

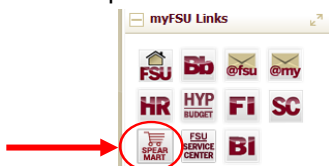
Overview

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.

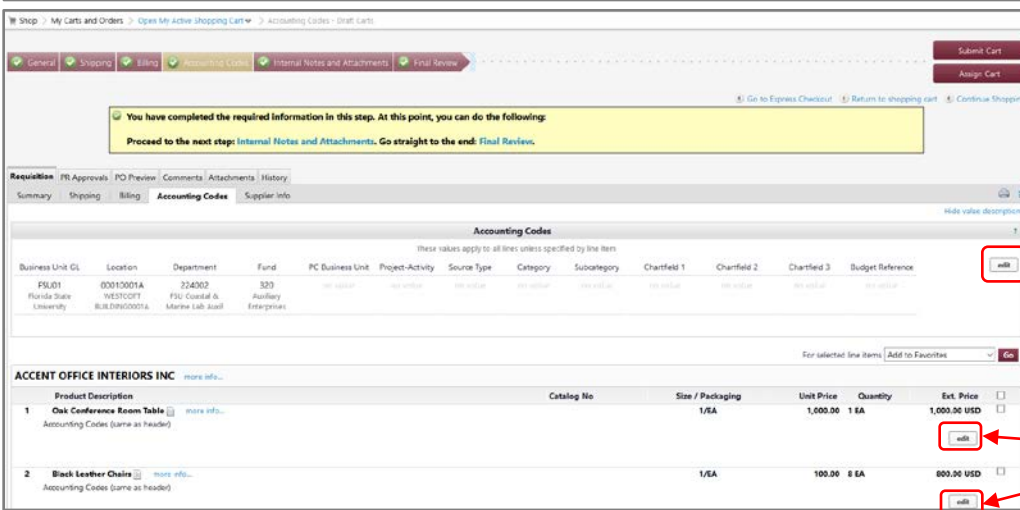
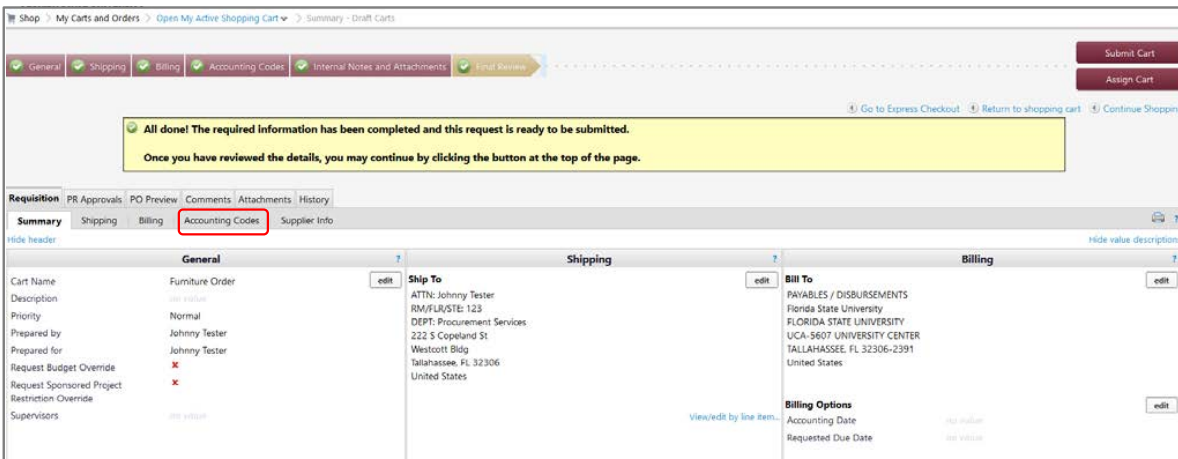
NOTE:

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 **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**

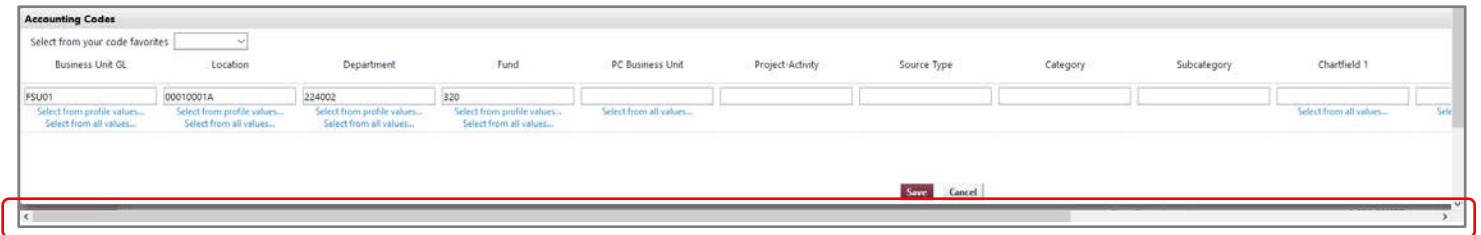
There are two options available when splitting distributions at the **header level**


1. % of Price
2. % of Qty

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

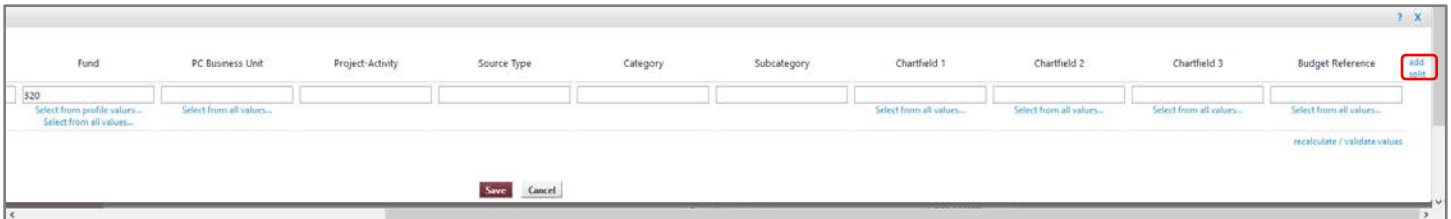
1. % of Price
2. % of Qty
3. Amount of Price
4. Amount of Qty

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.

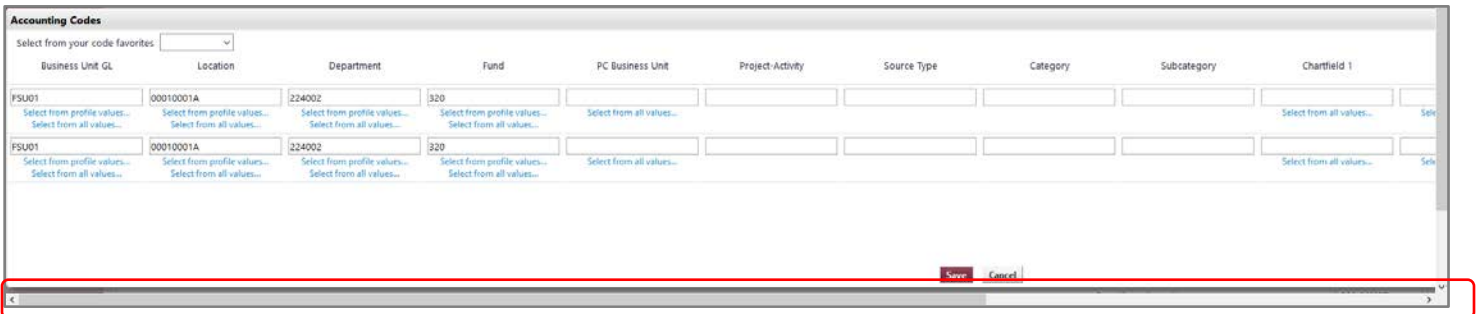



Use the scroll bar at the bottom to scroll all the way to the far right. 

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. 

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.

Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - Draft Carts

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 Aqual	320 Auxiliary Enterprises	no value	no value	no value	no value	no value	no value	no value	no value	no value

Accounting Codes values vary by line

For selected line items Add to Favorites Go

ACCENT OFFICE INTERIORS INC more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Oak Conference Room Table more info...		1/EA	1,000.00	1 EA	1,000.00 USD

Accounting Codes values have been overridden for this line

Business Unit GL	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 Aqual	320 Auxiliary Enterprises	no value	no value	no value	no value	no value	no value	no value	no value	no value	50%
FSU01 Florida State University	00010001A WESTCOTT BUILDING0001A	027000 Procurement Services	110 EBG General Revenue	no value	no value	no value	no value	no value	no value	no value	no value	no value	50%

copy to other lines

2 Black Leather Chairs more info...		1/EA	100.00	8 EA	800.00 USD
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Accounting Codes (same as header)

Supplier subtotal	1,800.00 USD
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:

```

    graph LR
      Submitted[Submitted] --> AW1[Awaiting Budget Response 1]
      AW1 --> D1[Department Level 1 Approval]
      D1 --> P[Procurement Approval]
      P --> AW2[Awaiting Budget Response 2]
      AW2 --> C[Create PO]
      C --> Finish[Finish]
      
      AW1 --> SBV1[Sending Budget Validation 1]
      AW2 --> SBV2[Sending Budget Validation 2]
  
```

The **Department Level 1 Approval** step is highlighted with a red box and a red arrow pointing to the 'view approvers' link.

Workflow Step Approvers (Department Level 1 Approval)

Approver Group	Name	Email	Phone
Approver Group : 027000			
	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
Approver Group : 224002			
	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.