

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 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

Home Expenses Reports

Action Items

Action	Acting As	Count	Type	Current Status
Close	Accountholder	1	Purchase Request	Approved - Open
Resolve	Accountholder	1	Reimbursement	Flagged
Resolve	Accountholder	1	Transaction	Flagged
Sign Off	Accountholder	7	Expense Report	Pending
Sign Off	Accountholder	247	Transaction	Pending
Submit For Approval	Accountholder	3	Reimbursement	Draft

6 items Show 10 per page Page: 1 of 1

Transactions - Accountholder

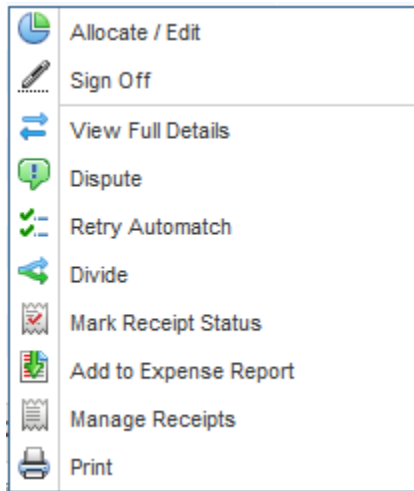
>> Pending Sign Off Signed Off Flagged All

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth
TXN00001011	0419	ACT	10/31/2008	10/31/2008	Cardholder_Joe	676.48	VIA ROUTE RENT-A-CAR CO.	✓ ✓ ✓
TXN00001016	0419	ACT	10/31/2008	10/31/2008	Cardholder_Joe	601.82	THE BEVERLY HILLS HOTEL CO.	✓ ✓ ✓
TXN00001026	5754	none	02/09/2009	02/09/2009	Traveler_Tony	312.92	CITE CO.	✓ ✓ ✓
TXN00001027	5754	none	02/09/2009	02/09/2009	Traveler_Tony	834.99	SAM'S TOWN HOTEL AND CASI...	✓ ✓ ✓
TXN00001028	5754	none	02/09/2009	02/09/2009	Traveler_Tony	981.91	METRO AIRLINES CO.	✓ ✓ ✓
TXN00001029	5754	none	02/09/2009	02/09/2009	Traveler_Tony	411.18	MOTOR FREIGHT CARRIERS, AN...	✓ ✓ ✓
TXN00001033	8234	none	02/20/2009	02/20/2009	Brown_Jennifer (CH)	331.20	VANGUARD AIRLINES CO.	✓ ✓ ✓
TXN00001034	5754	none	02/20/2009	02/20/2009	Traveler_Tony	326.72	ACCOUNTING, AUDITING AND B...	✓ ✓ ✓
TXN00001035	0419	none	02/20/2009	02/20/2009	Cardholder_Joe	534.06	POSTAGE STAMPS CO.	✓ ✓ ✓
TXN00001036	0419	none	02/20/2009	02/20/2009	Cardholder_Joe	838.67	SPECIALTY CLEANING, POLISH ...	✓ ✓ ✓

0 Selected | 247 items Show 10 per page

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Print Sign Off

3



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

e

b

GL01: Department/Sub Dept	GL02: Trans Type	GL03: SpeedType	GL04: Account	GL05: Project ID	GL06: Source	GL07: Userfield	GL08: Work Order #	GL09: Unit Measure/Quantity/Unit Price/Part#	Category
04750	PCARD	PURC110000	141000	.N/A	.N/A	.N/A	.N/A		(unspecified)

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

Allocation Details - TXN00001893 - MOTOR FREIGHT CARRIERS, AND CO. 04/04/2011 | Source Amount: 432.96 USD

Allocation Purchase Amount: 432.96 Allocation Total: 432.96 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Department/Sub Dept	GL02: Trans Type	GL03: SpeedType	GL04: Account	GL05: Proje
<input checked="" type="checkbox"/>	201.33	MOTOR FREIGHT CARRIERS, AND CO. - P	04750	PCARD	PURC110000	141000	.N/A
<input checked="" type="checkbox"/>	201.33	MOTOR FREIGHT CARRIERS, AND CO. - P	04750	PCARD	ACCT110000	141000	.N/A

0 Selected | 2 items

Remove Add **a** Clear GL

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	402.66	30.30	0.00	19716

Transaction Detail - 4214 (MOTOR FREIGHT CARRIERS, AND TRUCKING)

Comments [Add Comment](#)

Save Close

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**

>> Pending Sign Off Signed Off Flagged All

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor
<input type="checkbox"/>	TXN00001876	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	735.77	POSTAGE STAMPS CO.
<input type="checkbox"/>	TXN00001877	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	292.69	MOBILE HOME DEALERS CO.
<input type="checkbox"/>	TXN00001878	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	747.29	CLUB MED CO.
<input type="checkbox"/>	TXN00001879	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	162.11	EUROP CAR CO.
<input type="checkbox"/>	TXN00001880	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	308.58	AIR NEVADA CO.
<input type="checkbox"/>	TXN00001881	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	928.18	STENOGRAPHIC SERVICES CO.
<input type="checkbox"/>	TXN00001882	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	83.65	POSTAGE STAMPS CO.
<input type="checkbox"/>	TXN00001883	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	165.80	VIA ROUTE RENT-A-CAR CO.
<input checked="" type="checkbox"/>	TXN00001884	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	110.69	AIR PANAMA INTERNATIONAL ...
<input checked="" type="checkbox"/>	TXN00001885	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	80.69	ACCOUNTING, AUDITING AND B...
<input checked="" type="checkbox"/>	TXN00001886	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	573.90	PEPPERMILL HOTEL CASINO CO.
<input checked="" type="checkbox"/>	TXN00001887	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	396.54	AUTO HOST RENTAL CARS CO.
<input checked="" type="checkbox"/>	TXN00001888	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	156.17	CARIBBEAN AIRLINES CO.
<input type="checkbox"/>	TXN00001889	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	744.36	STENOGRAPHIC SERVICES CO.
<input type="checkbox"/>	TXN00001890	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	28.61	THE ELIOT HOTEL CO.
<input type="checkbox"/>	TXN00001891	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	357.98	VIA ROUTE RENT-A-CAR CO.
<input type="checkbox"/>	TXN00001892	5602	none	10/27/2010	10/27/2010	Lepine, Ellen (CH)	935.49	LUXAIR CO.
<input type="checkbox"/>	TXN00001893	3758	none	04/04/2011	04/04/2011	Reese, Debra (Demo CH)	432.96	MOTOR FREIGHT CARRIERS, A...
<input type="checkbox"/>	TXN00001894	3758	none	04/04/2011	04/04/2011	Reese, Debra (Demo CH)	454.63	COUNSELING SERVICES--DEBT...
<input type="checkbox"/>	TXN00001895	3758	none	04/04/2011	04/04/2011	Reese, Debra (Demo CH)	787.02	ACCOUNTING, AUDITING AND B...
<input type="checkbox"/>	TXN00001896	3758	none	04/04/2011	04/04/2011	Reese, Debra (Demo CH)	3.01	POSTAGE STAMPS CO.
<input type="checkbox"/>	TXN00001897	3758	none	04/04/2011	04/04/2011	Reese, Debra (Demo CH)	269.26	MOBILE HOME DEALERS CO.

Show 25 per page

Mass Allocate Add to Expense Report Attach Receipt Print Sign Off

If appropriate, use this button in order to check off all displayed transactions

3. The **Mass Allocate** screen will pop-up:
 - a. IMPORTANT – Fill in only the information you wish to change
 - b. Do *not* change Retain original codes(s)

Mass Allocate

Apply segment codes to each allocation line on 5 transaction(s).

GL01: Department/Sub Dept	GL02: Trans Type	GL03: SpeedType	GL04: Account	GL05: Project ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Empty Segment Field(s) : Retain original codes(s)
 Delete original codes(s)

OK Cancel

- 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.

Mass Allocate

Apply segment codes to each allocation line on 5 transaction(s).

GL01: Department/Sub Dept	GL02: Trans Type	GL03: SpeedType	GL04: Account	GL05: Project ID
			130100	

Empty Segment Field(s) : Retain original codes(s) Delete original codes(s)

OK Cancel

REMEMBER! Only **Speedtype** and **Account** are required for the UD Financials system, but Works has six required fields (Speedtype, Account, Project ID, Source, Userfield and Work Order #). Some fields, such as Project ID and Source, are typically tied to the Speedtype and cannot be changed in Works.

- Once allocation is complete, click **OK**
- 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.

GL01: Department/Sub Dept	GL02: Trans Type	GL03: SpeedType	GL04: Account	GL05: Project ID	GL06: Source	GL07: Userfield	GL08: Work Order #	GL09: Unit Measure/Quantity/Unit Price/Part#	Category
04750	PCARD	PURC110000	141000	.N/A	.N/A	.N/A	.N/A		(unspecified)

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