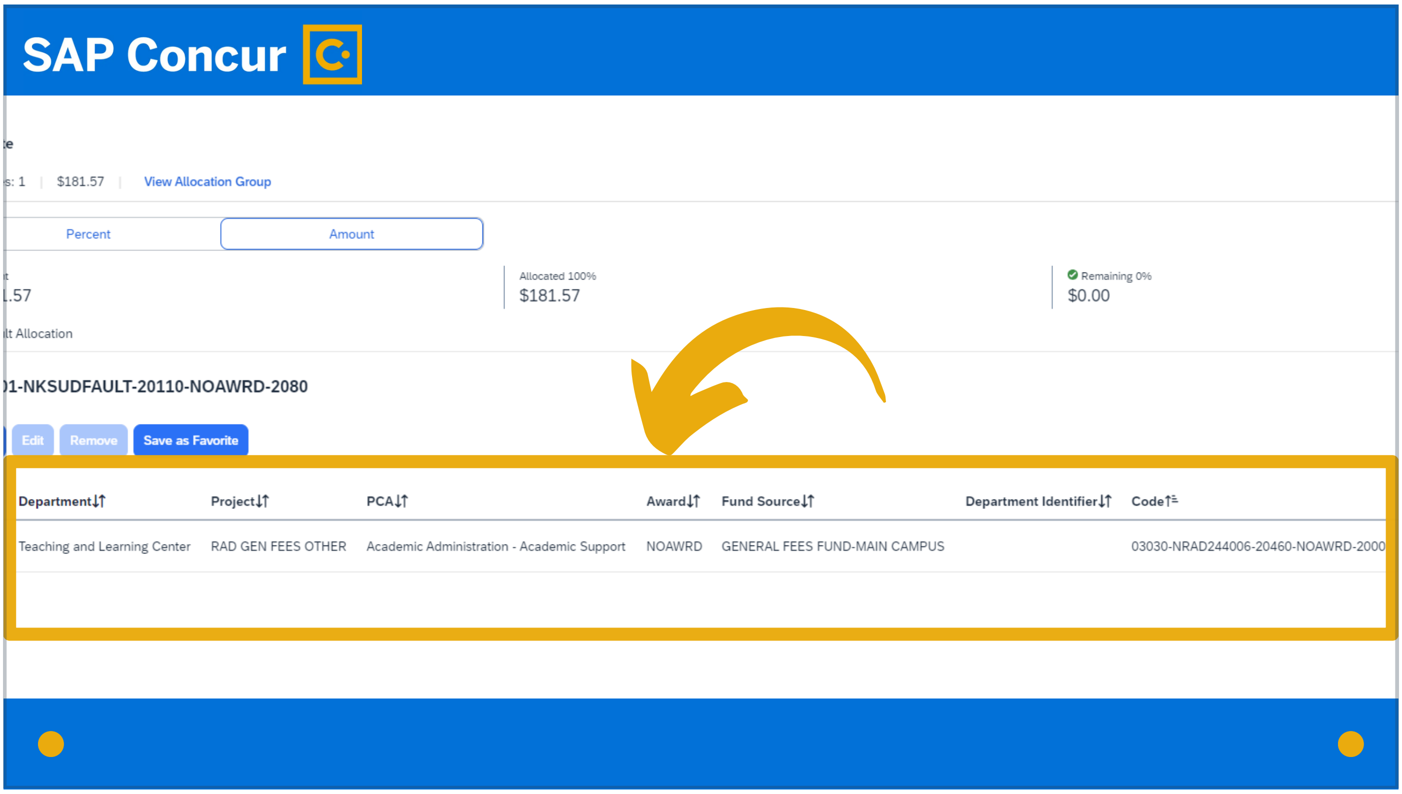
SAP Concur

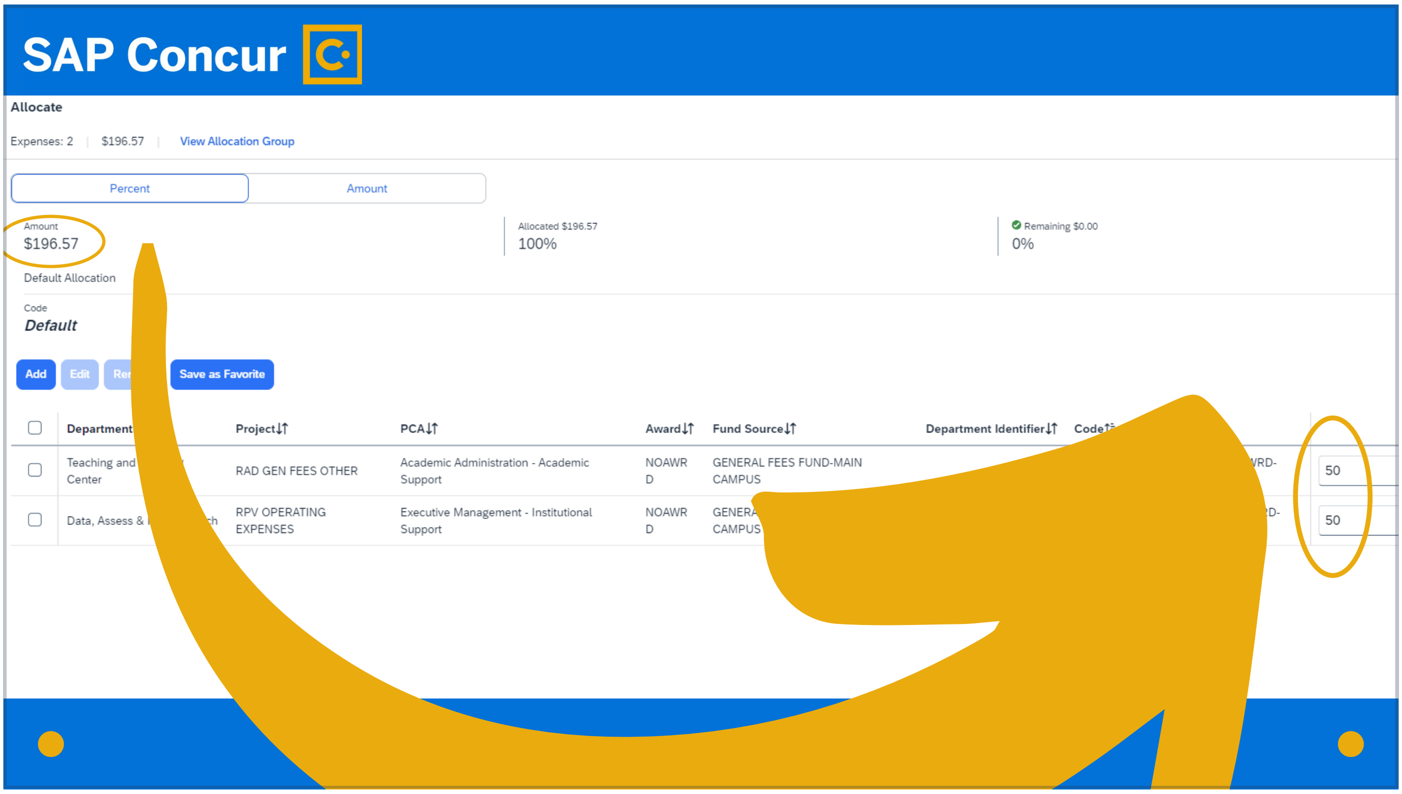
Concur Expense Management:

Expense Allocations

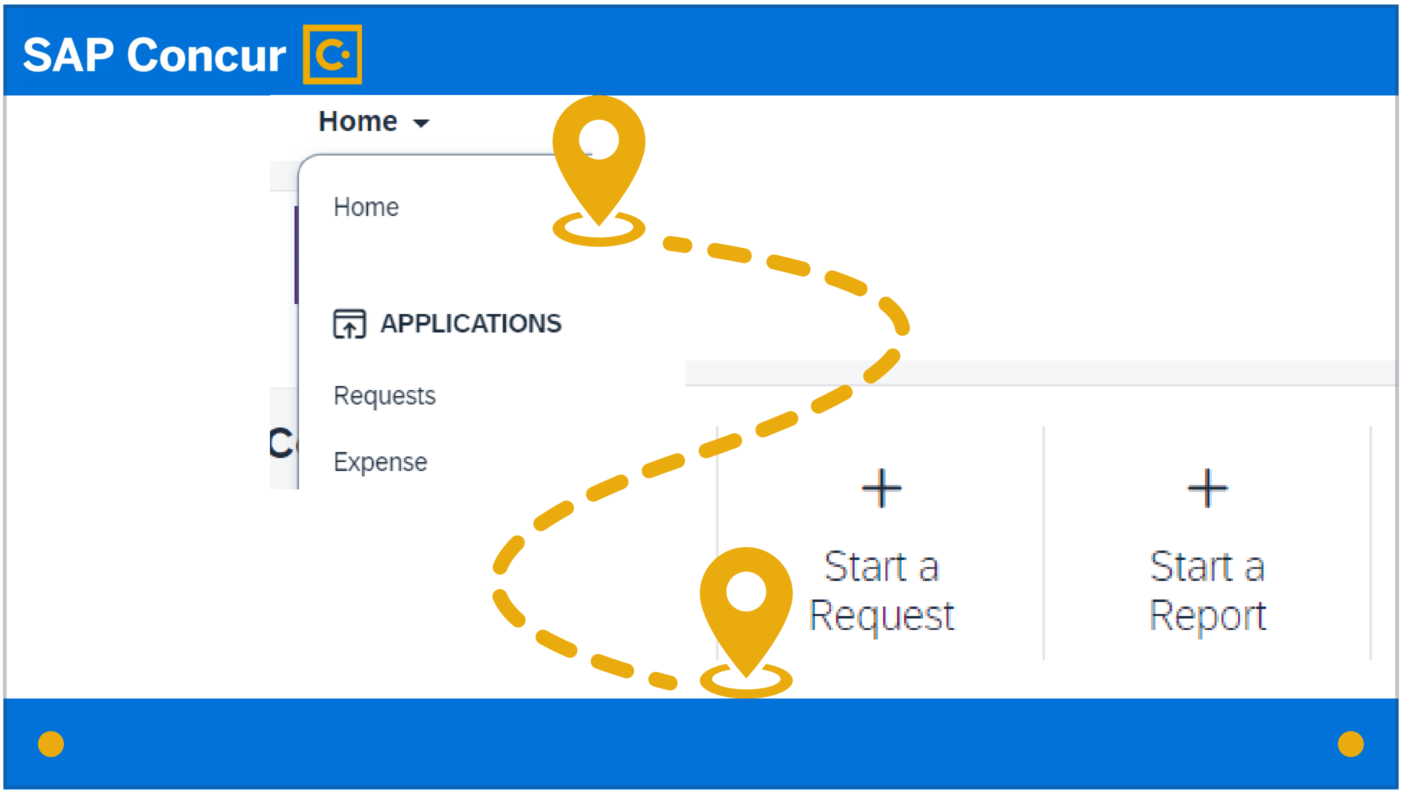
Welcome to our training on allocating expenses within a travel request or an expense report in Concur. This video is specific to allocating expenses. For full details on how to create a travel request or expense report, please refer to our training videos on those topics.



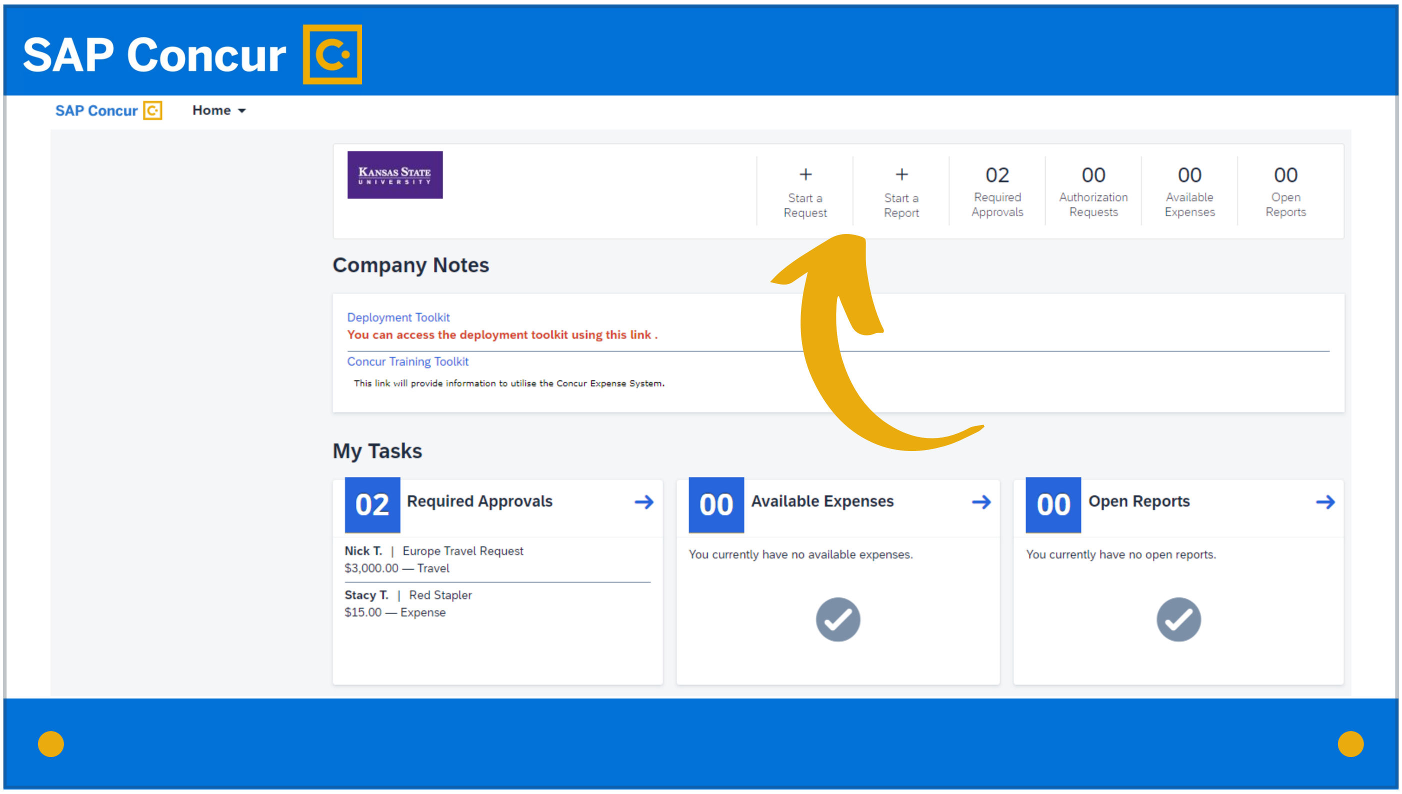
Allocating expenses allows you to assign a funding string to an expense or expenses—



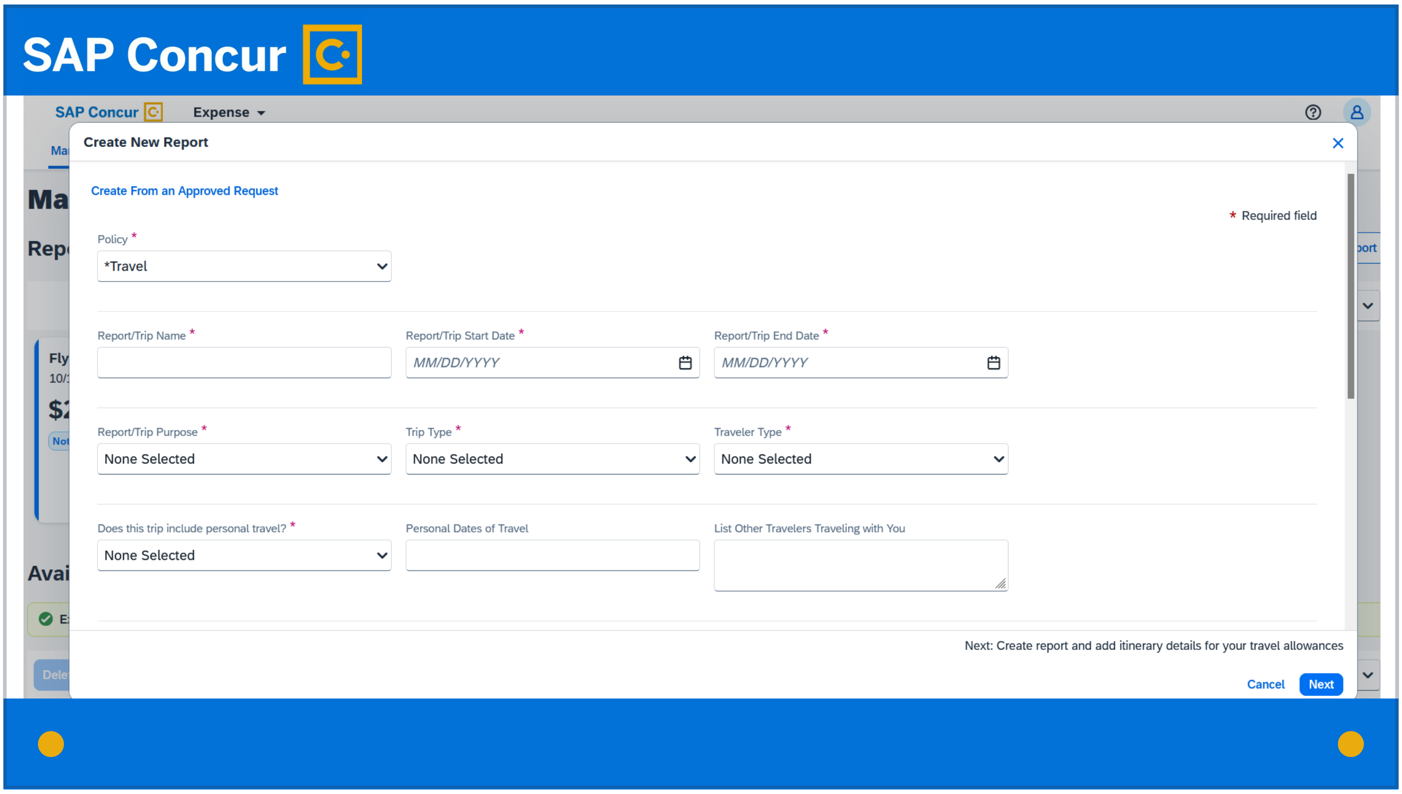
And, if applicable, to divide portions of the expense between or among multiple fund sources.



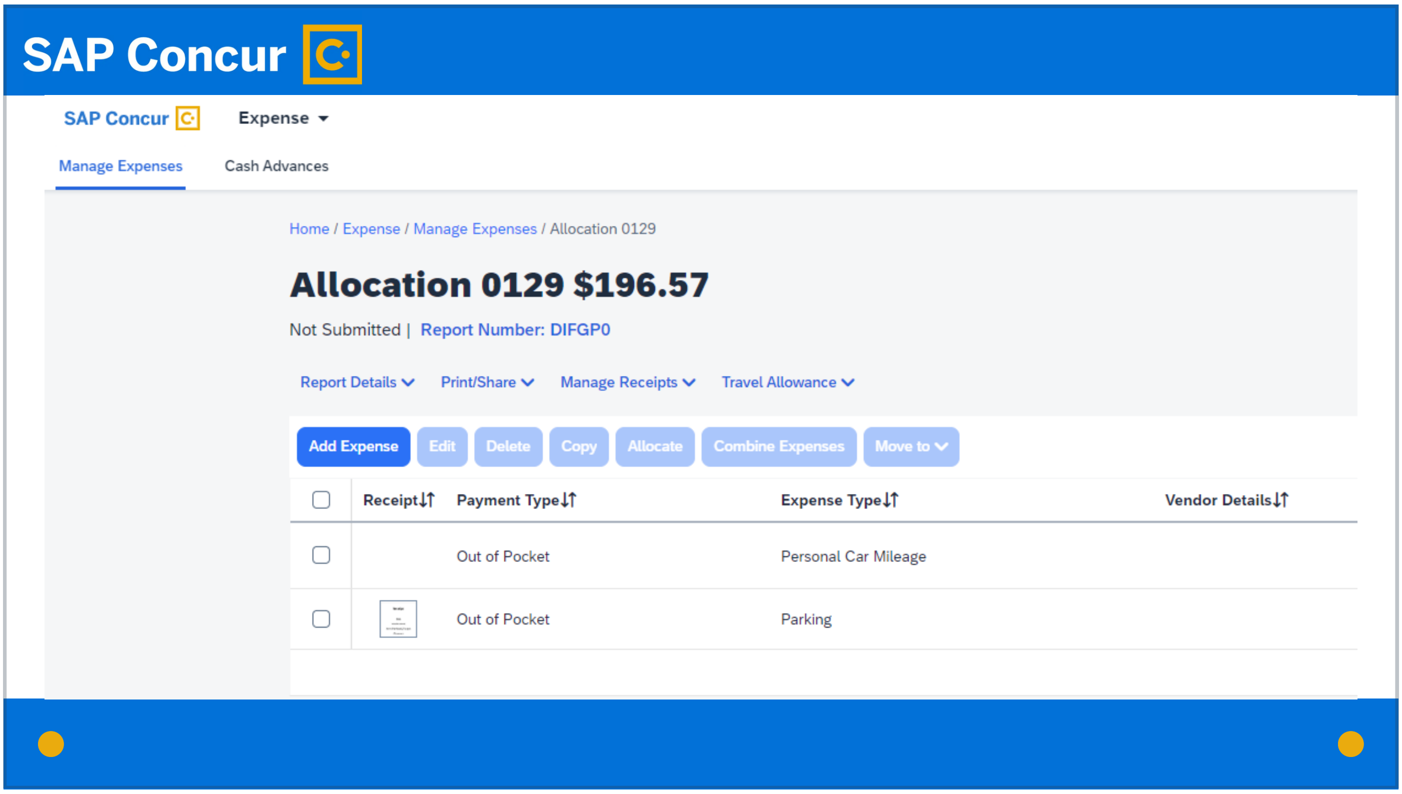
You will start the process of allocating expenses in one of two places.



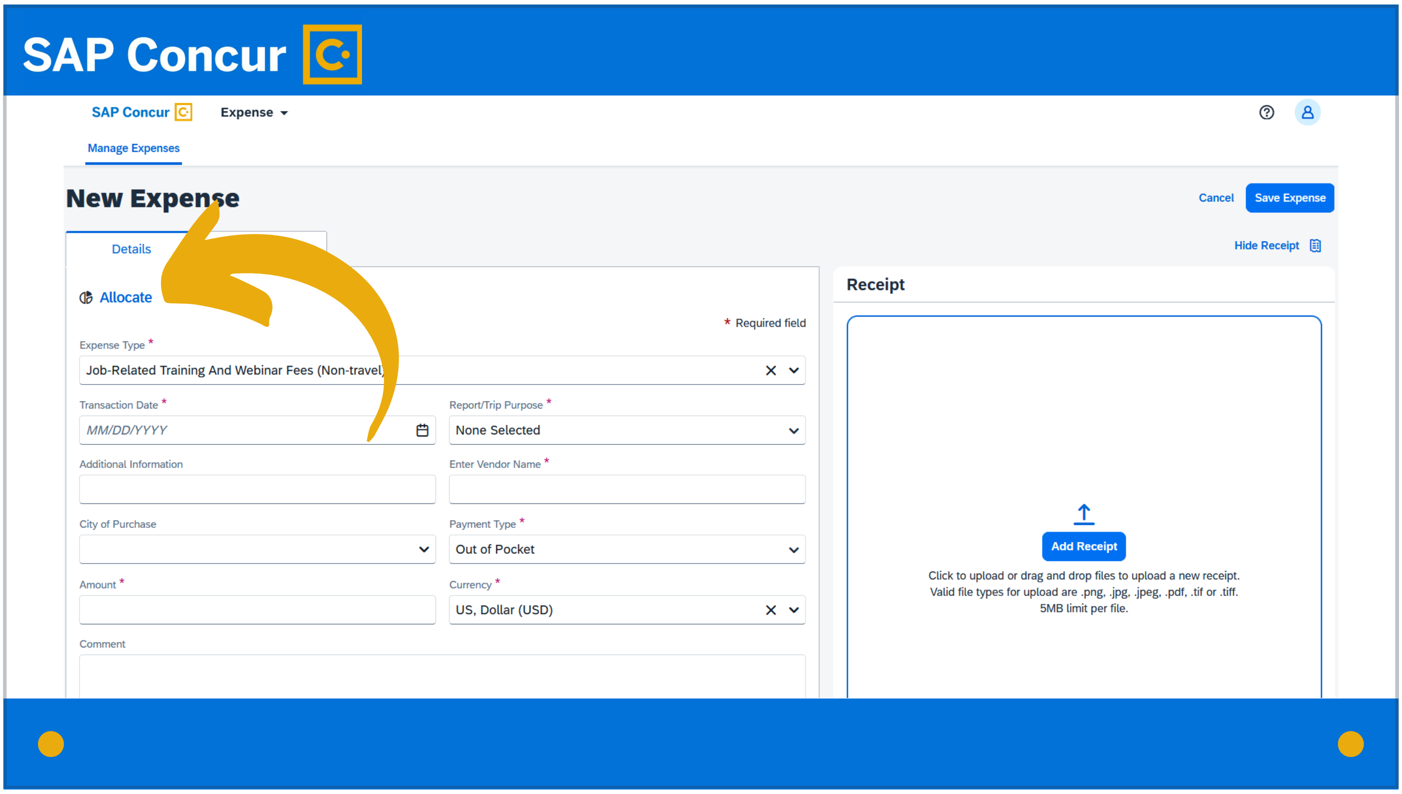
If you are creating a new travel request or a new expense report, on the Concur home screen, click on Start a Request or Start a Report.



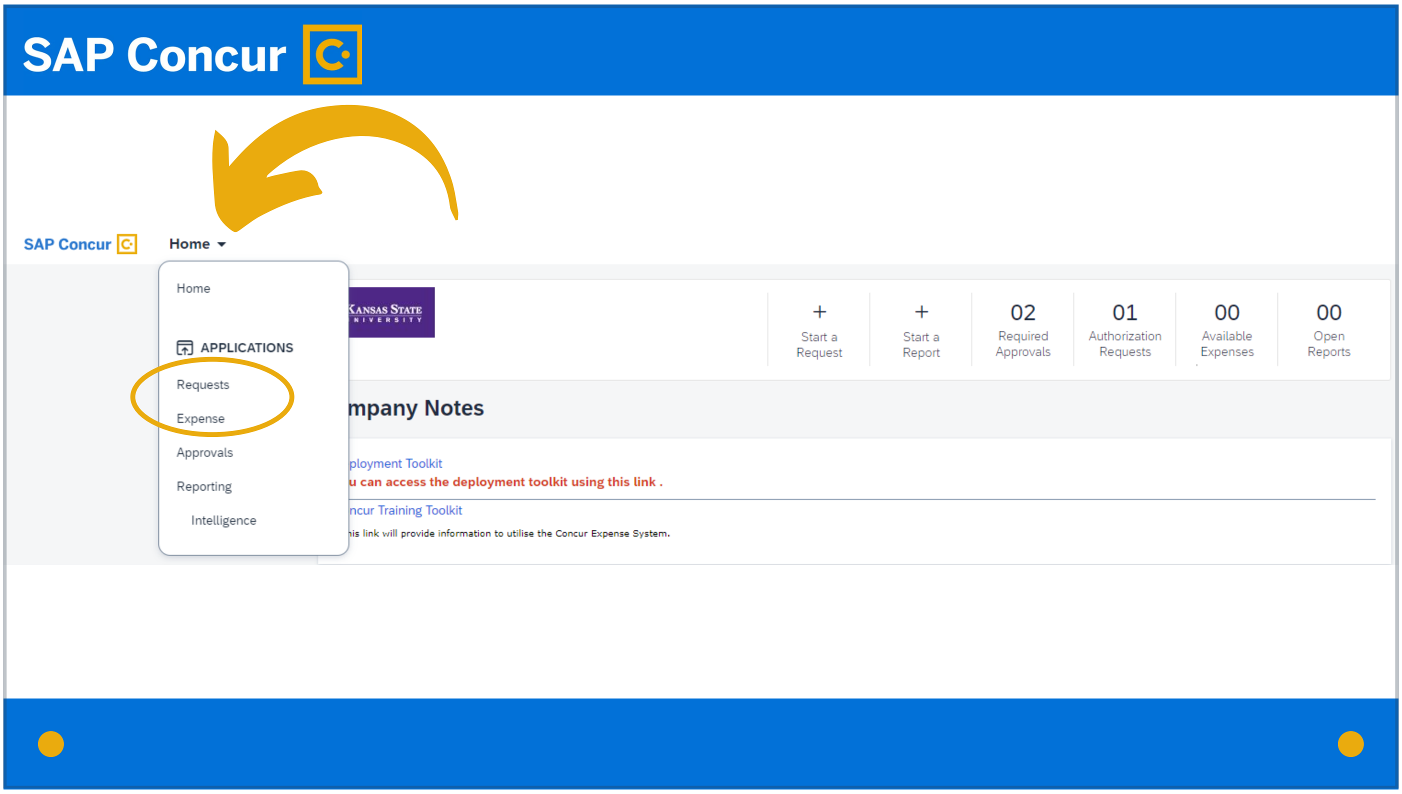
You will see the request or report header screen



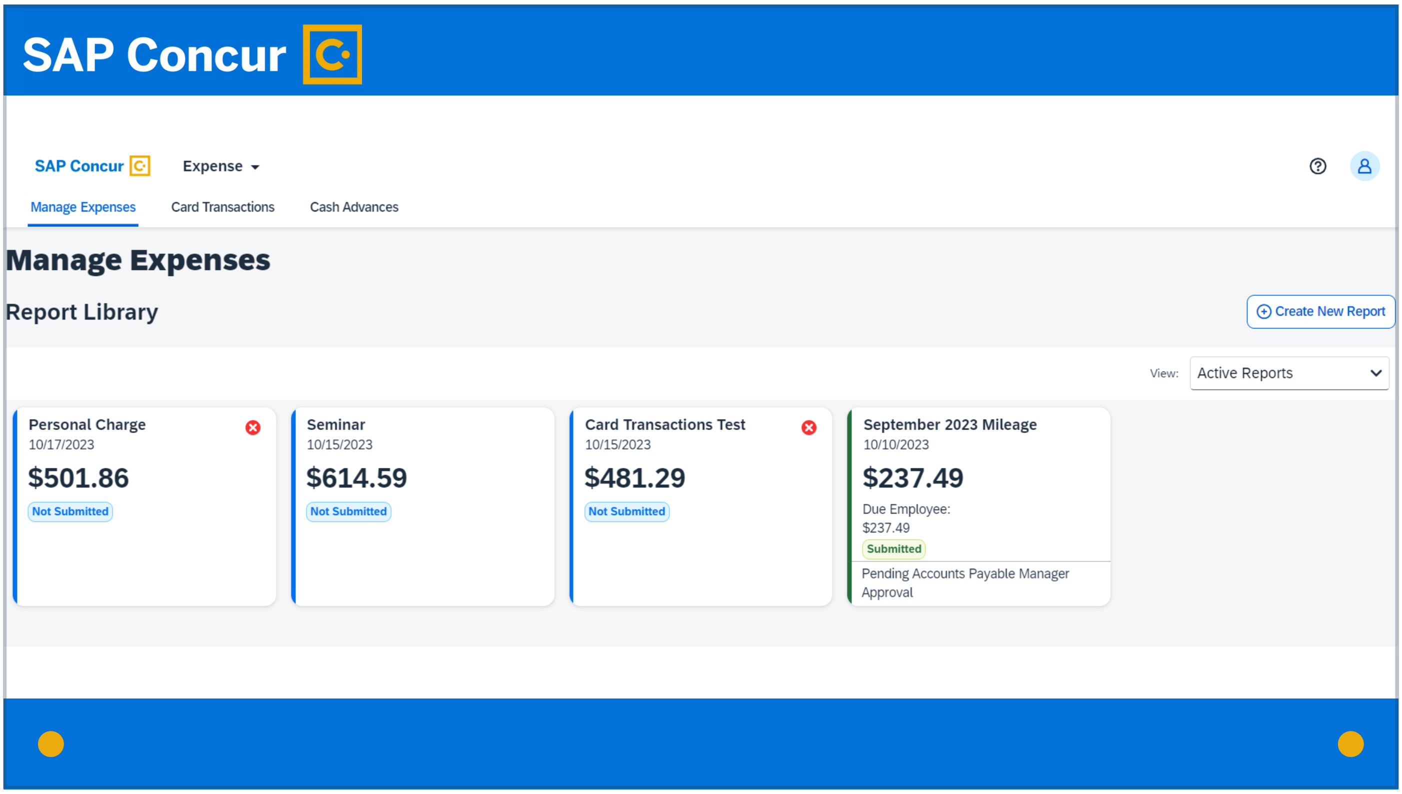
and then the screen that allows you to add expenses. For further instructions on how to complete the header fields and add expenses, please refer to the Travel Request and/or Expense Reports training videos.



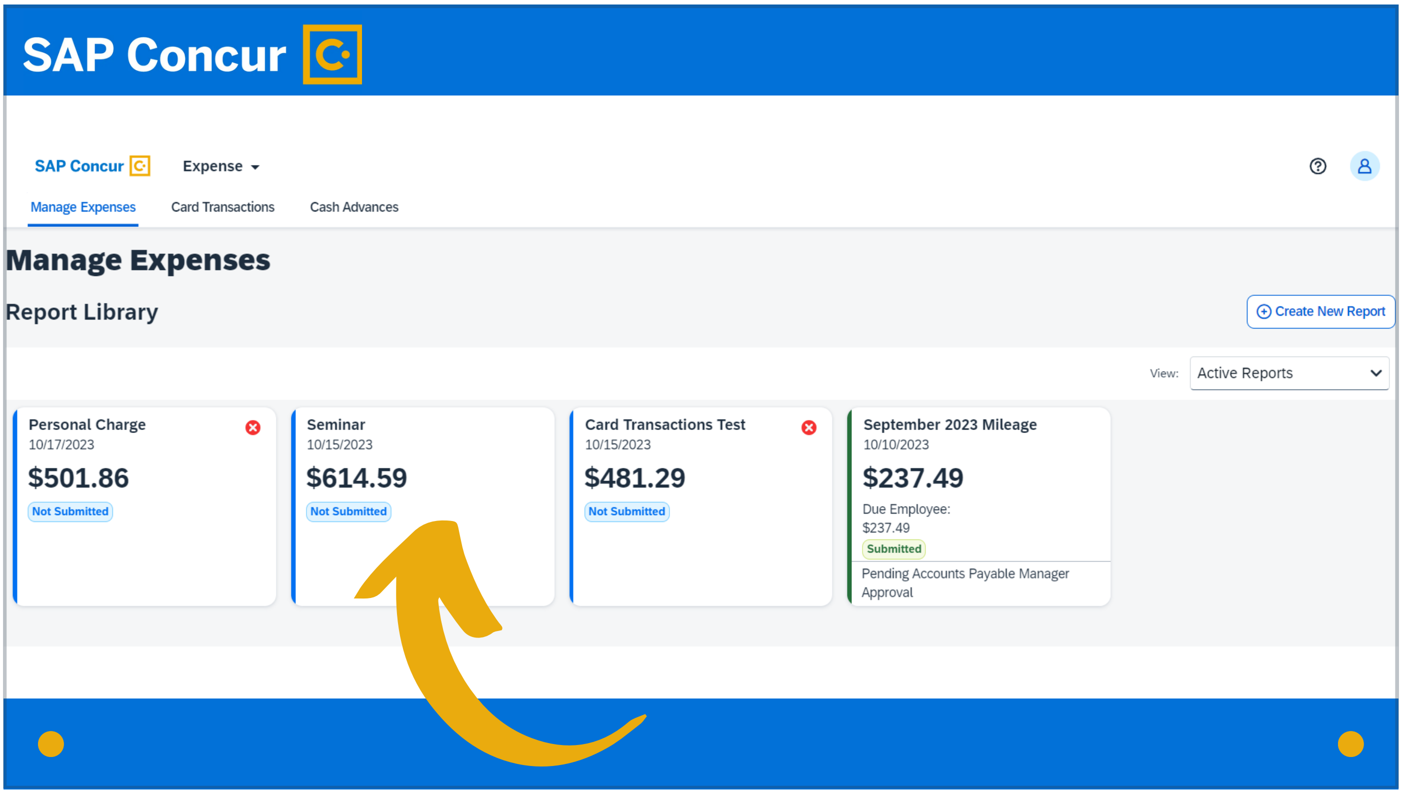
Once you add an expense to the request or report, the expense details screen for that expense will provide a link to allocate the expense. Click on this link.



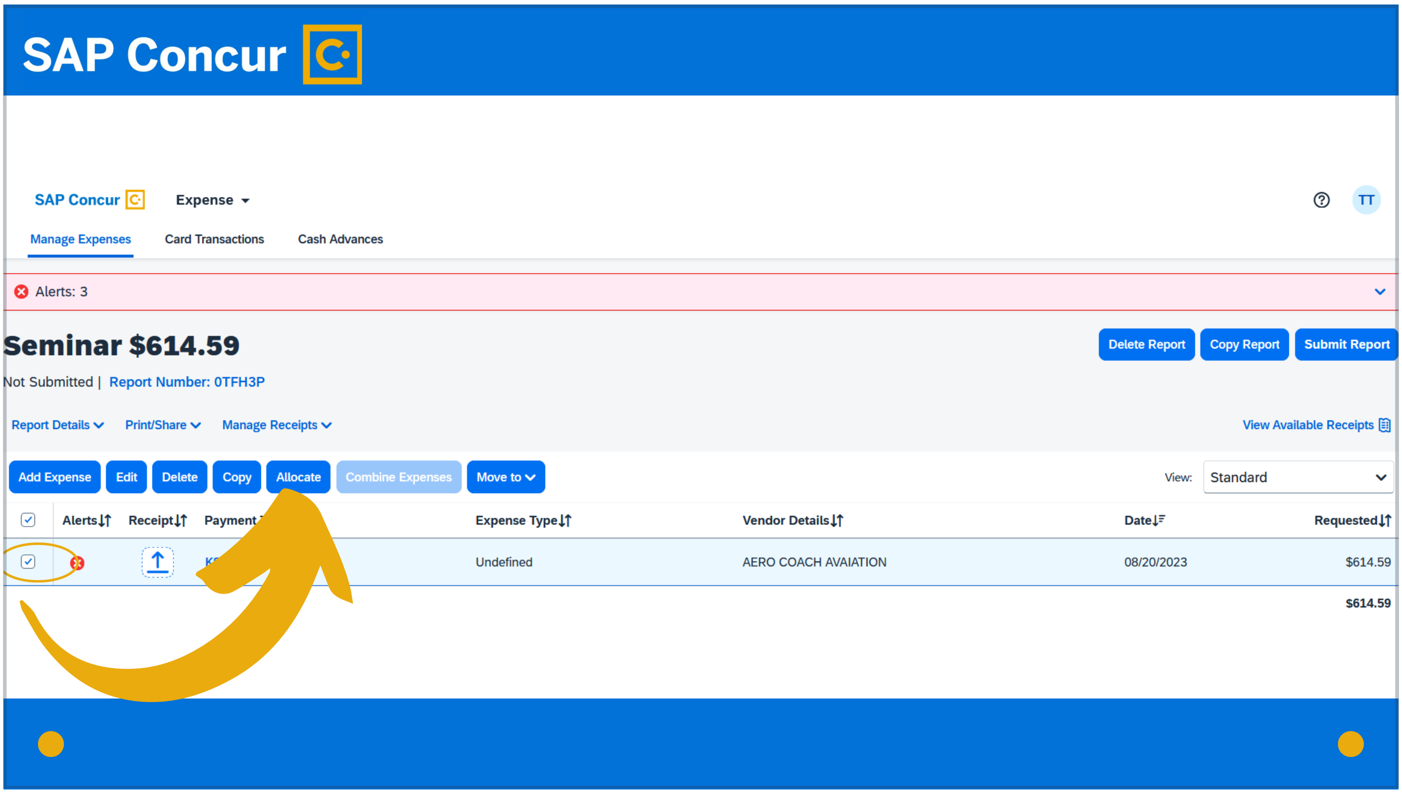
If you are allocating expenses within an existing, unsubmitted request or report, click on the dropdown menu next to the Home page identifier, and select either Requests or Expenses, respectively.



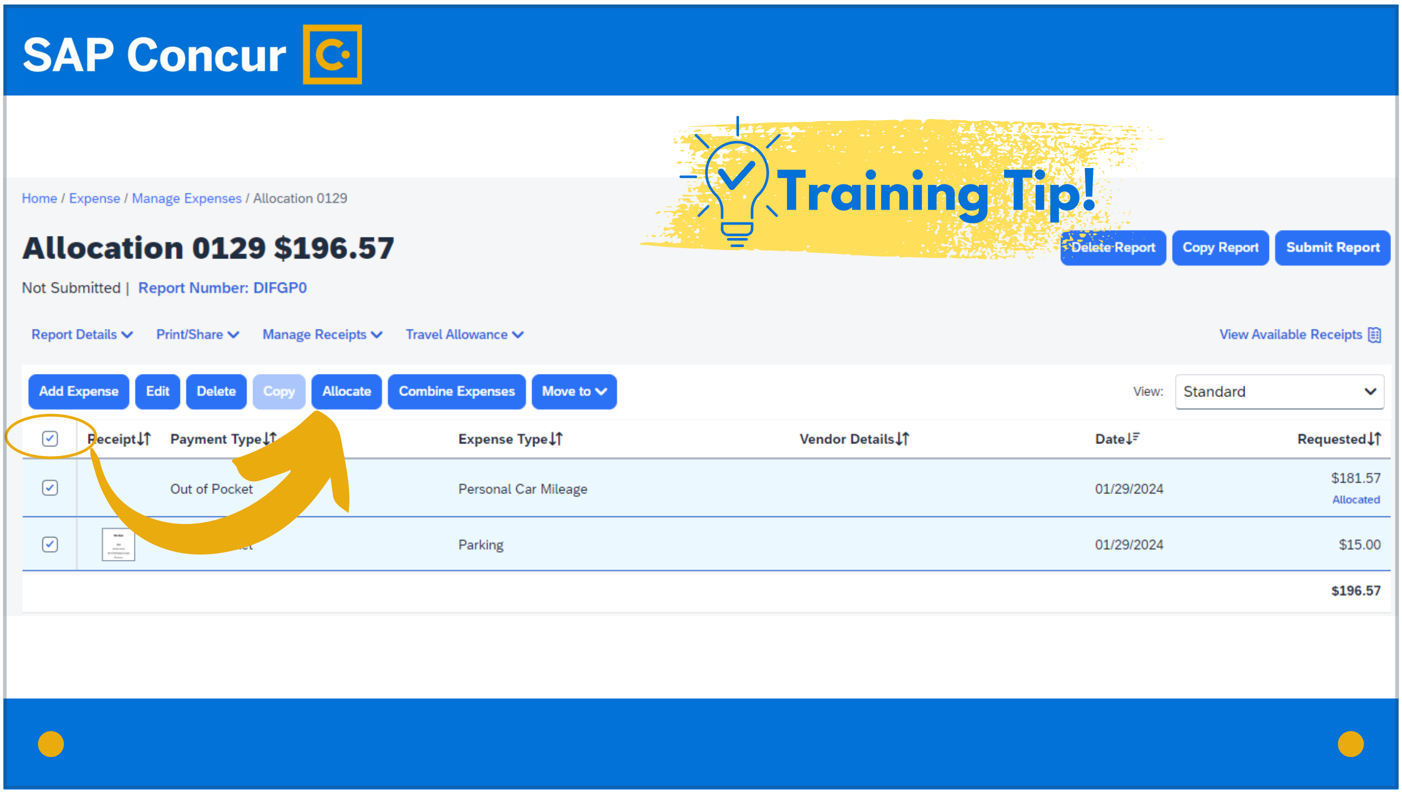
You will see the Manage Requests/Expenses screen.



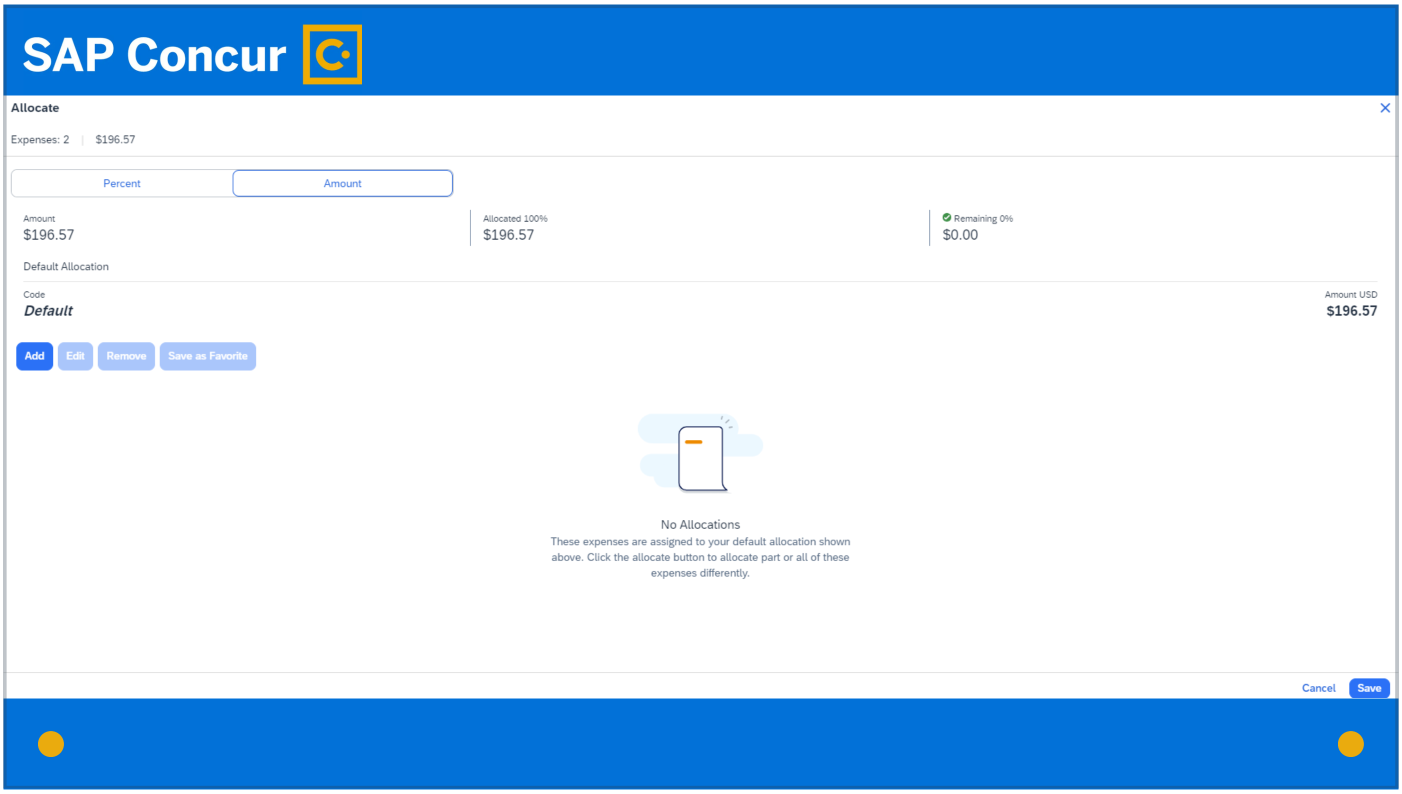
Locate the unsubmitted request or report and click on it.



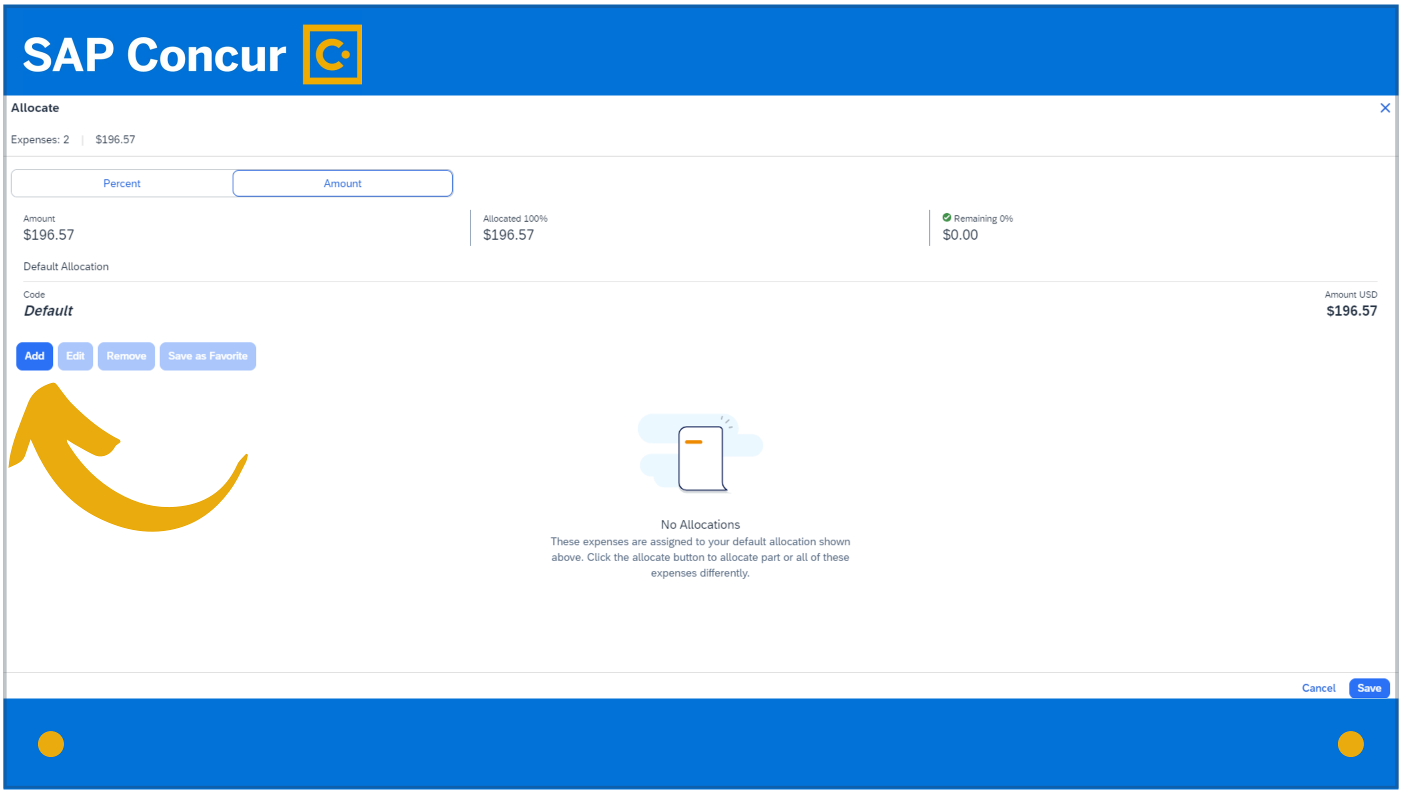
Check the box for the expense you wish to allocate, and click Allocate.



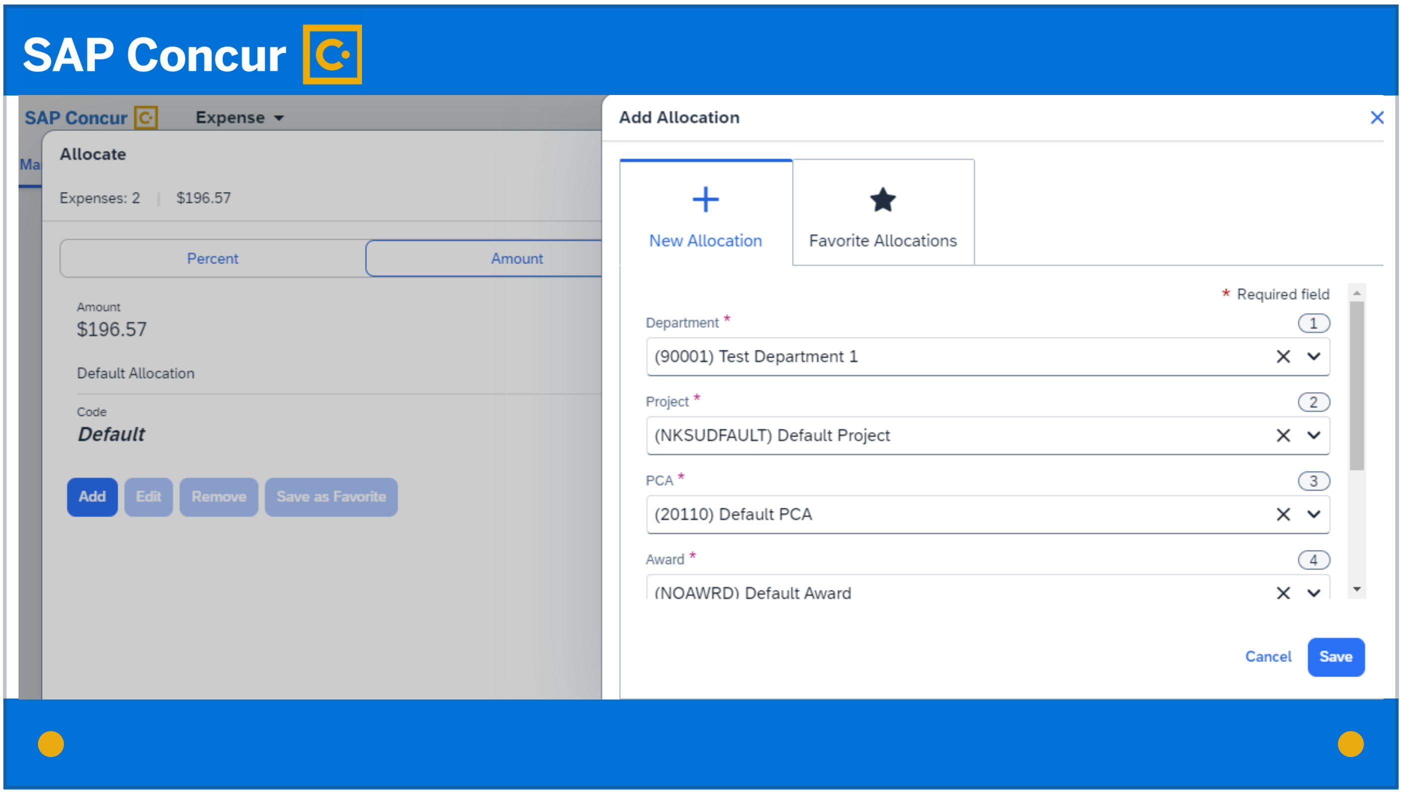
Training Tip! If there are multiple expenses on a request or report and all expenses are allocated under the same funding string, the allocation can be assigned to all expenses at once by checking the top checkbox on the Expenses screen and then clicking the Allocate button.



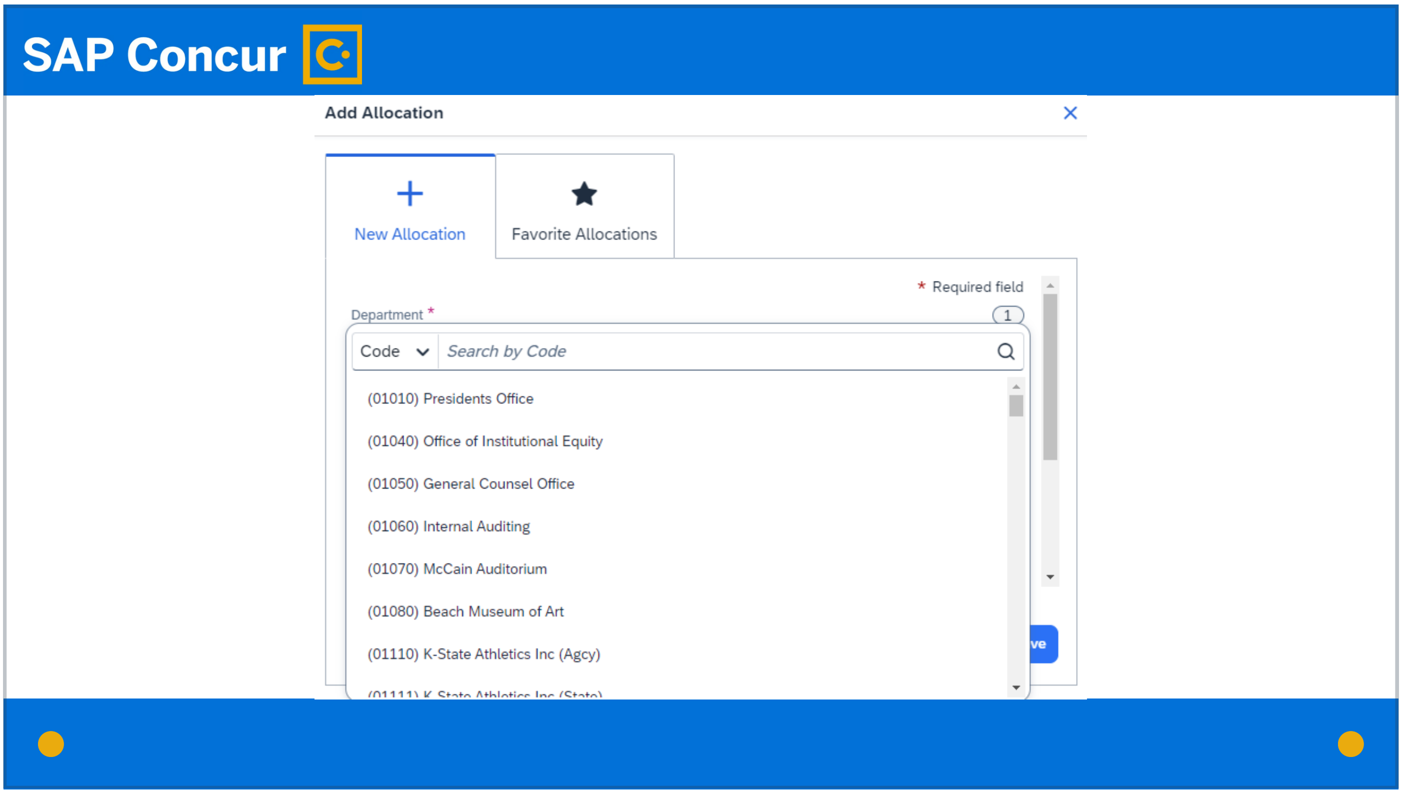
The Allocations window will populate.



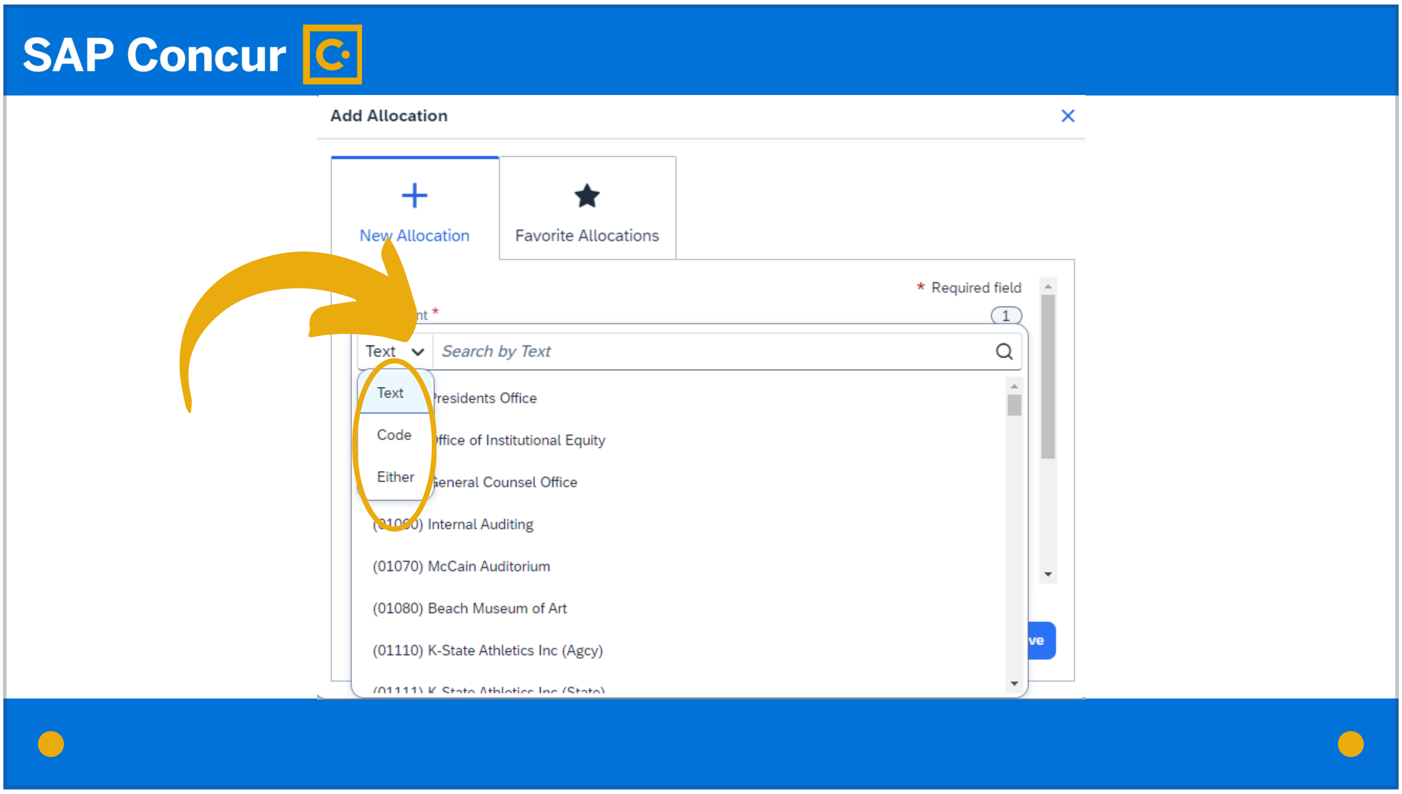
Click the Add button.



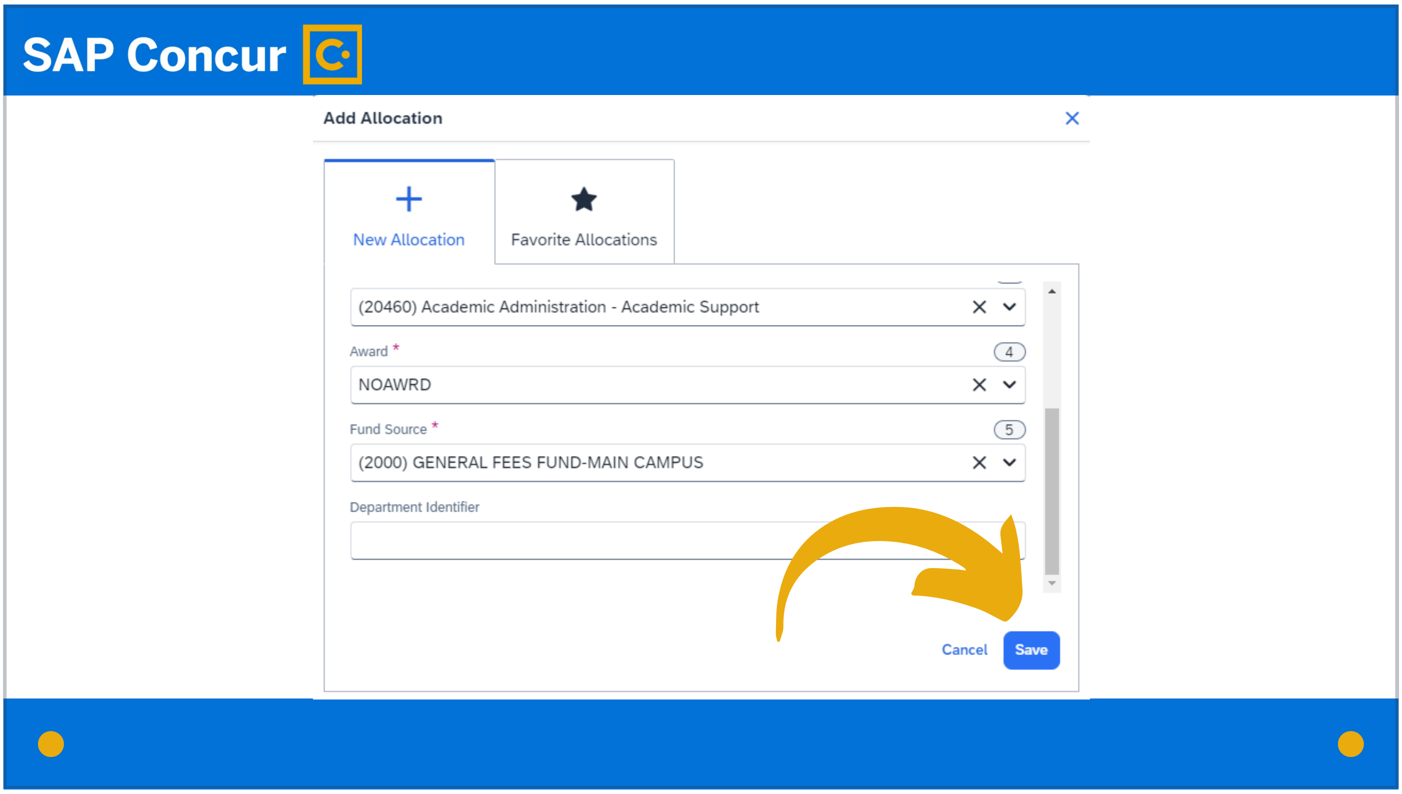
Fill in each of the 6 funding string fields with the applicable funding information



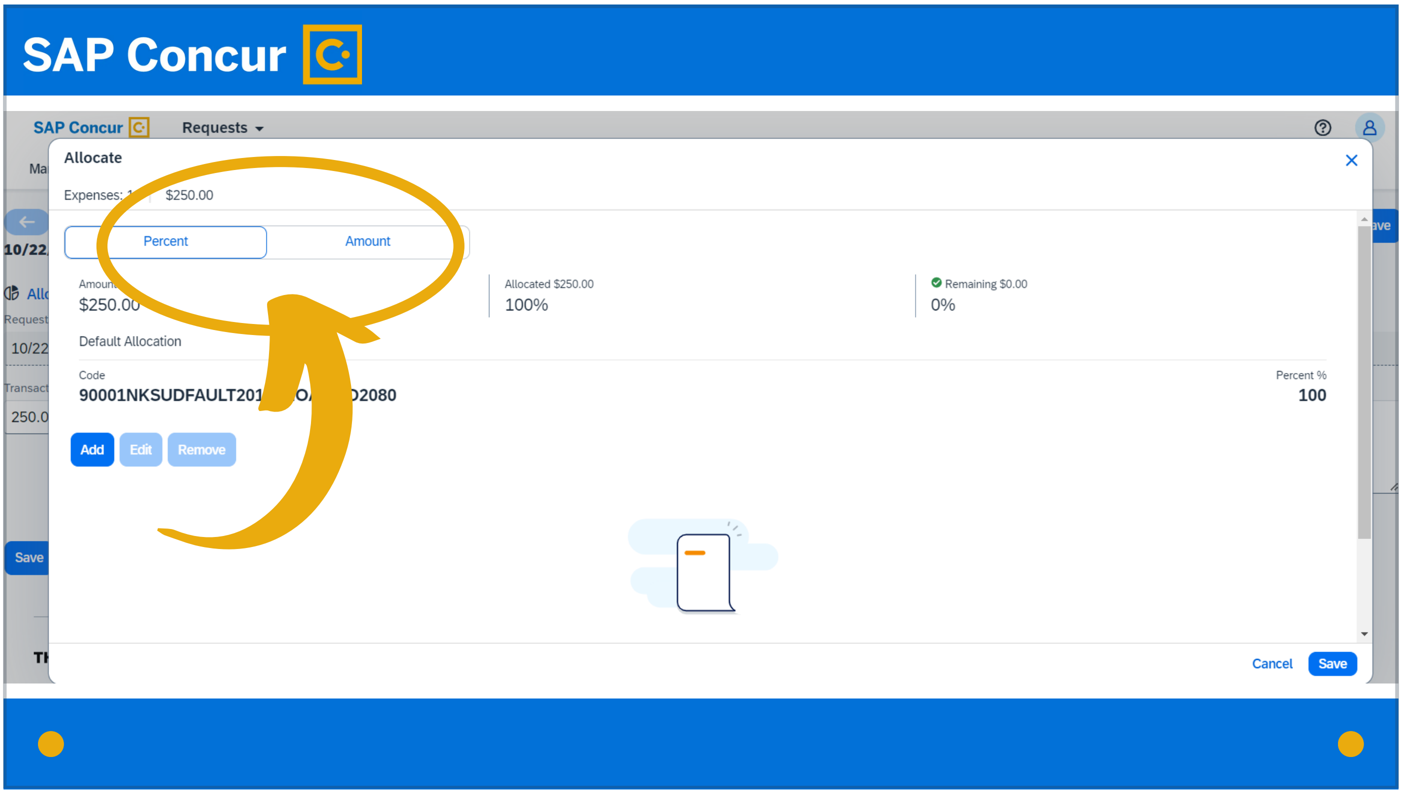
by clicking on the name of the funding string field and then searching for and selecting the appropriate option.



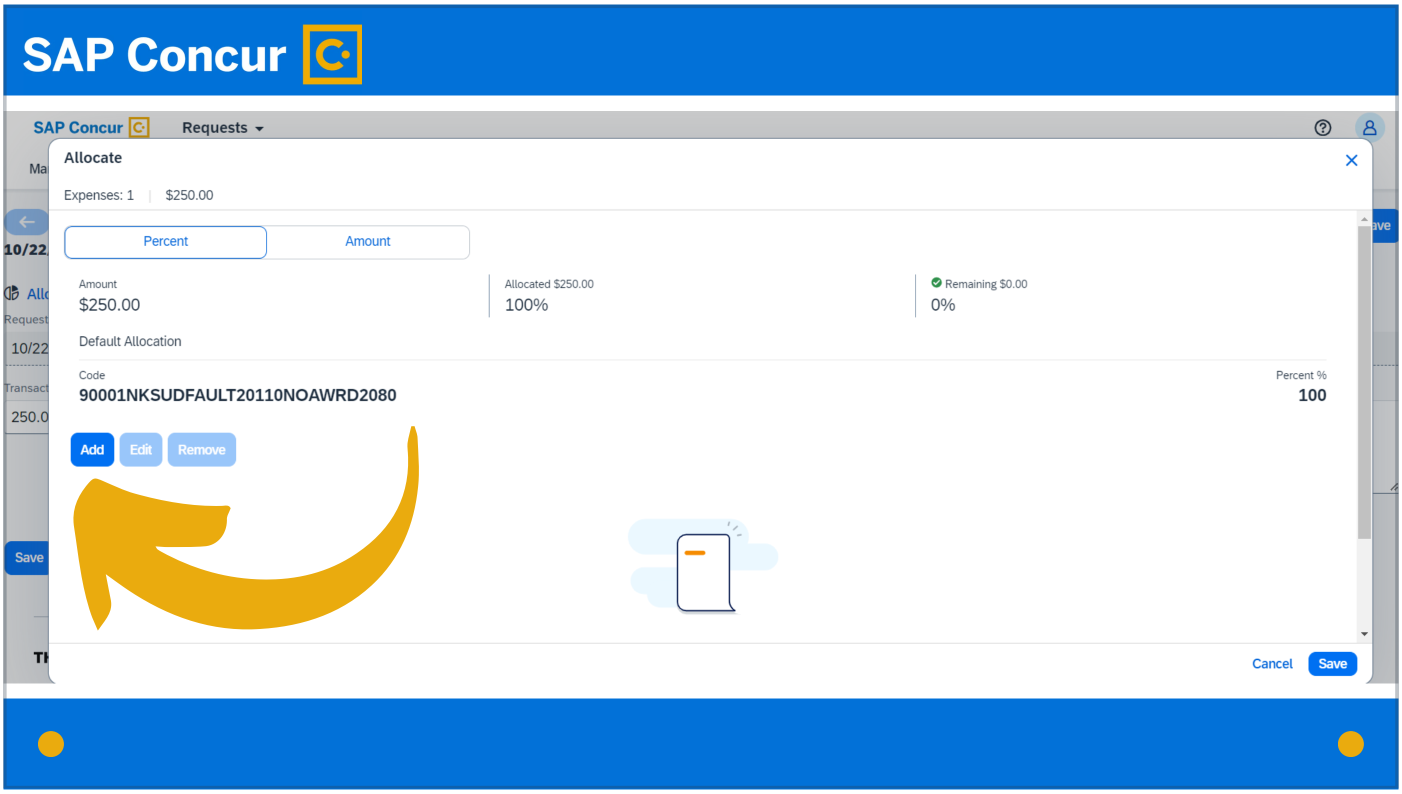
The search function is automatically set to search by code. To search instead by text or by either text or code, click the search dropdown menu and select your search preference.



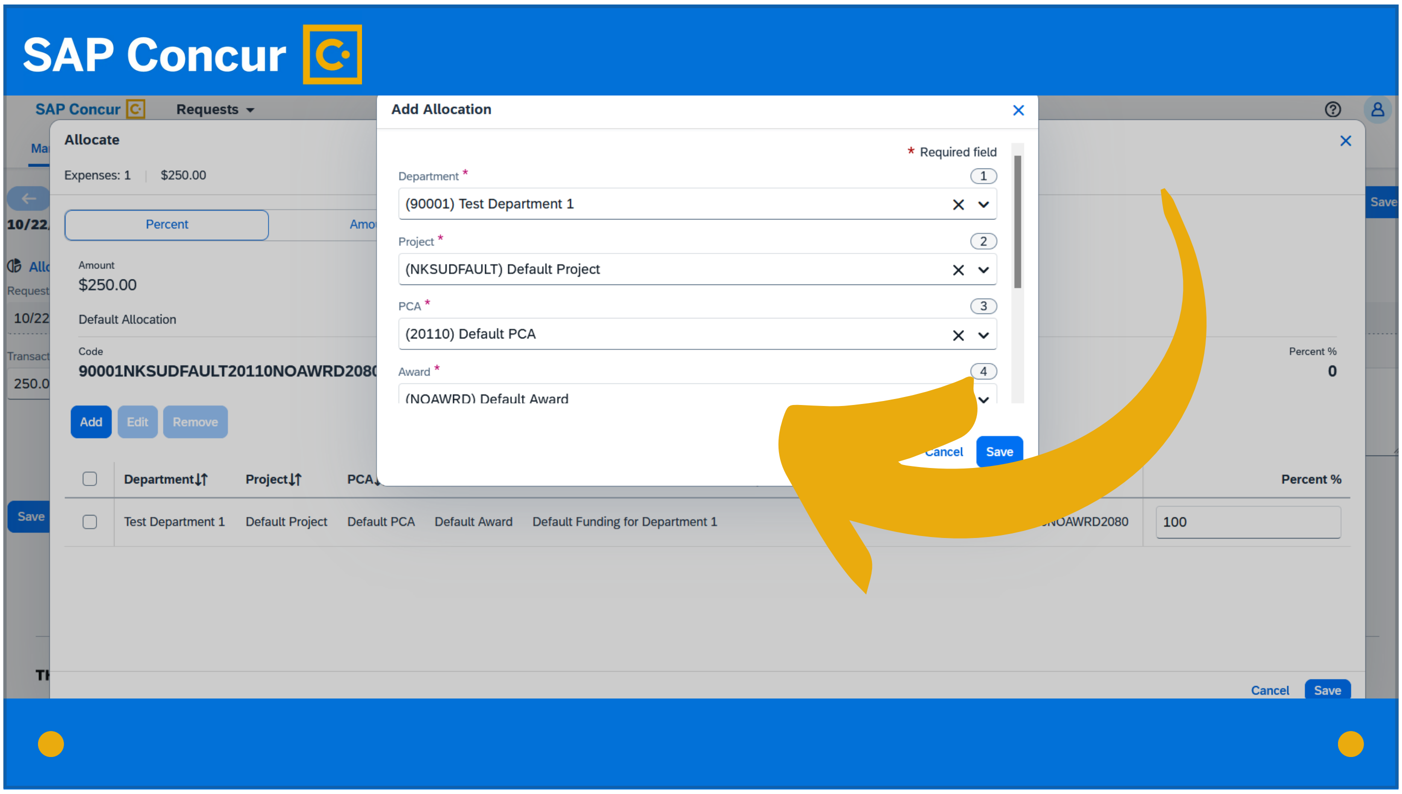
Once the fund string is complete, click the Save button at the bottom right of the screen.



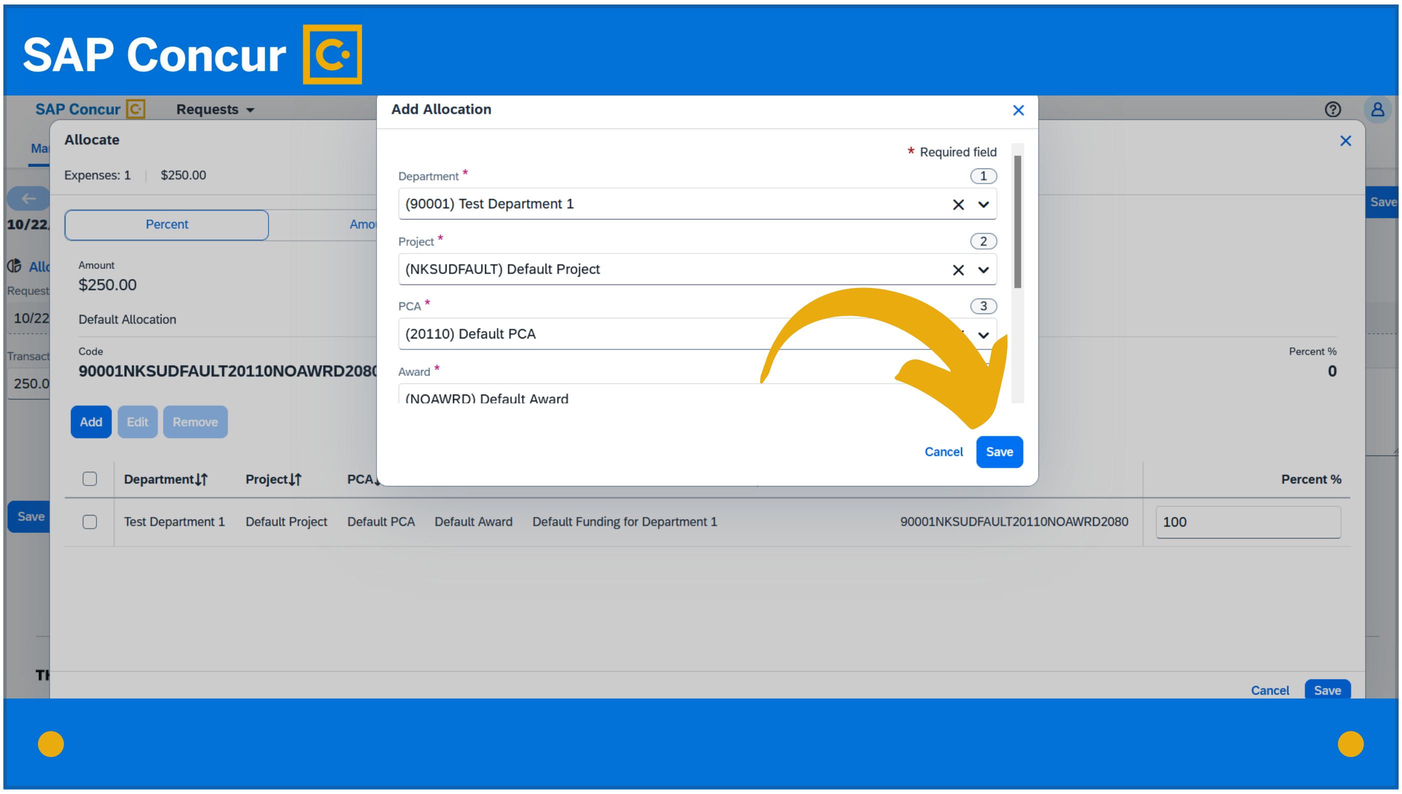
If the funding for an expense or expenses needs to be divided among multiple fund strings, you can choose to allocate by percent or amount.



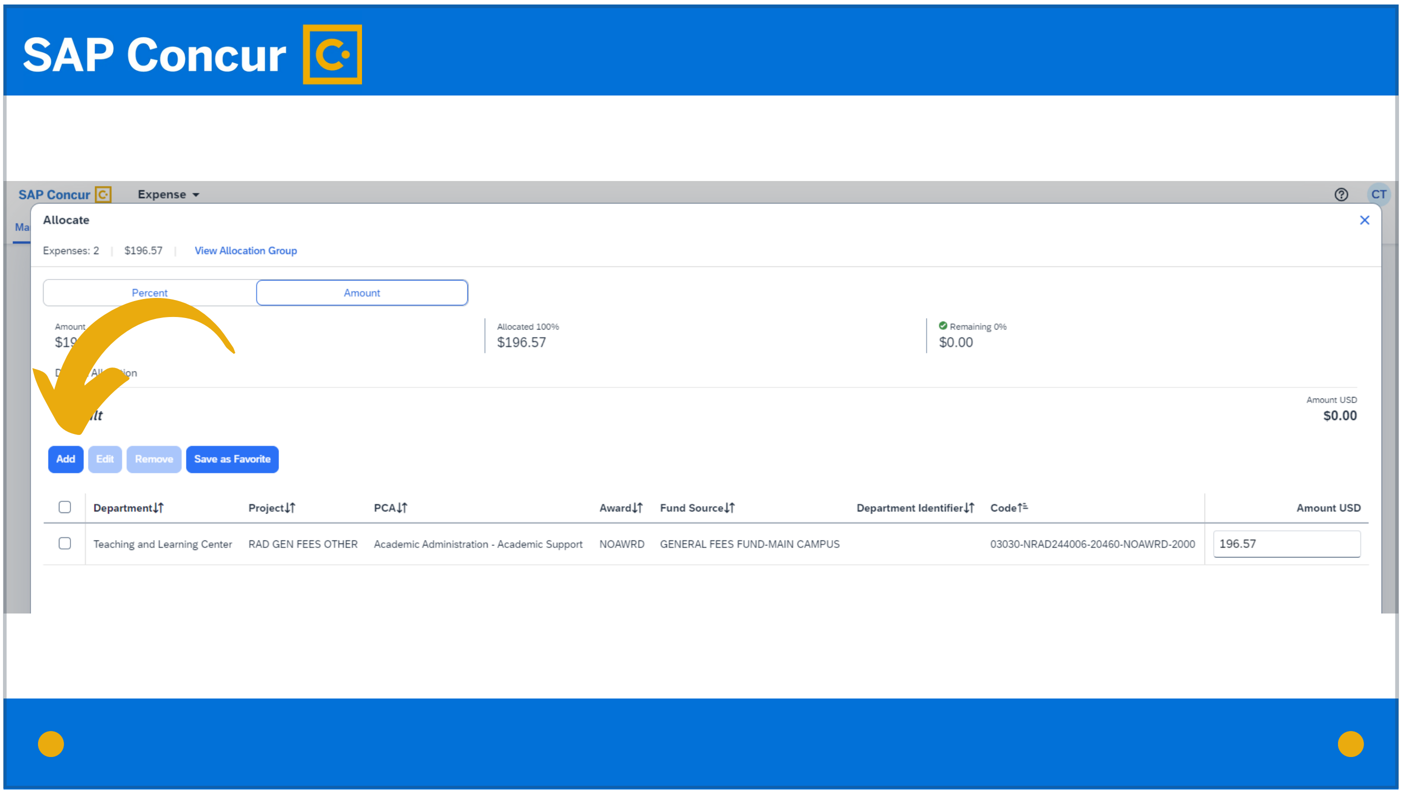
To add allocations, click on the Add button on the left side of the screen



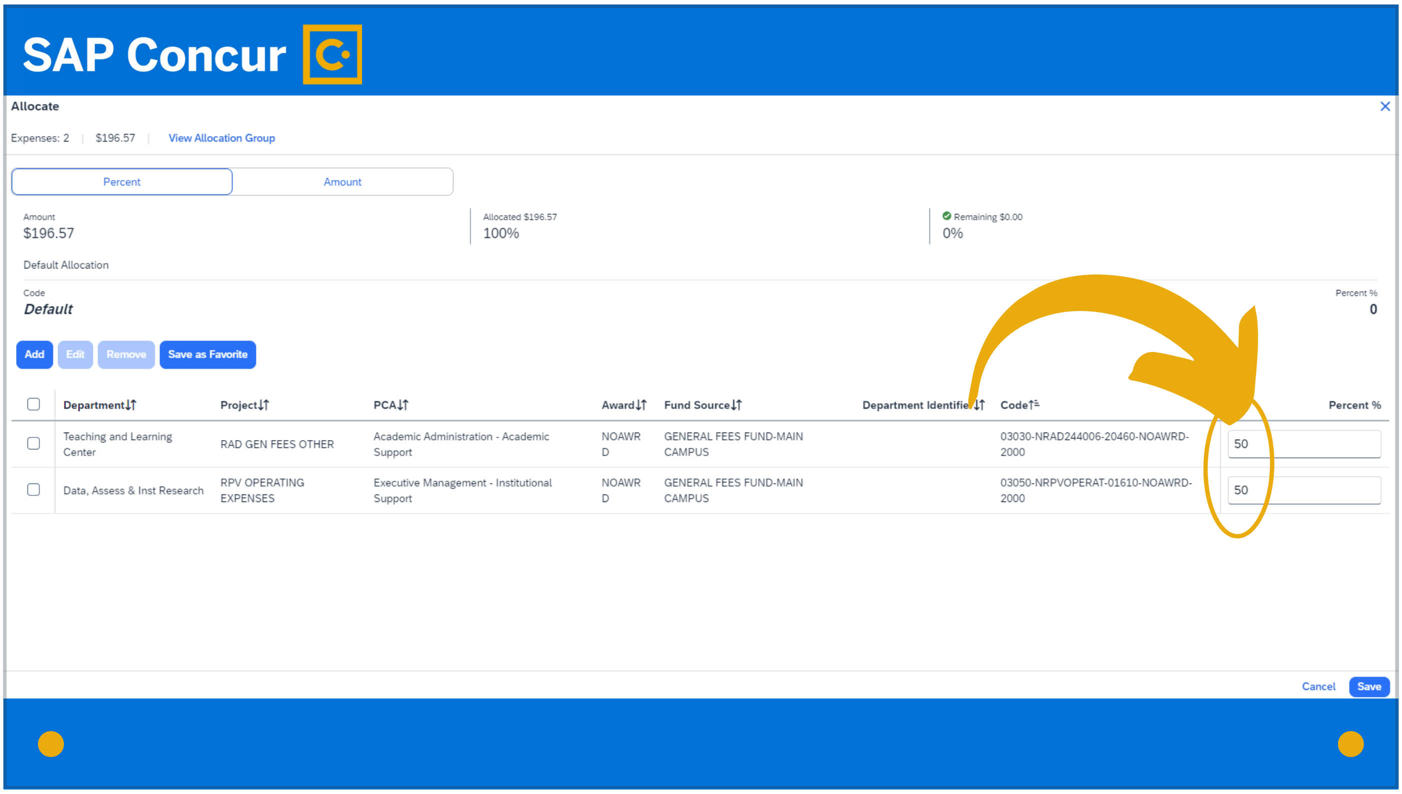
and set the first allocation by selecting the appropriate funding string.



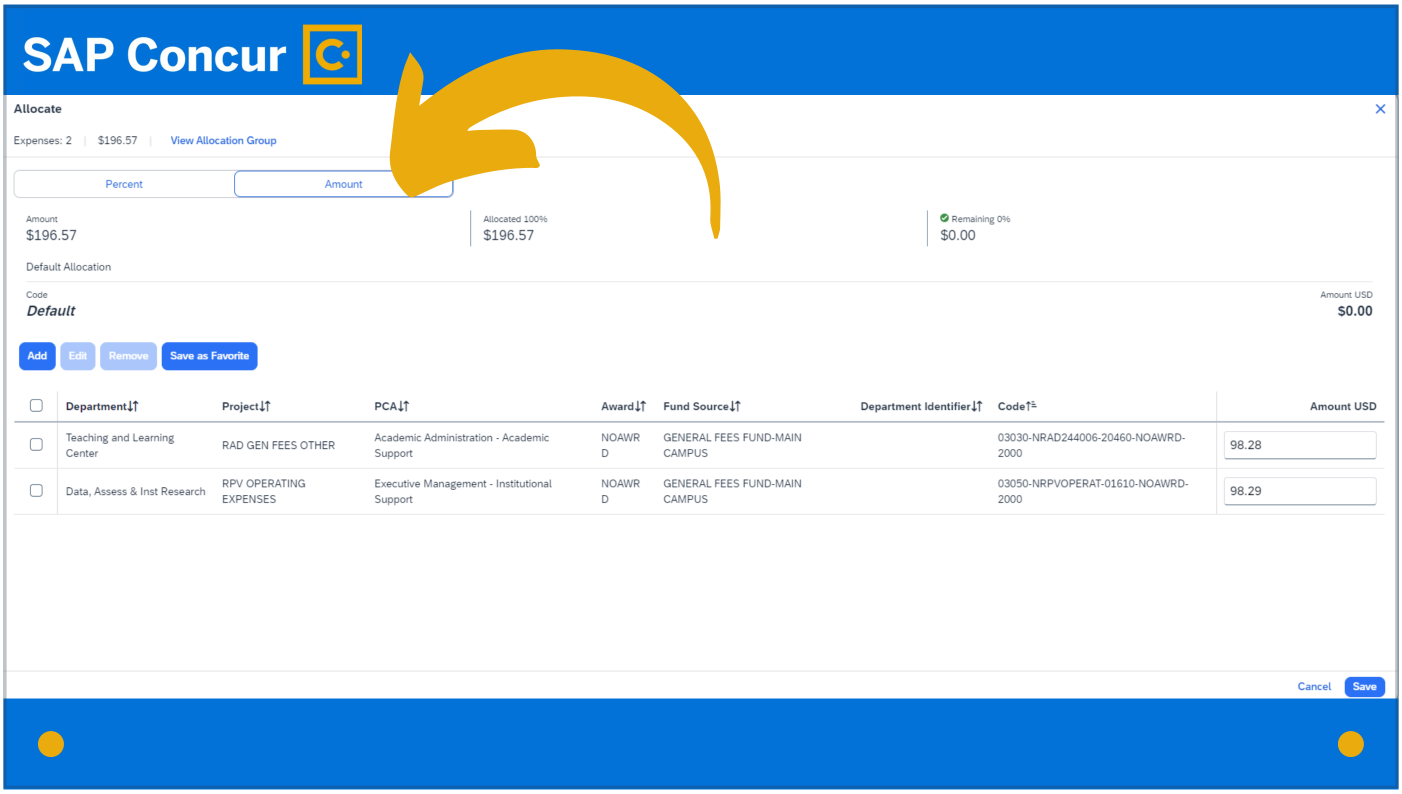
When all fields are complete, click the Save button at the bottom right of the Allocations window.



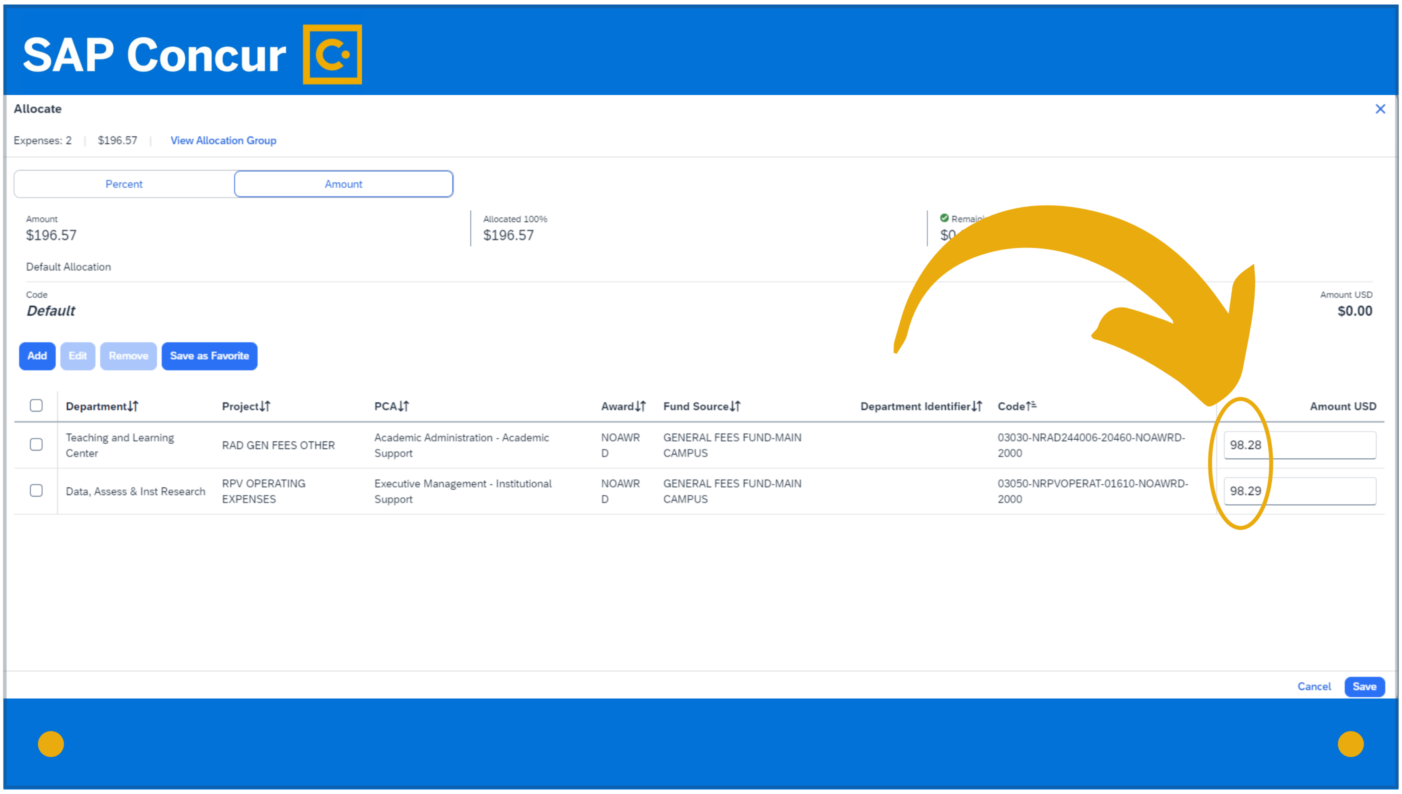
Click the Add button again to repeat the process to add the next funding string.



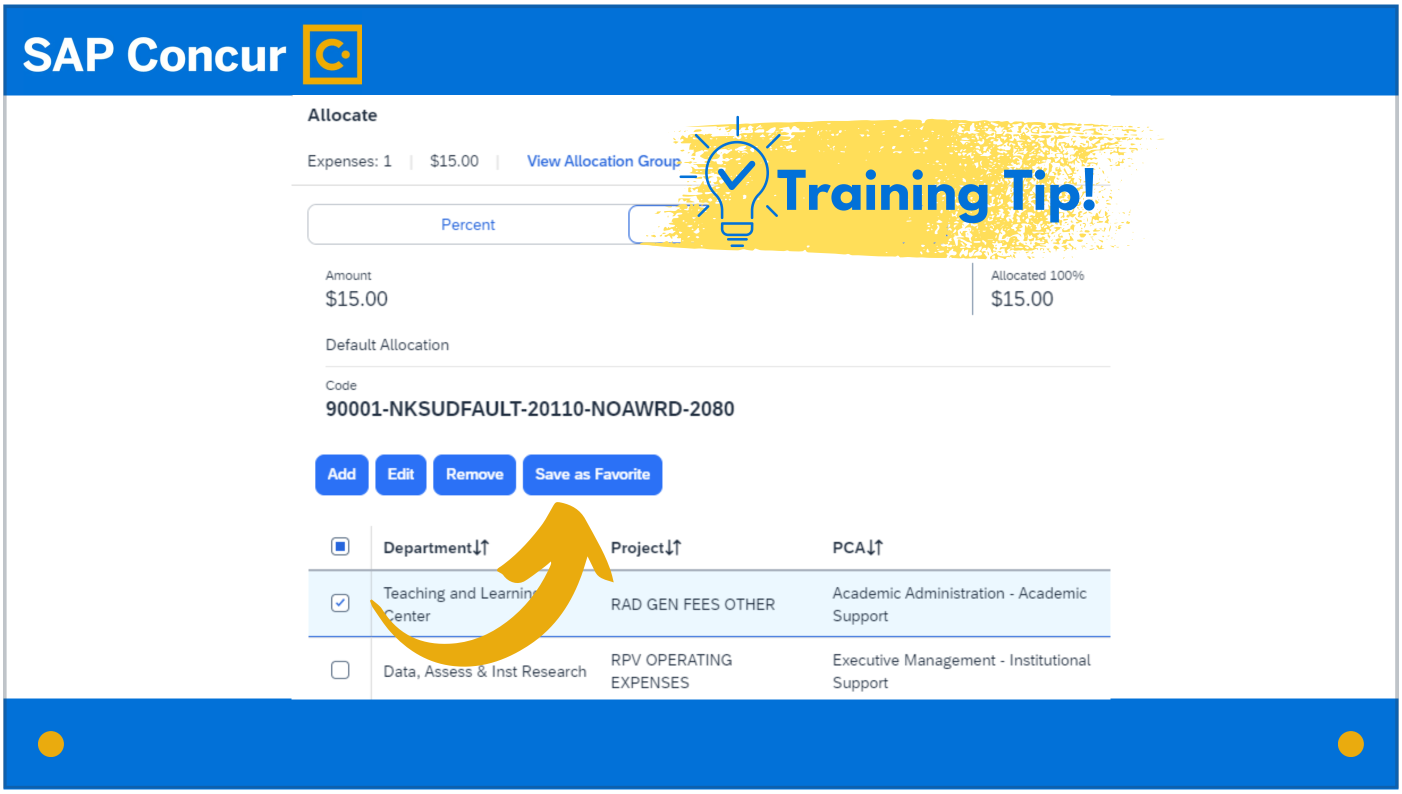
You will now see that the funding has been divided between the different funding sources. You can adjust the percentages as needed in the percent fields at the right of the screen.



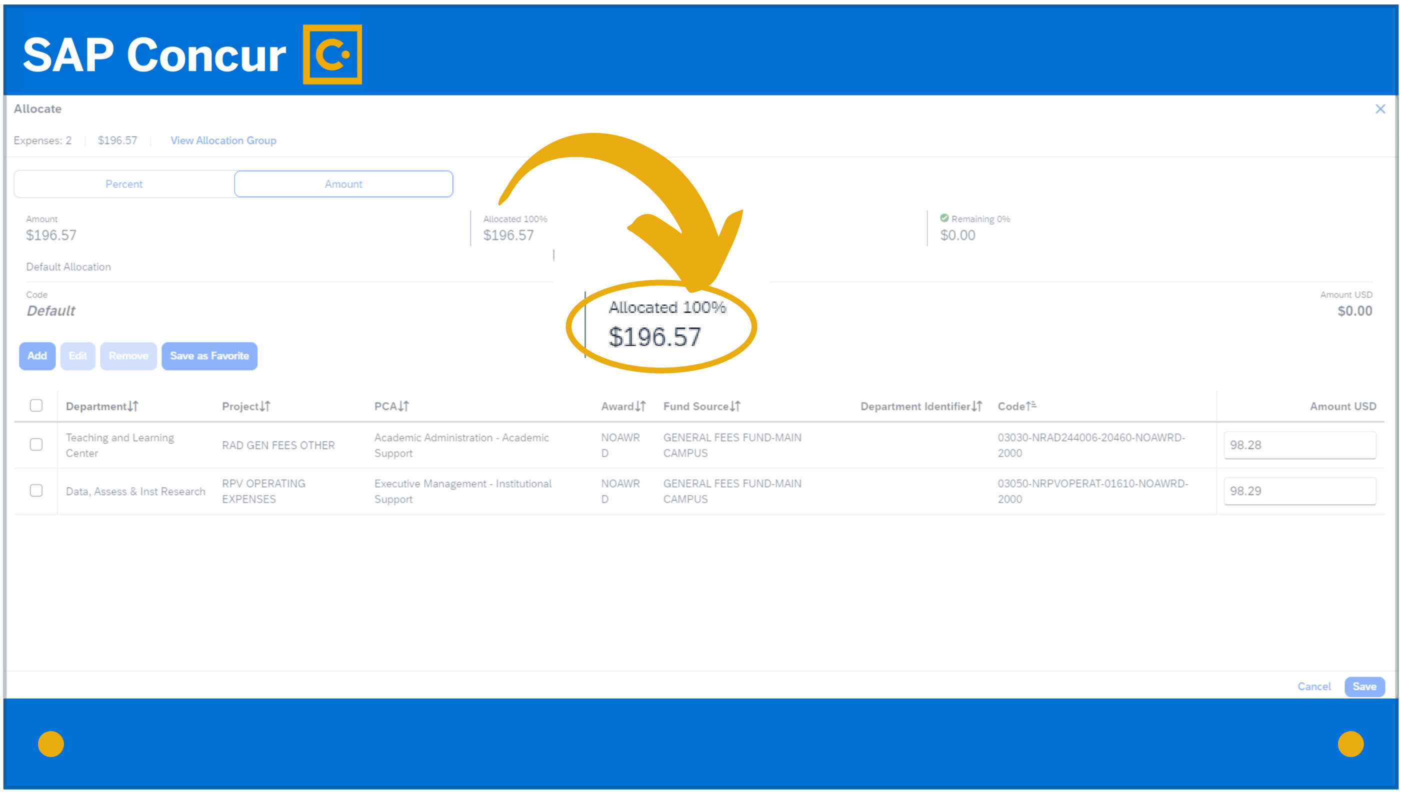
Or, if you are allocating by amount, click the Amount button at the top of the Allocations window



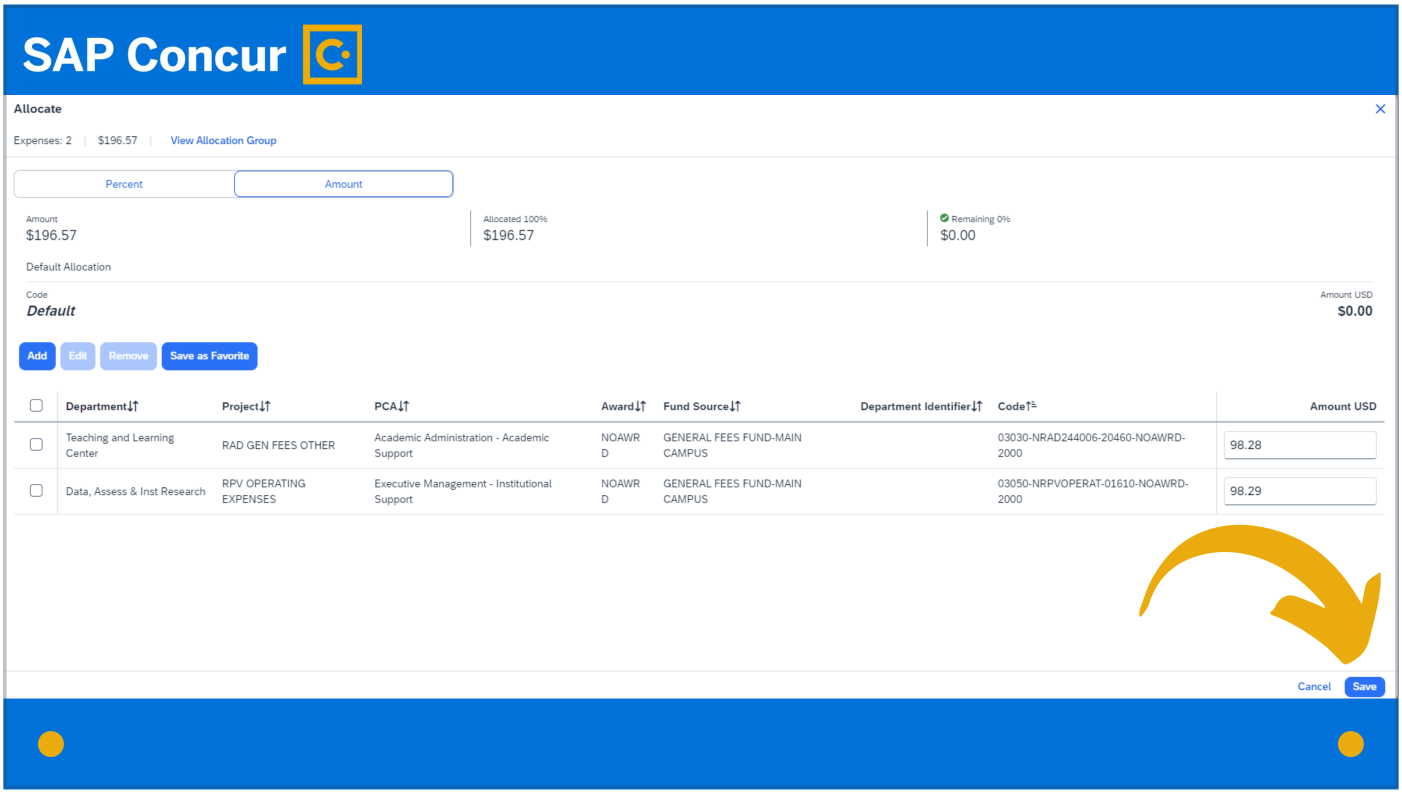
and then adjust the dollar amounts.



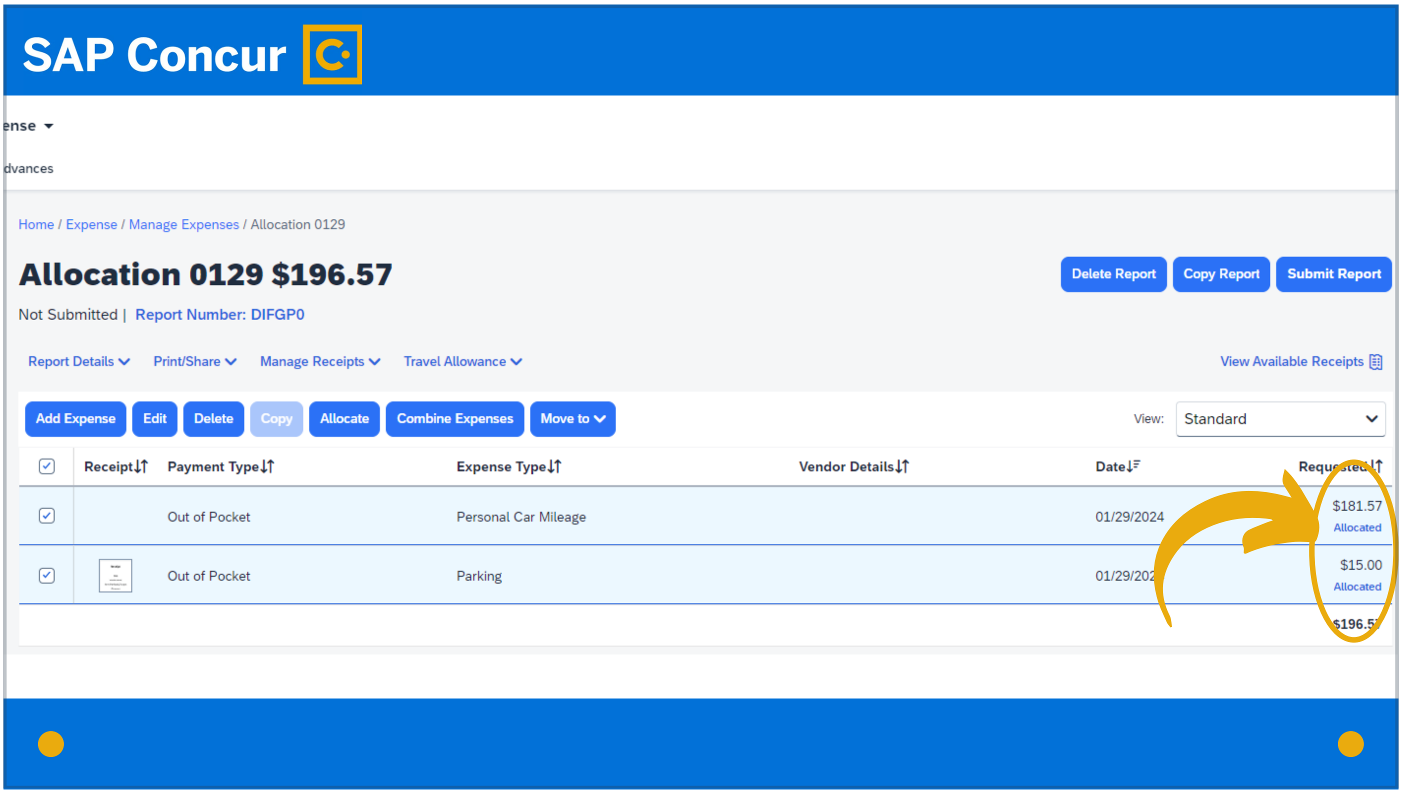
Training Tip! If any funding string is one you will use often, you can save it as a favorite by checking the box for that funding string and then clicking “Save as Favorite.”



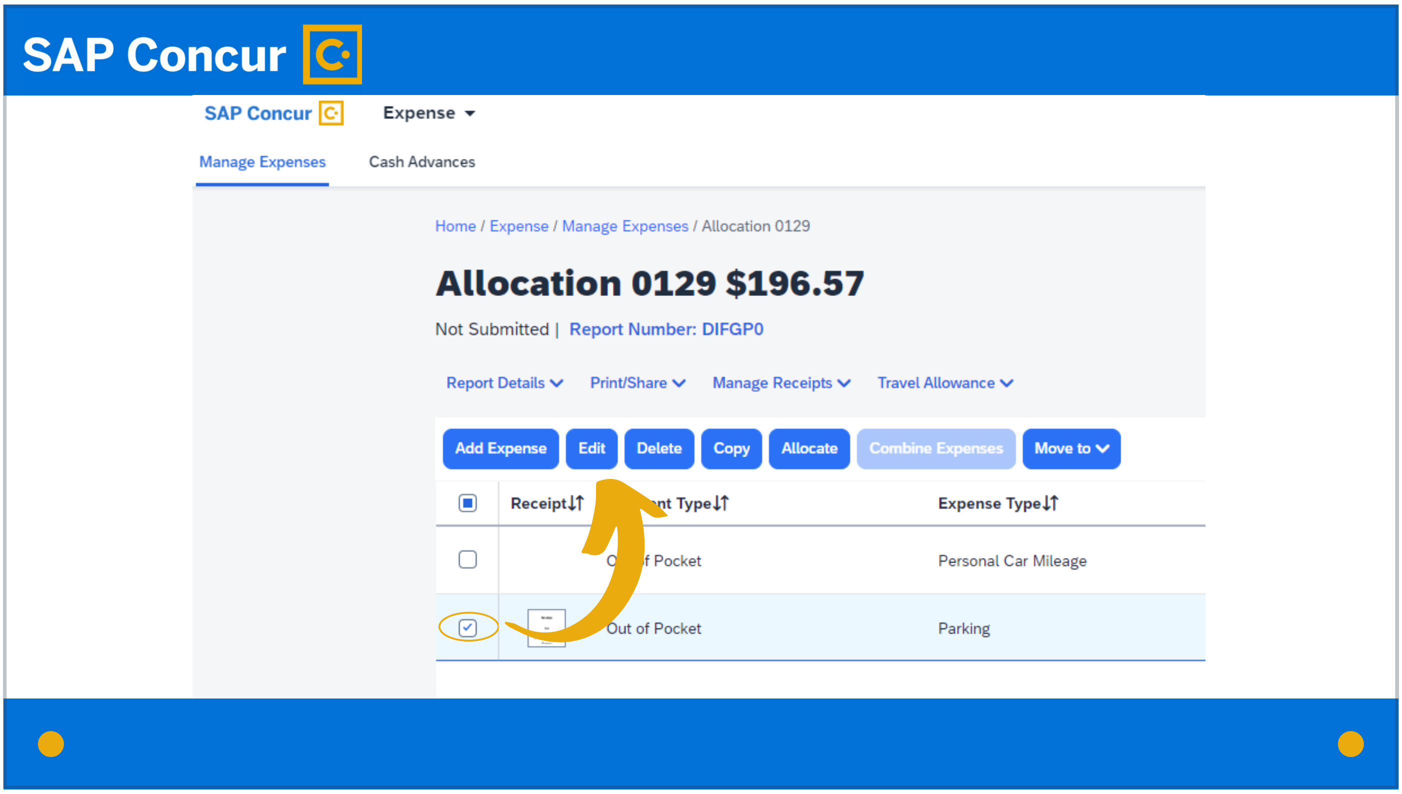
When all allocations have been added, totaling 100% of the full amount,



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



The expense now shows as allocated.



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