



## Allocate Expenses

Allocating expenses on the Report informs Concur (thereby Banner) to charge an additional funding source instead of the primary funding in the Header. This action is completed through the Expense list or the Expense Details window.

**Hot Tip:** Allocations entered on the Request are automatically assigned to the same expenses on the Report. However, the user can edit or delete these as needed.

1. Select one or more expense and click Allocate

<span>Add Expense</span> <span>Edit</span> <span>Delete</span> <span>Copy</span> <span>Allocate</span> <span>Combine Expenses</span> <span>Move to ▾</span>								
<input type="checkbox"/>	Comments ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ↑↓	Amount ▾	Requested ↑↓
<input checked="" type="checkbox"/>			zNotUsed-IBCP	Lodging	Noble House Seattle - King St. Station, UNITED STATES	08/15/2022	\$1,343.33	\$1,343.33 Allocated Itemized
<input checked="" type="checkbox"/>			zNotUsed-IBCP	Airfare	Alaska Airlines Juneau, Alaska	07/21/2021	\$857.99	\$800.00 Allocated Itemized

Alternatively

1. Open the Expense Details window and click Allocate (this is the method used to Allocate individual itemizations)

← → Airfare \$857.99

07/21/2021 | Alaska Airlines | E-Receipt, Corporate Card

Details | Itemizations

Allocate

\* Required field

2. Select “Percent” or “Amount” to allocate based on percentage or amount and click “Add”

Allocate ✕

Itemizations: 1 | \$800.00 | [View Allocation Group](#)

Expenses marked as personal, or that your administrator doesn't allow to be allocated, are not included in the amount to be allocated.

Percent  Amount

Amount	Allocated \$800.00	Remaining \$0.00
\$800.00	100%	0%

Default Allocation

Code: 101010-80042-D8FNSY-SW Percent %  
0



3. Either enter the funding information under New Allocation or select saved funding from Favorite Allocations and Save

**Add Allocation** ✕

+  
New Allocation
★  
Favorite Allocations

\* Required field

Fund \*

Org \*  1

Department \*  2

Campus \*  3

Cancel
Save

4. If assigning the cost of selected expense(s) to multiple funding sources, add each additional funding source (including Header funding if applicable) and Save
5. Adjust the “Percent %” or “Amount USD” distribution accordingly

<input type="checkbox"/>	Fund ↑↓	Org ↑↓	Department ↑↓	Campus ↑↓	Activity Code ↑↓	Code ≡	Percent %
<input type="checkbox"/>	SW General Funds	Financial Systems Operations	Financial Systems	University of Alaska Statewide		101010-80042-D8FNSY-SW	75
<input type="checkbox"/>	UAA General Funds	PRO Institutional Research	PRO UAA Institutional Research	University of Alaska Anchorage		104110-16051-D1AAIR-UAA	25

6. Click “Save as Favorite” to save the funding string for quick application to future allocations

Add
Edit
Remove
Save as Favorite

**Save as Favorite** ✕

Favorite Name

SW & UAA Travel

Cancel
Save



7. Once added, the allocation is available in the Favorites Allocations list

Add Allocation

<p>+ New Allocation</p>	<p>★ Favorite Allocations</p>
<p>Select</p> <p><input type="radio"/> SW &amp; UAA Travel</p>	

8. Allocated expenses are noted in the Expense list

<input type="checkbox"/>	Comments ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ≡	Vendor Details ↑↓	Date ↑↓	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>			zNotUsed-IBCP	Airfare	Alaska Airlines Juneau, Alaska	07/21/2021	\$857.99	\$800.00 Allocated Itemized