Chapter 15 – Using GL Allocation Spreadsheets

GL Allocation spreadsheets are used to enter chartfields for multiple cost centers in a quick an easy fashion.

There 2 icons used and they are located on the header bar of the allocation area on the far right:

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PC Business Unit	Project ID	Activity ID	Resource Type	Resource Category	Resource Subcategory	Reference		
Select				-				

Spreadsheet Upload icon – This allows you to upload a completed allocation spreadsheet.

B Download Template for Allocation icon – This allows you to create an allocation spreadsheet with multiple cost centers.

- 1. Click on the Download Template for Allocations icon.
- 2. Click on the "Download Template" button.



- 3. Excel will open with a chartfields template for you to complete.
- 4. Fill in the chartfields and save the template on your departmental drive for future use.

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	A	В	С	D	E	F	G	н	1	J	K	L	М	N	0
1	Business Unit	Amount	Department	Fund	Program Code	Account Code	Budget Reference	Source of Funds	Flex Code	Cris	UFID	PC Business Unit	Project ID	Activity ID	Reference
2	2 UFLOR	\$75.00	64404000	101	6100	732100	CRRNT								Office Supplies
3	UFLOR	\$25.00	64404000	101	6100	732100	CYFWD								Office Supplies
4	UFLOR	\$50.00	64404000	159	7800	732100	CRRNT								Office Supplies
5	5 UFLOR	\$50.00	64404000	179	7800	732100	CRRNT								Office Supplies
6	5														

5. To bring the saved information into a transaction, click on the Spreadsheet Upload icon (noted above). Browse to find the saved template and click on "Upload Spreadsheet".



6. The template cost centers will post into the transaction.

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Action	R	Business Unit	Amount	Department	Fund	Program Code	Account	Budget Reference	Source of Funds	Flex Code	Cris	UFID	PC Business Unit	Project ID	Activity ID	Resource Type	Resource Category	Resource Subcategory	Reference
/ 6	E	UFLOR	75.00	64404000	101	6100	732100	CRRNT											Office Supplies
/ 6	E	UFLOR	25.00	64404000	101	6100	732100	CYFWD											Office Supplies
/ 6	E	UFLOR	50.00	64404000	159	7800	732100	CRRNT											Office Supplies
/ 6	E	UFLOR	50.00	64404000	179	7800	732100	CRRNT											Office Supplies
			\$200.00																

7. Save the allocation once the amount of the invoice is fully allocated. The invoice is then ready to continue processing.