General Ledger Splits

Last Modified on 08/29/2024 1:11 pm CDT

If certain expenses are regularly split among several accounts based on a predetermined percentage, this optional feature may be utilized. Several splits could be defined with unique Split IDs. Adding a G/L Split can be found at *Accounting / Setup / G/L / G/L Splits*. To remove a GL Split, select the GL Split and choose **Delete**. A confirmation window will appear. Select **Delete** again to remove the GL Split.

Note: Splits used on a Journal Entry cannot be deleted.

🖳 Select a	🖳 Select a G/L Split		
ID	△ Description	Add	
Elect Split1	Electricity Bill Split1	Edit	
		Delete	
		Cancel	
		Reports	

Substitute Feature

Once a split is established for one set of G/L accounts, that allocation may be used for any set of corresponding accounts at the *Journal Entry* screen (as well as the *A/P Bill, Recurring A/P Bill,* and *Recurring JE* screens). For instance, a split established to spread the electric bill across Profit Centers could be used to spread the water bill across the location at the same percentage split by entering the electric Split ID then putting the root of the Water Expense G/L accounts into the *Predefined Split Acct ID* along with an asterisk which means that the system will substitute that portion of the split account numbers leaving the portion that the asterisk represents.

R Add a General Journal Entry								
J R De	.E. Number Date Vendor ID Reference escription	15688 08/29/20 Adjust-V Electrici	D24 IIII VaterElc ty Bill		J.E. Type General Vendor A/I Customer	Predefined Split Split ID Elect ~ A/R Debit O Credit Amount 1000 Acct ID 6066* Apply		
	<accour< th=""><th>nt></th><th>Account Name</th><th>Debit \$</th><th>Credit \$</th><th>Comment</th></accour<>	nt>	Account Name	Debit \$	Credit \$	Comment		
1	6066000	-00	Water	100.00				
2	6066000	-01	Water	450.00				
3	6066000)-02	Water	250.00				
4	6066000	-03	Water	200.00				
5	6060000	-00	Utilities	0.00	1000.00			
Print Form Period Current Details Future Journal Entry Reverse Next Month Show Quantity								