Allocation

Allocation is classified as the action of assigning a chartfield spread to an expense.

Allocations can also be used to split expenses across different chartfield spreads by percentage or amount. Please use this guide to assist with **Allocation**.

Accessing Concur

1. Go to **Travel.ou.edu** and login with your 4x4 or username

2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.

3. For more information on how to complete the report header, see the **Report Header** job aid.

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4. When a report is created, a chartfield spread must be entered before expenses can be added.

5. To change the chartfield spread for an entire report, click on the **Report Name** or under **Report Details**, click on **Report Header**.
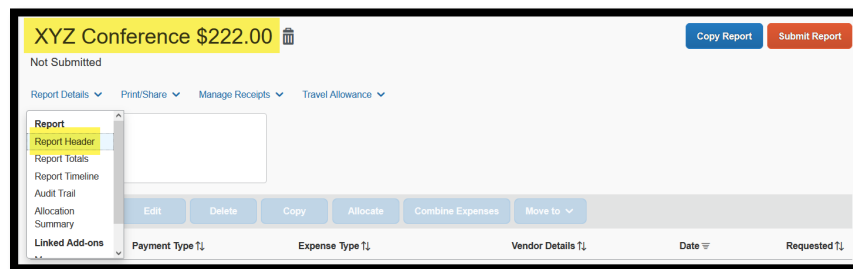
6. Update the **Chartfield Spread** as necessary and click **Save**.

7. To update the **Allocation** for individual expenses, click the box to the left of the expenses and then select **Allocate**.
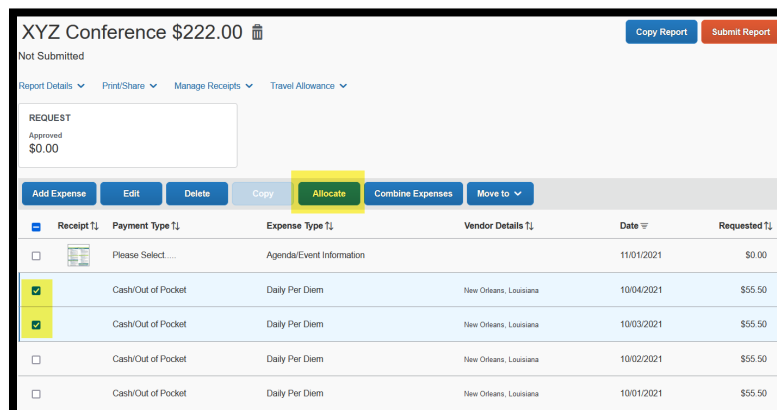
8. The **Allocation** pop-up will appear showing the **Total** amount of the expense at 100%.

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9. To change the chartfield spread value, click **Add** and the **Add Allocation** pop-up box will appear, defaulting in with the chartfield spread from the report header.

10. Make the necessary updates to the chartfield spread and click **Save**.

11. The updated chartfield spread will be displayed, showing the allocation at 100%.

12. To allocate the charges to multiple chartfield spreads, click **Add** and enter in the new chartfield spread.

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13. A second chartfield spread line will appear and from here, the percentage amounts can be split between the chartfields.

14. Note that by default, Concur will split charges by **Percentage** but that **Amount** can be chosen instead by clicking on the **Amount** tab at the top of the screen.

15. To **Remove** or **Edit** any allocation line, select the box to the left of the line and then select the appropriate action.

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16. For chartfield spreads that will be used frequently, select the box to the left of the line and then select the **Save as Favorite** button.

17. A new pop-up box will appear and the chartfield spread can be given a simple name. Click **Save** when complete.

18. Going forward, this chartfield spread can be quickly selected by clicking on the **Favorite Allocations** tab and then clicking on **Replace Allocations**.

19. Transactions that have been allocated to a different chartfield spread than the report header will display as **Allocated**.

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Additional Information

20. Please note that if a report only has one expense and the **allocation** is updated at the expense level rather than the report level, an error will occur. The entire chartfield spread should be updated by selecting the **Report Name**.