

# How to Allocate in Concur

1. When you are in Concur, click on one of the Expense Lines in the Report.

Travel Test Expense \$15.00 Delete Report Copy Report Submit Report

Not Submitted | Report Number: 0J8C8H

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾ View: Standard ▾

| <input type="checkbox"/> | Alerts ↑↓ | Receipt ↑↓ | Payment Type ↑↓        | Expense Type ↑↓                                      | Vendor Details ↑↓ | Date       | Requested ↑↓ |
|--------------------------|-----------|------------|------------------------|--|-------------------|------------|--------------|
| <input type="checkbox"/> | !         |            | Employee Out of Pocket | Social & Entertainment Exp. - Food, Rental, Supplies |                   | 11/22/2022 | \$15.00      |
|                          |           |            |                        |  |                   |            | \$15.00      |



**SAP** SAP Concur 

Service Status (US2) Last signed in: 12/13/2022 02:14 pm

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**2. When you click into the expense, you'll see the option to Allocate. Click on this option.**

Social & Entertainment Exp. - Food, Rental, Supplies  
\$15.00

11/22/2022

Details Itemizations Hide Receipt

Attendees (0) **Allocate** \* Required field

Expense Type \*  
Social & Entertainment Exp. - Food, Rental, Supplies

Description Meal Type \*  
Other

Transaction Date \*  
11/22/2022 Location

Dept \* (COMS) COMPUTER SCIENCE FAU \* (DEPT-CSBERU-8-442525-19...)

Sub Account \*  
5-Special Items Cost Type  
Search by Text

Payment Type \*  
Employee Out of Pocket

Transaction Amount \*  
15.00 Currency \*  
US, Dollar

Personal Expense (do not reimburse)

Comment

**Add Receipt**

Click here 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.

**3. It'll take you to this page. Make sure to switch the option from Percent to Amount. This will allow you to input the specific amounts needed to be charged to each funding source. Go ahead and click on the Add button. This is where you'll be adding the travel grant and funds from William.**

Allocate

Expenses: 1 | \$15.00

Percent **Amount**

Amount \$15.00 Allocated 100% \$15.00 Remaining 0% \$0.00

Default Allocation

Code COMS-DEPT-CSBERU-8-442525-19900-5 Amount USD \$15.00

**Add** Edit Remove Save as Favorite

No Allocations

This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.

Cancel Save

4. Once you add one of the funds, it'll show up here. Go ahead and repeat what you did and add the next funding source.

Allocate x

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

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Percent     Amount

Amount: \$15.00    Allocated 100%: \$15.00    Remaining 0%: \$0.00

Default Allocation

Code: COMS-DEPT-CSBERU-8-442525-19900-5 Amount USD: \$0.00

| <input type="checkbox"/> | Dept T↓          | FAU T↓                                     | Cost Type T↓ | Sub Account T↓  | Code ▲                            | Amount USD                         |
|--------------------------|------------------|--|--------------|-----------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> | COMPUTER SCIENCE | COMPUTER SCIENCE RES / STATE GENERAL FUNDS |              | 5-Special Items | COMS-DEPT-CSBERU-8-442525-19900-5 | <input type="text" value="15.00"/> |

Cancel

5. After adding the funding sources, it'll show up together on this page. At the right side it'll show how much is being charged to each account. You can edit the amounts, such as the Travel Grant being equal to or less than \$1500. When you are done, please click the Save button at the bottom.

Allocate x

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

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Percent     Amount

Amount: \$15.00    Allocated 100%: \$15.00    Remaining 0%: \$0.00

Default Allocation

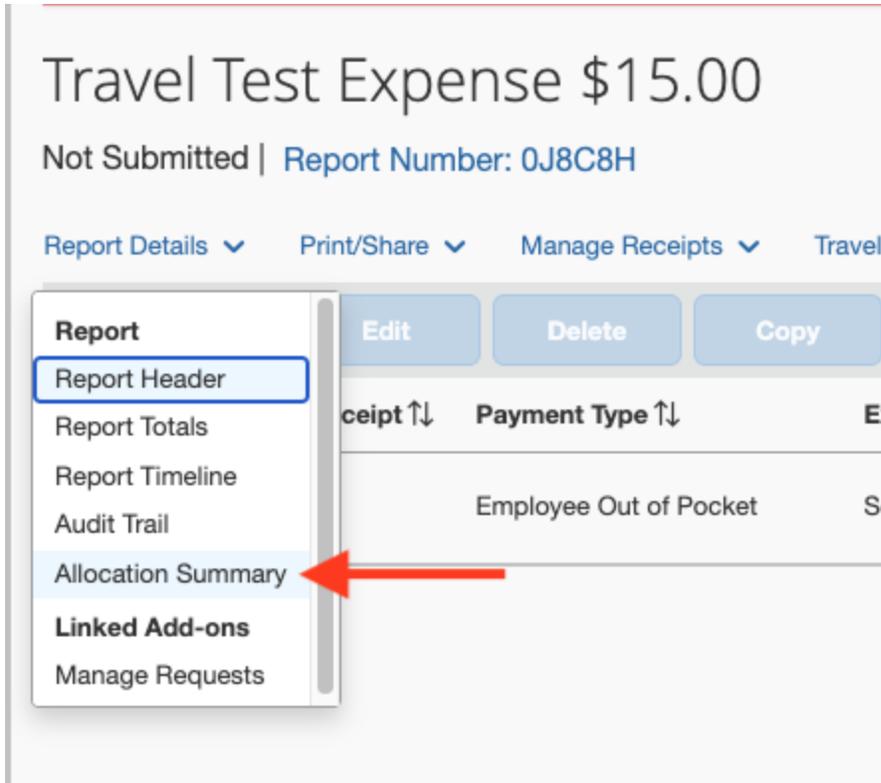
Code: COMS-DEPT-CSBERU-8-442525-19900-5 Amount USD: \$0.00

| <input type="checkbox"/> | Dept T↓          | FAU T↓                                     | Cost Type T↓ | Sub Account T↓  | Code ▲                            | Amount USD                        |
|--------------------------|------------------|--|--------------|-----------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> | COMPUTER SCIENCE | COMPUTER SCIENCE RES / STATE GENERAL FUNDS |              | 5-Special Items | COMS-DEPT-CSBERU-8-442525-19900-5 | <input type="text" value="7.50"/> |
| <input type="checkbox"/> | COMPUTER SCIENCE | COMS/UNEX-FEE INCOME                       |              | 5-Special Items | COMS-DEPT-CSFEEX-8-402525-20300-5 | <input type="text" value="7.50"/> |

Cancel

6. To check that you did it right click on Report Details > Allocation Summary.



7. Allocation Summary shows how the report is splitting the funds. Then you should be all done!

