This guide provides step by step instructions for allocating a transaction to be paid from multiple budget or subaccount codes.

1. Click on the Expenses tab > Transactions > Accountholder in the upper left corner of the home screen.

2. From the Pending Sign Off screen, click the desired transaction number and select Allocate/Edit.

3. On the Allocation screen, check the box on the left side of the screen to activate the Duplicate option. Click on Duplicate & select the number of lines to add.
4. Allocate the amounts for each line to the desired budget code and subaccount code. Individual lines must total up to the exact amount of the entire purchase. Contract number information will need to be included for each line for Works to allow signoff.