

## QUICK REFERENCE GUIDE

### *Setting Up Distribution and Charge Codes*

*(January 11, 2012) Revised October 20, 2014*

## Set Up Distribution code

This AR/BI Quick Reference Guide shows you how to set up distribution codes and charge codes. Using distribution codes simplifies the process of generating accounting entries by defining a valid combination of ChartField values. Users must have the AR-Billing Set-up role to create distribution and charge codes.

### Step 1: Set Up Distribution Code

1. **Navigate Links:** Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code.
2. On the Distribution Code search page, click the **Add a New Value** tab.
3. Enter your SetID.
4. Enter the name of your new Distribution Code.
5. Click the **Add** button.

Distribution Code

Financial Management System

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Code

Distribution Code

Find an Existing Value | Add a New Value

SetID: G9R01

Distribution Code: SWIDC

Add

Find an Existing Value | Add a New Value

On the **Distribution Code** page, enter a date in the Effective Date field. It automatically defaults to the current date. (**Note:** Make sure the date is prior to the date that will be on your invoice.)

1. Enter Description.
2. Enter Short Description.
3. Select "Revenue" as your Distribution Type.
4. In the ChartField Values section, enter applicable ChartField codes.
5. Click the **Save** button.

**Distribution Code**

SetID: G9R01      Distribution Code: SWIDC

**Distribution Code Definition**

\*Effective Date: 12/30/2011      \*Status: Active

\*Description: SWIDC

Short Description: SWIDC

\*Distribution Type: Revenue      Deferred Distribution Code:

**ChartField Values**

	*Account	Fund	Fin DeptID	AppropID	SW Cost	Sub Acct	PC Business Unit	Project	Activity	Source Type	Category
1	510001	2000	G9R0000	G9R000							

Buttons: Save, Notify, Add, Update/Display, Include History, Correct History

## Step 2: Set Up Charge Code and Link Distribution Code to it

1. **Navigation Links:** Set Up Financials/Supply Chain, Product Related, Billing, Setup, Charge Code.
2. On the Charge Code search page, click the **Add a New Value** tab.
3. Enter your SetID.
4. Enter Billing Currency as "USD".
5. Enter new name of Billing Charge ID (Note: It may be easier to remember this new name if you name this ID the same as your Distribution Code).
6. Click the **Add** button.

Charge Code

### Financial Management System

Favorites | Main Menu > Set Up Financials/Supply Chain > Product Related > Billing > Setup > Charge Code

**Charge Code**

Find an Existing Value | **Add a New Value**

SetID: G9R01

Billing Currency: USD

Billing Charge ID: SWIDC

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

1. On the *Charge Code* page, enter a date into the *Effective Date* field. It automatically defaults to the current date. **Note:** Make sure that the date is prior to the date that will be on your invoice.
2. Enter a Unit of Measure.
3. Enter a Description.
4. Enter a Long Description.
5. Enter Revenue Distribution Code (from Step 1).
6. Click the **Save** button.

**Note:** Additional Notes (optional): If you have a product/fee/service that is always the same amount, you can add a list price so that the amount always populates.

The screenshot displays the 'Charge Code' configuration page in a 'Financial Management System'. The breadcrumb trail is: Favorites | Main Menu > Set Up Financials/Supply Chain > Product Related > Billing > Setup > Charge Code. The page title is 'Charge Code' and 'Charge Code 2'. The SetID is G9R01, Currency is USD, and Charge ID is SWDC. The configuration fields are as follows:

- \*Effective Date:** 12/30/2011
- \*Unit of Measure:** EA
- \*Description:** SWDC
- Long Description:** SWDC
- Revenue Distribution Code:** SWDC
- Status:** Active
- List Price:** (empty field)
- \*Revenue Recognition Basis:** Invoice Date
- Tax Group:** (empty field)
- Transaction Type:** Sale
- VAT Group:** (empty field)
- Transaction Sub Type:** None

At the bottom, there are buttons for 'Return to Setup', 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The 'Save' button is highlighted with a red box.