

## Dividing a Charge Transaction

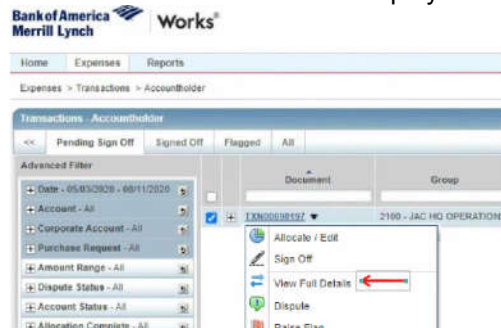
Dividing a transaction is a necessary function for state purchasing rules. A typical example is when there are multiple registrations fees for training or conferences on a single Works charge. Divides can be performed on other transactions, such as office supplies purchases, where there are consumable and non-consumable charges on the same transaction.

Accountants and Accountholders can divide a transaction into a designated number of parts. Dividing a transaction copies the goods or services description, quantity, price, unit measurement, and allocation combination to a specified number of duplicate transactions.

Divides have a couple of rules. Once a user clicks “OK” to make a divide, it is permanent and cannot be undone. It is important to know how many times a transaction will be divided when selecting this option. Divides cannot have a zero line. If an agency receives a free conference registration, for example, then that line will need to have at least \$0.01 selected for the divide to reflect this free registration for that participant.

To divide a transaction, complete the following:

- 1) From the Transactions screen, Pending Sign Off tab, select the transaction that needs to be divided.
- 2) Select **View Full Details**. The Transaction Details screen displays.



- 3) Populate the Transaction Detail fields to minimize the information to add to each divided transaction, such as:
  - a. Description
  - b. Vendor ID
  - c. Organization – EO
  - d. Object code
  - e. Appropriation Category
  - f. Sub-Vendor ID
- 4) Click **Actions** on the right of the Transaction Detail screen.
- 5) Select **Divide**. The Divide Transaction window displays.
  - a. Enter the number of duplicate transactions to be created in **Parts**. The specified number of lines displays.
  - b. Select an option from the **Value** drop-down menu:
    - **Amount** - Distributes the transaction amounts by dollar amount
    - **Percentage** - Distributes the transaction amounts by percentage
  - c. Enter the dollar amount or percentage to be distributed to each line.
  - d. After entering each line the remaining balance to be allocated will be displayed below the split lines
  - e. Click **OK**. A confirmation message displays. All divided lines will now have a trailing letter attached (e.g.TXN00123456-A).

Divide Transaction x

TXN00698197 Purchase Amount: 53.93

Parts	New TXN Number	Value
2		Amount
1	TXN00698197-A	46.14
2	TXN00698197-B	

Remaining: 7.79

This completes the Divide.

- 6) Users will now need to go back to the individual lines, attach documentation, and update as necessary, such as changing:
  - a) the Sub-Vendor ID for each conference participant or
  - b) the Object Code for each different supply category.
  - c) Verify that the Category field shows "Current Year Funding" on the divided lines. Neither this field nor the (ODN) Notes field will populate on the divided lines.