







# Allocating an Expense















- 1. Select the expense you would like to allocate. Click allocate.

Copy of test \$238.00  Copy Report Submit Report


Returned | COMMENT - KYLE METCALF: test [View Report Timeline](#)

Report Details  | [Print/Share](#)  | [Manage Receipts](#)  | [Travel Allowance](#) 

Add Expense Edit Delete Copy Allocate Combine Expenses Move to 

	Alerts 	Receipt 	Payment Type 	Expense Type 	Vendor Details 	Date 	Requested 
<input checked="" type="checkbox"/>			Out of Pocket	Parking		03/16/2022	\$10.00
<input type="checkbox"/>			Out of Pocket	Personal Car Mileage		12/15/2021	\$28.00
<input type="checkbox"/>			Out of Pocket	Conference Registration	haha	10/31/2021	\$100.00
<input type="checkbox"/>			Out of Pocket	Business Meal		08/17/2021	\$100.00 <small>Itemized</small>
							\$238.00

- 2. You can allocate by percent or amount. Choose which you would like to allocate by then click add.

Allocate 

Expenses: 1 | \$10.00

Percent  Amount

Amount: \$10.00 | Allocated: \$10.00 (100%) | Remaining: \$0.00 (0%)

Default Allocation

Code: TRAVEL-02-CRM-10000003-L Percent %: 100

Add Edit Remove Save as Favorite

No Allocations

This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.

Cancel Save

3. You will need to fill out the account attributes for the account that you will allocate the expense to.

Add Allocation x

+ New Allocation★ Favorite Allocations

**System Member \*** 2

▼ (02) TEXAS A&M UNIVERSITY

**Department / Sub-Department \*** 3

▼ (CLVM) COLLEGE OF VET MEDICINE - ADMIN - DEAN


**Account \*** 4

▼ (239036 00003) SUMMER RESEARCH PROGRAM

**Account Attributes \*** 5

▼ (L) LOCAL

Cancel Save



4. Start with the system member and select. Next is Dept/Sub Dept. As you type the list will filter down so that only the available depts. will appear.

Add Allocation x

+ New Allocation★ Favorite Allocations

**System Member \*** 2

▼ (02) TEXAS A&M UNIVERSITY

**Department / Sub-Department \*** 3


▼ fis

**Account \*** 4

▼ (TRAVEL-02-FISC-208910 00000-L) LOCAL  
(TRAVEL-02-FISC OPS-120052 30000-S) STATE

**Account At** 5

(FISC) FINANCIAL MANAGEMENT OPERATIONS  
(FISC CLEAR) FMO - CLEARING ACCOUNT  
(FISC EPAY) FINANCIAL MANAGEMENT OPERATIONS - EPAY  
(FISC FMO) FINANCIAL MANAGEMENT OPERATIONS  
(FISC OPS) FMO - ACCOUNTING OPERATIONS  
(FISC UTIL) FINANCIAL MANAGEMENT OPS - UTILITIES



5. Next, start entering the account number. Again, the list will start to filter so you only see what is valid and available.

Add Allocation ✕

+  
New Allocation★  
Favorite Allocations

**System Member \*** 2

▼(02) TEXAS A&M UNIVERSITY

**Department / Sub-Department \*** 3

▼(FISC) FINANCIAL MANAGEMENT OPERATIONS

**Account \*** 4

▼2

**Account At**

**Most Recently Used**

(TRAVEL-02-FISC-206910 00000-L) LOCAL

(TRAVEL-02-FISC OPS-120052 30000-S) STATE

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(206910 00000) QATAR SERVICE - FMO

(219900 00000) DIASTER FINANCE

- Lastly, the account attribute will populate. There should only be one option to choose from. This describes the type of account you are using. Once done, click save.

Add Allocation ✕

+  
New Allocation
★  
Favorite Allocations

**System Member \*** 2

▼
(02) TEXAS A&M UNIVERSITY

**Department / Sub-Department \*** 3

▼
(FISC) FINANCIAL MANAGEMENT OPERATIONS

**Account \*** 4

▼
(219900 00000) DIASTER FINANCE

**Account Attributes \*** 5

▼
Search by Code

**Most Recently Used**

(TRAVEL-02-FISC-206910 00000-L) LOCAL

(TRAVEL-02-FISC OPS-120052 30000-S) STATE

(L) LOCAL

- If you will be allocating to more than one account. Change the percent for the first account and then click add.

Allocate ✕

Expenses: 1 | \$10.00 | [View Allocation Group](#)

Percent

Amount

Amount  
\$10.00

Default Allocation

Code  
TRAVEL-02-FISC-239036 00003-L

Allocated \$10.00  
100%

Remaining \$0.00  
0%

Percent %  
50

Add
Edit
Remove
Save as Favorite

	Policy	System Member	Department / Sub-Department	Account	Account Attributes	Code	Percent %
<input type="checkbox"/>	TRAVEL	TEXAS A&M UNIVERSITY	FINANCIAL MANAGEMENT OPERATIONS	DIASTER FINANCE	LOCAL	TRAVEL-02-FISC-219900 00000-L	50

Cancel
Save

8. Enter the second account as done previously, and then save.

leque:

### Add Allocation

+ New Allocation    ★ Favorite Allocations

▼ (02) TEXAS A&M UNIVERSITY

Department / Sub-Department \* (3)  
▼ (CLVM) COLLEGE OF VET MEDICINE - ADMIN - DEAN

Account \* (4)  
▼ (239036 00003) SUMMER RESEARCH PROGRAM

Account Attributes \* (5)  
▼ (L) LOCAL

Cancel    Save

9. Check over the allocations to make sure the amount or percent is correct and then click save.

Allocate

Expenses: 1 | \$10.00 | View Allocation Group

Percent    Amount

Amount: \$10.00    Allocated \$10.00 (100%)    Remaining \$0.00 (0%)

Default Allocation

Code: TRAVEL-02-CLVM-239036 00003-L    Percent %: 0

Buttons: Add, Edit, Remove, Save as Favorite

<input type="checkbox"/>	Policy	System Member	Department / Sub-Department	Account	Account Attributes	Code	Percent %
<input type="checkbox"/>	TRAVEL	TEXAS A&M UNIVERSITY	COLLEGE OF VET MEDICINE - ADMIN - DEAN	SUMMER RESEARCH PROGRAM	LOCAL	TRAVEL-02-CLVM-239036 00003-L	50
<input type="checkbox"/>	TRAVEL	TEXAS A&M UNIVERSITY	FINANCIAL MANAGEMENT OPERATIONS	DIASTER FINANCE	LOCAL	TRAVEL-02-FISC-219900 00000-L	50

Cancel    Save