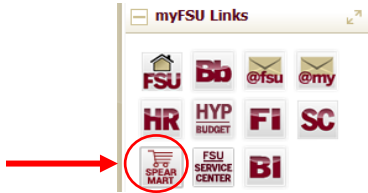


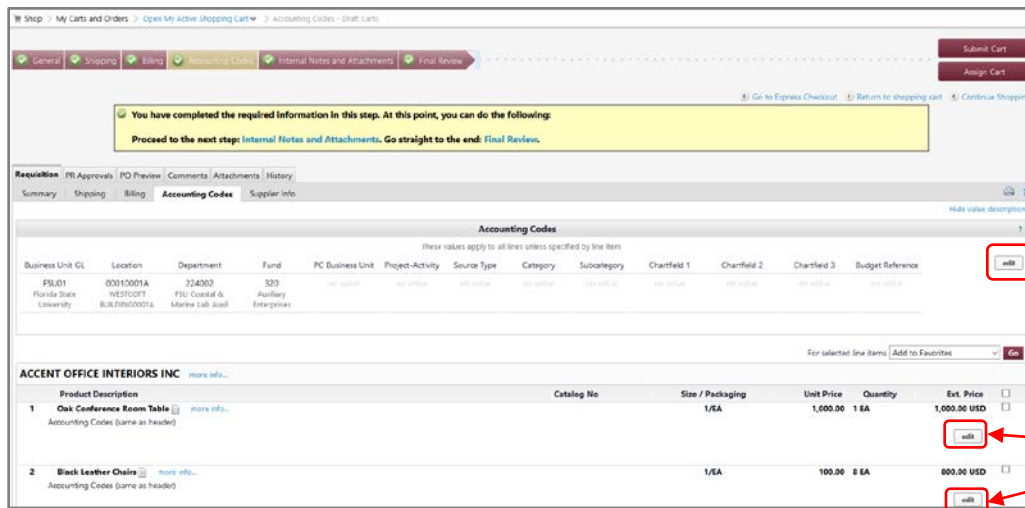
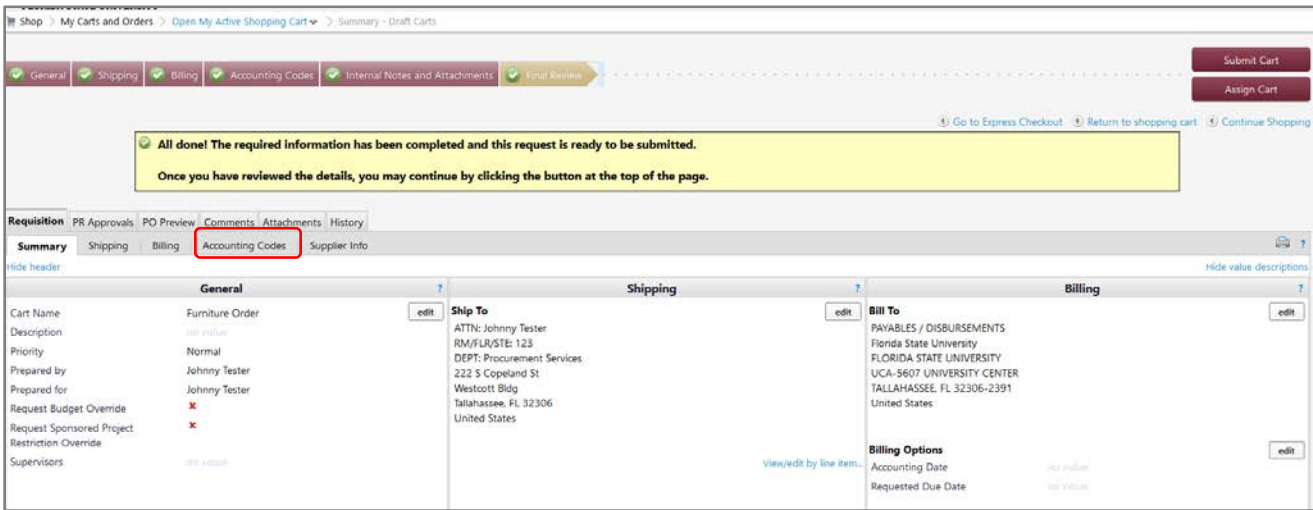
**Overview**

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.

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 **Accounting Codes Tab**.



**NOTE:** It's best to create your splits at the line level vs. the header level, when practical.

Click **edit** to change the accounting at the **header level**.

**OR**

Click **edit** 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 **edit** button on line #1 in the previous screenshot, you will then see a pop up window with your chart field information for line #1 as shown below.

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

Next, click **add split** in the far right.

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.

This screenshot shows the split distribution form with a dropdown menu open on the far right. The dropdown menu options are: % of Price, % of Qty, Amount of Price, and Amount of Qty. The % of Price option is highlighted in blue.

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

This screenshot shows the split distribution form with the dropdown menu closed. The % of Price dropdown is now set to 50. The Save button is highlighted in red.

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.

This screenshot shows the Accounting Codes table for a requisition. The table has columns for Business Unit, Location, Department, Fund, PC Business Unit, Project-Activity, Source Type, Category, Subcategory, Chartfield 1, Chartfield 2, Chartfield 3, and Budget Reference. The table shows two lines of items with split distributions by % of price.

Business Unit	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference	% of Price
FSU01 Florida State University	00010001A WESTCOTT BUILDING0001A	224002 FSU Coastal & Marine Lab Axiol	320 Auxiliary Enterprises										50%
FSU01 Florida State University	00010001A WESTCOTT BUILDING0001A	027000 Procurement Services	110 EBG General Revenue										50%

Additional information from the screenshot:

- Message: "Accounting Codes values vary by line"
- Product Description: "Oak Conference Room Table"
- Product Description: "Black Leather Chairs"
- Supplier subtotal: 1,800.00USD
- Subtotal: 1,800.00
- Total: 1,800.00 USD

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 **PR Approvals** tab.

**Accounting Codes**

These values apply to all lines unless specified by line item.

Business Unit GL	Location	Department	Fund	PC Business Unit	Project-Activity	Source Type	Category	Subcategory	Chartfield 1	Chartfield 2	Chartfield 3	Budget Reference
FSU01 Florida State University	00010001A WESTCOTT BUILDING0001A	224002 FSU Coastal & Marine Lab Bldg	320 Auxiliary Enterprises	00 43504	00 43504	00 43504	00 43504	00 43504	00 43504	00 43504	00 43504	00 43504

Accounting Codes values vary by line

**All done! The required information has been completed and this request is ready to be submitted.**

Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Workflow Diagram:

- Submitted Future
- Awaiting Budget Response 1 (Future) - view approvers
- Sending Budget Validation 1 (Future)
- Department Level 1 Approval (Future) - **view approvers**
- 5 Procurement Approval (Future) - view approvers
- Awaiting Budget Response 2 (Future) - view approvers
- Sending Budget Validation 2 (Future)
- Create PO (Future)
- Finish

**Workflow Step Approvers (Department Level 1 Approval)**

Approver Group	Name	Email	Phone
<b>Approver Group : 027000</b>			
	Ian R. Robbins	irobbins@fsu.edu	+1 (850) 644-9719
	Jane Approver3	JaneApprover3@fsu.edu	+1 (850) 999-9999
	Jane Approver4	JaneApprover4@fsu.edu	+1 (850) 999-9999
	Karen E. Gibson	kgibson@psivalid.fsu.edu	+1 (850) 644-6850
	Tonya L. Price	tprice@psivalid.fsu.edu	+1 (850) 645-5637
<b>Approver Group : 224002</b>			
	Dayle M. Manssen	mmanssen@psivalid.fsu.edu	+1 (850) 697-4119
	Felicia C. Coleman	fcoleman@psivalid.fsu.edu	+1 (850) 644-2019
	Jane Approver1	nmiburn@fsu.edu	+1 (850) 999-9999
	Jane Approver3	JaneApprover3@fsu.edu	+1 (850) 999-9999
	William R. Burcher	rburcher@psivalid.fsu.edu	+1 (850) 697-4137

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.