

GL.030.002 - RUNNING ALLOCATIONS - PLANT SUSPENSE

Purpose	To run allocations for the Plant Allocation group.
Description	This topic demonstrates how to run allocations for the Plant Process Group To run an allocation, first specify request parameters, allocation group, process date and output options. The Calculations Log displays a chronology of the processing steps and can be used to identify any errors that may have occurred.
Security Role	BOR_GL_PERF_ALLOC_PRC
Assumptions	<ul style="list-style-type: none"> Expenditures in the plant area must exist for the allocation process funds. Accounting operators set up proper one-sided journal entries in the PLANT ledger to create a basis for new distributions. <p>Note: Users do not have to create a new Basis journal in the PLANT ledger every year. The only time users create a new Basis journal is if the manner in which expense allocation changes.</p>
Dependencies/Constraints	None
Additional Information	None

Procedure

Below are step by step instructions are how to run an allocation with request parameters of PLANT Allocation Group.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Allocations link.
4.	Click the Define and Perform Allocations link.
5.	Click the Request Allocation link.
6.	Click the Add a New Value tab.
7.	Enter a Run Control ID Run Control ID in the Run Control ID field.
8.	Click the Add button.
9.	Click the Process Frequency drop down menu.
10.	Click the Always list item.
11.	Click the Allocation Group button.
12.	Click an entry in the Allocation Group column.
13.	Click the Request Date Option drop down menu.
14.	Click the As-Of Date list item.
15.	Enter a Date in the As of Date field.
16.	Click the Output Options drop down menu and select an Output Option.
17.	Click the Save button.
18.	Click the Run button.
19.	Click the Format drop down menu and select a Format.
20.	Click the OK button.
21.	Click the Process Monitor link. The system navigates to the Process Monitor page and defaults to the Process List tab.
22.	Click the Refresh button until the Run Status runs to Success.
23.	Once the process is successful, review the message log to determine if the process logged any errors. Click the Details link in the Details column. The system generates the Process Detail popup window.