**How to Run Split\_COA**

1. Download the tool and the accompanying files
2. Unzip the **SourceTemplateFolder.rar** and the **SplitOutput.rar** files to any location of your choice
3. Launch the tool by double-clicking it
4. On the Main Screen, Click: **Split COA** button
5. In the first input box that pops out, specify the path to the "SourceTemplateFolder" provided in the download that you unzip in step 2
6. Click the OK button on the input box
7. In the second input box that pops out, specify the path to the "SplitOutput" folder provided in the download that you unzip in step 2
8. Click the OK button on the input box
9. A message box displayed to confirm successful completion of Split after a brief period of wait
10. Verify the result by confirming each file in the Output subfolder (SplitOutput) was split based on the various code of the subfolder in consideration

**Note**: New subfolder codes can be added to the source folder (SourceTemplateFolder) if the **SampleCOA** excel file in the source folder download has such codes already setup.

ReadMe for COA\_Split: This tool will extract items for each ministry from a Chart of Account (COA) file

into a dynamically created COA file for each ministry