

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 Reimbursement at Main

Expenses

| Date | Expense Type | Amount | Requested |
|------------|---|---------|-----------|
| 08/30/2018 | Parking TMC, Houston, Tex | \$12.00 | \$12.00 |
| 08/29/2018 | Business Meals/Entertainment KROGER, Pearlan | \$16.22 | \$16.22 |

TOTAL AMOUNT: \$28.22 TOTAL REQUESTED: \$28.22

Expense Type: Parking
Enter Vendor Name: TMC
Amount: 12.00 USD
Company: (0011) 0011-Baylor College c
Fund Type: (1) 1-Unrestricted

Buttons: 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**.

Allocations for Report: Dinner

Expense List

| Date | Expense T... | Group | Amount |
|-------------------------------------|--------------|---------|---------|
| <input checked="" type="checkbox"/> | 02/26/2016 | Parking | \$15.00 |
| <input checked="" type="checkbox"/> | 02/26/2016 | Dinner | \$33.00 |

Buttons: Allocate Selected Expenses, Select Group, Save, Cancel, Done

Callout: Click Allocate Selected Expenses.

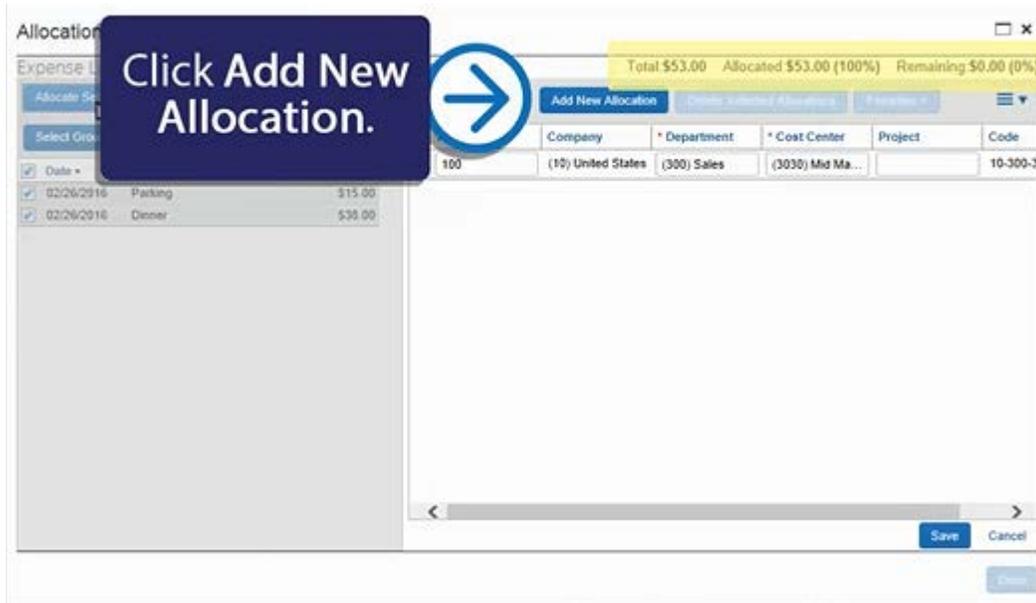


Quick Reference Guide

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

3. Click **Add New Allocation**.

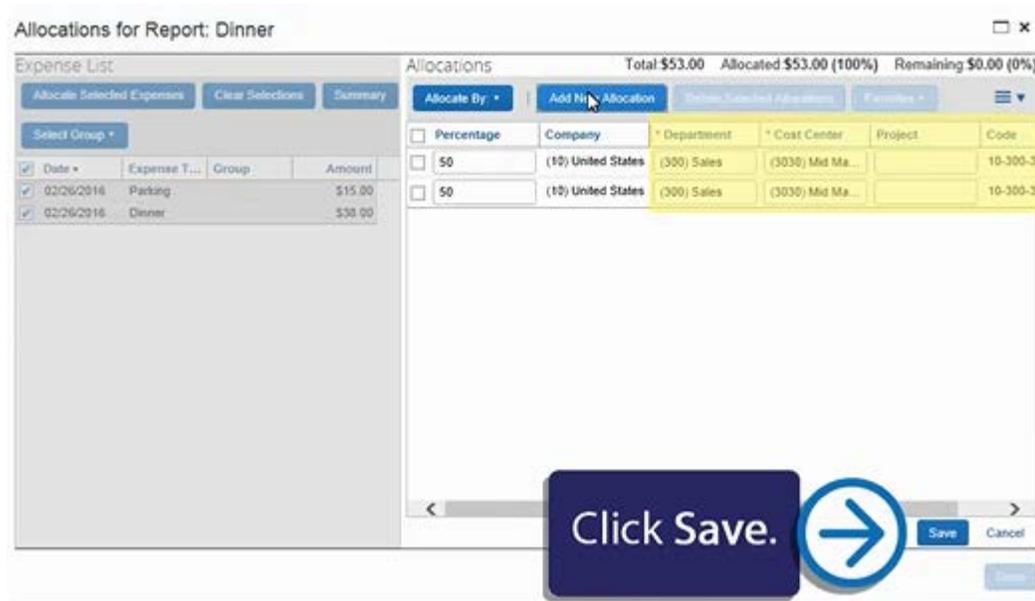
The total expense amount, the amount allocated, and the amount remaining appear in the **Allocations** section. You can adjust the amounts and percentages. The total amount must be 100 percent allocated, otherwise an audit rule is flagged and you will not be able to submit the report.



Quick Reference Guide

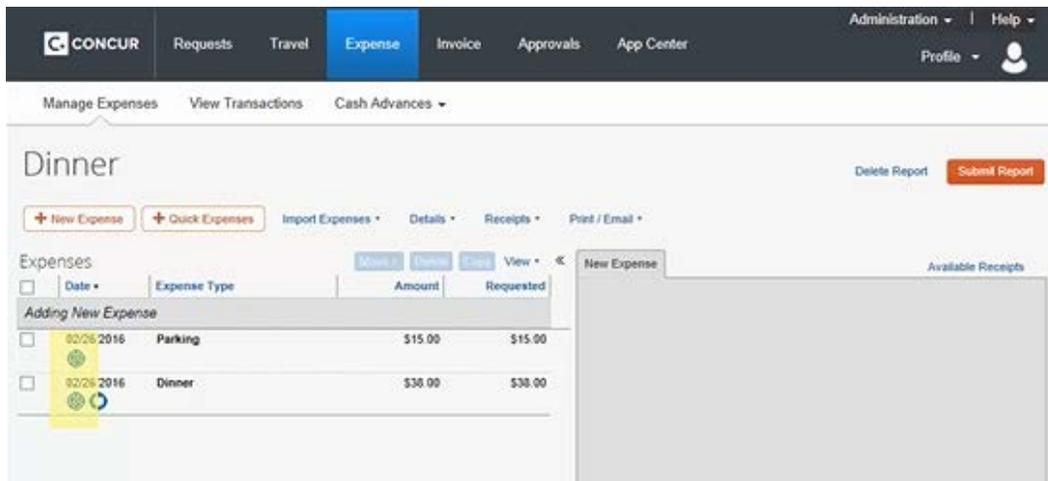
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- Select from the lists or type the appropriate information in the fields, and then click **Save**.



- 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.



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



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