Concur
How to Allocate

Allocate means to charge a transaction to multiple funding sources (Funds/Organizations).

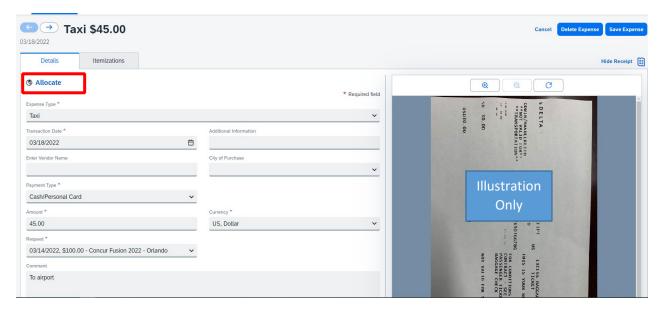1. There are two ways to allocate an expense; **first option**, on your report home screen click the box to left of the expense you wish to allocate or the box next to the word **Comment** to select all expenses and select the **Allocate** button, OR **second option,** open the expense by clicking on it and select the **Allocate** link directly below the word Details.
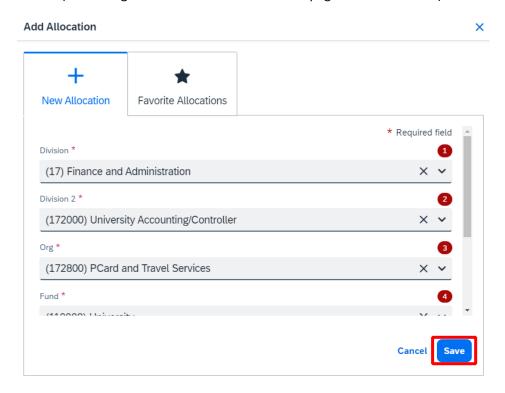
Option 1 - Report Home Screen:

Concur Fusion 2022 - Orlando $995.00
Not Submitted | **Report Number: 5RC75K**

REQUEST	
Approved	Remaining
$3,000.00	$592.29

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄   View Available Receipts 🗐

| Add Expense | Edit | Delete | Copy | **Allocate** | Combine Expenses | Move to ⌄ |

☑	Comment⬍	Receipt⬍	Payment Type⬍	Expense Type⬍	Vendor Details⬍	Date⬍	Requested⬍
☑	🗩	🖼	Cash/Personal Card	Taxi		03/18/2022	$45.00
☐		🖼	Cash/Personal Card	Hotel	Marriott Hotels Orlando, Florida	03/18/2022	$950.00

Option 2 - Opened Expense:

← → **Taxi $45.00**   Cancel | Delete Expense | Save Expense
03/18/2022

| Details | Itemizations | Hide Receipt 🗐

🕐 **Allocate**
* Required field

Expense Type *
Taxi

Transaction Date *   Additional Information
03/18/2022

Enter Vendor Name   City of Purchase

Payment Type *
Cash/Personal Card

Amount *   Currency *
45.00   US, Dollar

Request *
03/14/2022, $100.00 - Concur Fusion 2022 - Orlando

Comment
To airport

[Receipt image - Illustration Only]

2. Select whether you wish to allocate by Percent (default) or by Amount.

Allocate   ✕
Expenses: 1 | $45.00

| Percent | Amount |

Amount   Allocated $45.00   ✓ Remaining $0.00
$45.00   100%   0%

Default Allocation

Code   Percent %
17-172000-172800-110000-4600   100

[Add] [Edit] [Remove] [Save as Favorite]

Funding source from the header

3. After you have selected Percent or Amount click **Add**.

Code	Percent %
17-172000-172800-110000-4600	100

[**Add**] [Edit] [Remove] [Save as Favorite]

4. Complete the required fields *(required fields marked with red asterisks)* and click **Save** or select from your Favorite Allocations tab (see Saving an Allocation as a Favorite on page 3 of this manual).

Add Allocation ✕

| ➕ New Allocation | ★ Favorite Allocations |

* Required field

Division *   **1**
(17) Finance and Administration   ✕ ⌄

Division 2 *   **2**
(172000) University Accounting/Controller   ✕ ⌄

Org *   **3**
(172800) PCard and Travel Services   ✕ ⌄

Fund *   **4**
(110000) University

Cancel   [**Save**]

5. Key the percentage or amount you wish to apply to this funding source.

Allocate   ✕

Expenses: 1 | $45.00 | **View Allocation Group**

| Percent | Amount |

Amount   Allocated $45.00   ✅ Remaining $0.00
$45.00   100%   0%

Default Allocation

Code	Percent %
17-172000-172800-110000-4600	0

[Add] [Edit] [Remove] [Save as Favorite]

☐	Division ↕	Division 2 ↕	Org ↕	Fund ↕	Program ↕	Activity ↕	Code ↕	Percent %
☐	Development and Alumni Relations	Development and Alumni Relations	Office of VP Development & Alumni	University	Institutional Support		13-13-130000-110000-4600	50
☐	Finance and Administration	University Accounting/Controller	PCard and Travel Services	University	Institutional Support		17-172000-172800-110000-4600	50

6. If you need to add more funding sources repeat steps 3-5 for each new funding source.

7. After all funding sources are added click **Save**. Then click **Save Expense**. You will see the word "Allocated" under the Requested column.

☐	Comment ↕	Receipt ↕	Payment Type ↕	Expense Type ↕	Vendor Details ↕	Date ↕	Requested ↕
☐	💬	🖼	Cash/Personal Card	Taxi		03/18/2022	$45.00 Allocated

TIP:

SAVING AN ALLOCATION AS A FAVORITE

After entering your desired funding sources into the allocation in step 5 you can click **Save as Favorite,** give it a name and save. It will then be available under the **Favorite Allocations** tab the next time you need to allocate to the same funding source(s) as the favorite you saved.