# How to split invoice lines
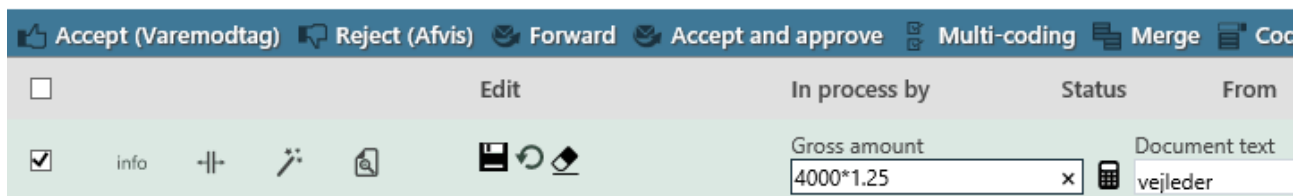
## 1. How to split invoice lines manually

If you want to split an invoice line into more lines, you can do this manually. If the invoice line amount is changed, a new invoice line will be created automatically so that the amount matches the total amount of the invoice.

Click the icon 🖉 under '**Edit**'.
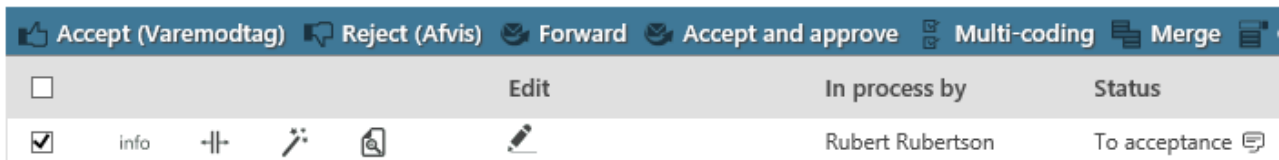


Gross amount = amount incl. VAT



In the field '**Gross amount**', you can enter the relevant amount or you can use +, -,* or / (add, subtract, multiply or divide) e.g. if the amount must match the remaining amount on a '**Sag**' (Case).   This can be done by writing the remaining amount and multiply by 1.25. Click the calculator icon and the gross amount will be displayed as 5,000, but 4,000 will be recorded on the '**Sag**' (Case).

Click '**Save**' 💾 and a new line is automatically created with the remaining amount.
**Tip**: Fill in the fields with the relevant information before you click '**Save**'. The information will then also appear in the fields in the new line.

If you want more invoice lines, you can change the gross amount until you have the number of lines you want. The last line can show a deficit if you have exceeded the available amount.

You can undo line splits by selecting a line and then click '**Undo split**'. The lines will then be joined into one line.

# 2. Advanced split

If you want to split an invoice line into more lines, this can be done simply and quickly either based on %, equal split or based on the original lines on the invoice.
**Tip**: If you fill in the relevant fields before you split the line, the fields in the new lines will be filled in with the information from the original line.
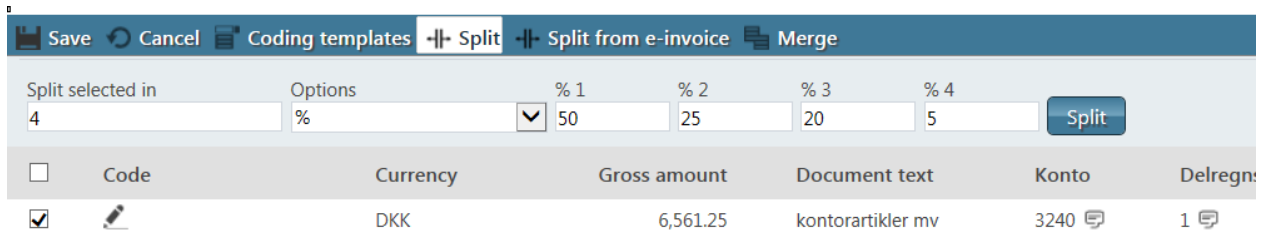
Click the '**Advanced split**' icon ┤├

## 2.1 'Split'

This is how you split the invoice line in percentages (%) or through even distribution (Equal split).

Click '**Split**'.



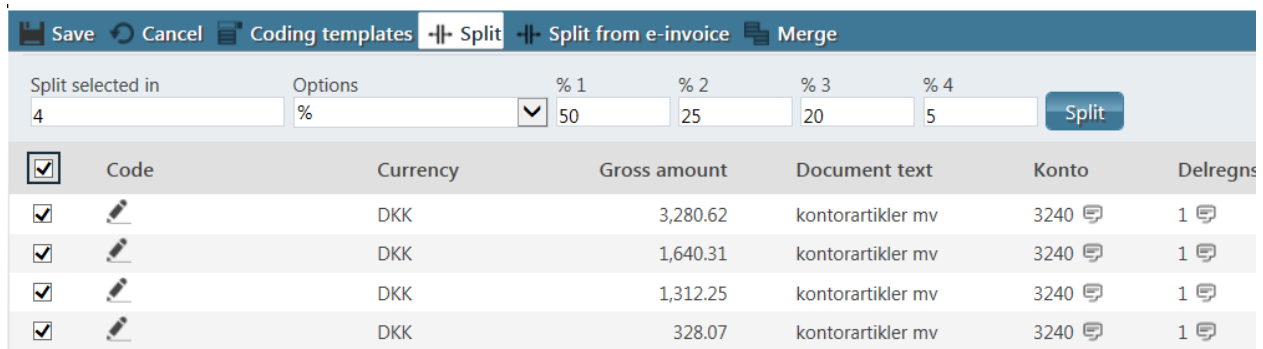In the field '**Split selected in**', you write the number of lines you want the line to be split into.

In the field '**Options**', you select either '%' or 'Equal split'.

Click '**Split**' and the line is automatically split.



If you want to undo the split, click '**Merge**' and the lines will be merged into one line.

If everything looks fine, check the line boxes and click '**Save**'.

If you want to undo the split after clicking '**Save**', you can check a line box and click '**Undo split'. All the lines will then be merged back into one line.**
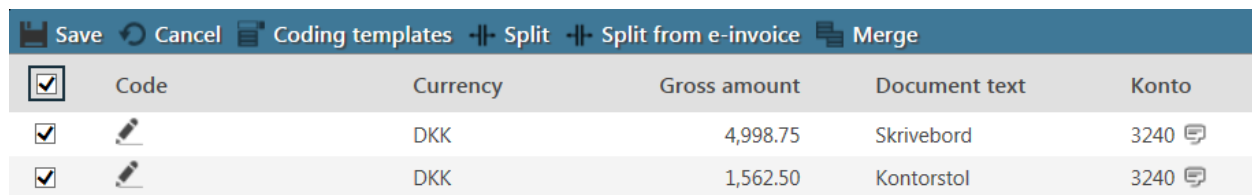
## 2.2 'Split from e-invoice'

If you want to split the invoice based on the original lines of an invoice, this is what you do: (Note: This only applies to supplier's invoices and not invoices which have been created manually).

Click the icon ‖ '**Advanced split**'.
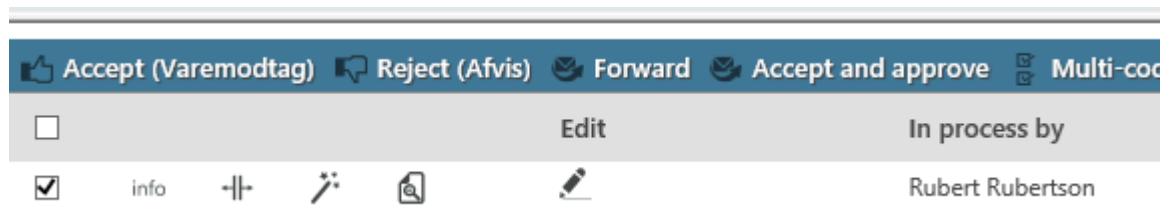


Click '**Split from e-invoice**'.

| | Code | Currency | Gross amount | Document text | Konto |
|---|---|---|---|---|---|
| ☑ | ✎ | DKK | 4,998.75 | Skrivebord | 3240 |
| ☑ | ✎ | DKK | 1,562.50 | Kontorstol | 3240 |

The number of lines in the invoice will then be created.

If you want to undo the split, click '**Merge**' and all invoice lines will be merged back into one line.

If everything looks fine, check the line boxes and click '**Save**'.

If you want to undo the split after clicking '**Save**', you can check a line box and click '**Undo split'.** All the lines will then be merged back into one line**.**