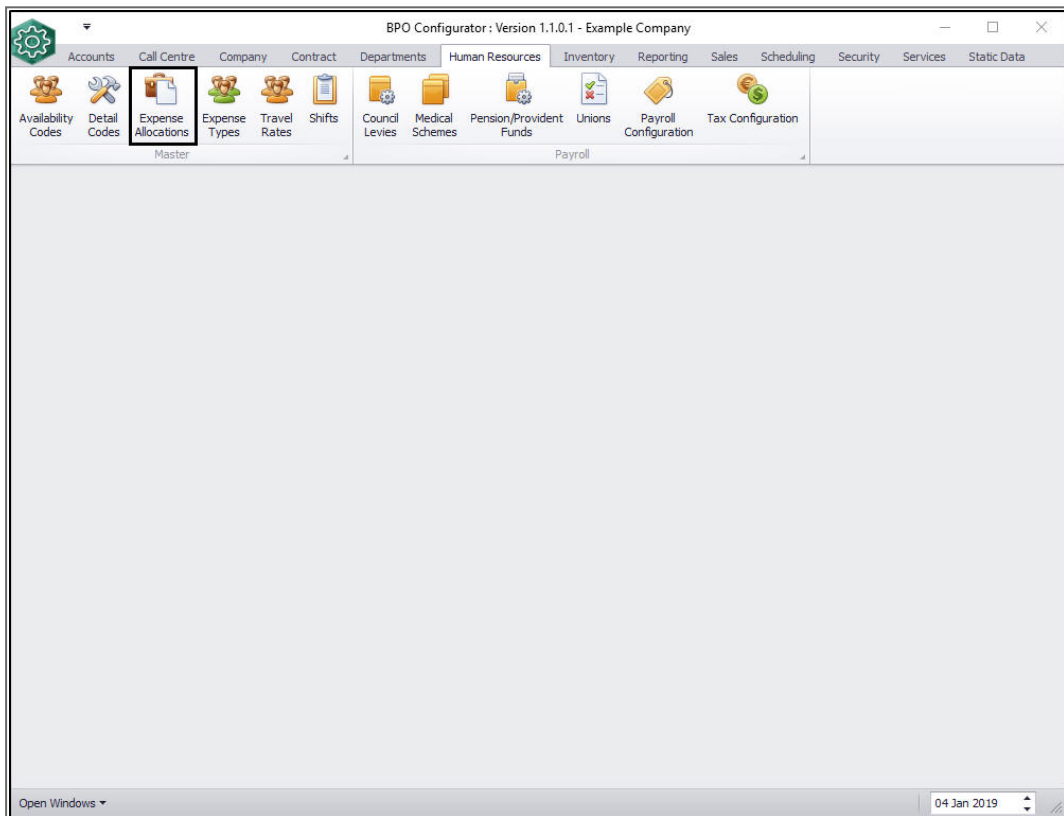


HUMAN RESOURCES

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**.

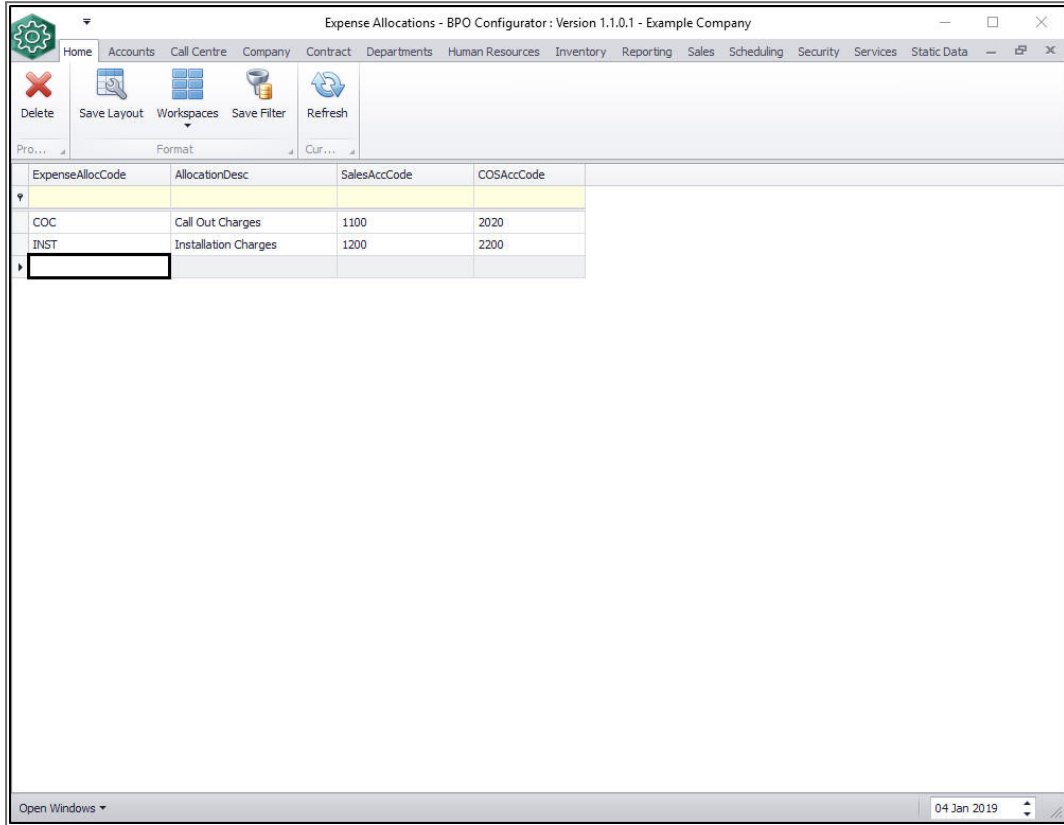
Ribbon Access: *Configurator > Human Resources > Expense Allocations*



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

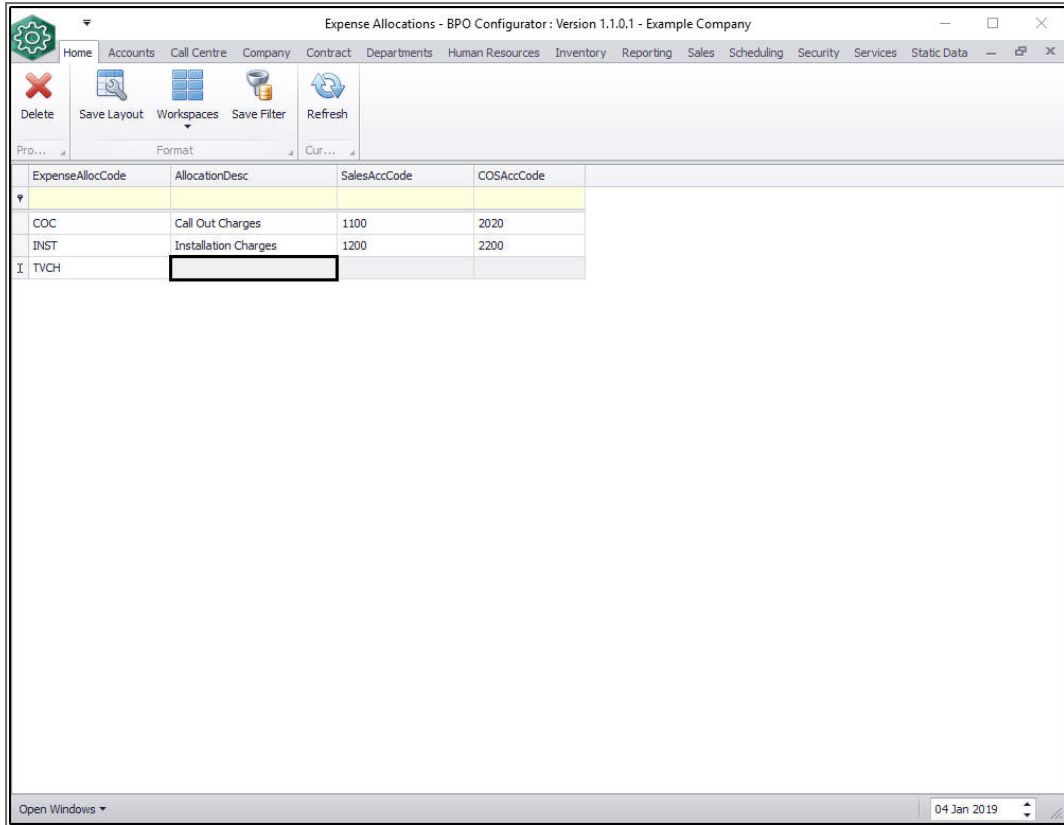
EXPENSE CODE

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



EXPENSE DESCRIPTION

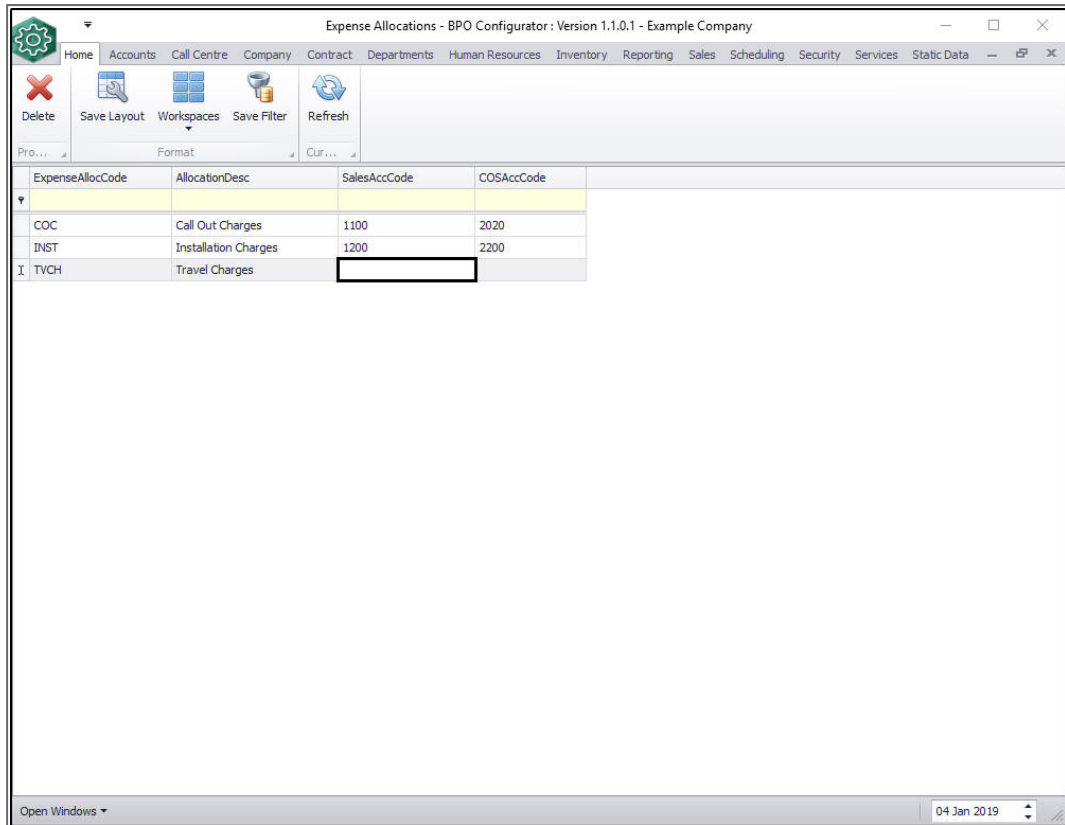
- Click in the **AllocationDesc** text box and type in a **description** for this new expense allocation.



ExpenseAllocCode	AllocationDesc	SalesAccCode	COSAccCode
COC	Call Out Charges	1100	2020
INST	Installation Charges	1200	2200
TVCH			

LINKED SALES ACCOUNT CODE

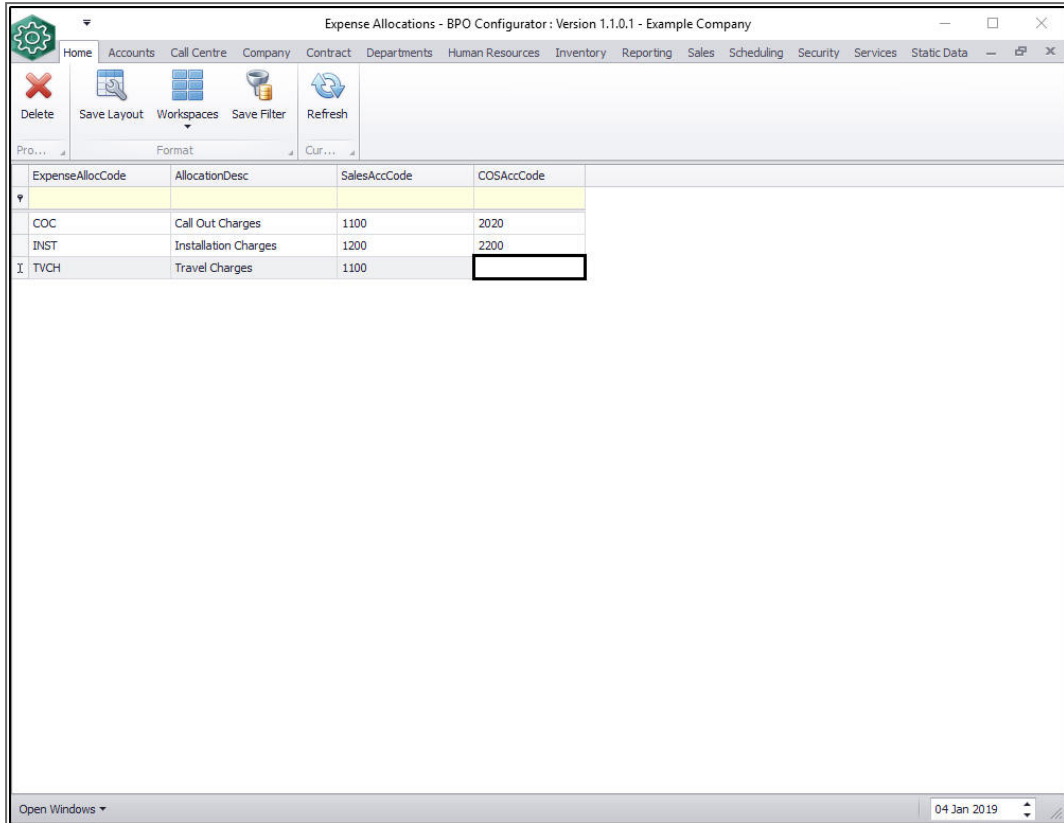
- Click in the **SalesAccCode** text box and type in the **code** of the **Pastel Evolution Account** where the 'sale leg' of this transaction should post.



ExpenseAllocCode	AllocationDesc	SalesAccCode	COSAccCode
COC	Call Out Charges	1100	2020
INST	Installation Charges	1200	2200
TVCH	Travel Charges		

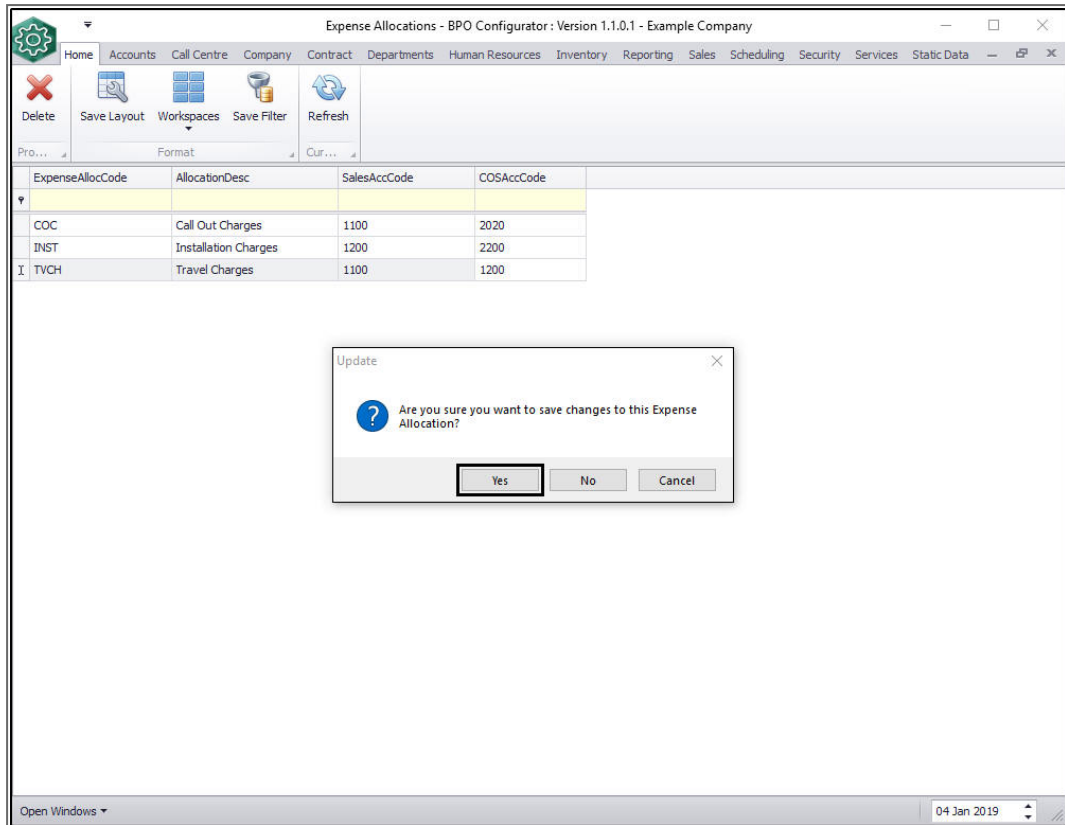
LINKED COS ACCOUNT CODE

- 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.



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***.



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.

Expense Allocations - BPO Configurator : Version 1.1.0.1 - Example Company

ExpenseAllocCode	AllocationDesc	SalesAccCode	COSAccCode
COC	Call Out Charges	1100	2020
INST	Installation Charges	1200	2200
TVCH	Travel Charges	1100	1200

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