

Accounts Payable Expense Distribution Tables

Use Expense Distribution Table Maintenance to set up tables with general ledger accounts and distribution percentages. The tables can then be selected in Invoice Data Entry, Repetitive Invoice Entry and Manual Check and Payment Entry to distribute invoice balances and payments to the selected accounts based on the percentages in the tables. A table can be selected for any invoice with no existing lines in Invoice Data Entry and Repetitive Invoice Entry and when entering a new invoice in Manual Check and Payment Entry.

If the Allow Total Distribution to be Less Than 100 Percent check box is selected in Accounts Payable Options, you can enter accounts with a total distribution percentage less than 100 percent, and then manually distribute the remaining balance in the data entry task. Also, you can set up tables with accounts and no distribution percentages, and the entire balance can be manually distributed. The total distribution percentage cannot exceed 100 percent.

Click on the Accounts Payable Setup folder, then Accounts Payable Options. Click on the 3. Entry tab. Click on the Enable Expense Distribution Tables and Allow Total Distribution to be Less Than 100 Percent.

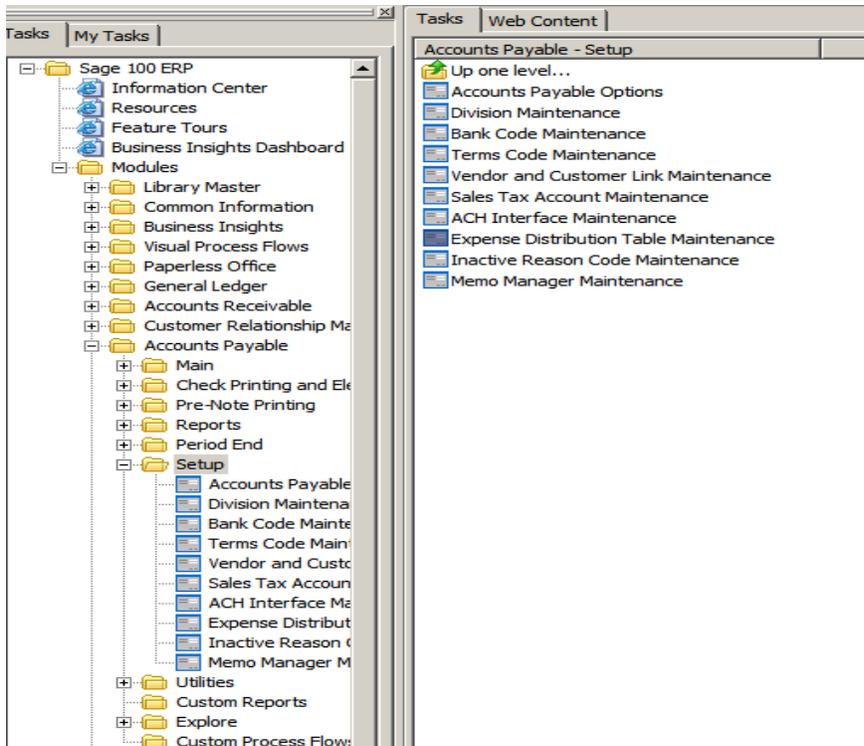
The screenshot shows the 'Accounts Payable Options (ABC) 4/30/2014' window with the '3. Entry' tab selected. The window is divided into several sections:

- Batch Processing:** A table with columns 'Description', 'Enable', and 'Next Batch'.

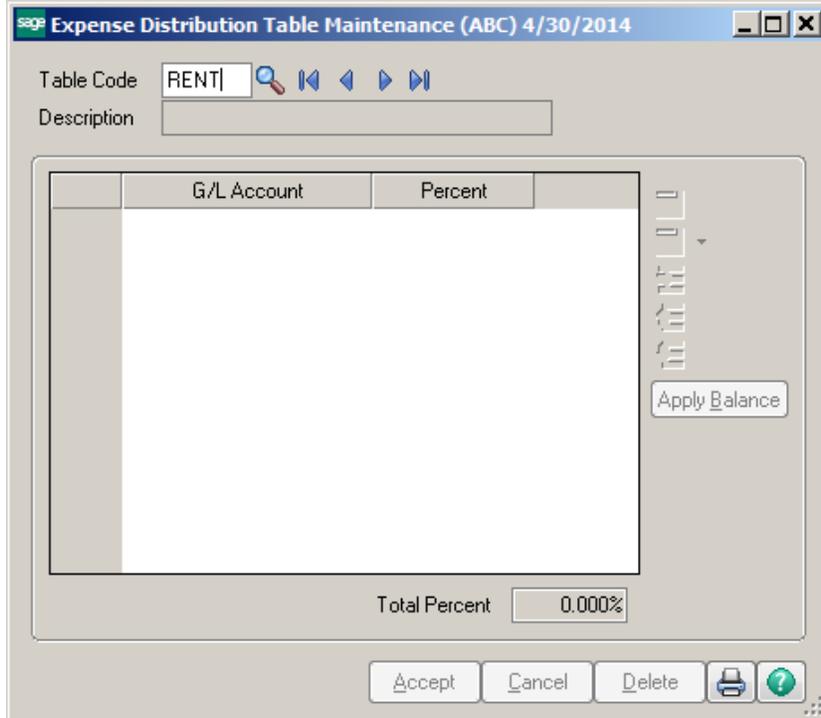
Description	Enable	Next Batch
Invoice Data Entry	<input type="checkbox"/>	00001
Manual Check/Payment Entry	<input type="checkbox"/>	00001
- Default Bank Code:** A text field containing 'D' with a search icon.
- Default Bank Code to Last Bank Code Used:** A checkbox that is unchecked.
- Manual Check Quick Print:** A section with a checkbox 'Increment Next Check No. When Changed During Printing' which is unchecked.
- Selecting Invoices for Payment:** A section with a checkbox 'Display Warning When Past Discount Due Date' which is checked.
- Calculate Sales Tax in A/P Data Entry:** A checkbox which is unchecked.
- Expense Freight Separately:** A checkbox which is unchecked.
- Enable Expense Distribution Tables:** A checkbox which is checked.
- Allow Total Distribution to be Less Than 100 Percent:** A checkbox which is checked.

At the bottom of the window are buttons for 'Accept', 'Cancel', a printer icon, and a help icon.

From the AP Setup menu, click on Expense Distribution Table Maintenance.



Enter a Table Code. The field is alpha numeric and is limited to six characters.



Enter the General Ledger accounts and the percentage that is allocated to each account. The total of the percentages does NOT have to equal 100% if you answered Yes to the set up option to Allow Total Distribution to be less than 100%.

Note: The Percent column can be left blank. You would then manually enter the amounts for the distribution at time of invoice entry.

Expense Distribution Table Maintenance (ABC) 4/30/2014

Table Code: RENT

Description: Rent

	G/L Account	Percent
1	555-10-03	10.000%
2	555-20-03	10.000%
3	555-30-03	25.000%
4	555-60-03	25.000%
5		0.000%

Total Percent: 70.000%

Buttons: Accept, Cancel, Delete, Apply Balance

Expense Distribution Table Maintenance (ABC) 4/30/2014

Table Code: INSU

Description: Insurance

	G/L Account	Percent
1	530-10-03	0.000%
2	530-20-03	0.000%
3	530-30-03	0.000%
4	530-60-03	0.000%
5		0.000%

Total Percent: 0.000%

Buttons: Accept, Cancel, Delete, Apply Balance

Click on Accounts Payable Invoice Data Entry. Enter the Exp Distribution Table on the Header screen.

SAP A/P Invoice Data Entry (ABC) 4/30/2014

Vendor No. 01-AIRWAY
Name Airway Property
Invoice No. 84621254

1. Header 2. Lines

Invoice Date 4/30/2014
Invoice Amount 2,500.00
Subject to Discount 2,500.00
Prepaid Invoice

Terms Code 03 NET END OF MONTH
Invoice Due Date 4/30/2014
Discount Due Date
Discount Amount .00

Exp Distribution Table RENT RENT

Hold Payment Separate Check
Comment
1099 Payment
Form Interest Box 1

Accept Cancel Delete

Click the Lines Tab. The invoice amount will automatically distribute amounts based on the percentages in the table. If the total percentage was not 100% then the remaining amount will need to be distributed.

SAP A/P Invoice Data Entry (ABC) 4/30/2014

Vendor No. 01-AIRWAY
Name Airway Property
Invoice No. 84621254

1. Header 2. Lines

Quick Row 5

	G/L Account	Description	Amount	Comment
1	555-10-03	Rent: SA&MK-CENTR	250.00	
2	555-20-03	Rent: ACCTG-CENTR	250.00	
3	555-30-03	Rent: CSERV-CENTR	625.00	
4	555-60-03	Rent: SH&RC-CENTR	625.00	
5			.00	

Exp Dist Percent 0.000%

Distribution Balance 750.00 Total 1,750.00

Accept Cancel Delete

Manual Entry Example:

sage A/P Invoice Data Entry (ABC) 4/30/2014

Vendor No. 02-MUTLIF Vendor...

Name Mutual Life Company

Invoice No. 383497

1. Header 2. Lines

Invoice Date 4/30/2014

Invoice Amount 4,800.00

Subject to Discount 4,800.00

Prepaid Invoice

Terms Code 01 NET 10

Invoice Due Date 5/10/2014

Discount Due Date

Discount Amount .00

Exp Distribution Table INSU Insurance

Hold Payment Separate Check

Comment

1099 Payment

Form None Box

Accept Cancel Delete Print Help

sage A/P Invoice Data Entry (ABC) 4/30/2014

Vendor No. 02-MUTLIF Vendor...

Name Mutual Life Company

Invoice No. 383497

1. Header 2. Lines

Quick Row 5

	G/L Account	Description	Amount	Comment
1	530-10-03	Insurance expense: SA&MK-CENTR	.00	
2	530-20-03	Insurance expense: ACCTG-CENTR	.00	
3	530-30-03	Insurance expense: CSERV-CENTR	.00	
4	530-60-03	Insurance expense: SH&RC-CENTR	.00	
5			.00	

Exp Dist Percent 0.000%

Distribution Balance 4,800.00 Total 0.00

Accept Cancel Delete Print Help

How to Apply a Credit Memo to an Invoice

Invoice No.	Inv Date	Inv Due Date	Disc Date	Amount	Discount	Balance	Comment
4556-CM	6/24/2011	6/24/2011		50.00	0.00	50.00	
12545	5/27/2011	6/26/2011	6/6/2011	50.00	1.00	50.00	
2971	5/11/2010	6/10/2010		154,530.00	0.00	154,530.00	
76-5433	5/10/2010	6/9/2010	5/20/2010	955.45	0.00	0.00	

Balance	Current	30 Days	45 Days	60 Days	90 Days
154,530.00	0.00	0.00	0.00	0.00	154,530.00

1. Select Accounts Payable Main menu -> Manual Check and Payment Entry. The Manual Check and Payment Entry window appears.
2. In Manual Check and Payment Entry, enter the bank code.
Note: You must enter a bank code; however, the bank code does not affect the entry.
3. At the Check No. field, type APP. You can also type APP followed by an alphanumeric value of up to three characters and/or digits (for example, APP2BC). The Check Amount field displays zero and can only be viewed.
4. At the Vendor No. field, enter the vendor number for the credit memo to apply.

Bank Code: D

Payment Type: Check

Check No.: APP001

Cash Account: 101-01-00

Check Date: 6/24/2011

Check Amount: .00

Vendor No.: 01-STEVE

Vendor Name: Stevens Supply

Comment:

5. Click the Lines tab. At the Invoice No. field, enter the credit memo number to apply. The credit invoice information appears.
6. In the next row, at the Invoice No. field, enter the invoice number.
7. At the Invoice Amount field, change the invoice amount to reflect the positive amount of the credit memo, if necessary.
8. Verify that the value at the Check Distribution Balance field is zero, and click Accept.

Manual Check and Payment Entry (ABC) 6/24/2011

Bank Code: D Payment Type: Check Check No.: APP001 Cash Account: 101-01-00

1. Header 2. Lines

	Invoice No.	Invoice Date	Invoice Amt	Discount Amt	Exp Dist Table
1	4556-CM	6/24/2011	50.00	.00	
2	12545	5/27/2011	50.00	.00	
3			.00	.00	

Due Date: 6/26/2011
Discount Date: 6/6/2011
1099 Form: None
1099 Box:
G/L Distribution:

Check Distribution Balance: 0.00 Payment Total: 0.00

Accept Cancel Delete Print Refresh

The credit balance is applied. Print and update the Manual Check and Payment Register and Daily Transaction Register.

Manual Check and Payment Register (ABC) 6/24/2011

Current General Ledger Period: 05 Ending: 5/31/2011
Accounts Payable Posting Date: 6/24/2011
Print Full Comments:

Notice: This Accounts Payable posting date falls into a future General Ledger period.

HP LaserJet P2050 Series PCL6#:6 Print Preview Setup Refresh

How to Quick Print Checks

1. Select Accounts Payable Main menu -> Manual Check and Payment Entry. The Manual Check and Payment Entry window appears.
2. In Manual Check and Payment Entry, enter the bank code.
Note: Do not use bank code 'Z' if you plan to perform Accounts Payable from Accounts Receivable clearing.
3. Click the Quick Print Check button.
Note: The Quick Print Check button is available only with the appropriate security setup.
4. Enter the check date, check amount, vendor number and a comment.

Manual Check and Payment Entry (ABC) 6/24/2011

Bank Code: D

Payment Type: Check

Check No.: *PRNT*

Cash Account: 101-01-00

1. Header | 2. Lines

Check Date: 6/24/2011

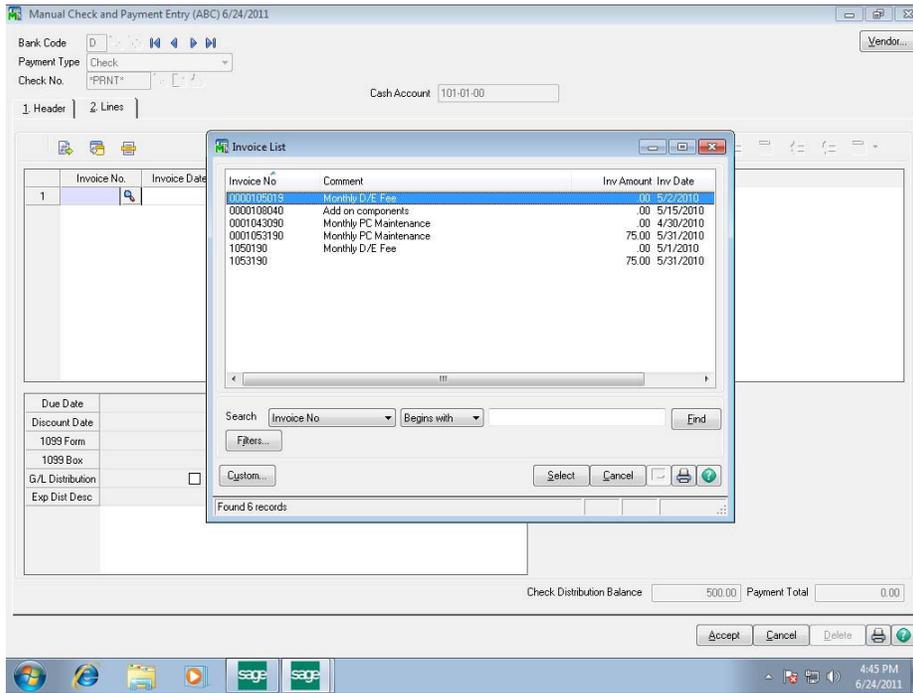
Check Amount: 500.00

Vendor No.: 01-ALLCLIM Allclimate Maintenance

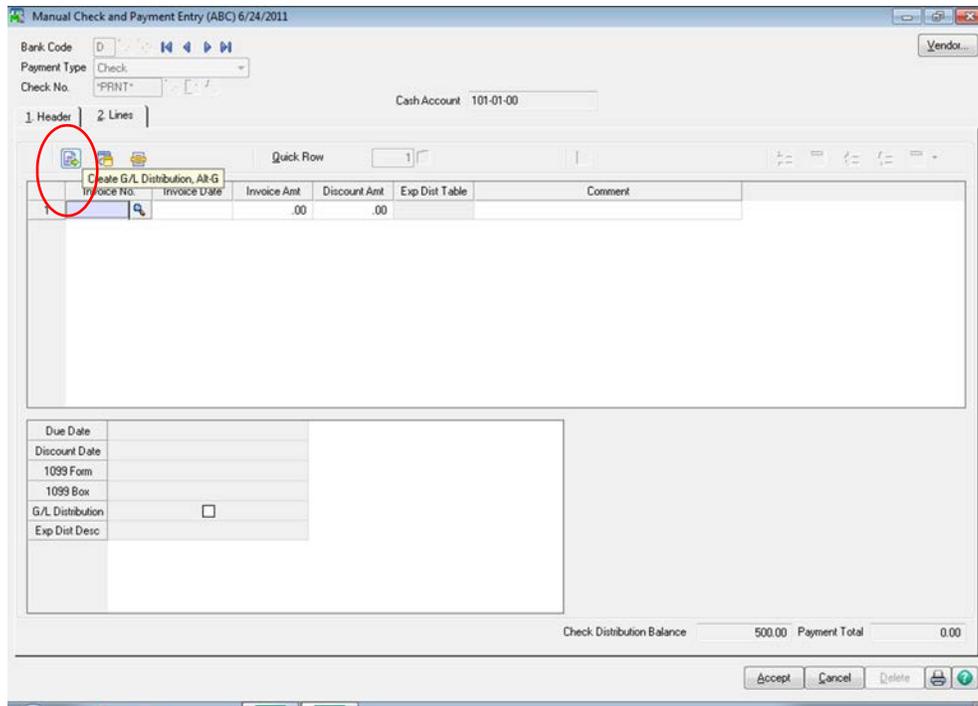
Comment:

Accept Cancel Delete

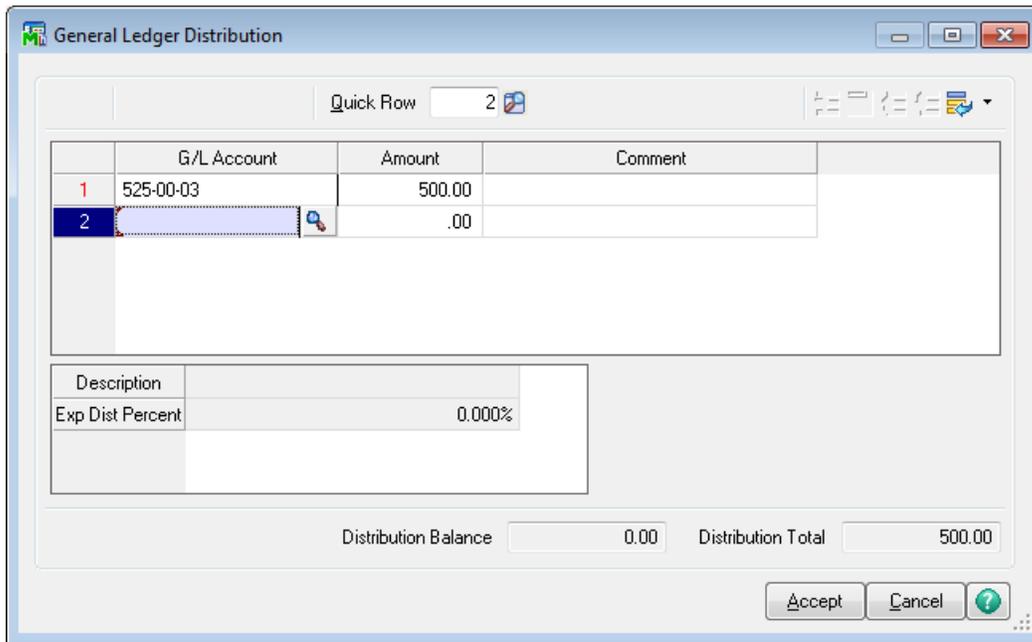
5. Click the Lines tab. You can create this check to post against an Invoice OR take it directly to a G/L account distribution.
6. To distribute to an invoice, at the Invoice No. field, enter the invoice number to pay, and click Accept.
Note: If the invoice does not exist, the "Is this a new invoice" message dialog box appears. Click Yes and enter the invoice date, invoice amount, and other appropriate information on the Lines tab.



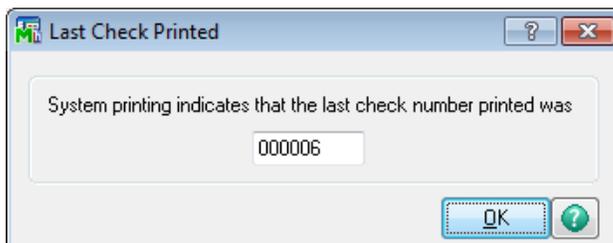
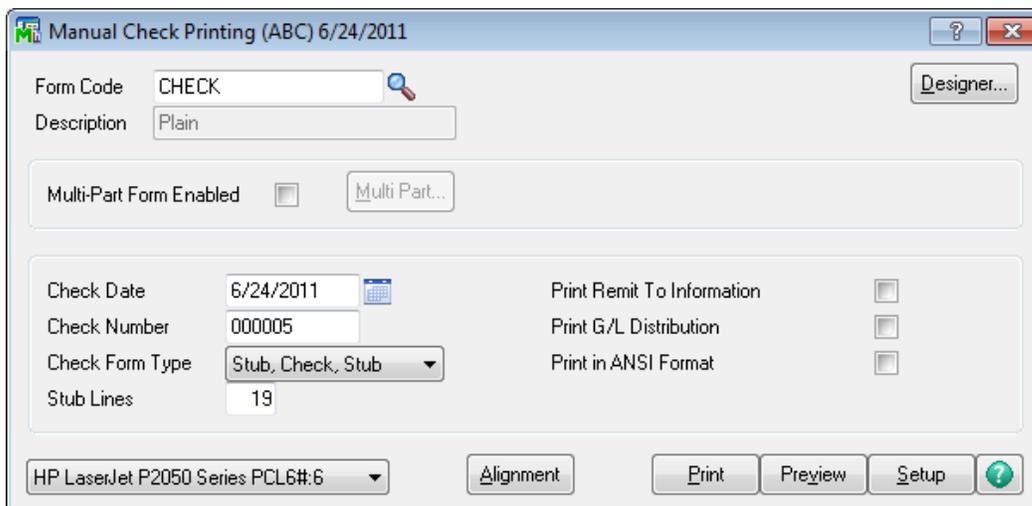
7. To distribute to a G/L account, click on the “Create G/L Distribution” button.

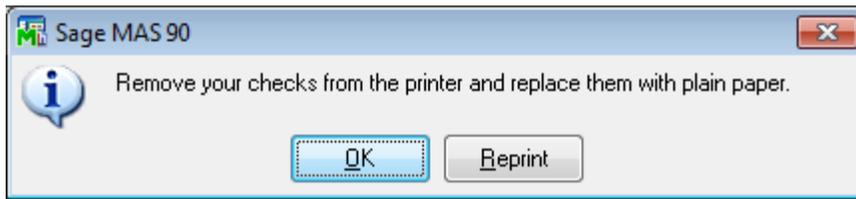


8. The General Ledger Distribution window will open. Enter the G/L Accounts and amounts to distribute to. Distribution Balance should equal Zero when fully distributed. Click Accept, then click Accept on the Entry screen.



9. The Manual Check Printing window appears. Enter information as needed, and click **Print**.





10. In Manual Check and Payment Entry, click the Print button to print and update the Manual Check and Payment Entry.

