

## About Splitting Transactions

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A transaction can be split into parts so that each part can be cost allocated to a different accounting code.

Each split has its own accounting details, which may include purchase details, expense descriptions, and accounting codes. All splits in a transaction must add up to the totals for the transaction.

To split a transaction or to modify a transaction that has already been split, click the **Split**

**Transaction** icon () found in the Detail column located on the left side of the Transaction Summary screen.

**NOTE:**

**A transaction can be split into a maximum of 250 parts.**

When splitting transactions, the application will distribute any cents remainder onto the last split. For example, if the amount is \$41 and the split is 3 rows, the extra .02 cents would be added to the last row of the split.


**NOTE:**

**A transaction can be split into a maximum of 250 parts.**

## Splitting a Transaction


These steps explain how to split a transaction.

### Procedure

1. Search for the transaction.  
The Transaction Summary screen appears.
2. Click the **Split Transaction** icon () for the transaction.  
The icon appears only by transactions that can be edited or that have already been split.  
The Split Transaction screen appears.
  - a) In the **Split By** field, indicate whether you will be specifying split amounts in currency units (**Amount**) or percentages (**Percent**). You can change this selection at any time by modifying the field and clicking **Save**.
  - b) In the **Split and Balance To** field, indicate whether you need splits to add up to the **Total Transaction Amount** or to the **Net Transaction Amount**. You can change this selection at any time by modifying the field and clicking **Save**.
3. Create splits either by specifying the required number of splits and clicking **Add Split** or, if line item detail is present in the transaction addenda, by clicking **Split by Line Item**.  
If you click **Split by Line Item**, balancing entries will be created automatically if the line item amounts do not add up to the transaction totals. Wait for the screen to refresh.
4. Edit each split as needed.

<b>Field</b>	<b>Description</b>
<b>Description</b>	Edit as needed. This field may not be used at your company. For more information, see your administrator.
<b>Percent</b>	Edit an amount by specifying it as a percentage. All percentages must add up to 100. See the Totals and Balance values. This field is enabled when Split By is set to Percent.
<b>Amount</b>	Edit the amount as needed. All splits must add up to the selected amount (total or net). See the Totals and Balance values. This field is enabled when Split By is set to Amount.



5. After entering or changing an amount, percent, or tax, click outside of the field to update the **Totals** and **Balance** rows.
6. Review the **Totals** and **Balance** rows and balance the splits.
  - The **Totals** row shows the totals for all splits in this transaction.
  - The **Balance** row shows the difference between the total and the required value. The total for the **Amounts** column must equal the **Amount** for the parent transaction. The **Percent** total must be **100.00**. Adjust the splits until they balance. When they balance, the **Balance** row disappears.
7. Click **Save**.

Once the new splits have been saved, you can click the Accounting Detail icon () to access purchase detail, expense description, and accounting codes.

### Adding Splits to a Split Transaction

These steps explain how to add splits to a split transaction.


#### Procedure

1. In the Transaction Summary screen, click the **Split Transaction** icon (). The Split Transaction screen appears.
2. Create splits by specifying the required number of splits and clicking **Add Split**. The maximum number of splits for a transaction is 250. Wait for the screen to refresh.
3. Edit the splits as needed. Make sure the Totals balance.
4. Click **Save**.
5. If necessary, click the **Accounting Detail** icons () to access purchase detail, expense description, or accounting codes for each split.
6. Click **Save** to enter the edited information and return to the Transaction Summary screen.

### Unsplitting a Transaction

These steps explain how to unsplit a transaction.

#### Procedure

1. In the Transaction Summary screen, click the **Split Transaction** icon (). The Split Transaction screen appears.
2. Click **Unsplit**. The split details are deleted, and the Split Transaction screen appears.