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

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.
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.