

## Mass Allocation as Approver or Traveler

- 1) Open the expense report.
- 2) Click Details
- 3) Click Allocations

The screenshot shows the 'Test-MASS ALLOCATION' interface. At the top, there are buttons for '+ New Expense', '+ Quick Expenses', 'Import', 'Details', 'Receipts', and 'Print / Email'. The 'Details' button is highlighted with a red arrow and the number '2'. Below this, a dropdown menu is open, showing various options. The 'Allocations' option is highlighted with a red arrow and the number '3'. The background shows a table of expenses with columns for 'Date' and 'Expense'.

Date	Expense
01/23/2015	Meals
01/22/2015	Meals
01/21/2015	Meals
01/21/2015	Airline Fees

- 4) Use the checkboxes to select the expenses you want to allocate
- 5) Click "Allocate Selected Expenses"

### Allocations for Report: Test-MASS ALLOCATION

The screenshot shows the 'Allocations for Report: Test-MASS ALLOCATION' interface. It features two main sections: 'Expense List' and 'Allocations'. The 'Expense List' table has columns for 'Date', 'Expense', 'Group', and 'Amount'. The 'Allocate Selected Expenses' button is highlighted with a red arrow. The 'Expense List' table shows the following data:

Date	Expense	Group	Amount
<input type="checkbox"/>	01/22/2015	Meals	\$25.00
<input checked="" type="checkbox"/>	01/21/2015	Meals	\$36.00
<input type="checkbox"/>	01/23/2015	Meals	\$30.00
<input checked="" type="checkbox"/>	01/21/2015	Airline Fees	\$35.00

The 'Allocations' section on the right has a table with columns for 'Allocate By', 'System', 'System Me...', 'Department /...', 'Account', and 'Account Attri...'. The 'Allocate Selected Expenses' button is also highlighted with a red arrow.

- Click Allocate by and select either percentage or amount

Allocations for Report: Test-MASS ALLOCATION 6

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

Date	Expense	Group	Amount
<input type="checkbox"/> 01/22/2015	Meals		\$25.00
<input checked="" type="checkbox"/> 01/21/2015	Meals		\$36.00
<input type="checkbox"/> 01/23/2015	Meals		\$30.00
<input checked="" type="checkbox"/> 01/21/2015	Airline Fees		\$35.00

Allocations Total:\$71.00 Allocated:\$71.00 (100%) Remaining:\$0.00 (0%)

Allocate By: Percentage Add New Allocation Delete Selected Allocations Favorites Add to Favorites

	System	* System Me...	* Department /...	* Account	* Account Attri...
<input type="checkbox"/>	FAMIS	(02) TEXAS A...	(FISC OPS) FM...	(210410 20000...	(L) LOCAL

- Click add new allocation
- Enter Accounting information

Allocations for Report: Test-MASS ALLOCATION 7

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

Date	Expense	Group	Amount
<input type="checkbox"/> 01/22/2015	Meals		\$25.00
<input checked="" type="checkbox"/> 01/21/2015	Meals		\$36.00
<input type="checkbox"/> 01/23/2015	Meals		\$30.00
<input checked="" type="checkbox"/> 01/21/2015	Airline Fees		\$35.00

Allocations Total:\$71.00 Allocated:\$71.00 (100%) Remaining:\$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

	Percentage	* System	* System Me...	* Department /...	* Account	* Account Attri...
<input type="checkbox"/>	50	FAMIS	(02) TEXAS A...	(FISC OPS) FM...	(210410 20000...	(L) LOCAL
<input type="checkbox"/>	50	FAMIS	(02) TEXAS A...	(FISC OPS) FM...	(210410 22000...	(L) LOCAL

- Click Save
- Click OK
- Click Done
- Selected expenses will now show as allocated

## Test-MASS ALLOCATION

+ New Expense
+ Quick Expenses
Import
Details
Receipts
Print / Email

Expenses
Move Delete Copy View

<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	01/23/2015	Meals	\$30.00	\$30.00
<input type="checkbox"/>	01/22/2015	Meals	\$25.00	\$25.00
<input type="checkbox"/>	01/21/2015	Meals	\$36.00	\$36.00
<input type="checkbox"/>	01/21/2015	Airline Fees	\$35.00	\$35.00

New Expense