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
- Click eProcurement > Click 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.
[Splitting a Distribution in the Requisition]

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

- 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://purchasing.ufl.edu/departments/myufmarket/default.asp