



Summary

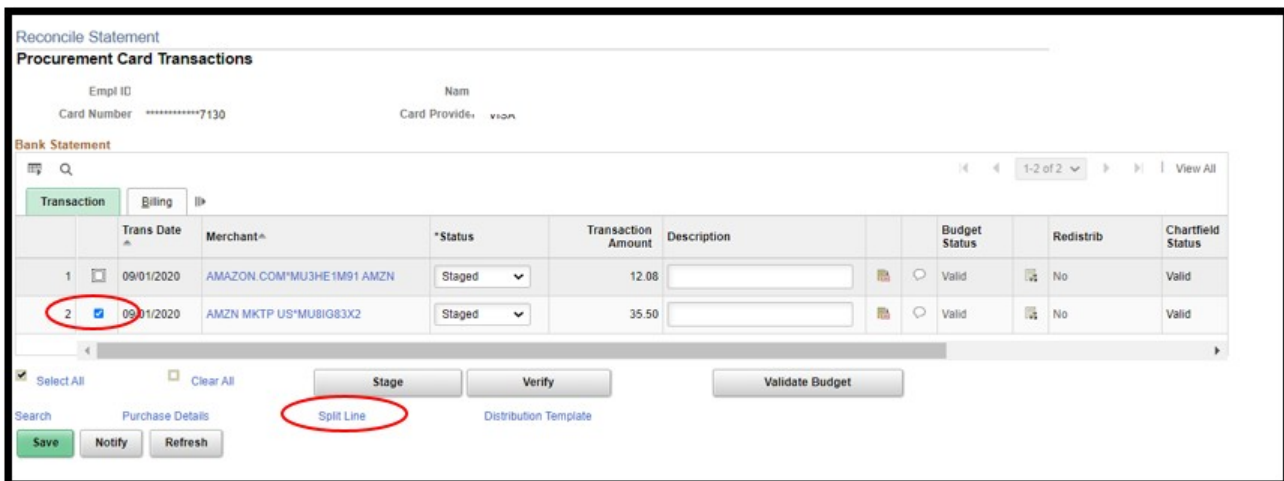
This document will explain how to split a transaction into separate lines, allowing the user to enter an individual description and a separate account code for each transaction line. *This is only necessary if using multiple distribution lines in the Distribution is not adequate and financial reports need to show separate description lines.*



Once a transaction has been split it cannot be undone.

Procedure

Step 1. Check the box for the transaction line that requires splitting.



Reconcile Statement
Procurement Card Transactions


Empl ID: Card Number *****7130 Nam: Card Provide: vson

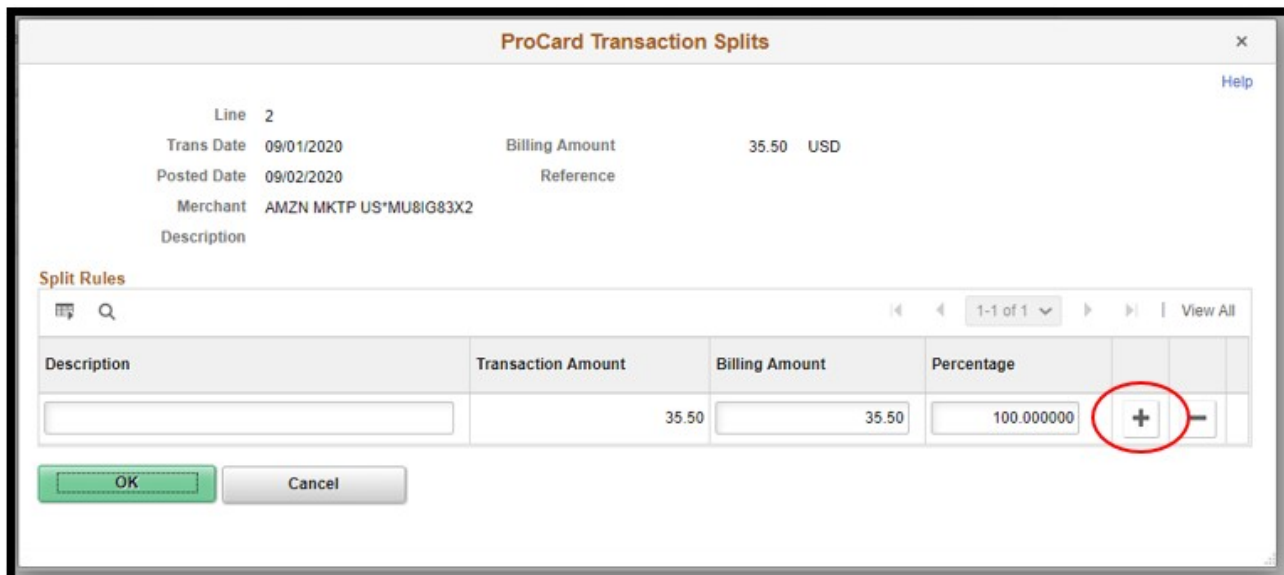
Bank Statement

Transaction	Trans Date	Merchant	Status	Transaction Amount	Description	Budget Status	Redistrib	Chartfield Status
1	09/01/2020	AMAZON.COM*MU3HE1M91 AMZN	Staged	12.08		Valid	No	Valid
2	09/01/2020	AMZN MKTP US*MU8IG83X2	Staged	35.50		Valid	No	Valid

Buttons: Select All, Clear All, Stage, Verify, Validate Budget, Split Line (circled in red), Search, Purchase Details, Save, Notify, Refresh.

Step 2. Click on **Split Line**

Step 3. Click on the  to add the number of lines needed.



ProCard Transaction Splits

Line 2

Trans Date: 09/01/2020 Billing Amount: 35.50 USD
Posted Date: 09/02/2020 Reference
Merchant: AMZN MKTP US*MU8IG83X2
Description:

Split Rules

Description	Transaction Amount	Billing Amount	Percentage
	35.50	35.50	100.000000

Buttons: OK, Cancel, + (circled in red), -

Step 4. Enter **Description** of the goods purchased.

Step4a. Enter the **Billing Amount** for each line created. The system will automatically adjust the percentages.

Step 4b. Click **OK**.

ProCard Transaction Splits

Line 2
Trans Date 09/01/2020 Billing Amount 35.50 USD
Posted Date 09/02/2020 Reference
Merchant AMZN MKTP US*MU8IG83X2
Description

Split Rules

Description	Transaction Amount	Billing Amount	Percentage		
Wireless Scanner	25.00	25.00	70.422535	+	-
Post-it Notes	10.50	10.50	29.577465	+	-

OK Cancel

The transaction has now been split and you are ready to reallocate each line. Continue to Step 4 of the [Pcard Place Reallocation](#) guide.

Reconcile Statement
Procurement Card Transactions

Empl ID Card Number Nam Card Provide

Bank Statement

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1	09/01/2020	AMAZON.COM*MU3HE1M91 AMZN	Staged	12.08		Valid	No	Valid
2	09/01/2020	AMZN MKTP US*MU8IG83X2	Staged	25.00	Wireless Scanners	Valid	No	Valid
3	09/01/2020	AMZN MKTP US*MU8IG83X2	Staged	10.50	Post-it Notes	Valid	No	Valid

Select All Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template Save Notify Refresh