warehouse_uniform_dist

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Click to distribute amounts. The Uniform Account Distribution window is displayed, which is used to split all 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 total 100%.

Account Code	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.). 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. 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. • Type data in the individual account code component fields and click **Search**. • A list of account codes matching your search components is displayed. • Select the applicable account code from the list. Otherwise, click **Cancel** to close the Account Codes lookup. • The **Description** field is populated with the description of the account. **Note**: If an account code is added or changed, click **Approve** to save the account code and continue with the approval process.
Percent	Type the percent to charge the fund.
Amount	Type the amount to charge the fund.
Calculate Amount	Click to populate the **Amount** column based on the entered percent.
Refresh Totals	Click to update the totals in the grid if any fields are changed.
Calculate Percent	Click to populate the **Percent** column based on the entered amount.
Refresh Totals.	❑ Click **Refresh Totals** to update the totals if any amounts are changed in the grid.
Calculate Percent.	❑ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.
Calculate Amount.	❑ Click **Calculate Amount** to populate the **Amount** column based on the amount entered in the **Percent** column.

Click **OK** to apply the amounts. Otherwise, click **Cancel** to close the window without applying the amounts.