How to Split a Transaction by Dollar Amount

- From the Main Menu Click Transaction
- Click on Review

The Review Transaction Query Screen has multiple search options to locate a Transaction.
When splitting a transaction use one of these search options to locate the appropriate transaction.

- **Date Range**: Enter the **Date Range** of the Transaction in the Date Range **To** and **From** text field.
- **Transaction Number**: If you know the **Transaction Number** enter the number in the text field.

- **Location**: If you know the **Location** of the Card Holder for the transaction you wish to split, select the **Location** from the drop down.
- **Card Holder**: To select the transaction you want to split from a list of transactions by **Card Holder**, click the drop down.
After you have entered your search criteria click the **Retrieve button** at the bottom of the page. Locate the appropriate transaction from the list of transactions provided.

- Click the blue link **Transaction Number** for the transaction you want to Split.

- Click on the **Split** icon
The Split icon is located next to the INFO link.

Click OK to confirm you want to split the transaction.

A transaction can be split by dollar amount or a percent. When answering the prompts be sure your answers are appropriate for the type of split you wish to create.
**Do you wish to split ALL original line items?**
- To split by a dollar amount type **N** for No.

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Transaction Date</th>
<th>Function/Account</th>
<th>Reviwer/Name</th>
<th>Vendor</th>
<th>Character Training Inst</th>
<th>Amount</th>
<th>Transacted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>12/31/2020</td>
<td>9001</td>
<td>John Doe</td>
<td>ABC</td>
<td>DEF</td>
<td>$120.00</td>
<td>$120.00</td>
</tr>
</tbody>
</table>

**How many lines do wish to split off from this line item?** 1 (see below for more information)
• To split the line item into multiple lines for the same dollar amount; enter the number lines you wish to create. For example: if you want 5 line items for the same amount you would type 5 to this question.

• If you want to split a line item multiple times for a different amount on each line; enter 1. To split a line item multiple times for a different amount repeat this process for each new split amount.

Do you want to split the line item 2 times evenly?
• Enter N (No) to enter the amount of your choice or
• Enter Y (Yes) and the system will calculate the amount for you.

The number of line items in this question is determined by the answer to your previous question. For example; if you decide to split the transaction 5 times the question prompt will ask: Do you want to split the line item 6 times evenly? The number of split line items will be added to the original line item of your transaction.
- Type a description for the new line item in the Explorer User Prompt box.

Are you sure you want to Save without Accepting this transaction?
- Enter Yes to save without accepting or
- Click Cancel to continue without saving.
If you click **OK** the split information **will be** saved but the transaction will not be accepted.

To Accept the transaction after you have saved the split information:
- Click the **Accept** button
- Click the **Save** button

If you click **Cancel** the information you entered will **not** be saved.