

REQUEST: Allocations

SAP Concur 

Requests

Travel

Expense

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

The screenshot shows the SAP Concur interface for a request titled "Trip to Paris" with a total amount of \$1,416.96. The request is in a "Not Submitted" state with ID 3C7Y. Under the "EXPECTED EXPENSES" section, there are buttons for "Add", "Edit", "Allocate", and "Delete". The "Allocate" button is circled in red. Below the buttons is a table of expenses, with the first three rows also circled in red:

<input checked="" type="checkbox"/>	Expense type	Details	Date	Amount	Requested
<input checked="" type="checkbox"/>	Room Rate	Hotel room rate is 98 euros per night for 5 nights	10/13/2019	EUR 490.00	\$556.17
<input checked="" type="checkbox"/>	Railway Ticket	Paris (PAR) - Orléans, FRANCE, Round Trip	10/09/2019	EUR 35.00	\$39.79
<input checked="" type="checkbox"/>	Air Ticket	Seattle (SEA) - Paris (CDG), Round Trip	10/08/2019	\$821.00	\$821.00

Estimated Total: \$1,416.96
Foreign currency converted

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

The "Allocate" dialog box shows the total amount of \$1,416.96 and the number of expenses (3). It has tabs for "Percent" and "Amount". The "Amount" tab is selected, showing:

Amount	Allocated \$1,416.96	Remaining \$0.00
\$1,416.96	100%	0%

Below this is a "Default Allocation" section with a table:

Code	Percent %
DEFAULT	100

Buttons for "Add", "Edit", "Remove", and "Save as Favorite" are present. The main area displays "No Allocations" with a message: "These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part of all of these expenses differently." At the bottom right are "Cancel" and "Save" buttons.

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.

The screenshot shows the SAP Concur interface for managing a request. The request is titled 'To Adelle' with a total amount of € 367.80 and is not submitted. The 'EXPECTED EXPENSES' section contains a table with the following data:

Expense type	Details	Date	Amount	Requested
<input type="checkbox"/> Personal Car Mileage		05/20/2019	€ 232.80	€ 232.80
<input checked="" type="checkbox"/> Air Ticket	Paris (CDG) - Marseille (MRS), Round Trip	05/20/2019	€ 123.00	€ 123.00
<input type="checkbox"/> Hotel Reservation	Salt Lake City	05/20/2019	€ 12.00	€ 12.00

The 'Air Ticket' row is highlighted with a red border. The estimated total for the request is € 367.80.

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.

The screenshot shows the same SAP Concur interface as above, but with an 'Alert' dialog box open. The dialog box contains the following text:

Alert

⚠ Certain travel expenses must be allocated as a group. Therefore, the following expense types will be included in this allocation:

- Airfare
- Hotel

The 'Allocate' button in the 'EXPECTED EXPENSES' section is circled in red. In the table below, both the 'Air Ticket' and 'Hotel Reservation' rows are now selected (checked).

Expense type	Details	Date	Amount	Requested
<input type="checkbox"/> Personal Car Mileage		05/20/2019	€ 232.80	€ 232.80
<input checked="" type="checkbox"/> Air Ticket	Paris (CDG) - Marseille (MRS), Round Trip	05/20/2019	€ 123.00	€ 123.00
<input checked="" type="checkbox"/> Hotel Reservation	Salt Lake City	05/20/2019	€ 12.00	€ 12.00

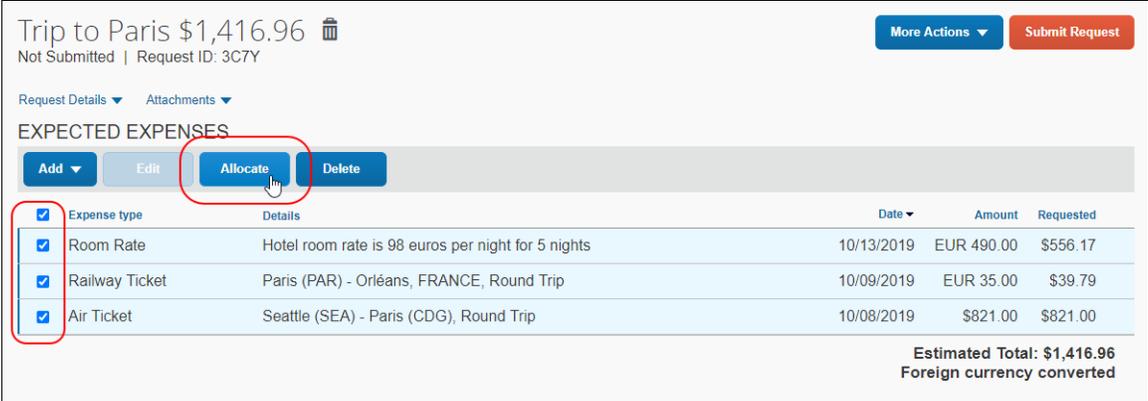
The estimated total remains € 367.80.

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**.



Trip to Paris \$1,416.96 

Not Submitted | Request ID: 3C7Y

Request Details ▾ Attachments ▾

EXPECTED EXPENSES

▾

<input checked="" type="checkbox"/>	Expense type	Details	Date ▾	Amount	Requested
<input checked="" type="checkbox"/>	Room Rate	Hotel room rate is 98 euros per night for 5 nights	10/13/2019	EUR 490.00	\$556.17
<input checked="" type="checkbox"/>	Railway Ticket	Paris (PAR) - Orléans, FRANCE, Round Trip	10/09/2019	EUR 35.00	\$39.79
<input checked="" type="checkbox"/>	Air Ticket	Seattle (SEA) - Paris (CDG), Round Trip	10/08/2019	\$821.00	\$821.00

Estimated Total: \$1,416.96
Foreign currency converted

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

Allocate

Expenses: 3 | \$1,416.96

Percent Amount

Amount \$1,416.96 Allocated \$1,416.96 100% Remaining \$0.00 0%

Default Allocation

Code	Percent %
DEFAULT	100

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 of all of these expenses differently.

Cancel Save

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

← → Misc. Promotional Expense \$45.00 🗑️

06/02/2020

Cancel Save

Allocate

Transaction Date * 06/02/2020

Description printing cost for conference fliers

Transaction Amount * 45.00 Currency * US, Dollar

Comment

Choose Percent or Amount

Allocate

Expenses: 3 | \$1,416.96

Percent | Amount

Amount
\$1,416.96

Default Allocation

Code
DEFAULT

Add | Edit | Remove

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

Add a New Allocation

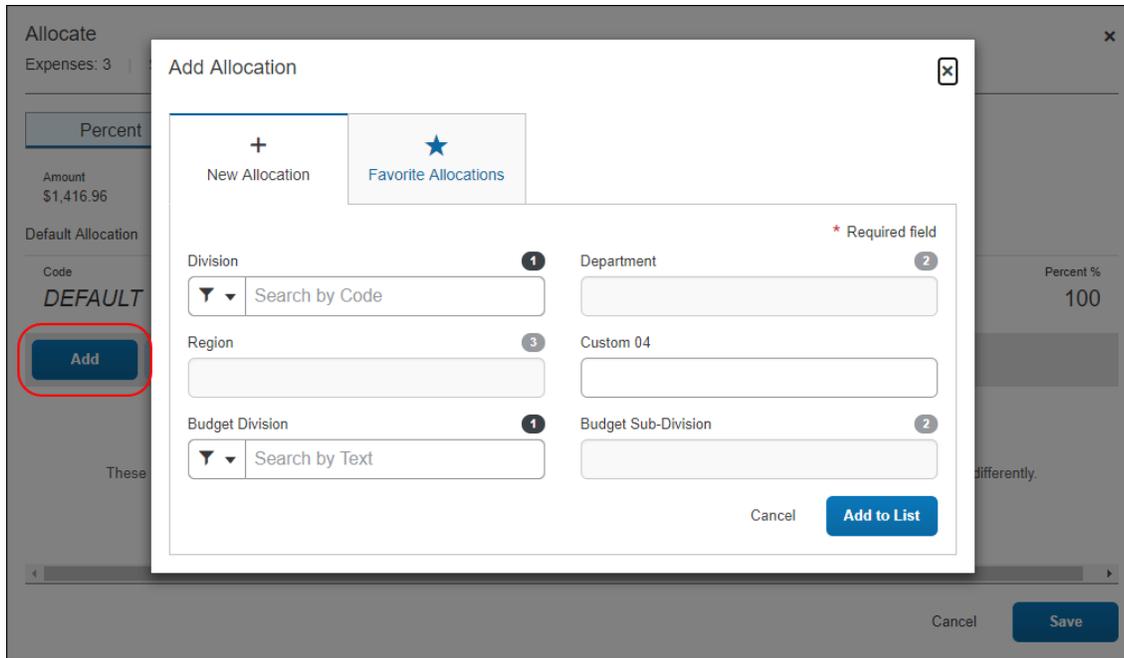
To add a new allocation, click **Add**. The **Add Allocation** dialog appears

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.

Add Edit Remove Save as Favorite								
<input type="checkbox"/>	Division	Department	Region	Custom 04	Budget Division	Budget Sub-Division	Code ▲	Percent %
<input type="checkbox"/>	Marketing	Major Mkts					MKTG-MAJ	<input type="text" value="0"/>
<input type="checkbox"/>	Marketing	Major Mkts	North America				MKTG-MAJ-NA	<input type="text" value="100"/>



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.

<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save as Favorite"/>								
<input type="checkbox"/>	Division	Department	Region	Custom 04	Budget Division	Budget Sub-Division	Code	Percent %
<input type="checkbox"/>	Marketing	Major Mkts					MKTG-MAJ	<input type="text" value="0"/>
<input type="checkbox"/>	Marketing	Major Mkts	North America				MKTG-MAJ-NA	<input type="text" value="100"/>

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%.

<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save as Favorite"/>								
<input type="checkbox"/>	Division	Department	Region	Custom 04	Budget Division	Budget Sub-Division	Code ▲	Percent %
<input type="checkbox"/>	Marketing	Major Mkts					MKTG-MAJ	<input type="text" value="50"/>
<input type="checkbox"/>	Marketing	Major Mkts	North America				MKTG-MAJ-NA	<input type="text" value="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.

<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save as Favorite"/>								
<input type="checkbox"/>	Division	Department	Region	Custom 04	Budget Division	Budget Sub-Division	Code ▲	Percent %
<input type="checkbox"/>	Marketing	Major Mkts					MKTG-MAJ	<input type="text" value="0"/>
<input type="checkbox"/>	Marketing	Major Mkts	North America				MKTG-MAJ-NA	<input type="text" value="50"/>
<input type="checkbox"/>	Sales	Sales Support	North America				SALE-SUPP-NA	<input type="text" value="50"/>

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.

		Add	Edit	Remove	Save as Favorite			
<input type="checkbox"/>	Division	Department	Region	Custom 04	Budget Division	Budget Sub-Division	Code	Percent %
<input type="checkbox"/>	Marketing	Major Mkts					MKTG-MAJ	0
<input type="checkbox"/>	Marketing	Major Mkts	North America				MKTG-MAJ-NA	50
<input type="checkbox"/>	Sales	Sales Support	North America				SALE-SUPP-NA	50

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

Save as Favorite ✕

Favorite Name

Marketing/Sales 50% each

Cancel Save

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.

Allocate

Expenses: 1 | \$

Percent

Amount

\$200.00

Default Allocation

Code

DEFAULT

Add
Edit
Remove
Save as Favorite

Add Allocation ✕

+
New Allocation

★
Favorite Allocations

Marketing/Sales 50% each

Cancel Replace Allocations

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

allocation is applied.

<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save as Favorite"/>								
<input type="checkbox"/>	Division	Department	Region	Custom 04	Budget Division	Budget Sub-Division	Code ▲	Percent %
<input type="checkbox"/>	Marketing	Major Mkts					MKTG-MAJ	<input type="text" value="0"/>
<input type="checkbox"/>	Marketing	Major Mkts	North America				MKTG-MAJ-NA	<input type="text" value="50"/>
<input type="checkbox"/>	Sales	Sales Support	North America				SALE-SUPP-NA	<input type="text" value="50"/>

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.

Trip to Paris \$1,416.96

Not Submitted | Request ID: 3C7Y

Request Details ▼ Attachments ▼

EXPECTED EXPENSES

<input type="checkbox"/>	Expense type	Details	Date ▼	Amount	Requested
<input type="checkbox"/>	Room Rate	Hotel room rate is 98 euros per night for 5 nights	10/13/2019	EUR 490.00	\$556.17 Allocated
<input type="checkbox"/>	Railway Ticket	Paris(PAR) - Orléans, FRANCE : Round Trip	10/09/2019	EUR 35.00	\$30.70 Allocated
<input type="checkbox"/>	Air Ticket	Seattle (SEA) - Paris (CDG) : Round Trip	10/08/2019	\$821.00	\$821.00 Allocated

Estimated Total: \$1,416.96
Foreign currency converted

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](#)

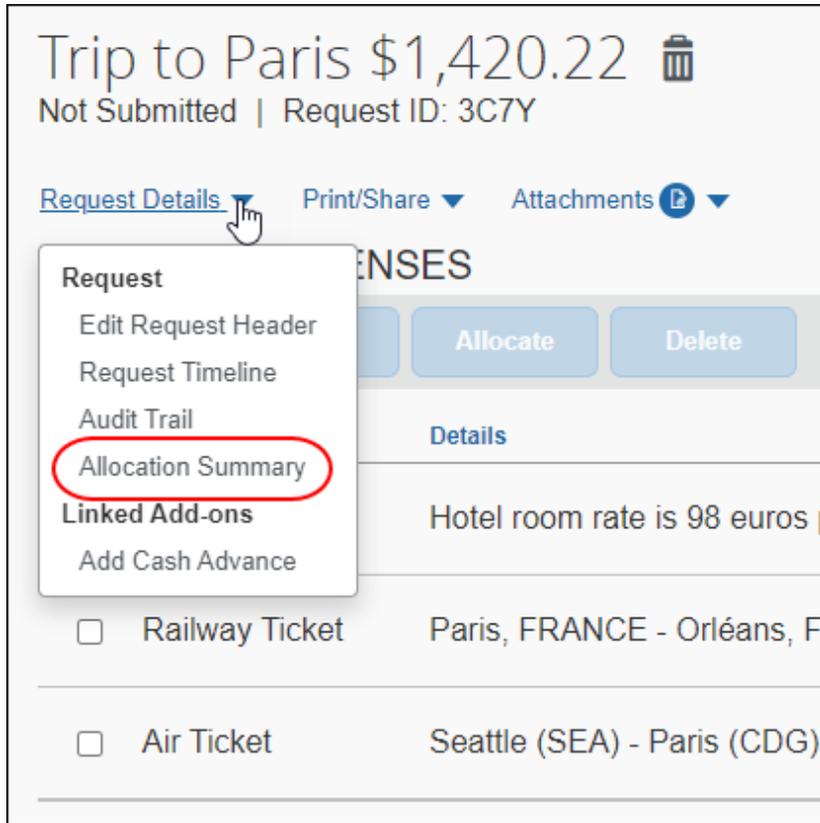
[Request Details](#) [Attachments](#)

EXPECTED EXPENSES

[Add](#) [Edit](#) [Allocate](#) [Delete](#)

<input type="checkbox"/> Expense type	Details	Allocated	Requested						
<input type="checkbox"/> Room Rate	Hotel r	Total Allocated \$39.79	\$556.17 Allocated						
<input type="checkbox"/> Railway Ticket	Paris, F	<table border="1"><thead><tr><th>Code</th><th>Percent</th></tr></thead><tbody><tr><td>MKTG-MAJ-NA</td><td>50</td></tr><tr><td>SALE-SUPP-NA</td><td>50</td></tr></tbody></table>	Code	Percent	MKTG-MAJ-NA	50	SALE-SUPP-NA	50	\$30.79 Allocated
Code	Percent								
MKTG-MAJ-NA	50								
SALE-SUPP-NA	50								
<input type="checkbox"/> Air Ticket	Seattle		\$821.00 Allocated						
			\$1,416.96 Inverted						

[View Allocation](#)



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

Allocate

Expenses: 1 | \$39.79

Amount: \$39.79 | Allocated \$39.79 (100%) | Remaining \$0.00 (0%)

Default Allocation

Code: *DEFAULT* Percent %: 0

<input type="checkbox"/>	Division	Department	Region	Custom 04	Budget Division	Budget Sub-Division	Code	Percent %
<input type="checkbox"/>	Marketing	Major Mkts	North America				MKTG-MAJ-NA	<input type="text" value="50"/>
<input type="checkbox"/>	Sales	Sales Support	North America				SALE-SUPP-NA	<input type="text" value="50"/>

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.

The screenshot shows a web application interface with a modal dialog box titled "Allocation Summary". The dialog displays the following information:

- Request Title: Trip to Paris
- Total Amount: \$1,420.22
- Allocation 1: Sales - Sales Support - North America (SALE-SUPP-NA) with an amount of \$710.12
- Allocation 2: Marketing - Major Mkts - North America (MKTG-MAJ-NA) with an amount of \$710.10

The dialog also features a "Close" button. In the background, a table lists requested items with their allocated amounts:

Item	Description	Date	Requested	Allocated	
<input type="checkbox"/>	Expense				
<input type="checkbox"/>	Room				
<input type="checkbox"/>	Railway Ticket	Paris, FRANCE - Orléans, FRANCE : Round Trip	10/09/2019	EUR 35.00	\$39.79 Allocated
<input type="checkbox"/>	Air Ticket	Seattle (SEA) - Paris (CDG) : Round Trip	10/08/2019	\$821.00	\$821.00 Allocated

Estimated Total: \$1,420.22
Foreign currency converted