Creating Distribution Sets in AP

Distribution sets are used for allocating a cost from an invoice over more than one general ledger/project code. It is very useful if an invoice needs to be split over several codes on a regular basis. The split could be across several:

- different cost centres for the same account
- source of funds for the same cost centre
- transaction codes for the same cost centre/source of funds

**Responsibility**  AP Invoice Manager  
**Navigate to**  Distribution Sets

1. Complete the **Name** and **Description** fields so that you can search for the set when entering the invoice.

2. Click in the first line and complete the % amount you would like to allocate against the first code.

3. If a line is to be coded to a Project, click on the **Project Related** box, to display the screen below, complete the relevant information and click **OK**.
When the Distribution screen displays you will notice that the Account field for the project line will remain blank.

4. If a line is to be coded to a General Ledger, click in the Account field and the List of Values (an Alias box displays, which you click OK). Simply enter the GL code information.

5. Enter a Description for each line.

6. Click on the Save icon. The Account field for the project related line will now also display. The distribution set is now ready to be used in AP.