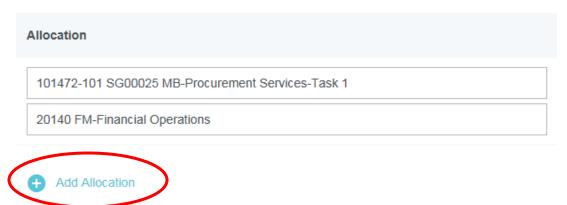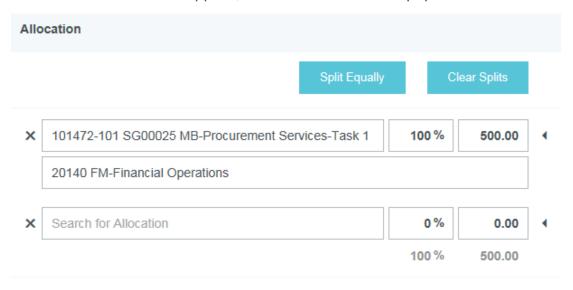# Split Cost Allocation

1. Chrome River gives users the ability to split one expense among multiple cost allocations. Tap **+ ADD ALLOCATION**.

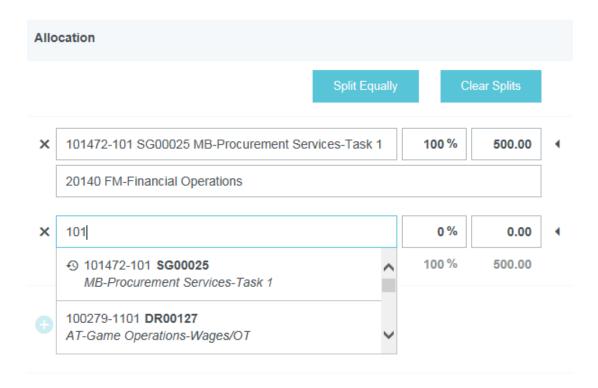**Allocation**

101472-101 SG00025 MB-Procurement Services-Task 1

20140 FM-Financial Operations

⊕ Add Allocation

Two allocation fields will appear, with the first allocation populated at 100%.

Allocation

| Split Equally | Clear Splits |

| ✕ | 101472-101 SG00025 MB-Procurement Services-Task 1 | 100 % | 500.00 | ◄ |

20140 FM-Financial Operations

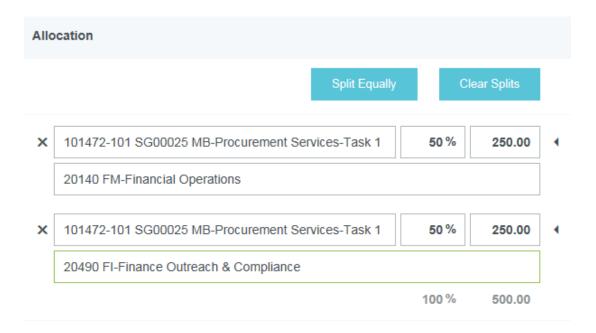| ✕ | Search for Allocation | 0 % | 0.00 | ◄ |

100 %   500.00

⊕ Add Allocation

2. Tap **Search for Allocation** to open the same drop-down list, and scroll or begin typing to find the desired allocation.

Allocation

Split Equally		Clear Splits	

| ✕ | 101472-101 SG00025 MB-Procurement Services-Task 1 | 100 % | 500.00 | ◀ |

| 20140 FM-Financial Operations |

| ✕ | 101| | 0 % | 0.00 | ◀ |

🕑 **101472-101 SG00025**
MB-Procurement Services-Task 1

100 %   500.00

➕ **100279-1101 DR00127**
AT-Game Operations-Wages/OT

By default, the expense will be split evenly among them. You may manually change the allocation amounts by changing the percentage or amount next to each allocation. The total percentage will be shown in gray at the bottom so you can be sure the adjusted amounts add up to 100%.

Note: It is best to do this after all allocations have been added, since the amounts will redistribute equally as each new allocation is added.

Allocation

	Split Equally	Clear Splits	

		%	
X	101472-101 SG00025 MB-Procurement Services-Task 1	50 %	250.00 ◄
	20140 FM-Financial Operations		
X	101472-101 SG00025 MB-Procurement Services-Task 1	50 %	250.00 ◄
	20490 FI-Finance Outreach & Compliance		
		100 %	500.00

➕ Add Allocation

- Tap **ADD ALLOCATION** to include more allocations for the split.

- Tap **SPLIT EQUALLY** to distribute the expense equally among all allocations.

- Tap **CLEAR SPLITS** to zero out all but the first allocation, which will be allotted 100% of the expense.

- Tap the **X** on the left to remove an allocation.