

Allocation and FOP Quick Reference

Allocations

Allocations can be used multiple ways to ensure correct funding and approval. Allocations can be done by **percentages** or **specific dollar amounts**. Multiple charges can be allocated at one time, for example all office supply charges can be selected and have the allocation apply to all of them or just one expense. Below are some examples of what you can do with allocations.

1. Allocate individual charges on the same report to different budgets.
2. Allocate one charge between different budgets.
3. Allocate the entire report between different budgets.
4. Select multiple charges and have the allocation apply to all selected charges.

Important Notes on Allocations in Travel Requests and Expense Reports

Allocating in a Travel Request to Multiple Indexes

For **Travel Requests only**, allocations will apply to all expenses on that travel request. If your travel will have multiple funding sources by expense type, it is recommended to use the comments box to indicate the funding source.

Click any expense in the report and then click “Allocate” to begin. To edit the allocations, click on an expense type and then select Allocate. The Allocation window will appear for you to make edits to existing allocations.

Allocating Expenses on an Expense Report

Expense Reports can have different allocations by expense line.

Select the Expense(s) to allocate by checking the box to the left of the expense type. Click “Allocate” to begin. To enter in an Activity Code you first must save the current allocation then go back into the allocations window to enter the Activity code. The system must verify the FOAP is valid before entering the activity code.

FOP (Fund, Org, Program) Reference

When allocating an expense you will need the FOP to be sure the expenses are being charged to the right budget. Your account manager should be able to help you with determining the right FOP for your expenses.

You can use the FOAP Structure reference on the Accounting Website to search for the correct/available FOP's

<http://www.ferris.edu/HTMLS/administration/adminandfinance/finance/Accounting/homepage.htm>

There are detailed step by step instructions on how to allocate and how to enter the FOP in the Concur Handbook.

https://www.concursolutions.com/expense/client/view_training.asp

The Disbursements Office is always available to help with questions.