

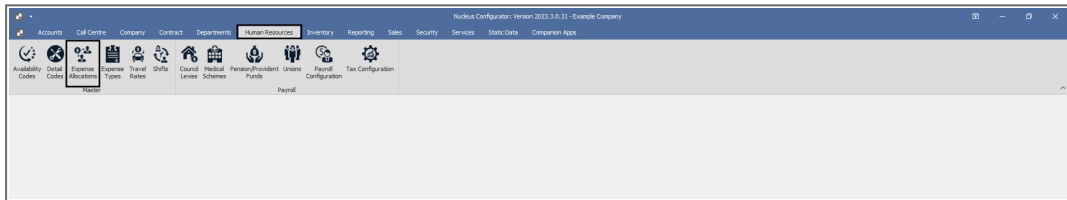
We are currently updating our site; thank you for your patience.

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**.

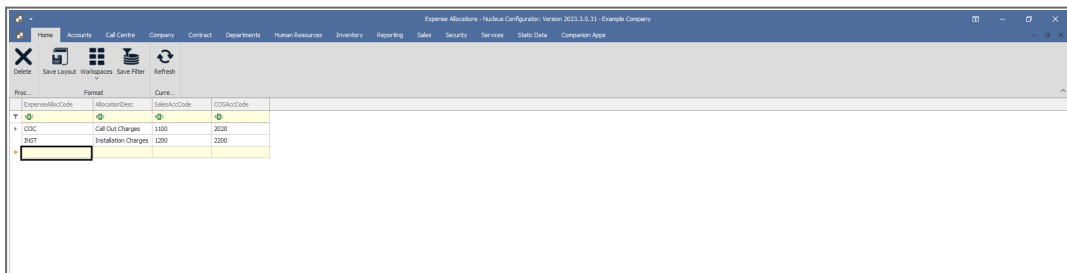
Ribbon Access: Configurator > Human Resources > Expense Allocations



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.



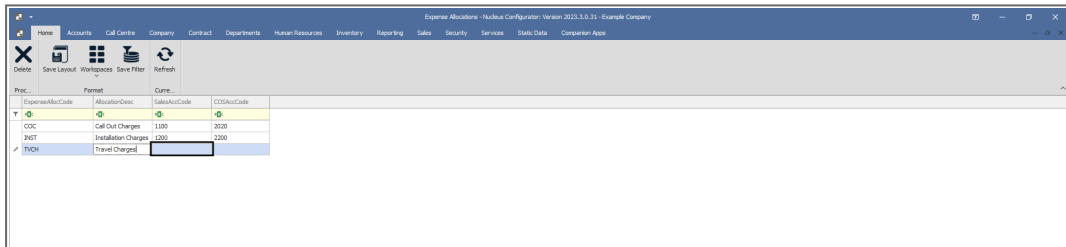
EXPENSE DESCRIPTION

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



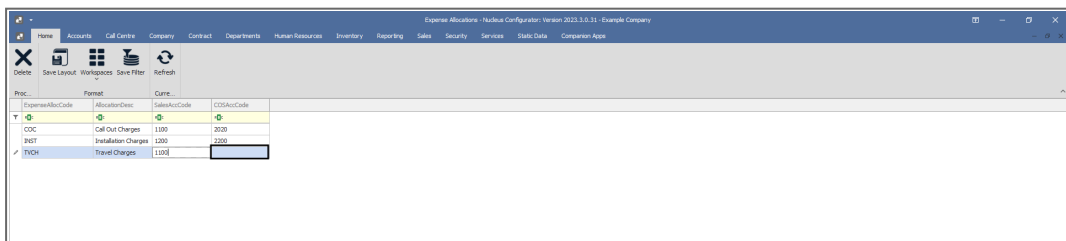
LINKED SALES ACCOUNT CODE

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



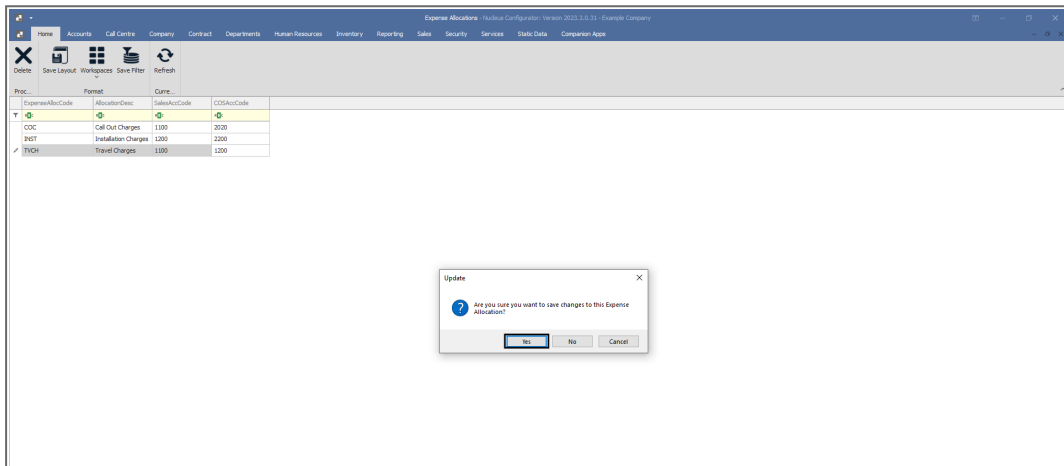
LINKED COS ACCOUNT CODE

- 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.

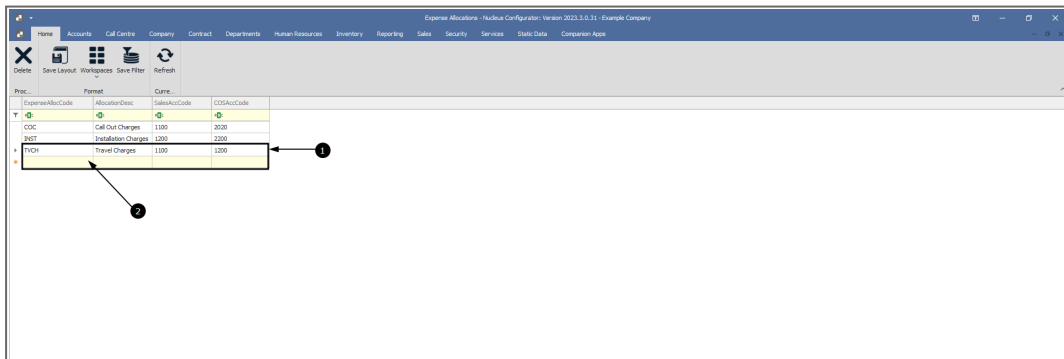


SAVE EXPENSE ALLOCATION

- 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**.



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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