok

Cancel

Click "Choose File"

20

Split Accounting

21

Choose the Excel file you saved from your desktop

Name	Date modified	Type	Size
▼ Today			
PR5349_accounting	5/19/2025 3:55 PM	Microsoft Excel 97...	29 KB
Over-500k-Memo-Template (1)	5/19/2025 2:06 PM	Microsoft Word D...	57 KB
Over-500k-Memo-Template	5/19/2025 2:06 PM	Microsoft Word D...	57 KB
▼ Last week			
(Pivot_Bar_Pie_Excel2007) (18)	5/13/2025 2:37 PM	Microsoft Excel W...	54 KB
(Pivot_Area_Pie_Excel2007)	5/12/2025 3:12 PM	Microsoft Excel W...	57 KB


File name: PR5349_accounting

22

Click "Open"

Open Cancel

Split Accounting

 **Drexel University**
Accounts Payable
& Procurement Services

HOME INVOICING **CATALOG** MORE...▼

Recent ▼ Man

Import Accounting Distributions

You can add or edit accounting distributions for selected items offline by exporting them as an Excel template. Once you have edited the exported Excel template, import it here by b

Browse to a file to import accounting distributions

Choose File PR5349_accounting.xls

Ok Cancel

Click "Ok"

23

Split Accounting

24

Make sure the appropriate line item box is checked

▼ Line Items

1 Item Total

Hide Details



<input checked="" type="checkbox"/>	No. ↑	Type	Description	Qty	Unit	Price	Amount	
<input checked="" type="checkbox"/>	1		SPLITACCTTEST2	1	Each	\$250.00	USD ▼ \$250.00 USD	
Payment Terms: Net 30 Days Supplier Part #: Commodity Code: Utilities Supplier: 10x Genomics, Inc Supplier Location: 10x Genomics, Inc								

Actions ▼

Copy

Edit

Delete

More ▼

Import Accounting

Update Total

25

Click the “Actions” button and select “Edit” from the drop down menu

Split Accounting


26

Confirm that all splits were added properly

No.	Accounting Information	Split Percentage	Action
1	Chart: D - Drexel University Fund: 110001 - Education & General Org: 3231 - Procurement Services Account: 3017 - Other Supplies Expense Activity: (no value) Location: (no value)	Split Percentage: 25% Split Amount: \$62.50 USD	
2	Chart: D - Drexel University Fund: 110001 - Education & General Org: 3277 - Lindy Institute Account: 3011 - Office Supplies Expense Activity: (no value) Location: (no value)	Split Percentage: 15% Split Amount: \$37.50 USD	
3	Chart: D - Drexel University Fund: 110001 - Education & General Org: 3295 - Computing Account: 3820 - Maintenance Equipment Exp < \$5,000 Activity: (no value) Location: (no value)	Split Percentage: 16% Split Amount: \$40.00 USD	
4	Chart: D - Drexel University Fund: 110001 - Education & General Org: 3299 - Informatics Account: 3355 - Equipment Lease/Rental Expense Activity: (no value) Location: (no value)	Split Percentage: 17% Split Amount: \$42.50 USD	

Split Accounting


<

 **DREXEL UNIVERSITY**
Accounts Payable
& Procurement Services

PR5349: **SPLITACCTTEST2**

27

Click "OK"

 Print

OK

Cancel

Line Item Details

No.: 1

Collaborate with supplier(s) for this item: ☐ Yes ☒ No


Description:


Full Description:

Supplier Part Number:


Supplier Part Auxiliary ID:


Qty:


UOM: 

Price: 

Payment Terms: **Net 30 Days** [[select](#)]

[Additional Pricing Details](#) 


Commodity Code: 



Supplier: * 

Split Accounting

▼ Line Items

1 Item Total

Hide Details 

<input type="checkbox"/>	No. ↑	Type	Description	Qty	Unit	Price	Amount	
<input type="checkbox"/>	1		SPLITACCTTEST2	<input type="text" value="1"/>	Each	<input type="text" value="\$250.00"/>	USD▼ \$250.00 USD	



Payment Terms: Net 30 Days

Supplier Part #:

Commodity Code: Utilities

Supplier: 10x Genomics, Inc

Supplier Location: 10x Genomics, Inc



Actions ▼

More ▼

Import Accounting

Update Total

Click “Submit” to submit the PR

28

Continue Shopping

Delete

Save

Submit