

SAP Concur 

ALLOCATIONS

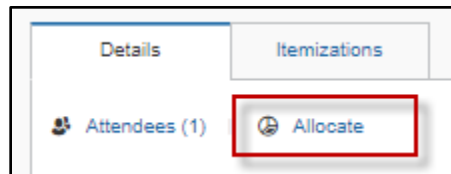




Allocations to an expense report can be made by the traveler or by an approver in the workflow.

ALLOCATIONS BY TRAVELER

Each expense can be allocated to different accounting templates by selecting the **Allocate** link within the expense line. *Note: Approvers in the workflow will have the capability to make adjustments to allocations as necessary.*



Expenses can also be allocated as a group by clicking the box(es) on each expense line and selecting the **Allocate** button.

Charlotte, NC - 3/12-3/15/22 \$1,022.50 Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST

Approved

\$2,546.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input checked="" type="checkbox"/>	Alerts <input type="checkbox"/>	Receipt <input type="checkbox"/>	Payment Type <input type="checkbox"/>	Expense Type <input type="checkbox"/>	Vendor Details <input type="checkbox"/>	Date <input type="checkbox"/>	Amount <input type="checkbox"/>	Requested <input type="checkbox"/>
<input checked="" type="checkbox"/>			*AL-VISA	Transit Costs Attendees (1)	TAXI SVC WASHINGTON Washington, District of Columbia	02/25/2020	\$18.93	\$10.00 Itemized
<input checked="" type="checkbox"/>			*AL-VISA	Hotel Attendees (1)	FLORIDAYS RESORT ORLAN Orlando, Florida	02/20/2020	\$1,012.50	\$1,012.50 Itemized
							\$1,031.43	\$1,022.50



A screen will appear to allocate by either Percentage or Amount. Select **Add** button to add lines to allocate by.

Allocate
Expenses: 10 | \$1,022.50
Expenses marked as personal, or that your administrator doesn't allow to be allocated, are not included in the amount to be allocated.

Percent Amount

Amount \$1,022.50 Allocated 100% \$1,022.50 Remaining 0% \$0.00

Default Allocation
Code
Default

Add Edit Remove Save as Favorite

Enter information into the **Department**, **Accounting Group** and **Accounting Template** fields by either selecting **Text** or **Code**. Once information has been keyed, select **Save**.

NOTE: Adding allocations may add approval roles to the workflow of the document.

Add Allocation

New Allocation Favorite Allocations

* Required field

Department * (010) FINANCE

Text Code Comptroller.Fiscal Mgmt

Accounting Template (UNCP01) COMPTRROLLER

Cancel Save



After the desired template(s) is added, you can allocate the expenses either by percent or amount, based on the selection that is made at the top of the screen. Click **Save** when done.

Percent | Amount

Amount: \$1,022.50 | Allocated \$1,022.50 | 100% | Remaining \$0.00 | 0%

Default Allocation

Code: Default | Percent %: 0

Add | **Edit** | **Remove** | **Save as Favorite**

Department	Accounting Group	Accounting Template	Code	Percent %
<input type="checkbox"/> FINANCE	ETF Budget Office	Budget Office - ETF	010-0200 1010-LINEB02	<input type="text" value="100"/>

Cancel | **Save**

Percent | Amount

Amount: \$1,022.50 | Allocated 100% | \$1,022.50 | Remaining 0% | \$0.00

Default Allocation

Code: Default | Amount USD: \$0.00

Add | **Edit** | **Remove** | **Save as Favorite**

Department	Accounting Group	Accounting Template	Code	Amount USD
<input type="checkbox"/> FINANCE	ETF Budget Office	Budget Office - ETF	010-0200 1010-LINEB02	<input type="text" value="1,022.50"/>

Cancel | **Save**



Once the allocations have been saved, an **Allocated** hyperlink will be visible on each accounting line. This allows the user to click and view the allocations that have been applied to the expense line.

The screenshot shows the SAP expense line interface. At the top, there are buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. Below these are columns for 'Alerts', 'Receipt', 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', 'Amount', and 'Requested'. Two expense lines are visible, both for '*AL-VISA'. The first line is for 'Transit Costs Attendees (1)' with a vendor 'TAXI SVC WASHINGTON' and an amount of '\$18.93'. The second line is for 'Hotel Attendees (1)'. A popup window titled 'Allocated' is open over the first line, showing 'Total Allocated \$10.00' and a table of allocations:

Code	Percent
010-0200.1010-UNEB02	48.8997555
010-1242.917-UNCP01	51.1002445

An Allocation Summary is also available by selecting **Report Details -> Allocation Summary**.

The screenshot shows the 'Allocation Summary' popup window. It displays the location 'Charlotte, NC - 3/12-3/15/22' and the total amount '\$1,022.50'. A note states: 'The sum of allocation amounts may not exactly match the expense amount due to rounding.' Below this is a table with columns 'Code' and 'Amount':

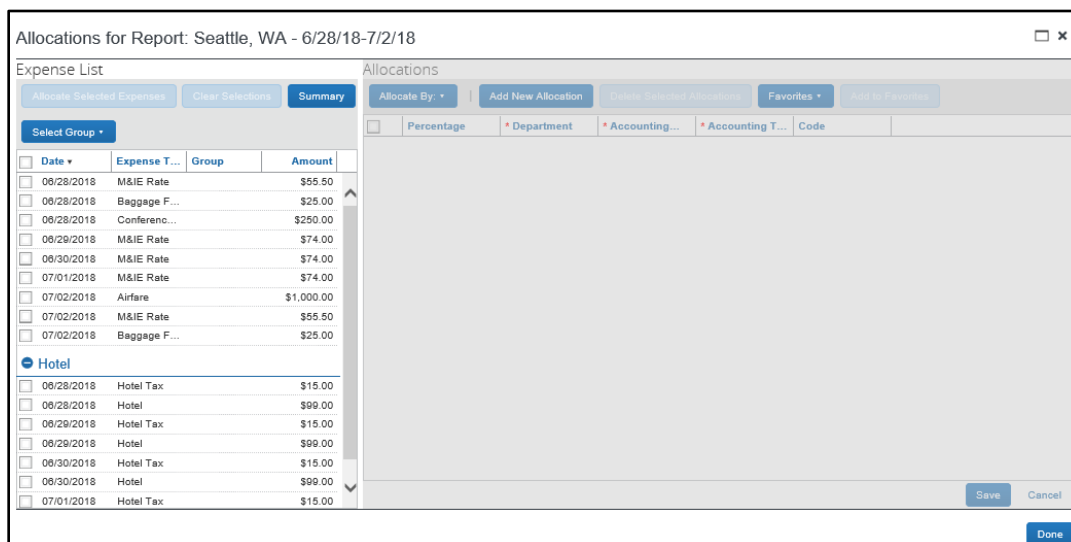
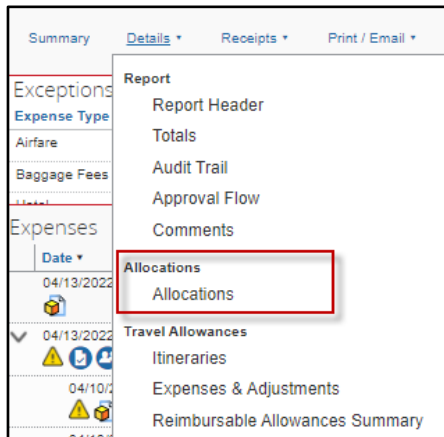
Code	Amount
010-1242.917-UNCP01 FINANCE - Comptroller.Fiscal Mgmt - COMPTROLLER	\$522.50
010-0200.1010-UNEB02 FINANCE - Etf Budget Office - Budget Office - ETF	\$500.00

A 'Close' button is located at the bottom right of the window.



ALLOCATIONS BY APPROVER

Approvers have authority to add allocations to an expense report. To do so, select the **Details** link to view the following drop-down and select **Allocations**.





Allocations can be changed by selecting individual expenses or by clicking the box next to **Date** to select them all. Once expenses are selected, you will have the option to **Allocate Selected Expenses**.

Date	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	04/10/2022	M&IE Rate	\$57.00
<input checked="" type="checkbox"/>	04/10/2022	Airfare	\$350.00
<input checked="" type="checkbox"/>	04/10/2022	Baggage F...	\$30.00
<input checked="" type="checkbox"/>	04/11/2022	M&IE Rate	\$76.00
<input checked="" type="checkbox"/>	04/12/2022	M&IE Rate	\$76.00
<input checked="" type="checkbox"/>	04/13/2022	M&IE Rate	\$57.00
Hotel			
<input checked="" type="checkbox"/>	04/10/2022	Hotel Tax	\$6.00
<input checked="" type="checkbox"/>	04/10/2022	Hotel	\$410.00
<input checked="" type="checkbox"/>	04/11/2022	Hotel Tax	\$6.00
<input checked="" type="checkbox"/>	04/11/2022	Hotel	\$410.00
<input checked="" type="checkbox"/>	04/12/2022	Hotel Tax	\$6.00
<input checked="" type="checkbox"/>	04/12/2022	Hotel	\$410.00
<input checked="" type="checkbox"/>	04/13/2022	Baggage F...	\$30.00
<input checked="" type="checkbox"/>	04/13/2022	Rental Car	\$220.00

Select **Allocate By** to allocate by either Percentage or Amount. Select **Add New Allocation** to add lines to allocate by.

Percentage	Department	Accounting G...	Accounting T...	Code
<input type="checkbox"/>	100			



Enter information into the **Department**, **Accounting Group** and **Accounting Template** fields by either selecting **Text** or **Code**. Once information has been keyed, select **Save**.

Note: Adding allocations may add approval roles to the workflow of the document.

The screenshot shows a web application window titled "Allocations". At the top right, it displays summary statistics: "Total: \$2,144.00", "Allocated: \$2,144.00 (100%)", and "Remaining: \$0.00 (0%)". Below this is a toolbar with buttons for "Allocate By:", "Add New Allocation", "Delete Selected Allocations", "Favorites", and "Add to Favorites". A table below the toolbar has columns for "Percentage", "Department", "Accounting G...", "Accounting T...", and "Code". The first row shows a checked checkbox, "100", a dropdown menu with "010" selected, and empty fields for the other columns. A search dropdown menu is open over the "Department" field, with the text "Type to search by:" and two radio buttons: "Text" (unselected) and "Code" (selected). Below the radio buttons, a search result "(010) FINANCE" is visible. At the bottom right of the window are "Save" and "Cancel" buttons.