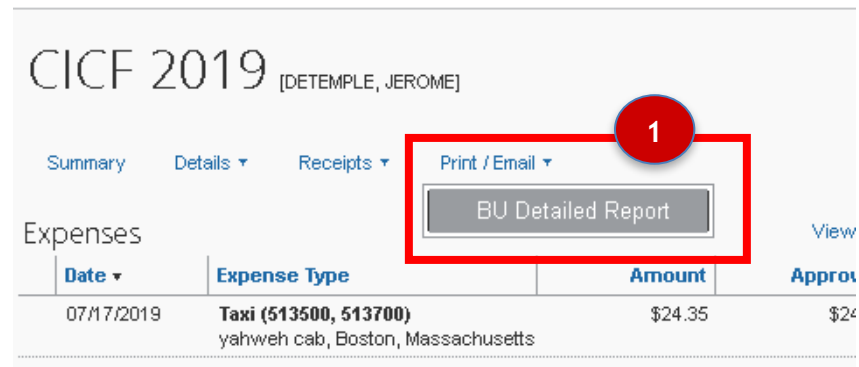


## How to Allocate as an Approver

Reports can be allocated to a different cost object or objects after they are already been submitted in Concur. **To determine where a report is currently being allocated, first click the Print/Email drop down, then select the BU Detailed Report.**



CICF 2019 [DETEMPLE, JEROME]

Summary Details ▾ Receipts ▾ **Print / Email ▾**

Expenses

Date ▾	Expense Type	Amount	Approv
07/17/2019	Taxi (513500, 513700) yahweh cab, Boston, Massachusetts	\$24.35	\$24

Scroll down to review the Allocation **Summary**:

### Allocation Summary

*Custom1 - Cost Object	Amount
1212110000 (QST FINANCE/ECONOMICS)	\$7,287.01

- 1 After you have reviewed the Allocation summary in the report library, you can determine if the current allocations in a report need to be updated or the report can be approved as is.
- 2 If the allocations need to be updated, you can select any single expense from the list of expenses on the left hand side of the report, and in the expense detail on the right, click the **Allocate** button in the bottom right corner.

The screenshot shows an expense detail form with the following fields and values:

Expense Type	Transaction Date	Business Purpose	Enter Vendor Name	City of Purchase	Payment Type
Taxi (513500, 513700)	07/17/2019	APAD 2019	yahweh cab	Boston, Massachusetts	Out of Pocket

Additional fields and values:

Amount	Reviewed	Approved Amount	Personal Expense (do not reimburse)	Comment
24.35 USD	No	24.35	<input type="checkbox"/>	

The 'Allocate' button is highlighted with a red box and a red circle containing the number '2'.

Quick Reference Guide  
How to Allocate a Report as an Approver  
Administrators Toolkit

- 3 A new window will open where you can enter allocations- initially, only the expense you have selected will be available to allocate. In the example depicted- the first taxi expense in the list for \$24.35. If you would like to allocate more than that expense, hit the Cancel button.
- 4 This will return you to the Expense List where you can select which expenses you would like to allocate

Allocations for Report: CICF 2019

Expense List

Date	Expense Type	Group	Amount
<input checked="" type="checkbox"/>	07/17/2019	Taxi (51350...	\$24.35
<input type="checkbox"/>	07/17/2019	Taxi (51350...	\$26.15
<input type="checkbox"/>	07/17/2019	Accommod...	\$498.85
<input type="checkbox"/>	07/16/2019	Individual M...	\$21.21
<input type="checkbox"/>	07/13/2019	Taxi (51350...	\$42.48
<input type="checkbox"/>	07/13/2019	Taxi (51350...	\$30.68
<input type="checkbox"/>	07/13/2019	Accommod...	\$494.46
<input type="checkbox"/>	05/20/2019	Airfare (51...	\$6,059.83
<input type="checkbox"/>	05/20/2019	Taxi (51350...	\$89.00

Allocations

Total: \$24.35 Allocated: \$24.35 (100%) Remaining: \$0.00 (0%)

Percentage	* Cost Object	Code
100	(1212110000) ...	1212110000

3

Save Cancel Done

4

### Allocations for Report: CICF 2019

Expense List

Allocate Selected Expenses Clear Selections View ▾

Select Group ▾

<input type="checkbox"/>	Date ▾	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	07/17/2019	Taxi (51350...		\$24.35
<input type="checkbox"/>	07/17/2019	Taxi (51350...		\$26.15 KRW 30,800
<input type="checkbox"/>	07/17/2019	Accommod...		\$498.85 KRW 587,651
<input type="checkbox"/>	07/16/2019	Individual M...		\$21.21 KRW 25,000
<input type="checkbox"/>	07/13/2019	Taxi (51350...		\$42.48 KRW 50,000
<input type="checkbox"/>	07/13/2019	Taxi (51350...		\$30.68 CNY 211.00
<input type="checkbox"/>	07/13/2019	Accommod...		\$494.46 CNY 3,400.04
<input type="checkbox"/>	05/20/2019	Airfare (51...		\$6,059.83
<input type="checkbox"/>	05/20/2019	Taxi (51350...		\$89.00

- |   |  |
|---|--|
| 5 | From there, you can select all expenses within the report in order to allocate them by selecting the box next to the <b>Date</b> drop down. <i>(Toggling the Date drop down will also sort your expenses in Ascending or Descending chronological order)</i> Click <b>Allocate Selected Expenses</b> .   |
| 6 | Or, after sorting your expenses by Date, you can select only certain expenses at a time. A good example of a reason for doing this may be if a Faculty member goes on a research trip, but then has a dinner with a seminar speaker or recruitment dinner- etc- something that the department would be responsible for paying for. If the report was already allocated to the department, you would simply update the rest of the expenses to be charged to his or her research account. Click <b>Allocate Selected Expenses</b> . |

### Allocations for Report: CICF 2019

5

Expense List

Allocate Selected Expenses Clear Selections View ▾

Select Group ▾

<input checked="" type="checkbox"/>	Date ▾	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	07/17/2019	Taxi (51350...		\$24.35
<input checked="" type="checkbox"/>	07/17/2019	Taxi (51350...		\$26.15 KRW 30,800
<input checked="" type="checkbox"/>	07/17/2019	Accommod...		\$498.85 KRW 587,651
<input checked="" type="checkbox"/>	07/16/2019	Individual M...		\$21.21 KRW 25,000
<input checked="" type="checkbox"/>	07/13/2019	Taxi (51350...		\$42.48 KRW 50,000
<input checked="" type="checkbox"/>	07/13/2019	Taxi (51350...		\$30.68 CNY 211.00
<input checked="" type="checkbox"/>	07/13/2019	Accommod...		\$494.46 CNY 3,400.04
<input checked="" type="checkbox"/>	05/20/2019	Airfare (51...		\$6,059.83
<input checked="" type="checkbox"/>	05/20/2019	Taxi (51350...		\$89.00

### Allocations for Report: CICF 2019

6

Expense List

Allocate Selected Expenses Clear Selections View ▾

Select Group ▾

<input type="checkbox"/>	Date ▾	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	05/20/2019	Airfare (51 ...		\$6,059.83
<input checked="" type="checkbox"/>	05/20/2019	Taxi (51350...		\$89.00
<input checked="" type="checkbox"/>	07/13/2019	Taxi (51350...		\$42.48 KRW 50,000
<input checked="" type="checkbox"/>	07/13/2019	Taxi (51350...		\$30.68 CNY 211.00
<input checked="" type="checkbox"/>	07/13/2019	Accommod...		\$494.46 CNY 3,400.04
<input type="checkbox"/>	07/16/2019	Individual M...		\$21.21 KRW 25,000
<input type="checkbox"/>	07/17/2019	Taxi (51350...		\$24.35
<input type="checkbox"/>	07/17/2019	Taxi (51350...		\$26.15 KRW 30,800
<input checked="" type="checkbox"/>	07/17/2019	Accommod...		\$498.85 KRW 587,651

7	Select the <b>Allocate By</b> drop down to allocate by <i>Percentage</i> or <i>Amount</i>
8	In the Cost Object field, simply click into the field and begin typing in the cost object you would like to use. If using an Internal Order (9 account) remember to put two leading 0's before the 9. You can adjust the percentage distribution between the two cost objects, or hit <b>Add New Cost Object</b> – and divide the expense across multiple cost objects.

### Allocations for Report: CICF 2019

Expense List

Allocate Selected Expenses | Clear Selections | View ▾

Select Group ▾

<input checked="" type="checkbox"/>	Date ▲	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	05/20/2019	Airfare (51...	1	\$6,059.83
<input checked="" type="checkbox"/>	05/20/2019	Taxi (51350...	1	\$89.00

Allocations

Allocate By: ▾ | Add New Allocation | Delete Selected

● Percentage  
 Amount

* Cost Object	Code
(1212110000) ...	1212110000

### Allocations for Report: CICF 2019

Expense List

Allocate Selected Expenses | Clear Selections | View ▾

Select Group ▾

<input checked="" type="checkbox"/>	Date ▲	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	05/20/2019	Airfare (51...	1	\$6,059.83
<input checked="" type="checkbox"/>	05/20/2019	Taxi (51350...	1	\$89.00
<input checked="" type="checkbox"/>	07/13/2019	Taxi (51350...	1	\$42.48 KRW 50,000
<input checked="" type="checkbox"/>	07/13/2019	Taxi (51350...	1	\$30.68 CNY 211.00
<input checked="" type="checkbox"/>	07/13/2019	Accommod...	1	\$494.46

Allocations

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

<input type="checkbox"/>	Percentage	* Cost Object	Code
<input type="checkbox"/>	50	(1212110000) ...	1212110000
<input checked="" type="checkbox"/>	50	GST FINANCE/ECC	1212110000

Type to search by:  
 Text  Code  Either  
 (Code) Text

9	Or, you <b>can Allocate by Amount</b> - for example if a department has agreed to contribute a set amount of money towards a particular program or event.
10	When switching from allocating by percentage to allocating by amount, enter in the entire dollar amount allocations for each, or at least one of the desired cost objects <b>(10a)</b> ; the tool may add in an extra allocation line when an allocation is adjusted. To correct this, simply select the extra line with the \$0 value and click <b>Delete Selected Allocations (10b)</b> – the widget will automatically recalculate with the correct value. <b>(10c)</b>

**Allocations for Report: CICF 2019**

Expense List

Allocate Selected Expenses | Clear Selections | View ▾

Select Group ▾

<input checked="" type="checkbox"/>	Date ▲	Expense T...	Group	Am
<input checked="" type="checkbox"/>	05/20/2019	Airfare (51...	1	\$6,000.00
<input checked="" type="checkbox"/>	05/20/2019	Taxi (51350...	1	\$89.00
<input checked="" type="checkbox"/>	07/13/2019	Taxi (51350...	1	\$42.48
				KRW 50,000
<input checked="" type="checkbox"/>	07/13/2019	Taxi (51350...	1	\$30.68

Allocations

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

<input type="checkbox"/>	Amount	* Cost Object	Code
<input type="checkbox"/>	\$3,643.50	(1212110000) ...	1212110000
<input checked="" type="checkbox"/>	\$1,000.00	(00909000123...	9090001238
<input type="checkbox"/>	\$0.00	(1212110000) ...	1212110000

## Allocations for Report: CICF 2019

Expense List Allocations

<input checked="" type="checkbox"/>	Date ▲	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	05/20/2019	Airfare (51...	1	\$6,059.83
<input checked="" type="checkbox"/>	05/20/2019	Taxi (51350...	1	\$89.00
<input checked="" type="checkbox"/>	07/13/2019	Taxi (51350...	1	\$42.48
				KRW 50,000

<input type="checkbox"/>	Amount	* Cost Object	Code
<input type="checkbox"/>	\$6,287.01	(1212110000) ...	1212110000
<input type="checkbox"/>	\$1,000.00	(00909000123...	009090001238

<b>11</b>	Once done, hit the <b>Save</b> button, then the <b>Done</b> button to close out of the Allocations window.
<b>12</b>	Back in the expense report, the expenses you have allocated should have a small icon similar to a Pie chart that appears next to them, indicating they have been allocated.
<b>13</b>	You can select the <b>Details</b> drop down, then <b>Audit</b> trail, to check your work



Approvals Home    Repc

# CICF 2019

Summary   **Details**   Receipts   Print / Email

Expenses View <<

Date	Report	Amount	Approved
07/17/2019	Massachusetts	\$24.35	\$24.35
07/17/2019	n), KOREA, REPI	\$26.15	\$26.15
07/17/2019	<b>513500, 513700</b>	\$498.85	\$498.85
07/16/2019	sorts, Boston, M	KRW 587,651	
07/16/2019	<b>513500, 513700</b>	\$21.21	\$21.21
07/16/2019	Korean Restaurant, Busan (ex Pusan)	KRW 25,000	
07/13/2019	<b>Taxi (513500, 513700)</b>	\$42.48	\$42.48
07/13/2019	taxi, Busan (ex Pusan), KOREA, REPL	KRW 50,000	

**12** (points to the gear icon in the first row)

**13** (points to the 'Report' dropdown menu)

The 'Report' dropdown menu contains the following options: Report Header, Totals, **Audit Trail** (highlighted), Approval Flow, Comments, Allocations, and Allocations.

13	9/19/2019 02:43 PM	[REDACTED]	Field Edit	Expense Type: Airfare (513500, 513700) Transaction Date: Mon May 20 00:00:00 PDT 2019 The field "Allocations" was changed from "1212110000; 100.000000000%" "to "009090001238; 100% "
	7/19/2019 02:43 PM	[REDACTED]	Field Edit	Expense Type: Accommodations (513500, 513700) Transaction Date: Sat Jul 13 00:00:00 PDT 2019 The field "Allocations" was changed from "1212110000; 100.000000000%" "to "009090001238; 100% "

The Audit trail is a great place to check in the report in general if you ever want to look for comments, see when someone approved or rejected a report, etc. - it does not change, even when a report is sent back – unlike the approval flow, which starts over when a report is rejected.