Add account code data for each line item:

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In the account section (lower grid), add account code data: • Account Code – Type in code and select from Smart Type choices or use Look up feature. These are the account that the person showing in the Requestor field has access to. • Description – Populates according to the description of the account in the Chart of Accounts in the Finance Application. • Balance Amount – Tells you how much money is left in that account before you started. A negative amount in this field is indicative that you have money left in that account. • Percent – The percent of that Item that you want to pay out of that account. Each Requisition line Item must equal 100%. Example: If you are only paying out of one account that PCT would be 100%. If you are paying out of two accounts it could be split 50/50 or 75/25 or 60/40 but the total must be 100%. • Amount – The amount that will be charged to that account according to the percent entered in the Percent Field


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