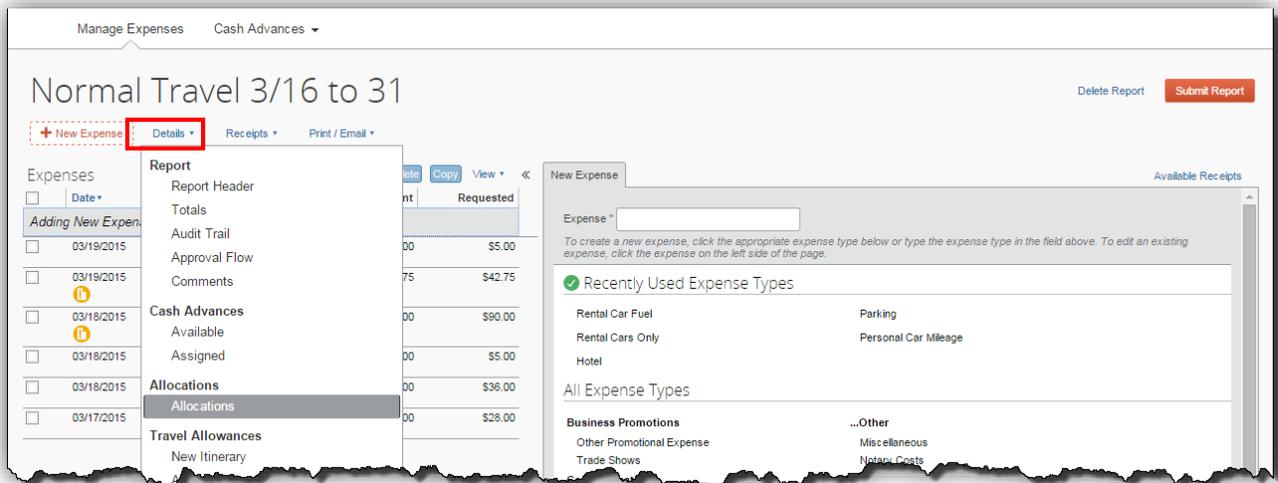


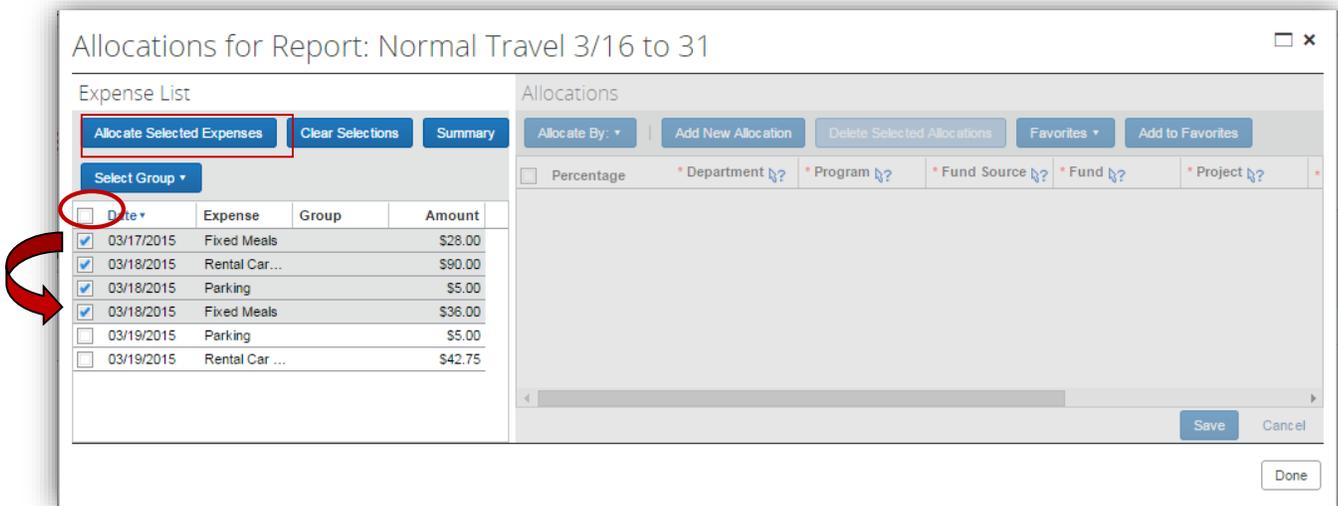


How to Allocate Expenses and Create Allocation Favorites

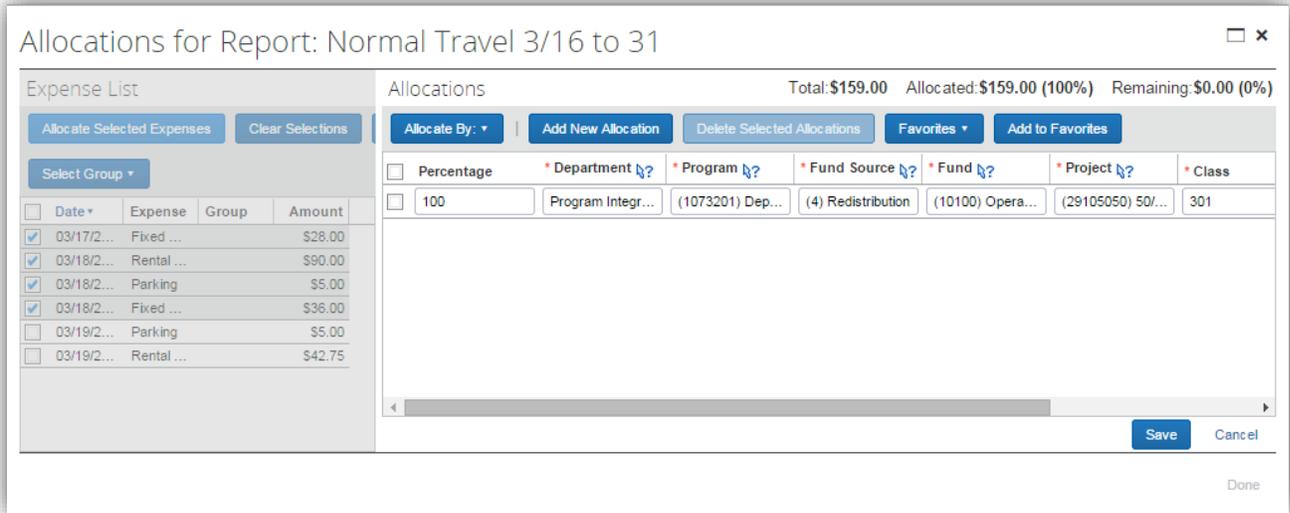
1. Open the Expense Report with the items requiring allocation.
2. Click on the **Details** tab.
3. Select **Allocations**



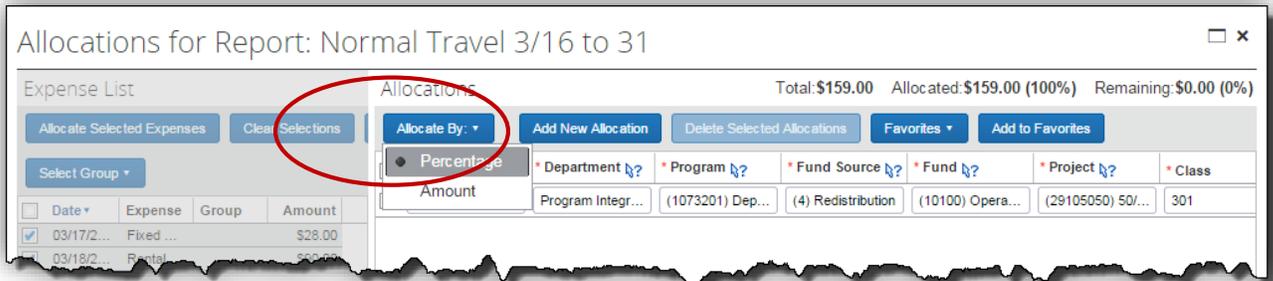
4. Select individual expenses or click on the box next to date to select all expenses
5. Click on **Allocate Selected Expenses**



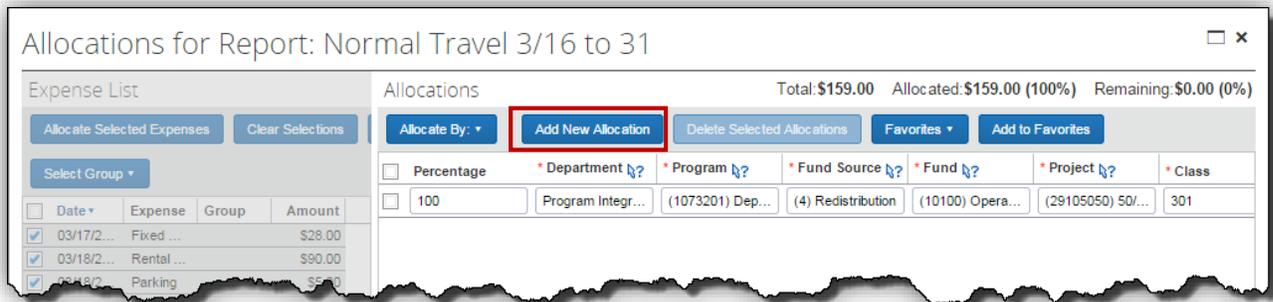
6. The Allocations area opens



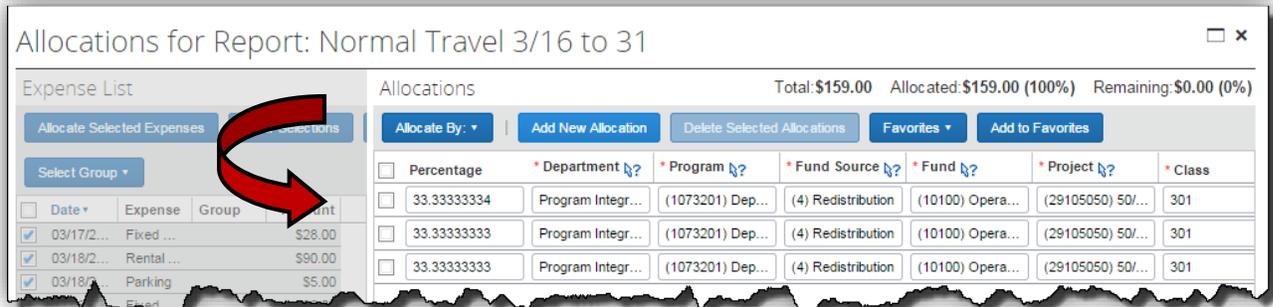
7. The default allocation type is Percentage. To allocate by amount click on the **Allocate By** tab and select **Amount**.



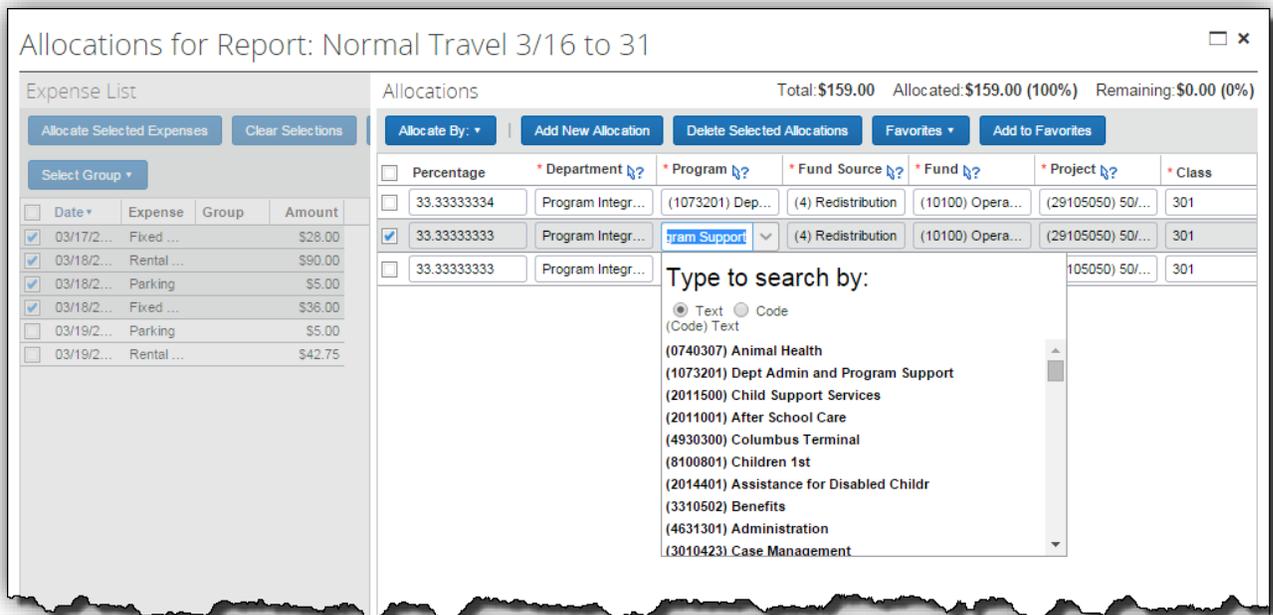
8. The data that appears represents the default department, program, etc. of the person creating the Expense Report. This information comes from the HCM system. You may make an adjustment to one of the fields or add one or more additional lines to split the allocations. Click on the **Add New Allocation**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



- 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.



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



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

Allocations for Report: Normal Travel 3/16 to 31

Expense List Allocations Total:\$159.00 Allocated:\$159.00 (100%) Remaining:\$0.00 (0%)

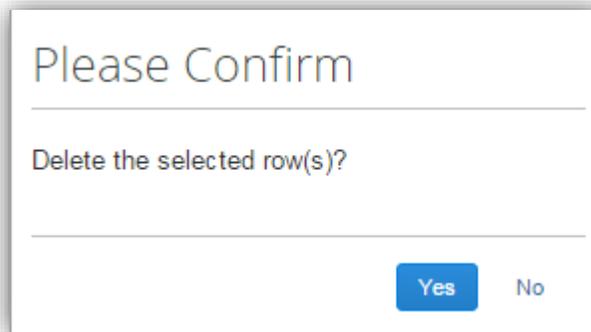
Allocate Selected Expenses Clear Selections Allocate By: ▾ Add New Allocation **Delete Selected Allocations** Favorites ▾ Add to Favorites

Select Group ▾

<input type="checkbox"/>	Date ▾	Expense	Group	Amount
<input checked="" type="checkbox"/>	03/17/2...	Fixed ...		\$28.00
<input checked="" type="checkbox"/>	03/18/2...	Rental ...		\$90.00
<input checked="" type="checkbox"/>	03/18/2...	Parking		\$5.00
<input checked="" type="checkbox"/>	03/18/2...	Fixed ...		\$36.00
<input type="checkbox"/>	03/19/2...	Parking		\$5.00
<input type="checkbox"/>	03/19/2...	Rental ...		\$42.75

<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source	* Fund	* Project	* Class
<input type="checkbox"/>	33.33333334	Program Integr...	(1073201) Dep...	(4) Redistribution	(10100) Opera...	(29105050) 50/...	301
<input checked="" type="checkbox"/>	33.33333333	Program Integr...	(8100801) Chil...	(4) Redistribu	(10100) Opera...	(29105050) 50/...	301
<input type="checkbox"/>	33.33333333	Program Integr...	(1073201) Dep...	(4) Redistribution	(10100) Opera...	(11000050) AD...	301

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



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

Allocations for Report: Normal 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 ▾

<input type="checkbox"/>	Date ▾	Expense	Group	Amount
<input checked="" type="checkbox"/>	03/17/2...	Fixed ...		\$28.00
<input checked="" type="checkbox"/>	03/18/2...	Rental ...		\$90.00

<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source	* Fund	* Project	* Class
<input type="checkbox"/>	50	Program Integr...	(1073201) Dep...	(4) Redistribution	(10100) Opera...	(29105050) 50/...	301
<input type="checkbox"/>	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 Favorites ✕

Enter Allocation Favorite Name:

13. Click **Save**

Allocations for Report: Normal Travel 3/16 to 31 ☐ ✕

Total: \$159.00 Allocated: \$159.00 (100%) Remaining: \$0.00 (0%)

Expense List

<input type="checkbox"/>	Date	Expense	Group	Amount
<input checked="" type="checkbox"/>	03/17/2...	Fixed ...		\$28.00
<input checked="" type="checkbox"/>	03/18/2...	Rental ...		\$90.00
<input checked="" type="checkbox"/>	03/18/2...	Parking		\$5.00
<input checked="" type="checkbox"/>	03/18/2...	Fixed ...		\$36.00
<input type="checkbox"/>	03/19/2...	Parking		\$5.00
<input type="checkbox"/>	03/19/2...	Rental ...		\$42.75

Allocations

|

<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source	* Fund	* Project	* Class
<input type="checkbox"/>	50	Program Integr...	(1073201) Dep...	(4) Redistribution	(10100) Opera...	(29105050) 50/...	301
<input type="checkbox"/>	50	Program Integr...	(1073201) Dep...	(4) Redistribution	(10100) Opera...	(11000050) AD...	301

Done

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

Success

Allocations have been saved.

15. Click **Done**

16. Any items that have been allocated will display an  icon. Hover over the icon with the mouse to view the allocations for that item.

Manage Expenses Cash Advances ▾

Normal Travel 3/16 to 31

Delete Report Submit Report

+ New Expense Details ▾ Receipts ▾ Print / Email ▾

Expenses Move ▾ Delete Copy View ▾ << New Expense Available Receipts

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	03/19/2015	Parking ABC Parking, Atlanta, Georgia	\$5.00	\$5.00
<input type="checkbox"/>	03/19/2015	Rental Car Fuel Enterprise, Atlanta, Georgia	\$42.75	\$42.75
<input type="checkbox"/>	03/18/2015	Rental Cars Only Enterprise, Atlanta, Georgia	\$90.00	\$90.00
<input type="checkbox"/>	03/18/2015	Parking ABC Parking, Atlanta, Georgia	\$5.00	\$5.00
<input type="checkbox"/>	03/18/2015	Fixed Meals Augusta (Single Day), Georgia	\$36.00	\$36.00
<input type="checkbox"/>	03/17/2015	Fixed Meals Roopville (Single Day), Georgia	\$28.00	\$28.00
TOTAL AMOUNT			\$206.75	TOTAL REQUESTED
				\$206.75