

How to split charges to multiple KFS accounts

This aid will show how to split an expense and charge it to several KFS accounts.

Screenshots are provided to use as visual guides for certain steps.

1. Open your expense report.

2. Check the box for the expense you want to split.

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾						
<input type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
<input checked="" type="checkbox"/>		*Paid by Employee	Hotel/Lodging Attendees (1)	A.H.M.I. Hotels Dallas, Texas	05/14/2022	\$600.00 Itemized

3. Click the **Allocate** button.

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾						
<input type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
<input checked="" type="checkbox"/>		*Paid by Employee	Hotel/Lodging Attendees (1)	A.H.M.I. Hotels Dallas, Texas	05/14/2022	\$600.00 Itemized

4. Choose **Percent** or **Amount**.

Allocate

Expenses: 4 | \$600.00

Percent
Amount

5. Click **Add**.

Add
Edit
Remove
Save as Favorite

6. Select the correct **Campus** and **KFS Account Number**.

Add Allocation

New Allocation Favorite Allocations

* Required field

Campus 1
▼ (01) College Park (UM)

KFS Account Number 2
▼ 1234567 College Park

Cancel Save

7. Click **Save**.

8. Enter the allocation amount in the field on the right-hand side.

<input type="checkbox"/>	Campus ↕	KFS Account Number ↕	Code ≡	Amount USD
<input type="checkbox"/>	College Park (UM)	CALVERT GF	01-1104320	200.00

9. Click **Save** at the bottom-right.