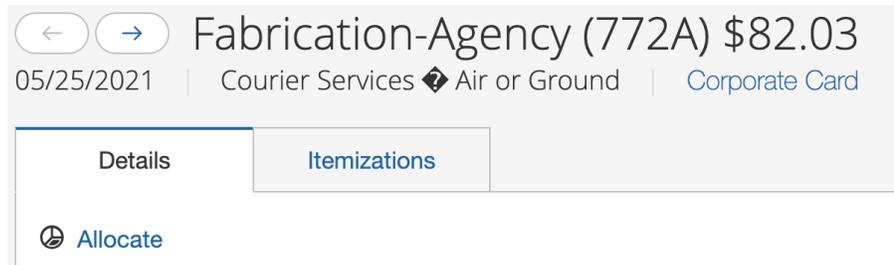# University of Hawaii Electronic Reconciliation System Allocations and Itemizations

Concur is a flexible and diverse system that allows for transactions to be broken down by allocation or itemized to different object codes. Both of these techniques serve unique functions that should be considered when addressing a PCDO entry.

ALLOCATION – A transaction entry can be allocated to up to 20 different accounts. When you click allocate it will take you to the allocation page.

Select the tab to allocate your expense by "Amount" or "Percent".

Click the "Add" button to go to the "New Allocation" tab.

Select the appropriate chart and account code as well as entering in an Org Ref ID and Brief description for the allocation and click Save. NOTE: Org Ref ID from allocation will replace the Org Ref ID on the transaction entry in the KFS feed. If you leave it blank it will inherit from the transaction entry.

Org/Ref ID

Brief Description

Amount $82.03	Allocated 100% $82.03	✓ Remaining 0% $0.00

Default Allocation

Code	Amount USD
SW-2274872	$41.02

Add · Edit · Remove · **Save as Favorite**

☐	Chart	Account	SubAccount	Org/Ref ID	Brief Description	Code ⬘	Amount USD
☐	Systemwide	066 - TFSF ENTERPRISE SYS - MGR'S ALLOC		432414	Split fund per FA	SW-2301434-432414-Split fund per FA	41.01

Change the amount or percentage allocation between the funds, it will automatically reflect in the amounts. Click add to repeat the process for additional allocations or click Save as Favorite to remember the allocation for future use. Click Save to finalize allocation.

You can delete or edit the allocation by checking the box next to the account you want to change and click Remove or Edit and then click Save to finish.

ITEMIZATION –

Itemization should be used whenever a transaction has components that must be assigned different object codes. It is important to note that only Cardholders can Itemize transactions and PCDO will need to be rejected back to the Cardholder in order to itemize after submission.

Select the "Itemization Tab" on the expense then Click the "Create Itemization" button then choose the itemization Expense Type (object code) to start the Itemization.

Details	**Itemizations**

Amount	Itemized	Remaining
$82.03	$0.00	$82.03

New Itemization

* Required field

Expense Type *

[Search for an expense type ⌄]

Save Itemization · Cancel

The itemization will inherit most information from the initial entry but they can be change as necessary based on the component.

Amount *

Currency

US, Dollar

Chart *   (1)

Account *   (2)

(SW) Systemwide

(2274872) BACHMAN OPERA...

To finish the itemization component, complete the Amount for that line item and click Save. Repeat the itemization creation step for at least one additional component to bring the Remaining transaction amount to zero.

Details	Itemizations	

Amount	Itemized	⊗ Remaining
$82.03	$50.00	$32.03

You can delete or edit the itemization by checking the box next to the itemization you want to change and click More Actions then select the option you would like to take. Once you are done with the itemization click Save and move onto the next transaction.

More Actions ⌄

Edit

Delete

Copy

Allocate

Both allocations and itemizations will generate unique entries in KFS to reflect the new accounts and object codes related to each transaction. Reallocators can perform both functions as needed to assist cardholders in completing their PCDO entries for submission.