

Set Up Distribution and Charge Codes

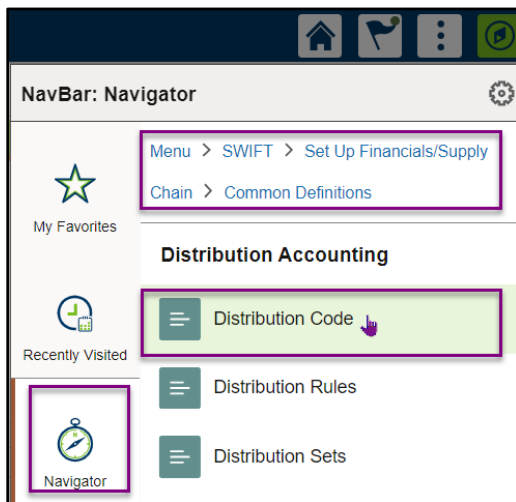
This guide covers setting up Distribution and Charge codes that can be used to simplify entry of billing line information. Charge codes automate entry of the type of charge (Identifier), description, unit of measure and price. Distribution codes automate entry of the accounting entries. Charge codes can be related to Distribution codes so that when the Charge code is entered, the charge and accounting entries for the bill line are entered automatically.

Users must have the AR-Billing Set-up role to create Distribution and Charge codes.

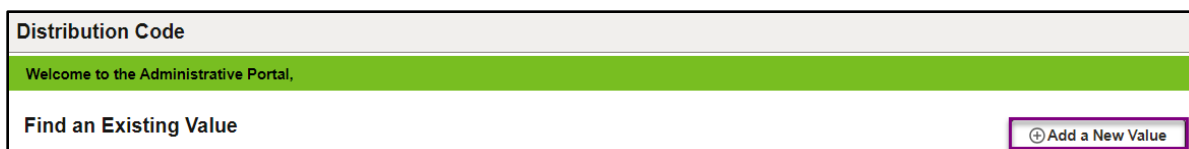
Step 1: Set Up Distribution Code

1. Navigate to the Distribution Code page using instructions below.

Navigation Options	Navigation Path
NavBar Navigator	NavBar icon, Navigator, SWIFT, Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code.



2. On the Distribution Code search page, select the **Add a New Value** button.



3. Enter your SetID.
4. Enter a name for your new Distribution Code.
5. Select the **Add** button.

Add a New Value

*SetID

*Distribution Code

Add

6. Complete the Distribution Code page as described below.

Field Name	Field Description
Effective Date	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.
Description	Enter a Description.
Short Description	Enter a Short Description.
Revenue Type	Select "Revenue" as your Distribution Type.
ChartFields	In the ChartField Values section, enter applicable ChartField codes.

7. Select the **Save** button.

SetID G1001 Distribution Code TRAINING

Distribution Code Definition 1 of 1

*Effective Date

*Description

Short Description

*Distribution Type

*Status

Contract Liability Dist Code

ChartField Values 1-1 of 1

Fund	Fin DeptID	Appropriation ID (CF3)	*Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Business Unit	Project
5200	G1037610	G100086	513304						

Save Notify

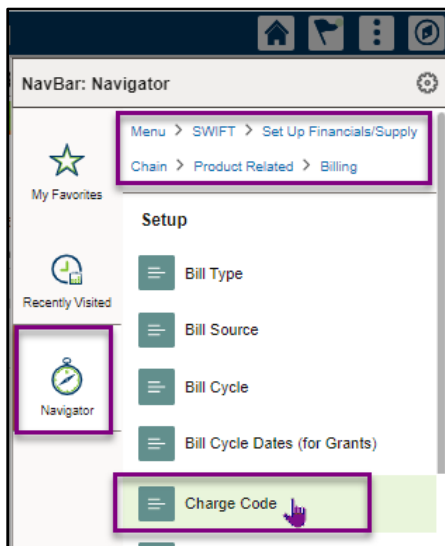
Add Update/Display Include History Correct History

Step 2: Set Up Charge Code and Link Distribution Code

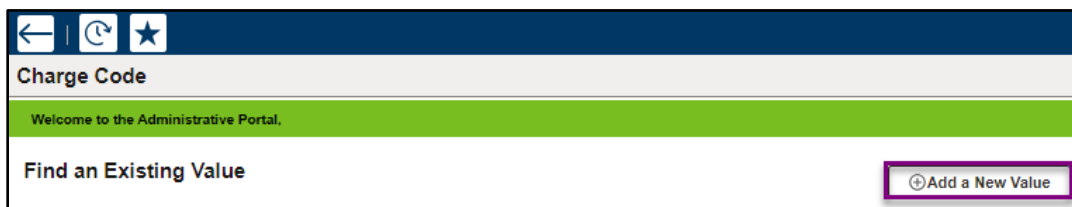
These entries will simplify entry of bills and will display on the invoice. In this example, we are relating the Distribution Code to the Charge Code. You can use a Charge Code without relating it to a Distribution Code.

1. Navigate to the Distribution Code page using the instructions below.

Navigation Options	Navigation Path
NavBar Navigator	NavBar icon, Navigator, SWIFT, Set Up Financials/Supply Chain, Product Related, Billing, Setup, Charge Code.



2. On the Charge Code search page, select the **Add a New Value** tab.



3. Enter your SetID.
4. Enter "USD" in the Billing Currency field.
5. Enter new name of Billing Charge ID. **Note:** The Charge Code displays on the bill under the "Identifier" column. The field length is 18 characters.
6. Select the **Add** button.

Add a New Value

*SetID

*Billing Currency

*Billing Charge ID

Add

7. Complete the Charge Code page as described below.

Field Name	Field Description
Effective Date	Enter a date into the Effective Date field. It automatically defaults to the current date. Note: Make sure that the date is prior to any invoice date.
Unit of Measure	Enter a Unit of Measure. Displays on invoice.
Description	Enter a Description. Displays on invoice.
Long Description	Enter a Long Description.
Revenue Distribution Code	Enter the Revenue Distribution Code (from Step 1).
List Price	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. This displays on the invoice under the "Unit Amt" heading.

8. Select the **Save** button.

Charge Code Charge Code 2

SetID G1001 Currency USD Charge ID TRAINING

Charge Code | | | |

*Effective Date

*Unit of Measure

*Description

Long Description

254 characters remaining

Revenue Distribution Code

Tax Group

VAT Group

*Revenue Recognition Basis

Transaction Type

Transaction Sub Type

Save