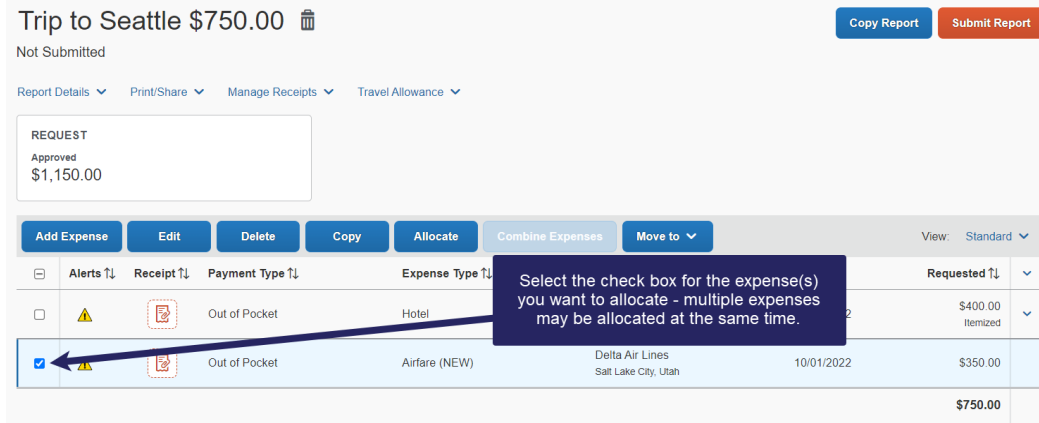



Allocating Expenses

As you create an expense report, you can allocate expenses to different Chartfields (AD Shortcut, BU, Org, Fund, Activity, Project, A/U, GL).

1. To allocate expenses, from the open report, select the check box for the expense you want to allocate, or the check box at the top of the column to select all expenses.





Trip to Seattle \$750.00  Copy Report Submit Report
 Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

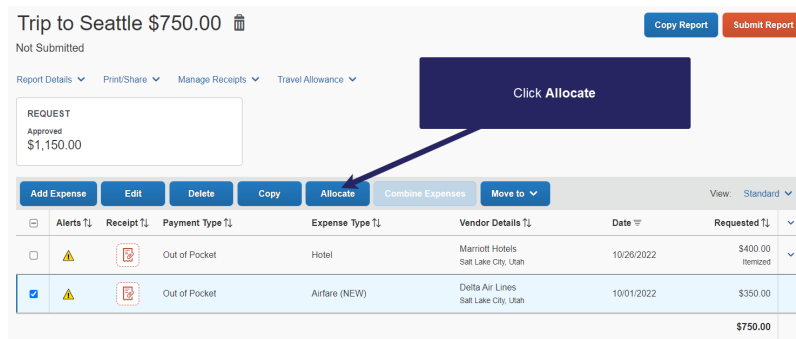
REQUEST
Approved
\$1,150.00


Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

Alerts	Receipt	Payment Type	Expense Type	Requested
<input type="checkbox"/>		Out of Pocket	Hotel	\$400.00 Itemized
<input checked="" type="checkbox"/>		Out of Pocket	Airfare (NEW) Delta Air Lines Salt Lake City, Utah	10/01/2022 \$350.00
				\$750.00

Select the check box for the expense(s) you want to allocate - multiple expenses may be allocated at the same time.

2. Click **Allocate**.





Trip to Seattle \$750.00  Copy Report Submit Report
 Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST
Approved
\$1,150.00

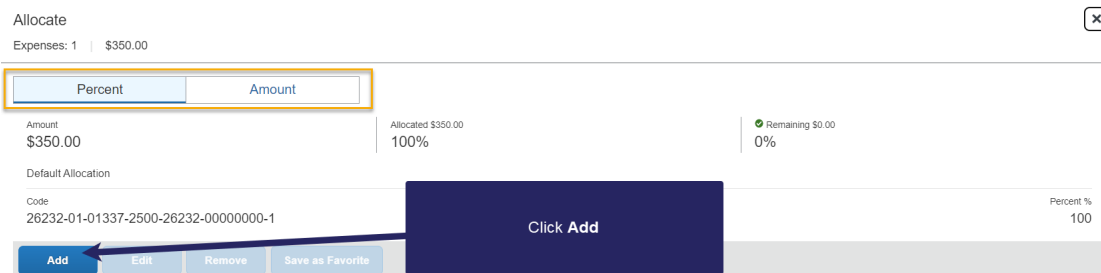
Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Out of Pocket	Hotel	Marriott Hotels Salt Lake City, Utah	10/26/2022	\$400.00 Itemized
<input checked="" type="checkbox"/>		Out of Pocket	Airfare (NEW) Delta Air Lines Salt Lake City, Utah		10/01/2022	\$350.00
						\$750.00

Click Allocate

On the Allocate screen, you can allocate your expenses by **Percent** or **Amount**.

3. To allocate the expense by percent, verify that **Percent** is selected, and then click **Add**.



Allocate Close
 Expenses: 1 | \$350.00

Percent Amount

Amount
\$350.00

Allocated \$350.00
100%

Remaining \$0.00
0%

Default Allocation
Code
26232-01-01337-2500-26232-00000000-1

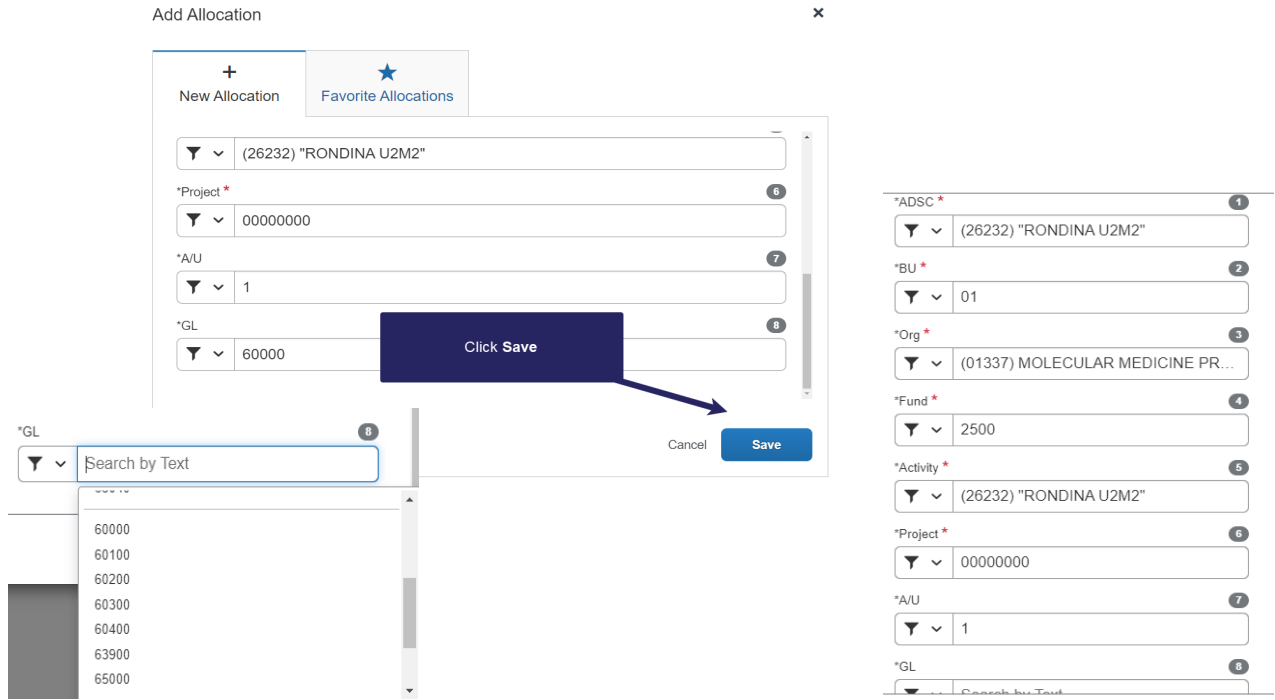
Percent %
100

Add Edit Remove Save as Favorite

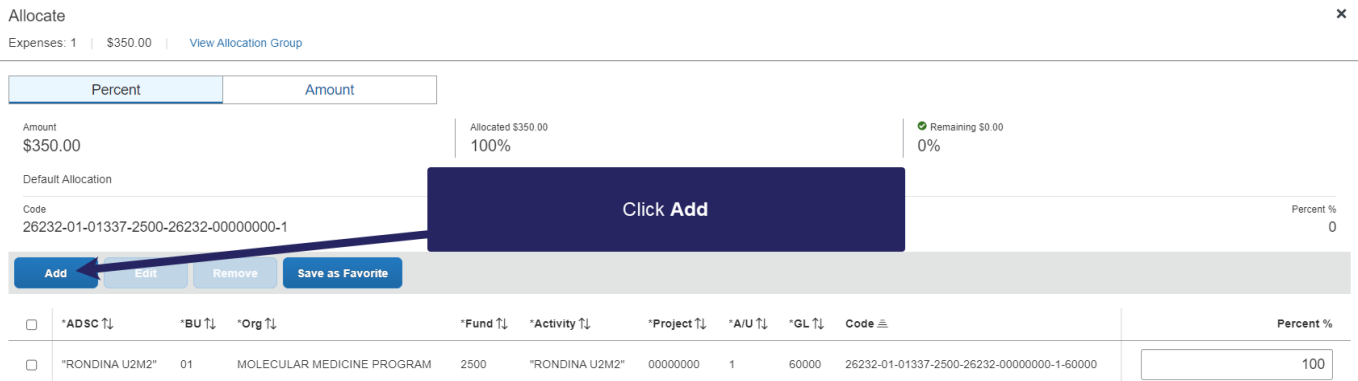
Click Add

4. After you enter the appropriate information, click **Save**.

All required fields with a red asterisk must be populated from the drop-down.



5. To add an additional line item to the expense, click **Add**.



*ADsc	*BU	*Org	*Fund	*Activity	*Project	*A/U	*GL	Code	Percent %
"RONDINA U2M2"	01	MOLECULAR MEDICINE PROGRAM	2500	"RONDINA U2M2"	00000000	1	60000	26232-01-01337-2500-26232-00000000-1-60000	100

You can adjust the **Percent** amount for an allocation line item and the other line item(s) will automatically adjust to equal 100 percent.

6. To save the allocations and return to your expense report, click **Save**.

Percent	Amount
Amount \$350.00	Allocated \$350.00 100%
Default Allocation	
Code 26232-01-01337-2500-26232-00000000-1	
Percent % 0	

Add
Edit
Remove
Save as Favorite

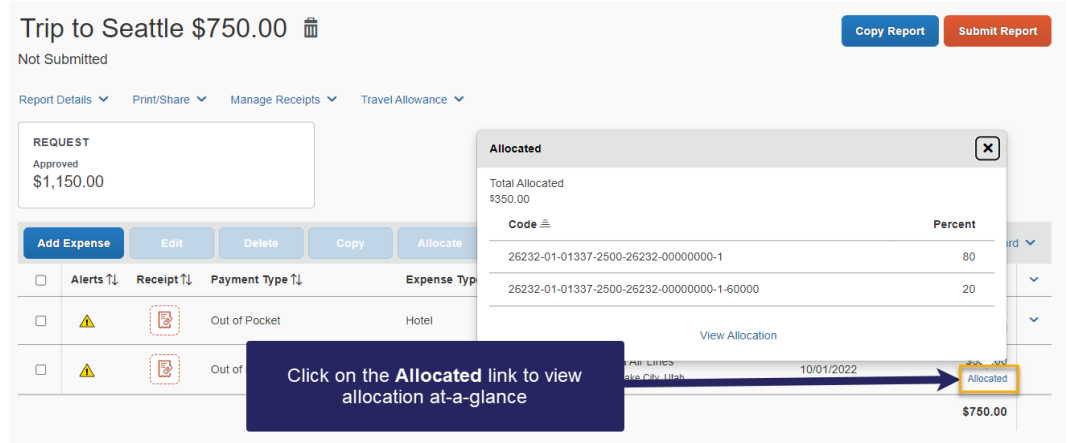
*ADSC ↑↓	*BU ↑↓	*Org ↑↓	*Fund ↑↓	*Activity ↑↓	*Project ↑↓	*AIU ↑↓	*GL ↑↓	Code ≡	Percent %
<input type="checkbox"/>	"RONDINA U2M2"	01	MOLECULAR MEDICINE PROGRAM	2500	"RONDINA U2M2"	00000000	1	26232-01-01337-2500-26232-00000000-1	80
<input type="checkbox"/>	"RONDINA U2M2"	01	MOLECULAR MEDICINE PROGRAM	2500	"RONDINA U2M2"	00000000	1	60000 26232-01-01337-2500-26232-00000000-1-60000	20

Click Save

Cancel
Save

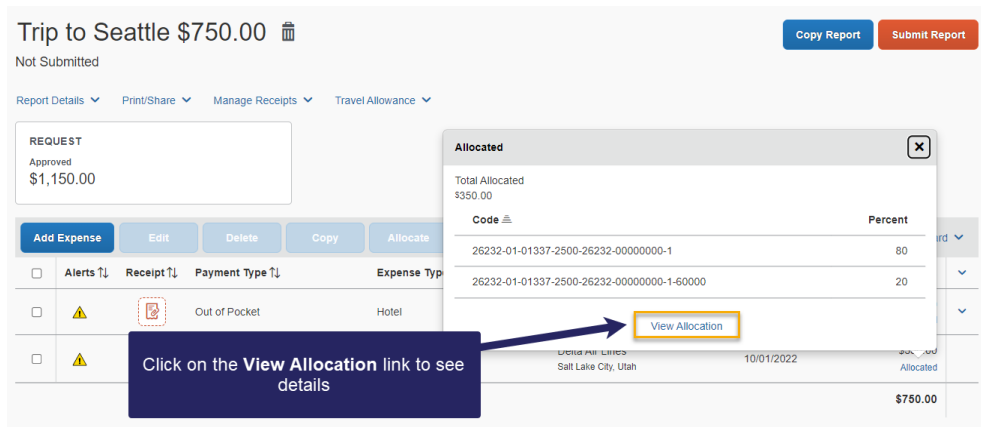
The expense displays as **Allocated**.

- To view the allocation for this expense, click the **Allocated** link.



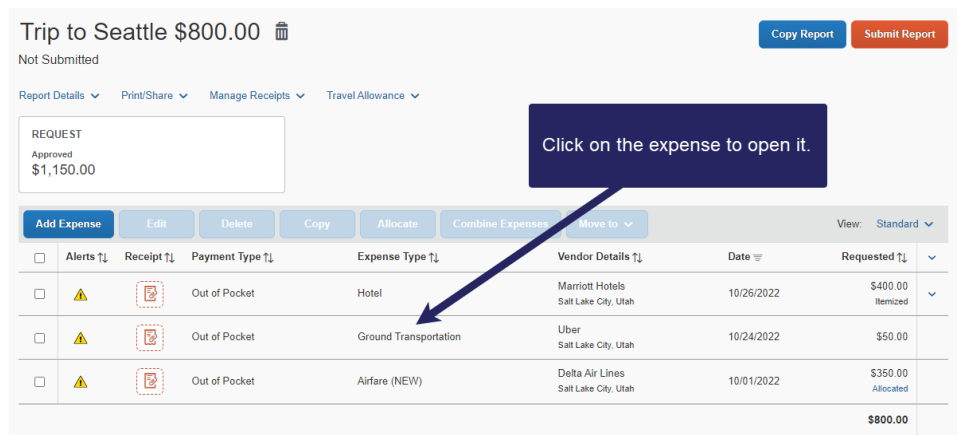
The allocation details appear in a separate window.

- Click **View Allocation** if you need to modify it or click **X** to close the window.

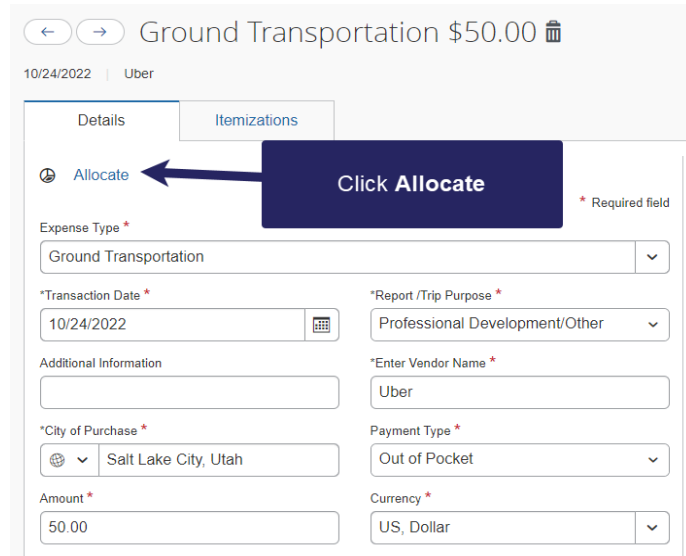


In the following example, you will see how to allocate an expense by **Amount**.

- Click the expense to open it.



2. Click Allocate.



Ground Transportation \$50.00

10/24/2022 | Uber

Details | Itemizations

Allocate ← **Click Allocate** *

Expense Type *
Ground Transportation

*Transaction Date *
10/24/2022

*Report /Trip Purpose *
Professional Development/Other

Additional Information
Uber

*Enter Vendor Name *
Uber

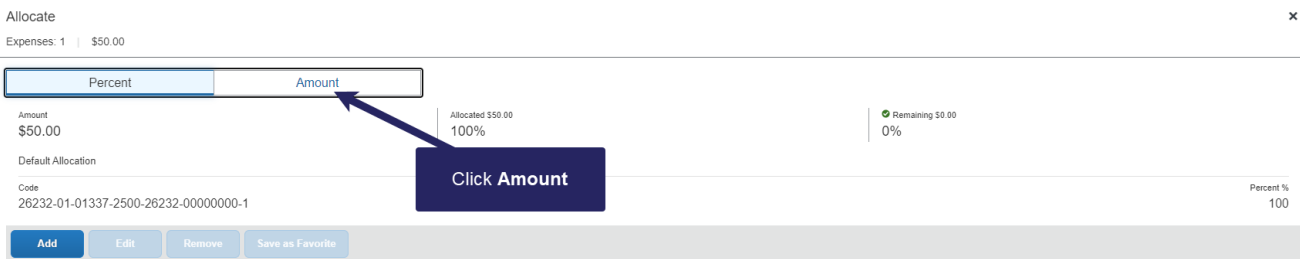
*City of Purchase *
Salt Lake City, Utah

Payment Type *
Out of Pocket

Amount *
50.00

Currency *
US, Dollar

3. To assign the appropriate allocations by amount, click Amount.



Allocate

Expenses: 1 | \$50.00

Percent | **Amount**

Amount \$50.00 | Allocated \$50.00 100% | Remaining \$0.00 0%

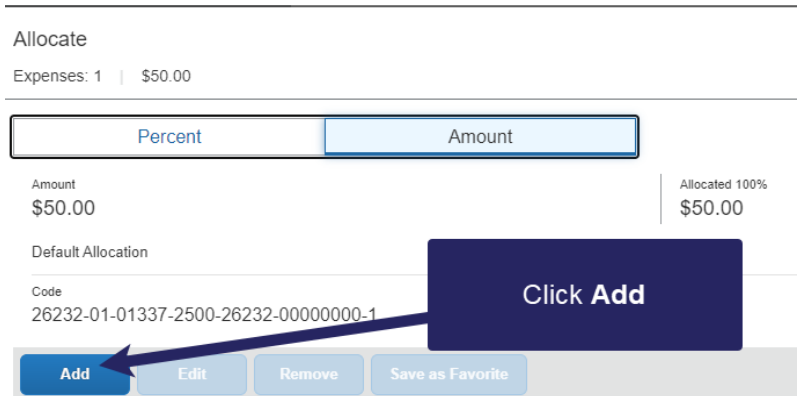
Default Allocation

Code 26232-01-01337-2500-26232-00000000-1

Click Amount

Add Edit Remove Save as Favorite

4. To add line items to the expense, click Add.



Allocate

Expenses: 1 | \$50.00

Percent | **Amount**

Amount \$50.00 | Allocated 100% \$50.00

Default Allocation

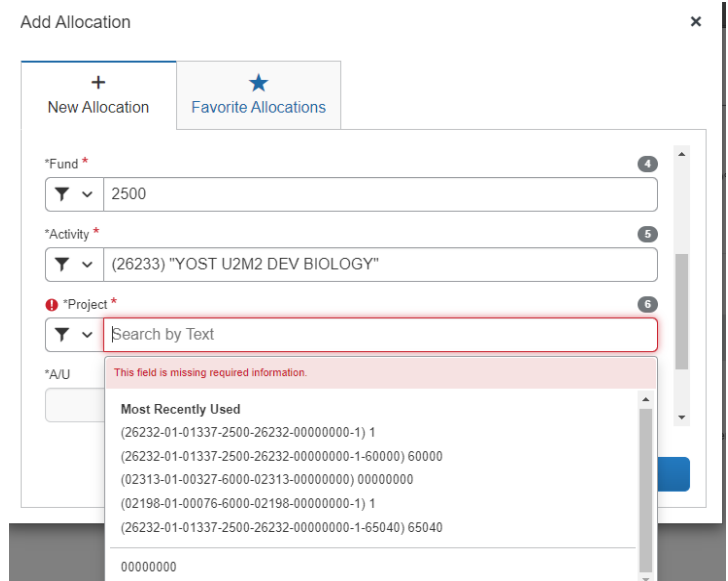
Code 26232-01-01337-2500-26232-00000000-1

Click Add

Add Edit Remove Save as Favorite

5. After you enter the appropriate information, click Save.

All required fields with a red asterisk must be populated from the drop-down.



6. Modify the amounts as needed.

Add Edit Remove Save as Favorite										
<input type="checkbox"/>	*ADSC ↓	*BU ↓	*Org ↓	*Fund ↓	*Activity ↓	*Project ↓	*A/U ↓	*GL ↓	Code ≡	Amount USD
<input type="checkbox"/>	"RONDINA U2M2"	01	MOLECULAR MEDICINE PROGRAM	2500	"RONDINA U2M2"				26232-01-01337-2500-26232-00000000-1	25.00
<input type="checkbox"/>	"YOST U2M2 DEV BIOLOGY"	01	MOLECULAR MEDICINE PROGRAM	2500	"YOST U2M2 DEV BIOLOGY"				26233-01-01337-2500-26233-00000000	25.00

Modify the amounts as needed

The amount(s) of the other line items adjust to equal the total expense amount.

7. Click Save.

Percent	Amount
Amount \$50.00	Allocated 100% \$50.00
	Remaining 0% \$0.00

Default Allocation

Code 26232-01-01337-2500-26232-00000000-1 Amount USD \$0.00

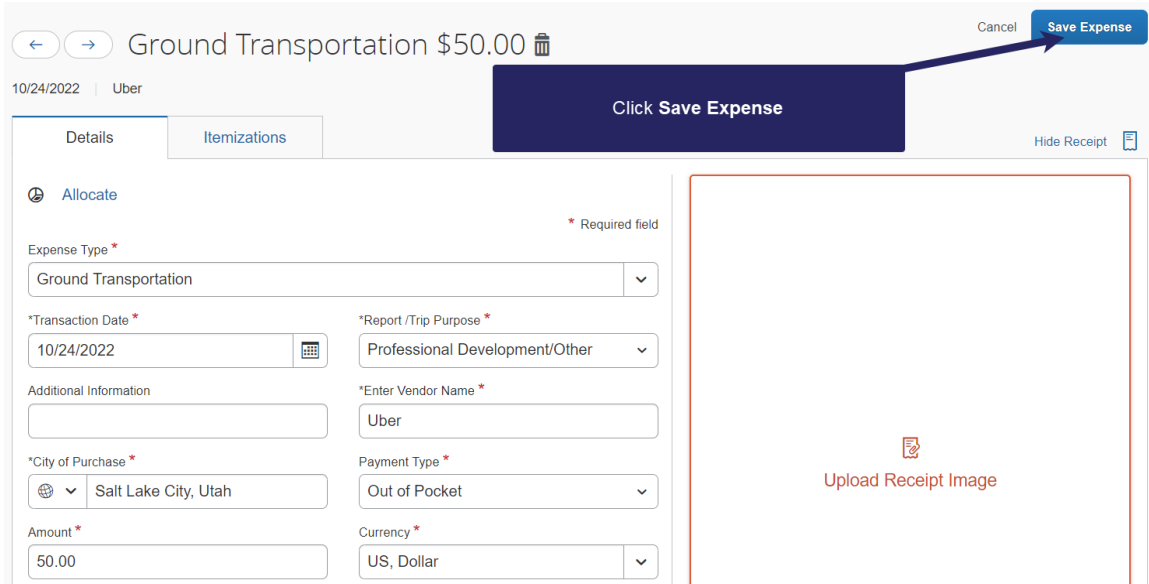
Add Edit Remove Save as Favorite										
<input type="checkbox"/>	*ADSC ↓	*BU ↓	*Org ↓	*Fund ↓	*Activity ↓	*Project ↓	*A/U ↓	*GL ↓	Code ≡	Amount USD
<input type="checkbox"/>	"RONDINA U2M2"	01	MOLECULAR MEDICINE PROGRAM	2500	"RONDINA U2M2"	00000000	1		26232-01-01337-2500-26232-00000000-1	15.00
<input type="checkbox"/>	"YOST U2M2 DEV BIOLOGY"	01	MOLECULAR MEDICINE PROGRAM	2500	"YOST U2M2 DEV BIOLOGY"	00000000			26233-01-01337-2500-26233-00000000	35.00

Click Save

Save

8. To save the allocation for this expense, click **Save Expense**.

The expenses are now allocated, and you are ready to submit your report.



The screenshot shows the SAP Concur expense entry interface. At the top, the breadcrumb trail reads "Ground Transportation \$50.00" with a trash icon. Navigation buttons for "Cancel" and "Save Expense" are in the top right. A dark blue callout box with the text "Click Save Expense" has an arrow pointing to the "Save Expense" button. Below the breadcrumb, the date "10/24/2022" and vendor "Uber" are displayed. The main form is divided into "Details" and "Itemizations" tabs. The "Allocate" section contains several required fields: "Expense Type" (Ground Transportation), "Transaction Date" (10/24/2022), "Report / Trip Purpose" (Professional Development/Other), "Enter Vendor Name" (Uber), "City of Purchase" (Salt Lake City, Utah), "Payment Type" (Out of Pocket), "Amount" (50.00), and "Currency" (US, Dollar). A large red-bordered box on the right contains the text "Upload Receipt Image" with a document icon.