

## Split Expenses

If you are required to split an expense, you can do this by clicking on the grey circle that corresponds to the line you wish to split.

Expense Report Name: 15 Aug 2015 FRED HOWIE 4886

Account: FRED HOWIE (448421\*\*\*\*\*4886)

Description:

Destination:

Dates: 7/16/2015 - 8/15/2015

Grand Total: \$1,703.42

Reimbursable Total: \$0.00

Receipt Attached: No

Action: [?]

<input type="checkbox"/>	Remove	Delete	Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Indexes	Accounts	Activity
<input type="checkbox"/>				...	7/22/2015	7/21/2015	\$47.03	ACCO BRANDS DIRECT			71216	fhowie
<input type="checkbox"/>				...	7/27/2015	7/24/2015	\$1,356.08	TRUFFLES FINE FOODS-CATER		PURCH	722022	fhowie
<input type="checkbox"/>				...	8/3/2015	7/31/2015	\$300.31	ABOVEGROUND ENTERPRISES		PURCH	71999	fhowie

[Save](#) [Cancel](#)

Report History [?]

The screen will then populate the Split Transaction Screen. It will immediately divide the transaction into 2, charging each half 50%. If you need to make additional splits to the transaction you can add the additional split lines by indicating how many more splits you need in the **box** and clicking GO. 1 will add one more line for a total of 3; 2 = 2 more total of 4, etc..

Treat this page the same as the main page and change the Index, Account and Activity accordingly. Once complete click Save and Return, this will take you back to the main page. On the main page instead of 1 transaction showing it is split, you will now see all the split transactions.

## Split Transactions <sup>[?]</sup>

Date Posted: 7/22/2015   Date Occurred: 7/21/2015   Billing Amount: \$47.03   Merchant Name: ACCO BRANDS DIRECT

### Method:

Split by amount    Split by percent <sup>[?]</sup>

Number of splits

Add splits

2

GO

<sup>[?]</sup>

**SPLIT EQUALLY** <sup>[?]</sup>

Running total: \$47.03   Balance remaining: \$0.00

Description	Personal	Disputed	Mapped	Split Amount	Split Percent	Indexes	Accounts	Activity
Test 1	<input type="checkbox"/>	<input type="checkbox"/>	No	23.52	50.00%	PURCH	71201	NonPer
Test 1	<input type="checkbox"/>	<input type="checkbox"/>	No	23.51	50.00%	PURCH	71201	NonPer

**SAVE AND RETURN**

[Update Split Amount](#)

[Start Over](#) <sup>[?]</sup>

[Unsplit and Return](#) <sup>[?]</sup>

[Cancel](#)

You will now see that the transaction has been split, indicated 2 ways:  
 1 you can see each line  
 2 you can see the grey circle has changed to a pie with a grey cut out

Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Ind
	...	7/22/2015	7/21/2015	\$23.52	ACCO BRANDS DIRECT	Test 1	PU
	...	7/22/2015	7/21/2015	\$23.51	ACCO BRANDS DIRECT	Test 1	PU
	...	7/27/2015	7/24/2015	\$1,356.08	TRUFFLES FINE FOODS-CATER	Test 2	PU
	...	8/3/2015	7/31/2015	\$300.31	ABOVEGROUND ENTERPRISES	Test 3	PU