

Quick Guide: Concur Allocation

Guide Overview

Allocation is classified as the actions of assigning a chart field spread to an expense. **Allocations** can be used to split expenses across different chart field spreads by percentage of amount.

Accessing Concur

Go to bronchotravel.uco.edu and login with your UCO credentials.

Allocation

1. To **Allocate Expenses**, all expenses must be entered **prior to allocation**.
 - a. Select all expenses on the report by checking the box to the left of the date column or check the box for individual expenses, if allocating individual expense items to different accounts.
 - b. Click the **Allocate the selected expenses** hyperlink to the right of the expense items.

The screenshot displays the 'Manage Expenses' interface. At the top, there is a search bar with the text 'test' and a navigation menu with options: '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. Below this is a table titled 'Exceptions' with columns: Expense Type, Date, Amount, and Exception. It lists three hotel entries with error messages. Underneath is an 'Expenses' table with columns: Date, Expense Type, Amount, and Requested. Two hotel entries are selected with checkboxes. A modal dialog box is open on the right, titled 'You have selected multiple expenses. What would you like to do?'. It contains three options: 'Delete the selected expenses', 'Allocate the selected expenses' (highlighted with a red arrow), and 'Edit one or more fields for the selected expenses'. A red box highlights an error message for one of the selected expenses: 'This entry cannot be submitted until a Travel Allowance Itinerary is created. Itemizations are required for this entry.'

Expense Type	Date	Amount	Exception
Hotel	02/02/2019	DKK 10,0...	This entry cannot be submitted until a Travel Allowance Itinerary is created.
Hotel	02/02/2019	DKK 10,0...	Itemizations are required for this entry.
Hotel	02/03/2019	DKK 10,0...	This entry cannot be submitted until a Travel Allowance Itinerary is created.

Expenses	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	02/03/2019	Hotel Allstar Hotels, Houborg, DENMAF	\$1,529.85 DKK 10,000.00	\$1,529.85
<input checked="" type="checkbox"/>	02/02/2019	Hotel Allstar Hotels, Houborg, DENMAF	\$1,529.85 DKK 10,000.00	\$1,529.85

You have selected multiple expenses. What would you like to do?

1. Delete the selected expenses
2. Allocate the selected expenses
3. Edit one or more fields for the selected expenses

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- 2. Next, **Allocate by Percentage** or **Dollar Amount**.
 - a. Please note once the data has been saved the amount will convert to a percentage.
- 3. Click **Add New Allocation** for multiple allocations. Click **Save**, then **Done**.

