Allocations

The system automatically divides the cost equally among each of the guests so that the total amount is 100% allocated. You may manually adjust the per-person percentages or amounts individually to reallocate portions of the expense. The total percentage will be shown in gray at the bottom so you can be sure the adjusted amounts add up to 100%.

Note: It is best to do this after all guest have been added, since the amounts will redistribute equally as each new allocation is added.

Allocation			
		Split Equally	Clear Splits
✕ 215430 New Jersey Institute of Technology Accts Payable	50 %	100.00	◄
✕ 215100 New Jersey Institute of Technology Purchasing Office	50 %	100.00	◄
	100 %	200.00	