

## Split Distribution Requisition Steps

Follow the Enter Purchase Requisition Step by Step Guide until you reach the schedule page.

- Access the schedule for the line of the requisition which needs multiple distributions.
- Click the distribution link on the schedule.

Unit: SLCMP    Req ID: NEXT

Form | **Schedule**

Line: 1    [562147 turbine gas](#)

Schedule    Customize | Find | View All | First 1 of 1 Last

| Sel                                 | Sched | *Ship To | Due Date   | Reg Qty | Price     | Amount | Status |
|-------------------------------------|-------|----------|------------|---------|-----------|--------|--------|
| <input checked="" type="checkbox"/> | 1     | 070_108  | 02/25/2004 | 1.0000  | 200.00000 | 200.00 | Active |

Req Qty: 1.0000    Amount: 200.00    Dollar

[Distribution](#)    [Shipment Detail](#)    Drop Shipment

[Ship To Address](#)    [One Time Address](#)

Save    Notify    Refresh

Form | Schedule

- Select quantity or amount in the Distribute by field and change the corresponding value in the appropriate field on the line.

### Distribution Information

Req ID: NEXT    Line: 1    Sched: 1    [562147 turbine gas](#)

Ship To: 070\_108    Warehouse    Open Qty: 1.0000

\*Distribute by: Qty    SpeedChart:    [Multi-SpeedCharts](#)

Distributions    Details

| Sel                                 | Dist Status | *Location | Reg Qty | Amount | Percent  | Account | Fund  |
|-------------------------------------|-------------|-----------|---------|--------|----------|---------|-------|
| <input checked="" type="checkbox"/> | 1 Open      | 070_100   | 1.0000  | 200.00 | 100.0000 | 660003  | AD203 |

Req Qty: 1.0000 EA    Amount: 200.00    USD

[Exchange Rate Detail](#)

OK    Cancel    Refresh

- In this example Amt is selected, so the amount field becomes available for edit. It is changed from \$200, to \$150 before the new line is inserted.

**Distribution Information**

Req ID: NEXT    Line: 1    Sched: 1    [562147 turbine gas](#)    **X**

Ship To: 070\_108 Warehouse    Open Amt: 200.000

\*Distribute by: **Amt**    SpeedChart:     [Multi-SpeedCharts](#)

| Distributions                       |      |        |           |        |          |         |       |        |  |
|-------------------------------------|------|--------|-----------|--------|----------|---------|-------|--------|--|
| Details                             |      |        |           |        |          |         |       |        |  |
| Sel                                 | Dist | Status | *Location | Amount | Percent  | Account | Fund  | Dept   |  |
| <input checked="" type="checkbox"/> | 1    | Open   | 070_100   | 150    | 75.00000 | 660003  | AD203 | 204600 |  |

Req Qty: 1.0000 EA    Amount: 200.00    USD

[Exchange Rate Detail](#)

OK    Cancel    Refresh

- Add the additional row by clicking **+...** and **OK** on the prompt box.

Customize | Find | View All | First | 1-2 of 2 | Last

| Dept   | Program | Class | Project | Open Qty             |
|--------|---------|-------|---------|----------------------|
| 204600 |         | CU001 |         | 1.0000 <b>+...</b> - |

Explorer User Prompt

Script Prompt:

Enter number of rows to add:

OK    Cancel

- The remaining amount is populated on the new row and all chartfields are copied down.
  - Populate the new row with the appropriate Chartfields.
- In this example the Dept Id is changed on the new row.

Req ID: NEXT    Line: 1    Sched: 1    [562147 turbine gas](#)    **X**

Ship To: 070\_108 Warehouse    Open Amt: 200.000

\*Distribute by: **Amt**    SpeedChart:     [Multi-SpeedCharts](#)

| Distributions                       |      |        |           |        |          |         |       |        |  |
|-------------------------------------|------|--------|-----------|--------|----------|---------|-------|--------|--|
| Details                             |      |        |           |        |          |         |       |        |  |
| Sel                                 | Dist | Status | *Location | Amount | Percent  | Account | Fund  | Dept   |  |
| <input checked="" type="checkbox"/> | 1    | Open   | 070_100   | 150.00 | 75.00000 | 660003  | AD203 | 204600 |  |
| <input type="checkbox"/>            | 2    | Open   | 070_100   | 50.00  | 25.00000 | 660003  | AD203 | 128000 |  |

Req Qty: 1.0000 EA    Amount: 200.00    USD

- When distributing by quantity, indicate the appropriate number on the first line. In this example there are two items on line one of the requisition. The Req Qty field is changed to one.

**Distribution Information**

Req ID: NEXT    Line: 1    Sched: 1    [562147 turbine gas](#)    **X**

Ship To: 070\_108    Warehouse    **Open Qty: 2.0000**

\*Distribute by: Qty    SpeedChart:    [Multi-SpeedCharts](#)

**Distributions**

Details

| Sel                                 | Dist | Status | *Location | Req Qty | Amount | Percent  | Account | Fund  | Dept   |
|-------------------------------------|------|--------|-----------|---------|--------|----------|---------|-------|--------|
| <input checked="" type="checkbox"/> | 1    | Open   | 070_100   | 1       | 400.00 | 100.0000 | 660003  | AD203 | 204600 |

Req Qty: 2.0000 EA    Amount: 400.00    USD

[Exchange Rate Detail](#)

OK    Cancel    Refresh

- When the new row is inserted, the remaining quantity is populated on it and all chartfields are copied down. Populate the new row with the appropriate Chartfields.

Req ID: NEXT    Line: 1    Sched: 1    [562147 turbine gas](#)    **X**

Ship To: 070\_108    Warehouse    **Open Qty: 2.0000**

\*Distribute by: Qty    SpeedChart:    [Multi-SpeedCharts](#)

**Distributions**

Details

| Sel                                 | Dist | Status | *Location | Req Qty | Amount | Percent | Account | Fund  | Dept   |
|-------------------------------------|------|--------|-----------|---------|--------|---------|---------|-------|--------|
| <input checked="" type="checkbox"/> | 1    | Open   | 070_100   | 1.0000  | 200.00 | 50.0000 | 660003  | AD203 | 204600 |
| <input type="checkbox"/>            | 2    | Open   | 070_100   | 1.0000  | 200.00 | 50.0000 | 660003  | AD203 | 128000 |

Req Qty: 2.0000 EA    Amount: 400.00    USD

- Click **OK**

You have completed split distribution for this line of the Requisition. Continue following the Enter Requisition Step by Step guide.