Allocate Expenses- UPHS

Situation: You need to charge expenses on one report to different funding sources, one or more which requires a Lawson code.

**Step One: Use UPHS in the Report Header**

**IMPORTANT:** If any of the expenses will be charged to a Lawson code, you must select UPHS on the report header as the Type of Travel/Reimbursement for the entire report and enter a Lawson code.

Note: You can change the Type of Travel/Reimbursement on the line item allocation to one of the other choices (domestic, international, local or non-travel) within the expense report, if you wish to allocate that line to a University code.

**Step Two: Identify expense to split between two or more funds**

- Select the expense you wish to allocate from the Expense List
- Complete all fields as usual. If the Type of Travel/Reimbursement is not UPHS for this specific expense, or if this expense is being charged to a different Lawson code than indicated on the Report Header, you can change that on the right hand side in the expense details.

- Proceed to Step Three #1 below
- **Multiple Expense Note:** To allocate multiple expenses at the same time, to the same funds
  - Check the box in front of each of the line item expenses to allocate

  - On the right side of the screen, choices will pop up
  - Select **Allocate**
  - Skip to Step Three #2 below

**Step Three: Designate dollar or percentage split among the funds**

1. Click **Allocate** in the lower right-hand corner of the window

2. A new window called Allocations will appear on the screen

3. From the **Allocate By** dropdown menu, select either Percentage or Amount
4. Click the **Add New Allocation** button. You can allocate by percentage or by amount.

![Allocation Table]

**NOTE:**
*On each line of the allocation the SC and CNAC numbers must be in agreement i.e. “40 and 400” or “87 and 870”*

5. At this point you can change any or all of the fields, **working left to right**. Complete one line before moving to the next.

6. Percentages or Amounts can be changed as long as:
   - Total percentage = 100%
   - Total Amount = $ amount of the expense

7. For each of the boxes, you can select from the drop down, or type the new number. Once it appears in the drop down, select it.

8. **Make sure Type of Travel/Reimbursement says UPHS if it is to be charged to a Lawson fund.**

9. Once you have changed each of the lines to properly reflect the funds and split among them, click **SAVE** and then click **OK**.

10. In the Allocate Report window, click **Done** (located bottom right of the screen).

**Step Four: Review Allocation**

- A pie chart symbol will now appear on any expense line that is allocated to more than one fund.
- To review the allocation, you can either hover over the pie chart symbol or click on it.

![Pie Chart Symbol]
To change any allocations, either click on the expense item and select Allocate, or select the Details tab at the top of the expense report. Select Allocations from the list.

NOTE:
The same functionality exists under the **Details** tab.

Select **Allocations**. The following pop up box will appear.

Select any or all of the expense items listed by clicking the check box in front of each line. Click the “Allocate Selected Expenses” box on the top left.

Follow “Step Three” and “Step Four” above.