

This tab allows you to open your "Code List" should you need to edit it or make any changes

Click on the "View Demo" tab to view a demo on "Coding" and "Splitting"

Click on "Help" to view help on "Coding" and "Splitting"

Showing 1 - 20 of 38 results

Date	Transaction Description	Credit (\$ In)	Debit (\$ Out)	Category	Split	Notes
02 Aug 09	ASB Fee BASE FEE		\$12.00	(21700) Bank Fees	Split	
02 Aug 09	ASB - Credit Interest	\$11.75		(10400) Dividends	Split	

Click on "Export" to export the coded transactions for the account selected.

A note has been written for this transaction. Click here to view the note or edit it.

Click here to add a note for this transaction

The dropdown box allows you to find the right code for each transaction. It is ordered in a particular way to make it quick and easy to find the right category.

The first codes are Exclude and then Un-coded, followed by all the Income codes, Expenses codes next and finally Other codes. You can also key in a number or letter e.g. f and the list will show all codes with that letter so you can choose the right one Food WOF Fuel

Click on the different headings with the small black triangles to sort using that heading. In this view "Date" is the heading being sorted.

Showing 1 - 12 of 12 results

Date	Transaction Description	Credit (\$ In)	Debit (\$ Out)	Category	Split	Notes
07 Sep 09	TFR TO HHHH jkgbnnknkmojo		\$27.00	(20140) Allowances	Split	
07 Sep 09	Self Selec test	\$13.16		(20740) Internet	Split	
07 Sep 09	Self Selec test	\$13.23		(20740) Internet	Split	
07 Sep 09	ASB Fee LOADING FEE	\$2.00		(21700) Bank Fees	Split	
14 Sep 09	Miscellaneous Debit test		\$20.41		Edit Split	
	Miscellaneous Debit	\$10.00		(20170) ACC Levies		
	Miscellaneous Debit	\$0.41		(20710) Power		
	Miscellaneous Debit	\$10.00		(21500) Accounting Fees		
14 Sep 09	TFR TO HHHH jkgbnnknkmojo		\$27.00	(20140) Allowances	Split	
18 Sep 09	ASB Loan Interest 12-3031-0073441-91 003INTEREST	\$168.75		(21800) Loans	Split	
18 Sep 09	ASB Loan Principal		\$33.69	(21800) Loans	Split	

Click on "Print" to print your coded transactions for the account selected.

This code has been Coded

This code has been Pre-coded

This transaction has been "Split" into different categories

Splitting allows you to split one transaction amount into multiple categories and codes

You can "add" lines to create the different split amounts you need

Shows the total you need to split or divide into the categories you have chosen.

You can write a new description for each line

You can write a note for each split line.

**Splitting your transaction**

You can split your transaction as many times as you like, simply select **Add line**

TO NEW ACCOUNT - FN TRANSFER Amount to split: \$1000.00

Description	Amount	Category	Note
Excluded from my accounts	\$300.00	(41000) Exclude	Dont need to include this
Gavin	\$500.00	(20120) Salaries	
	\$0.00	Search for a category...	

**Add line** **Delete selected** Balance to split: \$200.00

**Cancel** **Save**

Click on "Add Line" to create the split lines you need. You can add as many lines as you need

You can "Delete" the highlighted line

Click "Save" when you are finished splitting to go back to the coding page

After splitting the new transaction looks like this:

20 Sep 09	TO NEW ACCOUNT FN TRANSFER	\$1000.00	<span style="color: green;">✔</span> Edit Split
	Excluded from my accounts	\$300.00 (41000) Exclude	
	Gavin	\$500.00 (20120) Salaries	
	Extra Payment	\$200.00 (20160) KiwiSaver	
21 Sep 09	TFR TO HHHH jkgbnnknkjjojo	\$27.00 (20180) Training	<span style="color: blue;">✔</span> Split

✔ Coded ✔ Pre - Coded ⊗ Un - Coded Prev 1 Next Next Account ▶

04 Sep 09	ASB Loan Interest	\$124.87	Search for a category...	<span style="color: blue;">✔</span> Split
04 Sep 09	ASB Loan			
07 Sep 09	TFR TO H			
07 Sep 09	Self Sele			
07 Sep 09	Self Sele			
07 Sep 09	ASB Fee			
14 Sep 09	Miscellar			
14 Sep 09	TFR TO H			
18 Sep 09	ASB Loan			
18 Sep 09	ASB Loan			
18 Sep 09	ASB Loan			
18 Sep 09	ASB Loan			
18 Sep 09	ASB Loan			
20 Sep 09	TO NEW ACCOUNT FN TRANSFER	\$1000.00	Search for a category...	<span style="color: blue;">✔</span> Split
21 Sep 09	TFR TO HHHH jkgbnnknkjjojo	\$27.00 (20180) Training	<span style="color: blue;">✔</span> Split	

✔ Coded ✔ Pre - Coded ⊗ Un - Coded Prev 1 Next Next Account ▶

The Split pop-up box

Click on "Split" to open the Split pop-up. The pop-up allows you to split a transaction into different categories