



Using Distribution Sets in AP

Distribution sets are used for allocating a cost from an invoice over more than 1 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

Pre-Requisite A distribution set needs to be created within the AP Invoice Manager responsibility. Refer to guidance on '*Creating Distribution Sets in AP*'

Once a distribution set has been created it can then be used when processing an invoice.

Responsibility **AP Invoice Entry**
Navigate **Entry > Invoice Batches**

1. Complete the Invoice batch and invoice header as normal.
2. Click on the **Lines** tab.
3. Complete the **Net Amount** and **Tax Name** field. Do not complete the Charge Account field!
4. Scroll along to the right until you get to the **Distribution Set** field.

er	Tag No	Model	Warranty Number	Final Match	Unit Price	Unit of Measure	Approval Status	Distribution Set
							Not Required	

5. Click into that field and then click on the **List Of Values**.
6. A list of Distribution sets will display. Either click on the relevant set or search using the **Find** field.
7. Once you have clicked on the set you wish to use for this invoice, click **OK**.
8. Scroll to the beginning of the Invoice Line and enter any remaining net amounts and tax names.
9. Once all lines are entered, click on **Calculate Tax**.
10. The relevant tax lines will generate on the **Lines** tab. To see the split between the codes on the item and tax lines, click on **All Distributions**.
11. Validate the invoice by clicking on **Actions... 1, Validate**.