

# How To Enter Splits in Citibank

When reconciling transactions in Citibank and you need to use two cost centers, please complete the following steps:

In Transaction Summary, choose the transaction you wish to split by selecting the middle Detail Icon.

SEARCH CRITERIA [Advanced Search](#)

Reporting Cycle: April 2016  
03/04/2016 to 04/01/2016  
Date Type: Posting Date







Date Range: From: 03/04/2016 To: 04/01/2016  
Date Type: Posting Date  
Data available starting: 03/24/2013

Search

## SEARCH RESULTS

Expand All | Collapse All

✉ 📄 🔄

Detail	Approved	Posting Date	Transaction Date	Description	Transaction Amount
  	<input type="checkbox"/>	03/07/2016	03/04/2016	CRST STI INC. 03197315681, IN -46818	(75.00)
  	<input type="checkbox"/>	03/11/2016	03/09/2016	BIOMED CENTRAL LONDON, GBR ---	3,000.00



This will take you to the Split Detail page for that transaction.

## SPLIT TRANSACTION

(Active) • VP BUDGET & FI

Financial Detail | Split Detail

Approved	Exported	Posting Date	Transaction Date
<input type="checkbox"/>	<input type="checkbox"/>	03/11/2016	03/09/2016

Description

This transaction does not have any splits defined.

Totals:

Once here, you will enter the number of splits you need (1), then use the dropdown and either choose to split by amount *or* percent (2). Click “Add” (3).

Tax Amount	Net Transaction Amount	Additional Information
	3,000.00	

Split(s): 2 **Add**

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

The splits will populate in a list format where you will enter the amounts/percentage you wish to use as well as the description for the expense. Once complete, SAVE the changes.

Description	Percent	Amount	Tax Amount	Net Amount
Split -	50.00	1,500.00	0.00	1,500.00
Split -	50.00	1,500.00	0.00	1,500.00
<b>Totals:</b>	<b>100.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>

Once saved, an arrow will appear beside each split listed.

Remove **Exp**

Split -

Split -

Select the arrow, or Expand All, and you will be able to enter your Cost Centers and Account Numbers for the splits.

☐ Description

☐  Split - MLH

**ACCOUNTING CODES INFORMATION**

Cost Center	Acct#
<input type="text" value="██████████"/>	68001
<input type="text" value="██████████"/>	<input type="text" value="68001"/>

SAVE

3,000.00

Return to Transaction Summary.

[Home](#) > [Search Reporting Structure](#) > [Transaction Summary](#) > [Split Transaction](#)

✓ Financial Transaction successfully modified.