



## Allocate by Percentage

### Purpose:

There are two icons on the Invoice Information page of the voucher component called 'Override PO%' and 'Allocate by %.' These icons appear on the left side of each invoice line. They appear only on vouchers created from a source document, from a PO Receipt. These icons are used only for creating partial vouchers that have multiple distributions on a line. Document Tolerance will run in batch and compare the amounts and distributions on the voucher to the amounts and distributions on the PO. If there is any difference between the PO and voucher, the voucher will not pass document tolerance checking. Document tolerance exceptions need to be resolved before the voucher can be paid. If there is an exception that cannot be resolved at the agency, contact CORE by logging a Footprints ticket to request an override of the exception.

Using the 'Allocate by %' icon automatically calculates the reduced amounts and updates the distributions accordingly. Manual offline calculation is no longer necessary. (See Example #1)

The 'Override PO%' icon should ONLY be used to correct rounding calculation errors from the PO to the voucher. It activates the 'Percent' fields on the distribution lines of the voucher, making them available for adjusting. (See Example #2)

**NOTE: IT IS NOT RECOMMENDED that this icon be used to adjust dollar amounts.** Using 'Override PO%' in this manner will distort encumbrance reports, causing greater potential for overspending on your POs, and will cause encumbrances to be out of sync with expenditures.

**Example #1:**

Below is an example of creating a partial voucher from a PO line with split distributions. This example is a Quantity PO, but this functionality also works for Amount Only POs and for more than two distributions per line.

Quantity PO, Receiving Required, Fully Received.  
Line 1, Quantity 1 @ \$100.00, 2 distributions split 60/40.

Create a partial voucher, copying from PO Receipt.

1. Reduce the quantity of **Line 1** to 1.

Max Rows to Return 
Search 
Copy Selected Lines

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Select Receiver Lines
Find | View All | First 1 of 1 Last

PO Business Unit DOCM1

Receipt Unit DOCM1

Ship To 1590000043

Carrier ID

Supplier ID 0000010009

PO Number 0000163421

Receipt Number 0000275822

Pro Number

Packing Slip

Bill of Lading

PO Date 02/07/2017

Receipt Date 02/07/2017

Select All  Deselect All

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Select Receiver Lines
Personalize | Find | View All | First 1 of 1 Last

Main Information

Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmat Qty (V)
<input checked="" type="checkbox"/>	1	1		test split funding	1.0000	EA	100.00000	100.00	USD		

Select All  Deselect All

2. Click the **Copy Selected Lines** button.

Max Rows to Return 
Search 
Copy Selected Lines

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Select Receiver Lines
Find | View All | First 1 of 1 Last

PO Business Unit DOCM1

Receipt Unit DOCM1

Ship To 1590000043

Carrier ID

Supplier ID 0000010009

PO Number 0000163421

Receipt Number 0000275822

Pro Number

Packing Slip

Bill of Lading

PO Date 02/07/2017

Receipt Date 02/07/2017

Select All  Deselect All

---

Select Receiver Lines
Personalize | Find | View All | First 1 of 1 Last

Main Information

Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmat Qty (V)
<input checked="" type="checkbox"/>	1	1		test split funding	1.0000	EA	100.00000	100.00	USD		

Select All  Deselect All

Line 1 has split distributions. The quantity on the line is reduced, while the distribution details have not been updated. You would not be able to save the voucher at this point because it is out of balance. Use the Allocate by Percentage feature to recalculate and update the amounts and quantities by the percentage identified on each distribution line. Manual calculation is no longer necessary.

3. Click the **Allocate by Percentage** button.

The screenshot shows the 'Copy From Source Document' interface. At the top, there are fields for 'PO Unit', 'PO Number', and 'Copy From' (set to 'None'). Below this is the 'Invoice Lines' section for 'Line 1', which includes fields for 'Distribute by' (Quantity), 'Item', 'Quantity' (1.0000), 'UOM' (EA), 'Unit Price' (100.00000), and 'Line Amount' (100.00). To the right of these fields are 'SpeedChart', 'Ship To' (1590000043), 'Description' (test split funding), and 'Packing Slip'. On the far right is the 'Purchase Order' section, which displays 'DOC M1|0000163421|11' and 'Associate Receiver(s)'. It contains three buttons: 'Force Price' (disabled), 'Adjust PO Percentage', and 'Allocate by Percentage' (highlighted in orange). Below the invoice lines is the 'Distribution Lines' table, which has columns for 'Copy Down', 'Line', 'PO Percent', 'Percent', 'Merchandise Amt', 'Quantity', '\*GL Unit', 'Fund', 'Dept', 'SID', 'Program', and 'Account'. The table contains two rows: Row 1 (Line 1) with PO Percent 60.0000, Percent 100.0000, Merchandise Amt 100.00, and Quantity 0.6000; Row 2 (Line 2) with PO Percent 40.0000, Percent 40.0000, Merchandise Amt 0.00, and Quantity 0.4000. At the bottom of the interface are 'Save' and 'Save For Later' buttons, and a footer with 'Notify' and 'Refresh' buttons.

Below are the updated Distribution line details after using the Allocate icon. The voucher is now in balance.

This screenshot shows the same 'Copy From Source Document' interface as above, but with updated data in the 'Distribution Lines' table. The 'Allocate by Percentage' button is still visible. The table now shows: Row 1 (Line 1) with PO Percent 60.0000, Percent 60.0000, Merchandise Amt 60.00, and Quantity 0.6000; Row 2 (Line 2) with PO Percent 40.0000, Percent 40.0000, Merchandise Amt 40.00, and Quantity 0.4000. The rest of the interface, including the 'Invoice Lines' section and buttons, remains the same as in the previous screenshot.

**Example #2:**

Quantity PO, For \$10,000.00, Fully Received.  
Line 1, 4 distributions, totaling 100%

Create a voucher to pay remaining balance of \$100, copying from PO Receipt

1. Select **Line 1** as is.

Max Rows to Return 
Search 
Copy Selected Lines

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Select Receiver Lines
Find | View All | First 1 of 1 Last

PO Business Unit DOCM1

Receipt Unit DOCM1

Ship To 1590000043

Carrier ID

Supplier ID 0000010008

PO Number 0000163418

Receipt Number 0000275821

Pro Number

Packing Slip

Bill of Lading

PO Date 02/06/2017

Receipt Date 02/06/2017

GRAINGER INDUSTRIAL SUPPLY  Select All  Deselect All

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Select Receiver Lines
Personalize | Find | View All | First 1 of 1 Last

Main Information
Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmat Qty (V)
<input type="checkbox"/>	1	1		ELECTRICAL ITEM	100.0000	EA	100.00000	10000.00	USD		1

Select All  Deselect All

2. Click the **Copy Selected Lines** button.

Max Rows to Return 
Search 
Copy Selected Lines

---

Select Receiver Lines
Find | View All | First 1 of 1 Last

PO Business Unit DOCM1

Receipt Unit DOCM1

Ship To 1590000043

Carrier ID

Supplier ID 0000010008

PO Number 0000163418

Receipt Number 0000275821

Pro Number

Packing Slip

Bill of Lading

PO Date 02/06/2017

Receipt Date 02/06/2017

GRAINGER INDUSTRIAL SUPPLY  Select All  Deselect All

---

Select Receiver Lines
Personalize | Find | View All | First 1 of 1 Last

Main Information
Contract Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Procurement Group ID	Unmat Qty (V)
<input checked="" type="checkbox"/>	1	1		ELECTRICAL ITEM	1.0000	EA	100.00000	10000.00	USD		1

Select All  Deselect All

3. Click **View All** to display all of the distributions.
4. Review the Percent fields of each distribution, totaling the percentages (don't round decimals).
5. If they total to 100% exactly, complete the voucher and save.

Invoice Lines ?
Find | View All

Line 1  Copy Down

\*Distribute by: Quantity

Item:

Quantity: 1.0000

UOM: EA

Unit Price: 100.00000

Line Amount: 100.00

Calculate

SpeedChart:

Ship To: 1590000043

Description: ELECTRICAL ITEM

Packing Slip:

Contract Info: 10PSX0204AA|2|0|0|73562

**Purchase Order**

DOCM1|0000163418|1|1

Associate Receiver(s)

Force Price

Adjust PO Percentage

Allocate by Percentage

▼ Distribution Lines Personalize | Find | View 1 | [?] | [x]

GL Chart	Exchange Rate	Statistics	Assets												
				Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account
				<input type="checkbox"/>	1	25.0000	25.0000	25.00	0.2500	STATE	11000	DOC89201	10020	00000	54071
				<input type="checkbox"/>	2	25.0000	25.0000	25.00	0.2500	STATE	11000	DOC89201	10020	00000	54060
				<input type="checkbox"/>	3	25.0000	25.0000	25.00	0.2500	STATE	11000	DOC89201	10020	00000	54130
				<input type="checkbox"/>	4	25.0000	25.0000	25.00	0.2500	STATE	11000	DOC89201	10020	00000	54140

Save
Save For Later

Notify
Refresh

If the distributions do not total to 100% exactly because of rounding, you will need to adjust one of them.

6. Click the **Adjust PO Percentage** button.
7. Manually update the percentage (usually by .0001) so that all percentages will total 100% exactly.

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▼ Copy From Source Document

PO Unit:  PO Number:  Copy PO:  Copy From: None

Invoice Lines ? Find | View All

Line 1  Copy Down

\*Distribute by: Quantity

Item:

Quantity: 1.0000

UOM: EA

Unit Price: 100.00000

Line Amount: 100.00

Calculate

SpeedChart:

Ship To: 1590000043

Description: ELECTRICAL ITEM

Packing Slip:

Contract Info: 10PSX0204AA|2|0|0|73562

**Purchase Order**

DOCM1|0000163418|1|1

Associate Receiver(s)

Force Price

Adjust PO Percentage

Allocate by Percentage

▼ Distribution Lines Personalize | Find | View 1 | [?] | [x]

GL Chart	Exchange Rate	Statistics	Assets												
				Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account
				<input type="checkbox"/>	1	25.0000	25.0000	25.00	0.2500	STATE	11000	DOC89201	10020	00000	54071
				<input type="checkbox"/>	2	25.0000	25.0000	25.00	0.2500	STATE	11000	DOC89201	10020	00000	54060
				<input type="checkbox"/>	3	25.0000	25.0000	25.00	0.2500	STATE	11000	DOC89201	10020	00000	54130
				<input type="checkbox"/>	4	25.0000	25.0000	25.00	0.2500	STATE	11000	DOC89201	10020	00000	54140

Save
Save For Later

Notify
Refresh

8. Click the **Allocate by Percentage** button. This should not change dollar amounts anywhere.

Invoice Lines
Find | View All

Line 1  Copy Down

\*Distribute by: Quantity

Item:

Quantity: 1.0000

UOM: EA

Unit Price: 100.00000

Line Amount: 100.00

Calculate

SpeedChart:

Ship To: 1590000043

Description: ELECTRICAL ITEM

Packing Slip:

Contract Info: 10PSX0204AA|2|0|0|73562

**Purchase Order**

DOC#10000163418|11

Associate Receiver(s)

Force Price

Adjust PO Percentage

Allocate by Percentage

▼ Distribution Lines Personalize | Find | View 1 |

GL Chart	Exchange Rate	Statistics	Assets												
				Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	SID	Program	Account
		<input type="checkbox"/>			1	25.0000	25.0000	25.00	0.2500	STATE	11000	DOC89201	10020	00000	54071
		<input type="checkbox"/>			2	25.0000	25.0000	25.00	0.2500	STATE	11000	DOC89201	10020	00000	54060
		<input type="checkbox"/>			3	25.0000	25.0000	25.00	0.2500	STATE	11000	DOC89201	10020	00000	54130
		<input type="checkbox"/>			4	25.0000	25.0000	25.00	0.2500	STATE	11000	DOC89201	10020	00000	54140

<

Save

Save For Later

Notify

Refresh

Invoice Information | Payments | Voucher Attributes | Consumption

**Reminder:** Using 'Override PO %' should be limited to correcting rounding calculation errors. Using it to adjust dollar amounts on the distributions is **NOT RECOMMENDED**.

Any questions concerning this functionality can be directed to the Core-CT HelpDesk at (860) - 622-2300.