

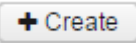
Distributions/Error Corrections

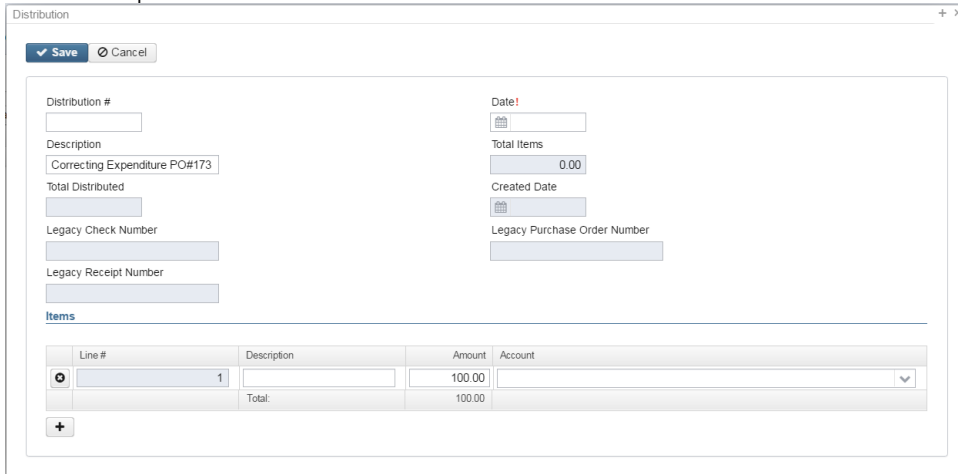
- [Search/View Distributions/Error Corrections](#)
- [Edit Distributions/Error Corrections](#)
- [Print Distributions/Error Corrections](#)
- [More Information](#)

The distribution/error corrections allows the user to re-distribute expenditures if the expenditures are charged to more accounts than the purchase order was originally issued for or to correct an error in a previous expense.

Create Distributions/Error Corrections

1. From the Transaction menu select 'Distributions/Error Corrections'

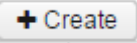
2. Click on 
 - a. Enter in the required information

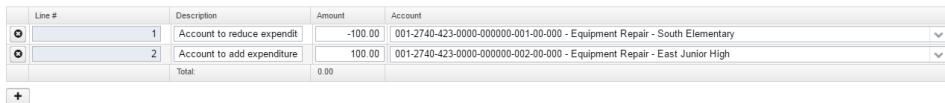


Total Distributed: displays the total amount distributed. For example, if I re-distributed \$100 from the 001-2740-423-0000-000000-001-00-000 to the 001-2740-423-0000-000000-002-00-000, the total distributed amount would be \$100.


Total Items: displays the total items' amount. In my example above, if I re-distributed \$100 from one account to another, the net amount would be \$0 which is what would appear on the Total Items field.


Legacy Fields: Classic's ACTMOD Expense/Supplies Distribution transactions imported in the Redesign will create a Distribution/Error Correction transaction displaying the Legacy Check Number, Legacy Purchase Order Number and Legacy Receipt Number. The actual transactions (the Legacy Check Number, PO Number and Receipt Number) are not imported.

- b. Click on  to add line items





Line #	Description	Amount	Account
1	Account to reduce expendit	-100.00	001-2740-423-0000-000000-001-00-000 - Equipment Repair - South Elementary
2	Account to add expenditure	100.00	001-2740-423-0000-000000-002-00-000 - Equipment Repair - East Junior High
Total:		0.00	

- i.  TIP: When filtering by account, you can use '02/' to filter on expenditure accounts or use '03/' to filter on revenue accounts.



3. Click on  to post the distribution/error correction, click on  to not post the transaction and return to the grid.

Search/View Distributions/Error Corrections


Distributions/Error Corrections grid allows the user to search for any existing distributions/error corrections by clicking in the filter row in the [grid](#) columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. Click on  beside a distribution /error correction to see the full details. The [Advanced Search](#) can be utilized by clicking on the  in the upper right side of the grid.

Edit Distributions/Error Corrections

Distributions/Error Corrections from an open posting period may be modified. Only fields that are allowed to be edited will be displayed.

1. Search desired distribution/error correction on grid
2. Click on  to edit the transaction
 - a. Make desired changes
3. Click on  to save desired changes, click on Cancel to not post the changes and return to the grid.

Print Distributions/Error Corrections

Click on  on the grid to generate a copy of a posted Distribution/Error Correction in PDF format.

DISTRIBUTION/ERROR CORRECTION

Cotton (Demo) Schools
1795 Rains Park
Patterson, OH 45084

Distribution/Error Correction#: 10001
Date: 12/09/2019
Amount: \$0.00

Phone:

Description: test

Item#	Description	Account Number	Amount
1	test 1	001-1100-111-0000-000000-100-06-000	\$100.00
2	test2	001-1100-111-0000-030000-100-00-000	(\$100.00)
Total:			\$0.00

More Information

By default the system will not allow budget and revenue corrections in the same transaction. For example you can't increase an expenditure account and decrease a revenue account (or vice versa). They must be the same type of account (expenditure or revenue). Also the amount reduced and the amount increased must equal to each other and balance to zero. The default rule affecting these behaviors is. org.ssdt_ohio.usas.model.distribution.DistributionRules. This is a mandatory rule.