


# Expense – Allocations



Select *Allocate*

New York Trip - October 2022 \$791.95  Submit Report

Not Submitted

Report Details ▼ Print/Share ▼ Manage Receipts ▼

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▼ View: Standard ▼

<input checked="" type="checkbox"/>	Alerts <span>↑↓</span>	Receipt <span>↑↓</span>	Payment Type <span>↑↓</span>	Expense Type <span>↑↓</span>	Vendor Details <span>↑↓</span>	Date <span>☰</span>	Requested <span>↑↓</span> <span>▼</span>
<input checked="" type="checkbox"/>			Due To Traveler	Hotel	Marriott Hotels New York, New York	12/06/2014	\$791.95 Itemized <span>▼</span>
							<b>\$791.95</b>

Check box to allocate expense

Allocate ×

Expenses: 9 | \$791.95

Percent	Amount
Amount \$791.95	Allocated \$791.95 100%
Default Allocation	Remaining \$0.00 0%

Code: *Default* Percent %  
100

Add Edit Remove

Select *Add*

# Expense – Allocations

*Cost Object defaults to home Cost Object*



Add Allocation ✕

\* Required field

\*NBCUni Custom 01-Cost Object 2

▼ (A08309144) TRAVEL

GL Reference \* 3

▼ A083.A083A09144.60

Market

▼ \*None

Territory

▼ \*None

Cancel **Save**

*Type in code provided*



*Select Cost Object*



Add Allocation ✕

\* Required field

\*NBCUni Custom 01-Cost Object 2

▼ A08309119

GL Reference \* 3

▼ (UHP-J0A304003-J0A3.J0A3JN4000.50) J0A3.J0A3JN4000.50

Market

▼ \*None

Territory

▼ \*None

Cancel **Save**

**Note:** Employee may only type numbers, letters, and periods. All hyphens must be omitted. Enter cost object one character at a time, rather than using copy & paste. Once option appears in the list, click on it, do not use the tab button.

# Expense – Allocations

Add Allocation

✕

\* Required field

\*NBCUni Custom 01-Cost Object

2

▼ (A08309119) DIVERSITY

GL Reference \*

3

▼ Search by Code

Market

Most Recently Used

(UHP-J0A304003-J0A3.J0A3JN4000.50) J0A3.J0A3JN4000.50

Territory

A083.A083A09119.60

▼ \*None

GL Reference field automatically populates based on Cost Object; click on it to add



Cancel

Save

Add Allocation

✕

GL Reference \*

3

▼ A083.A083A09119.60

Market

▼ \*None

Territory

▼ \*None

Film/TV Account Code ?

▼ Search by Code

Enter Market, Territory and/or Film/TV Account Code



GL Reference has been added

Cancel

Save

# Expense – Allocations

Allocate ✕

Expenses: 9 | \$791.95 | [View Allocation Group](#)

Percent	Amount
Amount	\$791.95
Allocated	\$791.95
Remaining	\$0.00
Default Allocation	
Code	Default
Percent %	0


**Add** **Edit** **Remove**

<input type="checkbox"/>	*NBCUni Custom 01-Cost Object ↑↓	GL Reference ↑↓	Market ↑↓	Territory ↑↓	Film/TV Account Code ↑↓	Code ≡	Percent %
<input type="checkbox"/>	DIVERSITY	A083.A083A09119.60	*None	*None	A08309119-A083.A083A09119.60-*None-*None		100

Cancel **Save**

Allocation applied to the expense →



↑  
Select Save

New York Trip - October 2022 \$791.95  **Submit Report**

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

**Add Expense** **Edit** **Delete** **Copy** **Allocate** **Combine Expenses** **Move to ▾** View: Standard ▾

<input checked="" type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓ ▾
<input checked="" type="checkbox"/>			Due To Traveler	Hotel	Marriott Hotels New York, New York	12/06/2014	\$791.95 Allocated Itemized ▾
							<b>\$791.95</b>

← Allocated drop-down

# Expense – Allocations

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[Add Expense](#)
[Edit](#)
[Delete](#)
[Copy](#)
[Allocate](#)
[Combine Expenses](#)
[Move to ▾](#)
View: Standard ▾

<input checked="" type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
<input checked="" type="checkbox"/>			Due To Traveler	Hotel	Marriott Hotels New York, New York	12/06/2014	\$791.95 Allocated Itemized
<input type="checkbox"/>			Due To Traveler	Meals-Employee Only	Marriott Hotels New York, New York	12/06/2014	\$14.89 Allocated
<input type="checkbox"/>			Due To Traveler	Hotel Tax	Marriott Hotels New York, New York	12/05/2014	\$18.70 Allocated
<input type="checkbox"/>			Due To Traveler	Hotel	Marriott Hotels New York, New York	12/05/2014	\$169.99 Allocated
<input type="checkbox"/>			Due To Traveler	Hotel Tax	Marriott Hotels New York, New York	12/04/2014	\$19.90 Allocated
<input type="checkbox"/>			Due To Traveler	Hotel	Marriott Hotels New York, New York	12/04/2014	\$179.99 Allocated
<input type="checkbox"/>			Due To Traveler	Hotel Tax	Marriott Hotels New York, New York	12/03/2014	\$19.80 Allocated

Select drop-down to see itemizations have been allocated

Report Details ▾ Print/Share ▾ Manage Receipts ▾

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[Combine Expenses](#)
[Move to ▾](#)
View: Standard ▾

<input checked="" type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
<input checked="" type="checkbox"/>			Due To Traveler	Hotel	Marriott Hotels New York, New York	12/06/2014	\$791.95 Allocated Itemized

**Allocated**

Total Allocated  
\$791.95

Code ≡	Percent
A08309119-A083.A083A09119.60-*None-*None	100

Allocated link shows the Cost Object that the expense has been allocated to