

## Allocator Procedure for Splitting Purchases

Instead of performing step 7, (page 4) of the Allocator Procedure for Allocating Monthly Credit Card Statement(s) do the following:

1. Click on each box located next to each transaction that needs to be split to more than one 16-digit account number. The **Allocated to** and **Description** fields as well as the **Receipt?** box will become white instead of gray for only the transactions where you clicked in the box.

**Scroll to the bottom of the screen (if necessary). Click on the down arrow in the Select Action box and choose View/Allocate.**

**Then, Click the Go button.**

2. A new screen will appear that only shows 1 transaction (the first from the list on the previous page).

**1 of 2 selected transactions**

3. To split the transaction, click on the down arrow with the 3 little boxes.

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\*\*If you need to split a transaction to more than two 16-digit account numbers, click on the down arrow with the 3 little boxes again. You would do this as many times as you need. \*\*

- a. **Amount field:** Manually change the \$ amount in each **Amount** box to what it should be for each 16 digit account number.
- b. **Allocate to field:** Add the 16 digit account number in the 2<sup>nd</sup> row by clicking on the **blue** question mark (?). The following box will appear.

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- i. Type the correct number in each field or to look up any part of the account number click on one of the **blue** question marks (?) next to **Allocated to** field.

**Accounting Code Segment**      **Allocate To**

Funds : 1 ? \*

Account Codes : 52300 ? \*

Departments : 01310 ? \*

Projects : 99999 ? \*

\*=required

Note: Card accounts may be restricted to a specific set of accounting codes for allocation. You may not be able to edit some Accounting Code Segments. Contact your administrator for further assistance.

OK      Cancel

Done      vis.informationmanagement.visa.com

ii. Click **OK** button. This window will close and you will be brought back to the main screen which will now contain the change.

- c. **Description field:** Type a description for each part of the split purchase in each description field.

- d. **Receipt Field:** Click in the box next to Receipt if there is a receipt attached.

**Allocate a Transaction**

**Transaction Details**

Cardholder: GARDNER, MARY ELLEN - XXXX XXXX XXXX 7973 [View additional detail](#)

Cardholder ID: XXXXXXXXXXXXXXXXXXXX7973

Supplier Name: W.B. MASON CO INC.

Supplier Order No.: 000000000000

MCC: 5943 STATIONERY STORES

Customer Code (CRI): 0000000000000000

Transaction Type Code: 10 Purchase      Transaction Date: 12/05/2008

Transaction Amount: 41.38 USD      Posting Date: 12/08/2008

Source Amount: 41.38 USD      Allocated by: Auto Allocated

Sales Tax (POS):      Receipt:

Cardholder Provided Tax:      Last Updated: 12/09/2008

Net Amount : 41.38

Allocation Status: Allocated

Allocate the: Transactions

Options	Amount	Tax	Percent	Description*
	21.38	0.00	51.67	pen,pencils,binders,black clips
1 51701 01310 99999				? [Unrestricted]Office Supplies Cont
	20.00	0.00	48.33	printer cartridge for Ricoh 3025
1 51728 01310 99999				? [Unrestricted]Copier Supplies Con

Total Amount Allocated: 41.38      Total Tax Allocated: 0.00      Total % Allocated: 100

\*=required

Save and Submit      Save and Hold      Review      Reset      Cancel

1 of 2 selected transactions

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This is an example of what the screen should look like when you are finished (in my example there was no receipt attached).

Make sure you review your transaction before you click the **Save and Submit** button!

- e. Click **Save and Submit** button.

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**Allocate a Transaction**

**Transaction Details**

Cardholder: GARDNER, MARY ELLEN - XXXX XXXX XXXX 7973 [View additional detail](#)  
 Cardholder ID: XXXXXXXXXXXXXXXXXXXX7973  
 Supplier Name: W.B. MASON CO INC.  
 Supplier Order No.: 000000000000  
 MCC: 5943 STATIONERY STORES  
 Customer Code (CRI): 0000000000000000  
 Transaction Type Code: 10 Purchase  
 Transaction Date: 12/08/2008  
 Transaction Amount: 0.99 USD  
 Posting Date: 12/09/2008  
 Source Amount: 0.99 USD  
 Allocated by: Auto Allocated  
 Sales Tax (POS):  
 Receipt: F  
 Cardholder Provided Tax:  
 Last Updated: 12/10/2008  
 Net Amount: 0.99  
 Allocation Status: Allocated  
 Allocate the: Transactions

**Allocations** Unallocate

Options	Amount	Tax	Percent	Description*
Allocate to (Use the   character to separate accounting codes)				
<input type="checkbox"/>	0.99	0.00	100	Auto Allocated
<input type="checkbox"/>				
<input type="checkbox"/>				
1 51701 01310 99999  Unrestricted Office Supplies Cont				

Total Amount Allocated: 0.99      Total Tax Allocated: 0.00      Total % Allocated: 100

\*=required

2 of 2 selected transactions

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You will automatically be brought to the next transaction to split (if you chose to split more than 1 transaction). Repeat steps 3a to 3e.

OR

You will be returned to the main screen (if you chose to split 1 transaction).

**Allocate Transactions**

Company: 7860252 - BRYN MAWR COLLEGE [Sort and Filter](#)  
 Cycle: From 09/30/2008 To 12/29/2008  
 Hierarchy Node: BRYN MAWR COLLEGE (Node: 12404642)  
 Card Account: XXXX XXXX XXXX 7973

#	Status	Cardholder Name Card Account No. Posting Date	Supplier Name Transaction Amount Tax and Tax Source Cardholder Tax	Allocated to Description*	Allocated by Reviewed by
1	A	GARDNER, MARY ELLEN XXXX XXXX XXXX 7973 10/14/2008 10/15/2008 Receipt? <input type="checkbox"/>	W.B. MASON CO INC. 25.58	1 51701  Auto Allocated	Auto Allocated

\*=required

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4. Since you have already submitted the split transaction(s) only the non-split transactions will be listed.
5. Follow [Allocator Procedure for Allocating Monthly Statement\(s\)](#) starting with [step 7, \(page 4\)](#) for remaining transactions.

✓ **Questions about this procedure please email the Controllers' Office at [bmc\\_creditcard@brynmawr.edu](mailto:bmc_creditcard@brynmawr.edu). In your email please make sure to include which page and outline number/letter on this document you have a question about.**