**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  |

1. Send email to Advantage-q@asu.edu 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.