Distribute Expenses to Fields by Landlord

Document #:	3204	Product:	CenterPoint® Accounting for Agriculture

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.

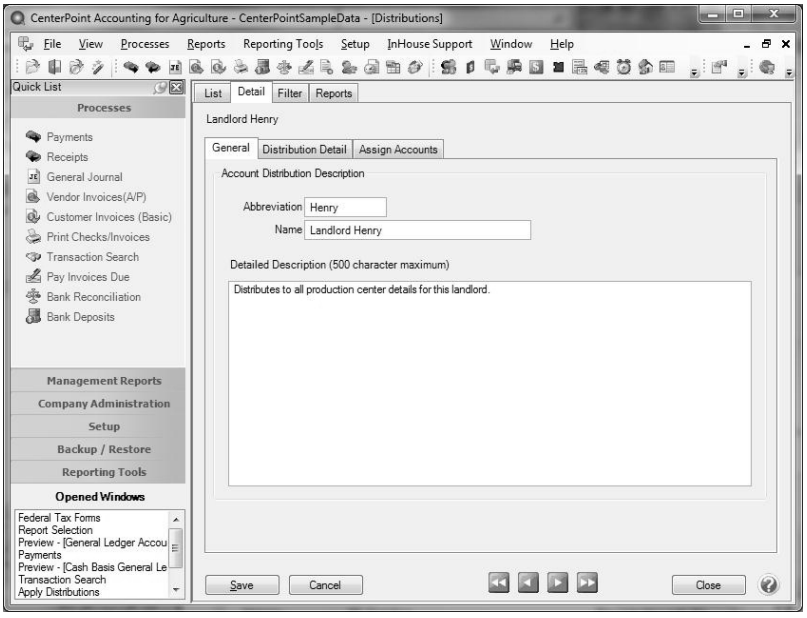
This document includes the following topics:

Creating the Distribution

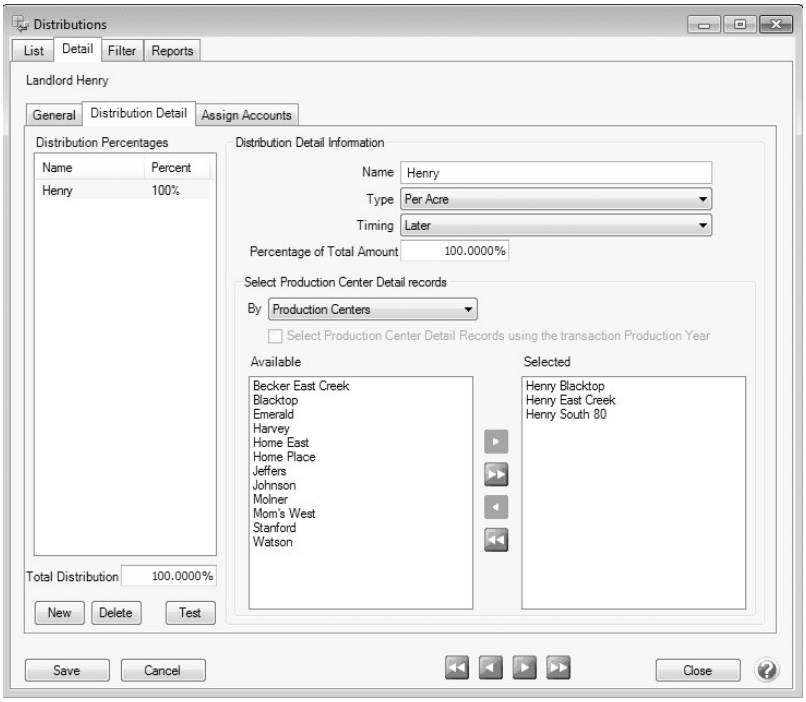
Using the Distribution

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.



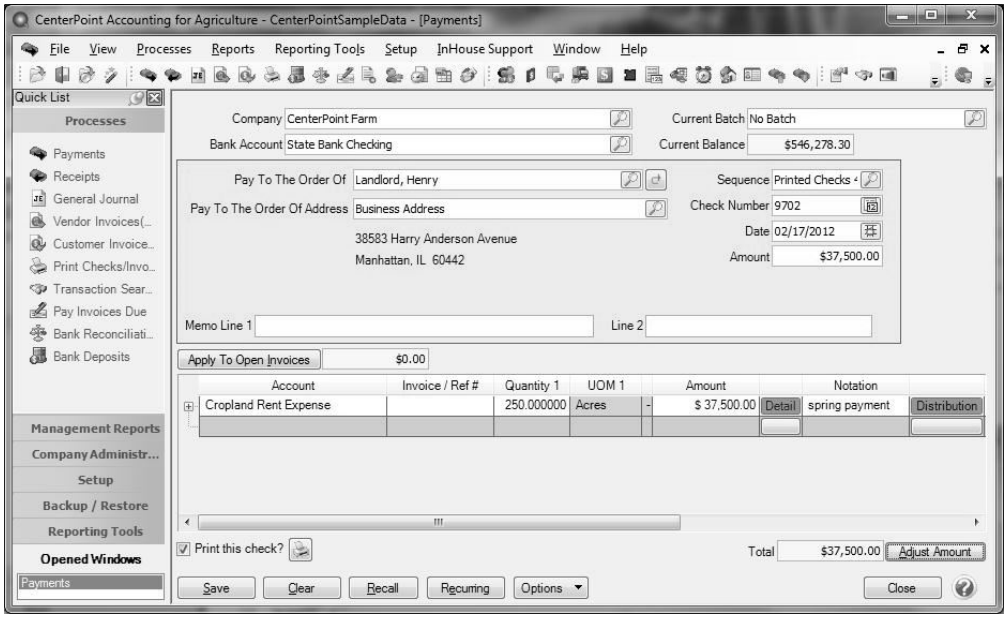
5. Enter a **Name** for the distribution, such as **Henry Fields**.
6. Select **Per Acre** as the **Type**.
7. Select the appropriate **Timing** option. Choose between:

   - **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.


CenterPoint Accounting for Agriculture - CenterPointSampleData - [Payments]
File View Processes Reports Reporting Tools Setup InHouse Support Window Help
Quick List
Processes
Payments
Receipts
General Journal
Vendor Invoices(...
Customer Invoice...
Print Checks/Invo...
Transaction Sear...
Pay Invoices Due
Bank Reconciliati...
Bank Deposits
Management Reports
Company Administr...
Setup
Backup / Restore
Reporting Tools
Opened Windows
Payments
Company CenterPoint Farm
Current Batch No Batch
Bank Account State Bank Checking
Current Balance $546,278.30
Pay To The Order Of Landlord, Henry
Sequence Printed Checks
Pay To The Order Of Address Business Address
Check Number 9702
38583 Harry Anderson Avenue
Manhattan, IL 60442
Date 02/17/2012
Amount $37,500.00
Memo Line 1
Line 2
Apply To Open Invoices
$0.00
Account
Invoice / Ref #
Quantity 1
UOM 1
Amount
Notation
Cropland Rent Expense
250.000000
Acres
$ 37,500.00
Detail
spring payment
Distribution
Print this check?
Total
$37,500.00
Adjust Amount
Save
Clear
Recall
Recurring
Options
Close