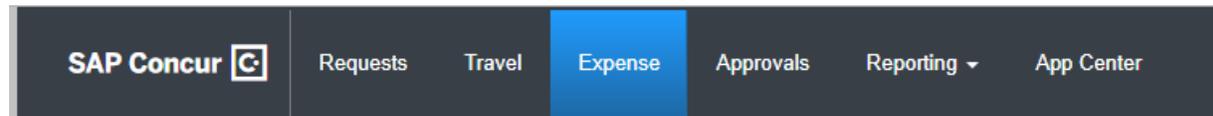


# EXPENSE REPORT: ALLOCATING EXPENSES



**CAL POLY**  
Strategic Business Services  
ADMINISTRATION & FINANCE

## Allocating Expenses

The Allocations feature allows you to allocate selected expenses to multiple chart field strings. This should be performed after the Itemization if allocating to multiple expense types. **To allocate:**

1. With the report open, to create or edit a *single* expense, single click the line that you want to edit.

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>			Out of Pocket	Memberships		08/24/2020	\$45.00	\$45.00
<input type="checkbox"/>			Out of Pocket	Memberships		08/24/2020	\$30.00	\$30.00
<input type="checkbox"/>			Out of Pocket	Parking/Tolls		08/24/2020	\$40.00	\$40.00

2. Click **ALLOCATE** at the top of the Expense Type (under Details)

← → Memberships \$45.00

08/24/2020

Details    Itemizations

**Allocate**

\* Required field

Expense Type \*  
Memberships

Transaction Date \*    City of Purchase  
08/24/2020   

Payment Type \*  
Out of Pocket

3. A new screen will open, start by selecting *Percentage* or *Amount*.
4. **Add** as many allocations as necessary.

Allocate

Expenses: 1 | \$45.00

Percent	Amount
Amount \$45.00	Allocated \$45.00 100%
Default Allocation	
Code SLCMP-SL001-126500	
<a href="#">Add</a> <a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Save as Favorite</a>	

You can adjust the amounts and percentages. The total amount must be allocated to 100%, otherwise an audit rule is flagged and you will not be able to submit the report.

Add Allocation



**+** New Allocation      **★** Favorite Allocations

**\* Required field**

Business Unit \* 2  
▼ (SLCMP) SLCMP - Cal Poly San Luis Obispo

Fund \* 3  
▼ (SL001) SL001 - 948-485 CSU Operating Fund

Department \* 4  
▼ (126500) 126500 - SBS-Procurement Services

Program 2  
▼ Search by Text

Class 2  
▼ Search by Text

Project 2  
▼ Search by Text

Cancel [Save](#)

5. Type in the Fund, Department, Program Class, and/or Project code by Text or by Code.
6. Click **Save**

7. Click **Save Expense**. The allocation will show under **Requested** on the Expense Report.

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

**Add Expense** Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date ▾	Amount	Requested
<input type="checkbox"/>			Out of Pocket	Memberships		08/24/2020	\$45.00	\$45.00 Allocated
<input type="checkbox"/>			Out of Pocket	Memberships		08/24/2020	\$30.00	\$30.00
<input type="checkbox"/>			Out of Pocket	Parking/Tolls		08/24/2020	\$40.00	\$40.00
<input type="checkbox"/>			Out of Pocket	Parking/Tolls		08/24/2020	\$35.00	\$35.00
<input type="checkbox"/>			Out of Pocket	Car Rental	Enterprise San Luis Obispo, California	11/05/2019	\$300.00	\$200.00 Itemized
							<b>\$450.00</b>	<b>\$350.00</b>

