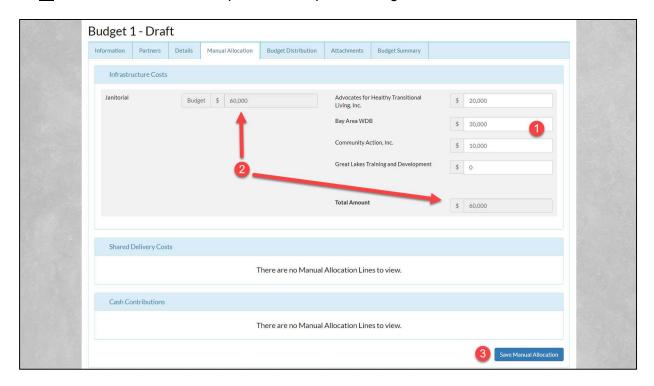
## **Budget – Manual Allocation**

The "Manual Allocation" tab allows editors to manually distribute expenses among partners, for budget lines where the allocation type is "Manual" in the "Details" tab.

**Important Note**: The "Manual Allocation" tab cannot be saved until the total allocated amounts for <u>all</u> manual allocation items equals their respective budget line totals.



- 1) You can manually enter the allocation amounts for each partner for a given line item.
- 2) The "Total Amount" is automatically calculated based on your input and must equal the "Budget" amount to save the page.
- 3) You can save your changes by clicking "Save Manual Allocation"