

## 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.

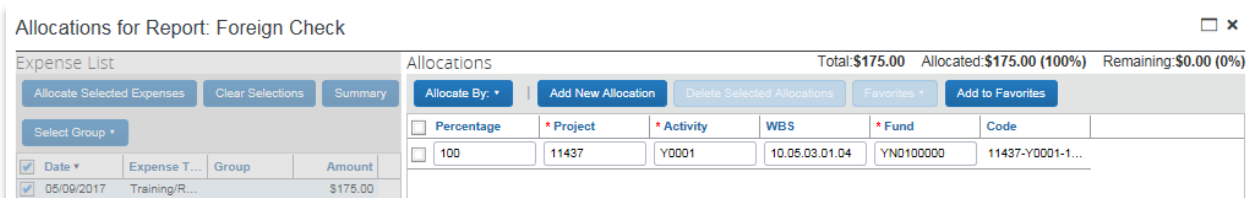


**Note:** The Allocations feature allows you to allocate expenses to different projects, which will be charged for those expenses. You can allocate a single expense such as allocating registration costs to your STAP funds or multiple expenses.

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.



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.

