

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.

Travel Test Expense \$509.00 Delete Report Copy Report Submit Report

Not Submitted | Report Number: 0J8C8H

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾ View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾ View: Standard ▾

<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑
<input type="checkbox"/>	⊗	↑	Employee Out of Pocket	Airfare	Southwest Airlines Santa Barbara, California	08/07/2023	\$480.00
<input type="checkbox"/>	⚠		Employee Out of Pocket	Parking	Santa Barbara, California	08/01/2023	\$12.00
<input type="checkbox"/>			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.

Travel Test Expense \$509.00 Delete Report Copy Report Submit Report

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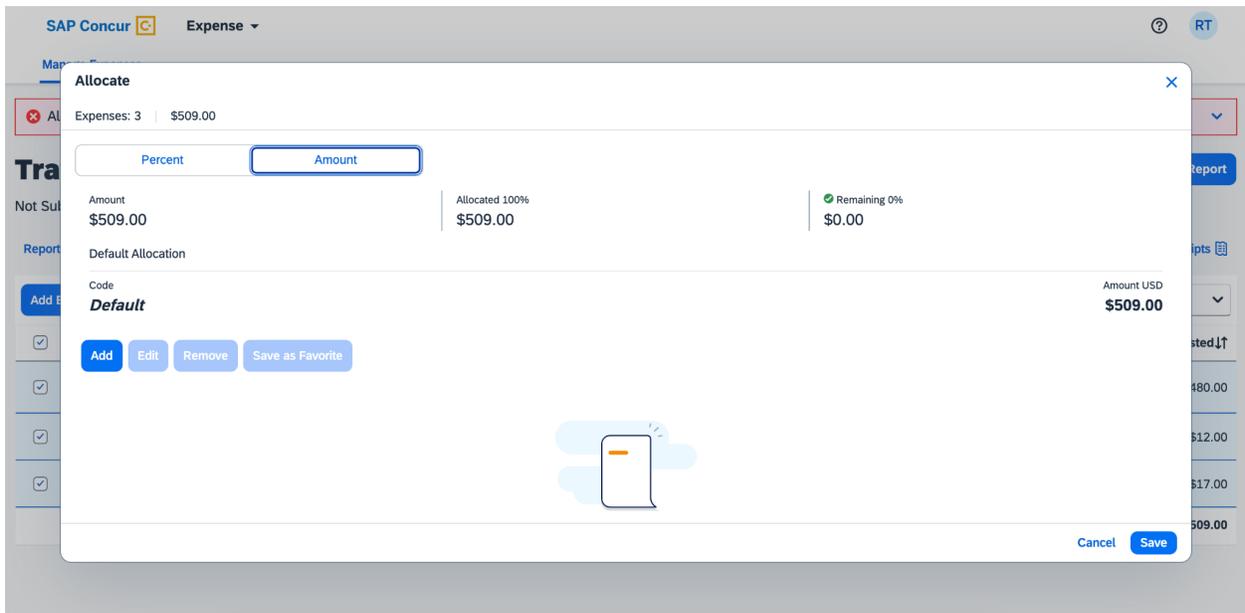
Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾ View: Standard ▾

<input checked="" type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑
<input checked="" type="checkbox"/>	⊗	↑	Employee Out of Pocket	Airfare	Southwest Airlines Santa Barbara, California	08/07/2023	\$480.00
<input checked="" type="checkbox"/>	⚠		Employee Out of Pocket	Parking	Santa Barbara, California	08/01/2023	\$12.00
<input checked="" type="checkbox"/>			Employee Out of Pocket	Parking	Santa Barbara, California	06/06/2023	\$17.00
							\$509.00

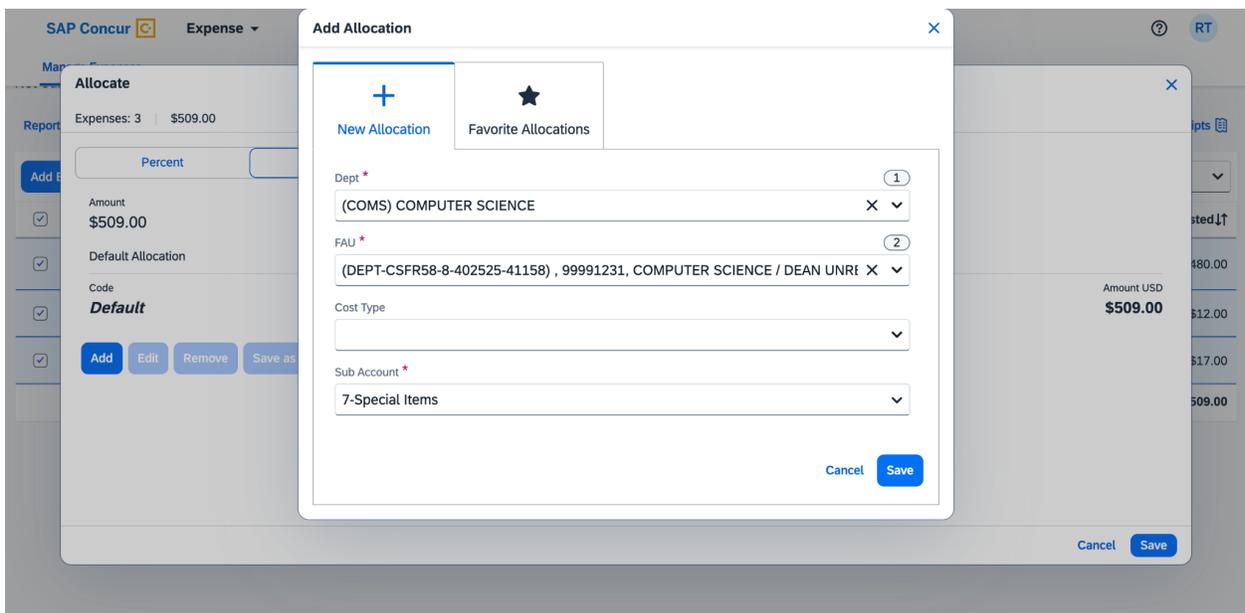
3. You should be redirected to this page. There are two options on how to split the expenses: by Percent or by Amount.

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

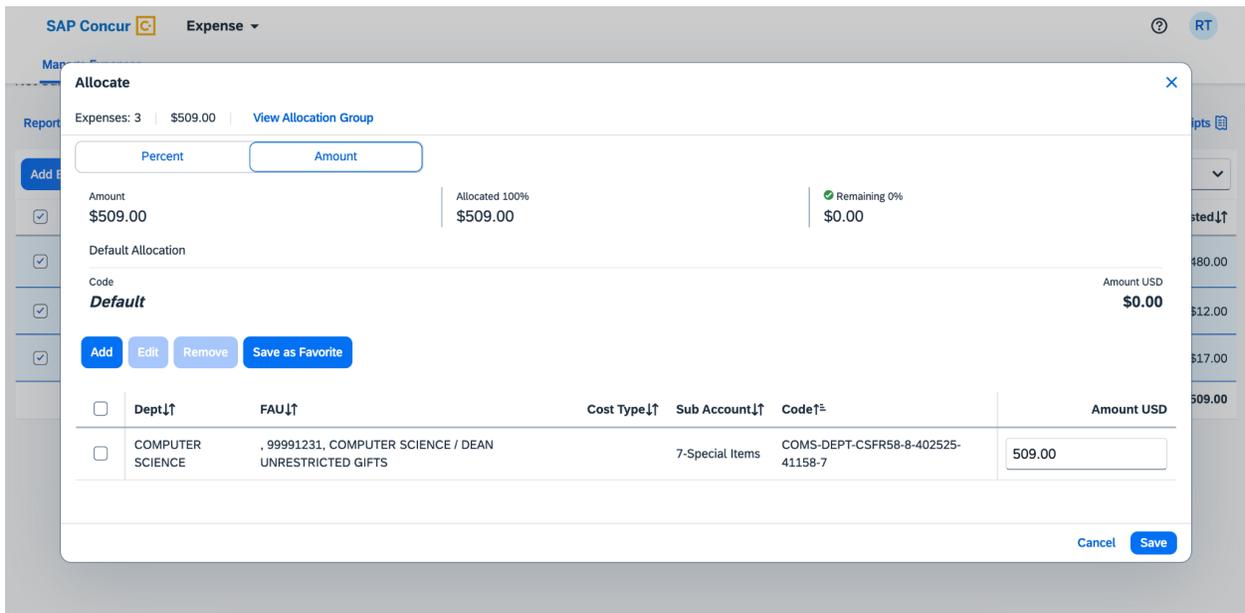
First, start off by changing the Percent to Amount on the top, left side. This will allow you to input the specific amounts needed to be charged to each funding source. Go ahead and click on the Add button. This is where you'll be adding the funding sources.



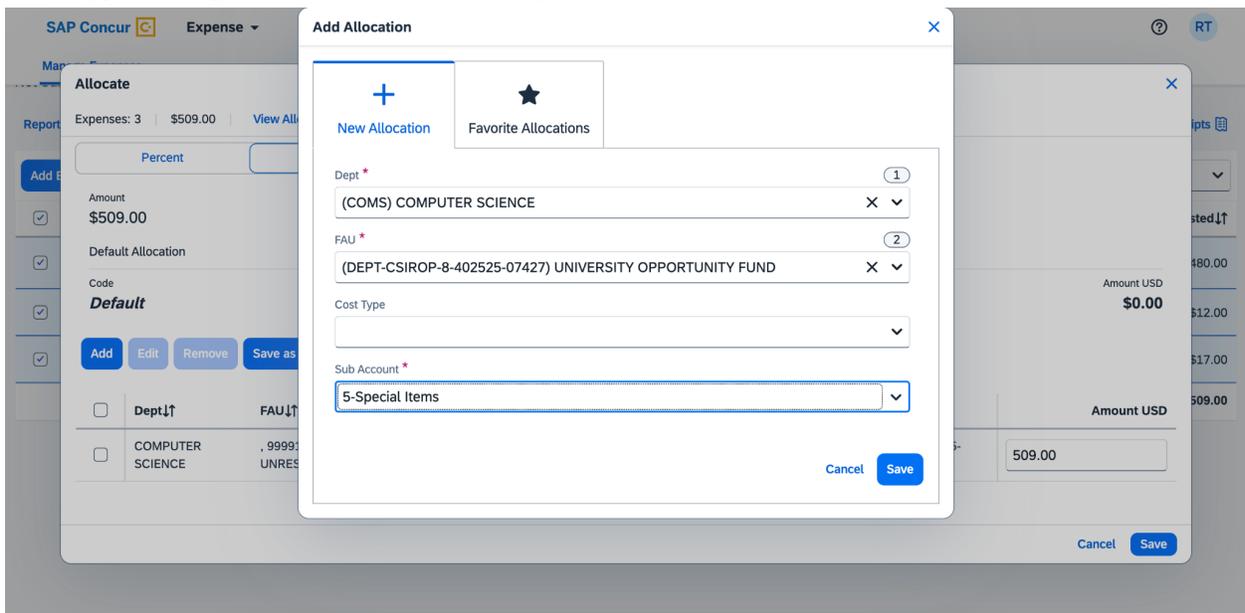
The default amount to come up is the one found in the Report Header. Go head and click "Save".



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



Note: 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.



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.

(Expenses split evenly):

The screenshot shows the 'Allocate' dialog box with the following details:

- Expenses: 3 | \$509.00 | [View Allocation Group](#)
- Buttons:
- Amount: \$509.00 | Allocated 100%: \$509.00 | Remaining 0%: \$0.00
- Default Allocation: Code: **Default** | Amount USD: **\$0.00**
- Buttons:
- Table with columns: Dept, FAU, Cost Type, Sub Account, Code, Amount USD

Dept	FAU	Cost Type	Sub Account	Code	Amount USD
<input type="checkbox"/>	COMPUTER SCIENCE	, 99991231, COMPUTER SCIENCE / DEAN UNRESTRICTED GIFTS	7-Special Items	COMS-DEPT-CSFR58-8-402525-41158-7	<input type="text" value="254.50"/>
<input type="checkbox"/>	COMPUTER SCIENCE	UNIVERSITY OPPORTUNITY FUND	5-Special Items	COMS-DEPT-CSIROP-8-402525-07427-5	<input type="text" value="254.50"/>

Buttons:

(Expenses split into different amounts):

The screenshot shows the 'Allocate' dialog box with the following details:

- Expenses: 3 | \$509.00 | [View Allocation Group](#)
- Buttons:
- Amount: \$509.00 | Allocated 100%: \$509.00 | Remaining 0%: \$0.00
- Default Allocation: Code: **Default** | Amount USD: **\$0.00**
- Buttons:
- Table with columns: Dept, FAU, Cost Type, Sub Account, Code, Amount USD

Dept	FAU	Cost Type	Sub Account	Code	Amount USD
<input type="checkbox"/>	COMPUTER SCIENCE	, 99991231, COMPUTER SCIENCE / DEAN UNRESTRICTED GIFTS	7-Special Items	COMS-DEPT-CSFR58-8-402525-41158-7	<input type="text" value="360.00"/>
<input type="checkbox"/>	COMPUTER SCIENCE	UNIVERSITY OPPORTUNITY FUND	5-Special Items	COMS-DEPT-CSIROP-8-402525-07427-5	<input type="text" value="149.00"/>

Buttons:

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

Travel Test Expense \$509.00

Not Submitted | Report Number: 0J8C8H

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

Report: Report Header | Delete | Copy | Allocate | Combine Expenses | Move to | View: Standard

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
Employee Out of Pocket	Airfare	Southwest Airlines Santa Barbara, California	08/07/2023	\$480.00	Allocate
Employee Out of Pocket	Parking	Santa Barbara, California	08/01/2023	\$12.00	Allocate
Employee Out of Pocket	Parking	Santa Barbara, California	06/06/2023	\$17.00	Allocate
					\$509.00

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

Allocation Summary

Travel Test Expense | \$509.00

The sum of allocation amounts may not exactly match the expense amount due to rounding.

Code	Amount
COMS-DEPT-CSFR58-8-402525-41158-7	\$360.00
COMPUTER SCIENCE - , 99991231, COMPUTER SCIENCE / DEAN UNRESTRICTED GIFTS - 7-Special Items	\$149.00
COMS-DEPT-CSIROP-8-402525-07427-5	\$149.00
COMPUTER SCIENCE - UNIVERSITY OPPORTUNITY FUND - 5-Special Items	\$149.00

Close

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