

Question

How do I split a transaction against more than one set of account codes?

Answer

Ok, say you have an invoice for \$1,455.00 and you need to split the cost across the following codes:-

A102 245 \$450.00

A102 123 \$500.00

E118 517 \$505.00

From your Home page select the transaction by clicking on the green tick for the transaction

The screenshot shows the ProMaster Home Page for user Jean Ryan. The page displays a table of transactions with columns for Date, Merchant, Amount, and Actions. The first transaction is dated 27-08-2009 for JACK DUGGANS BISH P with an amount of 389.00. The Actions column for this transaction contains a green tick icon, which is highlighted by a mouse cursor. A line points from the text above to this tick. Below the table, there is a 'Transaction Count for you as Account Holder' section with various status icons and labels.

Date	Merchant	Amount	Actions
27-08-2009	JACK DUGGANS BISH P	389.00	🟢 🟡 🟠 🟤
28-08-2009	RCE LOOKMETHS	1455.00	🟡 🟠 🟤
28-08-2009	SOUTH BATHURST BUTCHER	280.00	🟡 🟠 🟤
31-08-2009	CORPORATE EXPRESS	229.92	🟡 🟠 🟤
03-09-2009	ST JOHN AMBULANCE	175.00	🟡 🟠 🟤
07-09-2009	BATHURST TROPHIES &	87.00	🟡 🟠 🟤
07-09-2009	SOUTH BATHURST BUTCHER	90.00	🟡 🟠 🟤
07-09-2009	THE BATHURST FLOWER BD	263.00	🟡 🟠 🟤
09-09-2009	HOTEL FORMULE 1	600.00	🟡 🟠 🟤
09-09-2009	RCE LOOKMETHS	2000.00	🟡 🟠 🟤

Transaction Count for you as Account Holder

- Approved Travel: 0
- Waiting GL Post: 0
- Draft Travel: 0
- Waiting Accountholder (Transactions): 11
- Unapproved Travel: 0
- Waiting Approval: 1
- Waiting Private Reconciliation: 0
- Disputed: 0
- Review Book Travel: 0

This will take you into the transaction.

PROMASTER **Verify Expense**

Home Expenses Transactions Reports Authorities Profiles

Jean Ryan | Account Holder

Expense Header

Account Type* **Visa** Tax Receipt?
 Merchant: RCG LOCKSMITHS Merchant Number: 0
 Purchase Date: 28-08-2009 Transaction Date: 28-08-2009
 Purpose: Transaction Amount: **1455.00**

Waiting Accountholder Attaching Transaction

Item Details

Line No	Description	Delete?
1	<input type="text"/>	<input type="checkbox"/>

Expense Type*	Currency*	Rate*	Price*	Tax Code*	Invoice No.	Net	Tax	Gross
<input type="text"/>	AUD	1	1455.0000	GST	<input type="text"/>	1322.73	132.27	1455.00

Fund	Org	Account	Program
A102	245	<input type="text"/>	0000

Total 1455.00

Then type in the purpose and then tab through the item details. Type in the Description and select the expense type and then click in the price box and type in the amount for the first account code you want to process (Eg in our example \$450.00). Tab through to the account code (changing the Tax Code if necessary – if there is no GST on the item then select NOGST from the list on the right hand side of the screen). Type in the invoice number. In the Fund Org Account Program etc, type in the relevant account codes.

PROMASTER **Verify Expense**

Home Expenses Transactions Reports Authorities Profiles

Jean Ryan | Account Holder

Expense Header

Account Type* **Visa** Tax Receipt?
 Merchant: RCG LOCKSMITHS Merchant Number: 0
 Purchase Date: 28-08-2009 Transaction Date: 28-08-2009
 Purpose: Swipe card locks for the Managers offices in buildings 123, 409 and 890. Transaction Amount: **1455.00**

Waiting Accountholder Attaching Transaction

Item Details

Line No	Description	Delete?
1	Swipe card lock	<input type="checkbox"/>

Expense Type*	Currency*	Rate*	Price*	Tax Code*	Invoice No.	Net	Tax	Gross
MINOR EQUIP	AUD	1.0000	450.00000	GST	12695	409.09	40.91	450.00

Fund	Org	Account	Program
A102	245	431	1000

Total 450.00

To add the next account code, click on the Add Item button and fill in the details for your second set of account codes and when you have finished entering the details for these codes, press the Add Items button to enter the next lot of codes.

Expense Header

Account Type* **000 Visa** Tax Receipt?
 Merchant: **RCG LOCKSMITHS** Merchant Number: **0**
 Purchase Date: **28-08-2009** Transaction Date: **28-08-2009**
 Purpose: **Swipe card locks for the Managers offices in buildings 123, 409 and 890.** Transaction Amount: **1455.00**

Waiting Accountholder Attaching Transaction

Item Details

Line No	Description	Debit?						
1	Swipe card lock	<input type="checkbox"/>						
Expense Type*	Currency*	Rate*	Price*	Tax Code*	Invoice No.	Net	Tax	Gross
MINOR EQUIP	AUD	1	450.00000	GST	12695	409.09	40.91	450.00
Fund	Org	Account	Program					
A102	245	431	0000					
2	Swipe card lock	<input type="checkbox"/>						
Expense Type*	Currency*	Rate*	Price*	Tax Code*	Invoice No.	Net	Tax	Gross
MINOR EQUIP	AUD	1	500.00000	GST	12695	494.55	45.45	500.00
Fund	Org	Account	Program					
A102	123	431	0000					
3	Swipe card lock	<input type="checkbox"/>						
Expense Type*	Currency*	Rate*	Price*	Tax Code*	Invoice No.	Net	Tax	Gross
MINOR EQUIP	AUD	1.0000	505.00000	GST	12695	459.09	45.91	505.00
Fund	Org	Account	Program					
E118	517	431	0000					
Total						1455.00		

Add Item Save Submit Cancel

You will notice that there is a total at the bottom of the screen that shows you what the items that you have entered. This will add up to the transaction total. You can add as many items that you need to (simply click the add item button for each new item you need). Once you have all you items completed, click on the submit button and go in and attach your scanned documents (see Attaching scanned documents in ProMaster).