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.

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

Distribution Information

➢ 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.
Add the additional row by clicking and on the prompt box.

The remaining amount is populated on the new row and all chartfields are copied down.

Populate the new row with the appropriate Chartfields.

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.
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.

Click **OK**

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