

Lesson 8 - Defining Distribution Sets

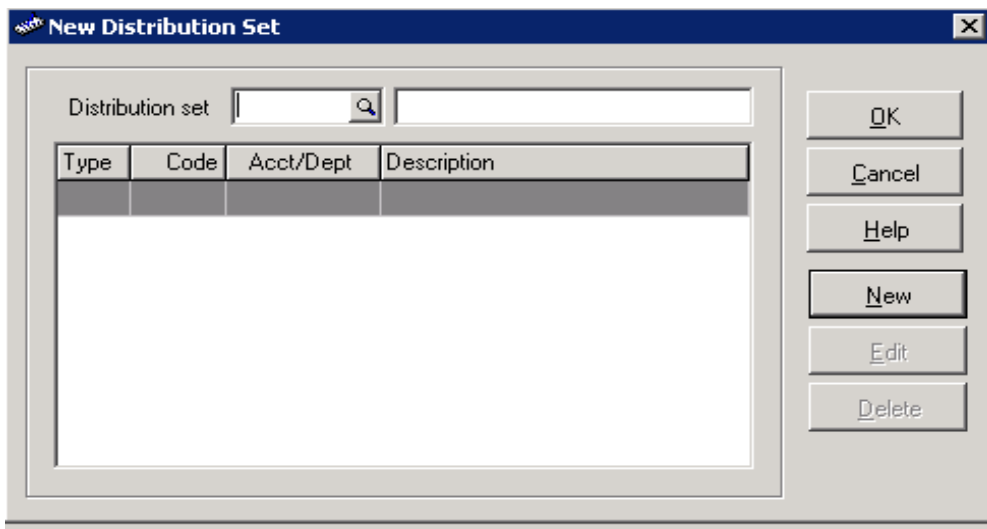
You will recall from the Distribution Codes section that a distribution code is used to distribute or transfer costs to the general ledger. The code is a form of shorthand which eliminates having to remember general ledger codes while reducing the number of keystrokes.

Distribution sets are like distribution codes, but you can attach many general ledger accounts to one distribution set. This can be useful if you have several types of expenditures from, for example, a voucher that has to be routinely posted to various general ledger accounts.

When creating distribution sets you would ordinarily attach a variety of general ledger expense accounts, although you may select from existing distribution codes to add to the set of accounts included in any particular distribution set.

Distribution sets are very useful for allocating credit card and other expenses that impact multiple G/L account codes.

After selecting **Distribution Sets** from the *Edit* menu and then clicking **New**, you are prompted to enter a Distribution set name. You may enter a description. You can select **New** or double click on the highlighted bar beneath the field headers to make the data entry screen appear and create a new distribution set. When creating a new Distribution Set, the following window appears:



Type	Code	Acct/Dept	Description
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Distribution Set Enter a code for your new distribution set here. Something descriptive but brief would be helpful.

Type / Code / Acct/Dept / Description This grid lists the distributions included in the set. Click **New** to add a distribution to the set, or click a distribution to highlight it and then click **Edit** to modify it. You can delete distributions in the same manner.

Exercise 8.1

Create a Distribution set code **EXPRPT** with the description of Expense Report and include the following accounts and distributions:

Account / Distribution	Description
OFSUPL	Office supplies
TRAVEL	Travel
MEALS	Meals

Preview the **Distribution Set** report under *Reports, General Reports* and compare it to the following report.

Selection: All distribution sets

Dist. Set Description	Type	Dist. Code	G/L Acct/Dept Job-Ph-Cat	Tax Cd	Detail Description	Tax Rate	Percent Retained
EXPRPT Expense Report	PUR	OFSUPL	6675 100 0		Office Supplies		
	PUR	TRAVEL	6850 100 0		Travel		
	PUR	MEALS	6575 100 0		Meals + Entertainment		

1 distribution set(s) printed.