Process Documentation

Department:
Customer Support
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NAME OF PROCESS

Tracing and Configuring G/L Revenue Distribution for Items and Equipment

Use Case / Objectives

This article explains how to:

- Trace which General Ledger (G/L) accounts are impacted when an item or piece of equipment is sold, and
- Set up or review Equipment G/L Revenue Distribution rules that control how revenue posts based on equipment attributes.

This process is commonly used for troubleshooting revenue posting, validating setup, or onboarding new categories/classes

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

- **Sales Inventory Maintenance:** Main Operations >Sales File Maintenance > Sales Item File (1.52.3) or Purchasing Operations > Maintenance/Inquiry > Item Master File (2.32)
- **Parts & Merchandise Inquiry**: Main Operations > Inquiry > Parts and Merchandise Inquiry (1.31) or Purchasing Operations > Maintenance/Inquiry > Item Search – (2.31)
- **G/L Sales Revenue Distribution:** Item: General Ledger > General Ledger Maintenance > Maintain G/L Revenue Distribution – Item (5.80.3)
- **G/L Sales Revenue Dist. - Equipment:** General Ledger > General Ledger Maintenance > Maintain G/L Revenue Distribution – Equipment (5.80.2)

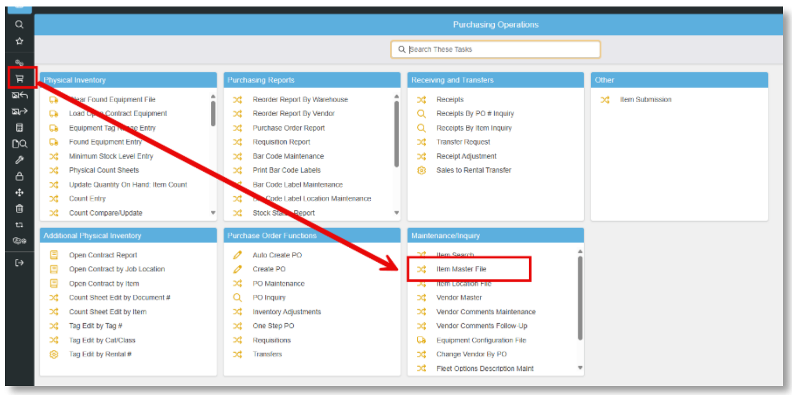
Tracing an Item's G/L Defaults (When an Item Is Sold)

Process Steps

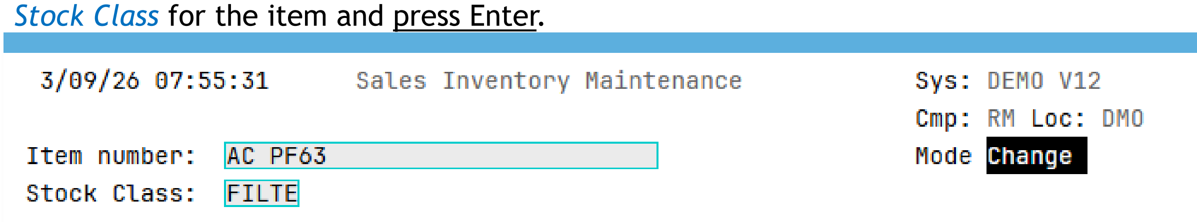
1. Log into the [RolePlay environment]() using your credentials.

The first thing you need to do is look up the *G/L Category* for your item. There are two options for tracing an Item's G/L Defaults when the Item is sold.

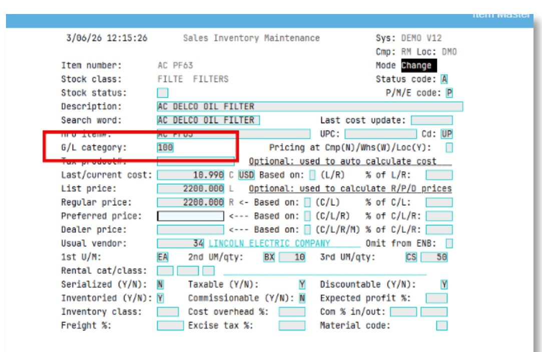
2. **Option A** – on the **Main Operations Menu** screen, in the **Sales File Maintenance** section, click on the **Sales Item File** option.



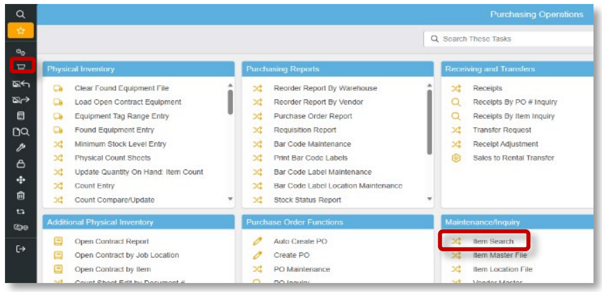
3. On the **Sales Inventory Maintenance - Launch** screen, type in the *Item Number* and *Stock Class* for the item and press Enter.



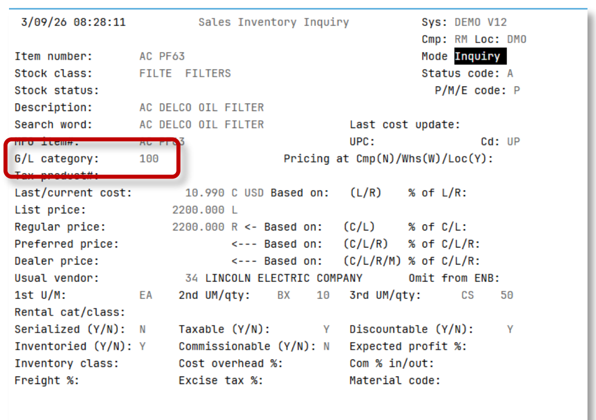
4. On the **Sales Inventory Maintenance - Details** screen, locate the *G/L Category* field on the item record and make a note of the value.



5. **Option B -** on the **Purchasing Operations Menu** screen, in the **Maintenance/Inquiry** section, <u>click on</u> the **Item Search** option.

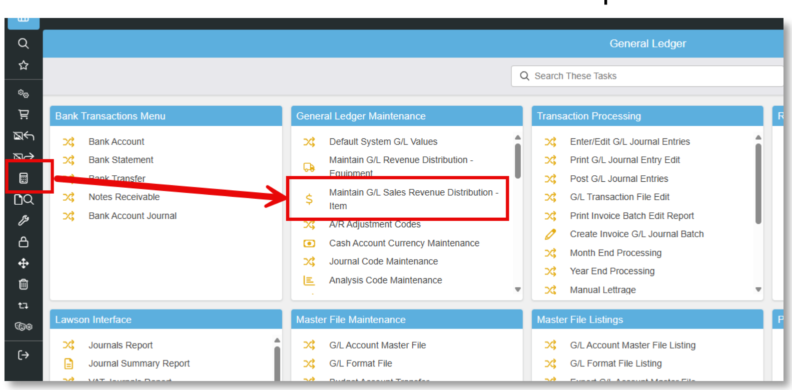


6. On the **Parts/Merchandise Search** screen, <u>search</u> for the item, <u>type</u> **1** in the *O* field next to the item and <u>press Enter</u> to select. **NOTE:** If only one item displays and it is the item you are looking for, you can <u>press F9</u> on your keyboard or <u>click on</u> *F09 Item Inquiry* in the **Display Functions** menu.
7. On the **Sales Inventory Inquiry** screen, locate the *G/L Category* field on the item record and make a note of the value.

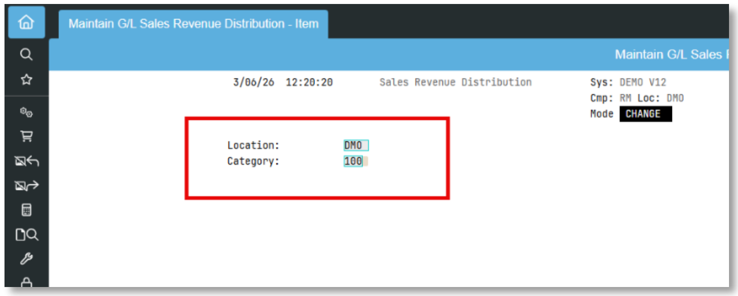


Next you will need to locate the G/L Sales Revenue Distribution for the Item before determining which G/L accounts are used.

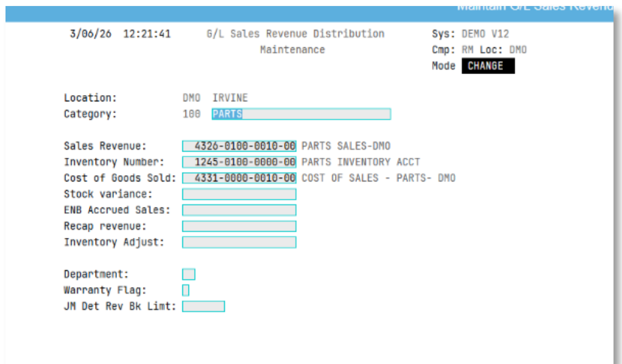
8. On the **General Ledger Menu** screen, in the **General Ledger Maintenance** section, <u>click on</u> the **Maintain G/L Revenue Distribution - Item** option.



9. On the **Sales Revenue Distribution** screen, <u>type in</u> the *Location* and *Category* fields.



10. Press Enter to continue.
    a. The **G/L Sales Revenue Distribution Maintenance** screen opens for the selected item.



NOTE: These distributions are **location-specific**, so the same item may post differently depending on location.

Adding or Maintaining Equipment G/L Revenue Distribution

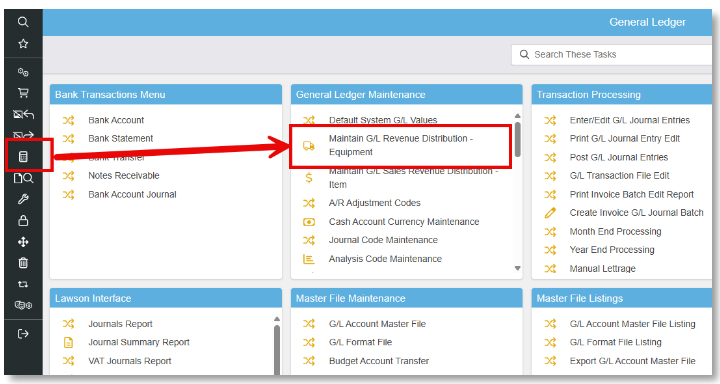
Process Steps

Equipment G/L Revenue Distribution determines **which G/L accounts are used** when revenue is generated for equipment, based on attributes such as:

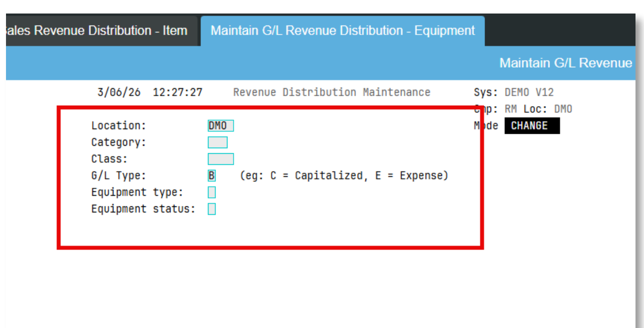
- Location
- Category
- Class
- Equipment Status
- G/L Type (e.g., expensed vs capitalized)

Step 3: Access G/L Sales Revenue Distribution - Equipment

1. From the **General Ledger menu**, in the **General Ledger Maintenance** section, click on the **Maintain G/L Revenue Distribution - Equipment** option.



2. On the **Revenue Distribution Maintenance - Launch** screen, type in the *Location* for the distribution.
3. Type in the **criteria** that determines when this distribution applies

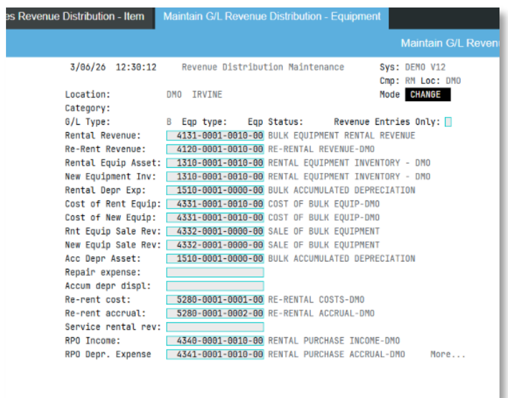


Below are some common setup examples:

- **Same distribution for all equipment in a category**
  → Enter *Category* **only**
- **Same distribution for a specific category and class**
  → Enter *Category* + *Class*
- **All expensed equipment uses the same distribution**
  → Leave *Category/Class* blank and enter *G/L Type* = **E**
- **Category-based distribution by equipment status**
  → Enter *Category* + *Equipment Status*

Example:

- Location: DMO
- Category:
- G/L Type: B
- → All equipment matching these criteria will use the same G/L distribution.



4. After entering the criteria, press Enter.
5. Populate all required *G/L account* fields for the selected criteria. **NOTE:** If you do not know the G/L account number, with your cursor in the desired field, press F4 to open the **G/L Account Number Look-up** window.
6. Review carefully for accuracy and press Enter to save.
7. Repeat these steps for each **location** and **unique criteria combination** needed.

Key Notes & Best Practices

- Item and Equipment revenue distributions are **independent setups**
- Always verify **location-specific rules**
- More specific criteria override more general ones
- Document changes for audit and troubleshooting purposes

Reference Glossary

Field Definitions for Tasks

Sales Inventory Maintenance - Launch

- *Item Number* - Enter the item number you want to add, change, or inquire on. If you do not know the number you want to change or inquire on, press F4 to search for it.
- *Stock Class* - Enter the stock class associated with the item number.

Sales Inventory Maintenance – Details

- *Item number* - Displays the item number you want to add, change, or inquire on.
- *Stock class* - Displays the stock class associated with the item number.
- *Status code* - Enter or accept the current status for the sales item. Valid codes are:
  - A - Active
  - D - Deleted
  - S - Suspended
- *Stock status* - Enter **NS** if this sales item is considered a non-stock item that is not included on reorder reports and physical inventory count sheets. Use the **Default Codes** program in **Cross Application Maintenance** to set up additional user-defined stock status codes using code **SS**.
- *P/M/E code* - Enter the code that represents the type of sales item. Valid codes are:
  - P - Part
  - M - Merchandise
  - E - Equipment
- *Description* - Enter a brief description of the item.
- *Search word* - Enter text that you can use to search for this item on inquiry screens.
- *Last cost update* - Enter or accept the date of the last time the *Last Cost* field was updated by the system. This date is automatically populated by the system, so change it only on an exception basis.
- *Manufacturer's item number* - Enter the manufacturer's item number assigned to this sales item.
- *UPC* - If applicable, enter the UPC number assigned to the item.
- *UPC Code* - If applicable, enter the code associated with the UPC number. Two codes are supported, and the default code is **UP**.
- *G/L category* - Enter the code that represents the link between this item and the G/L sales revenue distribution file. The G/L distribution determines the general ledger account numbers used for revenue, inventory and cost of goods sold when this item is sold or purchased. This information might be defaulted from the item's stock class, and it might be protected against changes on this screen. If field **ZXYON3** of control record **SAITMM** is set to **Y**, this G/L category is defaulted from the master record of the stock class assigned to this item, and you cannot change it. If control record

SAITM2 - Use *G/L Cat* in **Stock Master** is set to **Y**, the G/L category is always defaulted from the stock class assigned to the item, regardless of any entry made here.

- *Pricing at Company/Warehouse/Location* - Indicate if the pricing for this item is at the company (**N**), warehouse (**W**), or location (**Y**) level. If you enter **N**, the pricing for this item comes from its master record. If you enter **Y**, the pricing for this item comes from the price set at the location where the item is being transacted. If you enter **W**, the pricing for this item comes from the location that is set as its warehouse/supplying location. Your setting in this field overrides the setting at the location level; however, if you leave this field blank, the setting at the location level is the default for this item.
- *Tax product number* - If you are integrated with a tax software package, and if applicable, enter the tax product category/number that groups this item for special taxation.
- *Last/current cost* - Enter or accept the last or most current cost of this sales item. This field is automatically updated when the item is received against a purchase order in the system.
- *Currency* - Enter or accept the code for the currency in which all monetary amounts on this screen are displayed/entered.
- *Auto calculate cost based on List or Regular* - If you want to use the sales item's list or regular price to automatically calculate its last/current cost, indicate which price to use: List Price (L) or Regular Price (R).
- *Percentage of List or Regular* - If you entered a code in the *Based on* field, enter the percentage by which the list or regular price should be multiplied to arrive at the last/current cost.
- *List price* - Enter the manufacturer's suggested list price for the item. This amount is not used for invoicing; it may be used for calculation of cost or selling price based on the codes assigned for auto calculations.
- *Regular price* - Enter the retail price normally charged for this item. In the event there are no discounts or other pricing codes assigned for the transaction, this is the price the system uses when this item is being sold.
- *Auto calculate regular price based on Cost or List* - If you want to use the sales item's cost or list price to automatically calculate its regular (retail) price, indicate which one to use: List Price (**L**) or Cost (**C**).
- *Percentage of Cost or List* - If you entered a code in the *Based on* field, enter the percentage by which the list price or cost should be multiplied to arrive at the regular (retail) price.
- *Preferred price* - Enter the price that is used when this item is sold to a customer with a price code of P in their master record.
- *Auto calculate preferred price based on Cost, List, or Regular* - If you want to use the sales item's cost or list price or regular price to automatically calculate its preferred price, indicate which one to use: List Price (**L**), Cost (**C**), or Regular Price (**R**).

- *Percentage of Cost, List, or Regular* - If you entered a code in the *Based on* field, enter the percentage by which the list price or cost or regular price should be multiplied to arrive at the preferred price.
- *Dealer price* - Enter the price that is used when this item is sold to a customer with a price code of D in their master record.
- *Auto calculate dealer price based on Cost, List, Regular, or M* - If you want to use the sales item's cost, list price, regular price or a formula to automatically calculate its dealer price, indicate which one to use: List Price (**L**), Cost (**C**), Regular Price, (**R**), or formula (**M**). Enter **M** if you want the system to calculate the Dealer Price based on the formula: (List + Last Cost) / 2.
- *Percentage of Cost, List, or Regular* - If you entered a code other than **M** in the *Based on* field, enter the percentage by which the list price or cost or regular price should be multiplied to arrive at the dealer price.
- *Usual vendor* - Enter the number of the vendor from whom you usually purchase this item. This is the vendor used on reorder and analysis reports for this item.
- *Omit from ENB* - If set to **Y**, the system will not process this item in the **Earned Not Billed** report.
- *1st unit of measure* - Enter the code that represents the smallest unit of measure in which this item is sold, purchased, or stocked.
- *2nd unit of measure* - Enter the code that represents the second unit of measure in which this item is sold, purchased, or stocked.
- *2nd quantity* - Enter the quantity of items in the first unit of measure that is equivalent to one unit in this second unit of measure. **Example:** The first unit of measure is **EA** for each. The second unit of measure is **BX** for box. There are 10 of this item (in eaches) in one box, so enter 10 in the *Quantity* field. When this item is sold, purchased, or counted during inventory, you can enter a unit of measure of **BX**, and the actual boxes sold, purchased, or counted, and the system calculates the amount in eaches based on this quantity.
- *3rd unit of measure* - Enter the code that represents the third unit of measure in which this item is sold, purchased, or stocked.
- *3rd quantity -* Enter the quantity of items in the first unit of measure that is equivalent to one unit in this third unit of measure. **Example:** The first unit of measure is **EA** for each. The third unit of measure is **CS** for case. There are 100 of this item (in eaches) in one case, so enter 100 in the *Quantity* field. When this item is sold, purchased, or counted during inventory, you can enter a unit of measure of **CS**, and the actual cases sold, purchased, or counted, and the system calculates the amount in eaches based on this quantity.
- *Rental category* - If this item is used in your rental fleet as either serialized or bulk equipment, enter the category for this item. This information is necessary when completing a sales to rental transaction.

- *Rental class* - If this item is used in your rental fleet as either serialized or bulk equipment, enter the class. This information is necessary when completing a sales to rental transaction.
- *Rental sub-class* - If this item is used in your rental fleet as either serialized or bulk equipment, enter a maintenance sub-class for it.
- *Serialized* - Indicate whether you track this item individually with unique serial numbers. When you set this to **Y**, you must enter serial numbers when selling, receiving, or transferring this item. You can also use Serial Number Maintenance to add or change sales item serial numbers.
- *Taxable* - Indicate whether you apply tax to this item when you sell it. If the customer to whom you are selling the item is marked as non-taxable, this setting is ignored.
- *Discountable* - Indicate whether this item is discountable. If set to **N**, this setting overrides discounts set in the customer master file and sales item discounts set in Sales Item Discount Maintenance. This setting does not disallow manually entered discounts.
- *Inventoried* - Indicate whether you track this item in inventory. If set to **Y**, a sales item location record is required for each location that stocks this item. The quantity on hand is automatically updated in the system for items that are marked as Inventoried. If the sales item is considered a kit, set this field to **N**, unless the *Use Inventoried kits opt* field is set to **Y** in control record **SAKITM**.
- *Commissionable* - Indicate whether sales of this item are calculated for sales representative commissions.
- *Expected profit percentage* - Enter the profit percentage you expect to achieve when this item is sold. You can set the system to warn you during a sales transaction if this profit percentage is not met. Run the Inventory Profit Analysis report to review the profit percentage on sales transactions.
- *Inventory class* - Enter a user-defined code to classify the item for query and analysis purposes. If you do not know the code, press F4 to search for it.
- *Cost overhead percentage* - If applicable, enter the percentage to add to this item's cost when the cost is displayed. The inflated cost is displayed for users with security code Z01 in their user profile. Users with security code **Z02** will see the item's actual cost.
- *Commission percentage inside* - If applicable, enter the percentage used to calculate split commissions for inside sales representatives.
- *Commission percentage outside* - If applicable, enter the percentage used to calculate split commissions for outside sales representatives.
- *Freight percentage* - Enter the percentage of the sale price of the item to charge for freight.
- *Excise tax percentage* - Enter the percentage of excise tax to charge for this item.
- *Material code* - Enter the code that classifies this item for VAT taxation purposes.

Sales Inventory Maintenance – Launch

- *Location* - Enter the location for which you want to add or maintain G/L sales revenue distribution accounts.
- *Category* - Enter the G/L category for which you want to add or maintain G/L sales revenue distribution accounts.

G/L Sales Revenue Distribution Maintenance

- *Location* - Displays the location for which you want to add or maintain G/L sales revenue distribution accounts.
- *Category* - Displays the G/L category for which you want to add or maintain G/L sales revenue distribution accounts. You can change the description of the category here where it is used in conjunction with the sales revenue G/L accounts.
- *Sales Revenue* - Enter the account to credit for the revenue generated by the sale of sales items and miscellaneous charge items.
- *Inventory Number* - Enter the account to credit for the cost of items sold when those items are marked as Inventoried=**Y.** This is the account that is debited when items are received against a purchase order. This account is not affected when items marked as Inventoried=N are sold unless the *Update INV# & COGS G/L#* field is set to **Y** in control record **NONCAT**.
- *Cost of Goods Sold* - Enter the account to debit for the cost of items sold when those items are marked as Inventoried=**Y**. This account is not affected when items marked as Inventoried=N are sold unless the *Update INV# & COGS G/L#* field is set to **Y** in control record **NONCAT**.
- *Stock Variance* - If both the *Create G/L transactions* and the *Stock variation* fields are set to **Y** in control record **CRTQAP**, enter the account to credit with the cost of an item when that item is received against a purchase order. When the item is consumed via an A/R invoice transaction, this account is debited. This account is also used when items in the G/L category are transferred between locations.
- *ENB Accrued Sales* - Enter the G/L account to affect when the **Earned Not Billed** report is run, and the user selects to process a general ledger entry for sales revenue that has been earned but not yet invoiced.
- *Department* - If applicable, enter a department code to facilitate special revenue distribution for parts used on work orders.
- *Warranty Flag* - Enter **Y** to specify that this revenue distribution record is used only when the item/ part that was sold is marked as a Warranty part. Leave the field blank to use this revenue distribution record regardless of how the part is marked.

Revenue Distribution Maintenance - Launch

- *Location* - Enter the location for which you want to add or maintain G/L revenue distribution accounts.

- *Category* - If applicable, enter the ID for the category of equipment for which you want to add or maintain G/L revenue distribution accounts. If you leave this field blank, you must leave the *Class* field blank.
- *Class* - If applicable, enter the ID for the class of equipment for which you want to add or maintain G/L revenue distribution accounts. You must leave this field blank if the *Category* field is blank.
- *G/L Type* - If applicable, enter the user-defined G/L type code for which you want to add or maintain G/L revenue distribution accounts. The G/L type can be used to categorize equipment as capitalized or expensed via the **Equipment Maintenance** program, allowing you to have multiple types of equipment in the same category/class. Therefore, if you enter a category/class and a G/L type, you can establish a different set of G/L revenue distribution accounts for each G/L type within a category/class.
- *Equipment Type* - If applicable, enter the code that represents the type of equipment for which you want to add or maintain G/L revenue distribution accounts. Valid codes include:
    - C - Customer Owned
    - F - Floored
    - G - Consignment
    - L - Lease
    - N - New
    - O - Non-rental Asset
    - R - Rental
    - S - Sub-leased
    - T - Trade In

Entering the equipment type enables the system to affect the correct depreciation expense and asset accounts without having to change category/classes or G/L types when equipment is transferred from a non-rental type (such as O) into the rental fleet.

- *Equipment Status* - If applicable, enter the status of the equipment for which you want to add or maintain G/L revenue distribution accounts. Valid codes include:
    - A - Available
    - D - Down - Long Term
    - N - Down Short Term
    - R - Down - Wash Rack
    - I - In Transit
    - J - Junked
    - M - Missing
    - – On Rent
    - P - On Rental Purchase
    - K - On Truck
    - U - Pick-up

  - V - Returned to Vendor
  - S - Sold
  - T - Stolen

G/L Revenue Distribution Maintenance – Equipment

- *Location* - Displays the location for which you want to add or maintain G/L revenue distribution accounts.
- Category - Displays the ID for the category of equipment for which you want to add or maintain G/L revenue distribution accounts.
- *Class* - Displays the ID for the class of equipment for which you want to add or maintain G/L revenue distribution accounts.
- *G/L Type* - Displays the user-defined G/L type code for which you want to add or maintain G/L revenue distribution accounts.
- *Equipment Type* - Displays the code that represents the type of equipment for which you want to add or maintain G/L revenue distribution accounts.
- *Equipment Status* - Displays the status of the equipment for which you want to add or maintain G/L revenue distribution accounts.
- *Revenue Entries Only* - Indicate whether the system only makes revenue entries to the general ledger. If set to **Y**, no cost of goods sold, or inventory entries are made to the general ledger when equipment is sold or rented.

G/L Accounts

- *Rental Revenue* - Enter the account to credit for revenue from the rental of equipment. Use control record **GLWRT1** to set whether equipment of type **S**=Sub-leased uses this revenue account or the Re-rent Revenue account.
- *Re-rent Revenue* - Enter the account used to capture rental revenue for equipment that is re-rented.
- *Rental Equipment Asset* - Enter the account debited when equipment is acquired as an asset, and the accounts payable invoice is posted. A control record setting determines when the equipment master record is updated with the receipt and cost. This account is also debited when equipment is transferred from New to Rental status. The account is credited with the cost of rental equipment when that equipment is sold. If you have set your control records to affect the general ledger for equipment transfers, this account is debited or credited for the transfer depending on whether you are the shipping or the receiving location.
- *New Equipment Inventory* - Enter the account to debit when a new piece of equipment is purchased for resale rather than rental. The account is credited with the cost of the new equipment when that equipment is sold. This account is credited when equipment is transferred from New to Rental status. It is debited when equipment is transferred from Consigned to New.
- *Rental Equipment Depreciation Expense* - Enter the account to debit with the depreciation expense when the depreciation process is run for equipment.

- *Cost of Rental Equipment* - Enter the account to debit by the cost of sales when a piece of rental equipment is sold. The account is debited for the acquisition cost less accumulated depreciation.
- *Cost of New Equipment* - Enter the account to debit by the cost of sales when a new piece of equipment is sold.
- R*ental Equipment Sales Revenue* - Enter the account to credit for the revenue portion of an equipment sales transaction for a piece of rental equipment.
- *New Equipment Sales Revenue* - Enter the account to credit for the revenue portion of an equipment sales transaction for a piece of new equipment.
- *Accumulated Depreciation Asset* - Enter the account that accumulates depreciation of rental equipment. When an asset is sold, this account is debited for the life-to-date depreciation of that asset.
- *Repair Expense* - If you are not using the enhanced version of work orders, enter the account to debit for the repair costs of internal work orders for equipment. If this field is blank, the system debits the G/L account associated with the expense code on the work order. If you are using the enhanced version of work orders, this field is ignored, and the system debits the G/L account associated with the internal expense at the line item level on the work order. For recap work orders, the system uses the G/L account associated with the inter-company expense code.
- *Accumulated Depreciation Disposal* - If you are using Canadian depreciation methods, enter the account that accumulates the depreciation for disposal of equipment.
- *Re-rent Cost* - Enter the account that is defaulted on a purchase order for re-rent equipment.
- *Re-rent Accrual* - Not currently used.
- *Service Rental Revenue* - If you are not using the enhanced version of work orders, enter the account to credit for the revenue of sales items (parts) used on customer billed work orders for equipment. If this field is blank, the G/L account the system credits is based on the G/L category in the item master record for the parts used on the work order.
- *RPO Income* - Enter the account to credit for the revenue portion of a rental purchase invoice.
- *RPO Depreciation Expense* - Enter the account to debit for the depreciation expense for equipment sold on a rental purchase invoice when the depreciation type is **P.** The debit to this account is 80% of the revenue from the invoice, and the credit for the same amount affects the accumulated depreciation account.
- *Disposal Gain* - Enter the account to affect when there is a gain from the disposal or sale of an asset. If you enter an account in this field, you must enter one in the *Disposal Loss* field as well. When using the *Disposal Gain* and *Disposal Loss* accounts, the system uses gain/loss accounting for the disposal of assets rather than revenue/cost of goods sold accounting.
- *Disposal Loss* - Enter the account to affect when there is a loss from the disposal or sale of an asset. If you enter an account in this field, you must enter one in the

Disposal Gain field as well. When using the *Disposal Gain* and *Disposal Loss* accounts, the system uses gain/loss accounting for the disposal of assets rather than revenue/cost of goods sold accounting.

- *ENB Accrued Rental* - Enter the G/L account to affect when the **Earned Not Bille**d report is run, and the user selects to process a general ledger entry for rental revenue that has been earned but not yet invoiced.
- *ENB Accrued Re-rent* - Enter the G/L account to affect when the **Earned Not Billed** report is run, and the user selects to process a general ledger entry for re-rent revenue that has been earned but not yet invoiced.
- *Derogatoire Depreciation Account* - Enter the G/L account to affect when equipment using the degressif tax depreciation method is depreciated.
- *Derogatoire Depreciation Gain* - Enter the G/L account to affect with any gain when equipment using the degressif tax depreciation method is depreciated. The gain comes from the difference between the calculated tax depreciation using the degressif method versus using the straight-line method.
- *Derogatoire Depreciation Loss* - Enter the G/L account to affect with any loss when equipment using the degressif tax depreciation method is depreciated. The loss comes from the difference between the calculated tax depreciation using the degressif method versus using the straight-line method.