

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 all manual allocation items equals their respective budget line totals.

Budget 1 - Draft

Information Partners Details **Manual Allocation** Budget Distribution Attachments Budget Summary

Infrastructure Costs

Janitorial	Budget	\$ 60,000	Advocates for Healthy Transitional Living, Inc.	\$ 20,000
			Bay Area WDB	\$ 30,000 1
			Community Action, Inc.	\$ 10,000
			Great Lakes Training and Development	\$ 0
			Total Amount	\$ 60,000

Shared Delivery Costs

There are no Manual Allocation Lines to view.

Cash Contributions

There are no Manual Allocation Lines to view.

3 Save Manual Allocation

- 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"