Chapter 4: Dissecting

If a transaction needs to be coded to more than one account, you can use the dissect function to enter up to 2000 dissection lines for each transaction.

Transactions may be dissected by amount, by percentage, or a combination of amount and percentage.

You can change the column edit setting in the **Dissect a Transaction** window to edit all columns in the dissection or to edit the account code and amount columns only, by clicking the **Restricted to Account and Amount/All Editable Columns** indicator in the bottom left of the window.

You can also toggle between these settings by pressing ***** or **Ctrl+A**.

BankLink Practice can be set to default to the **All Editable Columns** setting - see **System Options** in Chapter A9.

When you sort the **Code Entries** window by account code order, dissected transactions display last.

This Chapter covers:

- Dissecting by amount
- Dissecting by percentage
- Coding by payee in a dissection
- Editing and deleting dissected transactions
- Configuring columns for dissections
- Dissection shortcuts

Dissecting by amount

To dissect a transaction by amount:

1 Click on the transaction you wish to dissect

2 Click the **Dissect** button (**Ctrl+D** or **/**)

BankLink Practice displays the **Dissect a Transaction** window, with the cursor in the **Account** column, ready for you to dissect the entry

You are able to dissect any transaction using up to 2000 lines

3 On the first line, enter the first account code by either keying directly from the keyboard or using the chart look up (**F2**) and double-clicking on the chart code

4 Enter the first amount and press **Enter**

The total amount allocated so far, the amount yet to be dissected and the total GST allocated display at the foot of the **Dissect a Transaction** window

You can have BankLink Practice calculate the gross (GST-inclusive) amount of an entry from the net amount:

1 In the **Amount** field enter the net amount of the entry

2 Press the @ key or right-click and select **Amount, Gross-up from net amount**

BankLink Practice calculates the gross amount and enters it in the **Amount** field

You can have BankLink Practice calculate the gross (GST-inclusive) amount of an entry from the GST amount:

1 In the **Amount** field enter the GST amount of the entry

2 Press the ***** key or right-click and select **Amount, Gross-up from GST amount**

BankLink Practice calculates the gross amount and enters it in the **Amount** field, moving the GST amount to the **GST Amount** field

5 Enter a **Payee** if required

6 Change the **GST** if required

7 Enter the **Quantity** if required

8 Enter the **Narration** as required - line Narrations display on the **Code Entries Screen** as a hint when you place the cursor over the dissected entry, and are passed to your main accounting system when you transfer the transactions

BankLink Practice can be set to default the **Narration** for each dissection line to the Narration of the original transaction (you can still change the line Narrations if you require) - see **System Options** in Chapter A9.

9 Enter the other account codes, amounts and any other details to make up the dissection

When the transaction has been fully dissected, the amount remaining shown at the foot of the **Dissect a Transaction** window is $0.00

You cannot leave the **Dissect Transaction** window until the full amount of the transaction has been accounted for in the sum of the dissections: the remaining balance must be **$0.00** unless you click **Cancel**.

Press (**=**) in the last amount field to automatically enter the remaining value from the bottom of the screen.

10 Click **OK**

Dissecting by percentage

In addition to dissection by amount, you can split the value of transactions by percentage. The percentage is calculated from the total transaction value.

Amounts calculated by percentage will show the percentage in the screen hint when you hover the mouse over the transaction.

You can **configure** the **Dissection** window to display a **Percent** column as well as an **Amount** column. This means that when dissecting you can enter percentage amounts directly into the Percent column, and see the amount calculated in the Amount column.

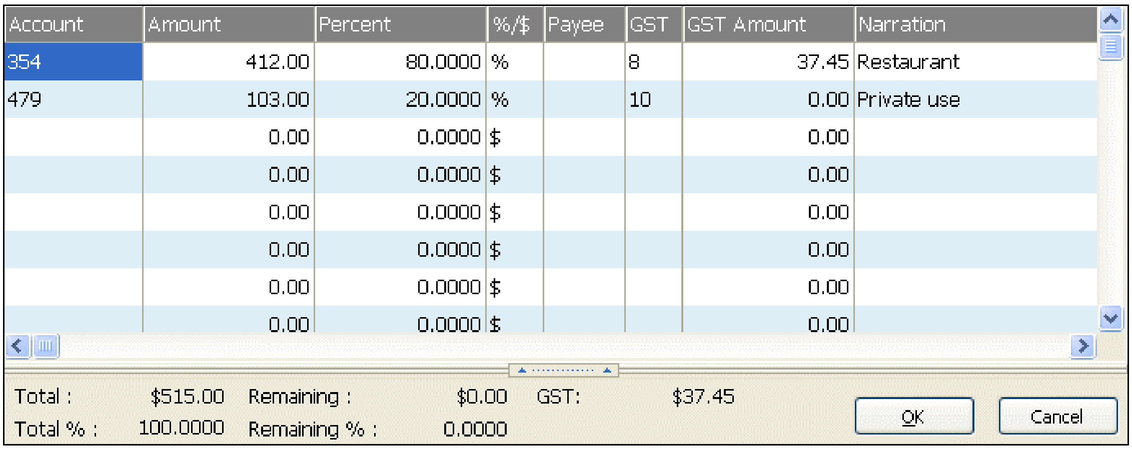
To dissect a transaction by percentage:

1. Click on the transaction you wish to dissect
2. Click the **Dissect** button (**Ctrl+D** or **/**)

   BankLink Practice displays the **Dissect Transaction** window, with the cursor in the **Account** column, ready for you to dissect the entry
3. On the first line, enter an **Account** (press **F2** to use the Chart Look Up)
4. In the **Amount** column enter the percentage amount for the first split and press the **%** key or **/** key

   - Or enter the percentage amount in the **Percentage** column

   The percentage allocated so far, the percentage yet to be dissected and the total GST allocated display at the foot of the **Dissect a Transaction** window



Account	Amount	Percent	%/$	Payee	GST	GST Amount	Narration
354	412.00	80.0000	%		8	37.45	Restaurant
479	103.00	20.0000	%		10	0.00	Private use
	0.00	0.0000	$			0.00	
	0.00	0.0000	$			0.00	
	0.00	0.0000	$			0.00	
	0.00	0.0000	$			0.00	
	0.00	0.0000	$			0.00	
	0.00	0.0000	$			0.00	

5. Enter a **Payee** if required
6. Change the **GST** if required
7. Enter the **Quantity** if required
8. Enter the **Narration** as required - line Narrations display on the **Code Entries Screen** as a hint when you place the cursor over the dissected entry, and are passed to your main accounting system when you transfer the transactions

BankLink Practice can be set to default the **Narration** for each dissection line to the Narration of the original transaction (you can still change the line Narrations if you require) - see **System Options** in Chapter A9.

When you dissect by percentage, BankLink Practice follows the sign of the original amount.

For example, the lines in a dissected credit transaction default to credit. If you need to enter a debit percentage amount as part of the dissection you can use the percentage column to specify the percentage as a negative amount.

The total of the percentage amounts must still equal 100% before you can save the dissection.

9 Enter the other account codes, percentage amounts and any other details to make up the dissection until the **Remaining %** is 0.0000

When the transaction has been fully dissected, the amount remaining shown at the foot of the **Dissect a Transaction** window is $0.00.

You cannot leave the **Dissect Transaction** window until the full amount of the transaction has been accounted for in the sum of the dissections: the remaining balance must be **$0.00** unless you click **Cancel**.

Press (**=**) in the last amount field to automatically enter the remaining value from the bottom of the screen.

10 Click **OK**

Dissecting by amount and percentage

You can dissect transactions by a combination of amount and percentage.

You can enter the lines in any order though it may make more sense to enter the fixed amounts first.

When all amounts in a dissection are calculated by percentage, the percentage is calculated from the total transaction value. However, when the transaction is dissected by a mixture of fixed amount and percentage, the percentage is always based on remaining amount, which is the total amount, less any fixed amounts.

When you use both fixed and percentage amounts, BankLink Practice re-sorts the lines when you save the dissection, displaying the fixed amounts first, then the percentages.

Coding by payee in a dissection

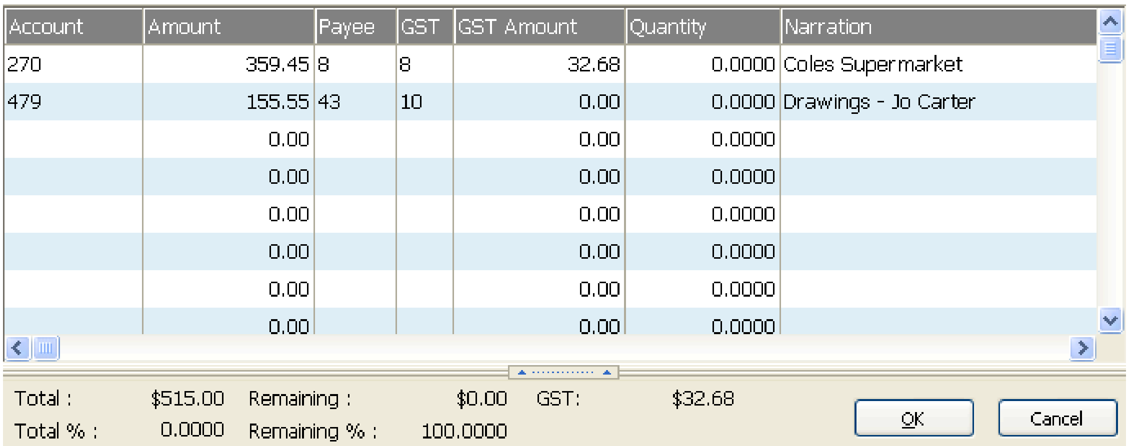
You can code by payee while in a dissection.

Coding by payee automatically adds the payee name to a transaction's narrative fields and inserts a payee number. In addition, if you code by payee you can produce a spending by payee report, which is a useful tool in determining how a client spends money across a range of suppliers.

To code by payee in a dissection:

1. In the **Code Entries Screen**, click on the transaction you want to dissect
2. Click the **Dissection** button (**/** or **Ctrl+D**)

   BankLink Practice displays the **Dissect a Transaction** window
3. Click in the **Amount** field and enter a value
4. Press **F3** or click the **Payee** button and select a payee
5. Repeat steps 3 and 4 until the remaining value is $0.00



6. Click **OK**

BankLink Practice displays **split** in the Payee column of a dissected entry which you code to more than one payee.

If you are using a dissected payee with a **fixed** split, enter the **amount** first, then select the payee - BankLink Practice allocates the amount accordingly. Select the **payee** first if it has a **variable** split.

Editing and deleting dissected transactions

In the **Code Entries Screen**, the account column for a dissected transaction contains the word **DISSECTED**. You can view the dissection or edit the dissection details by clicking on the dissected entry in the **Code Entries Screen** to display the **Dissect a Transaction** window.

To edit a dissection:

1. Click in the **Account** field of the dissected transaction you wish to edit
2. Click the **Dissect** button (**Ctrl+D** or / or double click the word **DISSECTED**, or right-click and click **Dissect Entry**)
3. Make the required changes to the dissection (you can use **Shift+Insert** to insert a line and **Ctrl+Delete** to delete a complete line in the dissection)
4. Click **OK**

To delete a dissection:

1. Click in the account cell of the dissected transaction
2. Press the **Delete** key
3. BankLink Practice displays a window confirming if you want to remove all the dissection lines for this entry?
4. Click **Yes**
5. Click **OK**

The transaction itself remains, but is no longer coded.

You can only edit or delete a dissection that you have not yet transferred to your main accounting system or finalised for GST.

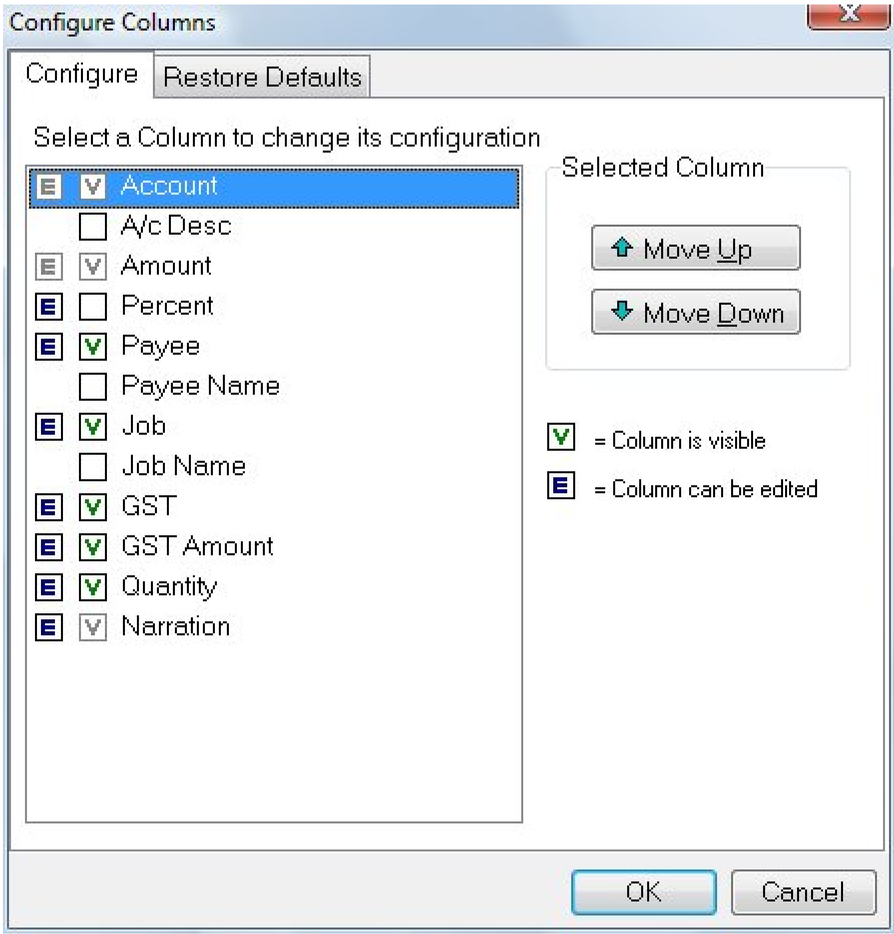
Configuring columns for dissections

You can configure the columns for dissections, changing the order or hiding those you don't want to enter data into, and BankLink remembers each of the settings for the next time you dissect a transaction for that client. You can also restore the defaults if required.

To configure columns in the Dissect a Transaction window:

1 Right click in the data entry area and select **Configure Columns**

BankLink Practice displays the **Configure Columns** window



2 Click on the **Configure** tab if not already displayed

- **E** next to a column description means that it is possible to edit this column
- **V** next to a column means that it is possible to view this column

3 When an **E** or **V** is greyed out it cannot be altered

4 Click on the **E** next to a column description and the **E** disappears - this means that this column cannot be edited when **Edit All Columns** mode is activated in the **Enter Journal** window

5 Click on the **V** next to a column description to remove it - this means that this column is no longer visible in the **Dissect a Transaction** window

6 Click on a column description to highlight it and click the **Move Up** button to move that column further to the left or the **Move Down** button to move that column further to the right in the **Dissect a Transaction** window

You can also drag the columns up or down with the mouse: -

- Click the column with the mouse and drag it to the desired position, then release the mouse
- BankLink Practice shows an outline where the column will be shifted to

7 Click **OK**

To restore column defaults:

1 Right click and select **Configure Columns**

2 Click the **Restore Defaults** tab

3 To restore the default order, click the **Default Order** button

4 To restore the default widths to all columns, click the **Default Widths** button

5 To restore the default editing settings to all columns, click the **Default Editing** button

The **E** reappears next to all the relevant columns

6 To restore the default visibility settings to all columns, click the **Default Visibility** button

The **V** reappears next to all the relevant columns

7 To restore all default settings:

- Click the **Restore All** button

or:

- Right click, **Restore column defaults**

Dissection shortcuts

When dissecting you can use the following shortcuts: -

- Press **Shift+Insert** to insert a line
- Press **Ctrl+Delete** in any field to delete a complete line
- Press **F2** to look up chart of accounts codes
- Press **F3** to look up payee codes
- Press **Ctrl+G** or **F8** to check for uncoded or invalidly coded entries
- Press **+** on the numeric keypad to repeat the current field from the line above
- Press @ to gross up a net amount entered in the **Amount** field
- Press ***** to gross up a GST amount entered in the **Amount** field
- Press **=** on the numeric keypad to enter a balancing amount

Right clicking in the dissection area of the **Dissect a Transaction** window displays a list of keyboard shortcuts which you can also apply by selecting them from the list.