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. Click on Distribution (2)

5. Enter your chartfield (3) and Click on the Plus icon (4)
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 2\textsuperscript{nd} chartfield (9)
   *repeat if you have more than 2 chartfields. Make sure percentage adds up to 100% for all lines