

Livestock Office – GL Dept Apportionments

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GL Apportion Types

Expenses can be shared between GL Departments.
Apportion Types determine how an expense will be apportioned.

Once a G/L Code has an apportion type set, you can then post values to the 000.XXXX code that will then get apportioned later.

Livestock Office main menu > Ledger > Dept Apportion Types

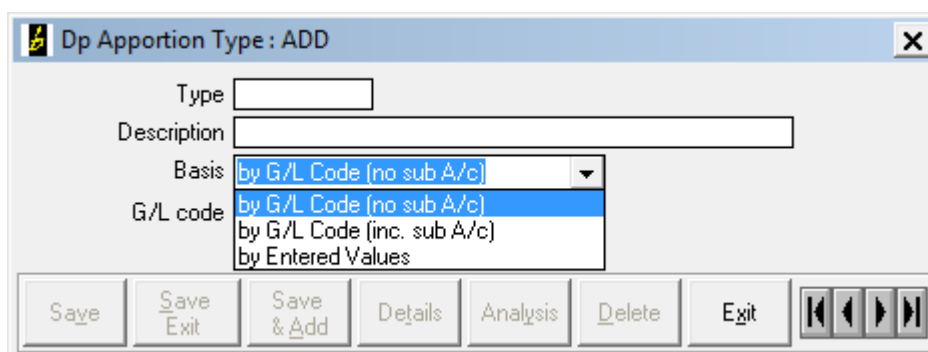


Figure 1: Apportionment Types

Enter the Type, Description and Basis for apportionment.

Basis options:

By G/L Code (no sub A/c) - excludes sub accounts

By G/L Code (inc. sub A/c) - includes sub accounts

E.g. If you wish to split Electricity expense depending on each department sales, set up apportion type Basis to **By G/L Code**.

Select in the G/L Code box the code for Sales.

Then go to the G/L Code for Electricity and set the apportion type.

Note:

- *By G/L Code uses the balance of the G/L code to apportion to the department based on department totals for that code*

By Entered Values - values are manually entered

Note:

- *Entered Values apportionment is manually entered by value every month*

Apportion by Entered Values

Values need to be manually entered for every period.

Livestock Office main menu > Ledger > Dept Apportion Types

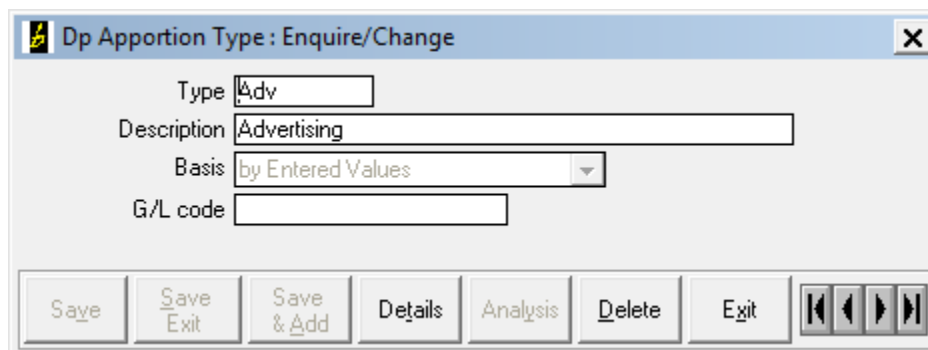


Figure 2: Apportion by Entered Values

Field	Description
Type	Up to 10 characters. Code for the apportion type
Description	Up to 40 characters. Description of the apportion type
Basis	Select by Entered Values
G/L Code	Not applicable for this type
Details button	Click to define the Department Values for each period Also shows the G/L Codes that are using this Apportion Type

After defining the Apportion Type, click the **Details** button then select the **Dp Apportion Type Period** tab:

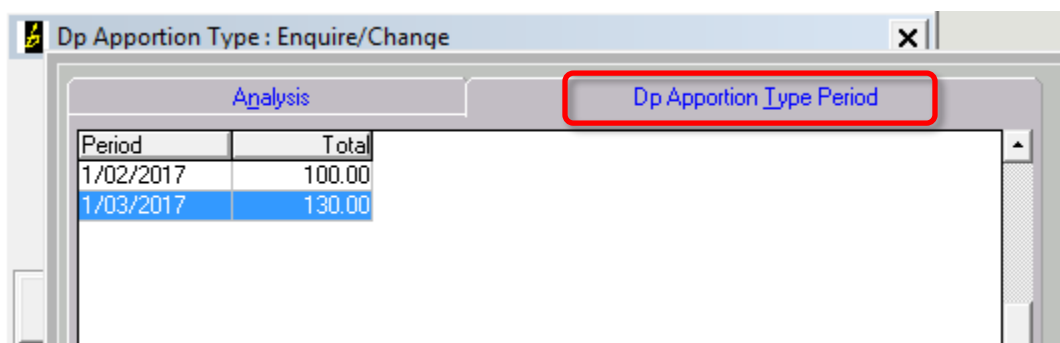
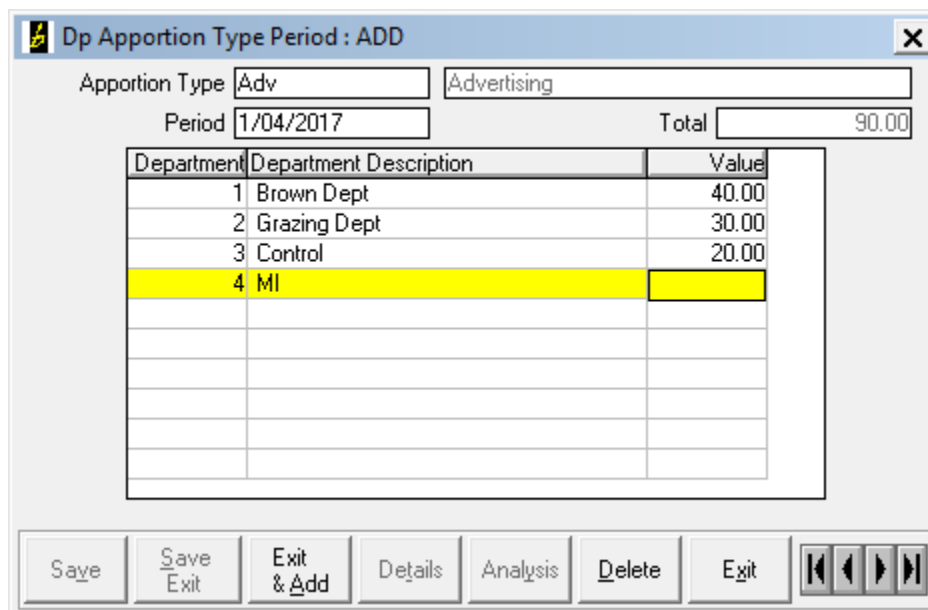


Figure 3: Dp Apportion Type Period

Click the **Add** button to define the values for the period:



Department	Department Description	Value
1	Brown Dept	40.00
2	Grazing Dept	30.00
3	Control	20.00
4	MI	

Figure 4: Enter Period Apportion Values

The Period date defaults to the current period but can be overwritten. F8 will display a calendar to pick from. Click **Save** and the departments will automatically load in the table.

Click on a line, which will be highlighted with a yellow background, and enter the required value. Enter the actual values totaling the entire amount of the G/L Balance that you are apportioning.

If the total of the apportionment values is different to the actual G/L Code balance at the time of Posting, the values will be apportioned proportionally.

Open the G/L Code you wish to apportion and click on the **Department Totals** tab to set the Apportion Type:

Livestock Office main menu > Ledger > Analysis Codes

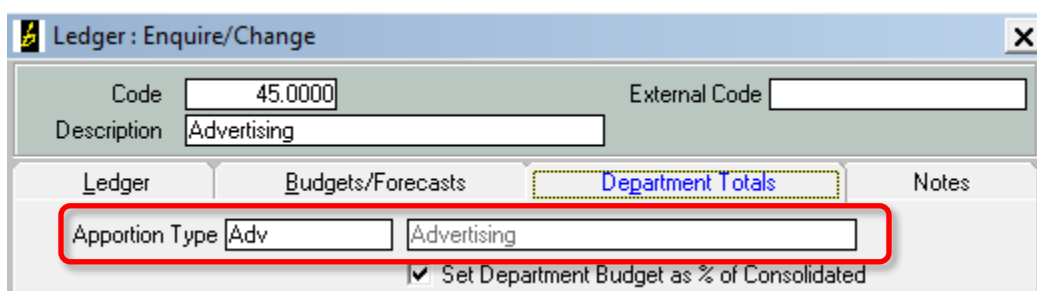


Figure 5: G/L Code with Entered Values Apportion Type

E.g.

Advertising bill total is \$200.00

Department Apportionment values for the period are entered as:

a) Proportions (such as a percentage)

Dept 1: 40

Dept 2: 30

Dept 3: 20

Dept 4: 10

OR:

b) Actual Values

Dept 1: 80

Dept 2: 60

Dept 3: 40

Dept 4: 20

After posting the apportionment for the period, the following totals will be assigned for the Telephone G/L Code:

Dept 1: \$80

Dept 2: \$60

Dept 3: \$40

Dept 4: \$20

Ledger : Enquire/Change				
Code	45.0000	External Code		
Description	Advertising			
Ledger	Budgets/Forecasts	Department Totals		Notes
Apportion Type	Adv	Advertising		
		<input checked="" type="checkbox"/> Set Department Budget as % of Consolidated		
Department	Department Description	MAR	YTD	Closi ▲
1	Brown Dept	-61.54	-101.54	-101.
2	Grazing Dept	-30.77	-50.77	-50.
3	Control	-46.15	-76.15	-76.
4	MI	-61.54	-71.54	-71.

Figure 6: G/L Code after Posting

Apportion by G/L Code

Uses the balance of the GL Code (eg Sales) to apportion to the department based on the department totals for that code.

Livestock Office main menu > Ledger > Dept Apportion Types

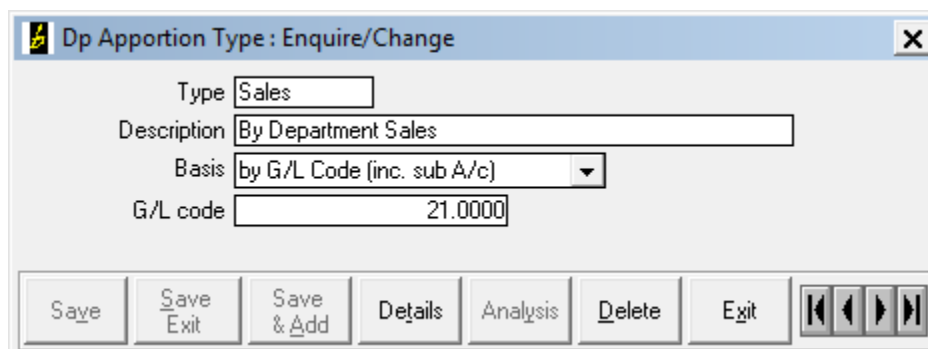


Figure 7: Apportion by G/L Code

Field	Description
Type	Up to 10 characters. Code for the apportion type
Description	Up to 40 characters. Description of the apportion type
Basis	Select either by G/L Code (no sub A/c) or by G/L Code (inc sub A/c)
G/L Code	The G/L Code to use to calculate the apportionment. Department period values will be based on their proportion of the
Details button	Click to define the Department Values for each period Also shows the G/L Codes that are using this Apportion Type

Open the G/L Code you wish to apportion and click on the **Department Totals** tab to set the Apportion Type:

Livestock Office main menu > Ledger > Analysis Codes

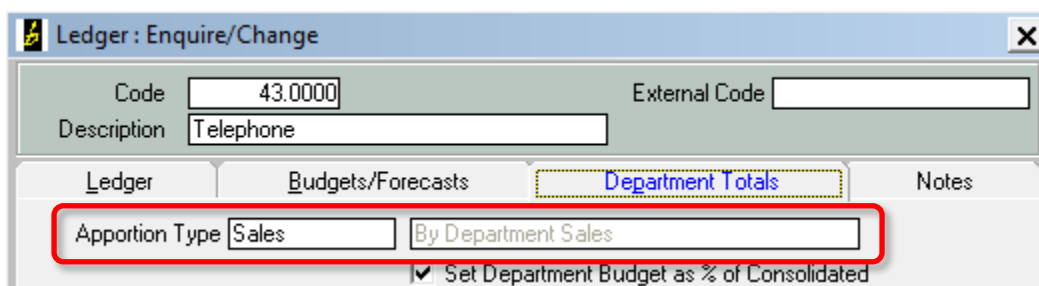


Figure 8: G/L Code using Apportionment based on another G/L Code

E.g.

You could split Telephone expenses depending on each department sales.

Telephone bill total is \$1,000.00

Total Sales for the period is \$60,378

Dept 1 Sales: \$26,500 (~44% of total sales)

Dept 2 Sales: \$13,878 (~23% of total sales)

Dept 3 Sales: \$10,000 (~16.5% of total sales)

Dept 4 Sales: \$10,000 (~16.5% of total sales)

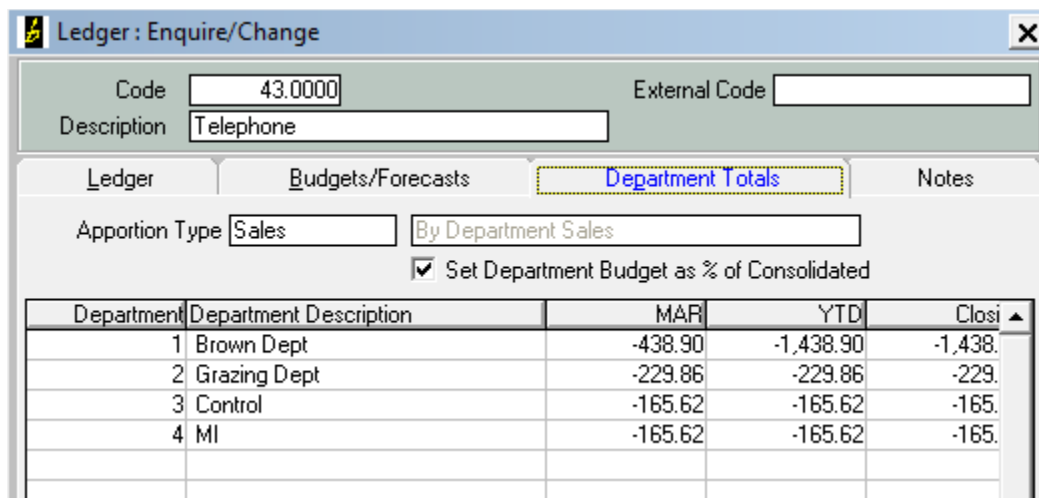
After posting the apportionment for the period, the following totals will be assigned for the Telephone G/L Code:

Dept 1: \$438.90

Dept 2: \$229.86

Dept 3: \$165.62

Dept 4: \$165.62



The screenshot shows a software window titled "Ledger: Enquire/Change". It has a header section with "Code" (43.0000) and "Description" (Telephone). Below this are tabs for "Ledger", "Budgets/Forecasts", "Department Totals" (which is selected), and "Notes". Under "Department Totals", there is a section for "Apportion Type" set to "Sales" and a dropdown menu showing "By Department Sales". A checkbox "Set Department Budget as % of Consolidated" is checked. The main part of the window is a table with the following data:

Department	Department Description	MAR	YTD	Closi
1	Brown Dept	-438.90	-1,438.90	-1,438.
2	Grazing Dept	-229.86	-229.86	-229.
3	Control	-165.62	-165.62	-165.
4	MI	-165.62	-165.62	-165.

Figure 9: G/L Code after Posting

Post Apportionments

Livestock Office main menu > Ledger > Post Apportionments

Post Apportionments will apply expenses on 000.XXXX G/L Codes to G/L Departments according to what has been set up in the Apportion Type.

Apportionments can be posted at a frequency determined by the user, and for the most up-to-date figures, post apportionments before running reports.

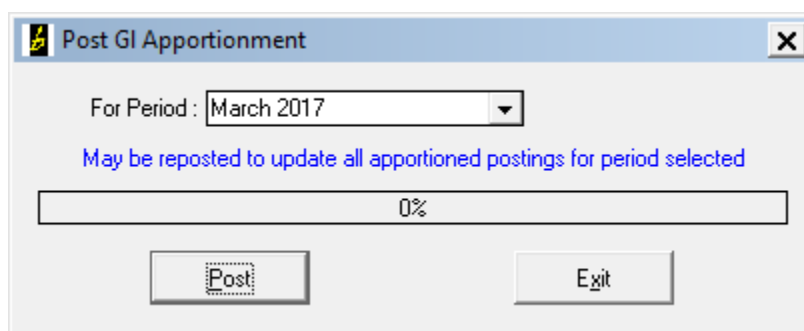


Figure 10: Post Apportionments

Field	Description
For Period	Defaults to the current period. Click on the down arrow to select a different period.
Post button	Click to apply the apportionments. Click Yes on the confirmation window that pops up. A validation message will pop up when posting is completed. Click Ok to exit.