

# FRESNO STATE

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# Concur Expense Report

How to Allocate Expenses

If you are using only one funding source, enter it in the Main Header of the Expense Report. Nothing more needs to be done.

### Report header for: Cent.Calif Accounting

Type of Travel In State	Name of Trip Cent.Calif Accounting	Start Date 03/11/2019	End Date 03/14/2019
Destination Los Angeles	State California	Purpose of Trip Accounting Conference	Report Date 06/25/2019
Report Currency US, Dollar	Approval Status Not Submitted	Report Total 735.24	Personal Expenses 0.00
Amount Approved 735.24	Amount Company Paid 0.00	Amount Due Company 0.00	Amount Due Employee 889.74
Amount Due Company Card 0.00	Comment		
EMP ID	Fund 1 (90000) TF-CSU Operating Fu	Department 2 (41406) Accounting Services	Class (00000) Default Sub-Class
Project	Program 00000		



If you are using more than one funding source, then you will “Allocate” funds.

Adding New Expense				
<input type="checkbox"/>	>	03/14/2019	<b>Hotel</b> Los Angeles, California	\$450.00      \$450.00
<input type="checkbox"/>		03/13/2019	<b>Dinner</b> Los Angeles, California	\$17.00      \$17.00
<input type="checkbox"/>		03/12/2019	<b>Dinner</b> Los Angeles, California	\$12.50      \$12.50
<input type="checkbox"/>		03/11/2019	<b>Personal Car Mileage</b> Los Angeles, California	\$248.24      \$248.24
<input type="checkbox"/>		03/11/2019	<b>Lunch</b> Bakersfield, California	\$7.50      \$7.50

Begin by selecting one of the expenses to allocate. Do not select the “Hotel” expense because of the itemizations involved, but select any of the other expenses to begin.

# Click “Allocate”

Expense Type  
Dinner

Transaction Date  
03/13/2019

City of Purchase  
Los Angeles, California


Payment Type  
Employee Paid

Amount  
17.00 USD

Personal Expense (do not reimburse)

Comment

Save Itemize **Allocate** Attach Receipt Cancel



We have asked the system to “allocate” the \$17.00 dinner. Click “Cancel” to allocate the rest of the expenses.

**\$17.00 Dinner**

Allocations for Report: Cent.Calif Accounting ☐ ×

Expense List

Allocate Selected Expenses | Clear Selections | Summary

Select Group ▾


<input type="checkbox"/>	Date ▾	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	03/13/2019	Dinner		\$17.00
<input type="checkbox"/>	03/12/2019	Dinner		\$12.50
<input type="checkbox"/>	03/11/2019	Personal C...		\$248.24
<input type="checkbox"/>	03/11/2019	Lunch		\$7.50
- Hotel				
<input type="checkbox"/>	03/13/2019	Hotel Tax		\$13.00
<input type="checkbox"/>	03/13/2019	Hotel		\$134.00
<input type="checkbox"/>	03/13/2019	Dinner		\$3.00
<input type="checkbox"/>	03/12/2019	Hotel Tax		\$13.00
<input type="checkbox"/>	03/12/2019	Hotel		\$134.00
<input type="checkbox"/>	03/12/2019	Dinner		\$3.00
<input type="checkbox"/>	03/11/2019	Hotel Tax		\$13.00

Allocations Total: \$17.00 Allocated: \$17.00 (100%) Remaining: \$0.00 (0%)

Allocate By: ▾ | Add New Allocation | Delete Selected Allocations | Favorites ▾ ☰ ▾

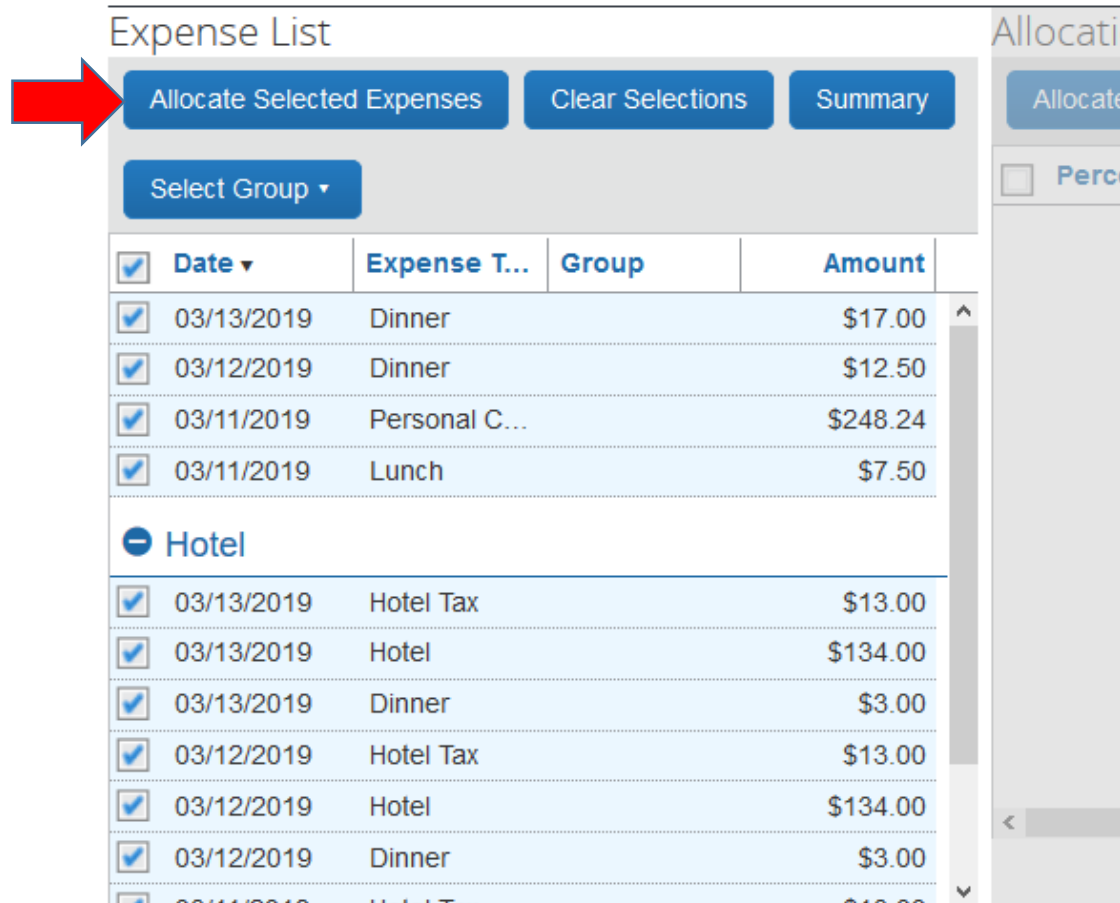
<input type="checkbox"/>	Percentage	Fund	Department	Emp ID	Class	Project
<input type="checkbox"/>	100	(90000) TF-CS...	(41406) Accou...	105988395	00000	

**Save** **Cancel**



# Select the expenses you want to allocate.

## Allocations for Report: Cent.Calif Accounting



The screenshot shows a software interface for expense allocation. At the top, there are three buttons: 'Allocate Selected Expenses' (highlighted with a red arrow), 'Clear Selections', and 'Summary'. Below these is a 'Select Group' dropdown menu. The main area is a table with columns for 'Date', 'Expense T...', 'Group', and 'Amount'. The table lists several expenses, including 'Dinner' and 'Hotel' categories, all with checked selection boxes. A vertical scrollbar is visible on the right side of the table.

<input checked="" type="checkbox"/>	Date ▼	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	03/13/2019	Dinner		\$17.00
<input checked="" type="checkbox"/>	03/12/2019	Dinner		\$12.50
<input checked="" type="checkbox"/>	03/11/2019	Personal C...		\$248.24
<input checked="" type="checkbox"/>	03/11/2019	Lunch		\$7.50
- Hotel				
<input checked="" type="checkbox"/>	03/13/2019	Hotel Tax		\$13.00
<input checked="" type="checkbox"/>	03/13/2019	Hotel		\$134.00
<input checked="" type="checkbox"/>	03/13/2019	Dinner		\$3.00
<input checked="" type="checkbox"/>	03/12/2019	Hotel Tax		\$13.00
<input checked="" type="checkbox"/>	03/12/2019	Hotel		\$134.00
<input checked="" type="checkbox"/>	03/12/2019	Dinner		\$3.00
<input checked="" type="checkbox"/>	03/11/2019	Hotel Tax		\$13.00

At this screen, you can select the expenses you want to allocate. Then click the button “Allocate Selected Expenses” to move to the next screen.

# Allocate the expenses



Allocations Total: \$735.24 Allocated: \$735.24 (100%) Remaining: \$0.00 (0%)

Allocate By: ▾ | Add New Allocation | Delete Selected Allocations | Favorites ▾

Percentage  
 Amount

Fund	Department	Emp ID	Class	Project
(90000) TF-CS...	(41406) Accou...	105988395	00000	

Save Cancel

You can allocate by “Percentage” or “Amount.”  
Enter the percentage or amount you want to allocate and enter the chartfields.  
Make sure the allocated amounts equal 100%.




# Save the allocations

Allocations Total: **\$735.24** Allocated: **\$735.24 (100%)** Remaining: **\$0.00 (0%)**

Allocate By: ▾ | Add New Allocation Delete Selected Allocations Favorites ▾ ☰ ▾

<input type="checkbox"/>	Amount	Fund	Department	Emp ID	Class	Project
<input type="checkbox"/>	\$248.24	(90000) TF-CS...	(41406) Accou...	105988395	00000	
<input checked="" type="checkbox"/>	\$487.00	(54323) Servic...	(41406) Accou...	105988395	00000	








  
Save Cancel

The blue icons beside the expenses indicate which expenses have been allocated.

### Cent.Calif Accounting

[+ New Expense](#) [+ Quick Expenses](#) [Import Expenses](#) [Details ▾](#) [Re](#)

Expenses [Move ▾](#) [Delete](#) [Co](#)

<input type="checkbox"/>	Date ▾	Expense Type	Amount
<input type="checkbox"/>	> 03/14/2019  	<b>Hotel</b> Los Angeles, California	\$450.00
<input checked="" type="checkbox"/>	03/13/2019  	<b>Dinner</b> Los Angeles, California	\$17.00
<input type="checkbox"/>	03/12/2019 	<b>Dinner</b> Los Angeles, California	\$12.50
<input type="checkbox"/>	03/11/2019 	<b>Personal Car Mileage</b> Los Angeles, California	\$248.24
<input type="checkbox"/>	03/11/2019 	<b>Lunch</b> Bakersfield, California	\$7.50

To modify any of the saved allocations, click “Details” then “Allocations.”

The screenshot shows a software interface with a top navigation bar containing 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. A red arrow points to the 'Details' dropdown menu, which is open and displays several options: 'Report' (with sub-items: Report Header, Totals, Audit Trail, Approval Flow, Comments), 'Cash Advances' (with sub-items: Available, Assigned), and 'Allocations' (with sub-item: Allocations). A second red arrow points to the 'Allocations' option. To the right of the dropdown is a form with fields for 'Expense Type' (Dinner), 'City of Purchase' (Los Angeles), and 'Amount' (17.00). The background shows a table with columns for 'Type' and 'Amount', with rows for 's, California' and 'Car Mileage s, California'.

Type	Amount
s, California	0.00
s, California	7.00
s, California	2.50
Car Mileage s, California	8.24
s, California	7.50

Expense Type: Dinner  
City of Purchase: Los Angeles  
Amount: 17.00  
Comment:

To check the allocations, click “Print/Email” then “Detail with Allocations.”

The screenshot shows the Concur system interface with the following elements:

- Navigation tabs: Import Expenses, Details, Receipts, Print / Email.
- Buttons: Move, Delete, Copy, View.
- Table columns: Amount, Requested.
- Table data:
 

	Amount	Requested
nia	\$450.00	\$450.00
nia	\$17.00	\$17.00
nia	\$12.50	\$12.50
- Dropdown menu options: \*Detail Report, \*Detail with Allocations (selected).
- Form fields: Expense Type (Dinner), City of Purchase (Los Angeles, California), Amount (17.00), USD.

A note about allocations:  
 The Concur system will always convert dollar amounts to percentages which may affect your allocation amounts. If you need the amounts to be exact and can't seem to manipulate the percentages, call Marie or Virginia in Accounting Services.

Company Hierarchy Level 1 Fund	Company Hierarchy Level 2 Department	Company Hierarchy Level 4 Class	Company Hierarchy Level 5 Project	Amount
54323	54323-41406	00000		\$487.02
90000	90000-41406	00000		\$248.22