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.

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.