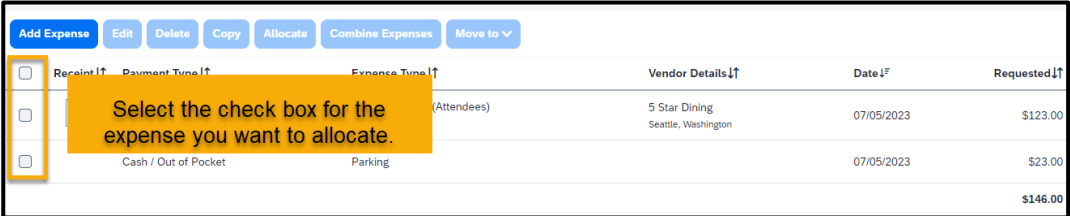


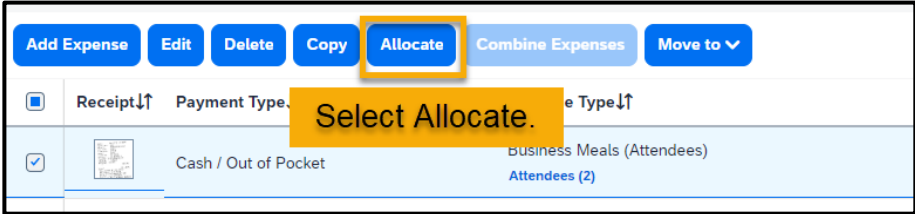
Allocating Expenses

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

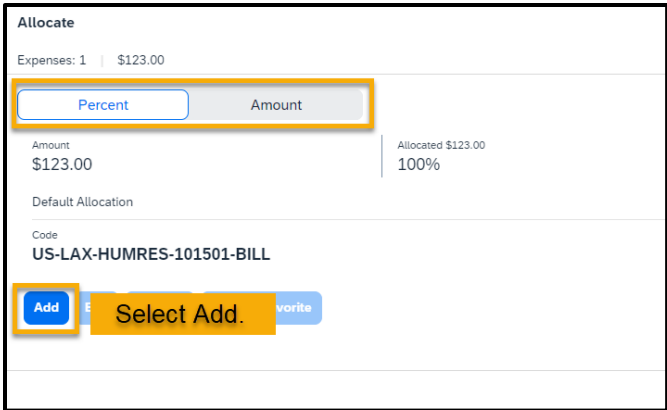
- 1. To allocate expenses, from the open report, select the check box for the expense you want to allocate, or the check box at the top of the column to select all expenses.



- 2. Select **Allocate**. On the **Allocate** screen, you can allocate your expenses by **Percent** or **Amount**.



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



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

- 4. After you enter the appropriate information, select **Save**.

+

New Allocation

★

Favorite Allocations

Country *

1

(US) United StatesX v

Department *

2

(LAX) Los AngelesX v

Cost Center *

3

(HUMRES) Human ResourcesX v

Project *

4

101501

Select Save.

CancelSave

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

Allocate

Expenses: 1 | \$123.00 | [View Allocation Group](#)

Default Allocation

Code
US-LAX-HUMRES-101501-BILL

Percent %
0

Add

Select Add.

Favorite

<input type="checkbox"/>	Country↑↓	Department↑↓	Cost Center↑↓	Project↑↓	Billable↑↓	Code↑↓	Percent %
<input type="checkbox"/>	United States	Los Angeles	Human Resources	101501	Billable	US-LAX-HUMRES-101501-BILL	100

- 6. Select the appropriate department, and then select **Save**.

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

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

The expense is displayed as **Allocated**.

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

The allocation details appear in a separate window.

Sales Meeting \$146.00

Not Submitted | Report Number: 4JALAC

Report Details | Print/Share | Manage Receipts | View Available Receipts

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Cash / Out of Pocket	Business Meals (Attendees) Attendees (2)	5 Star Dining Seattle, Washington	07/05/2023	\$123.00 Allocated
<input type="checkbox"/>	Cash / Out of Pocket	Parking		07/05/2023	\$23.00

Select the **Allocated** link.

- 9. Select **View Allocation** if you need to modify it or select **X** to close the window.

Allocated

Total Allocated
\$123.00

Code	Percent
US-LAX-HUMRES-101501-BILL	50
US-NYC-HUMRES-101501-BILL	50

[View Allocation](#)

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

- 1. Select the expense to open it, and then select **Allocate**.

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

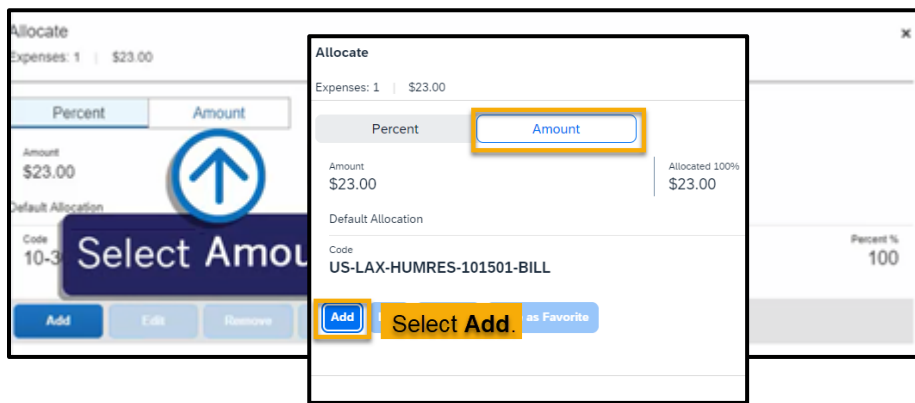
Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Cash / Out of Pocket	Business Meals (Attendees) Attendees (2)	5 Star Dining Seattle, Washington	07/05/2023	\$123.00 Allocated
<input type="checkbox"/>	Cash / Out of Pocket	Parking		07/05/2023	\$23.00

Select the expense to open it.

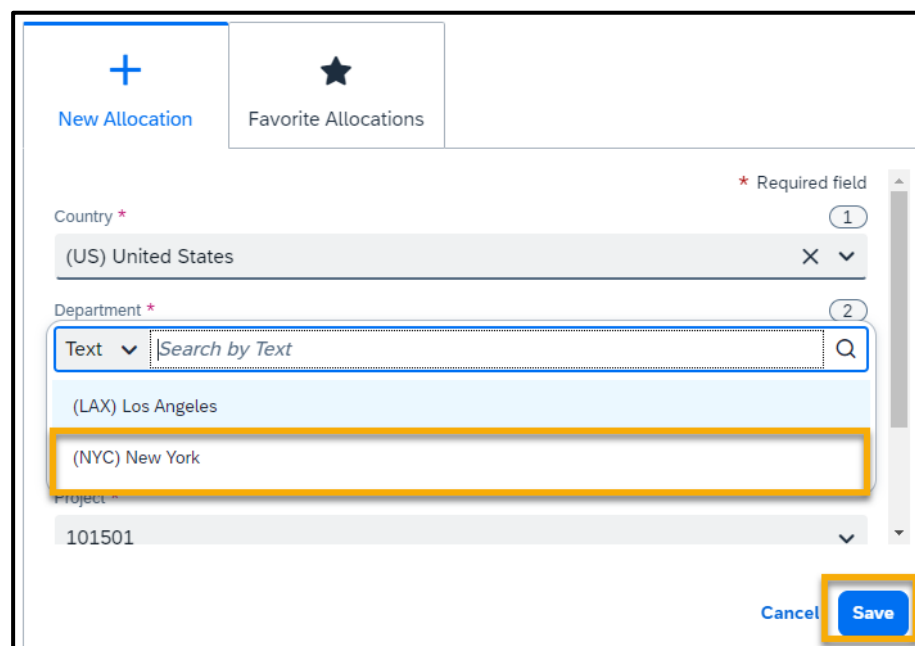
[Allocate](#)

\$146.00

2. To assign the appropriate allocations by amount, select **Amount**.
3. To add line items to the expense, select **Add**.
4. For this example, select the appropriate department, and then select **Save**.



The screenshot shows the 'Allocate' window with the 'Amount' tab selected. The 'Amount' field is highlighted with an orange box. The 'Add' button is also highlighted with an orange box. The 'Default Allocation' section shows a code of '10-3' and a 'Select Amount' button.



The screenshot shows the 'Allocate' window with the 'Department' dropdown menu open. The 'Department' field is highlighted with an orange box. The dropdown menu shows two options: '(LAX) Los Angeles' and '(NYC) New York'. The 'Save' button is also highlighted with an orange box.

5. Modify the amounts as needed.

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

6. Select **Save**.

7. To save the allocation for this expense, select **Save Expense**.

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