

Copying Split Distributions to Other Lines in Requisitions

Overview

To copy split distributions to other lines in a cart, enter the distribution splits into the first line and click save. Then click on the Copy to Other Lines icon next to the pencil on the top right of the distributions. Select which ChartFields need to be copied and then select which line(s) to copy down.

Navigation

Within myUFL, navigate to:

- ⇒ Main Menu
- ⇒ My Self Service
- ⇒ myUF Marketplace

Process

1. After entering the first split distributions, click on the Copy to Other Lines icon to open the splits:

Requisition • 3734087

Summary PO Preview Comments Attachments History

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 test		1/EA	12.00	Qty: 2 EA	24.00	... <input type="checkbox"/>

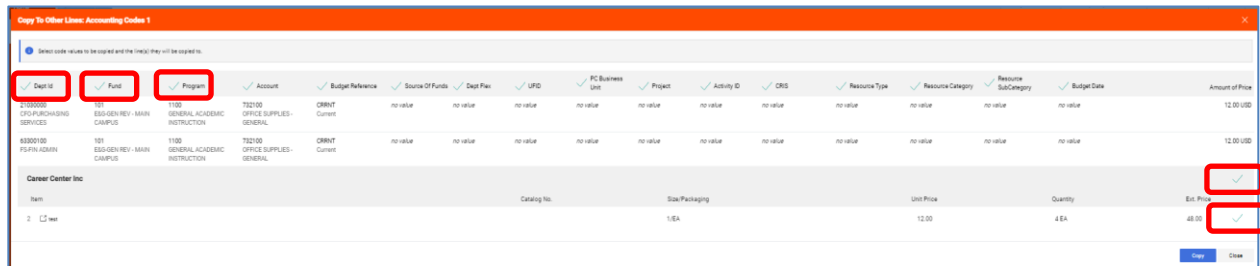
ITEM DETAILS

Contract: no value Internal Note no value
 Internal Attachments Add
 Commodity Code 80000000 / Professional Administrative Performance or Business Services External Note no value
 Attachments for supplier Add
 Quote no value

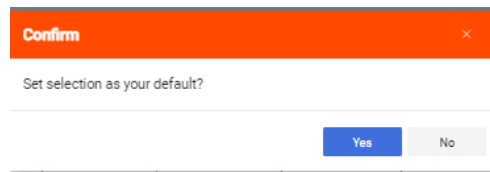
ACCOUNTING CODES 1 Values have been overridden for this line

Dept Id	Fund	Program	Account	Budget Reference	Source Of Funds	Dept Flex	UFID	PC Business Unit	Project	Activity ID	CRIS	Resource Type	Resource Category	Resource SubCategory	Budget Date	Amount of Price
21030000	101	1100	732100	CRRNT	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	12.00 USD
CFO- PURCHASING SERVICES	ESG-GEN REV - MAIN CAMPUS	GENERAL ACADEMIC INSTRUCTION	OFFICE SUPPLIES - GENERAL	Current												
63300100	101	1100	732100	CRRNT	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	12.00 USD
FS-FIN ADMIN	ESG-GEN REV - MAIN CAMPUS	GENERAL ACADEMIC INSTRUCTION	OFFICE SUPPLIES - GENERAL	Current												

- In the Dialog Box, click or unclick the checkboxes for ChartFields to select which ones you would like to copy down to other lines. Then select which line(s) you would to copy to by clicking the checkbox to the right of each line, or the top checkbox to select all lines. Click the Copy button.



- The Set Selection as Your Default box will display – click YES if you would like to save these selections or not. For example, if you would like to save copying only Fund and Dept ID, and those were selected, then only Fund and Dept ID will show as selected next time you copy.



- The distributions will copy down to the other lines selected with the ChartFields selected.

Tips:

- Copying down distributions will **replace** any other distributions already on other lines.
- Blank ChartFields that are selected (check is green) will copy down blanks.
- Split distribution amounts will copy down and will need to be readjusted to the new line total.

For further assistance please contact the myUF Marketplace Help Desk at 352 392-1135 or email myufmarketplace@ufl.edu or procurement@ufl.edu