Allocating Expenses

Overview: As you create an expense report, you can allocate expenses to different projects or departments by percentage or dollar amount. If you are using a cost object outside your department, it will be automatically routed to the appropriate approver.

1. To allocate expenses, on the **Manage Expenses** page, click **Details**, and then click **Allocations** or the **Allocate** button.

Parking Reimburse	ement at Main	4	Delete Report Submit Report
+ New Expense Import Expenses	etails • Receipts • Print / Email •		Show Exceptions
Expenses Date ▼ Expense Type O8/30/2018 Parking TMC, Houston, Tex INFORMATION: This report cont review the transaction and report O8/29/2018 Business Meals/E KROGER, Pearlan All	Delete Copy View + « Report Header nount Requested 12.00 \$12.00 Audit Trail 12.00 \$12.00 \$12.00 Approval Flow e report dates, please 16.22 \$16.22 Allocations 16.22 \$16.22	Expense Receipt Image Expense Type Parking Enter Vendor Name TMC Comments To/From Approvers/Processors	Additional Information Amount 12.00 USD V
	TOTAL AMOUNT TOTAL REQUESTED \$28.22 \$28.22	Company (0011) 0011-Baylor College c V Fund Type (1) 1-Unrestricted	Business Area (7600) 7600-Institutional Sup V Save Itemize Allocate Attach Receipt Cancel

2. In the **Allocations for Report** window, use the check boxes to select individual expenses, or select the first check box to select all of the expenses. After you have selected the expenses you want to allocate, click **Allocate Selected Expenses**.

pense List Alocale Selected Expenses Select Group >	Click A Selected	Allocate Expenses. Press Co
Date + Expense T., Group 0226/2016 Parking 02/26/2016 Dinner	535.00	



Quick Reference Guide • Version: 18-09-21-01

- Website: www.bcm.edu/mosaic
- SAP Concur Support: concursupport@bcm.edu | IT Help Desk: 713-798-8737

Baylor College of Medicine

3. Click Add New Allocation.

The total expense amount, the amount allocated, and the amount remaining appear in the **Allocations** section. You can adjust the amounts and percentages. The total amount must be 100 percent allocated, otherwise an audit rule is flagged and you will not be able to submit the report.





Quick Reference Guide • Version: 18-09-21-01 • Website: www.bcm.edu/mosaic • SAP Concur Support: concursupport@bcm.edu | IT Help Desk: 713-798-8737

4. Select from the lists or type the appropriate information in the fields, and then click **Save**.

xpense List	Allocations	Tota	1\$53.00 Allo	ated \$53.00 (100	%) Remainin	ng \$0.00 (0%
Abscale Selected Expenses Clear Selections Summary	Allocate By +	Add Nig Alocato	a second second			≡•
Select Group +	Percentage	Company	* Department	* Cost Center	Project.	Code
Date + Expense T Group Amount	50	(10) United States	(300) Sales	(3030) Mid Ma		10-300-3
02/26/2016 Parking 515.00	50	(10) United States	(300) Sales	(3030) Mid Ma		10-300-3

5. Click **Done** to return to your expense report.

The **fully allocated** icon appears with each allocated expense in the expense list. The **partially allocated icon** appears if there is a remaining amount.

l		Requests	Travel Expense	Invoice	Approvals	App Center	Administration + Help + Profile + 💄
N	Manage Expens	es View Transac	tions Cash Advan	xes •			
Di +	nner New Digerse	+ Quick Expenses	Import Expenses • 1	letalis • Recei	da • Pilel	I/Email+	Delete Report Submit Report
Expe	enses Date •	Expense Type		ount Requi	w + « N	ew Expense	Available Receipts
Add	ing New Exper	se					
	60/26/2016	Parking	\$	5.00 \$	15.00		
	02/26 2016 ()	Dinner	5	0.00 S	38.00		

6. After your expenses are fully allocated and ready to submit, click **Submit Report**.

