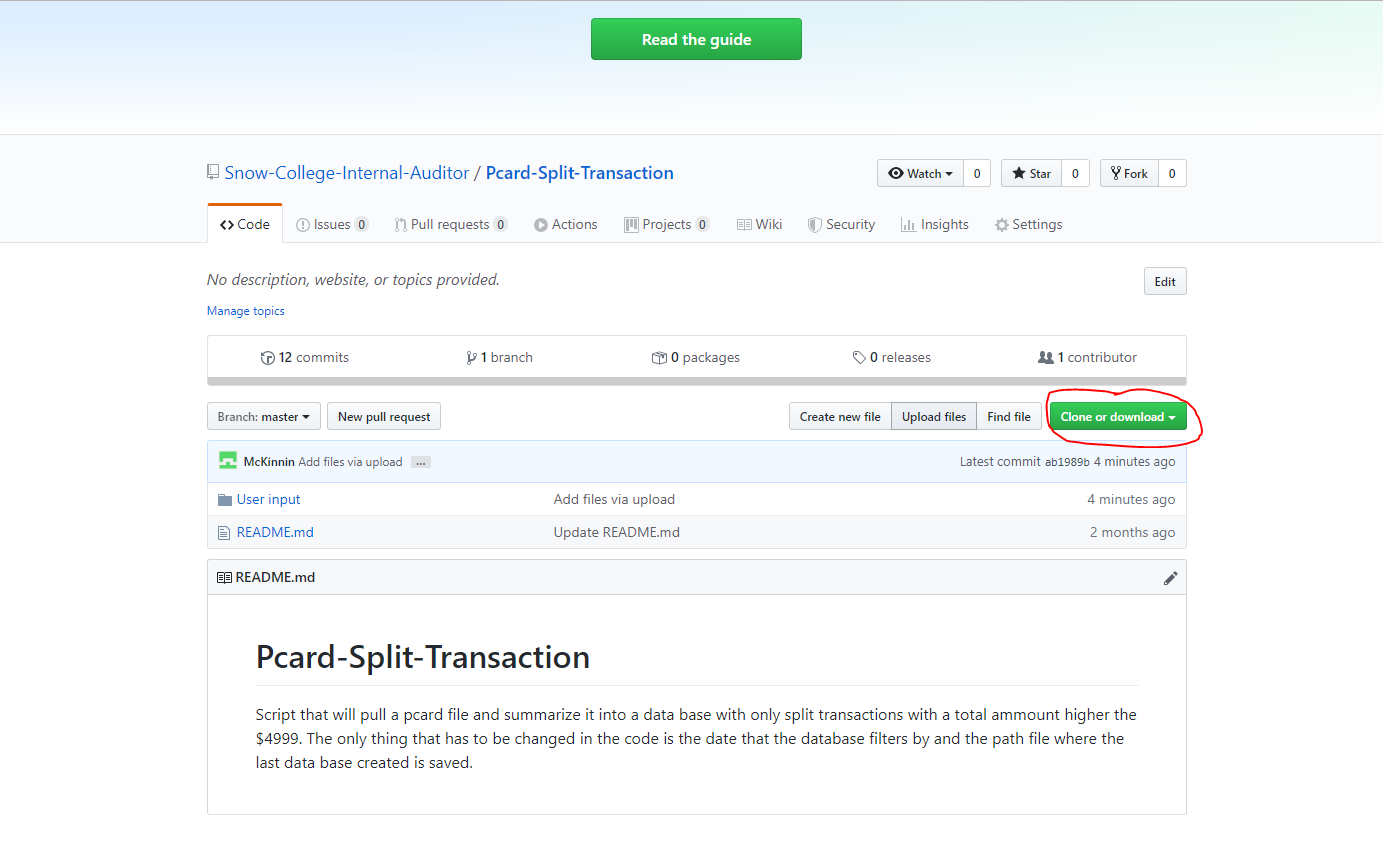
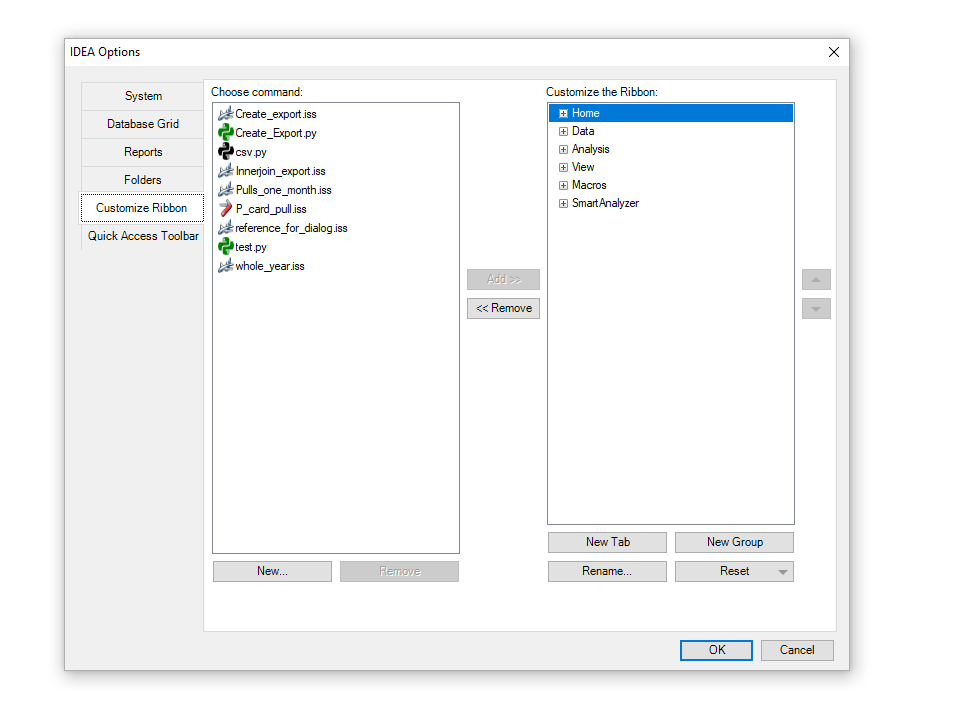
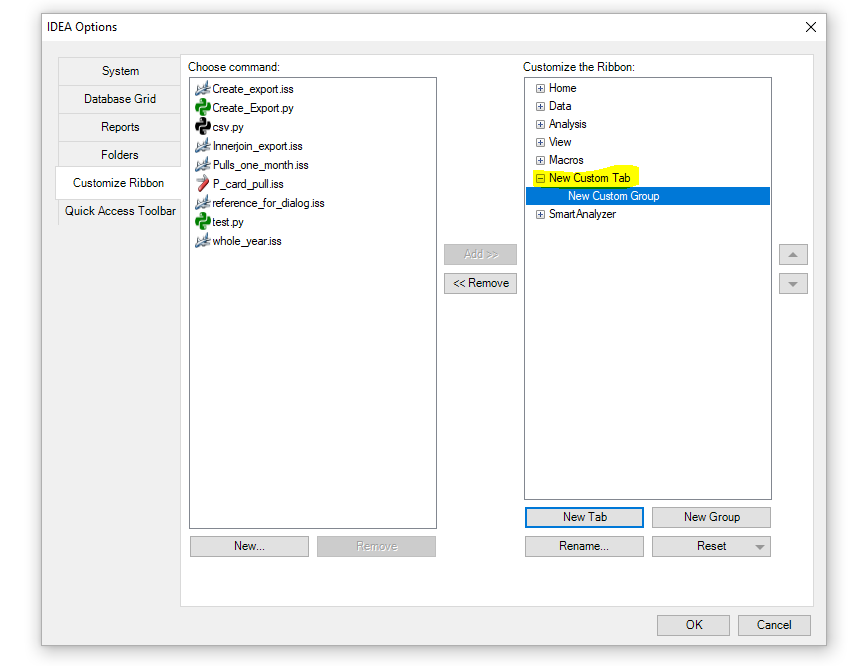
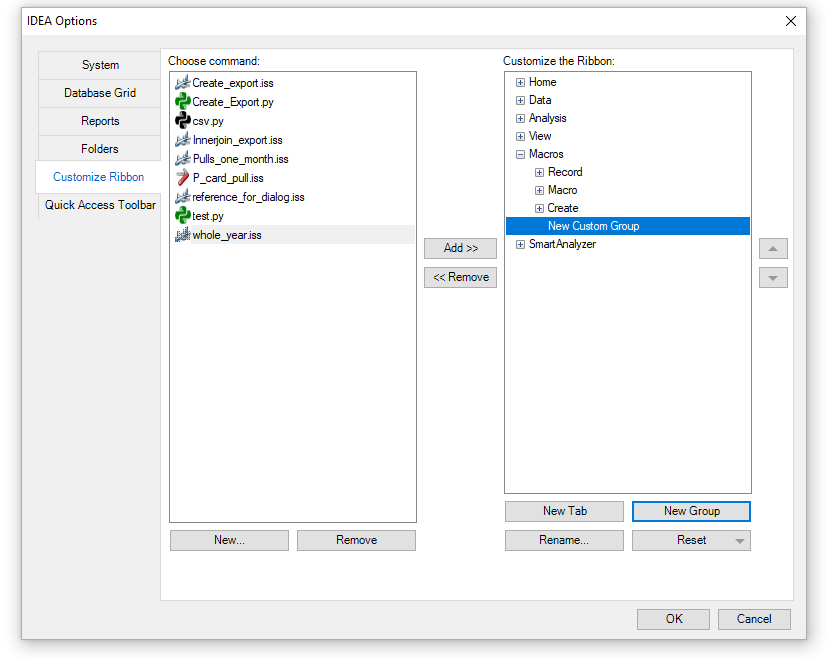
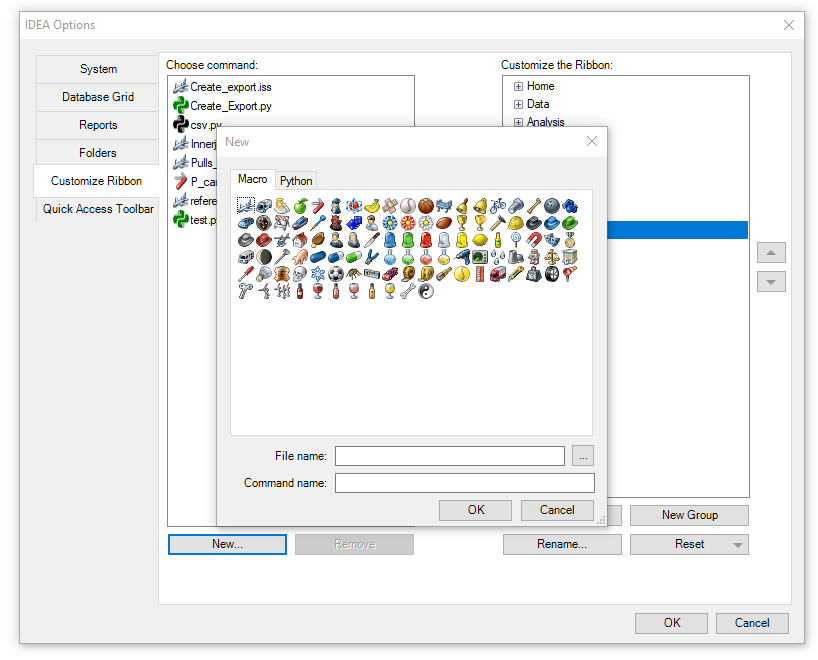
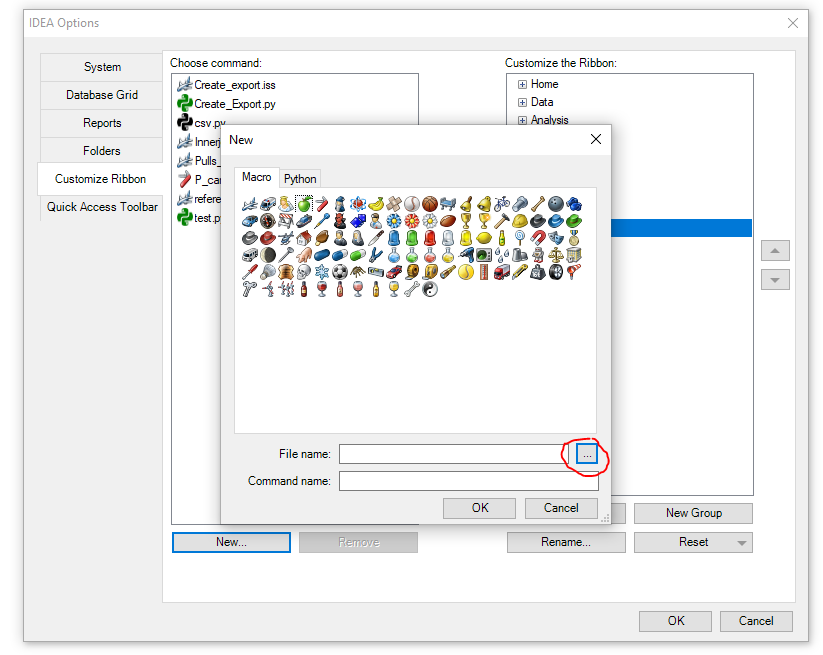
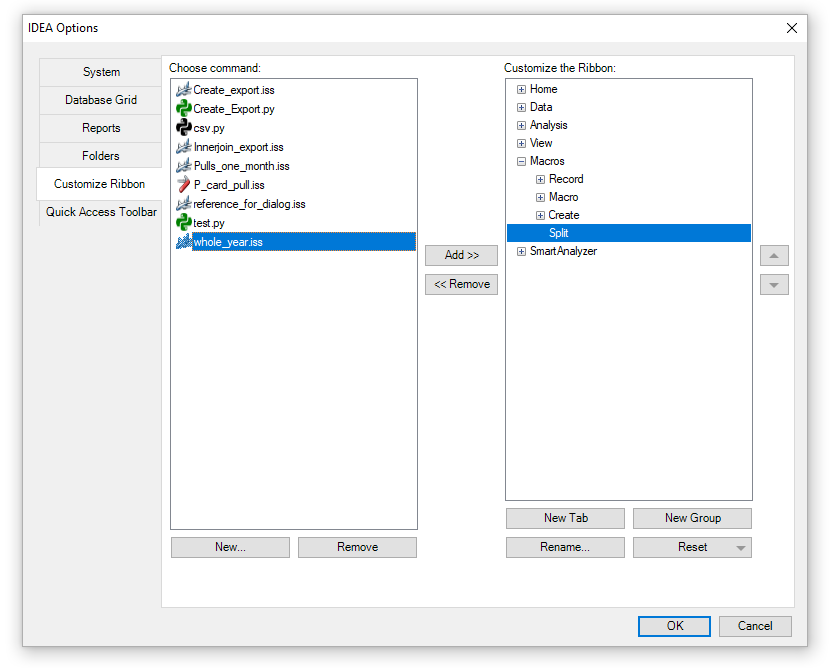
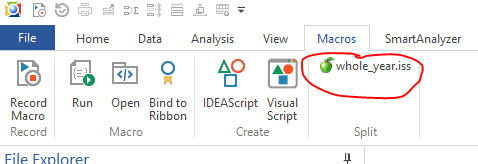
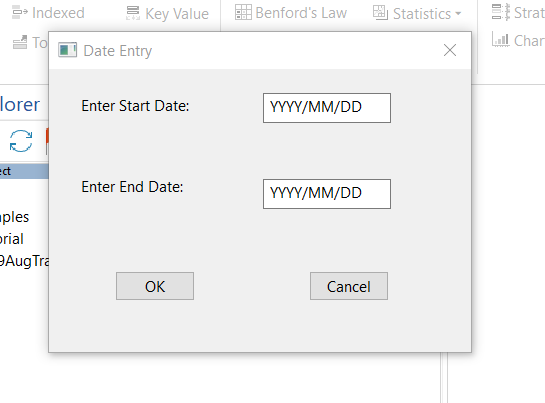
**Getting the script on the computer**

1.  The first thing we need to do is get the program from split transactions on your computer. Follow this link, https://github.com/Snow-College-Internal-Auditor/Pcard-Split-Transaction, to GitHub.
2. On this page you will see a file and a read me document. The read me section is a short description of what this script does. The file called “Script” has the code you will run for this audit. At this point all you have to do is click on the green button on the right of the screen.
3. Once you click on the button click “Download Zip”. This will put a zip file of the Read Me and the Split Transaction file on your computer.
4. Once this has downloaded go to your download folder and find this file. When this file has been located right click it and look for the command “Extract All…”. This will open up a dialog box that asks for where you want to extract the to. Select where you would like to have the file saved, it does not matter where, once this is done navigate to that location on your computer. If done successfully you should have the “Read Me” file and the “Script” File.

**Binding the script to IDEA**

1.  What we will be doing now is adding the two scripts to your task bar in IDEA. Once in IDEA you will want to click on the “Macros” tab. Now click on the button that says “Bind to Ribbon”. You should see this screen open.
2. What you’re going to do here is decided where you want the script to be located in your tool bar. It does not matter where you place the script. There are two ways you can do this. You can create tab, like home, data, etc., or you can create a new group in one of the tabs.
   1. Creating a new tab:
      1. For creating a new tab simply click the button on the bottom right of the IDEA Options screen called, “New Tab”.
      2. This will create a new tab in the Customize the Ribbon section. You can rename this tab by clicking the Rename button at the bottom right side of the screen.
   2. Creating a new group:
      1. Click what tab you want to add a new group to. Again, the tab you use is your decision.
      2. Once on the tab of your choice click the New Group button at the button right of your screen. This should add a new group under the selected tab. You can rename this group by clicking the Rename button at the bottom right side of the screen.
3. Once you have your new tab or group you need to add the script to the “Choose command” section of the screen. To do this click the “New…” button at the bottom left of the screen.
4. Before locating the file in your computer, you must select an icon for the script. If you are adding an IDEA Script file then you must select an icon from the Macro section. If your adding a python script you must select an icon from the Python selection. It does not matter which icon you decided on. Only that you select from the correct group.
5. To locate the file on your computer, click the button with the three dots at the end of “File Name.”
6. Now locate the script on your computer and click open. This should add the script at the bottom of the Choose command section.
7. Now you will click on the tab or group that you want to add the script to. Once the tab/group is selected select the script so that the both are highlighted.
8. Once you have both of them highlighted click the button in the middle of the screen that says, “Add >>”. This is should add the script to that tab/group.
9. If this is done correctly you should have the new script under the tab/group you selected as well as it should appear in the tool bar in IDEA.
10. At this point you should be able to click on the script in the tool bar and have it run in IDEA. Though depending on the date being audited you might have to make some changes to the code.

**Running the Script**

1. To run the script, go to the tab in IDEA where you have the script saved to your tool bar and click that.
2. You will then be prompted to give a name for the audit. This name will be attached to the final result. If you don’t give a name it will default to “Split Transaction.”
3. You then will be asked how many P-Card files you want to pull into IDEA. You will then be able to pick the files you want. Navigate to the location of the file you want to pull. For this script you will want to select the Excel files only.
4. Next you will enter a date rang that your audit will filter through. In this dialog box you’ll be prompted how to enter the date. If you enter it incorrectly it will ask you to re-enter the date. You’ll enter a start date and end date. What this will do is filter the new database so you only have results between those dates.
5. At this point the program should run to completion. The database open at the end will be your potential split transactions.