

FRESNO STATE

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Concur Expense Report

How to Allocate Expenses

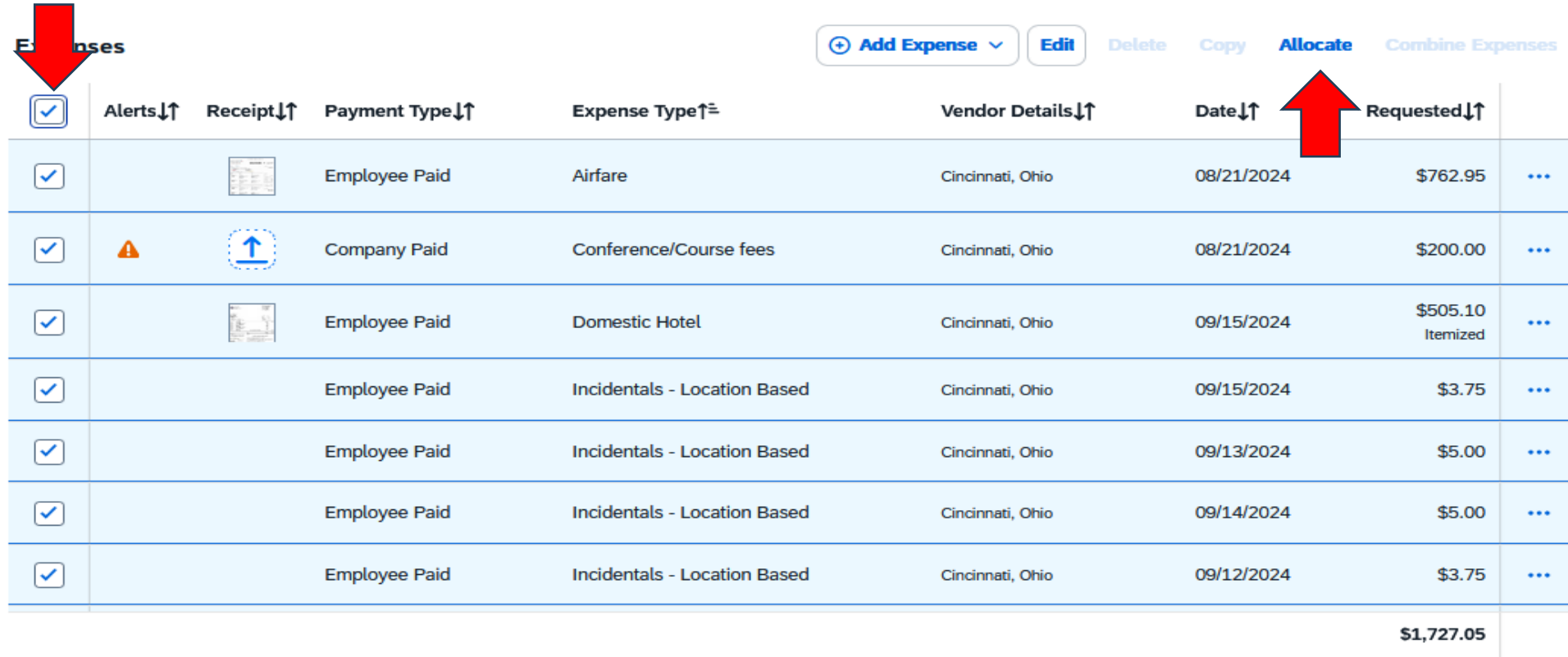
If you are using only one funding source, enter it in the Main Header of the Expense Report. Nothing more needs to be done.

Type of Travel *	Name of Trip *	Start Date *	End Date *
Out of State	Music Workshop	09/12/2024	09/14/2024
Destination * ?	State	Purpose of Trip *	Report Date
Cincinnati	Ohio	Music Appreciation workshop	08/01/2025
Report Currency	Approval Status *	Report Total *	Personal Expenses *
US, Dollar	Not Submitted	1,727.05	0.00
Amount Approved *	Amount Company Paid *	Amount Due Company *	Amount Due Employee *
1,727.05	200.00	0.00	1,527.05
Amount Due Company Card *	EMP ID	Fund * 1	Department * 2
0.00	105988395	(90000) TF-CSU Operating...	(41406) Accounting Services
Class	Project	Program	
(00000) Default Sub-Class		00000	
Comment			





0/500



If using more than one funding source, you can add additional chartfields to allocate to selected expenses.



The screenshot shows a web interface for managing expenses. At the top, there's a header bar with a title 'Expenses' and several action buttons: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', and 'Combine Expenses'. Below the header is a table with columns for selection, alerts, receipts, payment type, expense type, vendor details, date, requested amount, and a more options menu. A red arrow points to the selection checkbox in the first row, and another red arrow points to the 'Allocate' button in the top navigation bar.

<input checked="" type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↑≡	Vendor Details↓↑	Date↓↑	Requested↓↑	
<input checked="" type="checkbox"/>			Employee Paid	Airfare	Cincinnati, Ohio	08/21/2024	\$762.95	...
<input checked="" type="checkbox"/>			Company Paid	Conference/Course fees	Cincinnati, Ohio	08/21/2024	\$200.00	...
<input checked="" type="checkbox"/>			Employee Paid	Domestic Hotel	Cincinnati, Ohio	09/15/2024	\$505.10 Itemized	...
<input checked="" type="checkbox"/>			Employee Paid	Incidentals - Location Based	Cincinnati, Ohio	09/15/2024	\$3.75	...
<input checked="" type="checkbox"/>			Employee Paid	Incidentals - Location Based	Cincinnati, Ohio	09/13/2024	\$5.00	...
<input checked="" type="checkbox"/>			Employee Paid	Incidentals - Location Based	Cincinnati, Ohio	09/14/2024	\$5.00	...
<input checked="" type="checkbox"/>			Employee Paid	Incidentals - Location Based	Cincinnati, Ohio	09/12/2024	\$3.75	...
							\$1,727.05	

After entering all expenses, select the expense(s) you want to allocate. Click the “Allocate” button.

You can allocate by percentage or amount.

Allocate

Expenses: 16 | \$1,727.05 | [View Allocation Group](#)

Percent

Amount

Amount
\$1,727.05

Allocated \$1,727.05
100%

✓ Remaining \$0.00
0%

Default Allocation

Code

Default

Percent %
100



Allocations (1)

+ Add

Edit

Remove

Save as Favorite

<input type="checkbox"/>	Fund↓↑	Department↓↑	Emp ID↓↑	Class↓↑	Project↓↑	Code↑≡	Percent %
<input type="checkbox"/>	Service Charge Trust-543	Accounting Services	105988395	00000		54323-41406-105988395-00000	<input type="text" value="0"/> ...

1. Currently, 100% of the total report amount is being expensed to the main chartfield in the report header.
2. In this example, I will allocate an amount of \$500 of the total report amount to an additional chartfield.

Enter the percentage or amount to allocate to the selected expenses.

Allocate

Expenses: 16 | \$1,727.05 | [View Allocation Group](#)

Percent

Amount

Amount

\$1,727.05

Allocated 100%

\$1,727.05

✓ Remaining 0%

\$0.00

Default Allocation

Code

Default

Amount USD

\$1,227.05

Allocations (1)

[+ Add](#)

[Edit](#)

[Remove](#)

[Save as Favorite](#)



Fund↓↑

Department↓↑

Emp ID↓↑

Class↓↑

Project↓↑

Code↑≡

Amount USD



Service Charge Trust-543

Accounting Services

105988395

00000

54323-41406-105988395-00000

500.00

...

1. Choose whether to allocate by Percent or Amount
2. Select the chartfield.
3. Enter the percentage or amount you want to allocate to the additional chartfield.
4. Save.




Verify the allocations in the Allocation Summary in the Report Details tab.

Not Submitted | Report Number: SQUGXX

Report Details ▾ **Print/Share** ▾ **Manage Receipts**

Report

- Report Header
- Report Totals
- Report Timeline
- Audit Trail
- Allocation Summary**
- Linked Add-ons**
- Manage Requests
- Manage Cash Advances

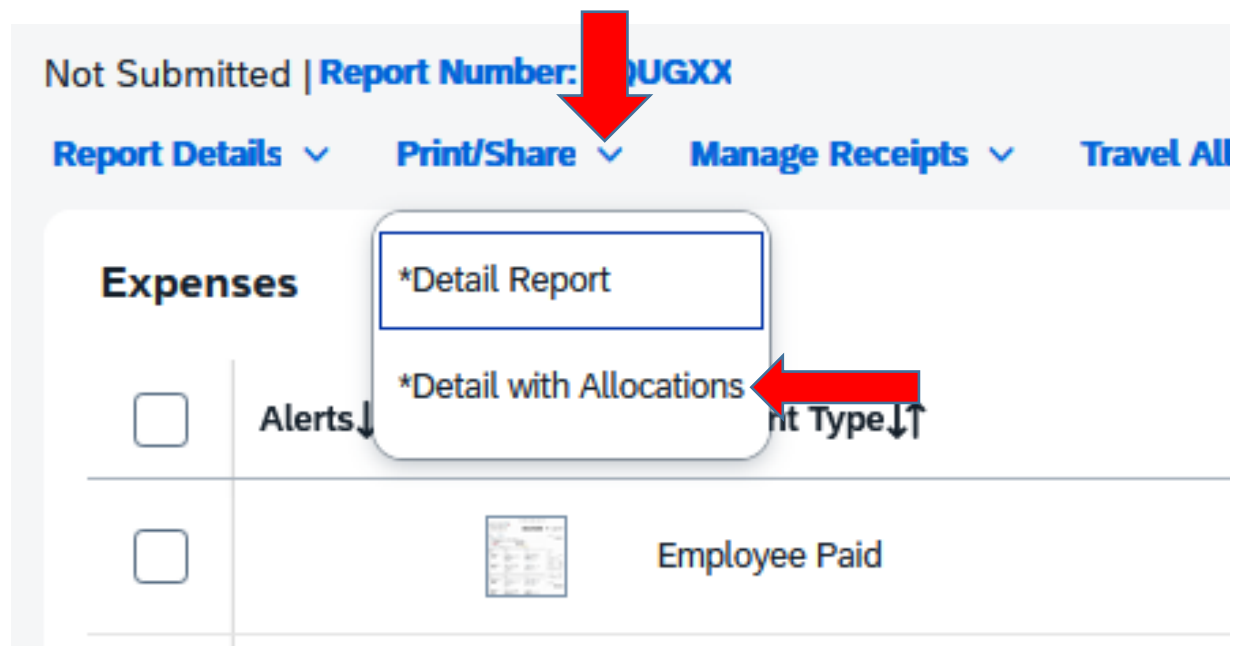
Receipt↓↑	Payment Type↓↑
	Employee Paid
	Company Paid
	Employee Paid
	Employee Paid

Allocation Summary

Music Workshop | \$1,727.05 | The sum of allocation amounts may not exactly match the expense amount due to rounding.

Code↓↑	Amount↓↑
90000-41406-105988395-00000	
TF-CSU Operating Fund - Accounting Services - 105988395 - 00000	\$1,227.05
54323-41406-105988395-00000	
Service Charge Trust-543 - Accounting Services - 105988395 - 00000	\$500.00

You can also check the allocations by clicking “Print/Share” then “Detail with Allocations.”



A note about allocations:
The Concur system will always convert dollar amounts to percentages which may affect your allocation amounts. If you need the amounts to be exact and can't seem to manipulate the percentages, call Marie in Accounting Services.

Company Hierarchy Level 1 Fund	Company Hierarchy Level 2 Department	Company Hierarchy Level 4 Class	Company Hierarchy Level 5 Project	Amount
54323	54323-41406	00000		\$500.00
90000	90000-41406	00000		\$1,227.05