UF | **Training & Organizational Development**
Human Resources
UNIVERSITY *of* FLORIDA

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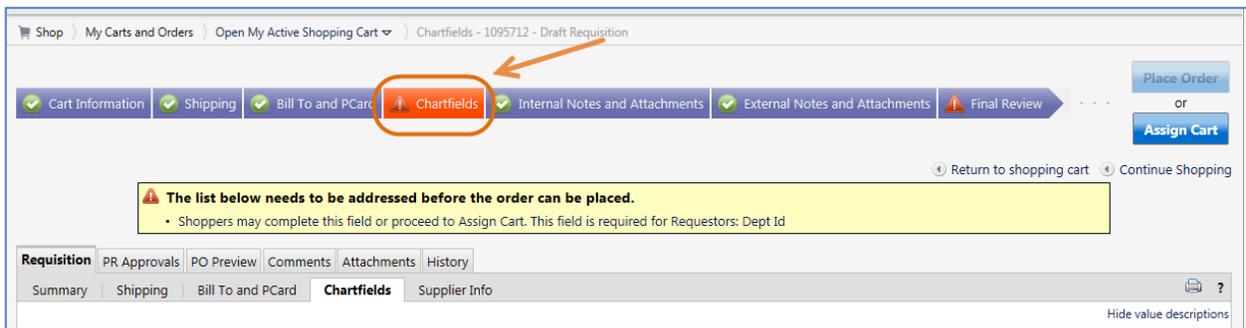
2. Scroll to the bottom of the screen and locate the product you want to split. Click the **edit** button on the right side of the screen at the level of the item to be split.
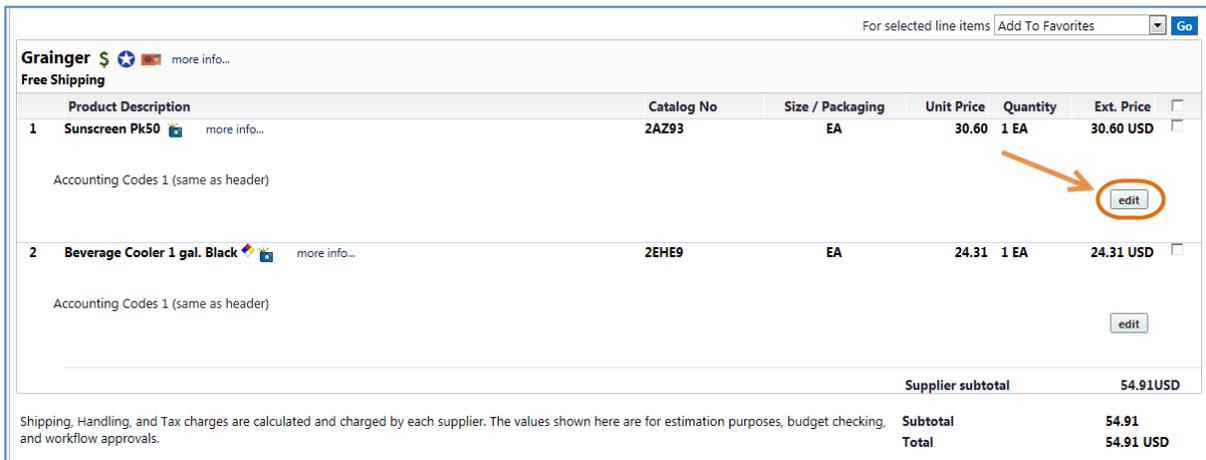
Processing the Split Distribution

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

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

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.

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