

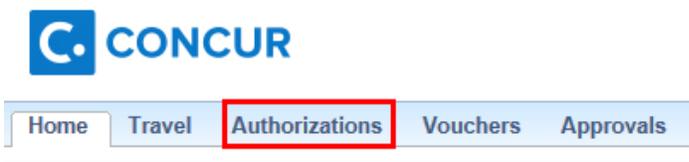


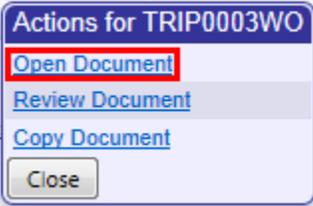
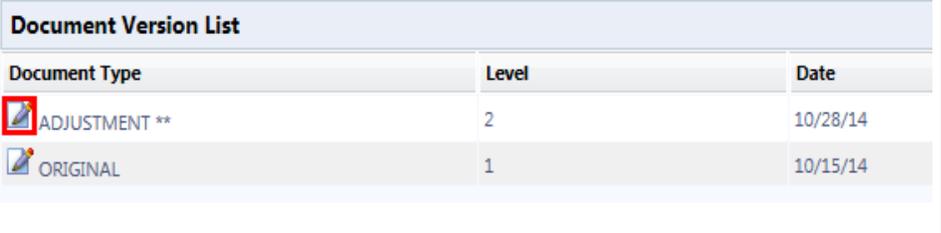
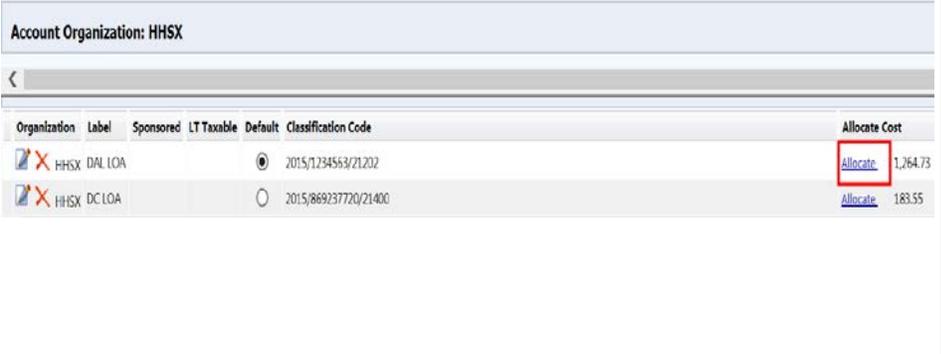
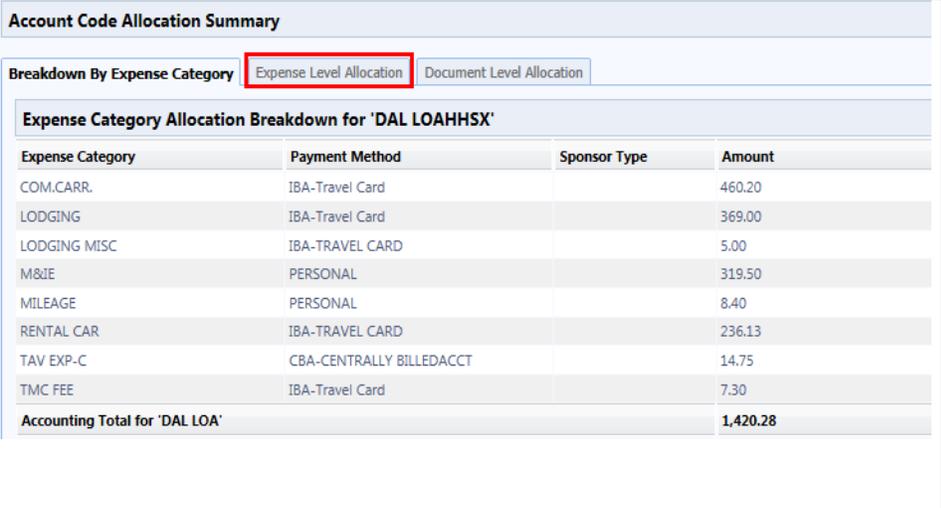
Concur Government Edition (CGE) Job Aid: Allocating Expenses

Purpose: To provide a step-by-step guide to allocating expenses across multiple lines of accounting (LOA) in CGE.

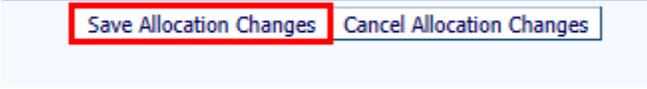
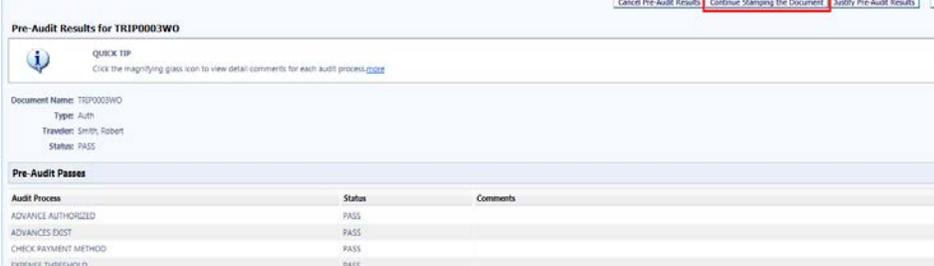
Audience: Travelers and Preparers

Note: Any LOA on a document must have some expenses allocated to it. A LOA with zero value will result in an error on the document.

<p>Instruction:</p> <p>Step 1: Log into AMS Log into CGE via AMS using either your PIV card or your network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at https://ams.hhs.gov</p>	<p>Screenshot:</p> 								
<p>Step 2: Select CGE From the Home page of AMS select the E-Travel link.</p>									
<p>Step 3: View Authorizations From the CGE Home page, select the Authorizations tab to see a list of your Authorizations.</p>									
<p>Step 4: Select the Authorization Locate the document using the document Name or TA Number. Select the Name to begin opening the document.</p>	<p>Authorizations</p> <p>Search Authorizations</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>TA Num</th> <th>Trip Name</th> </tr> </thead> <tbody> <tr> <td>TRIP0003WO</td> <td>Auth</td> <td>TANUM004G0</td> <td>Trip from Washington to Dallas</td> </tr> </tbody> </table>	Name	Type	TA Num	Trip Name	TRIP0003WO	Auth	TANUM004G0	Trip from Washington to Dallas
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<p>Step 5: Open the Authorization Select the Open Document link in the Actions pop up to open the Authorization.</p>																																									
<p>Step 6: Open the Authorization If necessary, select the edit icon next to ADJUSTMENT to open the latest version of the document.</p>	 <table border="1"> <thead> <tr> <th>Document Type</th> <th>Level</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>ADJUSTMENT **</td> <td>2</td> <td>10/28/14</td> </tr> <tr> <td>ORIGINAL</td> <td>1</td> <td>10/15/14</td> </tr> </tbody> </table>	Document Type	Level	Date	ADJUSTMENT **	2	10/28/14	ORIGINAL	1	10/15/14																															
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<p>Step 7: Edit the Authorization Select the Edit Document button to finish opening the Authorization.</p>																																									
<p>Step 8: Select Accounting Tab Select the Accounting tab to locate the LOAs.</p>																																									
<p>Step 9: Select Allocate From the list of Account Codes, select the Allocate link on the right next to any of the LOAs.</p> <p>Note: To learn how to add a Line of Accounting to a document, see the job aid: Creating an Authorization from a Travel Reservation.</p>	 <table border="1"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Sponsored</th> <th>LT Taxable</th> <th>Default</th> <th>Classification Code</th> <th>Allocate Cost</th> </tr> </thead> <tbody> <tr> <td>HHSX</td> <td>DAL LOA</td> <td></td> <td></td> <td></td> <td>2015/1234563/21202</td> <td>Allocate 1,264.73</td> </tr> <tr> <td>HHSX</td> <td>DC LOA</td> <td></td> <td></td> <td></td> <td>2015/869237720/21400</td> <td>Allocate 183.55</td> </tr> </tbody> </table>	Organization	Label	Sponsored	LT Taxable	Default	Classification Code	Allocate Cost	HHSX	DAL LOA				2015/1234563/21202	Allocate 1,264.73	HHSX	DC LOA				2015/869237720/21400	Allocate 183.55																			
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<p>Step 10: Select Expense Level Allocation From the Account Code Allocation Summary page, select the Expense Level Allocation tab. This will allow you to allocate by expense category, payment method, expense, or location. The example below allocates by expense. If you wish to allocate by percentage or dollar amount, skip to Step 14.</p>	 <table border="1"> <thead> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Sponsor Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>COM.CARR.</td> <td>IBA-Travel Card</td> <td></td> <td>460.20</td> </tr> <tr> <td>LODGING</td> <td>IBA-Travel Card</td> <td></td> <td>369.00</td> </tr> <tr> <td>LODGING MISC</td> <td>IBA-TRAVEL CARD</td> <td></td> <td>5.00</td> </tr> <tr> <td>M&IE</td> <td>PERSONAL</td> <td></td> <td>319.50</td> </tr> <tr> <td>MILEAGE</td> <td>PERSONAL</td> <td></td> <td>8.40</td> </tr> <tr> <td>RENTAL CAR</td> <td>IBA-TRAVEL CARD</td> <td></td> <td>236.13</td> </tr> <tr> <td>TAV EXP-C</td> <td>CBA-CENTRALLY BILLEDACCT</td> <td></td> <td>14.75</td> </tr> <tr> <td>TMC FEE</td> <td>IBA-Travel Card</td> <td></td> <td>7.30</td> </tr> <tr> <td colspan="3">Accounting Total for 'DAL LOA'</td> <td>1,420.28</td> </tr> </tbody> </table>	Expense Category	Payment Method	Sponsor Type	Amount	COM.CARR.	IBA-Travel Card		460.20	LODGING	IBA-Travel Card		369.00	LODGING MISC	IBA-TRAVEL CARD		5.00	M&IE	PERSONAL		319.50	MILEAGE	PERSONAL		8.40	RENTAL CAR	IBA-TRAVEL CARD		236.13	TAV EXP-C	CBA-CENTRALLY BILLEDACCT		14.75	TMC FEE	IBA-Travel Card		7.30	Accounting Total for 'DAL LOA'			1,420.28
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<p>Instruction:</p> <p>Step 11: Allocate by Expense Select the Expense link in the Allocate By column.</p>	<p>Screenshot:</p>  <p>Account Code Allocation Summary</p> <p>Breakdown By Expense Category Expense Level Allocation Document Level Allocation</p> <p>Expense Level Allocation</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Sponsored</th> <th>Date</th> <th>Allocate By</th> <th>Allocates By</th> <th>Allocate By</th> <th>Allocate By</th> </tr> </thead> <tbody> <tr> <td>HHSX</td> <td>DAL LOA</td> <td>No</td> <td>:</td> <td>Fiscal Year</td> <td>Expense Category / Payment Method</td> <td>Expense</td> <td>Location</td> </tr> <tr> <td>HHSX</td> <td>DC LOA</td> <td>No</td> <td>:</td> <td>Fiscal Year</td> <td>Expense Category / Payment Method</td> <td>Expense</td> <td>Location</td> </tr> </tbody> </table>	Organization	Label	Sponsored	Date	Allocate By	Allocates By	Allocate By	Allocate By	HHSX	DAL LOA	No	:	Fiscal Year	Expense Category / Payment Method	Expense	Location	HHSX	DC LOA	No	:	Fiscal Year	Expense Category / Payment Method	Expense	Location																
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<p>Step 12: Select Organization Accounting Code/Label From the drop down list in the Organization/Label column, select the LOA for each expense.</p> <p>Note: The Split link allows you to allocate this expense by dollar amount.</p>	<p>Expenses on Current Document</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Pay Method</th> <th>Amount</th> <th>Organization/Label</th> </tr> </thead> <tbody> <tr> <td>10/15/14</td> <td>TDY Voucher Fee</td> <td>CBA-CENTRALLY BILLEDACCT</td> <td>14.75</td> <td>HHSX/DAL LOA Split</td> </tr> <tr> <td>10/15/14</td> <td>Travel Fee</td> <td>IBA-Travel Card</td> <td>7.30</td> <td>HHSX/DAL LOA Split</td> </tr> <tr> <td>01/05/15</td> <td>Airfare</td> <td>IBA-Travel Card</td> <td>460.20</td> <td>HHSX/DAL LOA Split</td> </tr> <tr> <td>01/05/15</td> <td>Hotel Tax</td> <td>IBA-TRAVEL CARD</td> <td>5.00</td> <td>HHSX/DAL LOA Split</td> </tr> <tr> <td>01/05/15</td> <td>Lodging</td> <td>IBA-Travel Card</td> <td>123.00</td> <td>HHSX/DAL LOA Split</td> </tr> <tr> <td>01/05/15</td> <td>M&IE</td> <td>PERSONAL</td> <td>53.25</td> <td>HHSX/DAL LOA Split</td> </tr> </tbody> </table>	Date	Description	Pay Method	Amount	Organization/Label	10/15/14	TDY Voucher Fee	CBA-CENTRALLY BILLEDACCT	14.75	HHSX/DAL LOA Split	10/15/14	Travel Fee	IBA-Travel Card	7.30	HHSX/DAL LOA Split	01/05/15	Airfare	IBA-Travel Card	460.20	HHSX/DAL LOA Split	01/05/15	Hotel Tax	IBA-TRAVEL CARD	5.00	HHSX/DAL LOA Split	01/05/15	Lodging	IBA-Travel Card	123.00	HHSX/DAL LOA Split	01/05/15	M&IE	PERSONAL	53.25	HHSX/DAL LOA Split					
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<p>Step 15: Allocate by Percentage Select the 0 link in the Percent column.</p>	<p>Account Code Allocation Summary</p> <p>Breakdown By Expense Category Expense Level Allocation Document Level Allocation</p> <p>Document Level Allocation</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Sponsored</th> <th>Amount</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>HHSX</td> <td>DAL LOA</td> <td>No</td> <td>1,420.28</td> <td>0</td> </tr> <tr> <td>HHSX</td> <td>DC LOA</td> <td>No</td> <td>123.00</td> <td>0</td> </tr> </tbody> </table>	Organization	Label	Sponsored	Amount	Percent	HHSX	DAL LOA	No	1,420.28	0	HHSX	DC LOA	No	123.00	0																									
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Instruction:	Screenshot:
<p>Step 17: Save Changes Select the Save Allocation Changes button to save.</p>	
<p>Step 18: Select Confirmation Select the Confirmation tab to sign the document.</p>	
<p>Step 19: Sign the Authorization Select the SIGNED stamp in the Status to Apply field and then select the Stamp and Submit Document button.</p>	
<p>Step 20: Perform Pre-Audits Justify any pre-audits as needed and then select the Continue Stamping the Document button.</p>	
<p>Step 21: Close the Authorization Select the Close Post Stamping Document Closure Screen to begin the routing process.</p>	

You have successfully allocated expenses across multiple LOAs in CGE!