To add more than one budget line, select add row and either look up budget code by clicking on "L" or if already known, type budget code directly into field.

Requisition Entry	65 - N	IOVATO UNIFIED SCHOOL DISTRICT		QSS/OASIS		- 0	
e Options H	lelp						
Save and Return	Save 🚰 Save Draft 📑 Close	트 Items 🛛 🥅 📁 📝 🕞 -		🖉 Notes 👻 📑 Option	; <b>-</b>		
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						A	JUPIC
Requisition							
Requisition:	*New* Purchase Order:	Control #:	Warehouse:	Store	s Order:		
Vendor/Addr#:	3 117249 / 00-THE HOME DEPOT P	Date: 03/13/2024					
PO Type:		Delivery By:	Confirmina:	0 - No confirmation messar			
Description:		Tax %: 8500 % P v	Ship To: 0001	NUISD Rusingen Services	0001)		
Description.		Tax %: 0.000 % 0 %		NO3D Dusiness Services	•		
Submitted by:	TIWEEDIE	Terms:	Commodity:		~		
Site: 0000	NO WORK SITE (0000)	FOB:					
Buyer:		Program:	Misc Date:		Misc:		
Routing Group:	BUS SERVICES	PRoom:	Discount:	.000 % Ship	ping %: 00		
			DO NOT TY	PE IN HERE			
Address (00) Add	ditional Shipping Beg Message End Messag	je Bomit					
HON		THE	OME DEPOT PRO				
THE 2455 ATL	HOME DEPOT PRO 5 PACES FERRY ROAD ANTA, GA 30339	POBATLA	DX 404468 VTA, GA 30384-4468				

Do not type anything into the percent boxes, those will autofill later.

Continue adding lines as needed, when done click on "Items".

Requisition Entry	65 - NOVATO UNIFIED S	SCHOOL DISTRICT		QSS/OASIS		_		×
File Options Help								
Save and Return Save The Save	ve Draft 🧩 Close 👔 Change 🎾	Inspect 💷 Item	s ) 🛲 🗐 📝 🕞		Notes - 📲 🕈 O	ptions +		
FY: 24 RO: 242068 PO: VE: 117249/0	0 HOME DEPOT U.S.A. INC						Inspe	ctMode
		$\sim$	Change Ord	ler: N/A Date Paid: N/A Date	Printed: N/A	TTBM-03/13	2024-0	09:47:36
Requisition								
Requisition: 242068 Purchase	e Order: Control #:		Warehouse:	Stores Order				
Vendor/Addr#: / 00-	THE HOME DEPOT P $ \lor $ Date:	03/13/2024						
PO Type:	Delivery By:		Confirming:	0 - No confirmation message	$\sim$			
Description: TEST	Tax %:	8.500 % B ~	Ship To: 0001	NUSD Business Services (0001)	$\sim$			
Submitted by: TTWEEDIE	Terms:		Commodity:		$\sim$			
Site: 0001 BUSINESS SERVICE	ES (0001) V FOB:							
Buyer:	Program:		Misc Date:	Misc				
Routing Group: BUS SERVICES	Room:		Discount:	.000 % Shipping %:	00			
Ln Fd Resc Objt Gr Gd	oal Fnct Sch Rsp 1c1 0000-7200-781-111-000		Percent 33.3	Budget Balance	500.00			
▶ 1. L 01-0000-0-4300-00-	0000-7200-781-111-000		33.3	3	500.00			
3. L 01-0000-0-5840-00-	0000-7300-781-111-000		33.3	4 4	7.773.47			
Address (00) Additional Shipping Be	g Message End Message							
Vendor		Remit						
HOME DEPOY U.S.A. INC THE HOME DEPOY PRO 2455 PACES FERRY HOAD ATLANTA GA 30339	)	THE HO P O BOX ATLANT	ME DEPOT PRO K 404468 FA, GA 30384-4468					

Under SPLIT select "SPECIAL DOLLAR", this will allow you to enter the specific dollar amount per budget line. If you wish to use percentages, then use "CALCULATE PERCENTAGES".

Requisition	1 Entry	65 - 1	NOVATO UNIFIED SC	HOOL DISTRICT		QSS/OASIS	-	- 0	
Ontion	-								
Save Item	Save Item/Mai	in <u> fi</u> Save It	tem/Main/Save 🎽	Main 🛛 🕂 Add Item	Save Item/	'Add Item 🗙 Can	cel Item	2	
								Add	iMod
Subject	t to tax: 0.00	Rate	: <mark>8.500</mark> %	Sub Total: 0.00	Total Ta	к: <mark>0.00</mark>	Total: 0.00	)	
Item Tori	Print S Yes	Split Special Dollar	Quantity 1.00	Unit Unit Cost LOT 5,000.0000	Total Co 5,000.0	st Tax D No ~	Stock # F	ixed Asset ~	
		Discount	Flag	Discount Percentag	ge Disco	ount Amount			
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			Descri	iption	59 lines rema	ining.			
						<u> </u>			
	1							•	
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Accounts	Fd Resc Objt G 01-0000-0-4300- 01-0000-0-4300- 01-0000-0-5840-	-00-0000-72 -00-0000-73	00-781-111-000 00-781-111-000			1,000.00 2,000.00		0.00	
Accounts	Fd Resc Objt G 01-0000-0-4300- 01-0000-0-4300- 01-0000-0-5840-	-00-0000-720 -00-0000-730 -00-0000-730	00-781-111-000 00-781-111-000 00-781-111-000			1,000.00 2,000.00 2,000.00		0.00 0.00 0.00	
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If there is not enough money available on a budget line, it will give you this information in a error pop-up box:

🚺 Requisition Entry 65 - NO	ATO UNIFIED SCHOOL DISTRICT	QSS/OASIS	- 🗆 X
File Options Help			
🕗 Save and Return 📙 Save 😭 Save Draft 📑 Close 🛛	Items 🗐 💭 🕅 🗖	🚺 🕨 🔝 Notes - 📑 Options -	
			AddMode
Requisition			
Requisition: "New" Purchase Order:	Control #:	Warehouse: Stores Order:	
Vendor/Addr#: 117249 / 00-THE HOME DEPOT P V	Date: 03/13/2024		
PO Type:	Delivery By:	Confirming: 0 - No confirmation message	~
Description: TEST	Tax %: 8.500 % B $\sim$ S	hip To: 0001 NUSD Business Services (0001)	~
Submitted by: TTWEEDIE	Terms:	Commodity:	×
Site: 0000 NO WORK SITE (0000) V	FOB:		
Buyer:	Program:	Misc Date: Misc:	
Routing Group: BUS SERVICES	Room:	Discount: .000 % Shipping %: 00	
Accounts			
🕂 Add Row 🔀 Delete Selected Row			
In Fd Resc Objt		ent Budget Balance	
1. L 01-0000-0-430		33.33	00
2. L 01-0000-0-430	ndard ACCOUNT record for account:	33.33 1,015.	11
01-0000-0-4300-00-0000-7300-7	81-111-000 .	55.54 50, <del>4</del>	-
	ОК		
Address (00) Additional Shipping Beg Message End Message			
Vendor	Remit		
HOME DEPOT U.S.A. INC THE HOME DEPOT PRO	THE HOME D P O BOX 404	EPOT PRO 468	
2455 PACES FERRY ROAD ATLANTA, GA 30339	ATLANTA, GA	30384-4468	

When going in to correct an error or make a change, please note that the Tax will automatically default to YES. If it's supposed to be NO, you'll have to change it EVERY TIME (thanks QSS!!)

			_							
equisitio	n Entry		65	5 - NOVAT	IO UNIFIED SCHOOL D	ISTRICT	QSS/OASIS		-	
Optio	ons									
Save Iten	n 🔁	Save Item/N	1ain 宿 Sav	/e ltem/M	lain/Save 🏄 Main	🚽 Add Item 🚘	Save Item/Add Item	Cancel Item		
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Subio	at to tax:	0.00		Data: 0 5	00 % Sub Tat-	5 000 00	Total Tax: 0.00	Total: 5	00.00	
Subjet	1	0.00		ale. 0.5	00 % Sub 1012	II. 3,000.00			00.00	
Item	Print		Split		Quantity Unit	Unit Cost	Total Cost Ta	x Stock #	Fixed A	sset
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			D:			2				
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Accounts	s									
Accounts	s	Resc Obit	Gr Goal Fr	nct Sch	Rsp lcl		Item Amoun	t	Amo	unt
Accounts		lesc Objt 000-0-430	Gr Goal Fr	nct Sch 7200-78	Rsp 1c1 1-111-000			t 10	Amo 1,000	unt .00
Accounts	1 Fd F . 01-0 . 01-0	lesc Objt 000-0-430 000-0-430	Gr Goal Fr 10-00-0000- 10-00-0000-	nct Sch 7200-78 7300-78	Rsp 1c1 1-111-000		Item Amoun 1,000.0 1,000.0	t 10	Amo 1,000 2,000	unt 1.00
Accounts	<ul> <li>Fd F</li> <li>01-0</li> <li>01-0</li> <li>01-0</li> </ul>	lesc Objt 000-0-430 000-0-430 000-0-584	Gr Goal Fr 10-00-0000- 10-00-0000- 10-00-0000-	nct Sch 7200-78 7300-78 7300-78	Rsp 1c1 1-111-000 1-111-000		Item Amoun 1,000.0 1,000.0 3,000.0	t	Amo 1,000 2,000	unt .00 .00
Accounts	1 Fd F . 01-0 . 01-0 . 01-0	<pre>kesc Objt 000-0-430 000-0-430 000-0-430</pre>	Gr Goal Fr 10-00-0000- 10-00-0000- 10-00-0000-	nct Sch 7200-78 7300-78	Rsp 1c1 1-111-000 1-111-000		Item Amoun 1,000.0 3,000.0	t	Amo 1,000 2,000 2,000	unt .00 .00
Accounts	<ul> <li>Fd F</li> <li>01-0</li> <li>01-0</li> </ul>	lesc Objt 000-0-430 000-0-430 000-0-584	Gr Goal Fr 10-00-0000- 10-00-0000- 10-00-0000-	nct Sch 7200-78 7300-78 7300-78	Rsp 1c1 1-111-000 1-111-000		Item Amoun 1,000.0 3,000.0	t 0 0	Amo 1,000 2,000	unt .00 .00
Accounts	m Prin	kesc Objt 000-0-430 000-0-430 000-0-584 t Split	Gr Goal Fr 10-00-0000- 10-00-0000- 10-00-0000-	nct Sch 7200-78 7300-78 7300-78 Unit	Rsp 1c1 1-111-000 1-111-000	Sub-Total	Item Amoun 1,000.0 3,000.0	t 0 0 0 Est. Total w/ Tax	Amo 1,000 2,000 2,000	unt 1.00 1.00 Stock#

Once your REQ is error free, it will assign a REQ number.

🚺 R	equisition Entr	65 - NOVATO UNIFIE	D SCHOOL DISTRICT	Ē	QSS/OASIS	_		×
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							AddMod	e .:
Add s	uccessful.							.:
	Requisition	*New* Purchase Order: Control #		Warehouse:	Stores Order:			
	Vendor/Addr#:	√ 117249 / 00-THE HOME DEPOT P ∨ Date:	03/13/2024					
	PO Type	Delivery By		Confirming:	0 - No confirmation message	/		
	Description	TEST Tax %	8.500 % B	<ul> <li>Ship To: 0001</li> </ul>	NUSD Business Services (0001)			
	Submitted by	TTWEEDIE Terms		Commodity:				
	Site: 0001	BUSINESS SERVICES (0001) V FOB						
	Buyer	Program		Misc Date:	Misc:			
	Routing Group	BUS SERVICES ~ Room:		Discount:	.000 % Shipping %: 00			
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	+ Add Row	< Delete Selected Row						1
	Ln F	i Resc Objt Gr Goal Fnct Sch Rsp 1c1		Percent	Budget Balance			
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₽	2. L 0	-0000-0-4300-00-000		33.3	3 1,015.11			
	3. L 0	-0000-0-5840-00-000 Requisition Number 242068 has	been added.	33.3	4 50,773.47			
			ОК					
	Address (00)							
ŕ	Address (00) A	ditional Shipping Beg Message End Message						
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	HO TH 245 ATI	IE DEPOT U.S.A. INC HOME DEPOT PRO PACES FERRY ROAD ANTA, GA 30339	THE POI ATL/	HOME DEPOT PRO BOX 404468 ANTA, GA 30384-4468				

🗿 Requisition Entry	65 - 1	IOVATO UNIFIED SCHOOL [	ISTRICT		QSS/	OASIS		- 0	×
File Options H	Help								
Save and Returr	n F Save 📊 Save Draft 📑 Close	🎦 Change 🔎 Inspect	Items	🥃 📝 🕞		🔰 💽 1 🚺 Not	es 🗸 🃑 Option	s <b>-</b>	
Y: 24 RQ: 242068	PO: VE: 117249/00 HOME DEPOT U.S.	.INC						Inspec	tMode
				Change Orde	er: N/A Date Pa	aid: N/A Date Pri	nted: N/A 🛃 TT	<u>BM-03/13/2024-0</u>	<u>9:47:36</u>
Requisition Requisition:	242068 Purchase Order:	Control #:		Warehouse:		Stores Order:			
Vendor/Addr#:	(117249) / 00-THE HOME DEPOT P	<ul> <li>Date: 03/13/202</li> </ul>	4						
PO Type:		Delivery By:		Confirming: (	) - No confirmation	n message	$\sim$		
Description	TEST	Tax %: 8.500	% B 🗸 Ship 7	Fo: 0001 N	NUSD Business S	iervices (0001)	$\sim$		
Submitted by:	TTWEEDIE	Terms:		Commodity:			$\sim$		
Site: 0001	BUSINESS SERVICES (0001)	FOB:		]					
Buyer:		Program:		Misc Date:		Misc:			
Routing Group:	BUS SERVICES	Room:		Discount:	000 %	Shipping %: 0	0		
Ln F (1) 1. L 01 2. L 01 3. L 01	<pre>i Resc Objt Gr Goal Fnct Sch Rep .0000-0-4300-00-0000-7200-781-111 0000-0-4300-00-0000-7300-781-111 0000-0-5840-00-0000-7300-781-111</pre>	101 -000 -000 -000	Percet	5 33.33 33.33 33.34	Budget Bala	ance ::	500.00 15.11 773.47		
Address (00) Ad	ditional Shipping Beg Message End Messa	je							
HOI THE 245 ATL	or ME DEPOT U.S.A. INC HOME DEPOT PRO 5 PACES FERRY ROAD ANTA, GA 30339		Hemit THE HOME DEPO P O BOX 404468 ATLANTA, GA 30	T PRO 384-4468					

Please note that the percentages on the "main" REQ page are wrong (I do not know why, thanks AGAIN QSS!!)

However, if you take a look at the PO/REQ Quick View, which is what will eventually become your PO, the percentages are correct (consistent much?!)

<b>%</b>	- 🗆 ×
File Export Format	
🕞 📚 📊 🖹 🕅 🙀 🎉 🔹 🔹 Portrait 🔹 Font Size: 8 🔹 Left Margin: 1	
	Total Lines: 31
PO/REQ Quick View	
Year: 2024 Requisition No: 242068 Purchase Order No: 000000 Stores: Vendor No/Addr: 117245/00 HOME DEPOT U.S.A. INC THE HOME DEPOT PRO 2455 PACES FERRY ROAD ATLANTA GA 30339	
Site: 0001 BUS Submitted by: TTWEEDIE Date Entered: 03/13/2024	
Vendor Phone: (888) 704-7280	
Ship Address: 0001 NUSD Business Services	
1015 Seventh Street	
(415) 493-4203	
Item Split Ordered/ Received Unit Unit Cost Total Cost Discount Tax Stock No F	
1 D 1.00/ 0.00 EA 5,000.0000 5,000.00 .00 N 000000 01_000_0_4200_00_0_7200_721_111_000 20 00050 1 000 00 N	
01-0000-0-4300-00-0000-7300-781-111-000 20.0000% 1,000.00	
01-0000-0-5840-00-0000-7300-781-111-000 60.0000% 3,000.00 OPEN PO	
Account Summary:	
Ln Fd Resc Objt Gr Goal Fnct Sch Rsp 1c1	
1 01-0000-0-4300-00-0000-7200-781-111-000 1,000.00	
2 01-0000-0-4300-00-0000-7300-781-111-000 1,000.00 2 01-0000-0-5800-000-0720-781-111-000 3,000.00	
3 01-000-0-5640-00-0000-7500-751-11-000 3,000-00	
Total: 5,000.00	

TA-DA!!! You have just now added multiple budget lines to a REQ in specified dollar amounts! HUZZAH!!!