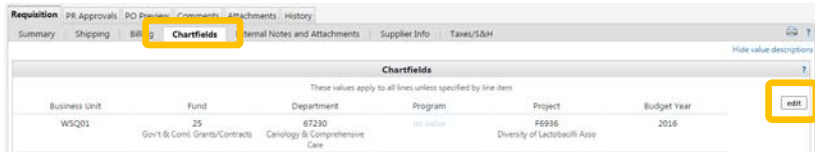


## SPLITTING A CHARTFIELD

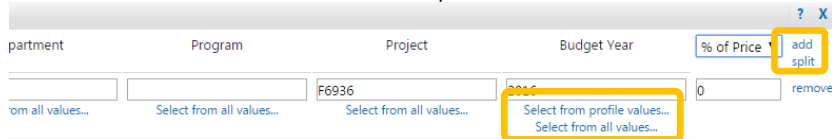
- ▶ Chartfields can be split to distribute a requisition's amount across multiple funding sources similar to eReq functionality. There are two ways to split a transaction:
- ▶ **Header Level Splits** can accommodate a % of price, or % of quantity and is applied to all lines in the cart. This limitation is applied to ensure systematic rounding estimations do not cause downstream encumbrance issues.
- ▶ **Line Level Splits** allow the you to split chartfield information by % of price, % of quantity, amount of price, or amount of quantity and apply to that particular line. This option should be used to achieve exact dollar amount distributions.

## HEADER LEVEL SPLITS

1. Chartfield splitting occurs during requisition checkout. Once you have built your cart and clicked **View Draft**, click on the **Chartfields** tab of the checkout process, then click on **Edit** to the right of the chartfield string.

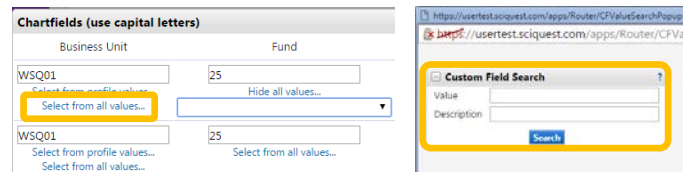


2. A new dialogue box will appear. Click the **Add Split** button. A new chartfield row will appear. **Note:** you can click this button multiple times to add additional rows to the split distribution.



3. Once the desired number of rows has been added, the appropriate chartfield elements can be entered. Chartfields can be entered directly or searched in the directory by clicking **Select from all values**. Clicking on **Select from Profile Values** will allow you to choose from a list of saved default chartfields, if you have set any (review the Customizing your Profile and Setting Defaults Tip Sheet for more information).

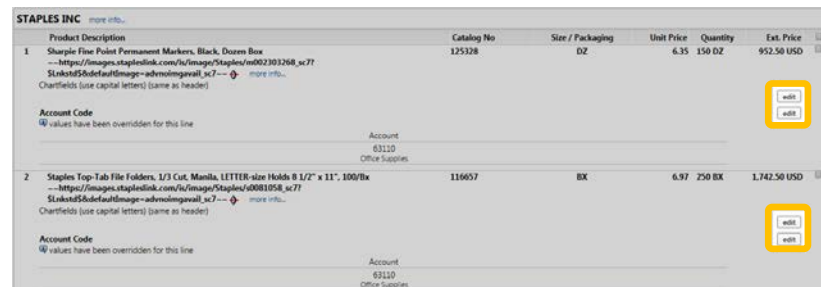
4. Once you have clicked **Select from all values** (depending on the chartfield component you are searching for), you will either be presented with a drop-down list of values or dialog box allowing you to search by value or description.



5. After entering the chartfields, you will need to select a split method (either % of price or % of quantity) that will be applied to all of the lines in your cart.
6. Once you are satisfied with your split distribution entry, click **Save** to finalize. Continue with the checkout prompts to complete your requisition.

## LINE LEVEL SPLITS

1. Once you have built your cart and clicked **View Draft**, click on the **Chartfields** tab of the checkout process. Scroll down to the individual Requisition lines, then click on **Edit** to the right of the chartfield string you wish to change.



2. A new dialogue box will appear. Click the **Add Split** button. A new chartfield row will appear. **Note:** you can click this button multiple times to add additional rows to the split distribution.

3. Once the desired number of rows has been added, the appropriate chartfield elements can be entered. Chartfields can be entered directly or searched in the directory by clicking **Select from all values**. Clicking on **Select from Profile Values** will allow you to choose from a list of saved default chartfields, if you have set any (review the Customizing your Profile and Setting Defaults Tip Sheet for more information).
4. Once you have clicked **Select from all values** (depending on the chartfield component you are searching for), you will either be presented with a drop-down list of values or dialog box allowing you to search by value or description.

4. After entering the chartfields, you will need to select a split method (either % of price or % of quantity).
5. Once you are satisfied with your split distribution entry, click **Save** to finalize. Continue with the checkout prompts to complete your requisition.