

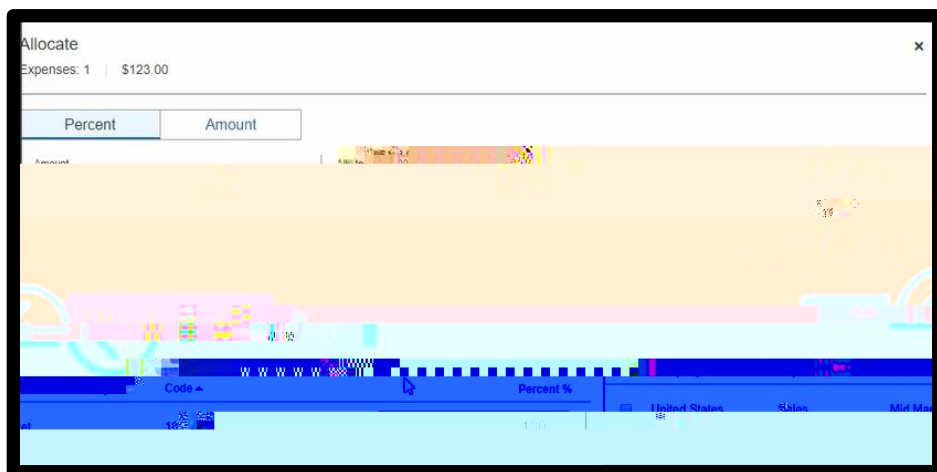
# Allocating Expenses

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

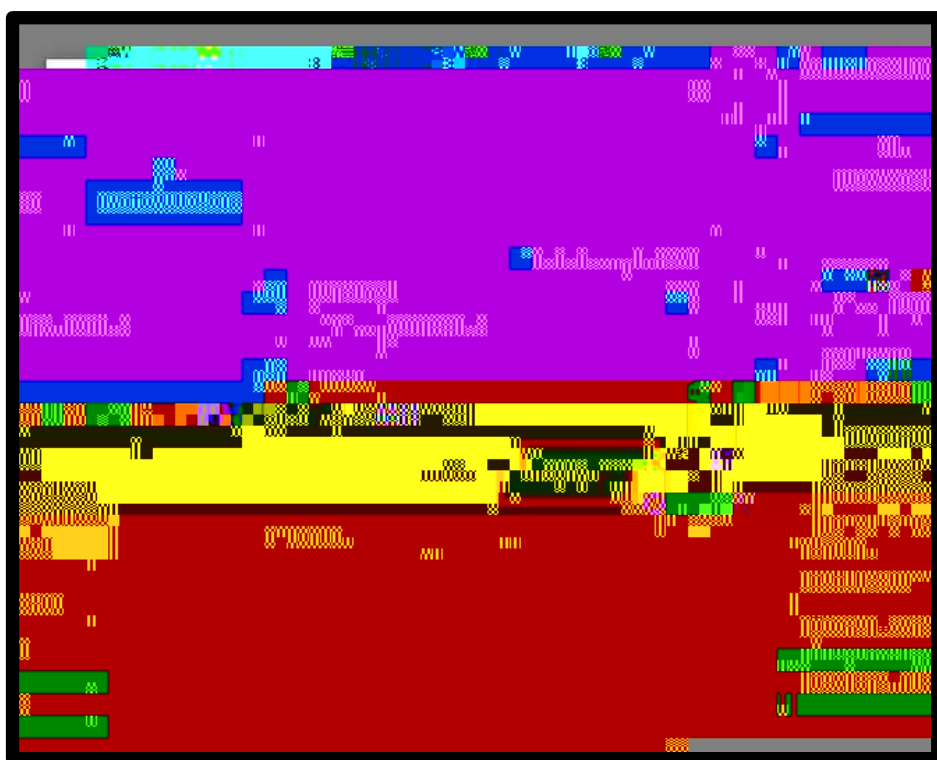
1. To allocate expenses, on the **Manage Expenses** page, select the check box for the expense you want to allocate, or the check box at the top of the column to select all expenses.



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



- For this example, select the appropriate **Cost Center**, and then click **Add to List**.



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

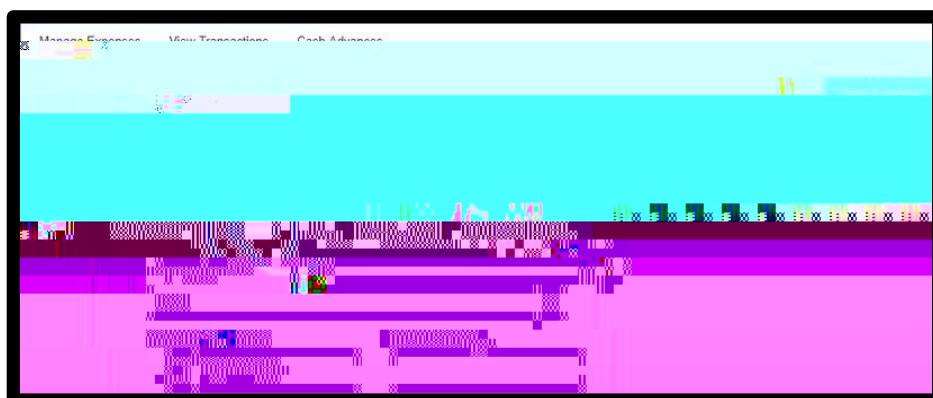
7. If you save the allocations and return to your expense report
- |             |             |   |     |     |    |    |    |       |     |   |   |   |        |        |           |
|-------------|-------------|---|-----|-----|----|----|----|-------|-----|---|---|---|--------|--------|-----------|
| 0.000000910 | 0.000000912 | 0 | 612 | 792 | re | WB | F3 | 14.04 | Tf1 | 0 | 0 | 1 | 131.66 | 650.35 | 50265.250 |
| 0.000000910 | 0.000000912 | 0 | 612 | 792 | re | WB | F3 | 14.04 | Tf1 | 0 | 0 | 1 | 131.66 | 650.35 | 50265.250 |

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

1. Click the expense to open it.



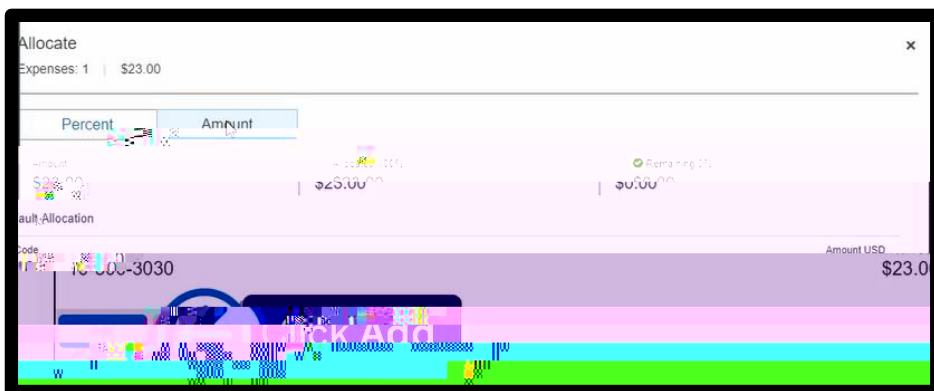
2. Click **Allocate**.



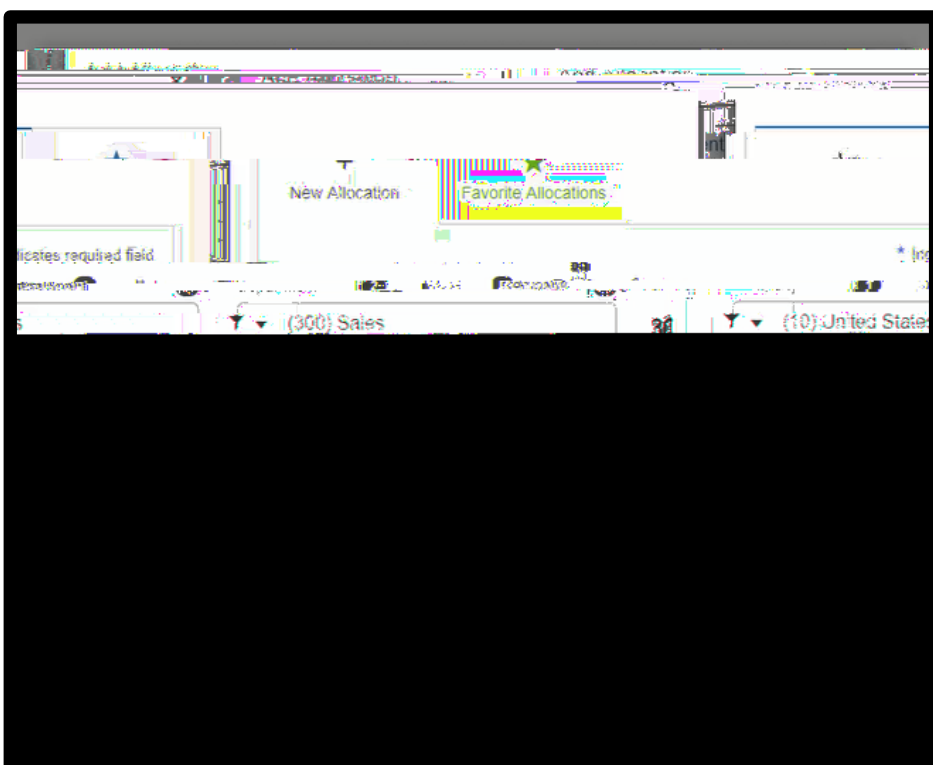
3. To assign the appropriate allocations by amount, click **Amount**.



- To add line items to the expense, click **Add**.



- For this example, select the appropriate **Cost Center**, and then click **Add to List**.



- Modify the amounts as needed.

