



Table of Contents

Processing Allocations	2
Defining an Allocation Step	2
Procedure – Defining an Allocation Step	2
Exercise – Create an Allocation Step	15
Defining an Allocation Group	16
Procedure – Defining an Allocation Group	16
Processing an Allocation Request.....	18
Procedure – Processing an Allocation Request	18
Copying an Allocation Step	22
Procedure – Copying an Allocation Step	22
Reorganization with Allocations.....	24
Procedure – Reorg	24

Processing Allocations

Allocation processing allows you to match revenues with expenses and distribute amounts in a meaningful way for reporting in accordance with Generally Accepted Accounting Principles (GAAP) or International Financial Reporting Standards (IFRS). You can define Allocations to redistribute shared amounts between departments, operating units, business units, and so on, to fit your business and reporting needs.

PeopleSoft General Ledger enables you to allocate amounts on a fixed basis, a prorata share, by arithmetic operation, spread evenly or copying amounts from one period or place to another.

- Define an allocation step.
- Define an allocation group.
- Process an allocation request.
- Copy an allocation step.

Defining an Allocation Step

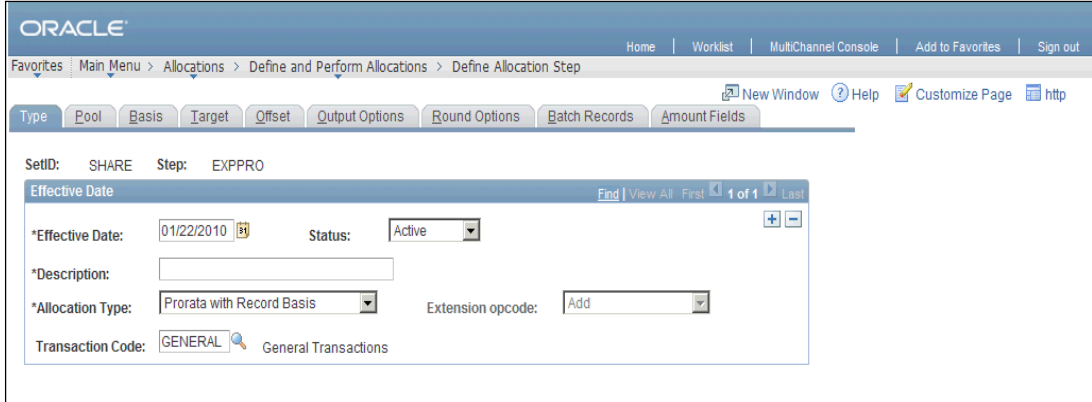
You can allocate amounts based on square footage, head count, revenues, or in any way that is relevant to your company. You also can allocate certain administrative expenses to projects, product lines, departments, or business units.

You can define an allocation using a single step or multiple steps, depending on the complexity. Multiple steps represent a step-down allocation. Together, these steps form a process group, with each allocation identified by a unique group ID. Each allocation step represents a discrete stage in the Allocation process, which means that the system updates ledger balances or creates journals at the end of each step.

You must define an allocation step before you start the Allocation process and you can use any account type: asset, liability, revenue, expense, or equity, in an allocation step.

Procedure – Defining an Allocation Step

Step	Action
1.	Navigate to the Define Allocation Step Type page, Allocations > Define and Perform Allocations > Define Allocation Step link.
2.	Search to bring up the allocation step or add a new step as needed. Click Add or Search .
3.	The Type page enables you to specify the effective date, status, and description of the allocation step. You also specify the pool allocation method or the allocation source.

Step	Action
4.	<p>Use the Effective Date field to specify the date from which this allocation step is valid. The default is the current system date, but you can change it.</p> 
5.	<p>You usually want to enter an effective date that is in the distant past to be able access data with earlier dates. Enter the desired information into the Effective Date: Required field. Enter "01/01/1900".</p>
6.	<p>Enter the desired information into the Description: Required field.</p>
7.	<p>Use the Allocation Type field to select a calculation option to determine the pool amounts that are going to the targets. Select from the following values:</p> <ul style="list-style-type: none"> • Allocate on Fixed Basis: Allocate on a fixed basis and percentage of pro rata allocation. • Arithmetic Operation: Define allocation calculation as a mathematical operation between the pool and the basis. • Copy: Copy pool amounts to target or offset with possible percentage changes. • Prorata with Record Basis: Divide pool amount among targets based on the amounts that stored in the basis record. • Spread Evenly: Divide pool amounts equally by specified basis fields to derive target amounts. For example, use this type to equally divide the pool into thirds among three different department IDs/orgs.

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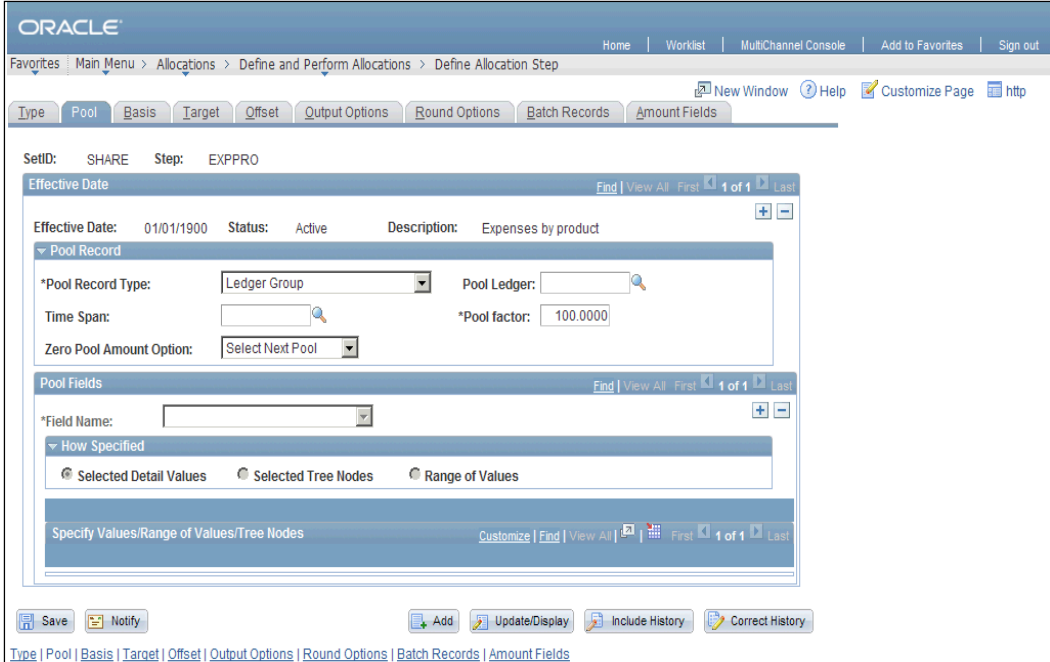
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6/3/15-GLJE-Page 3 of 27

Step	Action
8.	<p>Click the Pool link. Use the Pool page to define a pool record, selection criteria, and selection method for a pool. You can define the pool from ledger balances, a table, or a fixed amount.</p> 
9.	<p>Use the Pool Record Type field to select from the following values:</p> <ul style="list-style-type: none"> • Ledger Group: Select to specify a pool record for General Ledger and enter the ledger group name. • Any Table: Select to define a pool record for or from an application other than General Ledger and enter the table name. • Fixed Amount: Select to designate a specific pool amount. Then specify the fixed amount on the Amount Fields page.
10.	Click in the Pool Ledger field. Enter the desired information into the Pool Ledger field.
11.	<p>Use the Time Span field to specify a period relative to the current period, the fiscal year and accounting period to be used to retrieve pool records. Enter a single or multiple period TimeSpan to determine the accounting periods used for the pool. Relative TimeSpans, such as PER (current period activity), retrieve amounts relative to the as-of date you specify on the Allocation Request page.</p> <p>You are not required to specify a value in the Time Span field, but if you do, the system retrieves only the pool amounts for the specified fiscal year and accounting periods. If you leave this field blank, the system retrieves all the pool amounts for all fiscal years and accounting periods. If you specify Any Table for the pool record type and the pool record does not have both FISCAL_YEAR and ACCOUNTING_PERIOD fields, then you cannot specify a value here.</p>



Step	Action
12.	<p>If you specify Ledger Group as the pool record type, then the system determines the fiscal year and accounting period using the calendar defined for the ledger group on the Ledgers for A Unit - Definition page.</p> <p>If you specify Any Table as the pool record type, then the system determines the fiscal year and accounting period using the calendar defined on the TimeSpan page.</p>
13.	<p>If you specify a multiple period timespan, then the system sums the pool amounts for all periods to get one single pool amount, regardless of the values entered in the Basis Time Span, Target Time Span, Basis Span Opt, and Target Span Opt fields. You cannot split pool amounts across periods to match basis or target periods.</p>
14.	<p>Click in the Time Span field. Enter the desired information into the Time Span field.</p>
15.	<p>Use the Pool factor field to specify a percent value that refers to the pool amount in the ledger. Typically, the pool amount is based on amounts from your ledger; you can base it on any fixed amount.</p>
16.	<p>Select one of the following from the Zero Pool Amount Option field to tell the system how to proceed when the amount of the pool record retrieved is zero:</p> <ul style="list-style-type: none"> • Calc No Rows as Zero (calculate no rows as zero): If no pool rows are selected based on the timespan and selection criteria specified in the Pool fields, then the Allocation process processes these rows as zero pool amounts. For rows that exist in the database, the system processes these rows the same as Calculate This Pool. When you use this option, any selection criteria field that you use for the pool must be explicitly defined. For example, if on the Target/Offset pages one of the fields has a source defined as group by pool and basis, then this field also must be defined in the pool. • Calculate This Pool: Proceed to calculate the amount when the pool is zero. • Select Next Pool: Skip the zero amount pool record and select the next pool record for processing. • Stop Processing: Issue an error message to indicate a zero amount pool record is selected and to stop the allocation step due to this error.
17.	<p>Before the allocation process selects pool records, it groups them based on how the target and offset fields are specified. The process uses the Zero Pool Amount Option logic only if the total amounts of the group of pool records totals zero. If some individual pool amounts are zero but the total amount of the group of the pool records is not zero, then the system processes this group of pool records.</p>
18.	<p>Click the Zero Pool Amount Option list. Click the Calculate This Pool list item.</p>
19.	<p>Use the Pool Fields grid to specify the field name that the Allocation process uses to select specific pool rows from the pool record.</p>
20.	<p>Use the Field Name field to enter the field name that the Allocation process uses to select specific rows from the pool record. If the pool record type is a ledger group, then the pool record name is the ledger record name defined in the ledger template for the ledger group. The Field Name prompt table lists all fields that are in the pool record.</p>
21.	<p>Click the Field Name list. Select the Account list item.</p>
22.	<p>Use the Selected Detail Values option to activate the first Specify Values/Range of Values/Tree Nodes edit box so that you can list individual pool field values, such as specific departments or accounts.</p>

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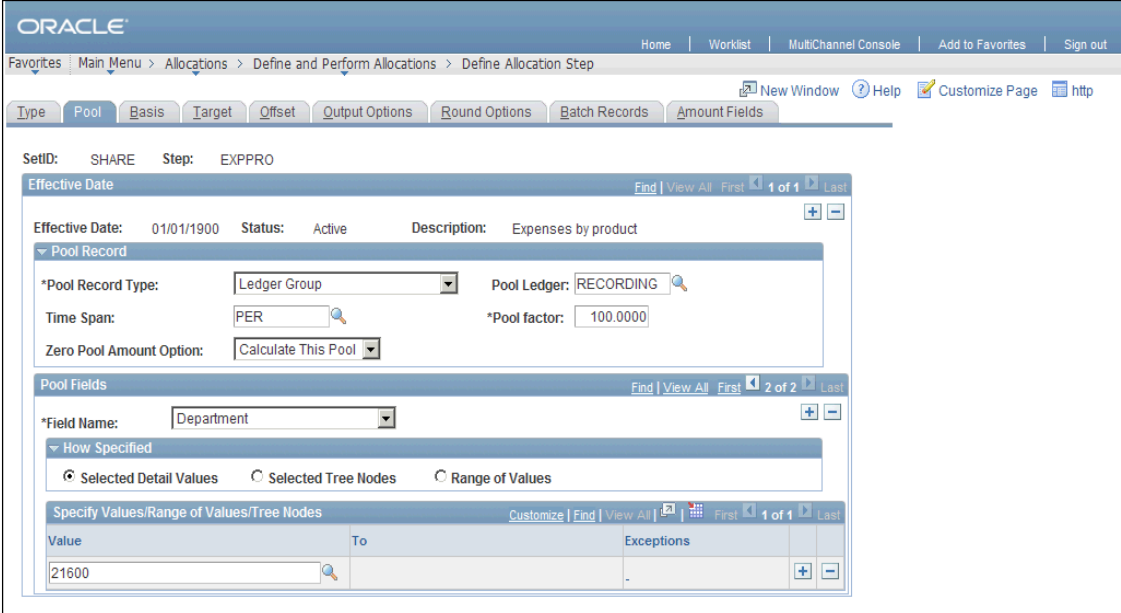
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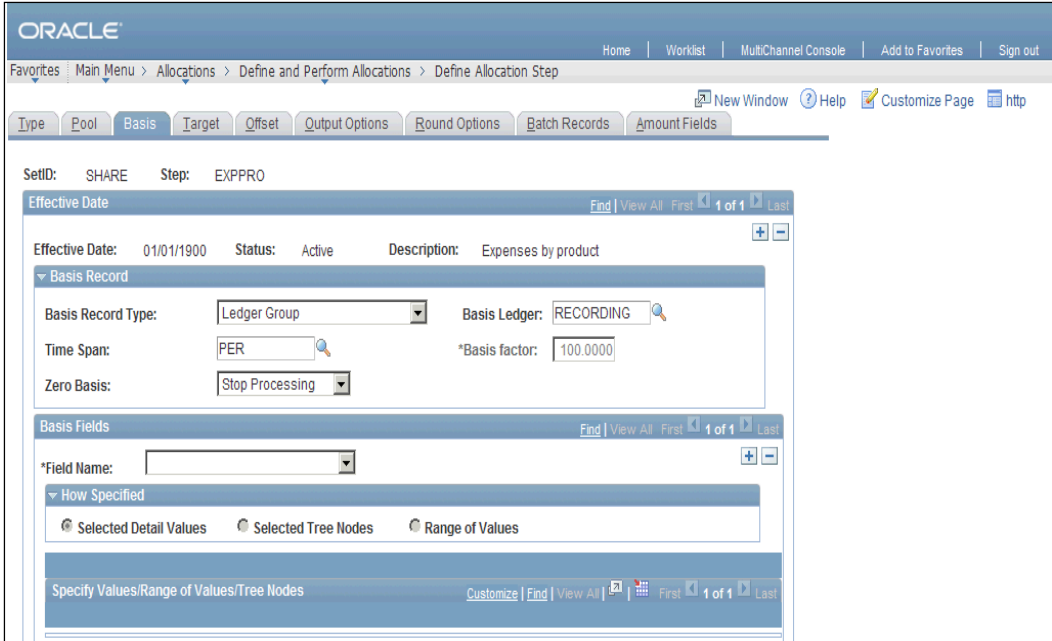
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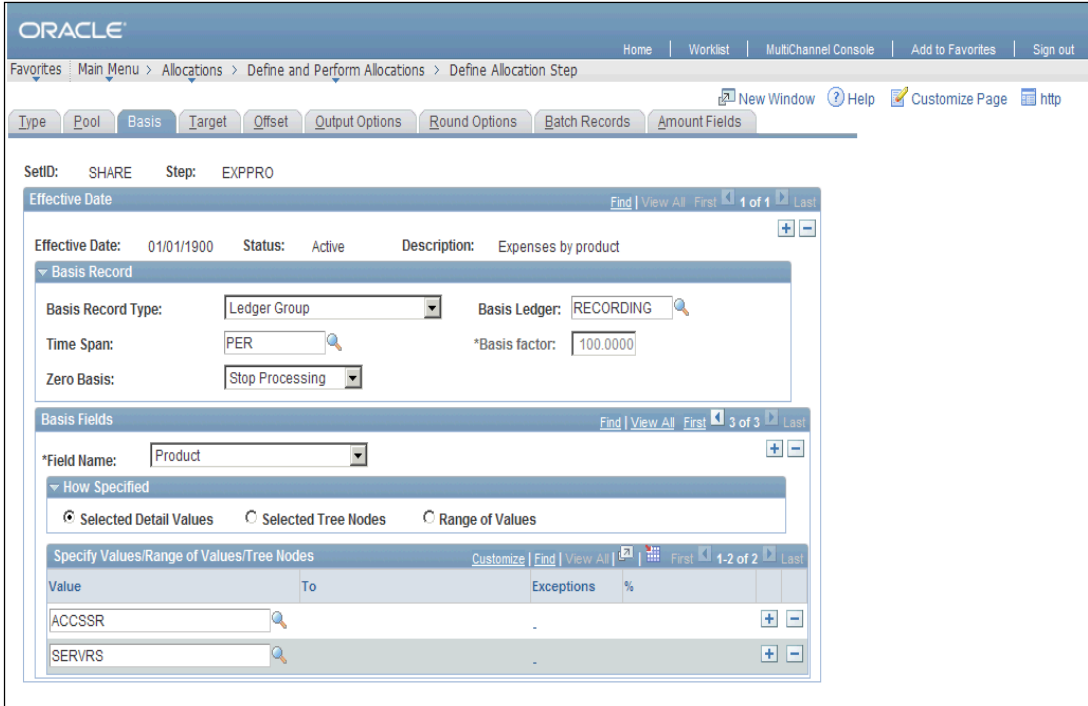
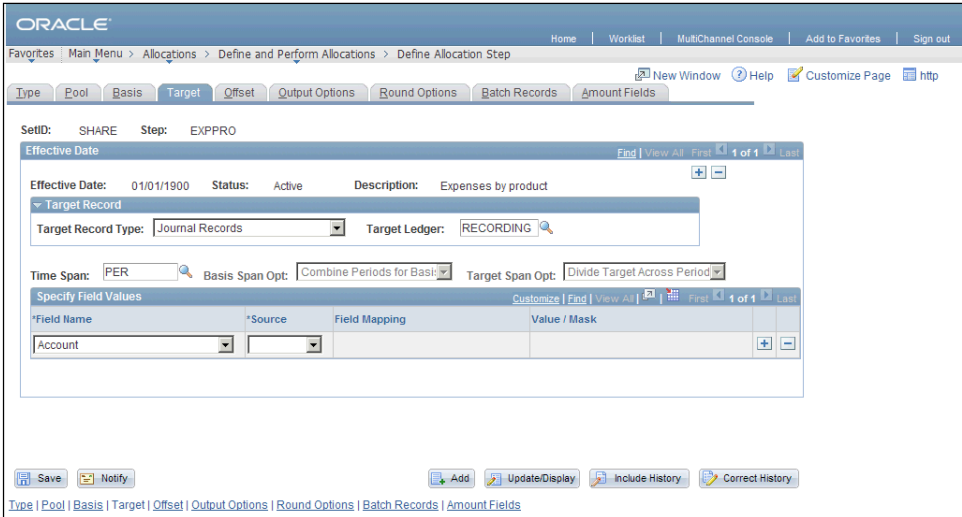
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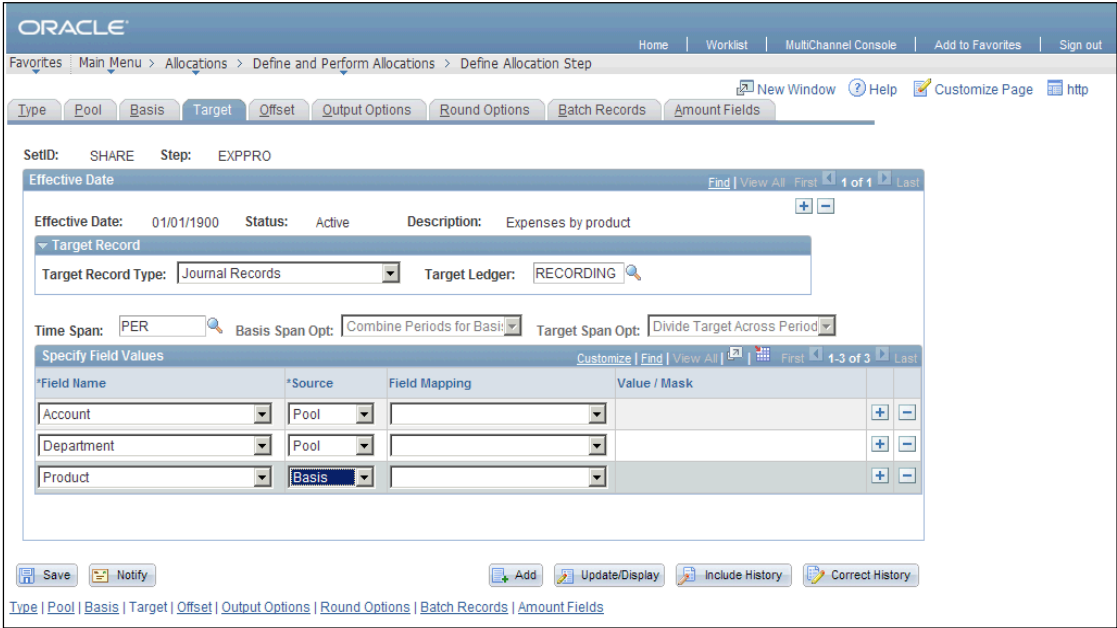
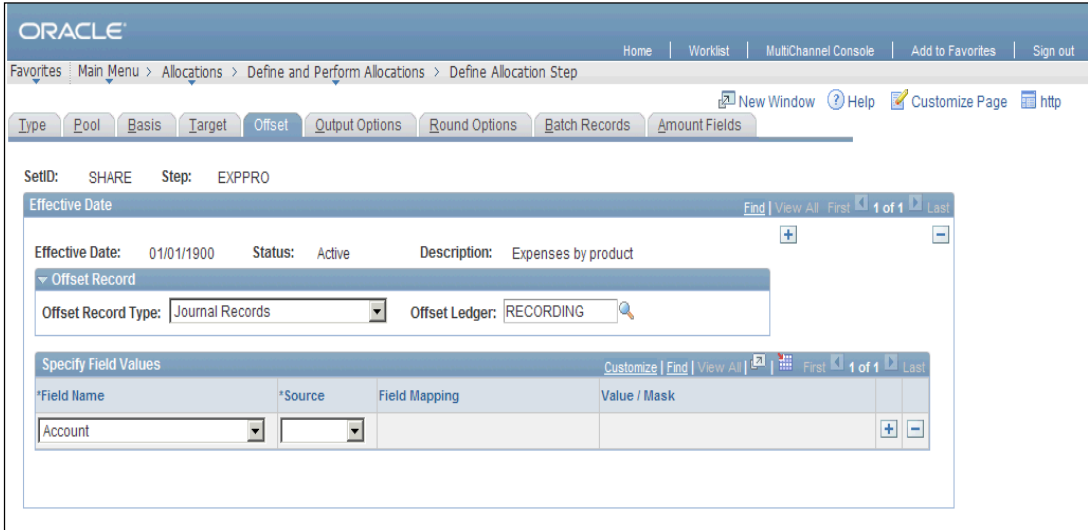
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6/3/15-GLJE-Page 5 of 27

Step	Action
23.	Use the Selected Tree Nodes option to activate the tree information fields, where you specify a tree from which to select nodes. Click the Selected Tree Nodes option.
24.	<p>Use the Set Control Value field to select trees that are not keyed by SetID. For example, some Project Costing trees are keyed by business unit. The system uses this value to identify which trees are available in the Tree Name field.</p> <p>The Level Name field is optional. Use it to limit prompting to the selected level.</p>
25.	Use the Range of Values option to activate the Specify Values/Range of Values/Tree Nodes edit box, where you enter beginning and ending pool field values. If you leave the Value field blank, the system selects all pool field values that are less than or equal to the To field value. You cannot leave the To field blank because the blank value is always the smallest value. You can insert multiple ranges of values.
26.	Click in the Tree Name field. Enter the desired information into the Tree Name field.
27.	<p>Use the Value field to specify allocation pool values for the Account field name. For this example, MRKTSSELL is the account code for Marketing and Selling.</p> <p>Click in the Value field. Enter the desired information into the Value field.</p>
28.	<p>Add additional pool field to include specific departments in this allocation step. Continue to add the ChartFields to allocate with.</p> 
29.	Now you want to allocate expenses based on the product revenue account. Click the Basis tab.

Step	Action
30.	<p>Use the Basis page to determine the basis of the allocation or how to allocate the pool amount to the target. This selection depends on the type of allocation you selected on the Type page.</p> 
31.	<p>In the Field Name field, select the basis field name that the Allocation process uses in selecting specific rows from the basis record. If you do not explicitly specify the BUSINESS_UNIT field value, the system uses the business unit that is specified on the Allocation Request page to select basis rows.</p>
32.	<p>Click the Field Name list. Click the Account list item.</p>
33.	<p>Use the Value field to specify values for specific accounts that you want to include in this allocation. Click in the Value field. Enter the desired information into the Value field.</p>

Step	Action
34.	<p>Next, add a basis value for this allocation to include specific departments in this allocation step. Click the Add a new row button and add the remaining allocation ChartFields.</p> 
35.	Now, you will define the allocation target on the Target page. Click the Target tab.
36.	Use the Target page to define the destination for the allocation or the target record (journal or any table) and target field values.
	
37.	Use the Source field to direct the Allocation process from what source to populate the target field values for each field name. Click the Source list. Click the Pool list item.

Step	Action
38.	<p>Now you will add a value for the allocation target.</p> <p>Click the Add a new row button.</p>
39.	<p>Click the Field Name list. Click the Department list item. Click the Source list. Click the Pool list item.</p>
40.	<p>Add additional Target lines as needed.</p> 
41.	<p>Click the Offset tab.</p>
42.	<p>Use the Offset page to define the offset entry that will balance the target. Offset entries usually reflect the clearing of pool amounts as they are transferred to targets. However, if the target record is not a balanced ledger, such as a budget ledger, then usually no offset exists.</p> 

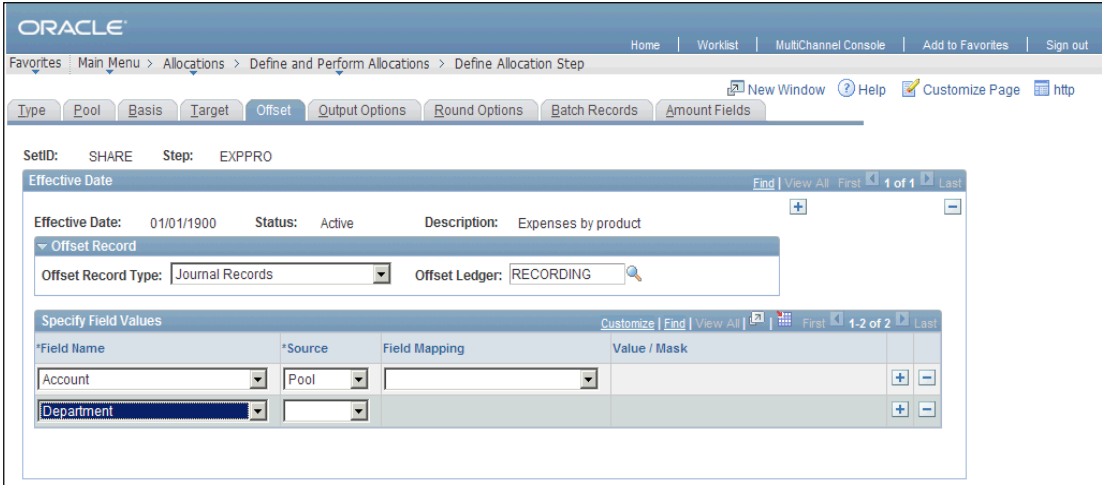
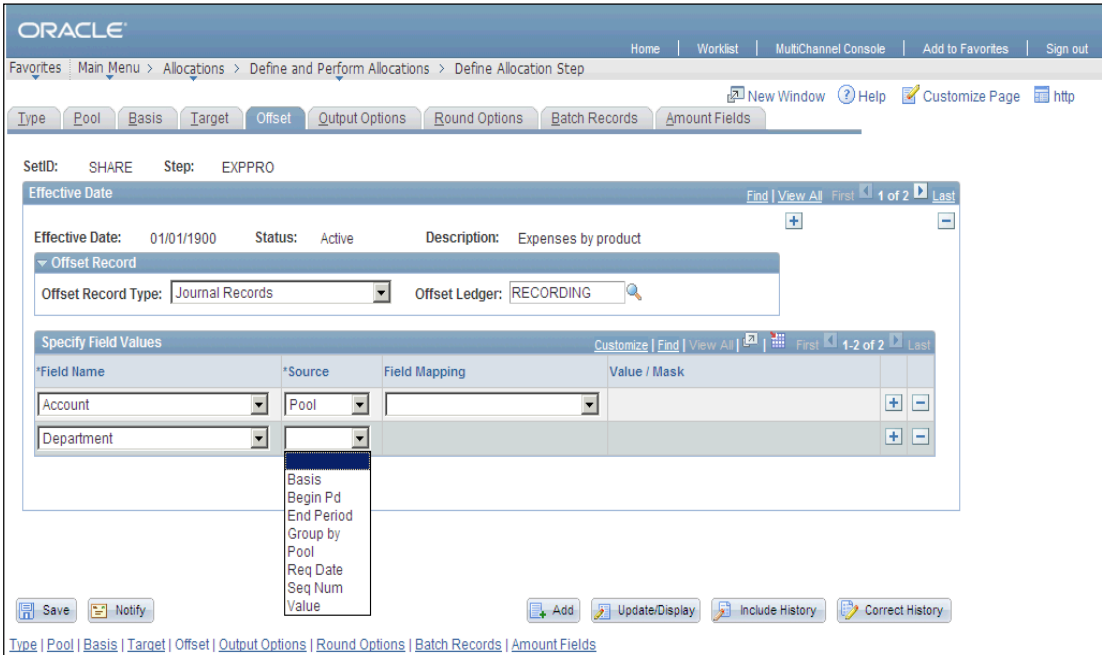
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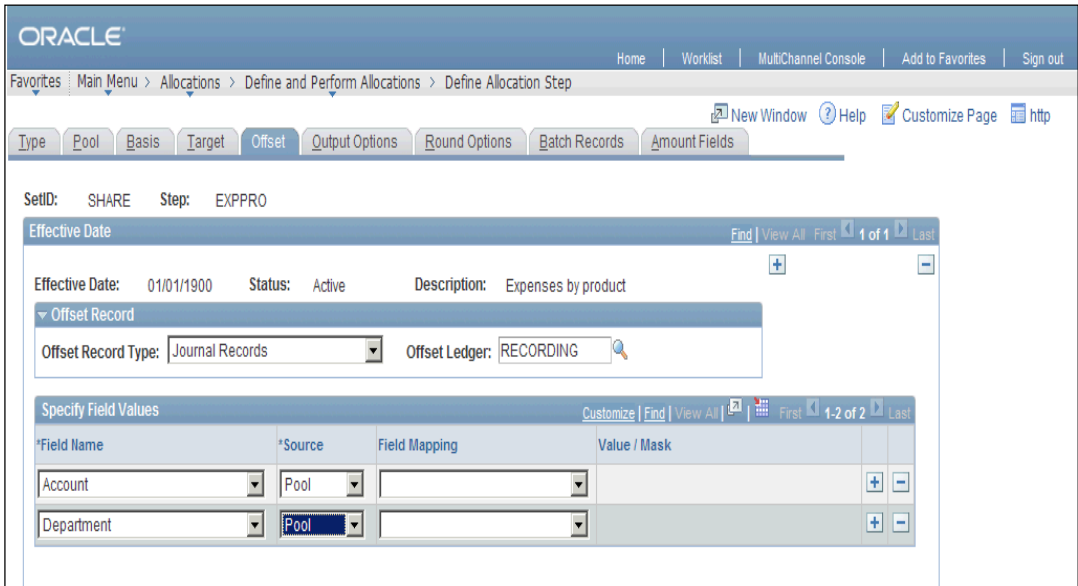
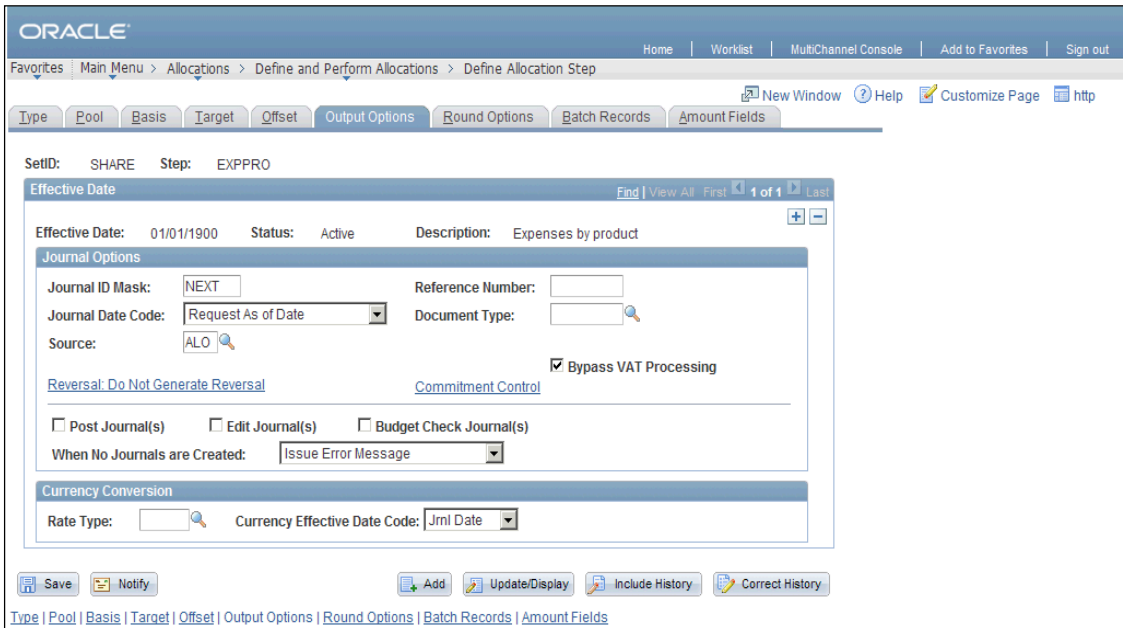
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Step	Action
43.	<p>Use the Source field to direct the Allocation process as to where to retrieve the values for the offset entry.</p> <p>Click the Source list. Click the Pool list item.</p>
44.	Click the Add a new row button.
45.	<p>Click the Field Name list. Click the Department list item.</p> 
46.	<p>Selecting Pool as the Source enables you to take field values from pool records.</p> <p>Click the Source list.</p> 

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Step	Action
47.	<p>Click the Pool list item.</p> 
48.	Click the Output Options tab.
49.	<p>Use the Output Options page to define journal options if the target or offset record is Journals. You also can specify how allocated amounts should be converted to base currency amounts for InterUnit allocations between business units of different base currencies.</p> <p>If the target or offset is a journal that is on the Allocations Target or Allocations Offset pages, you must define the journal options.</p> 

Step	Action
50.	<p>Use the Journal ID Mask field to specify a prefix for naming allocation journals. A 10- character alphanumeric ID identifies journals. The system automatically appends the prefix that you specify to the journal IDs.</p> <p>For example, if you specify the Journal ID Mask to be ALLOC, the allocation journal IDs might be ALLOC00001, ALLOC00002, and so on. Alternatively, the value NEXT causes the system to assign the next available journal ID number automatically.</p> <p>Reserve a unique mask value for allocations to ensure that no other process creates the same journal ID.</p> <p>Enter the desired information into the Journal ID Mask field. Enter "XX".</p>
51.	<p>Use the Post Journal(s) option to post the journals. If you select this option, the system automatically selects the Edit Journal(s) and Budget Check Journal(s) options. You can deselect the Budget Check Journal(s) option if you want to run the Budget Processor later to update the commitment control ledgers.</p>
52.	<p>Use the Edit Journal(s) option to edit the journals that the PeopleSoft Allocation process creates so that you do not have to edit them later in a separate process. Select this option when you want to edit journals without posting them.</p> <p>Typically, you select this option in a multiple-step allocation process, where the pool amount for the next step comes from the target of the previous step. If journals are not posted, then the ledger is not updated. The next multiple step then draws erroneous data from the ledger. If you select this option, the Allocation process calls the Journal Edit process (GL_JEDIT) first to edit the journals.</p>
53.	<p>If the journals fail in the Journal Edit process, the system does not post them to the ledger and the Allocation process issues this error message: "Allocation step ... is complete with journal created but not posted."</p> <p>Journals can fail the Journal Edit process for many reasons, including invalid ChartFields, balancing by ChartField, or ChartField combination edit. After you determine the cause of the problem, you might have to change the allocation step definition to avoid it.</p> <p>Click the Edit Journal(s) option.</p>

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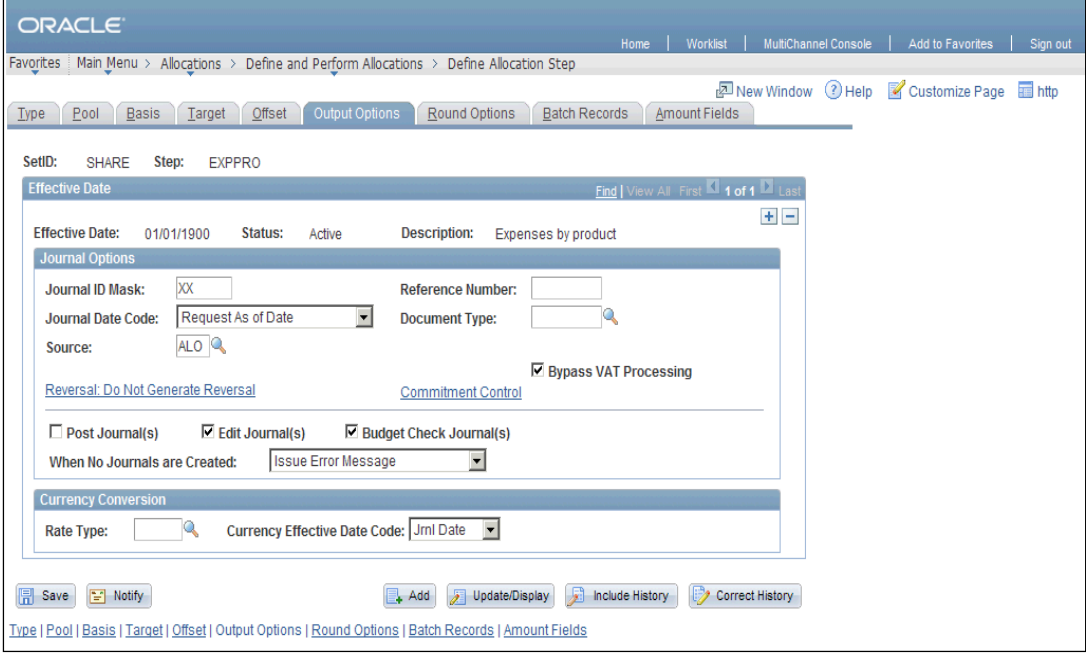
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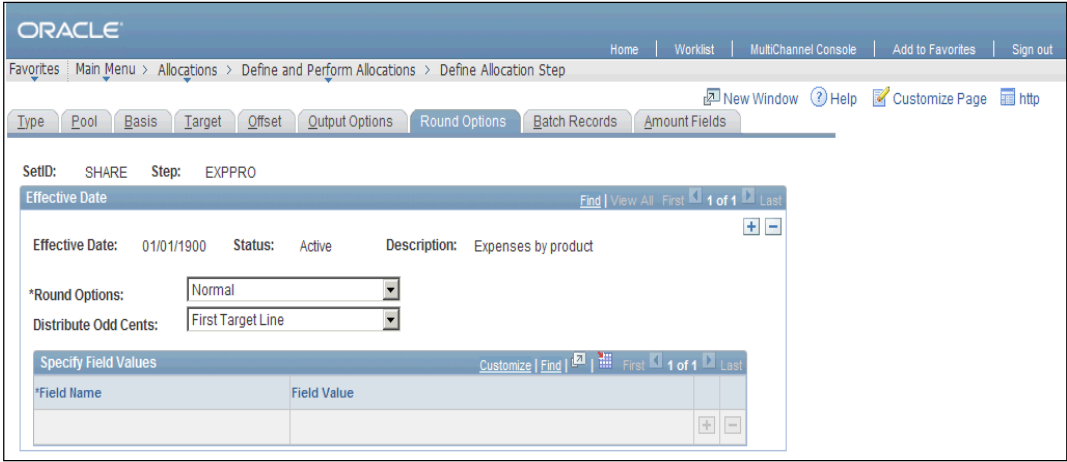
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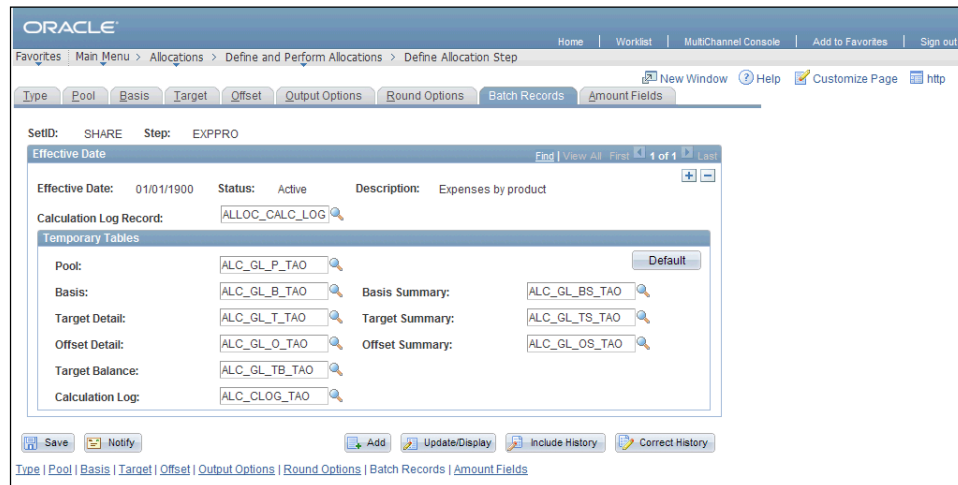
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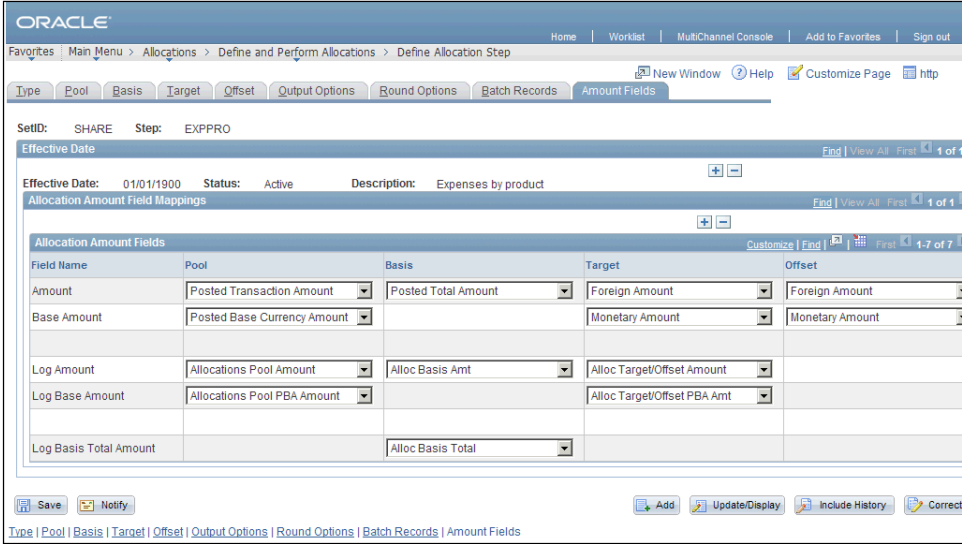
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6/3/15-GLJE-Page 12 of 27

Step	Action
54.	<p>Use the Budget Check Journal(s) field to run the Budget Processor to budget check journals for the commitment control ledgers. This option is available only if you enable the commitment control option. If you select this option, the system automatically selects Edit Journal(s). You must edit journals before you budget check them.</p> 
55.	Click the Round Options tab.
56.	Use the Round Options page to define the method for rounding the allocation amount and distributing odd cents. This option is valid only for the Allocate on Fixed Basis, Prorata with Record Basis, and Spread Evenly allocation types.
57.	<p>Use the Round Options field to specify the method to use to round the allocation amount. Select from these values:</p> <ul style="list-style-type: none"> • Normal: The default value, this method rounds the allocated amount based on the decimal precision of the currency control value. For example, 104.495 rounds to 104.50 GBP. • Round Down: This method rounds the allocated amount down to the nearest decimal based on the decimal precision of the currency control value. For example, 104.495 rounds to 104.49 GBP. • Round Up: This method rounds the allocated amount up to the nearest decimal based on the decimal precision of the currency control value. For example, both 104.495 and 104.494 round to 104.50 GBP. • Truncate: This method truncates the allocated amount after the decimal precision of the currency control value. For example, 104.495 and 104.494 truncate to 104.49 GBP.

Step	Action
58.	<p>Use the Distribute Odd Cents field to designate where to distribute odd cents. Because allocation processing is set-based rather than row-by-row to improve performance, this option is required for allocation types of prorata, spread evenly, and fixed basis.</p> <p>For these allocation types, the process balances the target and offset amounts to the allocated pool amount. That is, the process attempts to allocate 100 percent of the pool amount to the target and offset amounts, sometimes resulting in odd cents.</p> 
59.	Click the Batch Records tab.
60.	Use the Batch Records page to specify the batch temporary tables used in the Allocation process.



Step	Action
61.	<p>Click the Amount Fields tab. Use the Amount Fields page to define the amount field mapping among the pool, basis, target, and offset records.</p> 
62.	Click the Save button.
63.	<p>You have successfully defined an allocation step.</p> <p>End of Procedure.</p>

Exercise – Create an Allocation Step



During this exercise, you will create an allocation step to distribute the data to a journal entry.

Defining an Allocation Group

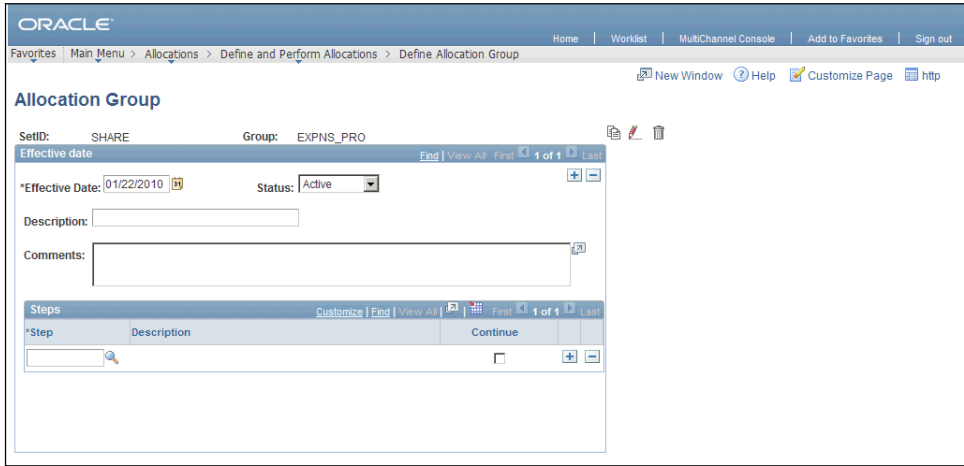
You can allocate amounts based on square footage, head count, revenues, or in any way that is relevant to your company. You also can allocate certain administrative expenses to projects, product lines, departments, or business units.

After you define the Allocation step or steps, you need to define an **allocation group** that specifies the processing sequence of these steps. You must define both the allocation steps and the allocation groups before you initiate the Allocation process.

You must define an allocation group even if the allocation involves a single step. You also must define an allocation step before you can select it for the processing group sequence.

In this topic, you will create an allocation group for the allocation step that you created.

Procedure – Defining an Allocation Group

Step	Action
1.	Navigate to the Define Allocation Group page, Allocations > Define and Perform Allocations > Define Allocation Group link.
2.	Search to bring up the allocation step or add a new step as needed. Click Add or Search .
3.	The Type page enables you to specify the effective date, status, and description of the allocation step. You also specify the pool allocation method or the allocation source.
4.	Add a new allocation group or open an existing allocation group.
5.	Click in the Allocation Group field. Enter the desired information into the Allocation Group field.
6.	Use the Allocation Group page to define multiple allocations across ChartFields.
7.	Use the Copy Allocation Group button to make a copy of the group.
8.	Use the Rename Allocation Group button to rename the group you copied.
9.	Use the Delete Allocation Group button to delete the copy of the group.
	
10.	Enter the desired information into the Description field.
11.	Use the Comments field to enter a long description. We completed this step for you.



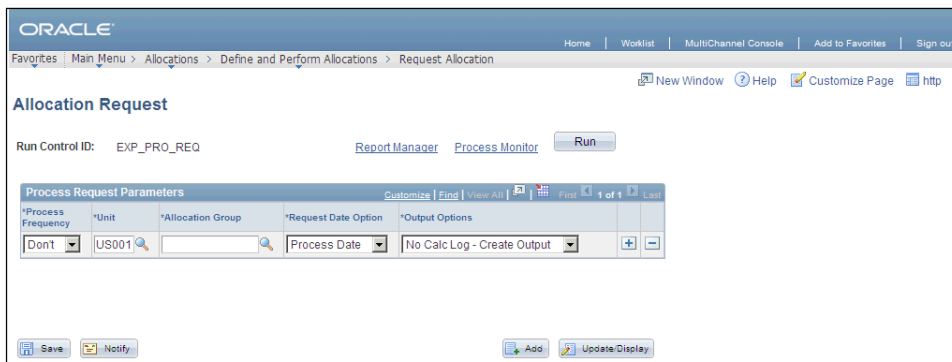
Step	Action
12.	<p>Use the Step field to enter the name of the process step that determines the various allocation processing options (in addition to the pool, basis, target, and offset ChartFields). Define each allocation step in a series of pages. You must define a step before you can select it in the allocation process group sequence. After defining it, you can use a step in any number of allocations.</p> <p>The sequence determines the order in which the PeopleSoft Allocation process performs the steps. You must enter the correct sequence because the target of each step becomes the pool for the next step, or the basis if the journals are posted.</p> <p>Click in the Step field.</p>
13.	Enter the desired information into the Continue field. Use the Continue check box to indicate that you want the system to continue processing even if the allocation step fails.
14.	Click the Save button.
15.	<p>You have successfully created an allocation group for processing an allocation.</p> <p>End of Procedure.</p>

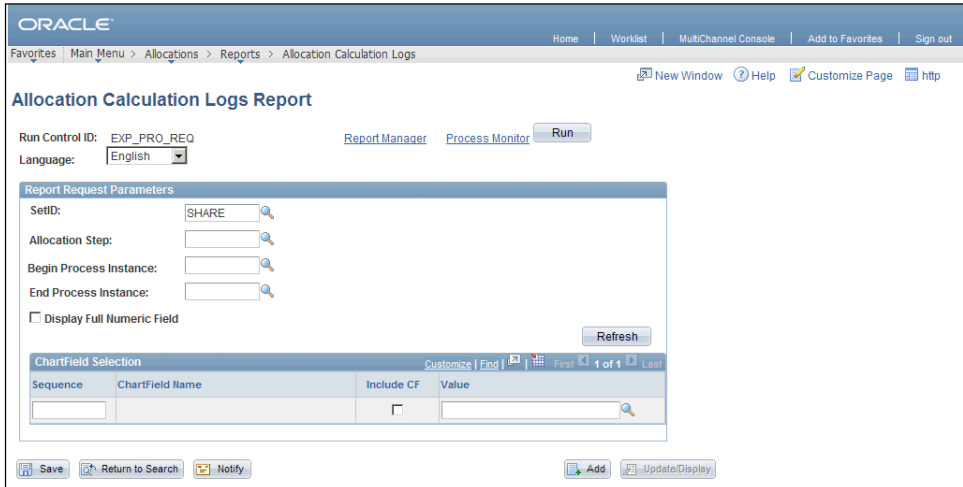
Processing an Allocation Request

You must define allocation steps and allocation groups before you process a request. You indicate the request parameters and process group allocations that you want processed. Next, you identify the process group that you want processed. You have the option of generating an Allocation Calculation Log report, which creates a report showing the allocation calculations that the specified process step performed within a process instance. You can also test the allocation process by creating a calculation log without outputting journals to the appropriate ledgers.

In this topic you will conduct a test run of the allocation step that you created. To do so, you will request an allocation calculation log on the **Request** page. After the process runs, you can view the allocation calculation log to verify that the allocation is distributing the proper pool amount as according to your definitions.

Procedure – Processing an Allocation Request

Step	Action
1.	Navigate to the Allocation Request page, Allocations > Define and Perform Allocations > Request Allocation link.
2.	A Run Control ID is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. These parameters ensure that when a process runs in the background, the system does not prompt you for additional values.
3.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use.
4.	Use the Allocation Request page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run. <div data-bbox="388 1167 1334 1526" data-label="Form">  </div>
5.	Use the Allocation Group field to specify the name of the allocation process group that you created in a previous activity.
6.	Use the Request Date Option list to select the date of processing the request. You can select Process Date , As- Of Date , or SYSDATE (system date).
7.	Supply the date that corresponds to the pool data that you are allocating. Enter the desired information into the Expense by product field.

Step	Action
8.	Use the Output Options field to select the output format of the process. In this example, you are creating an Allocation Calculation Log report without any output so that no journals are created when you run the process. Click the Output Options list.
9.	Click the Run button.
10.	Use the Process Scheduler Request page to enter or update parameters, such as server name and process output format.
11.	Click the OK button.
12.	Click the Process Monitor link. Use the Process List page to view the status of submitted process requests.
13.	If the run status is not yet complete, you can click the Refresh button. The status for your process instance should be Success .
14.	Now that you have completed the process request, you need to review the Allocation Calculation Log report. Click the Allocations link.
15.	Point to the Reports link.
16.	Click the Allocation Calculation Logs link.
17.	Enter the desired information into the Run Control ID field. Click the Search button.
18.	<p>The Allocation Calculation Logs Report page enables you to specify parameters to print a report showing details of the allocation calculation.</p> 
19.	Use the Allocation Step field to specify the name of the process step that you want calculated in the Allocation Calculation Log report.
20.	Enter the desired information into the Allocation Step field.

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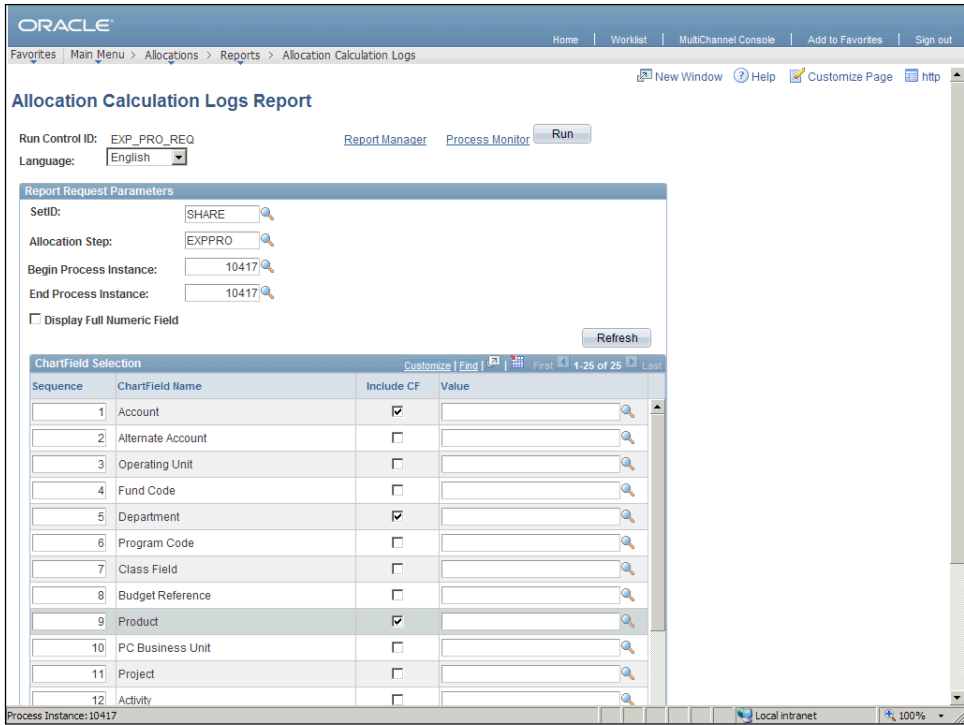
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6/3/15-GLJE-Page 19 of 27

Step	Action
21.	<p>Use the Begin Process Instance field to specify the process instance number of the process for which you want to create a log report.</p> <p>Click in the Begin Process Instance field.</p>
22.	Enter the desired information into the Begin Process Instance field.
23.	<p>You only want to view the calculation log from the process group with a single step that you created. The same value will appear automatically in the End Process Instance field when you click in the field.</p> <p>Click in the End Process Instance field.</p>
24.	Click the Refresh button.
25.	<p>Select the Include CF option to specify the ChartField Names that you want to appear in the report. You want to see Account, Department, and Product values, since those are ChartFields that you used in your Allocation Step for calculations.</p> <p>Click the Account option, etc. as needed.</p> 
26.	Click the Run button.
27.	Click the OK button.
28.	Click the Process Monitor link.
29.	Note that the status is Success for your process instance.

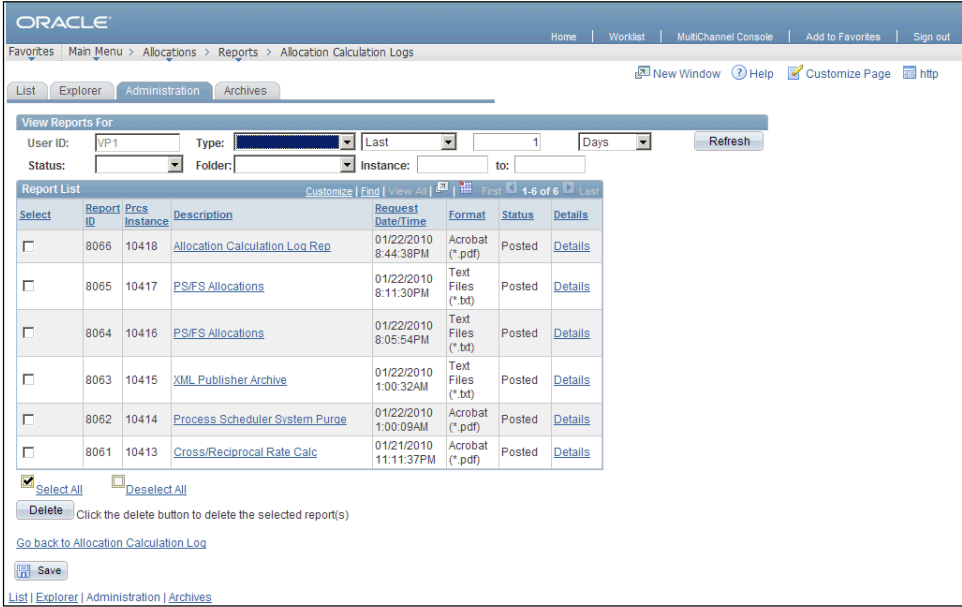
Relevant Websites

Relevant Email Addresses

Stay Engaged

Main: www.cu.edu/elevate
Finance: www.cu.edu/controller/elevate

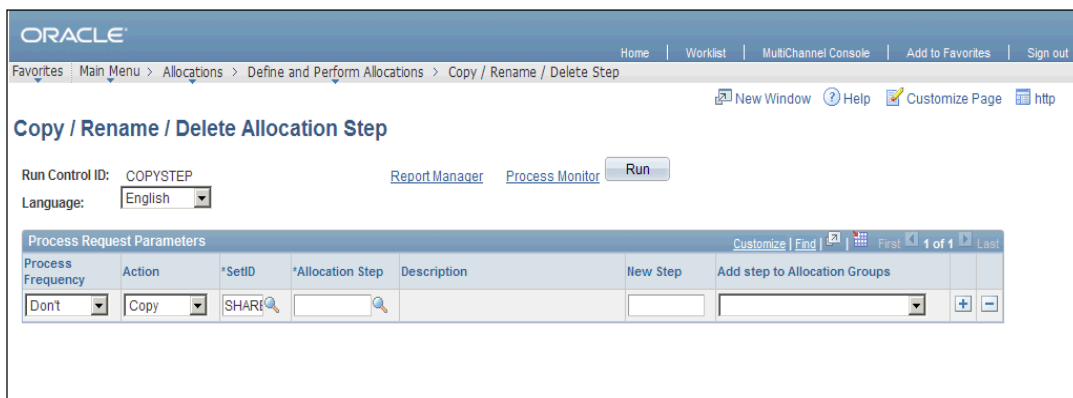
Vickie.Martin@cu.edu
Carolyn.Landa@cu.edu

Step	Action
30.	Now you are ready to view your Allocation Calculation Log. Click the Go back to Allocation Calculation Log link.
31.	Click the Report Manager link.
32.	Click the Administration tab. 
33.	Click the Allocation Calculation Log Rep link.
34.	You have successfully processed an allocation request and created an allocation calculation log. End of Procedure.

Copying an Allocation Step

Copying an allocation step is useful if you want to modify information in the existing step. The **Copy/Rename/Delete Allocation Step** page enables you to create new steps that are identical to or similar to the ones already defined. You also can use this page to rename or delete an allocation step.

Procedure – Copying an Allocation Step

Step	Action
1.	Begin by navigating to the Copy/Rename/Delete Allocation Step page. Navigate Allocations > Define and Perform Allocations > Copy / Rename / Delete Step
2.	A Run Control ID is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. These parameters ensure that when a process runs in the background, the system does not prompt you for additional values.
3.	You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use.
4.	Enter the desired information into the Run Control ID field.
5.	Use the Copy/Rename/Delete Allocation Step page to enter the request parameters. The system will use these parameters to define the processing rules and the data to be included when the process runs. <div data-bbox="328 959 1395 1354" data-label="Form">  </div>
6.	Use the Process Frequency list to specify how many times the process can be executed. If you leave the default value, Don't , your process will not run.
7.	Use the Action field to select one of the following options: <ul style="list-style-type: none"> Copy or Rename: The New Step field is available; use this field to identify the new step or rename the original step. Delete: The process purges the step definition from the system. If you rename to delete a process step, the process automatically updates the allocation process groups.
8.	Use the SetID field to enter an identification code that represents a set of control table information. For this example, accept the default value, SHARE.
9.	Use the Allocation Step field to specify the step name that you want to copy to create a new step.
10.	Copy the allocation step that you previously created.



Step	Action
11.	Use the New Step field to enter a meaningful name for the new allocation step that you want to create. This step is similar to the one you created, so you copy it to use and modify for the Admin departments.
12.	Use the Add step to Allocation Groups field to add the new step to the same process group of the step you are copying.
13.	Click the Run button.
14.	Use the Process Scheduler Request page to enter or update parameters, such as server name and process output format.
15.	Click the OK button.
16.	Click the Process Monitor link. Use the Process List page to view the status of submitted process requests.
17.	If the Run Status is not yet Success , click the Refresh button until the process is successful.
18.	The Run Status of the process is now Success.
19.	Now that you have successfully copied your EXPPRO step to be used for administration expense allocation, you will need to modify the new allocation step. Navigate to your allocation step that you just created.
20.	You have successfully copied an allocation step to use as a model for a new allocation step. End of Procedure.

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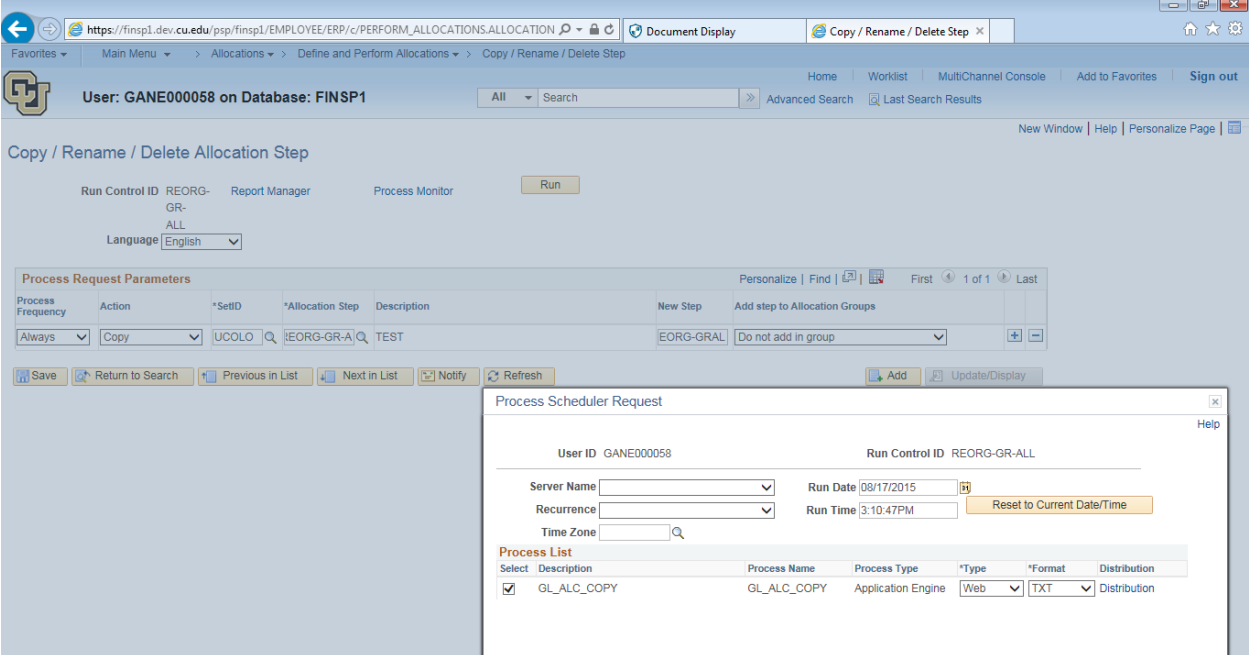
Carolyn.Landa@cu.edu

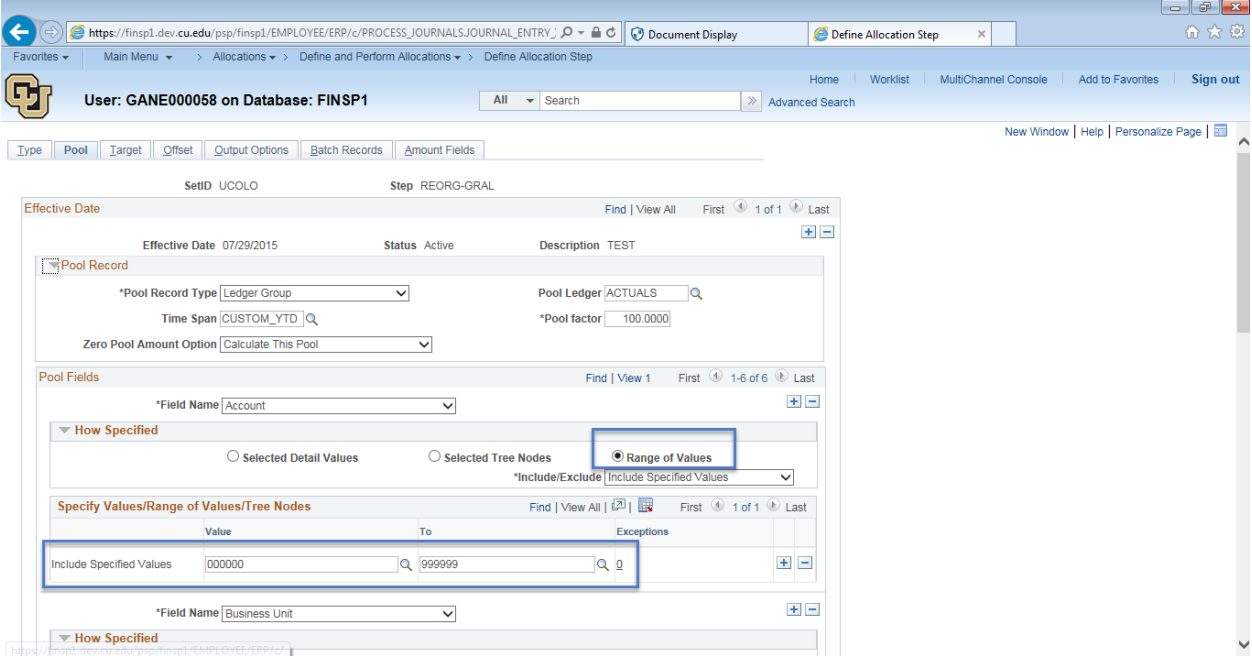
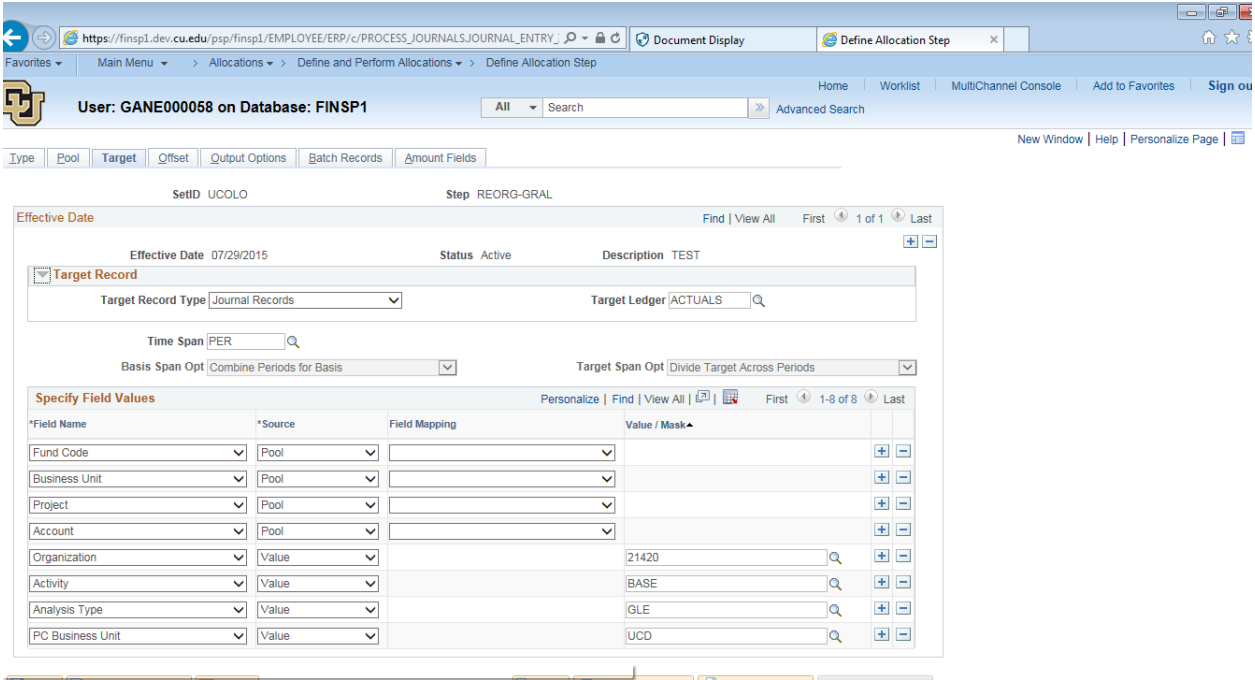
6/3/15-GLJE-Page 23 of 27

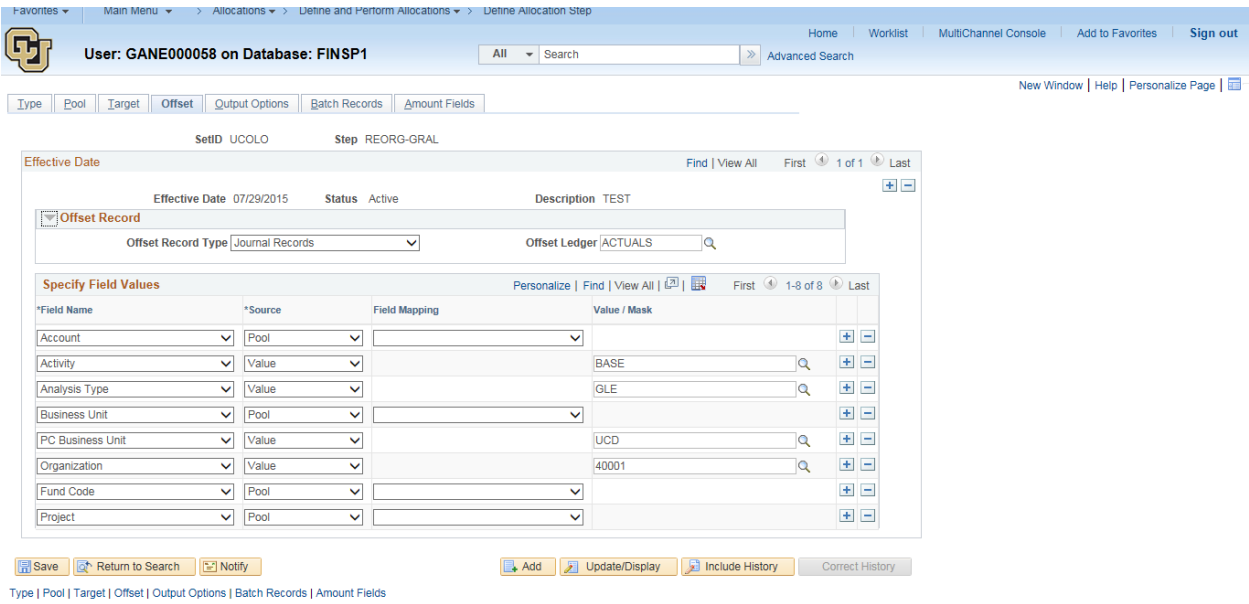
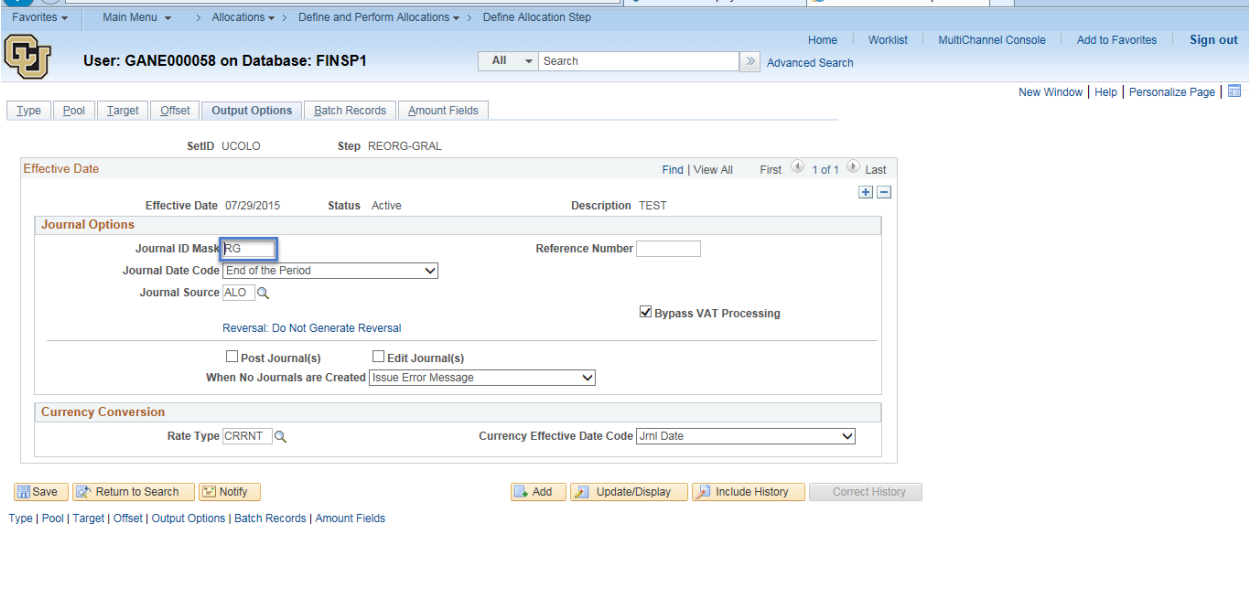
Reorganization with Allocations

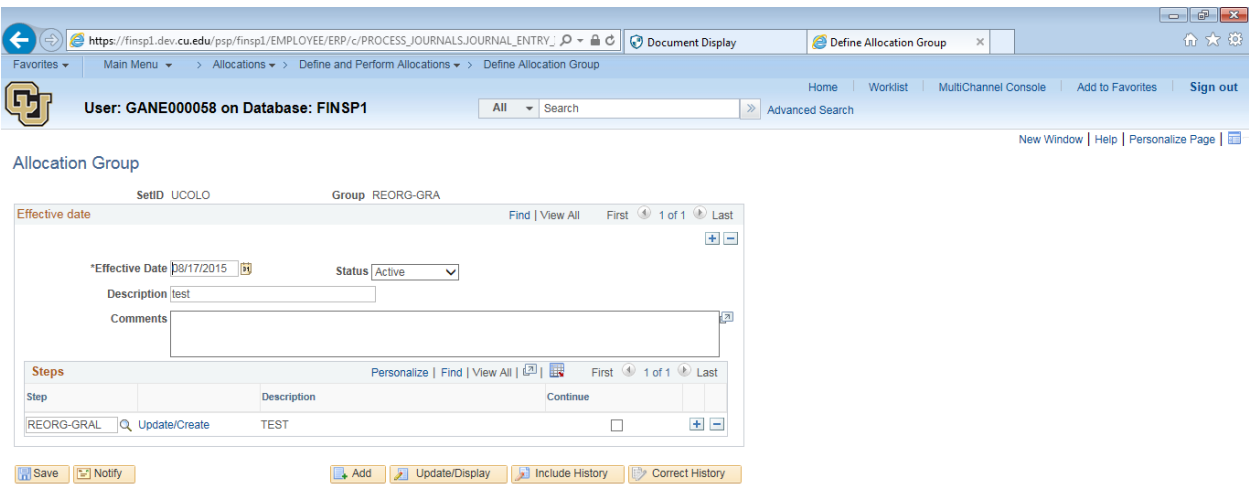
The redesign of reorganizations is done with allocations and allows additional functionality that does not exist in the current environment including additional timeframes, excluding accounts, etc.

Procedure – Reorg

Step	Action
1.	<p>Copy the existing step REORG-GR-A to REORG-GRAL</p> 
2.	Navigate to allocation step that was created

Step	Action
3.	<p>Select a different pool criteria for account, from single account to range of values as shown below.</p> 
4.	<p>Modify the Target if necessary</p> 

Step	Action
5.	<p>The Offset tab does not require any changes.</p>  <p>The screenshot shows the 'Offset' tab in the 'Define Allocation Step' window. The 'Effective Date' is 07/29/2015, 'Status' is Active, and 'Description' is TEST. The 'Offset Record Type' is 'Journal Records' and the 'Offset Ledger' is 'ACTUALS'. Below this is a table for 'Specify Field Values' with columns for Field Name, Source, Field Mapping, and Value / Mask. The fields include Account, Activity, Analysis Type, Business Unit, PC Business Unit, Organization, Fund Code, and Project, each with a dropdown menu and a search icon.</p>
6.	<p>Change Journal ID Mask so that different set of journals will be created to easily differentiate.</p>  <p>The screenshot shows the 'Journal Options' tab in the 'Define Allocation Step' window. The 'Effective Date' is 07/29/2015, 'Status' is Active, and 'Description' is TEST. The 'Journal ID Mask' is 'RG', 'Journal Date Code' is 'End of the Period', and 'Journal Source' is 'ALO'. There are checkboxes for 'Reversal: Do Not Generate Reversal', 'Post Journal(s)', and 'Edit Journal(s)'. A 'Bypass VAT Processing' checkbox is checked. Below this is a 'Currency Conversion' section with 'Rate Type' 'CRRNT' and 'Currency Effective Date Code' 'Jrnl Date'.</p>

Step	Action
7.	<p>Add this step to Allocation group</p> 
8.	Process the allocation.
9.	Navigate to GL and search the allocation journal.
10.	Make sure that journal is being edited without any issues.