

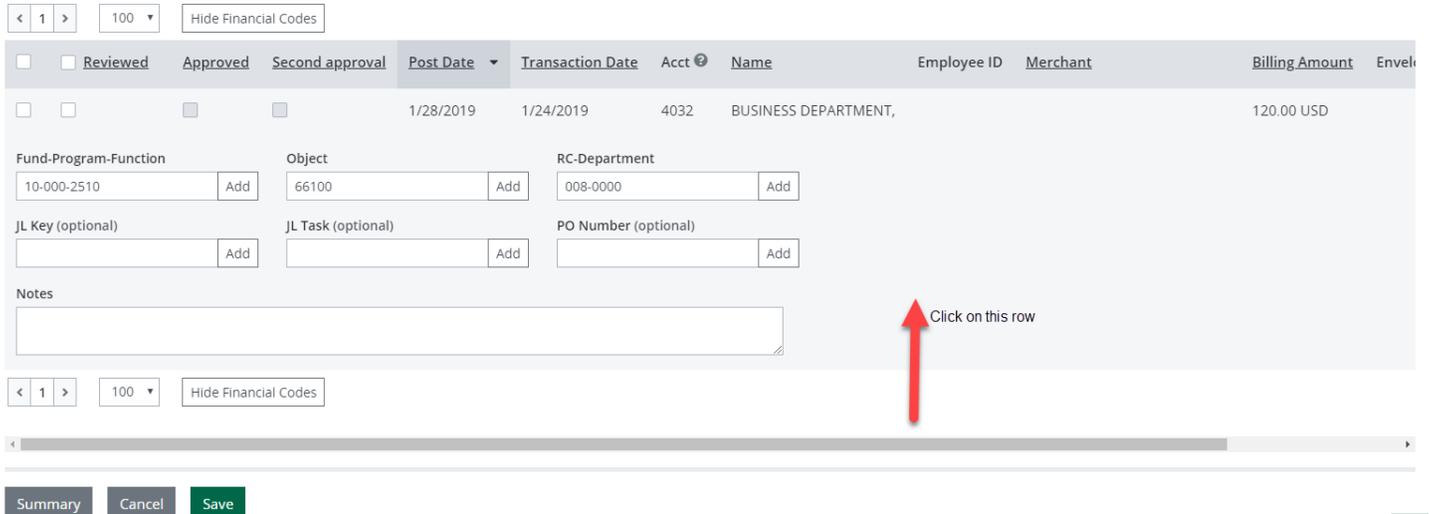
## Splitting Transactions in Commerce Bank

(Re-designed Commerce Bank website)

Click on the row of the transaction you want to work with to reveal the Action Icons.

### Transactions

Select a row to perform an action.



< 1 > 100 Hide Financial Codes

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post Date	Transaction Date	Acct	Name	Employee ID	Merchant	Billing Amount	Envelope
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/28/2019	1/24/2019	4032	BUSINESS DEPARTMENT,			120.00 USD	

Fund-Program-Function: 10-000-2510 Add  
Object: 66100 Add  
RC-Department: 008-0000 Add

JL Key (optional): Add  
JL Task (optional): Add  
PO Number (optional): Add

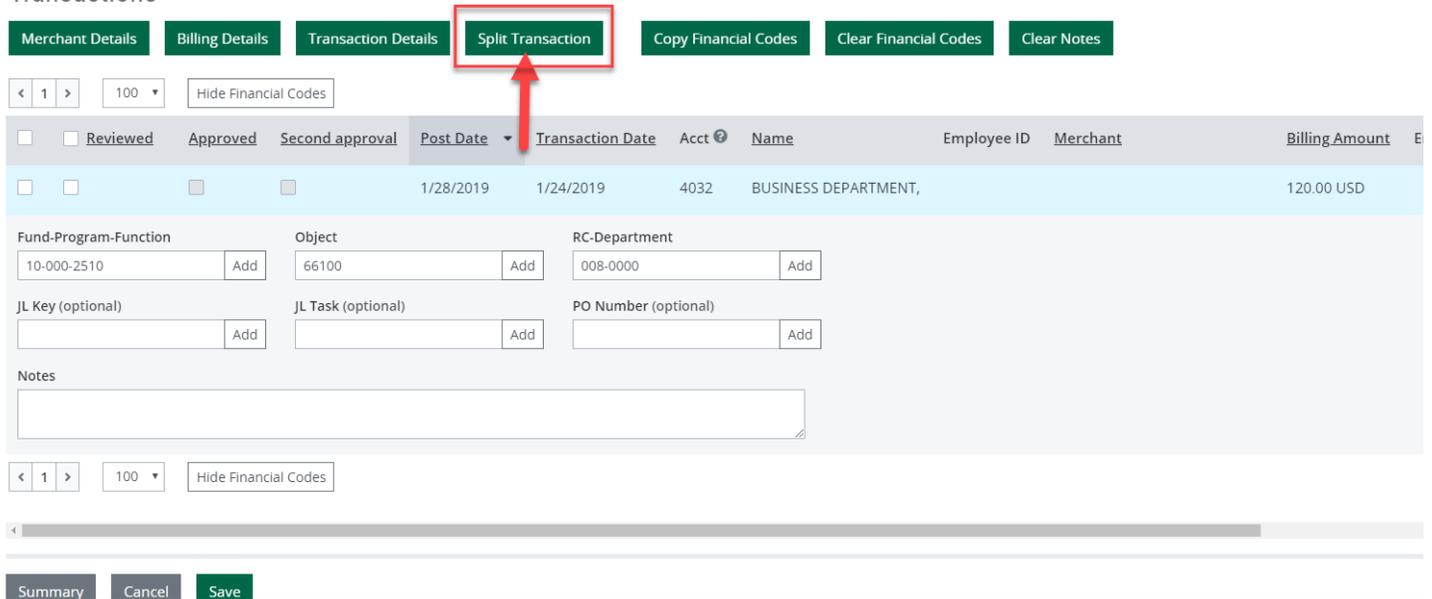
Notes

< 1 > 100 Hide Financial Codes

Summary Cancel Save

1. Click the SPLIT TRANSACTION Action Icon link.

### Transactions



Merchant Details Billing Details Transaction Details **Split Transaction** Copy Financial Codes Clear Financial Codes Clear Notes

< 1 > 100 Hide Financial Codes

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post Date	Transaction Date	Acct	Name	Employee ID	Merchant	Billing Amount	Envelope
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1/28/2019	1/24/2019	4032	BUSINESS DEPARTMENT,			120.00 USD	

Fund-Program-Function: 10-000-2510 Add  
Object: 66100 Add  
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Notes

< 1 > 100 Hide Financial Codes

Summary Cancel Save

- If only splitting twice, click ADD SPLIT (in lower left hand corner). *If splitting more than two times, indicate the number in the "number of splits" field then click the green split button.*

All fields must be completed unless marked (optional).

Number of splits:  Split Hide Financial Codes

### Split Transaction

Actions	Amount	Percent
	<input type="text" value="120.00"/> USD	<input type="text" value="100.00"/> %
<span>Clear Codes</span>	Fund-Program-Function: <input type="text" value="10-000-2510"/> <span>Add</span>	Object: <input type="text" value="66100"/> <span>Add</span>
	RC-Department: <input type="text" value="008-0000"/> <span>Add</span>	
<span>Clear Notes</span>	JL Key (optional): <input type="text"/> <span>Add</span>	JL Task (optional): <input type="text"/> <span>Add</span>
	PO Number (optional): <input type="text"/> <span>Add</span>	
	Notes (optional): <input style="width: 100%;" type="text"/>	
Remaining Amount	<input type="text" value="0.00"/> USD	<input type="text" value="0.00"/> %
Total	<input type="text" value="120.00"/> USD	<input type="text" value="100.00"/> %

Add Split

Follow the color-coded numbers below and the numbered pictograms in the screen shot as you move through the instructions.

- Add notes for each part of the transaction.
- Allocate transaction (how much is going to each budget account).
- Code transaction (change object code, or other account segments if need be).

### Split Transaction

Actions	Amount	Percent
	<input type="text" value="75.00"/> <span style="border: 2px solid #28a745; border-radius: 50%; padding: 2px 5px;">4</span> USD	<input type="text" value="62.50"/> %
<span>Copy to All</span> <span>Clear Codes</span>	Fund-Program-Function: <input type="text" value="10-000-2510"/> <span>Add</span>	Object: <input type="text" value="66503"/> <span style="border: 2px solid purple; padding: 2px 5px;">5</span> <span>Add</span>
	RC-Department: <input type="text" value="008-0000"/> <span>Add</span>	
<span>Copy to All</span> <span>Clear Notes</span>	JL Key (optional): <input type="text"/> <span>Add</span>	JL Task (optional): <input type="text"/> <span>Add</span>
	PO Number (optional): <input type="text"/> <span>Add</span>	
	Notes: <input style="width: 100%;" type="text" value="toner"/> <span style="border: 2px solid orange; padding: 2px 5px;">3</span>	
	<input type="text" value="45.00"/> <span style="border: 2px solid #28a745; border-radius: 50%; padding: 2px 5px;">4</span> USD	<input type="text" value="37.50"/> %
<span>Copy to All</span> <span>Clear Codes</span>	Fund-Program-Function: <input type="text" value="10-000-2510"/> <span>Add</span>	Object: <input type="text" value="66100"/> <span style="border: 2px solid purple; padding: 2px 5px;">5</span> <span>Add</span>
	RC-Department: <input type="text" value="008-0000"/> <span>Add</span>	
<span>Copy to All</span> <span>Clear Notes</span>	JL Key (optional): <input type="text"/> <span>Add</span>	JL Task (optional): <input type="text"/> <span>Add</span>
	PO Number (optional): <input type="text"/> <span>Add</span>	
	Notes: <input style="width: 100%;" type="text" value="post-its, pens, highlighters, staples"/> <span style="border: 2px solid orange; padding: 2px 5px;">3</span>	
Remaining Amount	<input type="text" value="0.00"/> USD	<input type="text" value="0.00"/> %
Total	<input type="text" value="120.00"/> USD	<input type="text" value="100.00"/> %

Add Split

6. Scroll to the top of the web page and expand the section labeled WORKFLOW.

[Collapse All](#)

> Workflow

7. Check Reviewed box.

8. Re-type the notes from both parts of the split (Step #3 above).

## Workflow

Sign-Off

7

Reviewed  Approved  Second approval

### Adjustments

Exclude sales tax from bill

Sales tax amount (optional)

0.00

USD

Notes

toner and post-its, pens, highlighters, staples

8

9. SAVE.

Cancel

Dispute

Save

9

10. Click Back to Search in upper right hand corner of screen.

Back to Search

Transaction 1 of 1

10