SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

November 1, 2019

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.

Steps to complete:

- Step 1: Set Up Distribution Code
- Step 2: Set Up Charge Code

Step 1: Set Up Distribution Code

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

Navigation Options	Navigation Path
NavBar Navigator	Green NavBar icon in Header, Navigator, SWIFT, Set Up Financials/Supply Chain, Common Definitions, Distribution Accounting, Distribution Code.
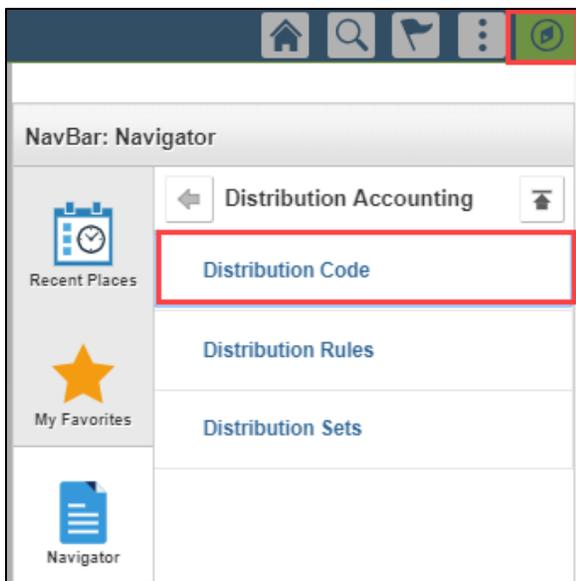
2. On the *Distribution Code* search page, click the **Add a New Value** tab.

3. Enter your SetID.

4. Enter the name of your new Distribution Code.

5. Click the **Add** button.

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. No**te:** 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.

Field Name	Field Description
ChartFields	In the ChartField Values section, enter applicable ChartField codes.

7. Click the **Save** button.

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	Green NavBar icon in Header, Navigator, SWIFT 92, 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**: The Charge Code displays on the bill under the "Identifier" column. The field length is 18 characters.

6. Click the **Add** button.

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 the date that will be on your invoice.
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 will display on the invoice under the "Unit Amt" heading.

8. Click the **Save** button.