# PO – Distribute By Qty –vs- Distrib by Amt

1. A setting on **Requisition Lines** allows you to 'Distribute By' quantity or amount.   
     
    
2. The setting on the Requisition carries through to the **Purchase Order** and can be changed by the Purchaser.   
     
      
3. 'Distribute by' controls how the Req Line is sourced to the PO and how the PO is Received and Vouchered.
4. If a Req Line is Distributed by Qty, the Req Line is available to source to a PO until the entire Qty has been sourced.  
   **Example**:   
   Req Line with Qty = 10 is distributed by Qty.  
   Req Line is copied into a PO and the Qty is reduced to 1 on the PO.  
   Result: The Req Line has an "Open Qty" of 9 that is still available to copy into a PO.
5. If a Req Line is Distributed by Amt, the Req Line is available to source to a PO until the entire amount has been sourced to a PO.   
   **Example**:  
   Req Line with Qty = 1 and Price = $100 is distributed by Amt.  
   Req Line is copied into a PO and the Price is reduced to $10 on the PO.  
   Result: The Req Line has an "Open Amt" of $90 that is still available to copy into a PO.
6. Distribute by **Qty** if you are ordering a certain number of goods such as 10 boxes of paper, 1 desk, 4 conference tickets, etc.
7. Distribute by **Qty** if you are ordering a service in terms of a certain number of hours, such as 80 hours for a technical consultant at a certain rate per hour.
8. Distribute by **Amt** on blanket orders, i.e. orders for a lump sum with a Qty of 1 that will need to be Received and/or Vouchered multiple times.
9. Important checkbox when Distributing by Amt – the **Amount Only** checkbox.  
   The 'Attributes' tab on the PO Line (navigation below) contains a very important checkbox named **Amount Only**. The box must be checked in order to Receive against a PO Line multiple times for partial amounts.   
     
   