<u>Allocating Transactions</u>

Allocating a transaction

You can use the systen to add custom fields to your transactions that can contain the information needed for your financial accounting system (e.g. General Ledger Number). The fields you define are referred to as an allocation scheme.

Depending on your site settings, you can edit certain fields in the allocation scheme. You can specify the value you want associated with a field in each transaction by entering the information in the allocation field.

Also, depending on your site setup, a list of possible values for each allocation field may be available. If a list of valid code values are available for a field, click the selector icon under the allocation field to display a dialog box where you can select a valid code for that field.

If you enter information in an editable field that displays the selector icon, the information you entered is checked against the list of valid codes when you save your changes. If the code you entered is invalid, you are prompted with an error message and the allocation field changes are not saved.

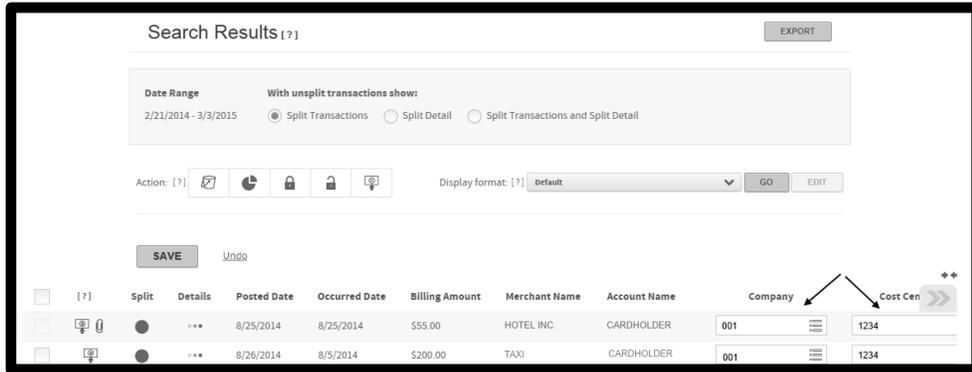You can allocate a transaction from the following pages:

- The Transactions search results page

- The Transaction Allocation and Expense Type section of the Transaction Detail page
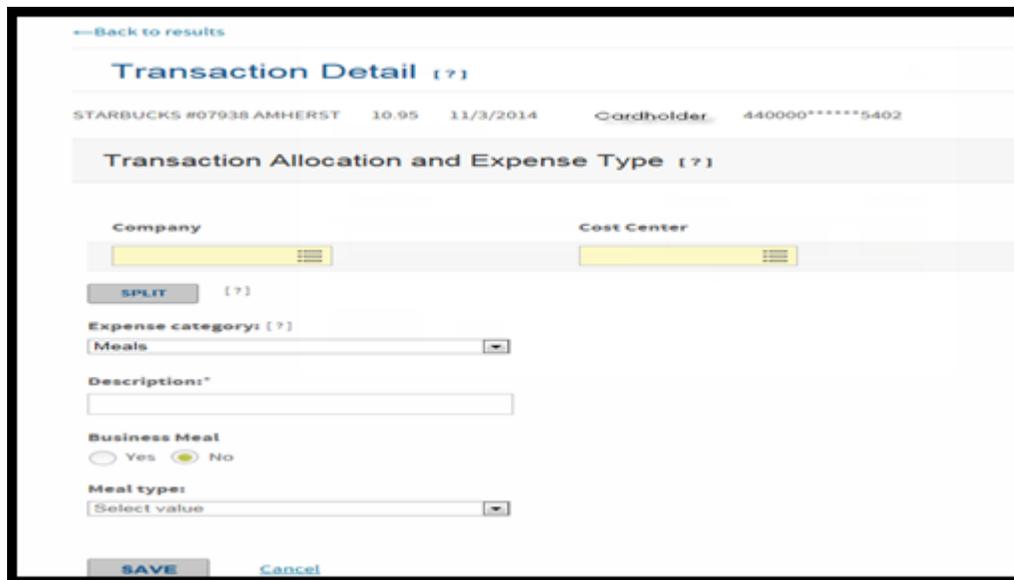
- The Finalize page in an expense report if expense report routing is available for your company. See the *Creating an Expense Report Reference Guide* for details.

Viewing allocation information for a transaction

Allocation information displays on the transaction search results page.

You can enter the allocation code in the appropriate field or click the allocation selector icon (⋮≡) in each field to display a dialog box which lists the valid allocation codes.

To allocate a single transaction from the search results page
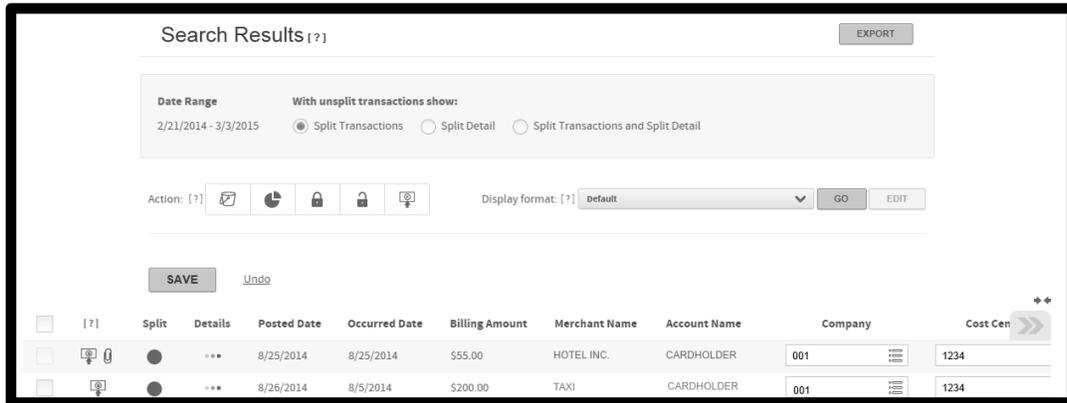
1. Run your transaction search. See the *Searching for Transactions* quick reference guide for more information.

2. Locate the transaction you want to allocate. The allocation code fields are displayed. If the code segments are not currently displayed on your screen view, you can use the navigation arrow (») to display all the code segments.

3. Enter the allocation code in each field. To look up a valid allocation code, click the allocation selector icon (⋮≡) in each allocation segment field to display a dialog box listing valid codes for that field.
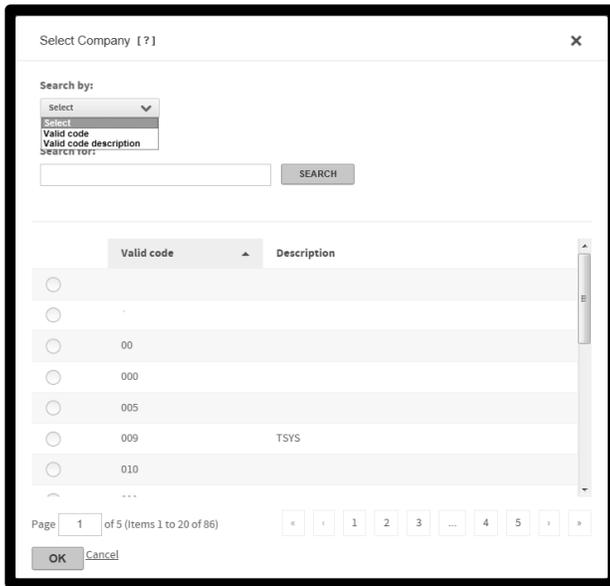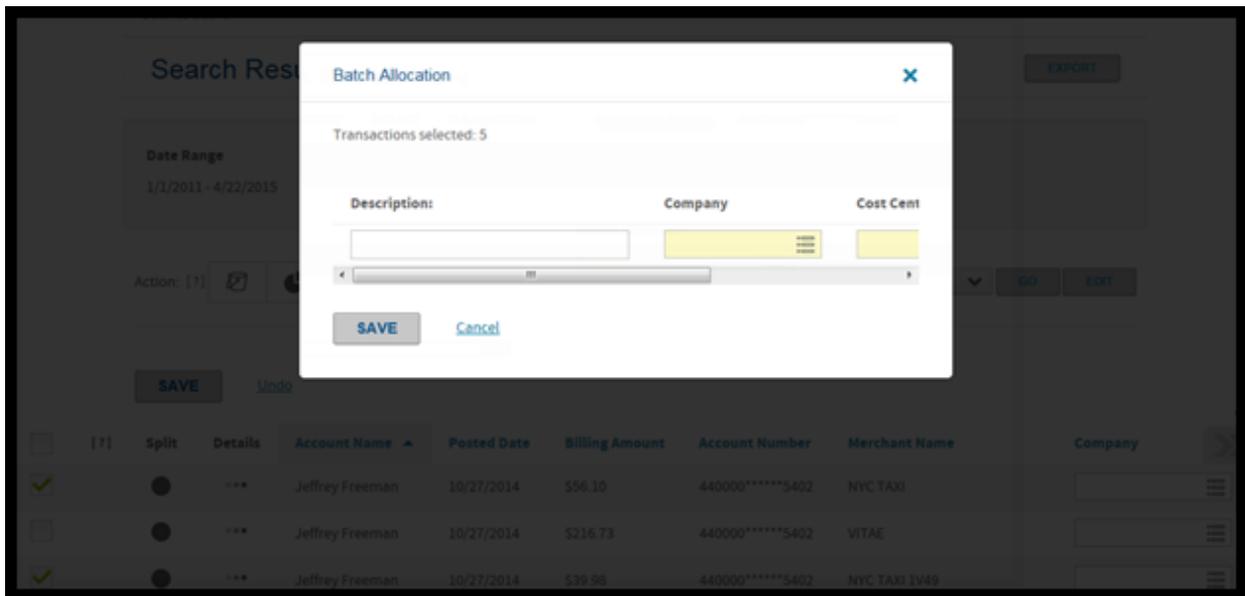
4. You can search for codes by both **Valid code** and **Valid code description** by selecting the code search parameter from the **Search by** list and specifying additional search information in the **Search for** field. You can use an asterisk (*) as a wildcard character in partial searches.

5. Click **Search**. The codes that match your search parameters are displayed.

6. Select the code for that allocation segment and click **OK**. The Search Results page is displayed again with the selected code in the allocation segment field.

7. When you have completed the allocation code fields, click **Save** to save the allocation for that transaction.

<u>**To allocate multiple transactions (batch allocate)**</u>

You can apply allocation codes and descriptions to multiple transactions using the following procedure.

1. Run your transaction search. See the *Searching for Transactions* quick reference guide for more information.

2. Select the transactions.

    Note: Transactions assigned to an expense report that is pending approval or approved and closed cannot be selected for editting.

3. Click the allocate icon ( )in the Action bar . The Batch Allocation dialog is displayed.

4. Enter the allocation code in each field. To look up the correct allocation code, click the allocation selector icon (⁝☰) in each allocation segment field to display a dialog box which lists all the valid codes for that field. You can also enter in a description to be applied to all selected transactions, if applicable.
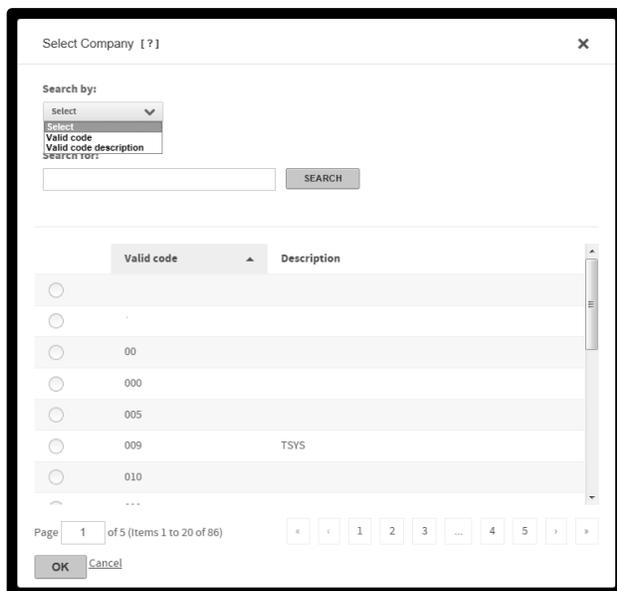
5. You can search for codes by both **Valid code** and **Valid code description** by selecting the code search parameter from the **Search by** list and specifying additional search information in the **Search for** field. You can use an asterisk (*) as a wildcard character in partial searches.

6. Click **Search**. The codes that match your search parameters are displayed.

7. Select the code for that allocation segment and click **OK**. The Search Results page is displayed again with the selected code in the allocation segment fields.

8. When you have completed the allocation code fields, click **Save** to save the allocation for the selected transactions.