

## Using the PO Distribution Worksheet

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An Oracle enhancement was introduced in Release 5.20 (11/19/2016) to provide users with the ability to split a distribution line on a Purchase Order and carry the requisition information to the newly split distribution line. This new functionality is a PO Distribution Worksheet.

### **What is the benefit of this new functionality?**

Prior to this enhancement, if a distribution line on a Purchase Order needed to be split, and that Purchase Order was created from a Requisition, the new distribution line would not reference the requisition. This meant that the quantity or amount that was entered on the additional distribution line(s) would not be liquidated against the requisition. This would then allow the requisition to be available for sourcing again, for the quantity/amount that was returned to the requisition. If it was determined that the requisition should not be sourced again, it then had to be finalized.

With the new PO Distribution Worksheet functionality:

- Nothing will be returned to the requisition distribution line.
- The requisition will not be available for sourcing again.
- The pre-encumbrance will be fully liquidated by the Purchase Order.

Please note that budget checking will liquidate the pre-encumbrance using the original Chartstring and encumber the Chartstring entered on the Purchase Order. This makes finalization of the requisition unnecessary.

### **Steps for Using the PO Distribution Worksheet**

1. Navigate to **Purchasing > Purchase Orders > Add/Update POs**.
2. Select the **Find an Existing Value** tab and search for a Purchase Order where the distribution needs to be changed.
3. Navigate to the **PO Distributions** page.
4. Select the **Schedule** icon and then the **Distribution/ChartField** icon.
5. Select the **Req Detail** tab.
6. Click on the **PO Distribution Worksheet** icon.

Distributions for Schedule 1

Unit 53000 Supplier STAPLE-CAT-001  
PO ID 0000513040 Item test po distribution worksheet  
Line 1  
Schedule 1 Status Active

\*Distribute By Quantity

SpeedChart Multi-SpeedCharts

Schedule Qty 1.0000  
Merchandise Amount 500.00 USD  
Doc. Base Amount 500.00 USD

**Distribution** Personalize | Find | View All | First 1 of 1 Last

Dist	Status	Percent	Req BU	Req ID	Req Line	Req Sched	Req Dist	Open Qty	Requester	Requester Name	Requ
1	Open	100.0000	53000	0000502938	1	1			bjlong	Beverly Long	00005

OK Cancel Refresh

- The **PO Distribution Worksheet** page opens.
- Click on the plus (+) button and specify the number of rows to add, then select OK.
- A new split distribution row is added.

PO Distribution Worksheet

Split PO Distribution 1

Unit 53000 Req BU 53000  
PO ID 0000513040 Req ID 0000502938  
Line 1 Req Line 1  
Schedule 1 Req Sched 1  
Distribution 1 Req Dist 1

Distribute By Qty Distrib Percent 100.0000 Purchase Order Quantity 1.0000 Merchandise Amount 500.00 USD

**Split Dsitribution** Personalize | Find | View All | First 1-2 of 2 Last

Sequence	PO Qty	Merchandise Amount	*Account	Fund	Dept	Program	Class	Bud Ref	Project
1	1.0000	500.00	714100	10000	0218000	11100	11000	2017	
2			714100	10000	0218000	11100	11000	2017	

OK Cancel Refresh

- Adjust the PO Qty to the correct value for each distribution line and update the ChartFields to the correct value(s) on the new row.

