Section 10: Use Special Features (Continued)

Allocate Expenses

The Allocations feature allows you to allocate expenses to projects or departments. The departments you choose will be charged for those expenses.

How to...

1. Complete all expenses as usual.

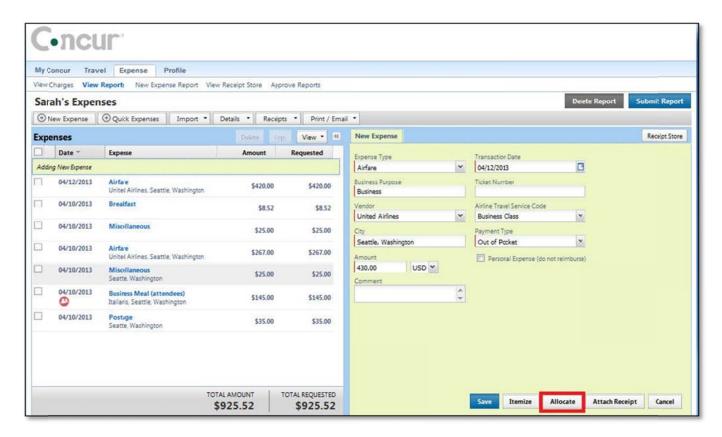
Select the expense you wish to allocate from the expense list.

Click **Allocate** near the lower right-hand corner of the expense details section.

Additional Information

The expense details appear.

The **Allocate Report** window appears.



From the **Allocate By** dropdown menu, select either **Percentage** or **Amount**.

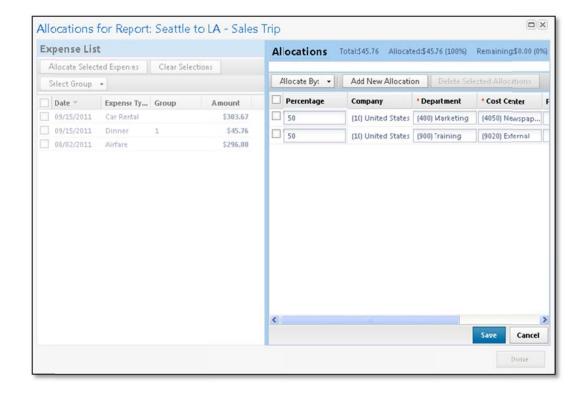
In the Allocate By field, enter the *Percentage* or *Amount*.

Click in the field under the **Department** column heading.

Select the department that will receive the allocation.

Depending on your company's configuration, you might see different fields, other than Department, to complete on the **Allocate Report** page.

Allocate Expenses (Continued)



Click Add New Allocation.

Repeat steps 5-7 for each new allocation.

Click Save.

In the confirmation message box, click **OK**.

In the Allocate Report window, click Done.

A new allocations field appears.

Add as many allocations as necessary. You can adjust the amounts and percentages. You do not have to allocate 100% of the total. The amount that you do not allocate is charged as usual, probably to your own cost center.

The allocation icon appears on the left side of the page with the expense.



Section 10: Use Special Features (Continued)

Allocate Multiple Expenses

If you have multiple expenses in a report to allocate, you can select and allocate all applicable expenses at the same time.

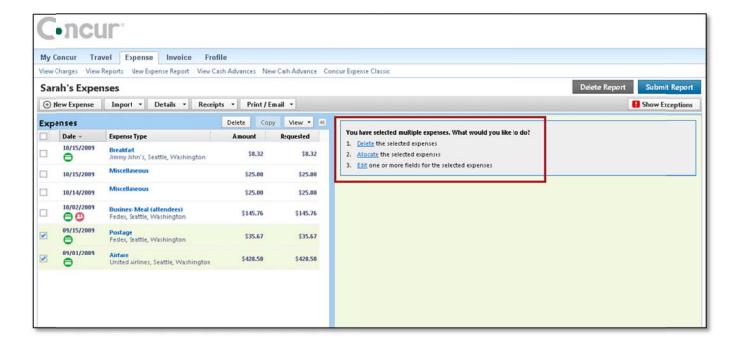
How to...

2. Complete all expenses as usual.

Select all the expenses you wish to allocate from the expense list.

Additional Information

A message appears in the right pane, which states that you have selected multiple expenses and provides three options.



Click Allocate.

From the **Allocate By** dropdown menu, select either **Percentage** or **Amount**.

In the Allocate By field, enter the *Percentage* or *Amount*.

Click in the field under the **Department** column heading.

Select the department that will receive the allocation.

Click Add New Allocation.

The **Allocate Report** window appears.

A dropdown list of departments appears.

Depending on your company's configuration, you might see different fields, other than Department (i.e., Cost Center or Project), to complete on the **Allocate Report** page.

A new allocations field appears.

Allocate Multiple Expenses (Continued)

How to...

Repeat steps 5-7 for each new allocation.

Click Save.

In the confirmation message box, click **OK**.

In the Allocate Report window, click Done.

Additional Information

Add as many allocations as necessary. You can adjust the amounts and percentages. You do not have to allocate 100% of the total. The amount that you do not allocate is charged as usual, probably to your own cost center.

The allocation icon appears on the left side of the page with the expense. If the expense is 100% allocated, the icon is yellow, red, and green. If the expense is not 100% allocated, the icon is blue and gray.

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