



## Viewing and exporting AP distribution lines

Within AP on a multi line transaction, looking at 'All Distributions' it can be difficult to establish which tax line/s belongs to which item line. To assist with the identification of the associated lines, it is possible to display a new view of the distribution lines and then export the results.

Viewing and exporting these lines can be carried out from the invoice workbench screen within any AP responsibility as well as the Secondary Invoice Approval screen.

### Viewing the distribution lines

1. Once the transaction has been processed in AP, ensure your cursor is in the header of the transaction and navigate to **Reports**.
2. Click on **View All Distributions**.
3. A summary will display of all the distribution lines relating to the transaction. Please note in the example below that the screen shot doesn't show all the columns that will be displayed when viewing this screen.

#### Invoice Distributions

\* Indicates required field

Line Number	Associated Item Line Number	Line Type	Recovery Rate	Tax Name	Description	Status	Amount	GL Date	Posted to GL
1	1	Item				Validated	240.00	01-Jun-2016	No U,N
4	1	Nonrecoverable Tax	100	INTERNAL	LB Internal Trading	Validated	0.00	01-Jun-2016	No U,N
4	1	Recoverable Tax	0	INTERNAL	LB Internal Trading	Validated	0.00	01-Jun-2016	No U,N
2	2	Item				Validated	(240.00)	01-Jun-2016	No U,N
4	2	Nonrecoverable Tax	100	INTERNAL	LB Internal Trading	Validated	0.00	01-Jun-2016	No U,N
4	2	Recoverable Tax	0	INTERNAL	LB Internal Trading	Validated	0.00	01-Jun-2016	No U,N
3	3	Item			cost of data collection for JEFFREY POON'S,BO CHEN'S,PETER BASEVIC'S	Validated	240.00	01-Jun-2016	No U,N
4	3	Nonrecoverable Tax	100	INTERNAL	cost of data collection for JEFFREY POON'S,BO CHEN'S,PETER BASEVIC'S	Validated	0.00	01-Jun-2016	No U,N
4	3	Recoverable Tax	0	INTERNAL	cost of data collection for JEFFREY POON'S,BO CHEN'S,PETER BASEVIC'S	Validated	0.00	01-Jun-2016	No U,N

4. All related lines will have the same associated item line number. The line number column relates to the numbering back within the AP lines screen.

### Exporting all the distribution lines

If it is a multi line transaction, and to see all the information easily on one screen, you can export the results into excel once you have followed the steps above.

1. Click on **Export**, and a pop up will display to which you click on **Open**.
2. The results will now be displayed in an excel document.
3. An excel document will open with all the relevant information.