

UNIVERSITY OF SOUTH ALABAMA

Concur How to Allocate NextGen

Procurement Card and Travel Services

https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/ 650 Clinic Drive, Suite 1400 Mobile, Alabama 36688 251.460.6242

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 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 Receipt 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.

Report Home Screen: Testing \$18.72 More Actions 👻 Submit Report Not Submitted Report Details Print/Share Manage Receipts Move to 🔻 Edit Сору Receipt Payment Type Expense Type Vendor Details Date -Requested Car Mileage-Local 10/02/2018 \$8.72 znotusedCash 1 Cash/Personal Card Parking 10/02/2018 \$10.00 \$18.72

Opened Expense:

Parking \$10.00 💼					Cancel	Save Expense
Details Itemizations						Hide Receipt 🗐
Allocate	* Indicates required fie	Id	Æ	Ð	¢	
Expense Type *	indicates required ne		ZW Wi-Fi 🗢	10:26 AM	87% 🔳,	A
Parking	~	•		Approvals		
Transaction Date *	Additional Information	PEE	PORT APPRO			
10/02/2018						
Enter Vendor Name	City of Purchase		USA Trav Fri 08/24	veler1	\$797.66	
	• •			(1/30-2/1/17		
Payment Type *						
Cash/Personal Card •		Red	quest Appr	ovals	2 >	
Transaction Amount *	Currency *					
10.00	US, Dollar 🗸					
Comment				llustration		
				Only		
					-	
Save Expense Cancel						

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



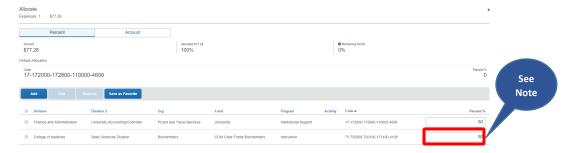
3. After you have selected Percent or Amount click **Add**.

Default Allocation						
^{Code} 17-172000	-172800-1	10000-4600				
Add	Edit		Save as Favorite			

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

	★ Favorite Allocations	+ New Allocation	
* Indicates required			
Division 2 *	1	ivision *	
▼ ▼ (172000) University Accounting/C	(17) Finance and Administration		
Fund *	3)rg *	
T - (110000) University	▼ (172800) PCard and Travel Service		
Activity	6	Program *	
▼ - Search by Code	tutional Support	▼ - (4600) Insti	

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



NOTE: Concur will automatically calculate the remaining to apply to the funding source keyed on the header.

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 amount.

Receipt	Payment Type	Expense Type	Vendor Details	Date 🕶	Requested
All a second sec	Cash/Personal Card	Hotel	Sheraton Seattle, Washington	03/16/2018	\$803.64 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.

Add Allocation

