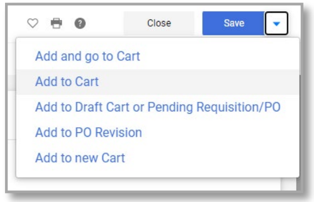
Creating a multi-line PR or NR

Audience: Shoppers and Requestors

Purpose: Payment Requests and Non-Employee Reimbursements can have multiple lines on a single invoice entry to allow for:

- One payment to have different GL entries on the Transaction Listing Report.
- Minimize chart of accounts rounding errors

1. On the PR or NR form, create your first line and select **"Add to Cart" (**(instead of "Add to Cart and GO") from the menu on the top right



2. Add and adjust the Description <u>and</u> Invoice Amount for the next line.

- <u>Do not change</u>: Supplier Invoice Number, Invoice Date, or Location of Activity.

3. Select **Go** next to the Add to Cart in the upper right.

Continue this process of Add to Cart, changing the description and amount as needed, to create all necessary lines.

4. Use **PO Preview** tab of the checkout page to confirm that all lines will appear on a single Requisition.

Tips:

- Leave the attachment the same for all lines.
- If you have multiples, combine and use a single pdf for attachments.