

Allocating Expenses in a Report

In this example, a new expense report was created and an office supplies expense of \$93.13 was added. Follow the instructions on how to allocate the expense to two departments.

← → 54111-OFFICE SUPPLIES \$93.13 🗑️ Cancel Save Expense

01/22/2019 | Staples Hide Receipt 📄

Details **Itemizations**

[Allocate](#) * Indicates required field

Expense Type *
54111-OFFICE SUPPLIES

Transaction Date *
01/22/2019

Business Purpose *
Office supplies for Finance Divisio

Vendor Name *
Staples

City
🌐

Payment Type *
Out of Pocket

Transaction Amount *
93.13

Currency *
US, Dollar

Personal Expense (do not reimburse) Missing Receipt Acknowledgment Form Attached

Is this a Vendor Invoice? *
No

Comment
This is the main expense which requires allocation to two different departments within Finance

Save Expense Cancel

STAPLES
Business Advantage

ORDER NUMBER: 7170905059
Submitted

ORDER DETAILS	SHIPPING INFORMATION	ACCOUNTING INFORMATION	PAYMENT INFORMATION
Status: SUBMITTED Ordered By: Tony Ball Order Date: 02/08/2017	Tony Ball 45155 RESEARCH George Washington University 45155 RESEARCH PL Suite 205 ASPBURN, VA 20147 USA	PO: CREDIT CARD PO Release: CREDIT CARD PAYMENT METHOD MC****3835 exp 11/19	Merchandise Total: \$93.13 Total: \$93.13

Items for Delivery

AVAILABLE | EXPECTED DELIVERY: February 9, 2017

 Staples® Reman Inkjet Cartridge, HP 61XL (CH563WN), Black, High Yield Item Number: 954142 MFR Number: 914R11XB Customer ID: 954142	\$16.21 EA/1	2	\$32.42	Returns: 0
 Staples Aura™ Retractable Gel Pens, 0.7mm, Blue, 12/Pk Item Number: 2072188 MFR Number: 207196 Customer ID: 2072188	\$12.79 DZ/12	2	\$25.58	Returns: 0
 Staples® Perforated Notepad, Wide ruled, White, 8 1/2" x 11 3/4", 50 Sheets/Pad, 12/Pk Item Number: 163865 MFR Number: 2364326785 Customer ID: 163865	\$8.11 DZ/12	1	\$8.11	Returns: 0

Detach Append

Click the **Allocate** button to go to the **Allocate** page. (You will also find the **Allocate** button among the Report Page options).

The **Allocate** page will show your expense line. Note that **Percent** is the default allocation type.

Allocate



Expenses: 1 | \$93.13

Amount

\$93.13

Allocated 100%

\$93.13

Remaining 0%

\$0.00

Edit

Amount ▾

Percent

Amount

Edit

Remove

Save as Favorite

Grant/Non Grant

Oracle Alias

Code ▲

Amount USD

Non-Grant

PROCUREMENT DIVISION

GL-634003

93.13

If you need to allocate by \$ amount, as in this example, click the drop-down and select the **Amount** type.

Edit

Amount ▾

Add

Edit

Remove

Save as Favorite

Grant/Non Grant

Oracle Alias

Code ▲

Amount USD

Non-Grant

PROCUREMENT DIVISION

GL-634003

93.13

NOTE: If you see a Procurement line that is italicized and grayed out, this is an informational line – not an actual allocation. Click on the italicized Procurement line and click **Remove** to take this off your allocations list.

Edit

Amount ▾

Add

Edit

Remove

Save as Favorite

Grant/Non Grant

Oracle Alias

Code ▲

Amount USD

Non-Grant

PROCUREMENT DIVISION

GL-634003

0.00

Non-Grant

PROCUREMENT DIVISION

GL-634003

93.13

To add the actual allocation, click the **Add** button to activate the **Add Allocation** screen. The allocation for (634003) can then be added by clicking the **Add to List** button.

Add Allocation ×

+
New Allocation★
Favorite Allocations

* Indicates required field

Grant/Non Grant * 1

▼ (GL) Non-Grant

Oracle Alias * 2

▼ (634003) PROCUREMENT DIVISIC

Cancel Add to List

Edit
Amount ▼

AddEditRemoveSave as Favorite

	Grant/Non Grant	Oracle Alias	Code ▲	Amount USD
<input checked="" type="checkbox"/>	Non-Grant	PROCUREMENT DIVISION	GL-634003	0.00
<input type="checkbox"/>	Non-Grant	PROCUREMENT DIVISION	GL-634003	93.13

CAUTION: The allocation type may at times revert to the default Percent type when performing actions on the Allocate page. If necessary, be sure to change this back to the Amount type before saving the allocations to your report.

Next, click the **Add** button to return to the **Add Allocation** screen.

Add Allocation ×

+
New Allocation★
Favorite Allocations

* Indicates required field

Grant/Non Grant * 1

▼ (GL) Non-Grant

Oracle Alias * 2

▼ (617002) COMPTROLLER'S IMME

Cancel Add to List

Changes to the Grant/Non-Grant and Oracle Alias fields are done by clicking within the fields, which brings up drop-down menus with options to choose from. Click within the Oracle Alias field. From the drop-down menu of aliases, click on (617002) to replace the existing (634003) alias. Click the **Add to List** (of allocations) button to add this line to the **Allocate** page. You can also save commonly used Oracle Aliases in **Favorite Allocations**.

The screenshot shows the 'Add Allocation' form with two dropdown menus. The first dropdown, labeled 'Grant/Non Grant' with a red asterisk and a circled '1', is set to '(GL) Non-Grant'. The second dropdown, labeled 'Oracle Alias' with a red asterisk and a circled '2', is set to '(617002) COMPTROLLER'S IMMEDIATE OFFICE'. A red arrow points from the 'Oracle Alias' dropdown to a list of 'Recently Used' aliases. The list includes: (GL-634003) PROCUREMENT DIVISION, (GL-617002) COMPTROLLER'S IMMEDIATE OFFICE, (GL-100012) ACAD AFFAIRS GC - NBM SIP OTHER, (GL-182319) RG00365-INSTITUTE FOR MIDDLE EAST STUDIES, (GL-221103) SCHOOL ALUMNI PROGRAMS, 130271, 136802, (622429) 1775 DUKE STREET, (622438) 1776 G STREET NW, 190425, (622445) 1925 BALLENGER, (501103) 1957 UNIVERSITY CONFERENCES, (622447) 2000 PENN AVE NW - THIRD FLOOR, and (622428) 2011 EYE STREET.

At this point, you can enter the \$ amounts to be allocated. Check the first box and enter the correct \$ amount to be allocated. In this case, enter \$32.42 for the two Staples inkjet cartridges to be charged to the Comptroller's office. The remainder of \$60.71 is automatically allocated to Procurement. (Note: Three are more allocations will require manual entry of the correct \$ amounts).

Amount
\$93.13

Allocated 100%
\$93.13

Remaining 0%
\$0.00

Edit

Amount ▾

[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)

<input type="checkbox"/> Grant/Non Grant	Oracle Alias	Code ▲	Amount USD
<input type="checkbox"/> Non-Grant	COMPTROLLER'S IMMEDIATE OFFICE	GL-617002	32.42
<input type="checkbox"/> Non-Grant	PROCUREMENT DIVISION	GL-634003	60.71

Click the **Save** button to input the allocations to the report. You will be returned to your Expense Details page. To double-check your allocations, click **Save Expense**, which takes you back to your Report Page. Click the **Report Details** drop-down menu > **Allocation Summary** to check your entries.

Allocation Summary

Allocating Expenses in a Report | \$93.13

Non-Grant - PROCUREMENT DIVISION GL-634003	\$60.71
Non-Grant - COMPTROLLER'S IMMEDIATE OFFICE GL-617002	\$32.42

[Close](#)