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# P-CARD USER MANUAL

## REMOVE SPLIT TRANSACTIONS

An Approver can remove split transaction from a transmittal.

1. Click any **Split** icon on a transaction in the transmittal. Two separate sections are then displayed:
  - **Parent Transaction** – the original transaction. This is what will be left after removing the split transactions
  - **Transaction Splits** – the transactions split into different amounts and fiscal coding

Figure 1 – Parent and Split transactions

The screenshot shows a software interface for managing P-Card transactions. At the top, there are dropdown menus for 'Card Holder' (CAL) and 'Credit Cards' (CAL). Below this is a table with columns: Split, Ve, Pe, TranDate, Amount, Vendor, VendorID, Sfx, PCA\*, INDEX, BFY, Sub\*, Dtl, 1099, STARS Vend\*, Sfx, CI, Grant\*, Ph, Pr. A red circle highlights the 'Split' icon in the first row. Below the table are buttons for 'Undo Changes', 'Save Changes', 'Create Trans & Atch', and 'Submit & Print'. The 'Parent Transaction' section shows a table with columns: Split, Date, Amount, Vendor, Vendor ID, Sfx, PCA, INDEX, BFY, Sub, Dtl, 1099, STARS Vend, Sfx, CI, Grant, Ph, Project. Below this is the 'Transaction Splits' section with a 'Remaining Amount' of 0.00 and a table with columns: Split, Date, Amount, Vendor, Vendor ID, Sfx, PCA\*, INDEX, BFY, Sub\*, Dtl, 1099, STARS Vend\*, Sfx, CI, Grant\*, Ph, Project\*. A red circle highlights the 'Remove Splits' button at the bottom right of the interface.

2. Click **Remove Splits to** remove (delete) all of the split transactions that have been created for the original transaction. Click **OK** on the dialogue box that asks if you are sure you want to delete all splits.
3. Click **Done**. The splits will be removed and the original transaction will be displayed.
4. Check the appropriate approval check boxes (based on your approval level).
5. Click **Save Changes**.
6. Attach scanned documents if needed and/or click **Reprint Transmittal**.