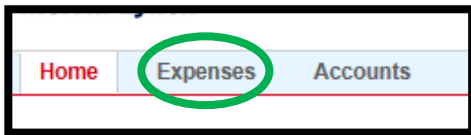
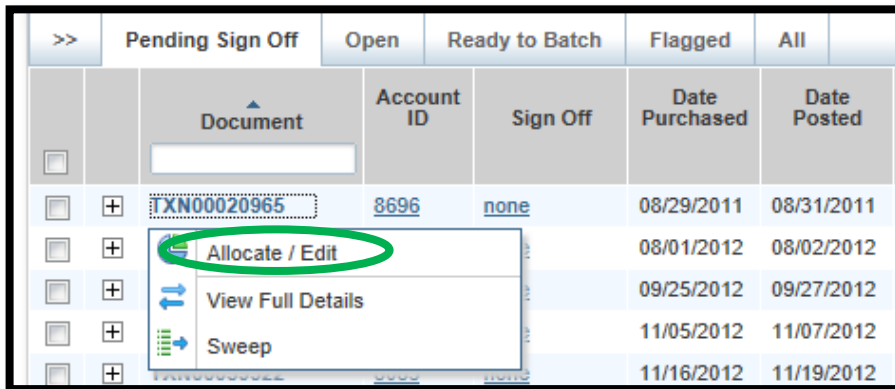


This guide provides step by step instructions for allocating a transaction to be paid from multiple budget or subaccount codes.

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



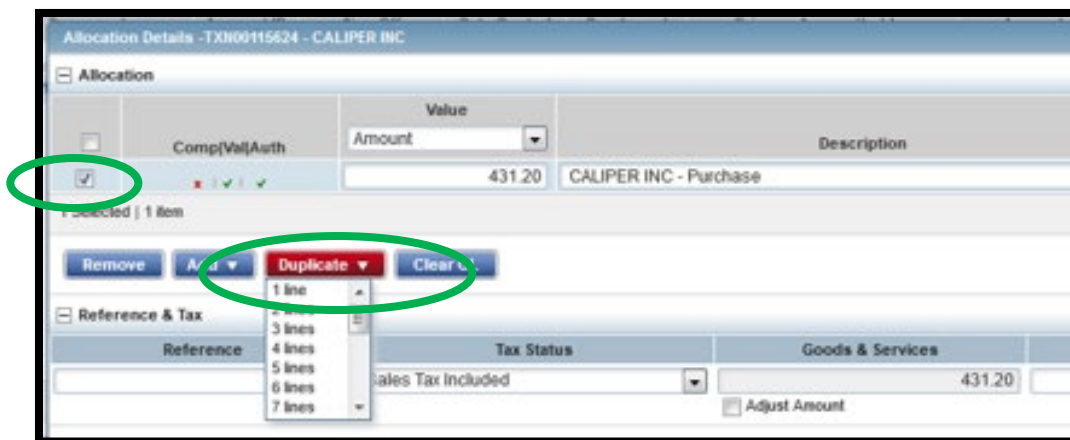
2. From the Pending Sign Off screen, click the desired transaction number and select Allocate/Edit.



A screenshot of the 'Pending Sign Off' screen. It shows a table with columns: Document, Account ID, Sign Off, Date Purchased, and Date Posted. The first row is selected, and a context menu is open over it, with 'Allocate / Edit' highlighted by a green circle.

>>	Pending Sign Off	Open	Ready to Batch	Flagged	All
	Document	Account ID	Sign Off	Date Purchased	Date Posted
<input type="checkbox"/>	TXN00020965	8696	none	08/29/2011	08/31/2011
<input type="checkbox"/>				08/01/2012	08/02/2012
<input type="checkbox"/>				09/25/2012	09/27/2012
<input type="checkbox"/>				11/05/2012	11/07/2012
<input type="checkbox"/>				11/16/2012	11/19/2012

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.



- 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.

Allocation Details - TXN00115624 - CALIPER INC

Purchase Amount: 431.20 Allocation Total: 431.20

Allocation		Value	Description	GL01: Organization/Budget Code
<input type="checkbox"/>	Comp/Val/Auth	Amount		
<input checked="" type="checkbox"/>	x v ✓	331.20	CALIPER INC - Purchase	1PC00
<input type="checkbox"/>		100.00	CALIPER INC - Purchase	6PC11 SURPLUS SALES

0 Selected | 2 Items

Remove Add Duplicate Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax
	Sales Tax Included	431.20	0.00	

Adjust Amount