



## Defining Distribution Sets

Distribution sets are used for miscellaneous income (non-invoice related) that needs to be allocated across more than one general ledger account code.

They provide the ability to allocate miscellaneous transaction amounts across different accounts. This could be:

- Across several cost centres for the same account
- Across several source of funds for the same cost centre
- Across several products (transaction codes) for the same cost centre and account.

There are two steps to creating Distribution Sets as you will see below.

### Step 1: Creating the Distribution Set

Navigate: Set Up → Distribution Sets

%	Account	Description
50	U.AG.AGBG.GAAA.LKDR.0000	CHOCOLATE SALES FINANCE TRAINING
50	U.AG.AGBA.GAAA.LKDR.0000	CHOCOLATE SALES FINANCE GENERAL

Total 100 %

- Enter a name and a description for each set (remember to include your Department code in the name box to aid in locating the right one later).
- Enter (using the list of values if required) the required revenue accounts and the % of the income to be attributed to it.
- You can create an unlimited number of distribution set lines for each distribution set, as long as the total percentage equals 100% as you can see as above.

## Step 2: Creating a Receivable Activity

Once you have set up the Distribution Set, you will also need to create a Receivable Activity. You will need to change the **GL Account Source** to **Distribution Set** in order to link the two together.

Receivables Activities (CAPSA AG: AR Supervisor)

Operating Unit: Cambridge University

Name: AG - CHOCOLATE SALES

Description: CHOCOLATE SALES

Type: Miscellaneous Cash

Active

Accounting

GL Account Source: Distribution Set

Tax Rate Code Source: Activity

Activity GL Account:

Distribution Set: AG - CHOCOLATE SALES

GL Account Description:

Asset Tax Rate Code: 20.0 - Standard Rate

Liability Tax Rate Code: 20.0 - Standard Rate (Credit)

- Name** – Enter the name of your activity prefixed with your two letter department code
- Description** – Free text field to describe what your activity is
- GL Account Source** – Must change this to **Distribution Set** from drop down menu
- Distribution Set** – Using the list of values locate your Distribution Set you created in step 1
- Asset Tax Rate** – Enter appropriate VAT option from list of values
- Liability Tax Rate** - Enter appropriate VAT option from list of values

Now **Save** your work and the Receivable activity with its connected Distribution Set is ready to be used.