Split Distribution for a Requisition Line

1. After adding items to requisition (through GeorgiaFIRST Marketplace or through Special Request), ensure you are on the Checkout - Review and Submit page.
2. Expand the line by clicking on its Expand Section button.
3. Choose whether to Distribute by Amount or Quantity through the drop down list.
4. Locate the Accounting Lines section.
5. At the end of the line under the Chartfields1 tab, click the Add a New Row button (+).
6. If distributing by Quantity, continue. If distributing by Amount, go to step 7.
   a. In the original distribution line, edit the quantity for the revised distribution.
   b. Tab out of the Quantity field. The Percent field should adjust accordingly.
   c. In the new distribution line, enter the quantity for the second Chartstring.
   d. Tab out of the Quantity field. The Percent field will adjust accordingly.
   e. Make the necessary changes to the second string of Chartfields on the Chartfields 1, Chartfields 2, and Chartfields 3 tabs.
7. If distributing by Amount, continue. Otherwise, go to step 8.
   a. In the original distribution line, edit the amount for the revised distribution.
   b. Tab out of the Amount field. The Percent field should adjust accordingly.
   c. In the new distribution line, enter the amount for the second Chartstring.
   d. Tab out of the Amount field. The Percent field will adjust accordingly.
   e. Make the necessary changes to the second string of Chartfields on the Chartfields 1, Chartfields 2, and Chartfields 3 tabs.
8. Make any other necessary changes and then continue with the Marketplace Requisition by selecting the Save and Preview Approvals button.

Insert an Ad Hoc Approver

1. After adding items to requisition (through GeorgiaFIRST Marketplace or through Special Request), ensure you are on the Checkout - Review and Submit page.
2. Make any necessary changes to the line item information on the requisition.
3. Select the Save for Later button.
4. To insert an Ad Hoc approver, click the green plus (+) button where you want the approver to go.
5. Enter the User ID of the Ad Hoc approver, or use the look up button to select the User ID.
6. Select either the Approver or Reviewer radio button.
7. Click the insert button. Click the Apply Approval Changes button.
8. You should now see the additional approver in the approval chain.
9. To remove the Ad Hoc approver, select the red minus (-) button for that approver. Click OK when prompted.
10. Submit the requisition for approval by clicking the Submit button.