

**SAP Concur** 

# ALLOCATIONS





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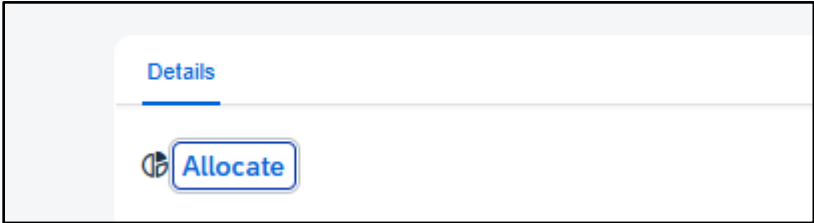
ALLOCATIONS BY TRAVELER ..... 2

ALLOCATIONS BY APPROVER ..... 6



### 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 adjust allocations as necessary as well.*



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

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾ View Available Receipts 📄

**Expenses** + Add Expense Edit Delete Copy Allocate Combine Expenses Move ▾

<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓=	Amount↓↑	Req	▾
<input checked="" type="checkbox"/>			Cash	M&IE Rate	Charlotte, North Carolina	02/24/2020	\$42.00	...	
<input checked="" type="checkbox"/>			Cash	M&IE Rate	Charlotte, North Carolina	02/23/2020	\$56.00	...	



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

**Allocate**

Expenses: 2 | \$98.00

Percent Amount

Amount \$98.00 Allocated \$98.00 100% Remaining \$0.00 0%

Default Allocation

Code **Default** Percent % **100**

Allocations (0) Add Edit Remove Save as Favorite

Cancel Save

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 \* 1

Code Search by Code

Text BOARD

Code OUNTANCY BOARD

Either CA

(303) ARCHITECTS REGISTRATION BOARD

(023) ARCHIVES AND HISTORY

(027) ATTORNEY GENERAL

(007) COMMERCE

(005) CORRECTIONS

Ref 0%



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.

**Allocate** [Close]

Expenses: 2 | \$98.00 | [View Allocation Group](#)

Percent  Amount

Amount: \$98.00 | Allocated \$98.00 (100%) | Remaining \$0.00 (0%)

Default Allocation

Code: **Default** | Percent %: 0

**Allocations (1)** [Add] [Edit] [Remove] [Save as Favorite]

<input type="checkbox"/>	Department	Accounting Group	Accounting Template	Code	Percent %
<input type="checkbox"/>	FINANCE	Comptroller Fiscal Mgmt	COMPTROLLER	010-1242.917-RV/PKT00	100

**Allocate** [Close]

Expenses: 2 | \$98.00 | [View Allocation Group](#)

Percent  Amount

Amount: \$98.00 | Allocated 100% (\$98.00) | Remaining 0% (\$0.00)

Default Allocation

Code: **Default** | Amount USD: \$28.00

**Allocations (1)** [Add] [Edit] [Remove] [Save as Favorite]

<input type="checkbox"/>	Department	Accounting Group	Accounting Template	Code	Amount USD
<input type="checkbox"/>	FINANCE	Comptroller Fiscal Mgmt	COMPTROLLER	010-1242.917-RV/PKT00	70.00

[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.

Expenses										
<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓≡	Amount↓↑	Requested↓↑		▼
<input type="checkbox"/>			Cash	M&IE Rate	Charlotte, North Carolina	02/24/2020	\$42.00	\$42.00 <a href="#">Allocated</a>	...	
<input type="checkbox"/>			Cash	M&IE Rate	Charlotte, North Carolina	02/23/2020	\$56.00	\$56.00 <a href="#">Allocated</a>	...	

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

Charlotte, NC 02/20-02/24/2020		\$1,231.38
The sum of allocation amounts may not exactly match the expense amount due to rounding.		
Code↓↑	Amount↓≡	
010-1242.917-UNCP01 FINANCE - Comptroller Fiscal Mgmt - COMPTROLLER	<b>\$1,162.78</b>	
010-1242.917-RVPKT00 FINANCE - Comptroller Fiscal Mgmt - COMPTROLLER	<b>\$68.60</b>	
<a href="#">Close</a>		



## 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**.

**Charlotte, NC-11/14-11/16/2024** [Brown, Nicole A.]

Summary Details Receipts Print / Email

Exceptions Report

- Expense Type Report Header
- N/A Totals
- Breakfast Audit Trail
- Airfare Approval Flow
- Expenses Comments
- Date Allocations
- 11/13/2024 Allocations

Warning: Personal Time was included on the Request.

Warning: You have checked the 'Personal Expense' box. You will not get reimbursed for this claim.

Warning: All VISA should be used for these purchases.

Amount	Requested
\$20.00	\$0.00

Report Summary  
Report Totals  
Amount Due Co

Allocations for Report: Charlotte, NC-11/14-11/16/2024

Expense List

- Allocate Selected Expenses
- Clear Selections
- Summary

Select Group

Date	Expense ...	Group	Amount
<input type="checkbox"/>	11/07/2024	Airfare	\$200.00
<input checked="" type="checkbox"/>	11/11/2024	Hotel	\$120.00
<input type="checkbox"/>	11/11/2024	Hotel Tax	\$6.00
<input type="checkbox"/>	11/11/2024	Hotel	\$120.00
<input type="checkbox"/>	11/11/2024	Hotel Tax	\$6.00

Allocations

- Allocate By
- Add New Allocation
- Delete Selected Allocations
- Favorites
- Add to Favorites

<input type="checkbox"/>	Percentage	* Department	* Accounting ...	* Accounting T...	Code
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Save Cancel Done



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**.

Allocations for Report: Charlotte,NC-11/14-11/16/2024

Expense List

**Allocate Selected Expenses** Clear Selections Summar

Select Group ▼

<input type="checkbox"/>	Date	Expense ...	Group	Amount
<input type="checkbox"/>	11/07/2024	Airfare		\$200.00
⊖ Hotel				
<input checked="" type="checkbox"/>	11/11/2024	Hotel		\$120.00
<input checked="" type="checkbox"/>	11/11/2024	Hotel Tax		\$6.00
<input checked="" type="checkbox"/>	11/11/2024	Hotel		\$120.00
<input type="checkbox"/>	11/11/2024	Hotel Tax		\$6.00

Allocations

Allocate By: ▼ | Add New Allocation Delete Selected Allocations Favorites ▼ Add to Favorites

<input type="checkbox"/>	Percentage	* Department	* Accounting ...	* Accounting T...	Code
--------------------------	------------	--------------	------------------	-------------------	------

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

Allocations for Report: Charlotte,NC-11/14-11/16/2024

Expense List

**Allocate Selected Expenses** Clear Selections Summar

Select Group ▼

<input type="checkbox"/>	Date	Expense ...	Group	Amount
<input type="checkbox"/>	11/07/2024	Airfare		\$200.00
⊖ Hotel				
<input checked="" type="checkbox"/>	11/11/2024	Hotel		\$120.00
<input type="checkbox"/>	11/11/2024	Hotel Tax		\$6.00
<input type="checkbox"/>	11/11/2024	Hotel		\$120.00
<input type="checkbox"/>	11/11/2024	Hotel Tax		\$6.00

Allocations

Allocate By: ▼ | Add New Allocation Delete S

- Percentage
- Amount

* Department	* Accounting ...
(010) FINANCE	(1242.917



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.*

Allocations for Report: Charlotte,NC-11/14-11/16/2024

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

Date	Expense ...	Group	Amount
11/07/2024	Airfare		\$200.00
Hotel			
11/11/2024	Hotel		\$120.00
11/11/2024	Hotel Tax		\$6.00
11/11/2024	Hotel		\$120.00
11/11/2024	Hotel Tax		\$6.00

Allocations

Allocate By: Add New Allocation Delete Selected Allocations Favorites

Percentage	* Department	* Accounting ...	* Accounting T...	Code
50	010			
50				

Type to search by:

Text  Code

(Code) Text

(010) FINANCE

Allocations

Total:\$246.00 Allocated:\$246.00 (100%) Remaining:\$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	* Department	* Accounting ...	* Accounting T...	Code
50	(010) FINANCE	(1242.917) C...	(RVPKT00) C...	010-1242.917-...
50	(010) FINANCE	(1242.917) C...	(UNCP01) CO...	010-1242.917-...

Save Cancel

Done