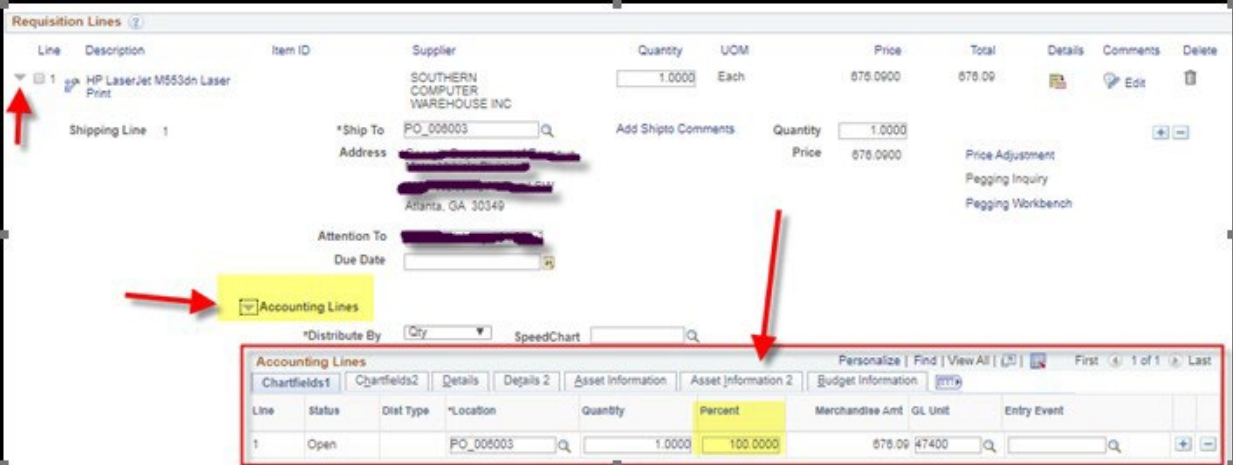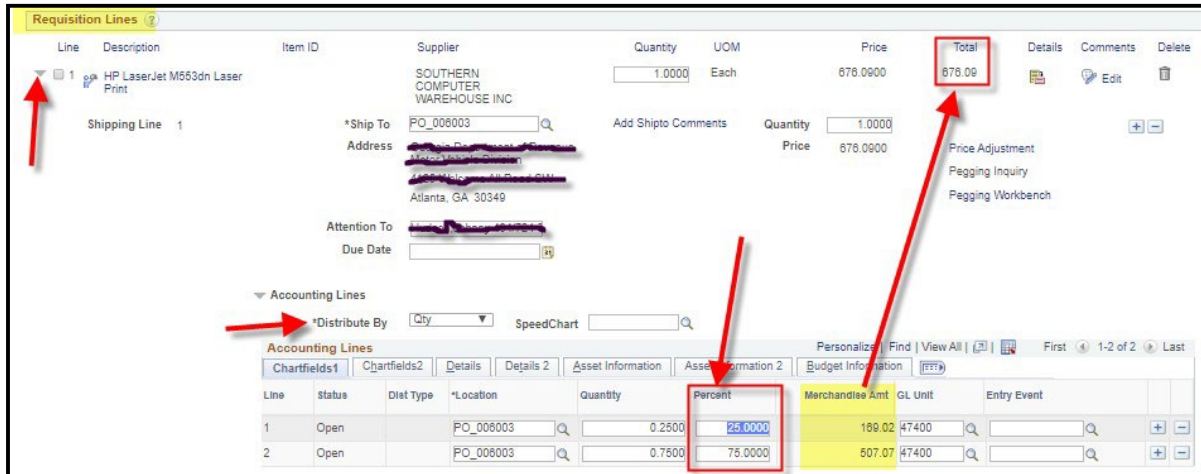# 9.2.38 eProcurement:
Allocate Req Line by Percentages using the
Distribute by Quantity default.
Quick Reference Guide

Use this guide to understand how to split req line distribution by quantity using percentages. The req line scheduled amount can be allocated by percentage per the chartfield of choice, individually or via mass change. The total percentages of lines cannot exceed 100%.

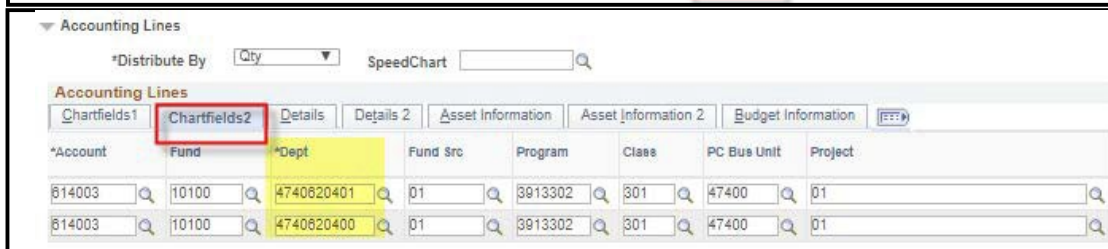| Step	Description
1.	Sign into PeopleSoft
2.	Create a new ePro Requisition using either of the following navigation options: Use Home Page Tiles: Click on the Procurement tile, then select eProcurement > Requisition **OR** Use NavBar: Click NavBar icon ⊘ , Click Navigator option, then Select eProcurement > 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 percentage. Add additional lines to split the percentages, ensure they total 100%. Update the relevant chartfields to split by fund, department, class, program, etc.

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- If 2 or more lines exist already, delete all 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.

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Allocate Req Line by Percentages using the
Distribute by Quantity default.
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- Enter the lines and percentages. All must total 100%.
- Only need to provide the chartfield values you are changing here.

Edit Lines/Shipping/Accounting for Selected Lines

Line Information ?

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID		Supplier Location	
Buyer		Category	

Shipping Information

Ship To Location			
Due Date		Attention	
Comments			

Accounting Lines

SpeedChart

Please enter GL Business Unit before selecting other chartfield values

Accounting Information   Personalize | Find | ⬚ | 🔣   First ◀ 1-2 of 2 ▶ Last

Chartfields1 | Details | Asset Information | ⬚➤
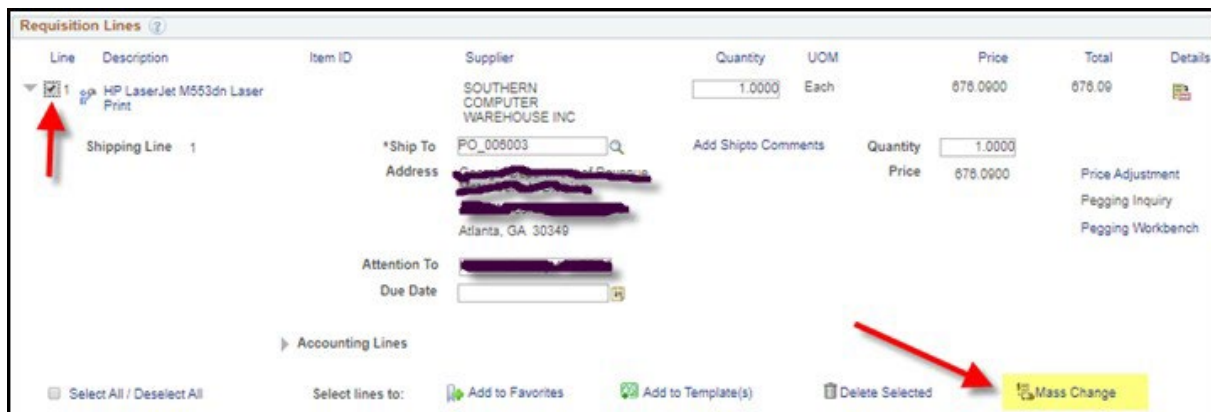
Dist	Percent	Location	GL Unit	Account	Fund	Dept	Fund Src	Program
1	50.0000		47400			4740620404		
2	50.0000		47400			4740620405		

Load Values From Defaults

OK   Cancel

Distribution Change Options   ✕

Help

For the selected requisition lines that are available for sourcing, apply distribution changes to

○ Matching Distribution Lines

Apply changes to each existing distribution line by matching the distribution line numbers.

◉ 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.

Please refer to the Distribute by Amount Quick Reference Guide to split by amount.