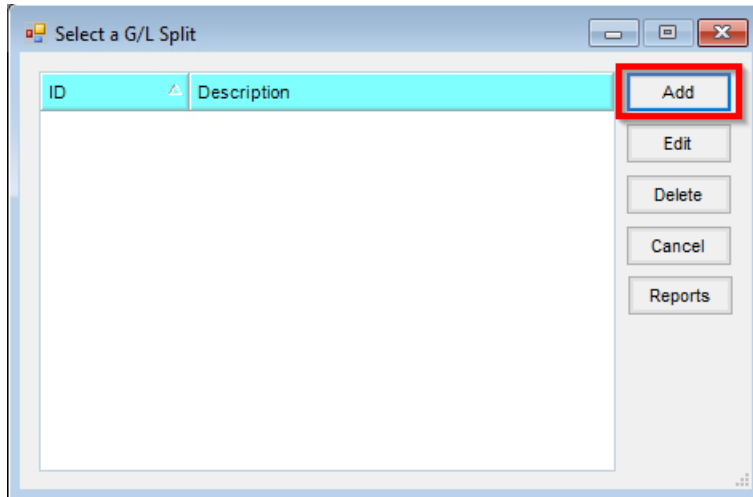


# General Ledger Splits

Last Modified on 03/02/2023 10:16 am CST

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 on *Agvance* 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.



- **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.

**Add a General Journal Entry**

J.E. Number:   PrePay

Date:

Vendor ID:

Reference:

Description:

J.E. Type:  General  Vendor A/P  Customer A/R

Predefined Split: Split ID:   Debit  Credit

Amount:

Acct ID:

	<Account>	Account Name	Debit \$	Credit \$	Comment
1	6064000-00	Gas	100.00		
2	6064000-01	Gas	450.00		
3	6064000-02	Gas	250.00		
4	6064000-03	Gas	200.00		
5	6060000-00	Utilites	0.00	1000.00	

Totals:

Period: 
 Future Journal Entry
  Reverse Next Month
  Show Quantity