Splitting Chart of Accounts on a Requisition
To split funding on a requisition, in PeopleSoft this should be done after all line items have been created. Unfortunately, the system does not allow for multiple accounts to be used in the beginning, this is based on the fact that the system is based or driven by line items.

In section 3, expand the line item by clicking expansion arrow next to the line item.
Once the line is expanded, add the first chartfield or speedchart for the line item.
Click on Chartfields2 tab to ensure the chartfield information is applied. Use the scroll bar to right of the Accounting Line box. You should see a plus (+) and minus (-) sign, to add an additional chartfield line, click on the plus (+).
Note a second line appears.
In the second line, the end user will need to manually fill in each applicable chartfield string of the budget to be used for split funding.
Once the chartfield information is listed, click on the Chartfields1 tab to indicate the percentage of the split. If the line is to be split 50/50 between the two accounts, the quantity and the percent will need to be adjusted.
Correct the quantity to 0.5 for each chartfield string, and change the percent to 50.00 to represent a 50/50 split.