ALLOCATING (SPLITTING) A PAYMENT CARD EXPENSE

1. To allocate an expense place a check mark in the box next to the expense. Then click Allocate. You can allocate expense across system parts if needed.

2. You can allocate by Percent or Amount, then click Add.

3. You will get the pop up below. Make your selections, then click save.

4. In this example I selected to allocate by amount and for funds to come from part 02 and part 01. You can add additional allocations by clicking the Add button. When you are finished click Save.

5. The screen below shows the word Allocated so you know the transaction has been allocated.