How to Split a Transaction Charge in Works

Occasionally you may have a purchase that needs the accounting information split between two or more accounting codes. To reflect that allocation in Works, select the transaction that you want to split in the Cardholder Review pane and then click on the Allocation tab at the bottom of the screen. Select the Add/Edit button and Works will display an allocation box. In the upper left-hand corner, add the number of additional lines that are needed for the transaction. For example, if you need to split the transaction between two accounts then you would need to add one line since there is already one existing line. To split a transaction four ways you would add three lines to the existing line. Type in the number of lines that you need and select Go. Works will then add the number of lines that you requested. Please note that Works will only allow a transaction to be split 20 times. Now you need to choose whether you are going to split your transaction by percentage or by dollar amount. Select which option you prefer and Works will automatically allocate the entire amount or 100% of the transaction into the first line. Change your amount/percent as necessary and make sure that at the bottom of the allocation box where it reads All Allocation Lines says 100% and that the Variance is $0.00. Now that you have your lines split, change the accounting information as necessary and click OK at the bottom of the Allocation box. The transaction will be charged to the different accounts by the amount/percentage you specified. Transactions that have been split will appear as “multiple” in the Allocation column of the review page. To see the reallocated lines, open the Allocation Tab.