Splitting Accounts

After entering your information up to your account numbers….

Fill in your Org Key and Object Code. Click on the **DROP DOWN ARROW** to the right.

Click on the **SHOW ACCOUNT SPLITS** choice at the bottom of the list.
Your screen should look like this. Your accounts will be compressed (barely visible) with a new **AMOUNT** box available.

Fill in the amount you want to charge against the first account that you entered. (If you are doing a split by percentage, enter the percentage that you want instead).
Click on the **DROP DOWN ARROW** to the right again. You should see something very similar to the screen shot below.

Click on the **NEW ACCOUNT SPLIT** option.

The boxes will be empty— that’s good. You can drag open the **ACCOUNT NUMBER** field if you want, or you can simply enter your second Org Key and Object Code, along with your second amount (or percent).
After you’ve entered your second run of information, click again on the **DROP DOWN ARROW** to the right. You should be able to see your split information:

1. **Account Numbers**
2. **Amount Totals per line AND total**

The amounts **MUST** equal your line item to move out of the screen and save it.

If you are splitting by percentages, you’ve got one more step: **see last page**.

When you’re done, click out of the account number area. Your final account number will look like the one below with the first account number used followed by 3 dots.
SPLITTING BY PERCENTAGE

After you've clicked on the DROP DOWN ARROW, select the SPLIT BY PERCENTAGE option at the bottom of the list.

It will put a ‘check mark’ next to it, and switch the information above to percentages.