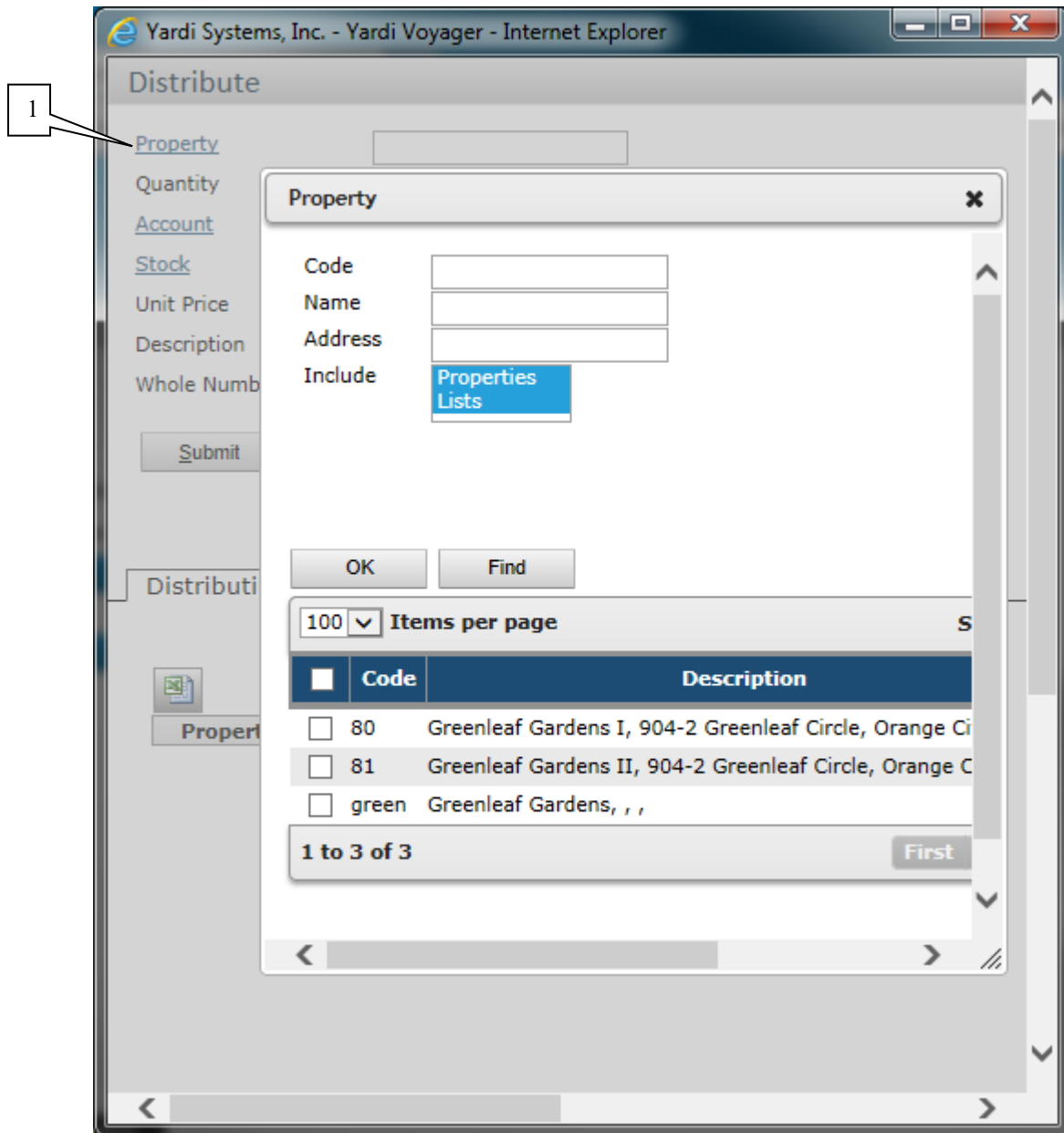


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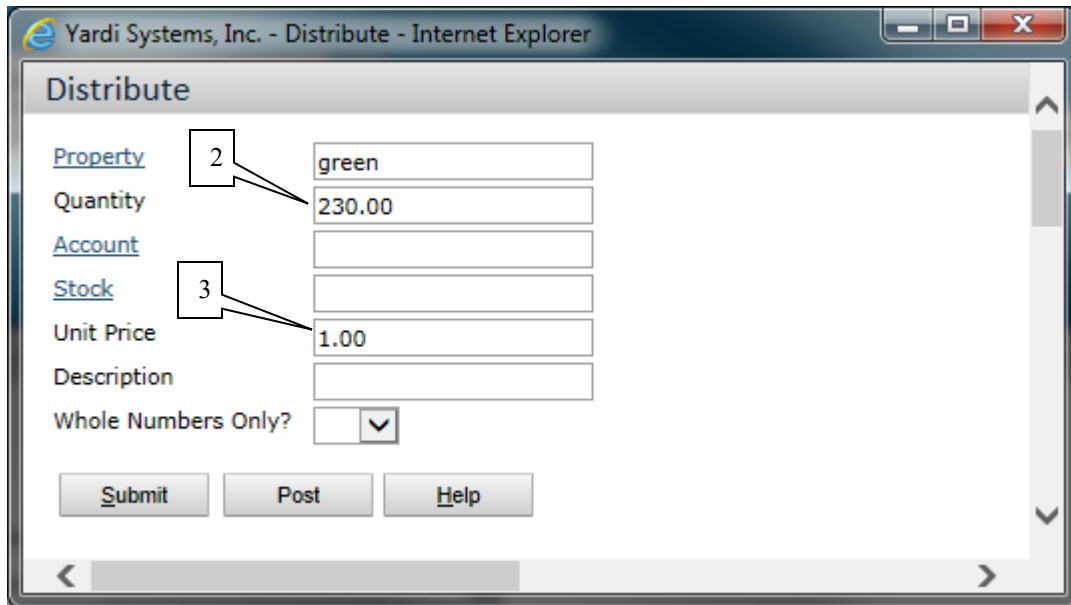
Using the Distribute Function



(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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The screenshot shows a web browser window titled "Yardi Systems, Inc. - Distribute - Internet Explorer". The main content area is titled "Distribute" and contains several input fields. The "Property" field contains the text "green". The "Quantity" field contains "230.00". The "Unit Price" field contains "1.00". There are also empty fields for "Account", "Stock", and "Description". A "Whole Numbers Only?" checkbox is present with a dropdown arrow. At the bottom of the form are three buttons: "Submit", "Post", and "Help". Two callout boxes with numbers "2" and "3" are present. Callout box "2" points to the "Quantity" field, and callout box "3" points to the "Unit Price" field.

(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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Distribute

Property: green
Quantity: 230.00
Account:
Stock:
Unit Price: 1.00
Description:
Whole Numbers Only?

Distribution Preview

Property	Quantity	Unit Price	Amount
80	140.392	1.00	140.39
81	89.608	1.00	89.61
	230.000		230.00

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.