

Expense Allocation

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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.

← PAYROLL EMPLOYEE CARD

EMP10007 · Ron · Swanson

New Process Report More options

Payroll Division	ADMIN	Default Prevailing Wage ...	
Employee Security Group		Badge Number	12345ABD
Payroll Calendar Code	PAYROLL	Login	RON
Global Dimension 1 Code		Password	*****
Global Dimension 2 Code		Change Password on Ne...	☒
Expense Allocation Template	☒	Payroll Check Layout	
Employee User ID		Applicant No.	

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

Dynamics 365 Business Central

← PAYROLL EMPLOYEE CARD

EMP10

New Process

Employee ▾

No.

First Name

Middle Name

Last Name

Suffix

Initials

Address

Zip Code

City

Communications

Phone No.

Cell Phone No.

E-Mail

- Create New Employee Wizard
- Salary
- Earning Matrix
- Deductions
- PTO Hours
- Additional Tax Setup
- Process Procedure Payroll Codes
- Employee User-Defined Codes
- Dimensions
- Comments
- Ledger Entries
- Hours Details
- Employee PTO Approval Details
- Employee Payroll Adjustments
- Check Memo Setup
- Employee Expense Allocation Template**
- Terminate Employee
- Resource Card
- Payroll Web Log

EXPENSE ALLOCATION TEMPLATE

✓ SAVED

Search + New Edit List Delete Page

Allocation Percentage	Department Code ↑	Project Code ↑	Area Code ↑	Payroll Dimension 4 Code ↑	Job No. ↑	Job Task No. ↑	Position Co. ↑
50.00	ADM						
50.00	PROD						

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.

PAYROLL PROCESSING

PRP10024

Suggest Lines Print Check... Print Check Stub... Email Check Stub Post... Post and Print... Register...

Payment Date: 4/11/2020 Holiday:
 Posting Date: 4/11/2020 Personal Day Hours:
 Status: Open Check Export Status:
 Check Printed: ☐

Lines Manage Line Fewer options

New Line Delete Line Payroll Expense Allocation **Apply Employee...ense Template**

→ Earnings	REGULAR	Regular	80.00		37.00
Deduction	GARNISHMENT	Garnishment			
Withholding	FEDERAL INCOME TAX	Federal W/H			
Withholding	FICA-EE - MED	FICA - Medicare			
Withholding	STATE	State Income Tax W/H			
Withholding	FICA-EE - SS	FICA - Social Security			
Employer Tax	FUTA	Federal Unemployment			
Employer Tax	FICA-ER - MED	FICA - Medicare (Employer)			
Employer Tax	FICA-ER - SS	FICA - Social Security (Employer)			

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.

Additional Payroll Setup

General

Allow Employer Cont... ☒

Reset Payroll Lines on... ☐

Sort Payroll Lines Bas... ☐

Default Emp. Cont. B... EMP CONT NO STUB

Auto-Apply Expense ... ☒

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'

Exclude from Expense Allocation Template

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.

← PAYROLL CODE SETUP CARD

✓ SAVED

Earnings · HOLIDAY

[Remove Uneditable Lookup Codes](#)

Earnings Setup [Show less](#)

Earnings SubType Holiday

Use Earnings Rate Table ☐

Pay Matrix Code

Copy Job Dimensions ☐

Auto-Deduct Code

Auto-Approve Earnings Code ☐

Use In Blended OT/DT Rate Calc. ☐

Allow Negative Hours ☐

Work Type Code

Exclude from Exp. Allocation Template ☒

Exclude From Insurable Hours ☐