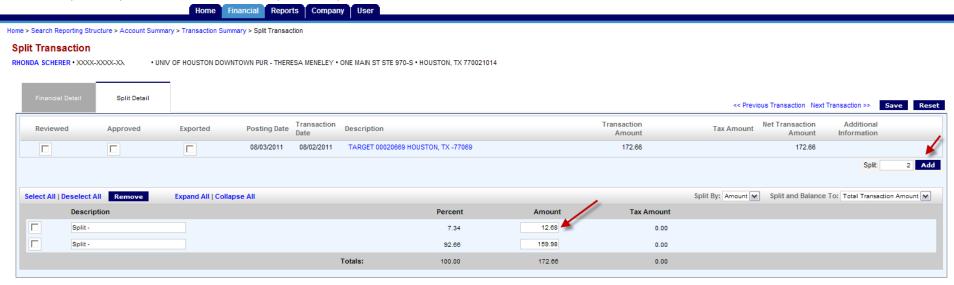
In the Transaction Summary Page you will need to Expand All and Edit Accounting Codes then click on the Split Transaction icon

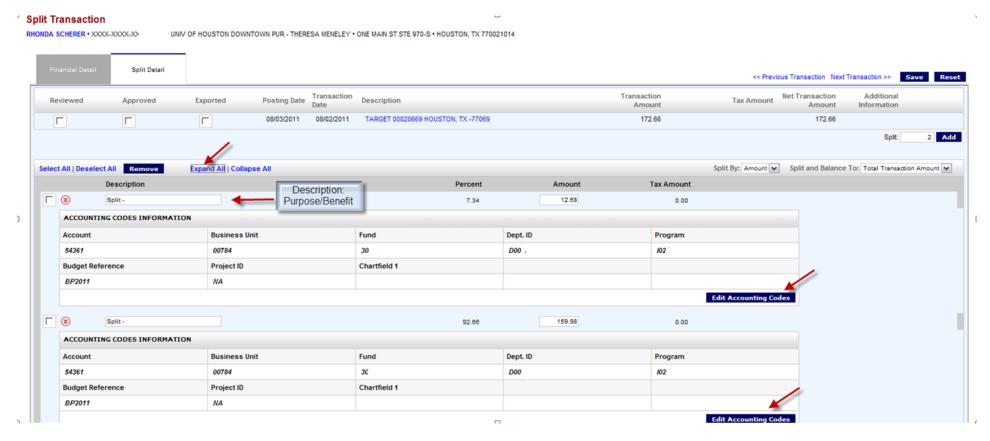
Ĭ					<u>.</u>			1-4		
Expand All Collapse All										
SEARCH RESULTS Search										
Detail		Reviewed	Approved	Posting Date	<u>Transaction Date</u>	Description	Transaction Amount Tax Ar	nount Additional Information		
ы	₩ 😵	<i>J</i>		07/18/2011	07/16/2011	WAL-MART #0597 HOUSTON, TX -77069	73.63			
	Split Transaction									
	ACCOUNTING CODES INFORMATION Display a						Display accounting	y accounting codes from Account Level		
1	Expense Description									
	Account		Business Unit	Business Unit		Dept. ID	Program	Program		
	53120 53120		00784 00784		20	D0	A03			
	Budget Reference		Project ID		Chartfield 1					
	BP2011	BP2011 💙	NA NA							
	Copy to All on Page	l								

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.



Currently loaded in as: ISanchez (ISanchez, Company Program Administrator)

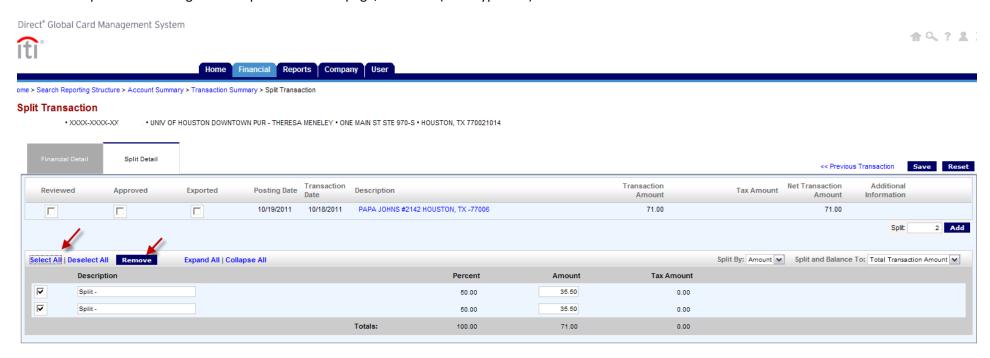
Now click Expand All and Edit Accounting Codes. Enter in purpose/benefit, account and cost center information for each transaction then save. After clicking save you will need to Expand All and print this page.



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

	ACCOUNTING CODES INF	ORMATION									
	Expense Description Account		various new	- No	New equipment to be use by the						
			Business Unit		Fund		Dept. ID		Program		
	54361		00784		36		D00.		102		
	Budget Reference BP2011		Project ID NA		Chartfield 1	Chartfield 1					
									Edit	Accounting Cod	
щ	88	Г	Γ	08/03/2011	08/02/2011	TARGET 00020869 HOUSTON, TX -770		172.66		0	
						Split 1: Split -	A CONTRACTOR OF THE PARTY OF TH	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.



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

