



PO Distribution Lines

Distributions Window

The Distributions form is used to allocate costs for goods or services to different charge accounts. You can enter multiple charge accounts for each shipment line.

Use the Purchase Order Distributions window to enter distribution information for purchase order shipments and to view distributions that the UFS Purchasing module has automatically created for you. There are three alternative regions in the Distributions window: Destination, More, and Project.

Num	Type	Requester	Deliver-To	Subinventory	Quantity	P	FA?
1	Inventory	PARKER, Mrs Helen	KA	ASSET	4	U	.

PO Account Descriptions

Charge	UC.PHYSICS.Oracle Inventory Account.Inv
Accrual	UC.PHYSICS.Oracle Inventory Account.Inv
Budget	UC.PHYSICS.Oracle Inventory Account.Inv
Variance	UC.PHYSICS.Oracle Inventory Account.Inv

Destination Account Descriptions

Charge	
Variance	

Lines And Shipment Details

Line Num	1	Shipment Num	1	Org	KAA	Ship-To	KA
Item	HCA0001	GLOVES - DOMESTIC BLUE INDUSTRIAL NITRILE MEDIUM-PAIR					

Destination tab

1. The system will automatically enter the line number for the distribution.
2. The system will automatically enter the destination type of **Inventory** for the majority of orders as the goods are to be received into the inventory module upon delivery.

*The other destination type used is **Expense**, which relates to expense items that will not be received into the inventory module. An item can only be received into the inventory module if an Item code has been used.*

3. Use the **List of Values** to optionally enter the requestor's name and delivery location.

4. Enter sub-inventory of **ASSET** (you can do this by typing **ASSET** into the box and pressing the Tab key or selecting **ASSET** from the list of values)
5. The department's code for the purchase of stock items will default into the PO Charge Account field.
6. The system will automatically default the current date as the GL date.

Using the More tab

If your department uses numbered paper requisitions, then you can use the 'More' tab to enter the requisition number.

The screenshot shows the 'Distributions - 1739196' application window. The 'More' tab is selected. The main area contains a table with columns: Num, Requesting Org, Number, Line, Online, Rate Date, Rate, PO Accrual Acc FA?. The first row has '1' in the 'Num' column. The 'Number' column is circled in red, and a red arrow points to it from above. Below the table are three sections: 'PO Account Descriptions' with fields for Charge, Accrual, Budget, and Variance; 'Destination Account Descriptions' with fields for Charge and Variance; and 'Lines And Shipment Details' with fields for Line Num, Shipment Num, Org, Ship-To, and Item.

Num	Requesting Org	Number	Line	Online	Rate Date	Rate	PO Accrual Acc FA?
1				<input type="checkbox"/>	09-DEC-2013		U.KA.KAAF.GA
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			

PO Account Descriptions

Charge UC.PHYSICS.Oracle Inventory Account.Inv
Accrual UC.PHYSICS.Oracle Inventory Account.Inv
Budget UC.PHYSICS.Oracle Inventory Account.Inv
Variance UC.PHYSICS.Oracle Inventory Account.Inv

Destination Account Descriptions

Charge
Variance

Lines And Shipment Details

Line Num 1 Shipment Num 1 Org KAA Ship-To KA
Item HCA0001 GLOVES - DOMESTIC BLUE INDUSTRIAL NITRILE MEDIUM-PAIR