

## 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 <b>OR</b> Use NavBar: Click NavBar icon . Click Navigator option, then Select eProcurement > Requisition
3.	<ul> <li>a) Review the pre-populated (Requester default) values on the Requisition Settings page.</li> <li>b) Decide to either accept the "Default" values as defined or "Override" the defaults on this page.</li> <li>c) Make changes if using the Override defaults option, otherwise click "OK" and proceed with creating your requisition.</li> </ul> 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.
	Requisition Lines       Item ID       Supplier       Quantity       UOM       Price       Total       Details       Comments       Delate         1 per HP Laser/et M553dn Laser       SOUTHERN COMPUTER WAREHOUSE INC       1.0000       Each       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.000       678.0000       678.0000       678.0000
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	Accounting Lines       Personalize   Find   View All   (2)   Finst 4 1 of 1 4 Last         Chartfields1       Chartfields2       Details Details 2 Asset information Asset information 2 Budget information mm +         Line       Status       Diet Type       Location       Guantity       Percent       Merchandlee Amt GL Unit       Entry Event         1       Open       PO_000003 Q       1.0000       100.0000       676.09       47400 Q       Q       —
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%.



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- You only need to provide the chartfield values you are changing here.
- Click OK when done.

Distribution Change Options	×
	Help
For the selected requisition lines that are available for sourcing, apply distribution changes to	
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Apply changes to each existing distribution line by matching the distribution line numbers	i.
Replace Distribution Lines	
Remove the existing distribution lines and replace with the distribution lines changes.	
OK Cancel	
Replace all existing lines and Click OK.	

- Review to make sure the distribution displays as expected.
- Save and Submit the requisition for approval.