

## Distribute Expenses to Fields by Landlord

<b>Document #:</b>	3204	<b>Product:</b>	CenterPoint® Accounting for Agriculture
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A distribution can be created for each landlord and assigned to the production centers for that landlord. This distribution can then be selected during data entry when paying cash rent or other expenses that are for a particular landlord.

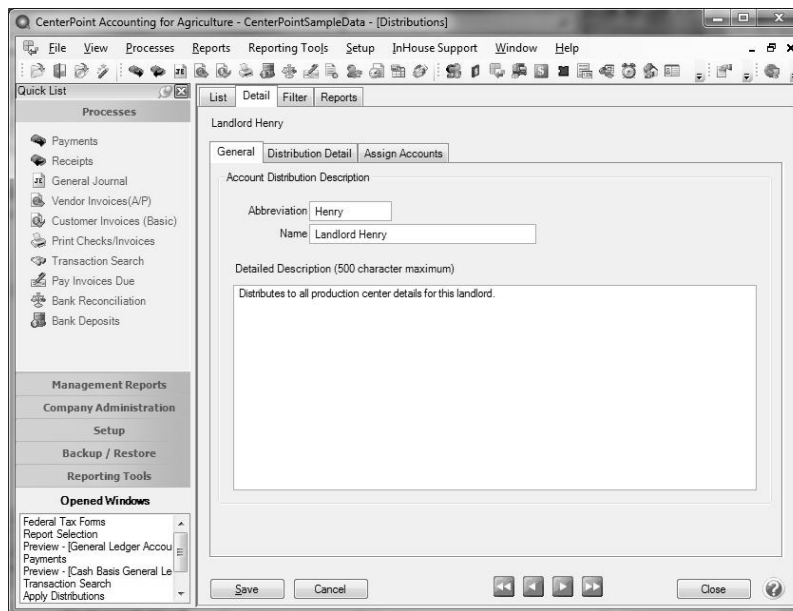
This document includes the following topics:

[Creating the Distribution](#)

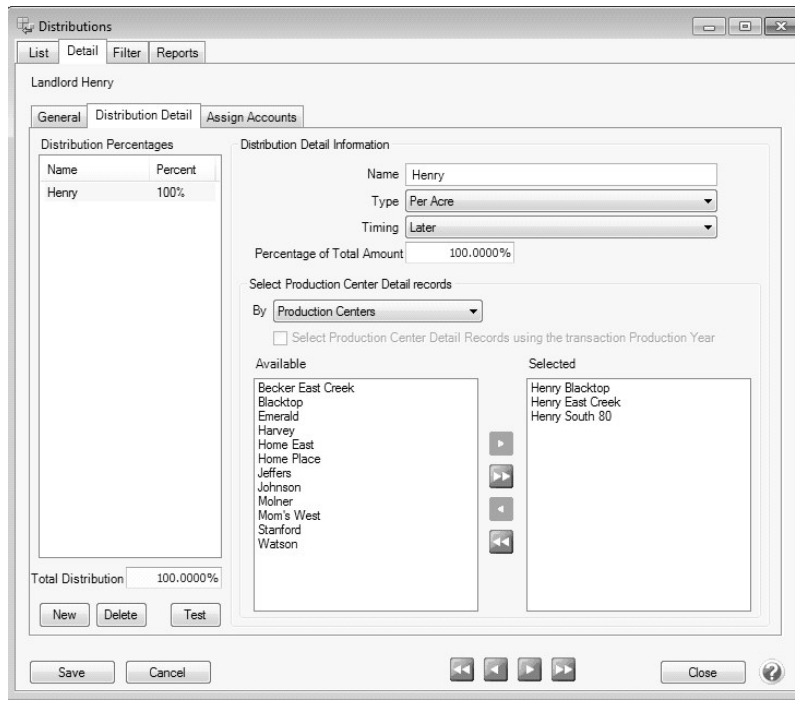
[Using the Distribution](#)

### Creating the Distribution

1. Select **Setup > Accounts > Distributions**. Click **New**.
2. Enter an **Abbreviation** (optional), **Name** and **Description** to easily identify this account distribution, such as Henry Landlord.



3. Select the **Distribution Detail** tab.
4. Click **New** in the lower left corner.



5. Enter a **Name** for the distribution, such as **Henry Fields**.
6. Select **Per Acre** as the **Type**.
7. Select the appropriate **Timing** option. Choose between:
  - » **Later**: 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. This option is if the production center details are incomplete at the time of purchase.
  - » **At Transaction**: At the time the transaction is entered, it will record the revenue or expense and it will automatically distribute it to the previously defined profit centers or production center details.
8. Enter the **Percentage of Total Amount** for this portion of the distribution. In this example, 100% of general overhead expense is allocated to Henry Fields.
9. In the **By** box, select the production center detail records to distribute by **Production Centers**.
10. All production centers will be displayed on the left in the Available section. Use the right arrow to move the production centers for this landlord to the right (Selected) for this allocation.

## Using the Distribution

When paying cash rent or other expenses that are for a particular landlord, the distribution can be selected by clicking on the Distribution button in transaction entry screens.

