

## Distribute Payroll Expenses

<b>Document #:</b>	3077	<b>Product:</b>	CenterPoint® Payroll
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Payroll expenses such as wages, employer taxes and benefits can be distributed to various profit centers, locations or projects. Expenses are distributed by percentage and are distributed at the time the pay runs are performed.

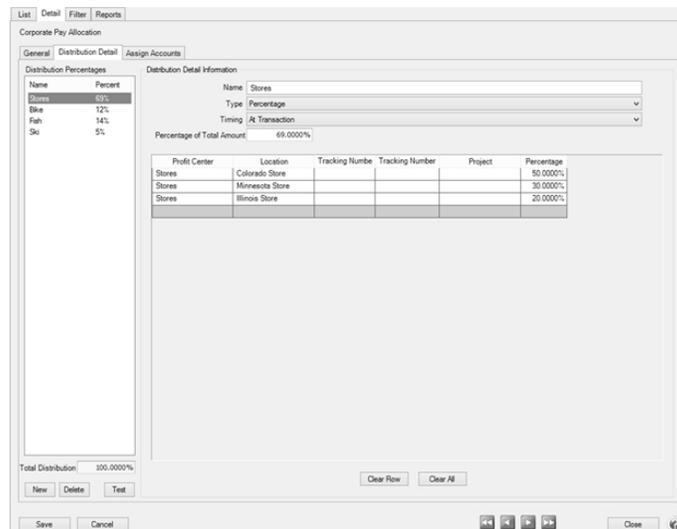
[Step A: Create an Account Distribution](#)

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

[Step C: Test the Distribution \(optional\)](#)

[Step D - Setup Employees that use Account Distribution](#)

### Step A - Create an Account Distribution



Distribution Percentages		Distribution Detail Information	
Name	Percent	Name	Stores
Stores	57%	Type	Percentage
Site	12%	Timing	At Transaction
Fish	14%	Percentage of Total Amount	69.0000%
Ski	5%		

Profit Center	Location	Tracking Number	Tracking Number	Project	Percentage
Stores	Colorado Store				60.0000%
Stores	Minnesota Store				30.0000%
Stores	Illinois Store				20.0000%

1. Select **Setup > Accounts > Distribution**.
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 The **Active** check box will automatically be selected, clear the check box if this distribution is no longer active.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, locations or projects.
5. Click **New** in the lower left corner.
6. Enter a **Name** for this portion of the distribution, such as Payroll Expenses.
7. Select the appropriate Type. **Percentage** will allow you to distribute based on a percentage of an amount.

8. Select the appropriate **Timing** option. Choose between:
  - » **Later:** This option should not be used for distributing Payroll expenses.
  - » **At Transaction:** At the time the transaction is entered, it will record the expense and it will automatically distribute it to the previously defined profit centers.



Note: If you are changing the timing for an existing distribution, an *Are you sure you want to change the distribution timing?* message will display to inform you that the timing selection affects the account activity included in Processes > Periodic > Apply Distributions and affects editing a general journal transaction that used this distribution. Click Yes to continue or No to cancel the change to the timing for the existing distribution.

9. Enter the **Percentage of Total Amount** for this portion of the distribution.
10. In the grid, select the appropriate **Profit Center** for this portion of the distribution.
11. Repeat steps 4-8 to identify each disbursement breakdown in the distribution. The **Total Distribution** field on the left will keep a running total of all details included in the distribution.
12. 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 > Accounts > Chart of Accounts, Chart of Accounts with Levels or Chart of Accounts by Distribution.

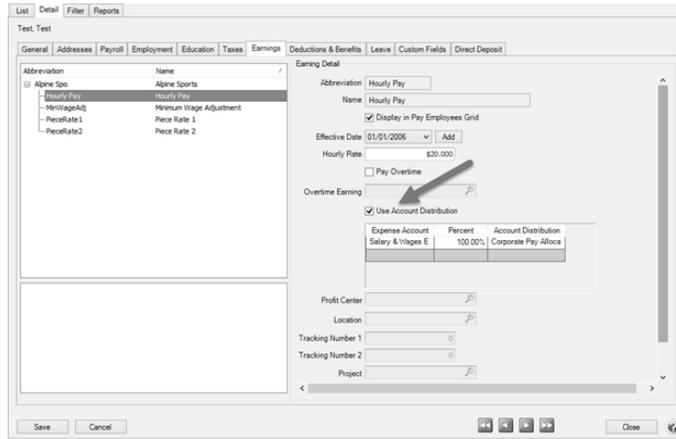
## Step C - Test the Distribution (optional)

The Test Distribution step allows you to verify that a distribution has been setup correctly. The test does not actually distribute the amounts, it just displays an example of what would happen if transactions were entered for that amount.

1. Select **Setup > Accounts > Distributions**. Highlight the appropriate Distribution and click **Edit**.
2. Select the **Distribution Detail** tab and click on **Test** in the lower left side of the screen.
3. Enter an amount in the **Distribute This Amount** field and click **Distribute**.
4. The total dollars are allocated based on the distributions defined on the **Distribution Detail** tab.
5. Click **Close**.

## Step D - Setup Employees that use Account Distribution

1. Select **Setup > Employees**.
2. Select an employee that uses account distribution.
3. Click **Edit**.
4. Select the **Earnings** tab.
5. On the left side of the screen, select the **earning** that uses account distribution.
6. On the right side of the screen, select the **Use Account Distribution** check box. If the check box is selected, you must specify a distribution.



7. Select the **General Ledger Account**, **Percentage**, and the **Distribution** that should be used for this employee.
8. Click **Save**.
9. Repeat this process for all employees that use account distribution.
10. Click **Save**.
11. The screen shot below is an example of how payroll account distribution would display on the General Ledger report.

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**Alpine Sports**  
**General Ledger**  
5/1/2015 to 5/31/2015

Transaction Date	Transaction Number	Name / Description	Debits	Credits	Location	Profit Center
<b>599900 Salary &amp; Wages Expense</b>						
		Beginning Balance	\$19,467.50			
5/15/2015	00143	Test Test	76.80		Colorado Store	Bike Tours and Lasso
5/15/2015	00143	Test Test	22.40		Colorado Store	Fishing Tours and Les
5/15/2015	00143	Test Test	72.00		Colorado Store	Ski Lessons
5/15/2015	00143	Test Test	\$52.00		Colorado Store	Stores
5/15/2015	00143	Test Test	57.60		Illinois Store	Bike Tours and Lasso
5/15/2015	00143	Test Test	33.60		Illinois Store	Fishing Tours and Les
5/15/2015	00143	Test Test	4.00		Illinois Store	Ski Lessons
5/15/2015	00143	Test Test	220.80		Illinois Store	Stores
5/15/2015	00143	Test Test	57.60		Minnesota Store	Bike Tours and Lasso
5/15/2015	00143	Test Test	168.00		Minnesota Store	Fishing Tours and Les
5/15/2015	00143	Test Test	4.00		Minnesota Store	Ski Lessons
5/15/2015	00143	Test Test	331.20		Minnesota Store	Stores
		<b>Net Activity for Salary &amp; Wages Expense</b>	<b>\$1,600.00</b>			
		<b>Ending Balance</b>	<b>\$21,067.50</b>			
<b>602500 Payroll Taxes Expense</b>						
		Beginning Balance	\$1,493.67			
5/15/2015	00095		14.01		Colorado Store	Bike Tours and Lasso
5/15/2015	00095		4.28		Colorado Store	Fishing Tours and Les
5/15/2015	00095		13.15		Colorado Store	Ski Lessons
5/15/2015	00095		100.73		Colorado Store	Stores
5/15/2015	00095		10.32		Illinois Store	Bike Tours and Lasso
5/15/2015	00095		6.13		Illinois Store	Fishing Tours and Les
5/15/2015	00095		0.73		Illinois Store	Ski Lessons
5/15/2015	00095		40.29		Illinois Store	Stores
5/15/2015	00095		10.52		Minnesota Store	Bike Tours and Lasso
5/15/2015	00095		30.67		Minnesota Store	Fishing Tours and Les
5/15/2015	00095		0.73		Minnesota Store	Ski Lessons
5/15/2015	00095		60.44		Minnesota Store	Stores
		<b>Net Activity for Payroll Taxes Expense</b>	<b>\$232.00</b>			
		<b>Ending Balance</b>	<b>\$1,785.67</b>			

Report Options  
 Period: 5/1/2015 to 5/31/2015  
 Account: Salary & Wages Expense, Payroll Taxes Expense  
 Display Notation: No  
 Display Individual Items: No