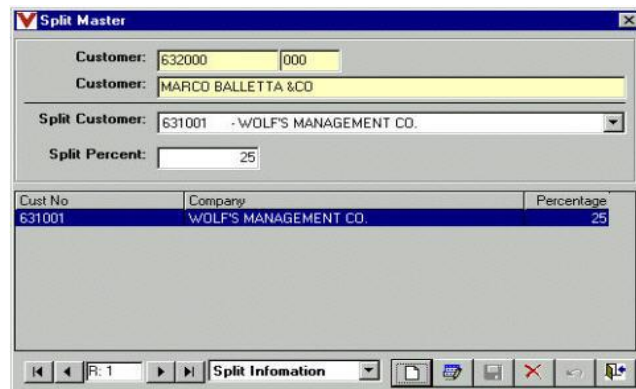


*The Split Master allows invoicing to be divided among one or more customers. Each customer receives a portion of the invoice based on the percent indicated. The total percentage may not exceed 100%.*

For example (see below), Wolf's Management Co. would receive 25% of the amount invoiced while the remaining balance of 75% would be charged on to Marco Balletta & Co.

### **To create Split Invoices:**

1. Access the Split Master from the Customer Master drop-down list.
2. Select the **New** Button to include additional customers.
3. Enter the appropriate information in the fields.
4. Click **Save**



The screenshot shows the 'Split Master' window with the following fields and data:

- Customer:** 632000 000
- Customer:** MARCO BALLETTA & CO
- Split Customer:** 631001 - WOLF'S MANAGEMENT CO.
- Split Percent:** 25

Cust No	Company	Percentage
631001	WOLF'S MANAGEMENT CO.	25

The window also features a status bar at the bottom with 'R: 1' and 'Split Information'.