

EX-15 Splitting Expense Allocations

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

To split expense allocation, please follow the steps below. There are 4 steps to complete this process.

Step 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**.

Image

Create Expense Report ?

Save

Submit

Cancel

* Purpose

Entertainment

Report Total

10.00 USD

Attachments

None +

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
☒	12/5/22	Entertainment	10.00 USD			For SCN-007	(1)

Step 2. 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.

Image

Create Expense Report ?

Save Submit Cancel

* Purpose Entertainment

Report Total

Attachments None +

Payment Method Check - Employee

Split Allocation

+ Add 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

Apply Cancel

Expense Items (1)

Actions + Create

☒ Date ☐ Type

☒ 12/5/22 Entertainment

Step 3. On the **Expense Report** page, the split applied is displayed. Click the **Submit** button.

Image

Create Expense Report ?

Save

Submit

Cancel

* Purpose

Entertainment

Attachments

None

Status

Saved

Report Total

Payment Method

Check - Employee

Employer Pays You

10.00 USD

10.00USD

☒

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
☐	12/5/22	Entertainment	10.00 USD Split applied			For SCN-007	(1)

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

Image

NCFS

Expense report submitted for approval. [Print Report](#)

Travel and Expenses

Expense Reports [See All](#)

Create Report

Status	ID	Description	Assigned to	Items	Total
Canceled	1400ER000097378373+1	Airfare w/ Description		1 item	2,000.00 USD
Pending Approval	1400ER000110166882	Entertainment	Assigned to manager 1 min ago	1 item	10.00 USD
Pending Approval	1400ER000110166878	Travel	Assigned to DAQUILLA STEPHENS	1 item	200.00 USD

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](#)

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