Allocating Charges in WORKS™

Key points of Allocating in Works

- **Allocation** is the process by which the UD accounting chartfields (e.g. Purpose, Account, Project ID, etc.) get assigned to credit card charges.
- Allocating is performed by the cardholder or the card administrator.
- Each cardholder has a default Speedtype and Account assigned to their card, (Project ID, Source, Userfield and Work Order # will default to .N/A). They are pre-populated on the Allocation screen.
- Contact Procurement at creditcard@udel.edu to alter defaults for Speedtype and/or Account.
- If a cardholder allocates charges, or revises UD accounting chartfields the card administrator should verify the accuracy of the allocation and edit if necessary.
- Allocation can be completed on an individual charge or on a group of charges (described below).

Allocating an individual charge:

1. On Works home page - Action Items – Action Sign off - Current Status Pending – Click on Pending
2. Click on Document (TXN----) number
3. Click Allocate/Edit
4. **Allocation** page will pop-up displaying fields:

   a. **Add** button - add more GL lines to allocate to multiple Speedtypes and/or Accounts
   b. **Category** – accept the default of unspecified
   c. **Description** – vendor name
   d. **Amount** – total amount of charge
   e. **GL** (General Ledger) – these are the UD accounting chartfields
      i. Required fields - all fields except **Unit/Quantity/Unit Price/Part#**
      ii. Enter UD Userfield or Project ID if desired

Below is a detail of **GL** portion of Allocation screen

1. Accept defaults or enter new values
2. OR begin typing accounting information and a box with options will appear
3. When charge is to be allocated to more than one Speedtype and/or Account:
   a. **Add line(s)** - Choose number of additional lines you need
   b. A new set(s) of **GL** fields is added below (with the same values as the first line)
   c. Change **Amount** fields on all lines
   d. Change **Speedtype** and/or **Account** on new line(s)
      i. Enter values
      ii. Or begin typing accounting information and a box with options will appear

4. Once completed, click **Save**
5. Continue the **Sign Off** process

**Allocating a group of charges to one GL combination:**
1. Click the check boxes for all charges that need to be allocated
2. Click **Mass Allocate**
3. The **Mass Allocate** screen will pop-up:
   a. IMPORTANT – Fill in only the information you wish to change
   b. Do **not** change
   c. In example below:
      i. The default Speedtype, Project ID, Source, Userfield and Work Order # will remain the same
      ii. The current Account will be overridden by 130100.
4. Once allocation is complete, click **OK**
5. Continue with **Sign Off** process

**Appendix**

**Appendix: GL accounting fields – Project ID and Source**

- **Speedtype** controls the chartfields for Dept. ID, **Project ID**, **Source**, Fund and Program; this remains true in Works!
- In **Works/Allocation, GL** fields:
  - If the Speedtype already has an assigned Project ID or Source, it cannot be overwritten in Works (Note: They will *not* display in Works GL fields.). If a Project ID and/or Source are entered, they will be ignored when charge is posted in UD Financials.
  - If the Speedtype *does not* already have a Project ID or Source, there is the ability to enter them in Works. This is a RARE situation.

```
<table>
<thead>
<tr>
<th>GL01: Department/Sub Dept</th>
<th>GL02: Trans Type</th>
<th>GL03: SpeedType</th>
<th>GL04: Account</th>
<th>GL05: Project ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>04730</td>
<td>PCARD</td>
<td>PURC110000</td>
<td>141000</td>
<td>NA</td>
</tr>
</tbody>
</table>
```

**Appendix: Explanation of the Comp|Val|Auth Column**

- **Comp** (complete) - red X indicates one of the required **Allocation/GL** fields is blank
- **Auth** (authorized) - red X indicates one of the required **Allocation/GL** fields needs correcting
- **Val** (value) – UD is not using this validation and it will always be a green check