

[Splitting a Distribution in the Requisition]

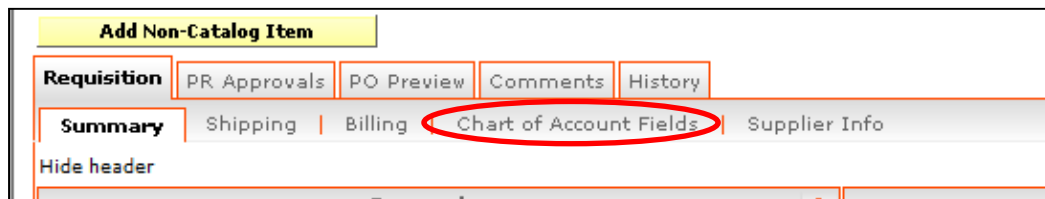
A split distribution is the use of two or more different ChartField strings used to pay for an item. myUF Market allows requisition edits per line or at the header for all lines. To process a split distribution in myUF Market, make sure you edit the ChartFields at the line level, not the header level; this will cause an error. This guide is for the requestor only.

To access myUF Market as a requestor,

- ▶ Log on to <http://my.ufl.edu> using your Gator Link username and password
- ▶ Navigate to **eProcurement > myUF Market**

Editing at the Line Level

- ▶ Within your requisition, to edit ChartFields at the line level, click the **Chart of Accounts Fields** tab at the top of the requisition



- ▶ Find the line you need – it has a number to the left of the line item
- ▶ Click the **Edit** button to the right of **Accounting Codes** for that line

The screenshot displays the 'Chart of Account Fields' section, which is circled in red. It shows a table with columns for Dept Id, Fund, Program Code, Account, Budget Reference, Source of Funds, Dept Flex, UFID, PC Business Unit, Project, Activity ID, CRIS, Resource Type, Resource Category, Resource SubCategory, and Budget Date. The 'Account' column contains the text 'To be filled out by Req. Initiator' in red. Below this is the 'Supplier / Line Item Details' section, also circled in red. It shows a table with columns for Product Description, Catalog No, Size / Packaging, Unit Price, Quantity, and Ext. Price. The first row is for 'Segway i2' with a quantity of 1 EA and an extended price of 5,000.00 USD. Below the table, the 'Accounting Codes 1 (same as header)' is circled in red, and an arrow points to an 'edit' button, which is also circled in red. At the bottom, there is a summary table showing 'Supplier subtotal' and 'Total' values of 5,000.00 USD.

Dept Id	Fund	Program Code	Account	Budget Reference	Source of Funds	Dept Flex	UFID	PC Business Unit	Project	Activity ID	CRIS	Resource Type	Resource Category	Resource SubCategory	Budget Date
60480000	101	1100			no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value
AG-FISHERIES / AQUATIC SCI	E&G-GEN REV - MAIN CAMPUS	GENERAL ACADEMIC INSTRUCTION	To be filled out by Req. Initiator	To be filled out by Req. Initiator											

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Segway i2	sku	EA	5,000.00	1 EA	5,000.00 USD

Accounting Codes 1 (same as header)	edit

Supplier subtotal	5,000.00 USD
Subtotal	5,000.00
Total	5,000.00 USD



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Processing the Split Distribution

- ▶ The steps for processing a split distribution are
 - ▶ Enter the first ChartField string
 - ▶ Scroll to the far right in the requisition
 - Click the link “**Add Split**”

 - ▶ A new dropdown appears called **Distribute by Amount of Price or Amount of Quantity**
 - Select one
 - Enter the amounts of the split distribution

Resource Category	Resource SubCategory	Budget Date	Amount of Price	
<input type="text" value="Select from all values..."/>	<input type="text" value="Select from all values..."/>	<input type="text"/>	<input type="text" value="2500.00"/>	<input type="button" value="remove"/>
<input type="text" value="Select from all values..."/>	<input type="text" value="Select from all values..."/>	<input type="text"/>	<input type="text" value="2500.00"/>	<input type="button" value="remove"/>
			Total 0.00 USD	<input type="button" value="add split"/>
<input type="button" value="recalculate / validate values"/>				

- ▶ System has added a second ChartField line, copying the entries from the first
 - Modify the entries as needed
- ▶ Scroll to the right again and click the **Recalculate Validate Values** link
 - It will check all the entries and find any errors
 - Fix the errors
- ▶ Click the Save button

For further assistance, e-mail myufmarket@ufl.edu or contact Purchasing Services at 392-1331 or visit <http://www.purchasing.ufl.edu/myufmarket>