Splitting Transactions in GCMS

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

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

SEARCH RESULTS

Expand All Coll	apse All						s	earch Total: 2,095.06
3							Page 1 of 1	Page Go
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount Additional Info	ormation
4 🕾			01/12/2015	01/09/2015	TLF FLOWER GARDEN 940-3829812, TX -76201-6055	78.97		
4 @ >			01/12/2015	01/09/2015	AMAZON.COM AMZN.COM/BILL, WA -98109	121.86		3
4 🕫 🕨			01/13/2015	01/12/2015	P.D.M.E. 05123357173, TX -78613	24.08		
4 🕫			01/13/2015	01/12/2015	P.D.M.E. 05123357173, TX -78613	535.97		
4 🕫 🕨			01/13/2015	01/12/2015	P.D.M.E. 05123357173, TX -78613	232.78		
4 🕫			01/14/2015	01/13/2015	P.D.M.E. 05123357173, TX -78613	49.90		
4 🕫			01/14/2015	01/13/2015	P.D.M.E. 05123357173, TX -78613	167.99		
4 🕫			01/14/2015	01/13/2015	P.D.M.E. 05123357173, TX -78613	54.64		
4 ® b			01/14/2015	01/13/2015	P.D.M.E. 05123357173, TX -78613	176.45		
4 ® >			01/15/2015	01/14/2015	SAMSCLUB #4905 DENTON, TX -76201	621.88		
4 🕫			01/20/2015	01/19/2015	ESHIPGLOBAL INC 08008161615, TX -75252	10.54		
4 🕫			01/21/2015	01/20/2015	DOLRTREE 1108 00011080 DENTON, TX -76205	20.00	1.18	
9							Page 1 of 1	Page Go
Expand All Coll	apse All						s	earch Total: 2,095.06

2. It will say "Split Transaction"

SEARC	H RESULTS					
Expand All	I Collapse All					
83						
Detail	Outrand A	pproved	Posting Date	Transaction Date	Description	Transaction A
	SPLIT TRANSACTION		01/12/2015	01/09/2015	TLF FLOWER GARDEN 940-3829812, TX -76201-6055	
a 16 >	0		01/12/2015	01/09/2015	AMAZON.COM AMZN.COM/BILL, WA -98109	
	10		01/13/2015	01/12/2015	P.D.M.E. 05123357173, TX -78613	
< 3 h	8		01/13/2015	01/12/2015	P.D.M.E. 05123357173, TX -78613	
PLEASE	17	1731	01/13/201F	01/10/2015	P.D.M.E.	

3. Select the "Split Detail" tab.

Financial Detail	Split Detail							
							>	3
Reviewed Appr	roved Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information	
	01/12/201	5 01/09/2015	TLF FLOWER GARDEN 940-3829812, TX -76201-6055	78.97		78.97		
							Split(s):	2 Add
					Split By: Amount V Spli	t and Balance To:	Total Transaction	Amount 🔽
Description			Percent	Amount	Tax Amount		Net	Amount
This transaction do	es not have any s	plits defined.						
	Totals:							
							>	3

4. Select the number of splits you need and click "Add" then "Save".

Financial De	tail	Split Detail								
									> 🗎 ᠑	
Reviewe	d Approved	Posting Date	Transaction Date	Description	Transaction Amount		Tax Amount	Net Transaction Amount	Additional Information	
		01/12/2015	01/09/2015	TLF FLOWER GARDEN 940-3829812, TX -76201	-6055 78.97			78.97		
								5	Split(s): 2 Add	
Remove	Expand Al	l <u>Collapse</u>	All			Split By	y: Amount 💙 Split	and Balance To:	Fotal Transaction Amount 🔽	
Descri	ption					Percent	Amount	Tax Amount	Net Amount	
Split -						50.00	39.49	0.00	39.49	
Split -						50.00	39.48	0.00	39.48	
				Totals		100.00	78.97	0.00	78.97	
									> 🔒 🕲	

5. You can then split your transaction by amount or percentage.

R	move Expand All Collapse All	spli	t By: Amount 💙 S	Split and Balance To:	Total Transaction Amount 🚩
	Description	Percent	Amount	Tax Amount	t Net Amount
	Split -	50.00	39.49	0.00	39.49
	Split -	50.00	39.48	0.00	39.48
	Totals	: 100.00	78.97	0.00	78.97



6. Select "Expand All" to view all custom fields.

	Reviewed	Approved	Posting Date	Transaction Date	Description		Transaction Amount		Tax Amount	Net Transaction Amount	Additional Information
			01/12/2015	01/09/2015	TLF FLOWER GAR	DEN 940-3829812, TX -76201-0	5055 78.97			78.97	
										S	plit(s): 2 Add
F	Remove	Expand Al	l <u>Collapse</u>					Split B	y: Amount V Split a	and Balance To: T	otal Transaction Amount 🔽
	Des	cription						Percent	Amount	Tax Amount	Net Amount
	✓ Spl	it -						50.00	39.49	0.00	39.49
	ACCOUNT	ING CODES	INFORMAT	ION							
	Business	Unit		DeptID ((please verify)	Description of Ite	ems Purchased	Vendor St	atus Check >\$500?	Comments A	
	SY769 -	UNT System	ı	62651				No Descri	ption		
	Comment	ts B		BSC USE	ONLY						
										E	dit Accounting Codes
	✓ Spl	it -						50.00	39.48	0.00	39.48
	ACCOUNT	ING CODES	INFORMAT	ION							
	Business	Unit		DeptID ((please verify)	Description of Ite	ems Purchased	Vendor St	atus Check >\$500?	Comments A	
	SY769 -	UNT System	ı	62651				No Descri	ption		
	Comment	ts B		BSC USE	ONLY						
										E	lit Accounting Codes
						Totals	:	100.00	78.97	0.00	78.97
											> 🖪 🕤

7. Then select "Edit Accounting Codes" to edit the custom fields.

Reviewed	Approved	Posting Date	Transaction Date	Description			Transaction Amount		Tax Amount	Net Transaction Amount	Additi Inform	onal ation
		01/12/2015	01/09/2015	TLF FLOWER GA	ARDEN 940-382	29812, TX -76201-6055	78.97			78.97		
										5	Split(s):	2 Add
Remove	Expand Al	<u>Collapse</u>	All					Split B	y: Amount V Split	and Balance To:	Fotal Trar	nsaction Amount 💙
Des	cription							Percent	Amount	Tax Amour	ıt	Net Amount
Spli	t -							50.00	39.49	0.00		39.49
ACCOUNT	ING CODES	INFORMATI	ION									
Business	Unit		DeptID ((please verify)		Description of Items	Purchased	Vendor Sta	tus Check >\$500?	Comments A		
SY769 - U *	NT System		62651 62651		aje		~	No Descripti No Descrip	on otion			
Comment	is B		BSC USE	ONLY								
Copy to	o All on Page	9										
✓ Spli	t -							50.00	39.48	0.00		39.48
ACCOUNT	ING CODES	INFORMATI	ION									
Business	Unit		DeptID	(please verify)		Description of Items	Purchased	Vendor S	tatus Check >\$500?	Comments	A	
SY769 -	UNT System		62651					No Descr	iption			
Comment	is B		BSC US	E ONLY								
											Edit Acc	ounting Codes
						Totals:		100.00	78.97	0.00	1	78.97

8. Click "Save" when splits are completed.