

How to split a cheque payment between multiple 'Business Transactions'

- Search for the 'Business Transaction' for the first part of the split

Cash Journal 0035 Company Code 1000

Menu | Back | Exit | Cancel | System | Save | Post | Print cash journal | Change cash journal | Editing Options

Data selection

Display period: 14.04.2014 - 14.04.2014
 Today | This week | Current period

Cash journal: PINXTON NURSERY ...
 Company code: Derbyshire County Council

Balance display for display period

Opening balance	0.00	GBP		
+ Total cash receipts	112.40	GBP	Number:	4
+ Total check receipts	0.00	GBP	Number:	0
- Total cash payments	0.00	GBP	Number:	0

= Closing balance	112.40	GBP		
Cash thereof	112.40	GBP		

Check receipts

C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L	Check number	Check issuer	Bank Key	Bank Account	Ba...	Receipt Recip.
												GB	

Cash Journal Business Transaction (1)

Restrictions

Business transaction: *cont*

Bus. transac. number: []

Company Code: 1000

Business trans. type: []

Special G/L ind.: []

G/L Account: []

Tax code: []

Maximum No. of Hits: 500

- Highlight and select the appropriate line

Cash Journal Business Transaction (1)

Restrictions

Business transaction	Tr...		G/L...	BusTra...	Acct...	Tax
CONTRIBUTIONS	76	1000	R	222000		X
PRIVATE CONTRIBUTION CA	77	1000	R	222030	AN	
PRT CONTRIBUTION VIS	78	1000	R	222040	AN	

- Enter the amount that should be allocated to that 'Business Transaction'

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Cash journal: PINXTON NURSERY ...
 Company code: Derbyshire County Council

Balance display for display period

Opening balance	0.00	GBP		
+ Total cash receipts	112.40	GBP	Number:	4
+ Total check receipts	0.00	GBP	Number:	0
- Total cash payments	0.00	GBP	Number:	0

= Closing balance	112.40	GBP		
Cash thereof	112.40	GBP		

Check receipts

C...	Lot	Business transaction	Amount	Doc...	Split	T...	G/L	Check number	Check issuer	Bank Key	Bank Account	Ba...	Receipt Recip.
		PRT CONTRIBUTION	13.50									GB	

- Enter the cheque details

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Cash journal: PINXTON NURSERY ...
 Company code: Derbyshire County Council

Balance display for display period

Opening balance: 0.00 GBP
 + Total cash receipts: 112.40 GBP Number: 4
 + Total check receipts: 0.00 GBP Number: 0
 - Total cash payments: 0.00 GBP Number: 0

 = Closing balance: 112.40 GBP
 Cash thereof: 112.40 GBP

Cash payments | Cash receipts | **Check receipts**

C... Lot	Business transaction	Amount	Doc...	Split	T...	G/L	Check number	Check issuer	Bank Key	Bank Account	Ba...	Receipt Recip.
	PRT CONTRIBUTION	13.50		→			36	McMillan	089005	34563456	GB	

- Enter the paying in slip number in Reference and in Assignment
- Enter your Cost Centre (or SIO)
- **DO NOT press Enter on your keyboard**

Cash Journal 0035 Company Code 1000

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Data selection

Display period: 14.04.2014 - 14.04.2014
 Today | This week | Current period

Cash journal: PINXTON NURSERY ...
 Company code: Derbyshire County Council

Balance display for display period

Opening balance: 0.00 GBP
 + Total cash receipts: 112.40 GBP Number: 4
 + Total check receipts: 0.00 GBP Number: 0
 - Total cash payments: 0.00 GBP Number: 0

 = Closing balance: 112.40 GBP
 Cash thereof: 112.40 GBP

Cash payments | Cash receipts | **Check receipts**

C... Lot	Business transaction	Customer	Posting Date	Tax rate	Document D...	Reference	Document no...	Assignment	Cost Center	Order	Profit
	PRT CONTRIBUTION		14.04.2014	0.000	14.04.2014	122456		122456	1p002		

- Scroll back to the left
- Click Split

Cash Journal 0035 Company Code 1000

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Data selection

Display period: 14.04.2014 - 14.04.2014
 Today | This week | Current period

Cash journal: PINXTON NURSERY ...
 Company code: Derbyshire County Council

Balance display for display period

Opening balance: 0.00 GBP
 + Total cash receipts: 112.40 GBP Number: 4
 + Total check receipts: 0.00 GBP Number: 0
 - Total cash payments: 0.00 GBP Number: 0

 = Closing balance: 112.40 GBP
 Cash thereof: 112.40 GBP

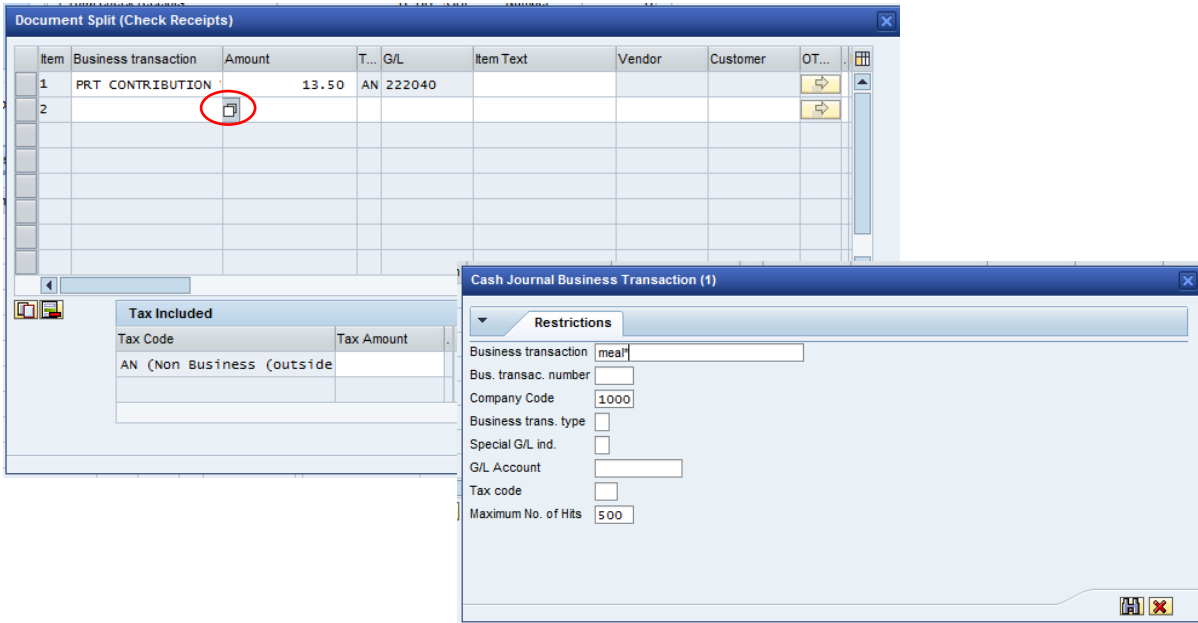
Cash payments | Cash receipts | **Check receipts**

C... Lot	Business transaction	Amount	Doc...	Split	T...	G/L	Check number	Check issuer	Bank Key	Bank Account	Ba...	Receipt Recip.
	PRT CONTRIBUTION	13.50		→			36	McMillan	089005	34563456	GB	

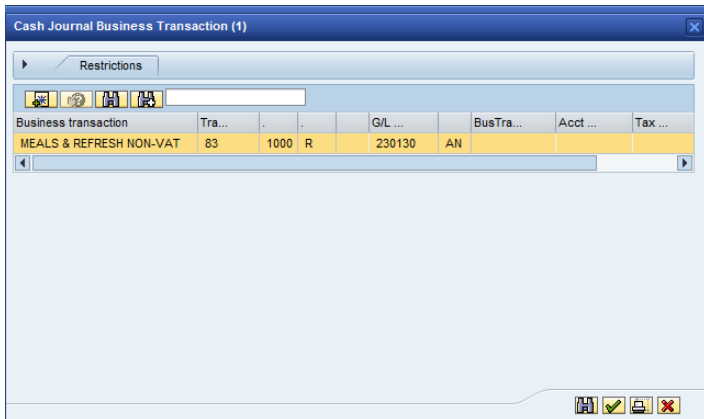
Split

The Document Split (Check Receipts) dialogue box will be displayed with the first part of the split included

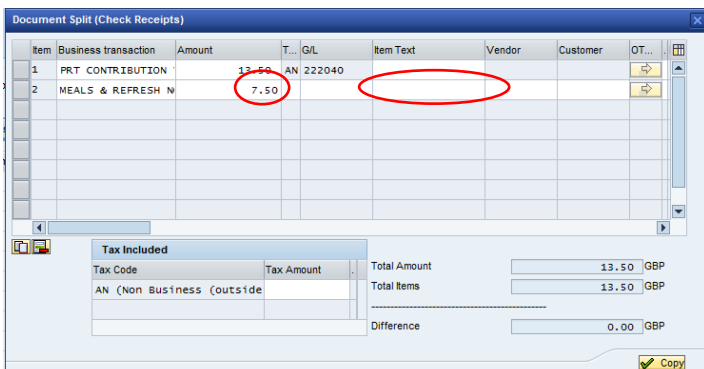
- On the next line search for the 'Business Transaction' for the next part of the split



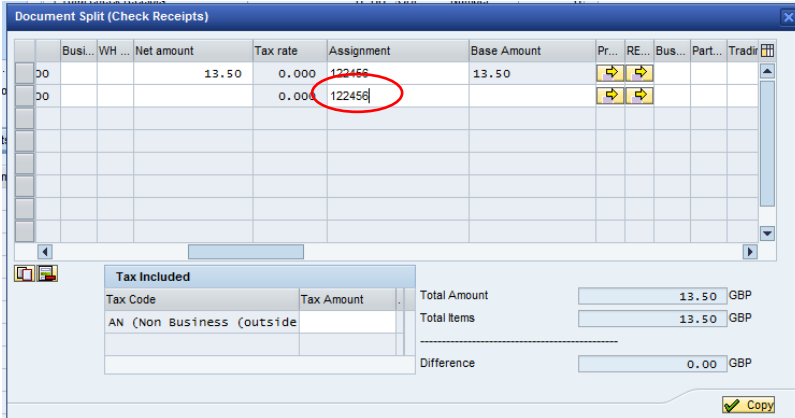
- Highlight and select the appropriate 'Business Transaction'



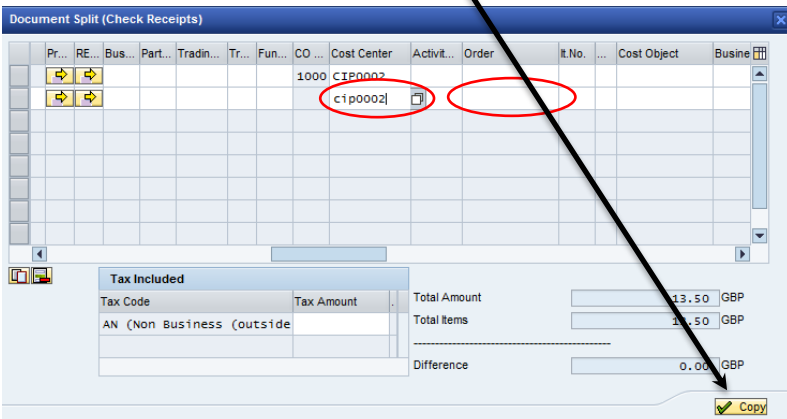
- Enter the amount of the remainder of the split
- Text can be entered if required



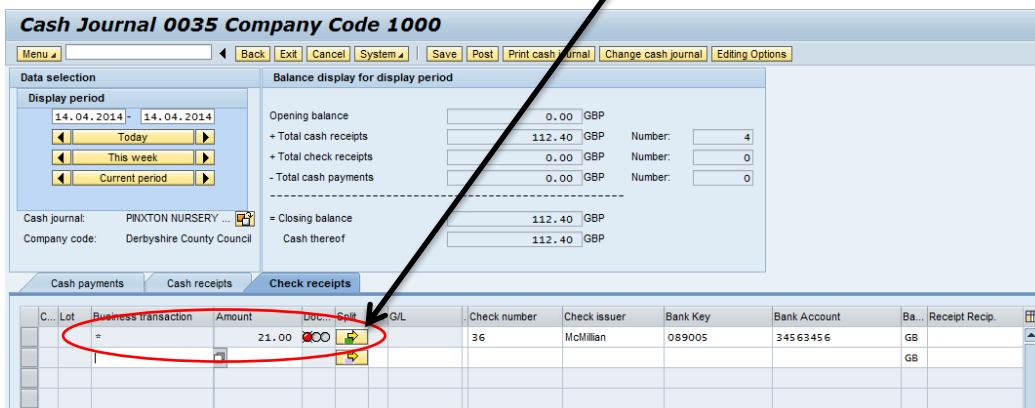
- Scroll to the right
- Enter the paying in slip number in Assignment



- Scroll to the right
- Enter the Cost Centre (or SIO if required)
- If you want to split the cheque over more than two business transactions press enter on the keyboard after Cost Centre/Order to access the next line.
- Or Click Green Tick Copy



The Business Transaction will display *. Amount will show total amount of the cheque. The red 'traffic light' will appear. Split arrow will have green rectangle.



- Entry should be highlighted and posted as usual