

How to Allocate Expenses and Create Allocation Favorites

- 1. Open the Expense Report with the items requiring allocation.
- 2. Click on the **Details** tab.
- 3. Select Allocations.

	Manage Ex	openses Cash Advances 🗸				
	ormal	Travel 3/16 to 3	1		Delete Report	Submit Report
Expe	Date + 10 New Expen- 03/19/2015 03/19/2015	Report Report Header Totals Audit Trail Approval Flow Comments	nt Copy 00 75	View • « Requested	New Expense Expense To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an expense, click the expense on the left side of the page. Recently Used Expense Types	Available Receipts
	03/18/2015	C ash Advances Available Assigned	D0 D0	\$90.00	Rental Car Fuel Parking Rental Cars Only Personal Car Mileage Hotel	
	03/18/2015 03/17/2015	Allocations Allocations Travel Allowances	00	\$36.00	All Expense Types Business PromotionsOther	
		New Itinerary			Other Promotional Expense Miscellaneous Trade Shows Notacy Costs	-

- 4. Select individual expenses or click on the box next to date to select all expenses.
- 5. Click on Allocate Selected Expenses.

Expens	e List			Allocations					
Allocate	Selected Expenses	Clear Selections	Summary	Allocate By: •	Add New Allocation	Delete Selecte	d Allocations Fa	vorites 🔹 🛛 Ad	d to Favorites
Select G	roup 🔻			Percentage	* Department \ ?	* Program \ ?	* Fund Source §?	* Fund §?	* Project §?
Dtev	Expense	Group	Amount]					
✓ 03/17/	2015 Fixed Meals		\$28.00						
✓ 03/18	2015 Rental Car		\$90.00						
✓ 03/18/	2015 Parking		\$5.00						
03/18	2015 Fixed Meals		\$36.00						
03/19	2015 Parking		\$5.00						
03/19	2015 Rental Car		\$42.75						
				4					
				•					Save Can

6. The Allocations area opens.

Expense List		Allocations			Total: \$159.00 Al	located: \$159.00 (100%) Remainin	ig: \$0.00 (0
Allocate Selected Expenses Clear	Selections	Allocate By: •	Add New Allocation	Delete Selected	Allocations Fav	orites 🔹 Add to	Favorites	
Select Group 🔻		Percentage	* Department \ ?	* Program §?	* Fund Source §?	* Fund §?	* Project §?	* Class
Date • Expense Group	Amount	100	Program Integr	(1073201) Dep	(4) Redistribution	(10100) Opera	(29105050) 50/	301
✓ 03/17/2 Fixed	\$28.00	-						
✓ 03/18/2 Rental	\$90.00							
✓ 03/18/2 Parking	\$5.00							
03/18/2 Fixed	\$36.00							
03/19/2 Parking	\$5.00							
03/19/2 Rental	\$42.75							
		4						
							Save	Cance

7. The default allocation type is Percentage. To allocate by Amount click on the Allocate By tab and select Amount.

Allocations for Report: Nor	mal Travel 3/16 to 31 🗆 🛪
Expense List	AlloCations Total: \$159.00 Allocated: \$159.00 (100%) Remaining: \$0.00 (0%)
Allocate Selected Expenses Clear Selections	Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites
Select Group +	Percentige *Department \(\)? *Program \(\)? *Fund Source \(\)? *Fund \(\)? *Project \(\)? *Class
Date▼ Expense Group Amount	Amount Program Integr (1073201) Dep (4) Redistribution (10100) Opera (29105050) 50/ 301
✓ 03/17/2 Fixed \$28.00	
03/18/2 Rental	and and presenting and the second second second second

8. The data that appears represents the default department, program, etc. of the person creating the Expense Report. This information comes from the HCM system. You may make an adjustment to one of the fields or add one or more additional lines to split the allocations. Click on the **Add New Allocation** to add new lines.

Expense List	Allocations		Total: \$1	59.00 Allocated:\$1	59.00 (100%) Rema	aining: \$0.00 (0 %
Allocate Selected Expenses Clear Selections	Allocate By: •	Add New Allocation	Delete Selected Allocation	ns Favorites ▼	Add to Favorites	
Select Group *	Percentage	* Department 🎝 ?	* Program <u>\</u> ? * Fund	Source \ ? *Fund \ ?	* Project §?	* Class
Date Z Expense Group Amount	100	Program Integr	(1073201) Dep (4) Red	listribution (10100) O	pera (29105050) 50	/ 301
✓ 03/17/2 Fixed \$28.00						
03/18/2 Rental \$90.00						
02/18/2 Parking \$5.00						

- a. Each time you click on **Add New Allocation** a new line appears and the percentage automatically adjusts.
- b. You may enter the desired percentage amount in the percentage field.

Expense List		Allocations		1	Total: \$159.00 Al	located: \$159.00 (100%) Remainii	ng: \$0.00 (0 %
Allocate Selected Expenses	- ociections	Allocate By: •	Add New Allocation	Delete Selected	Allocations Fav	orites • Add to	Favorites	
Select Group •		Percentage	* Department §?	* Program §?	* Fund Source §?	* Fund §?	* Project §?	* Class
Date Expense Group	ant	33.3333334	Program Integr	(1073201) Dep	(4) Redistribution	(10100) Opera	(29105050) 50/	301
✓ 03/17/2 Fixed	\$28.00	33.33333333	Program Integr	(1073201) Dep	(4) Redistribution	(10100) Opera	(29105050) 50/	301
03/18/2 Rental	\$90.00	33.3333333	Program Integr	(1073201) Dep	(4) Redistribution	(10100) Opera	(29105050) 50/	301

- 9. To change any of the available fields, click on the field in the row you wish to make a change.
 - a. Select the appropriate choice from the dropdown.
 - b. You may also type the item, such as department, fund source, etc. directly in the field

xpense L	.ist		All	ocations		1	Fotal: \$159.00 Al	located: \$159.00 (100%) Remainin	ig: \$0.00 (0 9
Allocate Sel	ected Expenses	Clear Selections		Niocate By: •	Add New Allocation	Delete Selected	Allocations Fav	vorites Add to	Favorites	
Select Grou	p •			Percentage	* Department \ ?	* Program §?	* Fund Source §?	* Fund §?	* Project §?	* Class
Date▼	Expense Group	Amount		33.3333334	Program Integr	(1073201) Dep	(4) Redistribution	(10100) Opera	(29105050) 50/	301
03/17/2	Fixed	\$28.00		33.33333333	Program Integr	pram Support 🗸	(4) Redistribution	(10100) Opera	(29105050) 50/	301
	Rental	\$90.00		33.33333333	Program Integr	Type to se	arch hv:		105050) 50/	301
03/18/2	Parking Fixed	\$5.00 \$36.00				Text Cod	-			
03/19/2		\$5.00				(Code) Text	e			
03/19/2 F	2	\$42.75				(0740307) Animal	Health		-	
						(1073201) Dept Admin and Program Support (2011500) Child Support Services				
						(2011001) After Sc	hool Care			
						(4930300) Columb				
						(8100801) Childrer				
							nce for Disabled Ch	ildr		
						(3310502) Benefits				
						(4631301) Adminis			-	
						(3010423) Case Ma	anagement			

10. If you need to delete an allocation row, click in the checkbox next to that row and select **Delete Selected Allocations.**

Expense List		Allocations		1	Fotal: \$159.00 Al	located: \$159.00 (100%) Remainir	ng: \$0.00 (0
Allocate Selected Expenses CI	ear Selections	Allocate By: •	Add New Allocation	Delete Selected	Allocations	orites • Add to	Favorites	
Select Group *		Percentage	* Department <u>\</u> ?	* Program §?	* Fund Source §?	* Fund §?	* Project §?	* Class
Date Expense Group	Amunt	33.3333334	Program Integr	(1073201) Dep	(4) Redistribution	(10100) Opera	(29105050) 50/	301
✓ 03/17/2 Fixed	\$28.	33.33333333	Program Integr	(8100801) Chil	(4) Redistribu 🗸	(10100) Opera	(29105050) 50/	301
O3/18/2 Rental	\$90.00	33.33333333	Program Integr	(1073201) Dep	(4) Redistribution	(10100) Opera	(11000050) AD	301
03/18/2 Parking	\$5.00			<u> </u>				
Ø 03/18/2 Fixed	\$36.00							
	\$36.00 \$5.00							
03/19/2 Rental	\$42,75		_					

a. Click **Yes** in the pop up window.

Please Confirm		
Delete the selected row(s)?		
	Yes	No

11. If this allocation is going to be used repeatedly on other expenses or expense reports, click on **Add to Favorites.**

Expense List	Allocations		-	Total: \$159.00 A	llocated: \$159.00 (100%) Remaini	ng: \$0.00 (0 1
Allocate Selected Expenses Clear Selections	Allocate By: •	Add New Allocation	Delete Selected	Allocations	vorites • Add to	Favorites	
Select Group *	Percentage	* Department \ ?	* Program §?	* Fund Source §?	* Fund §?	* Project §?	* Class
Date Z Expense Group Amount	50	Program Integr	(1073201) Dep	(4) Redistribution	(10100) Opera	(29105050) 50/	301
Date ▼ Expense Group Amount ✓ 03/17/2 Fixed \$28.00	50	Program Integr	(1073201) Dep	(4) Redistribution	(10100) Opera	(11000050) AD	301

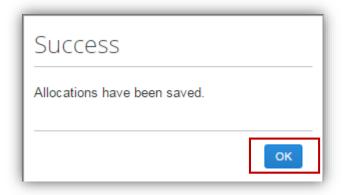
12. Enter a unique name for this allocation and click **Save**.

Add to Fav	vorites	×
Enter Allocation Favorite Name:	Yabba Dabba Allocation	
		Save Cancel

13. Click Save.

		ocations			Total: \$159.00 All	ocated: \$159.00 (100%) Remainin	ng: \$0.00 (0
Clear Selections		llocate By: ▼	Add New Allocation	Delete Selected	Allocations	orites • Add to	Favorites	
		Percentage	* Department \ ?	* Program k?	* Fund Source §?	* Fund §?	* Project § ?	* Class
up Amount		50	Program Integr	(1073201) Dep	(4) Redistribution	(10100) Opera	(29105050) 50/	301
\$28.00		50	Program Integr	(1073201) Dep	(4) Redistribution	(10100) Opera	(11000050) AD	301
\$90.00								
\$5.00								
\$36.00								
\$5.00								
\$42.75								
	up Amount \$28.00 \$90.00 \$5.00 \$36.00 \$5.00	up Amount \$28.00 \$90.00 \$5.00 \$36.00 \$5.00	Percentage up Amount \$28.00 \$90.00 \$5.00 \$5.00 \$5.00 \$5.00 \$5.00 \$5.00 \$5.00 \$5.00	up Amount 50 Program Integr \$28.00 \$50 Program Integr \$90.00 \$5.00 \$50 \$50.00 \$5.00 \$5.00 \$50.00 \$5.00 \$5.00 \$50.00 \$5.00 \$5.00	Percentage Department b? Program b? up Amount 50 Program Integr (1073201) Dep S28.00 \$50 Program Integr (1073201) Dep \$50 \$50 Program Integr (1073201) Dep \$50 \$50 \$700 mintegr (1073201) Dep \$500 \$500 \$700 mintegr (1073201) Dep \$500 \$500 \$700 mintegr (1073201) Dep \$500 \$500 \$700 mintegr (1073201) Dep	Percentage Department b? Program b? Fund Source b? up Amount 50 Program Integr (1073201) Dep (4) Redistribution \$28.00 \$50 Program Integr (1073201) Dep (4) Redistribution \$50 Program Integr (1073201) Dep (4) Redistribution \$50 Store \$36.00 \$35.00 \$50.00 \$42.75 \$42.75	up Amount • Percentage • Department by? • Program by? • Fund Source by? • Fund by? \$28.00 \$50 Program Integr (1073201) Dep (4) Redistribution (10100) Opera \$90.00 \$50 Program Integr (1073201) Dep (4) Redistribution (10100) Opera \$50 Program Integr (1073201) Dep (4) Redistribution (10100) Opera \$50 State \$50 Program Integr (1073201) Dep (4) Redistribution \$50 State \$50 Program Integr (1073201) Dep (4) Redistribution \$50 State \$50 Program Integr (1073201) Dep (4) Redistribution \$50 State \$50 State \$50 \$50 \$50 \$50 \$50 State \$50 \$50 \$50 \$50 \$50 \$50 \$42,75 \$50 \$50 \$50 \$50 \$50 \$50 \$50 \$50 \$50 \$50 \$50 \$50	up Amount \$28.00 \$39.00 \$5.00 \$50 \$28.00 \$50 \$28.00 \$50 \$28.00 \$50 \$28.00 \$50 \$28.00 \$50 \$28.00 \$50 \$28.00 \$50 \$28.00 \$50 \$28.00 \$50 \$28.00 \$50 \$28.00 \$50 \$28.00 \$28.00 \$38.00 \$38.00 \$42.75

14. Click **OK** in the dialogue box.



15. Click Done.

16. Any items that have been allocated will display an allocation icon. Hover over the

icon with the mouse to view the allocations for that item.

	Manage Ex	xpenses Cash Advances 🗸				
Ν	ormal	Travel 3/16	to 31		Delete Report	Submit
,	New Expense		int / Email ×			
Expe	enses		Move Delete	opy View ▼ 《	Ave	ilable Re
	Date	Expense	Amount	Requested		
Addi	03/19/2015	Parking	\$5.00	\$5.00		
		ABC Parking, Atlanta, Georgia				
	03/19/2015	Rental Car Fuel Enterprise, Atlanta, Georgia	\$42.75	\$42.75		
	03/18/2015	Rental Cars Only Enterprise, Atlanta, Georgia	\$90.00	\$90.00		
	03/18/2015	Parking ABC Parking, Atlanta, Georgia	\$5.00	\$5.00		
	03/18/2015	Fixed Meals Augusta (Single Day), Georgia	\$36.00	\$36.00		
	03/17/2015 🛞	Fixed Meals Roopville (Single Day), Georgia	\$28.00	\$28.00		
			AMOUNT TOT 206.75	AL REQUESTED		