

Contract Apportionment Report

The *Finance -> Apportionment Report* area allows you to view how your contracts / budgets have been apportioned by department which you set in the *Contracts and Budgets* area.

The *Apportionment's Report* list displays all relevant information for each contract / budget such as the name, description, start and end date, relevant department, the % share, the budget, and costs to date.

The list can be sorted by selecting any of the columns headings. The list can also be exported as an Excel sheet by selecting the three dots next to *Filters* and then *Excel Export*: