

## How to Use Other Funds

### Introduction

Shopping carts can be purchased using other funds. These can include 17000000000 District Projects (e.g., Teacher Supply Reimbursement or Facility Rental/Utility Rebate), grants, bonds, 7000000000 Insurance and Risk Management Fund, etc. Some funds do not have all the information added by default. You may need to add the information.

When you create a shopping cart, the default cost center (account assignment) and storage location assigned to your account will be used.

The account assignment can be changed before adding items to a shopping cart using the Default Settings > Set Values link. Any items added after the default settings are changed will use the new default settings.

**Important: The Default Settings are temporary and not saved with the shopping cart. If you close the shopping cart, then reopen it to add more items, you will need to set the values again. Default Settings are only added to new items, they do not change items already in the shopping cart.**

Note: If you do not change the default settings before you add items to the shopping cart, you will have to manually change the account assignment on every single item.

Note: If you are ordering textbooks from the Textbook Catalog, the account information must be changed in the textbook catalog shopping cart. It cannot be changed using Default Settings > Set Values. Please see the *Adopted Textbook Catalog Help Guide* on the Purchasing & Warehousing website for details.

### Create Shopping Cart

Click Default Settings > Set Values

The screenshot shows the 'Create Shopping Cart' interface. At the top, there are buttons for 'Order', 'Close', 'Print Preview', 'Save', and 'Check'. Below these, a header bar displays cart details: Number 3910372, Document Name ZOFFICEMGR 06/03/2020 15:15, Status In Process, and Created On 06/03/2020. The 'Created By' field shows 'Tester Office Manager'. A 'General Data' section is expanded, showing fields for 'Buy on Behalf of' (104743), 'Name of shopping cart' (ZOFFICEMGR 06/03/2020 15:15), 'Default Settings' (with a red box around the 'Set Values' link), 'Approval Process' (Display / Edit Agents), 'Document Changes' (Display), and 'Delivery date'. The 'Delivery Instruction' field is empty, and the 'Use Delivery Date for all Items' checkbox is unchecked.

The Change Default Settings pop-up window will open.


The Product Category or Storage Location can be changed on the Item Basic Data tab.


Note: If you are ordering items for another location, make sure to change both the Storage Location and the Account Assignment.


**Change Default Settings**

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.


**Item Basic Data** | Account Assignment | Internal Note


Buy on Behalf of:  

Goods Recipient:  


Product Category:   DEFAULT CATEGORY

Purchase Group:

Company Code:  

Location / Plant:   Clark County School District

Unloading Point:

Storage Location:  

## Choose type of Account Assignment

Click Account Assignment tab.

Click on the Account Assignment Category menu and select the type of account assignment.

**Change Default Settings**

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

**Item Basic Data** | **Account Assignment** | Internal Note

You can see who bears the costs and, if necessary, you can distribute the cost to several cost

Cost Distribution

Number	Accounting Line Number	Percentage	Account Assignment Category
0001		100.00	<b>Cost Center</b>
			Asset
			Cost Center
			Order
			WBS element

Undefined Item Type | DEFAULT

Note: Cost Distribution is not used at CCSD.

## Cost Center

The Account Assignment Category is Cost Center, unless you change it.

Fill the cost center in the Assign Number field. Click OK.

A cost center number is a ten-digit number, for example, 9310001245 or 9120501484.

**Change Default Settings**

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

**Item Basic Data** | **Account Assignment** | Internal Note

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number
0001		100.00	Cost Center	9120501484

## Grant

Change the Account Assignment Category to Order.

Fill the grant number in the Assign Number field. Click OK.

The grant number is a G followed by 10 digits, for example, G1234567890.

The screenshot shows the 'Change Default Settings' dialog box with the 'Account Assignment' tab selected. The 'Cost Distribution' section shows a table with one row: '0001' for 'Accounting Line Number' and '100.0' for 'Percentage'. The 'Account Assignment Category' is set to 'Order' and the 'Assign Number' is 'G1234567890'. The 'Account Assignment Description' and 'General Ledger Account' fields are empty. The 'OK' and 'Cancel' buttons are at the bottom right.

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account
0001		100.0	Order	G1234567890		

If the grant is missing the Functional Area, or has other errors, please contact the Grants Department.

## Fund 1700000000 and Other Funds

Funds where the Functional Area may not be automatically filled in:

1600000000 Donations and Trust Fund

1700000000 District Projects

Change Account Assignment Category to Order.

Enter the order number from the Budget Inquiry Report in the Assign Number field. Click OK.

The order number is a 6-digit number starting with 50, for example, 500000.

The screenshot shows the 'Change Default Settings' dialog box with the 'Account Assignment' tab selected. The 'Cost Distribution' section shows a table with one row: '0001' for 'Accounting Line Number' and '100.0' for 'Percentage'. The 'Account Assignment Category' is set to 'Order' and the 'Assign Number' is '500000'. The 'Account Assignment Description' and 'General Ledger Account' fields are empty. The 'OK' and 'Cancel' buttons are at the bottom right.

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account
0001		100.0	Order	500000		

## Use Budget Inquiry to get the account numbers (You will need both Cost Center and Functional Area numbers)

The following example will use Facility Rental / Utility Rebate funds to order items from the general catalog.

(Please note the same Account Assignment procedure is also used with items ordered using a free text shopping cart.)

Click Work tab

Click Budget tab

Click Budget Inquiry (on the left)

Enter the Cost center group, in this example, ES-0201. Click Execute.

Note: Use the four-digit location number with leading zero, e.g., 0201

HS = High School

MS = Middle School

ES = Elementary School

**Budget Inquiry**

Menu  Save as Variant... Back Exit Cancel System **Execute** Get Variant...

**Selection Criteria**

Fiscal Year: 2019

Fund:

G/L Account:  to

☒ Operating Expenses ☒ Salary

**Account Assignments**

☒ Cost center group ES-0201

☐ Internal order group

You will need the cost center number (order number) when changing the Account Assignment.

**Budget Inquiry Report**

Menu  Back Exit Cancel System

**Budget Inquiry Summary Report**

System: PSS 400  
As of: 10/22/2018  
Fiscal Year: 2019  
Cost Center Group: ES-0201  
Classification Filter: Operating Expenses & Salary

Detail View Average

Fund/Group/Cost Center/GLaccount	ShopCart	Encumbered	PCard	Expensed	Available
1000000000 General Fund					
1700000000 District Projects					
ES-0201 Bass John ES	16,024.00	0.00	0.00	0.00	16,024.00
500000 201 Fac Rntl/Utility Rbt-Bass ES	15,888.00	0.00	0.00	0.00	15,888.00
5610000000 General Supplies	15,888.00	0.00	0.00	0.00	15,888.00
500683 NON-CATEGORICAL - Bass	135.00	0.00	0.00	0.00	135.00

You will need the Functional Area number when filling in Account Assignment information for the item. Double-click the budget amount to see Functional Area number in Detail Budget Information.

Fund/Group/Cost Center/GLaccount	Budget	ShopCart	Encumbered	PCard	Expensed	Available
1000000000 General Fund						
1700000000 District Projects	16,024.00					
ES-0201 Bass John ES	16,024.00	0.00	0.00	0.00	0.00	16,024.00
500000 201 Fac Rntl/Utility Rbt-Bass ES	15,888.00	0.00	0.00	0.00	0.00	15,888.00
5610000000 General Supplies	15,888.00	0.00	0.00	0.00	0.00	15,888.00
500683 NON-CATEGORICAL - Bass	135.00	0.00	0.00	0.00	0.00	135.00

**Detail Budget Information**

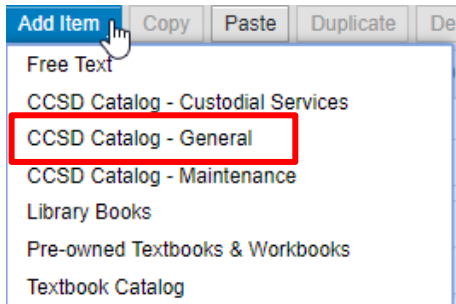
Menu  Back Exit Cancel System

Functional Area

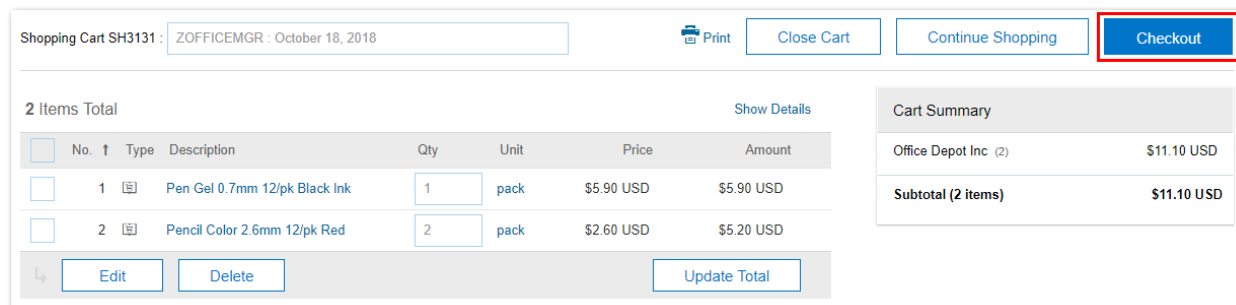
Group	Fund	Cost Ctr	G/L Account	Date	Document #	Amount Text	Func. Area
ES-0201	1700000000	500000	5610000000	10/18/2018	1000040563	367.00 Facility Usage Alloc-FY19 Prd 3 Sept Supplies	F01001000

Note: If the G/L Account for the item you are ordering is not listed, check with your administrator before proceeding.

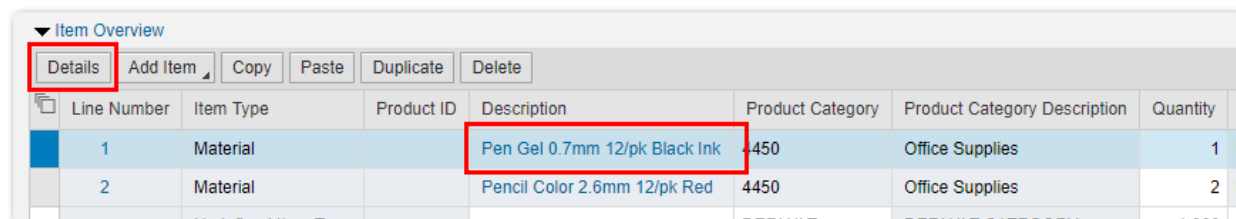
Add Item > CCSD Catalog - General



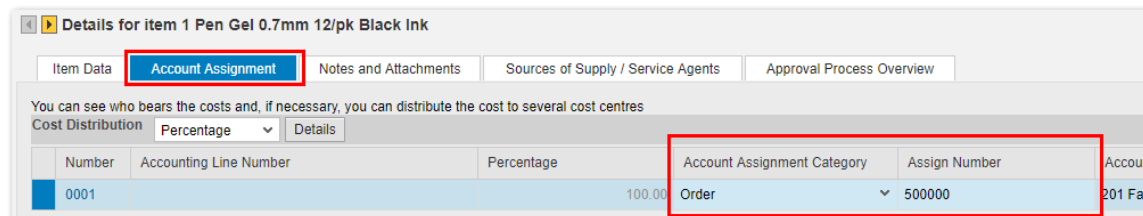
Choose item(s) in catalog, add them to the catalog cart, review and Checkout (transfer them to the SAP shopping cart).



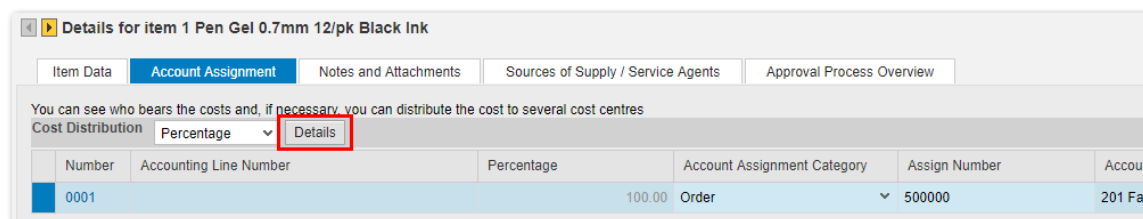
Click Details or Description link to go to Details for the item. (Steps are the same for both free text and catalog items.)



Click Account Assignment tab. Verify the account assignment category and number are correct.



Click Details.



Scroll down, fill in the Functional Area.

Details for item 1 Pen Gel 0.7mm 12/pk Black Ink

Item Data Account Assignment Notes and Attachments Sources of Supply / Service Agents Approval Process Overview

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution Percentage Details

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number
0001		100.00	Order	500000

Details for Item 0001 : Order

Basic Data

Percentage:\* 100.00 Fund: 1700000000 District


Account Assignment Category: Order Commitment Item: 5610000000 General

Fund Center: 500000 201FacRnt/UtityRbt

Order:\* 500000 201 Fac Rnt/Utility Rbt-Bass ES

Grant: NOT\_RELEVANT\_FOR\_Gr NOT\_RELEVANT\_FOR\_GM

Functional Area: F01001000

 **The Functional Area must be filled in for each line item in the shopping cart.**  
**For example: If your shopping cart has 50 line items, you must add the Functional Area to all 50 lines.**

Click Check to verify there are no errors.

Create Shopping Cart

Order Close Print Preview Save **Check**

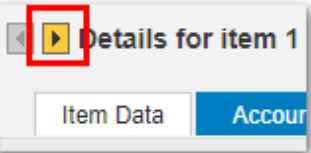
If no errors, click Order.

Create Shopping Cart

**Order** Print Preview Close Save Check

**Hint:**

Click the small arrow next to Details for item to go to the next line item.



## Bond Funds

Change the Account Assignment Category to WBS Element.  
Fill the bond number in the Assign Number field. Click OK.  
The bond number is a combination of letters and numbers, for example, C0014123.4.123.

Change Default Settings

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

Item Basic Data **Account Assignment** Internal Note

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution Percentage Details

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description
0001		100.00	WBS element	C0014123.4.123	

OK Cancel

## Errors

If the account assignment information is not correct, error messages will occur. Here are two scenarios that will result in error messages.\*

- Trying to use order number with Cost Center instead of Order.

Details for item 1 Pen Gel 0.7mm 12/pk Black Ink

Item Data | **Account Assignment** | Notes and Attachments | Sources of Supply / Service Agents | Approval Process Overview

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution | Percentage | Details

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account
0001		100.00	Cost Center	5000000	

*Should be Order*

Error messages:

- ! Line 1: Cost center CCSD/5000000 does not exist
- ! Line 1: Funds center 0005000000 does not exist in FM area CCSD and fiscal year 20
- ! Line 1: Funds center 0005000000 in FM area CCSD did not exist on key date 10/18/2
- ! Line 1: Error in account assignment for item 1

- Functional Area is not filled in.

Error messages:

- ! FM account assignment NOT\_RELEVANT\_FOR\_GM/1700000000/500000/5610000000/- cannot be posted in posting ledger 9A
- ! Value BLANK/SPACE is invalid for acctn assignmt element "functional area"

\* To correct the errors, follow what the error messages tell you is needed and fill in the information for each line.