

## 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.

Transactions Reports Accounts Employees Administration Help							
Manage	New Query						
Approve							
Mass Update Requests							
Authorizations/Declines							
Query	Set as Default Query						
Statements							
Transaction ID	Reviewed	Transaction Date	Post Date	Transaction Amount	Merchant Name	Accounting Code Values	
1278047551001	<input type="checkbox"/>	02/04/2014	02/06/2014	\$649.00	DELTA		
1278047551001	<input type="checkbox"/>	02/04/2014	02/06/2014	\$649.00	DELTA		

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.

General Information Addendum History
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Save Add Lines Dispute

<p><b>Settlement Method</b> Commercial Card</p> <p><b>Transaction Type</b> Purchase</p> <p><b>Account Number</b> *****3242</p> <p><b>Transaction Date</b> 02/07/14</p> <p><b>Post Date</b> 02/10/14</p> <p><b>MCC</b> 4722</p> <p><b>Merchant</b> NEELY S TRAVEL SERVICE** 2088822723, ID, US</p> <p><b>Original Merchant</b> NEELY S TRAVEL SERVICE**</p> <p><b>Parent Merchant</b> NEELY S TRAVEL SERVICE**</p> <p><b>Exported</b> <input type="checkbox"/></p> <p><b>Customer Code</b></p> <p><b>Micro Reference</b> 24337894039286047800107</p> <p><b>Authorization Number</b> 052453</p> <p><b>Transaction ID</b> 1281237714001</p> <p><b>Original Currency</b> USD</p> <p><b>Original Amount</b> \$30.00</p> <p><b>Tax</b> \$0.00</p> <p><b>Settlement Currency</b> USD</p> <p><b>Total</b> \$30.00</p>	<p><b>Approval Status</b> <span style="float: right;">New</span></p> <p><b>Reviewed</b> <input type="checkbox"/></p> <p><b>Accounting Codes</b></p> <p><b>Chart of Accounts</b> 0000-2950</p> <p>* <b>Budget-Project</b> None</p> <p>* <b>Object</b> None</p> <p>* <b>Subobject</b> None</p> <p>* <b>Department-Fund-Program</b> None</p> <p><b>Cost Code</b></p> <p><b>Transaction Custom Fields</b></p> <p><b>Reviewed</b> <input type="checkbox"/></p> <p>* <b>Fiscal Year</b> Current Fiscal Year</p> <p><b>Travel Authority No.</b> TA1223</p> <p>* <b>Travel Details</b> To Seattle 2/7/14</p> <p>* <b>Name of Traveler</b> Butch</p> <p><b>PAR</b> <input type="checkbox"/></p> <p><b>Transaction Notes</b></p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p style="font-size: small;">3000 characters maximum</p>
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To start a Split, simply click on the box near the top entitled "Add Lines".

General Information | Addendum | History

Save | Add Lines | Dispute

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Settlement Method Commercial Card Acce

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'.

General Information | Addendum | History

Save | Add Lines | Dispute | 2 | Add | Cancel

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Settlement Method Commercial Card Accounting Codes

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

Settlement Currency USD  
Total \$649.00

Line Item Level Accounting **Line Totals**  
100% \$ 649.00

Item Description	# of Units	Unit Price	Taxable	%	Total
1 Commercial Card Purchase	1.00	324.50	<input type="checkbox"/>	50.00	324.50
2 Commercial Card Purchase	1.00	324.50	<input type="checkbox"/>	50.00	324.50

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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.

Line Item Level Accounting **Line Totals**  
100% \$ 649.00

Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	324.50	<input type="checkbox"/>	50.00	324.50

**Accounting Codes**

Chart of Accounts 0000-2950

\* Budget-Project None

\* Object None

\* Subobject None

\* Department- None

Fund-Program

Cost Code

**Transaction Custom Fields**

Reviewed

\* Fiscal Year Current Fiscal Year

Travel Authority No. TA1223

\* Travel Details To Seattle 2/7/14

\* Name of Traveler Butch

PAR

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. **Please do not use them.**
  - 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.

Line Item Level Accounting Line Totals  
100% \$ 649.00

Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	324.50	<input checked="" type="checkbox"/>	50.00	324.50

Accounting Codes

Chart of Accounts: 0000-2950

\* Budget-Project: None

\* Object: None

\* Subobject: None

\* Department-Fund-Program: None

Cost Code:

Transaction Custom Fields

Reviewed

\* Fiscal Year: Current Fiscal Year

Travel Authority No.: TA1223

\* Travel Details: To Seattle 2/7/14

\* Name of Traveler: Butch

PAR

Item	Description	# of Units	Unit Price	Taxable	%	Total
2	Commercial Card Purchase	1.00	324.50	<input type="checkbox"/>	50.00	324.50

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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.

Line Item Level Accounting Line Totals  
100% \$ 649.00

Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	324.50	<input type="checkbox"/>	50.00	324.50

Accounting Codes

Chart of Accounts: 0000-2950

\* Budget-Project: None

\* Object: None

\* Subobject: None

\* Department-Fund-Program: None

Cost Code:

Transaction Custom Fields

Reviewed

\* Fiscal Year: Current Fiscal Year

Travel Authority No.: TA1223

\* Travel Details: To Seattle 2/7/14

\* Name of Traveler: Butch

PAR

Item	Description	# of Units	Unit Price	Taxable	%	Total
2	Commercial Card Purchase	1.00	324.50	<input type="checkbox"/>	50.00	324.50

#### 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. PNet4 also adjusted the percentage fields accordingly.

Line Item Level Accounting **Line Totals**  
100% \$ 649.00

Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	400.00	<input type="checkbox"/>	61.63	400.00

**Accounting Codes**

Chart of Accounts: 0000-2950

\* Budget-Project: None  
 \* Object: None  
 \* Subobject: None  
 \* Department-Fund-Program: None  
 Cost Code:

**Transaction Custom Fields**

Reviewed:   
 \* Fiscal Year: Current Fiscal Year  
 Travel Authority No.: TA1223  
 \* Travel Details: To Seattle 2/7/14  
 \* Name of Traveler: Butch  
 PAR:

Item	Description	# of Units	Unit Price	Taxable	%	Total
2	Commercial Card Purchase	1.00	249.00	<input type="checkbox"/>	38.37	249.00

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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.

Line Item Level Accounting **Line Totals**  
100% \$ 649.00

Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	486.75	<input type="checkbox"/>	75.00	486.75

**Accounting Codes**

Chart of Accounts: 0000-2950

\* Budget-Project: None  
 \* Object: None  
 \* Subobject: None  
 \* Department-Fund-Program: None  
 Cost Code:

**Transaction Custom Fields**

Reviewed:   
 \* Fiscal Year: Current Fiscal Year  
 Travel Authority No.: TA1223  
 \* Travel Details: To Seattle 2/7/14  
 \* Name of Traveler: Butch  
 PAR:

Item	Description	# of Units	Unit Price	Taxable	%	Total
2	Commercial Card Purchase	1.00	162.25	<input type="checkbox"/>	25.00	162.25

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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:

**Approval Status**

New

Reviewed

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