

Allocating Expenses within an Expense Report

These instructions cover how to allocate expenses to a different Division, Department, Fund, Class, Program, or Project and how to split funds between multiple parties on an expense report.

- If a different Division, Department, Fund, Class, Program, or Project will pay for all of the expenses, please refer to **Report Header Allocations**.
- If a different Division, Department, Fund, Class, Program, or Project will pay for a majority of the expenses, please refer to **Allocating Multiple Expenses**.
- If a different Division, Department, Fund, Class, Program, or Project will pay for some of the expenses, please refer to **Allocating Individual Expenses**.

Click on any of the links below to skip ahead to that section.

- ! • If the trip includes Auxiliary and State funding, you will need to leave the funds as state funds and complete an ETR after the trip to transfer the funds to Auxiliary funding.
- If ASC fully funds the trip, you will not complete an expense report in Concur, you will follow ASC's travel process.

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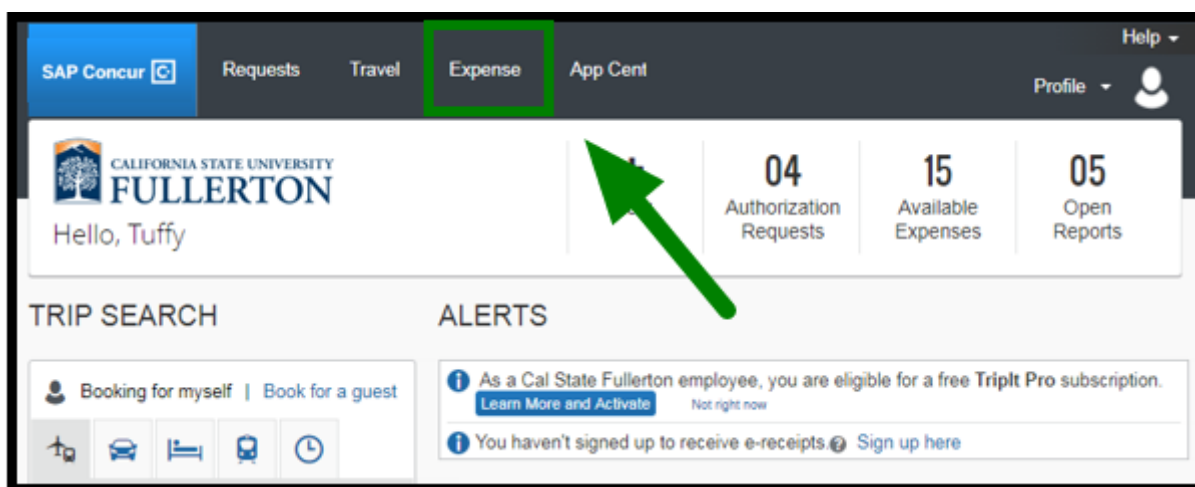
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💡 If you need assistance with logging into Concur, please go to [Logging into Concur](#).

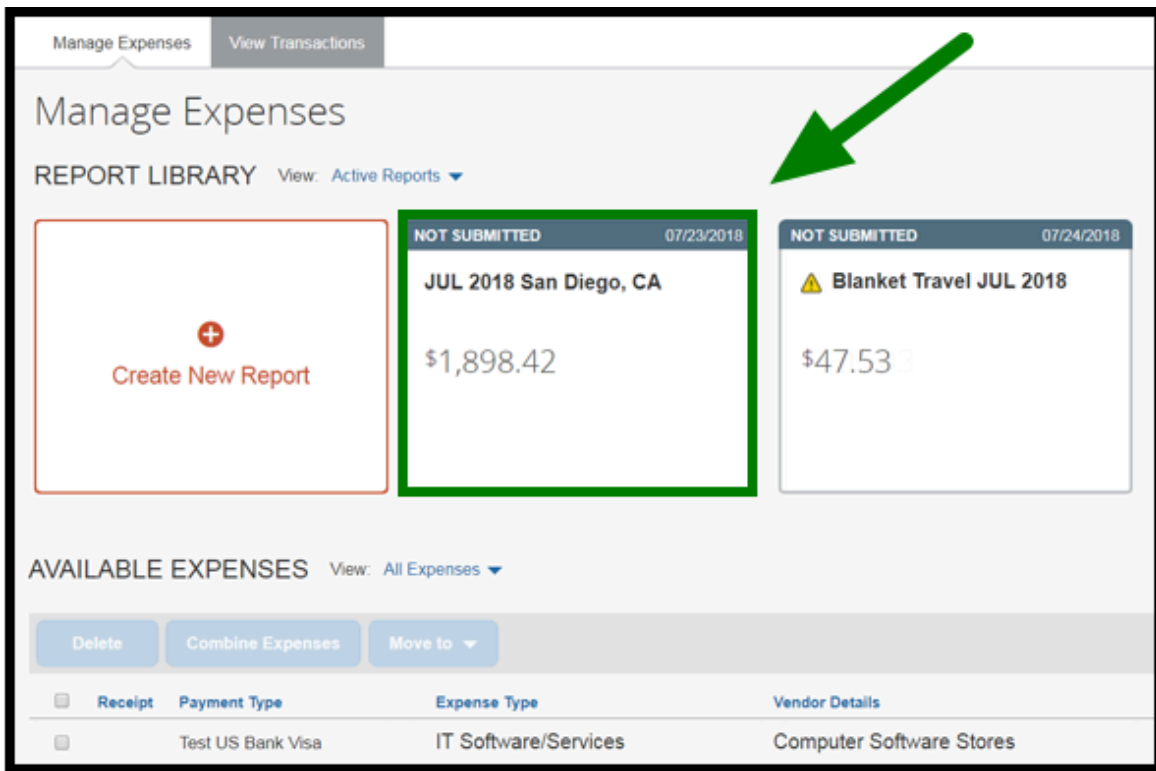
Report Header Allocations

If a different Division, Department, Fund, Class, or Program will be paying for all of the expenses, you can make the designation in the Report Header.

Step 1: From the Concur dashboard, click on **Expense**.

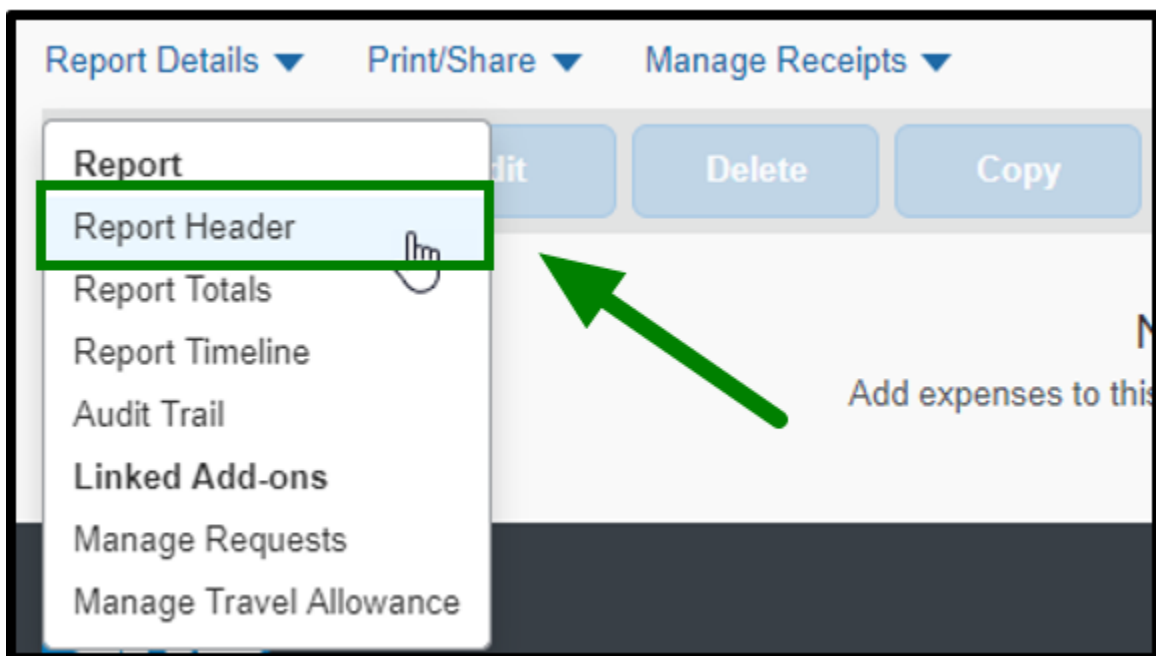


Step 2: Click on the **Expense Report** that needs to be allocated to a different Division, Department, Fund, Class, or Program.



Step 3: If a different Division, Department, Fund, Class, or Program will pay for all of the expenses on the expense report, you can make the designation in the **Report Header** or select the fund being used for a majority of the expenses.

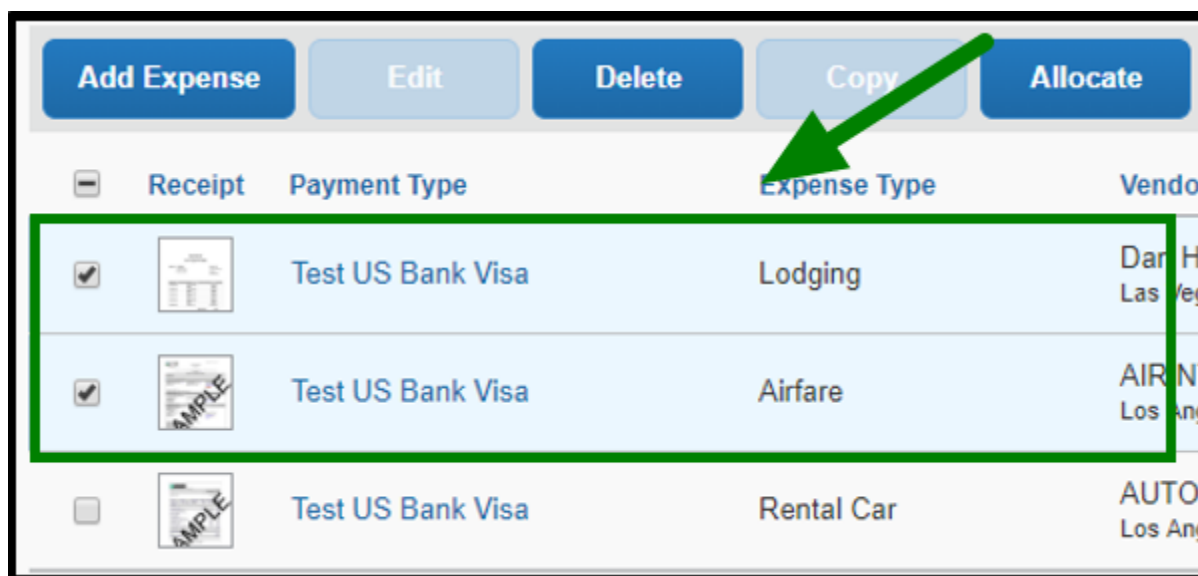
Go to the **Report Details** dropdown and select **Report Header**.



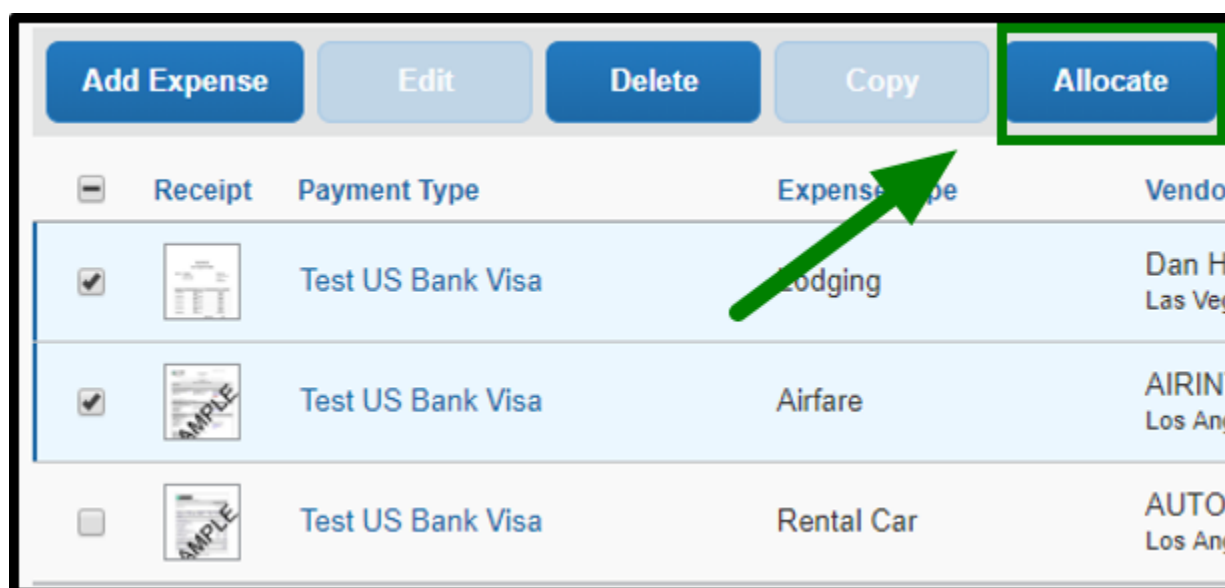
Allocating Multiple Expenses

These steps will show how to allocate multiple expenses at the same time.

Step 1: In the expense report, click on the checkbox next to the expenses that you want to allocate at the same time.



Step 2: Once you have selected the expenses, click on the **Allocate** button.



Step 3: Click on the **Add** button.

The 'Allocate' window displays the following information:

- Expenses: 2 | \$2,049.02
- Buttons: Percent, Amount
- Amount: \$2,049.02
- Allocated: \$2,049.02
- 100%
- Remaining: \$0.00
- 0%
- Default Allocation
- Code: OUT-OF-STATE-10238-10147-THEFD
- Percent %: 100
- Buttons: Add, Edit, Remove, Save as Favorite
- No Allocations
- These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.

Step 4: A new window opens, select the **New Allocation** tab.

From there you will be able to change **Division, Department, Fund, Class, Program, or Project**.

The 'Add Allocation' window displays the following information:

- Buttons: + New Allocation, ★ Favorite Allocations
- Division * (10238) VP Administration & Finance
- Department ID * (10147) Division of Adm & Finance
- Gen Fund ? THEFD:CSU Operating Fund
- Class Search by Code
- Programs Search by Text
- Projects
- Buttons: Cancel, Add to List

Step 5: Click on the dropdown list and select the appropriate **Division, Department, Fund, Class, Program, or Project**.

Add Allocation

+ New Allocation ★ Favorite Allocations

Division * (10238) VP Administration & Finance

Department ID * (10147) Division of Adm & Finance

Class Search by Code

Projects

Cancel Add to List

* Indicates required field

Recently Used

- (10238-10422) Facilities Projects
- (10238-10147) Division of Adm & Finance IT
- (10238-10065) Controller
- (10238-10302) Capital Project Operations
- (10238-10006) Accounts Payable
- (10141) IT-Information Technology
- (10189) President's Office
- (10131) Vice President of HR

Step 6: Click on **Add to List**.

Gen Fund ?

THEFD:CSU Operating Fund

Programs

Search by Text

Cancel Add to List

Step 7: You have the option to allocate by a percentage or by an amount.
Click on **Amount**.

Allocate

Expenses: 2 | \$2,049.02


Percent	Amount
	Amount \$2,049.02

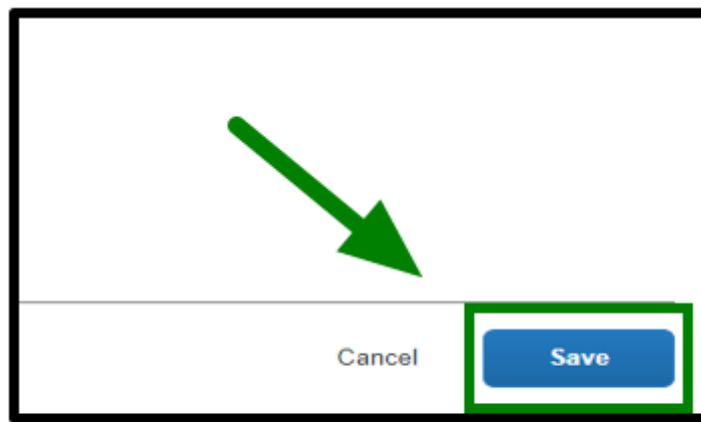
Step 8: From there, you can edit the **Amount** by clicking in the field text box.

Class	Programs	Code ▲	Percent %
		Out-of-State-10141-10364-THEFD	<input type="text" value="100"/>

Step 9: Once you have finished making the changes, select the **Save** button to have your expense report updated.

Repeat Steps 1-8 to allocate other expenses.

 If you need to add additional approvers, please refer to [Additional Approvers](#).






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Allocating Individual Expenses

If a different Division, Department, Fund, Class, Program, or Project will partially cover the expenses, you can allocate those expenses to a different division, department, or fund.

Step 1: From the Expense Report, select the expense that will be allocated.

Add Expense Edit Delete Copy Allocate Combine Expenses				
<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details
<input checked="" type="checkbox"/>		Test US Bank Visa	Lodging	Dan Hotels Las Vegas, Nevada
<input type="checkbox"/>		Test US Bank Visa	Airfare	AIRINTER Los Angeles, California
<input type="checkbox"/>		Test US Bank Visa	Rental Car	AUTOMATE RENT-A-CAR Los Angeles, California

Step 2: Select the **Allocate** button.

Add Expense Edit Delete Copy Allocate Combine Expenses				
	Receipt	Payment Type	Expense Type	Vendor Details
<input checked="" type="checkbox"/>		Test US Bank Visa	Lodging	Dan Hotels Las Vegas, Nevada
<input type="checkbox"/>		Test US Bank Visa	Airfare	AIRINTER Los Angeles, California
<input type="checkbox"/>		Test US Bank Visa	Rental Car	AUTOMATE RENT-A-CAR Los Angeles, California

Step 3: Click on the **Add** button.

Allocate

Expenses: 1 | \$1,652.83

Percent

Amount

Amount

\$1,652.83

Allocated \$1,652.83

100%

Default Allocation

Code

OUT-OF-STATE-10238-10147-THEFD

Add

Edit

Remove

Save as Favorite

Step 4: A new window will open, click on the **New Allocation** tab.

From there you will be able to change **Division, Department, Fund, Class, Program, or Project**.

Add Allocation [X]

+ New Allocation **★ Favorite Allocations**

* Indicates required field

Trip Type *
Out-of-State

Division * 1
▼ (10238) VP Administration & Finance

Department ID * 2
▼ (10147) Division of Adm & Finance

Gen Fund ?
THEFD:CSU Operating Fund

Class
▼ Search by Code

Programs
▼ Search by Text

Cancel **Add to List**

Step 5: Click on the dropdown lists and select the appropriate **Division, Department, Fund, Class, Program, or Project**.

For example, Accounts Payable was selected for the **Department**.

Step 6: If an expense is going to be split between two or more **Division, Department, Fund, Class, Program, or Project** click on the **Add** button.

Trip Type	Division	Department ID	Gen Fund
Out-of-State	VP Administration & Finance	Accounts Payable	THEFD:CSU Operating Fund
Out-of-State	VP Administration & Finance	Adm & Finance IT	THEFD:CSU Operating Fund

Step 7: Click on either **Percent** or **Amount** to edit.

Allocate

Expenses: 1 | \$1,652.83


Percent	Amount
	<p>Amount</p> <p>\$1,652.83</p> <p>Default Allocation</p>

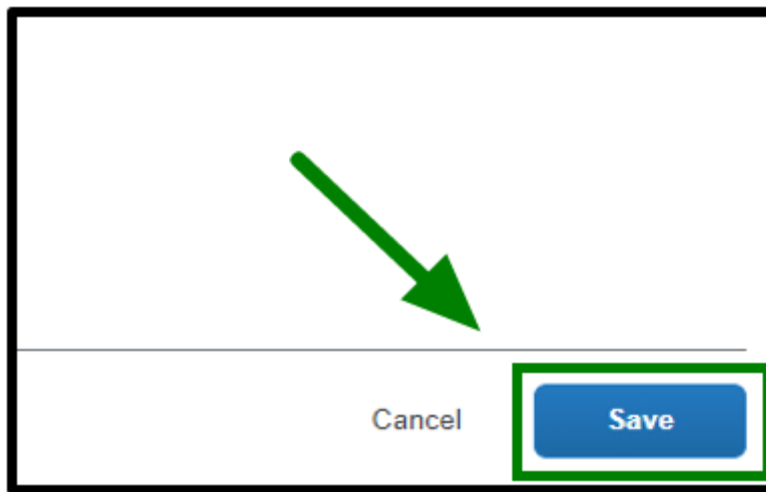
Step 8: From there, you can edit the **Amount or Percent** by clicking in the field text box.

Programs	Code	Percent %
Out-of-State-10238-10147-THEFD		60
Out-of-State-10238-10147-THEFD		40

Step 9: Once you have finished making the changes, select **Save** to have your expense report updated.

Repeat Steps 1-8 to allocate other expenses.

 If you need to add additional approvers, please refer to [Additional Approvers](#).

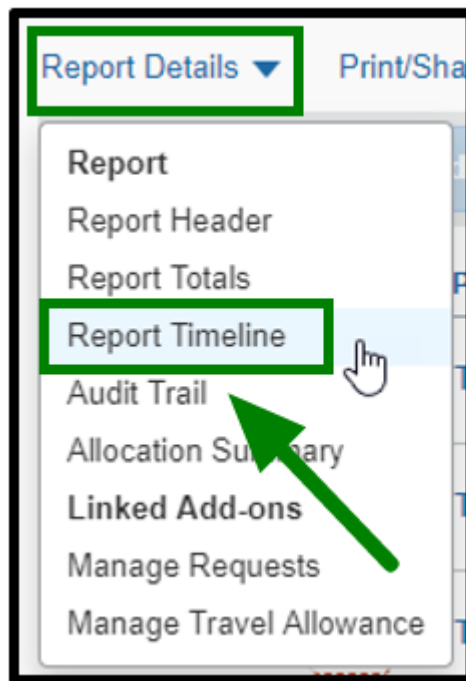


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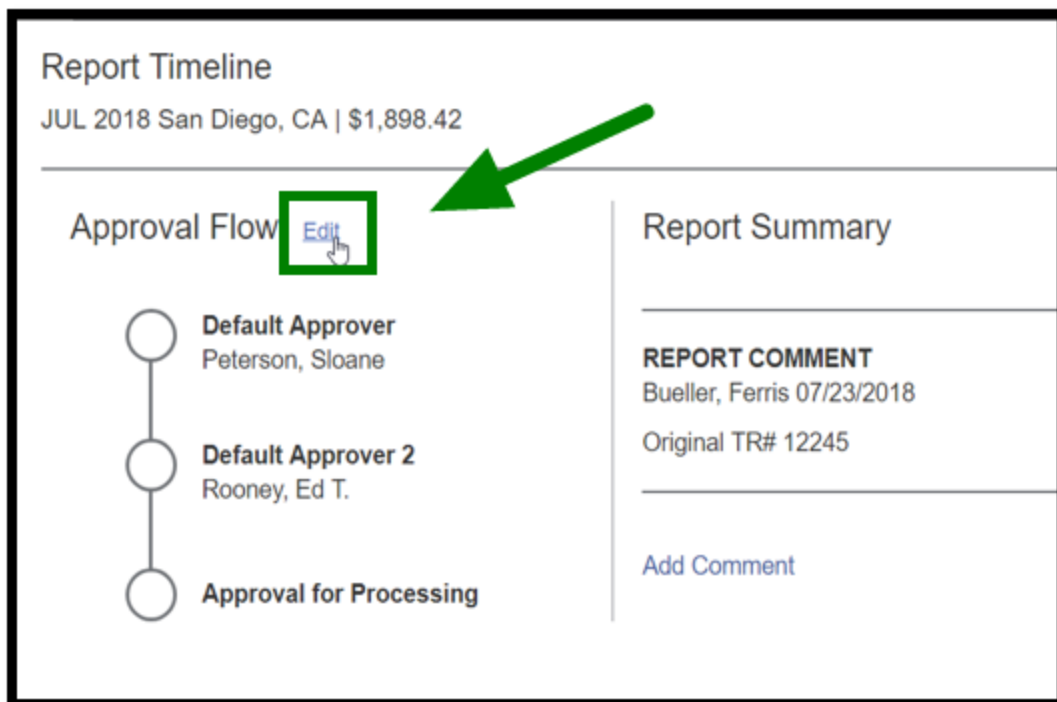
Additional Approvers

If additional approvers need to be added to the workflow, please follow these instructions.

Step 1: Once you have finished allocating expenses, go to **Report Details**, select the **Report Timeline** to add additional approvers.



Step 2: From the Report Timeline window, you can add additional approvers who will be paying for the trip or individual expenses by clicking on the **Edit** button.



Step 3: A window will pop up to Edit Approval flow. When you have finished adding additional approvers, select **Save** button.

Edit Approval Flow [X]

+ Add Step

Default Approver
Peterson, Sloane

+ Add Step

User-Added Approver
Langsdorf, William (cmstraining22@fullerton.edu) [Delete]

+ Add Step

Default Approver 2
Rooney, Ed

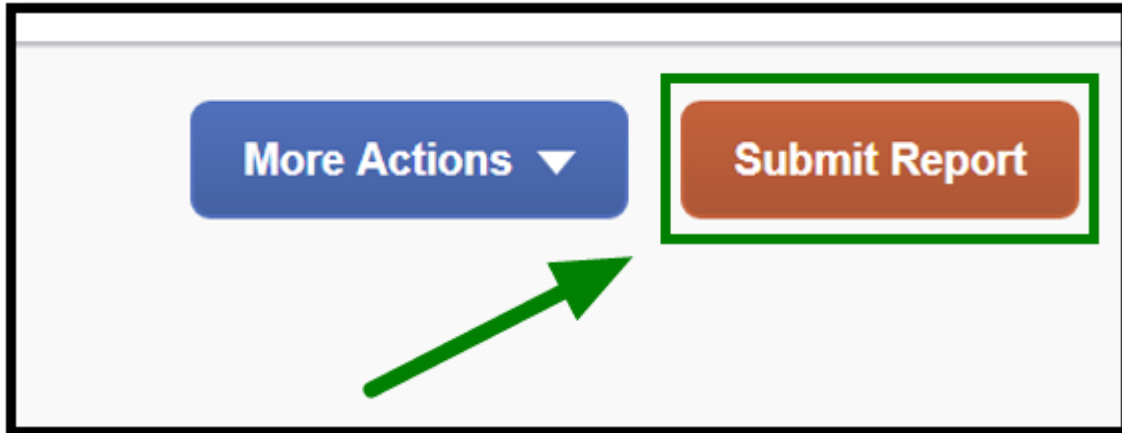
+ Add Step

Approval for Processing

+ Add Step

Cancel [Save]

Step 4: When you are done filling out your expense report, select the **Submit Report** button.



i Refer to [Adding Additional Approvers \(UI Upgrade\)](#) Guide for more information.

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Expense Reports

For information on how to fill out an expense report, refer to the following guides below:

Travel Expense Reports

- [Travel Expense Report \(UI Upgrade\)](#)
- [P-Card Paid for/by Others Expense Report \(UI Upgrade\)](#)

P-Card (Goods & Services) Expense Report

- [P-Card Goods & Services Expense Report \(UI Upgrade\)](#)

Need more help?

 Contact Concur Support at concur@fullerton.edu or at 657-278-3600.