

ALLOCATING EXPENSES

https://www.csum.edu/fiscal-services/concur.html Accounts Payable Office Adm Bldg, Rm 109

To access Concur: Click Here

STEPS ALLOCATING EXPENSES

Allocating Expenses

The Allocations feature allows you to allocate selected expenses to multiple chartfields. This should be performed after the Itemization if allocating to multiple expense types.

| Allocate single expense - With the report open, select a single expense and click Allocate. | Add Expense Edit Delete Copy Allocate Combins Expense Alerts Receipt Payment Type Expense Type Vendor Details Image: Complex Structure Image: Complex Structure Marriott Hotels Image: Complex Structure Image: Complex Structure Marriott Hotels Image: Complex Structure Out of Pocket Hotel/Lodging Marriott Hotels | Move to ∨ Date = Requested 07/14/2021 \$900.00 Bemized |
|---|---|---|
| Select Percent or Amount, then Add and enter the new chartfield designation. | Allocate Expenses: 6 \$900.00 Percent Amount Amount \$900.00 Default Allocation Code Code | Remaining \$0.00 0% |
| To allocate multiple expenses (or the entire report), select the expenses and then select the Allocate button. | Add Expense Edit Delete Copy Image: Alerts Receipt Payment Type Expense Type Image: Alerts Out of Pocket Hotel/Lodgin Image: Alerts Out of Pocket Personal Ca | Allocate rpe ng ar Mileage |

| Select Percent or Amount, then Add and enter the new chartfield designation. | Allocate Evpenses: 6 \$900.00 Percent Amount Amount Allocated \$900.00 | × |
|--|--|---|
| | \$900.00 100% 0% | |
| | Default Allocation | |
| | Code | |
| | | |
| Click Save. | Add Allocation | |
| | ▼ ~ (MACMP) MACMP - CSU MARITIME ACADEMY | |
| | Fund * | |
| | ▼ ~ (48485) 48485 - General Operating Fund:485 | |
| | Department * | |
| | ▼ マ (41500) 41500 - VP Administration & Finance | |
| | Program | |
| | ▼ ✓ Search by Text ✓ | |
| | Cancel Save | |

Edited/modified for on-campus training by: Corazon Wong