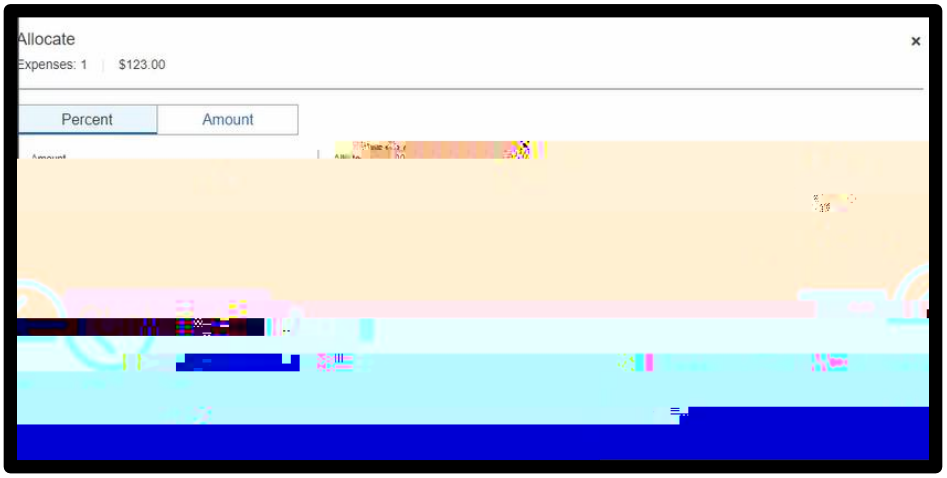
Allocating Expenses

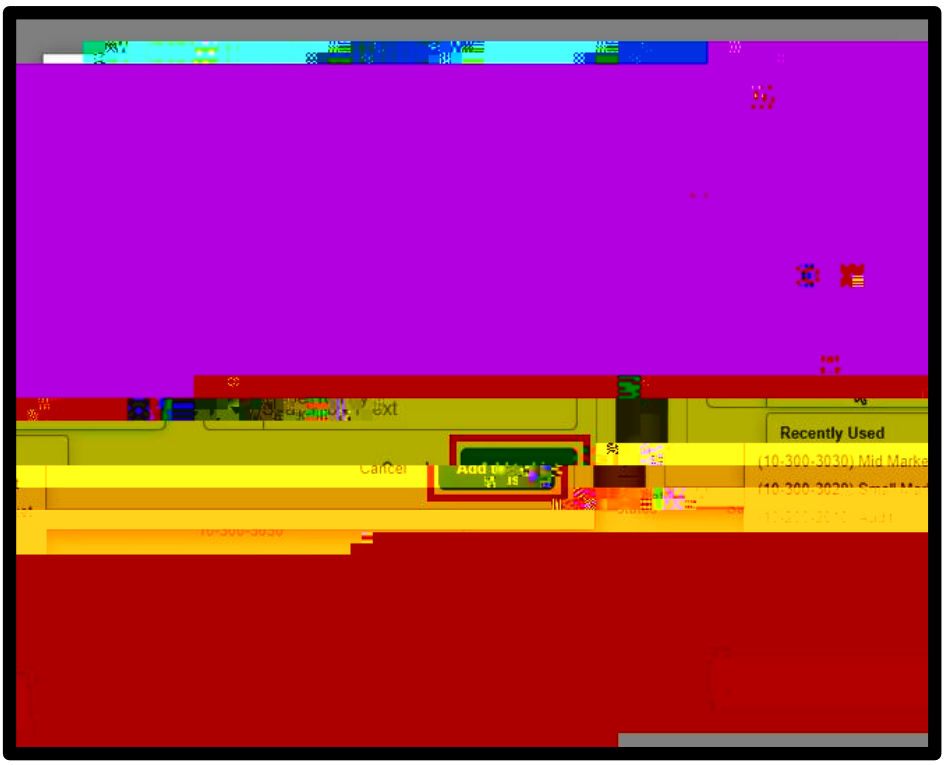
As you create an expense report, you can allocate expenses to different projects or departments.

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.

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



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

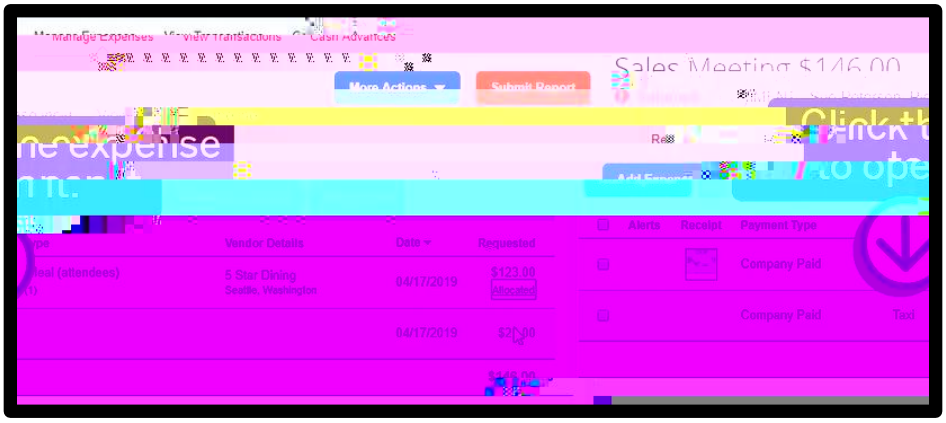


You can adjust the **Percent** amount for an allocation line item and the other line item(s) will automatically adjust to equal 100 percent

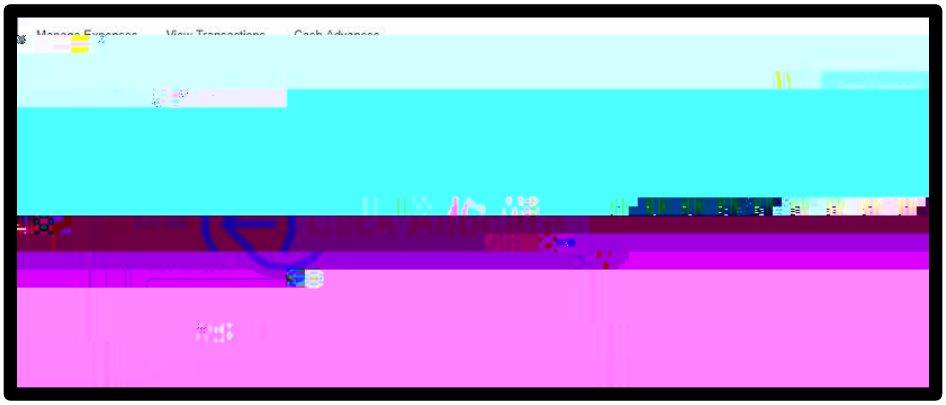
7. To save the allocations and return to your expense report, choose **Save**.

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

1. Click the expense to open it.

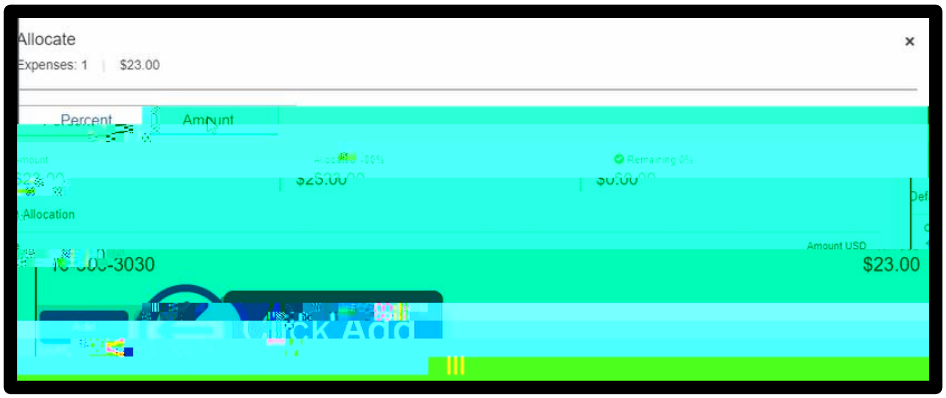


2. Click **Allocate**.

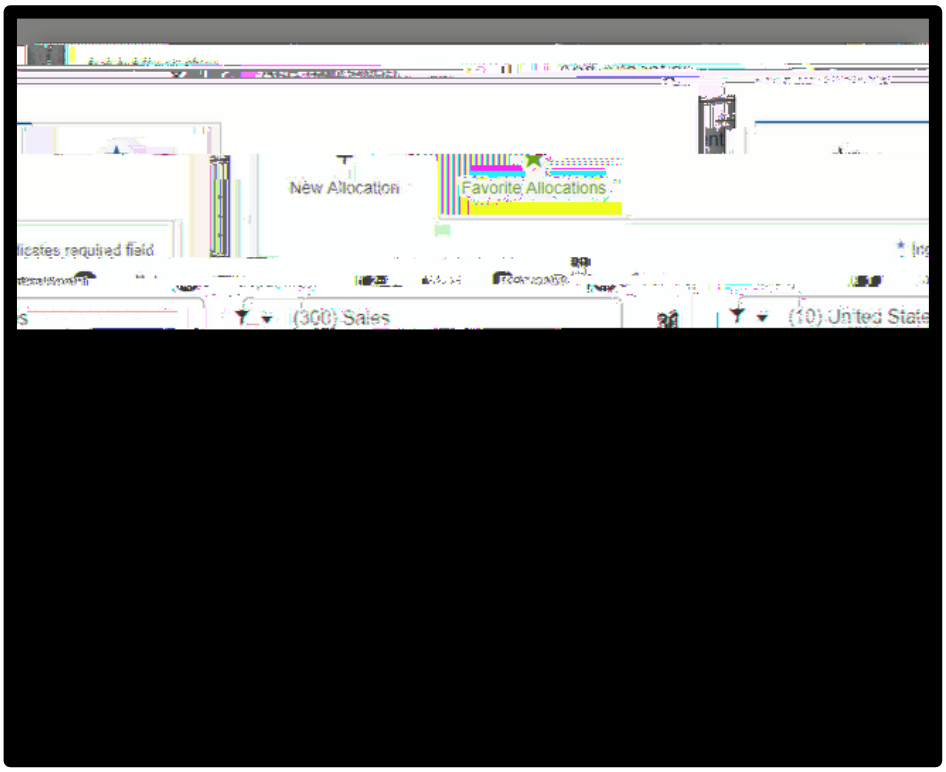
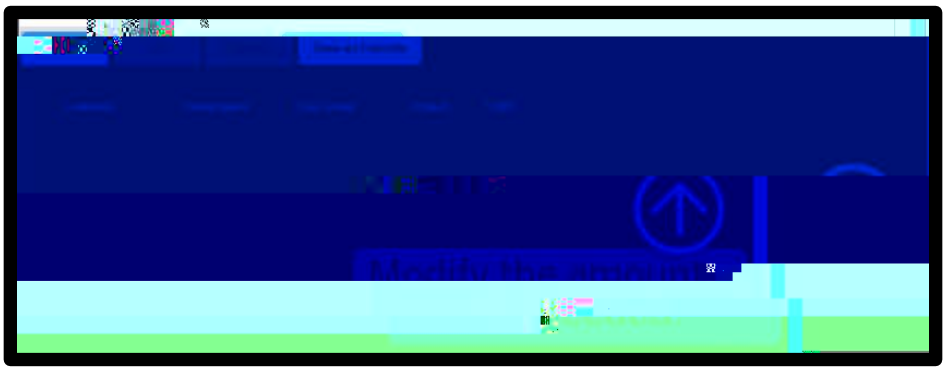


3. To assign the appropriate allocations by amount, click **Amount**.

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



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



6. Modify the amounts as needed.