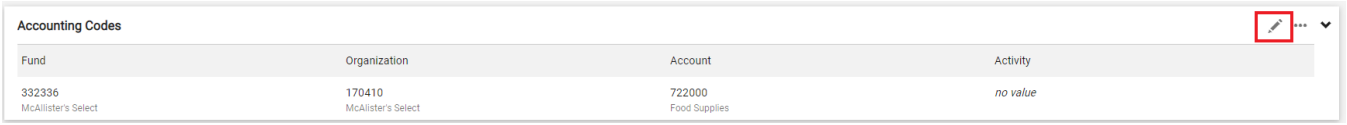
How do I add multiple account codes to a requisition?

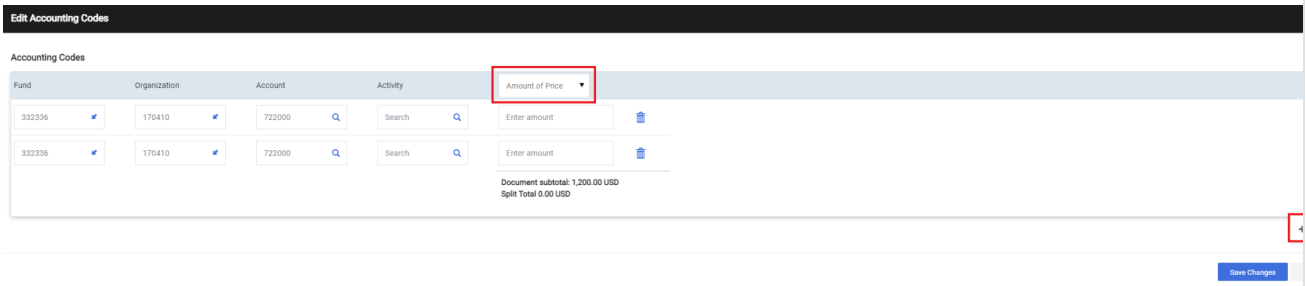
> Do not use a Fixed Asset Account in the Header level (In the Account Code Section).

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

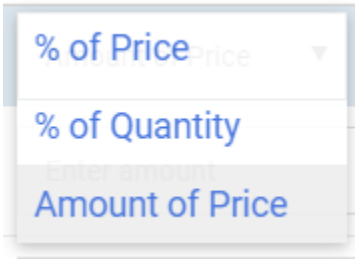
1. Scroll down to the Accounting Codes section in the Requisition
2. In the account codes section, click the **Pencil Icon (edit)** located on the right of the section 2. In the popup, click the **add split** link located on the right side of the section



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)



5. Change the **% of Price** to **Amount of Price**



6. Add your account codes and the dollar value for each

7. Click **Save Changes**

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