

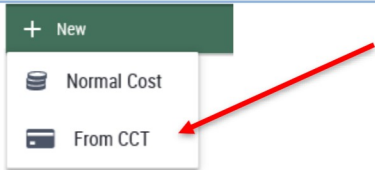
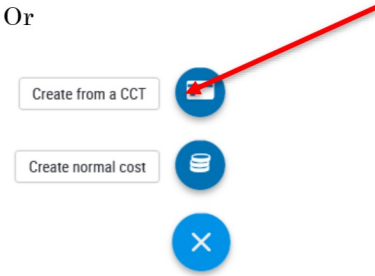
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1 About this guideline

In this guide, you can find information about how to divide credit card transactions between one or more cost types and/or accounts.

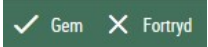

2 Divide credit card transactions

Handling	Beskrivelse	
Please note	It is only possible to divide an unsettled credit card transaction at the time when you create the line for the specific credit card transaction in the settlement form. This means that if a credit card transaction has already been divided between different cost types/accounts, it is not possible to make changes to the credit card transaction. Instead, you must delete the lines in the settlement which contain the various parts of the credit card transaction and then create the lines again.	
In connection with verification, please note	If the person responsible for verification wants to make changes to a credit card transaction that has been divided, this person must also be registered as secretary for the employee who submitted the settlement.	
How to divide a credit card transaction	<p>Create an expense settlement by clicking 'Create/edit settlement'. Select the relevant <i>Settlement type</i>, <i>Purpose</i> and add information about 'sag' (project) and 'sagsopgave' (activity).</p> <p>Create a line for the specific expense either by clicking "+ New" →</p> <p>or the round icon with a plus sign and click Create from CCT →</p>	 <p>Or</p>  <p>There are no items on this list But you can add them at any time by using the 'Add' button</p>

How to divide credit card transactions between costtypes and accounts

[illegible]

How to divide credit card
transactions between costtypes
and accounts

Handling	Beskrivelse	
	<p>Finish the first part of the credit card transaction by clicking <i>Save</i> →</p> <p>The RejsUd system will then automatically suggest that you allocate the remaining part of the credit card transaction.</p> <p>Repeat the steps above for the remaining part of the credit card transaction →</p> <p>Finish the last part of the credit card transaction by clicking <i>Save</i>.</p>	 <p>or</p> 
How to divide the remaining part of the transaction	It is possible to divide the remaining part of the transaction, if required, which means that the credit card transaction will then be divided into three parts →	