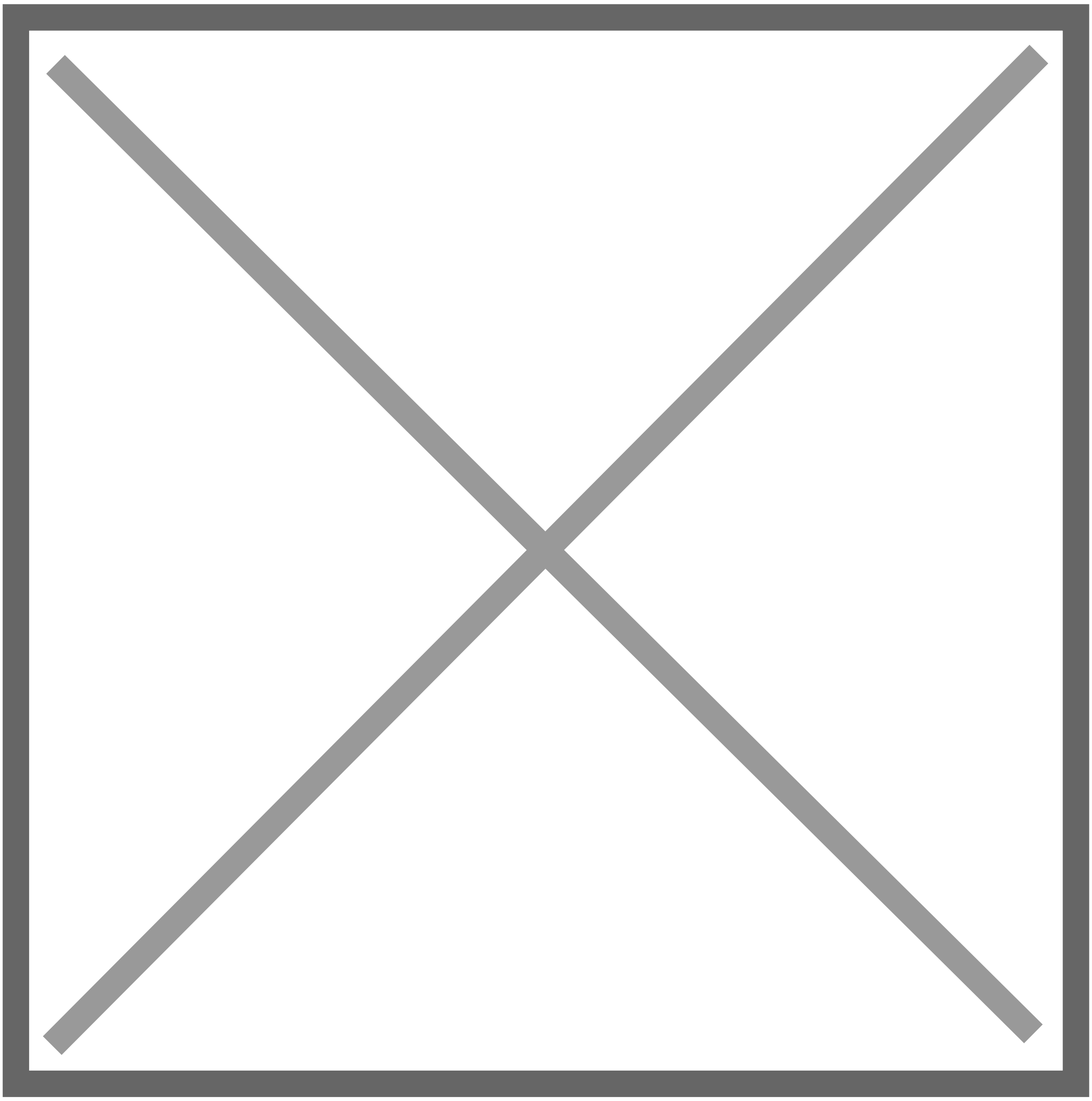
Cashbook Split Line

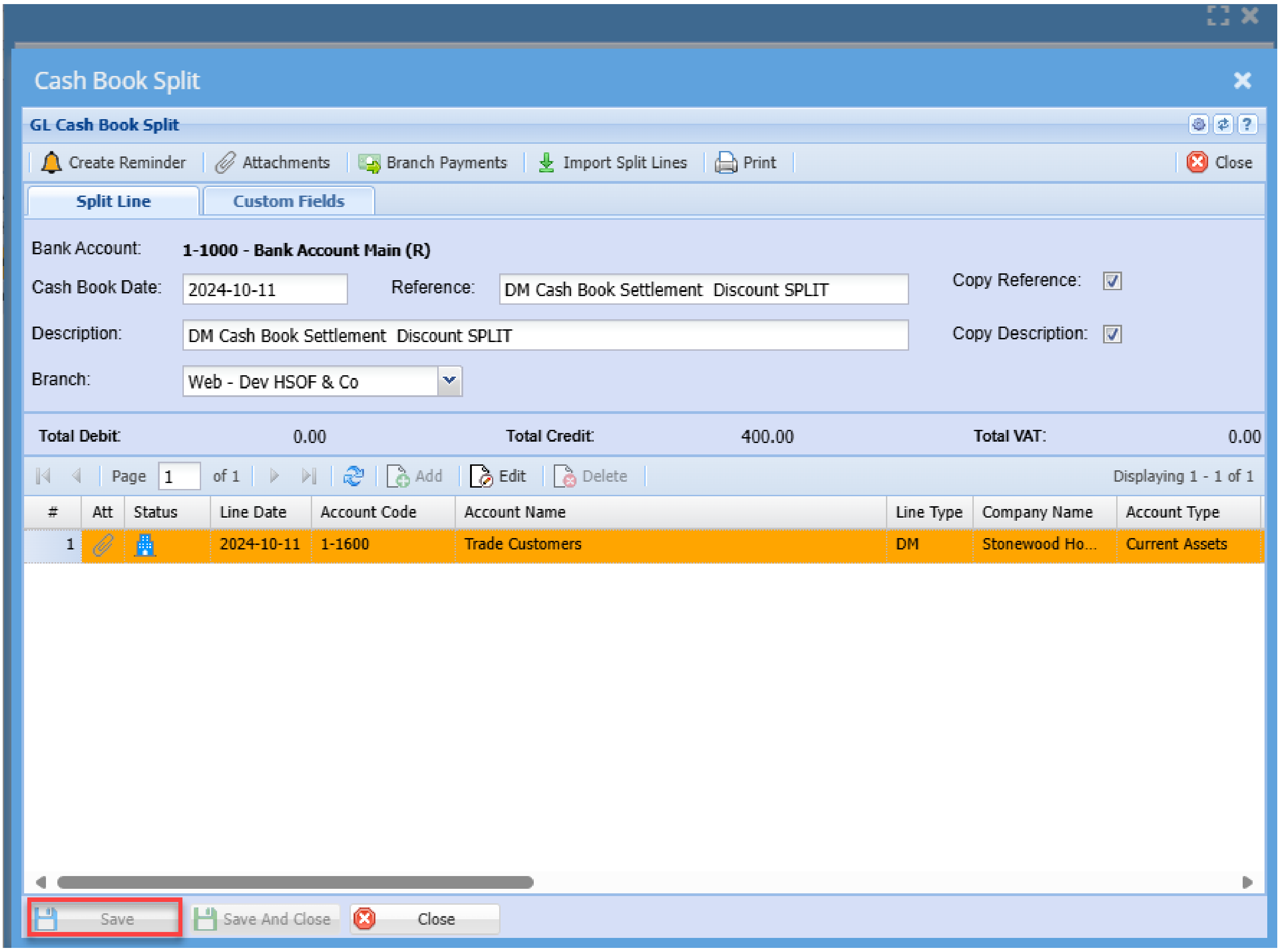
Inserting a split line

Split Transactions are used to show a series of costs as one entry in the cashbook

Click on the Add Split button as shown below



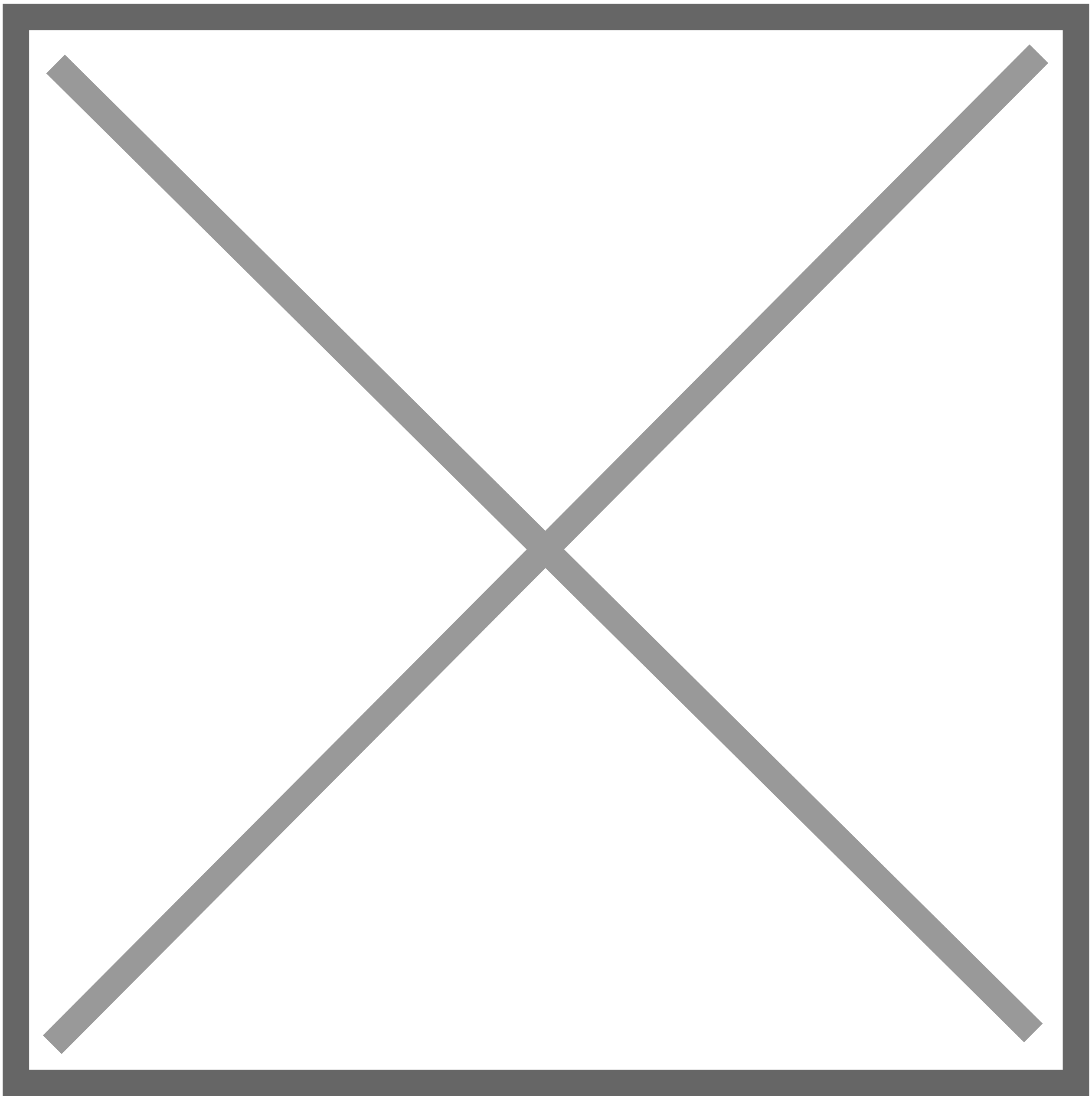
Enter a description for your split transaction and save



You will now have access to add the split transaction lines

Enter all the transactions relating to this payment or deposit (see explanation of each type below)

when you close and save, the totals will be shown on the cashbook line.



Select the entry type:

a. Payment / Credit

This is when one is paying money out of the bank account

Debit – Bank and Credit – Ledger Account

b. Deposit / Debit

This is when one is depositing money into the bank account

Credit – Bank and Debit – Ledger account

Description	Enter the name of the company you are paying or deposited from.

Click on save

After saving one will notice the Add, Amend and Delete buttons become available.

In the split line the Date, Entry Type is disabled as they need to match the full entry.

Select the Account

There are three ways to search for an account:

a.	Short Search	just type in part of the code or name and hit enter on the keyboard and select the account.
b.	Tree Search	Clicking on the square with three dots allows you to find the account via the Tree view.
c.	Long Search	Clicking on the Arrow button opens a new window where you can search on the code or name.

Entry Amount	enter the amount including VAT that affects the bank.
Tax Account	you will notice that if one selects the Payment entry type the VAT control ledger account comes up with the Tax Type being 4 Cashbook VAT. If one selects the Deposit entry type the VAT control ledger comes up with No Tax, therefore not allocating to Vat control account.
Description	Enter the name of the company you are paying or deposited from.
Additional Comments	Enter comments for later information needed.
Job	assign this cost to a Job
Projects	assign this cost to a Project

Click on Save and Close

OR Click on Save and New to enter another entry.

Click on Close and you will be brought back to the main batch

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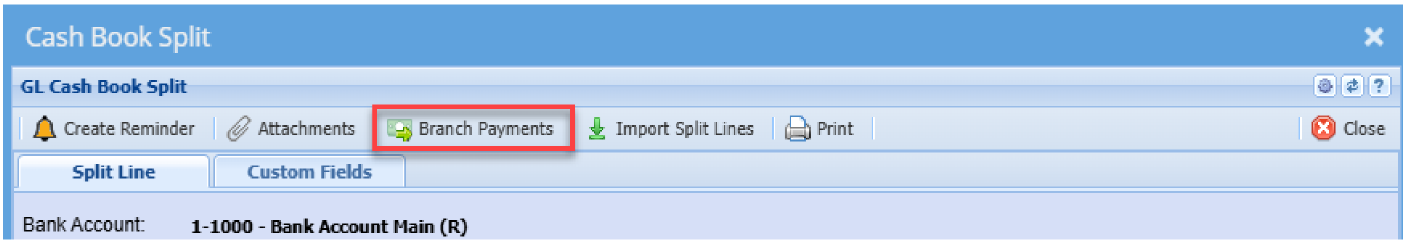
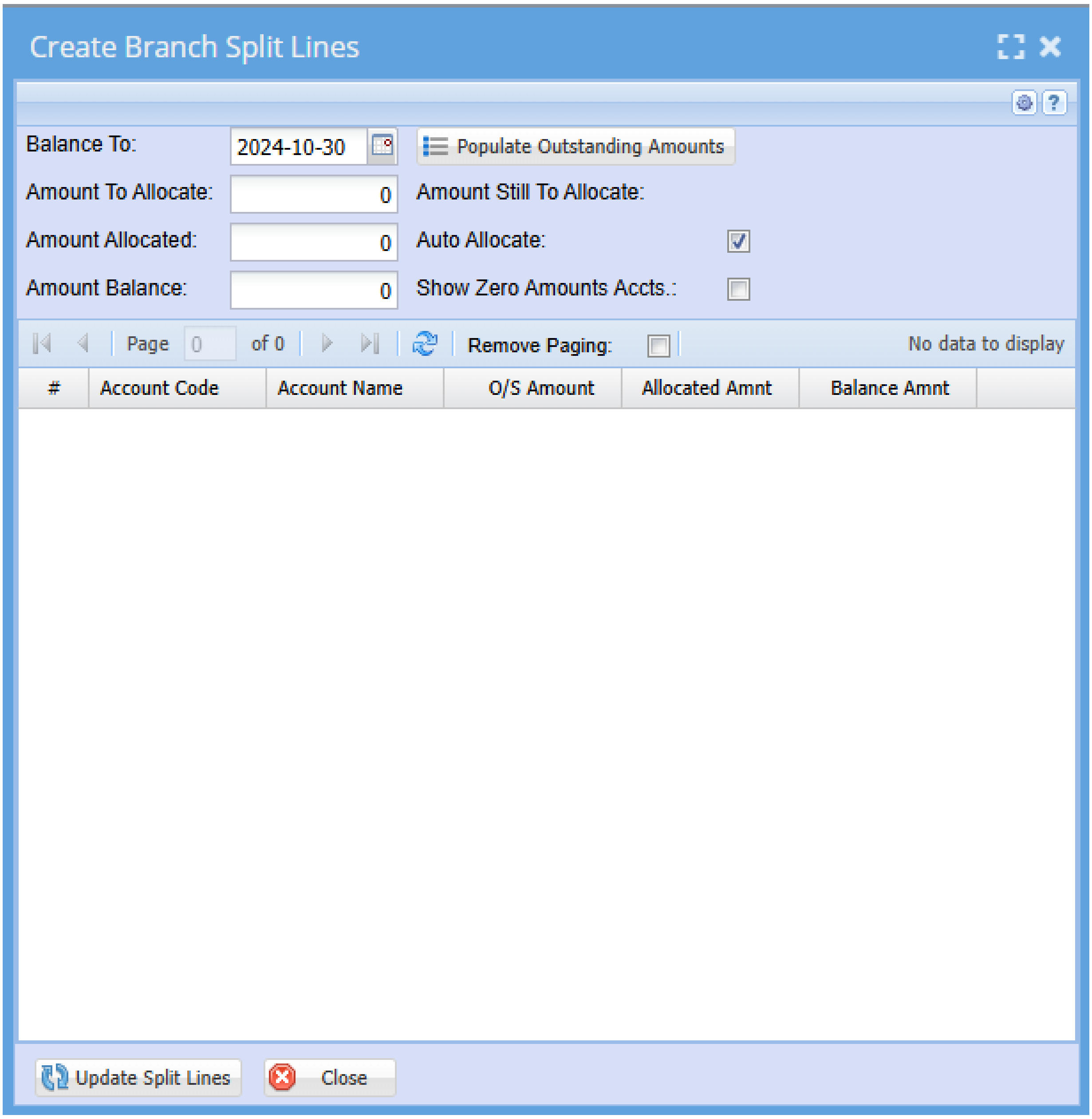
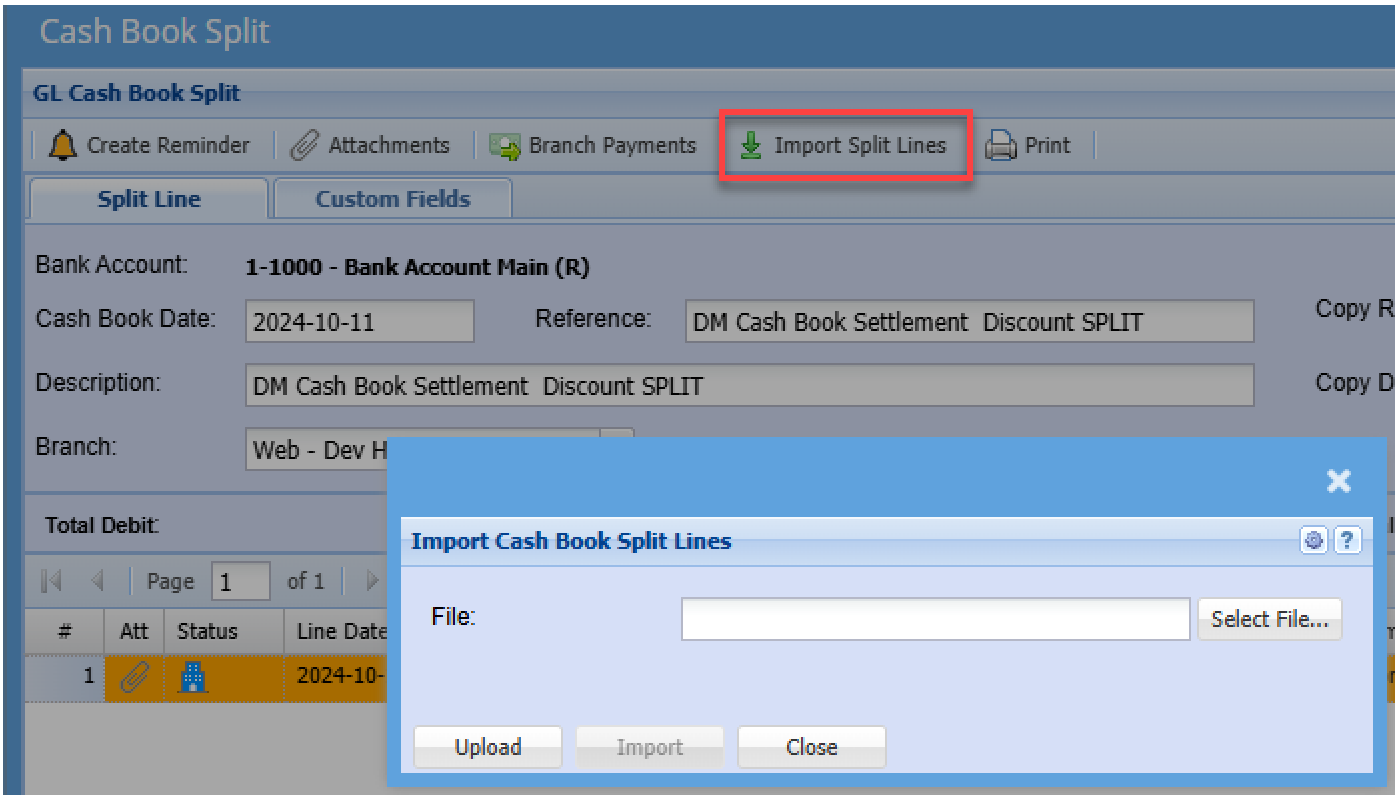
Branch Payments





Import Split Lines



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