

Allocation

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

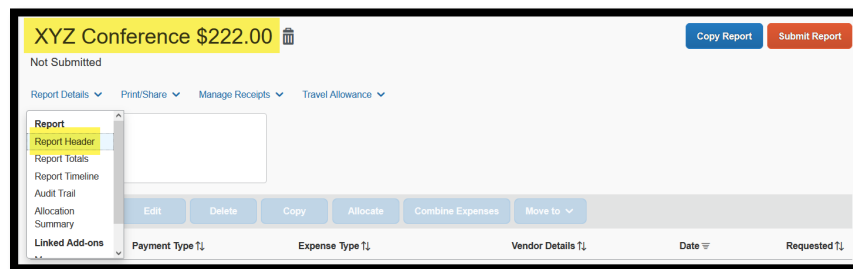
Allocations can also be used to split expenses across different chartfield spreads by percentage or amount. Please use this guide to assist with **Allocation**.

Accessing Concur

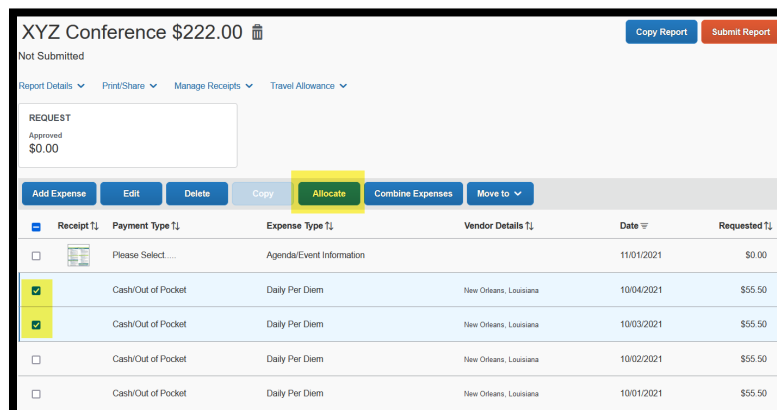
1. Go to **Travel.ou.edu** and login with your 4x4 or username
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

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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%.

Allocation

The screenshot shows the 'Allocate' window with the following details:

- Expenses: 2 | \$111.00
- Amount: \$111.00
- Allocated: \$111.00 (100%)
- Remaining: \$0.00 (0%)
- Default Allocation: Code: Default, Percent %: 100
- Buttons: Add, Edit, Remove, Save as Favorite
- Message: No Allocations. These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.
- Buttons: Cancel, Save

- 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.

The 'Add Allocation' pop-up window contains the following fields:

- Business Unit * (Required field): OUHSC
- Fund * (Required field): (AUFEE) Student Agency/Auxiliary Fees
- Org * (Required field): (DDS41000) Student Activities
- Project: NONE
- Buttons: Cancel, Save

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

The screenshot shows the 'Allocate' window with the updated allocation table:

Business Unit	Fund	Org	Project	Source	Function	Entity	Purpose	Code	Percent %
<input type="checkbox"/> OUHSC	Student Agency/Auxiliary Fees	Student Activities	NONE	FEE-ACTIVITY	Departmental Research	Default Entity		OUHSC-AUFEE-DDS41000-NONE-HAACTVTY-00311-00000	100

Summary: Amount \$111.00, Allocated \$111.00 (100%), Remaining \$0.00 (0%).

- The updated chartfield spread will be displayed, showing the allocation at 100%.
- To allocate the charges to multiple chartfield spreads, click **Add** and enter in the new chartfield spread.

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

<input type="checkbox"/>	Business Unit	Fund	Org	Project	Source	Function	Entity	Purpose	Code	Percent %
<input type="checkbox"/>	OUHSC	Student Agency/Auxiliary Fees	Student Activities	NONE	FEE-ACTIVITY	Departmental Research	Default Entity		OUHSC-AUFEE-DDS41000-NONE-HAACTIVITY-00311-00000	50
<input type="checkbox"/>	OUHSC	Education & General Funds	Staff Senate/Faculty Senate	NONE		Departmental Research	Default Entity		OUHSC-EDGEN-ADH01003-NONE-00311-00000	50

- 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.

<input type="checkbox"/>	Business Unit	Fund	Org	Project	Source	Function	Entity	Purpose	Code	Amount USD
<input type="checkbox"/>	OUHSC	Student Agency/Auxiliary Fees	Student Activities	NONE	FEE-ACTIVITY	Departmental Research	Default Entity		OUHSC-AUFEE-DDS41000-NONE-HAACTIVITY-00311-00000	100.00
<input type="checkbox"/>	OUHSC	Education & General Funds	Staff Senate/Faculty Senate	NONE		Departmental Research	Default Entity		OUHSC-EDGEN-ADH01003-NONE-00311-00000	11.00

- 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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	Business Unit ↓	Fund ↓	Org ↓	Project ↓	Source ↓	Function ↓	Entity ↓	Purpose ↓	Code ⌵	Amount USD
<input checked="" type="checkbox"/>	OUHSC	Student Agency/Auxiliary Fees	Student Activites	NONE	FEE-ACTIVITY	Departmental Research	Default Entity		OUHSC-AUFEE-DDS41000-NONE-HAACTIVITY-00311-00000	100.00
<input type="checkbox"/>	OUHSC	Education & General Funds	Staff Senate/Faculty Senate	NONE		Departmental Research	Default Entity		OUHSC-EDGEN-ADH01003-NONE-00311-00000	11.00

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

Save as Favorite

Favorite Name

Admin Account

Cancel Save

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

Add Allocation

New Allocation Favorite Allocations

Select

Admin Account

Cancel View Favorite Replace Allocations

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

Allocation

XYZ Conference \$222.00 Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST
Approved
\$0.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Receipt T1	Payment Type T1	Expense Type T1	Vendor Details T1	Date T1	Requested T1
<input type="checkbox"/>		Please Select....	Agenda/Event Information		11/01/2021	\$0.00
<input type="checkbox"/>		Cash/Out of Pocket	Daily Per Diem	New Orleans, Louisiana	10/04/2021	\$55.50 Allocated
<input type="checkbox"/>		Cash/Out of Pocket	Daily Per Diem	New Orleans, Louisiana	10/03/2021	\$55.50 Allocated
<input type="checkbox"/>		Cash/Out of Pocket	Daily Per Diem	New Orleans, Louisiana	10/02/2021	\$55.50
<input type="checkbox"/>		Cash/Out of Pocket	Daily Per Diem	New Orleans, Louisiana	10/01/2021	\$55.50
						\$222.00

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**.