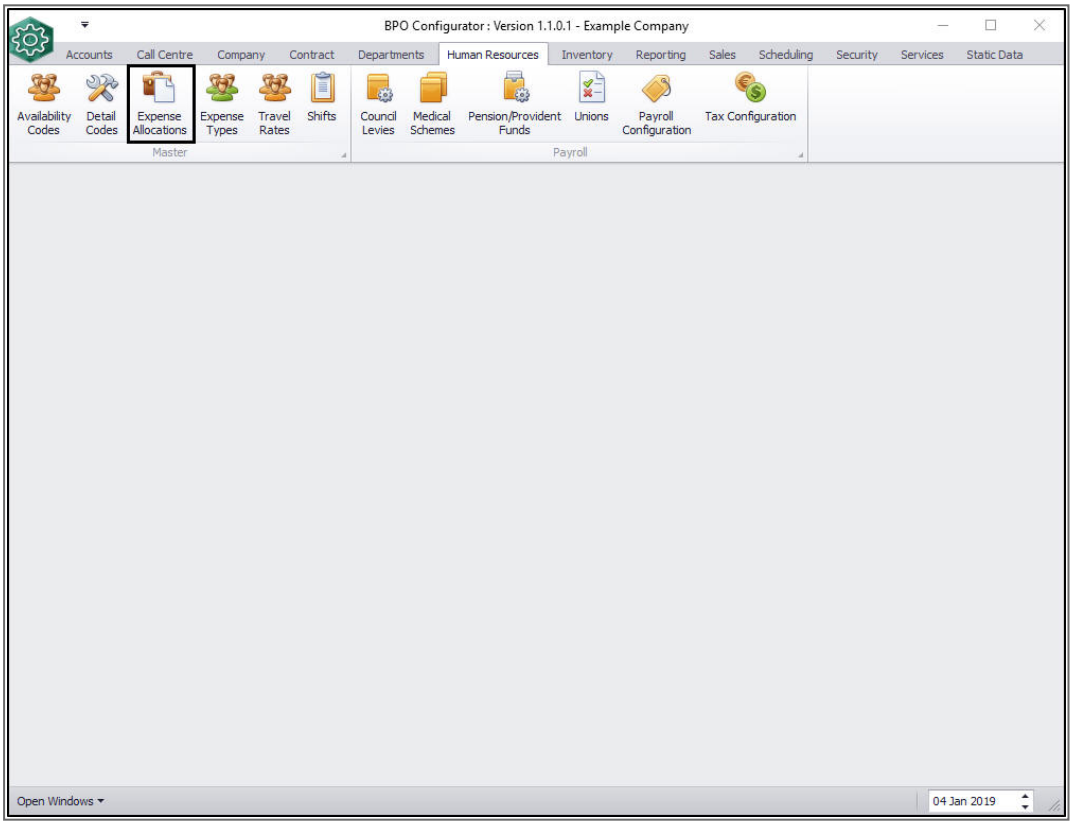
HUMAN RESOURCES

EXPENSE ALLOCATIONS

You need to set up an expense allocation: 'TVCH' as the expense allocation code, to ensure the allocation matches with the travel radii.

Ribbon Access: *Configurator > Human Resources > Expense Allocations*



The ***Expense Allocations*** screen will be displayed.

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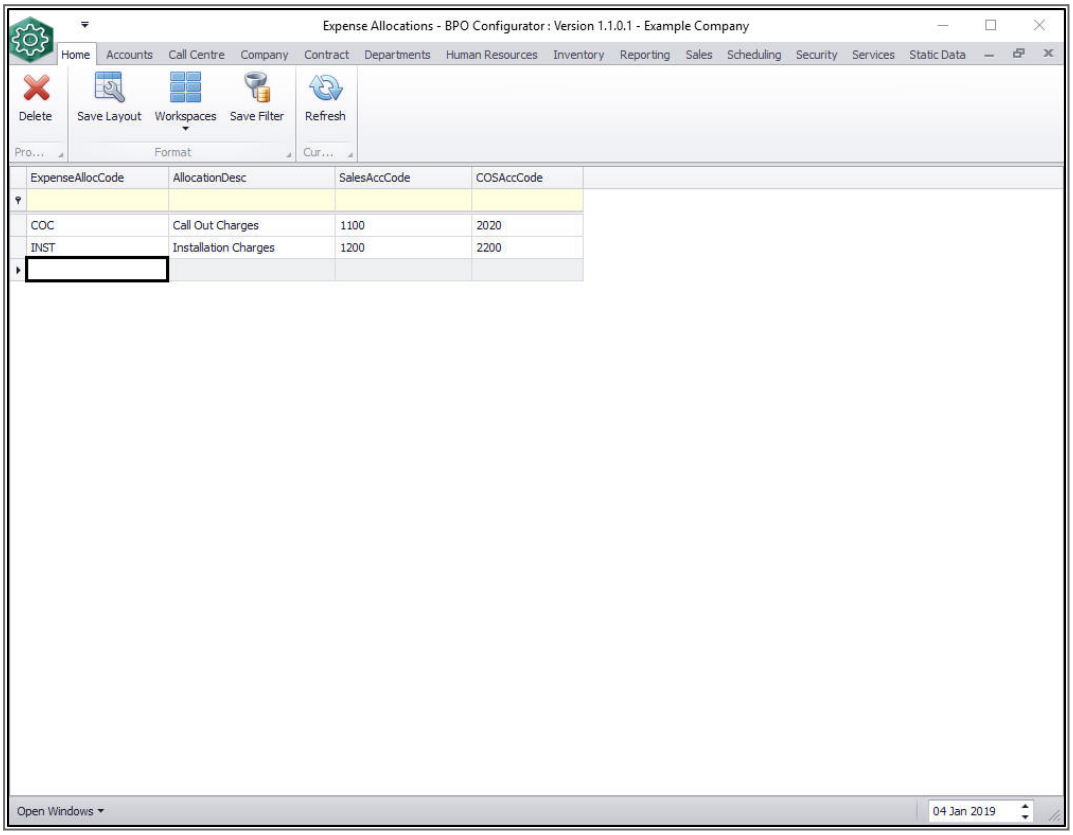
EXPENSE CODE

- Click in the ***ExpenseAllocCode*** text box and type in a ***code*** for this new expense allocation.



EXPENSE DESCRIPTION

- Click in the ***AllocationDesc*** text box and type in a ***description*** for this new expense allocation.

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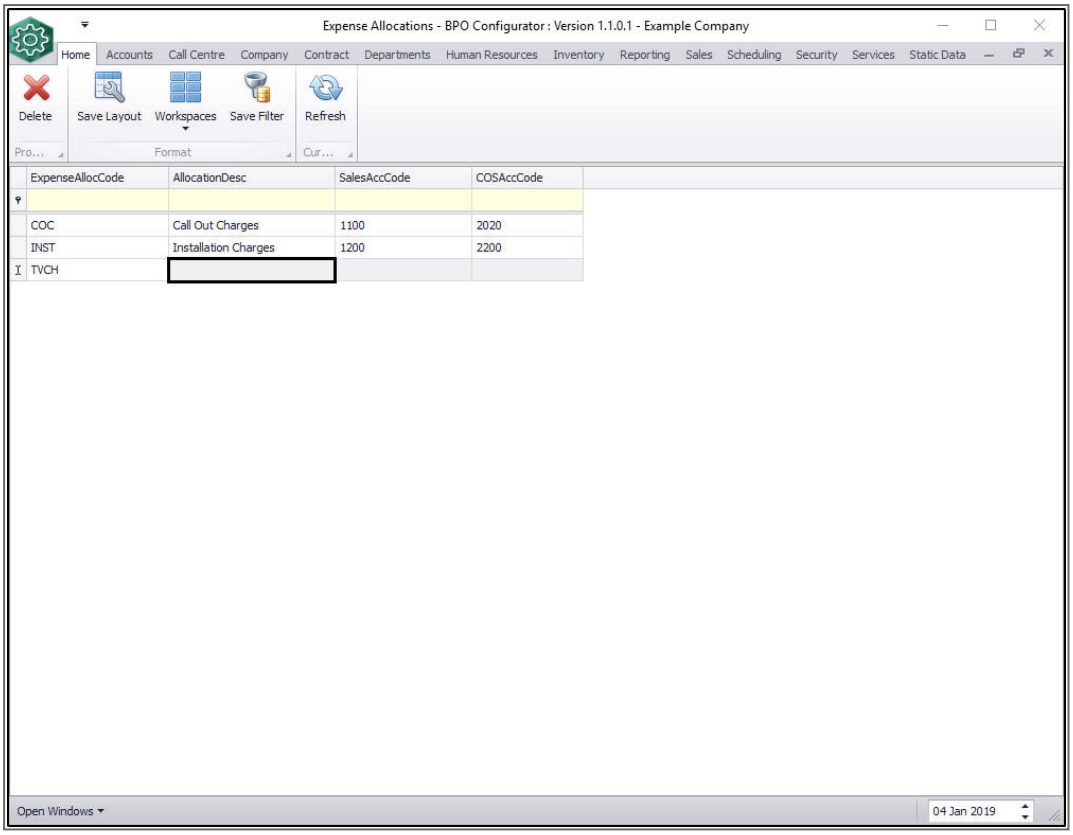

LINKED SALES ACCOUNT CODE

- Click in the ***SalesAccCode*** text box and type in the ***code*** of the ***Pastel Evolution Account*** where the 'sale leg' of this transaction should post.

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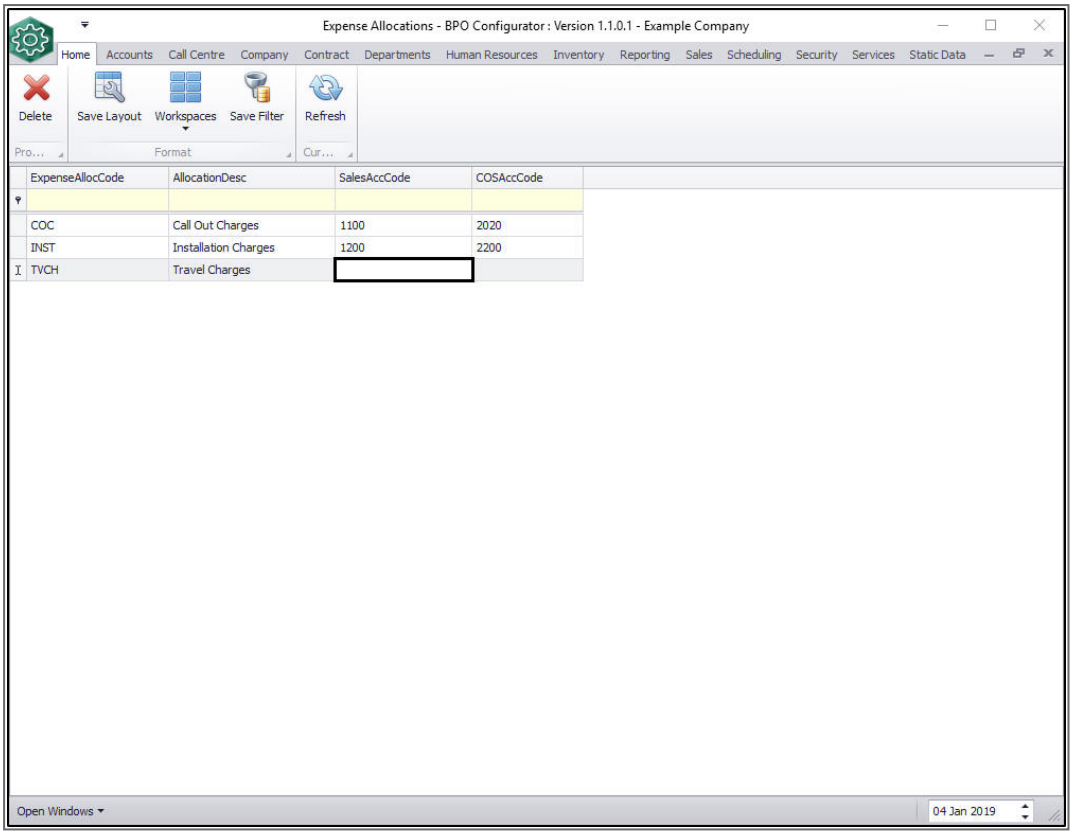

LINKED COS ACCOUNT CODE

- Click in the ***COS Account Code*** text box and type in the ***code*** of the ***Pastel Evolution Account*** where the 'cost of sale' leg of this transaction should post.

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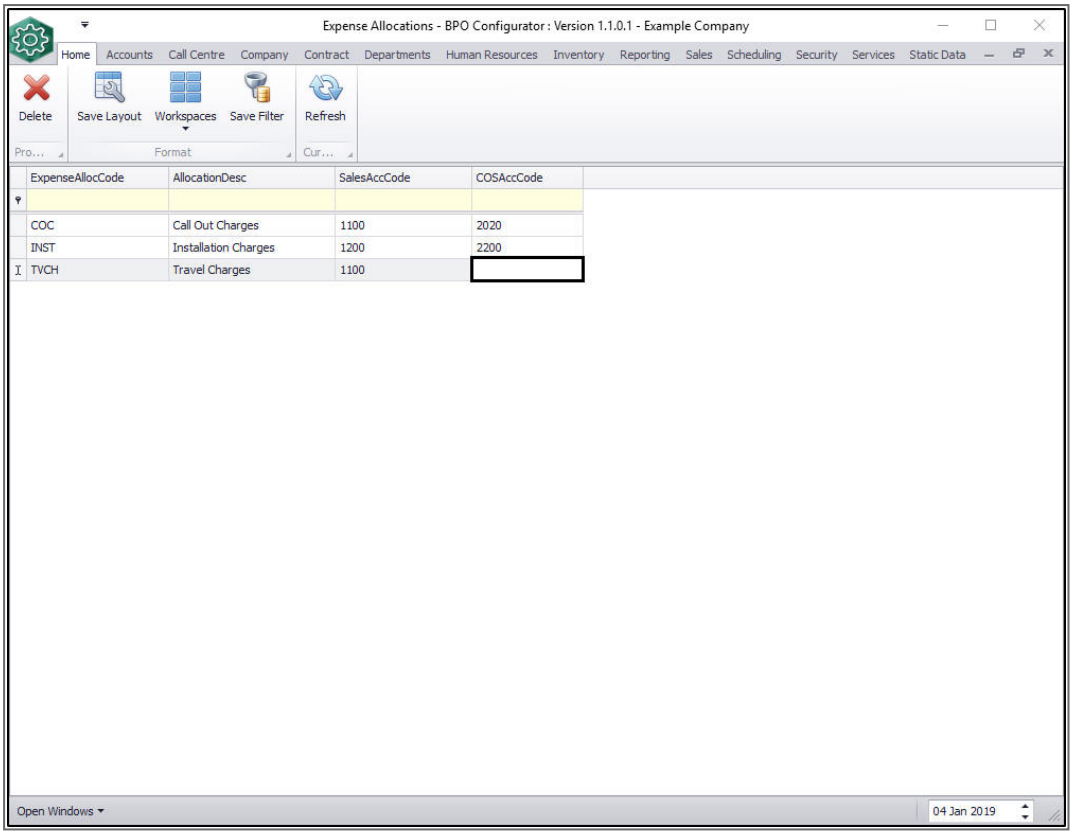

SAVE EXPENSE ALLOCATION

- When you have finished adding the new expense allocation details, ***click anywhere outside*** of the data grid.
- An ***Update*** message box will pop up asking;
    - ***Are you sure you want to save changes to this Expense Allocation?***
- Click on ***Yes***.

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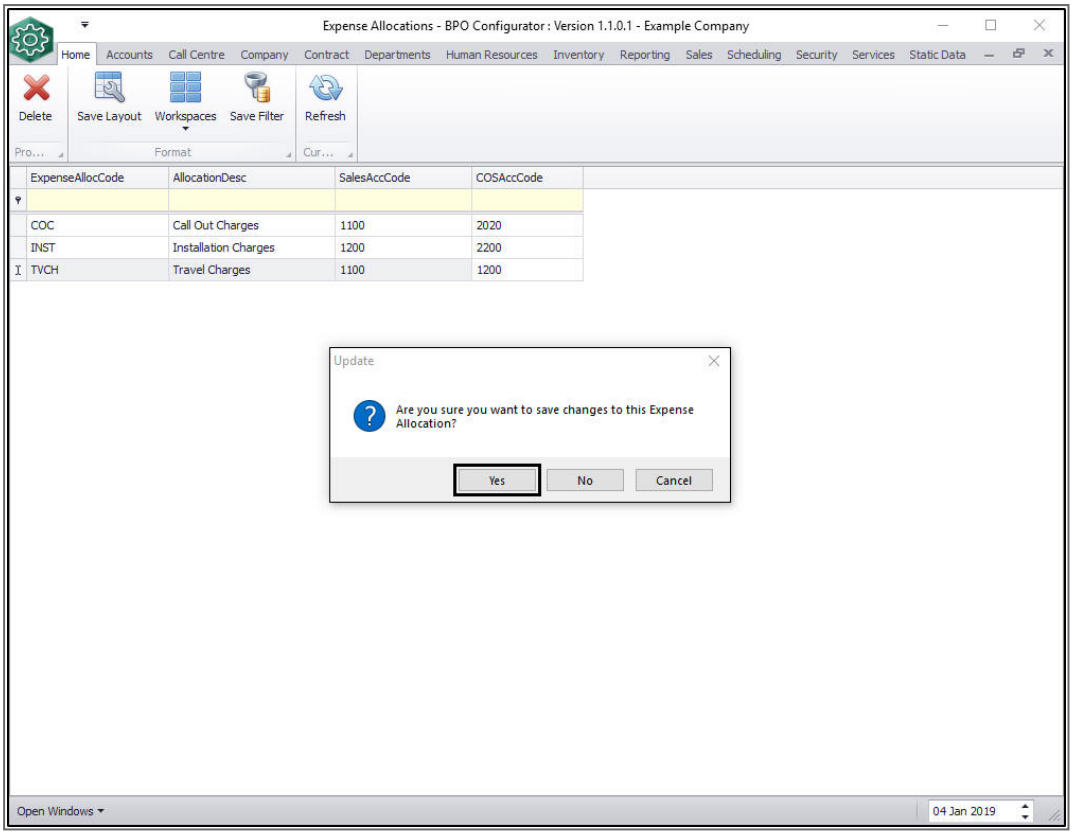

1. The new Expense Allocation has been successfully ***saved***.
2. A ***new row*** has been added to the data grid, ready for the next new Expense Allocation code, if required.

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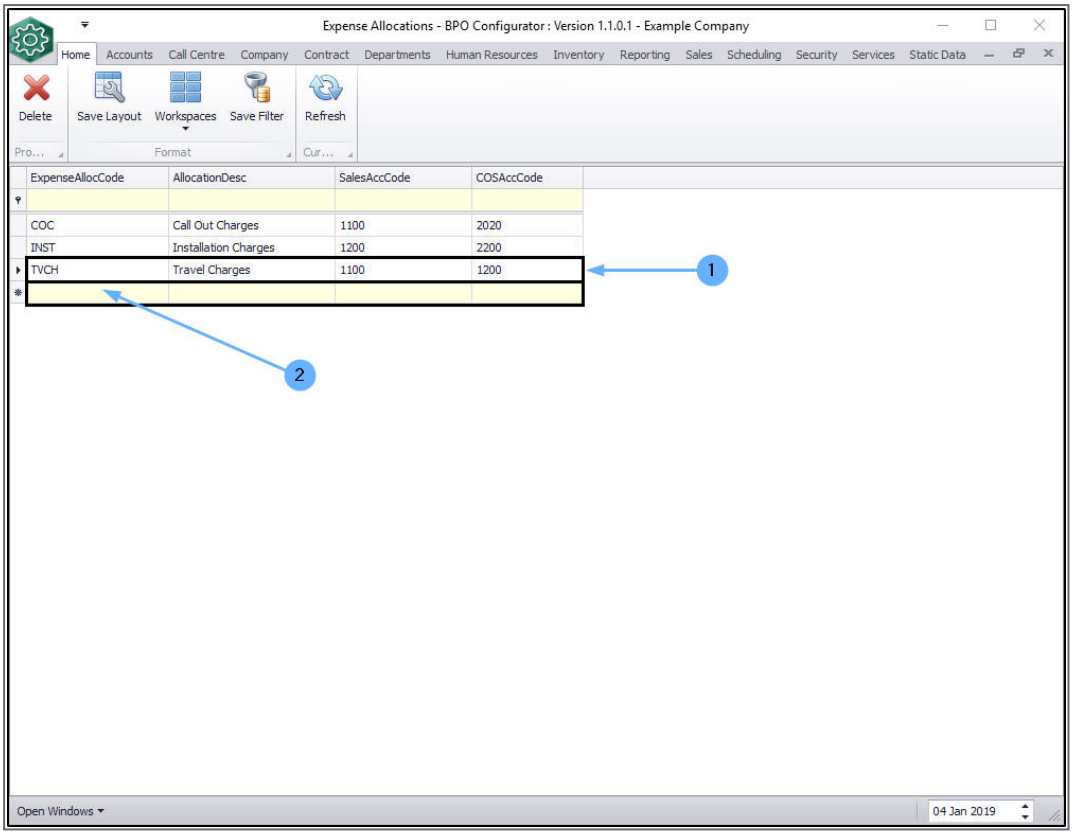

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