



Purchase Line Distribution Entry

Megan De Freitas - 2024-11-22 - Purchasing

Overview

Purchase Line Distribution Entry is a Purchase Line action that allows users to view and customize the account that will be used when posting the document. This allows users to decide how each monetary category will be applied to GL Accounts. In this document, you will learn where to access Purchase Line Distribution Entry, as well as how to change accounts. Any relevant securities and settings will be listed at the end of the document.

Usage

To use Purchase Line Distribution, navigate to the **Actions** dropdown on the Line Items tab of a Purchase Order.

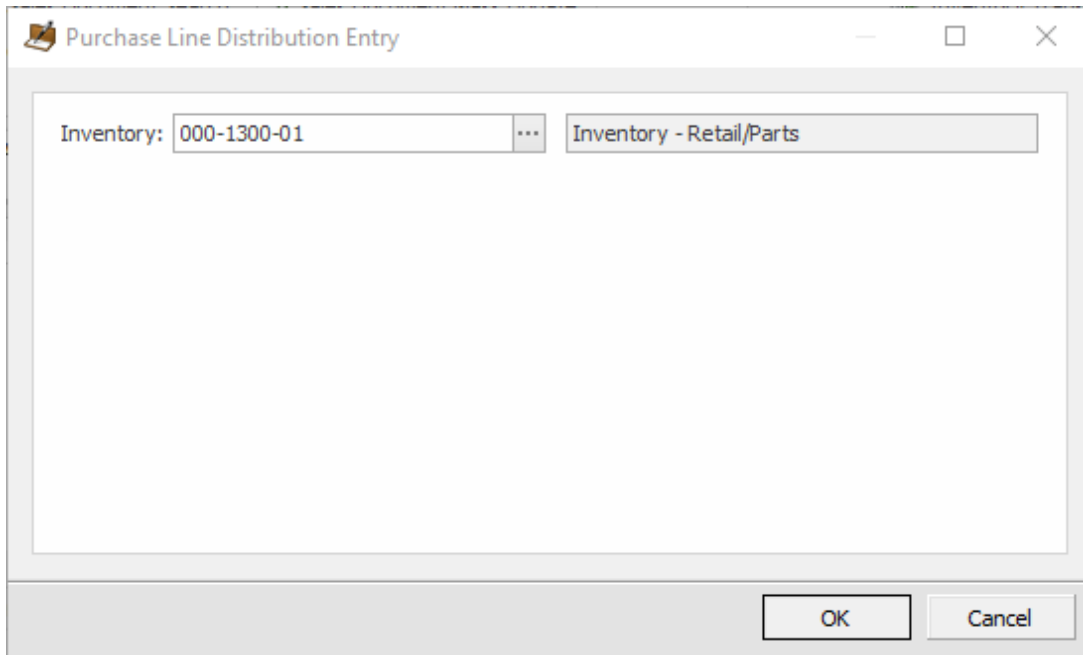
The screenshot shows the Dynamics GP SalesPad interface. The title bar indicates the window is for '(STANDARD) PO2087 - NOMEM - SalesPad'. The 'Application' menu is open, showing various options like Sales Documents, Counter Sales, Sales Batch Processing, etc. The 'Purchase Order Search' window is open, showing details for PO2087. The 'Line Items' tab is selected, and the 'Actions' dropdown menu is open, highlighting the 'Purchase Line Distribution Entry' option.

Item #	Description	NI	Vendor Item #	Qty	Qty Committed	UOM	Unit Cost	Extd. Cost	Location	Req. Date	Prom. Date	Prom. Ship	Comment
HD-20	20 Gig Hard Drive		1	1	1	EACH	50.00	50.00	WAREHO...	8/29/2016	8/29/2016	8/29/2016	

Click the Purchase Line Distribution Entry action.

The 'Configure Actions...' dialog box is shown. It has a list of actions: 'Matrix Purchase Order Entry' and 'Purchase Line Distribution Entry'. The 'Purchase Line Distribution Entry' action is highlighted.

This will open up the Purchase Line Distribution Entry window:

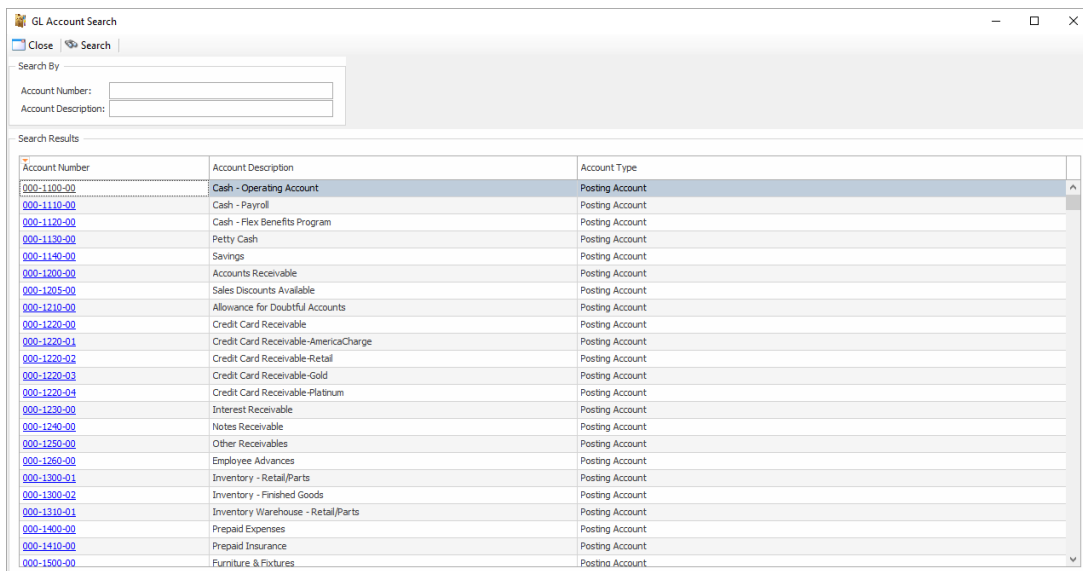


The screenshot shows a window titled "Purchase Line Distribution Entry". It features a text field labeled "Inventory:" containing the value "000-1300-01". To the right of this field is an ellipsis (...) button. Further right is a text field containing the value "Inventory - Retail/Parts". At the bottom right of the window are two buttons: "OK" and "Cancel".

Changing the Accounts

To change the account, you may type the account number in yourself, or you can click the ellipsis (...) on the right of the field to open up the GL Account Search window. Clear out the Account Number field and enter the account number you want to find, then click the **Search** button. If you search without anything in the Account Number field, it will pull up all of the accounts in your system.

Note: Accounts must exist in GP, they cannot be created in SalesPad.



The screenshot shows a window titled "GL Account Search". It has a "Search By" section with two input fields: "Account Number:" and "Account Description:". Below this is a "Search Results" section containing a table with three columns: "Account Number", "Account Description", and "Account Type".

Account Number	Account Description	Account Type
000-1100-00	Cash - Operating Account	Posting Account
000-1110-00	Cash - Payroll	Posting Account
000-1120-00	Cash - Flex Benefits Program	Posting Account
000-1130-00	Petty Cash	Posting Account
000-1140-00	Savings	Posting Account
000-1200-00	Accounts Receivable	Posting Account
000-1205-00	Sales Discounts Available	Posting Account
000-1210-00	Allowance for Doubtful Accounts	Posting Account
000-1220-00	Credit Card Receivable	Posting Account
000-1220-01	Credit Card Receivable-AmericaCharge	Posting Account
000-1220-02	Credit Card Receivable-Retail	Posting Account
000-1220-03	Credit Card Receivable-Gold	Posting Account
000-1220-04	Credit Card Receivable-Platinum	Posting Account
000-1230-00	Interest Receivable	Posting Account
000-1240-00	Notes Receivable	Posting Account
000-1250-00	Other Receivables	Posting Account
000-1260-00	Employee Advances	Posting Account
000-1300-01	Inventory - Retail/Parts	Posting Account
000-1300-02	Inventory - Finished Goods	Posting Account
000-1310-01	Inventory Warehouse - Retail/Parts	Posting Account
000-1400-00	Prepaid Expenses	Posting Account
000-1410-00	Prepaid Insurance	Posting Account
000-1500-00	Furniture & Fixtures	Posting Account

Security and Application Settings

Security

*Purchase Line Distribution Entry** - Allows users to see and use the Purchase Line Distribution Entry action.

Note: Securities with an asterisk (such as *Purchase Line Distribution Entry**) have sub-securities that are listed in the middle section of the Security field. Sub-security descriptions

appear in the bottom section of the field. Review and customize these as desired.

Application Settings

Enable SalesPad Desktop Distributions – Allows users to use SalesPad for distributions.

Defaults to False.

NOTE: This setting will disable Econnect distributions for all transactions. This means that all distributions for all transactions would need to be set manually or through other means. It is strongly recommended to TEST turning this setting on before applying it to a live environment.

GL Account Segments – Allows users to change how account numbers should be formatted in SalesPad. The default format is \d\d\d\d-\d\d\d\d-\d\d.