



How do I add multiple account codes to a requisition?

 Do not use a Fixed Asset Account in the Header level (In the Account Code Section).

Multiple account codes can be added in the accounting codes section of a requisition



1. Scroll down to the Accounting Codes section in the Requisition
2. In the account codes section, click the **Pencil Icon (edit)** located on the right of the section 2. In the popup, click the **add split** link located on the right side of the section

Accounting Codes					...	▼
Fund	Organization	Account	Activity			
332336 McAlister's Select	170410 McAlister's Select	722000 Food Supplies	no value			

3. Click the **Plus Icon** to add another line of Accounting Codes (your mouse cursor will have to be around the accounting codes for this to show up)

Edit Accounting Codes

Accounting Codes

Fund	Organization	Account	Activity	Amount of Price	
332336	170410	722000	Search	Enter amount	
332336	170410	722000	Search	Enter amount	

Document subtotal: 1,200.00 USD
Split Total 0.00 USD

Save Changes

5. Change the % of Price to Amount of Price

% of Price

% of Quantity

Enter amount

Amount of Price

6. Add your account codes and the dollar value for each
7. Click **Save Changes**

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