Allocations

How to Enter Allocations and Create Allocation Favorites

1	Open the Expense Report requiring allocations from the Concur or Expense tabs.
2	Click on the **Details** tab.
3	Select **Allocations.**
4	Select individual expenses from the list displayed or click on the box next to date to select all expenses.
5	Click on **Allocate Selected Expenses** to open the **Allocations** entry window**.**
6	The default allocation type is Percentage. To allocate by amount click on the **Allocate By** tab and select **Amount**.
7	The line that appears represents the default department, program, etc. of the person creating the Expense Report. This information comes from the HCM system. To add one or more additional lines create allocations click on the **Add New Allocation.** a. Each time you click on **Add New Allocation** a new line appears and the percentage automatically adjusts for percent entries. b. You may enter the desired percentage amount in the percentage field or the dollar amount in the amount field.
8	To change any of the available fields, click on the field in the row you wish to make a change. c. Select the appropriate choice from the dropdown d. You may also type the item, such as department, project, etc. directly in the field.
9	If you need to delete an allocation row, click in the checkbox next to that row and select **Delete Selected Allocations.** a. Click **Yes** in the confirmation pop up window.
10	If this allocation is going to be used repeatedly on other expenses or expense reports, click on **Add to Favorites.**
11	Enter a unique name for this allocation and click **Save**.
12	Click **Save.**
13	Click **OK** in the pop up dialogue box.
14	Click **Done.**
15	Any items that have been allocated will display the icon. Hover over the icon with the mouse to view the allocations for that item.

How to Use Allocations Favorites

1	Open the Expense Report requiring allocations from the Concur or Expense tabs.
2	Click on the **Details** tab.
3	Select **Allocations.**
4	Select individual expenses from the list displayed or click on the box next to date to select all expenses.
5	Click on **Allocate Selected Expenses** to open the **Allocations** entry window**.**
6	The default allocation type is Percentage. To allocate by amount click on the **Allocate By** tab and select **Amount**.
7	Click on **Allocation Favorites** to display a list of saved allocations.
8	Click on the Allocation Favorite you want to use
9	Click **Yes** in the pop up confirmation dialogue box to apply the saved allocations
10	Click **Save.**
11	Click **OK.**
12	Click **Done** to exit Allocations and return to the Expense Report detail.
13	Any items that have been allocated will display the icon. Hover over the icon with the mouse to view the allocations for that item

How to Correct Allocations

1	Open the Expense Report requiring allocations from the Concur or Expense tabs.
2	Click on the **Details** tab.
3	Select **Allocations.**
4	Click on **Select Group** to choose the allocation group you wish to correct. Each time you created an allocation in the Expense Report previously it attached a group number to that specific entry.
5	Click **Allocate Selected Expenses** to view the current allocations.
6	You may adjust any of the fields, delete rows, add rows, or select a different item

	from **Favorites** to make your corrections.
7	Click **Save**
8	Click **Yes** in the confirmation dialogue box to apply the saved allocations. Different dialogue will appear in the confirmation boxes depending on whether you adjusted the existing fields or applied a different saved allocation. You must confirm the change to proceed.
9	Click **Done** to exit Allocations and return to the Expense Report detail.