



UNIVERSITY OF
SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

Concur How to Allocate

Procurement Card and Travel Services

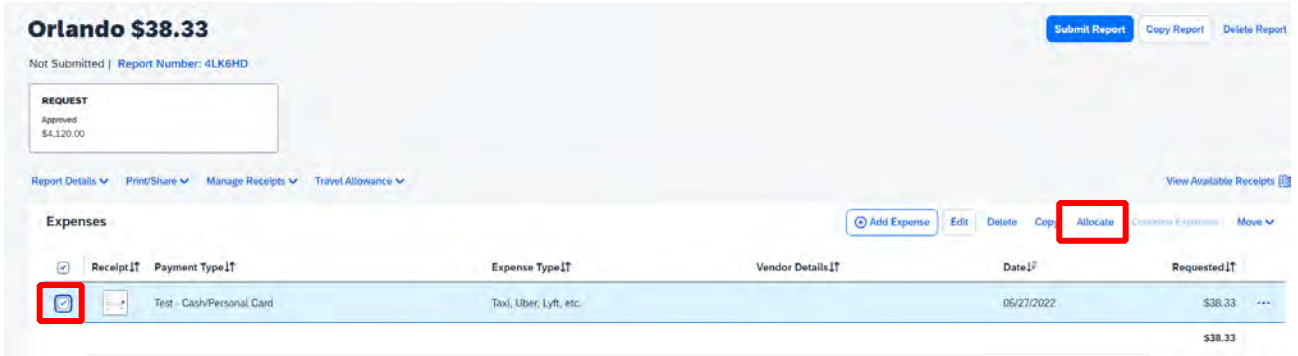
650 Clinic Drive Suite 1400 | Mobile, Alabama | 36688 | 251.460.6242
pcardandtravelsvcs@southalabama.edu

Ready. South. **Go.**

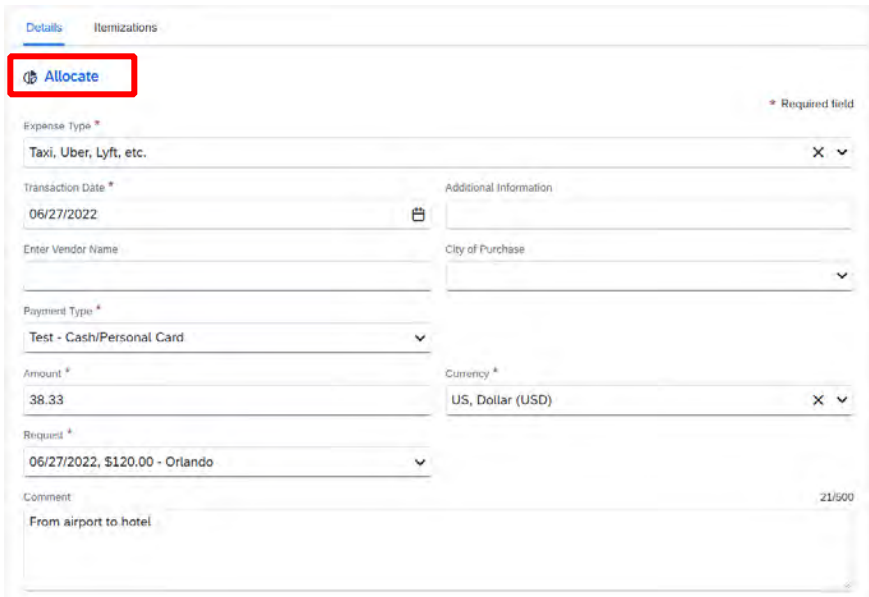
Allocate means to charge a transaction to multiple funding sources (Funds/Organizations).

1. 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 **Comment** 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.

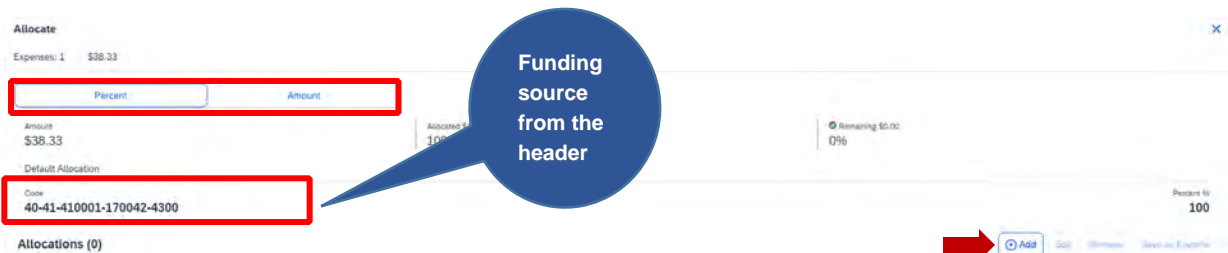
Option 1 - Report Home Screen:



Option 2 - Opened Expense:



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



3. Complete the required fields (*required fields marked with red asterisks*) and click **Save** or select from your Favorite Allocations tab (see Saving an Allocation as a Favorite at the bottom of this page).

Add Allocation ✕

[+ New Allocation](#) ★ Favorite Allocations

** Required field*

Division ^{*} 1
 ✕ ▼

Division 2 ^{*} 2
 ✕ ▼

Org ^{*} 3
 ✕ ▼

Fund ^{*} 4
 ✕ ▼

Save

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

Allocate ✕

Expenses: 1 | \$38.33 | [View Allocation Group](#)

Amount: \$38.33 | Allocated \$38.33 (100%) | Remaining \$0.00 (0%)

Default Allocation

Code: 40-41-410001-170042-4300

Allocations (2) [Add](#) [Clear](#) [Remove](#) [Save as Favorite](#)

<input type="checkbox"/>	Division	Division 2	Org	Fund	Program	Activity	Code	Percent %
<input type="checkbox"/>	Academic Affairs Colleges	College of Allied Health	Allied Health General	Microbiology Diagnostic Services	Public Service		40-41-410001-170042-4300	50
<input type="checkbox"/>	College of Medicine	Basic Sciences Division	Comparative Medicine	College of Medicine	Instruction		71-720000-720300-112000-4100	50

5. If you need to add more funding sources repeat steps 2-4 for each new funding source.

6. After all funding sources are added click **Save**. Then click **Save Expense**. You will see the word “Allocated” under the Requested column.

<input type="checkbox"/>	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Cash/Personal Card	Taxi		03/18/2022	\$45.00 Allocated

TIP:

SAVING AN ALLOCATION AS A FAVORITE

After entering your desired funding sources into the allocation in step 4 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.