



Sales Line Distribution Entry

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Overview

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

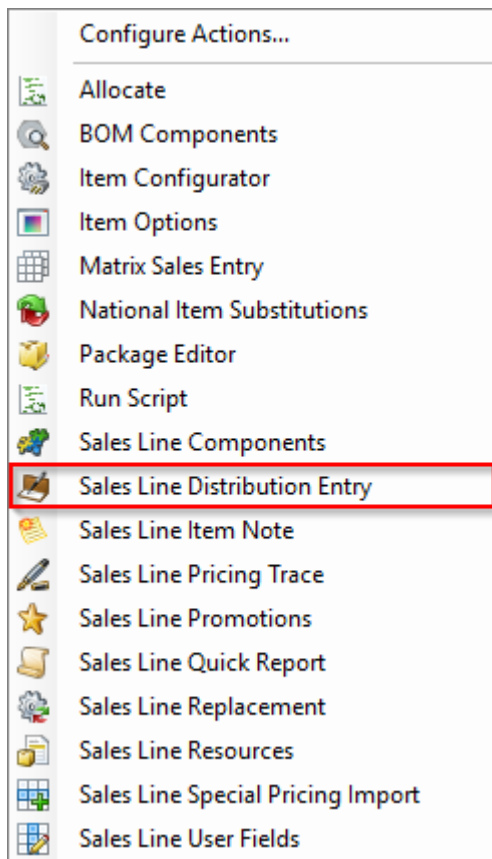
Usage

To use Sales Line Distribution, navigate to the actions dropdown on the Line Items tab of a Sales Document.

The screenshot displays the Sales Line Distribution Entry interface. The top section contains document properties, shipping address, and additional properties. The bottom section shows a table of line items with columns for Item, Description, NI, Qty, UOM, Price, Cost, Ext Price, Ship To, Req Ship, Qty BO, Comment, and Standard Cost. The 'Sales Line Availability' action is highlighted in the table.

Item	Description	NI	Qty	UOM	Price	Cost	Ext Price	Ship To	Req Ship	Qty BO	Comment	Standard Cost
ACCS-RST-DXWH	Shoulder Rest - Deluxe White		1	1	1 Each	9.95	4.55	9.95 WARE...	5/20/2016	0		0.00

Click the Sales Line Distribution Entry action.



This will open up the Sales Line Distribution Entry window:

A screenshot of the 'Sales Line Distribution Entry' window. The window has a title bar with a minimize button, a maximize button, and a close button. The main area contains a table with two columns. The left column lists various account types, and the right column shows the selected account names. Each row has an ellipsis (...) button to the right of the account number field.

Inventory:	000-1300-01	...	Inventory - Retail/Parts
Cost of Sales:	000-4510-01	...	Cost of Goods Sold - Retail/Parts
Sales:	000-4110-02	...	US Sales - Finished Goods
Markdowns	000-1205-00	...	Sales Discounts Available
Returns:	000-1330-01	...	Inventory Returns - Retail/Parts
In Use:	000-1520-00	...	Machinery & Equipment
In Service:	000-1300-01	...	Inventory - Retail/Parts
Damaged:	000-4700-00	...	Shrinkage and Waste

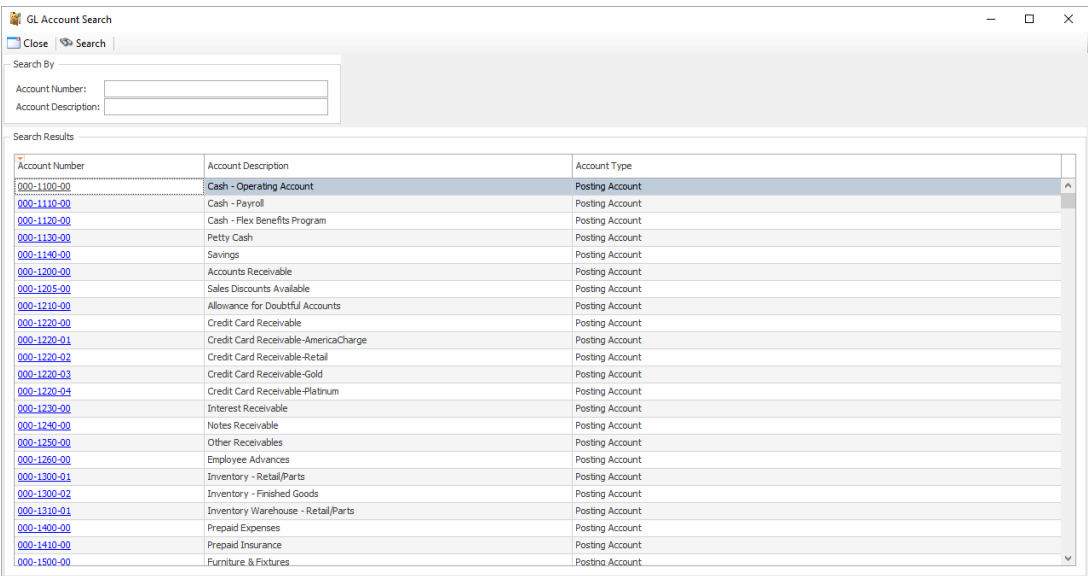
At the bottom right of the window, there are two buttons: 'OK' and 'Cancel'.

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.



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

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

Note: Securities with an asterisk (such as *Sales 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.