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Split Distribution

Settings > General Ledger > Transaction Codes > Double Click Transaction Code

On an entry screen, choosing **Transaction Code** allows you to enter a word (or number) code, as a shortcut, to represent one or more G/L accounts. The transaction code can be selected on any entry screen, including A/P invoice entry, purchase order entry, and revenue invoice and receipt entry. Normally, an account is defaulted as the **Distribution Method** on these entry screens, but you may select Transaction Code instead.

The Distribution Method to be defaulted on each type of entry screen is set in Settings under Entry Options for each application and the Invoice Options for A/R.

Transaction Codes are maintained in the menu option *Settings > General Ledger > Transaction Codes* and must be active to be available for selection.

Using transaction codes for split distribution in entry:

- On any A/R, A/P, or PO entry screen, select Transaction Code by double-clicking.
- Make selections on the next pop-up screen.
  - If an A/R entry, select the Object Type for the payer.
  - If an A/P or PO entry, the Object Type is always SPLIT.
  - Enter the Transaction Code, which contains the splits, total invoice amount, comments, etc. Click **OK**.
- A screen will be displayed with the accounts and distribution amounts.
  - **Percentage split:** Adds one line for each G/L account with the percentage amount that has been set. In the event the split is not equal, the extra penny will be added to the first split. On the invoice entry screen, enter the total invoice amount and enter the split code.
  - **Flat amount split:** Adds one entry line for each G/L account with the amount set.
  - **Update original:** If selected, this will replace the splits set up in transaction codes and replace them with the splits you have entered. This will only take effect when OK is clicked. You must have the authority to modify splits to update the original setup.
- When **OK** is clicked, the split distribution of accounts and amounts will be displayed with the ability to change them. If any line within the split causes the budget to be exceeded for that account, the invoice line will display red, and the entry will or will not be allowed, based on the settings for the user. Allow/warn/force the invoice amount to be within the budget amount set in user options.