Charging a purchase requisition line to multiple budget codes in R12 Step 1 Type Purchase Requ Preparer Sleap, N Number Total USD Description Status Incomplete Source Details Details Currency Category Description MISCELLANEOU B-567 Chair UOM Quantity Num Destination Type Expen Source

Supplier

Contact Phone

Distributions

Site AURORA

OFFICE

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

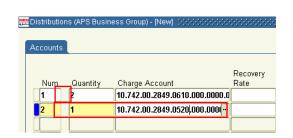
Step 2

Requestor Sleap, Mary K

Location 742

Subinventory

Organization APS Main Warehouse



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.