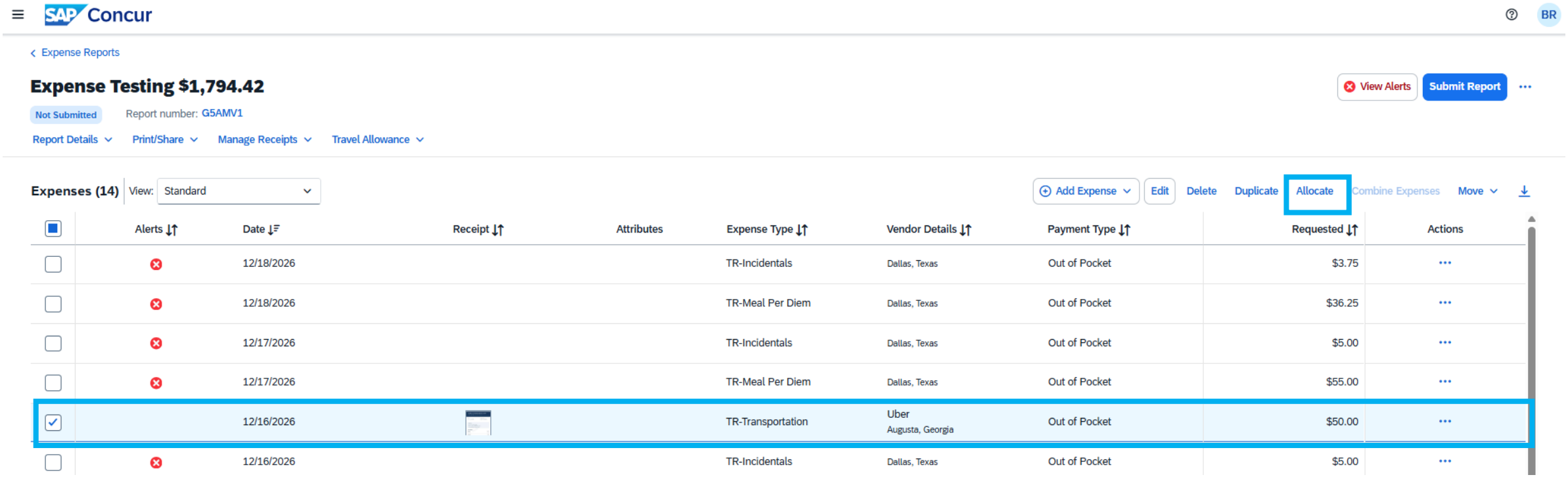
Creating an Expense Report – Adding Allocations

Splitting across funding sources

Allocations

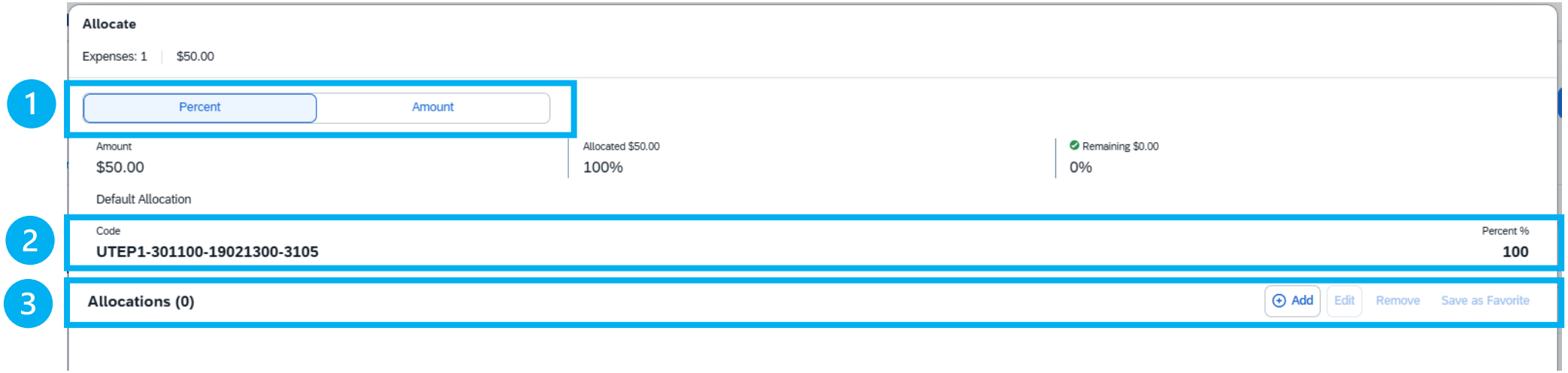
- Select an expense
- Click on ‘Allocate’



Creating an Expense Report – Adding Allocations

Splitting across funding sources

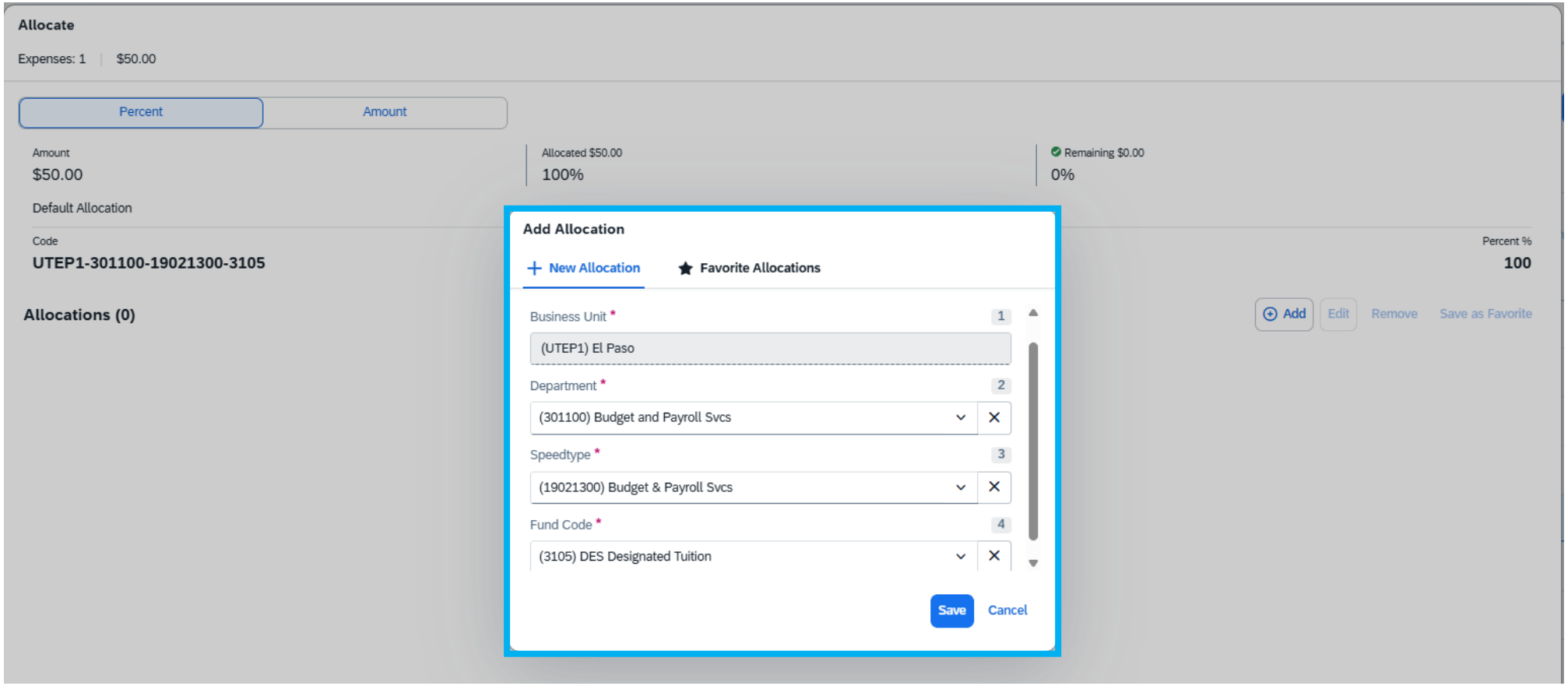
1. **Choose how you want to split the expense**
    - Select **Percent** if you want to divide the expense by percentages (for example, 50% / 50%).
    - Select **Amount** if you want to divide the expense using specific dollar amounts (for example, $25 / $25).
2. **Review the current funding source**
    - 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.



Creating an Expense Report – Adding Allocations

Splitting across funding sources

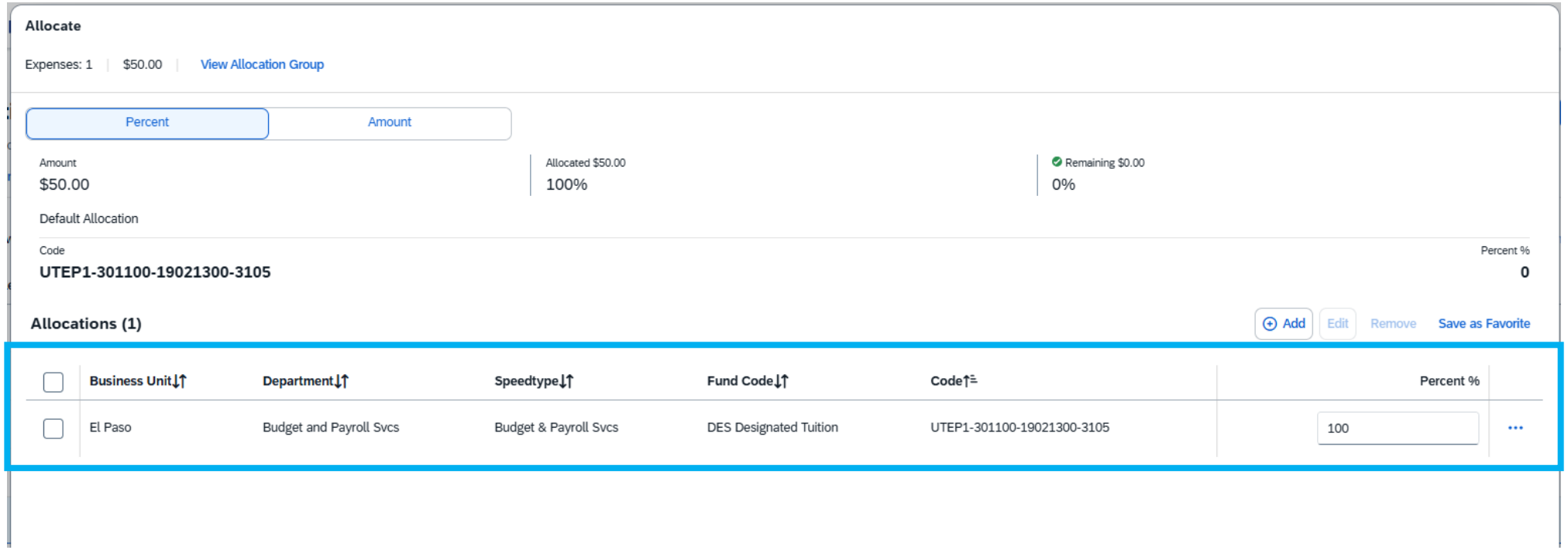
- **Add** in another funding source until the expense has been allocated as needed.



Creating an Expense Report – Adding Allocations

Splitting across funding sources

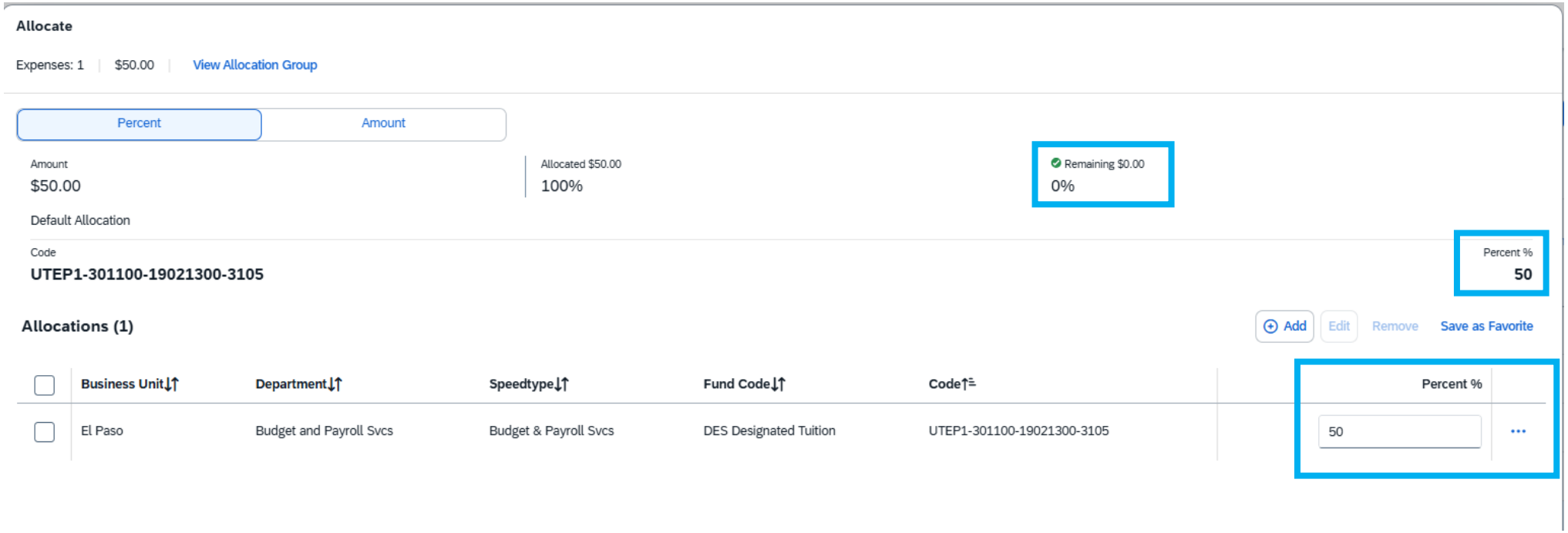
- **Enter the allocation amounts or percentages**
  - Enter the percentage or dollar amount for each funding source.
  - As allocations are added, the original funding source percentage or amount will adjust accordingly.
- **Verify the allocation**
  - Confirm the Remaining Amount displays $0.00 and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



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%.**



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.

