SHERKETYERP

Configure Manufacturing Cost and Distribution Extras

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What this work covers

Administrators use these settings to prepare allocation, cost-driver, factory, postdated-check, and distribution-extra work in Accounting.

If you need to…	Go to
Set up allocation rules, cost elements, cost-element groups, cost drivers, or a CSV import	Configure allocation rules and cost-driver data
Maintain factories and account distribution by factory	Configure factories and account distribution
Mature, bounce, or collect a postdated check	Process postdated checks
Review allocation lines, variance, or year-to-date results	Understand the fields, rows, and guarded areas
Maintain the accounting records used by these settings	Accounts, taxes, and currencies
Maintain products and categories used by factory distribution	Products, packages, and delivery
Review resulting reports and audit information	Reports and audit work
Administer payment work related to checks	Payments and follow-ups

Before you start

These settings control how allocation and distribution work is prepared. Use the records and dates that belong to the company and period you are configuring.

Prerequisites

- Have access to the Accounting destinations for the work you need to perform.

- Have the company, accounting period, journal, analytic accounts, cost elements, factories, and account records you need to select.
- For a monthly allocation, have the accounting date and period ready.
- For a matrix import, have the CSV file, delimiter, header choice, and company ready.
- For a postdated-check operation, have the check, operation date, and destination journal ready where that operation requires them.

With these records, dates, and access conditions ready, continue to the destination that matches your task.

Find the configuration or work surface

Each destination is a separate list, report, or wizard for one part of the allocation and distribution work. Use the destination that matches the job rather than changing an unrelated record.

Prerequisites

- You are in Accounting.
- You know whether you are configuring inputs, running an allocation, reviewing results, configuring factory distribution, or processing a postdated check.

Steps

1. Open the Accounting menu.
2. Select one destination from the table below.

Your job	Destination
Review or create allocation runs	**Allocation Runs**
Start a monthly allocation	**Run Monthly Allocation**
Inspect generated allocation rows	**All Allocation Lines**
Review budget-versus-actual variance	**Variance Report**
Review year-to-date amounts received by production cost centre	**YTD by Production CC**
Review year-to-date amounts drained by service cost centre	**YTD by Service CC**
Maintain allocation rules	**Matrix**
Load matrix rules from a CSV file	**Import Matrix from CSV**

Your job	Destination
Maintain cost-element groups	**Cost Element Groups**
Maintain cost elements	**Cost Elements**
Review hours-based cost-driver data	**Cost Drivers (hours)**
Maintain factories	**Factories**
Maintain category-and-factory account rows	**Per-Factory Account Overrides**
Move eligible checks to collection	**Mature Bills Today**
Record a returned postdated bill	**Bounce a Postdated Bill**
Move a postdated check into cash or bank liquidity	**Collect / Cash Postdated Check**

3. Select a row when you need to inspect or change an existing record.

Result: The work surface for the selected task is on screen.

Understand the fields, rows, and guarded areas

The allocation and distribution surfaces use lists for records and rows, forms for configuration, and wizards for one-time operations. Use these field lists to identify each area’s purpose.

Surface	What it contains	Use it to…
Allocation Runs	Name, period, company, method, presentation, journal, totals, variance, line count, and state	identify a run and review its allocation result
Allocation Run	Company, period, accounting date, journal, rate mode, and allocation lines	review the run inputs and the rows it produced
Allocation Lines	Run, cascade step, source, target, cost element, GL account, balances, rates, amounts, variance, and state	inspect the detail behind an allocation
Variance Report	Period, company, source, target, cost element, budget total, actual total, variance amount, variance percentage, and line count	compare budget and actual allocation amounts
YTD by Production CC	Period, company, target, and total received	review amounts received by production cost centre
YTD by Service CC	Period, company, source, total drained, planned hours, and actual hours	review amounts drained by service cost centre

Surface	What it contains	Use it to…
Overhead Matrix	Source, target, cost element, fiscal year, month, rates, effective dates, active state, and company	define where allocation amounts go and at what rates
Cost Element Groups	Sequence, code, name, element count, active state, company, and embedded elements	organise cost elements and their GL accounts
Cost Elements	Code, name, group, default GL account, active state, company, colour, sequence, external reference, and target GL accounts	define the cost categories used by allocation
Cost Drivers (hours)	Analytic account, cost-centre type, fiscal year, total hours, actual hours YTD, completion percentage, company, and notes	review hours-based allocation data
Import Matrix from CSV	Company, delimiter, header choice, filename, file, processing counts, and error report	preview or apply matrix rules from a file
Factories	Sequence, code, name, company, active state, and notes	maintain the factory records used in distribution
Per-Factory Account Overrides	Product category, factory, stock valuation, stock input, stock output, and COGS accounts	assign category accounts for a factory
Postdated-check wizards	Check, dates, company, reason, and deposit journal as applicable	mature, bounce, or collect a check

The screen changes with the run's state and setup. A previewed run carries **Re-compute Preview** and **Post**, and its allocation lines are editable. A posted run carries **Cancel / Reverse**. A generated journal entry adds **Journal Entry**. Step-down allocation shows cascade steps. Fan-out presentation shows the GL Account
allocation-line column and its explanation. A blocked variance shows the over-threshold approval details. A processed matrix import shows **Result** and its processing counts. A multi-company factory setup shows Company on the factory list and form.

Result: You can identify the fields, rows, and guarded areas before changing a configuration or running an operation.

Configure allocation rules and cost-driver data

An allocation rule directs an amount from a source cost centre to a target cost centre for a period and rate. Cost elements and cost drivers provide the categories and hours information used around that allocation.

Configure a matrix rule

Prerequisites

- Have the source and target analytic accounts, cost element, fiscal year, and rate.
- Use different source and target cost centres.
- Use a budget rate from 0 through 100.
- Set Effective From no later than Effective To when both dates are used.

Steps

1. Open **Matrix**.
2. Select an existing rule.
3. Review the source, target, cost element, fiscal year, month, and rate values.
4. Review the effective dates when the rule has a limited period.

Result: The allocation rule's source, target, rate, period, and active state are on screen.

Create an allocation preview

Prerequisites

- Have the company, period, accounting date, and journal ready.
- Confirm that the period is open and that no posted run already exists for the period.

Steps

1. Open **Run Monthly Allocation**.
2. Select the company.
3. Enter the period.
4. Enter the accounting date.
5. Select the journal.
6. Select **Create Preview**.

Result: A previewed allocation run is created for review.

Review and post an allocation run

Prerequisites

- Have a previewed allocation run open.
- Review its allocation lines, totals, variance, and variance status before posting.

Steps

1. Open **Allocation Runs**.
2. Select the previewed run.
3. Select **Re-compute Preview** when the allocation needs to be recalculated.
4. Review the Allocation Lines tab.
5. Select **Post**.
6. Confirm the posting prompt: `Posting will create the journal entry and lock the run. Continue?`.

Result: The run is posted and locked, and the generated journal entry is available through **Journal Entry**.

Cancel and reverse a posted allocation run

Prerequisites

- Have a posted allocation run open.

Steps

1. Select **Cancel / Reverse**.
2. Confirm `This will create a reversal journal entry. Continue?`.

Result: A reversal journal entry is created for the posted run.

Import matrix rules from a CSV file

Prerequisites

- Have a CSV file and know whether it contains a header row.
- Know the delimiter used by the file.

Steps

1. Open **Import Matrix from CSV**.
2. Select the company.
3. Enter the delimiter.
4. Set the header option.

5. Select the CSV file.
6. Select **Dry run (preview only)**.
7. Review the Result section and Error Report.
8. Select **Apply**.
9. Confirm `This will create / update matrix rules. Continue?`.

Result: The import result shows the processing counts, and the matrix rules are created or updated when the import is applied.

Configure factories and account distribution

A factory is the accounting unit used to distinguish distribution by manufacturing location. A per-factory override assigns stock and COGS accounts to a product category for that factory.

Maintain a factory

Prerequisites

- Have the factory name, code, company, sequence, and notes ready.

Steps

1. Open **Factories**.
2. Select an existing factory.
3. Review the factory name.
4. Review the code.
5. Review the company when the field is shown.
6. Review the sequence.
7. Review the active state.
8. Review Notes.

Result: The factory is available for product and account-distribution configuration.

Assign factory accounts to a product category

Prerequisites

- Have an existing product category and factory.
- Have the stock valuation, stock input, stock output, and COGS accounts for the company.

Steps

1. Open **Per-Factory Account Overrides**.
2. Select an existing override row.
3. Review the product category.
4. Review the factory.
5. Review the Stock Valuation Account.
6. Review the Stock Input Account.
7. Review the Stock Output Account.
8. Review the COGS Account.

Result: The category-and-factory override is available for distribution accounting.

Process postdated checks

Postdated-check work moves a check through maturity, return, or collection handling. Choose the operation that matches the check's current business situation.

If you need to…	Use
Move eligible in-hand checks to collection	**Mature Bills Today**
Record that a postdated bill was returned	**Bounce a Postdated Bill**
Move a check into cash or a bank journal	**Collect / Cash Postdated Check**

Mature eligible checks

Prerequisites

- Have the cutoff date and company ready.

Steps

1. Open **Mature Bills Today**.
2. Enter the Cutoff Date.
3. Select the company.
4. Select **Run**.

Result: The operation reports `Bills matured` and `Promoted %s postdated check(s) to Bills for Collection.` .

Bounce a postdated bill

Prerequisites

- Have a posted postdated-check payment that is still in hand or in collection.
- Have the bounce date and reason ready.

Steps

1. Open **Bounce a Postdated Bill**.
2. Select the Postdated Check Payment.
3. Enter the Bounce Date.
4. Enter the Bounce Reason.
5. Select **Bounce**.

Result: The postdated bill is recorded as bounced and the resulting journal entry opens.

Collect or cash a postdated check

Prerequisites

- Have a posted postdated check that is still in hand or in collection.
- Have the collection date and destination journal ready.

Steps

1. Open **Collect / Cash Postdated Check**.
2. Select the Postdated Check.
3. Select the deposit journal in Deposit To.
4. Enter the Collection Date.
5. Select **Collect**.

Result: The check is settled into the selected cash or bank journal and the resulting journal entry opens.

When the destination does not open or a value is rejected

Use the message on screen to choose the correction. The messages below are the messages associated with these allocation, matrix, and postdated-check actions.

What you see	What it means	What to do
`The period is locked. Cannot create a new run.`	The accounting date is in a locked period.	Choose an accounting date in an open period.

What you see	What it means	What to do
`A posted run already exists for %s / %s. Cancel it first.`	A posted run already exists for the company and period.	Open the existing run and use **Cancel / Reverse** before rerunning.
`Source and target cannot be the same cost centre.`	The matrix rule uses the same source and target.	Select different source and target cost centres.
`Budget rate must be between 0 and 100.`	The budget rate is outside the accepted range.	Enter a budget rate from 0 through 100.
`Default actual rate must be between 0 and 100.`	The default actual rate is outside the accepted range.	Enter a default actual rate from 0 through 100.
`Effective-from date must be ≤ effective-to date.`	The effective dates are in the wrong order.	Move Effective From to the same date or an earlier date than Effective To.
`Default GL account must be one of the target GL accounts.`	The default account is not in the target account set.	Select a default account from the target GL accounts.
`Pick a postdated-check payment to bounce.`	No payment was selected for the bounce action.	Select the Postdated Check Payment, then select **Bounce**.
`This payment has already been bounced.`	The selected payment has already been bounced.	Select a postdated-check payment that has not been bounced.
`Pick a postdated cheque to collect.`	No check was selected for collection.	Select the Postdated Check, then select **Collect**.
`Period is locked. The accounting date is on or before the company's period_lock_date. Cannot create a run.`	The wizard cannot create a run for that accounting date.	Change the accounting date to an open period.
`A posted run already exists for this period. Cancel it first to re-run.`	The period already has a posted run.	Cancel the existing run before selecting **Create Preview** again.

Result: You either correct the value, choose the existing record, or use the related administration page for the next action.

Know what to do next

After configuration, use the resulting list, report, or journal entry to continue the accounting work.

After you…	Continue with…
Create a preview	Review Allocation Lines, totals, variance, and variance status before **Post**.
Post a run	Open **Journal Entry** to review the generated entry.
Cancel a posted run	Review the reversal journal entry.
Import matrix rules	Review the Result counts and the updated **Matrix** list.
Mature checks	Continue with the collection work for checks moved to collection.
Bounce a bill	Review the resulting journal entry.
Collect a check	Review the resulting journal entry in the selected destination journal.

For related administration, continue with Accounts, taxes, and currencies, Products, packages, and delivery, Reports and audit work, or Payments and follow-ups.

Result: You know which record, report, journal entry, or related administration page to open next.