

How to add a split

The screenshot shows the BMO Financial Group details Online interface. The browser window is titled "details Online - Windows Internet Explorer" and the address bar shows "https://www.bmodetailsonline.com/". The page header includes the BMO logo and "details Online Powered by BMO Spend & Pay".

Instructions: The General Ledger View provides the ability to view and/or modify multiple transactions at a time. To retain any changes made, click the "Save Changes" Link located on the left hand navigation menu. NOTE: You must use "Save Changes" prior to moving to another page.

Sort By: Tran ID (Ascending)

List of Transaction (1-5 shown of 79)

Tran. Status	Proc Date	Tran Date	Element	Value	Des
<input checked="" type="checkbox"/> # 200939120	09/08/2009	09/05/2009			
Group ID	Addendum		GL CODE		
Record Type	Purchase	Unknown	0.00		
Customer Code		Unknown	0.00		
Description		Unknown	0.00		
Comments		Unknown	0.00		
Total	28.00 USD	Total Tax	EX	0.00	

Left navigation menu:

- Transaction Home
- Transaction Detail
- General Ledger
 - Split Record**
 - Validate GL
- Approval
 - Unapprove Selected
 - Approve Selected
 - Approve All

While in the reconciling screen, you will have the option to split a transaction into 999 different GL codes.

Chose the transaction you wish to split and chose "split record".

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Instructions: The Split feature allows you to reallocate a single financial record to multiple General Ledgers. This feature supports redistribution amount. To accomplish this, populate the "# of Splits" field with the number of splits you wish to have, then click the "Add Split" action on the left hand navigation me. Populate the pertinent information per record. To complete the split process, click the "Save Changes" action, located on the left hand navigation me.

Record

- Search Results
- Record Detail
- Split**
- Add Split

REFERENCE INFORMATION

Record ID	204939120	Record Date	09/05/2009
Record Type	Transaction	Supplier	USPS 16203401133305QPS
Name	LEHMAN, ANGELA	City	DEKALB

SPLIT INFORMATION

# of Splits	2
Split Total	0.0000
Split Remainder	28.0000

PAYMENT INFORMATION

Subtotal	28.00
Total Tax	0.00
Record Total	28.00 USD

Reminder:
No Split Transaction Records Returned.

Chose the number of splits you would like.

Chose "Add Split".

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The screenshot shows the BMO Financial Group 'details Online' web application. The 'SPLIT INFORMATION' section is active, displaying a table with the following data:

Select	Description	Percent	Amount	Customer Code	General Le
<input checked="" type="checkbox"/>	one for me		14.00		
<input checked="" type="checkbox"/>	one for you		14.00		

The 'Save Changes' button is circled in red. Other visible elements include the 'General Ledger' section with 'Enter Code', 'Split', 'Add Split', 'Delete Split', and 'Recalculate' options, and the 'PAYMENT INFORMATION' section showing a Subtotal of 28.00 and a Record Total of 28.00 USD.

Put in the amount of each split and a description.

“Save Changes” if you are done or “Add Split” to add another split.

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The screenshot shows the BMO Financial Group details Online interface. The main content area is titled "SPLIT INFORMATION" and includes the following details:

Record Detail	Record Type	Transaction	Supplier	Supplier
General Ledger	Name	LEHMAN, ANGELA	City	USPS 16203401133305QPS DEKALB

SPLIT INFORMATION

# of Splits	3
Split Total	28.0000
Split Remainder	0.0000

PAYMENT INFORMATION

Subtotal	28.00
Total Tax	0.00
Record Total	28.00 USD

Select	Description	Percent	Amount	Customer Code	General Le
<input type="checkbox"/>	one for me	50.00	14.0000		
<input type="checkbox"/>	one for you	50.00	14.0000		
<input type="checkbox"/>					

General

[Cancel Changes](#)

[Save Changes](#)

[Goto Top of Page](#)

The program automatically figures the percentage.

When you are done, "Save Changes".

Go back to reconciliation.