HOW TO ADD MULTIPLE BUDGET LINES WHEN CREATING A PO/REQ

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

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

HOW TO ADD MULTIPLE BUDGET LINES WHEN CREATING A PO/REQ

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".

If there is not enough money available on a budget line, it will give you this information in a error pop-up box:

HOW TO ADD MULTIPLE BUDGET LINES WHEN CREATING A PO/REQ

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!!)

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

HOW TO ADD MULTIPLE BUDGET LINES WHEN CREATING A PO/REQ

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?!)

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