



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.

Distribution Sets (CAPSA BA: AP Invoice Manager)

Operating Unit: Cambridge University

Name: ELECTRIC Type: []

Description: ELECTRIC

Inactive On: [] []

Project Information

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**.

Distribution Sets (CAPSA BA: AP Invoice Manager)

Operating Unit: Cambridge University

Name: ELECTRIC Type: []

Description: ELECTRIC

Inactive On: [] []

| Num | % | Project Related | Acc |
|-----|----|-------------------------------------|-----|
| 1 | 10 | <input checked="" type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |

Account Description: []

Project Information (Cambridge University)

Project: []

Task: []

Award Number: []

Expenditure Type: []

Organization: []

Cancel OK

Project Information

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.