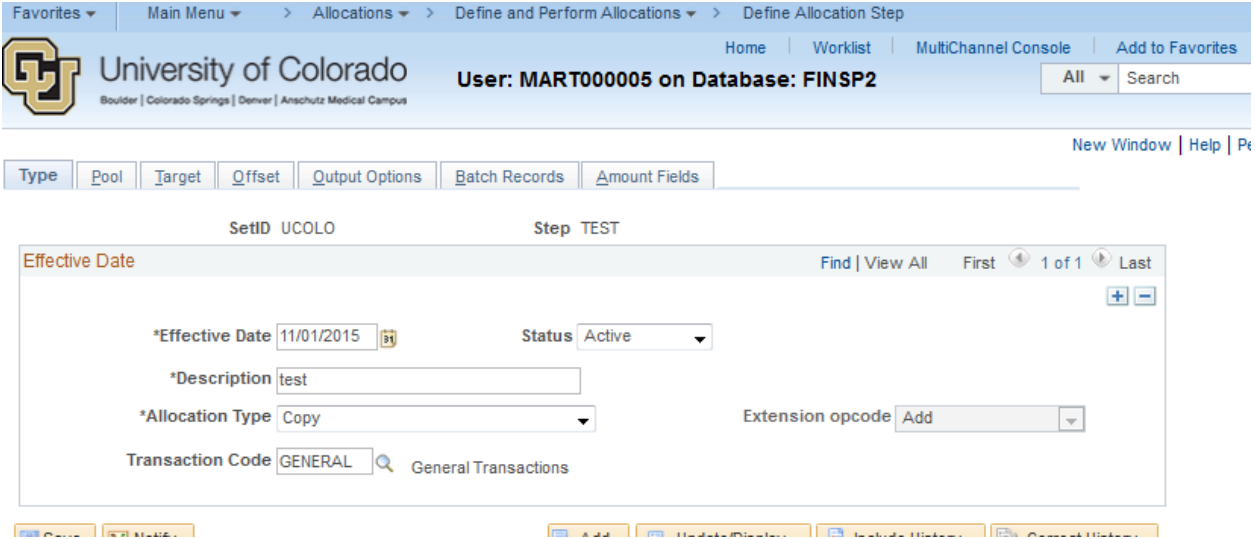
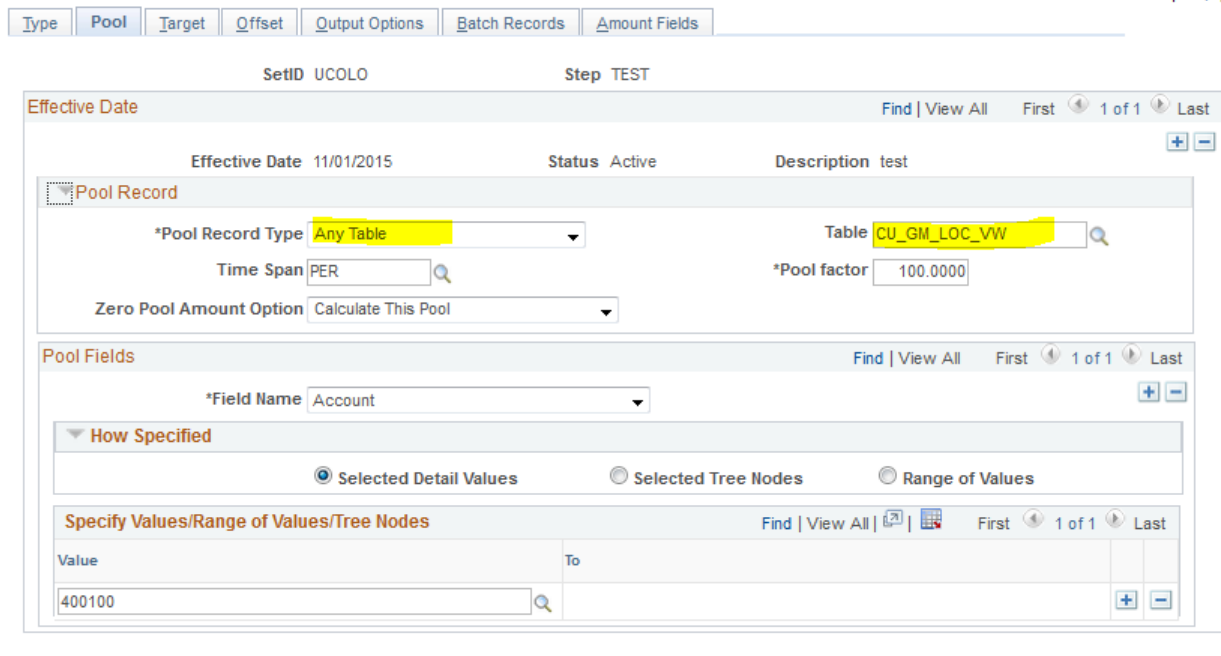


Procedure

Step	Action
1.	<p>Setup the allocation type.</p> 
2.	<p>Defined pool criteria: account, analysis type, PC business unit, project ID, ledger, contract/award, currency code</p> 

Relevant Websites

Relevant Email Addresses

Stay Engaged

Main: [www.cu.edu/elevate](http://www.cu.edu/elevate)

[Vickie.Martin@cu.edu](mailto:Vickie.Martin@cu.edu)

Finance: [www.cu.edu/controller/elevate](http://www.cu.edu/controller/elevate)

[Carolyn.Landa@cu.edu](mailto:Carolyn.Landa@cu.edu)

Step	Action								
3.	<p>Enter the Target criteria</p> <p>Type Pool <b>Target</b> Offset Output Options Batch Records Amount Fields</p> <p>SetID UCOLO Step TEST</p> <p>Effective Date Find   View All First 1 of 1 Last</p> <p>Effective Date 11/01/2015 Status Active Description test</p> <p><b>Target Record</b></p> <p>Target Record Type Journal Records Target Ledger ACTUALS</p> <p>Time Span PER</p> <p>Basis Span Opt Combine Periods for Basis Target Span Opt Divide Target Across Periods</p> <p><b>Specify Field Values</b> Personalize Find   View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Field Name</th> <th>*Source</th> <th>Field Mapping</th> <th>Value / Mask</th> </tr> </thead> <tbody> <tr> <td>Account</td> <td>Value</td> <td></td> <td>400102</td> </tr> </tbody> </table>	*Field Name	*Source	Field Mapping	Value / Mask	Account	Value		400102
*Field Name	*Source	Field Mapping	Value / Mask						
Account	Value		400102						
4.	<p>Create the offset criteria</p> <p>Type Pool Target <b>Offset</b> Output Options Batch Records Amount Fields</p> <p>SetID UCOLO Step TEST</p> <p>Effective Date Find   View All First 1 of 1 Last</p> <p>Effective Date 11/01/2015 Status Active Description test</p> <p><b>Offset Record</b></p> <p>Offset Record Type Journal Records Offset Ledger ACTUALS</p> <p><b>Specify Field Values</b> Personalize Find   View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Field Name</th> <th>*Source</th> <th>Field Mapping</th> <th>Value / Mask</th> </tr> </thead> <tbody> <tr> <td>Account</td> <td>Value</td> <td></td> <td>400190</td> </tr> </tbody> </table>	*Field Name	*Source	Field Mapping	Value / Mask	Account	Value		400190
*Field Name	*Source	Field Mapping	Value / Mask						
Account	Value		400190						
5.	<p>Define the output options</p> <p>Type Pool Target Offset <b>Output Options</b> Batch Records Amount Fields</p> <p>SetID UCOLO Step TEST</p> <p>Effective Date Find   View All First 1 of 1 Last</p> <p>Effective Date 11/01/2015 Status Active Description test</p> <p><b>Journal Options</b></p> <p>Journal ID Mask VSM Reference Number</p> <p>Journal Date Code Request As of Date</p> <p>Journal Source ALO</p> <p>Reversal: Do Not Generate Reversal <input checked="" type="checkbox"/> Bypass VAT Processing</p> <p><input type="checkbox"/> Post Journal(s) <input type="checkbox"/> Edit Journal(s)</p> <p>When No Journals are Created Issue Error Message</p> <p><b>Currency Conversion</b></p> <p>Rate Type Currency Effective Date Code Jmnl Date</p>								

Relevant Websites

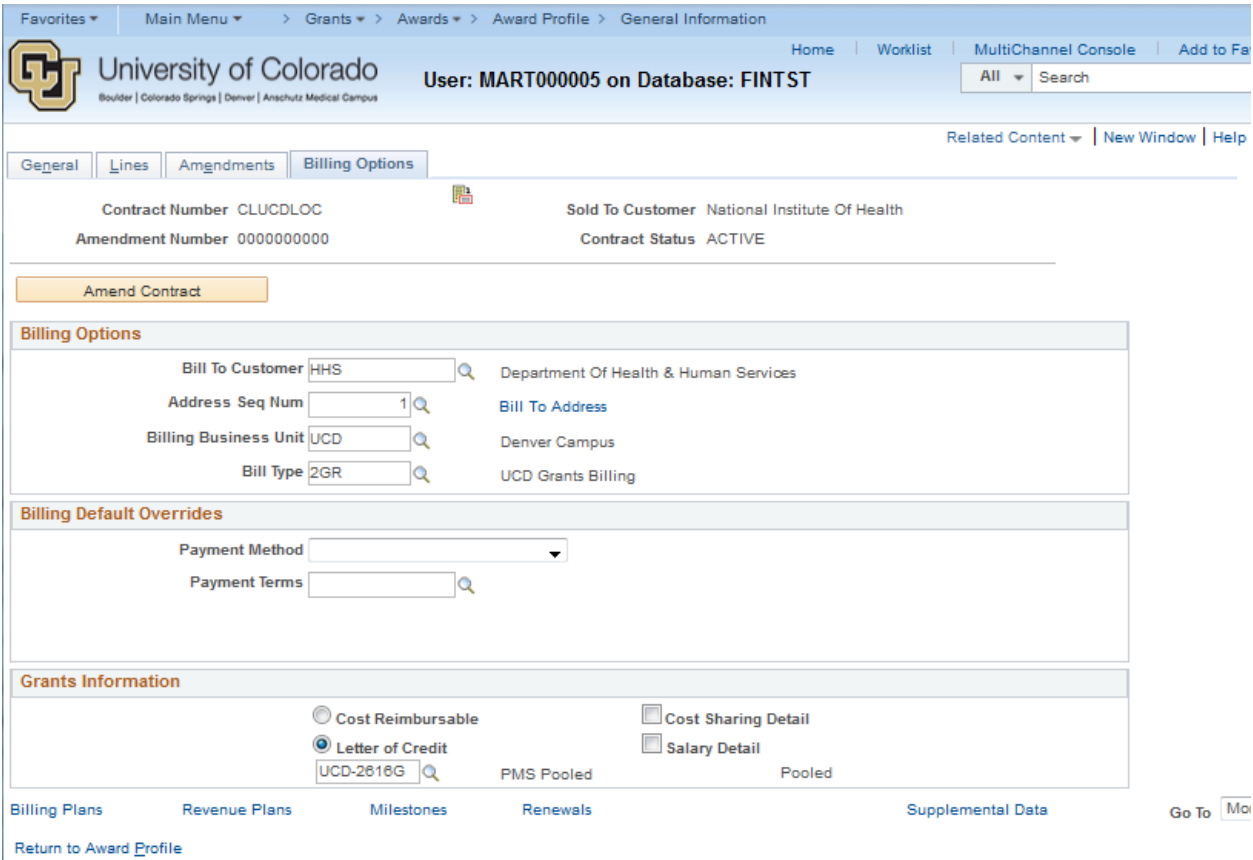
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[Carolyn.Landa@cu.edu](mailto:Carolyn.Landa@cu.edu)

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Step	Action																				
6.	<p>Specify the custom batch table; required due to use of LOC</p>																				
7.	<p>Selected amount fields based on the fields used in the view.</p> <table border="1" data-bbox="235 1176 1429 1512"> <thead> <tr> <th>Field Name</th> <th>Pool</th> <th>Target</th> <th>Offset</th> </tr> </thead> <tbody> <tr> <td>Amount</td> <td>Posted Total Amount</td> <td>Monetary Amount</td> <td>Monetary Amount</td> </tr> <tr> <td>Base Amount</td> <td></td> <td>Monetary Amount</td> <td>Monetary Amount</td> </tr> <tr> <td>Log Amount</td> <td>Allocations Pool Amount</td> <td>Alloc Target/Offset Amount</td> <td></td> </tr> <tr> <td>Log Base Amount</td> <td>Allocations Pool PBA Amount</td> <td>Alloc Target/Offset PBA Amt</td> <td></td> </tr> </tbody> </table>	Field Name	Pool	Target	Offset	Amount	Posted Total Amount	Monetary Amount	Monetary Amount	Base Amount		Monetary Amount	Monetary Amount	Log Amount	Allocations Pool Amount	Alloc Target/Offset Amount		Log Base Amount	Allocations Pool PBA Amount	Alloc Target/Offset PBA Amt	
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Log Amount	Allocations Pool Amount	Alloc Target/Offset Amount																			
Log Base Amount	Allocations Pool PBA Amount	Alloc Target/Offset PBA Amt																			

Step	Action
8.	<p>In the <b>Letter of Credit</b> field, select the appropriate Letter of Credit for this sponsor.</p>  <p>The screenshot shows the 'Billing Options' section of the 'Award Profile - General Information' page. The 'Bill To Customer' is 'HHS' (Department Of Health &amp; Human Services). The 'Address Seq Num' is '1'. The 'Billing Business Unit' is 'UCD' (Denver Campus). The 'Bill Type' is '2GR' (UCD Grants Billing). Under 'Billing Default Overrides', the 'Payment Method' and 'Payment Terms' are empty. Under 'Grants Information', the 'Letter of Credit' radio button is selected, and the dropdown menu shows 'UCD-2616G'. Other options include 'Cost Reimbursable', 'Cost Sharing Detail', 'PMS Pooled', and 'Salary Detail'.</p>
9.	Create the allocation group
10.	Run the allocation.
11.	Review the resulting journal