Adding an Additional Distribution

In this example, you will add an additional distribution for an individual and change the current distribution.

1. Navigate to **My Task List > Budget Preparation > Manage position and employee data > Maintain filled positions.**

   ![Task List Diagram]

2. Select the **Individual** by right-clicking him or her.

3. Click the **Edit Employee Details** link.

   ![Employee Details]

   **Right click here**

4. Click the **Distributions** tab.

5. Right-click the **1st Allocation** object.
6. Click the **Add Distribution Information** link.

7. Enter the **Effective End Date** if it’s different.

8. Click the **Add** button.

9. Select an entity from the **Entity Segment** drop down list and select your department from the list. (You may have to click on where it says "No Entity" to see the drop down arrow.)

10. Select a fund from the **Fund Segment** drop down list. (You may have to click on where it says “No Fund” to see the drop down arrow.)

11. Next, click the **Program Segment** drop down list and select the program. (You may have to click on where it says “No Program” to see the drop down arrow.)

12. Then, select a department flex from the **Dept Flex Segment** dropdown list. (You may have to click on where it says “No D” to see the drop down arrow.)

   **Note:** All ChartField strings need to be selected. Otherwise, it will cause exceptions when submitting the budget data to the state.

13. Make both changes in the **Percentage Allocation** fields.

   **Note:** Keep in mind, the combination of all lines must equal 100.

14. Click the **Save** button.
If you need help with...

- Technical issues, contact the UF Help Desk:
  - 392-HELP(4357)
  - helpdesk@ufl.edu

- Policies and Directives, contact the UF Budget Office:
  - 392-2402
  - http://cfo.ufl.edu/administrative-units/budget/