

Paying for items from more than one account:

- 1) Enter the vendor and other required info at the top of the requisition.
- 2) Actions | Single line entry
- 3) Enter the Description of the item you're ordering, part number, unit price.
- 4) Enter a quantity of 1 and choose an account code. Save the line.
- 5) Enter another qty of 1 and choose a second account code. Save the line. Repeat this step for as many different account codes you need to pay for this one line item.
- 6) In this same little screen, go to Actions | Distribute on \$ amt or Actions | Distribute on % (whichever is appropriate)
- 7) At the top, change the quantity of items ordered, if necessary (Generally to a Qty of 1)
- 8) Edit the accounts to accurately reflect either the dollar amt that should be charged to each account OR the percentage that should be charged to each account. Save each line by clicking on the blue disk. Make sure to zero out the freight as well if necessary.