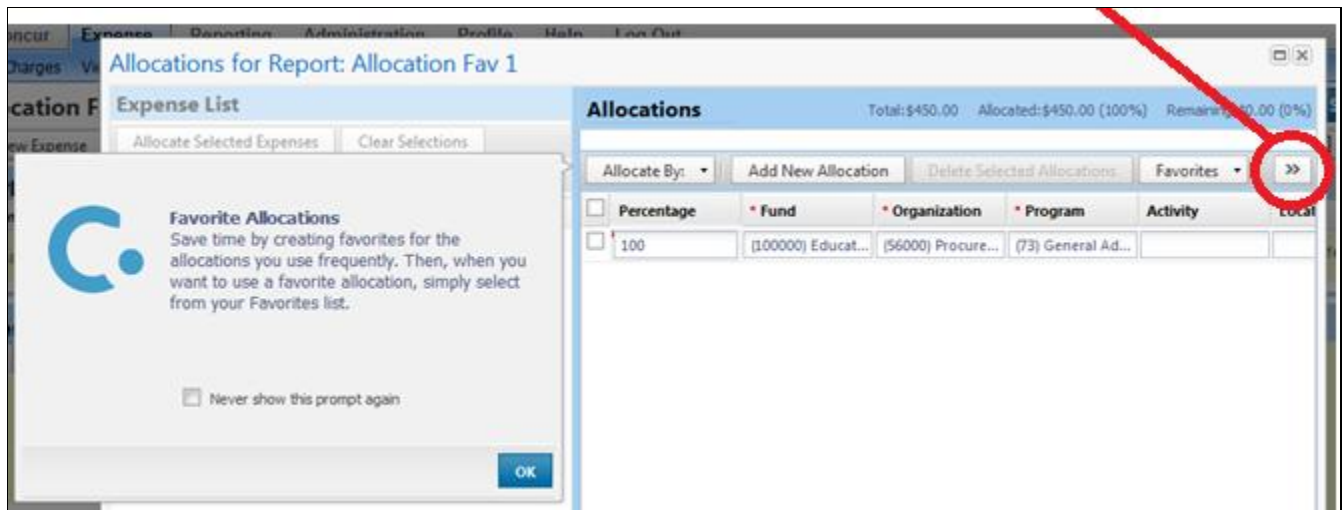


Allocation Favorites – travelND Expense

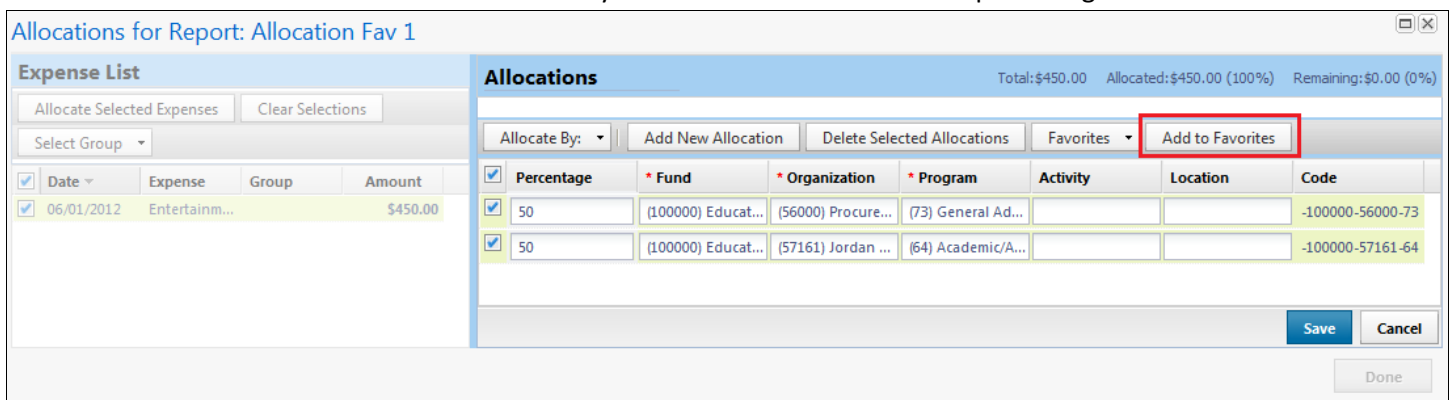
Creating allocation favorites will allow you to save time when completing expense reports that include expense line items that are allocated to multiple FOAPAL's. You will have the option to save allocation FOAPAL combinations and their associated percentages within your travelND profile. Once the feature is enabled and you select to allocate an expense, you will receive a message prompt notifying you that Favorite Allocations are able to be created (see below).

Saving an Allocation as a Favorite

1. Select an expense line item on a report and select the '**Allocate**' button.
 - a. You may be prompted that the Allocation Favorites functionality is available.
 - b. Click the arrows to expand the allocation window if you do not see 'Add to Favorites'.



2. Once you enter your allocation information select '**Add to Favorites**'.
3. Allocation Favorites are saved by the Allocation Percentage.
 - a. An allocation favorite saved by amounts will be converted to percentages.



4. Name the allocation favorite. Click '**Save**' and then click '**Done**'.

Add to Favorites

Enter Allocation Favorite Name: Proc 50 / Jordan 50 Allocation

5. Verify that the Favorite has been properly saved by clicking on the 'Favorites' drop down button.

Allocations for Report: Allocation Fav 1

Expense List				Allocations Total:\$450.00 Allocated:\$450.00 (100%) Remaining:\$0.00 (0%)				
<input type="button" value="Allocate Selected Expenses"/> <input type="button" value="Clear Selections"/>				<input type="button" value="Add New Allocation"/> <input type="button" value="Delete Selected Allocations"/> <input type="button" value="Favorites"/> <input type="button" value="Add to Favorites"/>				
<input type="button" value="Select Group"/>				Proc 50 / Jordan 50 Allocation				
Date	Expense	Group	Amount	Percentage	Fund	Organization	Program	
<input checked="" type="checkbox"/> 06/01/2012	Entertainm...		\$450.00	<input checked="" type="checkbox"/> 50	(100000) Educat...	(56000) Procure...	(73) General Ad...	000-73
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/> 50	(100000) Educat...	(57161) Jordan ...	(64) Academic/A...	-100000-57161-64

The allocation favorite data is validated each time the favorite is applied to an expense to ensure all code or other list fields are still valid. The user is alerted by the system if out dated data needs to be corrected in a saved. A user's allocation favorites are specific to their profile. Approvers and Processors will not be able to access a user's allocation favorites.

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