



ALLOCATING EXPENSES

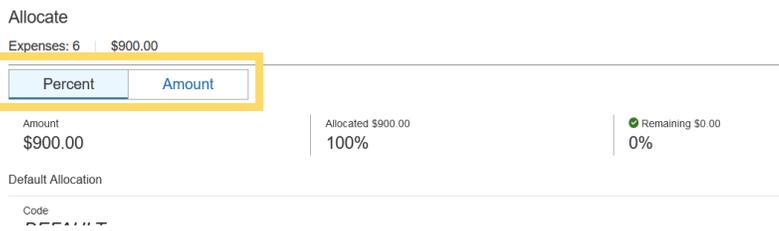
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STEPS ALLOCATING EXPENSES

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.

<p>Allocate single expense - With the report open, select a single expense and click Allocate.</p> <p>Select Percent or Amount, then Add and enter the new chartfield designation.</p>	 
<p>To allocate multiple expenses (or the entire report), select the expenses and then select the Allocate button.</p>	

Select **Percent** or **Amount**, then Add and enter the new chartfield designation.

Allocate ×

Expenses: 6 | \$900.00

Percent | Amount

Amount \$900.00 | Allocated \$900.00 100% | Remaining \$0.00 0%

Default Allocation

Code

Click **Save**.

Add Allocation

Business Unit (MACMP) MACMP - CSU MARITIME ACADEMY

Fund * (48485) 48485 - General Operating Fund:485

Department * (41500) 41500 - VP Administration & Finance

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