

The**Financial**Edge<sup>TM</sup>

## Allocation Management Guide

## **011515**

©2015 Blackbaud, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or by any means, electronic, or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, without the prior written permission of Blackbaud, Inc.

The information in this manual has been carefully checked and is believed to be accurate. Blackbaud, Inc., assumes no responsibility for any inaccuracies, errors, or omissions in this manual. In no event will Blackbaud, Inc., be liable for direct, indirect, special, incidental, or consequential damages resulting from any defect or omission in this manual, even if advised of the possibility of damages.

In the interest of continuing product development, Blackbaud, Inc., reserves the right to make improvements in this manual and the products it describes at any time, without notice or obligation.

All Blackbaud product names appearing herein are trademarks or registered trademarks of Blackbaud, Inc.

All other products and company names mentioned herein are trademarks of their respective holder.

FE-AllocationManagementGuide-011515

# Contents



- ALLOCATION MANAGEMENT ..... 1
  - Understanding Allocation Management ..... 2
  - Using Allocation Pools ..... 4
  - Using Fee Schedules ..... 8
  - Using Allocation Rates ..... 11
  - Accessing Allocations ..... 15
  - Direct Allocations ..... 18
  - Indirect Allocations ..... 39
  - Indirect Cost Allocations ..... 65
  - Managing Allocations ..... 78
  - Simple Allocations ..... 81
- INDEX ..... 93

# Allocation Management

<b>Understanding Allocation Management</b> .....	<b>2</b>
Allocation Process Summary .....	3
<b>Using Allocation Pools</b> .....	<b>4</b>
Creating an allocation pool .....	5
<b>Using Fee Schedules</b> .....	<b>8</b>
Creating a fee schedule .....	9
<b>Using Allocation Rates</b> .....	<b>11</b>
Creating a new indirect cost rate .....	11
Creating portfolio allocations .....	14
<b>Accessing Allocations</b> .....	<b>15</b>
Finding and Opening Allocations .....	16
<b>Direct Allocations</b> .....	<b>18</b>
Understanding the Direct Allocation Record .....	18
Creating Direct Allocations .....	27
<b>Indirect Allocations</b> .....	<b>39</b>
Understanding the Indirect Allocation Record .....	39
Creating Indirect Allocations .....	47
Creating an Indirect Allocation (Expense) .....	47
Creating an Indirect Allocation (Revenue) .....	53
Creating an Indirect Allocation (Misc.) .....	59
<b>Indirect Cost Allocations</b> .....	<b>65</b>
Understanding the Indirect Cost Allocation Record .....	65
Creating Indirect Cost Allocations .....	72
<b>Managing Allocations</b> .....	<b>78</b>
Running an allocation .....	79
Printing an allocation .....	80
Viewing, posting, and deleting open allocation batches .....	81
<b>Simple Allocations</b> .....	<b>81</b>

**Note:** Visit our website at [www.blackbaud.com](http://www.blackbaud.com) for the latest documentation and information.

The optional module *Allocation Management* is a tool you can use to automate the allocation of amounts from one set of accounts to another. The amounts allocated can be entered and calculated based on account balances. For example, you can use *Allocation Management* to allocate the expense of a phone bill to departments based on each department's salary expense, allocate investment income evenly to multiple projects, move unrestricted gifts to a revenue account, or move all interest to a single cash account.

**Note:** When you install *Allocation Management*, additional features appear in **General Ledger**, including the Allocation icon that appears on the navigation bar and the **Fee Schedules** and **Allocation Pools** links that appear on the Configuration page.

Using *Allocation Management*, you can create and run five specific types of allocations — Direct Allocation, Indirect Allocation (Expense), Indirect Allocation (Revenue), Indirect Allocation (Misc.), and Indirect Cost Allocation. Each allocation type provides unique and flexible ways to allocate amounts. You can use *Allocation Management* to reclassify net assets as they are released from restrictions. For example, you could reclassify net assets when the intended purpose for each has been carried out.

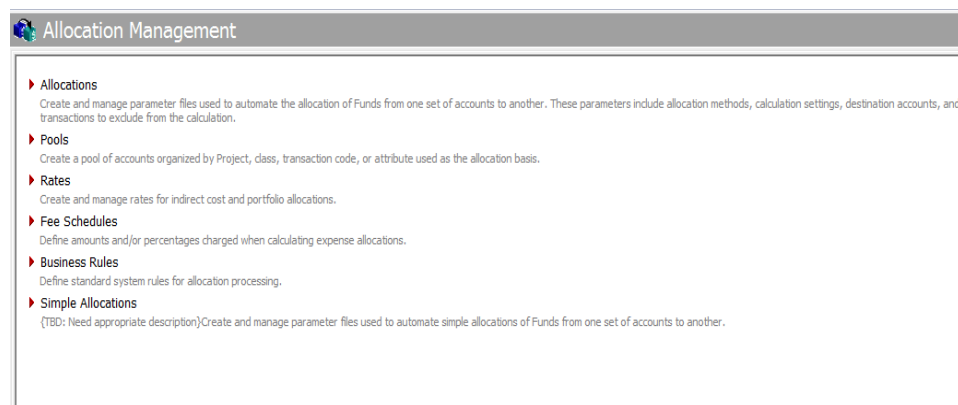
This guide provides detailed information about each type of allocation, including procedures for creating and using them.

## Understanding Allocation Management

**Note:** You can access business rules from the Allocation Management page or in *Configuration*. Business rules are usually setup by your system administrator or a user with supervisor rights, and affect all workstations using **General Ledger**. For *Allocation Management*, you can set rules that designate custom identifiers for Management Fees and/or Money Manager Fees and enable budget checking.

*Allocation Management* is designed to help you create and manage complex allocations. For example, you can allocate the expense of a phone bill to departments based on each department's salary expense, allocate investment income evenly to multiple projects, move unrestricted gifts to a revenue account, and move all interest to a single cash account. You can also use Allocation Management to allocate reimbursable indirect costs, like overhead or facilities and administrative costs, to accounts associated with projects and grants.

All allocation tasks can be accomplished from one central location in the program: the Allocation Management page. To access this page, select *Allocation Management* from the navigation bar.



From the Allocation Management page, you can add allocation pools and fee schedules, enter allocation rates to be used with indirect cost allocations, set business rules, and create and run allocations.

There are three main types of allocations you can create in *Allocation Management* — direct, indirect, and indirect cost. By using a direct allocation, you move amounts directly from one set of accounts to another or re-allocate amounts to projects, classes, and transaction codes within accounts. With indirect allocations, you move amounts from one set of accounts to another, based on the balances of a third set of accounts. When creating indirect allocations, you can choose from expense, revenue, and miscellaneous allocations. And finally, with indirect cost allocations, you can track and allocate reimbursable indirect costs associated with grants.

On the main Allocation Management page, there are six areas you can use to set up and run allocations in *Allocation Management* — Allocations, Pools, Rates, Fee Schedules, Business Rules, and Simple Allocations.

**Allocations.** Allocations are parameters you define to run the actual allocation process. These parameters include allocation methods, calculation settings, and transactions to exclude from the calculation.

**Pools.** Allocation pools are groups of entities used to determine the relative balances used when allocating amounts. The entities can be designated by account, project, class, transaction code, transaction attribute, account attribute, and project attribute. Each entity in a pool is further defined by a number of GL accounts used to get an account balance based on the entity characteristic. For indirect cost allocations, entities can be designated by account only and the amounts allocated depend on the balance of each account in the pool.

**Rates.** Allocation rates are values defined and associated with projects that are used to calculate the amount of indirect costs that can be reimbursed from a grant. You need to set up allocation rates only if your organization plans to use indirect cost allocations or portfolio allocations.

**Fee Schedules.** Fee schedules are definitions of fixed amounts and percentages to apply to balances in expense distributions. You use fee schedules only when creating expense allocations.

**Business Rules.** You can access business rules from the Allocation Management page or in *Configuration*. Business rules are usually set up by your system administrator or a user with supervisor rights, and affect all workstations using **General Ledger**. For *Allocation Management*, you can set rules that designate custom identifiers for Management Fees and/or Money Manager Fees and enable budget checking.

**Simple Allocations.** Fee schedules are definitions of fixed amounts and percentages to apply to balances in expense distributions. You use fee schedules only when creating expense allocations.

## Allocation Process Summary

The following example is a process summary used to illustrate the basic steps to follow when creating a generic direct allocation. The steps involved in creating an indirect allocation are slightly different. Detailed procedures for creating each type of allocation are provided later in the chapter. All tasks related to allocations start from the Allocation Management page, which you access by selecting *Allocation Management* on the navigation bar.

**Step 1.** Create an allocation pool, which defines the accounts you want to use for calculating the allocation amounts. To access and create pools, click Pools on the Allocation Management page. For detailed information and procedures, see “Using Allocation Pools” on page 4.

**Step 2.** Create a new allocation, which is a parameter file containing information used to run the actual allocation process. To create a new direct allocation, access the Allocations page and Click **New Direct Allocation**. For detailed information and procedures, see “Direct Allocations” on page 18.

**Step 3.** On the General tab of the New Allocation screen, select the allocation type, the allocation pool you want to use, and the method for allocating the amounts.

**Step 4.** On the Source/Destination tab, enter the source and destination accounts to use.

**Step 5.** On the Calculation tab, enter the calculation parameters for calculating the balances used for the allocation, set calculation options, and enter default date parameters that designates as of what date the calculations are made.

**Step 6.** On the Exclusions tab, enter any transactions you want to exclude from the calculation.

**Step 7.** On the Output Options tab, enter your post options, including the post date and journal reference. You can enter default report options for the Pre-allocation Report, including the printer you want to use.

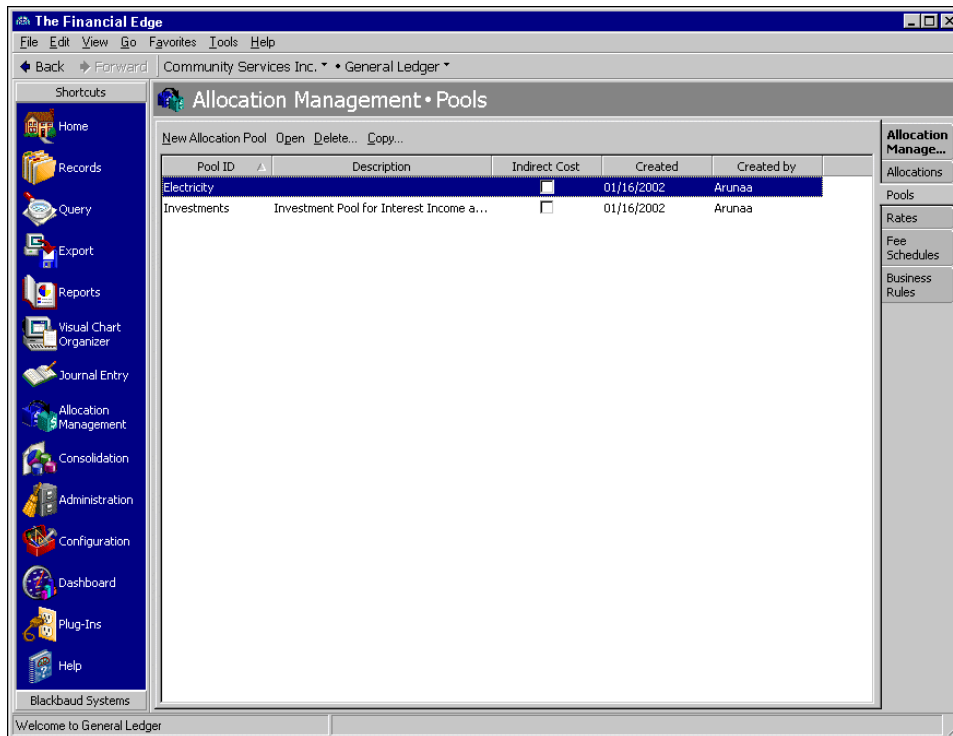
**Step 8.** Review the allocation information, including the pool ID, and make any necessary changes. You can preview or print the Pre-allocation Report at this time to verify that the allocation amounts and information are correct before actually running the allocation.

**Step 9.** Once you verify that the allocation amounts and parameters are correct, run the allocation by clicking **Allocate Now** on the New Allocation screen. This creates an unposted journal entry batch in **General Ledger** that can be included in financial reports, posted, deleted, and/or left unposted. You can also have the batch post automatically by marking the corresponding checkbox on the Output Options tab.

## Using Allocation Pools

**Note:** You can also access and create allocation pools from *Configuration*. The **Allocation Pools** link appears on the Configuration page only if the optional module *Allocation Management* is installed.

Allocation pools are groups of accounts you create to calculate the amounts you are allocating. To access and create allocation pools, access the Allocation Management page and click **Pools**. The Allocation Pools page appears.



**Note:** To view, add, and/or edit allocation pools you must have the corresponding security rights, which are assigned by the system administrator. Allocation pool rights are defined in the *Configuration* security options category.

Using allocation pools, you can create a pool of accounts to be used specifically with indirect cost allocations or a pool of investment accounts organized by GL account, project, class, transaction code, or attribute, which are used for monitoring investments. Transaction codes, transaction attributes, and projects are available only if you have the optional module *Projects and Grants*.

For example, your organization invests money from many different funds and endowments in an investment account; however, the amounts received from each of these funds or endowments must be maintained separately in your general ledger. When you receive a statement for the investment account, you have to calculate the amount of earnings or losses for each fund in the investment pool using a complex formula that involves computing the asset balance for each fund, totalling the asset balance of the entire investment account, and then determining each fund's percentage of the total. With allocation pools, you can create pooled investment accounts and then easily monitor their individual balances without complex calculations. Each pool is made of one or more entities.

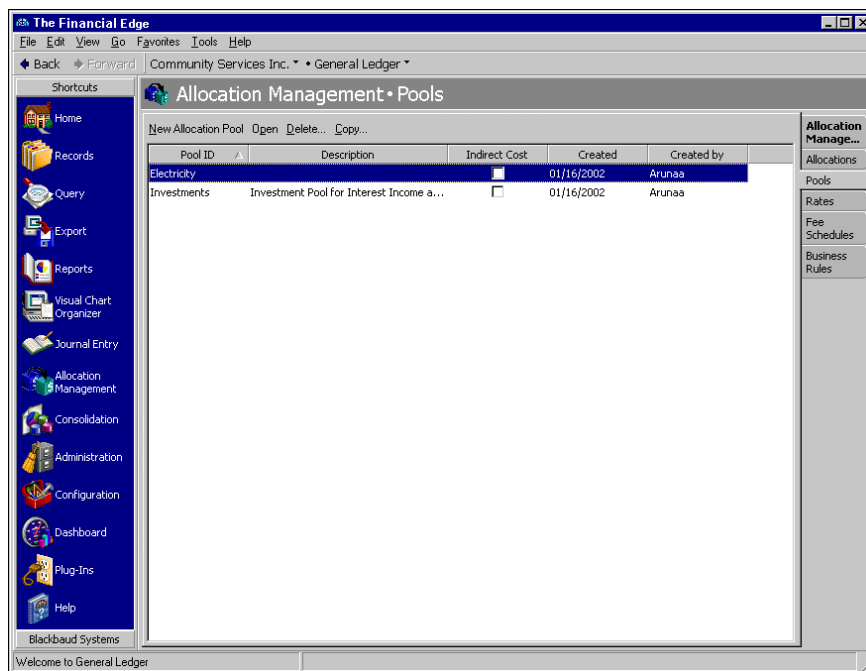
This section guides you through procedures for creating allocation pools.

### ► Creating an allocation pool

1. From the navigation bar, select *Allocation Management*. The Allocation Management page appears.

**Note:** You can delete an allocation pool as long as the pool is not in use by an allocation. To delete a pool, highlight it on the Allocation Pools page and click **Delete**.

2. Click **Pools**. The Pools page appears.



**Note:** You can enter helpful contact information for an allocation pool by clicking **Contact Information** on the toolbar.



3. Click **New Allocation Pool**. The New Allocation Pool screen appears.

**New Allocation Pool**

File Edit View Pool Tools Help

Save and Close Print Copy Paste Undo Redo Contact Information ?

Pool ID:  ☐ Use with Indirect Cost allocations

Description:

Basis:  Details:

Interfund:

Account Number	Account Description
1	

Filters Defaults

Open Clear All Filters

Filters	Include	Selected Filters

11/18/2004

4. In the **Pool ID** field, enter a unique identifier for the allocation pool. In the **Description** field, enter a description that describes the purpose of the allocation pool.
5. If you are creating this pool to use with indirect cost allocations, mark **Use with indirect cost allocations** and proceed to the next step to define the projects associated with this pool. If you are not creating this pool to use with indirect cost allocations, leave this checkbox blank and proceed to step 7.
6. To associate projects with this pool, click **Projects**. The Projects screen appears. This button is available only if you marked **Use with indirect cost allocations**.

**Project Selection**

Only these selected projects can be used with this pool.

Add Projects... Remove Remove All

Project ID	Project Description
1001	Annabelle Johnson Endowment
1002	CTM Enterprises Endowment
1003	Everett Grant
1004	Hugo Endowment
1005	L&M Grocery Endowment
1006	Lewis Grant
1007	Robertson Grant
1008	Rogers Endowment
1009	Smith Endowment
1010	Wilson Endowment
2000M	2000 Members/Volunteers
2001M	2001 Members/Volunteers
2002M	2002 Members/Volunteers

☒ Associate this pool with new projects

OK Cancel

On this screen, you add or remove specific projects associated with the pool. Once projects are added, allocations using this pool can only use the specified projects. To associate all new projects with this pool by default, mark **Associate this pool with new projects**.

**Note:** Project, Project Attribute, and Transaction Code are available in the **Basis** field only if you have the optional module *Projects and Grants*.

7. In the **Basis** field, select an allocation basis that determines how the allocation pool will be structured. Possible basis options are "Account", "Fund", "Segment", "Project", "Class", "Transaction Code", "Transaction Attribute", "Account Attribute", or "Project Attribute".

If you marked **Use with indirect cost allocations**, the basis is automatically set to "Account" and cannot be changed. For this procedure, the basis is "Account".

The basis you select may cause additional fields to appear. For example, if you select "Segment" as the basis, a **Segment** field appears where you must enter a specific segment for the allocation. If you choose an attribute as the basis, you must select a category in the **Category** field.

If you select "Project", "Class", or "Transaction Code" as the basis, and select "Define detail separately for each line item" in the **Details** field, the **Allocate only to the pool [ ]** checkbox appears. Mark this checkbox to hide the Defaults tab distribution column for the basis item, and store the basis item value from the corresponding basis item row to all distributions for all allocation types for the row.

You can define different accounts and other characteristics for each set of defaults for the basis item, but the basis item value itself cannot be set in the distributions; it is automatically set to the value from the corresponding basis item row.

**Note:** To edit an allocation pool, open the pool from the Allocation Pools page and make the necessary changes. Once a pool is saved, however, the basis cannot be changed.

8. In the **Details** field, select either **Define detail once for all line items**, which means all fields on the Filters and Defaults tabs are synchronized and shared between all line items, or **Define details separately for all line items**, which means all fields on the Filters and Defaults tabs are specific to each line item.
9. In the **Interfund** field, select an interfund entry set to use for this pool.

**Note:** You can quickly enter a large number of accounts by selecting **Load Account** on the **Pool** menu. You can also load accounts using wildcard functionality. For example, if you enter 01-5\*\*\*-\*\* in the **Account Number** column, all accounts matching that criteria are loaded in the grid.

10. In the **Account Number** column of the pool grid, enter a GL account number. The accounts you enter define the balance to use for each line item. You can use the small binoculars to search for a GL account by segment or use the large binoculars to search for a GL account number. The **Account Description** column is for informational purposes and displays the default account description.
11. To designate distributions using specific filters or by running a query, access the Filters tab. Using filters and queries can make designating distributions for an allocation more efficient. For example, you can use filters to further define the transactions used when calculating end balances.
12. In the filters grid, select a row and click **Open**. The selected filters screen appears. The filters screen that opens depends on the row you highlighted in the grid. For example, if you select the **Project** row in the grid, the Selected Projects screen appears.
13. In the **Include** frame, mark whether to include only selected filters, a range of filters, or to perform a query for specific filters. If you mark **Selected** filters, in the box on the left, select the filters to include and click the right arrow to move the selected filters to the **Include these filters** box.
14. To view the previous filter, click **Previous Filter**. To view the next filter, click **Next Filter**. When you are finished selecting filters, click **OK** to return to the Filters tab. If you want to restore filter defaults, click **Clear All**.

15. Select the Defaults tab. This tab is not available when creating an indirect cost allocation.

Allocation Type	Source Account	Destination Account
Indirect Allocation (Expense) - Fixed Amount Fee		
Indirect Allocation (Expense) - Investment Manage...		
Indirect Allocation (Expense) - Investment Manage...		

16. In the **Default Fee Schedule** field, select a fee schedule for the line item. The fee schedule you select is applied to the line item(s) for expense distributions and is only used when running an Indirect Allocation (Expense).
17. Access the grid to enter source and destination account information, as well as other transaction distribution characteristics. The grid displays the distribution type.

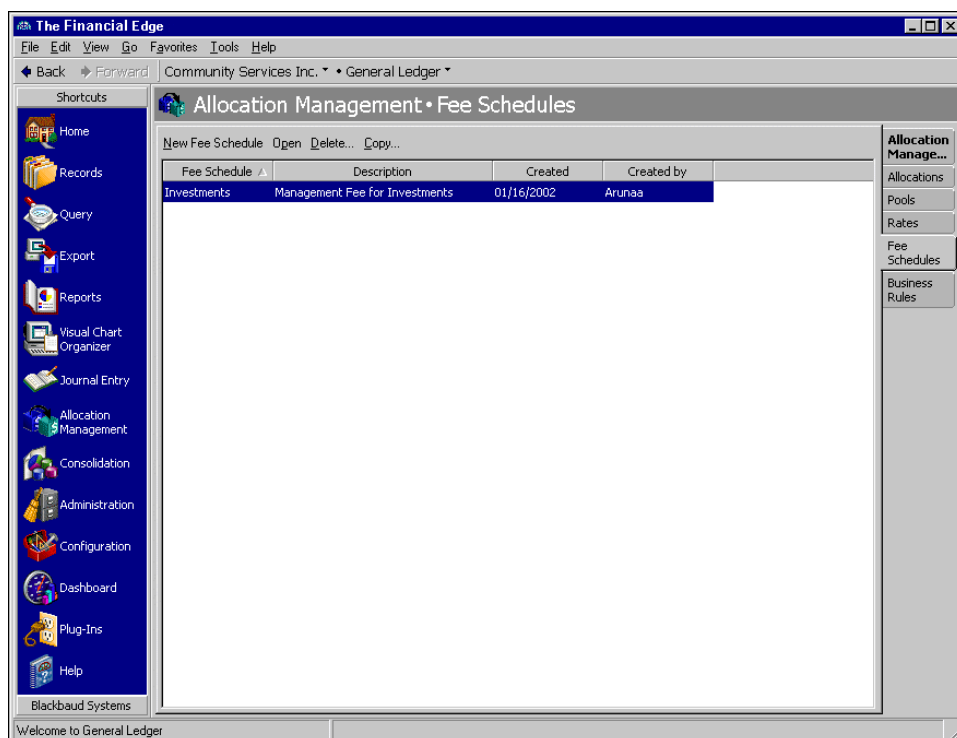
**Note:** Use the small binoculars to search for a GL account segment, or use the large binoculars to search for an account number.

18. In the **Source Account** column, enter a source GL account for each distribution type. Source accounts must be expense accounts for expense distributions and asset accounts for income distributions. Allocation distributions do not require a source account, and miscellaneous distributions can use any account.
19. In the **Destination Account** column, enter a destination GL account for each distribution type. Destination accounts must be asset accounts for expense distributions and revenue accounts for income distributions. Allocation distributions and miscellaneous distributions can use any account.
20. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column or use the binoculars to search for a project number.
21. In the **Class** column, select “Unrestricted Net Asset”, “Temporarily Restricted”, or “Permanently Restricted” as the class for the distribution.
22. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear. These columns are based on the number of transaction codes you entered on the Transaction Codes page of *Configuration*. In the grid, select a value for each transaction code.
23. To edit the transaction distribution, click **Transaction Distribution**. The Edit Transaction Distribution screen appears. To save the distribution changes and return to the New Allocation Pool Screen, click **OK**.
24. To apply attributes to the allocation pool, click **Attributes**. The Attributes screen appears. In the **Attribute type** field, select a specific attribute type or “All Categories”. In the **Attribute type** column, select an attribute. Enter the description and date information, as well as any comments you want to include. To save the attribute and return to the New Allocation Pool Screen, click **OK**.
25. To save the allocation pool and return to the Allocation Pool page, click **Save and Close**. If the GL accounts you entered are not valid, **General Ledger** prompts you to enter valid entries before saving the allocation pool.

## Using Fee Schedules

**Note:** You can also access and create fee schedules from *Configuration*. The **Fee Schedules** link appears on the Configuration page only if the optional module *Allocation Management* is installed.

Fee schedules are lists of amounts and percentages that are applied against GL account balances to determine an amount to allocate for expense allocations. The amounts or “fees” determined can be applied based on different ranges. The fee schedule amounts can have a minimum and maximum per range and a maximum per year. To access and create fee schedules, access the Allocation Management page and click **Fee Schedules**. The Fee Schedules page appears.



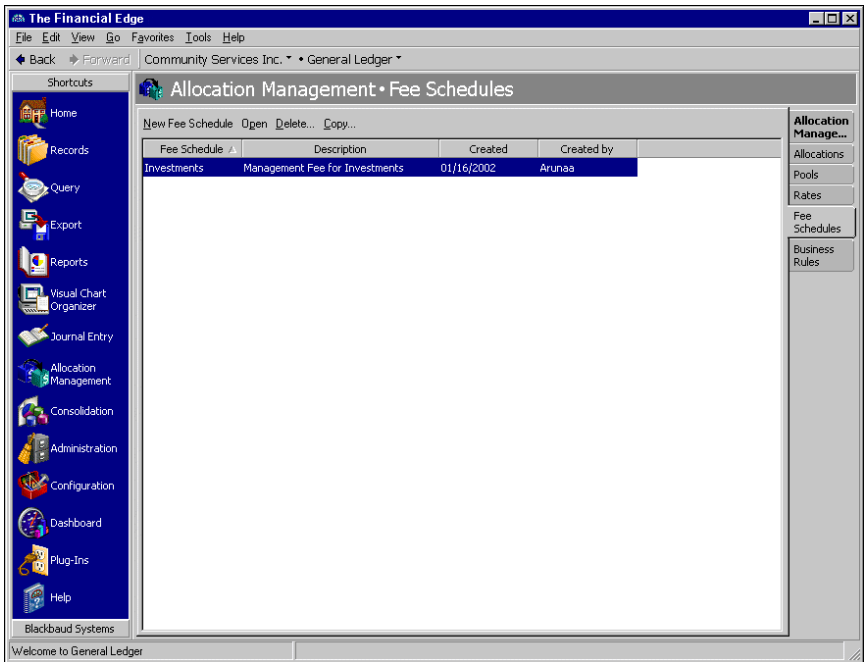
**Note:** To view, add, and/or edit fee schedules you must have the corresponding security rights, which are assigned by the system administrator. Fee schedule rights are defined in the *Configuration* security options category.

By selecting the **Fee Schedules** link you can define amounts and percentages charged when calculating expense allocations. This section walks you through procedures for creating fee schedules.

#### ► Creating a fee schedule

1. From the navigation bar, select *Allocation Management*. The Allocation Management page appears.

2. Click **Fee Schedules**. The Fee Schedules page appears.



3. Click **New Fee Schedule**. The New Fee Schedule screen appears.

The screenshot shows the 'New Fee Schedule' screen. It has a menu bar (File, Edit, View, Fee Schedule, Favorites, Tools, Help) and a toolbar with 'Save and Close' and various navigation icons. The form includes fields for 'Fee schedule:', 'Description:', and 'Fee amount:' with a dropdown menu set to 'Calculate the amount using the fee table'. Below is a 'Fee Table' grid with columns: From, To, Fixed Amount, Investment Ma... Fee (%), Investment Ma... Fee (%), Minimum Fee, and Maximum Fee. The first row has '\$0.00' in the 'From' column. At the bottom, there are checkboxes for 'Divide the balance based on these ranges and apply all relevant fees to each portion of the balance' and 'Maximum total fee is', along with a dropdown for 'Post minimum fee to accounts associated with' set to 'Fixed Amount' and a dropdown for 'Calendar Year'.

4. In the **Fee schedule** field, enter a unique name or ID for this schedule. In the **Description** field, enter a description to help further identify the schedule. For example, “Management Fee for Investments”.
5. In the **Fee amount** field, you can select whether to calculate the amount using the fee table, or you can have **General Ledger** prompt you for an amount at runtime.
6. If you select “Calculate the amount using the fee table” in the **From** column of the fee table grid, enter the starting fee amount for each range. The default amount in the first row is “0.00”, and it cannot be changed. In the **To** column, enter the ending fee amount for each range.
7. To apply a fixed fee amount to account balances in a range, enter the fee amounts in the **Fixed Amount** column.

**Note:** There is a business rule in *Configuration* you can use to change the names of the money manager fees to reflect the terminology your organization uses. For example, you can change the “Money Manager Fee” to “Investment Manager Fee”.

8. To apply a percentage money manager fee to account balances in a range, enter the fee percentages in the **Money Manager Fee %** column. To apply a second management percentage fee to account balances in a range, enter the fee percentages in the **Management Fee %** column.
9. To designate a minimum fee, enter the minimum dollar amount in the **Minimum Fee** column. To designate a maximum fee, enter the maximum dollar amount in the **Maximum Fee** column.
10. To calculate a total fee based on fee amounts from each row of the fee table, mark **Divide the balance based on these ranges and apply all relevant fees to each portion of the balance**.
11. To post minimum fees to specific accounts, select “Fixed Amount”, “Management Fee”, or “Money Manager Fee” as the account type in the **Post minimum fee to accounts associated with [ ]** field.
12. To enter a maximum fee amount for a specific time period, mark **Maximum total fee is [ ]** and enter an amount. In the **per** field, select “Calendar Year”, “Fiscal Year”, or “Allocation Run” as the fee period.
13. To save the fee schedule and return to the Fee Schedules page, click **Save and Close**.

## Using Allocation Rates

**Note:** Projects are available only if the optional module *Projects and Grants* is installed.

If your organization plans to use indirect cost rates or portfolio allocations, you will need to add allocation rates and assign them to projects and endowments.

Portfolio allocations are used in conjunction with endowments to help your organization assign a target portfolio allocation by assigning the rates to one or many endowments. You can view portfolio allocations on the Investments tab of the endowment. For information about adding portfolio allocations, see “Creating portfolio allocations” on page 14.

Indirect cost rates are used in conjunction with projects to help your organization meet requirements for charging reimbursable indirect costs to grants. For example, you can create rates to calculate the amount of indirect costs associated with a project funded by a grant.

**Note:** To view, add, and/or edit allocation rates you must have the corresponding security rights, which are assigned by the system administrator. Rights for allocation rates are defined in the *Allocation Management* security options category.

By creating indirect cost rates, you specify the refund rate for projects associated with indirect cost allocations. During the process of adding a rate, you can assign it to all or select projects, which are used in **General Ledger** to track grants. After a rate is added and linked to a project, that rate can be used to allocate indirect costs for that project.

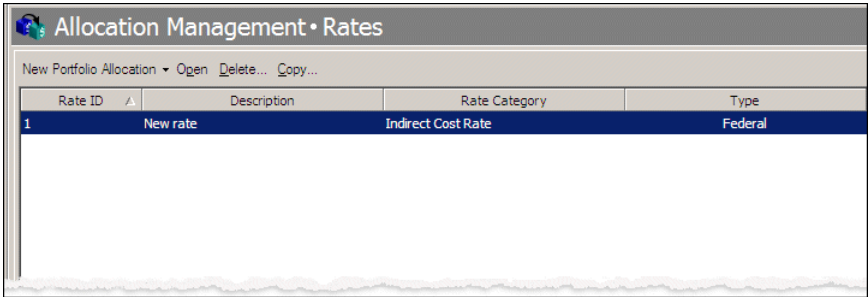
Indirect cost rates can be added and viewed from the Allocations Management page and from the Indirect Costs tab of a project record. Portfolio allocations can be added and viewed from the Allocations Management page and from the Investments tab of an endowment. Indirect cost rates can also be deleted, as long as they are not being used by an allocation. For more information about projects, see the *Records Guide for General Ledger*. For more information about indirect cost allocations, see “Indirect Cost Allocations” on page 65.

### ► Creating a new indirect cost rate

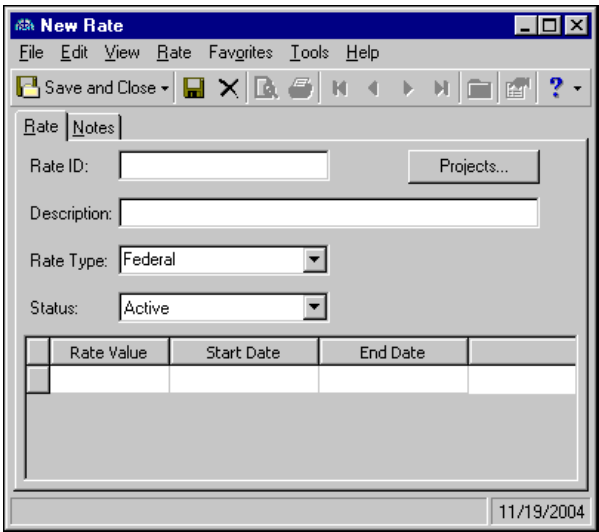
1. From the navigation bar, select *Allocation Management*. The Allocation Management page appears.

**Note:** You can delete rates from the Rates page if they are not being used by an allocation.

2. Click **Rates**. The Rates page appears.



3. Click **New Indirect Cost Rate**. The New Rate screen appears.



4. In the **Rate ID** field, enter a unique name or ID for this rate. In the **Description** field, enter a description to help further identify the rate. For example, "Facilities and Administrative Costs" or "Overhead Costs".
5. In the **Rate Type** field, select a type. These are user-defined table entries. For example, "Federal" or "Payroll". If you have the required table entry security rights, you can add or edit rate types by clicking the Rate Type.
6. The **Status** field defaults to "Active," which is the normal setting if you want to actively use this rate. To deactivate a rate and suspend use in the program, you can access the rate record and select "Inactive". This is useful if your organization no longer wants to use a rate that has already been used for allocations.

7. In the grid, enter at least one rate value and the dates that it is valid. This value is the percentage of the grant that will be allocated for indirect costs.

**New Rate**

File Edit View Rate Favorites Tools Help

Save and Close

Rate Notes

Rate ID: F&A Projects...

Description: Finance & Administration

Rate Type: Federal

Status: Active

Rate Value	Start Date	End Date
20.000%	11/01/2004	<No end date>

11/19/2004

If you enter only a single rate value, you are not required to enter an end date. However, if multiple values are entered, an end date is required for all values except for the last entry in the grid. The dates for multiple values cannot overlap.

8. Click **Projects** to designate the specific **General Ledger** projects to associate with this rate. The Project Selection screen appears.

**Project Selection**

Only these projects can be used with rate 'F&A'.

Add Projects... Remove Remove All

Project ID	Project Description
1001	Annabelle Johnson Endowment
1002	CTM Enterprises Endowment
1003	Everett Grant
1004	Hugo Endowment
1005	L&M Grocery Endowment
1006	Lewis Grant
1007	Robertson Grant
1008	Rogers Endowment
1009	Smith Endowment
1010	Wilson Endowment
2000M	2000 Members/Volunteers
2001M	2001 Members/Volunteers
2002M	2002 Members/Volunteers

☒ Associate this rate with new projects

OK Cancel

On this screen, you add or remove specific projects that should use this rate when included in allocations. If you want all future projects to use this rate, mark **Associate this rate with new projects**. Once projects are assigned to a rate, the corresponding project records are updated and you can view the rates on the Indirect Costs tab of the project records.

**Note:** You cannot associate indirect cost rates with endowments.

9. After selecting the projects to be associated with this rate, click **OK** to return to the New Rate screen.
10. Select the Notes tab to enter any notes specific to this rate.



11. To save the allocation rate and return to the Rates page, click **Save and Close**.

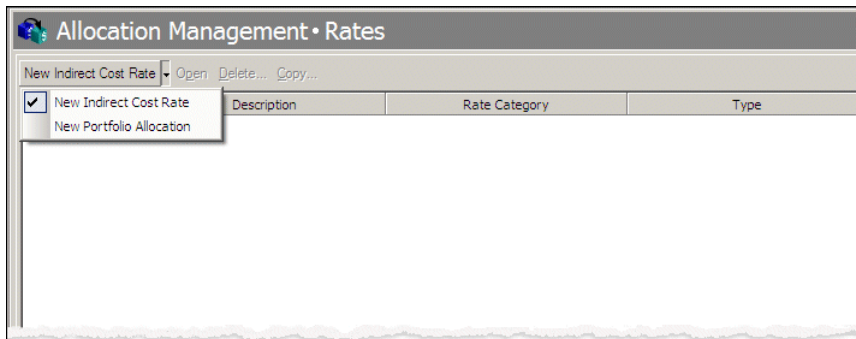
► **Creating portfolio allocations**

Portfolio allocations can be added and viewed from the Allocations Management page and from the Investments tab of a project record.

1. From the navigation bar, select *Allocation Management*. The Allocation Management page appears.

**Note:** You can delete rates from the Rates page if they are not being used by an allocation.

2. Click **Rates**. The Rates page appears.

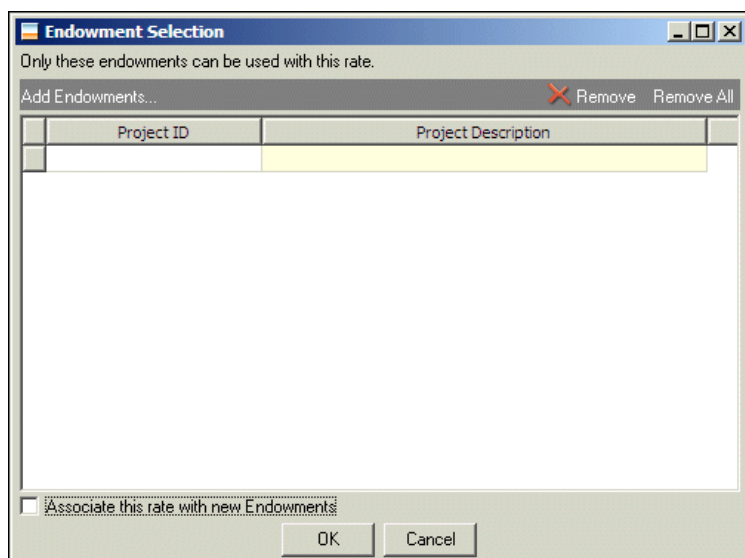


3. Using the drop-down arrow, click **New Portfolio Allocation**. The New Rate screen appears.

4. In the **Rate ID** field, enter a unique name or ID for this rate. In the **Description** field, enter a description to help further identify the rate.
5. In the **Rate Type** field, select a type. These are user-defined table entries. For example, “Endowment”. If you have the required table entry security rights, you can add or edit rate types by clicking the Rate Type.
6. The **Status** field defaults to “Active,” which is the normal setting if you want to actively use this rate. To deactivate a rate and suspend use in the program, you can access the rate record and select “Inactive”. This is useful if your organization no longer wants to use a rate.
7. In the grid, enter at least one rate value and the dates that it is valid.

If you enter only a single rate value, you are not required to enter an end date. However, if multiple values are entered, an end date is required for all values except for the last entry in the grid. The dates for multiple values cannot overlap.

8. Click **Endowments** to designate the specific **General Ledger** endowments to associate with this rate. The Endowment Selection screen appears.



On this screen, you add or remove specific endowments that should use this rate. If you want all future endowments to use this rate, mark **Associate this rate with new Endowments**. Once endowments are assigned to a rate, the corresponding endowment records are updated and you can view the rates on the Investments tab of the project records.

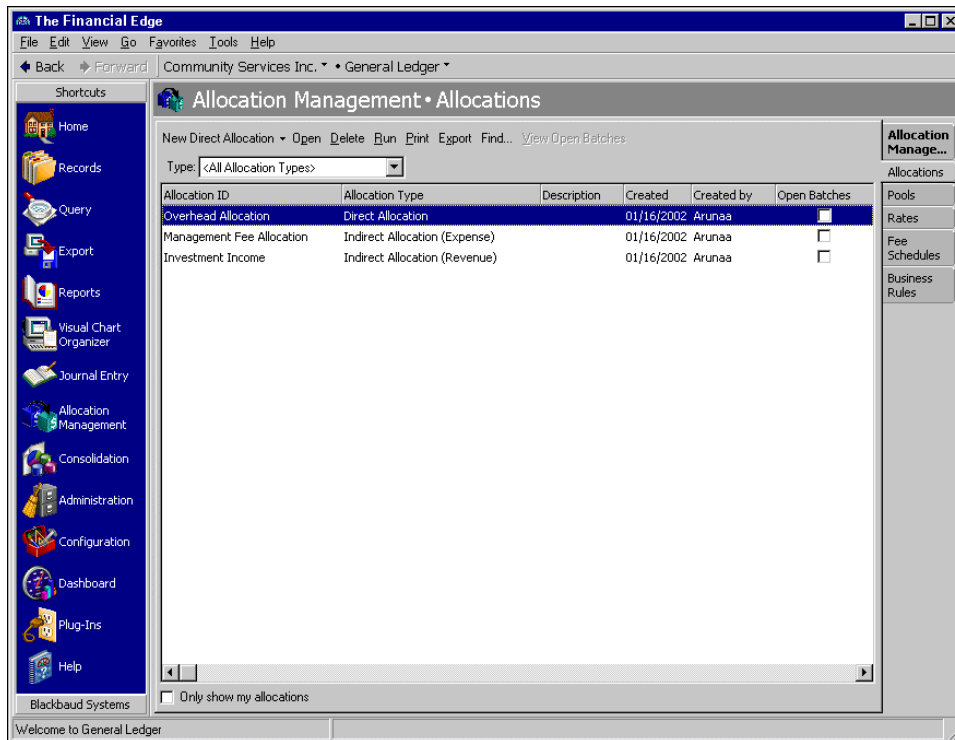
We recommend not marking the **Associate this rate with new Endowments** checkbox unless you anticipate all future endowments will share a common portfolio allocation.

9. After selecting the endowments to be associated with this rate, click **OK** to return to the New Rate screen.
10. Select the Notes tab to enter any notes specific to this rate.
11. To save the allocation rate and return to the Rates page, click **Save and Close**.

## Accessing Allocations

Allocations are parameters you define to allocate amounts. You use allocations, in conjunction with allocation pools and fee schedules, to create and run direct, indirect, and indirect cost allocations. The parameters you define for an allocation include the amount to allocate, the method used to allocate the amounts, the source and destination accounts, and the method of calculating the balances to be allocated.

You define these parameters and create allocations on the New Allocation screen, which you access from the Allocations page in **General Ledger**. From the Allocations page you can create and run direct, indirect, and indirect cost allocations. Direct allocations are used to move amounts directly from one set of accounts to another and indirect allocations are used to move amounts from one set of accounts to another, based on the balances of a third set of accounts. With indirect cost allocations, you track and allocate reimbursable indirect costs associated with grants.



There are five types of allocations you can create from the Allocations page.

**Direct Allocation.** With direct allocations you can move account balances from a set of accounts defined by an allocation pool to destination accounts.

**Indirect Allocation (Expense).** An indirect expense allocation applies a fee schedule, created in *Configuration*, to an account balance in order to calculate an amount. Then the allocation debits an expense account and credits an asset account for that amount.

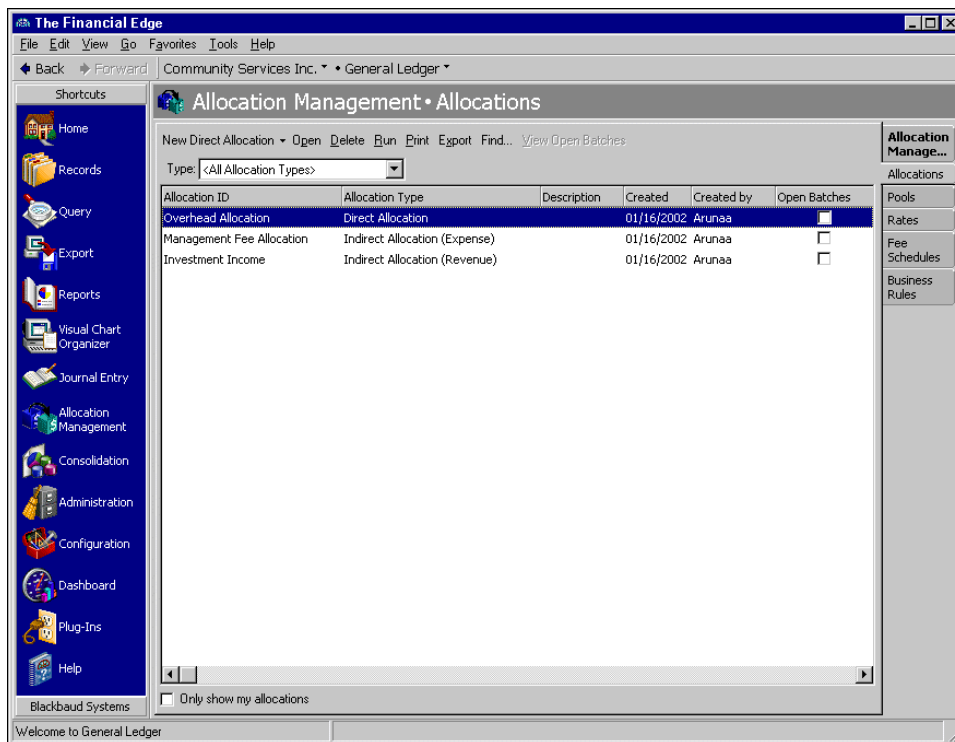
**Indirect Allocation (Revenue).** An indirect revenue allocation enters an amount of income to allocate, and then debits an asset account and a credit revenue account for that amount.

**Indirect Allocation (Misc.).** An indirect miscellaneous allocation enters an amount, and then calculates an amount by relative balance, or by fee schedule. Then the allocation can debit and credit a combination of accounts.

**Indirect Cost Allocation.** An indirect cost allocation provides the capability to calculate indirect costs associated with a project that can be reimbursed according to grant guidelines.

## Finding and Opening Allocations

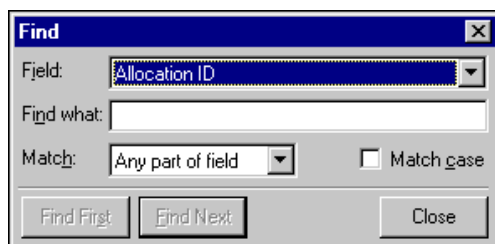
To find and open an allocation, we recommend you become familiar with the Allocations page as well as the Find screen. When you access the Allocations page, all the allocations in your system appear. You can simply highlight the allocation you want to open, click **Open** on the action bar, and the allocation record appears.



This method works well if you have a limited number of allocations, however if your organization has a large number of allocations, it may be more efficient to use the Find screen. By using the Find screen you can search for specific allocations by entering the name, description, type, and other allocation information.

#### ► Finding and Opening an allocation using the Find screen

1. From the navigation bar, select *Allocations*. The Allocations page appears.
2. On the action bar, click **Find**. The Find screen appears.



3. From the **Field** drop-down list, select the field you want to find. You can select Allocation ID, Allocation type, Description, Created, or Created by.
4. In the **Find what** field, enter the name of the entry you want to find. For example, if you select "Allocation type" from the **Field** drop-down, you could enter "Direct" in this field if you are searching for a direct allocation. If you are unsure of the spelling for the field for which you are searching, you can use the wildcard character (\*) for part of the entry.
5. In the **Match** field, select what your entry in the **Find what** field should match: "Any part of field", "Whole field", or "Start of field".
6. If you want the search to match upper or lower case in the field name, mark the **Match case** checkbox.
7. When you click **Find First**, the first match meeting your search criteria is highlighted in the box or grid.
8. Click **Find Next**, to find additional entries that meet your criteria.
9. To exit the Find screen, click **Close**.

# Direct Allocations

With direct allocations you can move GL account balances from a set of source accounts to a set of destination accounts or reallocate amounts to projects, classes, and transaction codes within accounts. These source accounts can be defined by an allocation pool or added when you create the allocation. The destination accounts are defined on the direct allocation record. You create direct allocations on the Allocations page in **General Ledger** and although the basic idea of direct allocations is the same, you have many flexible options when creating them.

This section provides details explaining each field and option that may appear on the direct allocation record tabs and includes a procedure for creating a direct allocation.

## Understanding the Direct Allocation Record

Each direct allocation you create is recorded on an allocation record consisting of multiple tabs. Like other records in **General Ledger**, the direct allocation record uses tabs to organize information. The options and fields appearing on each tab depend on the allocation information you enter.

This section is designed to provide you with an understanding of the tabs in a direct allocation record and the information stored on these tabs.

### General Tab

The General tab for a direct allocation is where you designate the allocation type and select the allocation pool. On this tab you select the destination method you want to use for allocating amounts. The fields and options on this tab change depending on the source method that defaults from the allocation pool and the destination method you select. The fields that appear on the General tab depend on the type of allocation you select.

The screenshot shows the 'New Allocation' dialog box with the 'General' tab selected. The dialog has a menu bar (File, Edit, View, Allocation, Favorites, Tools, Help) and a toolbar with icons for Save and Close, Cancel, Print, Help, and others. The 'General' tab contains the following fields:

- Allocation type:** A dropdown menu set to 'Direct Allocation'.
- Status:** A dropdown menu set to 'Active'.
- Allocation pool:** An empty dropdown menu.
- What method do you want to use to allocate the amounts?:** A section with two sub-fields:
  - Source method:** An empty text input field.
  - Destination method:** A dropdown menu set to '<Use the source method>'.

At the bottom of the dialog, there are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. The date '11/22/2004' is displayed in the bottom right corner.

**Allocation type.** In this field, select the type of allocation you want to use. You can select Direct Allocation, Indirect Allocation (Expense), Indirect Allocation (Revenue), or Indirect Allocation (Misc.).

**Allocation pool.** From the drop-down, select the allocation pool you want to use. Allocation pools are groups of entities used to determine the relative balances used when allocating amounts.

**Status.** The **Status** field defaults to Active, which is the normal setting if you want to actively use this allocation. To deactivate an allocation and suspend use in the program, you can access the allocation record and select Inactive. This is an alternative to deleting and is useful if your organization wants to retain the allocation for possible use in the future.

**Source method.** This field is for information only. The **Source method** field value defaults from the allocation basis defined on the allocation pool you select. Possible values include By Account, By <account segment name>, By Project, By Class, By Transaction code, By Transaction attribute, By Account attribute, and By Project attribute.

**Destination method.** Select the destination method to use when allocating amounts from source accounts to destination accounts. The options available in this field depend on the source method. Possible values include <Use the Source method>, By Percentage, By Units, By <account segment name>, By Project, By Class, By Transaction code, By Transaction attribute, By Account attribute, By Project attribute, and Re-allocate. If you select Re-allocate, additional fields appear where you specify the characteristic you want to change.

**Transaction characteristic.** The **Transaction characteristic** field appears only if you select Re-allocate as the destination method. In this field select the transaction characteristic you want to change. Possible values include Class, Project, and <Transaction codes>. Project is available only if you have the optional *Projects and Grants* module. Transaction codes are available only if you have *Projects and Grants* and your organization set up transaction codes.

**New value.** The **New value** field appears only if you select Re-allocate as the destination method. The options available in this field depend on the value selected in the **Transaction characteristic** field. If the transaction characteristic is Project, you enter a project in the **New value** field. You can click the binoculars button to look up projects. If the transaction characteristic is class or transaction code, you can select a specific class or transaction code in the **New value** field.

**Debit account code.** The **Debit account code** field appears only if you select Re-allocate as the destination method. In this field, enter the account code to debit when balancing journal entries.

**Credit account code.** The **Credit account code** field appears only if you select Re-allocate as the destination method. In this field, enter the account code to credit when balancing journal entries.

## Source/Destination Tab

The Source/Destination Tab for a direct allocation contains a grid where you designate the source and destination accounts for the allocation. This tab appears on the allocation record only if you select <Use the source method> or Re-allocate as the destination method for the allocation.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close Print Copy Paste Find Help

General **Source/Destination** Calculation Exclusions Output Options

Allocate from source to destination by Account: Interfund: [Dropdown]

Account Number	Account Description	Source Account	Destination Account
01-5680-00	Electricity	01-5680-00	

Distribution... Delete All... View Detail Refresh from Pool...

< Back Next > Cancel Pre-allocation Report Allocate Now

11/22/2004

**Interfund.** In the **Interfund** field, select the interfund entry set to use with the allocation. Interfund sets are created in *Configuration* and are used to enter and access transfers between funds. They ensure distributions balance. When you save an interfund entry set, the program verifies the interfund entries in the set produce a balanced post batch. For more information about creating interfund sets, see the *Configuration Guide for General Ledger*.

**Source/Destination Grid.** The information appearing in the source/destination grid depends on the allocation pool you selected and the source method for the allocation. For example, if you are allocating by account, the grid contains columns displaying account numbers and account descriptions. If you are allocating by project, the grid contains project IDs and project descriptions. The **Source Account** and **Destination Account** columns appear regardless of the source method you choose. If source accounts were designated in your allocation pool, they will appear in the **Source Account** column. In the **Destination Account** column you enter the destination accounts for the allocated amounts.

## Source Tab

The Source Tab for a direct allocation appears only if the destination method for the allocation is By Units or By Percentage. This tab contains a grid displaying the source accounts for the allocation and a field for designating an interfund set.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close Undo Redo Print Find Help

General **Source** Destination Calculation Exclusions Output Options

Allocate from source by Account: Interfund:

Account Number	Account Description	Source Account
01-5680-00	Electricity	01-5680-00

Distribution... Delete All... View Detail Refresh from Pool...

< Back Next > Cancel Pre-allocation Report Allocate Now

11/22/2004

**Interfund.** In the **Interfund** field, select the interfund entry set to use with the allocation. Interfund sets are created in *Configuration* and are used to enter and access transfers between funds. They ensure distributions balance. When you save an interfund entry set, the program verifies the interfund entries in the set produce a balanced post batch. For more information about creating interfund sets, see the *Configuration Guide for General Ledger*.



## Destination Tab

The Destination tab for a direct allocation appears only if the destination method for the allocation is By Units or By Percentage. This tab contains a grid where you enter the specific units or percentage to allocate as well as the destination accounts to use. The Destination tab contains a field for designating an interfund set.

The screenshot shows the 'New Allocation' dialog box with the 'Destination' tab selected. The dialog has a menu bar (File, Edit, View, Allocation, Favorites, Tools, Help) and a toolbar with icons for Save and Close, a grid icon, a print icon, a help icon, and a question mark. Below the toolbar are tabs for General, Source, Destination (selected), Calculation, Exclusions, and Output Options. The 'Destination' tab contains the text 'Allocate to destination by Units:' and an 'Interfund:' dropdown menu. Below this is a large grid with two columns: 'Units' and 'Destination Account'. At the bottom of the grid are buttons for 'Distribution...' and 'Delete All...'. The bottom of the dialog features navigation buttons '< Back', 'Next >', and 'Cancel', along with 'Pre-allocation Report' and 'Allocate Now'. A date field shows '11/22/2004'.

**Interfund.** In the **Interfund** field, select the interfund entry set to use with the allocation. Interfund sets are created in *Configuration* and are used to enter and access transfers between funds. They ensure distributions balance. When you save an interfund entry set, the program verifies the interfund entries in the set produce a balanced post batch. For more information about creating interfund sets, see the *Configuration Guide for General Ledger*.

**Destination Grid.** In the destination grid, you enter the specific units or percentages to allocate. You specify the destination accounts to use.

## Calculation Tab

On the Calculation tab you designate whether actual or budget amounts are used when calculating the balances used in the allocation. If you select actual amounts, you must select a method for calculating the allocation balances. You can choose from three calculation methods: Average Daily Balance, Ending Balance, and Net Change. If you choose to calculate balances using budget amounts, you must select a budget scenario. Calculating by budget amounts is available only if your allocation basis is by GL account or project.

## Calculation Tab When Allocating Actual Amounts

These fields appear on the Calculation tab of a direct allocation if you choose to calculate allocation balances using Actual amounts.

**Allocate.** In this field you select either Actual amounts or Budget amounts depending on how you want to calculate balances used in the allocation.

**Percentage of balance to allocate.** In this field you enter the percentage of the calculated balances you want to allocate. You can click the calculator button to help you calculate and enter a percentage. This field defaults to 100%.

**Method.** In the **Method** field you select one of three methods for calculating the balances used in the allocation: Average Daily Balance, Ending Balance, and Net Change. Each method is used in conjunction with the date parameters you enter to calculate the balances. For example, the Average Daily Balance takes each day in the date range and calculates the account balance, then adds those balances together and divides them by the number of days in the date range. If you select Average Daily Balance or Net Change, you define a range of dates for the calculation's date parameters. If you select Ending Balance, you define an end date only.

**Calculate for .** In this field select the period of time for which you want to calculate the balances. The options available vary depending on the method you choose. Possible options include This fiscal year, Last fiscal year, Next fiscal year, This month, and <Specific range>. Some selections may require entering additional information. For example, if you select <Specific range>, you would need to enter a range in the **As of** and **End** fields that appear. If you select <Specific fiscal year>, you would have to select a fiscal year in the **Fiscal year** field that appears.

**Process accounts with [ ] balances.** In this field you designate whether to process accounts in the allocation pool that have positive or negative balances. You must select one or the other. This option is determined by the basis designated on the allocation pool. So if you were using a pool with a project basis, this option would read **Process projects with [ ] balances**.

**If negative balances are encountered, [ ].** This field appears if you choose to process pool items with positive balances and gives you two choices for handling negative balances. You can select Skip the items with negative balances or Do not proceed with the allocation. If you choose Do not proceed with the allocation and negative balances are encountered, the program notifies you with an error message and allows you to print an exception report to review.

**If positive balances are encountered, [ ].** This field appears if you choose to process pool items with negative balances and gives you two choices for handling positive balances. You can select Skip the items with positive balances or Do not proceed with the allocation. If you choose Do not proceed with the allocation and positive balances are encountered, the program notifies you with an error message and allows you to print an exception report to review.

## Calculation Tab When Allocating Budget Amounts

**Note:** Calculating allocation balances using budget amounts is available only if you have the optional module *Budget Management*.

These fields appear on the Calculation tab of a direct allocation if you choose to calculate allocation balances using Budget amounts. If you choose to calculate balances using budget amounts, the Exclusions tab is unavailable and is removed from the allocation record.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Source Destination **Calculation** Output Options

**How do you want to calculate the amounts used in the allocation?**

Allocate: Budget amounts

Scenario: 00 Percentage of balance to allocate: 100.000

☐ Include budget adjustments

**What are the default date parameters?**

Calculate for: <Specific fiscal year> 01/01/2004 to 12/31/2004

Fiscal year: This fiscal year

< Back Next > Cancel Pre-allocation Report Allocate Now

11/22/2004

**Allocate.** In this field you select either Actual amounts or Budget amounts depending on how you want to calculate balances used in the allocation.

**Percentage of balance to allocate.** In this field you enter the percentage of the calculated balances you want to allocate. You can click the calculator button to help you calculate and enter a percentage. This field defaults to 100%.

**Scenario.** In the **Scenario** field you select the budget scenario you want to use for calculating the balances used in the allocation. You can choose from all existing budget scenarios, which are created in *Records*. The scenario you choose is used in conjunction with the date parameters you enter to calculate the balances.

**Calculate for.** In this field select the period of time for which you want to calculate the balances. The options available vary depending on the method you choose. Possible options include This fiscal year, Last fiscal year, Next fiscal year, This month, and <Specific range>. Some selections may require entering additional information. For example, if you select <Specific range>, you would need to enter a range in the **As of** and **End** fields that appear. If you select <Specific fiscal year>, you would have to select a fiscal year in the **Fiscal year** field that appears.

## Exclusions Tab

**Note:** The Exclusions tab does not appear if you calculate allocation balances using budget amounts.

On this tab, you enter any transactions you want to exclude from the balance calculations. You enter exclusions in the grid by selecting the transaction type, GL account number, and category. You can enter specific dates to begin or end excluding transactions.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Source/Destination Calculation **Exclusions** Output Options

Exclude these transactions from the calculation: Use relative dates for Post Date

Exclude			Post Date	
Type	Account	Category	# of Days	Basis

< Back Next > Cancel Pre-allocation Report Allocate Now

11/23/2004

**Exclude grid.** In this grid you enter transactions you want to exclude from the balance calculations. You enter the type, either Debit, Credit, or <All> as well as the account and post date.

**Use relative dates for Post Date.** If you select this date option, the exclude grid displays **Post Date** columns for **# of Days** and **Basis**. In the **Basis** column, you can select either Day(s) after the start date or Day(s) before the end date. If you are using an ending balance to calculate the balances used in the allocation, Day(s) before the end date is the only available basis.

**Use specific dates for Post Date.** If you select this date option, the exclude grid displays **Post Date** columns for **Basis** and **Dates**. In the **Basis** column you can select either Before or After, depending on the post date you enter and the transactions you want to exclude.

## Output Options Tab

The Output Options tab is the same for all allocation types. It displays fields for selecting post options and report formats. You can designate a post date, journal, and reference. You can designate report format options including the default printer to use for printing related reports.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Source/Destination Calculation Exclusions **Output Options**

**Post Options**

☐ Post batch automatically when allocation is run

Post date: <System date>

Journal:

Reference:

Field Name	Length
Allocation type	26
<Hyphen>	1
Allocation pool	12
<Hyphen>	1

Restore Defaults

**Report Format**

☐ Include transaction distribution detail

☐ Include all pool balances on the exception report

Report orientation: Portrait

Default printer: \\2KPRINT1\DOC8K

< Back Next > Cancel Pre-allocation Report Allocate Now

11/22/2004

**Post batch automatically when allocation is run.** If you mark this checkbox, the batch of transactions created in *Journal Entry* as a result of running an allocation is automatically posted at the end of the allocation run. This option is unchecked and disabled if batches must be approved before they can be posted.

**Post date.** In this field you can select either <System date> or <Specific date> as the post date for the batch of transactions created by the allocation. If you select <Specific date> you must enter a date in the **Date** field.

**Date.** The **Date** field appears only if you select <Specific date> in the **Post date** field. Enter the specific date on which you want to post the batch of transactions created by the allocation. You can click the calendar button to help you enter a date.

**Journal.** In this field you select the journal you want to use for the batch of transactions created by the allocation. For example, you could select Accounts Payable. The journals that appear are entries in the Journal table created in *Configuration*.

**Reference grid.** In the Reference grid you enter a specific journal reference format for the batch of transactions created by the allocation.

**Include transaction distribution detail.** Mark this checkbox if you want to include transaction distributions for each entry on the Allocation Report.

**Include all pool balances on the exception report.** Mark this checkbox if you want to include all pool balances on the report. Marking this checkbox may lengthen the exception report.

**Report orientation.** In this field you can select Portrait or Landscape to designate the report orientation.

**Default printer.** This field defaults to you system's current default printer. You can select another printer from the list for printing reports related to the allocation.

## Creating Direct Allocations

Using a direct allocation, you can move amounts defined in allocation pools to other accounts in your general ledger. For example, you can allocate the expense of a monthly phone bill across departments according to the square footage each department occupies. You can use a direct allocation to reallocate amounts to reclassify net assets released from restriction.

This section provides step-by-step procedures for creating a regular direct allocation and a direct allocation for reallocating amounts.

### ► Creating a direct allocation

1. From the Allocation Management page, select **Allocations**. The Allocations page appears.
2. Click **New Direct Allocation**. The New Allocation screen appears.

3. In the **Allocation type** field, select Direct Allocation. The **Status** field defaults to “Active”, which is the normal setting if you want to actively use this allocation. To deactivate an allocation and suspend use in the program, you can access the record and select “Inactive”.

**Glossary:** An allocation pool is a group of accounts, organized by account, project, class, transaction code, or attribute to monitor investment account monies received from different funds or endowments.

4. In the **Allocation pool** field, select the allocation pool you want to use for this allocation. Once you select an allocation pool, the pool's description appears if one was entered on the allocation pool record.

The screenshot shows the 'New Allocation' dialog box with the following fields and values:

- Allocation type:** Direct Allocation
- Status:** Active
- Allocation pool:** Electricity
- What method do you want to use to allocate the amounts?**
  - Source method:** By Account
  - Destination method:** <Use the source method>

At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. A date field shows '11/22/2004'.

**Note:** Additional fields and grids may appear depending on the destination method you select.

5. The **Source method** field defaults to the allocation basis defined on the pool record. For this example the source method is "By Account". In the **Destination method** field, select the method you want to use for allocating the amounts. For this example, the destination method is <Use the source method>. The methods available depend on the source method established on the allocation pool record.

**Note:** The Source/Destination grid columns and rows change depending on the allocation basis and origin of source and destination accounts defined on the allocation pool.

6. Select the Source/Destination tab. The tab displays the source/destination grid.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General **Source/Destination** Calculation Exclusions Output Options

Allocate from source to destination by Account: Interfund:

Account Number	Account Description	Source Account	Destination Account
01-5680-00	Electricity	01-5680-00	

Distribution... Delete All... View Detail Refresh from Pool...

< Back Next > Cancel Pre-allocation Report Allocate Now

11/22/2004

**Note:** If you right-click while your cursor is in the grid, a shortcut menu displays selections for deleting, exporting, and finding.

7. In the **Interfund** field, select the interfund entry set to use with this allocation.
8. In the source/destination grid, enter the destination accounts to which to allocate amounts. The source accounts in this example default from the allocation pool. If you make changes to the information in the grid and want to reload the allocation pool information, click **Refresh from Pool**.



9. Select the Calculation tab. On this tab you define how you want to calculate the balances used in the allocation as well as the default date parameters to use.

**Note:** If you selected “Budget amounts” in the **Allocate** field, a **Scenario** field appears instead of the **Method** field.

10. In the **Allocate** field, select “Actual amounts” or “Budget amounts” depending on how you want to allocate amounts.
11. In the **Method** field, select the method you want to use for calculating the allocation balances. You can select “Average Daily Balance”, “Ending Balance”, or “Net Change”.
12. In the **Percentage of balance to allocate** field, enter the percentage you want to allocate. The default is 100%. You can click the calculator button to calculate and enter a percentage.
13. In the **Calculate for** field, select the period of time for which you want to calculate the balances. The options available vary depending on the method you choose. Possible options include “This fiscal year”, “Last fiscal year”, “Next fiscal year”, “This month”, and “<Specific range>”. Some selections may require entering additional information. For example, if you select “<Specific range>”, you would need to enter a range in the **As of** and **End** fields that appear. If you select “<Specific fiscal year>”, you would select a fiscal year in the **Fiscal year** field that appears.
14. In the **Process accounts with [ ] balances** field, designate whether to process accounts in the allocation pool that have positive, negative, or both types of balances. This option is determined by the basis designated on the allocation pool. So if you were using a pool with a project basis, this option would read **Process projects with [ ] balances**.
15. If you chose to process pool items with positive balances, the **If negative balances are encountered, [ ]** field appears. Select “Skip the items with negative balances” or “Do not proceed with the allocation”. If you choose “Do not proceed with the allocation” and negative balances are encountered, the program notifies you with an error message and you can print an exception report to review.  
 If you chose to process pool items with negative balances, the **If positive balances are encountered, [ ]** field appears. Select “Skip the items with positive balances” or “Do not proceed with the allocation”. If you choose “Do not proceed with the allocation” and positive balances are encountered, the program notifies you with an error message and you can print an exception report to review.

16. Select the Exclusions tab.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Source/Destination Calculation **Exclusions** Output Options

Exclude these transactions from the calculation: Use relative dates for Post Date

Type	Exclude		Post Date	
	Account	Category	# of Days	Basis

< Back Next > Cancel Pre-allocation Report Allocate Now

11/22/2004

17. In the post date options field, make a selection to determine how post dates are entered in the exclusions grid. If you select "Use relative dates for Post Date", the exclude grid displays **Post Date** columns for **# of Days** and **Basis**. In the **Basis** column, you can select either "Day(s) after the start date" or "Day(s) before the end date". If you are using an ending balance to calculate the balances used in the allocation, "Day(s) before the end date" is the only available basis.
- If you select "Use specific dates for Post Date", the exclude grid displays **Post Date** columns for **Basis** and **Dates**. In the **Basis** column you can select either "Before" or "After", depending on the post date you enter and the transactions you want to exclude.
18. In the grid, enter transactions you want to exclude from the balance calculations. You enter the type, either "Debit", "Credit", or "<All>" as well as the GL account, category, and post date information.

19. Select the **Output Options** tab to define post and report options.

The screenshot shows the 'New Allocation' dialog box with the 'Output Options' tab selected. The 'Post Options' section includes a checkbox for 'Post batch automatically when allocation is run', a 'Post date' dropdown set to '<System date>', and a 'Journal' dropdown. Below these is a 'Reference' table with columns 'Field Name' and 'Length'. The table contains four rows: 'Allocation type' (26), '<Hyphen>' (1), 'Allocation pool' (12), and '<Hyphen>' (1). A 'Restore Defaults' button is to the right of the table. The 'Report Format' section includes two checkboxes: 'Include transaction distribution detail' and 'Include all pool balances on the exception report'. It also has a 'Report orientation' dropdown set to 'Portrait' and a 'Default printer' dropdown set to '\\2KPRINT1\DOC8K'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. The date '11/23/2004' is displayed in the bottom right corner.

Field Name	Length
Allocation type	26
<Hyphen>	1
Allocation pool	12
<Hyphen>	1

20. In the **Post Options** frame, enter the post date and the journal reference for the transactions. To automatically post the batch of transactions created in *Journal Entry* as a result of running the allocation, mark **Post batch automatically when allocation is run**.
21. In the **Reference** grid, you can determine how the journal reference appears. If you edit the references and want to return to program defaults, click **Restore Defaults**.
22. In the **Report Format** frame, you can ensure that the transaction project, class, and transaction code distribution appear on the allocation report by marking **Include transaction distribution detail**.
23. To include all pool balances on the exception report, mark **Include all pool balances on the exception report**.
24. In the **Report orientation** field, select "Portrait" or "Landscape" as the report format.
25. In the **Default printer** field, select the default printer to use.
26. You can print a Pre-allocation report to verify your allocation information by clicking **Pre-allocation Report**. The report prints to your default printer.
27. Once you have verified the allocation information is correct and are ready to continue, click **Allocate Now**. If you have not yet saved the allocation, the Save Allocation As screen appears.

The screenshot shows the 'Save Allocation Set As' dialog box. It has a 'Set name' text field with a blue highlight and a 'Description' text area. Below these are two checkboxes: 'Others can run this allocation' and 'Others can modify this allocation', both of which are checked. At the bottom are 'Save' and 'Cancel' buttons.

28. In the **Set name** field, enter a name for this allocation. You can enter a description in the **Description** field.
29. If you want to allow other users to run or modify this allocation, mark the corresponding checkboxes.
30. Click **Save** to save the allocation. A confirmation message appears.

31. Click **Yes** to proceed. The allocation is processed and the program creates an unposted journal entry batch in **General Ledger** that can be included in financial reports, posted, deleted, and/or left unposted. The batch will be posted automatically if you selected that option on the Output Options tab. Once the allocation is complete, the Allocation Report appears. Look over the report to verify the allocation. You can reuse this allocation when necessary to allocate amounts.

► **Creating a direct allocation to reallocate amounts**

1. From the navigation bar, select **Allocations**. The Allocations page appears.
2. Click **New**. The New Allocation screen appears.

3. In the **Allocation type** field, select “Direct Allocation”. The **Status** field defaults to “Active”, which is the normal setting if you want to actively use this allocation. To deactivate an allocation and suspend use in the program, you can access the record and select “Inactive”.

**Glossary:** An allocation pool is a group of accounts, organized by account, project, class, transaction code, or attribute to monitor investment account monies received from different funds or endowments. Allocation pools are created in *Configuration*.

4. In the **Allocation pool** field, select the allocation pool to use for this allocation. Once you select an allocation pool, the pool's description appears if one was entered on the allocation pool record.

The screenshot shows the 'New Allocation' dialog box with the 'General' tab selected. The 'Allocation type' is 'Direct Allocation' and the 'Status' is 'Active'. The 'Allocation pool' is 'Electricity'. Under 'What method do you want to use to allocate the amounts?', the 'Source method' is 'By Account' and the 'Destination method' is '<Use the source method>'. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. The date '11/22/2004' is displayed in the bottom right corner.

**Note:** Additional fields and grids may appear depending on the destination method you select.

The **Source method** field defaults to the allocation basis defined on the pool record. For this example the source method is "By Account".

5. In the **Destination method** field, select "Re-allocate".

This screenshot shows the 'New Allocation' dialog box with the 'Destination method' changed to 'Re-allocate'. Below this, a new section titled 'What transaction characteristic do you want to change?' appears, containing a 'Transaction characteristic' dropdown set to 'Project', a 'New value' field, and two fields for 'Debit account code' and 'Credit account code'. The 'Allocate Now' button is now enabled. The date in the bottom right corner is '11/23/2004'.

6. In the **Transaction characteristic** field, select the characteristic you want to change. You can select "Project", "Class", or a specific transaction code.

7. In the **New value** field, enter the new value for the transaction characteristic. Click the binoculars button to look up a value.
8. In the **Debit account code** field, enter the default debit account code to use when balancing journal entries are required. Click the binoculars button to look up an account code.
9. In the **Credit account code** field, enter the default credit account code to use when balancing journal entries are required. Click the binoculars button to look up an account code.

**Note:** The columns and rows in the grid change depending on the allocation basis and origin of source and destination accounts defined on the allocation pool.

10. Select the Source/Destination tab. The tab displays a grid that contains the source GL accounts from which amounts are allocated. The source accounts in this example default from the allocation pool.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General **Source/Destination** Calculation Exclusions Output Options

Allocate from source by Account:

Account Number	Account Description	Source Account
01-5680-00	Electricity	01-5680-00

Distribution... Delete All... View Detail Refresh from Pool...

< Back Next > Cancel Pre-allocation Report Allocate Now

11/23/2004

**Tip:** If you right-click while your cursor is in the grid, a shortcut menu appears with selections for deleting, exporting, and finding.

11. Select the Calculation tab. On this tab you define how you want to calculate the balances used in the allocation as well as the default date parameters to use.

The screenshot shows the 'New Allocation' dialog box with the 'Calculation' tab selected. The dialog has a menu bar (File, Edit, View, Allocation, Favorites, Tools, Help) and a toolbar with icons for Save and Close, Print, Copy, Paste, Find, and Help. The 'Calculation' tab is active, showing the following fields:

- How do you want to calculate the amounts used in the allocation?**
  - Allocate:** A dropdown menu with 'Actual amounts' selected.
  - Method:** A dropdown menu with 'Ending Balance' selected.
  - Percentage of balance to allocate:** A text field containing '100.000' and a calculator icon button.
- What are the default date parameters?**
  - Calculate for:** A dropdown menu with '<Undefined date range>' selected.

At the bottom of the dialog, there are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. The date '11/23/2004' is displayed in the bottom right corner.

**Note:** If you selected “Budget amounts” in the **Allocate** field, the **Scenario** field appears instead of the **Method** field.

12. In the **Allocate** field, select “Actual amounts” or “Budget amounts” depending on how you want to allocate amounts. For this example we selected Actual amounts.
13. In the **Method** field, select the method to use for calculating the allocation balances. You can select “Average Daily Balance”, “Ending Balance”, or “Net Change”. For this example we selected “Average Daily Balance”.
14. In the **Percentage of balance to allocate** field, enter the percentage you want to allocate. The default is 100%. You can click the calculator button to calculate and enter a percentage.
15. In the **Calculate for** field, select the period of time for which you want to calculate the balances. The options available vary depending on the method you choose. Possible options include “This fiscal year”, “Last fiscal year”, “Next fiscal year”, “This month”, and “<Specific range>”. Some selections may require entering additional information. For example, if you select “<Specific range>”, you would need to enter a range in the **As of** and **End** fields that appear. If you select “<Specific fiscal year>”, you would have to select a fiscal year in the **Fiscal year** field that appears.

16. Select the Exclusions tab.

Exclude these transactions from the calculation: Use relative dates for Post Date

Type	Exclude		# of Days	Post Date
	Account	Category		Basis

< Back   Next >   Cancel   Pre-allocation Report   Allocate Now   11/22/2004

17. In the post date options field, make a selection to determine how post dates are entered in the exclusions grid. If you select "Use relative dates for Post Date", the exclude grid displays **Post Date** columns for **# of Days** and **Basis**. In the **Basis** column, you can select either "Day(s) after the start date" or "Day(s) before the end date". If you are using an ending balance to calculate the balances used in the allocation, "Day(s) before the end date" is the only available basis.
- If you select "Use specific dates for Post Date", the exclude grid displays **Post Date** columns for **Basis** and **Dates**. In the **Basis** column you can select either "Before" or "After", depending on the post date you enter and the transactions you want to exclude.
18. In the grid, enter transactions you want to exclude from the balance calculations. You enter the type, either "Debit", "Credit", or "<All>" as well as the GL account, category, and post date information.



19. Select the **Output Options** tab to define post and report options.

The screenshot shows the 'New Allocation' dialog box with the 'Output Options' tab selected. The 'Post Options' section includes a checkbox for 'Post batch automatically when allocation is run', a 'Post date' dropdown set to '<System date>', and a 'Journal' dropdown. Below these is a 'Reference' table with columns 'Field Name' and 'Length'. The table contains four rows: 'Allocation type' (26), '<Hyphen>' (1), 'Allocation pool' (12), and '<Hyphen>' (1). A 'Restore Defaults' button is to the right of the table. The 'Report Format' section includes checkboxes for 'Include transaction distribution detail' and 'Include all pool balances on the exception report', a 'Report orientation' dropdown set to 'Portrait', and a 'Default printer' dropdown set to '\\2KPRINT1\DOC8K'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. The date '11/23/2004' is displayed in the bottom right corner.

Field Name	Length
Allocation type	26
<Hyphen>	1
Allocation pool	12
<Hyphen>	1

20. In the **Post Options** frame, enter the post date and the journal reference for the transactions. To automatically post the batch of transactions created in *Journal Entry* as a result of running the allocation, mark **Post batch automatically when allocation is run**.
21. In the **Reference** grid, you can determine how the journal reference appears. If you edit the references and want to return to program defaults, click **Restore Defaults**.
22. In the **Report Format** frame, you can ensure that the transaction project, class, and transaction code distribution appear on the allocation report by marking **Include transaction distribution detail**.
23. To include all pool balances on the exception report, mark **Include all pool balances on the exception report**.
24. In the **Report orientation** field, select "Portrait" or "Landscape" as the report format.
25. In the **Default printer** field, select the default printer to use.
26. You can print a Pre-allocation report to verify your allocation information by clicking **Pre-allocation Report**. The report prints to your default printer.
27. Once you have verified the allocation information is correct and are ready to continue, click **Allocate Now**. If you have not yet saved the allocation, the Save Allocation As screen appears.

The screenshot shows the 'Save Allocation Set As' dialog box. It has a 'Set name' text field with a blue highlight, a 'Description' text area, and two checked checkboxes: 'Others can run this allocation' and 'Others can modify this allocation'. At the bottom are 'Save' and 'Cancel' buttons.

28. In the **Set name** field, enter the name to use for this allocation. You can enter a description in the **Description** field.
29. If you want to allow other users to run or modify this allocation, mark the corresponding checkboxes.
30. Click **Save** to save the allocation. A confirmation message appears.

31. Click **Yes** to proceed. The allocation is processed and the program creates an unposted journal entry batch in **General Ledger** that can be included in financial reports, posted, deleted, and/or left unposted. The batch will be posted automatically if you selected that option on the Output Options tab. Once the allocation is complete, the Allocation Report appears. Look over the report to verify the allocation. You can reuse this allocation when necessary to allocate amounts.

## Indirect Allocations

With indirect allocations, you can move amounts from one set of accounts to another, based on the balances of a third set of accounts. When creating indirect allocations, you can choose from expense, income, and miscellaneous allocations.

**Indirect Allocation (Expense).** An Indirect Allocation (Expense) applies a fee schedule, created in *Configuration*, to an account balance in order to calculate an amount. Once the amount is calculated, the allocation debits an expense account and credits an asset account for that amount. This type is used primarily to allocate investment fees to projects, classes, and transaction codes.

**Indirect Allocation (Revenue).** An Indirect Allocation (Revenue) enters an amount of income to allocate, and then debits an asset account and a credit revenue account for that amount. This type is primarily used to allocate interest income to projects, classes, and transaction codes.

**Indirect Allocation (Misc.).** An Indirect Allocation (Misc.) enters an amount, and then calculates an amount by relative balance or by fee schedule. Once the amount is calculated, the allocation can debit and credit a combination of accounts. This type of allocation is useful for allocating amounts from project to project, class to class, and transaction code to transaction code without the account type restrictions placed upon the other indirect allocation types.

Miscellaneous indirect allocations are similar to indirect income and expense allocations, except you are not restricted to certain source and destination accounts. With miscellaneous indirect allocations, you can create allocations based on the amount calculated in an allocation pool, fees calculated using fee schedules, or income such as interest, dividends, royalties, realized gains, and unrealized gains.

This section provides details about each field and option that can appear on the indirect allocation record tabs and includes procedures for creating each type of indirect allocation.

## Understanding the Indirect Allocation Record

Each indirect allocation you create is recorded on an allocation record consisting of multiple tabs. Like other records in **General Ledger**, the indirect allocation record uses tabs to organize information. The options and fields appearing on each tab depend on the allocation information you enter.

This section is designed to provide you with an understanding of the tabs in an indirect allocation record and the information stored on these tabs.

## General Tab

On the General tab of an indirect allocation, you designate the allocation type, select the allocation pool, and select a fee schedule if applicable. On this tab you select the destination method you want to use for allocating amounts. The fields and options on this tab change depending on the source method, which defaults from the allocation pool and the destination method you select. The fields that appear on the General tab depend on the type of indirect allocation you are creating. Each field that can appear on the General tab of an indirect allocation is detailed in this section.

**Allocation type.** In this field, select the type of allocation you want to use. You can select “Direct Allocation”, “Indirect Allocation (Expense)”, “Indirect Allocation (Revenue)”, or “Indirect Allocation (Misc.)”.

**Allocation pool.** From the drop-down, select the allocation pool you want to use. Allocation pools are groups of entities used to determine the relative balances used when allocating amounts.

**Status.** The **Status** field defaults to Active, which is the normal setting if you want to actively use this allocation. To deactivate an allocation and suspend use in the program, you can access the allocation record and select Inactive. This is an alternative to deleting and is useful if your organization wants to retain the allocation for possible use in the future.

**Fee Schedule.** This field appears only if you are creating an Indirect Allocation (Expense) or an Indirect Allocation (Misc.) allocated by fee schedule. In this field, select the fee schedule you want to use or you can select “<Use the default fee schedules defined on the pool>”. A fee schedule is a list of amounts and percentages applied against investment or bank account balances to determine a fee to allocate.

**Allocate.** This field appears only if you are creating an Indirect Allocation (Revenue) or an Indirect Allocation (Misc.). In the **Allocate** field you designate from where the allocation amount originates. Other fields or a grid appear depending on the selection you make. For example, if you are creating an Indirect Allocation (Misc.), you can select “The amount calculated on the pool”, “The amount calculated using fee schedules”, “Entered amount”, “Entered income”, or “<Ask at runtime>”. If you select “The amount calculated using fee schedules”, the **Fee schedule** field appears. If you select “Entered income”, the **Amounts** grid appears so you can enter amounts.

**Amounts grid.** This grid appears only if you are creating an Indirect Allocation (Revenue) or an Indirect Allocation (Misc.) and you select “Entered income” in the **Allocate** field. In this grid, you enter specific amounts for various types of income. The amounts you enter are used to calculate the amount to allocate.

**Amount.** This field appears only if you are creating an Indirect Allocation (Misc.) and you select “Entered amount” in the **Allocate** field. In this grid, you enter a specific amount to allocate.

**Source method.** This field is for your information only. The **Source method** field value defaults from the allocation basis defined on the allocation pool you select. Possible values include “By Account”, “By <account segment name>”, “By Project”, “By Class”, “By Transaction code”, “By Transaction attribute”, “By Account attribute”, and “By Project attribute”.

**Destination method.** Select the destination method to use when allocating amounts from source accounts to destination accounts. The options available in this field depend on the source method. Possible values include <Use the Source method>, By Percentage, and By Units, By <account segment name>, By Project, By Class, By Transaction code, By Transaction attribute, By Account attribute, By Project attribute, and Re-allocate. If you select Re-allocate, additional fields appear where you specify the characteristic you want to change.

**Source account balances are [ ] by allocated amounts.** This option appears only if you are creating an Indirect Allocation (Misc.). With this option, you can designate whether the source accounts assigned to the allocation should be increased or decreased when the allocation is run.

## Source/Destination Tab

The Source/Destination Tab for an indirect allocation contains a grid where you designate the source and destination accounts for the allocation. This tab appears on the allocation record only if you select <Use the source method> as the destination method for the allocation.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General **Source/Destination** Calculation Exclusions Output Options

Allocate from source to destination by Project:

Expense type: Fixed Amount Interfund:

Fixed Amount				
	Project ID	Project Description	Source Account	Destination Account
	1003	Everett Grant	03-5820-00	03-1920-00
	1006	Lewis Grant	03-5820-00	03-1920-00
	1007	Robertson Grant	03-5820-00	03-1920-00
	1008	Rogers Endowment	03-5820-00	03-1920-00
	1009	Smith Endowment	03-5820-00	03-1920-00
	1010	Wilson Endowment	03-5820-00	03-1920-00

Distribution... Delete All... View Detail Refresh from Pool...

< Back Next > Cancel Pre-allocation Report Allocate Now

11/23/2004

**Expense type.** In this field you select the expense type to appear in the grid. By default you can choose “Fixed Amount”, “Money Manager Fee”, or “Management Fee”. However, you can designate custom identifiers for the “Money Manager Fee” and the “Management Fee” by setting the corresponding business rule.

**Interfund.** In the **Interfund** field, select the interfund entry set to use with the allocation. Interfund sets are created in *Configuration* and are used to enter and access transfers between funds. They ensure distributions balance. When you save an interfund entry set, the program verifies the interfund entries in the set produce a balanced post batch. For more information about creating interfund sets, see the *Configuration Guide for General Ledger*.

**Source/Destination grid.** The information appearing in the grid depends on the allocation pool you selected and the source method for the allocation. For example, if you are allocating by transaction code, the grid contains a column displaying the transaction codes selected and a column for the source accounts. If source accounts were designated in your allocation pool, they will appear in the **Source Account** column. In the **Destination Account** column you enter the destination accounts for the allocated amounts.

## Source Tab

The Source tab for an indirect allocation contains a grid where you designate the source accounts for the allocation. This tab appears on the allocation record only if you select a destination method other than the source method. For example, if you select “By Percentage” or “By Unit”, the Source tab appears.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General **Source** Destination Calculation Exclusions Output Options

Allocate from source by Project:

Expense type: Fixed Amount Interfund:

Fixed Amount		
Project ID	Project Description	Source Account
1003	Everett Grant	03-5820-00
1006	Lewis Grant	03-5820-00
1007	Robertson Grant	03-5820-00
1008	Rogers Endowment	03-5820-00
1009	Smith Endowment	03-5820-00
1010	Wilson Endowment	03-5820-00

Distribution... Delete All... View Detail Refresh from Pool...

< Back Next > Cancel Pre-allocation Report Allocate Now

11/23/2004

**Expense type.** In this field you select the expense type to appear in the grid. By default you can choose “Fixed Amount”, “Money Manager Fee”, or “Management Fee”. However, you can designate custom identifiers for the “Money Manager Fee” and the “Management Fee” by setting the corresponding business rule.

**Interfund.** In the **Interfund** field, select the interfund entry set to use with the allocation. Interfund sets are created in *Configuration* and are used to enter and access transfers between funds. They ensure distributions balance. When you save an interfund entry set, the program verifies the interfund entries in the set produce a balanced post batch. For more information about creating interfund sets, see the *Configuration Guide for General Ledger*.

**Source grid.** The information appearing in the source grid depends on the allocation pool you selected and the source method for the allocation. For example, if you are allocating by transaction code, the grid contains a column displaying the transaction codes selected and a column for the source accounts. If source accounts were designated in your allocation pool, they will appear in the **Source Account** column.

## Destination Tab

The Destination tab for an indirect allocation contains a grid where you designate the destination accounts for the allocation. This tab appears on the allocation record only if you select a destination method other than the source method. For example, if you select “By Percentage” or “By Unit” in the **Destination method** field, the Destination tab appears.

The screenshot shows the 'New Allocation' dialog box with the 'Destination' tab selected. The 'Expense type' is set to 'Fixed Amount' and the 'Interfund' field is empty. Below these fields is a table with two columns: 'Units' and 'Destination Account'. The table is currently empty. At the bottom of the dialog, there are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. The date '11/23/2004' is displayed in the bottom right corner.

Units	Destination Account

**Expense type.** In this field you select the expense type to appear in the grid. By default you can choose “Fixed Amount”, “Money Manager Fee”, or “Management Fee”. However, you can designate custom identifiers for the “Money Manager Fee” and the “Management Fee” by setting the corresponding business rule.

**Interfund.** In the **Interfund** field, select the interfund entry set to use with the allocation. Interfund sets are created in *Configuration* and are used to enter and access transfers between funds. They ensure distributions balance. When you save an interfund entry set, the program verifies the interfund entries in the set produce a balanced post batch. For more information about creating interfund sets, see the *Configuration Guide for General Ledger*.

**Destination grid.** The information appearing in the destination grid depends on the allocation pool you selected and the destination method for the allocation. For example, if you are allocating by transaction code and selected “By Percentage” as the destination method, the grid contains a **Percent** column where you enter the percentage you want to allocate and a **Destination Account** column where you enter the account you want the allocation to hit.

## Calculation Tab

On the Calculation tab for indirect allocations you designate how to calculate the balances used in the allocation by selecting one of three methods: “Average Daily Balance”, “Ending Balance”, and “Net Change”. You can define the default date parameters to use and other calculation options, including what to do if positive or negative amounts are encountered.

**Calculation Method.** In the **Calculation method** field you select one of three methods for calculating the balances used in the allocation: “Average Daily Balance”, “Ending Balance”, and “Net Change”. Each method is used in conjunction with the date parameters you enter to calculate the balances. For example, the “Average Daily Balance” takes each day in the date range and calculates the account balance, then adds those balances together and divides them by the number of days in the date range. If you select “Average Daily Balance” or “Net Change”, you define a range of dates for the calculation’s date parameters. If you select “Ending Balance”, you define an end date only.

**Calculate for.** In this field select the period of time for which you want to calculate the balances. The options available vary depending on the method you choose. Possible options include “This fiscal year”, “Last fiscal year”, “Next fiscal year”, “This month”, and “<Specific range>”. Some selections may require entering additional information. For example, if you select “<Specific range>”, you would need to enter a range in the **As of** and **End** fields that appear. If you select “<Specific fiscal year>”, you select a fiscal year in the **Fiscal year** field that appears.

**Process projects with [ ] balances.** In this field you designate whether to process projects in the allocation pool that have positive, negative, or both types of balances. This option is determined by the basis designated on the allocation pool. So if you were using a pool with an account basis, this option would read **Process accounts with [ ] balances**.

**If negative balances are encountered, [ ].** This field appears if you choose to process pool items with positive balances and gives you two choices for handling negative balances. You can select “Skip the items with negative balances” or “Do not proceed with the allocation”. If you choose “Do not proceed with the allocation” and negative balances are encountered, the program notifies you with an error message and you can print an exception report to review.

**If positive balances are encountered, [ ].** This field appears if you choose to process pool items with negative balances and gives you two choices for handling positive balances. You can select “Skip the items with positive balances” or “Do not proceed with the allocation”. If you choose “Do not proceed with the allocation” and positive balances are encountered, the program notifies you with an error message and you can print an exception report to review.

**If zero or negative balances are present when calculating fees, [ ].** This field appears only if you are creating an Indirect Allocation (Revenue) or an Indirect Allocation (Misc.). With this option, you can control what happens if zero or negative balances are found when fees are calculated. You can either skip the items with zero or negative balances or stop proceeding with allocation. If you choose “Do not proceed with the allocation” and negative balances are encountered, the program notifies you with an error message and you can print an exception report to review.

## Exclusions Tab

On this tab, you enter any transactions you want to exclude from the balance calculations. You enter exclusions in the grid by selecting the transaction type, account number, and category. You can enter specific dates to begin or end excluding transactions.

The screenshot shows the 'New Allocation' window with the 'Exclusions' tab selected. The 'Exclude these transactions from the calculation:' section has a dropdown menu set to 'Use relative dates for Post Date'. Below this is a grid with the following structure:

Type	Exclude		Post Date	
	Account	Category	# of Days	Basis

At the bottom of the window, there are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. A date field at the bottom right shows '11/23/2004'.

**Exclude grid.** In this grid you enter transactions you want to exclude from the balance calculations. You enter the type, either Debit, Credit, or <All> as well as the account and post date.

**Use relative dates for Post Date.** If you select this date option, the exclude grid displays **Post Date** columns for **# of Days** and **Basis**. In the **Basis** column, you can select either Day(s) after the start date or Day(s) before the end date. If you are using an ending balance to calculate the balances used in the allocation, Day(s) before the end date is the only available basis.

**Use specific dates for Post Date.** If you select this date option, the exclude grid displays **Post Date** columns for **Basis** and **Dates**. In the **Basis** column you can select either Before or After, depending on the post date you enter and the transactions you want to exclude.



## Output Options Tab

The Output Options tab is the same for all allocation types. It displays fields for selecting post options and report formats. You can designate a post date, journal, and reference. You can designate report format options including the default printer to use for printing related reports.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Source/Destination Calculation Exclusions **Output Options**

**Post Options**

☐ Post batch automatically when allocation is run

Post date: <System date>

Journal:

Reference:

Field Name	Length
Allocation type	26
<Hyphen>	1
Allocation pool	12
<Hyphen>	1

Restore Defaults

**Report Format**

☐ Include transaction distribution detail

☐ Include all pool balances on the exception report

Report orientation: Portrait

Default printer: \\2KPRINT1\DOC8K

< Back Next > Cancel Pre-allocation Report Allocate Now

11/22/2004

**Post batch automatically when allocation is run.** If you mark this checkbox, the batch of transactions created in *Journal Entry* as a result of running an allocation is automatically posted at the end of the allocation run. This option is unchecked and disabled if batches must be approved before they can be posted.

**Post date.** In this field you can select either <System date> or <Specific date> as the post date for the batch of transactions created by the allocation. If you select <Specific date> you must enter a date in the **Date** field.

**Date.** The **Date** field appears only if you select <Specific date> in the **Post date** field. Enter the specific date on which you want to post the batch of transactions created by the allocation. You can click the calendar button to help you enter a date.

**Journal.** In this field you select the journal you want to use for the batch of transactions created by the allocation. For example, you could select Accounts Payable. The journals that appear are entries in the Journal table created in *Configuration*.

**Reference grid.** In the Reference grid you enter a specific journal reference format for the batch of transactions created by the allocation.

**Include transaction distribution detail.** Mark this checkbox if you want to include transaction distributions for each entry on the Allocation Report.

**Include all pool balances on the exception report.** Mark this checkbox if you want to include all pool balances on the report. Marking this checkbox may lengthen the exception report.

**Report orientation.** In this field you can select Portrait or Landscape to designate the report orientation.

**Default printer.** This field defaults to you system's current default printer. You can select another printer from the list for printing reports related to the allocation.

## Creating Indirect Allocations

By creating and running indirect expense, revenue, and miscellaneous allocations, your organization can efficiently perform complex amount distributions. Using an indirect expense allocation, you can calculate and distribute investment fees. For example, the indirect expense allocation you create could calculate and distribute amounts from a pool of asset accounts to expense accounts based upon a number of account characteristics including projects, classes, and transaction codes.

With an indirect revenue allocation, you can calculate earned interest income. For example, you could use an indirect income allocation to allocate income earned such as interest, royalties, dividends, realized gains, and unrealized gains.

Finally, you can use indirect miscellaneous allocations to allocate amounts without restrictions. The amount distributed by an indirect miscellaneous allocation can be based upon the amount calculated in the pool, a fee schedule, or income such as interest, dividends, royalties, realized gains, and unrealized gains.

This section provides step-by-step procedures for creating indirect expense, income, and miscellaneous allocations.

### ► Creating an Indirect Allocation (Expense)

1. From the Allocation Management page, select **Allocations**. The Allocations page appears.
2. Click **New Indirect Allocation (Expense)**. The New Allocation screen opens on the General tab. If an allocation type other than an indirect expense allocation was added most recently, you will need to click the small down arrow and select **New Indirect Allocation (Expense)**, which will then become the button default.

3. In the **Allocation type** field, you can specify the type of allocation to add. Indirect Allocation (Expense) should already appear in this field. The **Status** field defaults to Active, which is the normal setting if you want to actively use this allocation. To deactivate an allocation and suspend use in the program, you can access the allocation record and select "Inactive".

4. In the **Allocation pool** field, select the allocation pool to use for this allocation. Once you select an allocation pool, the pool's description appears if one was entered on the allocation pool record.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Source/Destination Calculation Exclusions Output Options

Allocation type: Indirect Allocation (Expense) Status: Active

Allocation pool: Investments Investment Pool for Interest Income and Management Fees

Which fee schedules do you want to use?

Fee Schedule:

What method do you want to use to allocate the amounts?

Source method: By Project

Destination method: <Use the source method>

< Back Next > Cancel Pre-allocation Report Allocate Now

11/23/2004

5. In the **Fee schedule** field, select the fee schedule to use for this allocation. Fee schedules are definitions of fixed amounts and percentages to apply to balances in expense distributions. You use fee schedules only when creating expense allocations. For more information, see “Using Fee Schedules” on page 8.

**Note:** Additional fields and grids may appear depending on the destination method you select.

6. The **Source method** field defaults to the allocation basis defined on the pool record. For this example the source method is “By Account”.
7. In the **Destination method** field, select the method you want to use for allocating the amounts. For this example, the destination method is “<Use the source method>”. The methods available depend on the source method established on the allocation pool record.

**Note:** The grid columns and rows change depending on the allocation basis and origin of source and destination accounts defined on the allocation pool.

8. Select the Source/Destination tab. The tab displays a grid for source and destination accounts. If the destination method you selected on the General tab is different from the source method, you will have separate tabs for entering source and destination accounts.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Source/Destination Calculation Exclusions Output Options

Allocate from source to destination by Project:

Expense type: Fixed Amount Interfund:

Fixed Amount				
Project ID	Project Description	Source Account	Destination Account	
1003	Everett Grant	03-5820-00	03-1920-00	
1006	Lewis Grant	03-5820-00	03-1920-00	
1007	Robertson Grant	03-5820-00	03-1920-00	
1008	Rogers Endowment	03-5820-00	03-1920-00	
1009	Smith Endowment	03-5820-00	03-1920-00	
1010	Wilson Endowment	03-5820-00	03-1920-00	

Distribution... Delete All... View Detail Refresh from Pool...

< Back Next > Cancel Pre-allocation Report Allocate Now

11/23/2004

**Note:** If you right-click while your cursor is in the grid, a shortcut menu appears with selections for deleting, exporting, and finding.

9. In the **Expense type** field, select “Fixed Amount”, “Investment Management Fee”, or “Investment Manager Fee”. The “Investment Management Fee” and “Investment Manager Fee” options may be named something different if your organization established custom names in Business Rules.
10. In the **Interfund** field, select the interfund entry set to use with this allocation.
11. In the grid on the Source/Destination tab, enter the destination accounts to which you want to allocate amounts. The source accounts in this example default from the allocation pool. If you make changes to the information in the grid and want to reload the allocation pool information, click **Refresh from Pool**.

12. Select the Calculation tab. On this tab you define how to calculate the balances used in the allocation as well as the default date parameters to use. You designate calculation options.

13. In the **Calculation method** field, select the method to use for calculating the allocation balances. You can select “Average Daily Balance”, “Ending Balance”, and “Net Change”. Additional parameter fields may appear depending on the method you select.

**Note:** The options available in the **Calculate for** field vary depending on the calculation method you selected. Possible options include “This fiscal year”, “Last fiscal year”, “Next fiscal year”, “This month”, and “<Specific range>”. Some selections may require entering additional information. For example, if you select “<Specific fiscal year>”, you would have to select a fiscal year in the **Fiscal year** field that appears.

14. In the **Calculate for** field, select the period of time for which you want to calculate the balances. Once you select a calculation method, you need to enter specific date information in the fields that appear. For example, if you select “<Specific range>”, you need to enter a date range in the **As of** and **End** fields that appear.
15. In the **Process projects with [ ] balances** field, designate whether to process projects in the allocation pool that have positive, negative, or both types of balances. This option is determined by the basis designated on the allocation pool. So if you were using a pool with an account basis, this option would read **Process accounts with [ ] balances**.
16. If you chose to process pool items with positive balances, the **If negative balances are encountered, [ ]** field appears. Select “Skip the items with negative balances” or “Do not proceed with the allocation”. If you choose “Do not proceed with the allocation” and negative balances are encountered, the program notifies you with an error message and you can print an exception report to review.
- If you chose to process pool items with negative balances, the **If positive balances are encountered, [ ]** field appears. Select “Skip the items with positive balances” or “Do not proceed with the allocation”. If you choose “Do not proceed with the allocation” and positive balances are encountered, the program notifies you with an error message and you can print an exception report to review.
17. In the **If zero or negative balances are present when calculating fees, [ ]** field, select either “Skip the items with zero or negative balances” or “Do not process with the allocation”. If you choose “Do not proceed with the allocation” and negative balances are encountered, the program notifies you with an error message and you can print an exception report to review.

18. Select the Exclusions tab.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close Undo Redo Print Help

General Source/Destination Calculation **Exclusions** Output Options

Exclude these transactions from the calculation: Use relative dates for Post Date

Type	Exclude		# of Days	Post Date
	Account	Category		Basis

< Back Next > Cancel Pre-allocation Report Allocate Now

11/23/2004

19. In the post date options field, make a selection to determine how post dates are entered in the exclusions grid. If you select "Use relative dates for Post Date", the exclude grid displays **Post Date** columns for **# of Days** and **Basis**. In the **Basis** column, you can select either "Day(s) after the start date" or "Day(s) before the end date". If you are using an ending balance to calculate the balances used in the allocation, "Day(s) before the end date" is the only available basis.
- If you select "Use specific dates for Post Date", the exclude grid displays **Post Date** columns for **Basis** and **Dates**. In the **Basis** column you can select either "Before" or "After", depending on the post date you enter and the transactions you want to exclude.
20. In the grid, enter transactions you want to exclude from the balance calculations. You enter the type, either "Debit", "Credit", or "<All>" as well as the GL account, category, and post date information.

21. Select the **Output Options** tab to define post and report options.

The screenshot shows the 'New Allocation' dialog box with the 'Output Options' tab selected. The 'Post Options' section includes a checkbox for 'Post batch automatically when allocation is run', a 'Post date' dropdown set to '<System date>', and a 'Journal' dropdown. Below these is a 'Reference' table with columns 'Field Name' and 'Length'. The table contains four rows: 'Allocation type' (26), '<Hyphen>' (1), 'Allocation pool' (12), and '<Hyphen>' (1). A 'Restore Defaults' button is to the right of the table. The 'Report Format' section includes two checkboxes: 'Include transaction distribution detail' and 'Include all pool balances on the exception report'. It also has a 'Report orientation' dropdown set to 'Portrait' and a 'Default printer' dropdown set to '\\2KPRINT1\DOC8K'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. The date '11/23/2004' is displayed in the bottom right corner.

Field Name	Length
Allocation type	26
<Hyphen>	1
Allocation pool	12
<Hyphen>	1

22. In the **Post Options** frame, enter the post date and the journal reference for the transactions. To automatically post the batch of transactions created in *Journal Entry* as a result of running the allocation, mark **Post batch automatically when allocation is run**.
23. In the **Reference** grid, you can determine how the journal reference appears. If you edit the references and want to return to program defaults, click **Restore Defaults**.
24. In the **Report Format** frame, you can ensure that the transaction project, class, and transaction code distribution appear on the allocation report by marking **Include transaction distribution detail**.
25. To include all pool balances on the exception report, mark **Include all pool balances on the exception report**.
26. In the **Report orientation** field, select "Portrait" or "Landscape" as the report format.
27. In the **Default printer** field, select the default printer to use.
28. You can print a Pre-allocation report to verify your allocation information by clicking **Pre-allocation Report**. The report prints to the printer you designated on the Output Options tab.
29. Once you have verified the allocation information is correct and are ready to continue, click **Allocate Now**. If you have not yet saved the allocation, the Save Allocation As screen appears.

The screenshot shows the 'Save Allocation Set As' dialog box. It has a 'Set name' text field with a blue highlight, a 'Description' text area, and two checkboxes: 'Others can run this allocation' and 'Others can modify this allocation', both of which are checked. At the bottom are 'Save' and 'Cancel' buttons.

30. In the **Set name** field, enter a name to use for this allocation. You can enter a description in the **Description** field.
31. If you want to allow other users to run or modify this allocation, mark the corresponding checkboxes.
32. Click **Save** to save the allocation. A confirmation message appears.

33. Click **Yes** to proceed. The allocation is processed and the program creates an unposted journal entry batch in **General Ledger** that can be included in financial reports, posted, deleted, and/or left unposted. The batch will be posted automatically if you selected that option on the Output Options tab. Once the allocation is complete, the Allocation Report appears. Look over the report to verify the allocation. You can reuse this allocation when necessary to allocate amounts.

► **Creating an Indirect Allocation (Revenue)**

1. From the Allocation Management page, select **Allocations**. The Allocations page appears.
2. Click **New Indirect Allocation (Revenue)**. The New Allocation screen opens on the General tab. If an allocation type other than an indirect revenue allocation was added most recently, you will need to click the small down arrow and select **New Indirect Allocation (Revenue)**, which will then become the button default.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Source/Destination Calculation Exclusions Output Options

Allocation type: Indirect Allocation (Revenue) Status: Active

Allocation pool:

What is the amount you want to allocate?

Allocate: Entered income

Amounts:

Income Type	Amount
Interest	
Royalties	
Dividends	
Realized gains	

What method do you want to use to allocate the amounts?

Source method:

Destination method: <Use the source method>

< Back Next > Cancel Pre-allocation Report Allocate Now

11/23/2004

3. In the **Allocation type** field, you can specify the type of allocation to add. Indirect Allocation (Revenue) should already appear in this field. The **Status** field defaults to Active, which is the normal setting if you want to actively use this allocation. To deactivate an allocation and suspend use in the program, you can access the allocation record and select "Inactive".



4. In the **Allocation pool** field, select the allocation pool to use for this allocation. Once you select an allocation pool, the pool's description appears if one was entered on the allocation pool record.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Source/Destination Calculation Exclusions Output Options

Allocation type: Indirect Allocation (Revenue) Status: Active

Allocation pool: Investments Investment Pool for Interest Income and Management Fees

**What is the amount you want to allocate?**

Allocate: Entered income

Amounts:

Income Type	Amount
Interest	
Royalties	
Dividends	
Realized gains	

**What method do you want to use to allocate the amounts?**

Source method: By Project

Destination method: <Use the source method>

< Back Next > Cancel Pre-allocation Report Allocate Now

11/23/2004

5. In the **Allocate** field, select either “Entered income” or “Ask at runtime” for the amount to allocate. If you select “Ask at runtime” proceed to step 7. If you select “Entered income”, the **Amounts** grid appears.
6. In the **Amounts** grid, enter the amounts to use for the allocation in the **Amount** column. The **Income Type** column lists the various income types from which you can allocate amounts.

**Note:** Additional fields and grids may appear depending on the destination method you select.

7. The **Source method** field defaults to the allocation basis defined on the pool record. For this example, the source method is “By Project”. In the **Destination method** field, select the method you want to use for allocating the amounts. For this example, the destination method is “<Use the source method>”. The methods available depend on the source method established on the allocation pool record.

**Note:** The columns and rows of the grid change depending on the allocation basis and origin of source and destination accounts defined on the allocation pool.

8. Select the Source/Destination tab. The tab displays the grid for source and destination accounts. If the destination method you selected on the General tab is different from the source method, you will have separate tabs for entering source and destination accounts.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General **Source/Destination** Calculation Exclusions Output Options

Allocate from source to destination by Project:

Income type: Interest Interfund:

Interest			
Project ID	Project Description	Source Account	Destination Account
1003	Everett Grant	03-1920-00	03-4310-00
1006	Lewis Grant	03-1920-00	03-4310-00
1007	Robertson Grant	03-1920-00	03-4310-00
1008	Rogers Endowment	03-1920-00	03-4310-00
1009	Smith Endowment	03-1920-00	03-4310-00
1010	Wilson Endowment	03-1920-00	03-4310-00

Distribution... Delete All... View Detail Refresh from Pool...

< Back Next > Cancel Pre-allocation Report Allocate Now

11/23/2004

9. In the **Income type** field, select the income type for which you want to define source and destination investment accounts. Income types include "Interest", "Royalties", "Dividends", "Realized gains", and "Unrealized gains". You must define source and destination accounts for each income type from which you are allocating amounts.
10. In the **Interfund** field, select the interfund entry set to use with this allocation.

**Tip:** If you right-click while your cursor is in the non-editable rows of the grid, a shortcut menu displays selections for deleting, exporting, and finding.

11. In the grid on the Source/Destination tab, enter the source and destination GL accounts to which you want to allocate amounts. In the **Source Account** column, enter the asset accounts you want to use. In the **Destination Account** column, enter the revenue accounts you want to use. If you make changes to the information in the grid and want to reload the allocation pool information, click **Refresh from Pool**.

12. Select the Calculation tab. On this tab you define how you want to calculate the balances used in the allocation as well as the default date parameters to use. You designate calculation options.

13. In the **Calculation method** field, select the method to use for calculating the allocation balances. You can select “Average Daily Balance”, “Ending Balance”, and “Net Change”. Additional parameter fields may appear depending on the method you select.

**Note:** The options available in the **Calculate for** field vary depending on the calculation method you selected. Possible options include “This fiscal year”, “Last fiscal year”, “Next fiscal year”, “This month”, and “<Specific range>”. Some selections may require entering additional information. For example, if you select “<Specific fiscal year>”, you would have to select a fiscal year in the **Fiscal year** field that appears.

14. In the **Calculate for** field, select the period of time for which you want to calculate the balances. Once you select a calculation method, you need to enter specific date information in the fields that appear. For example, if you select “<Specific range>”, you need to enter a date range in the **As of** and **End** fields that appear.
15. In the **Process projects with [ ] balances** field, designate whether to process projects in the allocation pool that have positive, negative, or both types of balances. This option is determined by the basis designated on the allocation pool. So if you were using a pool with an account basis, this option would read **Process accounts with [ ] balances**.
16. If you chose to process pool items with positive balances, the **If negative balances are encountered, [ ]** field appears. Select “Skip the items with negative balances” or “Do not proceed with the allocation”. If you choose “Do not proceed with the allocation” and negative balances are encountered, the program notifies you with an error message and you can print an exception report to review.

If you chose to process pool items with negative balances, the **If positive balances are encountered, [ ]** field appears. Select “Skip the items with positive balances” or “Do not proceed with the allocation”. If you choose “Do not proceed with the allocation” and positive balances are encountered, the program notifies you with an error message and you can print an exception report to review.

17. Select the Exclusions tab.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close Cut Copy Paste Print Help

General Source/Destination Calculation **Exclusions** Output Options

Exclude these transactions from the calculation: Use relative dates for Post Date

Type	Exclude		# of Days	Post Date
	Account	Category		Basis

< Back Next > Cancel Pre-allocation Report Allocate Now

11/23/2004

18. In the post date options field, make a selection to determine how post dates are entered in the exclusions grid. If you select "Use relative dates for Post Date", the exclude grid displays **Post Date** columns for **# of Days** and **Basis**. In the **Basis** column, you can select either "Day(s) after the start date" or "Day(s) before the end date". If you are using an ending balance to calculate the balances used in the allocation, "Day(s) before the end date" is the only available basis.
- If you select "Use specific dates for Post Date", the exclude grid displays **Post Date** columns for **Basis** and **Dates**. In the **Basis** column you can select either "Before" or "After", depending on the post date you enter and the transactions you want to exclude.
19. In the grid, enter transactions you want to exclude from the balance calculations. You enter the type, either "Debit", "Credit", or "<All>" as well as the GL account, category, and post date information.

20. Select the **Output Options** tab to define post and report options.

The screenshot shows the 'New Allocation' dialog box with the 'Output Options' tab selected. The 'Post Options' section includes a checkbox for 'Post batch automatically when allocation is run', a 'Post date' dropdown set to '<System date>', and a 'Journal' dropdown. Below these is a 'Reference' table with columns 'Field Name' and 'Length'. The table contains four rows: 'Allocation type' (26), '<Hyphen>' (1), 'Allocation pool' (12), and '<Hyphen>' (1). A 'Restore Defaults' button is to the right of the table. The 'Report Format' section includes checkboxes for 'Include transaction distribution detail' and 'Include all pool balances on the exception report', a 'Report orientation' dropdown set to 'Portrait', and a 'Default printer' dropdown set to '\\2KPRINT1\DOC8K'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. The date '11/23/2004' is displayed in the bottom right corner.

Field Name	Length
Allocation type	26
<Hyphen>	1
Allocation pool	12
<Hyphen>	1

21. In the **Post Options** frame, enter the post date and the journal reference for the transactions. To automatically post the batch of transactions created in *Journal Entry* as a result of running the allocation, mark **Post batch automatically when allocation is run**.
22. In the **Reference** grid, you can determine how the journal reference appears. If you edit the references and want to return to program defaults, click **Restore Defaults**.
23. In the **Report Format** frame, you can ensure that the transaction project, class, and transaction code distribution appear on the allocation report by marking **Include transaction distribution detail**.
24. To include all pool balances on the exception report, mark **Include all pool balances on the exception report**.
25. In the **Report orientation** field, select "Portrait" or "Landscape" as the report format.
26. In the **Default printer** field, select the default printer to use.
27. You can print a Pre-allocation report to verify your allocation information by clicking **Pre-allocation Report**. The report prints to the printer you designated on the Output Options tab.
28. Once you have verified the allocation information is correct and are ready to continue, click **Allocate Now**. If you have not yet saved the allocation, the Save Allocation As screen appears.

The screenshot shows the 'Save Allocation Set As' dialog box. It has a 'Set name' text field with a blue highlight, a 'Description' text area, and two checkboxes: 'Others can run this allocation' and 'Others can modify this allocation', both of which are checked. At the bottom are 'Save' and 'Cancel' buttons.

29. In the **Set name** field, enter the name to use for this allocation. You can enter a description in the **Description** field.
30. If you want to allow other users to run and/or modify this allocation, mark the corresponding checkbox.
31. Click **Save** to save the allocation. A confirmation message appears.

32. Click **Yes** to proceed. The allocation is processed and the program creates an unposted journal entry batch in **General Ledger** that can be included in financial reports, posted, deleted, and/or left unposted. The batch will be posted automatically if you selected that option on the Output Options tab. Once the allocation is complete, the Allocation Report appears. Look over the report to verify the allocation. You can reuse this allocation when necessary to allocate amounts.

► **Creating an Indirect Allocation (Misc.)**

1. From the Allocation Management page, select **Allocations**. The Allocations page appears.
2. Click **New Indirect Allocation (Misc.)**. The New Allocation screen opens on the General tab. If an allocation type other than an indirect misc. allocation was added most recently, you will need to click the small down arrow and select **New Indirect Allocation (Misc.)**, which will then become the button default.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close Undo Redo Print Help

General Source/Destination Calculation Exclusions Output Options

Allocation type: Indirect Allocation (Misc.) Status: Active

Allocation pool:

**What is the amount you want to allocate?**

Allocate: The amount calculated from the pool

**What method do you want to use to allocate the amounts?**

Source method:

Destination method: <Use the source method>

Source account balances are decreased by allocated amounts

< Back Next > Cancel Pre-allocation Report Allocate Now

11/23/2004

3. In the **Allocation type** field, you can specify the type of allocation to add. Indirect Allocation (Misc.) should already appear in this field. The **Status** field defaults to Active, which is the normal setting if you want to actively use this allocation. To deactivate an allocation and suspend use in the program, you can access the allocation record and select "Inactive".

4. In the **Allocation pool** field, select the allocation pool you want to use for this allocation. Once you select an allocation pool, the pool's description appears if one was entered on the allocation pool record.

5. In the **Allocate** field, choose how the amount to allocate originates. You can select “The amount calculated from the pool”, “The amount calculated using fee schedules”, “Entered income”, “Entered amount”, or “Ask at runtime”. If you select “Entered income”, the **Amounts** grid appears. If you select “Entered amount”, you must enter an amount in the **Amount** field. If you select “The amount calculated using fee schedules”, you must enter a fee schedule in the **Fee schedule** field. For this example, the amount is “Entered income”.
6. In the **Amounts** grid, enter the amounts you want to use for the allocation in the **Amount** column. The **Income Type** column lists the various income types from which you can allocate amounts.

**Note:** Additional fields and grids may appear depending on the destination method you select.

7. The **Source method** field defaults to the allocation basis defined on the pool record. For this example, the source method is “By Project”. In the **Destination method** field, select the method you want to use for allocating the amounts. For this example, the destination method is “<Use the source method>”. The methods available depend on the source method established on the allocation pool record.
8. In the **Source account balances are [ ] by allocated amounts**, you can designate whether the source accounts for this allocation should be increased or decreased.

**Note:** The grid columns and rows change depending on the allocation basis and origin of source and destination accounts defined on the allocation pool.

9. Select the Source/Destination tab. The tab displays a grid for source and destination accounts. If the destination method you selected on the General tab is different from the source method, you will have separate tabs for entering source and destination accounts.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General **Source/Destination** Calculation Exclusions Output Options

Allocate from source to destination by Project: Interfund:

Project ID	Project Description	Source Account	Destination Account
1003	Everett Grant	03-1920-00	03-4340-00
1006	Lewis Grant	03-1920-00	03-4340-00
1007	Robertson Grant	03-1920-00	03-4340-00
1008	Rogers Endowment	03-1920-00	03-4340-00
1009	Smith Endowment	03-1920-00	03-4340-00
1010	Wilson Endowment	03-1920-00	03-4340-00

Distribution... Delete All... View Detail Refresh from Pool...

< Back Next > Cancel Pre-allocation Report Allocate Now

11/23/2004

10. In the **Interfund** field, select the interfund entry set to use with this allocation.

**Tip:** If you right-click while your cursor is in the non-editable rows of the grid, a shortcut menu displays selections for deleting, exporting, and finding.

11. In the grid on the Source/Destination tab, enter the source and destination accounts to which you want to allocate amounts. If you make changes to the information in the grid and want to reload the allocation pool information, click **Refresh from Pool**.



12. Select the Calculation tab. On this tab you define how to calculate the balances used in the allocation as well as the default date parameters to use. You designate calculation options.

13. In the **Calculation method** field, select the method to use for calculating the allocation balances. You can select “Average Daily Balance”, “Ending Balance”, and “Net Change”. Additional parameter fields may appear depending on the method you select.

**Note:** The options available in the **Calculate for** field vary depending on the calculation method you selected. Possible options include “This fiscal year”, “Last fiscal year”, “Next fiscal year”, “This month”, and “<Specific range>”. Some selections may require entering additional information. For example, if you select “<Specific fiscal year>”, you would have to select a fiscal year in the **Fiscal year** field that appears.

14. In the **Calculate for** field, select the period of time for which you want to calculate the balances. Once you select a calculation method, you need to enter specific date information in the fields that appear. For example, if you select “<Specific range>”, you need to enter a date range in the **As of** and **End** fields that appear.
15. In the **Process projects with [ ] balances** field, designate whether to process projects in the allocation pool that have positive, negative, or both types of balances. This option is determined by the basis designated on the allocation pool. So if you were using a pool with an account basis, this option would read **Process accounts with [ ] balances**.
16. If you chose to process pool items with positive balances, the **If negative balances are encountered, [ ]** field appears. Select “Skip the items with negative balances” or “Do not proceed with the allocation”. If you choose “Do not proceed with the allocation” and negative balances are encountered, the program notifies you with an error message and you can print an exception report to review.  
  
If you chose to process pool items with negative balances, the **If positive balances are encountered, [ ]** field appears. Select “Skip the items with positive balances” or “Do not proceed with the allocation”. If you choose “Do not proceed with the allocation” and positive balances are encountered, the program notifies you with an error message and you can print an exception report to review.
17. In the **If zero or negative balances are present when calculating fees, [ ]** field, select either “Skip the items with zero or negative balances” or “Do not process with the allocation”. If you choose “Do not proceed with the allocation” and negative balances are encountered, the program notifies you with an error message and you can print an exception report to review.

18. Select the Exclusions tab.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Source/Destination Calculation **Exclusions** Output Options

Exclude these transactions from the calculation: Use relative dates for Post Date

Type	Exclude		Post Date	
	Account	Category	# of Days	Basis

< Back Next > Cancel Pre-allocation Report Allocate Now

11/23/2004

19. In the post date options field, make a selection to determine how post dates are entered in the exclusions grid. If you select "Use relative dates for Post Date", the exclude grid displays **Post Date** columns for **# of Days** and **Basis**. In the **Basis** column, you can select either "Day(s) after the start date" or "Day(s) before the end date". If you are using an ending balance to calculate the balances used in the allocation, "Day(s) before the end date" is the only available basis.
- If you select "Use specific dates for Post Date", the exclude grid displays **Post Date** columns for **Basis** and **Dates**. In the **Basis** column you can select either "Before" or "After", depending on the post date you enter and the transactions you want to exclude.
20. In the grid, enter transactions you want to exclude from the balance calculations. You enter the type, either "Debit", "Credit", or "<All>" as well as the GL account, category, and post date information.

21. Select the **Output Options** tab to define post and report options.

The screenshot shows the 'New Allocation' dialog box with the 'Output Options' tab selected. The 'Post Options' section includes a checkbox for 'Post batch automatically when allocation is run', a 'Post date' dropdown set to '<System date>', and a 'Journal' dropdown. Below these is a 'Reference' table with columns 'Field Name' and 'Length'. The table contains four rows: 'Allocation type' (26), '<Hyphen>' (1), 'Allocation pool' (12), and '<Hyphen>' (1). A 'Restore Defaults' button is to the right of the table. The 'Report Format' section includes checkboxes for 'Include transaction distribution detail' and 'Include all pool balances on the exception report', a 'Report orientation' dropdown set to 'Portrait', and a 'Default printer' dropdown set to '\\2KPRINT1\DOC8K'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. The date '11/23/2004' is displayed in the bottom right corner.

Field Name	Length
Allocation type	26
<Hyphen>	1
Allocation pool	12
<Hyphen>	1

22. In the **Post Options** frame, enter the post date and the journal reference for the transactions. To automatically post the batch of transactions created in *Journal Entry* as a result of running the allocation, mark **Post batch automatically when allocation is run**.
23. In the **Reference** grid, you can determine how the journal reference appears. If you edit the references and want to return to program defaults, click **Restore Defaults**.
24. In the **Report Format** frame, you can ensure that the transaction project, class, and transaction code distribution appear on the allocation report by marking **Include transaction distribution detail**.
25. To include all pool balances on the exception report, mark **Include all pool balances on the exception report**.
26. In the **Report orientation** field, select "Portrait" or "Landscape" as the report format.
27. In the **Default printer** field, select the default printer to use.
28. You can print a Pre-allocation report to verify your allocation information by clicking **Pre-allocation Report**. The report prints to the printer you designated on the Output Options tab.
29. Once you have verified the allocation information is correct and are ready to continue, click **Allocate Now**. If you have not yet saved the allocation, the Save Allocation As screen appears.

The screenshot shows the 'Save Allocation Set As' dialog box. It has a 'Set name' text field with a blue highlight, a 'Description' text area, and two checkboxes: 'Others can run this allocation' and 'Others can modify this allocation', both of which are checked. At the bottom are 'Save' and 'Cancel' buttons.

30. In the **Set name** field, enter a name to use for this allocation. You can enter a description in the **Description** field.
31. If you want to allow other users to run or modify this allocation, mark the corresponding checkboxes.
32. Click **Save** to save the allocation. A confirmation message appears.

33. Click **Yes** to proceed. The allocation is processed and the program creates an unposted journal entry batch in **General Ledger** that can be included in financial reports, posted, deleted, and/or left unposted. The batch will be posted automatically if you selected that option on the Output Options tab. Once the allocation is complete, the Allocation Report appears. Look over the report to verify the allocation. You can reuse this allocation when necessary to allocate amounts.

## Indirect Cost Allocations

If your organization is funded by government grants, even partially, indirect cost allocations can help you meet grant guidelines while calculating reimbursable indirect costs. These indirect costs, which your organization may refer to as overhead costs, facilities and administrative costs, or general and administrative costs, are normal operational expenses incurred while carrying out the mission for which the grant was provided, but that are not directly attributable to the purpose of the grant.

Calculating reimbursable indirect costs while meeting strict government guidelines can be a difficult task. However, indirect cost allocations streamlines the process and enables you to successfully recoup reimbursable indirect costs.

With government grants, there is usually an agreed upon rate at which your organization can bill the funding agency (or charge the grant) for indirect costs. Indirect cost allocations allow you to enter that rate, in conjunction with projects and allocation pools, to calculate reimbursable indirect costs that can be billed to the funding agency or charged to the associated grant. You must have both optional modules *Allocation Management* and *Projects and Grants* to use rates, projects, and indirect cost allocations.

If your organization plans to use indirect cost allocations, you will need to add allocation rates and assign them to projects. For more information about adding rates, see “Using Allocation Rates” on page 11. You will also need to create an allocation pool that includes the projects for which you want to perform the indirect cost allocation. For more information about adding pools, see “Using Allocation Pools” on page 4.

This section provides details explaining each field and option that may appear on the indirect cost allocation record tabs and includes a procedure for creating an indirect cost allocation.

## Understanding the Indirect Cost Allocation Record

Each indirect cost allocation you create is recorded on an allocation record consisting of multiple tabs. Like other records in **General Ledger**, the indirect cost allocation record uses tabs to organize information. The options and fields appearing on each tab depend on the allocation information you enter.

This section is designed to provide you with an understanding of the tabs in an indirect cost allocation record and the information stored on these tabs.

## General Tab

The General tab for an indirect cost allocation is where you designate the allocation ID, description, and select the allocation pool. On this tab you also select the projects to be included in the allocation. You can select one or more projects. Each project's indirect cost allocation is calculated independently of other selected projects.

Include?	Project	Project Description	Rate
<input checked="" type="checkbox"/>	1006	Lewis Grant	F&A
<input checked="" type="checkbox"/>	1003	Everett Grant	F&A
<input type="checkbox"/>			

**Allocation ID.** In this field, enter an identifier for the allocation. For example, if you are creating an allocation for indirect costs associated with your utility expenses, a logical ID would be "Utilities".

**Description.** In this field, enter a description that provides more information about the allocation.

**Allocation type.** This field displays the allocation type and is not editable.

**Allocation pool.** From the drop-down, select the allocation pool you want to use. Allocation pools are groups of entities used to determine the relative balances used when allocating amounts. The projects that you want to include in the allocation must be associated with the pool you select. Only allocation pools that are designated for use with indirect cost allocations are available.

**Status.** The **Status** field defaults to Active, which is the normal setting if you want to actively use this allocation. To deactivate an allocation and suspend use in the program, you can access the record and select Inactive. This is an alternative to deleting and is useful if your organization wants to retain the allocation for possible use in the future.

**Project grid.** In this grid, you enter the projects to which the indirect costs should be allocated. The projects must be associated with the selected allocation pool to be added to the grid. The rate for each defaults from the project record, however, you can select a different rate or create a new one. In addition, you can add projects to the grid but exclude them from the allocation by removing the checkmark from the **Include?** column.

**Others can run this allocation.** Mark this checkbox if you want other users to be able to run this allocation.

**Others can modify this allocation.** Mark this checkbox if you want other users to be able to modify this allocation.

## Calculation Tab

For indirect cost allocations, the calculation method is always Net Change. On the Calculation tab you enter default date parameters for the allocation and other calculation options, including whether to process projects with positive and/or negative activity.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General **Calculation** Exclusions Pool Destination Accounts Output Options

**How do you want to calculate the amounts used in the allocation?**

Calculation method: Net Change

**What are the default date parameters?**

Calculate for: This fiscal period 11/01/2004 to 11/30/2004

**Calculation Options**

Calculate the pool activity for each project using: each account's project activity

Process accounts with: Negative activity.

If positive activity is encountered, Skip the items with positive activity

If a project's activity total is negative, Do not proceed with the allocation

< Back Next > Cancel Pre-allocation Report Allocate Now

11/28/2004

**Calculation method.** For indirect cost allocations, the calculation method is always “Net Change” and the is not editable. The method is used in conjunction with date parameters you enter to calculate the balances.

**Calculate for .** In this field select the period of time for which you want to calculate the balances. Possible date options include This fiscal year, Last fiscal year, Next fiscal year, This month, and <Specific range>. Some selections may require entering additional information. For example, if you select <Specific range>, you would need to enter a range in the **As of** and **End** fields that appear. If you select <Specific fiscal year>, you would have to select a fiscal year in the **Fiscal year** field that appears.

**Calculate the pool activity for each project using [ ].** In this field you designate whether to calculate the pool activity for each project using total account activity or each account’s project activity.

**Process accounts with [ ] activity.** In this field you designate whether to process accounts in the allocation pool that have positive, negative, or both types of activity.

**If negative activity is encountered, [ ].** This field appears if you choose to process accounts with positive activity and gives you two choices for handling negative activity. You can select Skip the items with negative activity or Do not proceed with the allocation.

**If positive activity is encountered, [ ].** This field appears if you choose to process pool items with negative activity and gives you two choices for handling positive activity. You can select Skip the items with positive activity or Do not proceed with the allocation.

**If a project’s activity total is negative, [ ].** This field is editable only if you choose to process pool items with negative activity. It gives you three choices for handling a negative activity total. You can select Skip to the next project allocation, Continue the project allocation, or Do not proceed with the allocation.

## Exclusions Tab

On this tab, you enter any transactions you want to exclude from the balance calculations. You enter exclusions in the grid by selecting the transaction type and GL account number. You can enter specific dates to begin or end excluding transactions.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Calculation **Exclusions** Pool Destination Accounts Output Options

Exclude these transactions from the calculation: Use relative dates for Post Date

Exclude			Post Date	
Type	Account	Category	# of Days	Basis
Credit	01-1000-00	Asset		Day(s) after the start date

< Back Next > Cancel Pre-allocation Report Allocate Now

11/28/2004

**Exclude grid.** In this grid you enter transactions you want to exclude from the balance calculations. You enter the type, either Debit, Credit, or <All> as well as the account and post date.

**Use relative dates for Post Date.** If you select this date option, the exclude grid displays **Post Date** columns for **# of Days** and **Basis**. In the **Basis** column, you can select either Day(s) after the start date or Day(s) before the end date. If you are using an ending balance to calculate the balances used in the allocation, Day(s) before the end date is the only available basis.

**Use specific dates for Post Date.** If you select this date option, the exclude grid displays **Post Date** columns for **Basis** and **Dates**. In the **Basis** column you can select either Before or After, depending on the post date you enter and the transactions you want to exclude.

## Pool Tab

**Note:** You can refresh the pool content displayed on the Pool tab by accessing the **Allocation** menu and selecting **Refresh from Pool**.

On the Pool tab, you designate the amount or percent to be allocated for each account associated with each project in the selected pool. You can also choose to exclude specific accounts on this tab.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Calculation Exclusions **Pool** Destination Accounts Output Options

Project (Rate): 1006 (F&A) 1003 (F&A)

**Accounts for Project 1006 (F&A)** Apply to all Projects

Account View: Detail Rate range: 11/01/2004 to 11/30/2004 \$ %

Include?	Account Number	Account Description	Project Account Activity	Amount
<input checked="" type="checkbox"/>	01-5200-00	Office Supplies	\$0.00	\$0.00

Rate range activity total: \$0.00 Project allocation: \$0.00

Rate value: 20.000 % Scale by: 50.000 %

Rate range allocation: \$0.00 \$0.00

Select All Deselect All Reset All

< Back Next > Cancel Pre-allocation Report Allocate Now

11/28/2004

**Project (Rate).** In the **Project (Rate)** box, select a project to review and for which to enter allocation details. The associated accounts appear in the grid. The projects listed in the box are those you entered on the General tab.

**Apply to all Projects.** To apply the current settings to all projects listed in the **Project (Rate)** box, click **Apply to all Projects**. Current settings that can be applied to all include exclusions and percent/amounts for each account.

**Account View.** In this field, you select to view the accounts and activity in the grid in detail or summary. With the detail view, you see all accounts associated with the selected project/rate and set amounts or percentages to use in the calculation. You can also exclude accounts using this view. With the summary view, a sum of all accounts with the same account code is displayed and the other segments are masked.

**Rate range.** It is possible for the rate associated with a project to have multiple values spanning the date range specified for the calculation. If this occurs, multiple calculation date ranges will exist and appear in this field. Multiple rate range allocation amounts will also exist. The account activity displayed for a project is based on the date range selected in this field.

**Accounts for Project Grid.** This grid displays all accounts associated with the project selected in the **Project (Rate)** box. Here, you enter the amount or percent to allocate for each account listed. You can also exclude accounts by removing the checkmark from the corresponding **Include?** checkbox. When you enter an amount or percent for each account, a tally is displayed at the bottom of the tab that takes into consideration the allocation rate and a manual scaling percent.



## Destination Accounts Tab

On the Destination Accounts tab, you enter specific debit and credit accounts for allocating the calculated indirect costs to each project. You can also designate an interfund set to use with the allocation.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Calculation Exclusions Pool **Destination Accounts** Output Options

Project (Rate)

- 1006 (F&A)
- 1003 (F&A)

**Allocate the calculated Indirect Costs to the following accounts for 1006 (FA)**

Interfund:  Apply to all Projects

DR Account Number	DR Account Desc...	Percent	CR Account Number	CR Account

Distribution... Distribute Evenly Attributes... Delete All Remaining: 100.000%

< Back Next > Cancel Pre-allocation Report Allocate Now

11/28/2004

**Interfund.** In the **Interfund** field, select the interfund entry set to use with the allocation. Interfund sets are created in *Configuration* and are used to enter and access transfers between funds. They ensure distributions balance. When you save an interfund entry set, the program verifies the interfund entries in the set produce a balanced post batch. For more information about creating interfund sets, see the *Configuration Guide for General Ledger*.

**Destination accounts grid.** In the destination accounts grid, you specify the destination accounts to use. You must enter at least one distribution allocating the calculated indirect costs to specific debit and credit accounts. The default debit account type is asset and the default credit account type is revenue. The debit and credit accounts default from the corresponding projects and are defined on the Indirect Costs tab of each project record.

**Apply to all Projects.** To use the same destination accounts for all projects associated with the allocation, enter the accounts in the grid and click **Apply to all Projects**.

## Output Options Tab

The Output Options tab is the same for all allocation types. It displays fields for selecting post options and report formats. You can designate a post date, journal, and reference. You can designate report format options including the default printer to use for printing related reports.

**Post batch automatically when allocation is run.** If you mark this checkbox, the batch of transactions created in *Journal Entry* as a result of running an allocation is automatically posted at the end of the allocation run. For indirect cost allocations, one batch is created for all projects. This option is unchecked and disabled if batches must be approved before they can be posted.

**Post date.** In this field you can select either <System date> or <Specific date> as the post date for the batch of transactions created by the allocation. If you select <Specific date> you must enter a date in the **Date** field.

**Date.** The **Date** field appears only if you select <Specific date> in the **Post date** field. Enter the specific date on which you want to post the batch of transactions created by the allocation. You can click the calendar button to help you enter a date.

**Journal.** In this field you select the journal you want to use for the batch of transactions created by the allocation. For example, you could select Accounts Payable. The journals that appear are entries in the Journal table created in *Configuration*.

**Reference grid.** In the Reference grid you enter a specific journal reference format for the batch of transactions created by the allocation.

**Include transaction distribution detail.** Mark this checkbox if you want to include transaction distributions for each entry on the Allocation Report.

**Show all pool accounts.** Mark this checkbox if you want to show all pool accounts on the Allocation Report, including those not processed due to negative balances.

**Report orientation.** In this field you can select Portrait or Landscape to designate the report orientation.

**Default printer.** This field defaults to you system's current default printer. You can select another printer from the list for printing reports related to the allocation.

## Creating Indirect Cost Allocations

With indirect cost allocations you allocate reimbursable indirect costs, like overhead costs, facilities and administrative costs, and/or general and administrative costs, to accounts associated with projects and grants. This enables you to track and calculate reimbursable indirect costs associated with grants. You create indirect cost allocations on the Allocations page in **General Ledger**.

If your organization plans to use indirect cost allocations, you will need to add allocation rates and assign them to projects. For more information about adding rates, see “Using Allocation Rates” on page 11. You will also need to create an allocation pool that includes the projects for which you want to perform the indirect cost allocation. For more information about adding pools, see “Using Allocation Pools” on page 4.

This section provides step-by-step procedures for creating an indirect cost allocation.

### ► Creating an Indirect Cost Allocation

1. From the Allocation Management page, select **Allocations**. The Allocations page appears.
2. Click **New Indirect Cost Allocation**. The New Allocation screen opens on the General tab. If an allocation type other than an indirect misc. allocation was added most recently, you will need to click the small down arrow and select **New Indirect Cost Allocation**, which will then become the button default.

3. In the **Allocation ID** field, enter an identifier for the allocation. For example, if you are creating an allocation for indirect costs associated with your office supply expenses, a logical ID would be “Office Supplies”. The **Status** field defaults to Active, which is the normal setting if you want to actively use this allocation. To deactivate an allocation and suspend use in the program, you can access the allocation record and select “Inactive”.
4. In the **Description** field, enter a description that provides more specific information about the allocation. The **Allocation type** field displays “Indirect Cost Allocation” and is not editable.
5. In the **Allocation pool** field, select the allocation pool you want to use. Allocation pools are groups of entities used to determine the relative balances used when allocating amounts.

6. Once you select a pool, access the grid and enter the projects to which the indirect costs should be allocated. Mark the checkbox in the **Include?** column to include the project in the allocation. The projects that you want to include in the allocation must be associated with the pool you select.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Calculation Exclusions Pool Destination Accounts Output Options

Allocation ID: Office Supplies Status: Active

Description: Finance and Administration office supply cost

Allocation type: Indirect Cost Allocation

Allocation pool: Supplies

Include?	Project	Project Description	Rate
<input checked="" type="checkbox"/>	1006	Lewis Grant	F&A
<input checked="" type="checkbox"/>	1003	Everett Grant	F&A
<input type="checkbox"/>			

☒ Others can run this allocation  
☒ Others can modify this allocation

< Back Next > Cancel Pre-allocation Report Allocate Now

11/30/2004

The rate for each project defaults from the project record. However, you can change it or add a new rate. If you add a new rate here, it will automatically be associated with that project and be visible on the Indirect Costs tab of the project record. You can right-click in the grid to see more options, including the capability to open both project and rate records, and export the grid.

7. If you want other users to be able to run and/or modify this allocation, mark the corresponding checkboxes.

8. Select the Calculation tab. For indirect cost allocations, the calculation method is always “Net Change”.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General **Calculation** Exclusions Pool Destination Accounts Output Options

**How do you want to calculate the amounts used in the allocation?**

Calculation method: Net Change

**What are the default date parameters?**

Calculate for: This fiscal period 11/01/2004 to 11/30/2004

**Calculation Options**

Calculate the pool activity for each project using each account's project activity

Process accounts with Negative activity.

If positive activity is encountered, Skip the items with positive activity

If a project's activity total is negative, Do not proceed with the allocation

< Back Next > Cancel Pre-allocation Report Allocate Now

11/28/2004

9. In the **Calculate for** field, select the period of time for which you want to calculate the balances. Possible date options include This fiscal year, Last fiscal year, Next fiscal year, This month, and <Specific range>. Some selections may require entering additional information. For example, if you select <Specific range>, you would need to enter a range in the **As of** and **End** fields that appear. If you select <Specific fiscal year>, you would have to select a fiscal year in the **Fiscal year** field that appears.
10. In the **Calculate the pool activity for each project using [ ]** field, designate whether to calculate the pool activity for each project using each account's project activity or the total account activity.
- If you calculate using each account's project activity, the account balances are filtered and only those transactions charged to the selected project are used to determine each account's balance. If you select total account activity, the total balance is used regardless of the selected projects.
11. In the **Process accounts with [ ] activity** field, designate whether to process accounts in the allocation pool that have positive, negative, or both types of activity. The remaining fields change depending on your selection here.
- If you chose to process amounts with positive activity, the **If negative activity is encountered, [ ]** field appears. Select Skip the items with negative activity or Do not proceed with the allocation. If you choose Do not proceed with the allocation and negative activity is encountered, the program notifies you with an error message and allows you to print an exception report to review.
- If you chose to process amounts with negative activity, the **If positive activity is encountered, [ ]** field appears. Select Skip the items with positive activity or Do not proceed with the allocation. If you choose Do not proceed with the allocation and positive activity is encountered, the program notifies you with an error message and allows you to print an exception report to review.
12. If you are processing pool items with negative activity, the **If a project's activity total is negative, [ ]** field is editable. Select Skip to the next project allocation, Continue the project allocation, or Do not proceed with the allocation. If you choose Do not proceed with the allocation and a negative activity total is encountered, the program notifies you with an error message and allows you to print an exception report to review.

13. Select the Exclusions tab to enter any transactions you want to exclude from the balance calculations.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Calculation Exclusions Pool Destination Accounts Output Options

Exclude these transactions from the calculation: Use relative dates for Post Date

Exclude			Post Date	
Type	Account	Category	# of Days	Basis
Credit	01-1000-00	Asset		Day(s) after the start date

< Back Next > Cancel Pre-allocation Report Allocate Now

11/28/2004

14. If you selected "Include all dates" for the allocation date range on the Calculation tab, this post date option is disabled. If you did not select "Include all dates", select a post date option. If you select "Use relative dates for Post Date", the exclude grid displays **Post Date** columns for **# of Days** and **Basis**. In the **Basis** column, you can select either "Day(s) after the start date" or "Day(s) before the end date". If you are using an ending balance to calculate the balances used in the allocation, "Day(s) before the end date" is the only available basis.
- If you select "Use specific dates for Post Date", the exclude grid displays **Post Date** columns for **Basis** and **Dates**. In the **Basis** column you can select either "Before" or "After", depending on the post date you enter and the transactions you want to exclude.
15. In the grid, enter transactions you want to exclude from the balance calculations. You enter the type, either "Debit", "Credit", or "<All>", as well as the account and post date.

16. Select the Pool tab to designate the amount or percent to be allocated for each account associated with each project in the selected pool. You can also choose to exclude specific accounts

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Calculation Exclusions **Pool** Destination Accounts Output Options

Project (Rate): 1006 (F&A) 1003 (F&A)

**Accounts for Project 1006 (F&A)** Apply to all Projects

Account View: Detail Rate range: 11/01/2004 to 11/30/2004 \$ %

Include?	Account Number	Account Description	Project Account Activity	Amount
<input checked="" type="checkbox"/>	01-5200-00	Office Supplies	\$0.00	\$0.00

Rate range activity total: \$0.00 Project allocation: \$0.00  
 Rate value: 20.000 % Scale by: 50.000 %  
 Rate range allocation: \$0.00

Select All Deselect All Reset All

< Back Next > Cancel Pre-allocation Report Allocate Now

11/28/2004

17. In the **Project (Rate)** box, select a project for which to enter allocation details. The associated accounts appear in the grid. The projects listed in the box are those you entered on the General tab.
18. In the **Account View** field, you select to view the accounts in the grid in detail or summary. With the detail view, you see all accounts associated with the selected and set amounts or percentages to allocate for each. You can also exclude accounts using this view. With the summary view, a sum of all accounts with the same account code is displayed and the other segments are masked.
19. If the rate associated with a project has multiple values spanning the date range specified for the allocation, multiple calculation date ranges will exist and appear in the **Rate range** field. Select the correct range for the corresponding project. The account activity displayed for a project is based on the date range selected in this field. If the allocation date range for a project extends to before a value is defined for the rate, the rate value will be "<Undefined>" and no allocation will take place for the project with the corresponding date range.
20. The grid displays all accounts associated with the project selected in the **Project (Rate)** box. Enter the amount or percent to allocate for each account listed. Click **\$** to enter amounts or **%** to enter percentages. You can also exclude accounts by removing the checkmark from the corresponding **Include?** checkbox.
- When you enter an amount or percent for each account, a tally is displayed at the bottom of the tab that takes into consideration the allocation rate and a manual scaling percent, which you can define independently for each project and rate displayed in the **Project (Rate)** box on the left.

21. Select the Destination Accounts tab to review and/or edit specific debit and credit accounts for allocating the calculated indirect costs to each project. By default, this tab displays the destination accounts for projects as defined on the project record.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

General Calculation Exclusions Pool **Destination Accounts** Output Options

Project (Rate)  
1006 (F&A)  
1003 (F&A)

**Allocate the calculated Indirect Costs to the following accounts for 1006 (F&A)**

Interfund:  Apply to all Projects

DR Account Number	DR Account Desc...	Percent	CR Account Number	CR Account

Distribution... Distribute Evenly Attributes... Delete All Remaining: 100.000%

< Back Next > Cancel Pre-allocation Report Allocate Now

11/28/2004

22. In the **Interfund** field, you can select an interfund entry set to use with each project and rate pair displayed in the **Project (Rate)** box. Interfund sets are created in *Configuration* and are used to enter and access transfers between funds. They ensure distributions balance. When you save an interfund entry set, the program verifies the interfund entries in the set produce a balanced post batch. For more information about creating interfund sets, see the *Configuration Guide for General Ledger*.

**Tip:** If you right-click while your cursor is in the non-editable rows of the grid, a shortcut menu displays selections for deleting, exporting, and finding.

23. In the destination accounts grid, enter the destination accounts to use when allocating amounts. You must enter at least one distribution allocating the calculated indirect costs to specific debit and credit accounts. The default debit account type is asset and the default credit account type is revenue. If applicable, default destination accounts defined for each project on the project record will be displayed.
24. To use the same destination accounts for all projects associated with the allocation, enter the accounts in the grid and click **Apply to all Projects**.



25. Select the Output Options tab to define post and report options.

The screenshot shows the 'New Allocation' dialog box with the 'Output Options' tab selected. The 'Post Options' section includes a checkbox for 'Post batch automatically when allocation is run', a 'Post date' dropdown set to '<System date>', and a 'Journal' dropdown. Below these is a 'Reference' grid with columns 'Field Name' and 'Length', and a 'Restore Defaults' button. The 'Report Format' section includes checkboxes for 'Include transaction distribution detail' and 'Show all pool accounts', a 'Report orientation' dropdown set to 'Portrait', and a 'Default printer' dropdown set to '\\2KPRINT1\DOC8K'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. The date '11/28/2004' is displayed in the bottom right corner.

26. In the **Post Options** frame, enter the post date and the journal reference for the transactions. To automatically post the batch of transactions created in *Journal Entry* as a result of running the allocation, mark **Post batch automatically when allocation is run**.
27. In the **Reference** grid, you can determine how the journal reference appears. If you edit the references and want to return to program defaults, click **Restore Defaults**.
28. In the **Report Format** frame, you can ensure that the transaction project, class, and transaction code distribution appear on the allocation report by marking **Include transaction distribution detail**.
29. To show all pool accounts, including those not processed due to negative balances, mark **Show all pool accounts**.
30. In the **Report orientation** field, select “Portrait” or “Landscape” as the report format.
31. In the **Default printer** field, select the default printer to use.
32. You can print a Pre-allocation report to verify your allocation information by clicking **Pre-allocation Report**. The report prints to the printer you designated on the Output Options tab.
33. Once you have verified the allocation information is correct and are ready to continue, click **Allocate Now**. A confirmation message appears.
34. Click **Yes** to proceed. The program calculates data for each project, in the order they are listed on the General tab, and creates an unposted allocation batch containing journal entries for each of the selected projects. The batch will be posted automatically if you selected that option on the Output Options tab. Once the allocation process is complete, a the Allocation Report report appears. Look over the report to verify the allocation. You can reuse this allocation when necessary to allocate amounts.

## Managing Allocations

**Note:** To edit an allocation, open the saved allocation file and make the necessary changes.

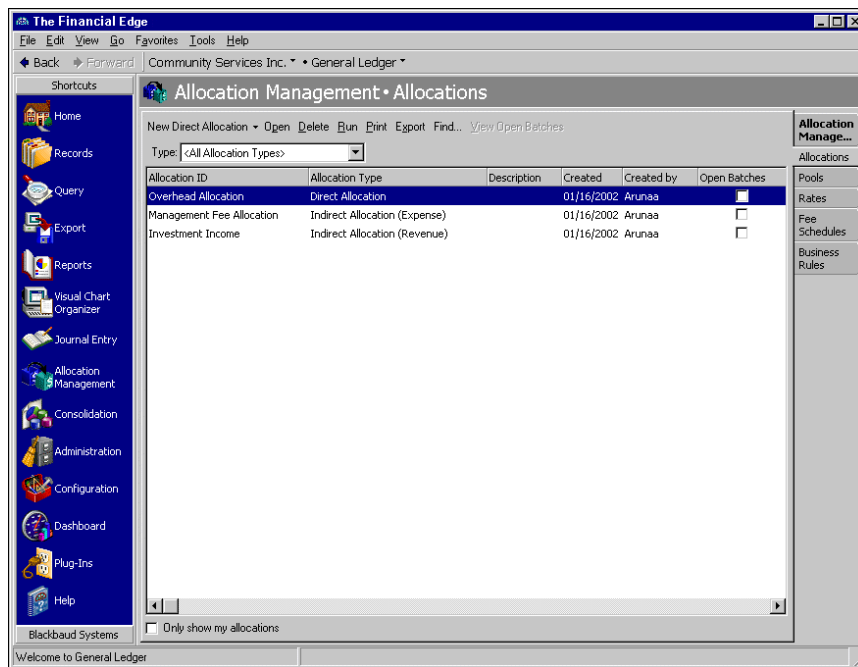
After creating allocations, you can run them efficiently from the Allocations page, which you access from the Allocation Management page in **General Ledger**. The Allocations page is the central location for managing all your allocations. From this page, you not only run your allocations, you print, edit, and delete them. From the Allocations page, you can also efficiently access non-posted batches of transactions created as a result of running allocations. These open batches can be viewed, posted, and deleted all from the Allocations page.

**Note:** You can delete an allocation you no longer use by highlighting it on the Allocations page and clicking **Delete** on the action bar.

This section provides step-by-step procedures for running and printing allocations.

#### ► Running an allocation

1. From the Allocation Management page, select **Allocations**. The Allocations page appears.
2. On the Allocations page, highlight the allocation you want to run.



3. On the action bar, click **Run**. If the program is set to system defaults, a confirmation screen appears asking if you are sure you want to perform the allocation.
4. To continue running the allocation, click **Yes**. The allocation process begins.

5. Once the process is complete, a confirmation screens appears notifying you of success or failure. If the allocation is successful, the program either creates an unposted journal entry batch in **General Ledger** that needs to be manually posted or automatically posts the batch. If a batch is created in **General Ledger** to be posted manually, an Allocation Report appears displaying allocation information.

05/06/2002 05:32:14 P Community Services Inc. Page 1  
Allocation Report

Allocation to: Management Fee Allocation  
Allocation type: Indirect Allocation (Expense)  
Allocation pool: Investment Pool for Interest Income and Management Fee  
Source account: Project  
Destination account: Management Fee  
Balance calculation method: Average Daily Balance for 01/01/2002 to 03/31/2002

Account Number	Account Description	Average Daily Balance
1003 01-1920-40	Investment	\$109,834.47
Total for 1003:		\$109,834.47
1008 01-1920-40	Investment	\$10,000.00
Total for 1008:		\$10,000.00
1007 01-1920-40	Investment	\$15,000.00
Total for 1007:		\$15,000.00
1005 01-1920-40	Investment	\$13,833.00
Total for 1005:		\$13,833.00

If the batch is automatically posted, a Post Report appears displaying information about the transactions allocated and posted. Look over the report that appears to verify the allocation.

6. Close the report to return to the Allocations page.

► **Printing an allocation**

1. On the Allocations page, highlight the allocation you want to print.

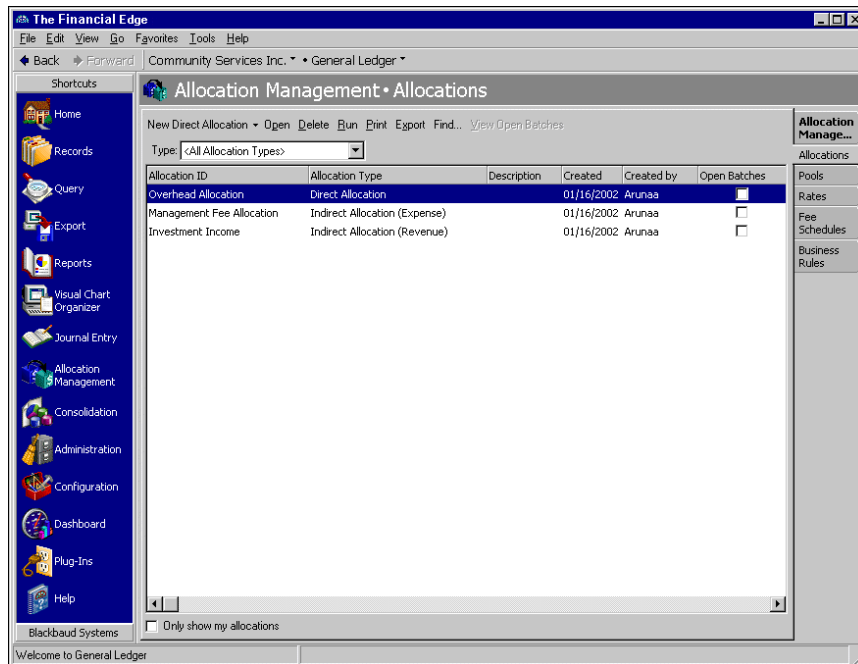
The Financial Edge  
File Edit View Go Favorites Tools Help  
Community Services Inc. • General Ledger •  
Allocation Management • Allocations  
New Direct Allocation • Open Delete Run Print Export Find... View Open Batches  
Type: <All Allocation Types>  
Allocation ID Allocation Type Description Created Created by Open Batches  
Overhead Allocation Direct Allocation 01/16/2002 Arunaa  
Management Fee Allocation Indirect Allocation (Expense) 01/16/2002 Arunaa  
Investment Income Indirect Allocation (Revenue) 01/16/2002 Arunaa  
Blackbaud Systems  
Welcome to General Ledger

2. On the action bar, click **Print**. The allocation record prints on the default printer.

### ► Viewing, posting, and deleting open allocation batches

The View Open Batches screen provides an efficient way to open and view non-posted batches of transactions generated by an allocation. You can also post and delete open batches from the View Open Batches screen.

1. From the Allocation Management page, select **Allocations**. The Allocations page appears.
2. On the Allocations page, highlight the allocation associated with the open batches you want to view, post, or delete.



3. On the action bar, click **View Open Batches**. The Open Batches screen appears displaying the non-posted batches associated with the selected allocation.
4. To open a batch displayed in the grid and view individual transactions, highlight a batch and click **Open** or double-click the batch. You can have only one batch record open at a time. Close the batch record to return to the Open Batches screen.
5. To post an open batch, mark the corresponding checkbox and click **Post**. For more information about posting batches, see “Posting a Batch” on page 21.
6. To delete a non-posted batch, mark the corresponding checkbox and click **Delete**.
7. To exit the Open Batches screen, click **Close**.

## Simple Allocations

Simple Allocations provides an easy way to create an allocation in one complete process, making the setup and maintenance of your allocations easier.

When you create a simple allocation, the pool and allocation set are combined into one allocation. You can also set up multiple pools and multiple bases within this one allocation, which make your allocations more inclusive of your transaction data.

Keep in mind, you can still create regular allocations using the Allocations, Pools, Rates, Fee Schedules, and Business Rules tabs. Simple Allocations provides an alternate way to allocate amounts from one account to another.

## What are the differences between regular allocations and simple allocations?

- When you create a simple allocation, the pool and allocation set are combined into one allocation. Within this allocation, you can also set up multiple pools and multiple bases, which make your allocations more inclusive of your transaction data.
- When you create a simple allocation, the entire setup process is done at once. This makes setup and maintenance easier because everything is centralized. With regular allocations, you create the pools, rates, and fee schedules in separate areas.
- With simple allocations, you cannot allocate off equity balances, so if you have this need, we recommend you create regular allocations.
- Because pools can be ranges in a simple allocation, it does not differentiate between closed fiscal years. It includes all sums of transactions. If your calculation date range extends across fiscal years, you can get unexpected results.

## Simple Allocations Process

The Simple Allocations page within *Allocation Management* displays all the simple allocations in your system, including name, description, when it was created, and if it has associated open batches.

To access the Simple Allocations page, select the Simple Allocations tab from *Allocation Management*. From this page, you can add, edit, and delete allocations, as well as run and print allocations.

The following steps walk you through the basic process of creating a simple allocation. For more detailed information about a particular tab, select the link within the step.

**Step 1.** On the Pool tab of the simple allocation record, enter the amount to be allocated, or specify the criteria you want to base the calculation on. You make your selection in the **What is the amount to be allocated?** field. For more information about the Pool tab, see “Pool Tab” on page 83.

**Step 2.** On the Basis tab of the simple allocation record, enter how the pool is distributed to the destination accounts. An allocation pool will be created from the selections you make on this tab. For more information about the Basis tab, see “Basis Tab” on page 84.

**Step 3.** On the Calculation and Dates tab of a the simple allocation record, enter how you want to calculate the amounts used in the allocation pool. You have several options for entering this information. The fields on the screen change based on your selection in the Calculation method field. For more information about the Calculations and Dates tab, see “Calculation and Dates Tab” on page 85.

**Step 4.** On the GL Entries tab of the simple allocation record, specify the source and destination accounts for the allocation. The Source accounts will be credited, and the Destination accounts will be debited. For more information about the GL Entries tab, see “GL Entries Tab” on page 88.

**Step 5.** On the Options tab, enter your post options, including the post date and journal reference. You can enter default report options for the Pre-allocation Report, including the printer you want to use. For more information about the Options tab, see “Options Tab” on page 89.

**Step 8.** Review the allocation information and make any necessary changes. You can preview or print the Pre-allocation Report at this time to verify that the allocation amounts and information are correct before actually running the allocation.

**Step 9.** Once you verify that the allocation amounts and parameters are correct, run the allocation by clicking **Allocate Now** on the New Allocation screen. This creates an unposted journal entry batch in **General Ledger** that can be included in financial reports, posted, deleted, and/or left unposted. You can also have the batch post automatically by marking the corresponding checkbox on the Options tab.

## Simple Allocation Record

Each simple allocation you create is recorded on an allocation record consisting of multiple tabs. The fields on these tabs change based on the selections you make.

This section is designed to provide you with an understanding of the tabs on an simple allocation record and the information stored on these tabs.

### Pool Tab

On the Pool tab, enter the amount to be allocated. You have two options for entering this information. Make your selection in the **What is the amount to be allocated?** field. The fields on the screen change based on your selection.

If you select “Calculate amounts based on a set of criteria,” the following screen appears:

**What is the amount to be allocated?** Calculate amounts based on a set of criteria

Allocate the amounts in the accounts based on the criteria below.

Filters	Include	Selected Filters
Accounts	All	<All Accounts>
Funds	All	<All Funds>
Account Codes	All	<All Account Codes>
Department(s)	All	<All Department(s)>
Account Attributes	All	<All Account Attributes>
Projects	All	<All Projects>
Project Attributes	All	<All Project Attributes>
Classes	All	<All Classes>
Mission(s)	All	<All Mission(s)>
Spendable/Non-Spendable(s)	All	<All Spendable/Non-Spendable(s)>
Performance(s)	All	<All Performance(s)>
The Raiser's Edge(s)	All	<All The Raiser's Edge(s)>
Transaction Attributes	All	<All Transaction Attributes>

< Back   Next >   Cancel   Pre-allocation Report   Allocate Now

06/04/2014

**Allocate the amounts in the accounts based on the criteria below.** In this grid, select the criteria you want to use to build the allocation pool, which is the total amount for allocation to other accounts. The grid displays a list of filters.

If you select “An entered amount,” the following screen appears:

New Allocation

Save and Close Print Copy Paste Find Help ?

Pool Basis Calculation and Dates GL Entries Options

What is the amount to be allocated? An entered amount

Amount:

< Back Next > Cancel Pre-allocation Report Allocate Now

Press F7 for calculator 06/04/2014

**Amount.** In this field, specify the dollar amount to allocate instead of calculating a balance. This amount represents the allocation pool.

## Basis Tab

On the Basis tab, enter how the pool amount is distributed to the destination accounts.

New Allocation

File Edit View Allocation Favorites Tools Help

Save and Close Print Copy Paste Find Help ?

Pool Basis Calculation and Dates GL Entries Options

How will the Pool amount(s) be distributed to the destination accounts?

The Pool amount(s) will be distributed across each Basis Element selected below. The amount distributed to each Basis Element will be determined by multiplying the Pool amount(s) by the ratio of the Basis Element balance to the sum of all the Basis Element balances.

Filters	Include	Selected Filters
Funds	None	<None>
Account Codes	None	<None>
Department(s)	None	<None>
Projects	None	<None>
Classes	None	<None>

The balance of each Basis Element selected above can be further filtered using the criteria defined below.

Filters	Include	Selected Filters
Accounts	All	<All Accounts>
Funds	All	<All Funds>
Account Codes	All	<All Account Codes>
Department(s)	All	<All Department(s)>
Projects	All	<All Projects>

< Back Next > Cancel Pre-allocation Report Allocate Now

06/04/2014

The pool amount is distributed across each basis element you select in the top grid. The amount distributed to each basis element is determined by multiplying the pool amount by the ratio of the basis element to the sum of all the basis element balances. In the bottom grid, you can further filter the balances of these basis elements.

## Calculation and Dates Tab

On the Calculation and Dates tab you specify how to calculate the amounts used in the allocation pool. You have several options for entering this information. The fields on the screen change based on your selection in the Calculation method field.

If you select “Net change of activity over time,” the following screen appears:

The screenshot shows the 'New Allocation' window with the 'Calculation and Dates' tab selected. The window has a menu bar (File, Edit, View, Allocation, Favorites, Tools, Help) and a toolbar. Below the toolbar are tabs for Pool, Basis, Calculation and Dates, GL Entries, and Options. The main content area is titled 'How do you want to calculate the amounts used in the Pool and the Basis?'. It contains a 'Calculation method' dropdown set to 'Net change of activity over time' and a 'Percent to allocate' text box with '100.000'. A warning message states: 'Expense, Revenue, Transfer, Gain, Loss, and Gift accounts roll into the Net Assets account at the end of the fiscal year. If your calculation date range extends across fiscal years, you may get unexpected results.' Below this is the 'Dates to consider' section with a 'Date range' dropdown set to '<Undefined date range>'. The 'Additional Options' section includes a checkbox for 'Include accounts or basis items with' (set to 'Positive') and a checkbox for 'Stop the allocation process if negative amount is encountered' (unchecked). At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. The status bar at the bottom right shows the date '06/04/2014'.

**Percent to allocate.** Enter the percent to allocate the selected account.

**Dates to consider.** Select the period of time for which you want to calculate the balances. Possible date options include This fiscal year, Last fiscal year, Next fiscal year, This month, and <Specific range>. Some selections may require entering additional information. For example, if you select <Specific range>, you would need to enter a range in the **As of** and **End** fields that appear. If you select <Specific fiscal year>, you would have to select a fiscal year in the **Fiscal year** field that appears.

**Additional Options.** In this frame you can filter accounts with negative, positive or both negative and positive balances. You can also choose to stop the allocation process if a positive amount is encountered.



If you select “Average daily balance,” the following screen appears:

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

Pool Basis Calculation and Dates GL Entries Options

**How do you want to calculate the amounts used in the Pool and the Basis?**

Calculation method: Average daily balance Percent to allocate: 100.000

Expense, Revenue, Transfer, Gain, Loss, and Gift accounts roll into the Net Assets account at the end of the fiscal year. If your calculation date range extends across fiscal years, you may get unexpected results.

**Dates to consider**

Date range: <Undefined date range>

**Additional Options**

Include accounts or basis items with Positive balances

☐ Stop the allocation process if negative amount is encountered

< Back Next > Cancel Pre-allocation Report Allocate Now

06/04/2014

**Percent to allocate.** Enter the percent to allocate the selected account. This percentage refers to only the expense pool.

**Dates to consider.** Select the period of time for which you want to calculate the balances. Possible date options include This fiscal year, Last fiscal year, Next fiscal year, This month, and <Specific range>. Some selections may require entering additional information. For example, if you select <Specific range>, you would need to enter a range in the **As of** and **End** fields that appear. If you select <Specific fiscal year>, you would have to select a fiscal year in the **Fiscal year** field that appears.

**Additional Options.** In this frame you can filter accounts with negative, positive or both negative and positive balances. You can also choose to stop the allocation process if a positive amount is encountered.

If you select “Ending balance,” the following screen appears:

The screenshot shows the 'New Allocation' dialog box with the following settings:

- Calculation method:** Ending balance
- Percent to allocate:** 100.000
- Dates to consider:** Date range: <Undefined date range>
- Additional Options:**
  - Include accounts or basis items with: Positive balances
  - ☐ Stop the allocation process if negative amount is encountered

At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. The date '06/04/2014' is displayed in the bottom right corner.

**Percent to allocate.** Enter the percent to allocate the selected account.

**Dates to consider.** Enter the date on which you want to calculate the balances.

**Additional Options.** In this frame you can filter accounts with negative, positive or both negative and positive balances. You can also choose to stop the allocation process if a positive amount is encountered.

If you select “Average of each fiscal period’s end balance,” the following screen appears:

The screenshot shows the 'New Allocation' dialog box with the following settings:

- Calculation method:** Average of each fiscal period's end balance
- Percent to allocate:** 100.000
- Dates to consider:**
  - Date range: <Specific fiscal periods>
  - Start year: This fiscal year
  - End year: This fiscal year
  - As of period: This fiscal period
  - End period: This fiscal period
- Additional Options:**
  - Include accounts or basis items with: Positive balances
  - ☐ Stop the allocation process if negative amount is encountered

At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Pre-allocation Report', and 'Allocate Now'. The date '06/04/2014' is displayed in the bottom right corner.

**Percent to allocate.** Enter the percent to allocate the selected account.

**Dates to consider.** Select the period of time for which you want to calculate the balances. Possible date options include This fiscal year, Last fiscal year, Next fiscal year, This month, and <Specific range>. Some selections may require entering additional information. For example, if you select <Specific range>, you would need to enter a range in the **As of** and **End** fields that appear. If you select <Specific fiscal year>, you would have to select a fiscal year in the **Fiscal year** field that appears.

**Additional Options.** In this frame you can filter accounts with negative, positive or both negative and positive balances. You can also choose to stop the allocation process if a positive amount is encountered.

## GL Entries Tab

On the GL Entries tab, you specify the source and destination accounts. The Source accounts will be credited, and the Destination accounts will be debited.

**New Allocation**

Save and Close

Pool | Basis | Calculation and Dates | **GL Entries** | Options

**Source accounts** Interfund set: 01

When creating GL entries for the source accounts all Basis Items use a specific account

Source GL Entry Account	
Account Number	Account Description
1	

Override Distribution... Use Distribution from Pool

**Destination accounts**

When creating GL entries for the destination accounts all Basis Items use a specific account

Destination GL Entry Account	
Account Number	Account Description
1	

Override Distribution... Use Distribution from Basis

< Back Next > Cancel Pre-allocation Report Allocate Now

06/04/2014

When selecting the source and destination accounts, you can choose from the following:

- All Basis Items use a specific account
- All Basis Items use the Pool accounts
- Each Basis item uses a separate account

If you have a basis with the percentages not evenly split, you can choose to override the distribution or to use the distribution from the basis. If you select to override, the distribution will still show.

## Options Tab

The Options tab displays fields for selecting post options and report formats. For example, you can designate a post date, journal, and reference. You can designate report format options including the default printer to use for printing related reports.

**Post Options**

☐ Post batch automatically when allocation is run

Post date: <System date>

Journal: Journal Entry

Reference:

Field Name	Length
Allocation set name	50
<Hyphen>	1
Allocation date	10

Restore Defaults

**Report Format**

☐ Include transaction distribution detail

Report orientation: Landscape

< Back Next > Cancel Pre-allocation Report Allocate Now

06/04/2014

**Post batch automatically when allocation is run.** If you mark this checkbox, the batch of transactions created in *Journal Entry* as a result of running an allocation is automatically posted at the end of the allocation run. This option is unchecked and disabled if batches must be approved before they can be posted.

**Post date.** In this field you can select either <System date> or <Specific date> as the post date for the batch of transactions created by the allocation. If you select <Specific date> you must enter a date in the **Date** field.

**Date.** The **Date** field appears only if you select <Specific date> in the **Post date** field. Enter the specific date on which you want to post the batch of transactions created by the allocation. You can click the calendar button to help you enter a date.

**Journal.** In this field you select the journal you want to use for the batch of transactions created by the allocation. For example, you could select Accounts Payable. The journals that appear are entries in the Journal table created in *Configuration*.

**Reference grid.** In the Reference grid you enter a specific journal reference format for the batch of transactions created by the allocation.

**Include transaction distribution detail.** Mark this checkbox if you want to include transaction distributions for each entry on the Allocation Report.

**Include all pool balances on the exception report.** Mark this checkbox if you want to include all pool balances on the report. Marking this checkbox may lengthen the exception report.

**Report orientation.** In this field you can select Portrait or Landscape to designate the report orientation.

**Default printer.** This field defaults to you system's current default printer. You can select another printer from the list for printing reports related to the allocation.

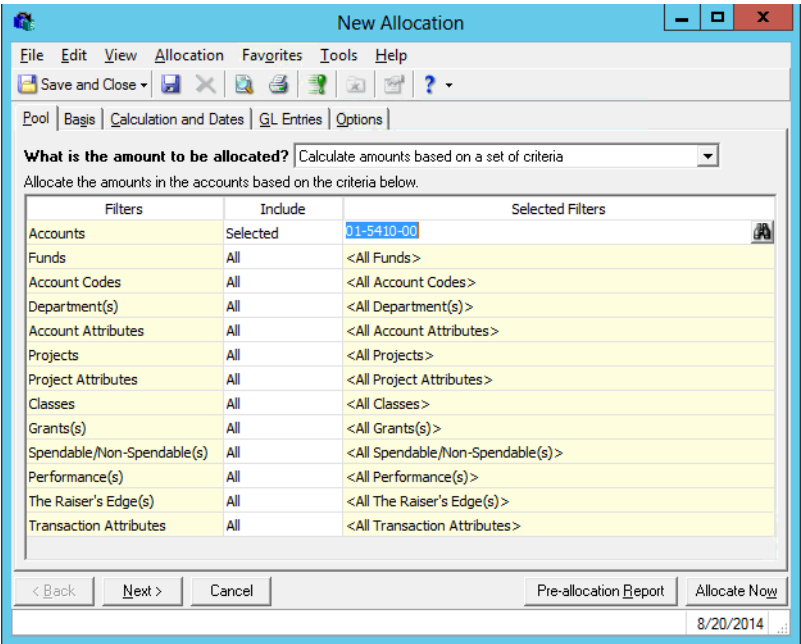
# Simple Allocations Example

A common scenario for creating an allocation might be allocating investment revenue, or the expense of a phone bill, to programs or departments within your organization. You might base the amount on each department’s salary expense, or perhaps total expenses.

For example, let’s say you want to allocate office supplies among your projects against salary expense. Simple allocations offers an easy way to handle this scenario. The following procedure walks you through this process.

► **Allocate office supplies against salary expense**

- 1. From the Allocation Management page, select the Simple Allocations tab. The Simple Allocations page appears.
- 2. Click **New**. The New Allocation screen appears. On the Pool tab, we want to specify “office supplies” as what we want to allocate.
- 3. In the **What is the amount to be allocated** field, select “Calculate amounts based on a set of criteria.”



The account selected is the Office Supplies expense account.

- 4. Select the Basis tab. On the Basis tab, we want to enter how the pool amount is distributed to the destination accounts.

5. In the top grid, we selected “All” projects as the basis element. In the bottom grid, we select the “5000” account codes to further filter the balances. The 5000 account code represents the salary accounts.

**Note:** The amount distributed to each basis element is determined by multiplying the pool amount by the ratio of the basis element to the sum of all the basis element balances.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

Pool Basis Calculation and Dates GL Entries Options

**How will the Pool amount(s) be distributed to the destination accounts?**

The Pool amount(s) will be distributed across each Basis Element selected below. The amount distributed to each Basis Element will be determined by multiplying the Pool amount(s) by the ratio of the Basis Element balance to the sum of all the Basis Element balances.

Filters	Include	Selected Filters
Funds	None	<None>
Account Codes	None	<None>
Department(s)	None	<None>
Projects	All	<All Projects>
Classes	None	<None>

The balance of each Basis Element selected above can be further filtered using the criteria defined below.

Filters	Include	Selected Filters
Accounts	All	<All Accounts>
Funds	All	<All Funds>
Account Codes	Selected	5000
Department(s)	All	<All Department(s)>
Projects	All	<All Projects>

< Back Next > Cancel Pre-allocation Report Allocate Now

8/20/2014

In this example, we have now selected transactions for all the projects in the system, and filtered only those in account code 5000 to create a pool of accounts. To distribute among projects, projects must be selected in the top grid.

6. Select the Calculation and Dates tab. On this tab, we want to specify how to calculate the amounts used in the allocation pool.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

Pool Basis Calculation and Dates GL Entries Options

**How do you want to calculate the amounts used in the Pool and the Basis?**

Calculation method: Ending balance Percent to allocate: 100.000

**Dates to consider**

Date range: <Specific fiscal period> 8/1/2014

Fiscal year: This fiscal year As of period: This fiscal period

**Additional Options**

Include accounts or basis items with Positive balances

☐ Stop the allocation process if negative amount is encountered

< Back Next > Cancel Pre-allocation Report Allocate Now

8/20/2014

7. In the **Calculation method** field, select “Ending balance.”
8. In the **Dates to consider** frame, select “Specific fiscal period” as the date range.
9. Select the **GL Entries** tab. On this tab, we want to specify the source and destination accounts. The Source accounts will be credited, and the Destination accounts will be debited.

**New Allocation**

File Edit View Allocation Favorites Tools Help

Save and Close

Pool Basis Calculation and Dates **GL Entries** Options

**Source accounts** Interfund set: [dropdown]

When creating GL entries for the source accounts: all Basis Items use the Pool accounts [dropdown]

Source GL Entry Account		
	Account Number	Account Description
1	01-5410-00	Office Supplies

Override Distribution... Use Distribution from Pool

**Destination accounts**

When creating GL entries for the destination accounts: all Basis Items use a specific account [dropdown]

Destination GL Entry Account		
	Account Number	Account Description
1	01-7000-00	Transfers

Override Distribution... Use Distribution from Basis

< Back Next > Cancel Pre-allocation Report Allocate Now

8/20/2014

10. Next select the **Options** tab. On the **Options** tab, you can select post options and report formats. For example, you can designate a post date, journal, and reference. You can designate report format options including the default printer to use for printing related reports.

# Index



## A

- adding
  - fee schedules 9
  - indirect allocations
    - expense 47
    - income 53
  - indirect cost rate 11
  - portfolio allocations 14
- allocation
  - components
    - rates 3
  - deleting open batches 81
  - direct 18, 65, 81
  - managing 78
  - posting open batches 81
  - printing 80
  - running an allocation 79
  - summary of process 3
  - types
    - direct 3
    - indirect 3
    - indirect cost 3
  - viewing open batches 81
- Allocation Management*
  - overview 1
- allocation pool
  - adding 5
  - defined 3
  - overview 4, 82, 83
- allocation process, summary 3
- allocation rates
  - defined 3
- allocations
  - defined 3
  - finding 16
  - opening 16
  - overview 15

## C

- creating
  - allocation pools 5

## D

- direct allocation

- adding 33
- calculation tab 22
  - when allocating actual amounts 23
  - when allocating budget amounts 24
- destination tab 22
- exclusions tab 25
- general tab 18
- output options tab 26
- overview 18, 81
- reallocating amounts 33
- source tab 20
- source/destination tab 20

## E

- expense, indirect allocation 39

## F

- fee schedule
  - adding 9
  - defined 3
  - overview 8
- finding allocations 16

## I

- income, indirect allocation 39
- indirect allocation
  - adding
    - expense 47
    - income 53
    - miscellaneous 59
  - calculation tab 44
  - destination tab 43
  - exclusions tab 45
  - expense 39
  - general tab 40
  - income 39
  - miscellaneous 39
  - output options tab 46
  - overview 39
  - records 39
  - source tab 42
  - source/destination tab 41
- indirect cost allocation



- adding 72
- calculation tab 67
- destination accounts tab 70
- exclusions tab 68
- general tab 66
- output options tab 71
- overview 65
- pool tab 68
- indirect cost rates
  - adding 11

## *M*

- managing
  - allocations
    - overview 78
    - printing 80
    - running 79
- miscellaneous, indirect allocation 39

## *O*

- opening allocations 16

## *P*

- pool
  - adding 5
  - allocation 4, 82, 83
  - defined 3
- portfolio allocations
  - adding 14
- printing allocations 80

## *R*

- reallocating amounts 33
- record
  - direct allocations 18
  - indirect cost allocations 65
- running allocations 79

## *S*

- summary
  - allocation process 3