KFS6 now allows users to specify accounting charges on PURAP documents (e.g., Requisition, PO and PO Amendments) by dollar amounts as well as percentages. Previously, accounting charges could only be specified as a percentage of the Item cost.

- In the Item Accounting Lines section, enter either $ amount or percent in the applicable field. System defaults to 100%. Percentages can be specified up to 2 decimal points.
- Be sure all other required (*) fields have been completed and then click Add to record the entry to the document.
- Be sure to also click Calculate before submitting or approving the document to enable the system to accurately update and populate the non-entered field and to allow the document to proceed with routing.
- NOTE: The system will store the charge as a percent and applies the same liquidation logic and order of priority as the previous KFS PURAP version.
- If the item will be charged to a single accounting line, the Amount should equal the Item Extended Cost and the Percent should be 100.
If the item will be charged to more than one accounting line, the total of all Amounts entered should equal the Item Extended Cost and the total of all Percents entered should equal 100.

Again, be sure to click Calculate to assure that the percent and amount fields will be prorated accurately.

The above procedures also apply to accounting entries in the Additional Charges section.
- Upon final approval of the PO, Open Encumbrance Lookup will display charges as entered.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type</th>
<th>Document Number</th>
<th>Description</th>
<th>Open Amount</th>
<th>Closed Amount</th>
<th>Outstanding Amount</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
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<td>20311</td>
<td>F8</td>
<td>10</td>
<td>01</td>
<td>20130990</td>
<td>DELL INCORPORATED SU</td>
<td>3,250.00</td>
<td>0.00</td>
<td>3,250.00</td>
<td>12/10/2017</td>
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<td>DELL INCORPORATED SU</td>
<td>3,250.00</td>
<td>0.00</td>
<td>3,250.00</td>
<td>12/10/2017</td>
</tr>
</tbody>
</table>

- CAUTION: Since PO Amendments and Payment Requests are still subject to previous KFS encumbrance liquidation logic, it is still recommended that, to the extent possible, each Item should be charged to a single accounting line to minimize the potential for dangling or erroneous encumbrance balances.