

HelpSheet015.



To create a % Distribution Journal Posting .

You can create journal templates based on a % split between other accounts so for example if you have some costs which get posted to a main account and you want these to be split using a given % over several cost centres then you can set up Journal Templates to do this for you.

You would post the purchase invoices to the main account and then on either a monthly basis or more often you can post a journal and have this automatically split the amount from the main account into the sub accounts using the predefined % split.

To Manage Journal Templates:

Open: Enter Transactions > Journal Templates.

1. Prepare the journal template

If you intend to create a new journal template, click Add to display the Add Journal Template window.

If you intend to amend an existing journal template, select the required journal template from the displayed list and click Edit.

2. The Edit Journal Template window appears.

3. Specify the journal Name. You must enter a unique name for each journal template.

4. Specify Template type as Accounts Only, Percentages or Value.

Accounts only: You do not specify any amounts in the debit or credit column for the postings. These will be entered when the journal is posted.

Percentages: You need to specify percentages in the debit or credit column for each posting. The total of the debits and credits must both be 100%.

Value: You need to enter a value in the debit or credit column for each posting. The total of the debits and credits must match.

5. Specify the journal restrictions.

Max no. of uses: To restrict the number of times the journal can be used, click Max no. of uses and specify a value of up to 99.

Start date: Enter the earliest date the template can be used.

End date: Enter the latest date the template can be used.

6. To add a line to the journal, click in the Template contents and journal line is added. For each transaction enter the nominal account (A/c No.) to be used, cost centre (CC), department, account type, narrative, transaction analysis code (if used), and the value or percentage details. You can leave the debit and credit values blank.

7. To amend any details, click on the item to amend and make the required changes.

8. To delete a line, select an item for deletion from the list displayed and click Delete.

9. To clear all the lines in the journal, click Clear.

10. To confirm the journal template is completed, click OK.

Template details

Name: Fuel Breakdown by Cost Centre

Template type: Percentage

Unlimited uses: Max no. of uses:

Start date: 19/08/2011

End date: / /

Template totals

Debit: 100.00

Credit: 100.00

Balance: 0.00

Template contents

A/c No.	CC	Dept	Name	Type	Narrative	Debit	Credit
51101			Vehicles - Fuel	Posting	Fuel Breakdown...	100.00	0.00
51101	Ret	BES	Vehicles - Fuel and...	Posting	Fuel Breakdown...	0.00	30.00
51101	SAL	BES	Vehicles - Fuel and...	Posting	Fuel Breakdown...	0.00	35.00
51101	OCO	BES	Vehicles - Fuel and Oil	Posting	Fuel Breakdown...	0.00	35.00

Buttons: Delete, Clear, OK, Cancel

To Record Journal Entries

Open: Enter Transactions > Journal Entry.

1. Select New journal entry to create a new journal for your entries, or select Use template to create a new journal based on a saved template.
2. If you select Use template, select the template to use from the Journal template list.
3. Specify the Journal title, which must not already be in use.
4. Enter the Journal date, that is the date the journal will be posted.
5. Enter the amount in the main account, tab out and the system will automatically split this base don't he above % to the other accounts.
6. Post the journal.

Header details

New journal entry Use template

Journal template: Fuel Breakdown by Cost Centre

Journal title: Fuel Breakdown by Cost Centre

Journal date: 19/08/2011

Posting options

Single entry

Reversing entry

Recurring entry

Journal transactions

A/C No.	CC	Dept	Name	Type	Narrative	Tax Type	Tax Code	Debit	Credit
51101			Vehicles -...	Posting	Fuel Breakdown by Cost Centre	N/A	0 - Exempt	6000.00	3.00
51101	Ret	BES	Vehicles -...	Posting	Fuel Breakdown by Cost Centre	N/A	0 - Exempt	0.00	1800.00
51101	SAL	BES	Vehicles -...	Posting	Fuel Breakdown by Cost Centre	N/A	0 - Exempt	0.00	2100.00
51101	SCO	BES	Vehicles -...	Posting	Fuel Breakdown by Cost Centre	N/A	0 - Exempt	0.00	2100.00
Totals								6000.00	6000.00

Delete Clear

Balance: 0.00

Post Hold Print Close