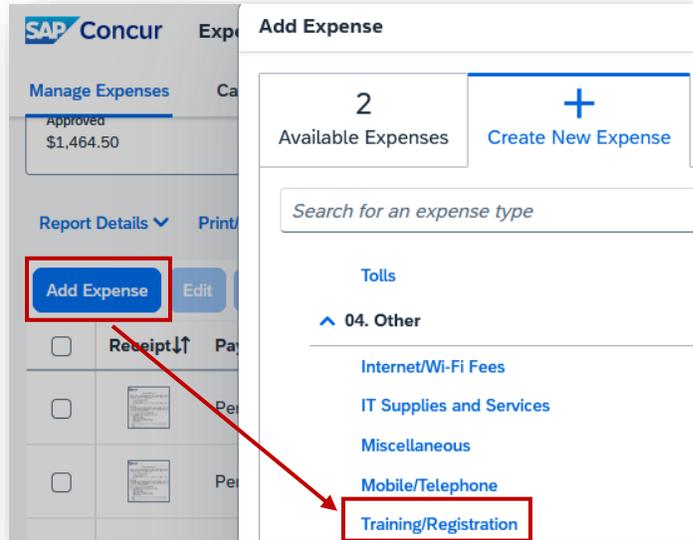
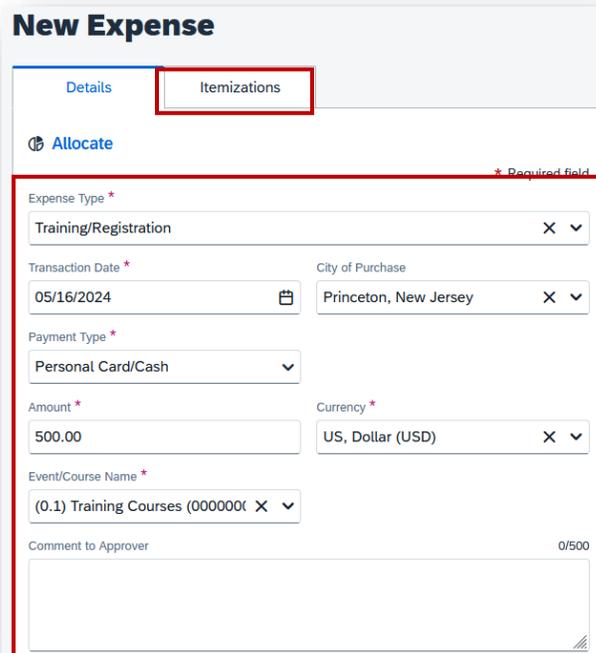


**Objective:** This section will guide you through the process of allocating registration fee to a STAP PA.

1. Click *Add Expense* and select *Training/Registration*.



2. Fill out the required fields, then click on the *Itemization* tab.



3. In the *Itemization* tab, under *SLAC – Training*, **enter** the registration amount you are allocating to STAP in the first line marked *Training/Registration – STAP*. If you are allocating the entire cost to STAP, enter \$0 in the second line, as shown in the screenshot below. Once finished, **click Save Itemizations**.

### Training/Registration \$500.00

05/16/2024

Details

Itemizations

Amount \$500.00	Itemized \$0.00	Remaining \$500.00
--------------------	--------------------	-----------------------

**SLAC - Training** \* Required field

Training/Registration - STAP \*  Personal Expense (do not reimburse)

500.00

Training/Registration \*  Personal Expense (do not reimburse)

0.00

*(Amounts in USD)*

Save Itemizations

Save and Add Another

Cancel



Note: After itemizing, you will see the "Remaining" amount is \$0, indicating that you have successfully itemized the expense.

### Training/Registration \$500.00

05/16/2024

Details

Itemizations

Amount \$500.00	Itemized \$500.00	Remaining \$0.00
--------------------	----------------------	---------------------

Create Itemization

Edit

Delete

Copy

Allocate

<input type="checkbox"/>	Date↑↕	Expense Type↑↓	Requested↑↓	
<input type="checkbox"/>	05/16/2024	Training/Registration - ST...	\$500.00	...

4. **Attach** a receipt, then **click Save Expense** to return to the expense report screen.

Training/Registration \$500.00

05/16/2024

Amount \$500.00 | Itemized \$500.00 | Remaining \$0.00

Buttons: Create Itemization, Edit, Delete, Copy, Allocate

<input type="checkbox"/>	Date↑	Expense Type↓	Requested↓	
<input type="checkbox"/>	05/16/2024	Training/Registration - ST...	\$500.00	...

Receipt section: Add Receipt button (highlighted), instructions to upload a receipt, valid file types (.png, .jpg, .jpeg, .pdf, .tif or .tiff), 5MB limit per file.

Save Expense button (highlighted)

5. Locate and **select** the *Training/Registration* expense item that you have just added, then **click** on the *Allocate* button, which will open an Allocate screen.

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available

Buttons: Add Expense, Edit, Delete, Copy, Allocate (highlighted), Combine Expenses, Move to

<input type="checkbox"/>	Receipt↑	Payment Type↓	Expense Type↑	Vendor Details↓	Date↓	Requested↓
<input type="checkbox"/>		Personal Card/Cash	Airfare	United Airlines Princeton, New Jersey	05/16/2024	\$560.50
<input type="checkbox"/>		Personal Card/Cash	Car Rental	Enterprise Princeton, New Jersey	05/16/2024	\$250.00
<input type="checkbox"/>		Personal Card/Cash	Meals and Incidentals (M&IE)	Princeton, New Jersey	05/13/2024	\$51.75
<input type="checkbox"/>		Personal Card/Cash	Meals and Incidentals (M&IE)	Princeton, New Jersey	05/14/2024	\$69.00
<input type="checkbox"/>		Personal Card/Cash	Meals and Incidentals (M&IE)	Princeton, New Jersey	05/15/2024	\$69.00
<input type="checkbox"/>		Personal Card/Cash	Meals and Incidentals (M&IE)	Princeton, New Jersey	05/16/2024	\$51.75
<input checked="" type="checkbox"/>		Personal Card/Cash	Training/Registration	Princeton, New Jersey	05/16/2024	\$500.00 Itemized

6. In the Allocate screen, click Add.

The screenshot shows the 'Allocate' window with the following details:

- Expenses: 1 | \$500.00
- Buttons: Percent, Amount
- Amount: \$500.00
- Allocated 100%: \$500.00
- Remaining 0%: \$0.00
- Default Allocation
- Code: 13161-Y0001-10.05.03.01.01-YN0100000
- Amount USD: \$500.00
- Buttons: Add (highlighted), Edit, Remove, Save as Favorite

7. You should now be on the "Add Allocation" page. On this screen, you will see the default allocation, initially set to your default project with an allocation of 100%. Clear the allocation by **clicking** on "x" to delete the current number (a). Then, Project field, **enter 99101** and select it from the list (b), then proceed to complete the Activity, WBS, and Fund fields. The end result is shown the screenshot (c) below. **Click Save** when finished.

The screenshots show the 'Add Allocation' form with the following details:

**(a)** The 'Project' field contains '13161' and has an 'x' button highlighted in a red box. Other fields include Activity (Y0001), WBS (10.05.03.01.01), and Fund (YN0100000).

**(b)** The 'Project' field contains '99101' and has a dropdown list highlighted in a red box. A red error message states: 'This field is missing required information.' Other fields include Activity, WBS, and Fund.

**C** Add Allocation

+ New Allocation   ★ Favorite Allocations

Project \* 1  
99101 X v

Activity \* 2  
10000 X v

WBS \* 3  
10.05.03.01.01 X v

Fund \* 4  
YN010000 X v

Cancel   Save

8. After reviewing the summary of the allocation to the STAP PA, click 'Save'. This will return you to the expense screen. Then, click 'Save Expense'.

Allocate

Expenses: 1 | \$500.00 | View Allocation Group

Percent   Amount

Amount \$500.00   Allocated 100% \$500.00   Remaining 0% \$0.00

Default Allocation

Code 13161-Y0001-10.05.03.01.01-YN010000   Amount USD \$0.00

Add   Edit   Remove   Save as Favorite

<input type="checkbox"/>	Project	Activity	WBS	Fund	Code	Amount USD
<input type="checkbox"/>	99101	10000	10.05.03.01.01	YN010000	99101-10000-10.05.03.01.01-YN010000	500.00

← → Training/Registration \$500.00   More Actions   Save Expense

07/29/2024

Details   Itemizations   Hide Receipt

Allocate

\* Required field

Expense Type \*  
Training/Registration X v

Receipt

Note: If you are not allocating the full amount to STAP, adjust the amount you wish to allocate to STAP. Then repeat step #7, selecting another PA for the remaining portion of the registration fee.