Allocations/ChartField Strings in Chrome River

An allocation is a series of values pre-loaded in Chrome River that represents accounting information about 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.

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

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. When clicking <+ Add Allocation>, enter a percentage or an amount for the split.

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.