

Allocations/ChartField Strings in Chrome River

An allocation is a series of values pre-loaded in Chrome River representing accounting information on where expenses should be charged. Your finance team should recommend which allocations to use based on expense type. Note: Allocations are what Chrome River calls University of Minnesota ChartField strings. For a fuller understanding of ChartField strings, enroll in “Chart of Accounts Overview” within the Training Hub (training.umn.edu).

TYPES OF ALLOCATIONS

The University has three distinct types of allocations: Non-sponsored, Sponsored, and Cost Share. See “[Financial System General Ledger ChartFields](#)” job aid for additional information. Use the *Allocation* field to search for allocations. Follow the appropriate search tips.

Allocation

10074 ←

3002-10074-UMSPR-00049843-1 **SPON**
OIT Network & Design - CC*DNI Network Infrastructure:

1000-10074-20004-OIT0000020-1000008906 **NONSP**
OIT Network & Design - System Administration

1026-10074-20004-UMSPR-00049843-1-CS **CS**
OIT Network & Design - System Administration

SEARCH TIP

Enter a DeptID value or portion of the unit name to view results.

ALLOCATIONS NOT DISPLAYING

If there is not a budget set up in EFS for specific expense activities related to travel and non-travel expenditures, the allocation will not display. If the expense has not been budgeted, the expense cannot be charged to the allocation. Contact your finance team if a specific allocation is needed but doesn't exist. They can either set up an appropriate value or advise on which valid values should be used.

SPLITTING ALLOCATIONS

Occasionally, expenses need to be split or shared across multiple allocations. Best practice is to add all of the allocations first, then modify the amounts or percentages. Click <+ Add Allocation>. After all allocations are entered, modify the percentage or an amount for each allocation.

Allocation

Split Equally
Clear Splits

×	1000-12247-20135 NONSP Financial Training - System Finance	100.0 %	36.00	◀
	720601-Travel MN ▼			
×	Search for Allocation	0.00 %	0.00	◀
		100 %	36.00	

Allocations/ChartField Strings in Chrome River (cont.)

ALLOCATIONS DISPLAY – SPECIFIC EXPENSES

Once allocations are assigned, they display as follows when revisiting the expense. Note: Alcoholic beverages and other restricted types of expenses can only be charged to very specific allocations.

Allocation	
1000-12247-20135	NONSP Financial Training - System Finance 720601-Travel MN