

Distribute General Revenue by Units of Production

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Account distributions allow you to distribute financial activity to your production details using the production information stored in the crop production details. This document explains how to distribute by acre.

[Step A - Create an Account Distribution](#)

[Step B - Assign Accounts to the Distribution](#)

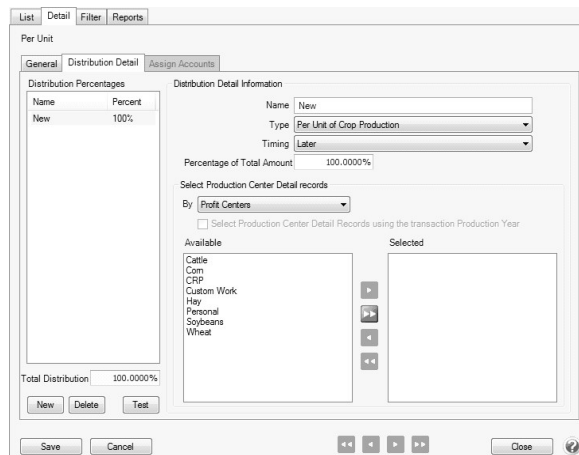
[Step C - Apply Distribution \(only if distribution in Step A was setup with the *apply later* timing option\)](#)

Prerequisite

Crop production center details must have actual production entered in the Total Production Information section.

Step A - Create an Account Distribution

1. Select **Setup > Accounts > Distributions**. Click **New**.
2. Enter an **Abbreviation** (optional), **Name** and **Description** to easily identify this account distribution.
3. The **Active** check box will automatically be selected, clear the check box if this distribution is no longer active. If the check box is cleared, accounts cannot be assigned on the Assign Accounts tab and if accounts are assigned when the distribution is inactivated, a message displays reminding you that the accounts will be removed when the distribution is saved.
4. Select the **Distribution Detail** tab. The Distribution tab will be used to identify how the expenses should be distributed. A distribution can be dispersed to an unlimited number of profit centers or production center details.
5. Click **New** in the lower left corner.
6. Enter a **Name** for this portion of the distribution, such as Crops by Production.
7. Select **Per Unit of Crop Production** as the **Type**.
8. Select the **LaterTiming** option. This option will record the revenue or expense to the account but won't distribute it to profit centers or production center details until later when the Apply Distributions process is completed (defined in step C below).



9. Enter the **Percentage of Total Amount** for this portion of the distribution. In this example, 100% of general overhead expense is allocated to Crops by Production. Distributions can be combinations of more than one distribution detail. For example, you could assign a percentage of the total to livestock and the remainder to be distributed by acres to all the crops. Distributions can be made for any combination required in your operation.
10. In the **By** box, select the production center detail records to distribute by either Profit Centers or Production Centers.
11. All profit centers/production centers will be displayed on the left in the **Available** section. Use the right arrow to move profit centers/production centers to the right (**Selected**) for this allocation.
12. Repeat step 4-10 for each distribution needed.
13. Click **Save**.

Step B - Assign Accounts to the Distribution

1. Select **Setup > Accounts > Distributions**. Highlight the appropriate **Distribution** and click **Edit**.
2. Select the **Assign Accounts** tab.
3. The **Assign Accounts to Distributions** area will list all accounts not already assigned to other distributions on the left side of the screen. Each account that should use this distribution should be moved to the right side of the screen by double clicking on the account or using the green arrow buttons located between the account lists.
4. Once all appropriate accounts for this distribution have been selected, click **Save**.
5. You can verify the distributions you have assigned to accounts by printing any of the Chart of Accounts reports found in Reports > Reports > Setup Lists > Chart of Accounts, Chart of Accounts with Levels, or Chart of Accounts by Distribution.

Step C - Apply Distribution (only if distribution in Step A was setup with the *apply later* timing option)

Prerequisite

If the profit center or production center details breakdown in the Distribution Details screen were left blank in Step A10, they must be defined prior to processing Apply Distribution transactions.

1. Select **Processes > Periodic > Apply Distributions**.
2. Click **Create New**.
3. In the **Company** box, enter the company name that the apply distribution transactions should be created for.
4. In the **Transaction Date** box, the next "calculated" date to create apply distribution transactions displays. The date is calculated by taking the last date transactions were created and incrementing the date one month. The day of the month will default to the last day of the month, but can be changed.
5. In the **Transaction Number** box, enter the transaction number for the apply distribution transactions or click the sequence number icon and select the next available sequence number. See the *Maintaining Sequence Numbers* topic for more information.
6. In the **Memo Line 1** box, enter an optional memo for the transaction. In the **Line 2** box, if the transaction is assigned a name that was setup with a default memo, it will display automatically and can be overridden.
7. Enter an optional **Notation**.
8. Click **OK**.
9. If you wish to change the distribution amounts in the Amount column before posting, type over the existing amount. Click **Edit** to add/change/remove account distribution detail lines and recalculate the remaining details (click **Reset** to set the distribution back to the amounts prior to any changes).
10. Click **Post** to complete the process.



Hint: Setup a scheduled reminder and CenterPoint will remind you to Apply Distributions on a consistent frequency. View the Scheduled Reminder document for step by step instructions.