

How to Create a Split Distribution

- 1. Create a requisition like how you normally do.
- 2. When enter the chartfield, DO NOT go to the Requisition Default. You'll need to enter it under the Schedule Distribution
- 3. Click on Schedule Icon (1)

4.

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5. Enter your chartfield (3) and Click on the Plus icon (4)

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6. Enter row desire (5) (usually 1) and Click OK (6)



- 7. Reduce the 100% to 50% on line 1 (7)
- 8. Enter 50% for line 2 (8)
- 9. Enter your 2nd chartfield (9)

*repeat if you have more than 2 chartfields. Make sure percentage adds up to 100% for all lines

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