



How To Use Allocation Favorites

1. Open the Expense Report with the items requiring allocation.
2. Click on the **Details** tab.

Concur Georgia

My Concur Request Expense Reporting Profile

View Reports New Expense Report View Receipt Store Approve Reports View Cash Advances New Cash Advance

Instate Travel 7-16 to 31 Sgl Delete Report Submit Report

New Expense **Details** Receipts Print / Email Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Personal Car M...	07/26/2013	\$173.46	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Personal Car M...	07/23/2013	\$45.76	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Expenses Move Delete Copy View New Expense Receipt Store

Date	Expense	Amount	Requested
07/26/2013	Personal Car M...	\$173.46	\$173.46
07/23/2013	Personal Car M...	\$45.77	\$45.77

3. Select **Allocations**

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Instate Travel 7-16 to 31 Sgl Delete Report Submit Report

New Expense Details Receipts Print / Email Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Personal Car M...	07/26/2013	\$173.46	Greater than 30 days old. Please be more timely in your expense submissions.
Personal Car M...	07/23/2013	\$45.77	Greater than 30 days old. Please be more timely in your expense submissions.

Expenses Copy View New Expense Receipt Store

Date	Expense	Amount	Requested
07/26/2013	Personal Car M...	\$173.46	\$173.46
07/23/2013	Personal Car M...	\$45.77	\$45.77

4. Select individual expenses or click on the box next to date to select all expenses

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List Allocate Selected Expenses Clear Selections Summary

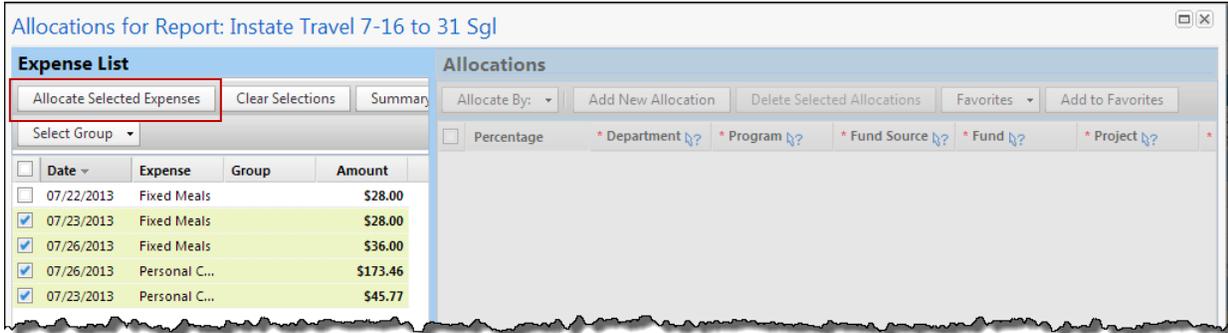
Select Group

Date	Expense	Group	Amount
<input type="checkbox"/>	07/22/2013	Fixed Meals	\$28.00
<input checked="" type="checkbox"/>	07/23/2013	Fixed Meals	\$28.00
<input checked="" type="checkbox"/>	07/26/2013	Fixed Meals	\$36.00
<input checked="" type="checkbox"/>	07/26/2013	Personal C...	\$173.46
<input checked="" type="checkbox"/>	07/23/2013	Personal C...	\$45.77

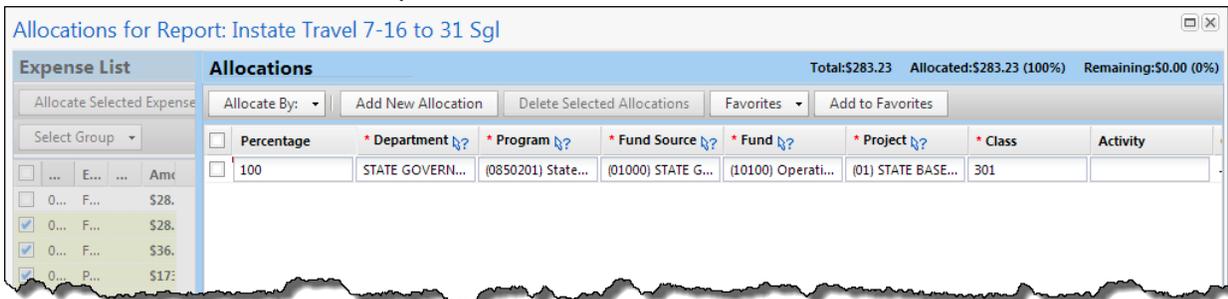
Allocations Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	* Department	* Program	* Fund Source	* Fund	* Project
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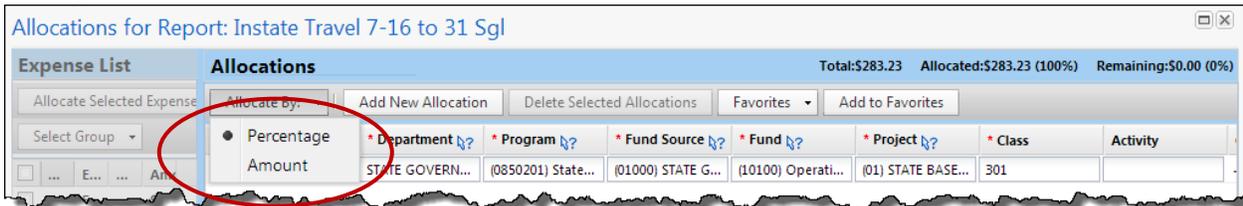
5. Click on **Allocate Selected Expenses**



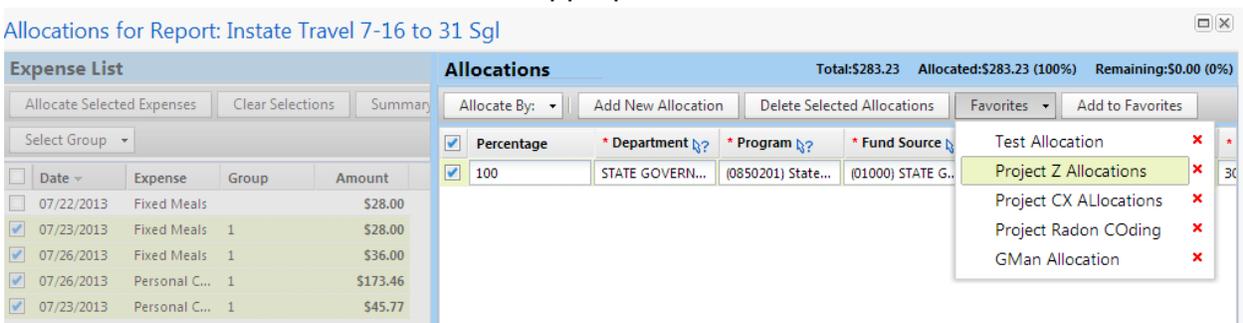
6. The **Allocations** area opens



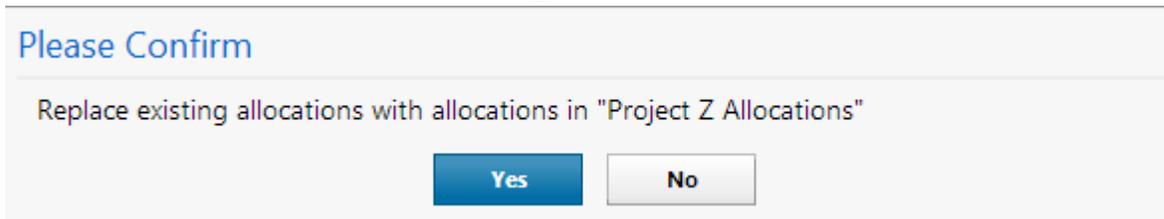
7. The default allocation type is Percentage. To allocate by amount click on the **Allocate By** tab and select **Amount**.



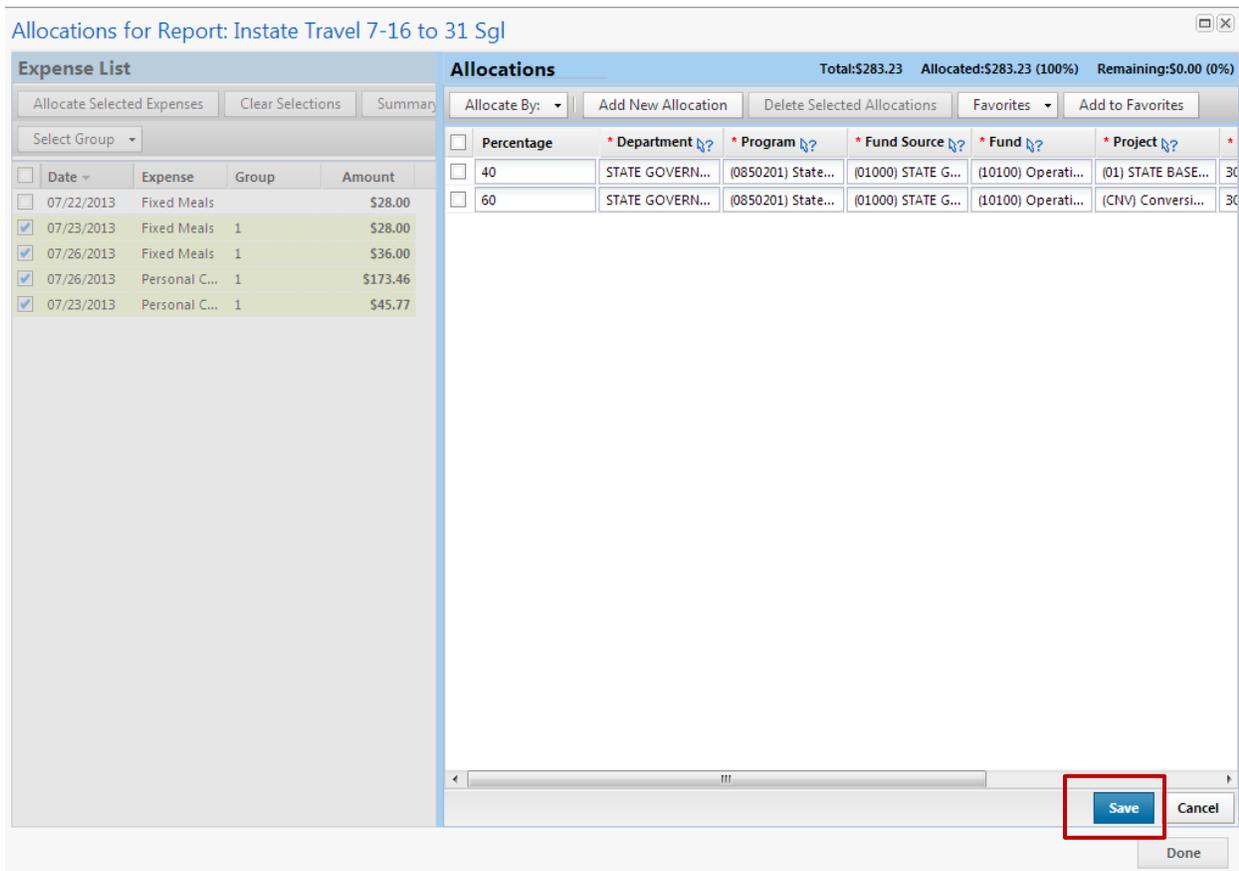
8. Click on **Favorites** and select the appropriate saved allocation from the list.



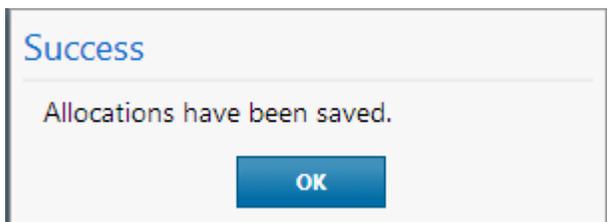
9. Click Yes in the confirmation dialogue box



10. The allocations will be adjusted to what was saved in the Allocation Favorites item chosen. Click **Save**.



11. Click **Ok** in the dialogue box



12. Click Done

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group ▾

<input type="checkbox"/>	Date ▾	Expense	Group	Amount
<input type="checkbox"/>	07/22/2013	Fixed Meals		\$28.00
<input type="checkbox"/>	07/23/2013	Fixed Meals	1	\$28.00
<input type="checkbox"/>	07/26/2013	Fixed Meals	1	\$36.00
<input type="checkbox"/>	07/26/2013	Personal C...	1	\$173.46
<input type="checkbox"/>	07/23/2013	Personal C...	1	\$45.77

Allocations

Allocate By: ▾ Add New Allocation Delete Selected Allocations Favorites ▾ Add to Favorites

<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source	* Fund	* Project

Save Cancel

Done

13. Any allocated expense items will appear on the expense report with a pie shaped icon . You can hover over the icon with the mouse to see the actual allocation.

Expenses

Move ▾ Delete Copy View ▾ <<

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	07/26/2013	Fixed Meals	\$36.00	\$36.00
<input type="checkbox"/>	07/23/2013	Fixed Meals		
<input type="checkbox"/>	07/23/2013	Fixed Meals		
<input type="checkbox"/>	07/22/2013	Fixed Meals	\$28.00	\$28.00

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

This expense has been allocated.

Percentage	Department	Program	Fund Source	Fund	Project	Class	Activity	Code
40	STATE GOVERN...	(0850201) Statewi...	(01000) STATE G...	(10100) Operations	(01) STATE BASE ...	301		-4042010600-085...
60	STATE GOVERN...	(0850201) Statewi...	(01000) STATE G...	(10100) Operations	(CNV) Conversio...	301		-4042010600-085...