

Allocating Expenses in MyExpense

With **MyExpense**, you can easily allocate expenses to different SpeedTypes or Business Unit/ Dept ID (Cost Center*) /Fund/Project/Function combinations. This guide contains the steps necessary to:

- Log into **MyExpense**
- Allocate expenses on an Expense Report to different SpeedTypes or Chartstrings

*Cost Center is entered in the Department ID field in **MyExpense**

Logging into MyExpense

Log into [MyAccess](#) (not shown)

Scroll down to locate and select **MyExpense** from the applications menu. If you have set MyAccess to display “Favorites”, you may need to change to “All Apps” or search for **MyExpense**. The **MyExpense** homepage will display in a new tab.

Creating or Accessing an Expense Report

To allocate Expenses, you need to access an existing report, or create a new Expense Report.

- 1 From the **MyExpense** homepage, click the **Expense** menu. The **Active Reports** page displays.
- 2 Click **+ Create New Report** to begin a new Expense Report. See the job aid [Creating an Expense Report in MyExpense](#) for detailed instructions

OR

- 3 Click the title of the existing report and **continue** to select the report and allocate expenses following *this* job aid

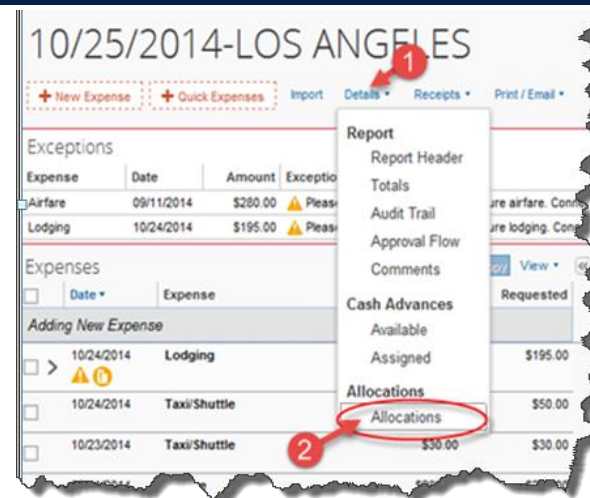
The Expense Report page displays upon completion of either method.



Open the Allocations Pane

- 1 From the Expense Report page, click **Details**
- 2 From the Details list, click **Allocations**

The Allocations pane displays.



Allocating Expenses in MyExpense

Allocating Expenses

- 1 Select the expenses to allocate using the checkboxes next to each expense line

Hint: To avoid repeating the following steps for each line you need to allocate, we suggest you check the highlighted check all box next to the date sort (a) so you can allocate all expense lines at once.

- 2 Check the boxes next to the lines you need to allocate, then click the **Allocate Selected Expenses** button

- 3 Choose whether to allocate by **Percentage** (default) or **Amount** using the **Allocate By** drop-down menu

- 4 You can change the **Business Unit** and **Dept ID** (Cost Center) using the dropdown menus. Remember that **Business Unit** is **not** part of SpeedType and you may need to change the **Business Unit** for each allocation.

The screenshots illustrate the steps for allocating expenses in MyExpense. The first screenshot shows the 'Expense List' with checkboxes for selection. The second screenshot shows the 'Allocate Selected Expenses' button highlighted. The third screenshot shows the 'Allocate By' dropdown menu. The fourth screenshot shows the 'Business Unit' and 'Dept ID' dropdown menus.

Date	Expense	Group	Amount
09/11/2014	Airfare		\$280.00
10/23/2014	Taxi/Shuttle		\$30.00
Lodging			
10/22/2014	Lodging		\$97.50
10/23/2014	Lodging		\$97.50
10/24/2014	Taxi/Shuttle		\$50.00

Allocate By	Business Unit	Dept ID	Speed Type	Fund	Project
Percentage	(SFCMP) Univ...	40804			

After you select the **Dept ID** (Cost Center), you may search for and enter **either** a Speed Type **or** manually enter the Fund, Project, Activity Period, Function, and Flex Field (optional). You will receive an error message if you enter both.

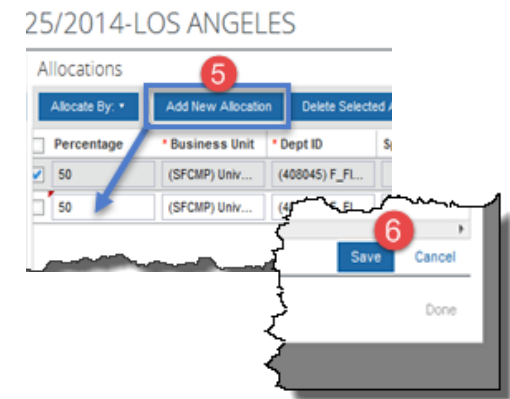
Note that **Activity Period** is required for Sponsored Projects; for all other projects or Speed Types that do not specify an Activity Period, select **N/A** from the drop-down.

Allocating Expenses in MyExpense

- 5 If additional lines are needed, use the **Add New Allocation** button and enter the required chartfield information for the new line. Repeat as many times as necessary.

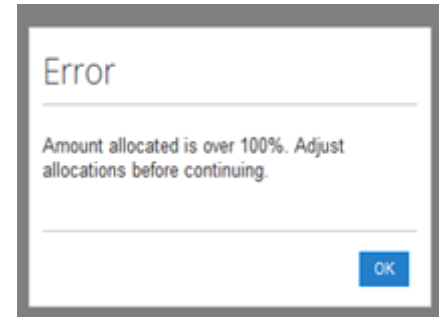
***Note:** Be sure that percentages of all lines total 100, or validate amounts if using the amount method.

- 6 When finished, click the **Save** button in the lower right-hand corner.



Correcting Allocation Errors and Saving

If you have not allocated all of the selected expenses, or if you have allocated more than 100 percent of the total amount, you will receive a warning message. Click **OK** and make sure all percentages or amounts are correct, then click **Save** again.



- 1 When all allocation errors are cleared, the Success popup window will display. Click **OK**.
- 2 Click the **Done** button in the lower right-hand corner of the allocation window.

