Guide Overview

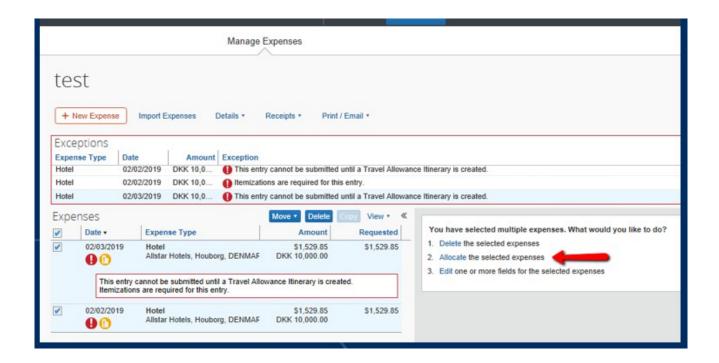
Allocation is classified as the actions of assigning a chart field spread to an expense. **Allocations** can be used to split expenses across different chart field spreads by percentage of amount.

Accessing Concur

Go to **bronchotravel.uco.edu** and login with your UCO credentials.

Allocation

- **1.** To **Allocate Expenses**, all expenses must be entered **prior to allocation**.
 - **a.** Select all expenses on the report by checking the box to the left of the date column or check the box for individual expenses, if allocating individual expense items to different accounts.
 - **b.** Click the **Allocate the selected expenses** hyperlink to the right of the expense items.



Quick Guide: Concur Allocation

- 2. Next, Allocate by Percentage or Dollar Amount.
 - **a.** Please note once the data has been saved the amount will convert to a percentage.
- 3. Click Add New Allocation for multiple allocations. Click Save, then Done.

