



Splitting an Invoice

You may need to split an invoice after you upload it as they may contain line items that need to be processed differently. You can split your invoices in efish once you upload them correctly by following these steps:

1. **Make sure your file has multiple Pages:** an invoice can only be split if there are multiple pages when uploaded. This means if you upload a file with only one image you will not be able to split it. You must upload at least 2 images or pages within one file (they can be the same image twice.) upload your file by navigating to **[Accounting > Invoice Upload]** and clicking on the blue **[Add to Queue]** button. (see the Invoice Upload How to [here](#), for more details on uploading your invoice.) When you are finished uploading your invoice note the “Log ID #” found in the far left column of the Invoice Upload Page in order to be able to easily find it in AP Processing.

The screenshot shows a blue button labeled "Add To Queue" at the top. Below it is a section titled "Upload History" with a date filter set to "2019-06-03". The table below contains the following data:

Log Id #	Description	Location
5754	email logo.png 1 Page(s), 2019-06-03 Uploaded: 2019-06-03 09:49:04	Wired Wine Bar North
5745	Invoice Upload (v.1).pdf 2 Page(s), 2019-06-03 Uploaded: 2019-06-03 09:33:34	Wired Wine Bar North

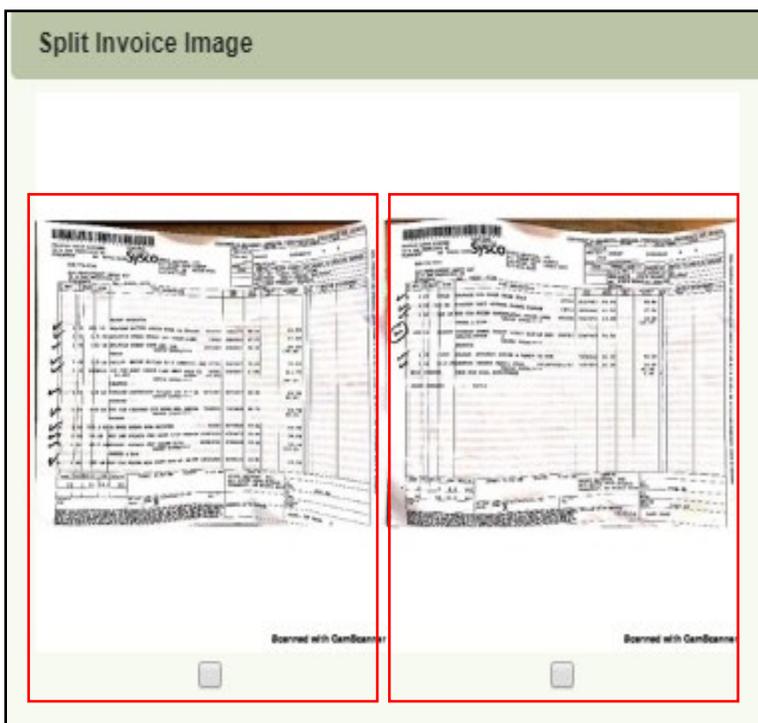
2. **Locate your Invoice in the Coding Section:** Once you have uploaded your invoice navigate to **[Accounting > AP Processing > Coding Tab]** and find the Invoice (most recently uploaded invoices will appear at the end of the list in the coding section) use the “Log ID #” as it should match the one shown when you uploaded your Invoice.

The screenshot shows the AP Processing Coding Tab interface. At the top, there are tabs for "In Process (7)", "Coding (5)", "Approval (0)", "Quality Control (2)", and "Complete". Below the tabs is a table with the following columns: Actions, Merge, Company/Location, Type, Received Date, Pdf, Image, Page Count, Vendor, Total, and Memo. The table contains five rows of data, with the last row highlighted in red:

Actions	Merge	Company/Location	Type	Received Date	Pdf	Image	Page Count	Vendor	Total	Memo
	<input type="checkbox"/>	Wired Wine Bar North	Bill	2019-04-09 15:04:46				Brand Executives	\$0.00	
	<input type="checkbox"/>	Wired Wine Bar North	Bill	2019-05-09 11:35:23			2		\$0.00	
	<input type="checkbox"/>	Wired Wine Bar North	Bill	2019-06-03 09:33:30			1		\$0.00	
	<input type="checkbox"/>	Wired Wine Bar North	Bill	2019-06-03 09:33:30			1		\$0.00	
	<input type="checkbox"/>	Wired Wine Bar North	Bill	2019-06-03 09:49:01			1		\$0.00	

3. **Splitting the Invoice:** Once you have located the correct invoice in the coding section of AP Processing, click on the **green [Split Icon]** under the **[Actions Column]** on the left. As shown below. This will prompt a pop-up when the invoice pages split.

Actions	Merge	Company/Location ▲	Type	Received Date ▼	Pdf	Image	Page Count ▼
    	<input type="checkbox"/>	Wired Wine Bar North	Bill	2019-04-09 15:04:46			
    	<input type="checkbox"/>	Wired Wine Bar North	Bill	2019-05-09 11:35:23			2



Note: if you need to merge any of the pages of your invoice do this before splitting them by clicking on the **[Check boxes]** under each page that you wish to merge and clicking **[Merge Selected Into One Invoice]** then proceed to the next step.

For example: If you are splitting an invoice that has 5 pages but page 1 and 2 should be the same invoice, Click the **[Check boxes]** under page 1 and 2, then click **[Merge Selected Into One Invoice]** This will merge just those 2 into one invoice and then you can proceed to split the rest of the invoice.

4. Without checking off any of the check boxes under the separated images click the **[Finish (Remaining Images will be Separate Invoices)]** button at the bottom of the pop-up.

This will create separate invoices (one per page) in the coding section which can now be coded separately as needed.

