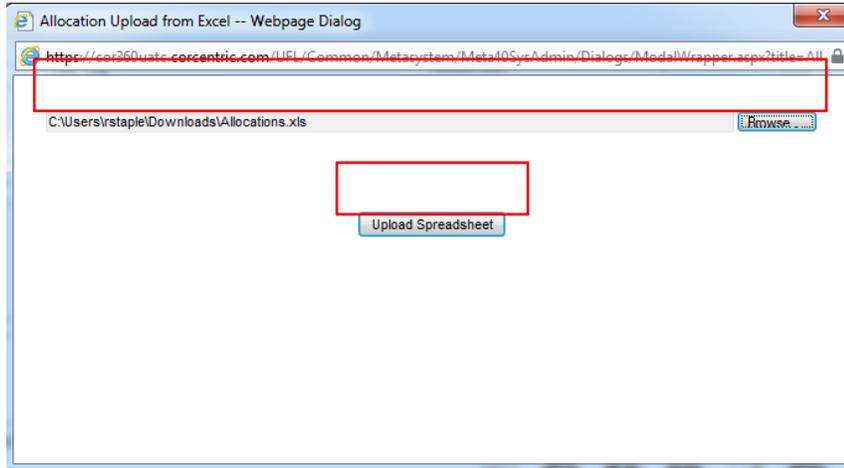


- To bring the saved information into a transaction, click on the Spreadsheet Upload icon (noted above). Browse to find the saved template and click on “Upload Spreadsheet”.



- The template cost centers will post into the transaction.

Allocations																		
Actions	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
	<input type="checkbox"/>	UFLOR	75.00	64404000	101	6100	732100	CRRNT										Office Supplies
	<input type="checkbox"/>	UFLOR	25.00	64404000	101	6100	732100	CYFWD										Office Supplies
	<input type="checkbox"/>	UFLOR	50.00	64404000	159	7800	732100	CRRNT										Office Supplies
	<input type="checkbox"/>	UFLOR	50.00	64404000	179	7800	732100	CRRNT										Office Supplies
			\$200.00															

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