

SPLITTING AN ITEM COST ON A PURCHASE ORDER

DESCRIPTION:

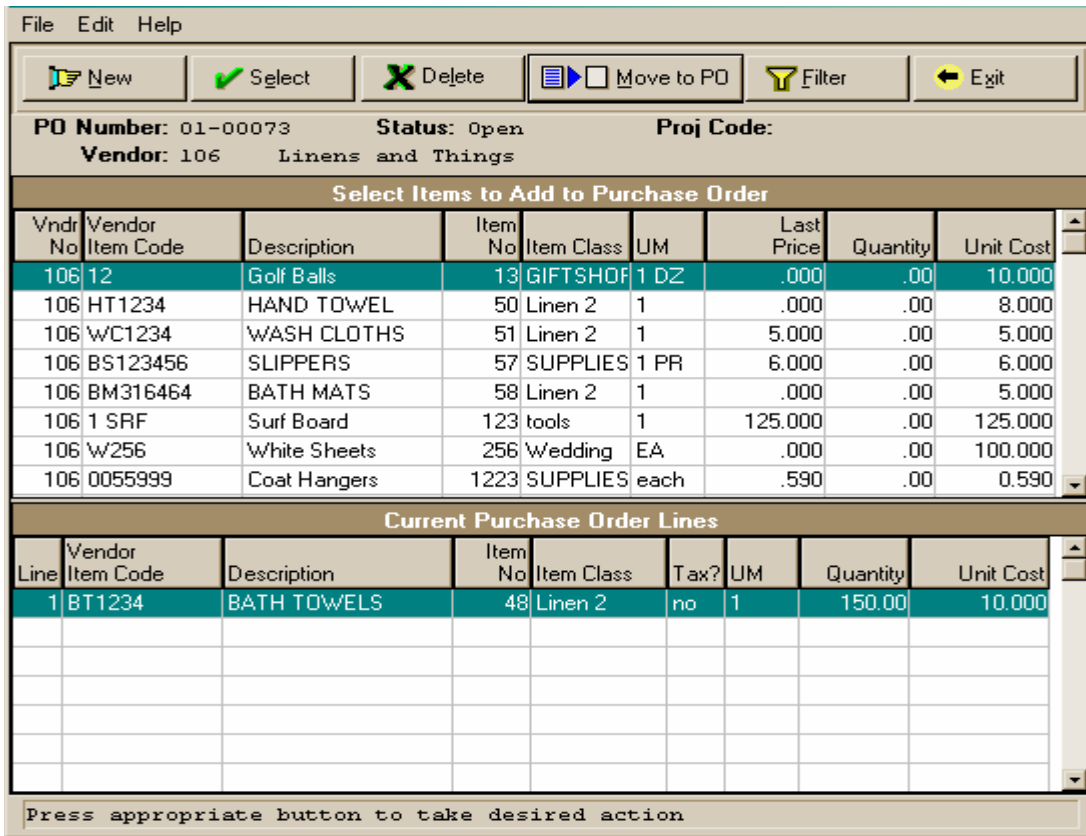
When an item is ordered, the system posts this item to a single general ledger account number. There needs to be a way to split the cost of this item to more than one department/account number.

SOLUTION:

In Data Plus, there is a function in Accounts Payable/File Maintenance called Auto Distribution. This is used for a number of purposes, but can be used in the situation where an item being ordered needs to be split among multiple departments/accounts.

Here is an example:

Bath Towels are being purchased. The cost is to be split between Rooms (dept 10), Health Club (dept 190), and Spa (dept 270). The purchase order will be created as usual. The only difference is once the item is moved to the PO (see illustration below), the line must be opened to show the detail.



To get to the line item detail, double click on the line. The following screen will appear:

File Edit Help

Purchase Order Line Item Detail

Save Exit

PO Number: 01-00073 Status: Open Proj Code:

Vendor: 106 Linens and Things

Section ID: Item Seq: 1

Vndr Item Cd: BT1234 BATH TOWELS

- OR -

Item Number: 48 BATH TOWELS

Item Class: Linen 2 Towels

Vendor Unit of Measure: 1

Quantity: 150.00

Unit Price: 10.000

Extension: 1,500.00

Taxable?: no

Delivery By: 02/05/2007

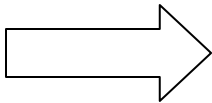
Auto Dist Code: [v]

Vendor Item Specification Notes

Inv/Exp Acct: 000370000001 Inv. Guest Supplies

Requisition No.: Req Line No:

Press appropriate button to take desired action



Click on the down arrow to view the Auto Distributions that currently exist.

File Record Help

Purchase Order Line Item Detail

Distribution Codes

Save Exit

Description	Force Prop?
office expense	no
supplies	yes
Golf expense	yes
coffee funds	yes
Advanced Restaurant	no
test auto distribution	no
Decorations	yes
Cost of Food	yes
Liquor	yes
Micellaneous	yes
Produce	yes
travel agent commission	yes

Proj Code:

Item Seq: 1

Vendor Item Specification Notes

Inv. Guest Supplies

Req Line No:

Please note this list is maintained in Accounts Payable. In order to add to this list, the user must have access to Accounts Payable>File Maintenance> Auto Distributions. To add a distribution here, click Ctrl+G. Then press F5 to insert. The screen should look like this:

Auto Distribution Code: A unique code to identify this distribution

Force Property Substitution: In a multi-property database, this same distribution can be used in other properties. The system will automatically substitute the property ID if this is answered 'yes'. If this is only for a single property, answer 'no'. In a single property database, this field is not accessible.

Description: This will display in the list of distribution codes.

Once these fields are complete, press F2 to continue. Enter the general ledger account numbers this distribution code should affect. It can be as many accounts as needed, as long as the total equals 100%. With each account number and percentage amount, press F2 to enter the next account number and percentage. In this example, there are three accounts:

Line	Account	Account Description	Percent	Calculate Tax?
1	010767000001	Linen Expense	34.00	no
2	190767000001	Linen & Towels	33.00	no
3	270767000001	Linen & Towels	33.00	no

Once the distribution code is complete, escape back to the purchase order detail screen and enter the new distribution code. Complete the purchase order as usual.

NOTE: This distribution code does not affect the accounts used in the posting of the receipt. When this item is received, the system will credit the inventory accrual account and debit whatever the default inventory/expense account that is for this item. In this example, the default Inv/Expense account is 000370000001. The splitting of the expense accounts occurs in the posting of the invoice in Accounts Payable.

When the invoice is applied in AP, it should be done through the Purchasing/Receiving Interface as shown below:



(This is just a sample screen. Entering an invoice in this interface is covered in another tech note)

01-00073	Linens and Things	LT123	02/05/07	1,500.00	1,500.00
01-00140	Landscape Company			0.00	0.00
01-00153	Flower Power Florist			0.00	0.00
01-00163	Linens & Things			0.00	0.00
01-00166	CAPE COD PRODUCE			0.00	0.00
01-00184	Abacus Travel Services			0.00	0.00
01000068	Flower Power Florist			0.00	0.00

Build Inv Batch X Cancel

Enter data or press ESC to end.

When the invoice is applied to the receiving, the following occurs:

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1 LT123          02/05/07  106 Linens and Things          US Dollars
LT123          000-48000-00-01  A/P Trade                      US Dollars
01-00073      02/05/07      INV yes N Normal                C   no

Line Account          GL Description          Amount  Converted Amount  Description          Tax Ex
-----
1 000-33300-00-01     Inventory Accrual        1,500.00
2 000-37000-00-01     Inv. Guest Supplies      1,500.00-
3 010-76700-00-01     Linen Expense            510.00
4 190-76700-00-01     Linen & Towels           495.00
5 270-76700-00-01     Linen & Towels           495.00
-- Line Item Totals --> 1,500.00

-- Batch ID 03587 Totals -->
(Computed) 1 1,500.00 0.00
(Entered) 1 1,500.00 0.00
-- Post Liability
    
```

Enter data or press ESC to end.

- 1) The amount posted (to the Inventory Accrual account when it was received) is reversed.
- 2) The amount posted (to the Inventory account when it was received) is reversed.
- 3) The AP Trade account is posted to in place of the Inventory Accrual account.
- 4) The accounts identified in the Auto Distribution Code are posted to in the place of the original Inventory/Expense account.

The invoice would be posted as normal.

If there are any questions, please contact Data Plus Support.