



Journal Entries: Allocations

Create Allocation Definition

To create allocation definitions, the **Accountant, Accounting Manager or Allocation Specialist** accesses the Create Allocation Definition task in Workday.

1. Type **Create Allocation Definition** in the Search bar. The task will display in the search results.
2. Select the task.
3. Enter the appropriate information in the fields on the **Create Allocation Definition** page.
4. Enter the appropriate information and **Worktags** for the **Source** section.
5. Enter the appropriate information and **Worktags** for the **Basis** section.
6. Enter the appropriate information and **Worktags** for the **Target** section.
7. Enter the appropriate information and **Worktags** for the **Offset** section.
8. Click **OK** to create allocation.

Search bar: Create allocation definition 1
Task: Create Allocation Definition 2

Details: Allocation Definition Name (Grants F&A Costs 10%), Currency Rate Type (Current), Account Set (Corporate), Fiscal Schedule (VUMC Fiscal Schedule), Used By (ACD of Central Alabama 1, LLC, ACD of North Delaware, LLC, Ambulatory Surgery Center of Cool Springs, LLC, Bundle Payment Services, LLC, Carefluent Connect, LLC).
Information: Inactive, Reference, Description, Attachments (Drop files here, Select files).

Source: Balancing Fund (F5001 General Fund), Optional Balancing Working Anchor, Source Type (Ledger / Plan Structure), Allocation Percent (10), Currency (USD), Ledger/Budget Structure (Actuals), Book Code, Source Filter Conditions (Ledger Account / Ledger Account Summary, Worktags: Corporate: Total operating expenses, Fund: F5001 General Fund, Gift Hierarchy: Gifts with Temporary Donor Restrictions).

Target: Ledger/Budget Structure (Actuals), Budget Amendment Type (empty), Company is from (Source), Company (empty), Ledger Account is from (User Specified), Ledger Account (4200 Grants And Contracts Revenue), Book Code, Worktag Mapping (Operating Entity, Cost Center, Fund; Worktag Value is from: User Specified, Source; User Entered Value: OEARsh_RA Academic Department Research and Administration, CC00336 Central Admin Dep - Central Admin Div - GA - Acad Research Admin).

Basis: Ledger/Budget Structure (Actuals), Allocation Method (Pro-rata), Basis Type (Ledger Accounts), Balance or Activity (Activity), Definition (empty), Dimension (Fund, Gift), Group By, Book Code, Basis Filter Conditions (Company, Ledger Account / Ledger Account Summary, Worktags: Corporate: Total operating expenses, Fund: F5001 General Fund, Gift Hierarchy: Gifts with Temporary Donor Restrictions).

Offset: Company is from (Source), Company (empty), Ledger Account is from (User Specified), Ledger Account (4200 Grants And Contracts Revenue), Worktag Mapping (Operating Entity, Cost Center, Fund; Worktag Value is from: User Specified, Source; User Entered Value: OEARsh_RA Academic Department Research and Administration, CC00336 Central Admin Dep - Central Admin Div - GA - Acad Research Admin).

8 OK Cancel

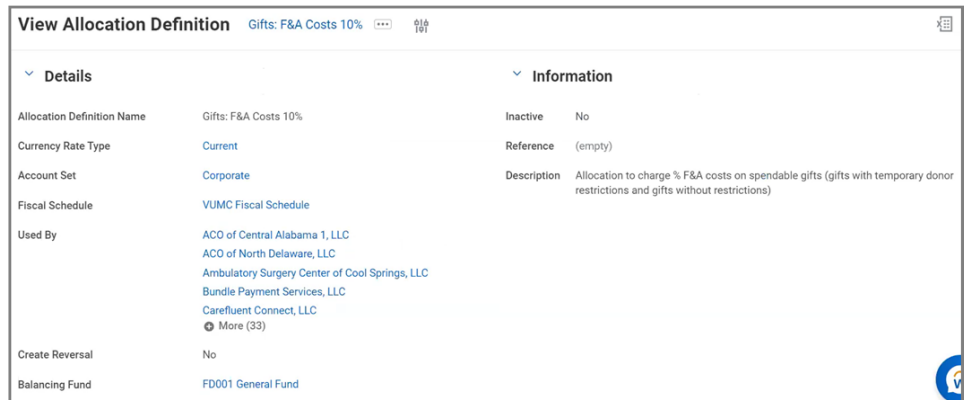
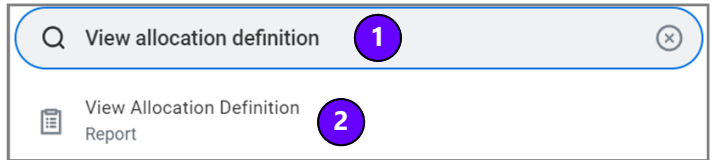


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View Allocation Definition

To view allocation definition, the Accountant, Accounting Manager or Allocation Specialist accesses the View Allocation Definition report in Workday.

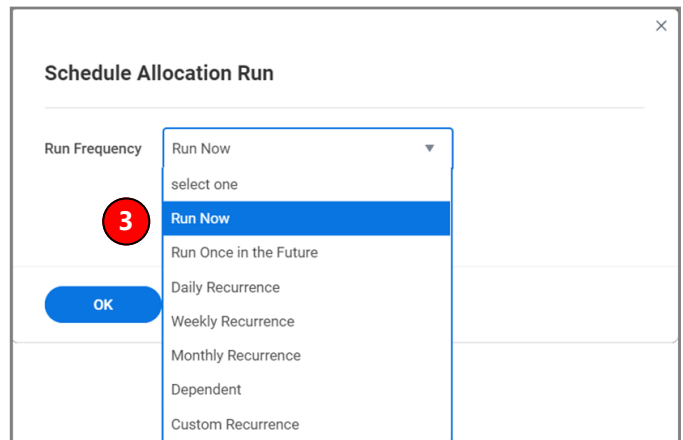
1. Type **View Allocation Definition** in the Search bar. The report will display in the search results.
2. Select the **Report**. The **View Allocation Definition** page will display.



Schedule Allocation Run

To schedule allocation run, the **Accountant, Accounting Manager or Allocation Specialist** accesses the Schedule Allocation Run task in Workday.

1. Type **Schedule Allocation Run** in the Search bar. The task will display in the search results.
2. Select the task.
3. Select the **Run Frequency**.





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Schedule Allocation Run

- Click **OK**.
- Enter the appropriate information in the **Allocation Criteria**.
- Scroll down to view the allocations to be processed.
- Click **Submit**.

Schedule Allocation Run

Run Frequency Run Now

OK Cancel

Schedule Allocation Run

Run Frequency Run Now

Allocation Criteria

Disable Allocations Preview 5

Allocation Group Set * x MCA

Allocation Groups or Allocations

Company * x Vanderbilt University Medical Center

Period * x FY22 - Apr

Year (empty)

Summary (empty)

2 Items

Allocations to be Processed

Allocation	Company	Allocation Definition	Status	Amount Allocated	Currency	Last Run
	Vanderbilt University Medical Center	MCA Clinical Op Exp		0		
	Vanderbilt University Medical Center	MCA FTE by OpEnt		0		

0 Items

Dependent Allocations That Need to be Rerun

Allocation	Company	Allocation Definition	Status	Amount Allocated	Currency	Last Run
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Submit Cancel



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Run Mass Finalize for Allocations

To finalize the allocations, the Allocation Specialist accesses the Run Mass Finalize for Allocations task in Workday.

1. Type **Run Mass Finalize for Allocations** in the Search bar. The task will display in the search results.
2. Select the **Task**.
3. Enter the appropriate information in the fields on the **Run Mass Finalize for Allocations** page.
4. Click **OK**.
5. Review the allocations that are to be finalized and select the **Allocations**.
6. Click the **Submit** button to finalize and post to ledger.

QUESTIONS?

Please email BusinessEducation@vumc.org.