Overview

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:

- a. Log on to **http://my.ufl.edu** using your Gator Link username and password
- b. Click Nav bar > Main Menu > Financials > eProcurement > myUF Market.

Editing at the Line Level

1. From within a Draft Requisition, click the **ChartFields** tab in the arrow shaped ribbon at the top of the page. For help see the "Completing a Requisition in myUF Market" instruction guide.

🐂 Shop 👌 My Carts and Orders 👌 Open My Active Shopping Cart 🗢 🍐 Chartfields - 1095712 - Draft Reguisition						
🗢 Cart Information 🗢 Shipping 🗢 Bill To and PCarc 🚹 Chartfields 🗢 Internal Notes and Attachments 😴 External Notes and Attachments 🍂 Final Review	Place Order or					
	Assign Cart					
Return to shopping cart	Continue Shopping					
The list below needs to be addressed before the order can be placed. Shoppers may complete this field or proceed to Assign Cart. This field is required for Requestors: Dept Id						
Requisition PR Approvals PO Preview Comments Attachments History						
Summary Shipping Bill To and PCard Chartfields Supplier Info	🖨 ?					
	Hide value descriptions					

2. Scroll to the bottom of the screen and locate the product you want to split. Click the **edit** button on the right side of the screen at the level of the item to be split.

inger 💲 😒 📧 more info Shipping						
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
Sunscreen Pk50 📸 more info	2AZ93	EA	30.60	1 EA	30.60 USD	
Accounting Codes 1 (same as header)					edit)
Beverage Cooler 1 gal. Black 🔶 📷 more info	2EHE9	EA	24.31	1 EA	24.31 USD	
Accounting Codes 1 (same as header)						
					edit	
			Supplier subto	otal	54.91	JS

Processing the Split Distribution

3. Selecting the edit button opens up the chartfield string for that item.

© Training and Organizational Development UF Human Resources University of Florida, Gainesville, FL 32611





Splitting a Distribution in the Requisition

- a. Scroll to the far right in the ChartField string.
- b. Click the link "Add Split".

					? Х
Dept Flex	UFID	PC Business Unit	Project	Activity ID	CRIS
Select from all values					
Cancel					

- 4. A new dropdown appears. The system has added a second ChartField line, copying the entries from the first.
 - a. Enter the amounts of the split distribution.
 - b. Modify the entries as needed.
- 5. 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.
- 6. Click the **Save** button.

				? X	
Activity ID	CRIS		Amount of Price 💌	add split	
			30.00	remove	
Select from all values	Select from all values.				
			0.60	remove	
Select from all values	Select from all values.		0.00		
	Line subtotal: 30.60 USD Sp	olit Total	30.60 USD	add split	
recalculate / validate values					
		7			
	Select from all values	Select from all values Select from all values Select from all values Select from all values	Select from all values Select from all values Select from all values Select from all values Line subtotal: 30.60 USD Split Total	Select from all values 30.00 Select from all values 0.60 Select from all values 0.60 Line subtotal: 30.60 USD Split Total	

For further assistance, e-mail <u>procurement@ufl.edu</u>, contact Procurement Services Help Desk at 392-1335.