



Using the PO Distribution Worksheet

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:

- x Nothing will be returned to the requisition distribution line.
- x The requisition will not be available for sourcing again.
- x 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/Chart Field icon.
5. Select the Req Detail tab.
6. Click on the PO Distribution Worksheet icon.



7. The PO Distribution Worksheet page opens.



11. Select OK. You will be returned to the PO Distributions page.
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