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.

* Indicatos roqui	red field				
Indicates requi	red held				
SEARCH CRIT	ERIA	Advanced Search >			
Reporting C	Cycle: Mar. 202	25 🗸			
	02/04/20	25 to 03/03/2025			
Date Type:	Posting D	ate	_		
<ul> <li>Date Range</li> </ul>	e: From:* 02/04	4/2025			
	To:* 03/03	3/2025			
Date Type:	Postir	ng Date 🗸			
Data availa	ble starting 03/11/2022	Search			
			-		
SEARCH RE	ESULTS				
					Search Tr
					Page 1 of 1 Page
Expand All	Details	Transaction Date*	Description	Transaction Amount	Page 1 or 1 Page
Expand All	Details <u>-osting Date</u> 02/14/2025	Transaction Date*	Description TEJAS OFFICE PRODUCTS 713-864-6004_TX - 77008	Transaction Amount 76.00	Tax Amount Additional Information
Expand All Detan	Details . osting Date 02/14/2025 02/21/2025	<u>Transaction Date*</u> 02/10/2025 02/17/2025	Description TEJAS OFFICE PRODUCTS 713-864-6004, TX - 77008 TEJAS OFFICE PRODUCTS 712 864 FORM TV 27029	Transaction Amount 76.00 9.50	Page 1 of 1 Page
Expand All Detaw	Details osting Date 02/14/2025 02/21/2025 02/24/2025	Transaction Date* 02/10/2025 02/17/2025 02/18/2025	Description TEJAS OFFICE PRODUCTS 713-864-6004, TX - 77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX - 77008 TEJAS OFFICE PRODUCTS	<u>Transaction Amount</u> 76.00 9.50 38.00	Page 1 of 1 Page
Expand All Detarr	Details osting Date 02/14/2025 02/21/2025 02/24/2025	Transaction Date* 02/10/2025 02/17/2025 02/18/2025	Description TEJAS OFFICE PRODUCTS 713-864-6004, TX - 77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX - 77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX - 77008	<u>Transaction Amount</u> 76.00 9.50 38.00	Page 1 of 1 Page
Expand All	Details 02/14/2025 02/21/2025 02/24/2025	<u>Transaction Date</u> * 02/10/2025 02/17/2025 02/18/2025	Description TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	<u>Iransaction Amount</u> 76.00 9.50 38.00	Page 1 of 1 Page
Expand All	Details 02/14/2025 02/21/2025 02/24/2025 SULTS	Transaction Date*           02/10/2025           02/17/2025           02/18/2025	Description TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	<b>Iransaction Amount</b> 76.00 9.50 38.00	Page 1 of 1 Page
Expand All Detain	Details 02/14/2025 02/21/2025 02/24/2025 SULTS	Transaction Date*           02/10/2025           02/17/2025           02/18/2025	Description TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	<b>Iransaction Amount</b> 76.00 9.50 38.00	Vage 1 of 1 Page
Expand All Detaw	Details 02/14/2025 02/21/2025 02/24/2025 SULTS	Iransaction Date*           02/10/2025           02/17/2025           02/18/2025	Description TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	Iransaction Amount           76.00           9.50           38.00	Page 1 of 1 Page
Expand All Detaw Construction Expand All Detaw Expand All Detaw Expand All Expand All Expand Expa	Details 02/14/2025 02/21/2025 02/24/2025 SULTS	Iransaction Date*           02/10/2025           02/17/2025           02/18/2025	Description TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	Transaction Amount 76.00 9.50 38.00	Page 1 of 1 Page Search Page 1 of 1 Page
Expand All Detaw SEARCH RES	Details 02/14/2025 02/21/2025 02/24/2025 SULTS	Iransaction Date*           02/10/2025           02/17/2025           02/18/2025           Iransaction Date*	Description TEJAS OFFICE PRODUCTS 713-864-6004, 1X - 77008 TEJAS OFFICE PRODUCTS 713-864-6004, 1X - 77008 TEJAS OFFICE PRODUCTS 713-864-6004, 1X - 77008	Transaction Amount	Page 1 of 1 Page Tax Amount Additional Information Search Page 1 of 1 Page Tax Amount Additional Information
Expand All Detaw Construction EEARCH RES	Details 02/14/2025 02/21/2025 02/24/2025 SULTS	Transaction Date*           02/10/2025           02/17/2025           02/18/2025           Transaction Date*           02/10/2025	Description TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	Transaction Amount           76.00           9.50           38.00	Page 1 of 1 Page Tax Amount Additional Information Search Page 1 of 1 Page Tax Amount Additional Information
Expand All Detaw EXAMPLE EXAMP	Details 02/14/2025 02/21/2025 02/24/2025 SULTS Posting Date 02/14/2025	Transaction Date*           02/10/2025           02/17/2025           02/18/2025           102/18/2025           102/18/2025           102/18/2025	Description TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	Transaction Amount         76.00           9.50         38.00	Page 1 of 1 Page Tax Amount Additional Information Search Page 1 of 1 Page Tax Amount Additional Information
Expand All Detaw Expand All Expand All Expanse Expanse Content Expanse Expanse Expanse Expanse Expanse Expand All Expand All Expand Expand All Expand All Expand E	Details 02/14/2025 02/21/2025 02/24/2025 SULTS Posting Date 02/14/2025 nsaction FORMATION tion	Transaction Date*           02/10/2025           02/17/2025           02/18/2025           Transaction Date*           02/10/2025	Description TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	Transaction Amount       76.00         9.50       38.00	Page 1 of 1 Page Tax Amount Additional Information Search Page 1 of 1 Page Tax Amount Additional Information
Expand All Detaw SEARCH RES	Details 02/14/2025 02/21/2025 02/24/2025 SULTS Posting Date 02/14/2025 nsaction FORMATION	Transaction Date*         02/10/2025         02/17/2025         02/18/2025         02/18/2025         Transaction Date*         02/10/2025         N         Business Unit	Description TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	Transaction Amount       76.00         9.50       38.00         Transaction Amount       76.00         76.00       76.00	Page 1 of 1 Page Tax Amount Additional Information Search Page 1 of 1 Page Tax Amount Additional Information Program
Expand All Detawn Expand All Expand All Expand Expa	Details 02/14/2025 02/21/2025 02/24/2025 SULTS Posting Date 02/14/2025 nsaction FORMATION	Iransaction Date*         02/10/2025         02/17/2025         02/18/2025         02/18/2025         Iransaction Date*         02/10/2025         N         Business Unit         00784	Description TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008 TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	Transaction Amount       76.00         76.00       38.00         38.00       38.00         Transaction Amount       76.00         Dept. ID       D0039	Page 1 of 1 Page Tax Amount Additional Information Search Page 1 of 1 Page Tax Amount Additional Information Program F0703

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.

PLIT TRANSACTION	N					
		UNIV OF HOUSTON DOWNTOWN PUR - THERE	SA MENELEY • 1 MAIN ST STE 97	0 • HOUSTON, TX77002101401		
Indicates required field						
Financial Detail Split	t Detail					
						<b>) D D</b>
FINANCIAL DETAIL INFORM	ATION					
Exported Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount Net Transaction A	Mount Addition	al Information
02/14/2025	02/10/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -7	77008 76.00		76.00	
					0-114(-)	
				Colit Dya Amount Colit and Palance	Split(s):	
Solit Information				Split by. Amount V Split and Balance	e io. Iotal Iransa	
Description		Deveet	8	Terr American		Net American
Description		Percent	Amount	Tax Amount		Net Amount
This transaction does not have	e any splits defined.					
Financial Dotail Split	Detail					
	Detail					
						> 🖹 🤊
	ATION					1
Exported Posting Date	Transaction Date	Description	Iransaction Amount	Tax Amount Net Transaction A	mount Addition	al Information
02/14/2025	02/10/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -7	<b>7008</b> 76.00		76.00	
					Split(s):	2 🕇
* 🛍				Split By: Amount - Split and Balance	e To: Total Transa	ction Amount 🗸
Split Information						
Select All	Description			Percent Amount	ax Amount	Net Amount
	Description			i ci cente i miliount		ince ranoune
	Split -		*	25.00 19.00*	0.00	38.00
	Split -		*	75.00 57.00*	0.00	38.00
plit Information Totals	-					
<b>T</b> + 1	p	ercent Amount	Tax Amount	Net Amount		74.00
Totals:	1	100.00 76.00	0.00			76.00
Financial Detail Split	Detail					
						> 🖹 🤊
FINANCIAL DETAIL INFORM	IATION					
Exported Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount Net Transaction	Amount Addition	al Information
02/14/2025	02/10/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -7	77008 76.00		76.00	
					Split(s):	2 🕇
* 🛍				Split By: Percent V Split and Balance	e To: Total Transa	action Amount 🗸
Split Information						
Select All	<b>D</b>					
0	Description			Percent Amount	fax Amount	Net Amount
	> Split -		*	25.00 * 19.00	0.00	19.00
	> Split -		*	75.00 * 57.00	• 0.00	57.00
Split Information Totals						
	1	Percent Amount	Tax Amount	Net Amount		
Totals:		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 INF	ORMATION									
Exported Posting I	Date Transactio	on Date Description	on	1	Fransaction Amount	Tax	Amount Net Tran	saction An	nount Addition	al Informatio
02/14/202	25 02/10/2025	TEJAS OF	FICE PRODUCTS 713-	864-6004, TX -77008	76.00				76.00	
									Split(s):	2
						Split By:	Percent 🗸 Split ar	d Balance 1	To: Total Transa	ction Amount
Split Information										
Select All										
	Desc	ription					Percent /	Amount	Tax Amount	Net Amoui
	> Split	-			*		25.00*	19.00*	0.00	19.0
	Split	-			*		75.00*	57.00*	0.00	57.0
Split Information Totals	s									
		Percent		Amount	Tax Amount		Net Amount			
Totals:		100.00		76.00	0.00					76.0
02/14/2025	02/10/2025	TEJAS OFF	" ICE PRODUCTS 713-4	364-6004, TX -77008	76.00	Tax	Amount Net Iran	Saction A	76.00 Split(s):	2
02/14/2025	02/10/2025	TEJAS OFF	ICE PRODUCTS 713-4	364-6004, TX -77008	76.00	Split By:	Percent v Split a	nd Balance	76.00 Split(s):	2 action Amount
02/14/2025     Split Information	02/10/2025	TEJAS OFF	" ICE PRODUCTS 713-1	364-6004, TX -77008	76.00	Split By:	Percent V Split a	nd Balance	76.00 Split(s): To: Total Trans	2 action Amount
02/14/2025      Split Information     Select All	02/10/2025 Descri	TEJAS OFF	" ICE PRODUCTS 713-1	364-6004, TX -77008	76.00	Split By:	Percent V Split a	nd Balance	76.00 Split(s): To: Total Trans Tax Amount	2 action Amount
02/14/2025      Split Information     Select All	02/10/2025 Descri	TEJAS OFF	" ICE PRODUCTS 713-1	364-6004, TX -77008	76.00	Split By:	Percent V Split a Percent 25.00 *	nd Balance Amount 19.00*	76.00 Split(s): To: Total Trans Tax Amount 0.00	2 action Amount Net Amou 19.
02/14/2025      official and a select All	02/10/2025 Descri ☑ Split -	TEJAS OFF	" ICE PRODUCTS 713-1	364-6004, TX -77008	76.00	Split By:	Percent V Split a Percent 25.00 *	nd Balance Amount 19.00*	76.00 Split(s): To: Total Trans Tax Amount 0.00	2 vaction Amount Net Amou 19.
02/14/2025      Split Information      Select All	Descri	TEJAS OFF	" ICE PRODUCTS 713-1 TIEP PRODUCTS 713-1 ATION Business Unit	364-6004, TX -77008 Fund	* De	Split By:	Percent  Percent 25.00 *	nd Balance Amount 19.00*	76.00 Split(s): To: Total Trans Tax Amount 0.00	2 Raction Amount Net Amou 19.
02/14/2025      Split Information      Select All	02/10/2025 Descri ✓ Split - ACCOUNTINC Account 53900	TEJAS OFF	TCE PRODUCTS 713-4 TICE PRODUCTS 713-4 ATION Business Unit 00784	364-6004, TX -77008 Fund 2076	* De	Split By: Dpt. ID	Percent  Percent 25.00 *	nd Balance Amount 19.00* ogram 0703	76.00 Split(s): To: Total Trans Tax Amount 0.00	2 vaction Amount Net Amou 19,
02/14/2025      Split Information      Select All	Descri Descri Control Account Sagoo Budget Refer	TEJAS OFF	TICE PRODUCTS 713-4 TICE PRODUCTS 713-4 ATION Business Unit 00784 Project ID	364-6004, TX -77008 364-6004, TX -77008 Fund 2076 Object Code	* De De Ch	Split By: Split ID 1039 artfield 1	Percent  Percent Percent Percent Pr	nd Balance Amount 19.00* ogram 0703	76.00 Split(s): To: Total Trans Tax Amount 0.00	2 action Amount Net Amo 19.
02/14/2025      Split Information      Select All	02/10/2025 Descri ■ Split - ACCOUNTINC ACCOUNTINC S3900 Budget Refer BP2025	TEJAS OFF ption G CODES INFORM	TICE PRODUCTS 713-4 TICE PRODUCTS 713-4 ATION Business Unit 00784 Project ID NA	364-6004, TX -77008 364-6004, TX -77008 Fund 2076 Object Code 7300	* De Ch	Split By: Split ID 1039 artfield 1	Percent  Percent Percent Percent F	nd Balance Amount 19.00* ogram 0703	76.00 Split(s): To: Total Trans Tax Amount 0.00	2 action Amount Net Amo 19.
02/14/2025      Split Information      Select All	Descri Descri Split - ACCOUNTING Account Sagoo Budget Refer BP2025	TEJAS OFF	TICE PRODUCTS 713-4 ATION Business Unit 00784 Project ID NA	<b>564-6004, TX -77008</b> Fund 2076 Object Code 7300	* De Di Ch	Split By: pt. ID 0039 artfield 1	Percent  Percent 25.00	nd Balance Amount 19.00* ogram 0703 Edit A	Tax Amount 0.00	2 action Amount Net Amo 19.
02/14/2025  Split Information  Select All	Descri Descri Split - Account 53900 Budget Refer BP2025	TEJAS OFF	TICE PRODUCTS 713-4 ATTION Business Unit 00784 Project ID NA	<b>564-6004, TX -77008</b> Fund 2076 Object Code 7300	* De Di Ch	Split By: Split ID 0039 artfield 1	Percent > Split a Percent 25.00 * Pi	nd Balance Amount 19.00* ogram 0703 Edit A 57.00*	Tax Amount 0.00 Codes	2 action Amount Net Amo 19.
O2/14/2025  Split Information  Select All	Descri Descri ACCOUNTING Account 53900 Budget Refer BP2025	TEJAS OFF ption G CODES INFORM	TICE PRODUCTS 713-4 ATTION Business Unit 00784 Project ID NA	564-6004, TX -77008 Fund 2076 Object Code 7300	* De Di Ch	Split By: Split ID 1039 artfield 1	Percent > Split a Percent 25.00 * 75.00 *	nd Balance Amount 19.00* ogram 0703 Edit A 57.00*	Tax Amount 0.00 Counting Codes	2 action Amount Net Amo 19.
O2/14/2025  Split Information  Select All	Descri Descri Split - Account S3900 Budget Refer BP2025	TEJAS OFF ption G CODES INFORM	TICE PRODUCTS 713-4 ATTON Business Unit 00784 Project ID NA ATTON Rucinese Huit	564-6004, TX -77008 Fund 2076 Object Code 7300	Tansaction Autouric 76.00 * De Do Chi	pt. ID pogg	Percent > Split a Percent 25.00 * 75.00 *	nd Balance Amount 19.00* ogram 0703 Edit A 57.00*	Tax Amount 0.00 Counting Codes	2 action Amount Net Amo 19.
O2/14/2025  Split Information  Select All	Descri Descri Split - Account Budget Refer BP2025	TEJAS OFF ption G CODES INFORM	TICE PRODUCTS 713-4 ATTION Business Unit 00784 Project ID NA ATTION Business Unit 00784	364-6004, TX -77008 Fund 2076 Object Code 7300 Fund 2026	Tansaction Autouric 76.00 * De Du Ch	pt. ID pt. ID pt. ID pt. ID pt. ID pt. ID	Percent > Split a Percent 25.00 * 75.00 *	nd Balance Amount 19.00* ogram 0703 Edit A 57.00* ogram 0703	Tax Amount 0.00 Counting Codes	2 action Amount Net Amo 19.
O2/14/2025  Split Information  Select All	Descri Descri Salt - Account Salt - Budget Refer BP2025	TEJAS OFF ption G CODES INFORM G CODES INFORM	TICE PRODUCTS 713-4 TICE PRODUCTS 713-4 ATION Business Unit 00784 Project ID NA ATION Business Unit 00784 Project ID	564-6004, TX -77008 Fund 2076 Object Code 7300 Fund 2076 Object Code	Tansaction Autouric 76.00 * De Du Ch	pt. ID pt. ID pt. ID pt. ID pt. ID pt. ID pt. ID pt. ID pt. ID	Percent > Split a Percent 25.00 * 75.00 * Pi	nd Balance Amount 19.00* ogram 0703 Edit A 57.00* ogram 0703	Tax Amount 0.00	2 action Amount Net Amo 19.

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	
<b>≝</b> © ∨	02/21/2025	02/17/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	9.50		
ACCOUNTING CO	DES INFORMATION					
Expense Descriptio	n					
Account		Business Unit	Fund	Dept. ID	Program	
53900		00784	2076	D0039	F0703	
Budget Reference	e	Project ID	Object Code	Chartfield 1		
BP2025		NA	7300			
					Edit Acco	ounting Codes
<u>u</u>	02/24/2025	02/18/2025	TEJAS OFFICE PRODUCTS 713-864-6004, TX -77008	38.00		
ACCOUNTING CO	DES INFORMATION					
Expense Descriptio	n					
Account		Business Unit	Fund	Dept. ID	Program	
53900		00784	2076	D0039	F0703	
Budget Reference	e	Project ID	Object Code	Chartfield 1		
BP2025		NA	7300			
					Edit Acco	ounting 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 Deta	11									
											> 🖹 🤊
FINANCIAL DET	AIL INFORMATIC	N									
Exported	Posting Date	Transa	tion Date	Description		Transaction Amount	Tax Amou	nt	Net Transaction Amount	Additional	Information
	02/14/2025	02/10/2	025	TEJAS OFFICE PRODUCTS 71	3-864-6004, TX -77008	76.00			76.00		
										Split(s):	2 🕇
* 🛍 🛑							S	plit By: 🖌	Amount 🗸 Split and Balance 1	o: Total Transa	ction Amount 🗸
Split Informatio	n										
Sel	lect All		Description					Percent	t Amount	Tax Amount	Net Amount
		>	Split -				-	25.00	19.00 *	0.00	19.00
		>	Split -				-	75.00	57.00 *	0.00	57.00
Split Informatio	n Totals										
				Percent	Amount	Tax Amount		Net Am	ount		
Totals:				100.00	76.00	0.00					76.00
											> 🖪 🧿