

We are currently updating our site; thank you for your patience.

# **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.

2 -						Expense Alocations - Nucleus Configurator: Version 2023.3.0.31 - Example Company							ration 2023.3.0.31 - Example Company	1	<b>.</b> -	-	ø ×
Home	Accounts	Call Centre	Company	Contract	Departments	Human Resources	Inventory	Reporting	Sales	Security	Services	Static Data	Companion Apps				- Ø
× :		- X-	2														
	<b>a</b> y a																
Deete Save	cayout work	v	Refresh														
Proc	Forr	nat	Curre														
ExpenseAllo	ocCode	AllocationDesc	SalesAccO	ode	COSAccCode												
Y IO:		0	<u>ات</u> :		* <b>D</b> :												
COC		Call Out Charges	1100		2020												
INST		Installation Charges	1200		2200												
NON																	

#### LINKED SALES ACCOUNT CODE

• Click in the SalesAccCode text box and type in the code of the Financial System where the 'sale leg' of this transaction should post.



### LINKED COS ACCOUNT CODE

• Click in the COS Account Code text box and type in the code of the Financial System 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.

a -												a - Nucleus C	ionfigurator: Vers	tor: Version 2023.3.0.31 - Example Company 💷 — 0	b X
6	Home														- 0 ×
•	/ =	1 :	-	2											
	N E.		Towner Cause Elliner	Refresh											
1 ~	cac borre coy	1005 11015	v	non can											
Pr	c	For	ret.	Curre											^
	ExpenseAlocCo	ode	AllocationDesc	SalesAccCo	sche	COSAccCode									
Ľ	10: COC		illion channel	10:		10:									
	INST		Installation Charges	1200		2200									
	TVCH		Travel Charges	1100		1200									
											Updste ?	Are you sure Allocation?	Yes	X Af to save danget to this Equence No. Cover	

- 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.



MNU.135.001