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.

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.