













# 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   Collapse All <span style="float: right;">Search Total: 2,095.06</span>									
Page 1 of 1 <input type="text" value="Page"/> <input type="button" value="Go"/>									
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information	
	<input type="checkbox"/>	<input type="checkbox"/>	01/12/2015	01/09/2015	TLF FLOWER GARDEN 940-3829812, TX -76201-6055	78.97	<input type="text"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	01/12/2015	01/09/2015	AMAZON.COM AMZN.COM/BILL, WA -98109	121.86	<input type="text"/>	=	
	<input type="checkbox"/>	<input type="checkbox"/>	01/13/2015	01/12/2015	P.D.M.E. 05123357173, TX -78613	24.08	<input type="text"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	01/13/2015	01/12/2015	P.D.M.E. 05123357173, TX -78613	535.97	<input type="text"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	01/13/2015	01/12/2015	P.D.M.E. 05123357173, TX -78613	232.78	<input type="text"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2015	01/13/2015	P.D.M.E. 05123357173, TX -78613	49.90	<input type="text"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2015	01/13/2015	P.D.M.E. 05123357173, TX -78613	167.99	<input type="text"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2015	01/13/2015	P.D.M.E. 05123357173, TX -78613	54.64	<input type="text"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2015	01/13/2015	P.D.M.E. 05123357173, TX -78613	176.45	<input type="text"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	01/15/2015	01/14/2015	SAMSCLUB #4905 DENTON, TX -76201	621.88	<input type="text"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	01/20/2015	01/19/2015	ESHIPGLOBAL INC 08008161615, TX -75252	10.54	<input type="text"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	01/21/2015	01/20/2015	DOLRTREE 1108 00011080 DENTON, TX -76205	20.00	<input type="text" value="1.18"/>		
Page 1 of 1 <input type="text" value="Page"/> <input type="button" value="Go"/>									
Expand All   Collapse All <span style="float: right;">Search Total: 2,095.06</span>									

2. It will say “Split Transaction”


SEARCH RESULTS

Expand All | Collapse All

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Details	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction #
 SPLIT TRANSACTION	<input type="checkbox"/>	<input type="checkbox"/>	01/12/2015	01/09/2015	TLF FLOWER GARDEN 940-3829812, TX -76201-6055	
  	<input type="checkbox"/>	<input type="checkbox"/>	01/12/2015	01/09/2015	AMAZON.COM AMZN.COM/BILL, WA -98109	
  	<input type="checkbox"/>	<input type="checkbox"/>	01/13/2015	01/12/2015	P.D.M.E. 05123357173, TX -78613	
  	<input type="checkbox"/>	<input type="checkbox"/>	01/13/2015	01/12/2015	P.D.M.E. 05123357173, TX -78613	
  	<input type="checkbox"/>	<input type="checkbox"/>	01/13/2015	01/12/2015	P.D.M.E.	



3. Select the “Split Detail” tab.

Financial Detail **Split Detail** 

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Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	01/12/2015	01/09/2015	TLF FLOWER GARDEN 940-3829812, TX -76201-6055	78.97		78.97	

Split(s):  **Add**

Split By: Amount  Split and Balance To: Total Transaction Amount 

Description	Percent	Amount	Tax Amount	Net Amount
This transaction does not have any splits defined.				
<b>Totals:</b>				

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

Financial Detail | Split Detail



Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	01/12/2015	01/09/2015	TLF FLOWER GARDEN 940-3829812, TX -76201-6055	78.97		78.97	

Split(s):  **Add**

**Remove** | **Expand All** | **Collapse All**

Split By: Amount | Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Net Amount
<input type="checkbox"/> Split -	50.00	<input type="text" value="39.49"/>	<input type="text" value="0.00"/>	39.49
<input type="checkbox"/> Split -	50.00	<input type="text" value="39.48"/>	<input type="text" value="0.00"/>	39.48
<b>Totals:</b>	100.00	78.97	0.00	78.97




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

**Remove** | **Expand All** | **Collapse All**

Split By: Amount | Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Net Amount
<input type="checkbox"/> Split -	50.00	<input type="text" value="39.49"/>	<input type="text" value="0.00"/>	39.49
<input type="checkbox"/> Split -	50.00	<input type="text" value="39.48"/>	<input type="text" value="0.00"/>	39.48
<b>Totals:</b>	100.00	78.97	0.00	78.97



 **Be sure to click save at this point** 

**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
<input type="checkbox"/>	<input type="checkbox"/>	01/12/2015	01/09/2015	TLF FLOWER GARDEN 940-3829812, TX -76201-6055	78.97		78.97	

Split(s):

Remove **Expand All** | Collapse All
Split By: Amount  Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Net Amount	
<input type="checkbox"/> <input type="button" value="v"/> Split -	50.00	<input type="text" value="39.49"/>	<input type="text" value="0.00"/>	39.49	
<b>ACCOUNTING CODES INFORMATION</b>					
<b>Business Unit</b>	<b>DeptID (please verify)</b>	<b>Description of Items Purchased</b>	<b>Vendor Status Check &gt;\$500?</b>	<b>Comments A</b>	
SY769 - UNT System	62651	No Description			
<b>Comments B</b>	<b>BSC USE ONLY</b>				
<input type="button" value="Edit Accounting Codes"/>					
<input type="checkbox"/> <input type="button" value="v"/> Split -	50.00	<input type="text" value="39.48"/>	<input type="text" value="0.00"/>	39.48	
<b>ACCOUNTING CODES INFORMATION</b>					
<b>Business Unit</b>	<b>DeptID (please verify)</b>	<b>Description of Items Purchased</b>	<b>Vendor Status Check &gt;\$500?</b>	<b>Comments A</b>	
SY769 - UNT System	62651	No Description			
<b>Comments B</b>	<b>BSC USE ONLY</b>				
<input type="button" value="Edit Accounting Codes"/>					
<b>Totals:</b>		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	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	01/12/2015	01/09/2015	TLF FLOWER GARDEN 940-3829812, TX -76201-6055	78.97		78.97	

Split(s):

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Remove **Expand All** | **Collapse All** Split By: Amount  Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Net Amount
<input type="checkbox"/> <input checked="" type="checkbox"/> Split -	50.00	<input type="text" value="39.49"/>	<input type="text" value="0.00"/>	39.49

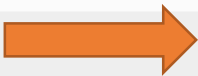
**ACCOUNTING CODES INFORMATION**

Business Unit	DeptID (please verify)	Description of Items Purchased	Vendor Status Check >\$500?	Comments A
SY769 - UNT System	62651 <input type="text" value="62651"/>	<input type="text" value=""/> <input type="button" value="v"/>	No Description <input type="text" value=""/> <input type="button" value="v"/>	<input type="text" value=""/>
<b>Comments B</b>	<b>BSC USE ONLY</b>			
<input type="text" value=""/>	<input type="text" value=""/>			

<input type="checkbox"/> <input checked="" type="checkbox"/> Split -	50.00	<input type="text" value="39.48"/>	<input type="text" value="0.00"/>	39.48
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**ACCOUNTING CODES INFORMATION**

Business Unit	DeptID (please verify)	Description of Items Purchased	Vendor Status Check >\$500?	Comments A
SY769 - UNT System	62651		No Description	
<b>Comments B</b>	<b>BSC USE ONLY</b>			
<input type="text" value=""/>	<input type="text" value=""/>			



<b>Totals:</b>	100.00	78.97	0.00	78.97
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**8. Click “Save” when splits are completed.**