

Concur Expense Management: **Expense Allocations**

Welcome to our training on allocating expenses within a travel request or an expense report in Concur. This video is specific to allocating expenses. For full details on how to create a travel request or expense report, please refer to our training videos on those topics.

Percent

Allocated 100% \$181.57 Remaining 0% \$0.00

1-NKSUDFAULT-20110-NOAWRD-2080

[Edit](#) [Remove](#) [Save as Favorite](#)

Department	Project	PCA	Award	Fund Source	Department Identifier	Code
Teaching and Learning Center	RAD GEN FEES OTHER	Academic Administration - Academic Support	NOAWRD	GENERAL FEES FUND-MAIN CAMPUS	03030-NRAD244006-20460-NOAWRD-2000	

Allocating expenses allows you to assign a funding string to an expense or expenses—

Allocate

Expenses: 2 | \$196.57 | [View Allocation Group](#)

Amount
\$196.57

Allocated \$196.57
100%

Remaining \$0.00
0%

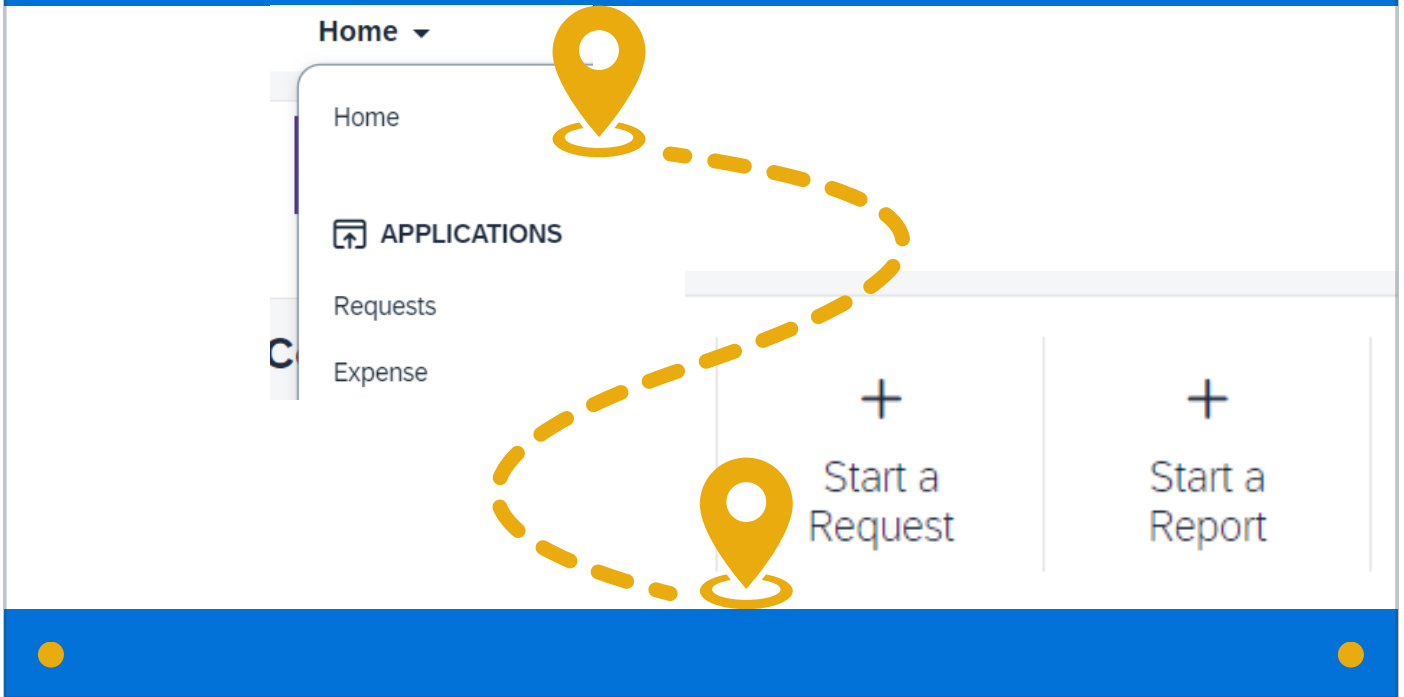
Default Allocation

Code
Default

[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)

<input type="checkbox"/>	Department	Project	PCA	Award	Fund Source	Department Identifier	Code	
<input type="checkbox"/>	Teaching and Center	RAD GEN FEES OTHER	Academic Administration - Academic Support	NOAWR D	GENERAL FEES FUND-MAIN CAMPUS		WRD-	50
<input type="checkbox"/>	Data, Assess & Research	RPV OPERATING EXPENSES	Executive Management - Institutional Support	NOAWR D	GENERAL FEES FUND-MAIN CAMPUS		D-	50

And, if applicable, to divide portions of the expense between or among multiple fund sources.



You will start the process of allocating expenses in one of two places.



+
Start a
Request

+
Start a
Report

02
Required
Approvals

00
Authorization
Requests

00
Available
Expenses

00
Open
Reports

Company Notes

Deployment Toolkit
You can access the deployment toolkit using this link .
Concur Training Toolkit
This link will provide information to utilize the Concur Expense System.



My Tasks

02 Required Approvals →

Nick T. | Europe Travel Request
\$3,000.00 — Travel
Stacy T. | Red Stapler
\$15.00 — Expense

00 Available Expenses →

You currently have no available expenses.



00 Open Reports →

You currently have no open reports.



If you are creating a new travel request or a new expense report, on the Concur home screen, click on Start a Request or Start a Report.

SAP Concur Expense

Create New Report

Create From an Approved Request

* Required field

Policy *
*Travel

Report/Trip Name * Report/Trip Start Date * Report/Trip End Date *
MM/DD/YYYY MM/DD/YYYY

Report/Trip Purpose * Trip Type * Traveler Type *
None Selected None Selected None Selected

Does this trip include personal travel? * Personal Dates of Travel List Other Travelers Traveling with You
None Selected

Next: Create report and add itinerary details for your travel allowances

Cancel Next

You will see the request or report header screen

Allocation 0129 \$196.57

Not Submitted | [Report Number: DIFGPO](#)

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾ [Travel Allowance](#) ▾

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾

<input type="checkbox"/>	Receipt↑↓	Payment Type↑	Expense Type↑↓	Vendor Details↑↓
<input type="checkbox"/>		Out of Pocket	Personal Car Mileage	
<input type="checkbox"/>		Out of Pocket	Parking	

and then the screen that allows you to add expenses. For further instructions on how to complete the header fields and add expenses, please refer to the Travel Request and/or Expense Reports training videos.

New Expense

Cancel Save Expense

Hide Receipt

Details

[Allocate](#)

* Required field

Expense Type *
Job-Related Training And Webinar Fees (Non-travel) X

Transaction Date *
MM/DD/YYYY

Report/Trip Purpose *
None Selected

Additional Information

Enter Vendor Name *

City of Purchase

Payment Type *
Out of Pocket

Amount *

Currency *
US, Dollar (USD) X

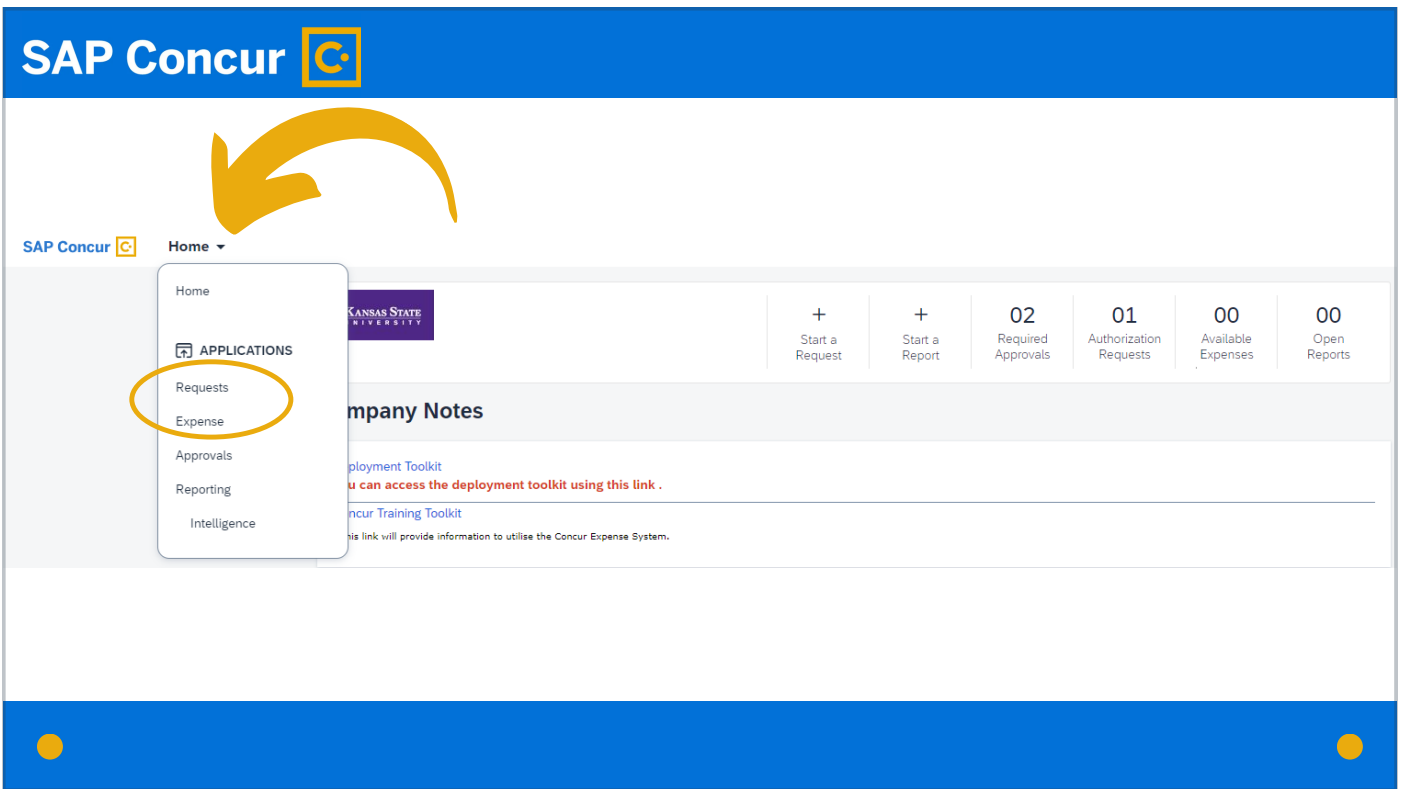
Comment

Receipt



Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Once you add an expense to the request or report, the expense details screen for that expense will provide a link to allocate the expense. Click on this link.



If you are allocating expenses within an existing, unsubmitted request or report, click on the dropdown menu next to the Home page identifier, and select either Requests or Expenses, respectively.

Manage Expenses

Report Library

[Create New Report](#)

View: Active Reports ▾

<p>Personal Charge 10/17/2023</p> <p>\$501.86</p> <p>Not Submitted</p>	<p>Seminar 10/15/2023</p> <p>\$614.59</p> <p>Not Submitted</p>	<p>Card Transactions Test 10/15/2023</p> <p>\$481.29</p> <p>Not Submitted</p>	<p>September 2023 Mileage 10/10/2023</p> <p>\$237.49</p> <p>Due Employee: \$237.49 Submitted</p> <p>Pending Accounts Payable Manager Approval</p>
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You will see the Manage Requests/Expenses screen.

Manage Expenses

Report Library

[Create New Report](#)

View: Active Reports ▾

Personal Charge 10/17/2023 \$501.86 Not Submitted	Seminar 10/15/2023 \$614.59 Not Submitted	Card Transactions Test 10/15/2023 \$481.29 Not Submitted	September 2023 Mileage 10/10/2023 \$237.49 Due Employee: \$237.49 Submitted Pending Accounts Payable Manager Approval
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Locate the unsubmitted request or report and click on it.

Alerts: 3

Seminar \$614.59

[Delete Report](#) [Copy Report](#) [Submit Report](#)



Not Submitted | Report Number: 0TFH3P

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾

[View Available Receipts](#) 

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾

View: [Standard](#) ▾

<input checked="" type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑
<input checked="" type="checkbox"/>				Undefined	AERO COACH AVAIIATION	08/20/2023	\$614.59
							\$614.59

Check the box for the expense you wish to allocate, and click Allocate.



Home / Expense / Manage Expenses / Allocation 0129

Allocation 0129 \$196.57

[Delete Report](#) [Copy Report](#) [Submit Report](#)

Not Submitted | Report Number: DIFGP0

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#)

[View Available Receipts](#)

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

View: [Standard](#)

<input checked="" type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		Out of Pocket	Personal Car Mileage		01/29/2024	\$181.57 <small>Allocated</small>
<input checked="" type="checkbox"/>			Parking		01/29/2024	\$15.00
						\$196.57

Training Tip! If there are multiple expenses on a request or report and all expenses are allocated under the same funding string, the allocation can be assigned to all expenses at once by checking the top checkbox on the Expenses screen and then clicking the Allocate button.

Allocate ✕

Expenses: 2 | \$196.57


Percent Amount

Amount \$196.57	Allocated 100% \$196.57	Remaining 0% \$0.00
--------------------	----------------------------	------------------------

Default Allocation

Code
Default Amount USD
\$196.57

[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)



No Allocations
These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.

[Cancel](#) [Save](#)

The Allocations window will populate.

Allocate ✕

Expenses: 2 | \$196.57


Percent Amount

Amount \$196.57	Allocated 100% \$196.57	Remaining 0% \$0.00
--------------------	----------------------------	------------------------

Default Allocation

Code
Default Amount USD
\$196.57

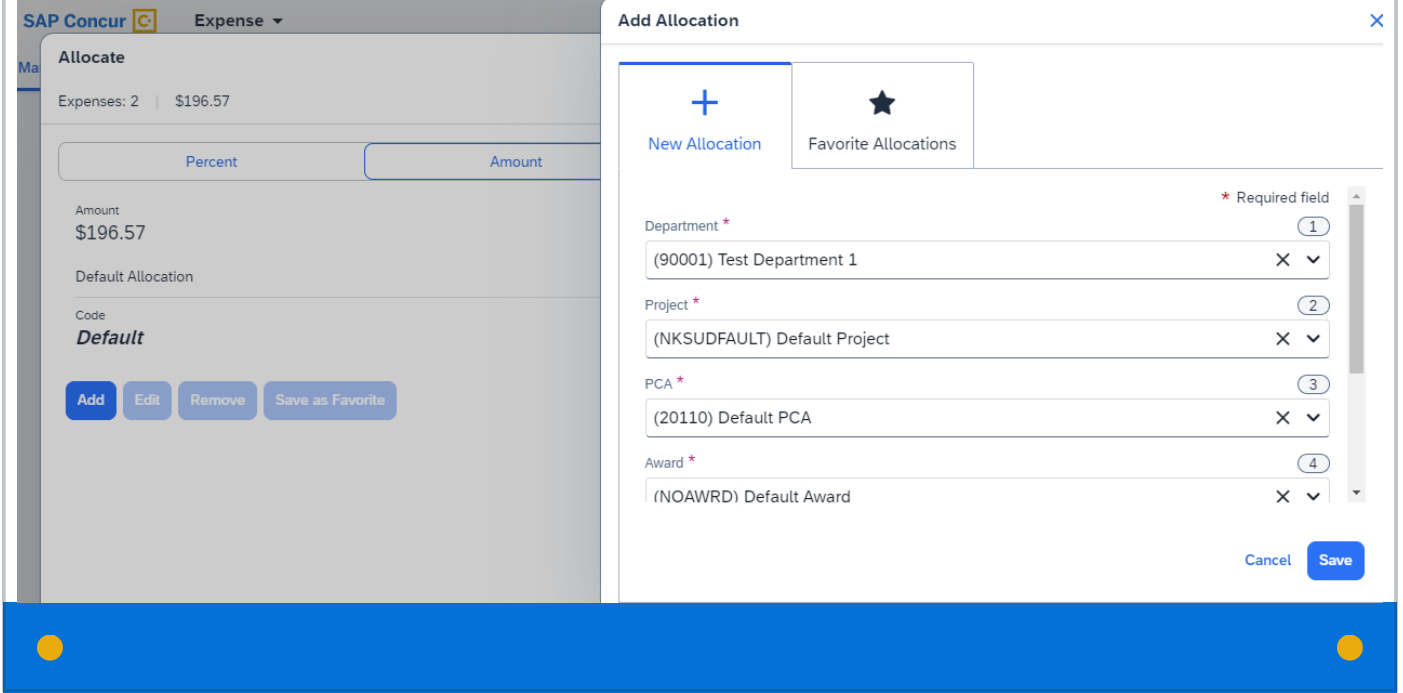
[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)



No Allocations
These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.

Cancel [Save](#)

Click the Add button.



The screenshot shows the SAP Concur interface with an 'Add Allocation' dialog box open. The background shows an 'Allocate' screen with 'Expenses: 2' and a total amount of '\$196.57'. The 'Add Allocation' dialog has two tabs: 'New Allocation' (selected) and 'Favorite Allocations'. It contains four required fields, each with a dropdown menu and a 'Required field' indicator:

- Department * (1): (90001) Test Department 1
- Project * (2): (NKSUDFAULT) Default Project
- PCA * (3): (20110) Default PCA
- Award * (4): (NOAWRD) Default Award

At the bottom right of the dialog are 'Cancel' and 'Save' buttons.

Fill in each of the 6 funding string fields with the applicable funding information

Add Allocation ✕

+ New Allocation ★ Favorite Allocations

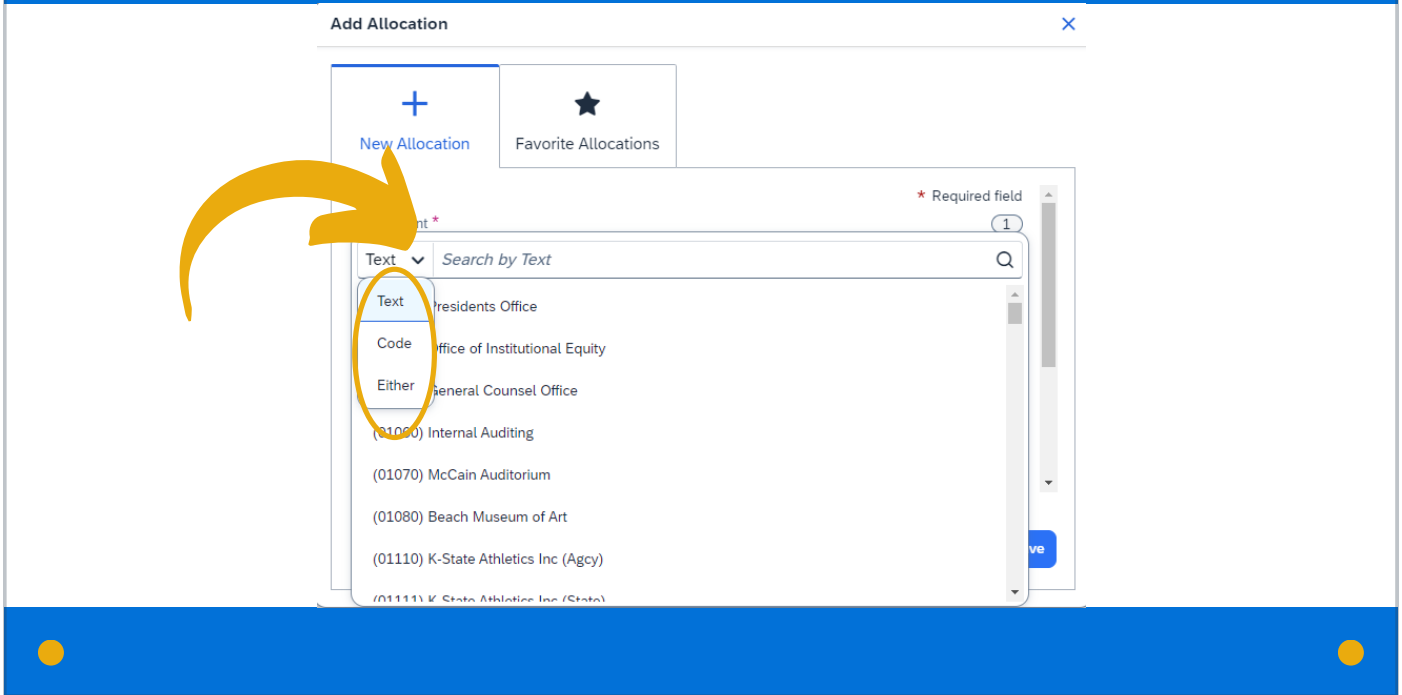
Department * 1 * Required field

Code ▼ Search by Code Q

- (01010) Presidents Office
- (01040) Office of Institutional Equity
- (01050) General Counsel Office
- (01060) Internal Auditing
- (01070) McCain Auditorium
- (01080) Beach Museum of Art
- (01110) K-State Athletics Inc (Agcy)
- (01111) K State Athletics Inc (State)

ve

by clicking on the name of the funding string field and then searching for and selecting the appropriate option.



The search function is automatically set to search by code. To search instead by text or by either text or code, click the search dropdown menu and select your search preference.

Add Allocation ✕

+ New Allocation ★ Favorite Allocations


(20460) Academic Administration - Academic Support ✕ ▾

Award * 4
NOAWRD ✕ ▾

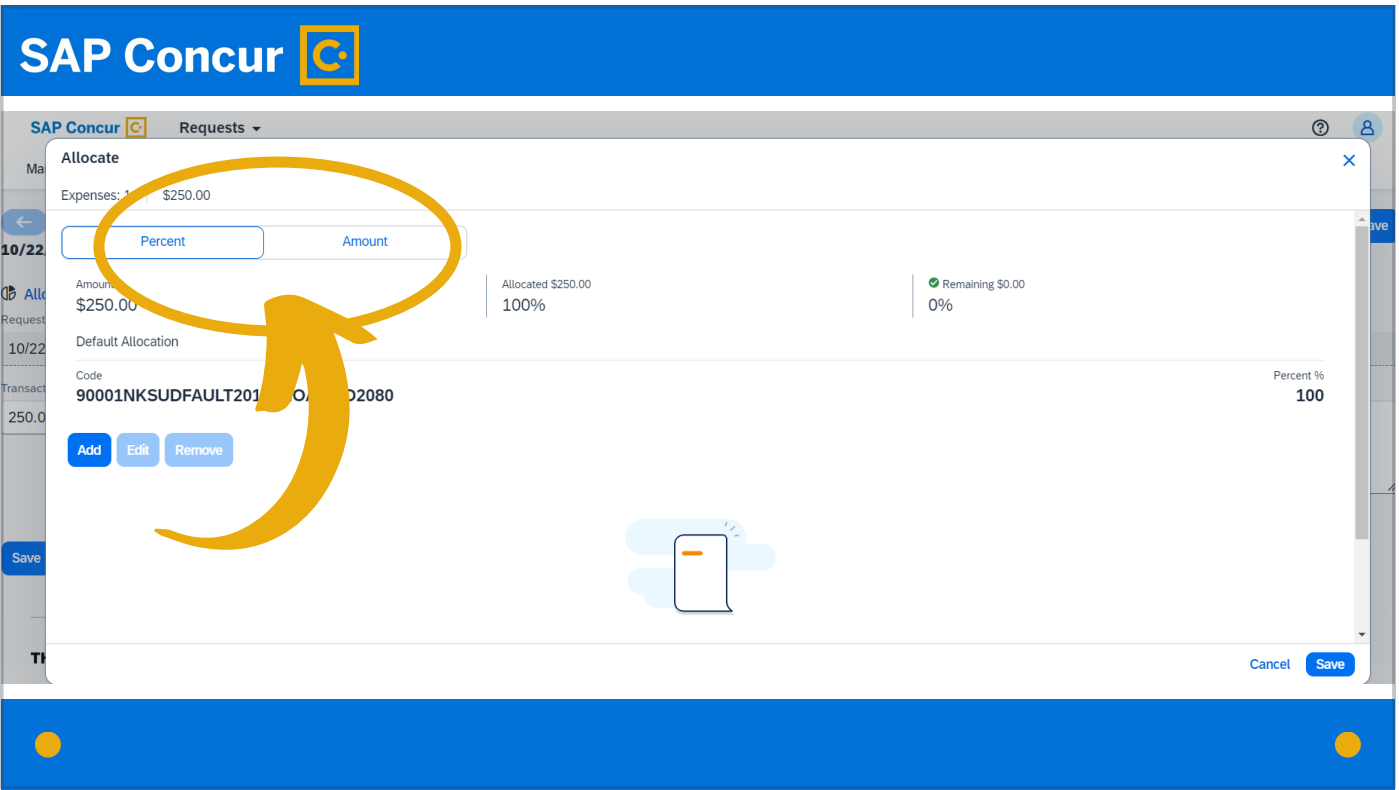
Fund Source * 5
(2000) GENERAL FEES FUND-MAIN CAMPUS ✕ ▾

Department Identifier

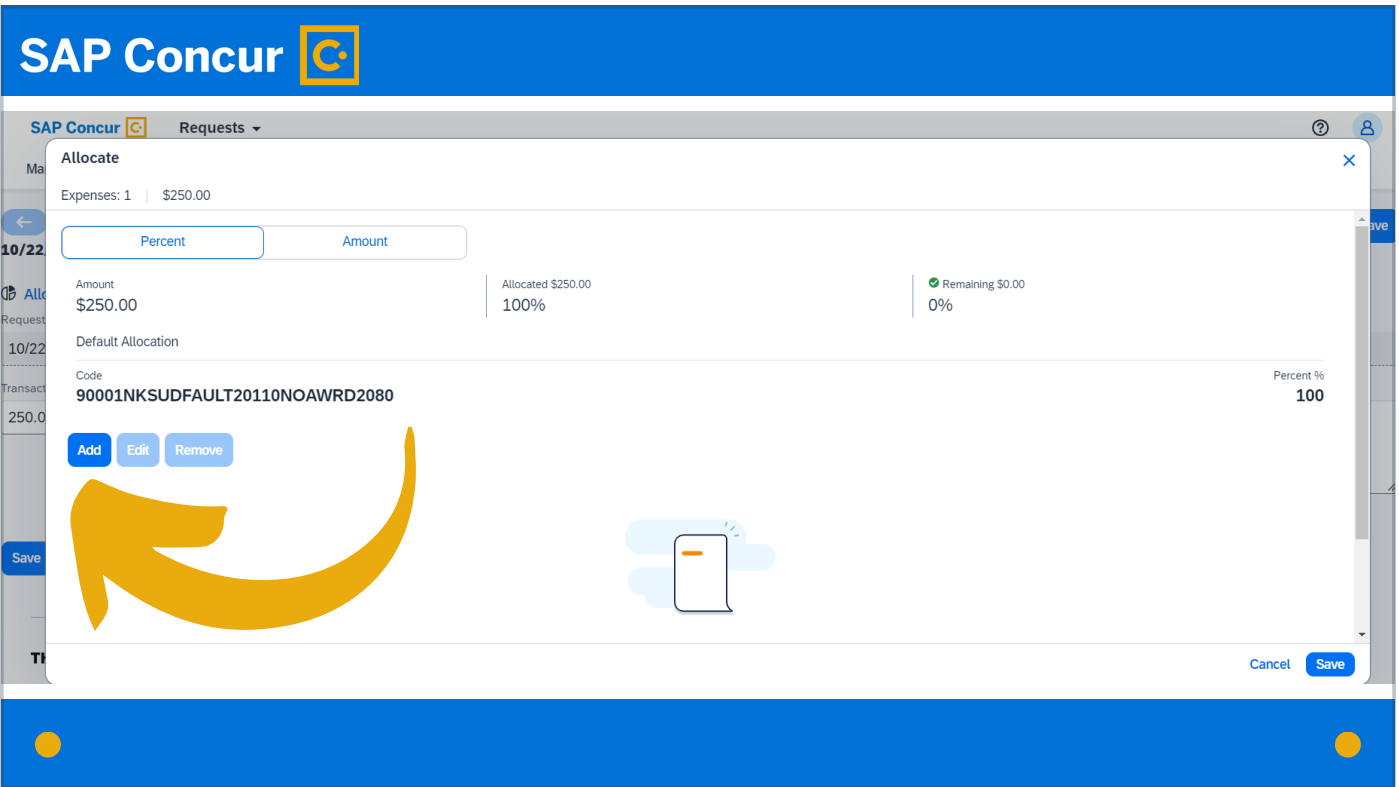
Cancel Save



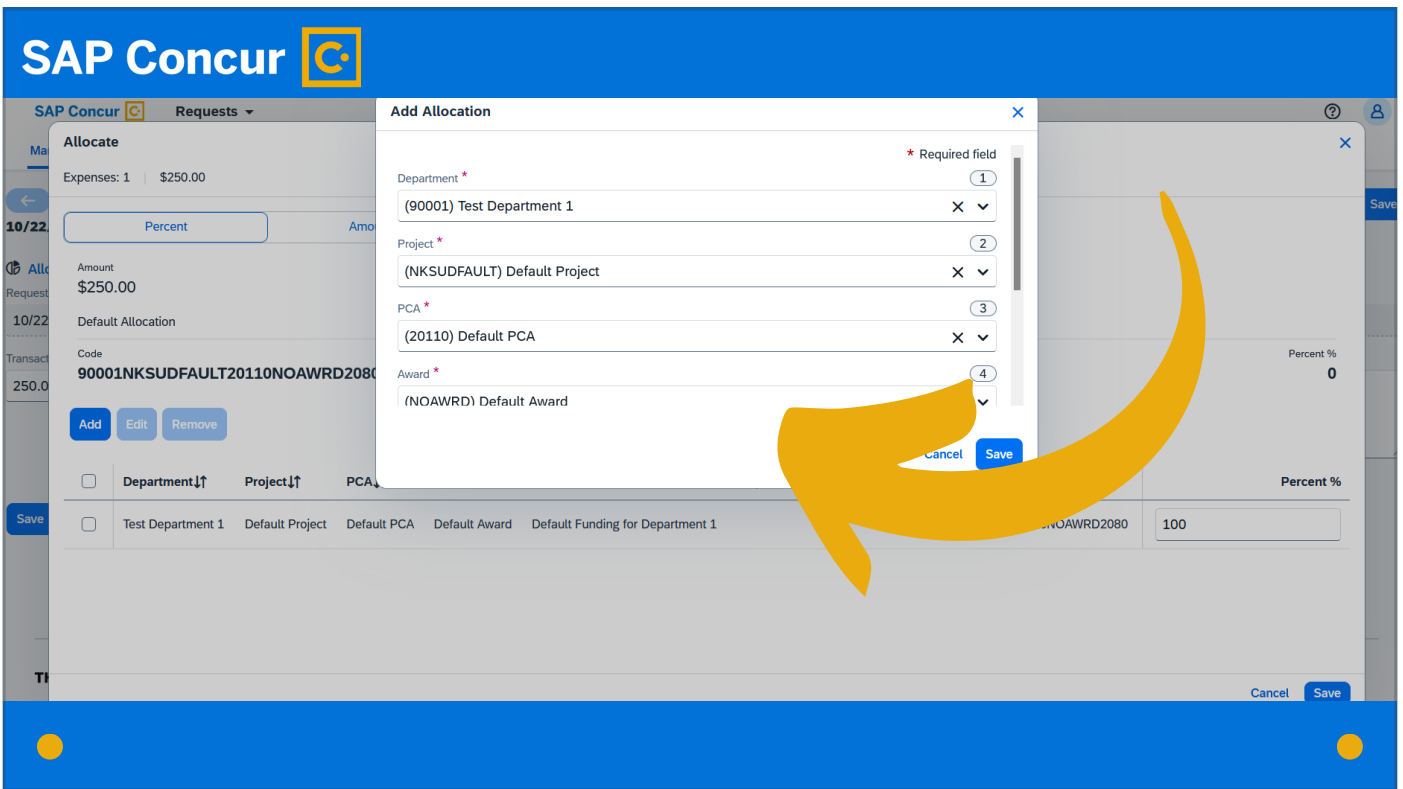
Once the fund string is complete, click the Save button at the bottom right of the screen.



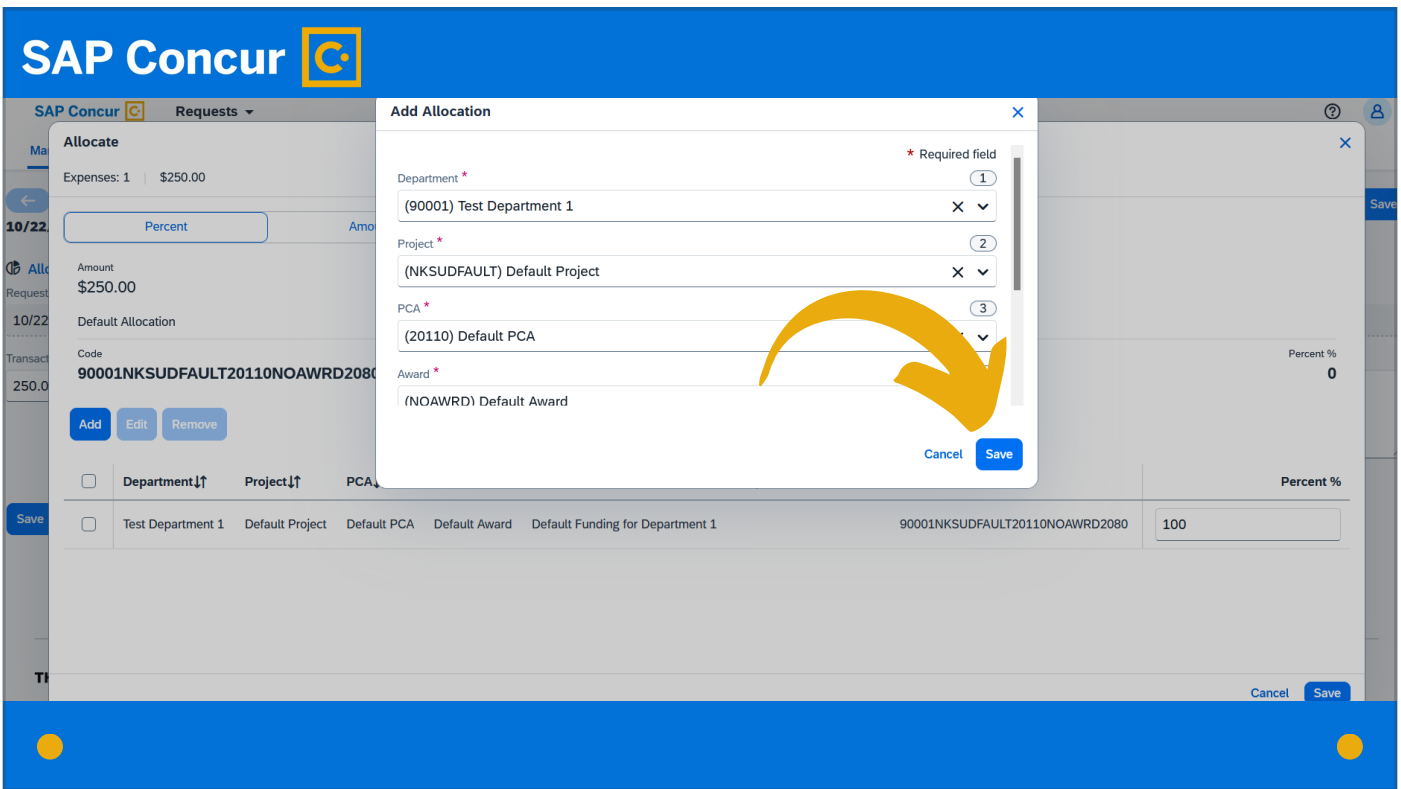
If the funding for an expense or expenses needs to be divided among multiple fund strings, you can choose to allocate by percent or amount.



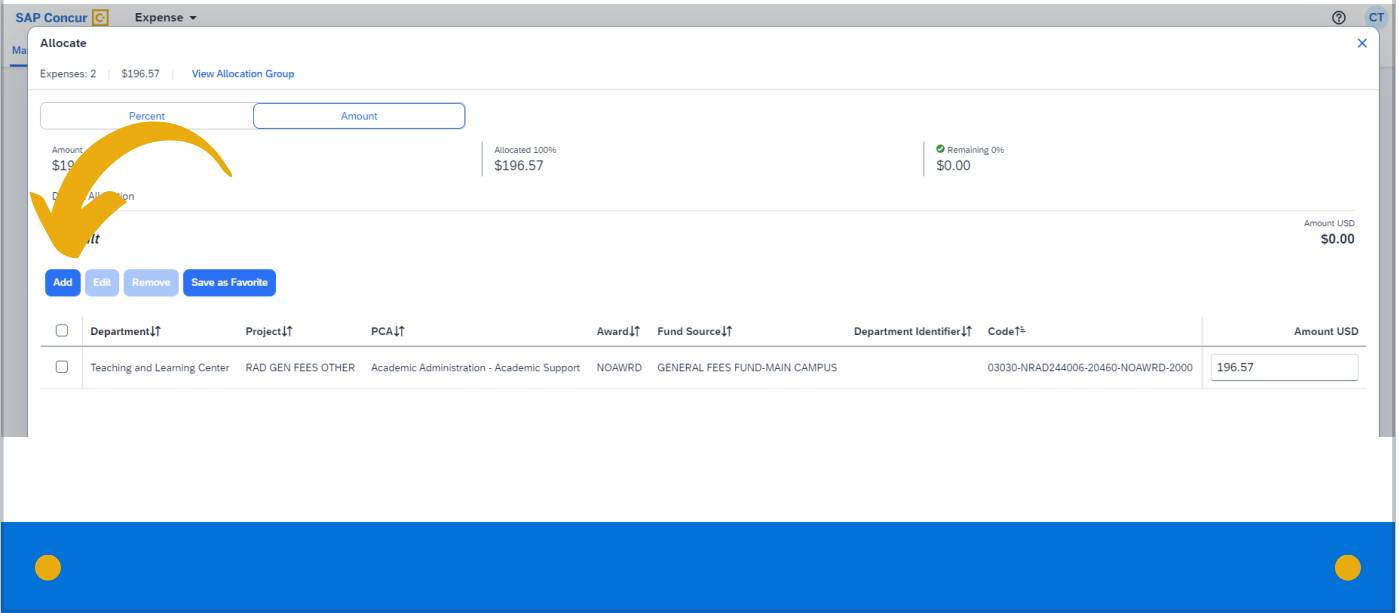
To add allocations, click on the Add button on the left side of the screen



and set the first allocation by selecting the appropriate funding string.



When all fields are complete, click the Save button at the bottom right of the Allocations window.



Allocate
Expenses: 2 | \$196.57 | [View Allocation Group](#)

Amount: \$196.57 | Allocated: 100% | Remaining: 0%
\$196.57 | \$196.57 | \$0.00

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

<input type="checkbox"/>	Department	Project	PCA	Award	Fund Source	Department Identifier	Code	Amount USD
<input type="checkbox"/>	Teaching and Learning Center	RAD GEN FEES OTHER	Academic Administration - Academic Support	NOAWRD	GENERAL FEES FUND-MAIN CAMPUS	03030-NRAD244006-20460-NOAWRD-2000		196.57

Click the Add button again to repeat the process to add the next funding string.

Allocate ✕

Expenses: 2 | \$196.57 | [View Allocation Group](#)

Amount
\$196.57

Default Allocation

Code
Default

[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)


Allocated \$196.57
100%

Remaining \$0.00
0%

	Department	Project	PCA	Award	Fund Source	Department Identifier	Code	Percent %
<input type="checkbox"/>	Teaching and Learning Center	RAD GEN FEES OTHER	Academic Administration - Academic Support	NOAWRD	GENERAL FEES FUND-MAIN CAMPUS	03030-NRAD244006-20460-NOAWRD-2000		0
<input type="checkbox"/>	Data, Assess & Inst Research	RPV OPERATING EXPENSES	Executive Management - Institutional Support	NOAWRD	GENERAL FEES FUND-MAIN CAMPUS	03050-NRPVOPERAT-01610-NOAWRD-2000		50
<input type="checkbox"/>								50

[Cancel](#) [Save](#)

You will now see that the funding has been divided between the different funding sources. You can adjust the percentages as needed in the percent fields at the right of the screen.

SAP Concur 

Allocate ✕

Expenses: 2 | \$196.57 | [View Allocation Group](#)

Amount: \$196.57 | Allocated 100%: \$196.57 | Remaining 0%: \$0.00

Default Allocation

Code: **Default** Amount USD: \$0.00

<input type="checkbox"/>	Department↓↑	Project↓↑	PCA↓↑	Award↓↑	Fund Source↓↑	Department Identifier↓↑	Code↓↑	Amount USD
<input type="checkbox"/>	Teaching and Learning Center	RAD GEN FEES OTHER	Academic Administration - Academic Support	NOAWR D	GENERAL FEES FUND-MAIN CAMPUS		03030-NRAD244006-20460-NOAWRD-2000	98.28
<input type="checkbox"/>	Data, Assess & Inst Research	RPV OPERATING EXPENSES	Executive Management - Institutional Support	NOAWR D	GENERAL FEES FUND-MAIN CAMPUS		03050-NRPVOPERAT-01610-NOAWRD-2000	98.29

Cancel

Or, if you are allocating by amount, click the Amount button at the top of the Allocations window

Allocate X

Expenses: 2 | \$196.57 | [View Allocation Group](#)

Percent Amount

Amount: \$196.57 | Allocated 100%: \$196.57 | Remaining: \$0.00

Default Allocation

Code: **Default** Amount USD: \$0.00

<input type="checkbox"/>	Department	Project	PCA	Award	Fund Source	Department Identifier	Code	Amount USD
<input type="checkbox"/>	Teaching and Learning Center	RAD GEN FEES OTHER	Academic Administration - Academic Support	NOAWR D	GENERAL FEES FUND-MAIN CAMPUS	03030-NRAD244006-20460-NOAWRD-2000		98.28
<input type="checkbox"/>	Data, Assess & Inst Research	RPV OPERATING EXPENSES	Executive Management - Institutional Support	NOAWR D	GENERAL FEES FUND-MAIN CAMPUS	03050-NRPVOPERAT-01610-NOAWRD-2000		98.29

and then adjust the dollar amounts.

Allocate

Expenses: 1 | \$15.00 | [View Allocation Group](#)



Percent

Amount \$15.00 | Allocated 100% \$15.00

Default Allocation

Code
90001-NKSUDFAULT-20110-NOAWRD-2080

- [Add](#)
- [Edit](#)
- [Remove](#)
- [Save as Favorite](#)

<input type="checkbox"/>	Department↓↑	Project↓↑	PCA↓↑
<input checked="" type="checkbox"/>	Teaching and Learning Center	RAD GEN FEES OTHER	Academic Administration - Academic Support
<input type="checkbox"/>	Data, Assess & Inst Research	RPV OPERATING EXPENSES	Executive Management - Institutional Support

Training Tip! If any funding string is one you will use often, you can save it as a favorite by checking the box for that funding string and then clicking “Save as Favorite.”

Allocate X

Expenses: 2 | \$196.57 | [View Allocation Group](#)

Amount
\$196.57

Allocated 100%
\$196.57

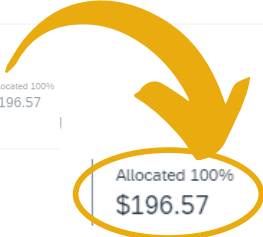
Remaining 0%
\$0.00

Default Allocation
Code
Default

[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)Amount USD
\$0.00

<input type="checkbox"/>	Department	Project	PCA	Award	Fund Source	Department Identifier	Code	Amount USD
<input type="checkbox"/>	Teaching and Learning Center	RAD GEN FEES OTHER	Academic Administration - Academic Support	NOAWR D	GENERAL FEES FUND-MAIN CAMPUS	03030-NRAD244006-20460-NOAWRD-2000		98.28
<input type="checkbox"/>	Data, Assess & Inst Research	RPV OPERATING EXPENSES	Executive Management - Institutional Support	NOAWR D	GENERAL FEES FUND-MAIN CAMPUS	03050-NRPVOPERAT-01610-NOAWRD-2000		98.29

[Cancel](#) [Save](#)



When all allocations have been added, totaling 100% of the full amount,

Allocate ✕

Expenses: 2 | \$196.57 | [View Allocation Group](#)

Percent Amount

Amount: \$196.57 | Allocated 100%: \$196.57 | Remaining 0%: \$0.00


Default Allocation

Code: **Default** Amount USD: \$0.00

[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)

<input type="checkbox"/>	Department↓↑	Project↓↑	PCA↓↑	Award↓↑	Fund Source↓↑	Department Identifier↓↑	Code↓↑	Amount USD
<input type="checkbox"/>	Teaching and Learning Center	RAD GEN FEES OTHER	Academic Administration - Academic Support	NOAWR D	GENERAL FEES FUND-MAIN CAMPUS	03030-NRAD244006-20460-NOAWRD-2000		<input type="text" value="98.28"/>
<input type="checkbox"/>	Data, Assess & Inst Research	RPV OPERATING EXPENSES	Executive Management - Institutional Support	NOAWR D	GENERAL FEES FUND-MAIN CAMPUS	03050-NRPVOPERAT-01610-NOAWRD-2000		<input type="text" value="98.29"/>

[Cancel](#) [Save](#)



click on the Save button at the bottom right of the screen.

Expense ▾

Advances

Home / Expense / Manage Expenses / Allocation 0129

Allocation 0129 \$196.57

[Delete Report](#) [Copy Report](#) [Submit Report](#)


Not Submitted | Report Number: DIFGP0

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾ [Travel Allowance](#) ▾

[View Available Receipts](#) 

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾

View: [Standard](#) ▾

<input checked="" type="checkbox"/>	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑	Date↓	Requester↑
<input checked="" type="checkbox"/>		Out of Pocket	Personal Car Mileage		01/29/2024	\$181.57 Allocated
<input checked="" type="checkbox"/>		Out of Pocket	Parking		01/29/2024	\$15.00 Allocated
						\$196.57




The expense now shows as allocated.

Allocation 0129 \$196.57

Not Submitted | [Report Number: DIFGP0](#)

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾ [Travel Allowance](#) ▾

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾

<input type="checkbox"/>	Receipt↑↓	Receipt Type↑↓	Expense Type↑↓
<input type="checkbox"/>		Out of Pocket	Personal Car Mileage
<input checked="" type="checkbox"/>		Out of Pocket	Parking

To edit an allocation, check the box or boxes of the expenses you wish to make changes to, and click Edit.