

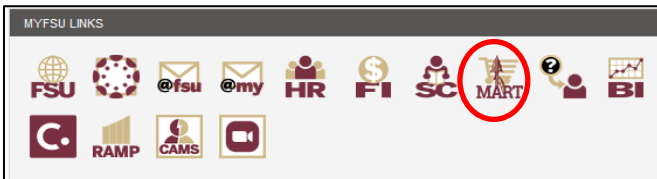
**Overview**

This Job Aid will discuss how you can process a shopping cart using split-level distributions. Using splits gives you the ability to share the cost between different departments, funds, projects, and other chart fields. Split-level distributions require approvals from all shared accounting approvers. For example, if you shared the cost with another department on a non-catalog requisition, Department Level 1 Approvers from each department would have to approve before the requisition would move forward in the workflow.

**NOTE:**

Split distribution can only be used if all of the fund sources route to the same central office approvers. For example, funds 110 and 140 can be used on the same requisition. However, funds 110 and 520 cannot be used on the same requisition since 520 routes to SRA and 110 does not. Furthermore, fund 599 can not be used with any other fund on the same requisition.

Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



Once you have added what you intend to purchase to your shopping cart and have clicked on the **Proceed to Checkout Button**, Click on the **pencil icon**.

**Accounting Codes**

Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference	FAC-Work Order	FAC-Phase	FAC-Inventory Part
no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value
Required	Required	Required	Required		value	value							value	value	

Accounting Codes

Business Unit GL	Location	Department ID	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference	FAC-Work Order	FAC-Phase	FAC-Inventory Part
FSU01	022341400A	027000	110	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value
	UNIVERSITY CENTER - BLDG A1400A	Procurement Services	ESG General Revenue												

Internal Notes and Attachments

External Notes and Attachments

Procurement Information

Terms and Conditions

1 Item

**PUBLIX SUPER MARKETS - 1 Item - 250.00 USD**

SUPPLIER DETAILS LAKELAND FL ACH - 800 OCALA RD, TALLAHASSEE, FL

PO Number To Be Assigned

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Supplier to provide training on food safety, proper food handling techniques, and customer service.			250.00	Qty: 1	250.00

**Note: It's best to create your splits at the Line level vs the Header level, when practical.**

Click the pencil to change the accounting at the header level

OR

Click the 3 dots to change the accounting at the line level.

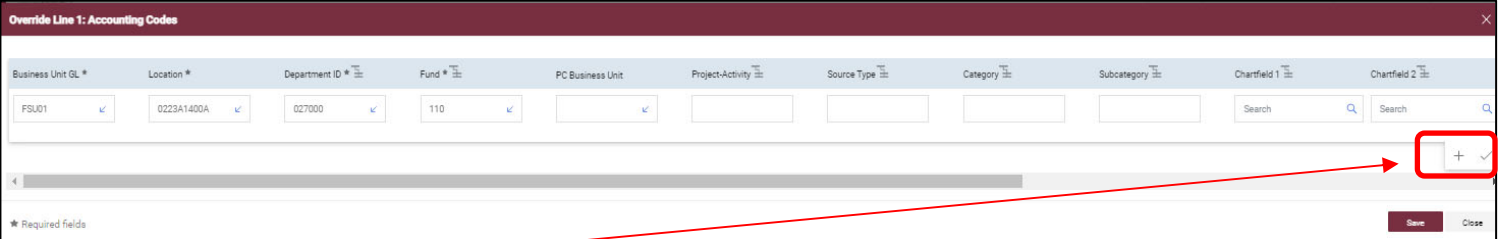
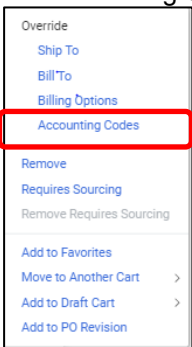
There are two options available when splitting distributions at the **header level**

1. % of Price
2. % of Qty

There are four options available when splitting distributions at the **line level**

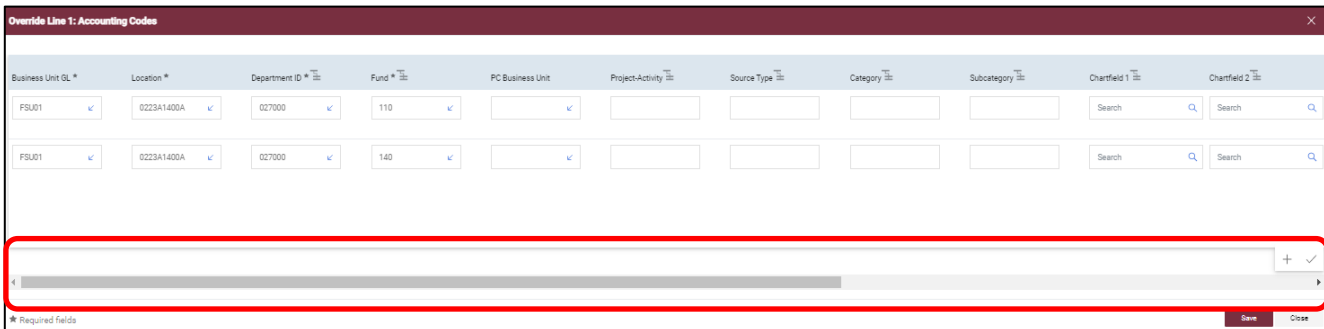
1. % of Price
2. % of Qty
3. Amount of Price
4. Amount of Qty

For this example, we will create split distributions at the line level. After clicking on the **3 dots** on line #1 in the previous screenshot, you will then see a pop up with an option to override the accounting codes on line #1 as shown below. Click on the Accounting Codes link.



Then click the "+" sign.

Now you have two splits on Line #1. Change the accounting for each split to what you desire.



Use the scroll bar at the bottom to scroll all the way to the far right.

Click the dropdown on the far right to select how you would like to split. For this example, we will split by **% of price**.

Next, enter the amount or % of the split for each distribution line. In our example, we selected split by **% of price**, so we entered 50 for each distribution line. Then click the **Save** button.

Accounting Codes

Values vary by line.

Business Unit GL	Location	Department ID	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference	FAC-Work Order	FAC-Phase	FAC-Inventory Part
FSU01	0223A1400A UNIVERSITY CENTER - BLDG A1400A	027000 Procurement Services	110 EGG General Revenue	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value

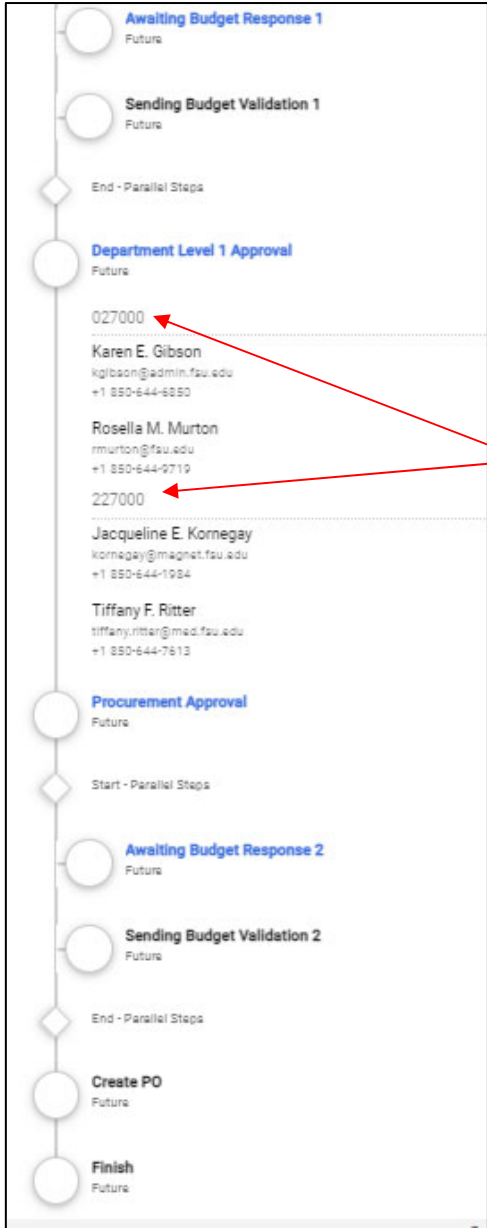
ACCOUNTING CODES

Values have been overridden for this line

Business Unit GL	Location	Department ID	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference	FAC-Work Order	FAC-Phase	FAC-Inventory Part	% of Price
FSU01	0223A1400A UNIVERSITY CENTER - BLDG A1400A	027000 Procurement Services	110 EGG General Revenue	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	50%
FSU01	0223A1400A UNIVERSITY CENTER - BLDG A1400A	227000 Nat'l High Magnetic Field Lab	110 EGG General Revenue	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	50%

Notice on line #1, the message says **“values have been overridden for this line”** which means your accounting for line #1 now differs from your header. There is also a message at the header level that says, **Accounting Codes “values vary by line.”**

You have successfully entered split distributions by % of price for line #1 sharing the cost between two different departments. To preview the workflow for this requisition, click on the **“What’s next for my order.”**



Notice in this example there is a Department Level 1 Approver group for each department we used on each split distribution line. **This requisition will not move forward until an Approver from each group approves the requisition.**

To complete your order either click on the **Submit Cart** or **Assign Cart** button in the upper right corner of your screen. For additional help on either of these actions, see the **Complete a Requisition** or **Assign a Shopping Cart** Job Aid.