

Concur How to Allocate

Allocate means to charge a transaction to multiple funding sources (Funds/Organizations).

 There are two ways to allocate an expense; first option, on your report home screen click the box to left of the expense you wish to allocate or the box next to the word Comment to select all expenses and select the Allocate button, OR second option, open the expense by clicking theitAllocate link directly

below the word Details.

Option 1 - Report Home Screen:



Option 2 - Opened Expense:

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2. Select whether you wish to allocate by Percent (default) or by Amount.

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