

Trave

View Transactions

Expense

Cash Advances

Invoice

App Center

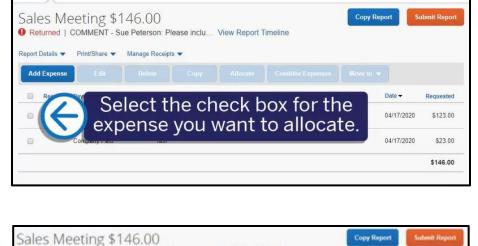
As you create an expense report, you can allocate expenses to different projects or departments.

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Manage Expenses

 To allocate expenses, from the open report, select the check box for the expense you want to allocate, or the check box at the top of the column to select all expenses.





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On the Allocate screen, you can allocate your expenses by Percent or Amount.

3. To allocate the expense by percent, verify that **Percent** is selected, and then select **Add**.

Percent Amou	int		
Amount \$123.00	Allocated \$103.00 100%	© Remaining \$0.00 0%	
Sefault Attocation	JA 1972/05	155/5	
10-300-3030	D		Percent % 100
	elect Add.		

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Your company determines the field names and field types that appear on the **New Allocation** tab.

4. After you enter the appropriate information, select **Save**.

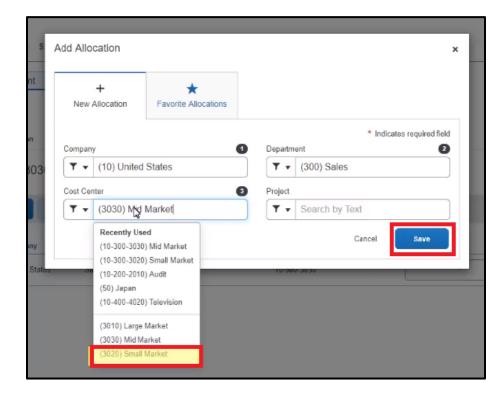
Company	* Indicates required field Department
▼	▼ • (300) Sales
Cost Centor Ø	Project
▼ ▼ (3030) Mid Market	🔽 🖌 Search by Text
	Cancel Save

 To add an additional line item to the expense, select Add.

Allocat Expense								×
Amount \$123		Amount	Allocated \$123.0 100%	0		<ul> <li>Remaining 50.0</li> <li>0%</li> </ul>	0	
Code 10-3	location							Percent % 0
•			t Add.		Code .		6	
	Company United States	Department Sales	Cost Center Mid Market	Project	10-300-3030	(	w	Percent %

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6. Select the appropriate **Cost Center**, and then select **Save**.



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You can adjust the **Percent** amount for an allocation line item and the other line item(s) will automatically adjust to equal 100 percent.

7. To save the allocations and return to your expense report, select **Save**.

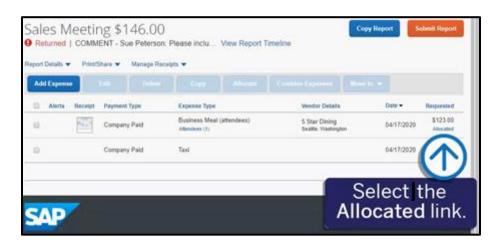
1	Percent	Amount				
512	et 23.00		+8xcated \$123.00 100%		© Renaicing 50.00 0%	
fault	Allocation		S			
coe# 10-	-300-3030					Percent %
1	Add Ta		Save as Favorize			
0	Company	Department		Project. Code +		Percent %
0	United States	Sales	Small Market	10-300-3020		80
(D	United States	Sales	Mid Market	10-300-3030		20
					Sele	ct Save

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The expense displays as **Allocated**.

8. To view the allocation for this expense, select the **Allocated** link.



The allocation details appear in a separate window.

9. Select View Allocation if you need to modify it or select X to close the window.

ales Mee Returned   CO			Please inclu	View Report 1	īmeline	Copy Report	Submit Repor
	int/Share 🔻	Manage Rece					
Add Expense							
Alerts Rece	ipt Payment	Туре	Expense Type		Vendor Details	Date 🕶	Requested
8	Company	Paid	Business Meal ( Attendees (1)	attendees)	5 Star Dining Seattle, Washingto	04/17/2	020 \$123.00 Allocated
	Company	Paid	Allocated Total Allocated \$123.00	ŝ			×
			Code				Percent
AD			10-300-303	0			20
			10-300-302	0			80
cessor Privacy State	ement				View Allocation		
vice Status (North A			- Change - C		Real Production		

In the following example, you will see how to allocate an expense by Amount.

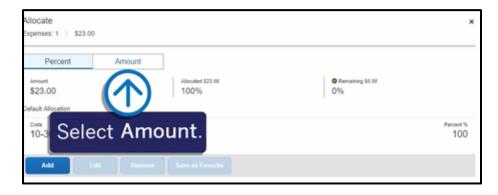
1. Select the expense to open it, and then select Allocate.

Add Exp			the expense open it.			
(i) Alter	a Receipt	Payment Type		Vendor Details	Date -	Requested
0		Company Paid	(of teal (attendees)	5 Star Diving Sealte, Weshington	04/17/2020	\$123.00 Altocation
a		Company Paid	Taxi		04/17/2020	\$2 <b>[2</b> 0
						\$146.00



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 To assign the appropriate allocations by amount, select Amount.



3. To add line items to the expense, select Add.

Percent	Amount	]		
Amount \$23.00		Alecated 100% \$23.00	© Remaining the \$0.00	
efault Allocation				
Code 10-300-3030				Amount USD \$23.00
- /	2	ct Add.		

4. For this example, select the appropriate **Cost Center**, and then select **Save**.

+ *					
New A	+ Allocation	Favorite Allocations			
					ites required field
Company	(	0	Departr	ment	2
۳.	<ul> <li>(10) United States</li> </ul>		Τ.	(300) Sales	
Cost Center 3		Project			
▼		Market	<b>. .</b>	Search by Text	
	Recently Used (10-300-3020) Small Market			Cancel	Save
-	(10-300-3030 (10-200-2010		10-	200-2020	
	(50) Japan				
	(10-400-4020	) Television			
	(3010) Large	Market			
	(3030) Mid M	aduat			

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5. Modify the amounts as needed.

The amount(s) of the other line items adjust to equal the total expense amount.

6. Select Save.



Percent	Amcunt				
Amount \$23.00		Allocated 100% \$23.00		Remaining 0% \$0.00	
efault Allocation					
Code 10-300-3030					Amount US \$0.00
			_		
Add		Save as Favorit	e		
Company	Department	Cost Center	Project Code -		Amount USE
United States	Sales	Small Market	10-300-3020		5.00
United States	Sales	Mid Market	10-300-3030		18.00
				Cli	ck Save

7. To save the allocation for this expense, select **Save Expense**.

The expenses are now allocated, and you are ready to submit your report.

