Split Cost Allocation

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

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

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