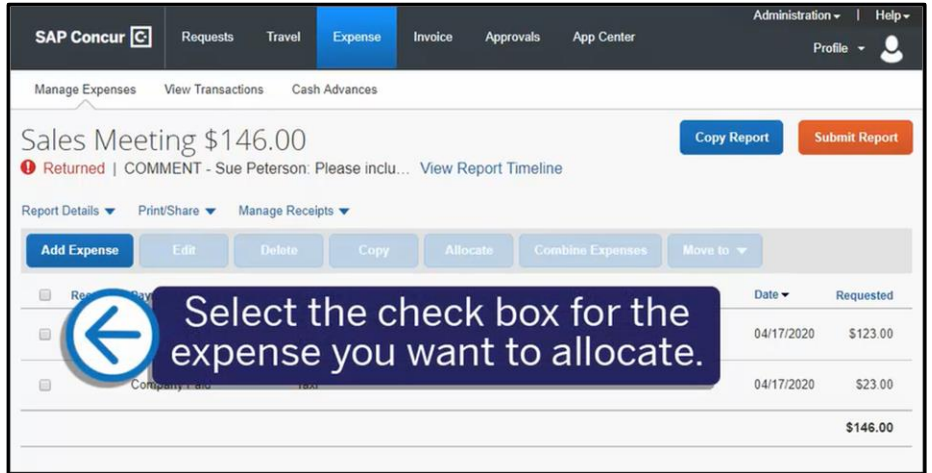


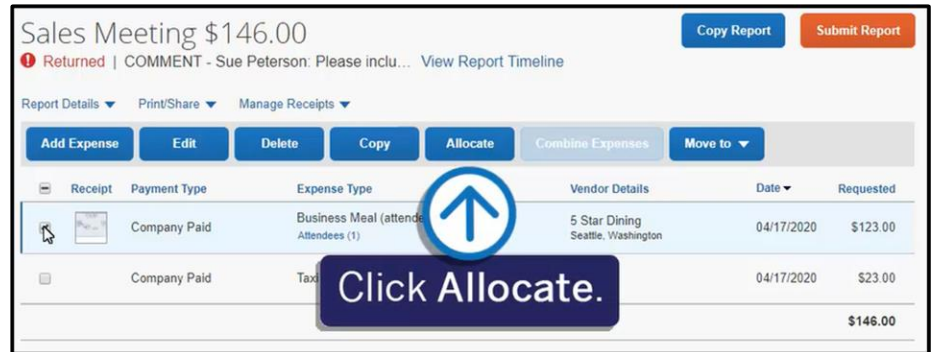
# Allocating Expenses

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

1. 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.

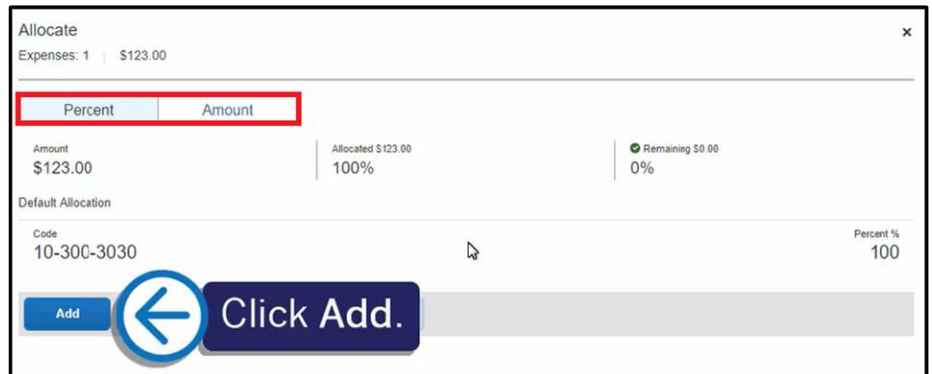


2. Click Allocate.



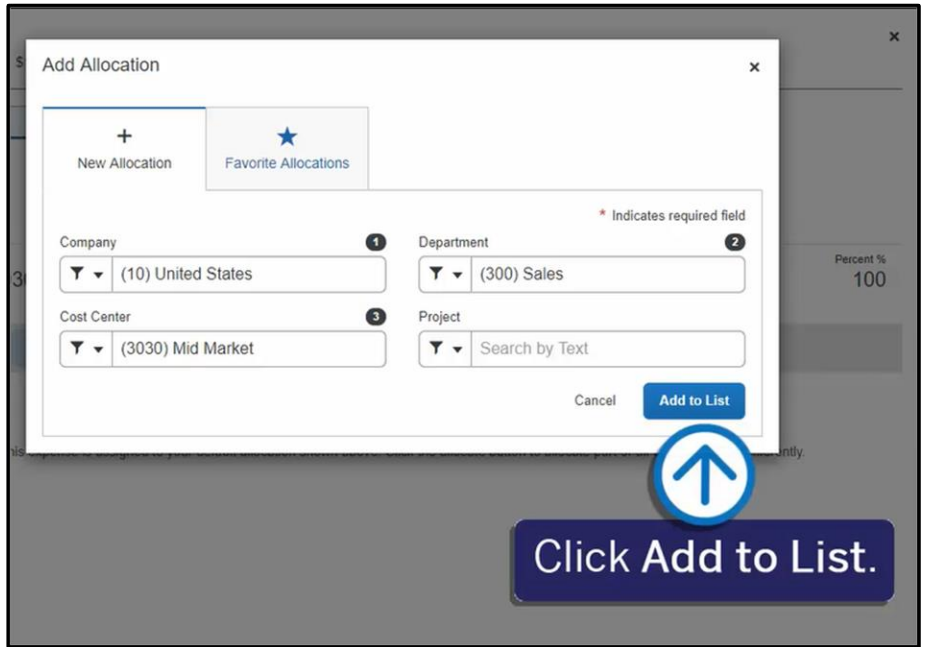
On the Allocate screen, you can allocate your expenses by **Percent** or **Amount**.

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

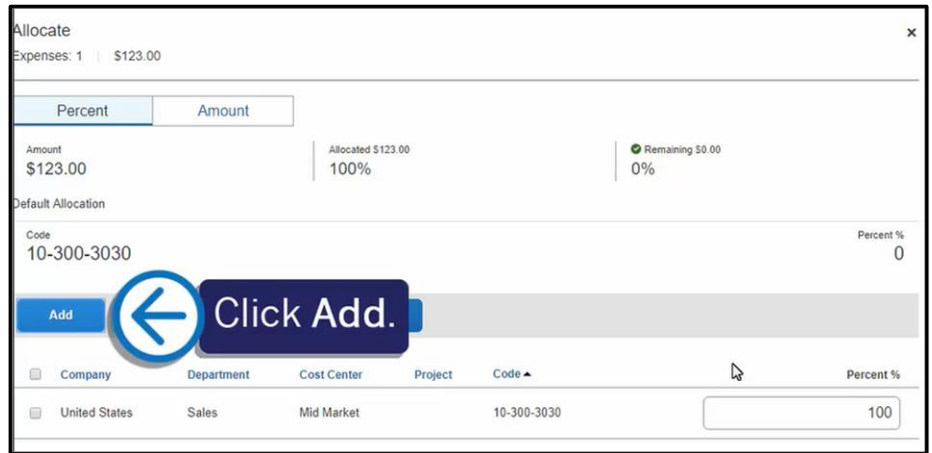


Your company determines the field names and field types that appear on the **New Allocation** tab.

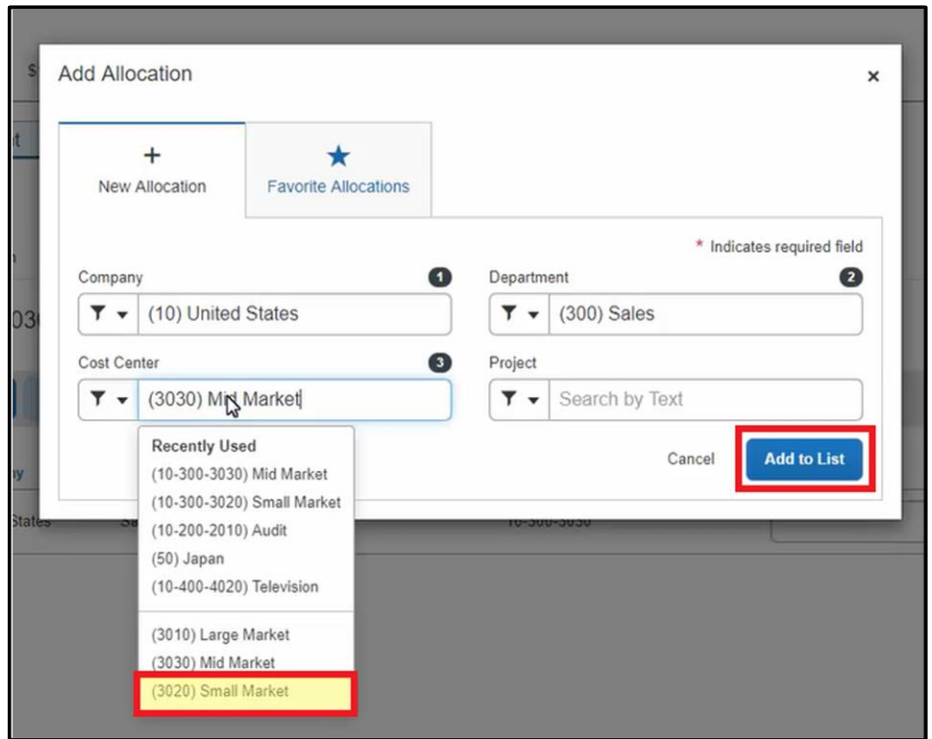
4. After you enter the appropriate information, click **Add to List**.



5. To add an additional line item to the expense, click **Add**.



6. Select the appropriate **Cost Center**, and then click **Add to List**.



**Add Allocation**

+ New Allocation    ★ Favorite Allocations

\* Indicates required field

Company (1)    Department (2)

(10) United States    (300) Sales

Cost Center (3)    Project

(3030) Mid Market    Search by Text

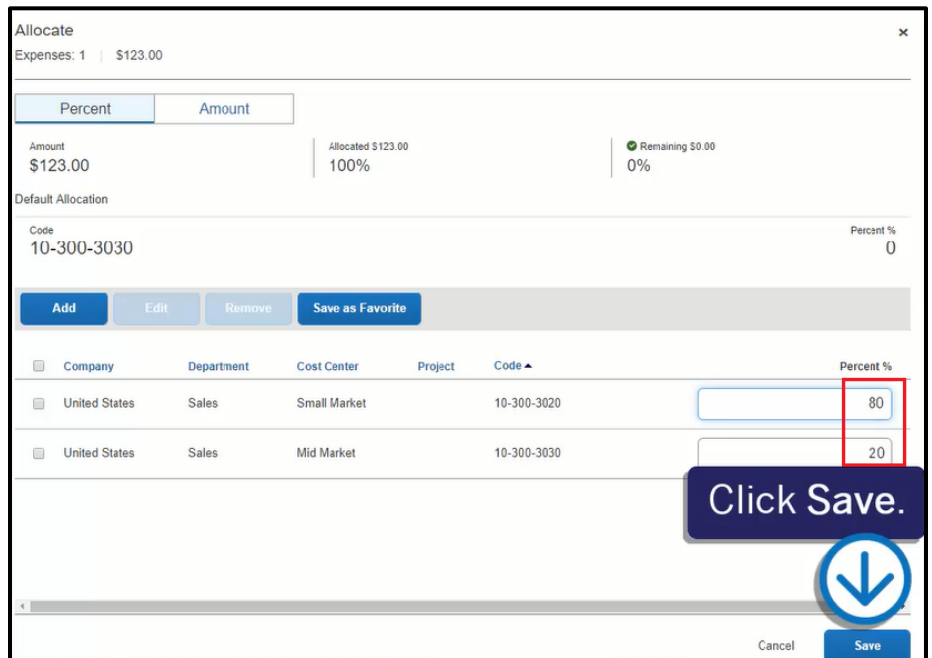
Cancel    **Add to List**

**Recently Used**

- (10-300-3030) Mid Market
- (10-300-3020) Small Market
- (10-200-2010) Audit
- (50) Japan
- (10-400-4020) Television
- (3010) Large Market
- (3030) Mid Market
- (3020) Small Market**

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, click **Save**.



**Allocate**

Expenses: 1 | \$123.00

Percent    Amount

Amount    Allocated \$123.00    Remaining \$0.00

\$123.00    100%    0%

Default Allocation

Code    Percent %

10-300-3030    0

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

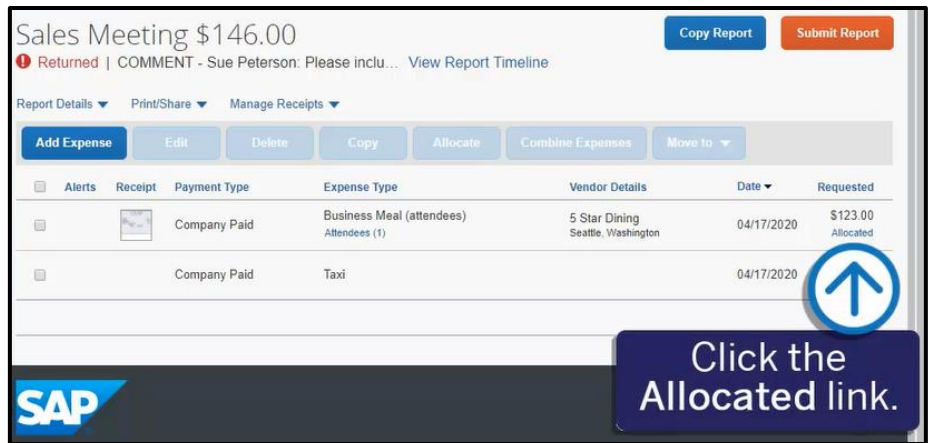
Company	Department	Cost Center	Project	Code	Percent %
United States	Sales	Small Market		10-300-3020	80
United States	Sales	Mid Market		10-300-3030	20

**Click Save.**

Cancel    **Save**

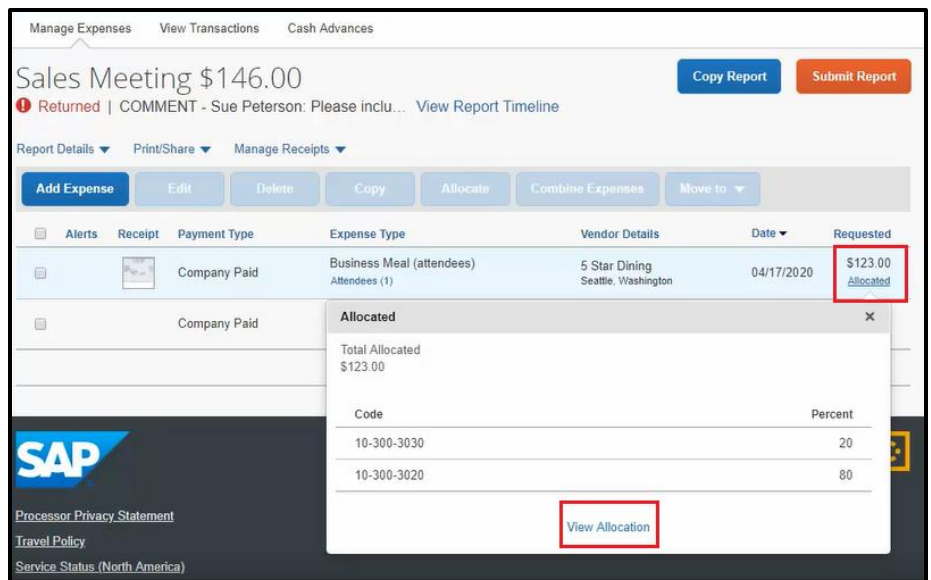
The expense displays as **Allocated**.

- To view the allocation for this expense, click the **Allocated** link.



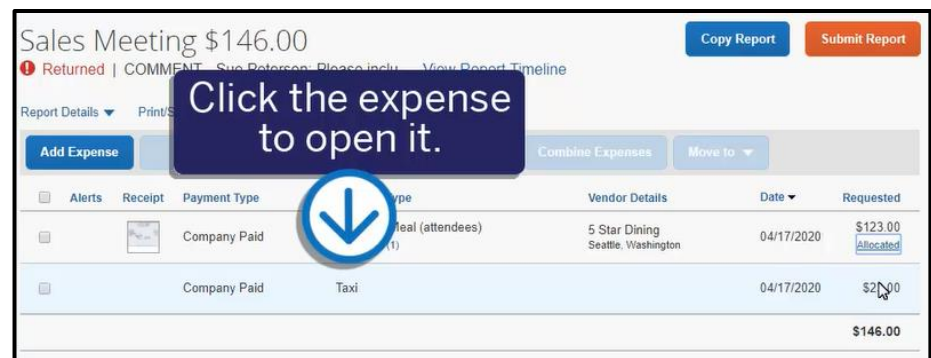
The allocation details appear in a separate window.

- Click **View Allocation** if you need to modify it or click **X** to close the window.

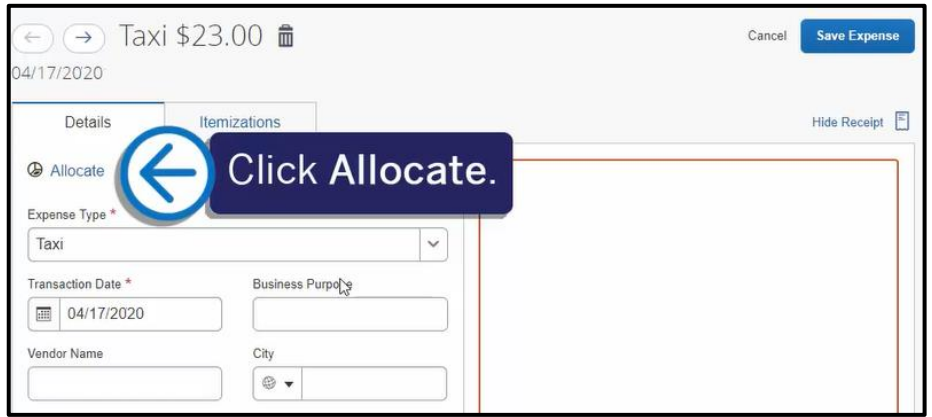


In the following example, you will see how to allocate an expense by **Amount**.

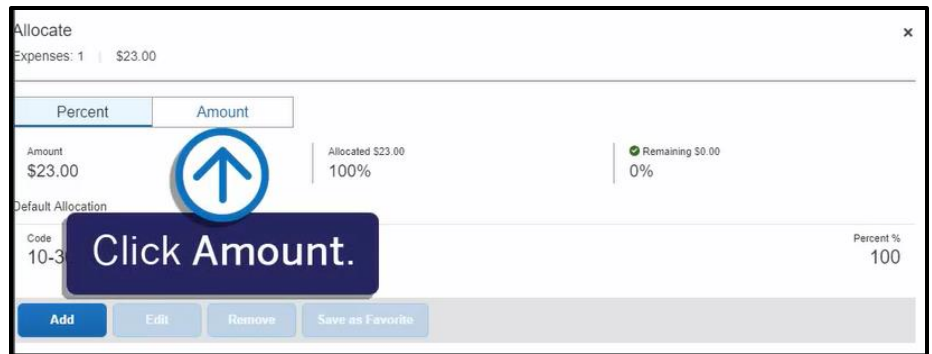
- Click the expense to open it.



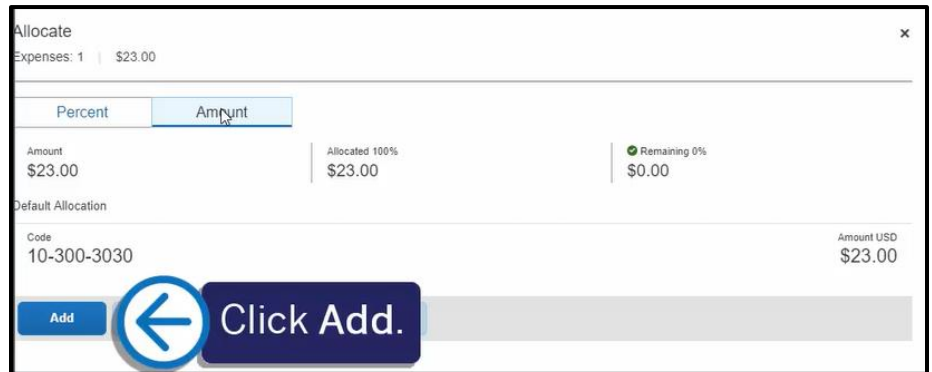
2. Click Allocate.



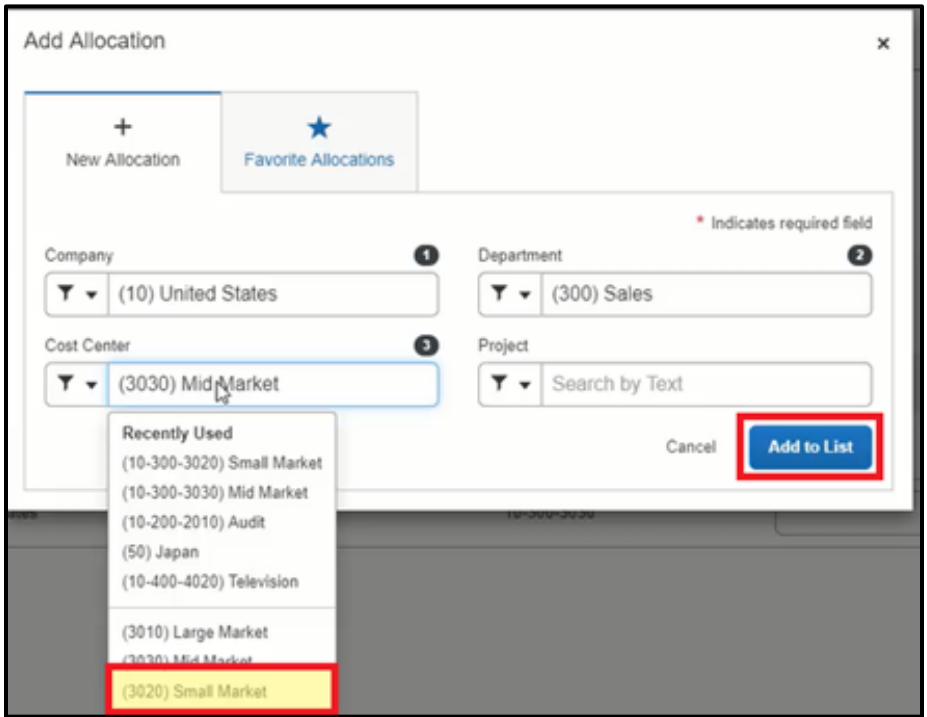
3. To assign the appropriate allocations by amount, click **Amount**.



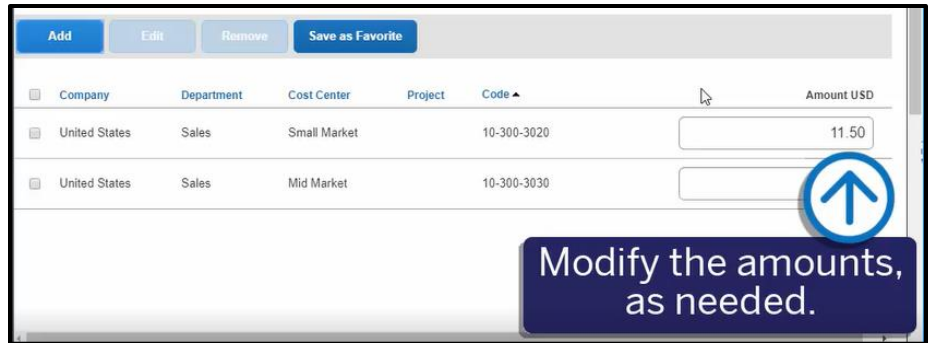
4. To add line items to the expense, click **Add**.



5. For this example, select the appropriate **Cost Center**, and then click **Add to List**.



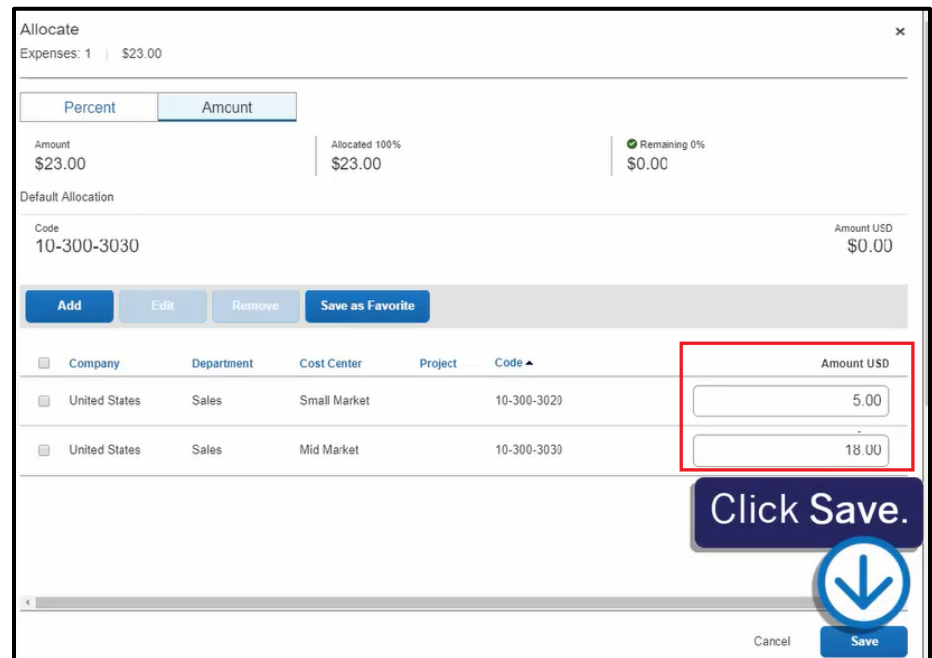
6. Modify the amounts as needed.



Company	Department	Cost Center	Project	Code	Amount USD
United States	Sales	Small Market		10-300-3020	11.50
United States	Sales	Mid Market		10-300-3030	

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

7. Click **Save**.



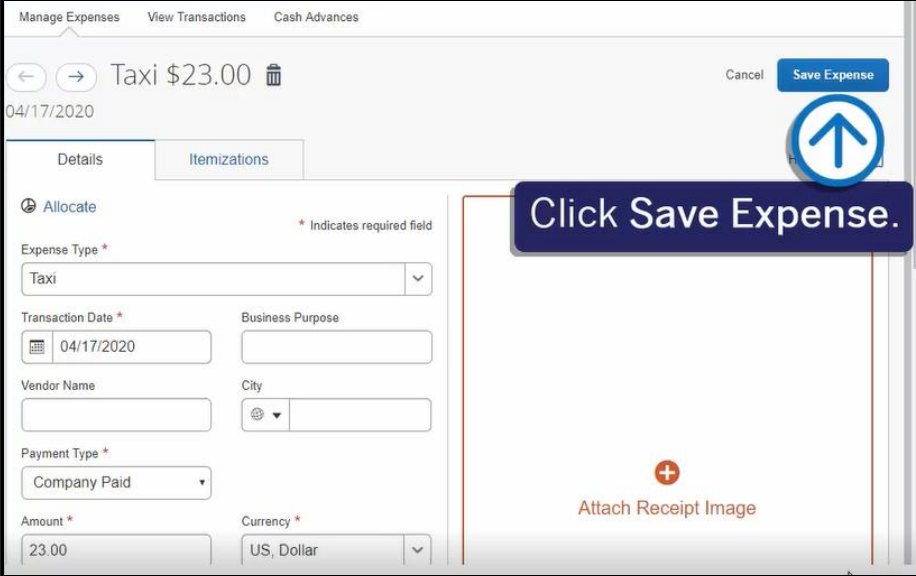
Allocate  
Expenses: 1 | \$23.00

Amount: \$23.00 | Allocated 100%: \$23.00 | Remaining 0%: \$0.00

Company	Department	Cost Center	Project	Code	Amount USD
United States	Sales	Small Market		10-300-3020	5.00
United States	Sales	Mid Market		10-300-3030	18.00

- To save the allocation for this expense, click **Save Expense**.

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



The screenshot displays the 'Manage Expenses' interface in SAP Concur. At the top, there are navigation tabs: 'Manage Expenses', 'View Transactions', and 'Cash Advances'. Below these, the current expense is identified as 'Taxi \$23.00' with a trash icon. A 'Cancel' button and a 'Save Expense' button are visible in the top right corner. A blue circular callout with an upward-pointing arrow is positioned over the 'Save Expense' button, with a dark blue box containing the text 'Click Save Expense.' pointing to it. The main form area is divided into 'Details' and 'Itemizations' tabs. The 'Details' tab is active, showing an 'Allocate' section with a '\* Indicates required field' note. The form fields include:
 

- Expense Type: Taxi
- Transaction Date: 04/17/2020
- Business Purpose: (empty)
- Vendor Name: (empty)
- City: (empty)
- Payment Type: Company Paid
- Amount: 23.00
- Currency: US, Dollar

 On the right side of the form, there is a section for 'Attach Receipt Image' with a plus sign icon.