



Procedure

Step	Action
1.	Setup the allocation type.
	Favorites - Main Menu - Allocations - Define and Perform Allocations - Define Allocation Step
	Home Worklist MultiChannel Console Add to Favorites
	Boulder Colorado Sprigs Denver Anschutz Medical Campus
	New Window Help Pe
	Type Pool Target Offset Output Options Batch Records Amount Fields
	SetiD UCOLO Step TEST
	Effective Date Find View All First 🕚 1 of 1 🕑 Last
	*Effective Date 11/01/2015 3 Status Active
	*Description test
	*Allocation Type Copy Extension opcode Add
	Transaction Code GENERAL Concentration
	General Iransactions
2.	Defined pool criteria: account, analysis type, PC business unit, project ID, ledger, contract/award,
	currency code
	Type Pool Target Other Output Options Batch Records Amount Fields
	SetID UCOLO Step TEST
	Effective Date Find View All First @ 1 of 1 @ Last
	Effective Date 11/01/2015 Status Active Description test
	Pool Record
	*Pool Record Type Any Table
	Time Span PER Q *Pool factor 100.0000
	Zero Pool Amount Option Calculate This Pool
	Pool Fields Find View All First 🚯 1 of 1 🚯 Last
	*Field Name Account
	Thow Specified
	Selected Detail Values Image: Selected Tree Nodes Image: Range of Values
	Specify Values/Range of Values/Tree Nodes Find View All 🖾 🖩 First 🛞 1 of 1 🔍 Last
	Value To
	400100





Step	Action
3.	Enter the Target criteria
	Type Pool Target Output Options Batch Records Amount Fields
	SetID UCOLO Step TEST
	Effective Date Find View All First 🕚 1 of 1 🛞 Lat
	Effective Date 11/01/2015 Status Active Description test
	Target Record Type Journal Records
	Time Span PER
	Specify Field Values Personalize Find View All 🖓 🔤 First 🖤 1 of 1 🖤 Last
	Account
4.	Create the offset criteria
	New Wildow neip Personalize Page
	Type Pool Target Offset Output Options Batch Records Amount Fields
	SetID UCOLO Step TEST
	Effective Date Find View All First 🚯 1 of 1 🚯 Last
	Effective Date 11/01/2015 Status Active Description test
	Offset Record Offset Record Type Journal Records Offset Ledger ACTUALS
	Specify Field Values Personalize Find View All 🖉 🔢 First 🚯 1 of 1 🕟 Last
	*Field Name *Source Field Mapping Value / Mask
	Account 🗸 Value 🗸 400190 🔍 🛃
5.	Define the output options
	Type Pool Target Ottput Options Batch Records Amount Fields
	SetID UCOLO Step TEST
	Effective Date Find View All First 1 of 1 V Last
	Effective Date 11/01/2015 Status Active Description test
	Journal Options
	Journal Date Code Request As of Date
	Journal Source ALO Q
	Reversal: Do Not Generate Reversal
	Post Journal(s) Edit Journal(s) When No Journals are Created Issue Error Message
	Currency Conversion
	Rate Type Currency Effective Date Code Irnl Date

Main: <u>www.cu.edu/elevate</u>

Finance: www.cu.edu/controller/elevate

Relevant Email Addresses

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Specify the cus	stom batch table; require	ed due to use	of LOC		
<u>Type</u> <u>P</u> ool <u>T</u> arge	et Offset Output Options Bate	ch Records Amount	Fields		
	SetID UCOLO	Step TEST			
Effective Date				Find View All	First 🕚 1 of 1 🕑 Las
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Calculation	Hective Date 11/01/2015	Status Active	Descriptio	n test	
Calculation	LUG RECOID ALLOC_CALC_LUG	Q			
Temporary Table	95				
	Pool CU_ALC_P_TAO	Q		Default	t
	Basis ALC_GL_B_TAO	Q	Basis Summa	Y ALC_GL_BS_TAO	Q
	Target Detail ALC_GL_T_TA0	Q	Target Summa	Y ALC_GL_TS_TAO	Q
	Offset Detail ALC_GL_0_TA0	Q	Offset Summa	y ALC_GL_OS_TAO	Q
Та	rget Balance ALC_GL_TB_TAO	Q			
Cal Selected amou	Iculation Log ALC_GL_TB_TAO	Q Q ields used in th	ne view.		
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Relevant Email Addresses





Step	Action
8.	In the Letter of Credit field, select the appropriate Letter of Credit for this sponsor.
	Favorites * Main Menu * > Grants * > Awards * > Award Profile > General Information
	Home Worklist MultiChannel Console Add to Far
	University of Colorado User: MART000005 on Database: FINTST
	Related Content - New Window Help
	General Lines Amendments Billing Options
	Contract Number CLUCDLOC Sold To Customer National Institute Of Health
	Amendment Number 000000000 Contract Status ACTIVE
	Amend Contract
	Billing Options
	Bill To Customer HHS Department Of Health & Human Services
	Billing Business Unit UCD Q Denver Campus
	Bill Type 2GR Q UCD Grants Billing
	Billing Default Overrides
	Payment Method
	Payment Terms Q
	Grants Information
	Cost Reimbursable Cost Sharing Detail
	UCD-2616G Q PMS Pooled Pooled
	Billing Plans Revenue Plans Milestones Renewals Supplemental Data Go To Mor
	Return to Award Profile
9.	Create the allocation group
10.	Run the allocation.
11.	Review the resulting journal