



SPLITTING EXPENSE ALLOCATION

EX

QUICK REFERENCE GUIDE EX-15

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step guide of how users can split Expense Allocation in the North Carolina Financial System (NCFS).

Introduction and Overview

This QRG covers the process of splitting Expense Allocation in NCFS.

Splitting of Expense Allocation

1. Navigate to the Expense report and on the **Create Expense Report** page and enter a Purpose and click the Terms and Conditions checkbox. Click the checkbox next to the required Expense Report, and then click the **Split Allocation** button.

In this example, we choose **Entertainment**.

Create Expense Report ⓘ

* Purpose: Entertainment

Attachments: None +

Report Total: 10.00 USD

Payment Method: Check - Employee

Employer Pays You: 10.00 USD

I have read and accept the corporate travel and expense policies.

Expense Items (1)

Actions	+ Create Item	Add Existing	Apply Account	Split Allocation		
Date	Type	Amount	Merchant	Location	Description	Attachments
<input checked="" type="checkbox"/>	12/5/22	Entertainment	10.00 USD		For SCN-007	(1)



- The *Split Allocation* pop-up appears. Enter the **Account** details for both the accounts, and in the **Percentage** column, enter values between 1 to 100, that total to a 100 percent.

In this example, we choose **40** and **60**. Now, click the **Apply** button.

Split Allocation

Split Method: Use Percentage Use Amount

Expense Items Selected: 1 Remaining Percentage: 0%

Percentage	Amount (USD)	Account	Remove
40	4.00	1400-102000-55676000-1402451-000C	X
60	6.00	1400-000000-90000050-0000000-000C	X

Buttons: **Apply** (highlighted), Cancel

- On the **Expense Report** page, the split applied is displayed. Click the **Submit** button.

Submit (highlighted)

Report Total: 10.00 USD

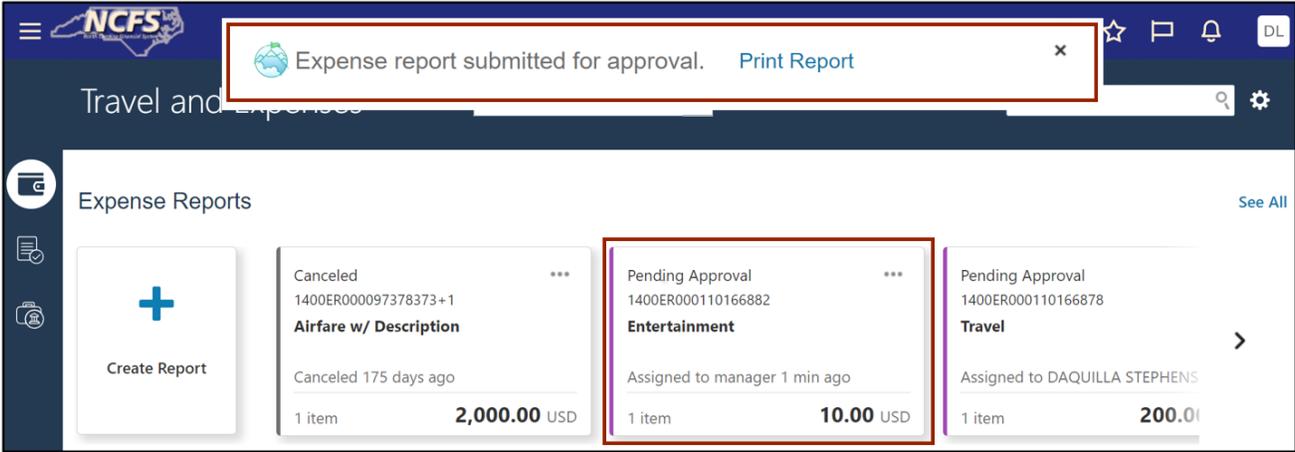
Employer Pays You: 10.00 USD

Expense Items (1):

Date	Type	Amount	Merchant	Location	Description	Attachments
12/5/22	Entertainment	10.00 USD			For SCN-007	(1)

Note: The amount '10.00 USD' in the table is highlighted with a red box and has a small '(Split applied)' note below it.

4. A *Confirmation* pop-up appears. The Expense Report is submitted for approval and the status shows as **Pending Approval**.



Wrap-Up

NCFS users can Split Expense Allocation using the steps above.

Additional Resources

Virtual Instructor Led Training (vILT)

- EX 100: Expense Reports & Cash Advances