



Allocating Expenses Within Prime and Concur: Two or More Chartstrings





This guide is intended to help SPIA staff allocate expenses by percentages or amounts across multiple chart strings within the University's financial systems Concur and Prime.

Non-PO Payments

Begin by entering a Non-PO payment in Prime as you normally would for guest reimbursements, honorariums, limited engagements or institutional payments, etc.

Once you are ready to allocate the expenses within a Non-PO payment, you will notice   under the **Line** section below **Accounting Details**.

Click on the "+" to add another line.







Accounting Details				
Line	Quantity	*Amount	*GL Business Unit	
 	1	<input type="text" value="200.00"/>	<input type="text" value="PRINU"/>	
 	2	<input type="text" value="0.00"/>	<input type="text" value="PRINU"/>	

Fill in the new line with the correct amount, account code and chart string information.

Scenario: A faculty member is reimbursing a guest speaker for \$200 travel expenses which will be charged against the research account. Change the Amount to each line according to the faculty member's chart string distribution for their research account.

Allocations:


- 50% of \$200 to 26000 E1970 FAxxx
- 50% of \$200 to 26000 E9998 FAxxx

Accounting Details								
Line	Quantity	*Amount	*GL Business Unit	Department	Fund	Account	Program	
 	1	<input type="text" value="100.00"/>	<input type="text" value="PRINU"/>	<input type="text" value="26000"/>	<input type="text" value="E1970"/>	<input type="text" value="6732"/>	<input type="text" value="FAxxx"/>	
 	2	<input type="text" value="100.00"/>	<input type="text" value="PRINU"/>	<input type="text" value="26000"/>	<input type="text" value="E9998"/>	<input type="text" value="6732"/>	<input type="text" value="FAXXX"/>	

Make sure to always double-check your allocations before clicking save.


Requisitions



Begin by entering a Requisition as you normally would when ordering goods or services.

Once you are on the Checkout – Review and Submit page, under the **Requisition Lines** section, click on the drop-down arrow to expand your line item , then click on the drop-down arrow next to **Accounting Lines**.

Start by updating the **Distribute By** field from “Qty” to “Amt”.

Accounting Lines

*Distribute By  **s**

Next, under the **Accounting Lines**, scroll over to the right of the screen to find the  . Click on the “+” to add another line. Fill in the new line with the correct dollar amount, account code and chart string.

Scenario: A faculty member is hiring an outside supplier who will be providing \$1,200 for editing services. The faculty member’s research account is under 3 different chart strings.

Allocations:

50% of \$1,200 to 26000 E1970 FAxxx

25% of \$1,200 to 26000 E9998 FAxxx







25% of \$1,200 to 26000 A0003 FAxxx

Accounting Lines

*Distribute By SpeedChart *Liquidate By

Accounting Lines									
Chartfields1	Chartfields2	Details	Details 2	Asset Information	Asset Information 2	Budget Information			
Line	Status	*Location	GL Unit	Percent	Merchandise Amt	Dept	Fund	Account	Program
1	Open	<input type="text" value="SPIA04"/>	<input type="text" value="PRINU"/>	50.0000	600.00	26000	E1970	6077	FAXXX
3	Open	<input type="text" value="SPIA04"/>	<input type="text" value="PRINU"/>	25.0000	300.00	26000	E9998	6077	FAXXX
2	Open	<input type="text" value="SPIA04"/>	<input type="text" value="PRINU"/>	25.0000	300.00	26000	A0003	6077	Faxxx

If you have multiple lines in which you need to update the chart string, considering using the **Mass Change** option. Once you are on the **Checkout-Review and Submit** page, under the header Requisition Lines, check off the box that says **Select All / Deselect All**, and then click **Mass Change**, and follow the same steps above. This will allow you to update all the lines in the requisition.

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments
1	<input checked="" type="checkbox"/> Editing services - contractor		KRF Research, Writing and Editing Service	1.0000	Each	1200.0000	1200.00		
<input checked="" type="checkbox"/> Select All / Deselect All		Select lines to:	 Add to Favorites	 Add to Template(s)	 Delete Selected	 Mass Change			
Total Amount							1,200.00 USD		

Concur

Begin by creating and reconciling your expenses in Concur as you normally would for an expense report. Once you have all of the expenses into an expense report, check off the boxes for the expenses you wish to allocate.

Next, click on **Allocate** on the right-hand side of the screen.

Expenses

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	04/08/2022	Group Meals/Entertainment <10 ROOTS OCEAN PRIME, Princetor	\$241.35	\$241.35
<input checked="" type="checkbox"/>	04/01/2022	General Office Supplies Aldi, Ewing, New Jersey	\$1.65	\$1.65

You have selected multiple expenses. What would you like to do?

- Delete the selected expenses
- Allocate the selected expenses
- Edit one or more fields for the selected expenses
- Combine the selected expenses

Use match to combine two expenses from the same transaction into one

In the Allocations section, click on **Add New Allocation** and Concur will automatically add another line. You can allocate the expenses either by Amount or Percentage by clicking on **Allocate By**. If you need to remove a row, check the row box and click **Delete Selected Allocations**.

Allocations Total:\$6.39 Allocated:\$6.39 (100%) Remaining:\$0.00 (0%)

Allocate By: | Add New Allocation Delete Selected Allocations Favorites Add to Favorites

<input type="checkbox"/>	Percentage	* Department	* Fund	Program	Site	Project	Acti
<input type="checkbox"/>	100	(26007) SPI-Fi...	(E1970) Rober...	(UG155) Stud...			

Allocations Total:\$6.39 Allocated:\$6.39 (100%) Remaining:\$0.00 (0%)

Allocate By: | Add New Allocation Delete Selected Allocations Favorites Add to Favorites

<input type="radio"/>	Percentage	Department	* Fund	Program	Site	Project	Acti
<input checked="" type="radio"/> <th>Amount</th> <td>(26007) SPI-Fi...</td> <td>(E1970) Rober...</td> <td>(UG155) Stud...</td> <td></td> <td></td> <td></td>	Amount	(26007) SPI-Fi...	(E1970) Rober...	(UG155) Stud...			

Don't forget to click **Save** when you are done.

To add favorites in Concur (for chart string combinations that are used frequently), simply click on **Add to Favorites** and enter in a name you wish to save your allocations under. Click **Save**.