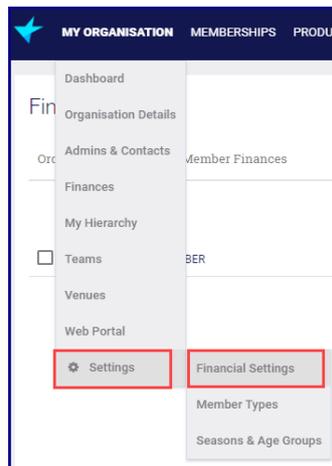


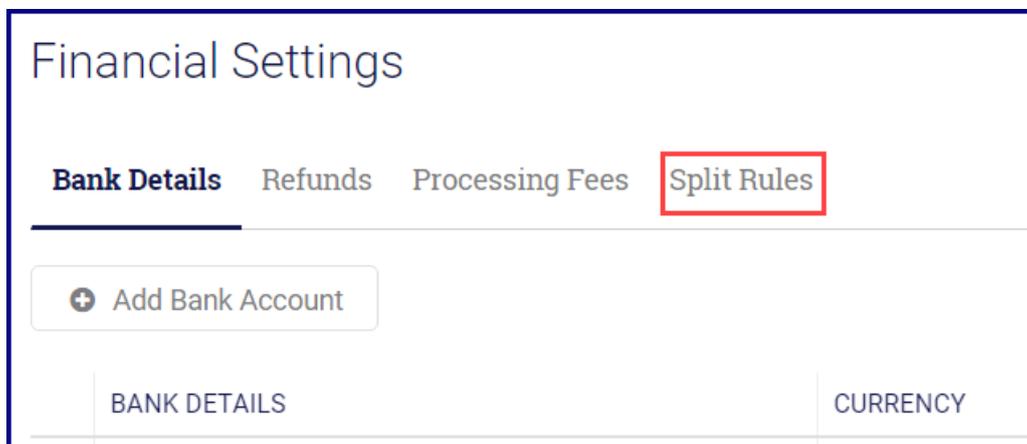
How do I add a new split rule?

Last Modified on 07/10/2019 3:27 pm AEDT

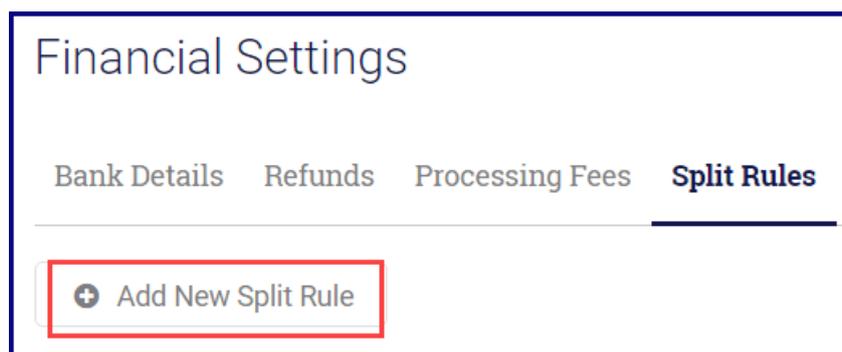
Hover over **My Organisation**, hover over **Settings** and select **Financial Settings**.



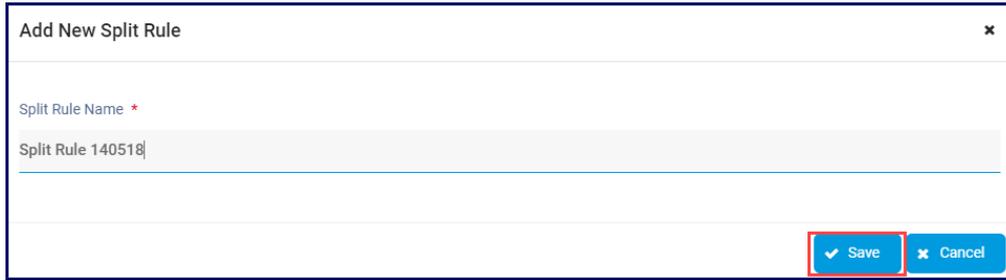
Select the **Split Rules** tab.



Click **Add New Split Rule**.

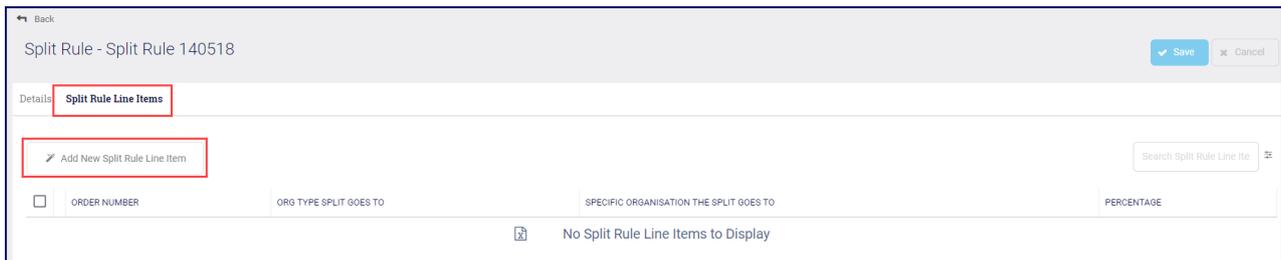


Enter split rule name and click **Save**.



The screenshot shows a dialog box titled "Add New Split Rule" with a close button (X) in the top right corner. Below the title bar, there is a label "Split Rule Name *" followed by a text input field containing the text "Split Rule 140518". At the bottom right of the dialog, there are two buttons: "Save" (with a checkmark icon) and "Cancel" (with an X icon). The "Save" button is highlighted with a red rectangular box.

Select the Split Rule Line Items tab after adding the rule. Click **Add New Split Rule Line Item**.



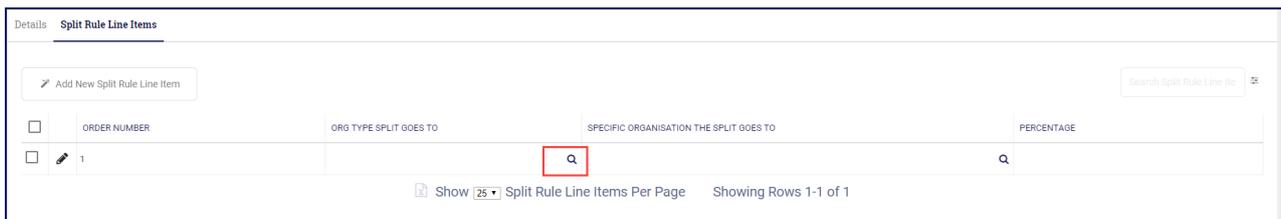
The screenshot shows the "Split Rule - Split Rule 140518" page. At the top, there is a "Back" button and a "Save" button. Below the title bar, there is a "Details" section with a tab labeled "Split Rule Line Items" highlighted with a red box. Below the tab, there is a button labeled "Add New Split Rule Line Item" also highlighted with a red box. Below the button, there is a table with columns: "ORDER NUMBER", "ORG TYPE SPLIT GOES TO", "SPECIFIC ORGANISATION THE SPLIT GOES TO", and "PERCENTAGE". Below the table, there is a message "No Split Rule Line Items to Display" with a magnifying glass icon. A search bar labeled "Search Split Rule Line It" is located on the right side of the page.

Enter the **Order Number** to order the lines. This is optional.

Select which organisation gets part of the split. This can be either an organisation type or a specific organisation.

If you are choosing a Organisation Type

Under **Org Type Split Goes To**, click on the **magnifying glass**. This opens a new window with options to select.



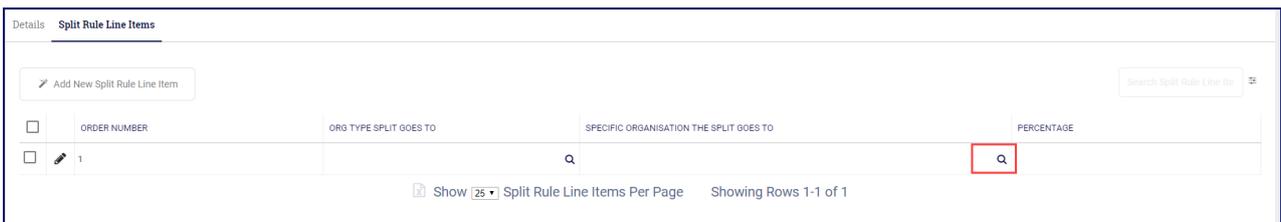
The screenshot shows the "Split Rule Line Items" table. The table has columns: "ORDER NUMBER", "ORG TYPE SPLIT GOES TO", "SPECIFIC ORGANISATION THE SPLIT GOES TO", and "PERCENTAGE". There is one row with the value "1" in the "ORDER NUMBER" column. Below the table, there is a message "Showing Rows 1-1 of 1" and a "Show 25 Split Rule Line Items Per Page" dropdown menu. A magnifying glass icon is highlighted with a red box in the "SPECIFIC ORGANISATION THE SPLIT GOES TO" column.

Click on the **link** to select the Organisation Type.

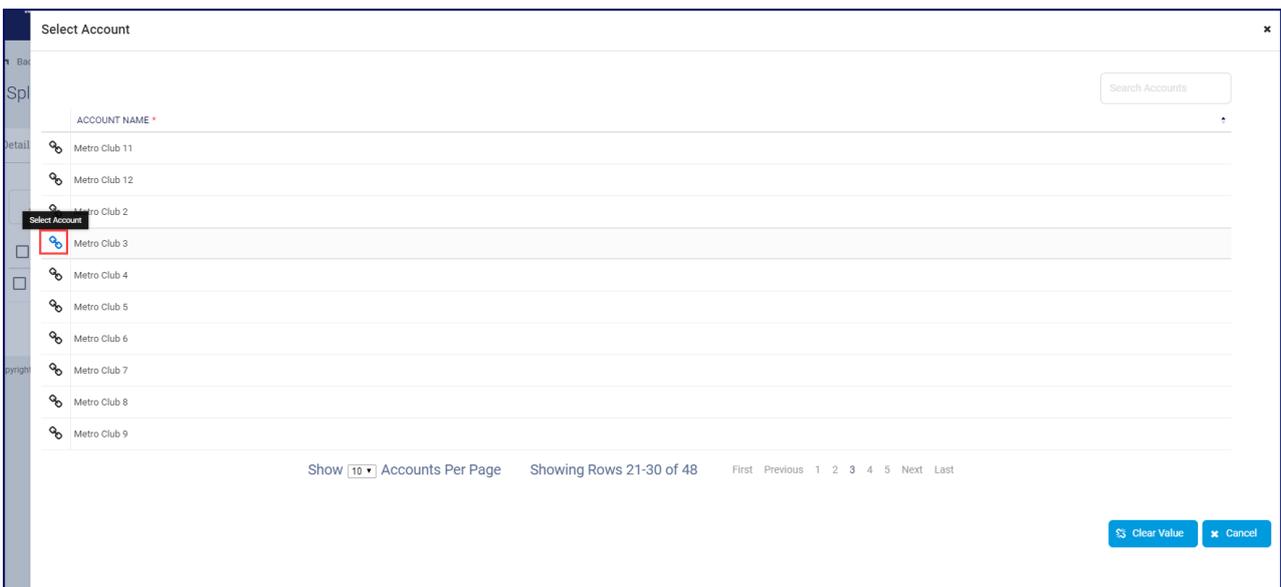


If you are choosing a specific organisation

Under **Specific Organisation** the **Split Goes To**, click on the **magnifying glass**. This opens a new window with options to select.



Click on the **link** to select a specific organisation.



After selecting the organisation or organisation type, fill in a percentage of the fee that organisation gets.

Click on **Add New Split Rule Line item** to continue until your have entered all the options.

Split Rule - Split Rule 140518 Save Cancel

Details **Split Rule Line Items**

[Add New Split Rule Line Item](#) Search Split Rule Line It...

<input type="checkbox"/>	ORDER NUMBER	ORG TYPE SPLIT GOES TO	SPECIFIC ORGANISATION THE SPLIT GOES TO	PERCENTAGE
<input type="checkbox"/>	2	State	Q	<input type="text" value="30"/>
<input type="checkbox"/>	1		Metro Club 3	<input type="text" value="70"/>

Show 25 Split Rule Line Items Per Page Showing Rows 1-2 of 2

Click Save.

Split Rule - Split Rule 140518 Save Cancel

Details **Split Rule Line Items**

[Add New Split Rule Line Item](#) Search Split Rule Line It...

<input type="checkbox"/>	ORDER NUMBER	ORG TYPE SPLIT GOES TO	SPECIFIC ORGANISATION THE SPLIT GOES TO	PERCENTAGE
<input type="checkbox"/>	2	State	Q	<input type="text" value="30"/>
<input type="checkbox"/>	1		Metro Club 3	<input type="text" value="70"/>

Show 25 Split Rule Line Items Per Page Showing Rows 1-2 of 2

NOTE: the total of your percentages must be equal 100%.

Related Articles
