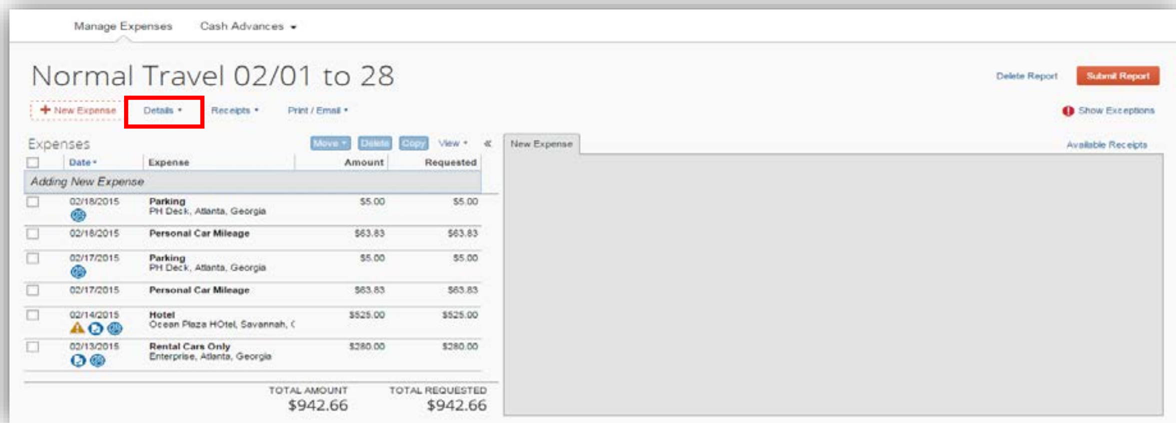
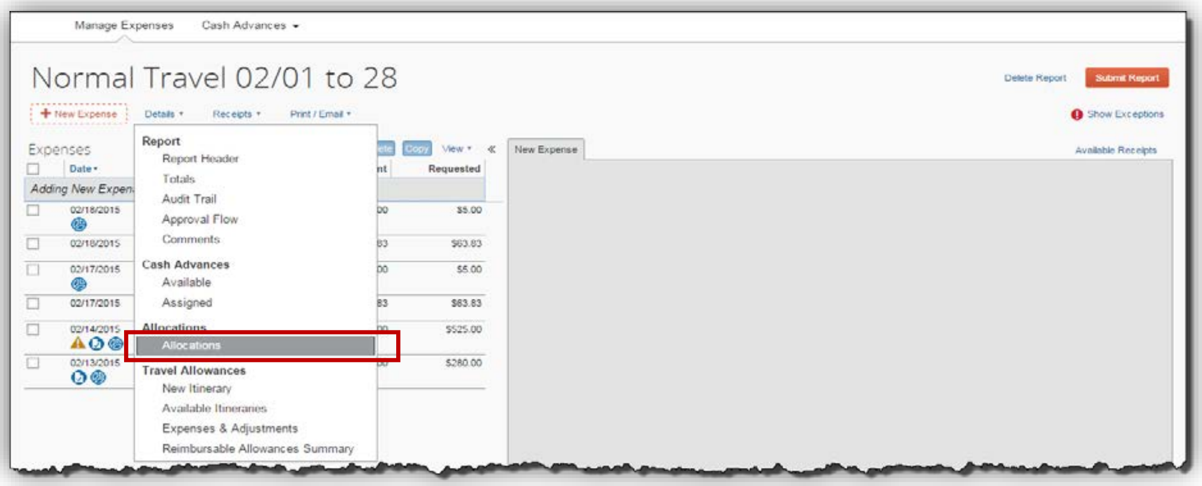
How to Correct Allocations

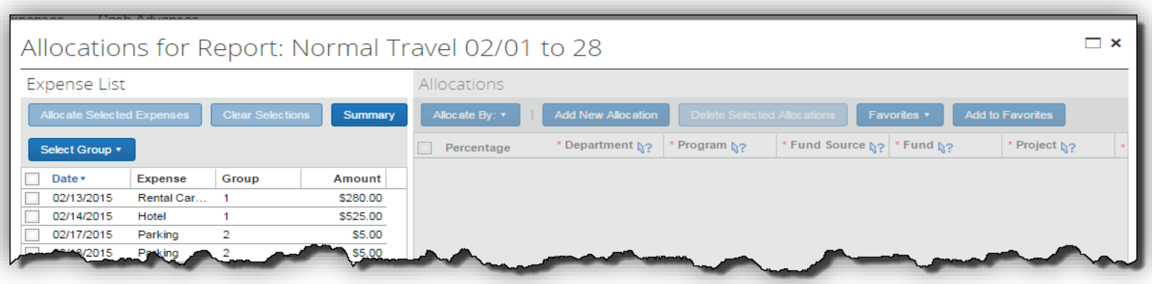
1. Open the Expense Report with the items requiring allocation correction.
2. Click on the **Details** tab.



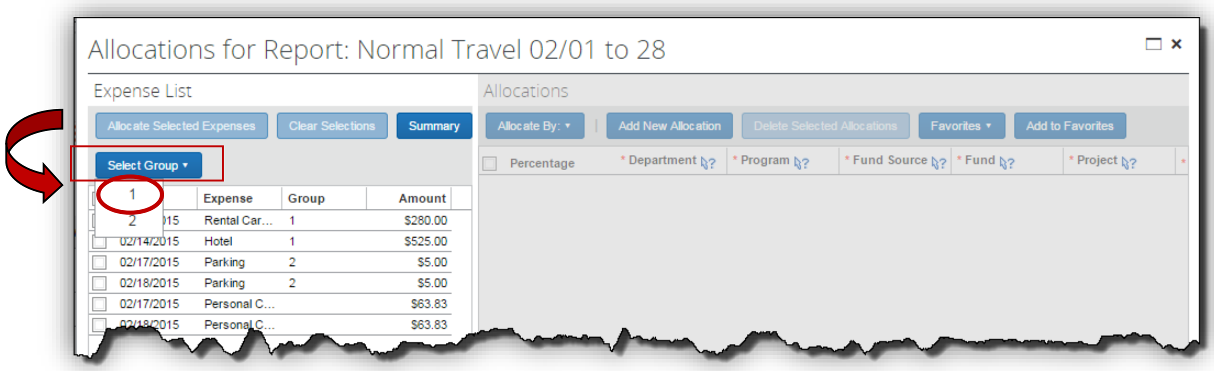
3. Select **Allocations.**



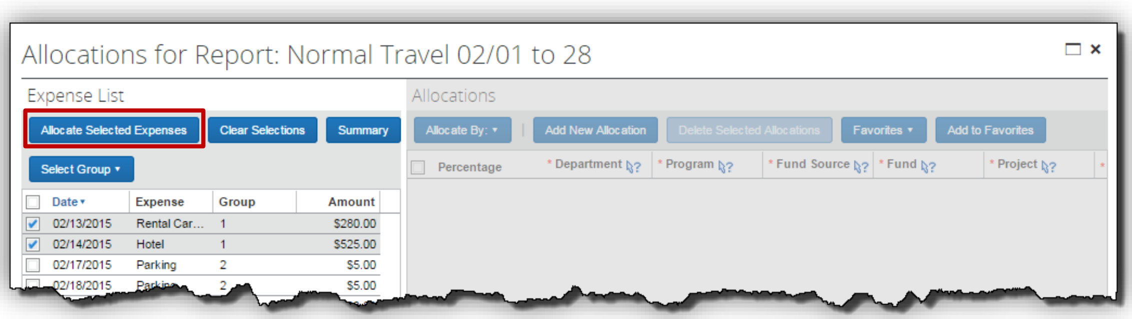
4. The Allocations entry window opens.



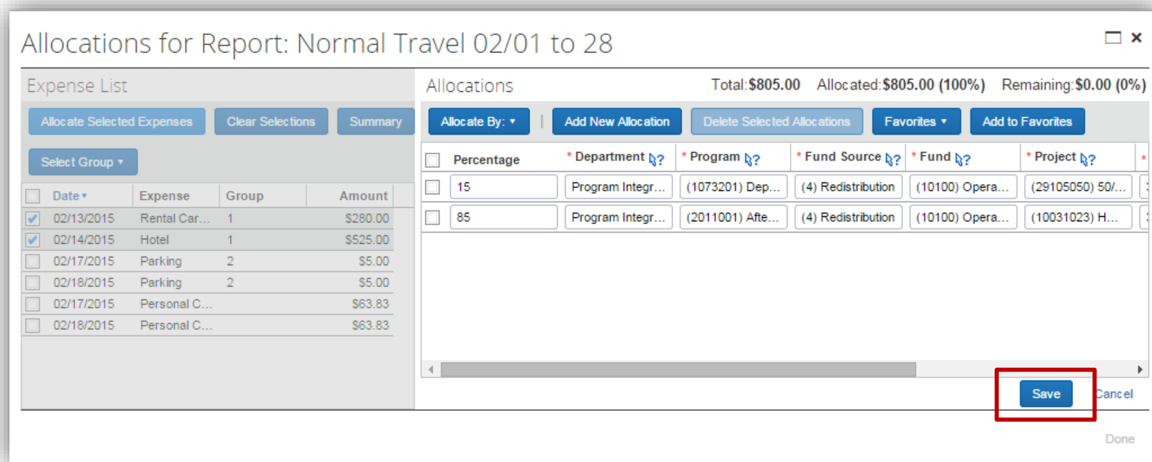
5. Click on **Select Group** to display the allocation groups. Each time you previously created an allocation in the Expense Report, it assigned a group number to that specific entry. In our example, we have two groups of allocations. Click on the group of allocations (1 or 2 in our example).



6. Click **Allocate Selected Expenses.**

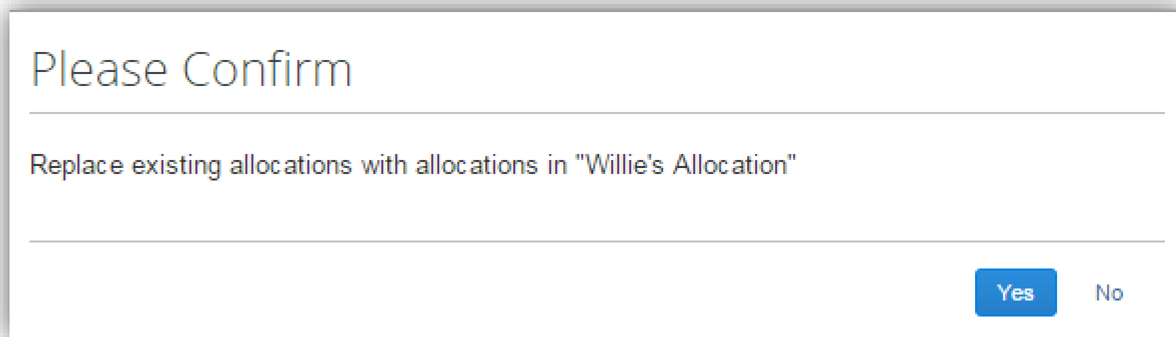


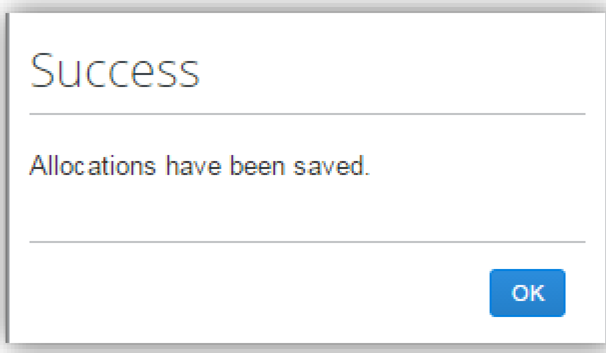
7. The Allocations display:
   - You may adjust any of the fields, delete rows, add rows, or select a different item from **Favorites** to make your corrections.
   - Click **Save.**



10. Click **Yes** or **OK** in the confirmation dialogue box to apply the adjusted allocations. Different dialogue will appear in the confirmation boxes depending on whether you adjusted the existing fields or applied a different saved allocation.

a. You must confirm the change to proceed.





11. Click **Done** to exit the Allocations entry window and return to the Expense Report detail.