



### Instructions

1. On the "Split" tab; Update Cell E4 to be the period ending in which costs need to be separated.
2. Enter the start and end dates of the item that needs to be separated in Cells C8 (start) and D8 (end).
3. Enter the amount to be split in cell H4.
4. The template will calculate a proper split for the time frame and amount in question into the appropriate periods.

### Tips:

Information should only be entered into yellow cells.

Using this file and attaching it or a PDF of it to any split invoice for prepaid or year end answers.

If you have any questions or issues with this template please contact fiscal services.

arated.

rd E8 (end) respectively.

o Cells H8 and H10

wers a lot of questions in advance.

Fiscal Year End	9/30/2025	Total Amount	\$ 85,850.00
Old Fiscal	New Fiscal	Allocation	
5/1/2025	4/30/2026	Old Fiscal Year-Allocation	\$ 35,986.44
42%	58%		
100%		New Fiscal Year Allocation	\$ 49,863.56