How to Split a Transaction by a Percent Value

- 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?** If a transaction has more than 1 line item and you want to split each line item with the same percent amount:

- Enter a **Y** for **Yes** in text field.
- Enter an **N** for **No** in the text field if there is only 1 line item in the transaction.

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**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 percent amount; enter the number lines you wish to create. For example: if you want 5 line items for the same amount you would enter 5.
- If you want to split a line item multiple times for a different percent 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.
Enter the value of the split items as a percentage.

- Enter the percent value. For example: for 5 percent type .05%.

Enter Description Comment for new Line.
- 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.