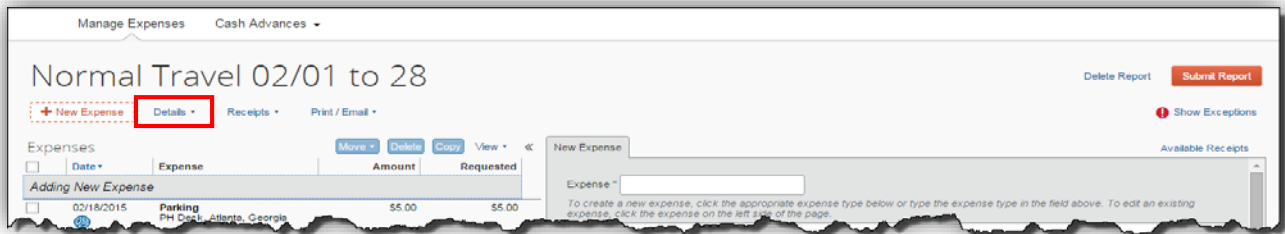


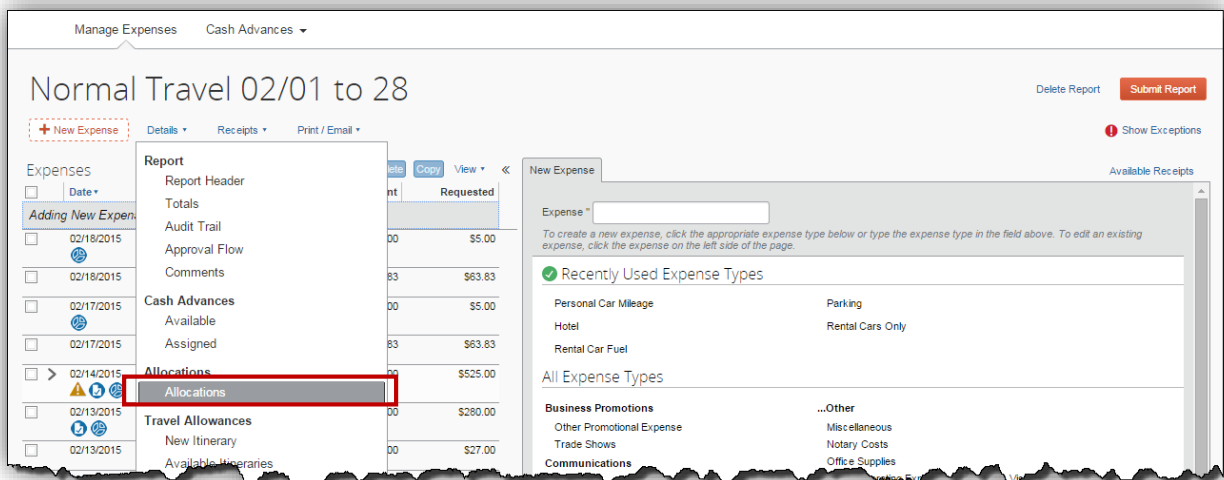


How to Use Allocation Favorites

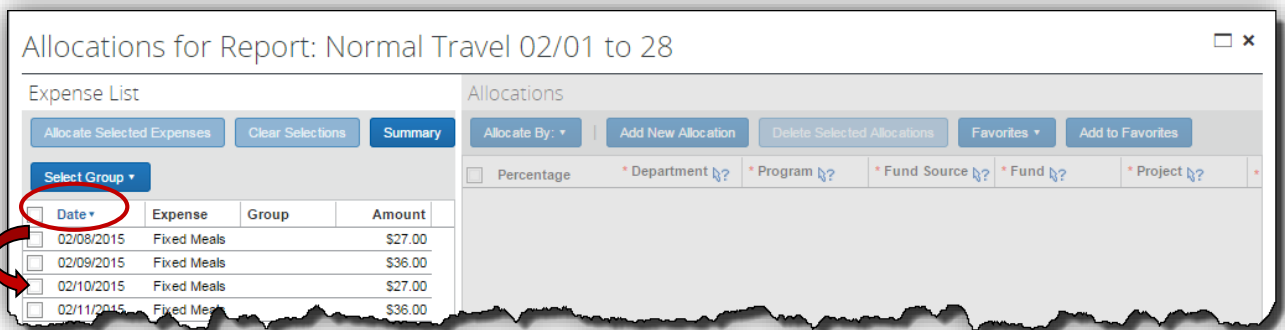
1. Open the Expense Report with the items requiring allocation.
2. Click on the **Details** tab.



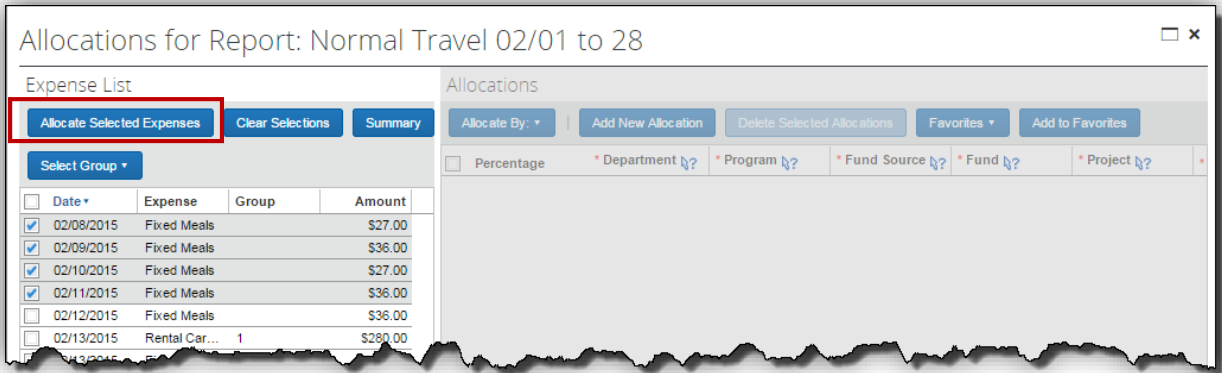
3. Select **Allocations**.



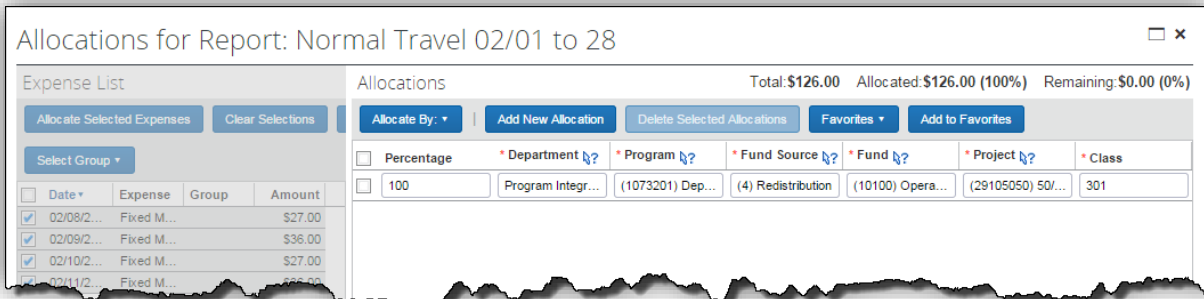
4. Select individual expenses **or** click on the box next to date to select all expenses



5. Click on **Allocate Selected Expenses**.

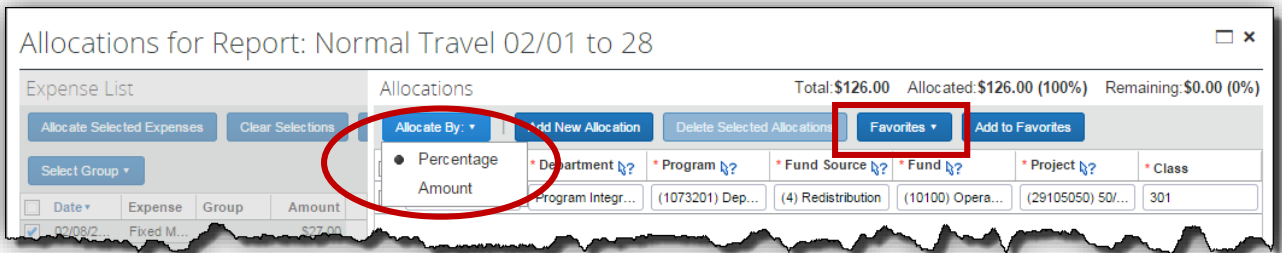


6. The Allocations area opens.



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

8. Click on **Favorites** to display a list of saved allocations



9. Click on the Allocation Favorite you want to use.

Allocations for Report: Normal Travel 02/01 to 28

Expense List

Allocate Selected Expenses Clear Selections

Select Group ▾

Date	Expense	Group	Amount
02/08/2...	Fixed M...		\$27.00
02/09/2...	Fixed M...		\$36.00

Allocations

Total: \$126.00

Allocate By: ▾ Add New Allocation Delete Selected Allocations

Percentage * Department * Program * Fund Source

100 Program Integr... (1073201) Dep... (4) Redistrib

Watusi Allocation x

ABC Allocation x

Project Wally Allocation x

Ginger Project Allocations x

Project Critter x

Bill's Allocation x

Sally Mae Allocation x

Jack's Allocation x

Blxby Allocation x

10. Click **Yes** in the confirmation dialogue box to apply the saved allocations.

Please Confirm

Replace existing allocations with allocations in "Project Critter"

11. Click **Save**.

Allocations for Report: Normal Travel 02/01 to 28

Expense List

Allocate Selected Expenses Clear Selections

Select Group ▾

Date	Expense	Group	Amount
02/08/2...	Fixed M...		\$27.00
02/09/2...	Fixed M...		\$36.00
02/14/2...	Hotel		\$90.00
02/18/2...	Person...		\$63.83

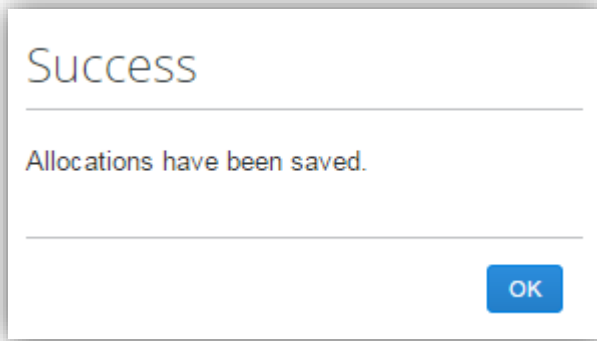
Allocations

Total: \$126.00 Allocated: \$126.00 (100%) Remaining: \$0.00 (0%)

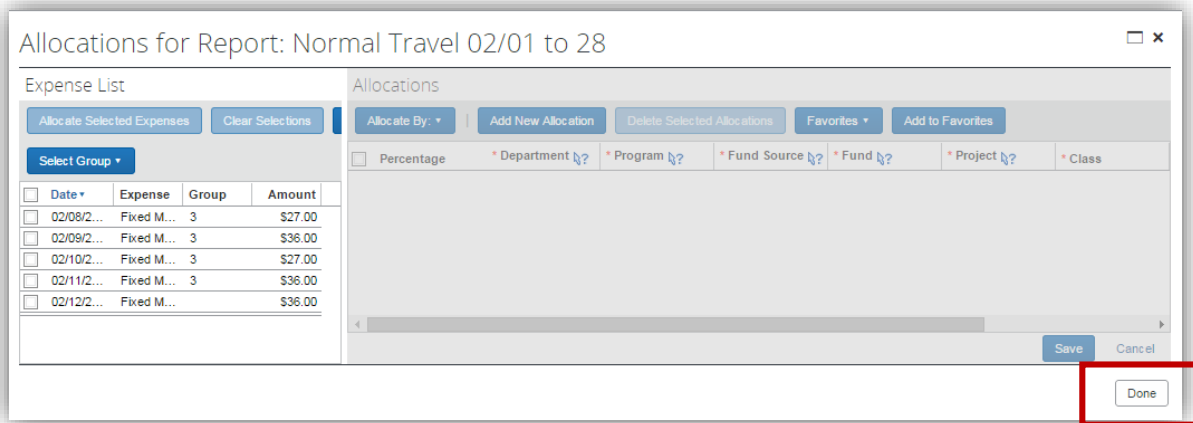
Allocate By: ▾ Add New Allocation Delete Selected Allocations Favorites ▾ Add to Favorites

Percentage	* Department	* Program	* Fund Source	* Fund	* Project	* Class
30	Program Integr...	(1073201) Dep...	(4) Redistribution	(10100) Opera...	(29105050) 50/...	301
70	Program Integr...	(0740307) Ani...	(4) Redistribution	(10100) Opera...	(29105050) 50/...	301

12. Click **OK**.



13. Click **Done** to exit Allocations and return to the Expense Report detail.



14. 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.

