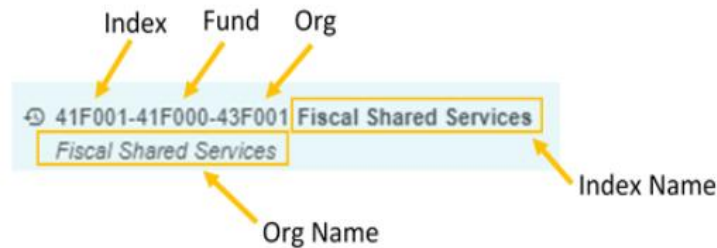# Funding

All transactions processed in Chrome River must have an Index, Fund, and Org assigned to it.

Funding information is preloaded into Chrome River and is presented in the following format:

Add Allocation (Index) Information

Note: Funding is assigned at the header level for Pre-Approval Reports and at the expense line level for Expense Reports.

1. Search for Allocation (Index):
   a. Clicking in the "Search for Allocation" field (1) opens a dropdown list--
      Recently selected indexes will be listed at the top and indicated by a clock icon (2).
   b. As you begin to enter a name or number into the search field, the list will automatically scroll to lines containing that text (3).
   c. Click the desired index to select it.

Split Funding

2. If you need to split-fund a trip or expense (i.e. use multiple indexes), click the **+Add Allocation** button (1) and repeat step 1 above.
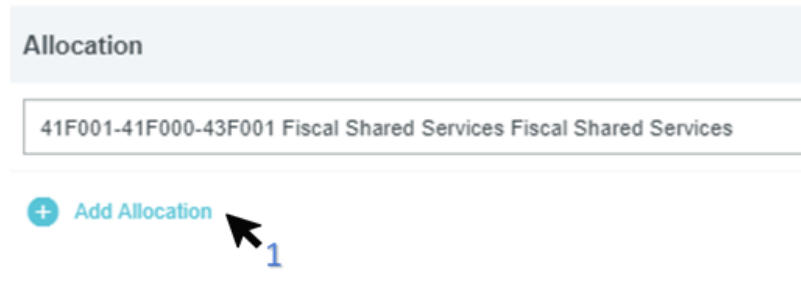
Note: By default, the expense will be split evenly among the funding lines. You may manually change the allocated amounts by changing the percentage or amount next to each funding line (2). The total percentage will be shown in gray at the bottom so you can be sure the adjusted amounts add up to 100%.
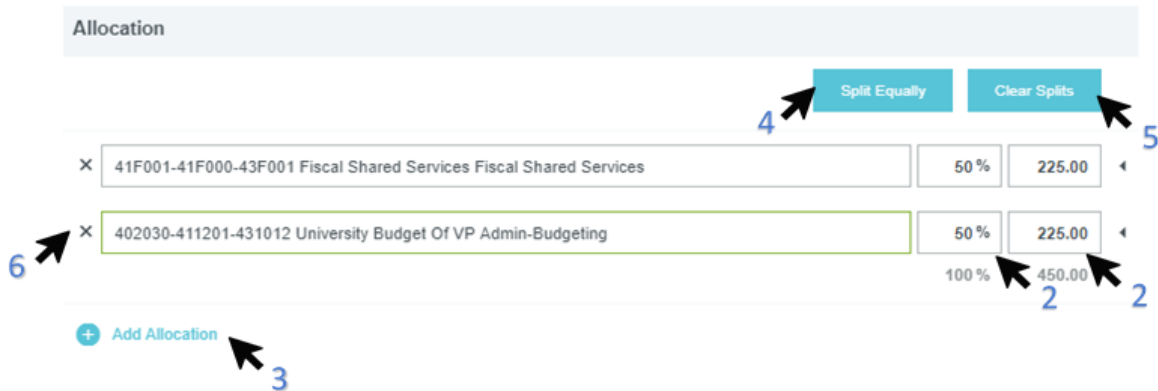
Additional Options:

Click Add Allocation to include more funding lines for the split (3)

Click Split Equally to distribute the expense equally among all indexes (4)

Click Clear Splits to zero-out all but the first allocation, which will be allotted 100% of the expense (5)

Click the X on the left to remove an index (6)