

Charging a purchase requisition line to multiple budget codes in R12

Step 1

Requisitions (APS Business Group) - [New]

Number: [] Type: **Purchase Req** Preparer: **Sleap, M**
 Description: [] Status: **Incomplete** Total: **USD**

Items | Source Details | Details | Currency

Num	Category	Description	UOM	Quantity	Price	Need
1	MISCELLANEOUS	B-567 Chair	EACH	3	99.75	

Destination Type: **Expense** Source: **Supplier**
 Requestor: **Sleap, Mary K** Supplier: **OFFICE I**
 Organization: **APS Main Warehouse** Site: **AURORA**
 Location: **742** Contact: []
 Subinventory: [] Phone: []

Buttons: Catalog... | **Distributions**

After entering all line item information (quantity, description, price, etc.) while still on that line, click on the Distributions button.

Step 2

Distributions (APS Business Group) - [New]

Accounts

Num	Quantity	Charge Account	Recovery Rate
1	2	10.742.00.2849.0610.000.0000.0	
2	1	10.742.00.2849.0520.000.0000.0	

Change the quantity to be charged to the default budget code in line one.

Put the cursor in the Num field of the next line.

Note: This will create a second line and Oracle will automatically calculate the remaining quantity and enter it in the quantity field.

Tab to the Charge Account field and change the budget code to the budget you wish to charge the second line to.

Note: You may also enter decimals and charge a percentage of the total dollar amount to a specific budget code. The quantity may be one, however if you want to charge that one item to four different budget codes, the quantity would be .25 for each distribution line.