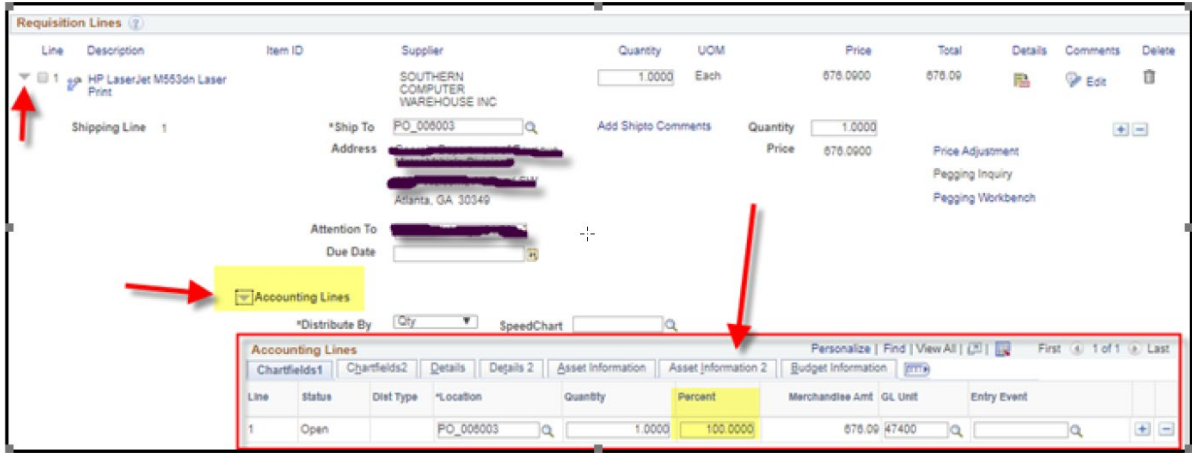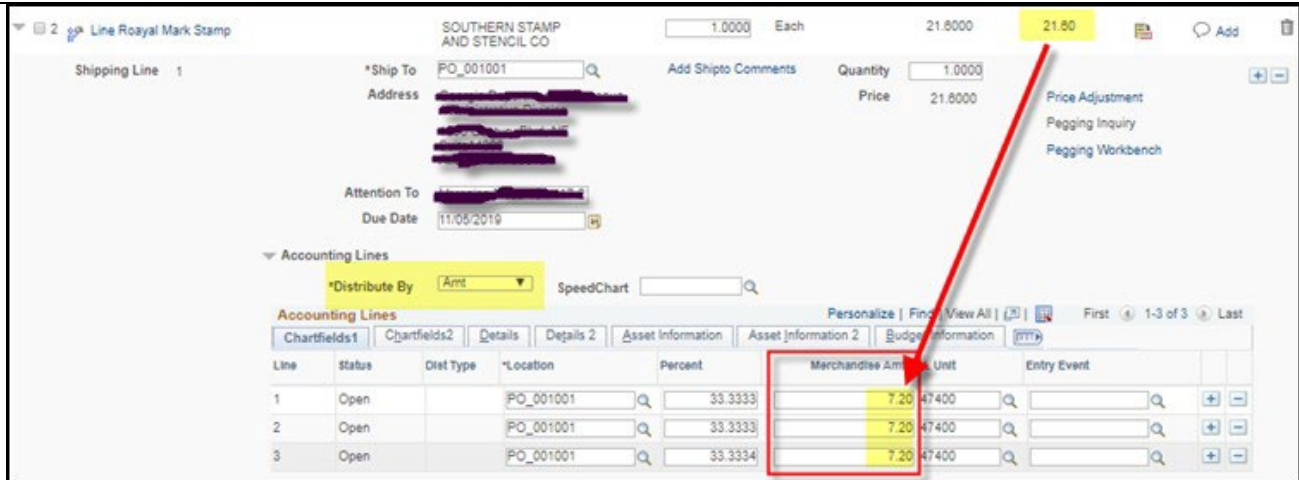# 9.2.38 eProcurement:
Allocate Req Line by Amount using the
Distribute by Amount Option.
Quick Reference Guide

Use this guide to understand how to split a req line distribution by amount. The req line can be allocated by amount per the chartfield of choice, individually or via mass change. The total amount of lines cannot exceed the scheduled req line amount or 100%.
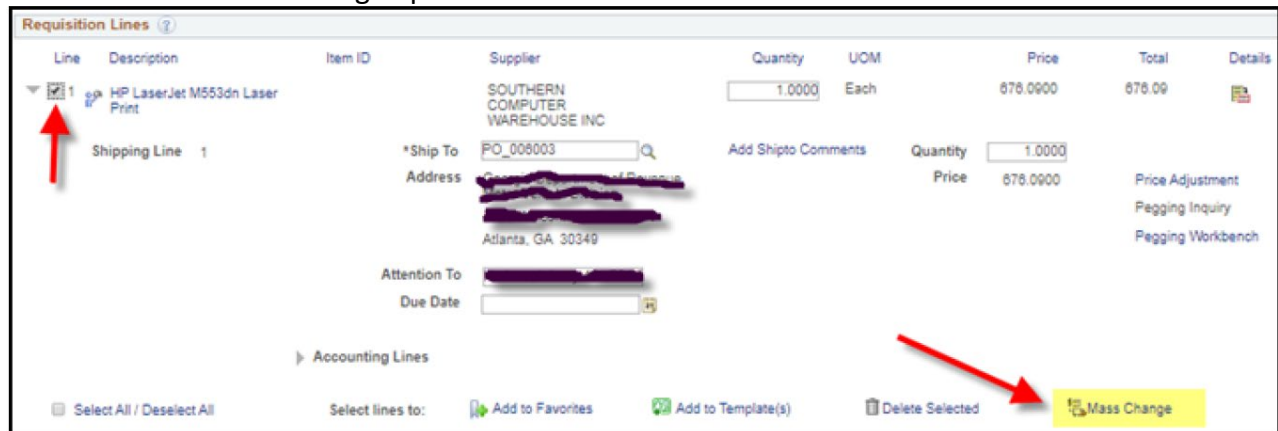
Step	Description
1.	Sign into PeopleSoft
2.	Create a new ePro Requisition using either of the following navigation options: Use Home Page Tiles: Click on the Procurement tile, then select eProcurement > Requisition **OR** Use NavBar: Click NavBar icon 🧭, Click Navigator option, then Select eProcurement > Requisition
3.	a) Review the pre-populated (Requester default) values on the Requisition Settings page. b) Decide to either accept the "Default" values as defined or "Override" the defaults on this page. c) Make changes if using the Override defaults option, otherwise click "OK" and proceed with creating your requisition. **Expand the requisition line you want to split individually.** • Click on the triangle next to the line number followed by the one next to the Accounting Lines.
4.	First adjust the existing line that is defaulted to 100% with one of the desired amounts or percentages. Add additional lines to split the amounts so they round up to the total scheduled line amount. The system will automatically calculate the percentages for you so it rounds up to 100%. You may also allocate by percentages but the total must add up to 100%.

Click on the Chartfields2 tab and update the relevant chartfields to split by fund, department, class, program, etc.

- If 2 or more lines already exist on the requisition before splitting, delete all the lines except 1. Update the percentage to 100 and start over brand new.

5.	**Select the req line you want to split using Mass Change.** - Click on the Mass change option.

- Split the lines by percentage from the mass page screen, not to exceed 100%. You can only split by percentages on this page. *Use Excel to derive the percentages if using amount values and round to 2 decimal places.*
- You only need to provide the chartfield values you are changing here.
- Click OK when done.

- Replace all existing lines and Click OK.
- Review to make sure the distribution displays as expected.
- Save and Submit the requisition for approval.