

Account Distribution on Document
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Account Distribution on Document

Account Distribution on Document Overview

Procurement document lines can be distributed at the time of document creation or document revision.

Many expensed items/services that are procured need to be distributed across multiple G/L Accounts. The process enables users to define multiple expense accounts for a single procurement line item. This allows the State to take advantage of volume discounts since the original quantity and amount remains the same.

This functionality transfers with procurement documents as they are generated or released.

Users can choose between three methods of distribution:

- o Fixed Amount - total dollar amounts are defined at the business unit.object account level
- o Fixed Quantity - total quantities are defined at the business unit.object account level
- o Percentage - total dollar distribution is defined by a specified percentage at the business unit.object account level

Account distribution is determined at the line level; therefore, each line of a procurement document can have different distribution methods, business unit.object accounts, and quantities.

Method of distribution cannot be changed once it is defined; however, distribution within the method can be revised. Revisions to lines fall within Document Approval requirements. After a receipt has been made against a line, business unit.object account distribution cannot be revised.

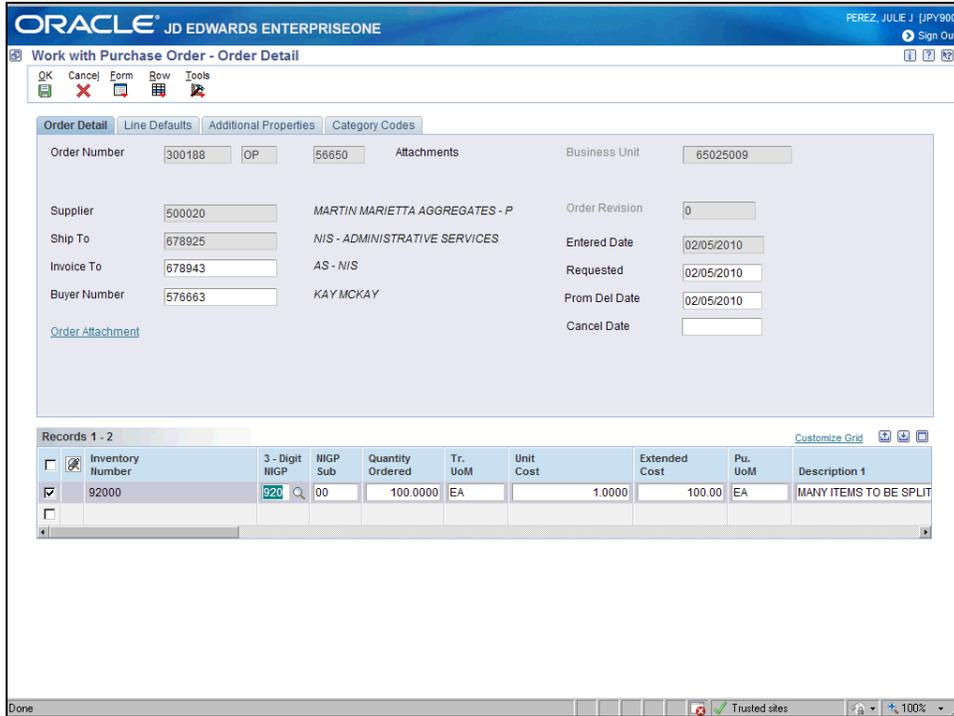
Account Distribution on Document Lesson

Procedure

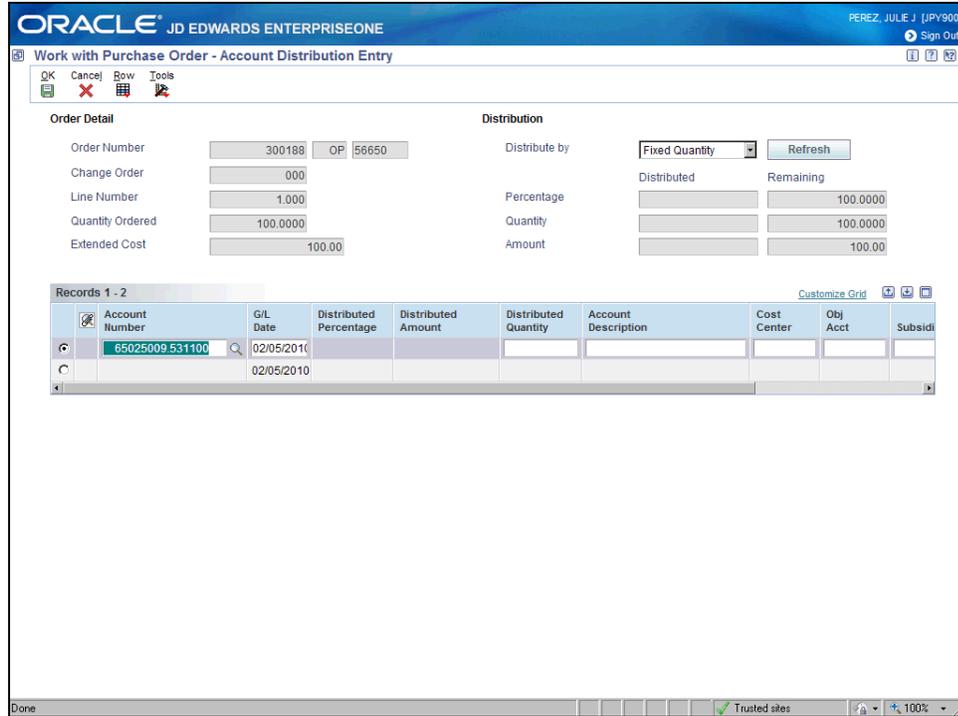
Step	Action
1.	Enter detail information regarding purchased item(s). Business Unit.Object Account distribution can be done during document creation or document revision.

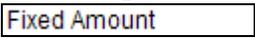
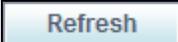
Training Guide

Account Distribution on Document



Step	Action
2.	Check the box to select the detail line to be distributed between multiple business unit/object accounts. 
3.	Click the Row button. 
4.	Click the Account Distribution menu. 

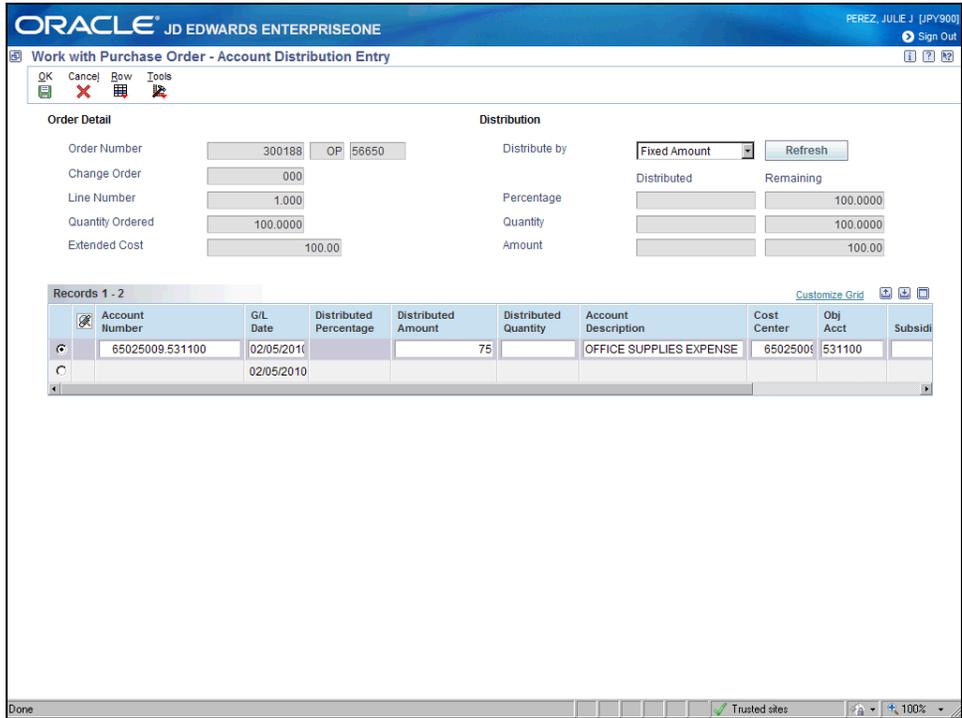


Step	Action
5.	<p>There are three methods of distribution:</p> <ul style="list-style-type: none"> o Fixed Amount - total dollar amounts are defined at the business unit.object account level o Fixed Quantity - total quantities are defined at the business unit.object account level o Percentage - total dollar distribution is defined by a specified percentage at the business unit.object account level
6.	<p>Click the Distribute by list.</p> 
7.	<p>This example illustrates the Fixed Amount distribution method.</p> 
8.	<p>Click the Refresh button.</p> 
9.	<p>Method of Distribution determines availability of fields on the detail line.</p> <p>Fixed Amount = Distributed Amount Fixed Quantity = Distributed Quantity Percentage = Distributed Percentage</p> 

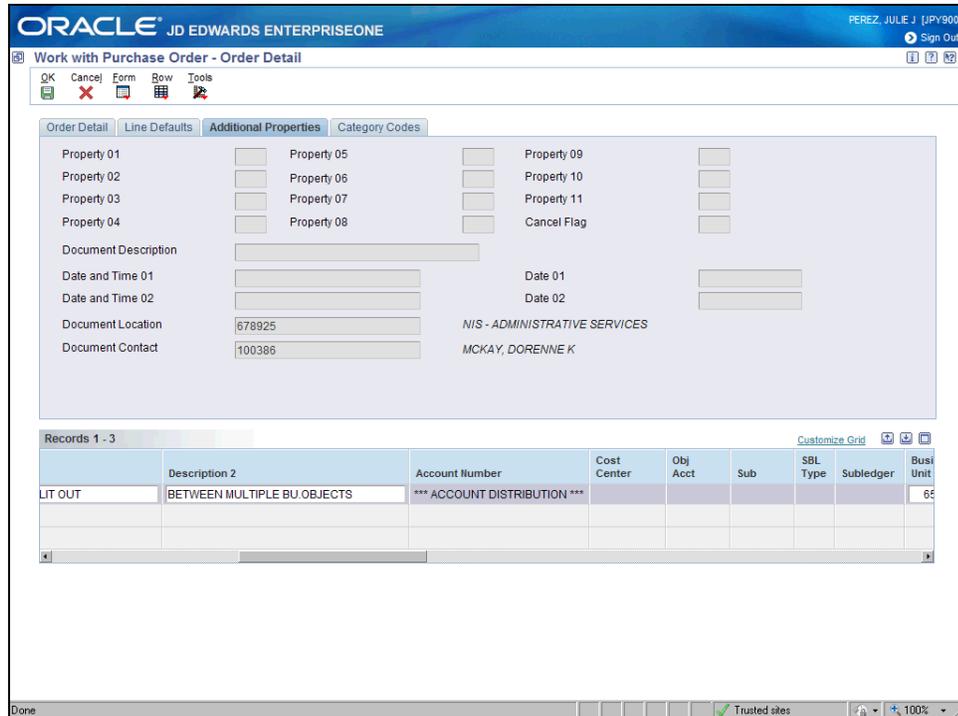
Training Guide

Account Distribution on Document

Step	Action
10.	Populate the appropriate field with the desired distribution as determined by Distribution Method.



Step	Action
11.	<p>Enter the next Account Number to be included in the distribution.</p> <p>There is no limit to the number of Account Numbers per distributed line.</p> <p>Continue process until the remaining balance is equal to 0.</p> <p>NOTE: The system requires 100% distribution of a line and will NOT allow end users to continue until the line is completely distributed.</p> <input type="text"/>
12.	Enter the desired information into the Account Number field.
13.	Enter the desired information into the Distributed Amount field.
14.	Click the Distributed Amount object. <input type="text"/>
15.	Click the OK button.



Step	Action
16.	NOTE: Account Number on detail line is now populated with "***ACCOUNT DISTRIBUTION***".
17.	Click the OK button. 
18.	Click the Cancel button. 
19.	Click the Close button. 
20.	End of Procedure.