

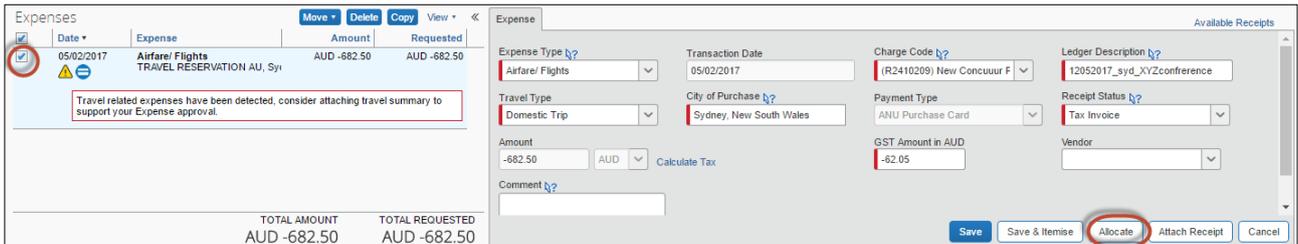
1. Overview

Concur enables you to allocate expenses to multiple charge codes, so split the cost of a transaction across multiple Fund/Department/Project combinations.

2. Allocating a New Expense

Allocating a Single Expense Transaction

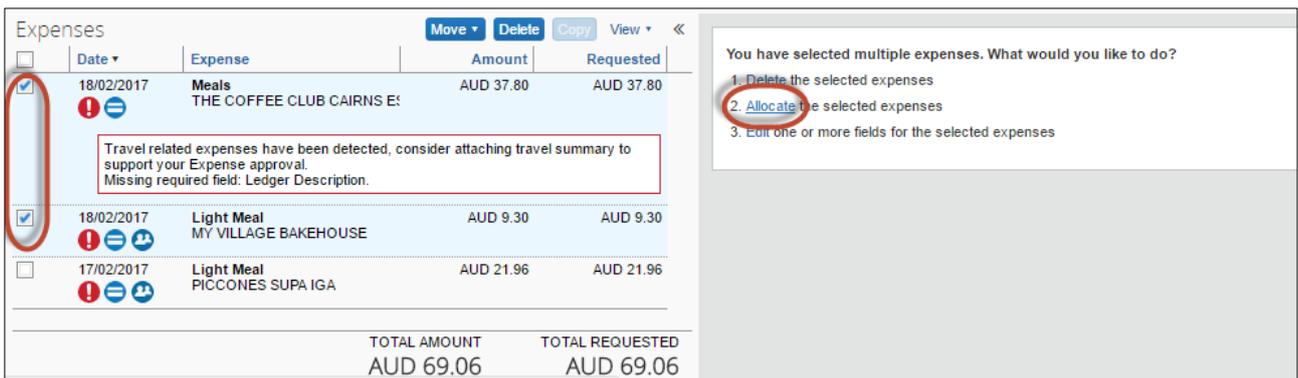
Select the expense you want to allocate from the Expenses List. Complete the details on the Expense tab then click on .



The screenshot shows the 'Expense' tab with various fields for transaction details. The 'Allocate' button is circled in red. A warning message states: "Travel related expenses have been detected, consider attaching travel summary to support your Expense approval."

Allocating Multiple Expense Transactions

Select the expenses you want to allocate from the Expenses List. Click on the [Allocate](#) link.



The screenshot shows the 'Expenses' list with three items. The 'Allocate' link is circled in red. A warning message states: "Travel related expenses have been detected, consider attaching travel summary to support your Expense approval. Missing required field: Ledger Description." A dialog box on the right asks: "You have selected multiple expenses. What would you like to do?" with options: "1. Delete the selected expenses", "2. Allocate the selected expenses", and "3. Edit one or more fields for the selected expenses".

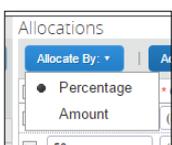
3. Apply Allocations

After selecting Allocate the Allocations for Claim window will display



The screenshot shows the 'Allocations for Claim' window. The 'Expense List' tab is active, showing a table of expenses. The 'Allocations' tab is also visible, showing a table with columns for Percentage, Charge Code, and Code. The total amount is AUD 37.80, and the allocated amount is AUD 37.80 (100%).

1. Click on  dropdown menu and select either to allocate by Percentage or Amount.



The close-up shows the 'Allocate By' dropdown menu with 'Percentage' selected and 'Amount' as an option.

- Click on **Add New Allocation**. The first line will duplicate and split the dollar amount or percentage in halves automatically. If there are additional Charge Codes to allocate, click the Add New Allocation button again. The three identical lines will split the dollar amount or percentage in thirds.

Allocations

Allocate By: ▾ | **Add New Allocation** Delete Selected Allocations Favourites ▾ Add to Favourites

<input type="checkbox"/>	Percentage	* Charge Code	Code
<input type="checkbox"/>	33.33333334	(R2410209) Ne...	R2410209
<input type="checkbox"/>	33.33333333	(R2410209) Ne...	R2410209
<input type="checkbox"/>	33.33333333	(R2410209) Ne...	R2410209

- Change the percentage/amount and Charge Code as required. For Percentage Allocation the total percentage must equal 100% and for Amount Allocation the Total Amount must equal the amount of the expense.

Note: If you are going to reuse the same Charge Codes in the future, you can save them with **Add to Favourites** button. The saved Charge Codes can be retrieved under **Favourites ▾** drop down list.

Allocations

Total: AUD 37.80 Allocated: AUD 37.80 (100%) Remaining: AUD 0.00 (0%)

Allocate By: ▾ | **Add New Allocation** Delete Selected Allocations Favourites ▾ Add to Favourites

<input type="checkbox"/>	Percentage	* Charge Code	Code
<input type="checkbox"/>	33.33333334	(R2410209) Ne...	R2410209
<input type="checkbox"/>	33.33333333	(R2410209) Ne...	R2410209
<input type="checkbox"/>	33.33333333	(R2410209) Ne...	R2410209

- Once you have completed your allocations, click on **Save**. A confirmation message will appear to say your allocation has been saved. Click **Done**

5. Once the Transaction has been allocated

Transactions that have been allocated will have a Full Allocation icon 

Expenses

15/02/2017 Meals THE COFFEE CLUB CARRNS ES AUD 37.80 Requested AUD 37.80

Expense Type: Meals Transaction Date: 15/02/2017 Charge Code: (R2410209) New Concourse F Ledger Description: City of Purchase: Cairns, Queensland Payment Type: AMZ Purchase Card

Receipt Status: Tax Invoice Amount: 37.80 AUD Calculate Tax GST Amount in AUD: 3.84 Entry Method: THE COFFEE CLUB CARRNS ES Comment:

Allocations

Date	Percentage	Charge Code	Code	To
15/02/2017	50	(R2410209) New...	R2410209	JD 9.30
17/02/2017	50	(R2410209) New...	R2410209	JD 21.96

6. Review Allocation

Click or hover over the Full Allocation icon 



The screenshot displays the 'Expenses' list in the Concur system. The main table has columns for 'Date', 'Expense', 'Amount', and 'Requested'. One expense is selected: 'Meals' on '18/02/2017' for 'AUD 37.80'. An 'Allocations' dialog box is open over this expense, showing a table with columns for 'Percentage', 'Charge Code', and 'Code'. The dialog also includes a search bar and a close button. A tooltip 'Travel re support Missing' is visible over the expense's icon.

Date	Expense	Amount	Requested
18/02/2017	Meals THE COFFEE CLUB CAIRNS E:	AUD 37.80	AUD 37.80
18/02/2017			JD 9.30
17/02/2017			D 21.96

Percentage	Charge Code	Code
50	(R2410209) New...	R2410209
50	(R2410209) New...	R2410209

To change any allocations, select the expense item and click on  and follow steps above.

7. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

<https://services.anu.edu.au/information-technology/software-systems/concur-expense-management>