Splitting a Transaction Between Multiple GL’s

PLEASE READ

These instructions show you how to split a transaction between multiple GL’s that you have available to you via your GL Assistant within WORKS.

If you want to split a transaction between your dept GL and another department’s GL you do not follow these screen shots. All you need to do is state in the comments (once only) what the dollar amount or percentage split is and the GL’s to be charged. Please include who authorized the other department’s GL.
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1. Click on Sign Off

2. Select a transaction
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3. Click on Allocation tab

4. Click on Add/Edit button
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5 Click on Add 1 Lines Go

Note: You can split a txn between as many GLs as needed. Simply add the number of lines required.

6 Select Amount or Percentage
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7. Click on GL Assistant

8. Select first GL code
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1. Check that GL populates here
2. Click Finish
3. Enter the dollar amount or percentage you want debited to this GL
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11 Select GL Assistant

12 Select second GL code

13 Click Finish
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14. Enter the dollar amount or percentage you want debited to this GL.

15. Double check the GL’s then click OK.

16. Should have 3 green checkmarks and multiple here.

17. Confirm GLs and click Receipt button.
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Select Yes for receipt and enter the business purpose for the purchase. If No receipt, state reason why.

Click Save – you aren’t done yet

DO NOT STOP HERE

You have not completed the sign off at this point.

**Please continue.**
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20 You have to click on the transaction again to select it.

Double check that the GL allocation is correct and that you have 3 green check marks.

Double check that you have checked the Receipt button and included the business purpose for expense.

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Click Sign Off button; you are almost finished.

You will be prompted one last time to include any comments. If you have nothing else to add, click OK.

You have to click on the transaction again to select it.
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You will be prompted one last time to include any comments. If you have nothing else to add, click OK. Note: You do not need to repeat any comments you included in the Receipt comment box earlier.

Please see next page to confirm that you have completely signed off on this transaction.
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- If you signed off correctly the transaction should no longer be visible in your task list for Transactions Requiring Sign Off. It is now residing in your Approver’s task list.
- To see transactions that you have signed off on click on Transactions Signed Off.

IF THE TXN DID NOT LEAVE YOUR TRANSACTIONS REQUIRING SIGN OFF QUEUE THEN IT HAS NOT BEEN SIGNED OFF.