



## 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.

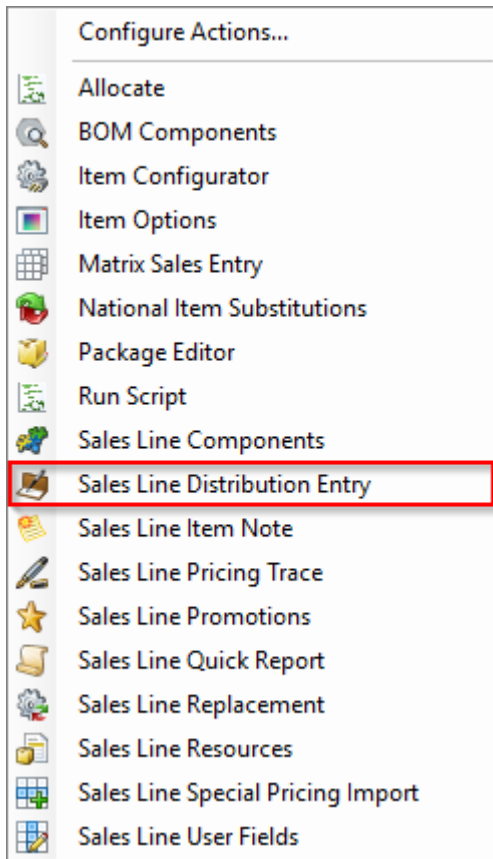
### Usage

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

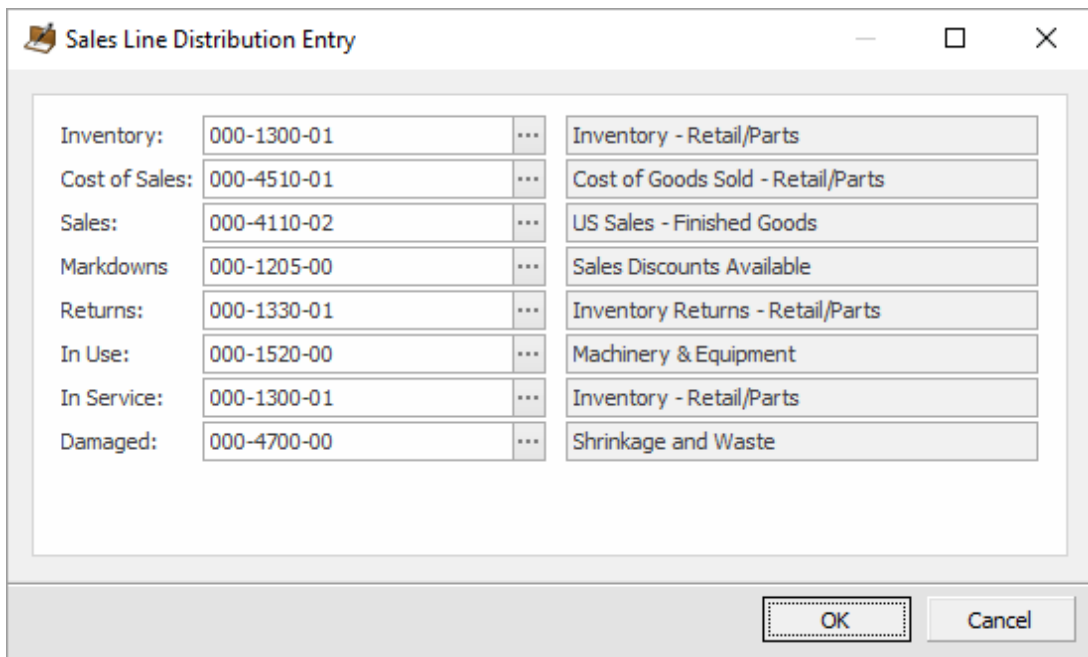
The screenshot displays the SalesPad interface for a sales document. The top navigation bar includes tabs for 'Customer Search', 'Sales Documents', and two open order windows: '(ORDER) ORDST2241' and '(ORDER) ORDST2259'. Below the navigation bar, there are several panels: 'Document Properties' (showing document #, customer #, sales rep, etc.), 'Shipping Address' (showing address for Aaron Fitz Electrical), 'Additional Properties' (showing batch/quantity and price level), and 'Totals - GM: [\$5.40] [54.27%]' (showing various charges and payment amounts). The main area is a table with tabs for 'Line Items', 'Notes', 'Addresses', 'Holds', 'User Fields', 'Audit', 'Related Documents', 'Purchases', 'Quick Report', 'FedEx Quote', 'Email Audit', 'Assemblies', 'Tracking Numbers', 'Interactions', and 'Ma'. The 'Line Items' tab is active, and the 'Sales Line Availability' action is highlighted in the 'Actions' column of the table. The table contains one line item: 'ACCS-RST-DXWH' (Shoulder Rest - Deluxe White) with a quantity of 1, a price of 9.95, and a standard cost of 0.00.

Item	Description	NI	Qty	Qty ...	Qty ...	UORM	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:

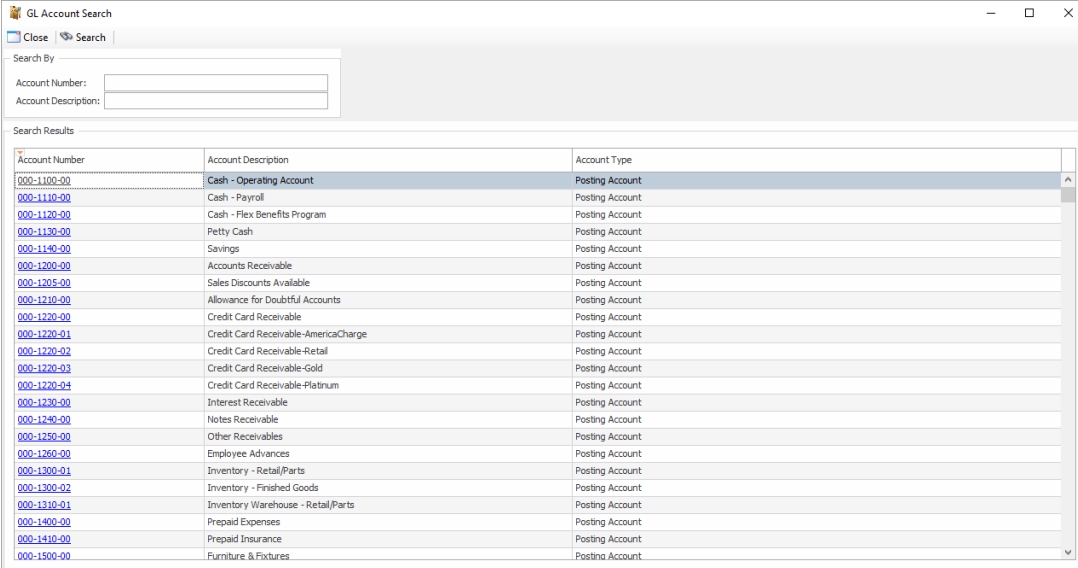


#### Changing the Accounts

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" with a search interface and a table of results. The search interface includes "Search By" with fields for "Account Number" and "Account Description". The table below lists various accounts with their numbers, descriptions, and types.

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.