



Job Aid EPC5 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 requisition or a GeorgiaFIRST Marketplace requisition.

1. After adding items to the requisition (using GeorgiaFIRST Marketplace or Special Request), ensure you are on the **Review and Submit** screen
2. Expand the line by clicking on its **Expand Section** triangle
3. Expand the **Accounting Lines** by clicking on its **Expand Section** triangle
4. In the **“*Distribute By”** field, select **Quantity** or **Amount** by using the drop down function
5. At the end of the line under the **Chartfields1** tab, click the **Add a New Row** button (+) for the amount of distributions lines necessary
6. Use one of the two methods:
 - If distributing by **Quantity**:
 - a. In the original distribution line (Line 1), edit the **quantity** for the revised distribution
 - b. **Tab** out of the **Quantity** field and the **Percent** field will adjust accordingly
 - c. In the new distribution line(s) (Lines 2+), enter the **quantity** for the second Chartstring
 - d. **Tab** out of the **Quantity** field and the **Percent** field will adjust accordingly
 - e. Add the necessary allocations to the second string (and more) of **Chartfields 1, 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 manually)*
 - If distributing by **Amount**:
 - a. In the original distribution line (Line 1), edit the **amount** for the revised distribution
 - b. **Tab** out of the **Amount** field and the **Percent** field will adjust accordingly
 - c. In the new distribution line(s) (Lines 2+), enter the **amount** for the second Chartstring
 - d. **Tab** out of the **Amount** field and the **Percent** field will adjust accordingly
 - e. Add the necessary allocations to the second string (and more) of **Chartfields 1, 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 manually)*
7. Make any other necessary changes/edits to the Requisition and then continue to select **“Save for Later”** or **“Save and Submit”** for processing