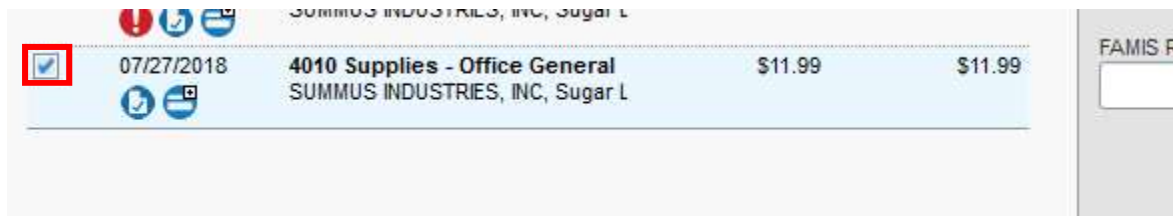


ALLOCATING A PAYMENT CARD EXPENSE

(Splitting Transactions by Account)

Select the expense to be allocated.

(An Expense Type must be selected before you can continue.)



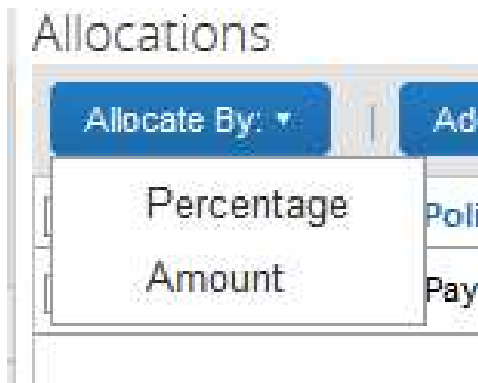
A screenshot of a software interface showing a list of transactions. The first transaction is highlighted in light blue. A red square box is drawn around a small checkbox in the left margin of the first row. The transaction details are as follows:

Date	Description	Amount	Balance
07/27/2018	4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Sugar L	\$11.99	\$11.99

Click ALLOCATE



You have the option to Allocate by Percentage or Amount



Once the allocation method is selected, click ADD NEW ALLOCATION. Every time you click this, it will add an extra line for the allocation.



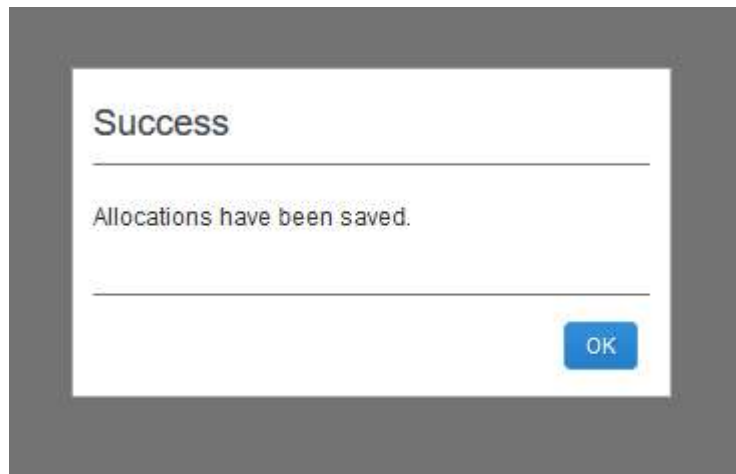
Once you have all of your allocation lines, enter the allocation amounts or percentages. Select the System Member, Department, Account and Account Attribute for each line.

Allocations

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

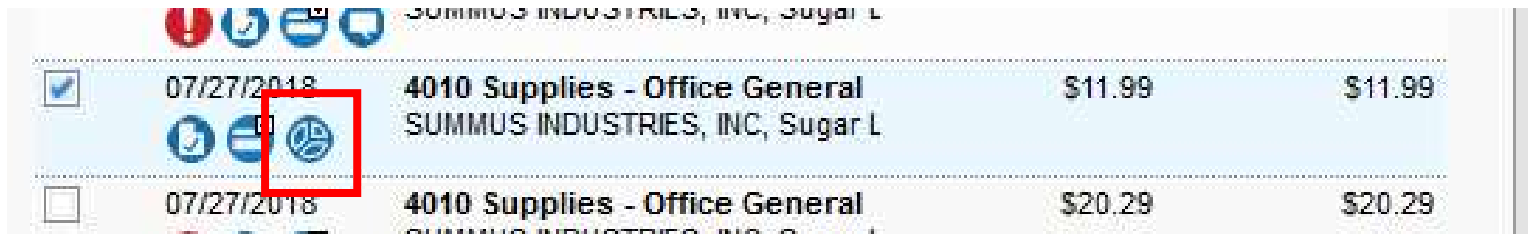
<input type="checkbox"/>	Percentage	Policy	* System Me...	* Department /...	* Account	* Account Attri...	Code
<input type="checkbox"/>	50	Payment Card	(17) TEXAS A...	(SSGS) STRAT...	(220322 00000...	(L) LOCAL	Payment Card-1...
<input checked="" type="checkbox"/>	50	Payment Card	(17) TEXAS A...	(LIBR) LIBRARY	(218505 00000...	(L) LOCAL	Payment Card-1...

Click SAVE



Click OK, then DONE.

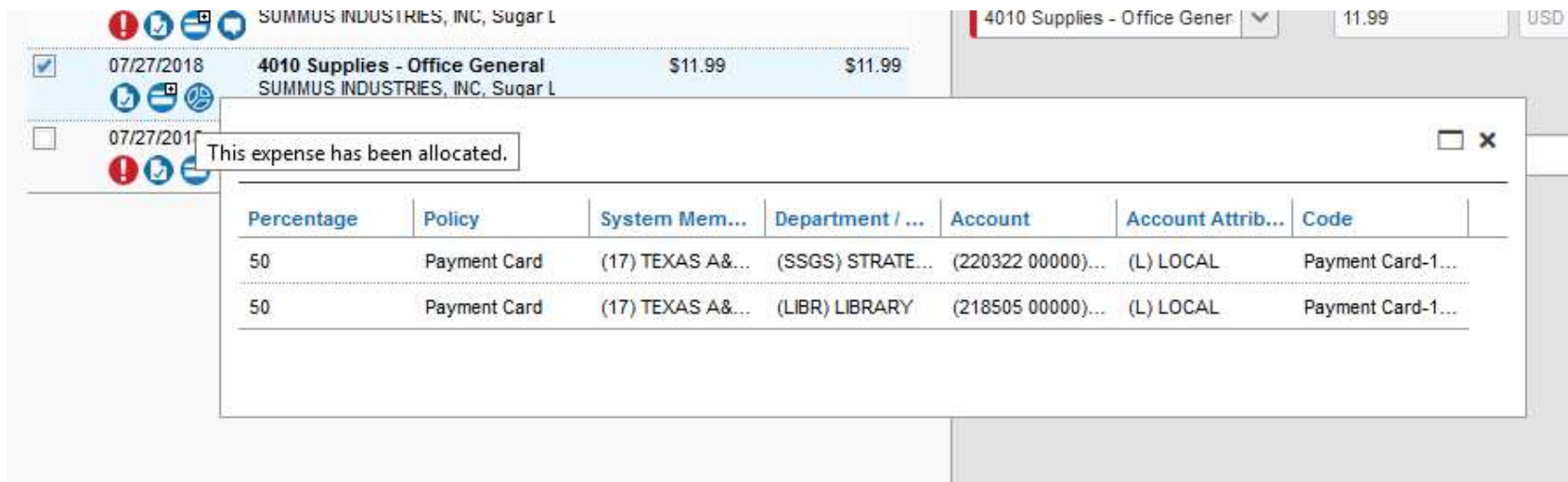
The allocation icon will now appear on the Expense line.



The screenshot shows a list of expense lines. The first line is selected and has a red box around the allocation icon (a circle with a diagonal line). The second line is unselected and does not have the icon.

Check	Date	Description	Amount	Balance
<input checked="" type="checkbox"/>	07/27/2018	4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Sugar L	\$11.99	\$11.99
<input type="checkbox"/>	07/27/2018	4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Sugar L	\$20.29	\$20.29

If you hover the mouse over the icon, you will see the allocation for that expense.



The screenshot shows the expense line item with a tooltip window open. The tooltip contains a message and a table of allocation details.

This expense has been allocated.

Percentage	Policy	System Mem...	Department / ...	Account	Account Attrib...	Code
50	Payment Card	(17) TEXAS A&...	(SSGS) STRATE...	(220322 00000)...	(L) LOCAL	Payment Card-1...
50	Payment Card	(17) TEXAS A&...	(LIBR) LIBRARY	(218505 00000)...	(L) LOCAL	Payment Card-1...

The allocation is complete