

Charge Code Allocations

Each line item on an Expense Report (ER) may have its own C-FOP. To allocate one line item to multiple C-FOPs, use the split allocation function.

Step	Task
1.	Click the Expense Report icon.
2.	Complete the Document Header information.
3.	Click the Continue button.
4.	Select an Expense Type from the menu.
5.	Click the Add Expense button.
6.	Enter information in the fields under Standard Information , except for the C-FOP.
7.	Click the Add Allocation (plus sign) icon at the far right of the C-FOP field.
8.	Click the Add Allocation button.
9.	Enter the Percentage or Amount .
10.	Select the additional C-FOP from the C-FOP menu.
11.	Repeat steps 8 through 10 until the total amount is allocated.
12.	Click the Add Note icon.
13.	Click the Save button.
14.	Repeat steps 4 through 13 to add additional Expense Types .
15.	Attach any receipts if necessary. For more information on how to attach receipts, review the <i>Browse and Attach Receipts</i> job aid.
16.	Click the Submit button.
17.	Read the certification information, and click View Policy if necessary.
18.	Click the Continue button.

For more information, refer to the *Create an Expense Report (ER)* job aid.