



## 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)

Add Items From ?

Purchasing Kit Catalog  
Item Search Requester Items

Line ? Personalize | Find | View All | First 1 of 1 Last

Line	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	apple iMac	2.0000	EA	20400	2,000.00000	4,000.00	Open

View Printable Version \*Go to ...More...

Save Notify Refresh Add

4. Click on Distribution (2)

Maintain Requisitions

Schedule

Business Unit SFCMP Requisition Date 06/26/2015  
Requisition ID NEXT Status Open  
Return to Main Page

Line Find | View All | First 1 of 1 Last

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	REC_LOC	2.0000	2,000.00000	4,000.00		Trinh, Nancy	Active

Add Ship To Comments

Save Notify Refresh Add Update/Display

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

Maintain Requisitions

Distribution

Requisition ID NEXT  
Line 1  
Schedule 1  
Ship To REC\_LOC Receiving  
\*Distribute By Quantity  
SpeedChart Multi-SpeedCharts

Item Status Active  
Quantity 2.0000 EA  
Open Quantity 2.0000  
Merchandise Amt 4,000.00 USD

Distributions Personalize | Find | View All | First 1 of 1 Last

Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	Fund Affiliate	Oper Unit Affil
1	Open	100.0000	2.0000	4,000.00	SFCM	019802	NG001	0075						

OK Cancel Refresh

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

The page at <https://cmsdev6.calstate.edu> says: ×

Enter number of rows to add:

← **5 & 6** ↓

7. Reduce the 100% to 50% on line 1 (7)
8. Enter 50% for line 2 (8)
9. Enter your 2<sup>nd</sup> chartfield (9)  
\*repeat if you have more than 2 chartfields. Make sure percentage adds up to 100% for all lines

#### Maintain Requisitions

#### Distribution

Requisition ID NEXT Item Status Active [apple iMac](#)

Line 1

Schedule 1

Ship To REC\_LOC Receiving Quantity 2.0000 EA

\*Distribute By  Open Quantity 2.0000

Merchandise Amt 4,000.00 USD

SpeedChart  [Multi-SpeedCharts](#)

Distributions											
<a href="#">Chartfields</a> <a href="#">Details</a> <a href="#">Asset Information</a> <a href="#">Budget Information</a> <a href="#">...</a>											
Distrib	Status	Percent	Quantity	Merchandise Amount	GL Unit	Account	Fund	Dept	Program	Class	F
<b>7</b>	1 Open →	50.0000	1.0000	2,000.00	SFCM	616802	NG001	6075			
<b>8</b>	2 Open →	50.0000	1.0000	2,000.00	SFCM	616802	TC001	6075			

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