## How to Allocate the Full Report

When would you allocate the full report: This is when you have different funds you would like to use for the reimbursement. Whether that be two accounts or more, allocating the full report can help separate the expenses to the desired funding sources.

## 1. Click into your Concur report and input all of the related expenses into the report.

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Image: Southwest Airlines     08/07/2023       Santa Barbara, California     08/07/2023	\$480.00
Employee Out of Pocket Parking Santa Barbara, California 08/01/2023	\$12.00
Employee Out of Pocket Parking Santa Barbara, California 06/06/2023	\$17.00
	\$509.00

2. Once everything has been inputted into the report, click on the check box on the top, left of the text bar. Once the box is checked off, all the expenses in the report should be selected. Next, click on the blue "Allocate" button.

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<	A		Employee Out of Pocket	Parking	Santa Barbara, California	08/01/20	023	\$12.00					
			Employee Out of Pocket	Parking	Santa Barbara, California	06/06/20	023	\$17.00					
								\$509.00					

3. You should be redirected to this page. There are two options on how to split the expenses: by Percent or by Amount.

(For the purposes of this tutorial, we are going to be separating it by Amount)

First, start off by changing the Percent to Amount on the top, left side. This will allow you to input the specific amounts needed to be charged to each funding source. Go ahead and click on the Add button. This is where you'll be adding the funding sources.

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The default amount to come up is the one found in the Report Header. Go head and click "Save".

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4. Once you "Save", it'll show up here. Go ahead and repeat what you did and add the next funding source.

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*Not*e: To look for the next funding source, clear the information on the "FAU" line and begin searching for the desired funding source. You can also change the "Sub Account" if that is different from the Report Header. Changing the Sub Account is dependent on what type of expenses it is reimbursing.

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5. After adding the funding sources, it'll show up together on this page. At the right side it'll show how much is being charged to each account. Concur defaults to splitting up the expense evenly across the different accounts. You have the option to edit the amounts to be different amounts. When you are done, please click the Save button at the bottom.

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(Expenses split evenly):

## (Expenses split into different amounts):

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6. To check that you did it right click on Report Details > Allocation Summary.

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7. Allocation Summary shows how the report is splitting the funds. Then you should be all done!

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If you need further information or assistance, please contact <u>purchasing@cs.ucsb.edu</u>. Thank you!