In the Transaction Summary Page you will need to Expand All and Edit Accounting Codes then click on the Split Transaction icon

Expand All | Collapse All   Save   Reset
SEARCH RESULTS   Search Total: 1,529.16

Detail		Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
ll ⚏ ⊗ ✎		☐	☐	07/18/2011	07/16/2011	WAL-MART #0597 HOUSTON, TX -77069	73.63		

Split Transaction

ACCOUNTING CODES INFORMATION   Display accounting codes from Account Level ▾

Expense Description	[ ]			
Account	**Business Unit**	**Fund**	**Dept. ID**	**Program**
53120 [53120]	00784 [00784]	20 [20]	D0 [D0]	A03 [A03]
Budget Reference	**Project ID**	**Chartfield 1**		
BP2011 [BP2011 ▾]	NA [NA]	[ ]		

Copy to All on Page

The Split Transaction screen will appear, enter in the number you want the transaction split (ex: 2) then click Add (shown below). Now you can change the amount(s) by which you want the transaction split (example: $12.68 and $159.98, total $172.66). Then click Save.

| Home | Financial | Reports | Company | User |

Home > Search Reporting Structure > Account Summary > Transaction Summary > Split Transaction

Split Transaction

RHONDA SCHERER • XXXX-XXXX-XX   • UNIV OF HOUSTON DOWNTOWN PUR - THERESA MENELEY • ONE MAIN ST STE 970-S • HOUSTON, TX 770021014

| Financial Detail | Split Detail |

<< Previous Transaction Next Transaction >>   Save   Reset

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
☐	☐	☐	08/03/2011	08/02/2011	TARGET 00020669 HOUSTON, TX -77069	172.66		172.66	

Split: [2] **Add**

Select All | Deselect All   **Remove**   Expand All | Collapse All   Split By: Amount ▾ Split and Balance To: Total Transaction Amount ▾

	Description			Percent	Amount	Tax Amount
☐	Split - [ ]			7.34	[12.68]	0.00
☐	Split - [ ]			92.66	[159.98]	0.00
			Totals:	100.00	172.66	0.00

Currently logged in as: lSanchez (lSanchez, Company Program Administrator)

Now click Expand All and Edit Accounting Codes. Enter in purpose/benefit, account and cost center information for each transaction then save. After clicking save you will need to Expand All and print this page.

Split Transaction

RHONDA SCHERER • XXXX-XXXX-XX   UNIV OF HOUSTON DOWNTOWN PUR - THERESA MENELEY • ONE MAIN ST STE 970-S • HOUSTON, TX 770021014

Financial Detail	Split Detail

<< Previous Transaction Next Transaction >>   **Save**   **Reset**

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
☐	☐	☐	08/03/2011	08/02/2011	TARGET 00020669 HOUSTON, TX -77069	172.66		172.66	

Split: 2 **Add**

Select All | Deselect All   **Remove**   Expand All | Collapse All   Split By: Amount ☑   Split and Balance To: Total Transaction Amount ☑

	Description		Percent	Amount	Tax Amount
☐ ⊗	Split -	Description: Purpose/Benefit	7.34	12.68	0.00

ACCOUNTING CODES INFORMATION

Account	Business Unit	Fund	Dept. ID	Program
54361	00784	30	D00 .	I02

Budget Reference	Project ID	Chartfield 1		
BP2011	NA			

Edit Accounting Codes

	Description	Percent	Amount	Tax Amount
☐ ⊗	Split -	92.66	159.98	0.00

ACCOUNTING CODES INFORMATION

Account	Business Unit	Fund	Dept. ID	Program
54361	00784	3C	D00	I02

Budget Reference	Project ID	Chartfield 1		
BP2011	NA			

Edit Accounting Codes

The Transaction Summary page will only list account and cost center information for non-split transactions.

ACCOUNTING CODES INFORMATION

Expense Description	various new	New equipment to be use by the

Account	Business Unit	Fund	Dept. ID	Program
54361	00784	3C	D00	I02

Budget Reference	Project ID	Chartfield 1		
BP2011	NA			

Edit Accounting Codes

					Posting	Transaction	Description		Amount	Tax
.ıl	⊞		☐	☐	08/03/2011	08/02/2011	TARGET 00020669 HOUSTON, TX -77069		172.66	🖶
							Split 1: Split -		12.68	0.00
							Split 2: Split -		159.98	0.00

To cancel a split Transaction go to the Split Transaction page, Select All (blue hyperlink) and then click Remove.

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Split Transaction

• XXXX-XXXX-XX   • UNIV OF HOUSTON DOWNTOWN PUR - THERESA MENELEY • ONE MAIN ST STE 970-S • HOUSTON, TX 770021014

| Financial Detail | Split Detail | | | | | | | | | << Previous Transaction | Save | Reset |

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
☐	☐	☐	10/19/2011	10/18/2011	PAPA JOHNS #2142 HOUSTON, TX -77006	71.00		71.00	

Split: 2 Add

Select All | Deselect All **Remove**   Expand All | Collapse All   Split By: Amount ☑ Split and Balance To: Total Transaction Amount ☑

	Description	Percent	Amount	Tax Amount
☑	Split -	50.00	35.50	0.00
☑	Split -	50.00	35.50	0.00
	Totals:	100.00	71.00	0.00

Next click Save and now return to the Transaction Summary page.

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Split Transaction

• XXXX-XXXX-XX   • UNIV OF HOUSTON DOWNTOWN PUR - THERESA MENELEY • ONE MAIN ST STE 970-S • HOUSTON, TX 770021014

| Financial Detail | Split Detail | | | | | | | | | << Previous Transaction | Save | Reset |

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
☐	☐	☐	10/19/2011	10/18/2011	PAPA JOHNS #2142 HOUSTON, TX -77006	71.00		71.00	

Split: 2 Add

Split By: Amount ☑ Split and Balance To: Total Transaction Amount ☑

Description	Percent	Amount	Tax Amount
This transaction does not have any splits defined.			
Totals:			