

CU Concur Tip: How do I create and save frequently used ChartString Allocations?

2 messages

Finance Training <financetraining@columbia.edu>
 Reply-To: Finance Training <financetraining@columbia.edu>
 To: CONCUR-USERS@lists.columbia.edu

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CU Concur Tip: How do I create and save frequently used ChartString Allocations?

What is It?

Concur uses the ChartString that you entered in your Expense Profile as the default whenever you create a new Expense Report. You can edit the default ChartString on the Report Header, which defaults to each new expense line. If necessary, you can select Expense Items within your Expense Report and allocate them to one or more alternate ChartStrings and save the Allocation as a Favorite that you can reuse in the future.

Who's it for?

Anyone who creates Expense Reports and needs to use multiple ChartStrings.

How do I do it?

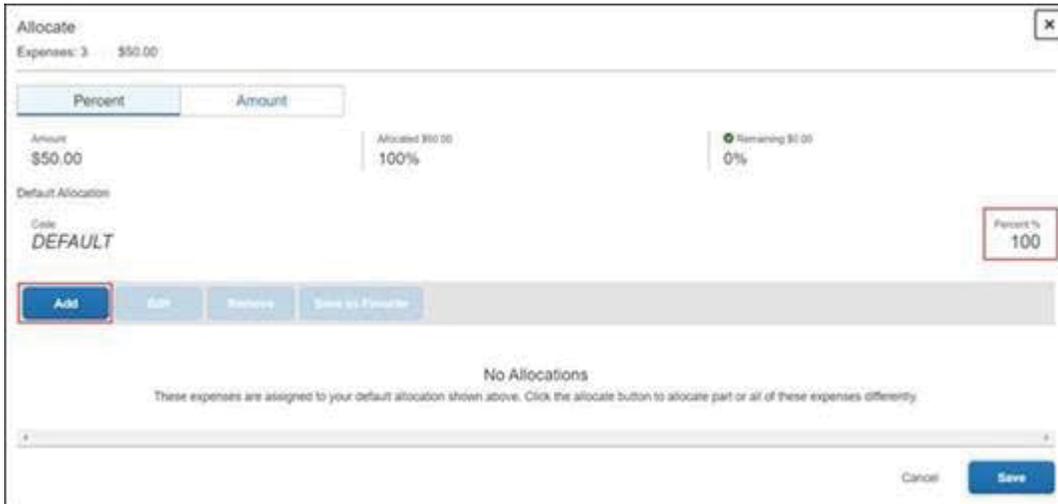
After you have added Expense Items to the Expense Report you created:

1. Select the checkbox(es) next to the Expense Items you are allocating to alternate ChartStrings.

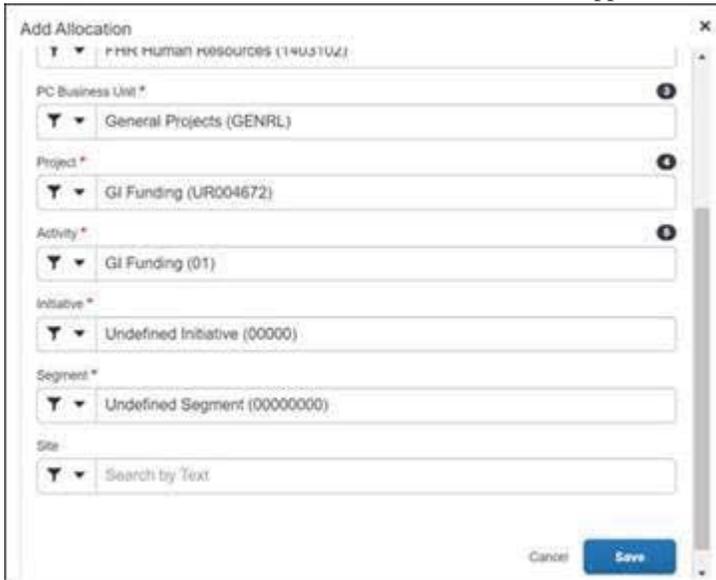
The screenshot shows an expense report titled "Guest speaker \$110.00" with a status of "Not Submitted". The interface includes buttons for "Copy Report" and "Submit Report". Below the report header, there are several action buttons: "Add Expense", "Edit", "Delete", "Copy", "Allocate", "Combine Expenses", and "Move to". The "Allocate" button is highlighted with a red box. Below the buttons is a table of expense items with columns for "Alerts", "Receipt", "Payment Type", "Expense Type", "Vendor Details", "Date", and "Requested". The first item is "Cash/Personal Credit Card" for "Individual Meal - Lunch" on 11/23/2020 for \$90.00. The second item is "Cash/Personal Credit Card" for "Group Meal - Attendees (2)" at "ABC Diner" on 11/23/2020 for \$60.00. The total amount is \$110.00. The "Allocate" button and the checkboxes in the "Alerts" column are highlighted with red boxes.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		Cash/Personal Credit Card	Individual Meal - Lunch		11/23/2020	\$90.00 Retreat
<input type="checkbox"/>		Cash/Personal Credit Card	Group Meal - Attendees (2)	ABC Diner	11/23/2020	\$60.00
						\$110.00

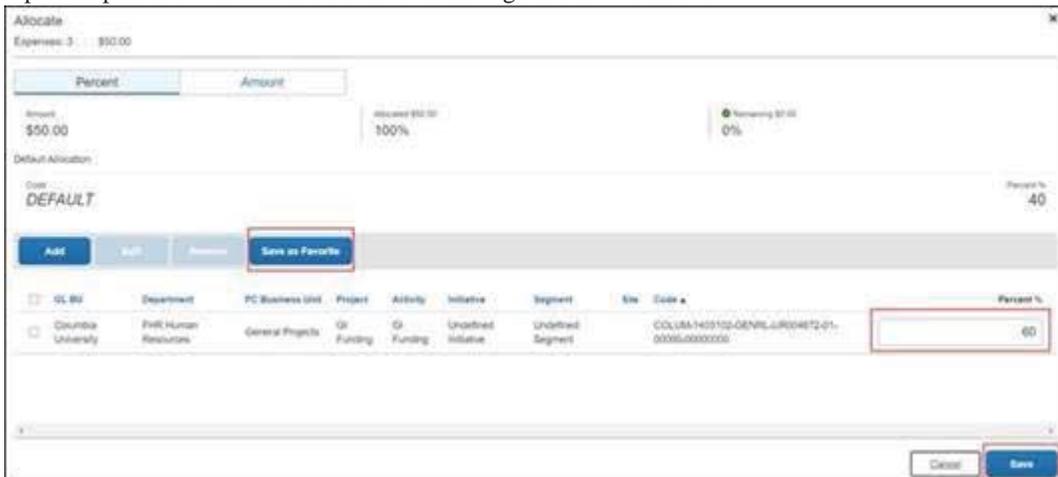
2. Click the **Allocate** button. The Allocate screen appears indicating the Default (ChartString) for the report is allocated for 100%.



3. Click the **Add** button. The Add Allocation window appears.



4. Edit the desired **ChartFields** and click **Save**. The ChartString is listed in the Allocation Screen. If needed, repeat steps 3 and 4 to add additional ChartStrings to the Allocation.



5. Indicate the **Percent %** of each ChartString in the allocation. Alternatively, you can select **Amount** and indicate the amount for each Chartstring in the allocation. If the allocation of the ChartString(s) you added is less than 100%, the remaining percent or amount will be allocated to the Default.

6. Click the **Save as Favorite** button to save this Allocation to re-use for future Expense Reports and then click **Save**.