

In the Transaction Summary page, you will need to “Expand All” then click on the “Split Transaction” icon for the transaction you would like to split.

TRANSACTION SUMMARY

UNIV OF HOUSTON DOWNTOWN PUR - THERESA MENELEY • 1 MAIN ST STE 970 • HOUSTON, TX77002101401

* Indicates required field

SEARCH CRITERIA Advanced Search >

Reporting Cycle: Mar. 2025
02/04/2025 to 03/03/2025

Date Type: Posting Date

Date Range: From:* 02/04/2025

To:* 03/03/2025

Date Type: Posting Date

Data available starting 03/11/2022 Search

SEARCH RESULTS

Search Total: 123.50

Page 1 of 1 Page Go

Detail	Posting Date	Transaction Date*	Description	Transaction Amount	Tax Amount	Additional Information
	02/14/2025	02/10/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	76.00		
	02/21/2025	02/17/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	9.50		
	02/24/2025	02/18/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	38.00		

Manage C

SEARCH RESULTS

Search Total: 123.50

Page 1 of 1 Page Go

Detail	Posting Date	Transaction Date*	Description	Transaction Amount	Tax Amount	Additional Information
	02/14/2025	02/10/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	76.00		

ACCO Split Transaction INFORMATION

Expense Description

Account	Business Unit	Fund	Dept. ID	Program
53900	00784	2076	D0039	F0703

Budget Reference	Project ID	Object Code	Chartfield 1
BP2025	NA	7300	

Edit Accounting Codes

The Split Transaction screen will appear. Enter in the number you want the transaction split (ex: 2) then click the plus icon (shown below). Now you can change the amount(s) by which you want the transaction split (example: \$19.00 and \$57.00, total \$76.00). Then click Save.

SPLIT TRANSACTION

• UNIV OF HOUSTON DOWNTOWN PUR - THERESA MENELEY • 1 MAIN ST STE 970 • HOUSTON, TX77002101401

* Indicates required field

Financial Detail | Split Detail

FINANCIAL DETAIL INFORMATION

Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	02/14/2025	02/10/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	76.00		76.00	

Split(s): 

Split By: Amount | Split and Balance To: Total Transaction Amount

Split Information

Description	Percent	Amount	Tax Amount	Net Amount
This transaction does not have any splits defined.				



Financial Detail | Split Detail

FINANCIAL DETAIL INFORMATION

Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	02/14/2025	02/10/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	76.00		76.00	

Split(s): 

Split By: Amount | Split and Balance To: Total Transaction Amount

Split Information

Select All	Description	Percent	Amount	Tax Amount	Net Amount
<input type="checkbox"/>	Split -	25.00	19.00*	0.00	38.00
<input type="checkbox"/>	Split -	75.00	57.00*	0.00	38.00

Split Information Totals

Totals:	Percent	Amount	Tax Amount	Net Amount
	100.00	76.00	0.00	76.00



Financial Detail | Split Detail

FINANCIAL DETAIL INFORMATION

Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	02/14/2025	02/10/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	76.00		76.00	

Split(s): 

Split By: Percent | Split and Balance To: Total Transaction Amount

Split Information

Select All	Description	Percent	Amount	Tax Amount	Net Amount
<input type="checkbox"/>	Split -	25.00*	19.00*	0.00	19.00
<input type="checkbox"/>	Split -	75.00*	57.00*	0.00	57.00

Split Information Totals

Totals:	Percent	Amount	Tax Amount	Net Amount
	100.00	76.00	0.00	76.00

Now click Expand All and Edit Accounting Codes. Enter in purpose/benefit, account and cost center information for each transaction then save. After clicking save you will need to Expand All and print this page

Financial Detail | Split Detail

FINANCIAL DETAIL INFORMATION

Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	02/14/2025	02/10/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	76.00		76.00	

Split(s): 2

Split By: Percent | Split and Balance To: Total Transaction Amount

Split Information

Select All	Description	Percent	Amount	Tax Amount	Net Amount
<input type="checkbox"/>	Split -	25.00*	19.00*	0.00	19.00
<input type="checkbox"/>	Split -	75.00*	57.00*	0.00	57.00

Split Information Totals

Totals:	Percent	Amount	Tax Amount	Net Amount
	100.00	76.00	0.00	76.00

FINANCIAL DETAIL INFORMATION

Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	02/14/2025	02/10/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	76.00		76.00	

Split(s): 2

Split By: Percent | Split and Balance To: Total Transaction Amount

Split Information

Select All	Description	Percent	Amount	Tax Amount	Net Amount
<input checked="" type="checkbox"/>	Split -	25.00*	19.00*	0.00	19.00
<input type="checkbox"/>	Split -	75.00*	57.00*	0.00	57.00

ACCOUNTING CODES INFORMATION

Account	Business Unit	Fund	Dept. ID	Program
53900	00784	2076	D0039	F0703
Budget Reference	Project ID	Object Code	Chartfield 1	
BP2025	NA	7300		

Edit Accounting Codes

ACCOUNTING CODES INFORMATION

Account	Business Unit	Fund	Dept. ID	Program
53900	00784	2076	D0039	F0703
Budget Reference	Project ID	Object Code	Chartfield 1	
BP2025	NA	7300		

Edit Accounting Codes

Split Information Totals

The Transaction Summary page will only list account and cost center information for non-split transactions.

Search Total: 123.50

Page 1 of 1 Page Go

Detail	Posting Date	Transaction Date*	Description	Transaction Amount	Tax Amount	Additional Information
	02/14/2025	02/10/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	76.00		
			Split(s) 1: Split - (25%)	19.00	0.00	
			Split(s) 2: Split - (75%)	57.00	0.00	
	02/21/2025	02/17/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	9.50		
ACCOUNTING CODES INFORMATION						
Expense Description						
Account	Business Unit	Fund	Dept. ID	Program		
53900	00784	2076	D0039	F0703		
Budget Reference	Project ID	Object Code	Chartfield 1			
BP2025	NA	7300				
Edit Accounting Codes						
	02/24/2025	02/18/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	38.00		
ACCOUNTING CODES INFORMATION						
Expense Description						
Account	Business Unit	Fund	Dept. ID	Program		
53900	00784	2076	D0039	F0703		
Budget Reference	Project ID	Object Code	Chartfield 1			
BP2025	NA	7300				
Edit Accounting Codes						

To cancel a split Transaction go to the Split Transaction page, click “Select All” box and then click the delete/remove icon.

Financial Detail Split Detail

FINANCIAL DETAIL INFORMATION

Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	02/14/2025	02/10/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	76.00		76.00	

Split(s): 2

Split By: Amount Split and Balance To: Total Transaction Amount

Select All

Description	Percent	Amount	Tax Amount	Net Amount
Split -	25.00	19.00	0.00	19.00
Split -	75.00	57.00	0.00	57.00

Split Information Totals

	Percent	Amount	Tax Amount	Net Amount
Totals:	100.00	76.00	0.00	76.00