



**Add account code data for each line item:**




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If you add multiple account codes per line item, be sure that you accurately indicate the percent and amount for each account code. Review the example in the **Pct** field description.

|                     |  |
|---------------------|--|
| <b>Account Code</b> | <p>Type the account code to be charged. The account code must exist in the general ledger and in the user profile (the account code must be assigned to the Requestor's user profile in District Administration.).</p> <p>The account code is comprised of the fund, function, object, subobject, organization, and program codes, and are the individual components that uniquely identify a specific budget category. You can add multiple accounts for each item.</p> <p>Press the SPACEBAR to view a list of account codes associated with the requestor's user profile. If the account code is not known, click . The Accounts Codes lookup is displayed.</p> <ul style="list-style-type: none"> <li>• Type data in the individual account code component fields and click <b>Search</b>.</li> <li>• A list of account codes matching your search components is displayed.</li> <li>• Select the applicable account code from the list. Otherwise, click <b>Cancel</b> to close the Account Codes lookup.</li> <li>• The <b>Description</b> field is populated with the description of the account.</li> </ul> <p><b>Note:</b> If an account code is added or changed, click <b>Approve</b> to save the account code and continue with the approval process.</p> |
| <b>Description</b>  | <p>This field is populated with the account description from the Finance chart of accounts.</p>  |
| <b>Balance</b>      | <p>Displays the fund balance available in the account. A negative balance indicates that the fund has available funds.</p>   |
| <b>Pct</b>          | <p>Type the percent of that item to charge the selected fund. Each requisition line item must equal 100%.</p> <p>For example, the percent would be 100% if you paid from one account; however, if you paid from two accounts, you could split the amount 50/50, 75/25, or 60/40 for a total of 100%.</p>   |
| <b>Amount</b>       | <p>Type the amount to charge the selected fund. The amount that will be charged to that account according to the percent entered in the <b>Pct</b> field.</p>  |

Click **Refresh Totals** to update the totals if any amounts are changed in the grid.

Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.

Click **Calculate Amount** to populate the **Amount** column based on the amount entered in the **Percent** column.


OR

**Uniform Acct Distr**

Click **Uniform Acct Distr** to assign one or more account codes to the entire requisition. You can split all of the costs for a requisition item between two or more funds. The percentage split does not have to be the same for each fund, but the sum of all percentages must equal 100%.

The Uniform Account Distribution pop-up window is displayed.

Complete the following fields:

|                     |  |
|---------------------|--|
| <b>Account Code</b> | <p>Type the account code to be charged. The account code must exist in the general ledger and in the user profile (the account code must be assigned to the Requestor's user profile in District Administration.).</p> <p>The account code is comprised of the fund, function, object, subobject, organization, and program codes, and are the individual components that uniquely identify a specific budget category. You can add multiple accounts for each item.</p> <p>Press the SPACEBAR to view a list of account codes associated with the requestor's user profile. If the account code is not known, click . The Accounts Codes lookup is displayed.</p> <ul style="list-style-type: none"> <li>• Type data in the individual account code component fields and click <b>Search</b>.</li> <li>• A list of account codes matching your search components is displayed.</li> <li>• Select the applicable account code from the list. Otherwise, click <b>Cancel</b> to close the Account Codes lookup.</li> <li>• The <b>Description</b> field is populated with the description of the account.</li> </ul> <p><b>Note:</b> If an account code is added or changed, click <b>Approve</b> to save the account code and continue with the approval process.</p> |
| <b>Description</b>  | <p>This field is populated with the account description from the Finance chart of accounts.</p>  |
| <b>Balance</b>      | <p>Displays the fund balance available in the account. A negative balance indicates that the fund has available funds.</p>   |
| <b>Pct</b>          | <p>Type the percent of that item to charge the selected fund. Each requisition must equal 100%.</p> <p>For example, the percent would be 100% if you paid from one account; however, if you paid from two accounts, you could split the amount 50/50, 75/25, or 60/40 for a total of 100%.</p>   |
| <b>Amount</b>       | <p>Type the amount to charge the selected fund. The amount that will be charged to that account according to the percent entered in the <b>Percent</b> Field.</p>  |

Click **Refresh Totals** to update the totals if any amounts are changed in the grid.

Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.

Click **Calculate Amount** to populate the **Amount** column based on the amount entered in the **Percent** column.

- Click **OK** to apply the amounts.

- Click **Cancel** to close the window without applying the amounts.