

## Allocating Expense to Multiple Project Activity Codes

**Objective:** In this segment we will go through how to allocate costs to multiple project-activity codes. This is used when you want to split expenses to different projects.



**Note:** The Allocations feature allows you to allocate expenses to different projects, which will be charged for those expenses. You can allocate a single expense such as allocating registration costs to your STAP funds or multiple expenses.

1. After filling out the form for the expense you want to allocate differently **click** *Allocate* at the bottom right of the screen.



2. You should now be on the Allocations for Report page. On the right hand side of the screen, you will see the default allocation. It will initially be set to your default project with an allocation of 100%. Enter the new project code you want to allocate to and adjust the *Percentage* if desired. You can also **click** the Add New Allocation button at the top if you want to allocate across multiple project numbers.

Allocations for Report: Foreign Check				□ ×
Expense List	Allocations		Total:\$175.00 Alloca	ted:\$175.00 (100%) Remaining:\$0.00 (0%)
Allocate Selected Expenses Clear Selections Summary	Allocate By: •	Add New Allocation Delete Select	cted Allocations Favorites •	dd to Favorites
Select Group •	Percentage *	* Project * Activity	WBS * Fund	Code
Date      Expense T Group Amount	100	11437 Y0001	10.05.03.01.04 YN0100000	11437-Y0001-1
✓         05/09/2017         Training/R         \$175.00				

- 3. When you are finished allocating, **click** Save.
- 4. You will see a *Success* message, **click** *Ok* and then **click** *Done* at the bottom of the page to go back to the main expense report screen.

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Allocations Allocate By:  Allo	Success s  Add to Favorites	
Percentage * Proj	Allocations have been saved. d Code	
	ОК	
	Save Cancel	
	Done	