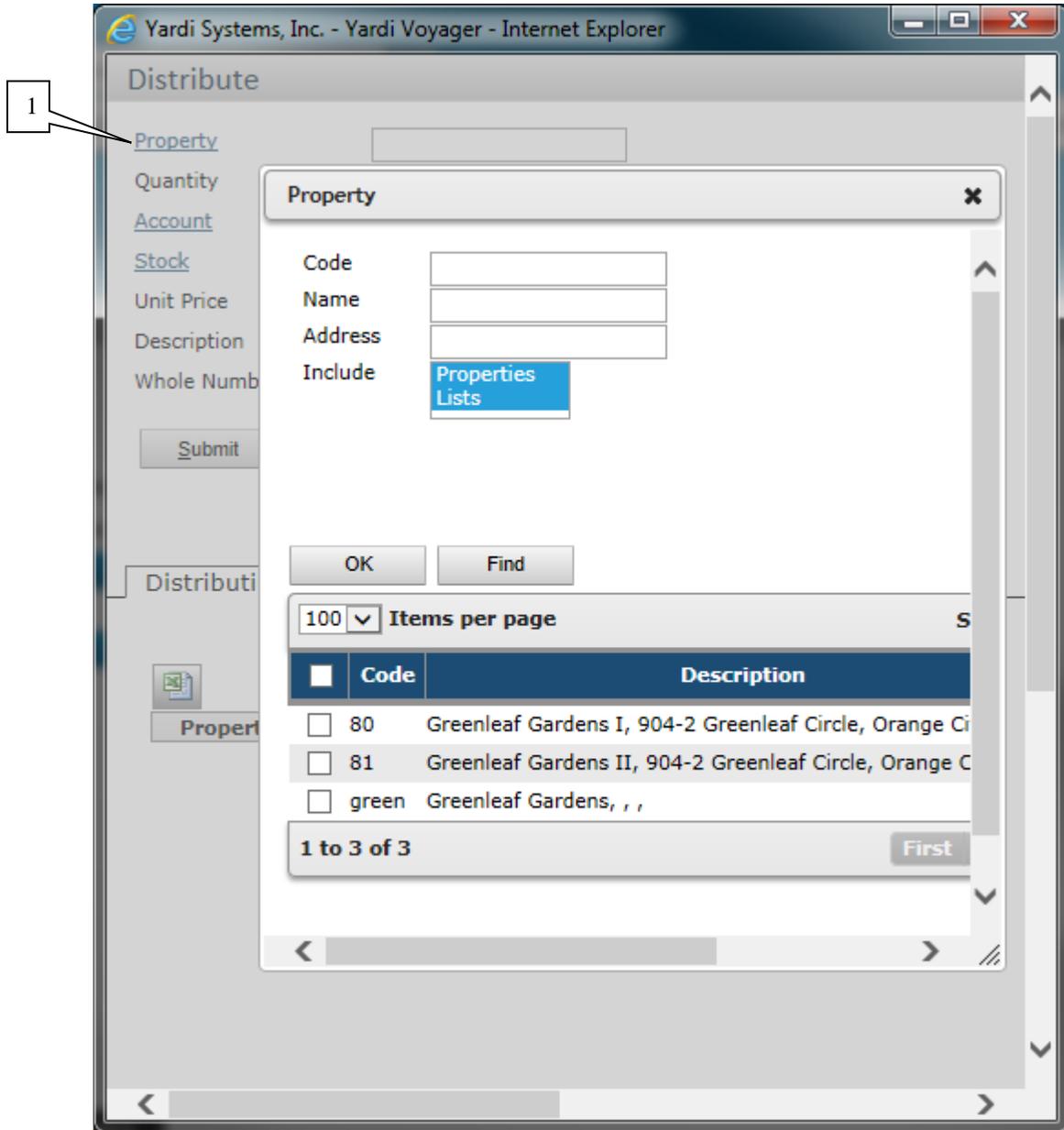


<b>SUBJECT</b>	<b>Date</b>
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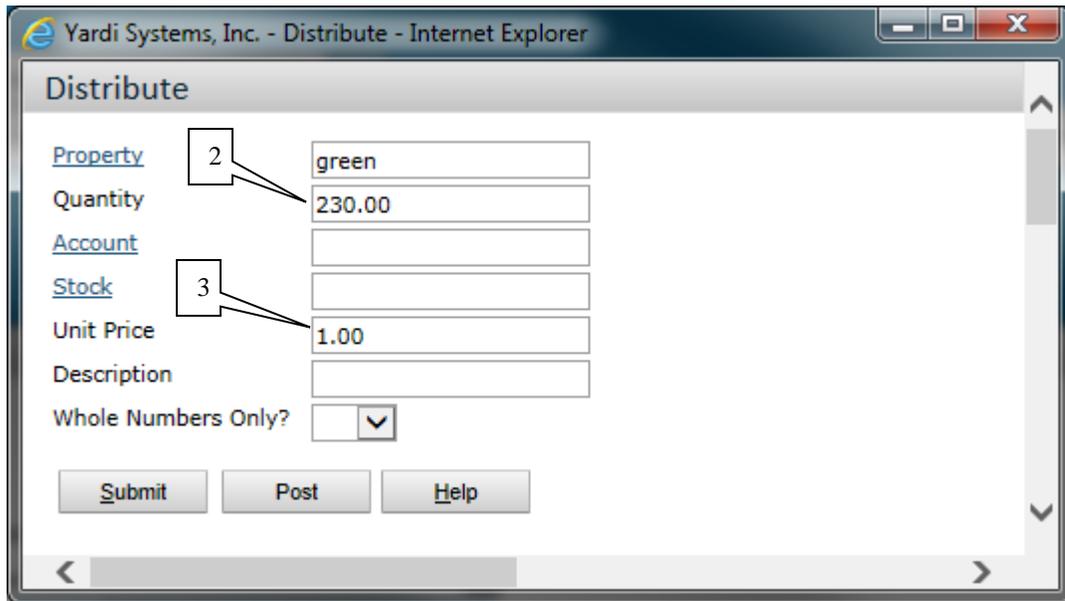
### Using the Distribute Function



**(1) Property** Click on the link and select the combined property name and click OK

In this example the combined name is **green**

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**(2) Quantity;** This field is to be used as the **DOLLAR** amount of the purchase order, not the quantity.

Example; If the purchase is for 15 items totaling \$230.00 the Qty Ord is 230.00.

**Unit Price:** This field must **ALWAYS** be \$1.00

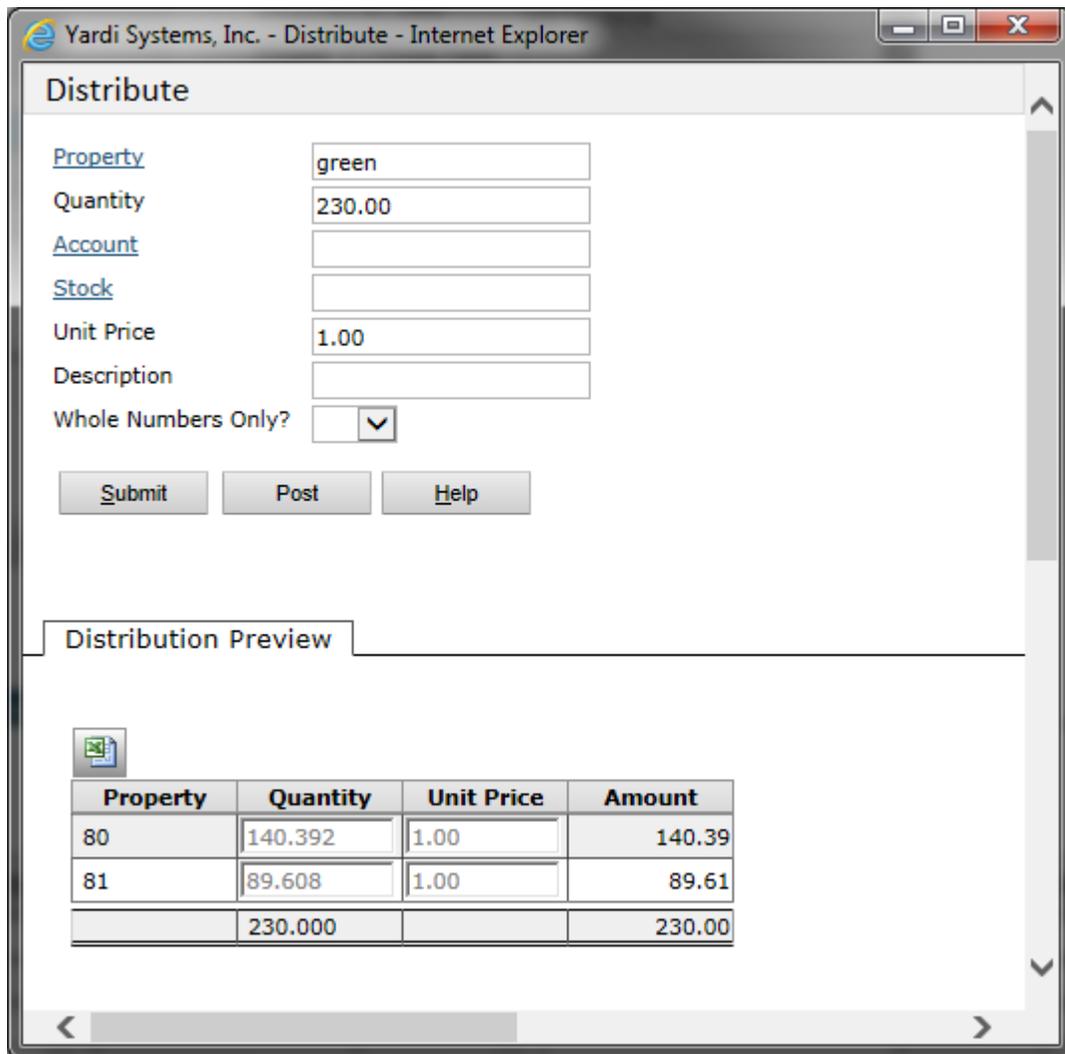
This process is being implemented to avoid users having to enter every single item that needs to be ordered. If you need 15 items totaling \$230.00 worth of maintenance supply items, you would have to enter each item on its own line. This is due to items that may be delivered/received on multiple invoices.

The reason the Qty Ord would not be 1.00 and the Unit price would be \$230.00 is because the purchase order system is quantity based. If you receive a partial shipment on this order and received the quantity of 1.00 in the system, it would close the purchase order.

Instead, if you receive an invoice for \$51.55 you can “receive” a Quantity of 51.55 when you process your receiver. The remaining balance on the purchase order of \$178.45 will remain open.

All other fields remain blank. Click on **Submit**

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The system has now distributed the expense between the multiple properties.

The calculation is based on units. In this example; Property 80 has 47 units and Property 81 has 30 units for a total of 77 units. the combined.

Property 80 = 47 units/77units = 61.04%. \$230 x \$61.04% = \$140.39

Click on **Post** and the 2-line items will populate onto the Details section of your Purchase Order.