



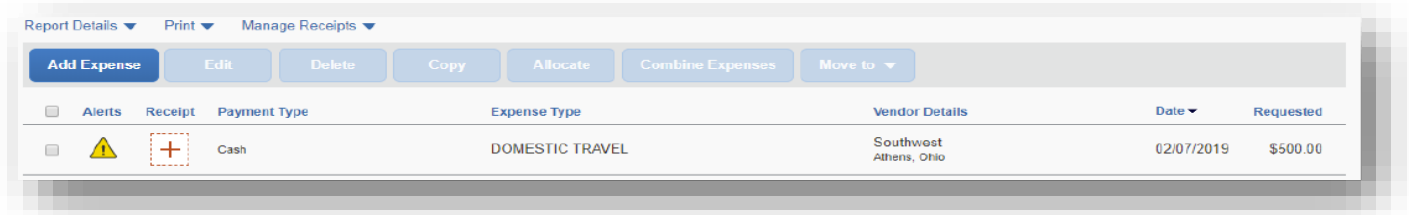
Objective

The purpose of this document is to guide Concur users through the process of itemization and allocation in Concur.

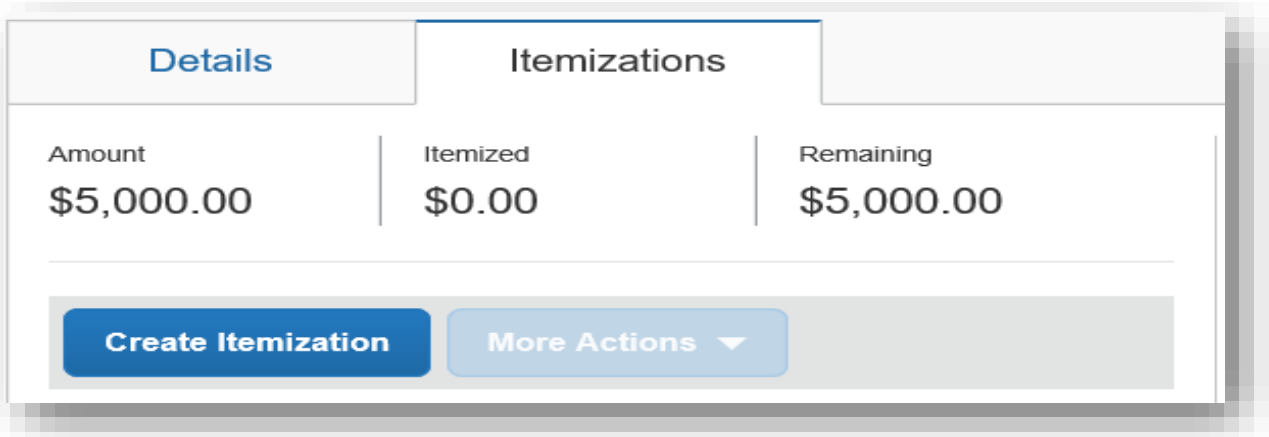
When accounting for transactions in Concur, accounting is assigned at the header level for all but the object code. This accounting will flow to each expense you add to your report. You can adjust the account and assign the object at the expense level utilizing the allocation and itemization functions. When you think of applying an itemization or an allocation, the best way to differentiate them is that Itemizations relate to object codes, while Allocations relate to the accounting codes. An allocation would be used if you need to apply multiple accounts to a transaction or change the account from the report header account. If you have an expense that needs to be separated over two or more object codes, use the itemization option. In the event you have violated policy by charging personal expenses to your University card, you would use the itemization processes to account for these transactions.

1. How to Itemize an Expense
2. How to Allocate an Expense
3. How to Add, Select, and Delete Code Favorite Allocations

How to Itemize an Expense



1. Click anywhere on the expense line to **“Open the expense details”**.
2. Select the **“Itemization Tab”** on the expense.
3. Click the **“Create Itemization”** button to start the Itemization.



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4. Select the **“Expense Type”** from the drop down.
5. Select the **“Object Code”** from the drop down.
6. Enter the **“Transaction Amount”**.
7. Enter **“Who”** the expense is for.
8. Enter **“What”** the expense is for.
9. Enter **“Comments”** if applicable.
10. Click **“Save”** The screen will show you the remaining amount that needs to be Itemized.
11. Repeat step 3-10 to itemize the remaining amount.

Details	Itemizations	
Amount	Itemized	! Remaining
\$5,000.00	\$4,850.00	\$150.00

[Create Itemization](#) [More Actions](#) ▼

How to Edit/Delete an Itemization

1. Click into the **“Little White Box”** next to the Itemization to be deleted.
2. Click the **“More Actions”** drop down.
3. Make changes (if applicable).
4. Select **“Edit or Delete”**.

[Create Itemization](#) [More Actions](#) ▼

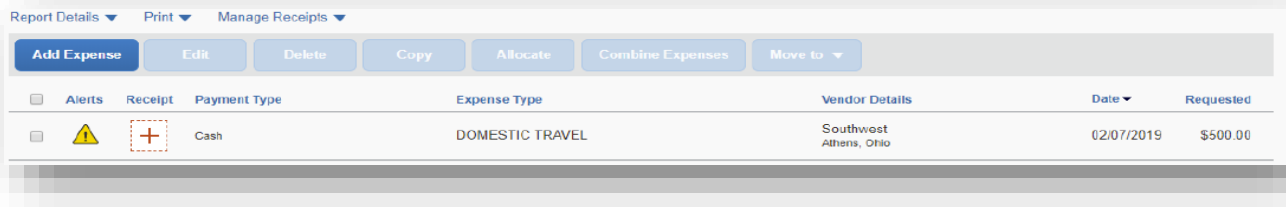
<input checked="" type="checkbox"/>	Date ▲		Amount
<input checked="" type="checkbox"/>	02/12/2019	AVEL	\$4,850.00

- Edit
- Delete
- Copy
- Allocate

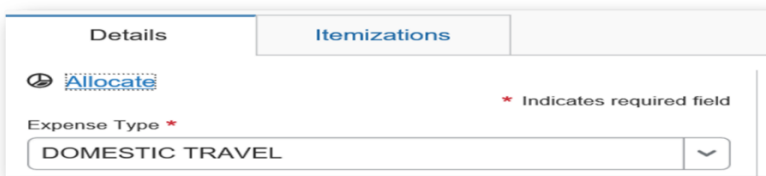
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How to Allocate an Expense

1. Click anywhere on the expense line to **“Open the expense details”**. Click **“Allocate”** in the upper right



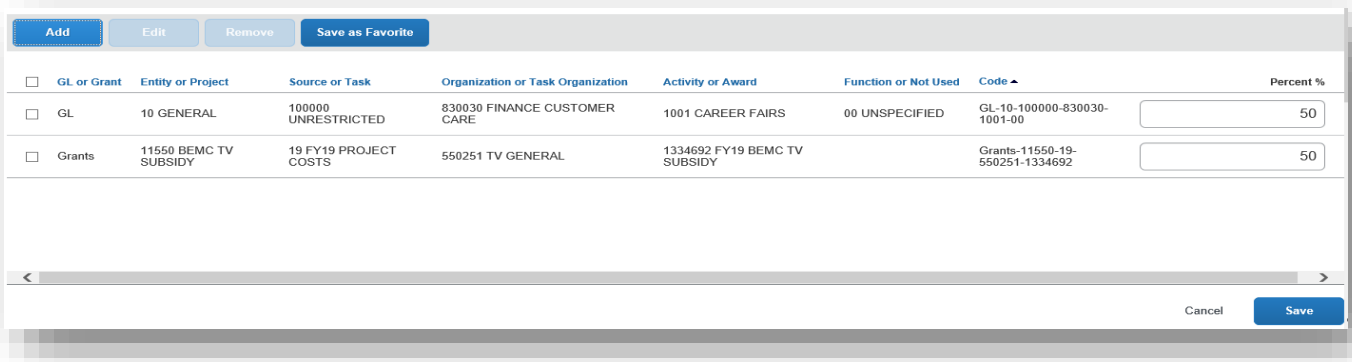
2. Select **“Allocate”** in the upper left corner.



3. Select the tab to allocate your expense by **“Amount”** or **“Percent”**.



4. Click the **“Add”** button.
5. The system will default to the **“New Allocation”** tab.
6. Select Account Type **“GL or Grant”**.
7. Enter the **“Accounting String”**.
8. Select the **“Add to List”**.
9. Update the **“Percent or Amount”** to be allocated for each account.
10. Click **“Save”**.
11. Repeat steps 4-10 to add additional allocations



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How to Edit/Delete an Allocation

1. Click into the **“Little White Box”** next to the Itemization to be deleted.
2. Click the **“Remove”** or **“Edit”**.
3. Make changes (if applicable).
4. Click **“Save”**.

Add Edit Remove Save as Favorite

GL or Grant	Entity or Project	Source or Task	Organization or Task Organization	Activity or Award	Function or Not Used	Code	Percent %
<input type="checkbox"/> GL	10 GENERAL	100000 UNRESTRICTED	830030 FINANCE CUSTOMER CARE	0000 UNSPECIFIED	80 GENERAL ADMINISTRATION	GL-10-100000-830030-0000-80	<input style="width: 50px;" type="text" value="50"/>
<input checked="" type="checkbox"/> Grants	11550 BEMC TV SUBSIDY	19 FY19 PROJECT COSTS	550251 TV GENERAL	1334692 FY19 BEMC TV SUBSIDY		Grants-11550-19-550251-1334692	<input style="width: 50px;" type="text" value="50"/>

Cancel Save

How to Add a Favorite Allocation

1. While in your expense select **“Allocate”** under Details in the left corner.

Details
Show Receipt

Allocate
* Indicates required field

2. Click **“Add”** In the New Allocation tab to enter the allocation information manually if different than your default allocation.

Default Allocation

Code GL-10-100000-830030-0000-80	Percent % 100
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Add Edit Remove Save as Favorite

3. Click on **“Add to List”** at the bottom of the New Allocation tab.

+
New Allocation

★
Favorite Allocations

GL or Grant 1

▼

Source or Task 3

▼

Activity or Award 5

▼

Entity or Project 2

▼

Organization or Task Organization 4

▼

Function or Not Used 6

▼

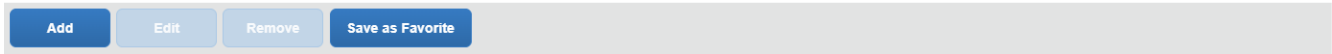
Cancel Add to List

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4

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4. Click on **“Save as Favorite”** to add the account to your Favorite Allocations.



5. Enter a **“Favorite Name”**.
6. Click **“Save”**. The allocation is added to your allocation favorites.

Save as Favorite ✕

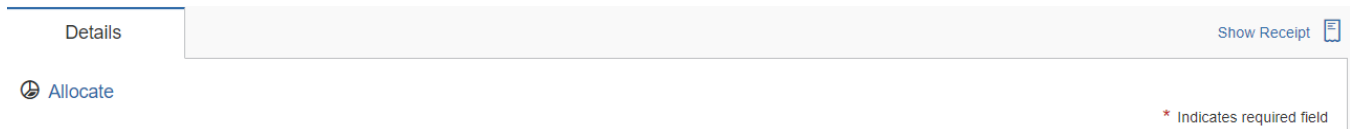
Favorite Name

Cancel

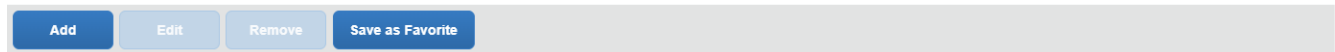
Save

How to Select Your Favorite Allocation

1. While in your expense select **“Allocate”** under Details in the left corner.



2. Select **“Add”**.



3. Select the **“Favorite Allocations”** tab.
4. Select the **“Favorite Allocations”** radio dial button.
5. Select **“Replace Allocations”**.
6. Click on **“Replace Allocations”** to add the account to your Favorite Allocations.

Add Allocation ✕

+

★

New AllocationFavorite Allocations

Finance Customer Care Operating Account


Cancel

Replace Allocations

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7. Answer the Question “**Would you like to replace your previous allocations with the allocations in this favorite?**”


Warning ×


 Would you like to replace your previous allocations with the allocations in this favorite?

Cancel Replace Allocations

How to Delete Your Favorite Allocation

1. While in your expense select “**Allocate**” under Details in the left corner.

Details Show Receipt 

 Allocate * Indicates required field

2. Select “**Add**”.

Add Edit Remove Save as Favorite

3. The system should default to the “**Favorite Allocations** ” However, if you are not on this screen you will not see your Favorite Allocation to delete.
4. Select your “**Favorite Allocations**” (Click on the name of your favorite allocation not the radio dial button).

Add Allocation ×

+ New Allocation ★ Favorite Allocations

Finance Customer Care Operating Account

Cancel Replace Allocations

Concur – Itemization / Allocation QRG

5. Select your **“Favorite Allocation”** to delete.
6. Select **“Delete Favorite”**.

Finance Customer Care Operating Account



Name	Code	Percent
GL - 10 GENERAL - 100000 UNRESTRICTED - 830030 FINANCE CUSTOMER CARE - 0000 UNSPECIFIED - 80 GENERAL ADMINISTRATION	GL-10-100000-830030-0000-80	0%
GL - 10 GENERAL - 100000 UNRESTRICTED - 830030 FINANCE CUSTOMER CARE - 0000 UNSPECIFIED - 80 GENERAL ADMINISTRATION	GL-10-100000-830030-0000-80	50%
GL - 10 GENERAL - 100000 UNRESTRICTED - 830030 FINANCE CUSTOMER CARE - 0000 UNSPECIFIED - 80 GENERAL ADMINISTRATION	GL-10-100000-830030-0000-80	50%

Close

Delete Favorite

Replace Allocations