

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.

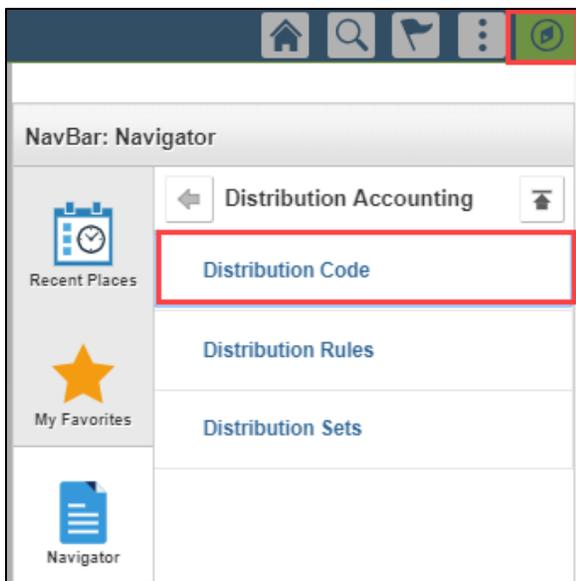
Steps to complete:

- 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.

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3. Enter your SetID.
4. Enter the name of your new Distribution Code.
5. Click the **Add** button.

Distribution Code

Find an Existing Value
Add a New Value

SetID

Distribution Code

Add

6. Complete the *Distribution Code* page as described below.

Distribution Code

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	Activity
1	<input type="text" value="5200"/>	<input type="text" value="G1037610"/>	<input type="text" value="G100086"/>	<input type="text" value="513304"/>	<input type="text"/>						

Save

Notify

Add

Update/Display

Include History

Correct History

Field Name	Field Description
Effective Date	Enter a date into the <i>Effective Date</i> 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.

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

- 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.

- 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.

- On the *Charge Code* search page, click the **Add a New Value** tab.
- Enter your SetID.
- Enter Billing Currency as "USD".
- 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.
- Click the **Add** button.

Charge Code

Find an Existing Value
Add a New Value

SetID 🔍

Billing Currency 🔍

Billing Charge ID

Add

7. Complete the *Charge Code* page as described below.

The screenshot shows the 'Charge Code' page in the SWIFT system. The page header includes 'Charge Code' and 'Charge Code 2'. Below this, the system information shows 'SetID G1001', 'Currency USD', and 'Charge ID TRAINING'. The main form area contains several fields:

- *Effective Date: 08/30/2018
- *Unit of Measure: HR
- *Description: User Training
- Long Description: (empty text area with 254 characters remaining)
- Revenue Distribution Code: TRAINING
- *Revenue Recognition Basis: Invoice Date
- Tax Group: (empty)
- Transaction Type: Sale
- VAT Group: (empty)
- Transaction Sub Type: None
- List Price: 50.0000
- Status: Active

 At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Field Name	Field Description
Effective Date	Enter a date into the <i>Effective Date</i> 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.