

Advanced Business Manager Pty Ltd



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Support Bulletin #59 Split a Single Cheque Payment to Multiple Accounts

Introduction

You may need to split a single cheque across multiple ledger accounts for Petty Cash or similar.

Method

On the Accounts/Cashbook screen, select payments button and open up the cash payments window, go to the Sundry Payment tab as below and enter the first account and the total cheque amount and cheque number.

Then click on the Account Split button and enter the Account Codes and the amounts for each. The amount on the original code will decrease as you enter each one until you are left with the desired result.

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Allocation of Payment to multiple accounts

Account Code	Description	GST Category	Amount Inc.Tax
0405-00-00	Petty Cash	Not applicable	102.75
0425-00-00	Petty Cash	Not applicable	175.00
0140-00-00	Petty Cash	Not applicable	25.00
0325-00-00	Petty Cash	Not applicable	65.50
0305-00-00	Petty Cash	Not applicable	126.75
0010-00-00	Petty Cash	Not applicable	5.00

Account Title: Total:

Then click the close button.

Save and close the cash payment window.

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