

JOB AID Creating Split Distributions

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 <u>https://my.fsu.edu/</u> 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- Invento Part	ory	
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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.

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Department ID * =	Fund * 1	PC Business Unit	Project-Activity	Source Type 🗄	Category	Subcategory 🗄	Chartfield 1 =	Chartfield 2 =	
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Then click the "+" sign.

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

Override Line 1: Account	antide Line 1: Accounting Codes X													
Business Unit GL *	Location *	Department ID * 🗄	Fund * 🗄	PC Business Unit	Project-Activity 🗄	Source Type 🗄	Category =	Subcategory 王	Chartfield 1 $\stackrel{-}{=}$	Chartfield 2 王				
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* Required fields										Save Close				

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

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◀ ★ Required fields										Sever Close				

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

Override Line	1. Accounting Codes											
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											Split Total 0% (0.00 USD) Percentage is not equal to 100%	
											4	+ ~
★ Required fiel	da										Save	► Close

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.

Accoun	ting Code	5															ø v
0 Values	a very by line.																
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FSU01		0223A1400A UNIVERSITY CENTER - BLOGA1400A	027000 Procurement Services	110 E&G General Revenue	no value	no value	no val	ue i	no value	no value	no value	no value	no value	no value	no valu	e no value	no value
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Bus GL	siness Unit	Location	Department ID	Fund	PC Business Unit	Project- Activity	Source Type	Category	Subcategor	y Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference	FAC-Work Order F	AC-Phase	Part Part	% of Price
FSU	J01	0223A1400A UNIVERSITY CENTER - BLDGA1400A	027000 Procurement Services	110 ESC General Revenue	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value i	no value	no value	50%
FSU	U01	0223A1400A UNIVERSITY CENTER - BLOGA1400A	227000 Nati High Magnetic Field Leb	110 ESC General Revenue	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value i	no value	no value	50%

Notice on line #1, the message says "values have been overidden 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**."

Draft	
Total (250.00 USD)	>
What's next for my order?	>



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Awaiting Budget Kesponse 1 Future	
Sending Budget Validation 1	
End - Parallel Steps	
Department Level 1 Approval Future	
027000 🔫	
Karen E. Gibson kgitson@admin.fsu.edu +1 850-644-6850	
Rosella M. Murton	
rmurton@fsu.edu +1 850-644-9719	\geq
227000	
Jacqueline E. Kornegay kornegay⊜megnet.fsujadu +1 850-644-1984	
Tiffany F. Ritter	
tiffany.rittar@imed.fsu.edu +1 850-644-7613	
Procurement Approval Future	
Start - Parallel Steps	
Awaiting Budget Response 2 Future	
Sending Budget Validation 2	
End - Parallel Steps	
Creste PO Future	
Finish Future	
	-

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.