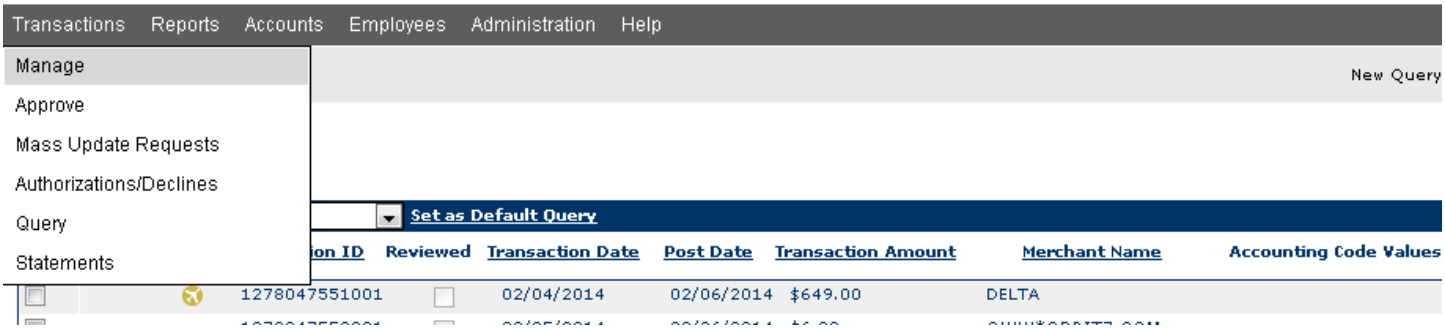
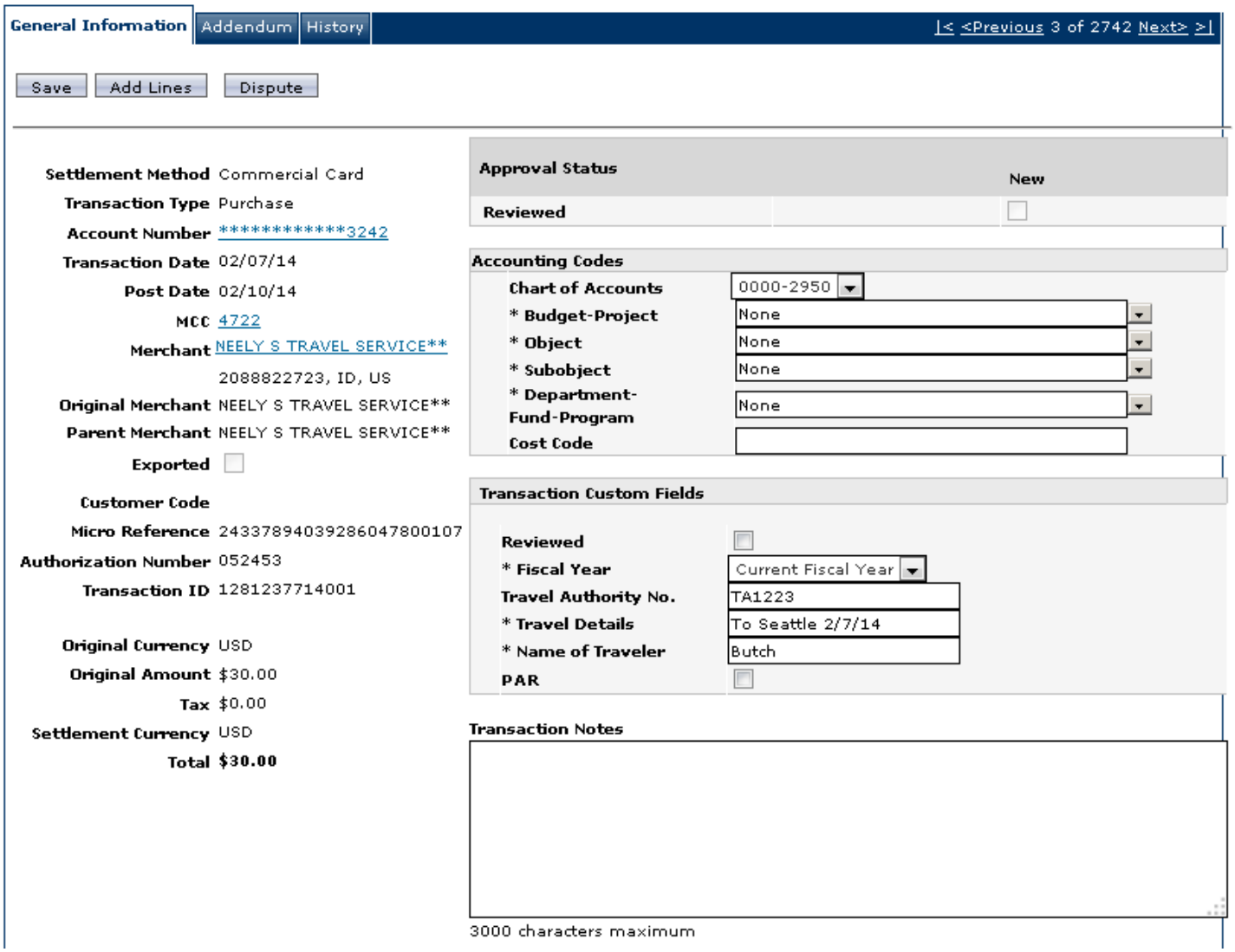
Transaction Split Coding

Splits are a way to divide one transaction into many sub-transactions. This is typically done when a purchase needs portions of the total price to be expensed to different Budget-Project numbers.

To split a transaction, begin by viewing the transaction from the “Transaction List” page (you can “Manage” or “Query” to bring the transaction up). From there click on the transaction to access the “Transaction Details” page.

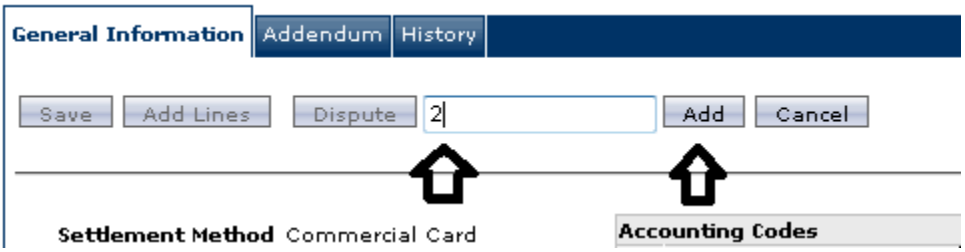


Before you initiate the split, it is in your best interest to complete the Fiscal Year, Travel Details, Name of Traveler, and Travel Authority (if required). This is the most efficient way to process the split and it will keep the user from entering repetitive data. After this is complete, click ‘Save.’ Then we can proceed in initiating the split.

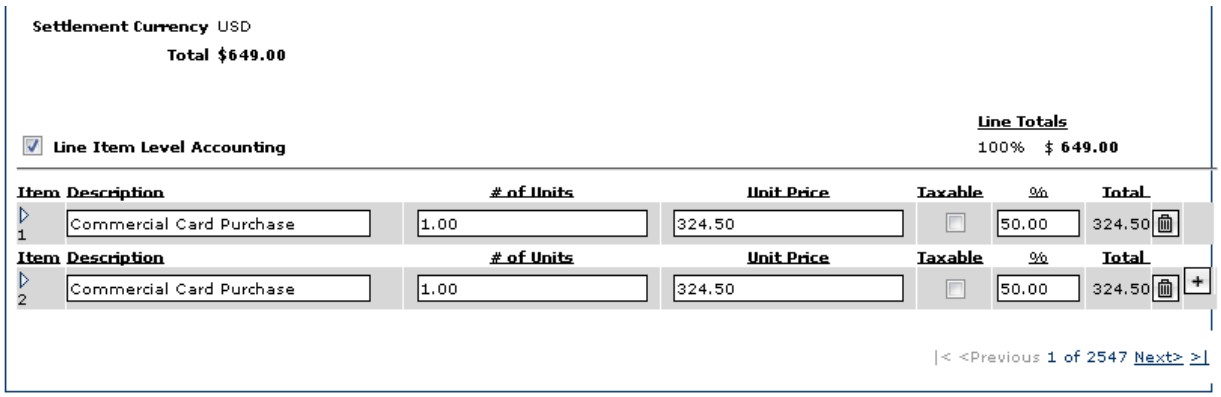


To start a Split, simply click on the box near the top entitled “Add Lines”.

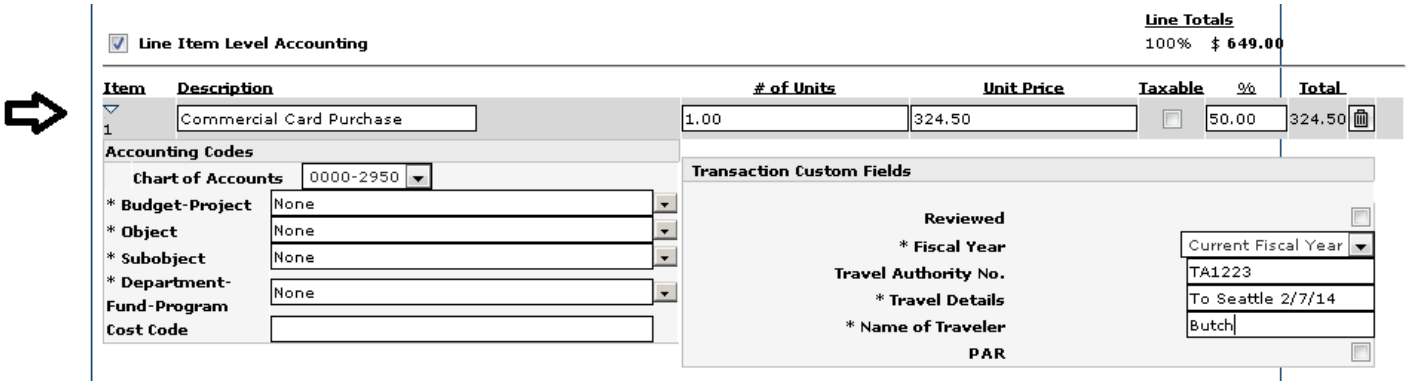
You will then be asked how many sub-transactions will this transaction be split into (i.e. “# of lines”). Enter a value and then click on ‘Add’.



This will create the sub-transactions on the bottom of the same page. Below is an example of a $649 transaction with 2 splits.

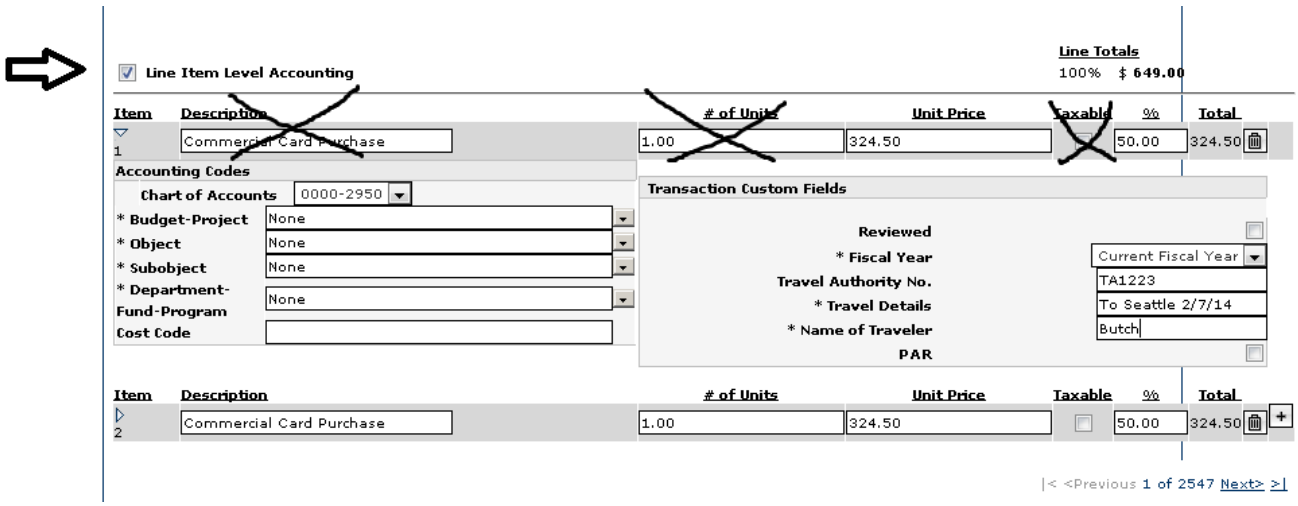


If you put any info in and saved it before the split was initiated, each sub-transactions will now have that info. You can adjust each sub-transaction. The lines are collapsed in this view, so to see the whole sub-transaction, click on the horizontal triangle next to the “Item” on the far left side. This will give you access to the sub-transaction’s full Chart of Accounts for processing it.



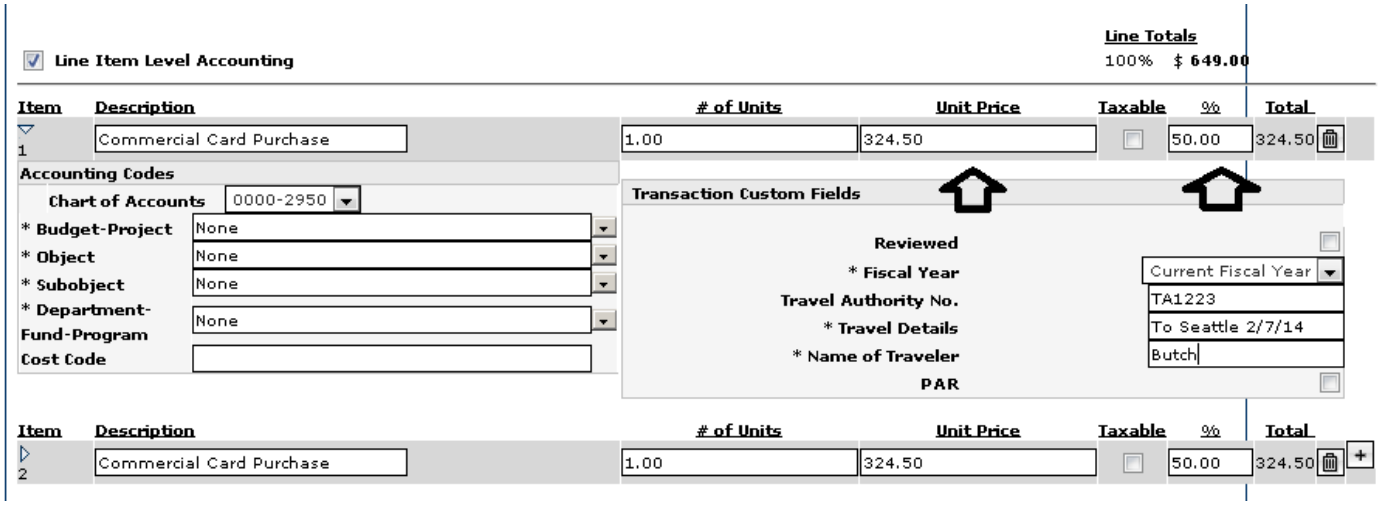
A couple notes before we dive into the sub-transactions.

- There are several accessible fields you will have access to on this sub-transaction that should not be used in processing the charges into AIS so there is no need for the information. **<u>Please do not use them.</u>**
    - These fields are:
        - "# of Units"
        - "Description"
        - "Taxable?"
- "Line Item Accounting" should always be checked because Splits should only be used when breaking up Fund information.



At this point, you will want to fill out each sub-transaction as if it were its own separate transaction line. Remember to 'SAVE' after each sub-transaction is filled out or before you navigate away from the page or data loss will occur.

To calculate the "Unit Price" and/or the "%" to code to each account, there are two ways to approach it (see below). The system will automatically split the "Total" from the Transaction into even amounts over the "# of lines" you entered. In our ongoing example you will see $324.50 in each "Unit Price" field and 50% in each "%" field because we split $649 two ways to start the split.

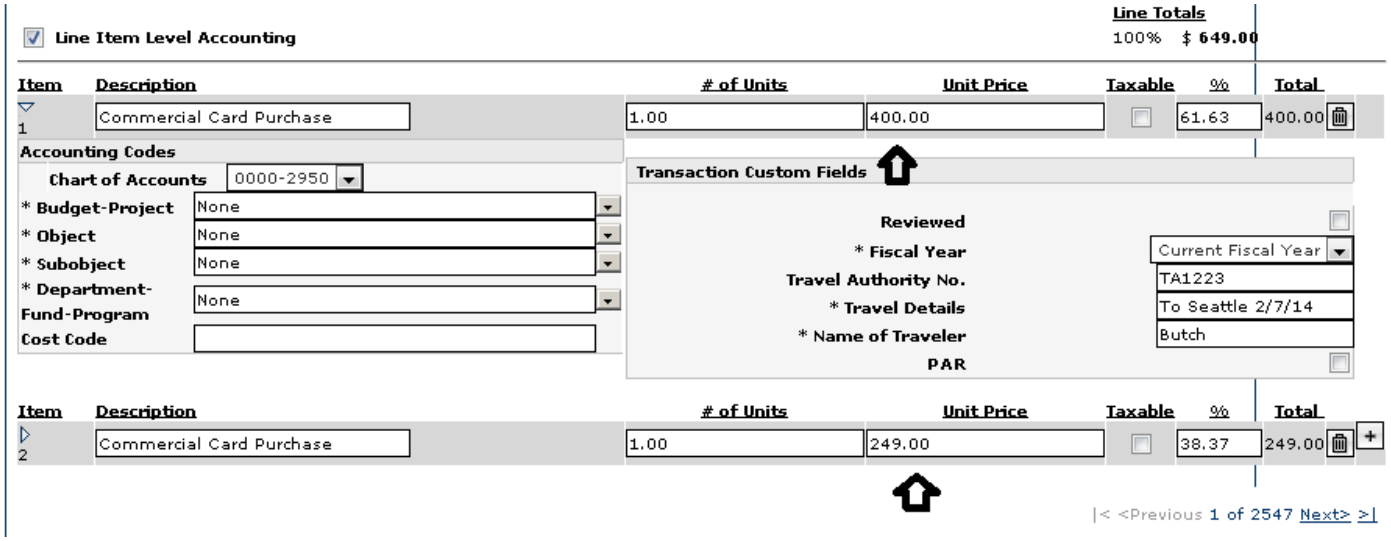


Method 1

1. By "Unit Price"
    a. Simply type an amount in any sub-transaction "Unit Price" field. Click anywhere outside of that field and PNet 4 will auto calculate the new "%" for that sub-transaction, and it will also readjust the other lines

based on how much you put in, in order for the transaction as a whole to still come out as the amounts listed.

i. In our ongoing example, I put $400 on sub-transaction line 1. The rest of the changes were done automatically by PNet4 to allow the $649 total. PtNet4 also adjusted the percentage fields accordingly.

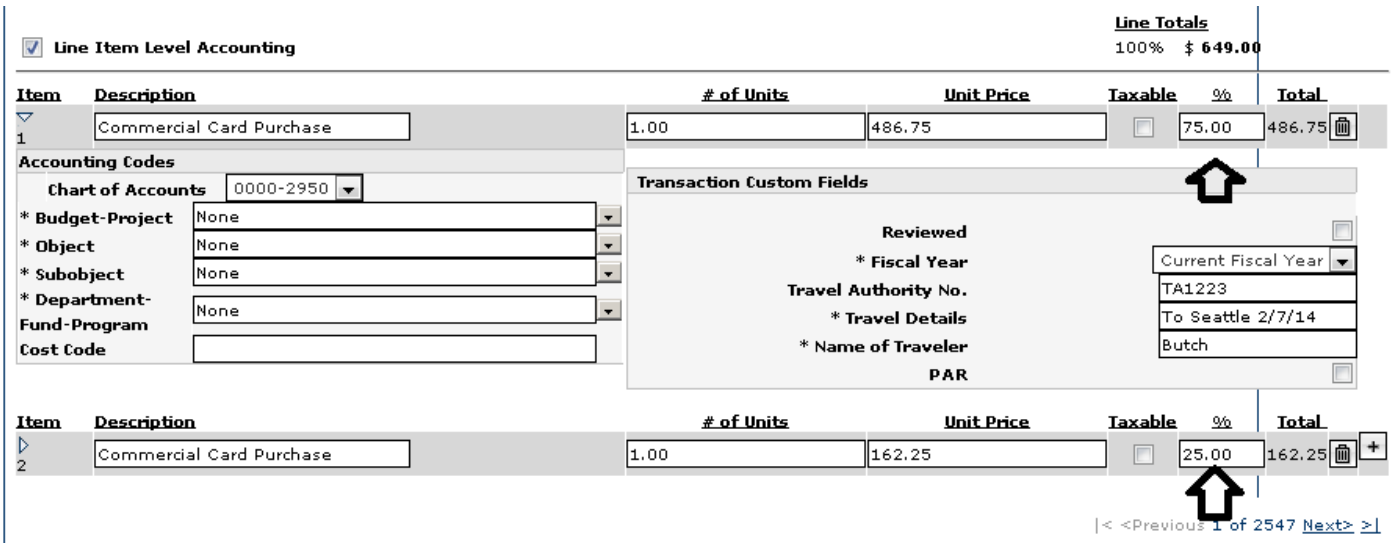


Method 2

2. By "%"

a. Same as method 1, but instead of entering the "Unit Price", just put the percentage in the "%" field instead. The system will then recalculate all other lines.

i. In our ongoing example, I put 75% on sub-transaction line 1. The rest of the changes were done automatically by PNet4 to allow the $649 total. PNet4 also adjusted the unit price fields accordingly.



Ensure that all of the sub-transactions' "Unit Price" and/or "%" fields all add up to the correct total (i.e. Total Price and 100%) before finishing. Once completed, click the reviewed box as noted below:

IMPORTANT: Remember to click save periodically and once you have completed your review!! Save