

# AP- How do I split an invoice into 3 invoices?

Follow these steps to split an invoice into 3 invoices;

1. Go to Procurements and Transfers/Accounts Payable/Posting/Change Open Item
2. Click Save/Update on the parameter screen
3. Enter the vendor number, invoice number and due date of the invoice you want to split (the lookup can be used to find the invoice)
4. Click Split into Two Invoices
5. Enter the amount that will be for one invoice in Item 1. It will keep the current due date
6. In Item 2, enter the remaining amount that will become a new invoice. This is the amount that you still want to split to create your 3rd invoice.
7. The due date will default in, but can be changed
8. Click Save/Update
9. Now you have split the original invoice into two invoices
10. Enter the vendor number, invoice number and due date for the new invoice that you want to split again
11. Do the same steps as above to change the amount on invoice #2 and to create invoice #3.
12. Remember the due dates have to be unique on all invoices
13. Click Save/Update