

Exercise #3b: Adjustment to a Travel Authorization/Allocate ACCS

- Objectives:
- Adjust a Travel Authorization
 - Allocate ACCS

Notes:

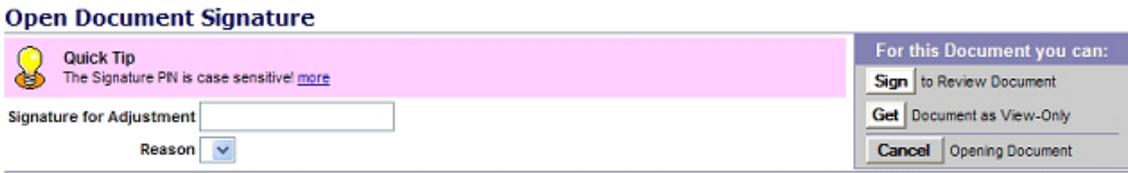
Adjustments are done to travel authorizations prior to the document having a DATALINK status.

After the authorization has been stamped with a status (SIGNED, REVIEWED, or PROCESSED) to adjust a document, the person making the change, will need to use their Signature PIN to sign in the document to edit it. The person making the changes will then need to re-stamp the authorization SIGNED to get the authorization through the electronic routing for approval for employees and the changes saved for the excepted travelers prior to approval.

ACCS allocation is done when the document has more than one accounting code. This process allows the preparer to split costs between the accounting codes associated with the document.

Instructions: Execute the following steps:

After the TA has been stamped SIGNED, you find out that there are more accounting codes that are going to share in the costs of the travel. Your Approving Official has not stamped the document APPROVED yet, so you are still able to make an adjustment.

Step	Action
1	<p>From the <i>Home</i> screen click on the Open Document  icon which will take you to the <i>Open Document Signature</i> screen.</p>  <p>➤ Enter your Signature PIN</p> <p>➤ Click the Sign (to Review Document) button</p>

Step	Action																						
<p>2</p>	<p>The <i>Document Summary</i> screen appears.</p> <p>➤ Click Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <p>Available Accounting Code for 1DABS0051</p> <div style="border: 1px solid black; padding: 5px;"> <p>Quick Tip To select an account code, click the label link. To search by label, type some of the label in the field and click the Search button. To retrieve all account codes with the same label from all orgs, type the entire label and click the Retrieve button. more</p> </div> <div style="border: 1px solid black; padding: 5px; float: right; width: fit-content;"> <p>For this Document you can:</p> <p>Add New Accounting Code</p> <p>Back Continue</p> </div> <p>Enter Search Criteria</p> <p>Accounting Code <input type="text"/> Search Retrieve</p> <p>Master Accounting Code Click Accounting Code Label to add to Document</p> <p>Search Results Prev 20 Next 20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Classification Code</th> </tr> </thead> <tbody> <tr> <td>H-06-01</td> <td>General Travel FY11</td> <td>2011- 14- JTRNTRVP00- 06510000- 00000000- ----</td> </tr> <tr> <td>H-06-01</td> <td>General Travel FY11 - 10-01</td> <td>2011- 14- JTRNTRVP00- 10010000- 00000000- ----</td> </tr> <tr> <td>H-06-01</td> <td>General Travel FY11 - 20-01</td> <td>2011- 14- JTRNTRVP00- 20010000- 00000000- ----</td> </tr> </tbody> </table> <p>Accounting Code for 1DABS0051 Click an item to edit/delete it</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Default</th> <th>Classification Code</th> <th>Extended Code</th> </tr> </thead> <tbody> <tr> <td> H-06-01</td> <td>ERG Training FY11</td> <td><input checked="" type="radio"/></td> <td>2011- 14- JTRNTRVP00- 06020000- 00000000- ----</td> <td>Extended</td> </tr> </tbody> </table> <p> Edit Delete</p>	Organization	Label	Classification Code	H-06-01	General Travel FY11	2011- 14- JTRNTRVP00- 06510000- 00000000- ----	H-06-01	General Travel FY11 - 10-01	2011- 14- JTRNTRVP00- 10010000- 00000000- ----	H-06-01	General Travel FY11 - 20-01	2011- 14- JTRNTRVP00- 20010000- 00000000- ----	Organization	Label	Default	Classification Code	Extended Code	H-06-01	ERG Training FY11	<input checked="" type="radio"/>	2011- 14- JTRNTRVP00- 06020000- 00000000- ----	Extended
Organization	Label	Classification Code																					
H-06-01	General Travel FY11	2011- 14- JTRNTRVP00- 06510000- 00000000- ----																					
H-06-01	General Travel FY11 - 10-01	2011- 14- JTRNTRVP00- 10010000- 00000000- ----																					
H-06-01	General Travel FY11 - 20-01	2011- 14- JTRNTRVP00- 20010000- 00000000- ----																					
Organization	Label	Default	Classification Code	Extended Code																			
H-06-01	ERG Training FY11	<input checked="" type="radio"/>	2011- 14- JTRNTRVP00- 06020000- 00000000- ----	Extended																			

Step	Action																																																																																																																																				
4	<p>The <i>Accounting Code Allocation Summary</i> screen appears.</p> <p>Accounting Code Allocation Summary for 1DABS0051</p> <div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p> Quick Tip Expenses can be allocated by percent, date, expense category / payment method, amount, or individual expense. more</p> <p>Current Allocation Method: By Individual Expenses</p> </div> <div style="width: 35%; border: 1px solid gray; padding: 2px;"> <p style="margin: 0;">For this Document you can:</p> <p style="margin: 0; text-align: center;">Close Allocation Screen</p> </div> </div> </div> <p>Accounting Code Allocation Summary</p> <div style="display: flex; justify-content: space-around; border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> Breakdown By Expense Category Expense Level Allocation Document Level Allocation </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left;">Expense Category Allocation Breakdown for 'ERG Training FY11H-06-01'</th> <th colspan="4" style="text-align: left;">Breakdown by Expense Category</th> </tr> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Sponsor Type</th> <th>Amount</th> <th>Expense Category</th> <th>Payment Method</th> <th>Sponsor Type</th> <th>Allocate by Amount</th> </tr> </thead> <tbody> <tr> <td>COM. CARRIER</td> <td>AGENCY CARD</td> <td></td> <td style="text-align: right;">270.00</td> <td>COM. CARRIER</td> <td>AGENCY CARD</td> <td></td> <td style="text-align: right;"><u>270.00</u></td> </tr> <tr> <td>LODGING TAX</td> <td>GOVCC</td> <td></td> <td style="text-align: right;">50.00</td> <td>LODGING TAX</td> <td>GOVCC</td> <td></td> <td style="text-align: right;"><u>50.00</u></td> </tr> <tr> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td></td> <td style="text-align: right;">438.00</td> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td></td> <td style="text-align: right;"><u>438.00</u></td> </tr> <tr> <td>M&IE-PerDiem</td> <td>OTHER</td> <td></td> <td style="text-align: right;">248.50</td> <td>M&IE-PerDiem</td> <td>OTHER</td> <td></td> <td style="text-align: right;"><u>248.50</u></td> </tr> <tr> <td>MILEAGE</td> <td>OTHER</td> <td></td> <td style="text-align: right;">100.00</td> <td>MILEAGE</td> <td>OTHER</td> <td></td> <td style="text-align: right;"><u>100.00</u></td> </tr> <tr> <td>OTHER NON-TR</td> <td>OTHER</td> <td></td> <td style="text-align: right;">50.00</td> <td>OTHER NON-TR</td> <td>OTHER</td> <td></td> <td style="text-align: right;"><u>50.00</u></td> </tr> <tr> <td>OTHER TRAVEL</td> <td>OTHER</td> <td></td> <td style="text-align: right;">30.00</td> <td>OTHER TRAVEL</td> <td>OTHER</td> <td></td> <td style="text-align: right;"><u>30.00</u></td> </tr> <tr> <td>RENTAL CAR</td> <td>GOVCC</td> <td></td> <td style="text-align: right;">350.00</td> <td>RENTAL CAR</td> <td>GOVCC</td> <td></td> <td style="text-align: right;"><u>350.00</u></td> </tr> <tr> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td></td> <td style="text-align: right;">24.60</td> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td></td> <td style="text-align: right;"><u>24.60</u></td> </tr> <tr> <td>TRANSPORT</td> <td>OTHER</td> <td></td> <td style="text-align: right;">65.00</td> <td>TRANSPORT</td> <td>OTHER</td> <td></td> <td style="text-align: right;"><u>65.00</u></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th colspan="4" style="text-align: left;">Expense Category Allocation Breakdown for 'General Travel FY11 - 10-01H-06-01'</th> </tr> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Sponsor Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>COM. CARRIER</td> <td>AGENCY CARD</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>LODGING TAX</td> <td>GOVCC</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>M&IE-PerDiem</td> <td>OTHER</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>MILEAGE</td> <td>OTHER</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>OTHER NON-TR</td> <td>OTHER</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>OTHER TRAVEL</td> <td>OTHER</td> <td></td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table>	Expense Category Allocation Breakdown for 'ERG Training FY11H-06-01'				Breakdown by Expense Category				Expense Category	Payment Method	Sponsor Type	Amount	Expense Category	Payment Method	Sponsor Type	Allocate by Amount	COM. CARRIER	AGENCY CARD		270.00	COM. CARRIER	AGENCY CARD		<u>270.00</u>	LODGING TAX	GOVCC		50.00	LODGING TAX	GOVCC		<u>50.00</u>	Lodging-PerDiem	GOVCC		438.00	Lodging-PerDiem	GOVCC		<u>438.00</u>	M&IE-PerDiem	OTHER		248.50	M&IE-PerDiem	OTHER		<u>248.50</u>	MILEAGE	OTHER		100.00	MILEAGE	OTHER		<u>100.00</u>	OTHER NON-TR	OTHER		50.00	OTHER NON-TR	OTHER		<u>50.00</u>	OTHER TRAVEL	OTHER		30.00	OTHER TRAVEL	OTHER		<u>30.00</u>	RENTAL CAR	GOVCC		350.00	RENTAL CAR	GOVCC		<u>350.00</u>	TRANSACTION FEES	AGENCY CARD		24.60	TRANSACTION FEES	AGENCY CARD		<u>24.60</u>	TRANSPORT	OTHER		65.00	TRANSPORT	OTHER		<u>65.00</u>	Expense Category Allocation Breakdown for 'General Travel FY11 - 10-01H-06-01'				Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		0.00	LODGING TAX	GOVCC		0.00	Lodging-PerDiem	GOVCC		0.00	M&IE-PerDiem	OTHER		0.00	MILEAGE	OTHER		0.00	OTHER NON-TR	OTHER		0.00	OTHER TRAVEL	OTHER		0.00
Expense Category Allocation Breakdown for 'ERG Training FY11H-06-01'				Breakdown by Expense Category																																																																																																																																	
Expense Category	Payment Method	Sponsor Type	Amount	Expense Category	Payment Method	Sponsor Type	Allocate by Amount																																																																																																																														
COM. CARRIER	AGENCY CARD		270.00	COM. CARRIER	AGENCY CARD		<u>270.00</u>																																																																																																																														
LODGING TAX	GOVCC		50.00	LODGING TAX	GOVCC		<u>50.00</u>																																																																																																																														
Lodging-PerDiem	GOVCC		438.00	Lodging-PerDiem	GOVCC		<u>438.00</u>																																																																																																																														
M&IE-PerDiem	OTHER		248.50	M&IE-PerDiem	OTHER		<u>248.50</u>																																																																																																																														
MILEAGE	OTHER		100.00	MILEAGE	OTHER		<u>100.00</u>																																																																																																																														
OTHER NON-TR	OTHER		50.00	OTHER NON-TR	OTHER		<u>50.00</u>																																																																																																																														
OTHER TRAVEL	OTHER		30.00	OTHER TRAVEL	OTHER		<u>30.00</u>																																																																																																																														
RENTAL CAR	GOVCC		350.00	RENTAL CAR	GOVCC		<u>350.00</u>																																																																																																																														
TRANSACTION FEES	AGENCY CARD		24.60	TRANSACTION FEES	AGENCY CARD		<u>24.60</u>																																																																																																																														
TRANSPORT	OTHER		65.00	TRANSPORT	OTHER		<u>65.00</u>																																																																																																																														
Expense Category Allocation Breakdown for 'General Travel FY11 - 10-01H-06-01'																																																																																																																																					
Expense Category	Payment Method	Sponsor Type	Amount																																																																																																																																		
COM. CARRIER	AGENCY CARD		0.00																																																																																																																																		
LODGING TAX	GOVCC		0.00																																																																																																																																		
Lodging-PerDiem	GOVCC		0.00																																																																																																																																		
M&IE-PerDiem	OTHER		0.00																																																																																																																																		
MILEAGE	OTHER		0.00																																																																																																																																		
OTHER NON-TR	OTHER		0.00																																																																																																																																		
OTHER TRAVEL	OTHER		0.00																																																																																																																																		

Step	Action																																																																																																																																				
4a	<p data-bbox="280 279 1414 384">On the left hand side are the accounting codes and what expenses have been allocated to them. You may have to use the scroll bar to scroll down to view all of the accounting associated to the document.</p> <div data-bbox="289 426 1060 1381" style="border: 1px solid black; padding: 5px;"> <table border="1" data-bbox="289 426 1060 743"> <caption data-bbox="289 426 1060 457">Expense Category Allocation Breakdown for 'ERG Training FY11H-06-01'</caption> <thead> <tr> <th data-bbox="289 457 477 485">Expense Category</th> <th data-bbox="477 457 667 485">Payment Method</th> <th data-bbox="667 457 776 485">Sponsor Type</th> <th data-bbox="776 457 1060 485">Amount</th> </tr> </thead> <tbody> <tr><td data-bbox="289 485 477 512">COM. CARRIER</td><td data-bbox="477 485 667 512">AGENCY CARD</td><td data-bbox="667 485 776 512"></td><td data-bbox="776 485 1060 512">270.00</td></tr> <tr><td data-bbox="289 512 477 539">LODGING TAX</td><td data-bbox="477 512 667 539">GOVCC</td><td data-bbox="667 512 776 539"></td><td data-bbox="776 512 1060 539">50.00</td></tr> <tr><td data-bbox="289 539 477 567">Lodging-PerDiem</td><td data-bbox="477 539 667 567">GOVCC</td><td data-bbox="667 539 776 567"></td><td data-bbox="776 539 1060 567">438.00</td></tr> <tr><td data-bbox="289 567 477 594">M&E-PerDiem</td><td data-bbox="477 567 667 594">OTHER</td><td data-bbox="667 567 776 594"></td><td data-bbox="776 567 1060 594">248.50</td></tr> <tr><td data-bbox="289 594 477 621">MILEAGE</td><td data-bbox="477 594 667 621">OTHER</td><td data-bbox="667 594 776 621"></td><td data-bbox="776 594 1060 621">100.00</td></tr> <tr><td data-bbox="289 621 477 648">OTHER NON-TR</td><td data-bbox="477 621 667 648">OTHER</td><td data-bbox="667 621 776 648"></td><td data-bbox="776 621 1060 648">50.00</td></tr> <tr><td data-bbox="289 648 477 676">OTHER TRAVEL</td><td data-bbox="477 648 667 676">OTHER</td><td data-bbox="667 648 776 676"></td><td data-bbox="776 648 1060 676">30.00</td></tr> <tr><td data-bbox="289 676 477 703">RENTAL CAR</td><td data-bbox="477 676 667 703">GOVCC</td><td data-bbox="667 676 776 703"></td><td data-bbox="776 676 1060 703">350.00</td></tr> <tr><td data-bbox="289 703 477 730">TRANSACTION FEES</td><td data-bbox="477 703 667 730">AGENCY CARD</td><td data-bbox="667 703 776 730"></td><td data-bbox="776 703 1060 730">24.60</td></tr> <tr><td data-bbox="289 730 477 758">TRANSPORT</td><td data-bbox="477 730 667 758">OTHER</td><td data-bbox="667 730 776 758"></td><td data-bbox="776 730 1060 758">65.00</td></tr> </tbody> </table> <table border="1" data-bbox="289 758 1060 1066"> <caption data-bbox="289 758 1060 789">Expense Category Allocation Breakdown for 'General Travel FY11 - 10-01H-06-01'</caption> <thead> <tr> <th data-bbox="289 789 477 816">Expense Category</th> <th data-bbox="477 789 667 816">Payment Method</th> <th data-bbox="667 789 776 816">Sponsor Type</th> <th data-bbox="776 789 1060 816">Amount</th> </tr> </thead> <tbody> <tr><td data-bbox="289 816 477 844">COM. CARRIER</td><td data-bbox="477 816 667 844">AGENCY CARD</td><td data-bbox="667 816 776 844"></td><td data-bbox="776 816 1060 844">0.00</td></tr> <tr><td data-bbox="289 844 477 871">LODGING TAX</td><td data-bbox="477 844 667 871">GOVCC</td><td data-bbox="667 844 776 871"></td><td data-bbox="776 844 1060 871">0.00</td></tr> <tr><td data-bbox="289 871 477 898">Lodging-PerDiem</td><td data-bbox="477 871 667 898">GOVCC</td><td data-bbox="667 871 776 898"></td><td data-bbox="776 871 1060 898">0.00</td></tr> <tr><td data-bbox="289 898 477 926">M&E-PerDiem</td><td data-bbox="477 898 667 926">OTHER</td><td data-bbox="667 898 776 926"></td><td data-bbox="776 898 1060 926">0.00</td></tr> <tr><td data-bbox="289 926 477 953">MILEAGE</td><td data-bbox="477 926 667 953">OTHER</td><td data-bbox="667 926 776 953"></td><td data-bbox="776 926 1060 953">0.00</td></tr> <tr><td data-bbox="289 953 477 980">OTHER NON-TR</td><td data-bbox="477 953 667 980">OTHER</td><td data-bbox="667 953 776 980"></td><td data-bbox="776 953 1060 980">0.00</td></tr> <tr><td data-bbox="289 980 477 1008">OTHER TRAVEL</td><td data-bbox="477 980 667 1008">OTHER</td><td data-bbox="667 980 776 1008"></td><td data-bbox="776 980 1060 1008">0.00</td></tr> <tr><td data-bbox="289 1008 477 1035">RENTAL CAR</td><td data-bbox="477 1008 667 1035">GOVCC</td><td data-bbox="667 1008 776 1035"></td><td data-bbox="776 1008 1060 1035">0.00</td></tr> <tr><td data-bbox="289 1035 477 1062">TRANSACTION FEES</td><td data-bbox="477 1035 667 1062">AGENCY CARD</td><td data-bbox="667 1035 776 1062"></td><td data-bbox="776 1035 1060 1062">0.00</td></tr> <tr><td data-bbox="289 1062 477 1089">TRANSPORT</td><td data-bbox="477 1062 667 1089">OTHER</td><td data-bbox="667 1062 776 1089"></td><td data-bbox="776 1062 1060 1089">0.00</td></tr> </tbody> </table> <table border="1" data-bbox="289 1089 1060 1381"> <caption data-bbox="289 1089 1060 1121">Expense Category Allocation Breakdown for 'General Travel FY11 - 20-01H-06-01'</caption> <thead> <tr> <th data-bbox="289 1121 477 1148">Expense Category</th> <th data-bbox="477 1121 667 1148">Payment Method</th> <th data-bbox="667 1121 776 1148">Sponsor Type</th> <th data-bbox="776 1121 1060 1148">Amount</th> </tr> </thead> <tbody> <tr><td data-bbox="289 1148 477 1176">COM. CARRIER</td><td data-bbox="477 1148 667 1176">AGENCY CARD</td><td data-bbox="667 1148 776 1176"></td><td data-bbox="776 1148 1060 1176">0.00</td></tr> <tr><td data-bbox="289 1176 477 1203">LODGING TAX</td><td data-bbox="477 1176 667 1203">GOVCC</td><td data-bbox="667 1176 776 1203"></td><td data-bbox="776 1176 1060 1203">0.00</td></tr> <tr><td data-bbox="289 1203 477 1230">Lodging-PerDiem</td><td data-bbox="477 1203 667 1230">GOVCC</td><td data-bbox="667 1203 776 1230"></td><td data-bbox="776 1203 1060 1230">0.00</td></tr> <tr><td data-bbox="289 1230 477 1257">M&E-PerDiem</td><td data-bbox="477 1230 667 1257">OTHER</td><td data-bbox="667 1230 776 1257"></td><td data-bbox="776 1230 1060 1257">0.00</td></tr> <tr><td data-bbox="289 1257 477 1285">MILEAGE</td><td data-bbox="477 1257 667 1285">OTHER</td><td data-bbox="667 1257 776 1285"></td><td data-bbox="776 1257 1060 1285">0.00</td></tr> <tr><td data-bbox="289 1285 477 1312">OTHER NON-TR</td><td data-bbox="477 1285 667 1312">OTHER</td><td data-bbox="667 1285 776 1312"></td><td data-bbox="776 1285 1060 1312">0.00</td></tr> <tr><td data-bbox="289 1312 477 1339">OTHER TRAVEL</td><td data-bbox="477 1312 667 1339">OTHER</td><td data-bbox="667 1312 776 1339"></td><td data-bbox="776 1312 1060 1339">0.00</td></tr> <tr><td data-bbox="289 1339 477 1367">RENTAL CAR</td><td data-bbox="477 1339 667 1367">GOVCC</td><td data-bbox="667 1339 776 1367"></td><td data-bbox="776 1339 1060 1367">0.00</td></tr> <tr><td data-bbox="289 1367 477 1394">TRANSACTION FEES</td><td data-bbox="477 1367 667 1394">AGENCY CARD</td><td data-bbox="667 1367 776 1394"></td><td data-bbox="776 1367 1060 1394">0.00</td></tr> <tr><td data-bbox="289 1394 477 1421">TRANSPORT</td><td data-bbox="477 1394 667 1421">OTHER</td><td data-bbox="667 1394 776 1421"></td><td data-bbox="776 1394 1060 1421">0.00</td></tr> </tbody> </table> </div>	Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		270.00	LODGING TAX	GOVCC		50.00	Lodging-PerDiem	GOVCC		438.00	M&E-PerDiem	OTHER		248.50	MILEAGE	OTHER		100.00	OTHER NON-TR	OTHER		50.00	OTHER TRAVEL	OTHER		30.00	RENTAL CAR	GOVCC		350.00	TRANSACTION FEES	AGENCY CARD		24.60	TRANSPORT	OTHER		65.00	Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		0.00	LODGING TAX	GOVCC		0.00	Lodging-PerDiem	GOVCC		0.00	M&E-PerDiem	OTHER		0.00	MILEAGE	OTHER		0.00	OTHER NON-TR	OTHER		0.00	OTHER TRAVEL	OTHER		0.00	RENTAL CAR	GOVCC		0.00	TRANSACTION FEES	AGENCY CARD		0.00	TRANSPORT	OTHER		0.00	Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		0.00	LODGING TAX	GOVCC		0.00	Lodging-PerDiem	GOVCC		0.00	M&E-PerDiem	OTHER		0.00	MILEAGE	OTHER		0.00	OTHER NON-TR	OTHER		0.00	OTHER TRAVEL	OTHER		0.00	RENTAL CAR	GOVCC		0.00	TRANSACTION FEES	AGENCY CARD		0.00	TRANSPORT	OTHER		0.00
Expense Category	Payment Method	Sponsor Type	Amount																																																																																																																																		
COM. CARRIER	AGENCY CARD		270.00																																																																																																																																		
LODGING TAX	GOVCC		50.00																																																																																																																																		
Lodging-PerDiem	GOVCC		438.00																																																																																																																																		
M&E-PerDiem	OTHER		248.50																																																																																																																																		
MILEAGE	OTHER		100.00																																																																																																																																		
OTHER NON-TR	OTHER		50.00																																																																																																																																		
OTHER TRAVEL	OTHER		30.00																																																																																																																																		
RENTAL CAR	GOVCC		350.00																																																																																																																																		
TRANSACTION FEES	AGENCY CARD		24.60																																																																																																																																		
TRANSPORT	OTHER		65.00																																																																																																																																		
Expense Category	Payment Method	Sponsor Type	Amount																																																																																																																																		
COM. CARRIER	AGENCY CARD		0.00																																																																																																																																		
LODGING TAX	GOVCC		0.00																																																																																																																																		
Lodging-PerDiem	GOVCC		0.00																																																																																																																																		
M&E-PerDiem	OTHER		0.00																																																																																																																																		
MILEAGE	OTHER		0.00																																																																																																																																		
OTHER NON-TR	OTHER		0.00																																																																																																																																		
OTHER TRAVEL	OTHER		0.00																																																																																																																																		
RENTAL CAR	GOVCC		0.00																																																																																																																																		
TRANSACTION FEES	AGENCY CARD		0.00																																																																																																																																		
TRANSPORT	OTHER		0.00																																																																																																																																		
Expense Category	Payment Method	Sponsor Type	Amount																																																																																																																																		
COM. CARRIER	AGENCY CARD		0.00																																																																																																																																		
LODGING TAX	GOVCC		0.00																																																																																																																																		
Lodging-PerDiem	GOVCC		0.00																																																																																																																																		
M&E-PerDiem	OTHER		0.00																																																																																																																																		
MILEAGE	OTHER		0.00																																																																																																																																		
OTHER NON-TR	OTHER		0.00																																																																																																																																		
OTHER TRAVEL	OTHER		0.00																																																																																																																																		
RENTAL CAR	GOVCC		0.00																																																																																																																																		
TRANSACTION FEES	AGENCY CARD		0.00																																																																																																																																		
TRANSPORT	OTHER		0.00																																																																																																																																		
4b	<p data-bbox="280 1430 862 1461">There are also 3 tabs at the top of this screen:</p> <ul data-bbox="329 1503 808 1612" style="list-style-type: none"> <li data-bbox="329 1503 808 1535">• Breakdown by Expense Category <li data-bbox="329 1535 808 1566">• Expense Level Allocation <li data-bbox="329 1566 808 1612">• Document Level Allocation 																																																																																																																																				

Step	Action																																																											
5	<p>On the Breakdown by Expense Category tab, which the screen defaults to, a preparer has the ability to allocate costs by a category amount. By clicking on one of the amount listed the <i>Allocate by Amount per Expense Category/Payment Method</i> screen.</p> <p>Allocate By Amount per Expense Category / Payment Method for 1DABS0051</p> <div style="border: 1px solid black; padding: 5px;"> <p>Quick Tip  For each expense category / payment method, divide the total amount among the selected account labels. Cycle through the expense categories / payment methods using the links below. All entries must balance before saving; cancel at any time without saving. more</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Expense Category: OTHER TRAVEL Payment Method: OTHER Total Amount: 30.00</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Organization</th> <th style="width: 40%;">Label</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td>H-06-01</td> <td>ERG Training FY11</td> <td style="text-align: right;">30.00</td> </tr> <tr> <td>H-06-01</td> <td>General Travel FY11 - 10-01</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>H-06-01</td> <td>General Travel FY11 - 20-01</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">*Unallocated Amount</td> <td style="text-align: right;">0.00</td> </tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Breakdown by Expense Category / Payment Method</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Expense Category</th> <th style="width: 30%;">Payment Method</th> <th style="width: 20%;">Sponsor Type</th> <th style="width: 20%;">Amount Allocated</th> </tr> </thead> <tbody> <tr> <td>COM. CARRIER</td> <td>AGENCY CARD</td> <td></td> <td style="text-align: right;">270.00</td> </tr> <tr> <td>LODGING TAX</td> <td>GOVCC</td> <td></td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td></td> <td style="text-align: right;">438.00</td> </tr> <tr> <td>M&IE-PerDiem</td> <td>OTHER</td> <td></td> <td style="text-align: right;">248.50</td> </tr> <tr> <td>MILEAGE</td> <td>OTHER</td> <td></td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>OTHER NON-TR</td> <td>OTHER</td> <td></td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>OTHER TRAVEL</td> <td>OTHER</td> <td></td> <td style="text-align: right;">30.00</td> </tr> <tr> <td>RENTAL CAR</td> <td>GOVCC</td> <td></td> <td style="text-align: right;">350.00</td> </tr> <tr> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td></td> <td style="text-align: right;">24.60</td> </tr> <tr> <td>TRANSPORT</td> <td>OTHER</td> <td></td> <td style="text-align: right;">65.00</td> </tr> </tbody> </table> </div> <p>A preparer is then able to enter specific amounts for each of the ACCS listed. The total amount is listed toward the top of the screen. There is an Unallocated Amount field when there is more than 2 ACCS that will list any amount that has yet to be allocated. The goal is to split the money so that the unallocated amount shows nothing and the ACCS amounts equal the total amount.</p> <p>To save the changes but remain on this screen in order to allocate another amount, click SAVE.</p> <p>To save the changes but return to the <i>Allocation Summary</i> screen, click DONE.</p>	Organization	Label	Amount	H-06-01	ERG Training FY11	30.00	H-06-01	General Travel FY11 - 10-01	0.00	H-06-01	General Travel FY11 - 20-01	0.00	*Unallocated Amount		0.00	Expense Category	Payment Method	Sponsor Type	Amount Allocated	COM. CARRIER	AGENCY CARD		270.00	LODGING TAX	GOVCC		50.00	Lodging-PerDiem	GOVCC		438.00	M&IE-PerDiem	OTHER		248.50	MILEAGE	OTHER		100.00	OTHER NON-TR	OTHER		50.00	OTHER TRAVEL	OTHER		30.00	RENTAL CAR	GOVCC		350.00	TRANSACTION FEES	AGENCY CARD		24.60	TRANSPORT	OTHER		65.00
Organization	Label	Amount																																																										
H-06-01	ERG Training FY11	30.00																																																										
H-06-01	General Travel FY11 - 10-01	0.00																																																										
H-06-01	General Travel FY11 - 20-01	0.00																																																										
*Unallocated Amount		0.00																																																										
Expense Category	Payment Method	Sponsor Type	Amount Allocated																																																									
COM. CARRIER	AGENCY CARD		270.00																																																									
LODGING TAX	GOVCC		50.00																																																									
Lodging-PerDiem	GOVCC		438.00																																																									
M&IE-PerDiem	OTHER		248.50																																																									
MILEAGE	OTHER		100.00																																																									
OTHER NON-TR	OTHER		50.00																																																									
OTHER TRAVEL	OTHER		30.00																																																									
RENTAL CAR	GOVCC		350.00																																																									
TRANSACTION FEES	AGENCY CARD		24.60																																																									
TRANSPORT	OTHER		65.00																																																									

Step	Action																				
6	<p>On the Expense Level Allocation tab, the preparer has the abilities to allocate costs by:</p> <ul style="list-style-type: none"> • Date • Expense Category/Payment Method • Expense <p>Accounting Code Allocation Summary for 1DABS0051</p> <div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;">  Quick Tip Expenses can be allocated by percent, date, expense category / payment method, amount, or individual expense. more </div> <div style="float: right; border: 1px solid black; padding: 2px;"> For this Document you can: <input type="button" value="Close"/> Allocation Screen </div> <p style="font-size: small;">Current Allocation Method: By Individual Expenses</p> <p>Accounting Code Allocation Summary</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Breakdown By Expense Category Expense Level Allocation Document Level Allocation </div> <p>Expense Level Allocation</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Date</th> <th>Allocate By</th> <th>Allocate By</th> </tr> </thead> <tbody> <tr> <td>H-06-01</td> <td>ERG Training FY11</td> <td>*</td> <td>Expense Category / Payment Method</td> <td>Expense</td> </tr> <tr> <td>H-06-01</td> <td>General Travel FY11 - 10-01</td> <td>*</td> <td>Expense Category / Payment Method</td> <td>Expense</td> </tr> <tr> <td>H-06-01</td> <td>General Travel FY11 - 20-01</td> <td>*</td> <td>Expense Category / Payment Method</td> <td>Expense</td> </tr> </tbody> </table> </div>	Organization	Label	Date	Allocate By	Allocate By	H-06-01	ERG Training FY11	*	Expense Category / Payment Method	Expense	H-06-01	General Travel FY11 - 10-01	*	Expense Category / Payment Method	Expense	H-06-01	General Travel FY11 - 20-01	*	Expense Category / Payment Method	Expense
Organization	Label	Date	Allocate By	Allocate By																	
H-06-01	ERG Training FY11	*	Expense Category / Payment Method	Expense																	
H-06-01	General Travel FY11 - 10-01	*	Expense Category / Payment Method	Expense																	
H-06-01	General Travel FY11 - 20-01	*	Expense Category / Payment Method	Expense																	

Step	Action																																																																														
6b	<p>The preparer has the ability to specify which ACCS covers which Expense Category/Payment Method by using the drop-down listing. These expenses are grouped together by the expense category and payment method. So all costs under that category/payment method would be covered by one ACCS.</p> <p>Allocate By Expense Category / Payment Method for 1DABS0051</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p> Quick Tip From the drop down list, select the appropriate account label for each expense category / payment method. Cancel at any time without saving. more</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Sponsor Type</th> <th>Amount</th> <th>Organization/Label</th> </tr> </thead> <tbody> <tr> <td>COM. CARRIER</td> <td>AGENCY CARD</td> <td></td> <td>270.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>LODGING TAX</td> <td>GOVCC</td> <td></td> <td>50.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td></td> <td>438.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>M&IE-PerDiem</td> <td>OTHER</td> <td></td> <td>248.50</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>MILEAGE</td> <td>OTHER</td> <td></td> <td>100.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>OTHER NON-TR</td> <td>OTHER</td> <td></td> <td>50.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>OTHER TRAVEL</td> <td>OTHER</td> <td></td> <td>30.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>RENTAL CAR</td> <td>GOVCC</td> <td></td> <td>350.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td></td> <td>24.60</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>TRANSPORT</td> <td>OTHER</td> <td></td> <td>65.00</td> <td>H-06-01/ERG Training FY11</td> </tr> </tbody> </table> <div style="float: right; border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>For this Document you can:</p> <p><input type="button" value="Save"/> Allocation Changes</p> <p><input type="button" value="Cancel"/> Allocation Changes</p> </div>	Expense Category	Payment Method	Sponsor Type	Amount	Organization/Label	COM. CARRIER	AGENCY CARD		270.00	H-06-01/ERG Training FY11	LODGING TAX	GOVCC		50.00	H-06-01/ERG Training FY11	Lodging-PerDiem	GOVCC		438.00	H-06-01/ERG Training FY11	M&IE-PerDiem	OTHER		248.50	H-06-01/ERG Training FY11	MILEAGE	OTHER		100.00	H-06-01/ERG Training FY11	OTHER NON-TR	OTHER		50.00	H-06-01/ERG Training FY11	OTHER TRAVEL	OTHER		30.00	H-06-01/ERG Training FY11	RENTAL CAR	GOVCC		350.00	H-06-01/ERG Training FY11	TRANSACTION FEES	AGENCY CARD		24.60	H-06-01/ERG Training FY11	TRANSPORT	OTHER		65.00	H-06-01/ERG Training FY11																							
Expense Category	Payment Method	Sponsor Type	Amount	Organization/Label																																																																											
COM. CARRIER	AGENCY CARD		270.00	H-06-01/ERG Training FY11																																																																											
LODGING TAX	GOVCC		50.00	H-06-01/ERG Training FY11																																																																											
Lodging-PerDiem	GOVCC		438.00	H-06-01/ERG Training FY11																																																																											
M&IE-PerDiem	OTHER		248.50	H-06-01/ERG Training FY11																																																																											
MILEAGE	OTHER		100.00	H-06-01/ERG Training FY11																																																																											
OTHER NON-TR	OTHER		50.00	H-06-01/ERG Training FY11																																																																											
OTHER TRAVEL	OTHER		30.00	H-06-01/ERG Training FY11																																																																											
RENTAL CAR	GOVCC		350.00	H-06-01/ERG Training FY11																																																																											
TRANSACTION FEES	AGENCY CARD		24.60	H-06-01/ERG Training FY11																																																																											
TRANSPORT	OTHER		65.00	H-06-01/ERG Training FY11																																																																											
6c	<p>The preparer has the ability to select an ACCS based of the expense description. The expenses are listed by date and the description – much like you would view on the Expenses screen. Using the drop-down listing, the preparer can choose which ACCS should belong to that expense.</p> <p>Allocate By Expense for 1DABS0051</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p> Quick Tip From the drop down list, select the appropriate account label for each listed expense. 'Save' each set of expenses before navigating to the next group. Select 'Done' to save your final changes and return to the master allocation screen. Cancel only undoes changes for the current screen. more</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="background-color: #003366; color: white;">Expenses on Current Document</th> </tr> <tr> <th>Date</th> <th>Description</th> <th>Pay Method</th> <th>Sponsor Type</th> <th>Amount</th> <th>Organization/Label</th> </tr> </thead> <tbody> <tr> <td>08/02/11</td> <td>1POC-Private Vhcle</td> <td>OTHER</td> <td></td> <td>100.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>08/02/11</td> <td>Airline Flight</td> <td>AGENCY CARD</td> <td></td> <td>270.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>08/02/11</td> <td>Check Baggage Fees</td> <td>OTHER</td> <td></td> <td>50.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>08/02/11</td> <td>Gas-Rental/Govt Car</td> <td>OTHER</td> <td></td> <td>65.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>08/02/11</td> <td>Hotel Tax</td> <td>GOVCC</td> <td></td> <td>50.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>08/02/11</td> <td>Lodging</td> <td>GOVCC</td> <td></td> <td>146.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>08/02/11</td> <td>M&IE</td> <td>OTHER</td> <td></td> <td>53.25</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>08/02/11</td> <td>Parking Fees</td> <td>OTHER</td> <td></td> <td>30.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>08/02/11</td> <td>Rental Car</td> <td>GOVCC</td> <td></td> <td>350.00</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>08/02/11</td> <td>TMC Transaction Fees</td> <td>AGENCY CARD</td> <td></td> <td>24.60</td> <td>H-06-01/ERG Training FY11</td> </tr> <tr> <td>08/03/11</td> <td>Lodging</td> <td>GOVCC</td> <td></td> <td>146.00</td> <td>H-06-01/ERG Training FY11</td> </tr> </tbody> </table> <div style="float: right; border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>For this Document you can:</p> <p><input type="button" value="Save"/> Expense Allocations</p> <p><input type="button" value="Done"/> Save & Exit Allocations</p> <p><input type="button" value="Cancel"/> Expense Allocations</p> </div>	Expenses on Current Document						Date	Description	Pay Method	Sponsor Type	Amount	Organization/Label	08/02/11	1POC-Private Vhcle	OTHER		100.00	H-06-01/ERG Training FY11	08/02/11	Airline Flight	AGENCY CARD		270.00	H-06-01/ERG Training FY11	08/02/11	Check Baggage Fees	OTHER		50.00	H-06-01/ERG Training FY11	08/02/11	Gas-Rental/Govt Car	OTHER		65.00	H-06-01/ERG Training FY11	08/02/11	Hotel Tax	GOVCC		50.00	H-06-01/ERG Training FY11	08/02/11	Lodging	GOVCC		146.00	H-06-01/ERG Training FY11	08/02/11	M&IE	OTHER		53.25	H-06-01/ERG Training FY11	08/02/11	Parking Fees	OTHER		30.00	H-06-01/ERG Training FY11	08/02/11	Rental Car	GOVCC		350.00	H-06-01/ERG Training FY11	08/02/11	TMC Transaction Fees	AGENCY CARD		24.60	H-06-01/ERG Training FY11	08/03/11	Lodging	GOVCC		146.00	H-06-01/ERG Training FY11
Expenses on Current Document																																																																															
Date	Description	Pay Method	Sponsor Type	Amount	Organization/Label																																																																										
08/02/11	1POC-Private Vhcle	OTHER		100.00	H-06-01/ERG Training FY11																																																																										
08/02/11	Airline Flight	AGENCY CARD		270.00	H-06-01/ERG Training FY11																																																																										
08/02/11	Check Baggage Fees	OTHER		50.00	H-06-01/ERG Training FY11																																																																										
08/02/11	Gas-Rental/Govt Car	OTHER		65.00	H-06-01/ERG Training FY11																																																																										
08/02/11	Hotel Tax	GOVCC		50.00	H-06-01/ERG Training FY11																																																																										
08/02/11	Lodging	GOVCC		146.00	H-06-01/ERG Training FY11																																																																										
08/02/11	M&IE	OTHER		53.25	H-06-01/ERG Training FY11																																																																										
08/02/11	Parking Fees	OTHER		30.00	H-06-01/ERG Training FY11																																																																										
08/02/11	Rental Car	GOVCC		350.00	H-06-01/ERG Training FY11																																																																										
08/02/11	TMC Transaction Fees	AGENCY CARD		24.60	H-06-01/ERG Training FY11																																																																										
08/03/11	Lodging	GOVCC		146.00	H-06-01/ERG Training FY11																																																																										

Step	Action																				
7	<p>On the Document Level Allocation tab, the preparer has the abilities to allocate costs by:</p> <ul style="list-style-type: none"> • Amount • Percentage <p>Accounting Code Allocation Summary for 1DABS0051</p> <div style="border: 1px solid gray; padding: 5px;"> <p> Quick Tip Expenses can be allocated by percent, date, expense category / payment method, amount, or individual expense. more</p> <p style="text-align: right;">For this Document you can: <input type="button" value="Close"/> Allocation Screen</p> </div> <p>Current Allocation Method: By Individual Expenses</p> <p>Accounting Code Allocation Summary</p> <p>Breakdown By Expense Category Expense Level Allocation Document Level Allocation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">Document Level Allocation</th> </tr> <tr> <th>Organization</th> <th>Label</th> <th>Amount</th> <th>Retained</th> </tr> </thead> <tbody> <tr> <td>H-06-01</td> <td>ERG Training FY11</td> <td style="text-align: right;">1,626.10</td> <td style="text-align: center;">0</td> </tr> <tr> <td>H-06-01</td> <td>General Travel FY11 - 10-01</td> <td style="text-align: right;">0.00</td> <td style="text-align: center;">0</td> </tr> <tr> <td>H-06-01</td> <td>General Travel FY11 - 20-01</td> <td style="text-align: right;">0.00</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>	Document Level Allocation				Organization	Label	Amount	Retained	H-06-01	ERG Training FY11	1,626.10	0	H-06-01	General Travel FY11 - 10-01	0.00	0	H-06-01	General Travel FY11 - 20-01	0.00	0
Document Level Allocation																					
Organization	Label	Amount	Retained																		
H-06-01	ERG Training FY11	1,626.10	0																		
H-06-01	General Travel FY11 - 10-01	0.00	0																		
H-06-01	General Travel FY11 - 20-01	0.00	0																		
7a	<p>The preparer has the ability to take the total amount of the document and split it by the amount each ACCS is going to pay. For example, if the total document amount is \$1,500, an allocation of \$500 for each ACCS can be done. If done this way, the system will take the \$500 and split it among each of the expense categories. No individual calculations need to be done. The system will do it for you.</p> <p>Allocate By Amount per Accounting Code for 1DABS0051</p> <div style="border: 1px solid gray; padding: 5px;"> <p> Quick Tip For each Account label, enter the desired amount and assign the Retained flag if needed. The total for the Account labels must be equal to the document Total Amount before saving. *Unallocated Amount should be blank. Cancel at any time without saving. more</p> <p style="text-align: right;">For this Document you can: <input type="button" value="Save"/> Amount Changes <input type="button" value="Done"/> Save & Exit Amount Changes <input type="button" value="Cancel"/> Amount Changes</p> </div> <p style="text-align: right;">Total Amount: 1,626.10</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Amount</th> <th>Retained</th> </tr> </thead> <tbody> <tr> <td>H-06-01</td> <td>ERG Training FY11</td> <td style="text-align: right;">1626.10</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>H-06-01</td> <td>General Travel FY11 - 10-01</td> <td style="text-align: right;">0.00</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>H-06-01</td> <td>General Travel FY11 - 20-01</td> <td style="text-align: right;">0.00</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2"></td> <td>*Unallocated Amount</td> <td style="text-align: center;"><input type="text"/></td> </tr> </tbody> </table>	Organization	Label	Amount	Retained	H-06-01	ERG Training FY11	1626.10	<input type="checkbox"/>	H-06-01	General Travel FY11 - 10-01	0.00	<input type="checkbox"/>	H-06-01	General Travel FY11 - 20-01	0.00	<input type="checkbox"/>			*Unallocated Amount	<input type="text"/>
Organization	Label	Amount	Retained																		
H-06-01	ERG Training FY11	1626.10	<input type="checkbox"/>																		
H-06-01	General Travel FY11 - 10-01	0.00	<input type="checkbox"/>																		
H-06-01	General Travel FY11 - 20-01	0.00	<input type="checkbox"/>																		
		*Unallocated Amount	<input type="text"/>																		

Step	Action															
7b	<p>The preparer has the ability to take and split the costs by a percentage. The percentages have to equal 100%. For example, ACCS#1 could be 50%, ACCS#2 could be 25% and that would mean ACCS #3 would have to be 25% for a full total percentage of 100%. The system will then take the percentages allotted and split the costs equally by the percentage given.</p> <p>Allocate By Percent for 1DABS0051</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #fce4ec; padding: 5px; margin-bottom: 5px;">  Quick Tip For each Account label, enter the desired percentage. The total for the Account labels must equal 100% before saving; cancel at any time without saving. more </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Organization</th> <th style="text-align: left;">Label</th> <th style="text-align: left;">Percent</th> </tr> </thead> <tbody> <tr> <td>H-06-01</td> <td>ERG Training FY11</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>H-06-01</td> <td>General Travel FY11 - 10-01</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>H-06-01</td> <td>General Travel FY11 - 20-01</td> <td><input type="text" value="0"/></td> </tr> <tr> <td colspan="2" style="text-align: right;">*Unallocated Percentage</td> <td><input type="text" value="100"/></td> </tr> </tbody> </table> <div style="float: right; border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="font-size: small; margin: 0;">For this Document you can:</p> <p style="margin: 0;"><input type="button" value="Save"/> Percent Changes</p> <p style="margin: 0;"><input type="button" value="Cancel"/> Percent Changes</p> </div> </div>	Organization	Label	Percent	H-06-01	ERG Training FY11	<input type="text" value="0"/>	H-06-01	General Travel FY11 - 10-01	<input type="text" value="0"/>	H-06-01	General Travel FY11 - 20-01	<input type="text" value="0"/>	*Unallocated Percentage		<input type="text" value="100"/>
Organization	Label	Percent														
H-06-01	ERG Training FY11	<input type="text" value="0"/>														
H-06-01	General Travel FY11 - 10-01	<input type="text" value="0"/>														
H-06-01	General Travel FY11 - 20-01	<input type="text" value="0"/>														
*Unallocated Percentage		<input type="text" value="100"/>														
7c	<p>For this exercise, the following expenses will be paid by the accounting listed above:</p> <p><u><Training Initials> Training FY10</u> Airfare TMC Transaction Fee</p> <p><u>General Travel FY10 – 10-01</u> Lodging M&IE</p> <p><u>General Travel FY10 – 20-01</u> All other expenses</p> <p>How are you going to allocate the above?</p> <p>How would you allocate if they were going to split all costs equally?</p>															

Step	Action																																																																																																																																				
7d	<p>The <i>Allocation Summary</i> screen appears and now all of the expenses per ACCS have been given costs based off how it was allocated</p> <table border="1" data-bbox="293 390 1057 701"> <caption>Expense Category Allocation Breakdown for 'ERG Training FY11H.06.01'</caption> <thead> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Sponsor Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>COM. CARRIER</td><td>AGENCY CARD</td><td></td><td>270.00</td></tr> <tr><td>LODGING TAX</td><td>GOVCC</td><td></td><td>0.00</td></tr> <tr><td>Lodging-PerDiem</td><td>GOVCC</td><td></td><td>0.00</td></tr> <tr><td>M&E-PerDiem</td><td>OTHER</td><td></td><td>0.00</td></tr> <tr><td>MILEAGE</td><td>OTHER</td><td></td><td>0.00</td></tr> <tr><td>OTHER NON-TR</td><td>OTHER</td><td></td><td>0.00</td></tr> <tr><td>OTHER TRAVEL</td><td>OTHER</td><td></td><td>0.00</td></tr> <tr><td>RENTAL CAR</td><td>GOVCC</td><td></td><td>0.00</td></tr> <tr><td>TRANSACTION FEES</td><td>AGENCY CARD</td><td></td><td>24.60</td></tr> <tr><td>TRANSPORT</td><td>OTHER</td><td></td><td>0.00</td></tr> </tbody> </table> <table border="1" data-bbox="293 709 1057 1020"> <caption>Expense Category Allocation Breakdown for 'General Travel FY11 - 10-01H.06.01'</caption> <thead> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Sponsor Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>COM. CARRIER</td><td>AGENCY CARD</td><td></td><td>0.00</td></tr> <tr><td>LODGING TAX</td><td>GOVCC</td><td></td><td>0.00</td></tr> <tr><td>Lodging-PerDiem</td><td>GOVCC</td><td></td><td>438.00</td></tr> <tr><td>M&E-PerDiem</td><td>OTHER</td><td></td><td>248.50</td></tr> <tr><td>MILEAGE</td><td>OTHER</td><td></td><td>0.00</td></tr> <tr><td>OTHER NON-TR</td><td>OTHER</td><td></td><td>0.00</td></tr> <tr><td>OTHER TRAVEL</td><td>OTHER</td><td></td><td>0.00</td></tr> <tr><td>RENTAL CAR</td><td>GOVCC</td><td></td><td>0.00</td></tr> <tr><td>TRANSACTION FEES</td><td>AGENCY CARD</td><td></td><td>0.00</td></tr> <tr><td>TRANSPORT</td><td>OTHER</td><td></td><td>0.00</td></tr> </tbody> </table> <table border="1" data-bbox="293 1029 1057 1339"> <caption>Expense Category Allocation Breakdown for 'General Travel FY11 - 20-01H.06.01'</caption> <thead> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Sponsor Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>COM. CARRIER</td><td>AGENCY CARD</td><td></td><td>0.00</td></tr> <tr><td>LODGING TAX</td><td>GOVCC</td><td></td><td>50.00</td></tr> <tr><td>Lodging-PerDiem</td><td>GOVCC</td><td></td><td>0.00</td></tr> <tr><td>M&E-PerDiem</td><td>OTHER</td><td></td><td>0.00</td></tr> <tr><td>MILEAGE</td><td>OTHER</td><td></td><td>100.00</td></tr> <tr><td>OTHER NON-TR</td><td>OTHER</td><td></td><td>50.00</td></tr> <tr><td>OTHER TRAVEL</td><td>OTHER</td><td></td><td>30.00</td></tr> <tr><td>RENTAL CAR</td><td>GOVCC</td><td></td><td>350.00</td></tr> <tr><td>TRANSACTION FEES</td><td>AGENCY CARD</td><td></td><td>0.00</td></tr> <tr><td>TRANSPORT</td><td>OTHER</td><td></td><td>65.00</td></tr> </tbody> </table> <p data-bbox="280 1413 358 1440">Notes:</p> <ul data-bbox="331 1476 1414 1640" style="list-style-type: none"> ✓ Anytime a specific allocation has been done and saved, the system will return you to this screen in order to view the new allocations. ✓ If your authorization was allocated and the costs differ from the authorization when creating the voucher, you will need to go back to the allocation screen in order to make sure everything is still allocated. 	Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		270.00	LODGING TAX	GOVCC		0.00	Lodging-PerDiem	GOVCC		0.00	M&E-PerDiem	OTHER		0.00	MILEAGE	OTHER		0.00	OTHER NON-TR	OTHER		0.00	OTHER TRAVEL	OTHER		0.00	RENTAL CAR	GOVCC		0.00	TRANSACTION FEES	AGENCY CARD		24.60	TRANSPORT	OTHER		0.00	Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		0.00	LODGING TAX	GOVCC		0.00	Lodging-PerDiem	GOVCC		438.00	M&E-PerDiem	OTHER		248.50	MILEAGE	OTHER		0.00	OTHER NON-TR	OTHER		0.00	OTHER TRAVEL	OTHER		0.00	RENTAL CAR	GOVCC		0.00	TRANSACTION FEES	AGENCY CARD		0.00	TRANSPORT	OTHER		0.00	Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		0.00	LODGING TAX	GOVCC		50.00	Lodging-PerDiem	GOVCC		0.00	M&E-PerDiem	OTHER		0.00	MILEAGE	OTHER		100.00	OTHER NON-TR	OTHER		50.00	OTHER TRAVEL	OTHER		30.00	RENTAL CAR	GOVCC		350.00	TRANSACTION FEES	AGENCY CARD		0.00	TRANSPORT	OTHER		65.00
Expense Category	Payment Method	Sponsor Type	Amount																																																																																																																																		
COM. CARRIER	AGENCY CARD		270.00																																																																																																																																		
LODGING TAX	GOVCC		0.00																																																																																																																																		
Lodging-PerDiem	GOVCC		0.00																																																																																																																																		
M&E-PerDiem	OTHER		0.00																																																																																																																																		
MILEAGE	OTHER		0.00																																																																																																																																		
OTHER NON-TR	OTHER		0.00																																																																																																																																		
OTHER TRAVEL	OTHER		0.00																																																																																																																																		
RENTAL CAR	GOVCC		0.00																																																																																																																																		
TRANSACTION FEES	AGENCY CARD		24.60																																																																																																																																		
TRANSPORT	OTHER		0.00																																																																																																																																		
Expense Category	Payment Method	Sponsor Type	Amount																																																																																																																																		
COM. CARRIER	AGENCY CARD		0.00																																																																																																																																		
LODGING TAX	GOVCC		0.00																																																																																																																																		
Lodging-PerDiem	GOVCC		438.00																																																																																																																																		
M&E-PerDiem	OTHER		248.50																																																																																																																																		
MILEAGE	OTHER		0.00																																																																																																																																		
OTHER NON-TR	OTHER		0.00																																																																																																																																		
OTHER TRAVEL	OTHER		0.00																																																																																																																																		
RENTAL CAR	GOVCC		0.00																																																																																																																																		
TRANSACTION FEES	AGENCY CARD		0.00																																																																																																																																		
TRANSPORT	OTHER		0.00																																																																																																																																		
Expense Category	Payment Method	Sponsor Type	Amount																																																																																																																																		
COM. CARRIER	AGENCY CARD		0.00																																																																																																																																		
LODGING TAX	GOVCC		50.00																																																																																																																																		
Lodging-PerDiem	GOVCC		0.00																																																																																																																																		
M&E-PerDiem	OTHER		0.00																																																																																																																																		
MILEAGE	OTHER		100.00																																																																																																																																		
OTHER NON-TR	OTHER		50.00																																																																																																																																		
OTHER TRAVEL	OTHER		30.00																																																																																																																																		
RENTAL CAR	GOVCC		350.00																																																																																																																																		
TRANSACTION FEES	AGENCY CARD		0.00																																																																																																																																		
TRANSPORT	OTHER		65.00																																																																																																																																		

Step	Action
8	<ul style="list-style-type: none"> ➤ Check the totals ➤ Preview the document ➤ Do Pre-Audit Results ➤ Stamp the document SIGNED <p><i>Stamping the document SIGNED again, the person who initiated the adjustment, will need to use the drop-down list and selected SIGNED. They will also have the checkbox that should NOT be checked and remarks should be added stating why the change was made.</i></p> <p>The document will then be routed to the first level of the electronic approval process and you will be taken back to the Home screen where a message toward the bottom stating and email has been sent to “email address”—FOR EMPLOYEES ONLY</p> <p>For EXCEPTED TRAVELERS – The Home screen will appear with the document appearing in the Last Documents area. The preparer will have to inform the Approving Official when the document is ready for approval in the system.</p>