

## Section 10: Use Special Features (Continued)

### Allocate Expenses

The Allocations feature allows you to allocate expenses to projects or departments. The departments you choose will be charged for those expenses.

#### How to...

1. Complete all expenses as usual.

Select the expense you wish to allocate from the expense list.

Click **Allocate** near the lower right-hand corner of the expense details section.

#### Additional Information

The expense details appear.

The **Allocate Report** window appears.

The screenshot shows the Concur Expense Report interface. On the left, there is a table titled "Sarah's Expenses" with columns for Date, Expense, Amount, and Requested. The table lists several expenses, including Airfare, Breakfast, Miscellaneous, Business Meal, and Postage. At the bottom of the table, the total amount is \$925.52 and the total requested is \$925.52. On the right, there is a "New Expense" form with fields for Expense Type (Airfare), Transaction Date (04/12/2013), Business Purpose (Business), Vendor (United Airlines), City (Seattle, Washington), and Amount (430.00 USD). The "Allocate" button is highlighted with a red box.

Date	Expense	Amount	Requested
04/12/2013	Airfare United Airlines, Seattle, Washington	\$420.00	\$420.00
04/10/2013	Breakfast	\$8.52	\$8.52
04/10/2013	Miscellaneous	\$25.00	\$25.00
04/10/2013	Airfare United Airlines, Seattle, Washington	\$267.00	\$267.00
04/10/2013	Miscellaneous Seattle, Washington	\$25.00	\$25.00
04/10/2013	Business Meal (attendees) Italaris, Seattle, Washington	\$145.00	\$145.00
04/10/2013	Postage Seattle, Washington	\$35.00	\$35.00

TOTAL AMOUNT: \$925.52  
TOTAL REQUESTED: \$925.52

From the **Allocate By** dropdown menu, select either **Percentage** or **Amount**.

In the **Allocate By** field, enter the **Percentage** or **Amount**.

Click in the field under the **Department** column heading.

Select the department that will receive the allocation.

Depending on your company's configuration, you might see different fields, other than Department, to complete on the **Allocate Report** page.

### Allocate Expenses (Continued)

Allocations for Report: Seattle to LA - Sales Trip

### Expense List

Allocate Selected Expenses    Clear Selections

Select Group ▾

<input type="checkbox"/>	Date ▾	Expense Ty...	Group	Amount
<input type="checkbox"/>	09/15/2011	Car Rental		\$303.67
<input type="checkbox"/>	09/15/2011	Dinner	1	\$45.76
<input type="checkbox"/>	08/02/2011	Airfare		\$296.00

### Allocations

Total: \$45.76    Allocated: \$45.76 (100%)    Remaining: \$0.00 (0%)

Allocate By: ▾    Add New Allocation    Delete Selected Allocations

<input type="checkbox"/>	Percentage	Company	* Department	* Cost Center	F
<input type="checkbox"/>	50	(10) United States	(400) Marketing	(4050) Newspap...	
<input type="checkbox"/>	50	(10) United States	(900) Training	(9020) External	

Save    Cancel

Done

Click **Add New Allocation**.

Repeat steps 5-7 for each new allocation.

Click **Save**.

In the confirmation message box, click **OK**.

In the **Allocate Report** window, click **Done**.

A new allocations field appears.

Add as many allocations as necessary. You can adjust the amounts and percentages. You do not have to allocate 100% of the total. The amount that you do not allocate is charged as usual, probably to your own cost center.

The allocation icon appears on the left side of the page with the expense.



## Section 10: Use Special Features (Continued)

### Allocate Multiple Expenses

If you have multiple expenses in a report to allocate, you can select and allocate all applicable expenses at the same time.

#### How to...

2. Complete all expenses as usual.

Select all the expenses you wish to allocate from the expense list.

#### Additional Information

A message appears in the right pane, which states that you have selected multiple expenses and provides three options.

The screenshot shows the Concur Expense report interface for Sarah's Expenses. The interface includes a navigation bar with tabs for My Concur, Travel, Expense, Invoice, and Profile. Below the navigation bar, there are links for View Charges, View Reports, New Expense Report, View Cash Advances, New Cash Advance, and Concur Expense Classic. The main content area displays a table of expenses with columns for Date, Expense Type, Amount, and Requested. The table contains several rows of expense data, including Breakfast, Miscellaneous, Business Meal, Postage, and Airfare. A message box is overlaid on the right side of the table, indicating that multiple expenses have been selected and providing three options: Delete, Allocate, and Edit.

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	10/15/2009	Breakfast Jimmy John's, Seattle, Washington	\$8.32	\$8.32
<input type="checkbox"/>	10/15/2009	Miscellaneous	\$25.00	\$25.00
<input type="checkbox"/>	10/14/2009	Miscellaneous	\$25.00	\$25.00
<input type="checkbox"/>	10/02/2009	Business Meal (attendees) Fedex, Seattle, Washington	\$145.76	\$145.76
<input checked="" type="checkbox"/>	09/15/2009	Postage Fedex, Seattle, Washington	\$35.67	\$35.67
<input checked="" type="checkbox"/>	09/01/2009	Airfare United Airlines, Seattle, Washington	\$428.50	\$428.50

You have selected multiple expenses. What would you like to do?

1. [Delete](#) the selected expenses
2. [Allocate](#) the selected expenses
3. [Edit](#) one or more fields for the selected expenses

Click **Allocate**.

From the **Allocate By** dropdown menu, select either **Percentage** or **Amount**.

In the **Allocate By** field, enter the **Percentage** or **Amount**.

Click in the field under the **Department** column heading.

Select the department that will receive the allocation.

Click **Add New Allocation**.

The **Allocate Report** window appears.

A dropdown list of departments appears.

Depending on your company's configuration, you might see different fields, other than Department (i.e., Cost Center or Project), to complete on the **Allocate Report** page.

A new allocations field appears.

## ***Allocate Multiple Expenses (Continued)***

### **How to...**

Repeat steps 5-7 for each new allocation.

Click **Save**.

In the confirmation message box, click **OK**.

In the **Allocate Report** window, click **Done**.

### **Additional Information**

Add as many allocations as necessary. You can adjust the amounts and percentages. You do not have to allocate 100% of the total. The amount that you do not allocate is charged as usual, probably to your own cost center.

The allocation icon appears on the left side of the page with the expense. If the expense is 100% allocated, the icon is yellow, red, and green. If the expense is not 100% allocated, the icon is blue and gray.

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