

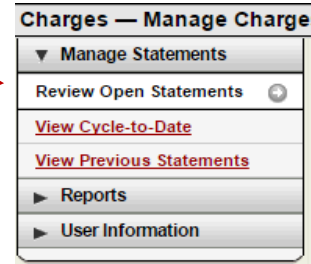
SPLIT TRANSACTION DOCUMENTATION WITH STATEMENTS

Each cardholder has the ability to split out their transactions among multiple FOAPALs. However, the Wells Fargo statement will not show the split. In order to have a complete statement, documentation of the split FOAPAL is required alongside your monthly Corporate Card Statements. There are two methods for documenting split transactions.

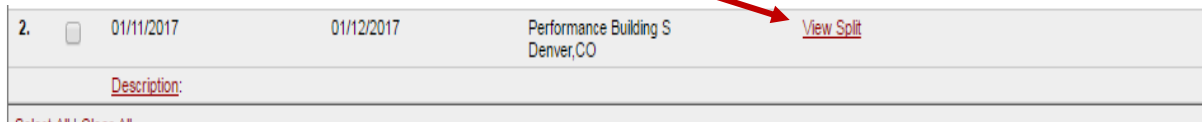
Log into the CEO Portal using the Company ID (METROST1), User ID, and Password.

1. SCREEN PRINTING THE SPLIT:

If you have fewer than 5 split transactions, after you have reallocated all of your transactions, go to **REVIEW OPEN STATEMENTS**.



On the transaction that was split, select **View Split**



Once selected, the page will open to a new section where you will see the overall purchase in the “Selected Charge” section. Below you will find the split FOAPAL listed out.

Selected Charge			
Transaction Date:	01/11/2017	Posting Date:	01/12/2017
Merchant Name:	Performance Building S	FUND:	1000
Receipt Submitted:	Yes	ORGANIZATION:	AFACSR
Amount / Original	1,115.00 USD	PROGRAM:	1600
Currency:			
Unit:	ACCOUNTING SERVICES(AcctSvcs)		
Description:			

Split and Reclassify by Amount			
1.	Unit	Amount *	
	ACCOUNTING SERVICES(AcctSvcs)	557.50 USD	
Split Description *			
1			
FUND	ORGANIZATION	ACCOUNT	
1000	AFACSR	1363	
PROGRAM	ACTIVITY	LOCATION	
1600			
ENCUMBRANCE			
2.	Unit	Amount *	
	ACCOUNTING SERVICES(AcctSvcs)	557.50 USD	
Split Description *			
2			
FUND	ORGANIZATION	ACCOUNT	
1000	CVBLDG	6660	
PROGRAM	ACTIVITY	LOCATION	
1100		HLC	
ENCUMBRANCE			
Remaining Amount: 0.00 USD			

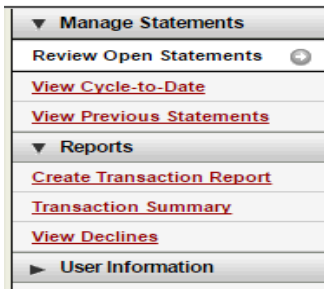
[Save](#) [Cancel](#)

Print this page to PDF & attach with your statement and backup. You will need to do this for each split transaction.

SPLIT TRANSACTION DOCUMENTATION WITH STATEMENTS

2. DOWNLOAD A TRANSACTION REPORT:

In the event that you have more than 5 split transactions, you will need to provide a Transaction Report.



In order to download your transaction report, Select **Create Transaction Report** under the Reports Tab.

Enter the proper **Date Range** (Ex: January Cycle = 12/21/16-01/20/17) and select Submit.

Enter or select report criteria, and click **Submit**. You will receive an email when the report is complete.

Card Number: **xxxx-xxxx-xxxx-6073**

Date Type: Transaction Date Posting Date

Note: The starting date cannot be more than 36 months before today.

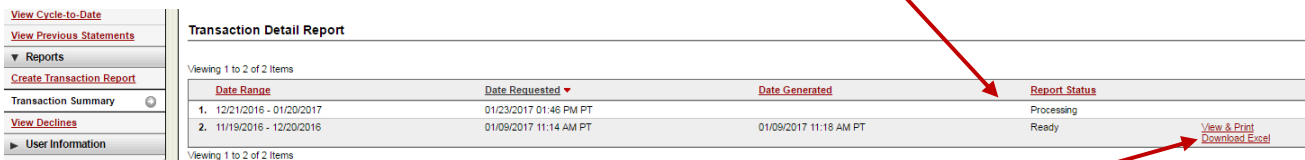
Date Range: 12/21/2016 through 01/20/2017 (mm/dd/yyyy)

Amount Range: Start Amount (0000.00) End Amount (0000.00)
> <

G/L Status: All

Submit

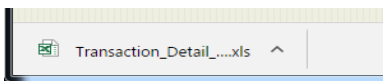
You will be taken to the Transaction Summary Page. The job will take a couple minutes to run, but an email will be sent when it is complete. It will say 'Processing' in the Report Status Section. 'Ready' means the report is complete & ready for download.



Date Range	Date Requested	Date Generated	Report Status
1. 12/21/2016 - 01/20/2017	01/23/2017 01:46 PM PT		Processing
2. 11/19/2016 - 12/20/2016	01/09/2017 11:14 AM PT	01/09/2017 11:18 AM PT	Ready

Once the job has finished running, the most recent report will be on top & will say "View & Print; Download Excel."

Select **Download Excel**. It should move to your Downloads section of your browser.



This will open into an Excel Sheet. The Excel sheet will show all transactions broken down, along with the Cardholder Name & last 4 digits of the Corporate Card.

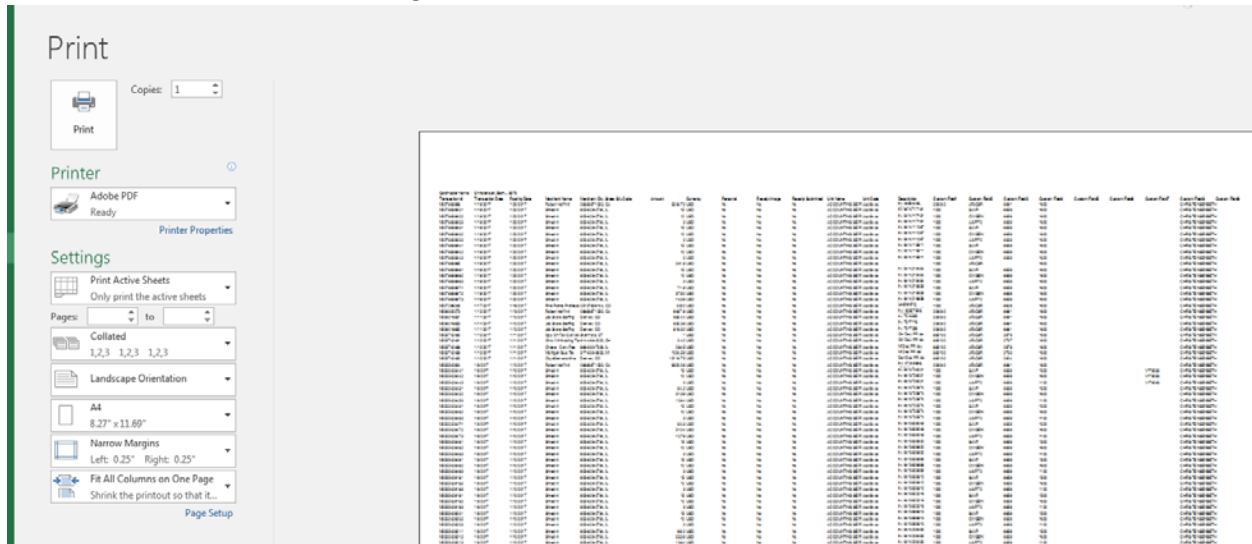
SPLIT TRANSACTION DOCUMENTATION WITH STATEMENTS

The screenshot shows the Microsoft Excel interface with the ribbon set to 'Home'. The spreadsheet data is as follows:

	A	B	C	D	E	F	G
1	Cardholder Name	Christensen, Beth....6073					
2	Transaction Id	Transaction Date	Posting Date	Merchant Name	Merchant City, State	G/L Code	Amount
3	M507863998	1/19/2017	1/20/2017	Robert Half Intl	08883871250, CA		
4	M507863992.1	1/19/2017	1/20/2017	Shred-It	905-829-2794, IL		
5	M507863992.2	1/19/2017	1/20/2017	Shred-It	905-829-2794, IL		
6	M507863992.3	1/19/2017	1/20/2017	Shred-It	905-829-2794, IL		
7	M507863993.1	1/19/2017	1/20/2017	Shred-It	905-829-2794, IL		

Select **Print** to print the file to PDF using the following Settings:

- Print Active Sheets
- Landscape Orientation
- Narrow Margins
- Fit All Columns on One Page



Once in your PDF File, attach this to your statement, attach your receipts & other necessary backup. Forward to your Approving Official (AO) for approval. Once approved, send your completed statement to Accounting Services (corporatcard@msudenver.edu)