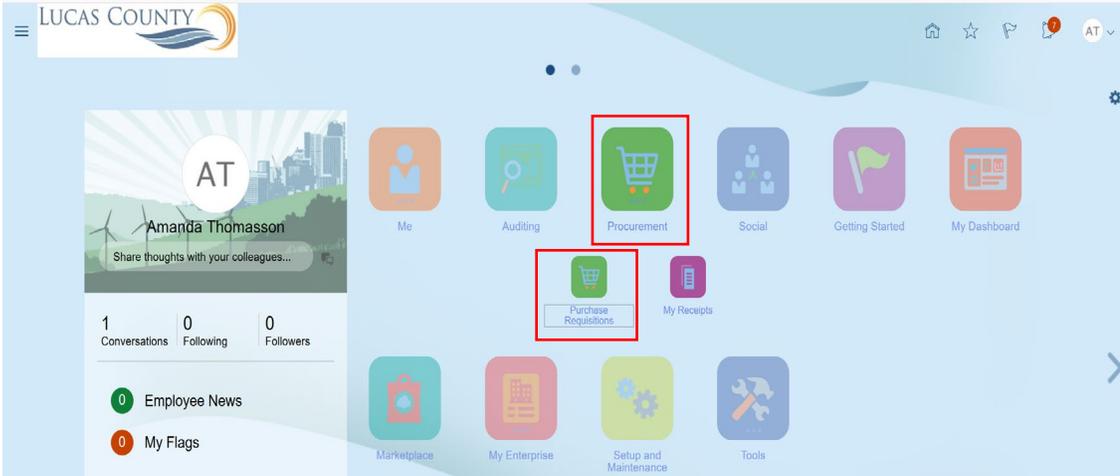
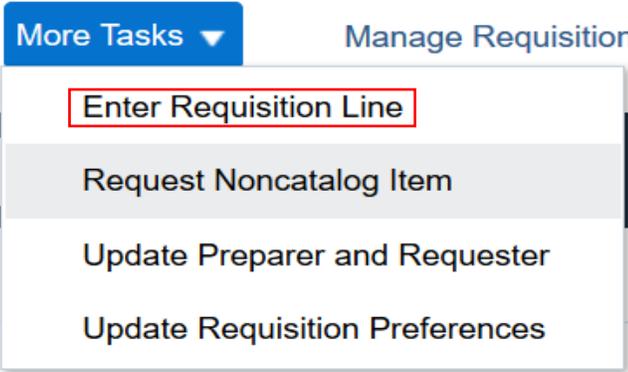
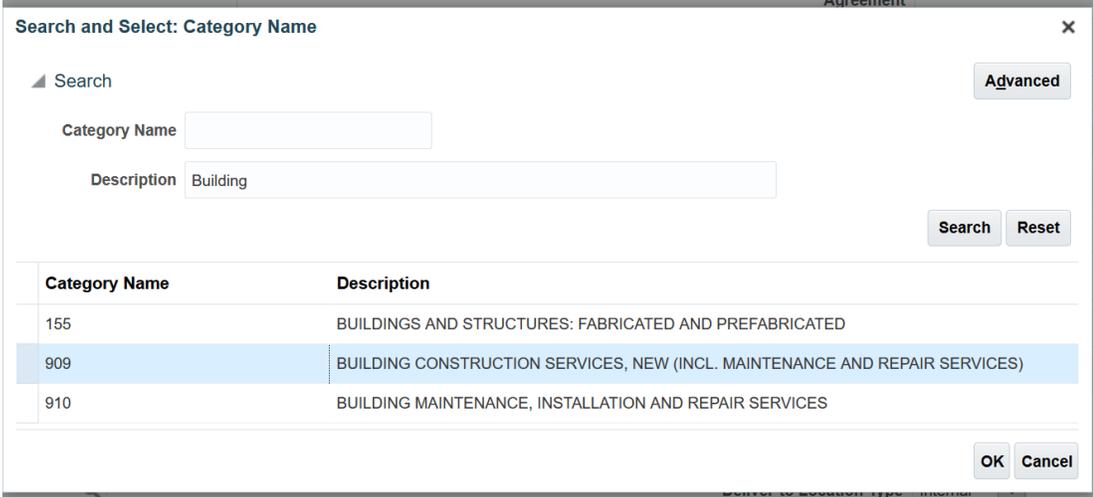
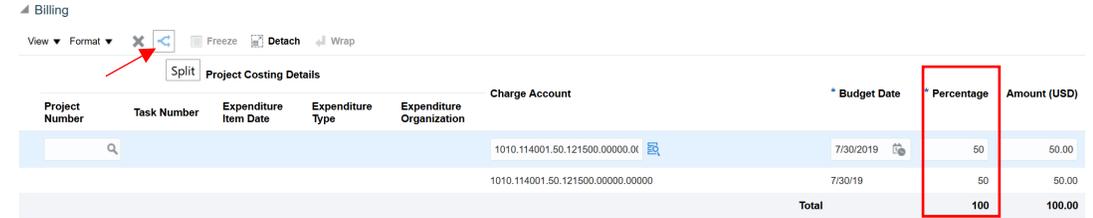
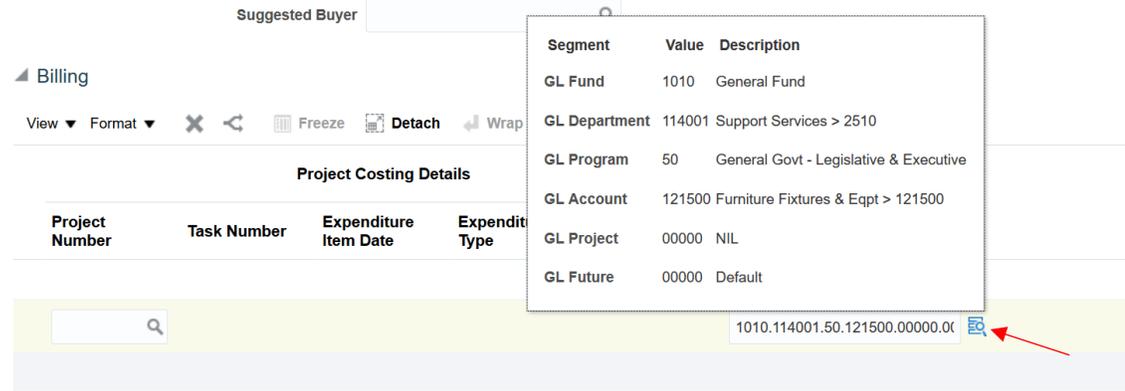


Create Requisition with Multiple Charge Accounts

Audience: Requesters

Purpose: The cost of the items is automatically charged to the charge account that your administrator has set up for you or your organization. Normally, you would use this charge account. However, you can create additional distributions of the charges. This is called a split distribution. This job aid will assist you with creating a requisition with multiple charge accounts.

Step	Action
1	<p>Log into Oracle. Home Page > Procurement > Purchase Requisitions > More Tasks</p> 
2	<p>Click the Enter Requisition Line link.</p> 
3	Click the Line Type list.
4	Click the Amount Based from the drop down list.
5	Click in the Item Description field.

6	Enter information into the Item Description field.
7	Click the Search: Category icon and enter information into the Description field.
8	Click the Search: Category Name button.
9	Enter information into the Description field.
10	Click the Search button.
11	Select the Category . 
12	Click the OK button.
13	Click in and enter information into the Amount field.
14	Enter 50 into the Billing *Percentage field.
15	Click the Split icon under the Billing section. This will allow you to split the cost by percentage or amount among multiple charge accounts. 
16	Select the second inserted row and click the *Charge Account icon. 

17	Enter applicable Charge Account segments.
18	Click Add to Cart button.
19	Click the Shopping Cart and select Review to go to the Edit Requisition page.
20	Select Y/N option for *State Contract - If yes, please insert Contract Number.
21	Enter if 'Y' is selected enter a number in the State Contract Number field.
22	Select Y/N *Sole Source ("If yes please attach proof of Sole Source").
23	Select Y/N *Resolution Attached.
24	Select Y/N *Will Services be performed on Lucas County property?
25	Click the Check Funds button.
26	Click the OK button.
27	To review the system-generated approval path, click the Manage Approvals button.
28	Click the Back button.
29	Click the Submit button.
30	Click the OK button.
31	Click the Home button.