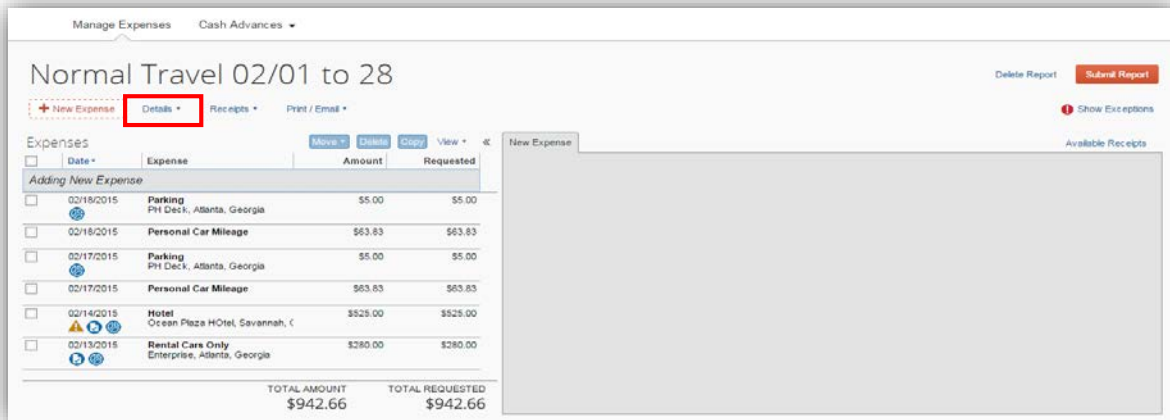


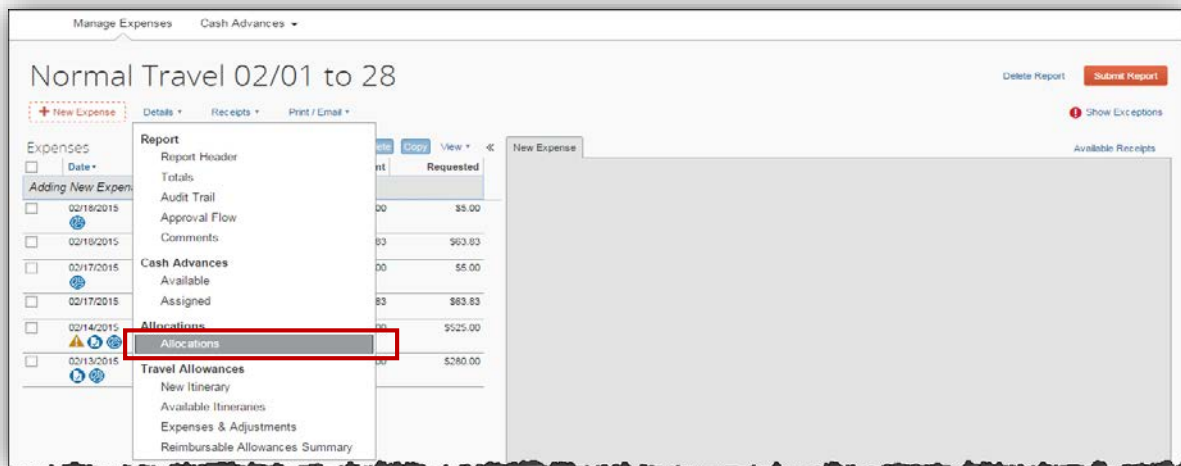


# How to Correct Allocations

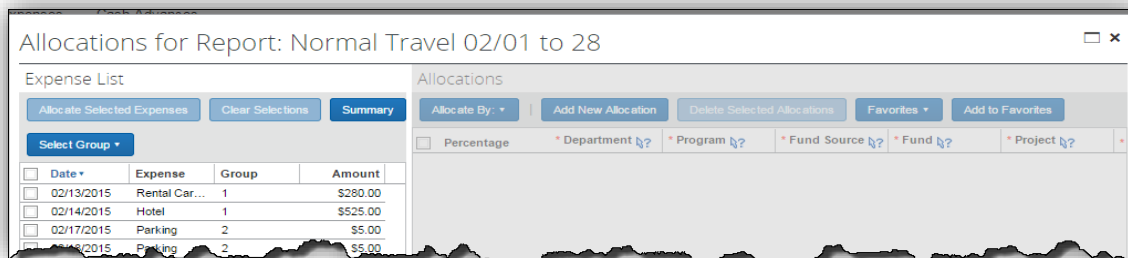
1. Open the Expense Report with the items requiring allocation correction.
2. Click on the **Details** tab.



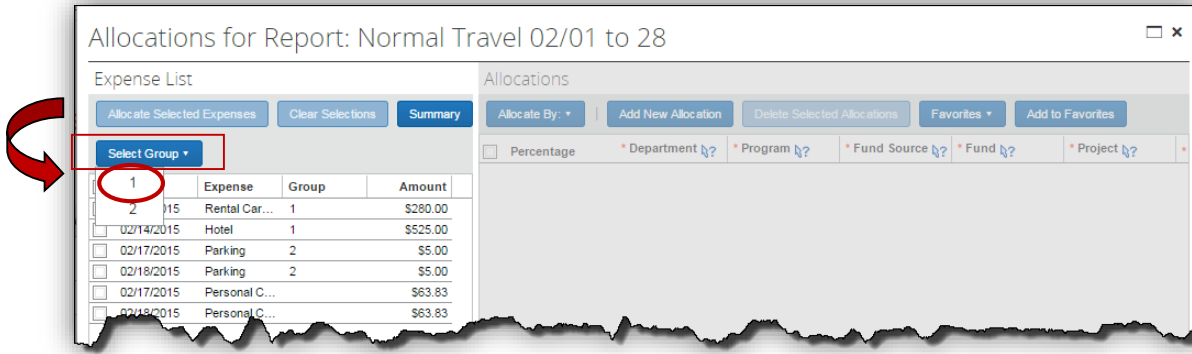
3. Select **Allocations**.



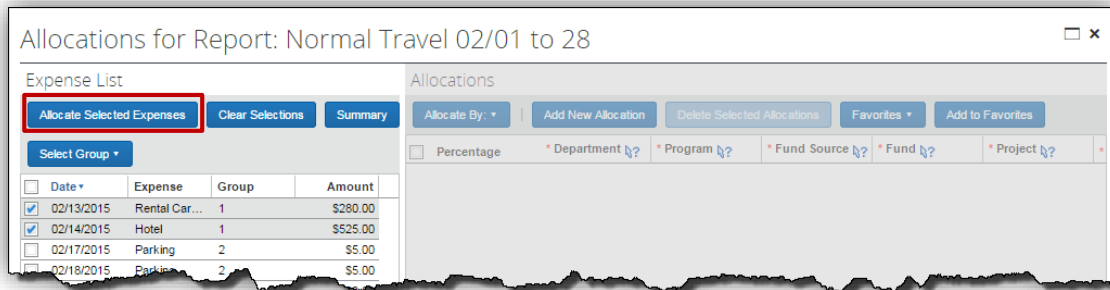
4. The Allocations entry window opens.



- 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).



- Click **Allocate Selected Expenses**.



- 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**.

Allocations for Report: Normal Travel 02/01 to 28

Expense List      Allocations      Total: \$805.00    Allocated: \$805.00 (100%)    Remaining: \$0.00 (0%)

Allocate Selected Expenses    Clear Selections    Summary    Allocate By: ▾    Add New Allocation    Delete Selected Allocations    Favorites ▾    Add to Favorites

Select Group ▾

Date ▾	Expense	Group	Amount	
<input type="checkbox"/>	02/13/2015	Rental Car...	1	\$280.00
<input checked="" type="checkbox"/>	02/14/2015	Hotel	1	\$525.00
<input type="checkbox"/>	02/17/2015	Parking	2	\$5.00
<input type="checkbox"/>	02/18/2015	Parking	2	\$5.00
<input type="checkbox"/>	02/17/2015	Personal C...		\$63.83
<input type="checkbox"/>	02/18/2015	Personal C...		\$63.83

Percentage	* Department	* Program	* Fund Source	* Fund	* Project
<input type="checkbox"/> 15	Program Integr...	(1073201) Dep...	(4) Redistribution	(10100) Opera...	(29105050) 50/...
<input type="checkbox"/> 85	Program Integr...	(2011001) Aft...	(4) Redistribution	(10100) Opera...	(10031023) H...

Done

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.
- You must confirm the change to proceed.

Please Confirm

---

Replace existing allocations with allocations in "Willie's Allocation"

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Success

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Allocations have been saved.

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

Allocations for Report: Normal Travel 02/01 to 28

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

Date	Expense	Group	Amount
02/13/2015	Rental Car...	1	\$280.00
02/14/2015	Hotel	1	\$525.00
02/17/2015	Parking	2	\$5.00
02/18/2015	Parking	2	\$5.00
02/17/2015	Personal C...		\$63.83
02/18/2015	Personal C...		\$63.83

Allocations

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage \* Department \* Program \* Fund Source \* Fund \* Project

Save Cancel

**Done**