## **HHS & NSF Allocation Procedure**

- 1. Name a new tab "Allocation".
- 2. Copy worksheet tab to allocation tab. Delete all columns except column for account number, fund code and amount of allocation. You will need to add three more columns. Example below is how spreadsheet should look.

31	531001	TNA2458	3500	VARI ACCTS TRANS TO	(348,347.27)
31	531001	WZS0057	3000	TNA2458 TRANS TO	(23,828.66)
31	531001	NPS0008	3000	TNA2458 TRANS TO	(15,719.48)
31	531001	DNS0227	3000	TNA2458 TRANS TO	(6,623.44)
31	531001	MPS0188	3000	TNA2458 TRANS TO	(4,404.28)
31	531001	DNS0244	3000	TNA2458 TRANS TO	(4,200.00)
31	531001	PVS0293	3000	TNA2458 TRANS TO	(2,900.00)
31	531001	NPS0037	3000	TNA2458 TRANS TO	(902.50)
31	531001	NZS0019	3000	TNA2458 TRANS TO	(890.41)
31	531001	DWS0193	3000	TNA2458 TRANS TO	(886.56)
31	531001	DWS0252	3000	TNA2458 TRANS TO	(0.11)
31	531001	NPS0029	3000	TNA2458 TRANS FROM	7.84
31	531001	ACS0194	3000	TNA2458 TRANS FROM	8.70
31	531001	DWS0543	3000	TNA2458 TRANS FROM	8.71
31	531001	DWS0671	3000	TNA2458 TRANS FROM	18.00
31	531001	DNS0154	3000	TNA2458 TRANS FROM	23.87

3. Send email to <u>Advantage-q@asu.edu</u> with attached spreadsheet asking them to upload information into the auto JV. The folks from Advantage will email when the JV documents are on the Suspense Table to be reviewed by CMT GCO and approved.