Instructions

- 1. On the "Split" tab; Update Cell E4 to be the period ending in which costs need to be sepa
- 2. Enter the start and end dates of the item that needs to be separated in Cells C8 (start) ar
- 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

Tips:

Information should only be entered into yellow cells.

Using this file and attaching it or a PDF of it to any split inoivce for prepaid or year end answ If you have any questions or issues with this template please contact fiscal services. arated.

nd E8 (end) respectively.

Cells H8 and H10

wers a lot of questions in advance.

