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.

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.
JOB AID
Creating Split Distributions

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.

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.
Creating Split Distributions

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.

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.**