Overview

Concur enables you to allocate expenses to multiple account codes or funding sources, also known as “split-coding.” This Guide breaks down the expense allocation process into three steps: Identifying Expenses, Applying Allocations, and Reviewing Allocations.

Step 1: Identifying Expenses

Before you can perform an allocation for an expense, you must first select and locate the expense(s), and then initiate the allocation. Within Concur, there are a few different ways to do this:

Allocating a New Expense

1. Select the desired expense type.
2. On the New Expense tab, complete all required fields.
3. Click the Allocate button.
Allocating an Existing Expense

1. Select the expense you wish to allocate from the Expenses list.
2. If necessary, edit the fields on the Expense tab.
3. Click the Allocate button.

Allocating Multiple Expenses

To allocate multiple expenses to the same account codes:

1. Check the box in front of each of the line item expenses you want to allocate
2. On the right side of the screen, choices will pop up
3. Click the Allocate link.
**Step 2: Apply Allocations**

When you click **Allocate**, the Allocations window appears:

1. Click the **Allocate By** dropdown menu, and select either **Percentage** or **Amount**.

2. Click the **Add New Allocation** button. The first line will duplicate and split the dollar amount or percentage in halves automatically. If there are additional account codes to allocate, click the **Add New Allocation** button again. The three identical lines will split the dollar amount or percentage in thirds.

3. At this point, you can change any or all of the fields.
   - Work left to right— if you edit a field, all fields to the right of the edited field will reset.
   - Complete one allocation line before moving to the next.

4. Percentages or Amounts can be adjusted however you like, as long as:
   - Total percentage = 100%
   - Total Amount = $ amount of the expense

5. For each account string component, you can select from the drop down, or perform a search by typing in the field. Once it appears in the drop down list, select it.

6. Once you complete your changes to reflect the correct account codes and split for the expense, click **Save**.

7. A confirmation message appears. Click **OK**.

8. Once the allocation is saved, click **Done** at bottom right of the Allocations window.
Step 3: Review Allocation

- A pie chart symbol will now appear on any expense line that is allocated to more than one account code.
- To review the allocation, you can either hover over the pie chart symbol or click on it.

- You can also view allocations by clicking the Print/Email link, and then selecting Detailed Report with Summary Data.

- Selecting this report will open a new window and display the data associated with each expense, including allocations:

- To change any allocations, select the expense item and click the Allocate button on the Expenses tab. On the Allocations window, follow the process detailed in Step 2: Applying Allocations of this document.
Resources

Quick Reference Guides and Online Tutorials
Quick Reference Guides provide step-by-step instructions on a number of common tasks in Concur, and online tutorials present a video walk-through of how to perform various tasks and procedures within the system. Both the Guides and online tutorials are available at: travel.harvard.edu/concur-training

Concur Support
24 hour support is available through the Concur Support Desk at 866-793-4040. You can also access the Concur Support Portal within the system by clicking the Help menu, and then selecting Contact Support.