Expense Allocation

Modified on: Wed, 22 Dec, 2021 at 8:59 AM

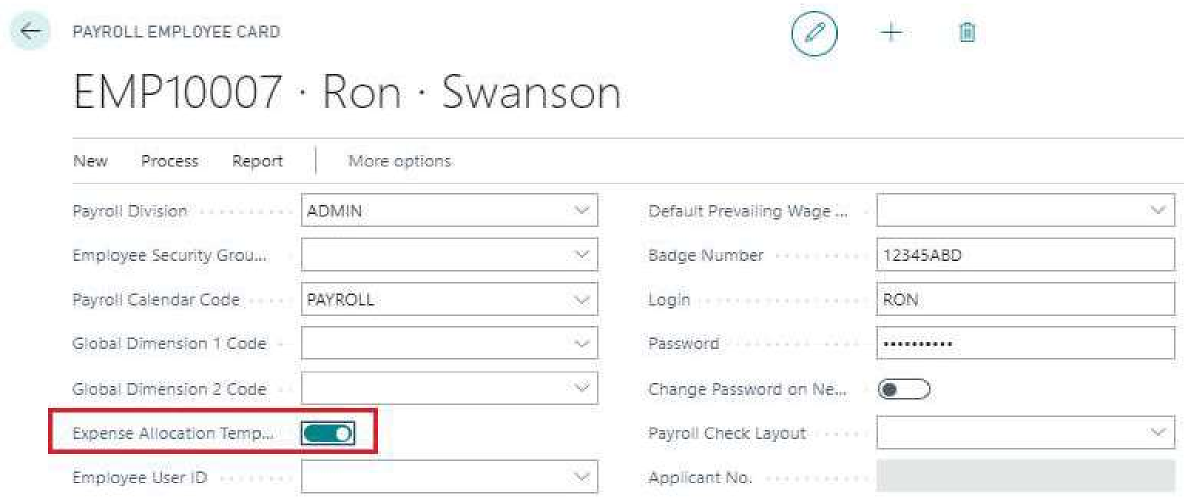
Expense Allocation Enabled:

This feature allows the system to automatically allocate employee expenses by pre-set percentages.

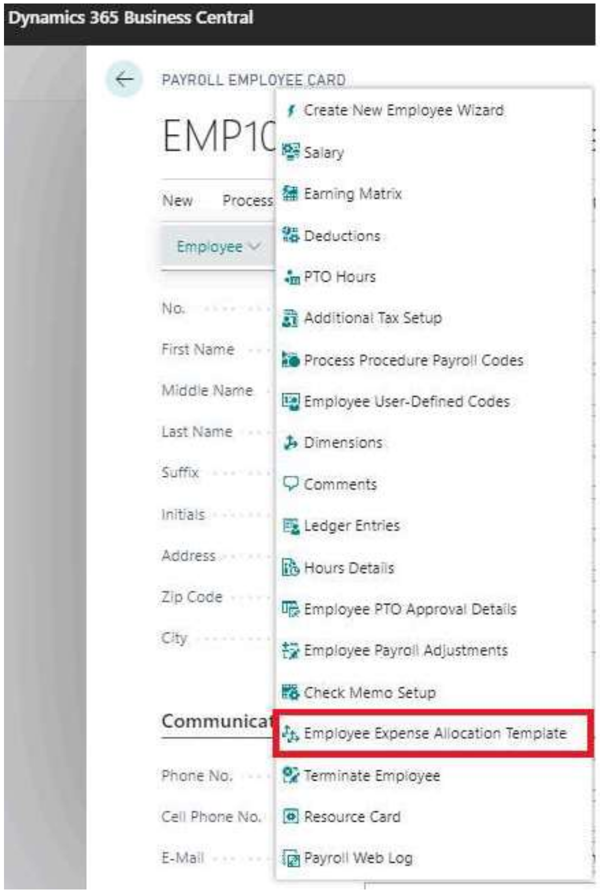
The check box on the employee card must be set to true in order for the 'Apply Expense Allocation Template' page action to be applicable to this payroll employee.

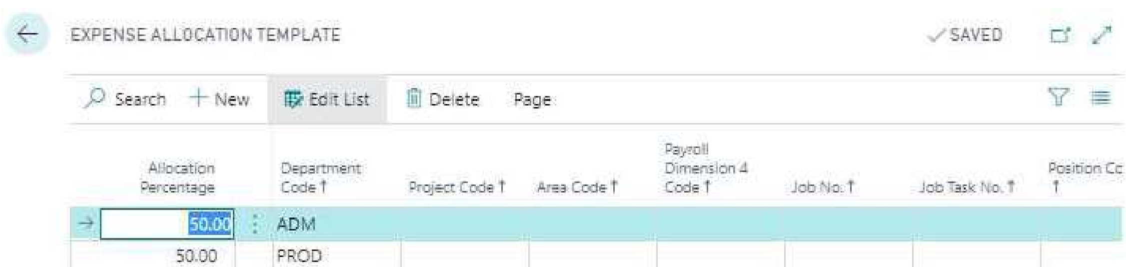
Once you've set the 'Expense Allocation Template' to 'True', the payroll employee will pick up any settings from the template

The check box is in the 'Administration' tab of the employee card. You may need to click 'show more' to see the check box.



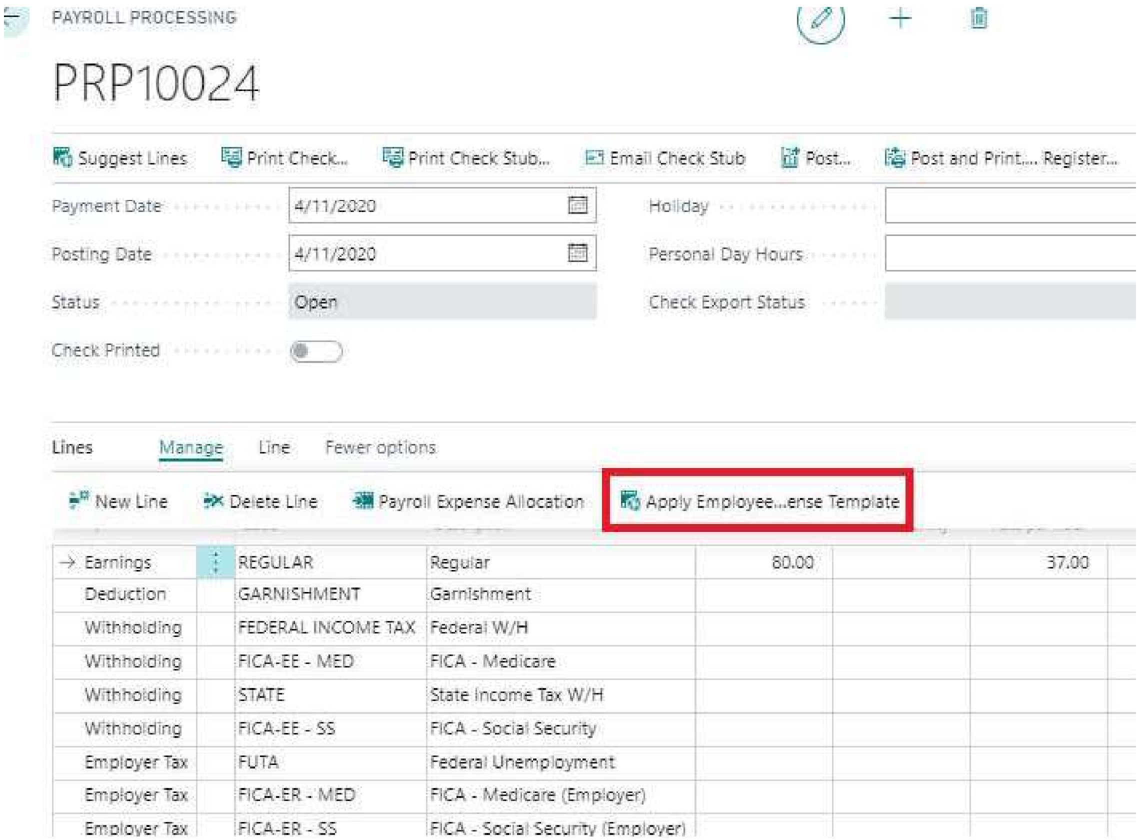
You can access the Employee Expense Allocation via Navigate> Employee > Employee Expense Allocation





As you can see in image ‘P3’, the expense allocations are set to allocate 50% of employee expense to Department Code ‘ADM’ and 50% to ‘PROD’.

To execute the allocate the employee expense, you can set it up to happen automatically whenever you create payroll documents and click ‘Suggest Lines’ or you can allocate expenses in specific circumstances using the ‘Apply Employee Expense Template’ action. In image ‘P4’ you can see that with the Expense Allocations checked off in the employee card you can ‘Allocate Expense’ from an individual payroll document if it is not set up to automatically apply.

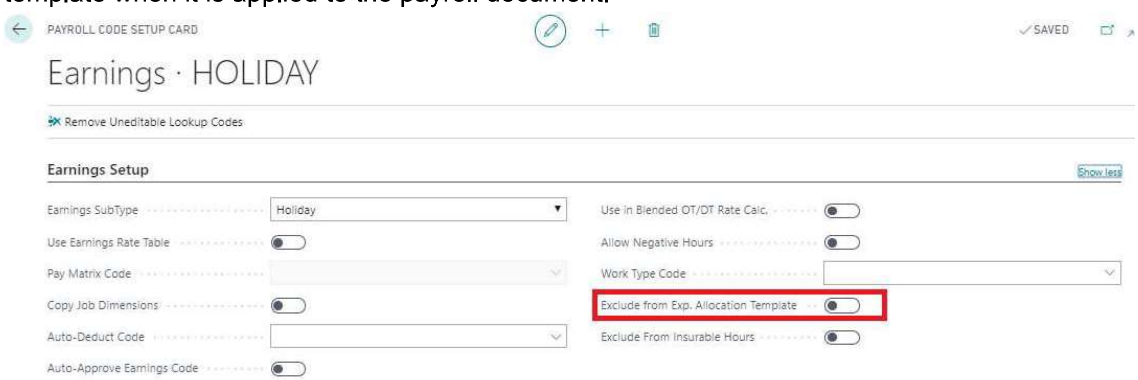


To help automate the Employee Expense Allocation you need to go to Payroll Setup> Additional Setup > General and then set Auto – Apply Expense Allocation to True.

If Auto-Apply is set to True, and the employee has ‘Expense Allocation Template’ set to True and there are allocations entered in the Expense Allocation Template, then the Employee Expense Allocations will automatically apply when you click ‘Suggest Lines’

<u>Exclude from Expense Allocation Template</u>

This is an optional check box you can set on individual payroll code cards. If set to true, the payroll code will be excluded from the application expense allocation template when it is applied to the payroll document.



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