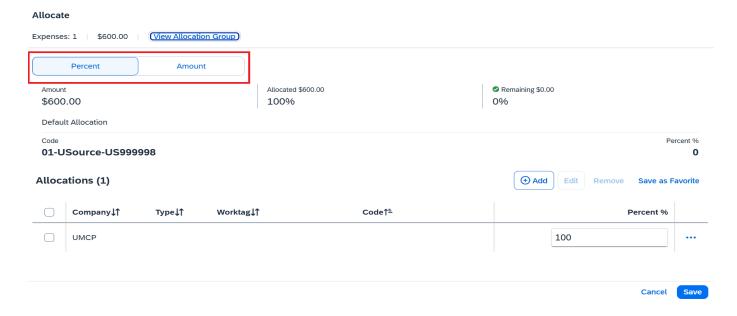# How to split charges to multiple Worktag numbers

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.

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

5. Click **Add.**

Code						Percent %
						0

Allocations (1)   ⊕ Add | Edit | Remove | Save as Favorite

✓	Company↓↑	Type↓↑	Worktag↓↑	Code↑≅		Percent %

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   ✕ ⌄

Type *   2   **6**

                                                                       ✕ ⌄

Worktag *   3   **6**

                                                                       ✕ ⌄

                                                                    7

Cancel   **Save**

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

	Company↓↑	Type↓↑	Worktag↓↑	Code↑≡	Percent %
☐	UMCP				**8** 20 ⋯

9 Save