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.

1. From this initial screen when logged in to Oracle, here is the list of available Oracle responsibilities for the user
2. Select ORG Internet Expenses
From the Expenses Homepage, select Preferences from either the top or button menu.
From the General Preferences page, select **My Allocations** under **Expense Preferences**
From the Expense Preferences: My Allocations page, click the **Add Another Row** button to add an allocation.
Type in a name for this allocation in the Allocation Name 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 Project, Task and Award. 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 Project Expenditure Organization 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.)
Job Aid
Create an Allocation in iExpenses Module

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.
Create an Allocation in *iExpenses* Module

**Contact:** rftravel@rfsuny.org

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
**Job Aid**

Create an Allocation in *iExpenses* Module

---

**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.
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.
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
Job Aid
Create an Allocation in iExpenses Module

Contact: rftravel@rfsuny.org

Result: Allocation named Training split between multiples PTAEOs. This screen verifies that your Allocation Preferences have been set.

1. Click the Split Criteria icon to edit the split allocation
2. 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.