

# 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.

Entity Split - 0001

NewSaveRefreshDeleteUndoClose

Details

Split No0001Exception Categoriesexpense Tax xFarm1-121-Salmon Cre

Description50/50 vendorEntity TypeVendor

X RemoveExportViewFilter (F3)

<input type="checkbox"/>	Entity No.*	Name	Split %	Option	Storage Type Code
<input type="checkbox"/>	0001005001	Mettert's Watercare	50.0000	Contract	
<input type="checkbox"/>	0001005002	Frito-Lay	50.0000	Contract	
<input type="checkbox"/>			0.0000		
			100.0000%		

0.63sReady

1 of 1Refresh

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 <b>Entity</b> 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.

Vendor - A & A Commodity Traders

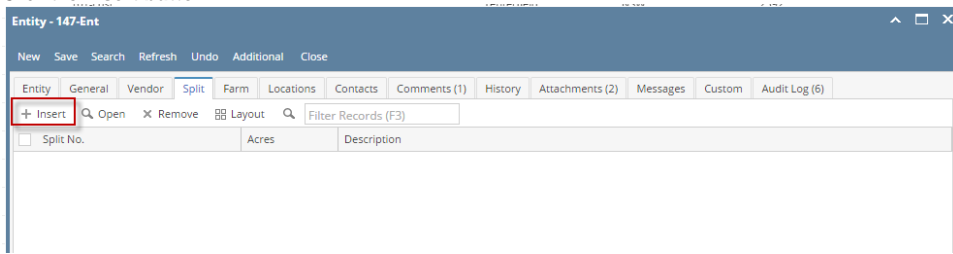
NewSaveSearchDeleteUndoAdditionalClose

EntityVendorGeneralLocationsContactsSplitFarmHistoryMessagesActivitiesAttachmentsAudit LogEntity TypeCustomCrop Insurance

+ InsertOpenX RemoveImportExportViewFilter (F3)

<input type="checkbox"/>	Split No.	Farm	Description
<input type="checkbox"/>	0001	1-121-Salmon ...	50/50 vendor

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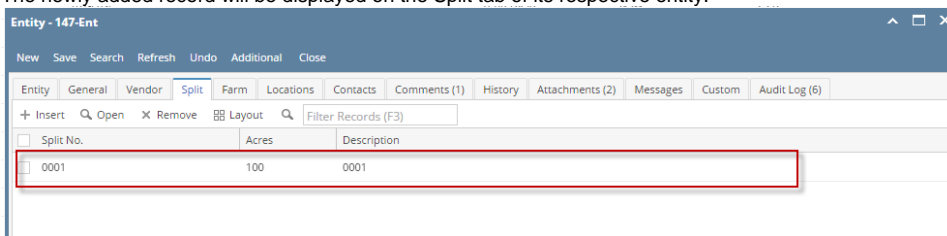
- b. On Entity Split screen, click the **New** toolbar button.



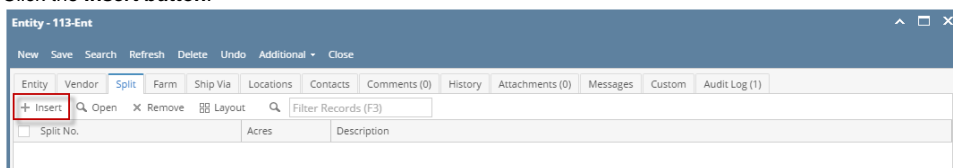
4. Enter the details. You can be as detailed as you see necessary. Refer to [Entity Split](#) for the definition of each field.

 This screenshot shows the 'Entity Split - 0001' window with the 'Details' tab selected. The 'Split No.' field is filled with '0001'. The 'Exception Categories' field contains a list of categories: 'Green Coffee', 'Blended Coffee', and 'Packaged Coffee'. The 'Acres' field is filled with '100.00'. The 'Description' field is filled with '0001'. The 'Entity Type' field is empty. Below the fields, there is a table with columns 'Entity No.', 'Name', 'Split %', 'Option', and 'Storage Type Code'. The table contains three rows of data: '0001005001 Mettert's Watercare 50.00 Contract', '0001005003 Midwest Propane 50.00 Spot Sale', and a row with '0.00'. The total 'Split %' is '100.00%'.

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



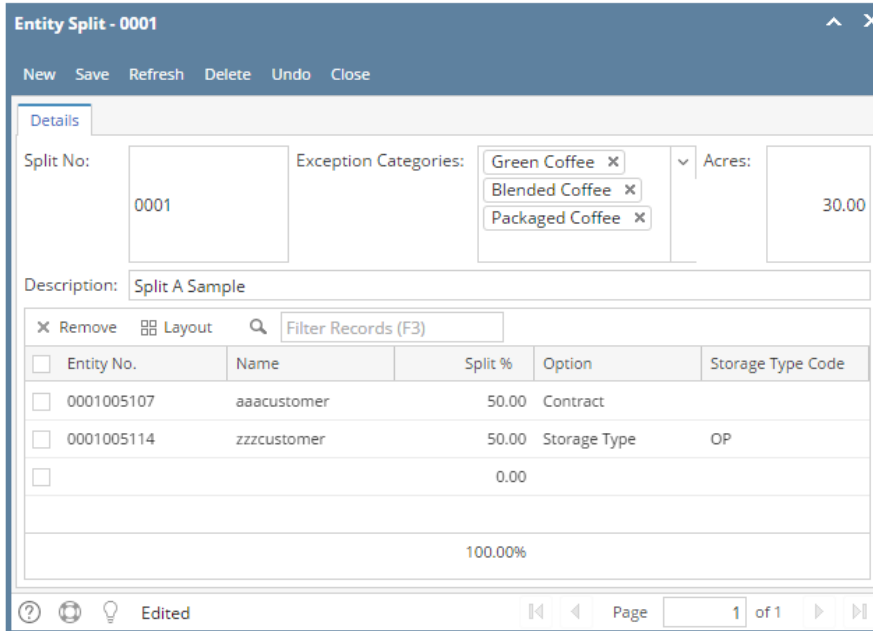
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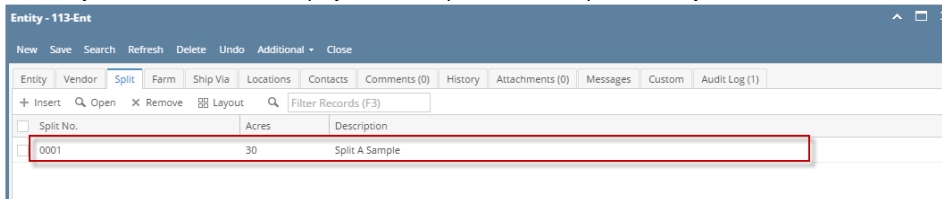
- b. On Entity Split screen, click the **New toolbar button**.



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

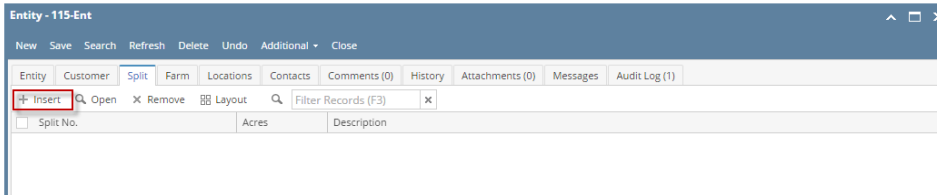
A screenshot of the 'Entity Split - 0001' window showing the 'Details' tab. The form includes fields for 'Split No.' (0001), 'Exception Categories' (Green Coffee, Blended Coffee, Packaged Coffee), 'Acres' (30.00), and 'Description' (Split A Sample). Below these is a table with columns: Entity No., Name, Split %, Option, and Storage Type Code. The table contains three rows: 0001005107 (aaacustomer, 50.00, Contract), 0001005114 (zzzcustomer, 50.00, Storage Type, OP), and a summary row (0.00, 100.00%). The bottom of the window shows a status bar with 'Edited' and 'Page 1 of 1'.

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Entity Split - 0001

New Save Refresh Delete Undo Close

Details

Split No: 0001 Exception Categories: 902 x 904 x Acres: 300.00

Description: Split A Sample

x Remove Layout Filter Records (F3) x

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

100.00%

Edited Page 1 of 1

5. Once done, click the **Save toolbar button**.  
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Entity - 115-Ent

New Save Search Refresh Delete Undo Additional Close

Entity Customer Split Farm Locations Contacts Comments (0) History Attachments (0) Messages Audit Log (1)

+ Insert Open x Remove Layout Filter Records (F3) x

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