

# Enter Budget Codes Once for Entire Order

If you order more than one line item on an ePro requisition, and **all the items will be paid for with the same budget**, you can use a shortcut that will save time. Instead of entering the budget numbers repeatedly for each line item, you can enter the Chartfield string just once for the entire requisition. You can indicate on the requisition that you want that same budget to be applied to all line items.

**NOTE:** Once you enter the budget and apply it to all line items, any additional line items you place on the requisition will not be included. You will have to enter the budget numbers again for additional items you add on. It is not recommended that you add more items.

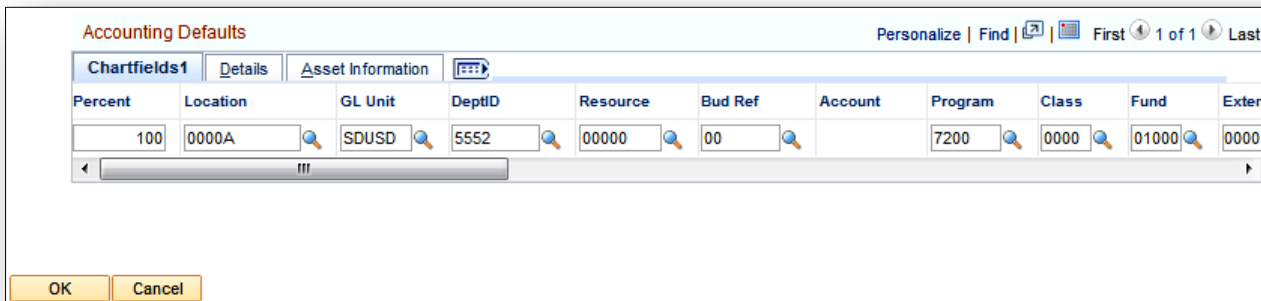
1. After you have added all the items you want to order, navigate to the Review and Submit page. Once there, click the **Select All** link or checkbox, to select all the items. You'll know all items are selected when you can see a checkmark in each of their little boxes on the far left side.



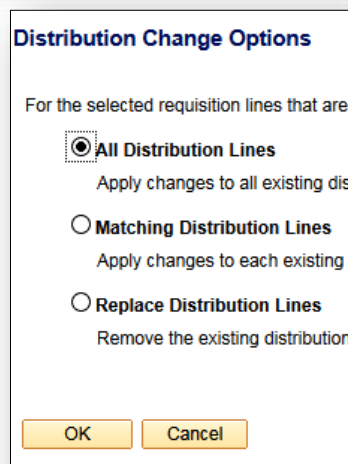
2. Select **Mass Change** in the in the lower right area.



3. On this screen, enter the budget code numbers into the **Chartfields** for the budget you want to use for the entire requisition. Then click the **OK** button.



4. Choose **All Distribution Lines** and click **OK**.



The budget is now in place for the whole requisition. You can now complete the rest of the typical required steps to complete and submit the requisition: Run the **Budget-Check** process and receive a **Valid Budget Status**, and then **Save and Submit** the requisition.