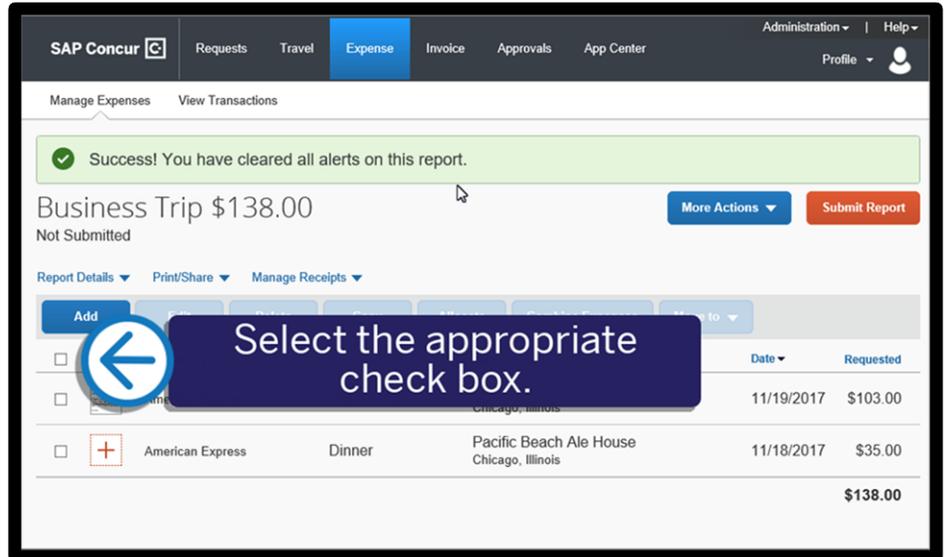


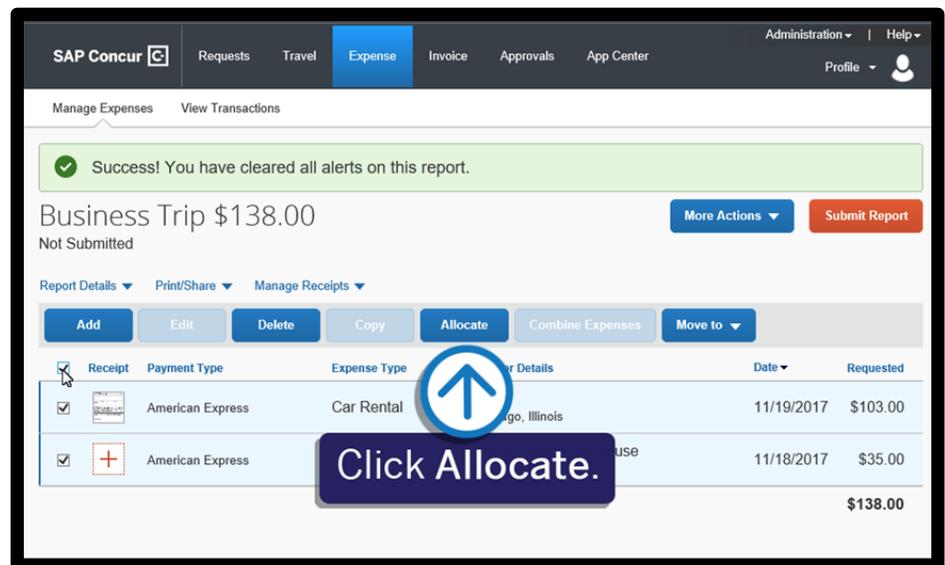
Allocating Expenses

As you create an expense report, you can allocate expenses to different projects or departments.

1. To allocate expenses, on the **Manage Expenses** page, select the check box for the expense you want to allocate, or the check box at the top of the column to select all expenses.



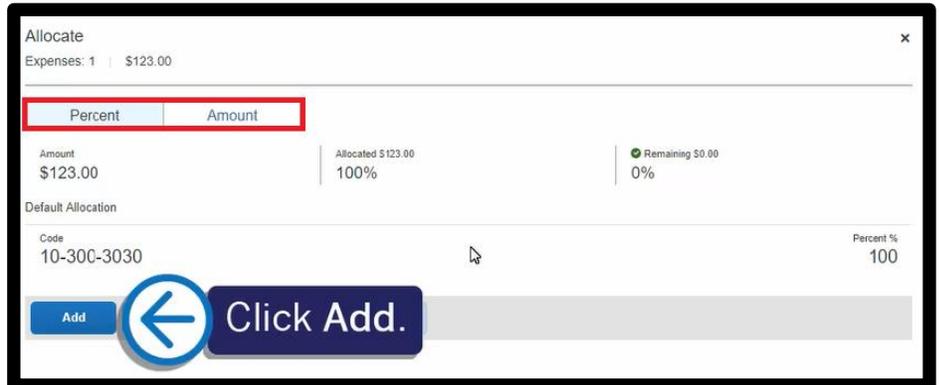
2. Click **Allocate**.



On the **Allocate** screen you can allocate your expenses by **Percent** or **Amount**. The total expense **Amount**, the amount **Allocated**, and the amount **Remaining** display. The total amount must be 100 percent allocated, otherwise an audit rule is flagged and you will not be able to submit the report.

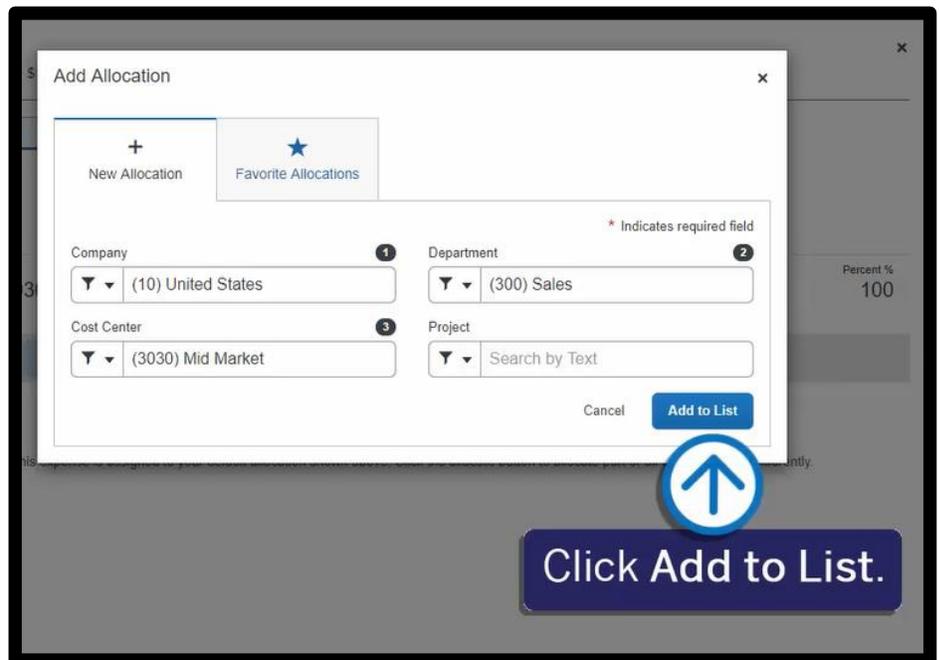
In the following example, you will see how to allocate the expense by **Percent**.

3. To allocate the expense by percent, verify that **Percent** is selected, and then click **Add**.

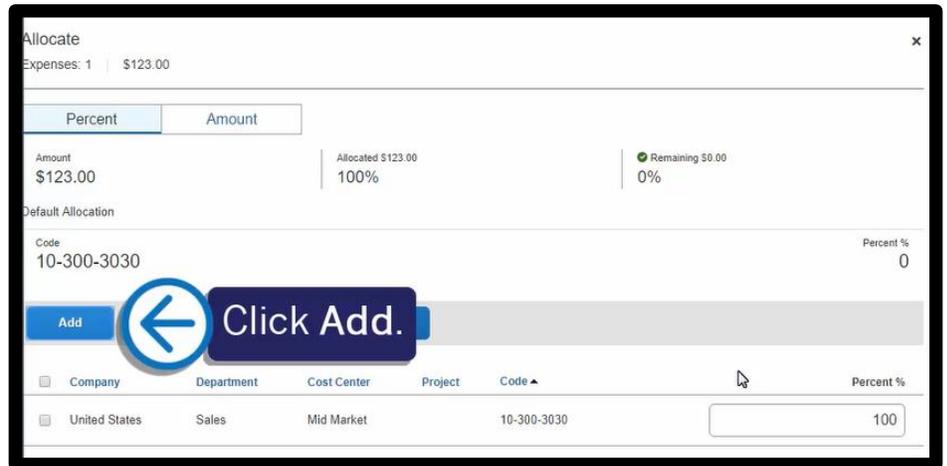


Your company determines the field names and field types that appear on the **New Allocation** tab.

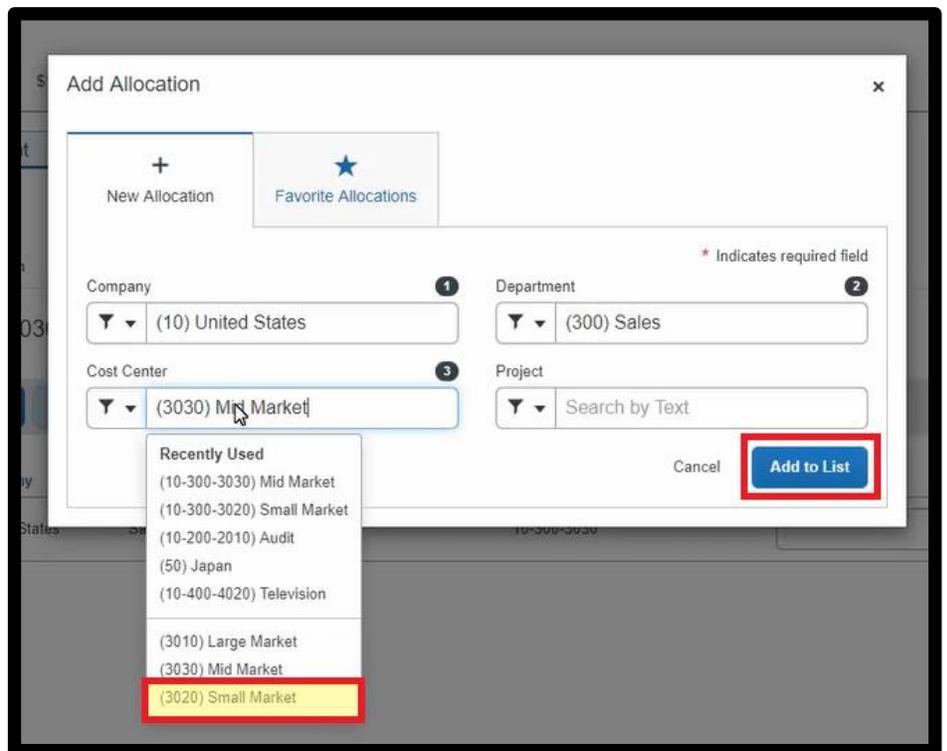
4. After you enter the appropriate information, click **Add to List**.



- To add an additional line item to the expense, click **Add**.

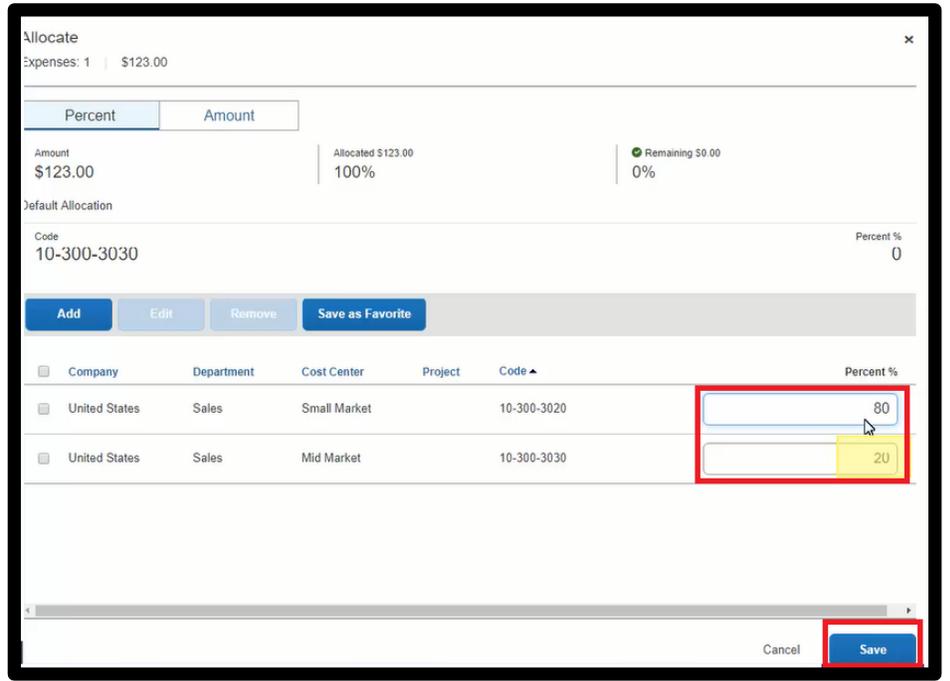


- For this example, select the appropriate **Cost Center**, and then click **Add to List**.



You can adjust the **Percent** amount for an allocation line item and the other line item(s) will automatically adjust to equal 100 percent

- To save the allocations and return to your expense report, click **Save**.

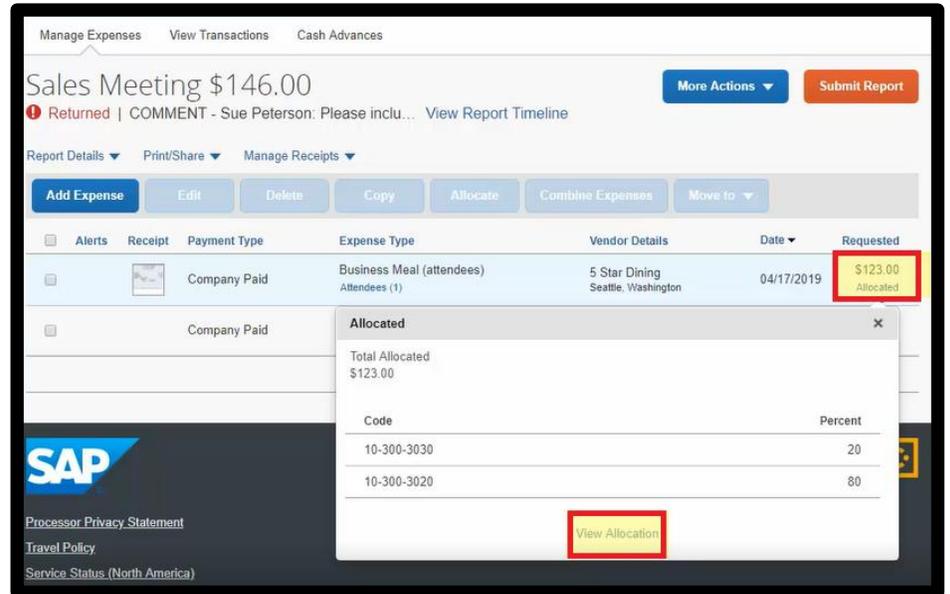


The expenses display as **Allocated**.

- To view the allocation for this expense, click the **Allocated** link.

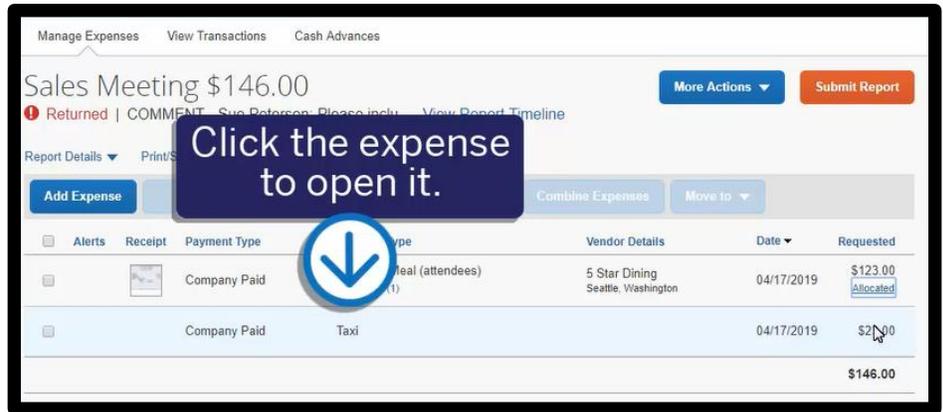
The allocation details appear in a separate window.

- Click **View Allocation** if you need to modify it or click **X** to close the window.

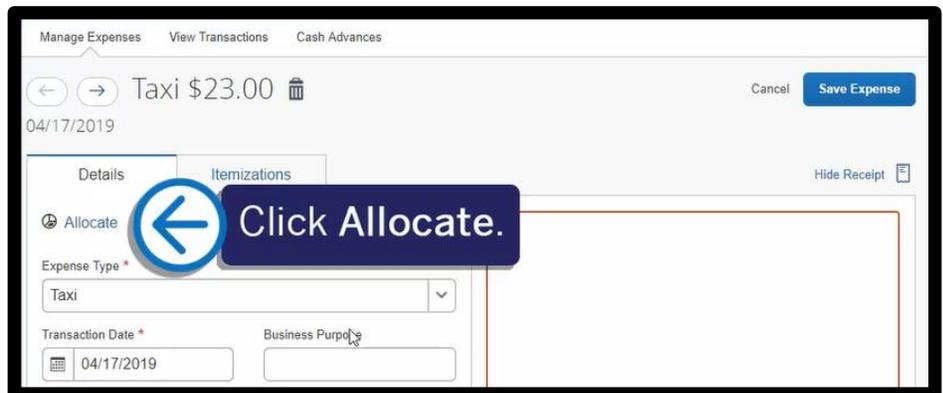


In the following example, you will see how to allocate an expense by **Amount**.

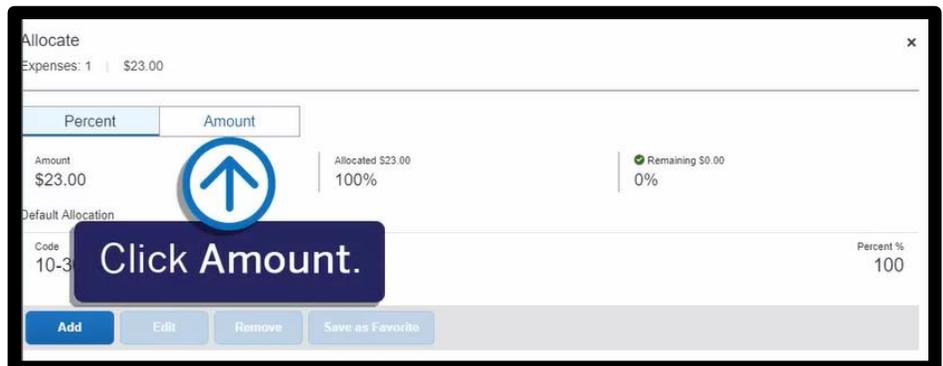
1. Click the expense to open it.



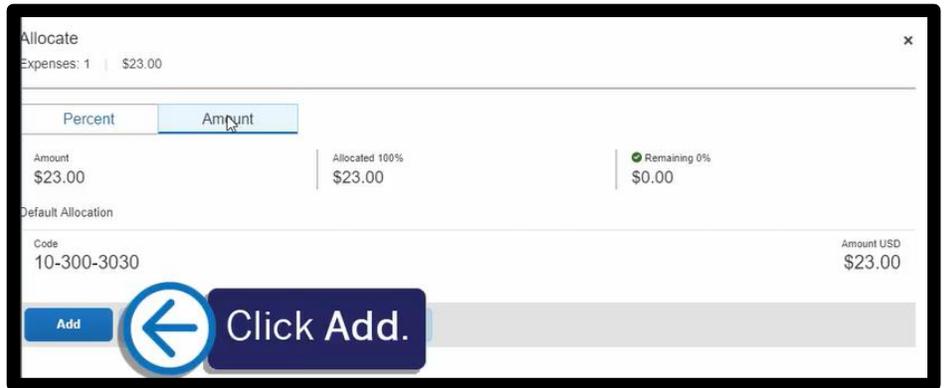
2. Click Allocate.



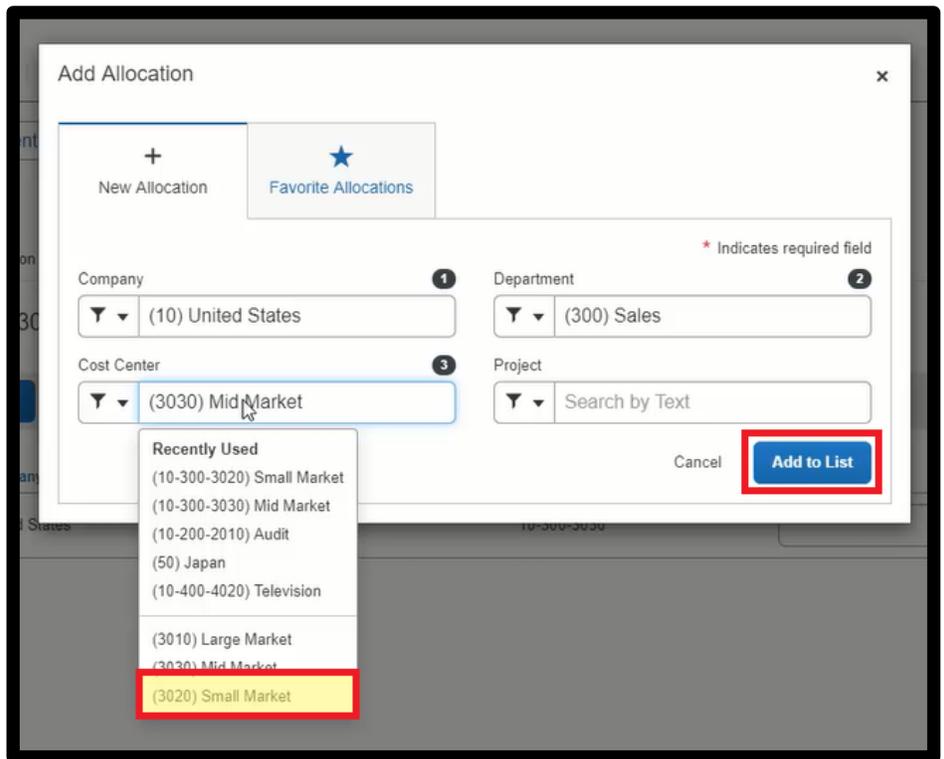
3. To assign the appropriate allocations by amount, click **Amount**.



4. To add line items to the expense, click **Add**.



5. For this example, select the appropriate **Cost Center**, and then click **Add to List**.

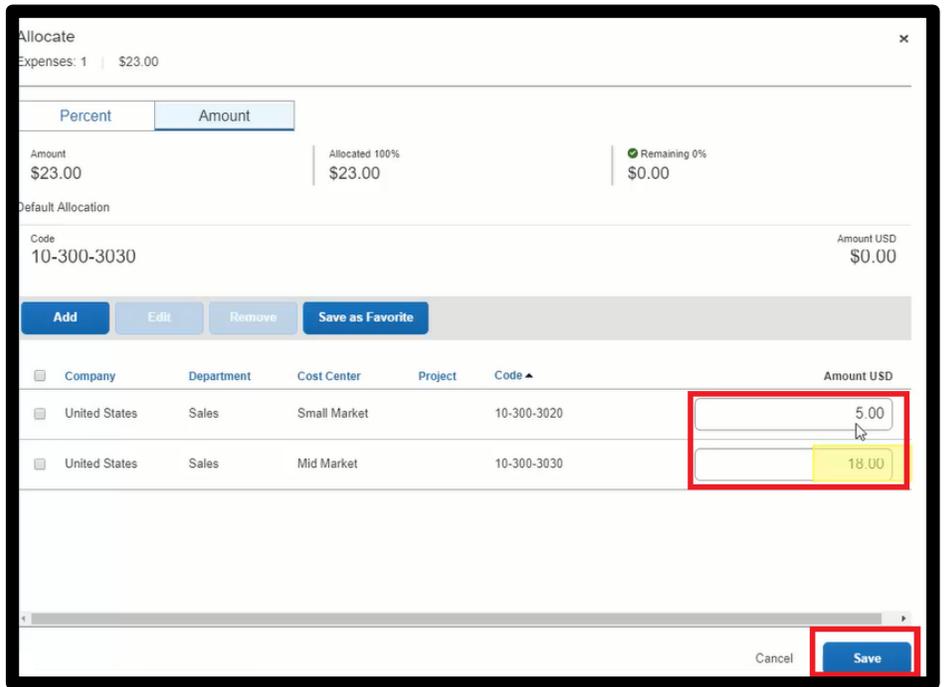


6. Modify the amounts as needed.



The amount(s) of the other line items adjust to equal the total expense amount.

7. Click **Save**.



Allocate
Expenses: 1 | \$23.00

Percent | Amount

Amount \$23.00 | Allocated 100% \$23.00 | Remaining 0% \$0.00

Default Allocation

Code 10-300-3030 | Amount USD \$0.00

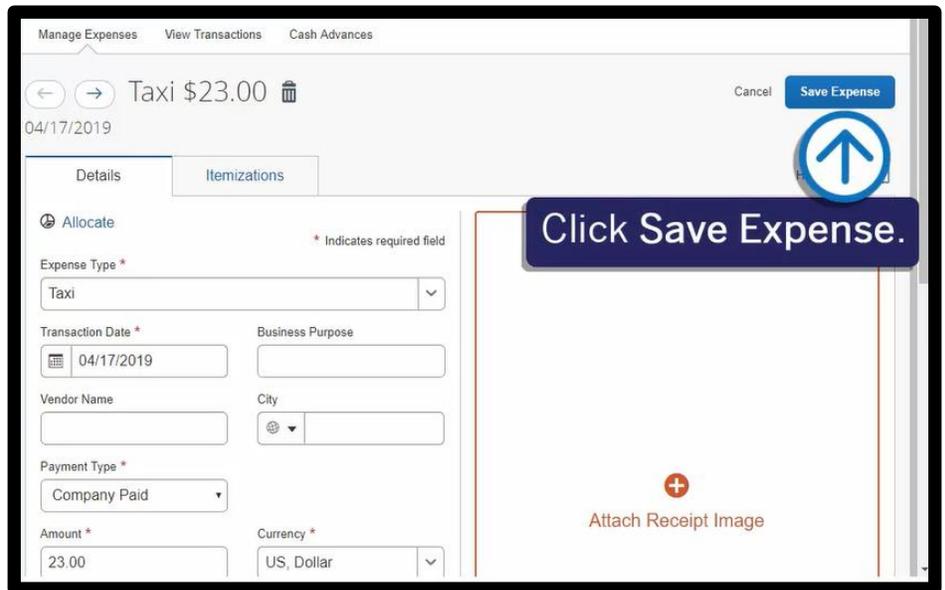
Add Edit Remove Save as Favorite

Company	Department	Cost Center	Project	Code	Amount USD
United States	Sales	Small Market		10-300-3020	5.00
United States	Sales	Mid Market		10-300-3030	18.00

Cancel Save

8. To save the allocation for this expense, click **Save Expense**.

The expenses are now allocated, and you are ready to submit your report.



Manage Expenses View Transactions Cash Advances

← → Taxi \$23.00  Cancel Save Expense

04/17/2019

Details Itemizations

Allocate * Indicates required field

Expense Type * Taxi

Transaction Date * 04/17/2019 Business Purpose

Vendor Name City

Payment Type * Company Paid

Amount * 23.00 Currency * US, Dollar

Attach Receipt Image

Click Save Expense.