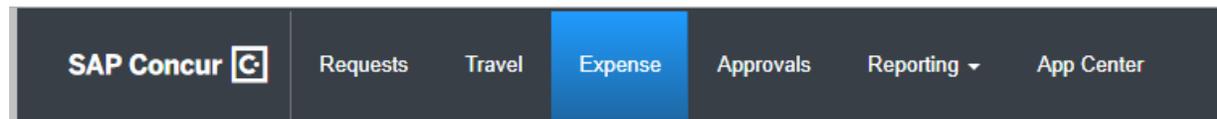


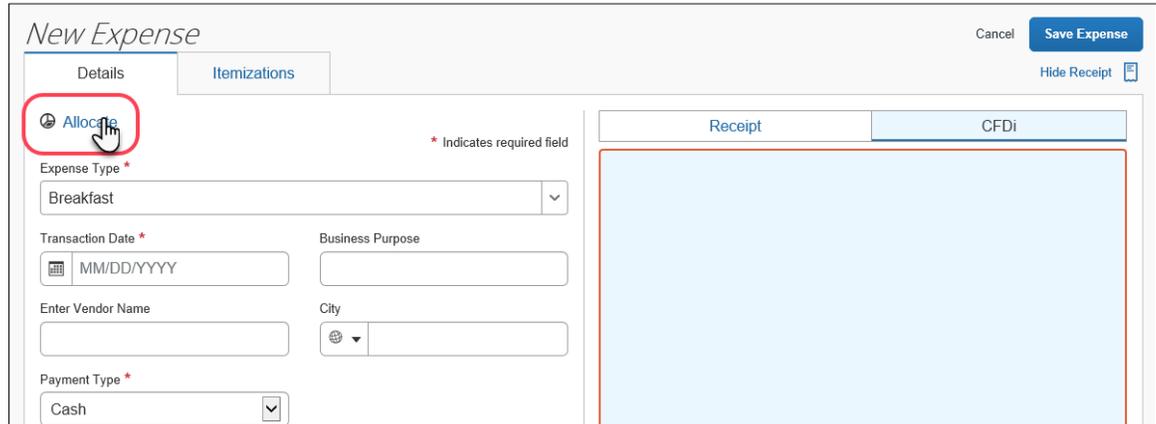
EXPENSE REPORT: ALLOCATIONS



CAL POLY
Strategic Business Services
ADMINISTRATION & FINANCE

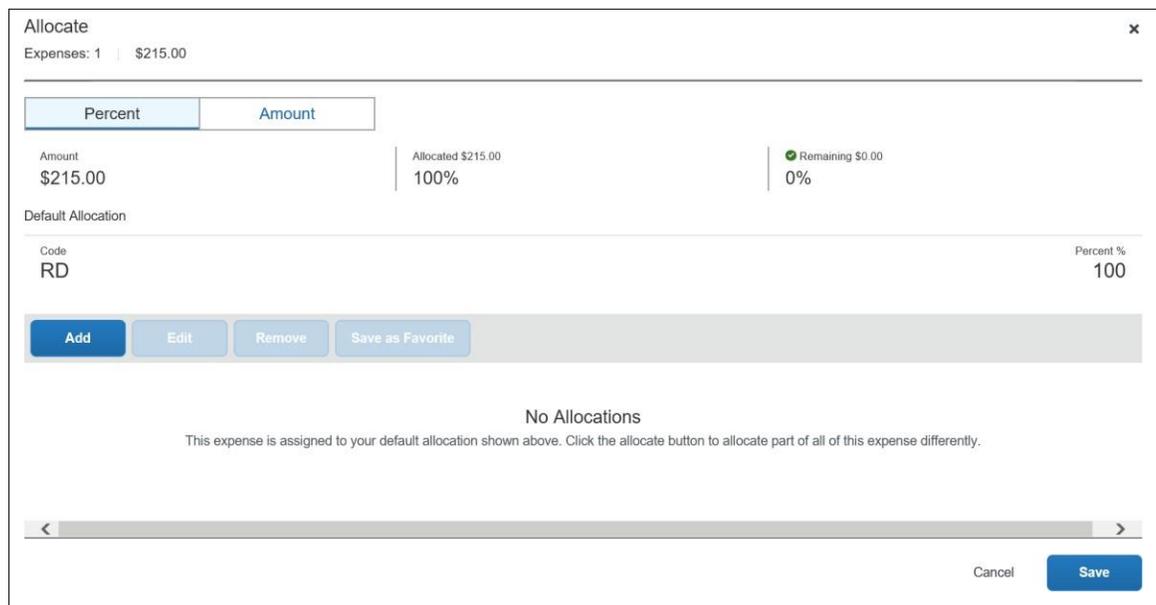
Allocate an Individual Expense

1. To allocate an individual expense, open the expense and then click **Allocate**.



The screenshot shows the 'New Expense' form. The 'Allocate' button is circled in red. The form includes fields for Expense Type (Breakfast), Transaction Date (MM/DD/YYYY), Business Purpose, Enter Vendor Name, City, and Payment Type (Cash). There are also 'Receipt' and 'CFDi' tabs on the right side.

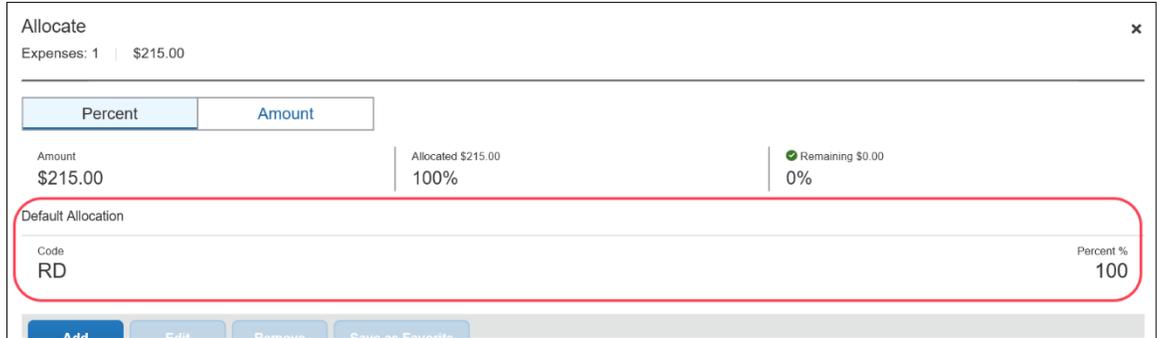
2. The **Allocate** page appears.



The screenshot shows the 'Allocate' page. It displays the expense amount (\$215.00) and the current allocation (100% to code RD). The page includes a table for Default Allocation and buttons for Add, Edit, Remove, and Save as Favorite. A message states: 'No Allocations. This expense is assigned to your default allocation shown above. Click the allocate button to allocate part of all of this expense differently.'

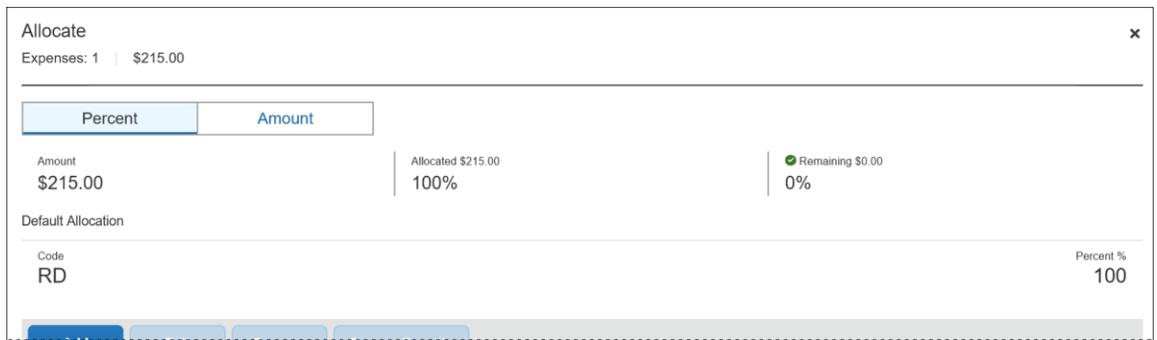
Code	Percent %
RD	100

- 3. On the "blank" **Allocate** page, a default allocation appears. It is a reminder to you that any amount that you do not allocate is automatically charged to your default allocation, for example, to your own department. In this example, the default allocation (user's cost center) is *RD*.



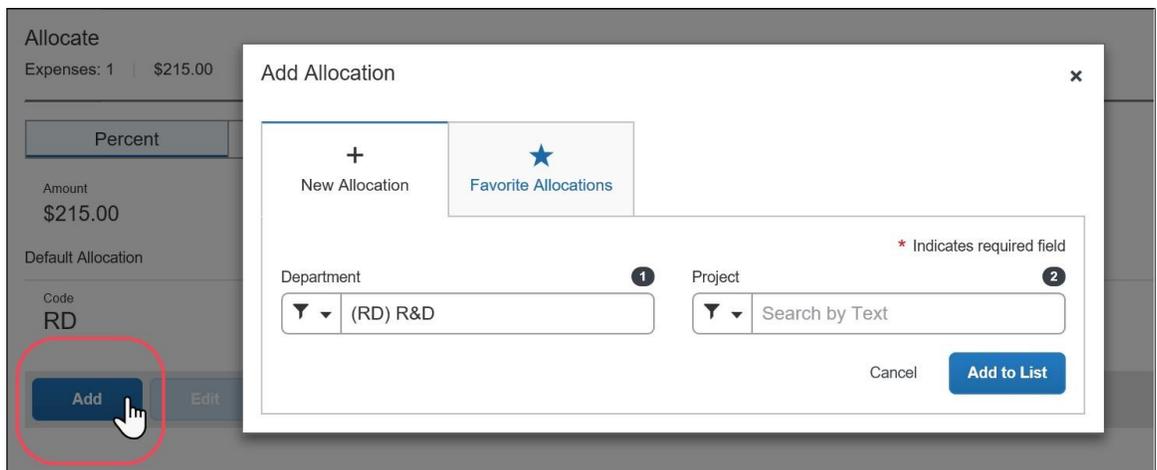
Choose Percent or Amount

On the top of the page, click **Percent** or **Amount**, if your configuration allows.



Add a New Allocation

To add a new allocation, click **Add**. The **Add Allocation** window appears.



On the **New Allocation** tab, select or enter the appropriate information for each field. Click **Add to List**. The allocation is added to the list and the **entire** allocation amount (100%) is added to the newly added allocation.

EXAMPLES

- A. In this example, assume that Account Management is responsible for the entire cost of the expense.

Default Allocation			
Code			Percent %
RD			0
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save as Favorite"/>			
<input type="checkbox"/>	Department	Project	Code ▲
<input type="checkbox"/>	Account Management		ACCT
			Percent %
			<input type="text" value="100"/>

- B. In this example, assume that Account Management is responsible for half and your department is responsible for the remaining half. Adjust the Account Management percentage to 50%; the default row (your cost center) automatically adjusts to assume the remaining 50%.

Default Allocation			
Code			Percent %
RD			50
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save as Favorite"/>			
<input type="checkbox"/>	Department	Project	Code ▲
<input type="checkbox"/>	Account Management		ACCT
			Percent %
			<input type="text" value="50"/>

- C. In this example, assume that Account Management is responsible for half and Sales is responsible for the remaining half. None of the expense is to be charged to your cost center.

Default Allocation			
Code			Percent %
RD			0
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save as Favorite"/>			
<input type="checkbox"/>	Department	Project	Code ▲
<input type="checkbox"/>	Account Management		ACCT
<input type="checkbox"/>	Sales		SALES
			Percent %
			<input type="text" value="50"/>
			<input type="text" value="50"/>

Add as many allocations as desired. Depending on your configuration, you may be able to adjust percentages/amounts.

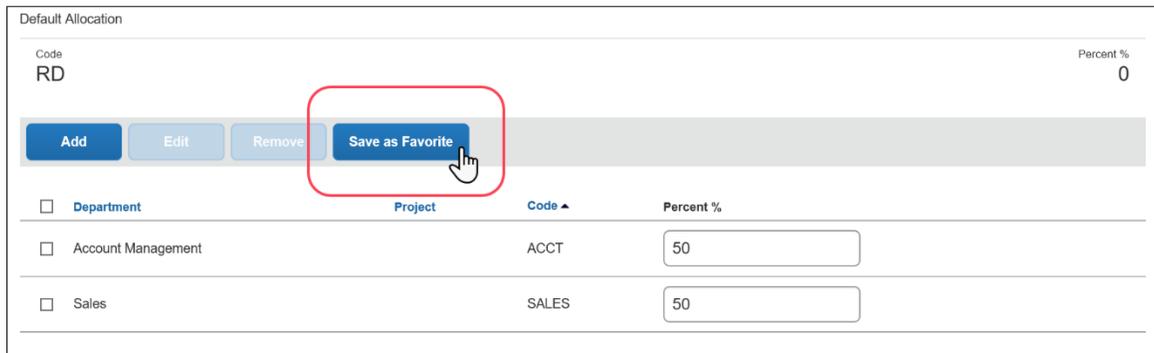
Remove an Allocation

To remove an allocation, select the check box for the desired allocation and click **Remove**.

Work With Favorites

Add to Favorites

If you have a particular set of allocations that you use a lot, save them as a favorite.



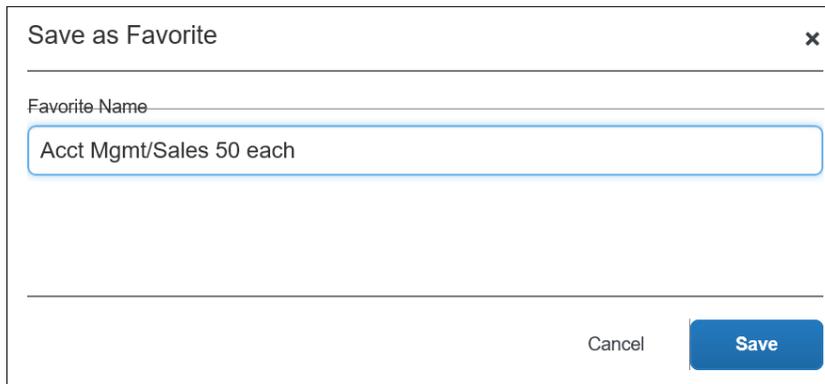
Default Allocation

Code RD Percent % 0

Add **Edit** **Remove** **Save as Favorite**

<input type="checkbox"/> Department	Project	Code ▲	Percent %
<input type="checkbox"/> Account Management		ACCT	<input type="text" value="50"/>
<input type="checkbox"/> Sales		SALES	<input type="text" value="50"/>

When you click **Save as Favorite**, the **Save as Favorite** window appears.



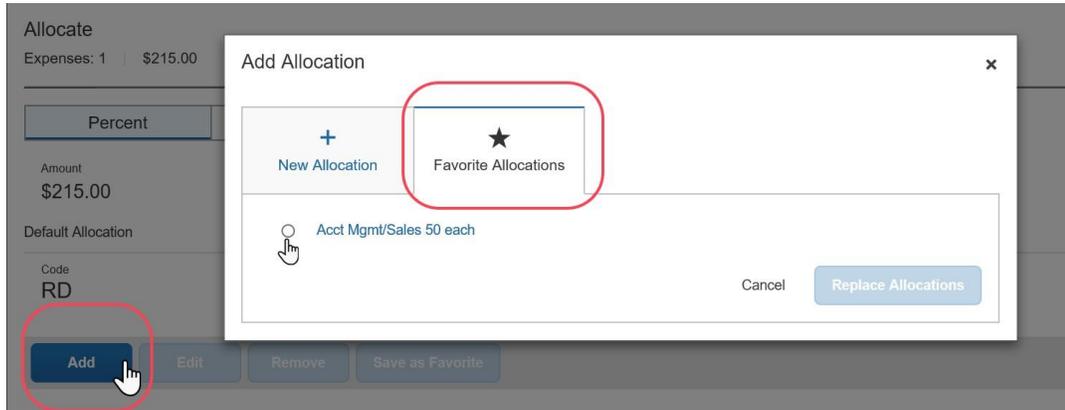
Save as Favorite ✕

Favorite Name

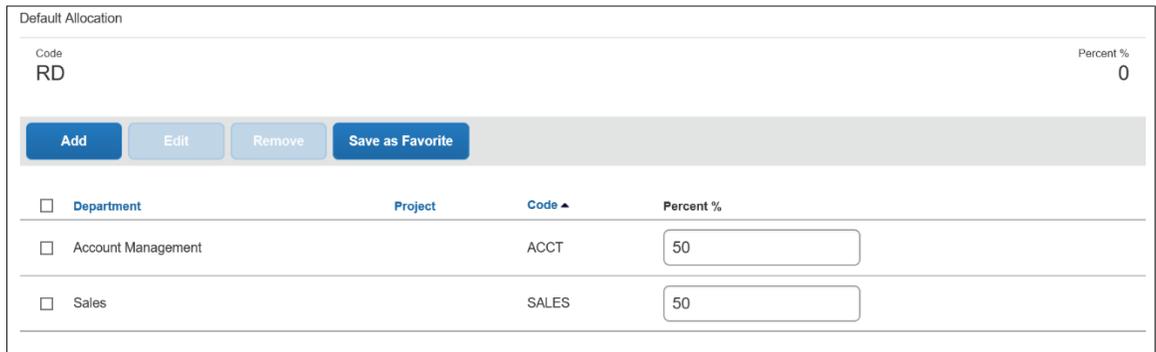
Enter a name and click **Save**.

Use a Favorite

To use a favorite allocation, click **Add** and then click **Favorite Allocations**.

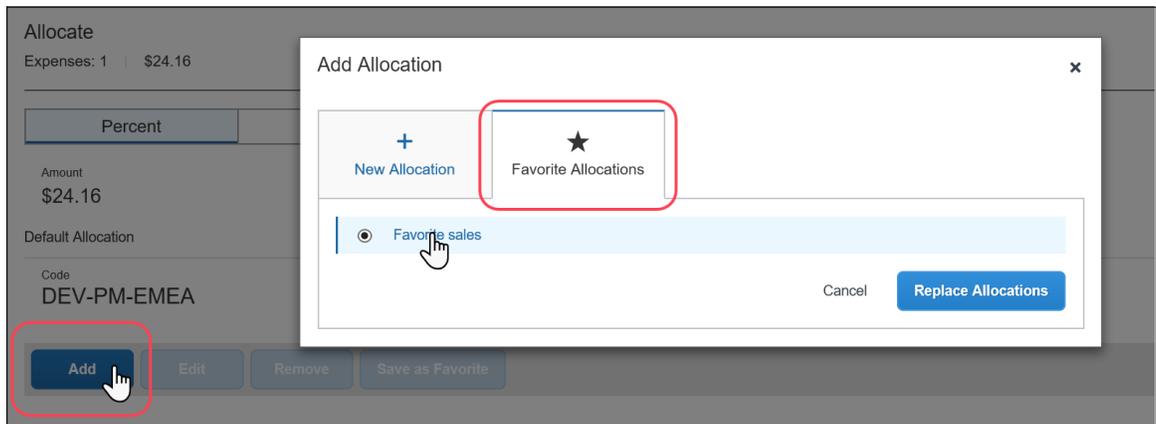


Click the radio button for the favorite and then click **Replace Allocations**. The allocation is applied.



Delete a Favorite

To delete a favorite allocation, click **Add** and then click **Favorite Allocations**.



Click the name (link) of the desired favorite. This page appears, showing details of the favorite.

The screenshot shows the 'Allocate' interface with a modal window titled 'Favorite sales'. The modal contains a table with the following data:

Name	Code	Percent
Sales - Sales Support - EMEA	SALE-SUPP-EMEA	50%
Development - Program Mgmt - North America	DEV-PM-NAM	50%

At the bottom of the modal, there are buttons for 'Close', 'Delete Favorite' (highlighted with a red circle), and 'Replace Allocations'.

Click **Delete Favorite**.

Allocate Multiple Expenses

When you select one or more expenses on the expense report, the **Allocate** button becomes available. Click **Allocate**.

The screenshot shows an expense report interface with a total amount of \$230.62. The 'Allocate' button is highlighted with a red circle. Below the button is a table of expenses with checkboxes in the 'Receipt' column, also highlighted with a red circle.

<input checked="" type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		Cash	Business Meal (attendees) Attendees (1)	Bellevue, Washington	02/28/2019	\$215.00
<input checked="" type="checkbox"/>		Cash	Lunch	Cafe Libre Bellevue, Washington	02/28/2019	\$15.62
						\$230.62

Note that the amount on the **Allocate** page includes only the selected expenses.

The screenshot shows a window titled "Allocate" with a close button (x) in the top right corner. Below the title, it displays "Expenses: 2" and "\$230.62". There are two tabs: "Percent" (selected) and "Amount". The main area shows a summary: "Amount \$230.62", "Allocated \$230.62" (100%), and "Remaining \$0.00" (0%). Below this is a "Default Allocation" section with a table:

Code	Percent %
RD	100

At the bottom, there are four buttons: "Add", "Edit", "Remove", and "Save as Favorite". Below the buttons, it says "No Allocations" and provides a note: "These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part of all of these expenses differently."

Create the allocations, favorites, etc. as shown in *Allocate an Individual Expense* above.

Expense List



Refer to the *Additional Information in the Expense List* section in this guide to see how allocations appear in the expense list.