

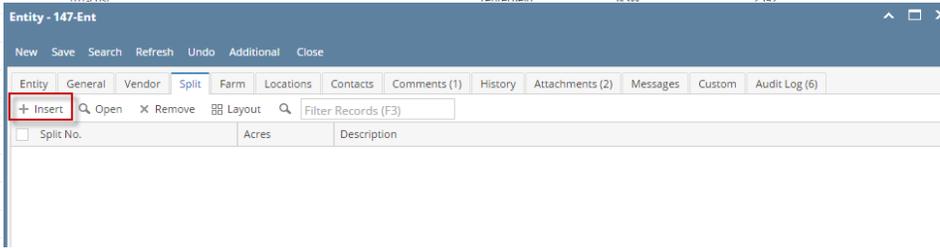
How to Add an Entity Split

1. Open an existing entity record from any entities.
2. Navigate to **Split tab**.
3. Open a new Entity Split screen. There are 2 ways to do this:
 - a. Click the **Insert button**.
 - b. On Entity Split screen, click the **New** toolbar button.
4. Enter the details. You can be as detailed as you see necessary.

Fields	Description
Split No	Enter the split code that will identify this record. Accepts 4 numeric characters. Zeroes will be added if incomplete.
Exception Categories	You may leave this field blank or enter the class of products on which the first customer on the list will pay 100%. When an invoice is created that involves a split and has an AG exception class, then that product will not to the other customers. Only the first customer in the split will pay 100% of that product.
Farm	Select a farm to be associated with the Split
Description	A brief description about this split.
Entity Type	Filters the Entity No to show only which type of entities to be selected
Entity No	Select the entity, from the combo list box, that will share in this split.
Name	This is a read-only field and will display the name of the selected Entity number.
Split %	Enter the percentage of the split associated with each customer. The total split for all customers entered must equal to 100%.
Option	Select the default option that each entity will take when adding a grain ticket.
Storage Type Code	This selection will only be enabled if the Option selected is Storage Type.

5. Once done, click the **Save** toolbar button.
The newly added record will be displayed on the Split tab of its respective entity.

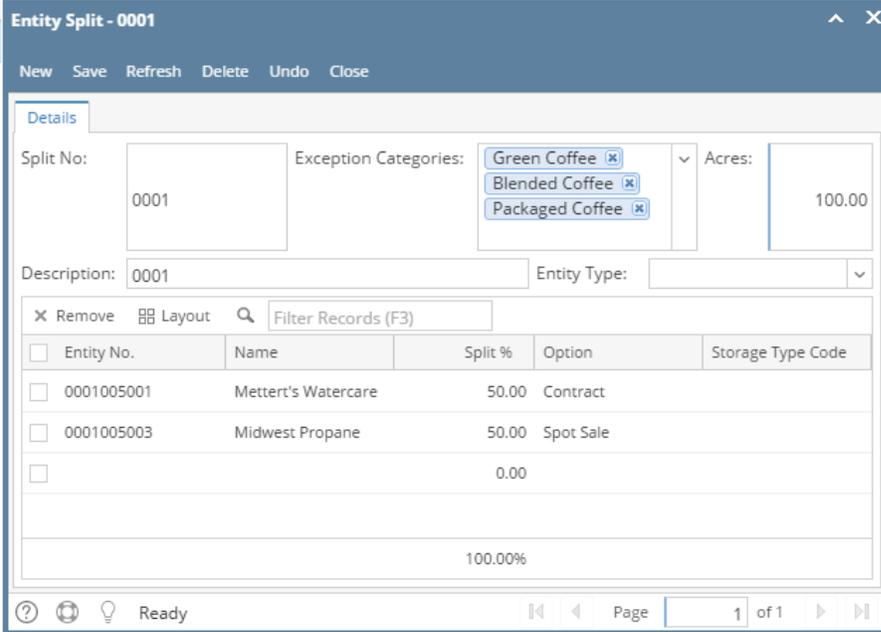
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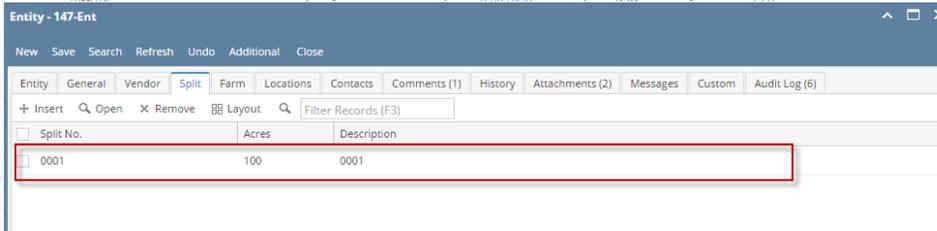
- b. On Entity Split screen, click the **New** toolbar button.



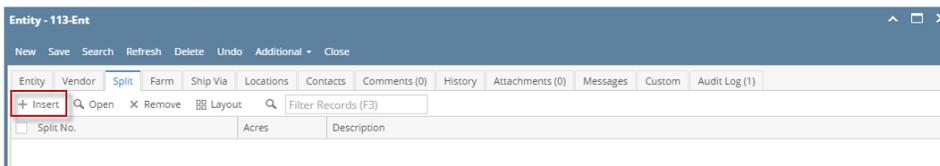
4. Enter the details. You can be as detailed as you see necessary. Refer to [Entity Split](#) for the definition of each field.



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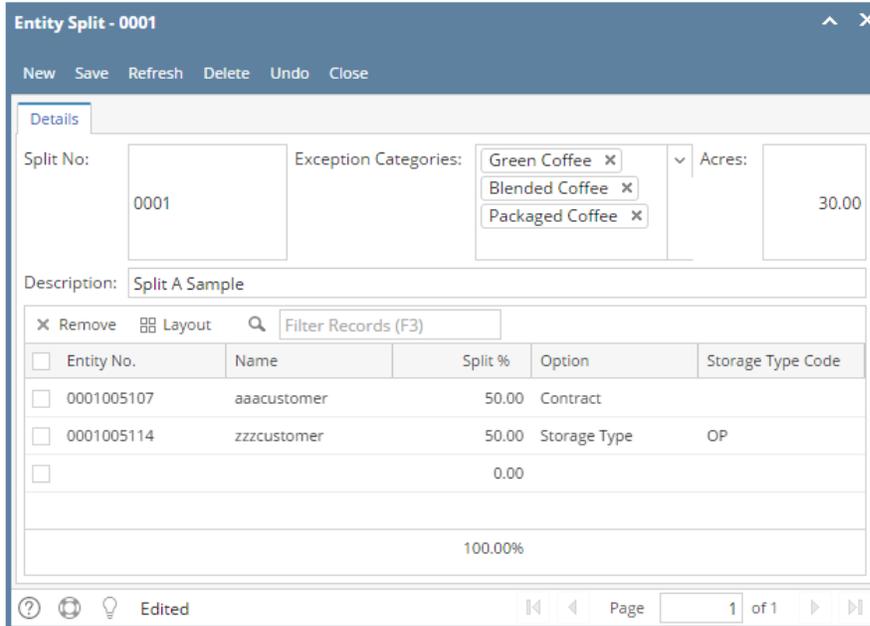
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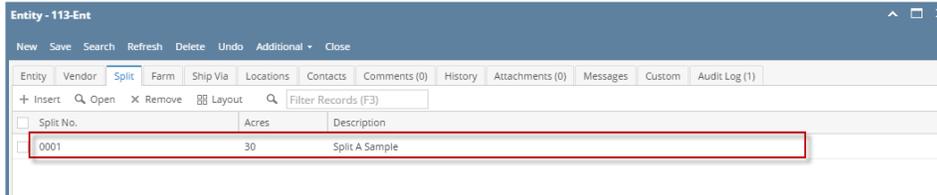
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The screenshot shows a software window titled "Entity Split - 0001". At the top, there is a menu bar with "New", "Save", "Refresh", "Delete", "Undo", and "Close". Below the menu bar is a "Details" tab. The form contains the following fields:

- Split No.:** 0001
- Exception Categories:** 902 x 904 x
- Acres:** 300.00
- Description:** Split A Sample

Below the form is a table with the following columns: Entity No., Name, Split %, and Option. The table contains three rows:

Entity No.	Name	Split %	Option
<input type="checkbox"/> 0001000313	Sarna Wine Services, Inc. B...	50.00	5
<input type="checkbox"/> 0001000800	Holman's Egg Ranch, Inc. B...	50.00	2
<input type="checkbox"/>		0.00	

At the bottom of the table, the text "100.00%" is displayed. The window footer shows "Edited" and "Page 1 of 1".

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The screenshot shows a software window titled "Entity - 115-Ent". At the top, there is a menu bar with "New", "Save", "Search", "Refresh", "Delete", "Undo", "Additional", and "Close". Below the menu bar is a tabbed interface with tabs for "Entity", "Customer", "Split", "Farm", "Locations", "Contacts", "Comments (0)", "History", "Attachments (0)", "Messages", and "Audit Log (1)". The "Split" tab is active. The table below has the following columns: Split No., Acres, and Description. The table contains one row:

Split No.	Acres	Description
<input type="checkbox"/> 0001	300	Split A Sample

The row for "0001" is highlighted with a red border. The window footer shows "Page 1 of 1".