

Creating an Expense Report – Adding Allocations

Splitting across funding sources

Allocations

- Select an expense
- Click on 'Allocate'

BR

[Expense Reports](#)

Expense Testing \$1,794.42

[View Alerts](#)[Submit Report](#)

[Not Submitted](#)[Report number: G5AMV1](#)

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Expenses (14)

View: Standard

[Add Expense](#)[Edit](#)[Delete](#)[Duplicate](#)[Allocate](#)[Combine Expenses](#)[Move](#)[Download](#)

☐	Alerts	Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
☐		12/18/2026			TR-Incidentals	Dallas, Texas	Out of Pocket	\$3.75	...
☐		12/18/2026			TR-Meal Per Diem	Dallas, Texas	Out of Pocket	\$36.25	...
☐		12/17/2026			TR-Incidentals	Dallas, Texas	Out of Pocket	\$5.00	...
☐		12/17/2026			TR-Meal Per Diem	Dallas, Texas	Out of Pocket	\$55.00	...
☒		12/16/2026			TR-Transportation	Uber Augusta, Georgia	Out of Pocket	\$50.00	...
☐		12/16/2026			TR-Incidentals	Dallas, Texas	Out of Pocket	\$5.00	...

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Splitting across funding sources

1. Choose how you want to split the expense

- Select **Percent** if you want to divide the expense by percentages (for example, 50% / 50%).
- Select **Amount** if you want to divide the expense using specific dollar amounts (for example, \$25 / \$25).

2. Review the current funding source

- Under Code, you'll see the funding source currently assigned to the expense.
- In this example, **UTEP1-301100-19021300-3105** is the primary funding source.
- Because it shows **100%**, the entire expense is currently being charged to that funding source.

3. Add additional allocations

- In the **Allocations** section, click **Add**.
- This allows you to add another funding source and split the expense across multiple accounts.

The screenshot shows the 'Allocate' form with the following details:

- Expenses:** 1 | \$50.00
- Allocation Method:** Two buttons, 'Percent' (highlighted with a blue box and a '1' in a blue circle) and 'Amount'.
- Amount:** \$50.00
- Allocated:** \$50.00 (100%)
- Remaining:** \$0.00 (0%) with a green checkmark icon.
- Default Allocation:** Code: UTEP1-301100-19021300-3105, Percent %: 100 (highlighted with a blue box and a '2' in a blue circle).
- Allocations (0):** A section with buttons for 'Add', 'Edit', 'Remove', and 'Save as Favorite' (highlighted with a blue box and a '3' in a blue circle).

Creating an Expense Report – Adding Allocations

Splitting across funding sources

- **Add** in another funding source until the expense has been allocated as needed.

The screenshot displays the 'Allocate' interface with a modal window open for adding a new allocation. The background interface includes a header 'Allocate' and a sub-header 'Expenses: 1 | \$50.00'. Below this, there are tabs for 'Percent' and 'Amount', with 'Percent' selected. The 'Amount' field shows '\$50.00'. To the right, a summary shows 'Allocated \$50.00' (100%) and 'Remaining \$0.00' (0%). A 'Default Allocation' section shows a 'Code' of 'UTEP1-301100-19021300-3105'. The 'Allocations (0)' section is currently empty. On the right side of the interface, there are buttons for 'Add', 'Edit', 'Remove', and 'Save as Favorite', along with a 'Percent %' label and the value '100'.

Add Allocation

+ New Allocation ★ Favorite Allocations

Business Unit * 1
(UTEP1) El Paso

Department * 2
(301100) Budget and Payroll Svcs

Speedtype * 3
(19021300) Budget & Payroll Svcs

Fund Code * 4
(3105) DES Designated Tuition

Save Cancel

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Splitting across funding sources

- **Enter the allocation amounts or percentages**
 - Enter the percentage or dollar amount for each funding source.
 - As allocations are added, the original funding source percentage or amount will adjust accordingly.
- **Verify the allocation**
 - Confirm the Remaining Amount displays \$0.00 and 0% before saving.
 - This indicates the full expense has been allocated across all funding sources.

Allocate

Expenses: 1 | \$50.00 | [View Allocation Group](#)

Percent

Amount

Amount
\$50.00

Allocated \$50.00
100%

Remaining \$0.00
0%

Default Allocation

Code
UTEP1-301100-19021300-3105

Percent %
0

Allocations (1) + Add Edit Remove Save as Favorite

☐	Business Unit↓↑	Department↓↑	Speedtype↓↑	Fund Code↓↑	Code↑≡	Percent %	
☐	El Paso	Budget and Payroll Svcs	Budget & Payroll Svcs	DES Designated Tuition	UTEP1-301100-19021300-3105	100	...

Creating an Expense Report – Adding Allocations

Splitting across funding sources

- **Example: 50/50 Split**
 - In this example, the \$50 expense is split evenly between two funding sources.
 - The original funding source is charged **50% (\$25)**.
 - The newly added funding source is charged **50% (\$25)**.
 - Once the allocation is complete, the **Remaining Amount** should display **\$0.00 and 0%**.

Allocate

Expenses: 1 | \$50.00 | [View Allocation Group](#)

Percent

Amount

Amount

\$50.00

Allocated \$50.00

100%

Remaining \$0.00

0%

Default Allocation

Code

UTEP1-301100-19021300-3105

Percent %

50

Allocations (1)

Add

Edit

Remove

Save as Favorite

☐	Business Unit↓↑	Department↓↑	Speedtype↓↑	Fund Code↓↑	Code↑≡	Percent %	
☐	El Paso	Budget and Payroll Svcs	Budget & Payroll Svcs	DES Designated Tuition	UTEP1-301100-19021300-3105	50	...

Creating an Expense Report – Adding Allocations

Splitting across funding sources

- **Back on the main Expense Report screen, you'll see an allocation icon in the Attributes column.**
 - This icon indicates that the expense has been **allocated across multiple funding sources**.
 - If the icon is present, the expense is not being charged to a single funding source.
 - You can select the expense and click **Allocate** to review or modify the allocation details.

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View Alerts Submit Report ...

Not Submitted Report number: G5AMV1

Report Details Print/Share Manage Receipts Travel Allowance

Expenses (14) View: Standard

Add Expense Edit Delete Duplicate Allocate Combine Expenses Move

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