# Table of Contents

**ALLOCATIONS** ................................................................. 2  
  Allocating to a PTA ........................................................... 2  
  Z-Allocations (how to allocate Sales Tax and Freight) ............... 3  
    Use Favorites folder for Z-tax and frequently used PTA .......... 4  

**DELEGATES** ........................................................................ 5  
  How to add/delete a delegate ............................................... 5  
  How to administer for (Act As) another user ....................... 6  

**REPORTS** ........................................................................... 7  
  Report Naming Convention .................................................. 7  
  Recalling a report ................................................................. 7  
  How to check status of a report ............................................ 8  

**TRAVEL ALLOWANCE** ......................................................... 8  
  How to create a Travel Allowance (Per Diem) ....................... 8
Tips and Shortcuts

ALLOCATIONS

Allocating to a PTA

To allocate all transactions at one time (if all transactions are using the same PTA)

Select all expenses

![Image of Allocations for Report: August 2014]
Z-Allocations (how to allocate Sales Tax and Freight)

Z-Allocations for sales tax and freight lines on a Goods Itemized

After you have selected your Sales Tax and Freight lines please allocate them to Z_To_Be_Allocated_In_Oracle.
Select Z for Federal and Non-Federal and Z for Expenditure Type and Save.

Use Favorites folder for Z-tax and frequently used PTA
Add your Favorite or frequently used PTA to your Favorites
Create your own favorite name and hit save

DELEGATES

How to add/delete a delegate

From the home page select the Profile drop down menu select Profile Settings

Under Expense Settings, select Expense Delegates
You will be able to add or remove any delegates from this window

How to administer for (Act As) another user

From the home page, select the Profile and use the drop down arrow to select user’s name in Administer for another user field

To return to your own profile, select End Admin session under the Administer for drop down menu
REPORTS

Report Naming Convention

To view report naming convention- hover over arrow on report name field

Recalling a report

How to recall a report

From the home page, select Expense and select the report you want to recall

Click Recall
How to check status of a report

From the home page, Select Expense Active Reports will show report status

**TRAVEL ALLOWANCE**

How to create a Travel Allowance (Per Diem)

Two ways to create a travel allowance.

One way is directly when you start a new expense report and the question whether the report will include Travel Per Diem appears:

![Travel Allowances](image)
Or from the Details tab once you have already started your trip:

Enter all the required fields (indicated by the red line on the left side of each box) and hit Save.
Enter your departure and arrival information and hit SAVE

Per Diem is created click NEXT
Choose your itinerary and click NEXT

Verify Allowance and exclude any meals or days accordingly and select CREATE EXPENSES