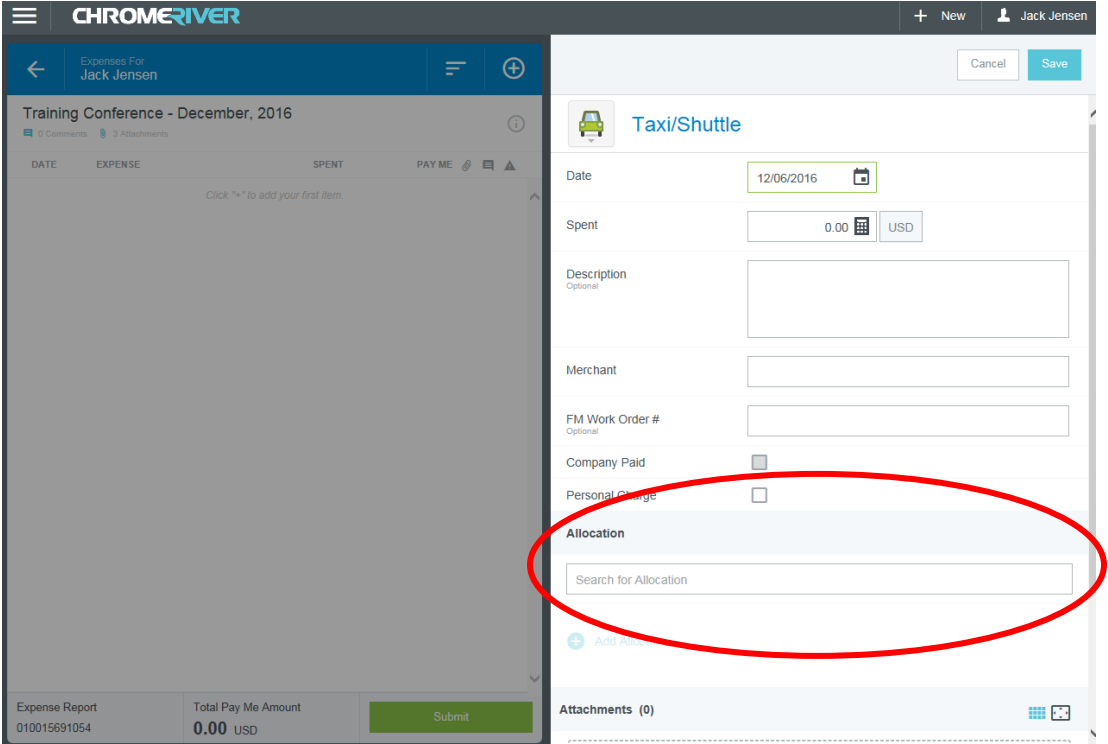
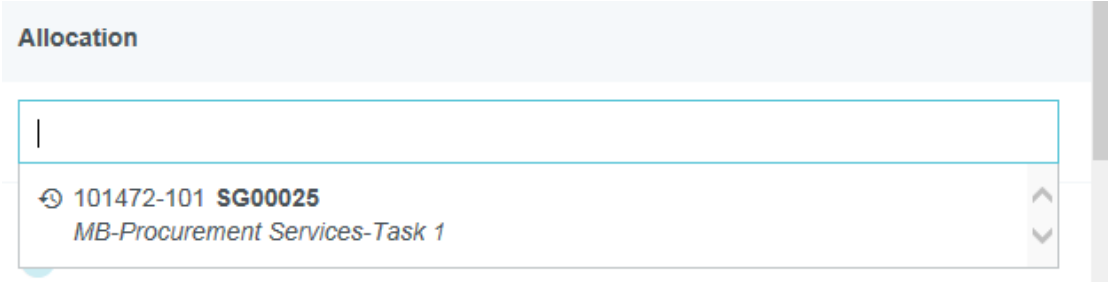


Choosing a Cost Allocation

After you select an expense type from the one of the various expense type tiles, the Expense Entry screen opens to allow you to enter details about the expense, including the cost allocation number.



Tapping the **Search for Allocation** field opens a drop-down list. The first allocation box is for you to enter the PTA (Project, Task, Award) portion of your PTAE0. Recently selected allocations will be listed at the top and indicated by a clock icon. Tap the desired allocation to select it.



As you begin to enter a Project number into the search bar, the list will automatically populate with PTA combinations that containing that number.

Allocation

100
100255-854 DR00127 <i>AT-Sports Medicine-Ice</i>
100255-872 ER00500 <i>AT-Sports Medicine-Misc Equipment Exp</i>

After selecting the proper PTA combination, another selection box will appear. In this cost allocation box you will select your Organization code, the “O” in your PTAE0.

Allocation

101472-101 SG00025 MB-Procurement Services-Task 1
-- Select --

Just like before, tapping into this selection box will open a drop-down list, showing recently selected allocations first.

Allocation

101472-101 SG00025 MB-Procurement Services-Task 1
20130 FM-Occupancy Expense
20135 FM-Technology & Innovation
20140 FM-Financial Operations

If your Organization code number is not shown, you can start typing into the search bar and the list will automatically populate with Organization codes or names that contain that text.

Allocation

101472-101 SG00025 MB-Procurement Services-Task 1

Finance Outreach

20490 FI-Finance Outreach & Compliance



Click on the appropriate choice to complete your cost allocation.

Allocation

101472-101 SG00025 MB-Procurement Services-Task 1

20490 FI-Finance Outreach & Compliance