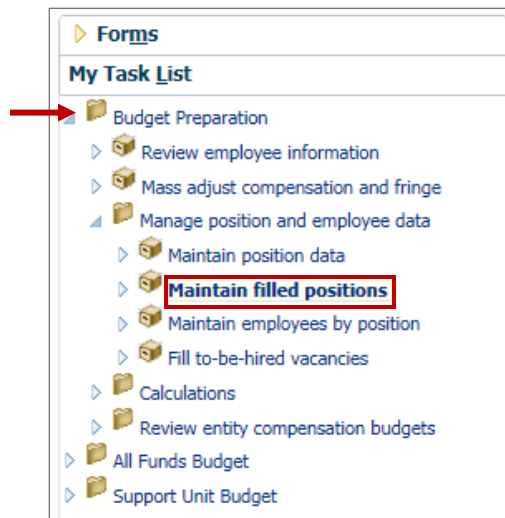


Adding an Additional Distribution

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**.



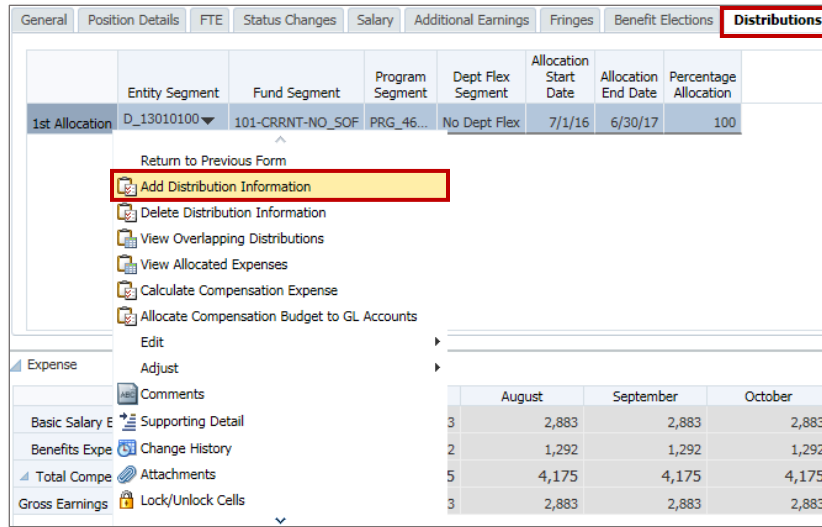
2. Select the **Individual** by right-clicking him or her.
3. Click the **Edit Employee Details** link.

P_00004089	Carter, Jerome	LECTURER - 000531	7/1/16
P_00004089	Thoms, Jim	Calculate Compensation Expense	7/1/16
P_00004779	Wilson, Amy	Allocate Compensation Budget to GL Accounts	7/1/16
P_00004869	Johnson, Mack	Delete Employee Assignment	7/1/16
P_00005734	Greenhill, Tawny	Assign Employee	7/1/16
P_00005736	Corden, James	Edit Employee Details	7/1/16
P_00005737	James, Pamela	Change Status	7/1/16
P_00005739	Lawrence, Gina	Review Employee Allocation Results	7/1/16
P_00005814	Felicitano, Malcolm	Edit	7/1/16
P_00008608	Curtis, Dominique	Adjust	7/1/16
P_00008831	Clarke, Victoria	Comments	7/1/16
P_00009022	Morton, Carrie	Supporting Detail	7/1/16
P_00009080	Morrow, Holly	Change History	7/1/16
		Fiscal Assistant II - 002009	7/1/16
		Web Developer - 001899	7/1/16

Right click here

4. Click the **Distributions** tab.
5. Right-click the **1st Allocation** object.

6. Click the **Add Distribution Information** link.

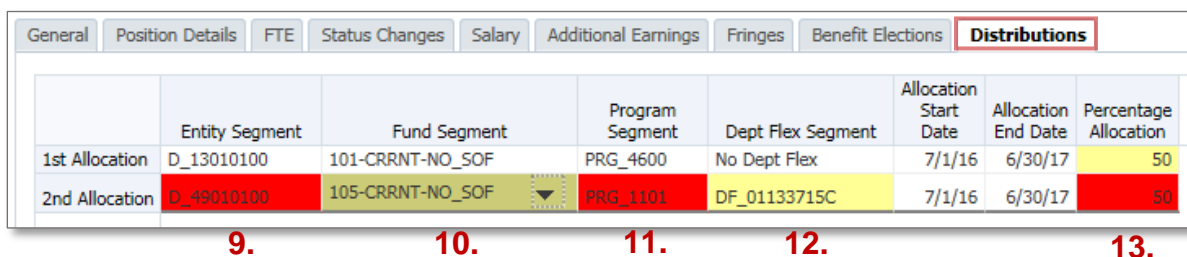


7. Enter the **Effective End Date** if it's different.
8. Click the **Add** button.
9. Select an entity from the **Entity Segment** drop down list and select your department from the list. (You may have to click on where it says "No Entity" to see the drop down arrow.)
10. Select a fund from the **Fund 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/>