ASCENDER GUIDES

Add account code data for each line item:

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In the account section (lower grid):

Add account code data for each line item:

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.
Pct	Type the percent to charge the fund.
Amount	Type the amount to charge the fund.

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.

• 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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