Allocate Expenses

Situation: You need to charge expenses on one report to different funding sources.

**Step One: Identify expense to split between two or more funds**

- Select the expense you wish to allocate from the Expense List
- Complete all fields as usual
- Proceed to Step Two #1 below

- **Multiple Expense Note:** To allocate multiple expenses at the same time, to the same funds
  - Check the box in front of each of the line item expenses to allocate

  ![Expense List Example](image)

  - On the right side of the screen, choices will pop up
  - Select **Allocate**
  - Skip to Step Two #2 below

**Step Two: Designate dollar or percentage split among the funds**

1. Click **Allocate** in the lower right-hand corner of the window

![Allocate Button](image)
2. A new window called Allocations will appear

3. From the **Allocate By** dropdown menu, select either Percentage or Amount

4. Click the **Add New Allocation** button. The first line will duplicate and split the dollar amount or percentage — ½ on each line. If there is a third funding source, click the Add New Allocation button again. The three identical lines will split the dollar amount or percentage in thirds.

**NOTE:**

*On each line of the allocation the SC and CNAC numbers must be in agreement i.e. “93 and 930” or “87 and 870”*

5. At this point you can change any or all of the fields, working left to right. Complete one line before moving to the next.

6. Percentages or Amounts can be changed as long as:
   - Total percentage = 100%
   - Total Amount = $ amount of the expense

7. For each of the boxes, you can select from the drop down, or type the new number. Once it appears in the drop down, select it.

8. Once you have changed each of the lines to properly reflect the funds and split among them, click **SAVE** and then click **OK**.

9. In the Allocate Report window, click **Done** (located bottom right of the screen).
Step Three: Review Allocation

- A pie chart symbol will now appear on any expense line that is allocated to more than one fund.
- To review the allocation, you can either hover over the pie chart symbol or click on it.

To change any allocations, either click on the expense item and select Allocate or select the Details tab at the top of the expense report. Select Allocations from the list.

NOTE:
The same functionality exists under the Details tab.
Select any or all of the expense items listed by clicking the check box in front of each line. Click the "Allocate Selected Expenses" box on the top left.

Follow “Step Two” and “Step Three” above.