

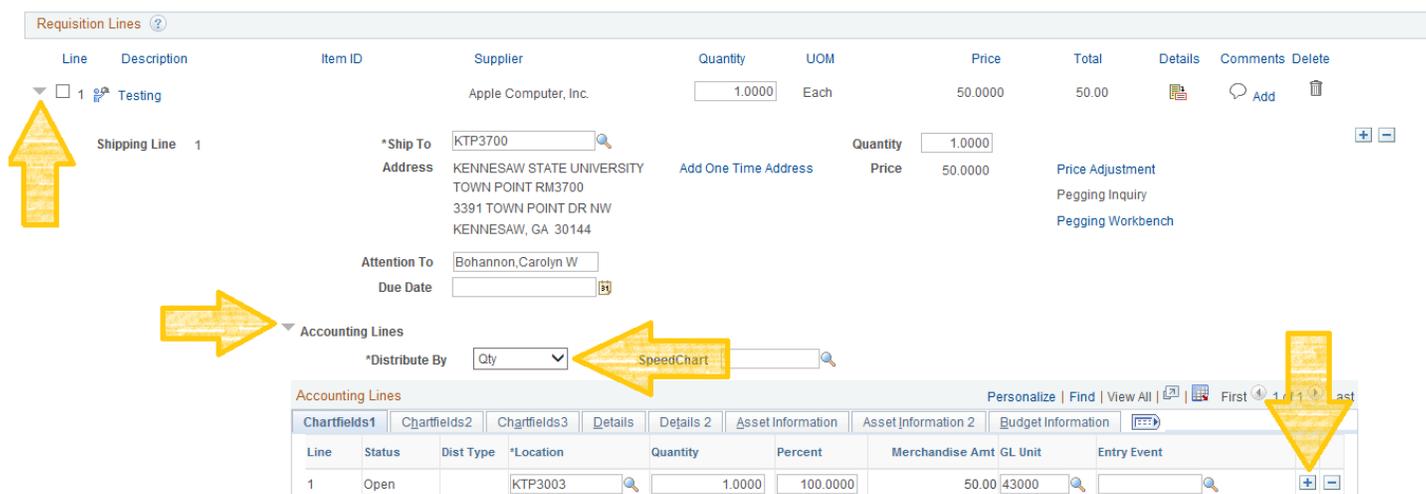
## HOW TO

### Split Distributions/Allocations

This job aid is designed to help a requester perform split accounting allocations between two or more departments—when creating a Special Request or GeorgiaFIRST Marketplace requisition.

Please reference the *How to Purchase Items via the GeorgiaFIRST Marketplace* and/or *How to Create a Special Requisition* job aid if you are not already at the below step!

1. After adding items to the requisition, ensure you are on the **Checkout - Review and Submit** screen.
2. Expand to view chartfields by clicking on the **expand section triangle** located to the left of the line's checkbox.
  - a. Expand the **Accounting Lines** by clicking on its **Expand Section** triangle to the left.
  - b. In the **"\*Distribute By"** field, select **Quantity** or **Amount** by using the drop down function.
  - c. At the end of the line under the **Chartfields1** tab, click the **Add a New Row** button (+) for the amount of distributions lines necessary.



Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Testing		Apple Computer, Inc.	1.0000	Each	50.0000	50.00		Add	

Shipping Line 1

\*Ship To: KTP3700  
 Address: KENNESAW STATE UNIVERSITY, TOWN POINT RM3700, 3391 TOWN POINT DR NW, KENNESAW, GA 30144  
 Attention To: Bohannon, Carolyn W  
 Due Date: [ ]

\*Distribute By: Qty  
 SpeedChart: [ ]

Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event
1	Open		KTP3003	1.0000	100.0000	50.00	43000	

3. Use one of the following two methods (*Qty* or *Amt*):
  - a. If distributing by **Quantity**:
    - i. In the original distribution line (Line 1), edit the **quantity** for the revised distribution.
      1. **Click Tab** to tab out of the **Quantity** field; the **Percent** field will adjust accordingly.
    - ii. In the new distribution line(s) (Lines 2+), enter the **quantity** for the second Chartstring.
      1. **Tab** out of the **Quantity** field; the **Percent** field will adjust accordingly.
    - iii. Add the necessary allocations to the second (split) string of the **Chartfields 1** and **Chartfields 2** tabs (You will only be able to use the *SpeedChart* function for Line 1; the other line(s) will need to be keyed in manually)

- b. If distributing by **Amount:**
  - i. In the original distribution line (Line 1), edit the **amount** for the revised distribution.
    1. **Click tab** to tab out of the **Amount** field; the **Percent** field will adjust accordingly.
  - ii. In the new distribution line(s) (Lines 2+), enter the **amount** for the second Chartstring.
    1. **Tab** out of the **Amount** field; the **Percent** field will adjust accordingly.
  - iii. Add the necessary allocations to the second string of the **Chartfields 1** and **Chartfields 2** tabs. *(You will only be able to use the **SpeedChart** function for Line 1; the other line(s) will need to be keyed in manually)*
4. Make any other necessary changes/edits to the Requisition; select **Save and Submit** for final processing.