

To allocate an expense report, log into Concur and open the expense report you need to allocate:

Step 1: Select All Expenses (if you are allocating specific expenses to different accounts, select the expenses to be charged to the first account—if it is by % or \$ amount per account, proceed as shown with 'Select All')

Step 2: Select 'Allocate'

Step 3: Select 'Allocate By' and select how it will be allocated (% or \$ amount), this is by % by default. *Note that it is eventually turned into a % based on the \$ amount per account.*

Step 4: Enter either the \$ amount or % to be used for the funding account, using the 'Add New Allocation' button until the entire report is allocated

Step 5: Select 'Save' then 'OK'

Step 6: Select 'Done'

NOTE: You can see the 'Total', 'Allocated', and 'Remaining' amount to be allocated on the top right of the screen.

The screenshot displays the ALTOUR Concur interface. At the top, there are navigation tabs: My Concur, Request, Travel, Expense, Reporting, Profile, and App Center. Below these are sub-tabs: View Reports, New Expense Report, View Receipt Store, and Approve Reports. The main header shows the report title: Dept-LastName-City-Conf-Firstdateoftrave. Below the header are buttons for New Expense, Quick Expenses, Import, Details, Receipts, and Print. The main content area is a table of expenses with columns for Expense, Amount, and Requested. A modal dialog is open on the right, titled "You have selected multiple expenses. What would you like to do?", with options: Delete, Allocate, and Edit. Red arrows labeled "Step 1" and "Step 2" point to the first checkbox in the table and the "Allocate" option in the dialog, respectively.

Expense	Amount	Requested
08/07/2013 Fixed Meals Atlanta, Georgia	\$42.00	\$
08/07/2013 Fixed Meals Atlanta, Georgia	\$56.00	\$56.00
08/06/2013 Fixed Meals Atlanta, Georgia	\$56.00	\$56.00
08/05/2013 Fixed Meals Atlanta, Georgia	\$56.00	\$56.00
08/04/2013 Fixed Meals Atlanta, Georgia	\$56.00	\$56.00
08/03/2013 Fixed Meals Atlanta, Georgia	\$56.00	\$56.00
08/02/2013 Fixed Meals Atlanta, Georgia	\$56.00	\$56.00
08/01/2013 Fixed Meals Atlanta, Georgia	\$42.00	\$42.00
07/31/2013 Fixed Meals Atlanta, Georgia	\$42.00	\$42.00
07/30/2013 Fixed Meals Atlanta, Georgia	\$56.00	\$56.00
07/29/2013 Fixed Meals Atlanta, Georgia	\$56.00	\$56.00
07/28/2013 Fixed Meals Atlanta, Georgia	\$56.00	\$56.00

You have selected multiple expenses. What would you like to do?

- Delete the selected expenses
- Allocate the selected expenses
- Edit one or more fields for the selected expenses

Allocations for Report: Dept-LastName-City-Conf-Firstdateoftrav

Expense List **Allocations** Total:\$984.00 Allocated:\$984.00 (100%) Remaining:\$0.00 (0%)

Allocate Selected Expenses Clear Selections View

Select Group

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Step 3 → Percentage * Account Ass... SIO Code

Amount (21010000/4019... 21010000/4019...

Date	Expense	Group	Amount
<input type="checkbox"/> 08/08/2013	Fixed Meals		\$42.00
<input type="checkbox"/> 08/07/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 08/06/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 08/05/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 08/04/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 08/03/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 08/02/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 08/01/2013	Fixed Meals		\$42.00
<input type="checkbox"/> 07/31/2013	Fixed Meals		\$42.00
<input type="checkbox"/> 07/30/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 07/29/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 07/28/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 07/27/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 07/26/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 07/25/2013	Fixed Meals		\$42.00
<input type="checkbox"/> 07/03/2013	Registratio...		\$200.00

Save Cancel

Done

Allocations for Report: Dept-LastName-City-Conf-Firstdateoftrav

Expense List **Allocations** Total:\$984.00 Allocated:\$984.00 (100%) Remaining:\$0.00 (0%)

Allocate Selected Expenses Clear Selections View

Select Group

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Amount * Account Assign... SIO Code

350.00 (21010000/401900... 21010000/4019...

634.00 (21010000/401900... 21010000/4019...

Date	Expense	Group	Amount
<input type="checkbox"/> 08/08/2013	Fixed Meals		\$42.00
<input type="checkbox"/> 08/07/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 08/06/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 08/05/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 08/04/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 08/03/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 08/02/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 08/01/2013	Fixed Meals		\$42.00
<input type="checkbox"/> 07/31/2013	Fixed Meals		\$42.00
<input type="checkbox"/> 07/30/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 07/29/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 07/28/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 07/27/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 07/26/2013	Fixed Meals		\$56.00
<input type="checkbox"/> 07/25/2013	Fixed Meals		\$42.00
<input type="checkbox"/> 07/03/2013	Registratio...		\$200.00

Step 4 →

Step 5 → Save Cancel

Step 6 → Done