







ALLOCATING (SPLITTING) A PAYMENT CARD EXPENSE















1. To allocate an expense place a check mark in the box next to the expense. Then click Allocate. You can allocate expense across system parts if needed.

Month, year, last four digits of card \$1,231.39  Copy Report Submit Report

Not Submitted

Report Details  Print/Share  Manage Receipts  Travel Allowance 

Add Expense Edit Delete Copy Allocate Combine Expenses Move to 

 Alerts 	Receipt 	Payment Type 	Expense Type 	Vendor Details 	Date 	Requested 
<input checked="" type="checkbox"/>		Payment Card	Undefined	COMMUNITY COFFEE-RECUR	06/23/2022	\$245.65
<input type="checkbox"/>		 Payment Card	Undefined	OFFICE DEPOT #1127	06/16/2022	\$409.95 Itemized
<input type="checkbox"/>		Payment Card	Undefined	ROSAS CAFE & TORTILLA College Stati, Texas	06/15/2022	\$408.88
<input type="checkbox"/>		Payment Card	Undefined	CHEDDAR'S 0202098 College Stati, Texas	06/08/2022	\$81.91
<input type="checkbox"/>		Payment Card	Undefined	THE FARM PATCH Bryan, Texas	06/07/2022	\$85.00
						\$1,231.39

2. You can allocate by Percent or Amount, then click Add.

Allocate

Expenses: 1 | \$245.65

Percent Amount

Amount \$245.65 Allocated 100% \$245.65 Remaining 0% \$0.00

Default Allocation

Code Payment Card-02-FISC FMO-210410 00000-L Amount USD \$245.65

Add Edit Remove Save as Favorite

3. You will get the pop up below. Make your selections, then click save.

SAP Concur Expense

Allocate

Expenses: 1 | \$245.65

Percent Amount

Amount \$245.65

Default Allocation


Code Payment Card-02-FISC FMO-210410 00000-L


Add Edit Remove Save as Favorite


Add Allocation


New Allocation Favorite Allocations

* Required field

Policy *  Payment Card 1

System Member *  (02) TEXAS A&M UNIVERSITY 2

Department / Sub-Department *  (FISC FMO) FINANCIAL MANAGEMENT OPERATIONS 3

Account *  /210410 00000\ FMO 4

Cancel Save

4. In this example I selected to allocate by amount and for funds to come from part 02 and part 01. You can add additional allocations by clicking the Add button. When you are finished click Save.

Allocate x

Expenses: 1 | \$245.65 | [View Allocation Group](#)

Percent

Amount

Amount: \$245.65 | Allocated 100%: \$245.65 | Remaining 0%: \$0.00

Default Allocation

Code: Payment Card-02-FISC FMO-210410 00000-L Amount USD: \$0.00

Add Edit Remove Save as Favorite

<input type="checkbox"/>	Policy	System Member	Department / Sub-Department	Account	Account Attributes	Code	Amount USD
<input type="checkbox"/>	Payment Card	SYSTEM ADMIN & GENERAL OFFICES	OFFICE OF ACADEMIC AFFAIRS	INDIRECT COST RECOVERIES - AIAG	LOCAL	Payment Card-01-AIAG-204020 00000-L	45.65
<input type="checkbox"/>	Payment Card	TEXAS A&M UNIVERSITY	FINANCIAL MANAGEMENT OPERATIONS	FMO - ACCOUNTING SERVICES	LOCAL	Payment Card-02-FISC FMO-210410 10000-L	200.00

Cancel Save

5. The screen below shows the word Allocated so you know the transaction has been allocated.

! Alerts: 5

Month, year, last four digits of card \$1,231.39
Copy Report
Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	!		Payment Card	Undefined	COMMUNITY COFFEE-RECUR	06/23/2022	\$245.65 Allocated