

Job Aid: Splitting charges to multiple Worktag numbers(formerly known as KFS account numbers)

How to split charges to multiple Worktag numbers

This aid will show how to split an expense and charge it to several **Worktag** numbers
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.
3. Click the **Allocate** button.

The screenshot shows the 'Manage Expenses' page for a report titled 'HTAMRE'. It displays a 'REQUEST' for \$4,073.50 and a 'CASH ADVANCE: 1' for \$750.00. Below this, there are navigation options like 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A toolbar contains buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move'. The 'Allocate' button is highlighted with a red box and labeled with the number '3'. Below the toolbar is a table of expenses. The first row, representing a \$600.00 expense for 'French Taxi', has its checkbox highlighted with a red box and labeled with the number '2'. The second row shows a \$900.00 expense for 'Airfare'.

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

The 'Allocate' dialog box shows the selected expense of \$600.00. It has two radio buttons: 'Percent' (which is selected and highlighted with a red box) and 'Amount'. Below these buttons, it shows 'Allocated \$600.00' and '100%'. There is also a 'Remaining \$0.00' and '0%' indicator. The 'Default Allocation' section shows the code '01-USource-US999998' and a 'Percent %' of '0'. The 'Allocations (1)' section contains a table with one row for 'UMCP' with a 'Percent %' of '100'. At the bottom right, there are 'Cancel' and 'Save' buttons.

5. Click **Add**.

Code	Percent %
	0

Allocations (1)

+ Add Edit Remove Save as Favorite

<input checked="" type="checkbox"/>	Company↑↓	Type↑↓	Worktag↑↓	Code↑≠	Percent %
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6. Select the correct **Campus** and **Worktag type** and **Worktag number**. Please note that you can search either by Code (aka numerical 7 digits), Text, or Either.

7. Click **Save**.

[+ New Allocation](#)

[★ Favorite Allocations](#)

* Required field

Company * 1

(01) UMCP X ▼

Type * 2 6

Worktag * 3 6

Cancel **Save** 7

- 8. Enter the allocation amount or percentage (the screenshot below shows an example with the percentage) in the field on the right-hand side.
- 9. Click **Save** at the bottom-right.

Allocate

Expenses: 1 | \$600.00 | [View Allocation Group](#)

Percent Amount

Amount
\$600.00

Allocated \$600.00
100%

Remaining \$0.00
0%

Default Allocation

Code

Percent %
80

Allocations (1)

[+ Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)

<input type="checkbox"/>	Company↑↓	Type↑↓	Worktag↑↓	Code↑≡	Percent %
<input type="checkbox"/>	UMCP				80

8

...

9

[Save](#)