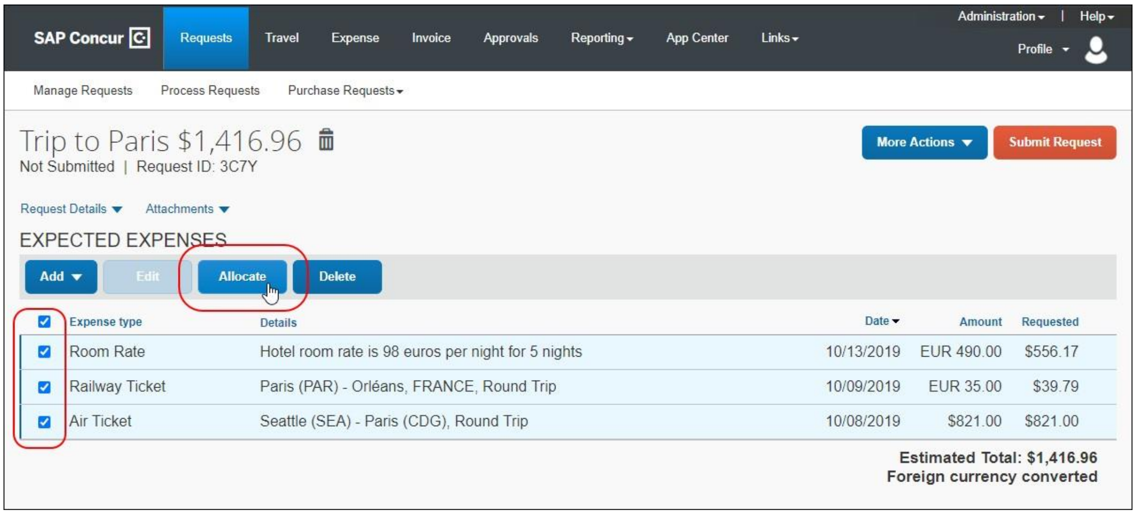
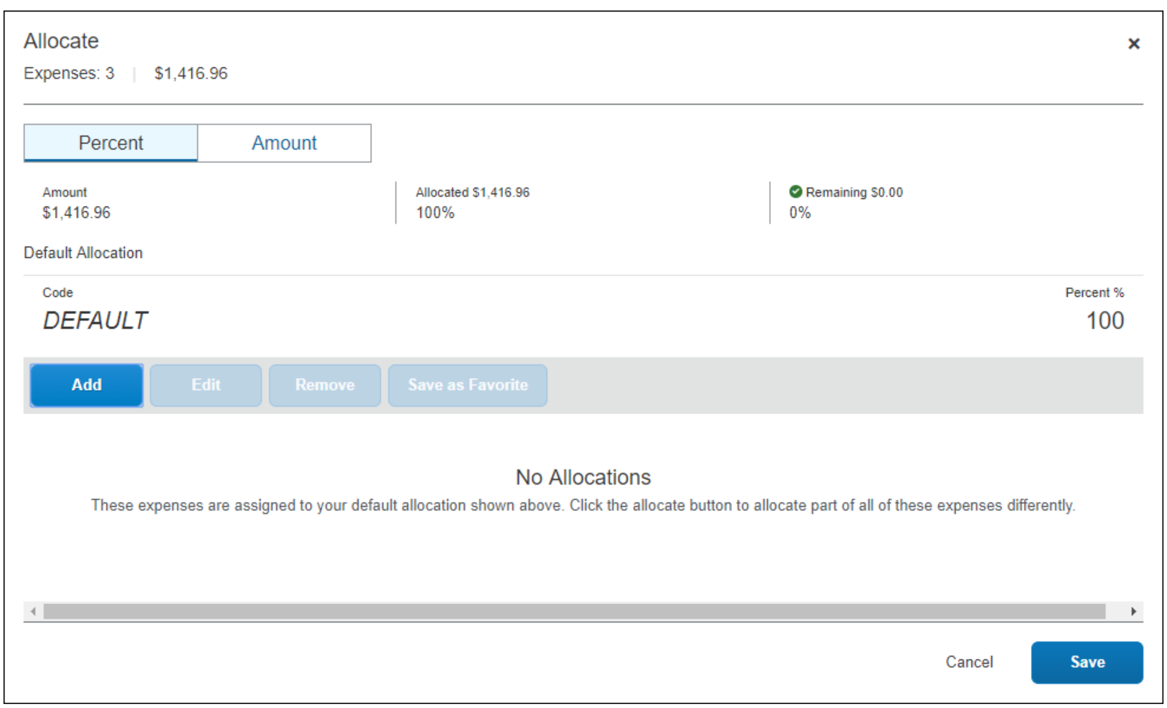
REQUEST: Allocations

1. Expected expenses are allocated from the **Expected Expenses** page by selecting the applicable segments and/or expected expenses, and then clicking **Allocate**



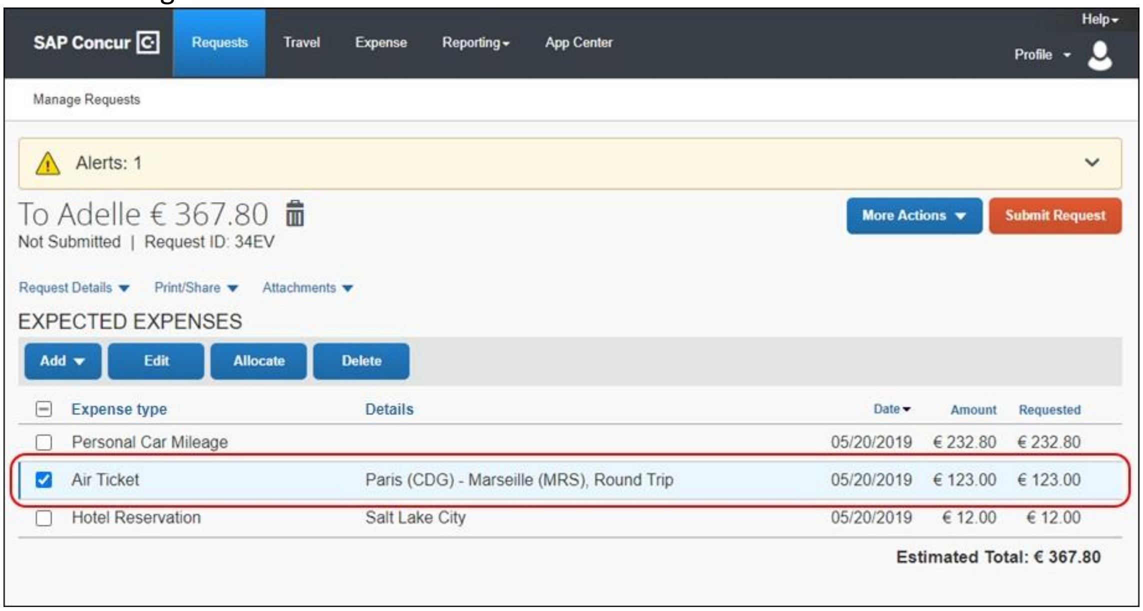
2. Allocations are defined on the **Allocate** page.



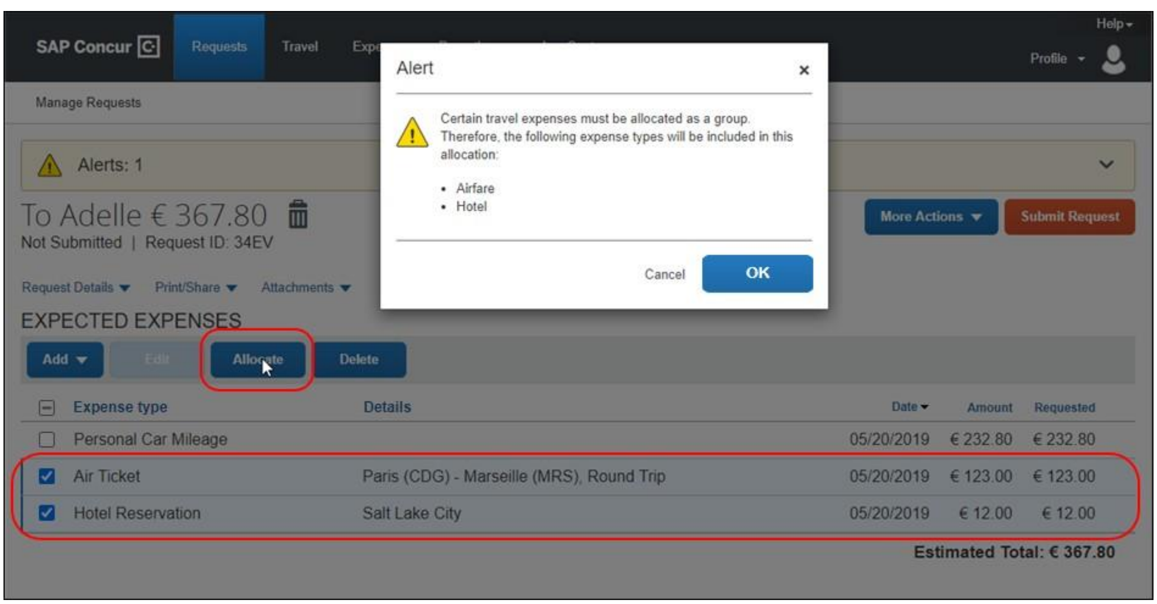
3. If you select an individual segment on the **Expected Expenses** page, and then click **Allocate**, all of the segments in the request will automatically be selected for allocation.

EXAMPLE

There are two segments in the request, Air Ticket and Hotel Reservation. Only the Air Ticket segment is selected.



When **Allocate** is selected, both the Air Ticket and Hotel Reservation segments are selected on the **Expected Expenses** page, and an alert opens listing the segments in the request that must be allocated together as a group.

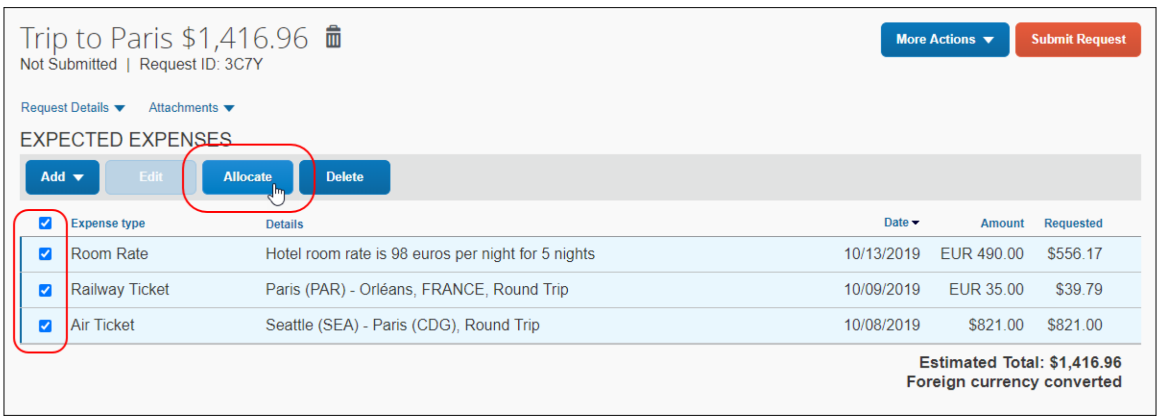


Clicking **OK**, opens the **Allocate** page for the selected segments.

Allocate Expected Expenses and Segments

1. To allocate one or more expected expenses or segments, open the request, and on the **Expected Expenses** page, select the expected expenses and/or segments you want to allocate.

When you select one or more expected expenses or segments on the page, the **Allocate** button becomes available. Click **Allocate**.

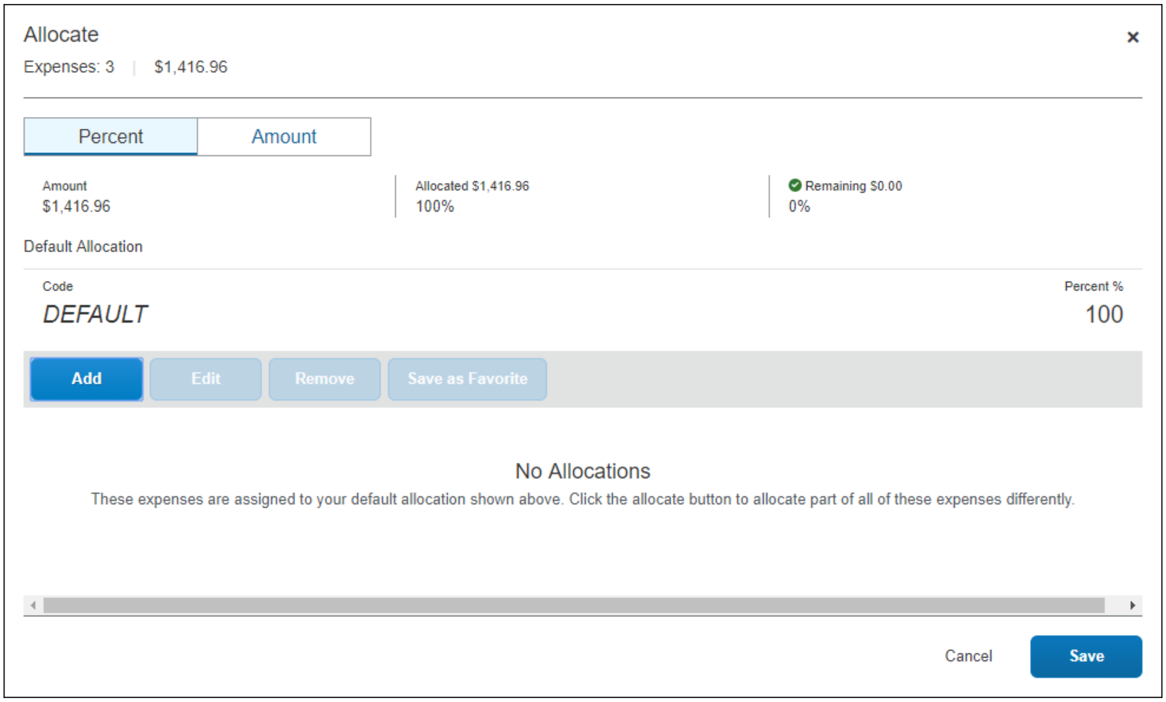


The **Allocate** page appears.

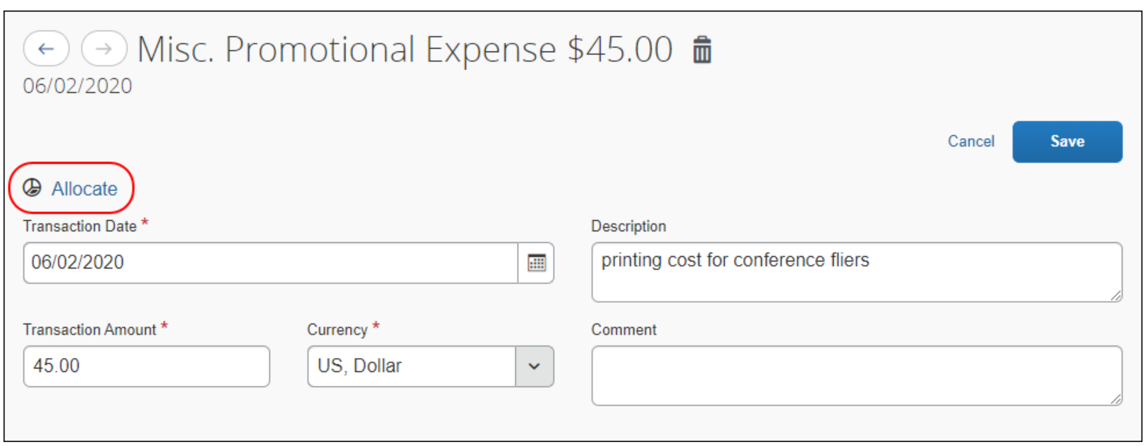
Note that the amount on the **Allocate** page includes only the amount for the selected expected expenses and/or segments.

2. On the "blank" **Allocate** page, a default allocation appears. It is a reminder to you that any amount that you do not allocate is automatically charged to your default allocation, for example, to your own department.

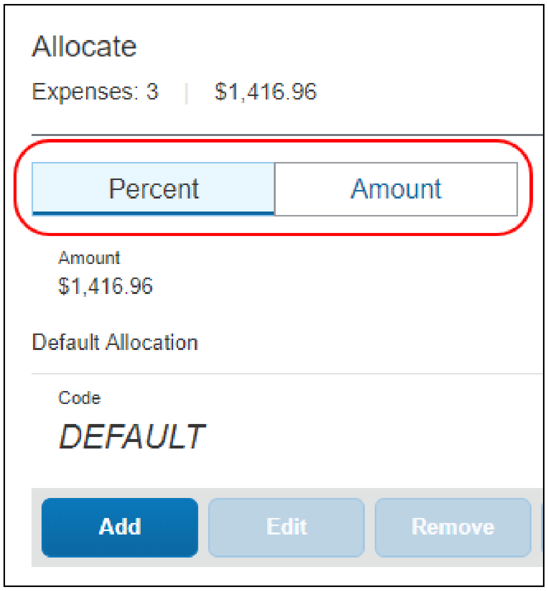
If you have allocations configured and enabled for individual expected expenses in Concur Request, you can also allocate individual expected expenses from the



expected expense details page by clicking the **Allocate** link. Clicking the **Allocate** link opens the **Allocate** page for the expected expense.



Choose Percent or Amount



1. At the top of the page, select the **Percent** or **Amount** tab, if your configuration allows.

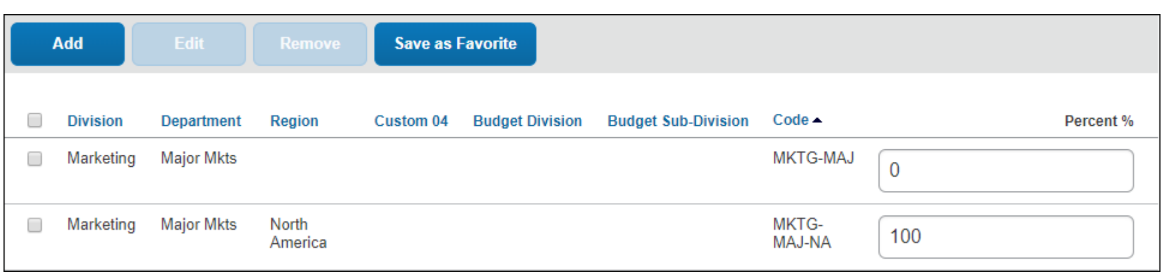
Add a New Allocation

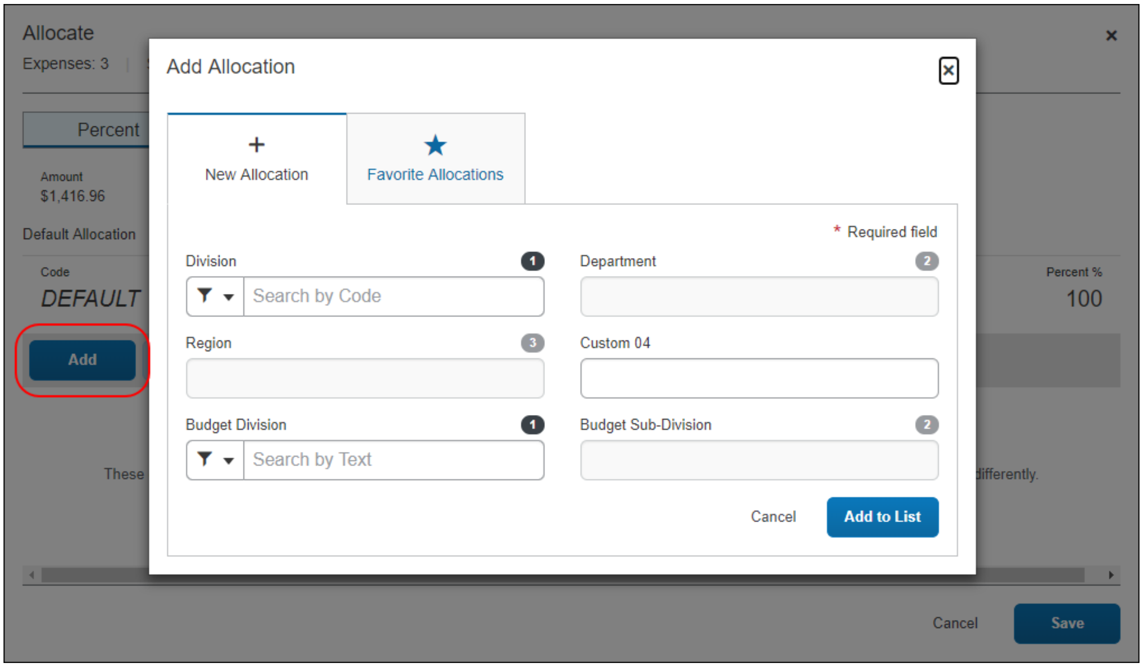
To add a new allocation, click **Add**. The **Add Allocation** dialog appears

1. On the **New Allocation** tab, select or enter the appropriate information for each field. Click **Add to List**. The allocation is added to the list and the ***entire*** allocation amount (100%) is added to the newly added allocation.

EXAMPLES

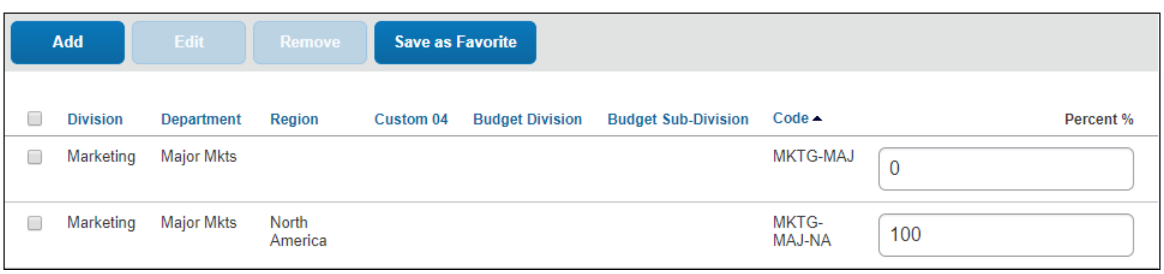
a. In this example, assume that Marketing is responsible for the entire cost of the expense.



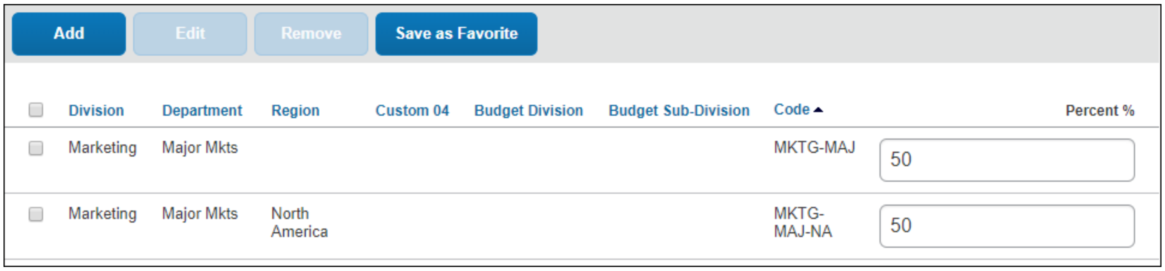


On the **New Allocation** tab, select or enter the appropriate information for each field. Click **Add to List**. The allocation is added to the list and the ***entire*** allocation amount (100%) is added to the newly added allocation.

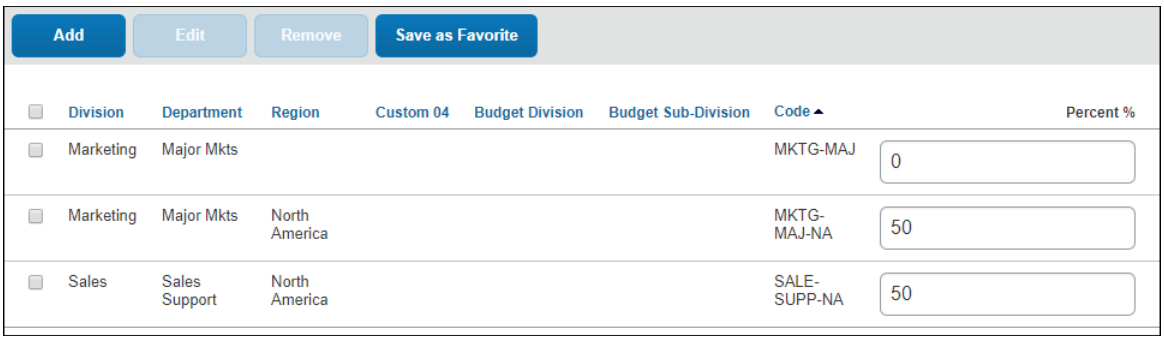
b. In this example, assume that Marketing is responsible for half of the cost of the expense.



In this example, assume that Marketing is responsible for half and your department is responsible for the remaining half. Adjust the Marketing percentage to 50%; the default row (your cost center) automatically adjusts to assume the remaining 50%.



c. In this example, assume that Marketing is responsible for half and Sales is responsible for the remaining half. None of the expense is to be charged to your cost center.



Add as many allocations as desired. Depending on your configuration, you may be able to adjust percentages/amounts.

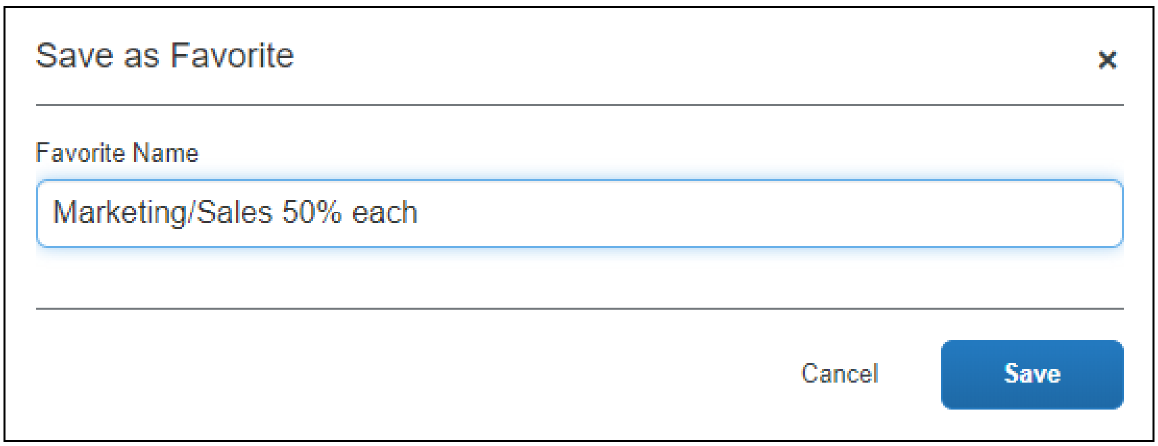
Remove an Allocation

To remove an allocation, select the check box for the desired allocation and click *Remove.*

Add to Favorites

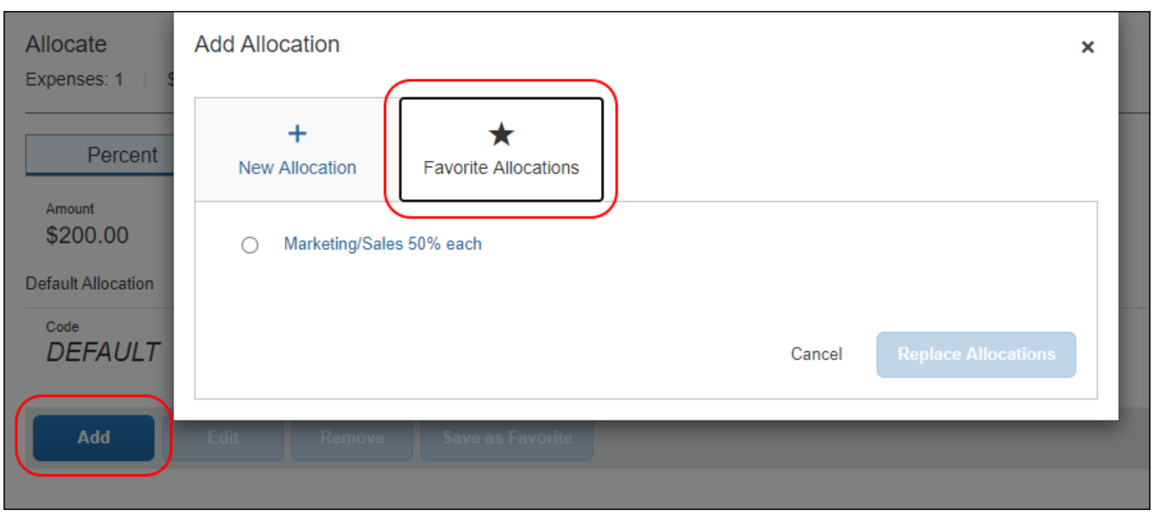
If you have a particular set of allocations that you use a lot, save them as a favorite.

When you click **Save as Favorite**, the **Save as Favorite** dialog appears.

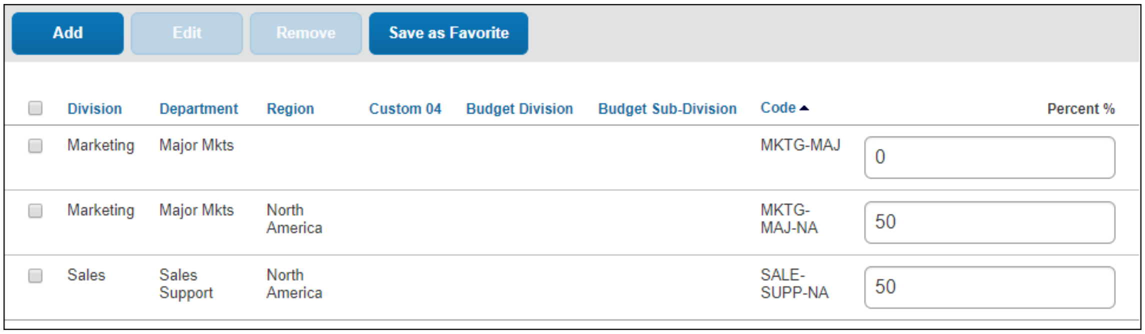


Use a Favorite

To use an allocation favorite, on the **Allocate** page, click **Add** and then click the **Favorite Allocations** tab in the **Add Allocation** dialog.

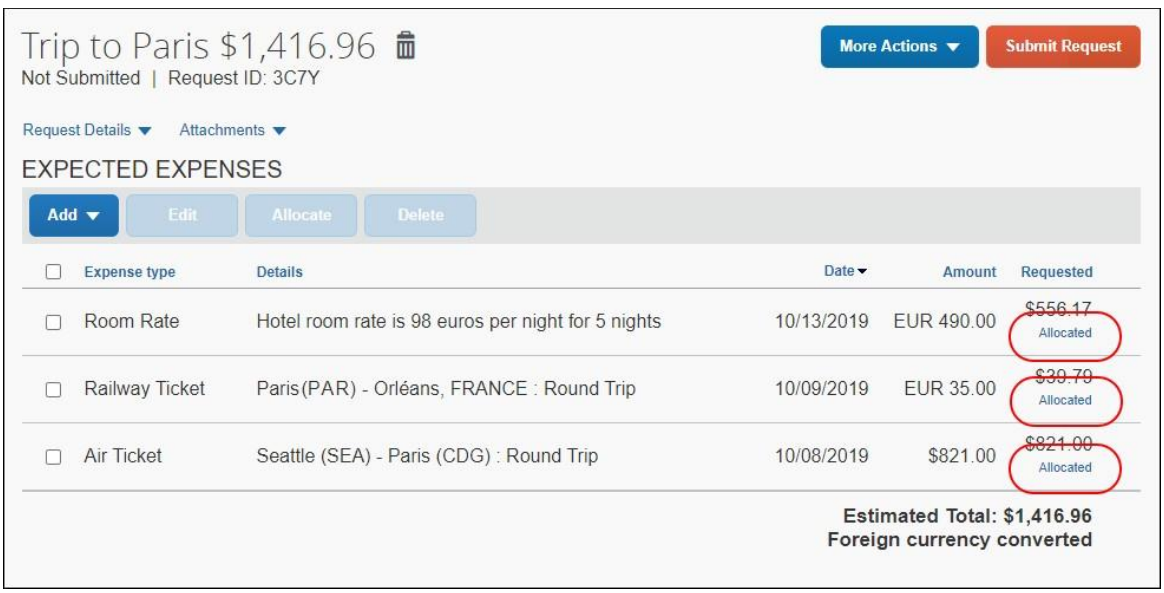


Click the desired favorite and then click **Replace Allocations**. The allocation is applied.

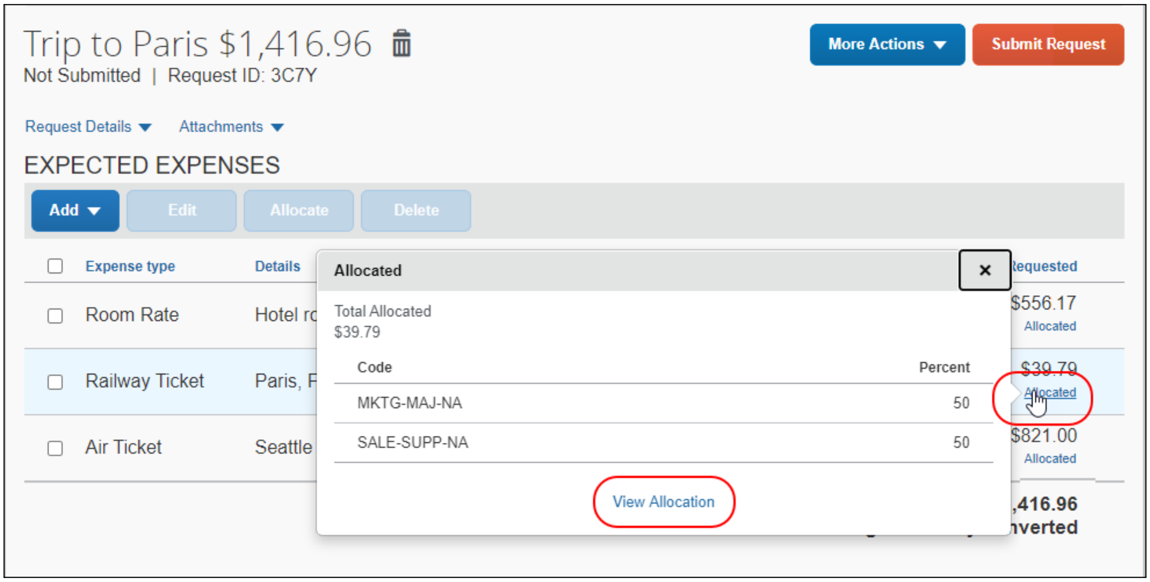


View Allocations

When you are finished allocating segments and/or expected expenses for a request on the **Allocate** page, after saving the allocations and closing the **Allocate** page, on the **Expected Expenses** page, the **Allocated** link is displayed in the **Request** column for each allocated segment or expected expense.



Clicking the **Allocated** link opens a summary of the allocation information for the segment or expected expense.


Trip to Paris $1,416.96
Not Submitted | Request ID: 3C7Y
More Actions
Submit Request
Request Details
Attachments
EXPECTED EXPENSES
Add
Edit
Allocate
Delete
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Details
Room Rate
Railway Ticket
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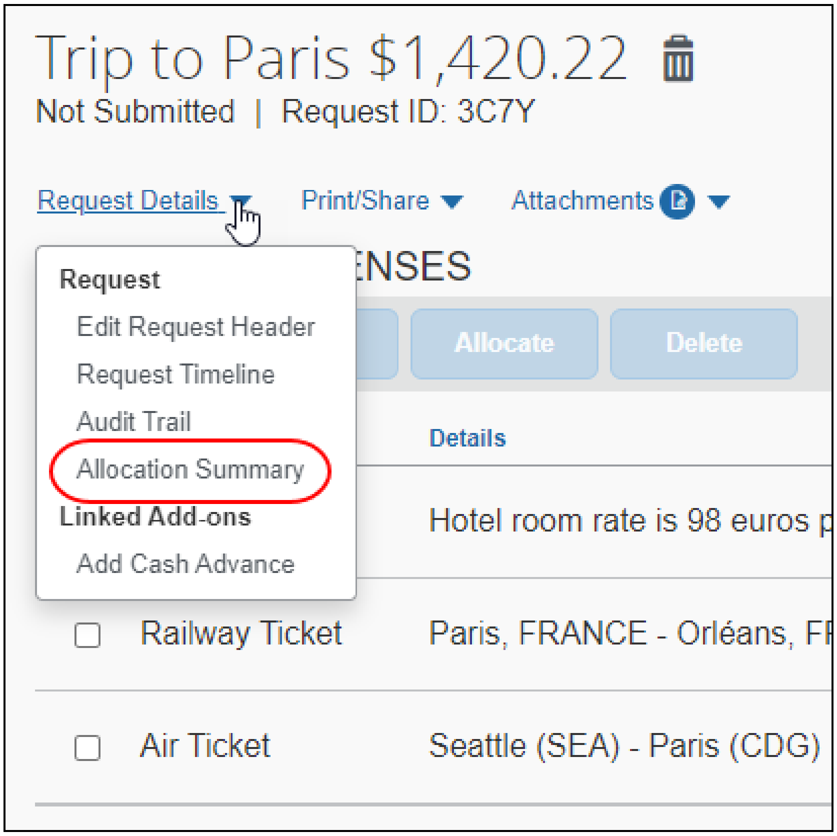
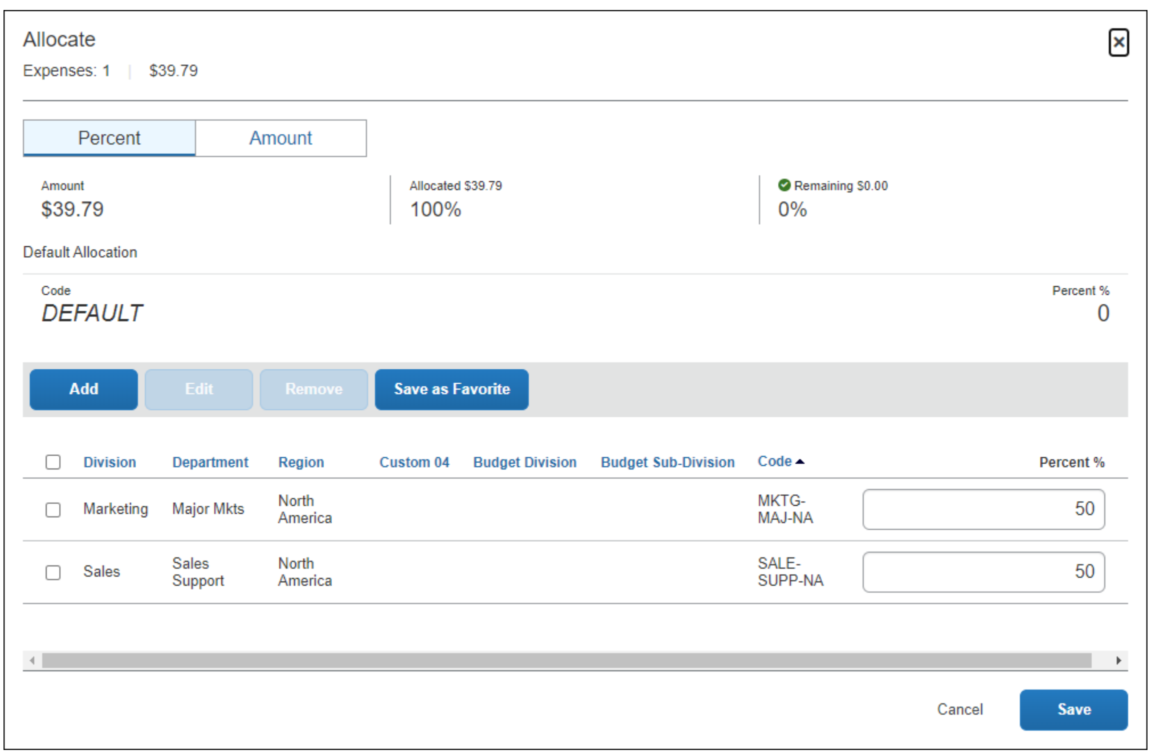


Clicking the View Allocation link opens the Allocate page for the segment or expected expense.



To view a summary of the allocations for the entire request, on the **Request Details** menu, click *Allocation Summary*.

Clicking *Allocation Summary* opens the **Allocation Summary** dialog.