

Splitting Transactions on GCMS

When needing to split transactions in order to allocate the dollar amounts to two or more dept i.d.'s, please follow the instructions below.

Select the middle icon on the *Transaction Summary* screen.

			<input type="checkbox"/>	08/10/2011	08/09/2011	ACUSHNET COMPANY FAIRHAVEN, MA -02719-4905	413.00
			<input type="checkbox"/>	08/10/2011	08/09/2011	TLF FLOWER GARDEN 9403829812, TX -76201	63.00
			<input type="checkbox"/>	08/11/2011	08/10/2011	WOMENS BASKETBALL COAC 770-2798027, GA -30047-3620	160.00
			<input type="checkbox"/>	08/11/2011	08/10/2011	WOMENS BASKETBALL COAC 770-2798027, GA -30047-3620	160.00
			<input type="checkbox"/>	08/12/2011	08/11/2011	COLLECT SUPP7148949601 GARDEN GROVE, CA -92841	627.64
			<input type="checkbox"/>	08/16/2011	08/15/2011	POLYLINE CORP 08472357126, IL -60126	217.31
			<input type="checkbox"/>	08/17/2011	08/17/2011	APL APPLEONLINESTOREUS 800-676-2775, CA -94014	200.00
			<input type="checkbox"/>	08/18/2011	08/17/2011	CSCAA 04126488342, PA -15219	150.00
			<input type="checkbox"/>	08/24/2011	08/23/2011	MARKETINGPROFS.COM 08665579625, CA -90004	499.00

Search Total: 13,026.76

[Expand All](#) | [Collapse All](#) [Send Email](#) [Save](#) [Reset](#)

1 - 10 [View Next >>](#)



The *Split Detail* screen will appear; select the number of splits that you need and click on **ADD**.

Financial Detail | Split Detail

[<< Previous Transaction](#) **Save** **Reset**

Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	08/24/2011	08/23/2011	MARKETINGPROFS.COM 08865579625, CA -90004	499.00	499.00	

Split: **Add**

Split By: Split and Balance To:

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



Enter your designated amounts for each split and click **SAVE**.

Financial Detail | Split Detail

[<< Previous Transaction](#) **Save** **Reset**

Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	08/24/2011	08/23/2011	MARKETINGPROFS.COM 08865579625, CA -90004	499.00	499.00	

Split: **Add**

Select All | Deselect All **Remove** Expand All | Collapse All

Split By: Split and Balance To:

Description	Percent	Amount
<input type="checkbox"/> Split - Subscription-Nancy Kent	50.00	<input type="text" value="249.50"/>
<input type="checkbox"/> Split - Subscription-Nancy Kent	50.00	<input type="text" value="249.50"/>
Totals:		100.00 499.00



Click on **Expand All** to view all of the custom fields.

Financial Detail | Split Detail

[<< Previous Transaction](#) [Save](#) [Reset](#)

Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/24/2011	08/23/2011	MARKETINGPROFS.COM 08665579625, CA -90004	499.00	499.00	

[Expand All](#) | [Collapse All](#)

Description	Percent	Amount
 Split - Subscription-Jane Doe	50.00	249.50
 Split - Subscription-Jane Doe	50.00	249.50
Totals:	100.00	499.00



Click **Edit Accounting Codes** to complete the data entry for the custom fields.

Financial Detail | Split Detail

[<< Previous Transaction](#) [Save](#) [Reset](#)

Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	08/24/2011	08/23/2011	MARKETINGPROFS.COM 08865579625, CA -90004	499.00	499.00	

Split: [Add](#)

[Select All](#) | [Deselect All](#) | [Remove](#) | [Expand All](#) | [Collapse All](#) | Split By: | Split and Balance To:

Description	Percent	Amount
<input type="checkbox"/> <input type="radio"/> Split - Subscription-Jane Doe	50.00	249.50

ACCOUNTING CODES INFORMATION

Business Unit	Dept I.D. (please verify)	Account Number	Description of Items Purchased	Vendor Status Check >\$500?
NT752	62020	501002	SUBSCRIPTION - 500402	
Comments A	Comments B			
REQ# 115241				

[Edit Accounting Codes](#)



<input type="checkbox"/> <input type="radio"/> Split - Subscription-Jane Doe	50.00	249.50
--	-------	--------

ACCOUNTING CODES INFORMATION

Business Unit	Dept I.D. (please verify)	Account Number	Description of Items Purchased	Vendor Status Check >\$500?
NT752	62020	501002	SUBSCRIPTION - 500402	
Comments A	Comments B			
REQ# 115241				

[Edit Accounting Codes](#)



Totals: 100.00 499.00

Click **SAVE**.

Return to the *Transaction Summary* screen.

Your transaction should be split into two or more different amounts.

1 - 10 [View Next >>](#)

[Expand All](#) | [Collapse All](#) [Send Email](#) [Save](#) [Reset](#)

SEARCH RESULTS							Search Total: 13,026.76
Detail	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information	
  	<input type="checkbox"/>	08/10/2011	08/09/2011	KATOM RESTA 8005418683, TN -37860	7,005.00		
  	<input type="checkbox"/>	08/10/2011	08/09/2011	ACUSHNET COMPANY FAIRHAVEN, MA -02719-4905	413.00		
  	<input type="checkbox"/>	08/10/2011	08/09/2011	TLF FLOWER GARDEN 9403829812, TX -76201	63.00		
  	<input type="checkbox"/>	08/11/2011	08/10/2011	WOMENS BASKETBALL COAC 770-2798027, GA -30047-3620	160.00		
  	<input type="checkbox"/>	08/11/2011	08/10/2011	WOMENS BASKETBALL COAC 770-2798027, GA -30047-3620	160.00		
  	<input type="checkbox"/>	08/12/2011	08/11/2011	COLLECT SUPP7148949601 GARDEN GROVE, CA -92841	627.64		
  	<input type="checkbox"/>	08/16/2011	08/15/2011	POLYLINE CORP 08472357126, IL -60126	217.31		
  	<input type="checkbox"/>	08/17/2011	08/17/2011	APL APPLEONLINESTOREUS 800-676-2775, CA -94014	200.00		
  	<input type="checkbox"/>	08/18/2011	08/17/2011	CSCAA 04126488342, PA -15219	150.00		
 	<input type="checkbox"/>	08/24/2011	08/23/2011	MARKETINGPROFS.COM 08665579625, CA -90004	499.00		
				Split 1: Split - Subscription-Jane Doe	249.50		
				Split 2: Split - Subscription-Jane Doe	249.50		

Search Total: 13,026.76

[Expand All](#) | [Collapse All](#) [Send Email](#) [Save](#) [Reset](#)

1 - 10 [View Next >>](#)