**Prepare a Split Distribution 'By Amount' on a Requisition Line**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | In this example, Physics is creating a "Direct to Vendor" Requisition to purchase 25 'Genes in a Bottle Kits' and needs to split the Requisition line Item distribution between two Physics Dept ID chartstrings for the following specific amounts:  
   > 13050 Physics Gen Opns  $2,128.30  
   > 13058 Physics Lab  $2,059.20  
   
   We will now proceed to add a Split Distribution of two Chartstrings by $ amount for the Requisition line item.  
   
   **NOTE:** This exercise will use a partially completed Requisition drafted to Bio-Rad Laboratories for 25 'Genes in a Bottle Kits' priced at $167.50 for a total line item value of $4,187.50. We begin this lesson at the point of creating the Line Item Split Distribution chartstrings to which we will apply specific dollar values for each.  
| 2.   | Our starting point is the main Requisition page at the Line 1 item and will navigate to the Distribution page via the Schedule icon to create the split distribution.  
   
   Click the Schedule... icon.  
| 3.   | You are now on the Schedule page for the Line 1 item.  
   
   Navigate to the line Distribution via the Distribution icon.  
   
   Click the Distribution icon.  
| 4.   | The Distribution page for Line 1 of the Requisition is displayed.  
   
   **NOTE:** the Chartstring in this picture has been customized to display the UC Berkeley Chartstring order. If you have not customized this page, you will see a different sequence of fields.  
   
   To learn how to customize the display of your chartstring fields, see the BFS UPK/QRG "Customize the Distribution Chartstring" lesson.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Notice that the line <strong>Distribution</strong> page defaults to <em>‘Distribute By: Quantity’</em>. This default setting allows for split distributions by declaring <strong>Quantity</strong> OR <strong>Percentage</strong> for each Chartstring. (Note the <strong>Amount</strong> field on the distribution line is not available for use.) There are circumstances where Departments need to allocate specific $ amounts to Chartstring split distributions; to accomplish this, you change the selection for the <strong>Distribute By</strong> field to <em>‘Amount’</em> (replacing Quantity). We will now change <strong>Distribute By:</strong> to <em>‘Amount’</em> so you can split your two distribution chartstrings by specific $ amounts for each chartstring.</td>
</tr>
<tr>
<td>6.</td>
<td>To change the <em>‘Distribute By:’</em> selection, click the drop down list button to select the value.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Amount</strong> list item to allow setup of a split distribution by dollar amount.</td>
</tr>
<tr>
<td>8.</td>
<td>Note that the <strong>Distribution</strong> line now has the <strong>Amount</strong> field open for updating. <strong>Best Practice</strong> is to first set <strong>Distribute By:</strong> to <strong>Amount</strong> and then add the number of distribution lines needed for the split distribution. We need a total of two chartstring lines for a split distribution between two department ID’s so we need to add only one distribution row.</td>
</tr>
<tr>
<td>9.</td>
<td>Scroll to the right to access the + <strong>Add Row</strong> button for the additional chartstring row. Click the <strong>scrollbar</strong>.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the <strong>Add new row</strong> at row 1 (Alt+7) button.</td>
</tr>
<tr>
<td>11.</td>
<td>The system prompt appears for adding one row. If you needed multiple rows, you would change the number of rows to add. In this example, we only need to add one row. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>12.</td>
<td>Click in the <strong>Amount</strong> field for the first chartstring row and enter the <strong>Amount</strong> for the distribution to 13050 Physics Gen Opns. Enter &quot;2128.30” into the <strong>Amount</strong> field..</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 13.  | Tab to the **Dept** field.  
**Best Practice:** It is best to tab out of data entry fields so the system immediately checks the 'valid values tables' to confirm your entry data is valid. Using your mouse to jump fields does not trigger the edit and will result in errors being discovered at the Save Requisition step.  
Press [Tab]. |
| 14.  | Enter the **Dept ID** for Physics Gen Opns into the **Dept** field.  
Enter "**13050**" into the **Dept** field. |
| 15.  | Click in the **Amount** field of the 2nd row distribution and enter the desired amount for the chartstring distribution to 13058 Physics Lab.  
Enter "**2059.20**" into the **Amount** field. |
| 16.  | Tab to the **Account** field.  
Generally, the added line should reflect all defaulted data. On occasion, all fields may not populate; as a **Best Practice**, always review the entire chartstring line to confirm it has all the data values needed.  
In this example, we must enter the **Account** 55106 (Lab Instruments & Supplies) because it did not auto fill from the link to Category Code.  
Enter "**55016**" into the **Account** field.. |
| 17.  | Tab to the **Dept ID** for the 2nd chartstring amount to enter Physics Lab 13058 in the **Dept** field.  
Enter "**13058**" into the **Dept** field. |
| 18.  | Review both rows of the split distribution to confirm the **Amounts** equal the total value of the line item - $4,187.50 and the chartfield values are correct.  
**Note:** The **Percentage** field has calculated the exact percentage split based on the amount values entered.  
Click the **OK** button to accept the split distribution and to return to the **Line 1 Schedule** page. |
| 19.  | If you need to split additional line item distributions, you would navigate to those **Line/Schedule/Distribution** pages to enter that data.  
In this example, we only have a one line **Requisition** and do not have any additional distributions to do.  
Click the **Return to Main Page** link. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 20.  | You are back on the main page of the **Requisition** and are ready to submit it for **Department Approval**.  
Click the **Save** button to submit the **Requisition** for approval. |
| 21.  | The **SAVE** action results in a **Requisition ID** being assigned to the Requisition and status = Pending.  
You may choose to record this number for future 'look up' reference to cross-reference to the PO number once it is issued.  
Alternatively, you can use the **Review Requisition Information 'Inquiry Search'** page to locate the Requisition. |
| 22.  | Congratulations! You have completed the **Split Distribution by Amount** lesson.  
To continue working in BFS, click the **Home** link in the header to return to the menu. **End of Procedure.** |