**STATISTICAL INTERNAL ORDER NUMBERS on SRM Shopping Carts**

**(Single Account Assignment)**

**Always begin an SRM Shopping cart at:**

**General Data TAB > Default Settings – Set Values section**

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**Choose the Account Assignment TAB > Details**

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**Account details will expand and if any default values they will display.**

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**Add the Statistical Internal Order number in the “ORDER” field and press enter key.**

**NOTE: if not default values populate, very important to add Cost Object, press enter to derive details, then add the Order number and press enter and “OK” to proceed.**

**Complete your line item entries, go to the Details for Item, choose Account Assignment TAB to view, adjust any account assignment for each line as required.**



**STATISTICAL INTERNAL ORDER NUMBERS on SRM Shopping Carts**

**(Multiple-Split Account Assignment)**

**Always begin an SRM Shopping cart at:**

**General Data TAB > Default Settings – Set Values section**

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**Choose the Account Assignment TAB > Details**

**DELETE ANY VALUE by pressing the DELETE Button**



**Choose “OK” to proceed**



**Complete your first line item entry and press ENTER key. Then select DETAILS button to expand view**



**Choose Account Assignment TAB to view, select “ADD LINE”**



**Choose DETAILS button to expand account assignment**



**1st address cost distribution, determine if by percent, quantity or by value. Make sure your line item detail is correct for any of the above distribution options.**

 **NOTE: Contact Purchasing Department for instructions on the split assignment if necessary**

**PERCENT DISTRIBUTION**

**Change the Percentage: to desired amount and add the cost object and PRESS ENTER KEY**



**NOTE: Accounting will derive the appropriate Fund Center, Business Area and FUND**



**NOW, add the STATISTICAL INTERNAL ORDER NUMBER in the ORDER FIELD and PRESS ENTER KEY**



**REMEMBER PRESS ENTER KEY after your entry.**



**Add the g/l code and PRESS ENTER KEY**. Time to begin next accounting line to split.



**CHOOSE ADD LINE BUTTON, notice new line added is not highlight”….press box to change lines.**



**Complete the desired information on the 2nd line of the account assignment distribution and PRESS ENTER KEY then “CHECK” button for any messages.**



**NOW, add the STATISTICAL INTERNAL ORDER NUMBER in the ORDER FIELD and PRESS ENTER KEY**



**Once it has been determined that the accounting is correct, the “copy” and “paste” function at the account assignment TAB can be used for any the remaining line items.**