



Contact: rftravel@rfsuny.org

Use this job aid to create an allocation in iExpense. This will guide you through setting up an allocation separately, before entering an expense report.

An allocation designates the Project, Task, Award and Expenditure Organization (PTAEO) to which your travel expenses will be charged.



Navigator

1

Edit Navigator

- 650 Internet Expenses Audit Manager
- HR Self Service - CO
- ORG Internet Expenses

2

Please select a responsibility.

Favorites

Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

1	From this initial screen when logged in to Oracle, here is the list of available Oracle responsibilities for the user
2	Select <i>ORG Internet Expenses</i>



[Expenses Home](#) | [Expense Reports](#) | [Access Authorizations](#) | [Projects and Tasks](#) | [Payments Search](#)

Expenses Home

[Create Expense Report](#) | [Import Spreadsheet](#) | [Export Spreadsheet](#)

Track Submitted Expense Reports

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submit Date	Report Status	Last Report Status	Activity (Days)	Current Approver	Receipts Status	Report Total (USD)	Purpose	Duplicate	Withdraw
No results found.										

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
No results found.							

Notifications

View

Select From	Subject	Sent	Due
There are no notifications in this view.			

- TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
- TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.



[Create Expense Report](#) | [Import Spreadsheet](#) | [Export Spreadsheet](#)

1 From the Expenses Homepage, select Preferences from either the top or bottom menu



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General Preferences

- General
 - **Display Preferences**
 - Access Requests
- Expense Preferences
 - General
 - **My Allocations**

Languages

Current Session Language: American English

Default Application Language: American English

Accessibility

Accessibility Features: None

Regional

Territory: United States

Date Format: dd-MMM-yyyy (07-Jan-2011)

1

From the General Preferences page, select **My Allocations** under *Expense Preferences*



o General

- Display Preferences
- Access Requests

o Expense Preferences

- General
- **My Allocations**

Expenses Preferences: My Allocations

Create an allocation set to represent your pre-defined allocations. You apply your allocation set to expense

My Project Allocation Sets

Line	Allocation Name	Project	Task	Award	Project Expenditure
No results found.					
Add Another Row					

[Diagnostics](#) | [Home](#) | [Logout](#) | **Preferences**

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[About this Page](#)

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From the Expense Preferences: My Allocations page, click the **Add Another Row** button to add an allocation



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Expenses Preferences: My Allocations

Create an allocation set to represent your pre-defined allocations. You apply your allocation set to expense lines during expenses entry. Cancel Revert Save Apply

My Project Allocation Sets

Line	Allocation Name	Project	Task	Award	Project Expenditure Organization	Split Criteria	Duplicate	Remove
1	<input type="text"/>							

Add Another Row

Cancel Revert Save Apply

1	Type in a name for this allocation in the <i>Allocation Name</i> field. Examples: Training, Finance OTPS Note: This name will be viewable from a drop-down list when you compile the expense allocation section of your expense report
2	Type in the <i>Project</i> , <i>Task</i> and <i>Award</i> . Or, you may use the Flashlight icon to choose the numbers from the list of values
3	Recommendation: Use the Flashlight icon to choose a <i>Project Expenditure Organization</i> since it has to be entered exactly as it appears in Oracle. (The next page of this job aid will guide you through this screen.)



1	Select the filter by which you want to search
2	Type the search criteria in the empty field and select Go . For this example, we will enter 650 h as the search criteria for Organization Name. Note: It is recommended to narrow the search, otherwise the results list will be too long.



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Search
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Organization Name

Results

Select	Quick Select	Organization ID	Organization Name	Start Date	End Date
<input type="radio"/>		12499	650 Hardware and Leases	01-Jan-1951	
<input type="radio"/>		12462	650 Holiday Party	01-Jan-1951	
<input type="radio"/>		12905	650 Hospitality	01-Jan-1951	
<input type="radio"/>		12490	650 Human Resources	01-Jan-1951	
<input type="radio"/>		12491	650 Human Resources Administration	01-Jan-1951	
<input type="radio"/>		10583	650 Human Resources Information Systems	01-Jan-1951	
<input type="radio"/>		12494	650 Human Resources OTPS	01-Jan-1951	
<input type="radio"/>		13495	650 Human Resources Salary Contingency	01-Jan-1951	
<input type="radio"/>		13496	650 Human Resources OTPS Contingency	01-Jan-1951	

Results: Project Expenditure Organization

Expenses Preferences: My Allocations

Create an allocation set to represent your pre-defined allocations. You apply your allocation set to expense lines during expenses entry.

My Project Allocation Sets

Line	Allocation Name	Project	Task	Award	Project Expenditure	Organization	Split Criteria	Duplicate	Remove
1	Training	1085636	1	55582	650 Human Resource				

1	Select the appropriate radio button and then click Select
2	Or, use the Quick Select icon for the appropriate search result (Note: this will close the dialog box.)
3	Click on the Save button on either the top or bottom menus to complete the Allocation line



Expenses Preferences: My Allocations

Create an allocation set to represent your pre-defined allocations. You apply your allocation set to expense lines during expenses entry.

[Cancel](#) [Revert](#) [Save](#) [Apply](#)

My Project Allocation Sets

Line	Allocation Name	Project	Task	Award	Project Expenditure	Organization	Split Criteria	Duplicate	Remove
1	Training	1085636	1	55582	650 Human Resourc				

[Add Another Row](#)

[Cancel](#) [Revert](#) [Save](#) [Apply](#)

[My Allocations](#) >

Split Criteria: My Project Allocation Set

* Indicates required field

Allocation Method

- Equal Split
 Percentage Split

2

* Allocation Name

Allocation Reason

Project	Task	Award	Project Expenditure	Organization	Percentage	Remove
<input type="text"/>						
FY11 HR OTPS	Task 1					
<input type="text"/>						

[Add Another Row](#)

1

Note: An allocation can be split between two PTAEOs. Example: Your trip will be reimbursed by two awards/projects/tasks so the costs will be split. To do this in *iExpense*, simply click on the **Split Criteria** icon.

2

Once the *Split Criteria: My Project Allocation Set* window opens, select the appropriate radio button. This job aid will guide you through how to split an allocation equally or by percentage.



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My Allocations >
Split Criteria: My Project Allocation Set

* Indicates required fields

Allocation Method: Equal Split 1 Percentage Split

* Allocation Name: Training
Allocation Reason: [Dropdown]

Project	Task	Award	Project Expenditure	Organization	Remove
1085636	1	555821	650 Human Resource		
PTT HR GPS	Task 1	PTT Central Office Budget			

Add Another Row

Buttons: Cancel, OK (top and bottom right)

1	Notice that you have the option to do an equal split or split on a percentage basis
2	Enter required second PTAEO information for the split
3	Select OK button from either the top or bottom menus Note: You can redistribute an equal split at the time an expense report is entered



My Allocations >
Split Criteria: My Project Allocation Set

* Indicates required field

Allocation Method: Equal Split Percentage Split **1**

* Allocation Name: HR OTPS **3**
Allocation Reason: [dropdown]

Project	Task	Award	Project Expenditure Organization	Percentage	Remove
1085636 FX11 HR OTPS	1 Task 1	555821 FX11 Central Office Budget	650 Human Resource	[input]	[edit] [remove]
[input]	[input]	[input]	[input]	[input]	[edit] [remove]

Add Another Row

Cancel OK **4**
Cancel OK

1	Notice that this is how to split an allocation using a percentage split
2	Enter required second PTAE0 information for the split
3	Enter a percentage for each PTAE0 line
4	Click OK from either the top or bottom menu



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My Allocations >

Confirmation
Your Allocation Preferences have been set.

Expenses Preferences: My Allocations
Create an allocation set to represent your pre-defined allocations. You apply your allocation set to expense lines during expenses entry. Cancel Revert Save Apply

My Project Allocation Sets

Line	Allocation Name	Project	Task	Award	Project Expenditure Organization	Split Criteria	Duplicate	Remove
1	Training	Multiple	Multiple		Multiple			

Add Another Row Cancel Revert Save Apply

1	Result: Allocation named Training split between multiples PTAEOs. This screen verifies that your Allocation Preferences have been set
2	Click the Split Criteria icon to edit the split allocation Click the Duplicate icon to duplicate an allocation Click the Remove icon to delete the allocation Note: Allocation sets will have to be entered/edited as project, tasks and awards change. Allocation sets can also be set up when you complete an expense report. Validation of award/project/task status is not done through this step.

You have successfully created an allocation in iExpense.