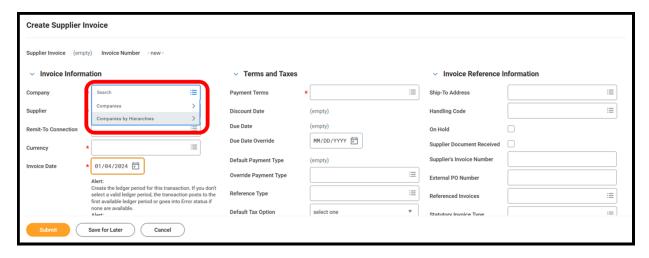# Allocating Costs Between Companies

The below steps are for allocating costs between Montclair and Bloomfield when creating **Supplier Invoice** or **Verifying PCard Transactions** <u>only</u>.
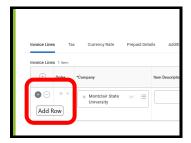
Splitting the costs between companies <u>**cannot**</u> be done when creating Requisition, Spend Authorization or Expense report. For those instances, a separate Workday task must be done for each company.

For Supplier Invoice:

<u>If you will be splitting the cost between companies</u>, under **Invoice Information**, in the **Company** field, select **Companies by Hierarchies** > **Montclair State University Company Hierarchy** > then <u>select the company</u> **that you are in**.
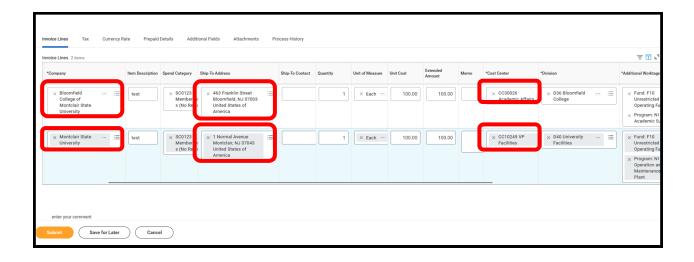

For **Supplier Invoice**, to add an additional row (line), click the plus ("+") sign

On each Supplier invoice line, please make sure to select:

- the appropriate company
- shipping address
- the appropriate Cost Center worktags for that company.

For PCard Verifications:

<u>If you will be splitting the cost between companies</u>, add an additional row (line) to your PCard Verification by clicking the plus ("+") sign

On each Pcard Verification line, please make sure to select:

- the appropriate company
- the appropriate Cost Center worktag for that company.