



UNIVERSITY OF SOUTH ALABAMA

Concur How to Allocate NextGen

Procurement Card and Travel Services

<https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/>

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Revised August 26, 2019



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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
Not Submitted

Report Details Print/Share Manage Receipts

Add Edit Delete Copy **Allocate** Combine Expenses Move to

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	znotusedCash	Car Mileage-Local		10/02/2018	\$8.72
<input checked="" type="checkbox"/>	Cash/Personal Card	Parking		10/02/2018	\$10.00
					\$18.72

Opened Expense:

Parking \$10.00 Cancel Save Expense

10/02/2018

Details Itemizations Hide Receipt

Allocate * Indicates required field

Expense Type *
Parking

Transaction Date * 10/02/2018 Additional Information

Enter Vendor Name City of Purchase

Payment Type *
Cash/Personal Card

Transaction Amount * 10.00 Currency *
US, Dollar

Comment

Save Expense Cancel

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

Allocate
Expenses: 1 | \$77.28

Percent Amount

Amount
\$77.28

Allocated \$77.28
100%

Remaining \$0.00
0%

Default Allocation

Code
17-172000-172800-110000-4600

Percent %
100

Add Edit Remove Save as Favorite

Funding source from the header

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

Default Allocation

Code
17-172000-172800-110000-4600

Add Edit Remove 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).

Add Allocation

New Allocation Favorite Allocations

* Indicates required field

Division * 1 (17) Finance and Administration

Division 2 * 2 (172000) University Accounting/Cor

Org * 3 (172800) PCard and Travel Service

Fund * 4 (110000) University

Program * 5 (4600) Institutional Support

Activity Search by Code

Cancel Add to List

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

Allocate
Expenses: 1 | \$77.28

Percent Amount

Amount: \$77.28 | Allocated: \$77.28 (100%) | Remaining: \$0.00 (0%)

Default Allocation Code: 17-172000-172800-110000-4600

Buttons: Add, Edit, Remove, Save as Favorite

Division	Division 2	Org	Fund	Program	Activity	Code	Percent %
Finance and Administration	University Accounting/Controller	PCard and Travel Services	University	Institutional Support		17-172000-172800-110000-4600	50
College of Medicine	Basic Sciences Division	Biochemistry	COM Chair Funds-Biochemistry	Instruction		71-720000-720100-171430-4100	50



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
	Cash/Personal Card	Hotel	Sheraton Seattle, Washington	03/16/2018	\$803.64 <u>Allocated</u>

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

