



Concur Expense Allocation

Quick Reference Guide (QRG)

Department of Finance & Administration
AASIS S/4HANA Upgrade and Implementation



Introduction

Purpose

Use this guide to **Allocate Expenses** in an Expense Report in Concur on both the **desktop** and **mobile app**.

The examples shown in this QRG reflect common expense itemization scenarios, but the same steps generally apply to other expense itemizations in Concur with similar functionality.

When to Use this Guide

Use this guide when you need to allocate an expense entry in an unsubmitted expense report.

Before You Begin

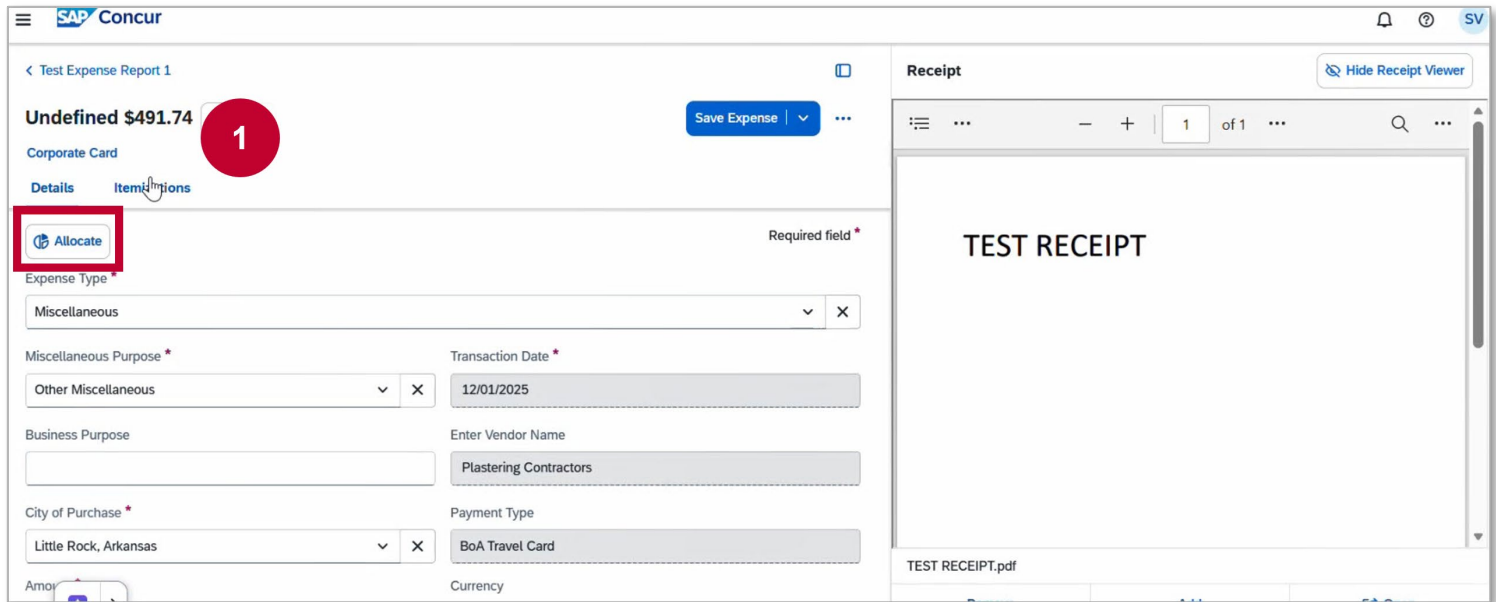
Before starting this procedure, make sure you are working in an **unsubmitted Expense Report** in Concur and have the specific **expense entry** open that you want to allocate. Confirm that you have all required fund details available before proceeding.

Please note that in this guide, **Expense Report, Report**, and **expense entry** refer to components of the same expense reporting process in Concur. For consistency, **Expense Report** is used throughout this QRG when referring to the report, and **expense entry** is used when referring to the individual expense being itemized.

Expense Allocation (1 of 4)

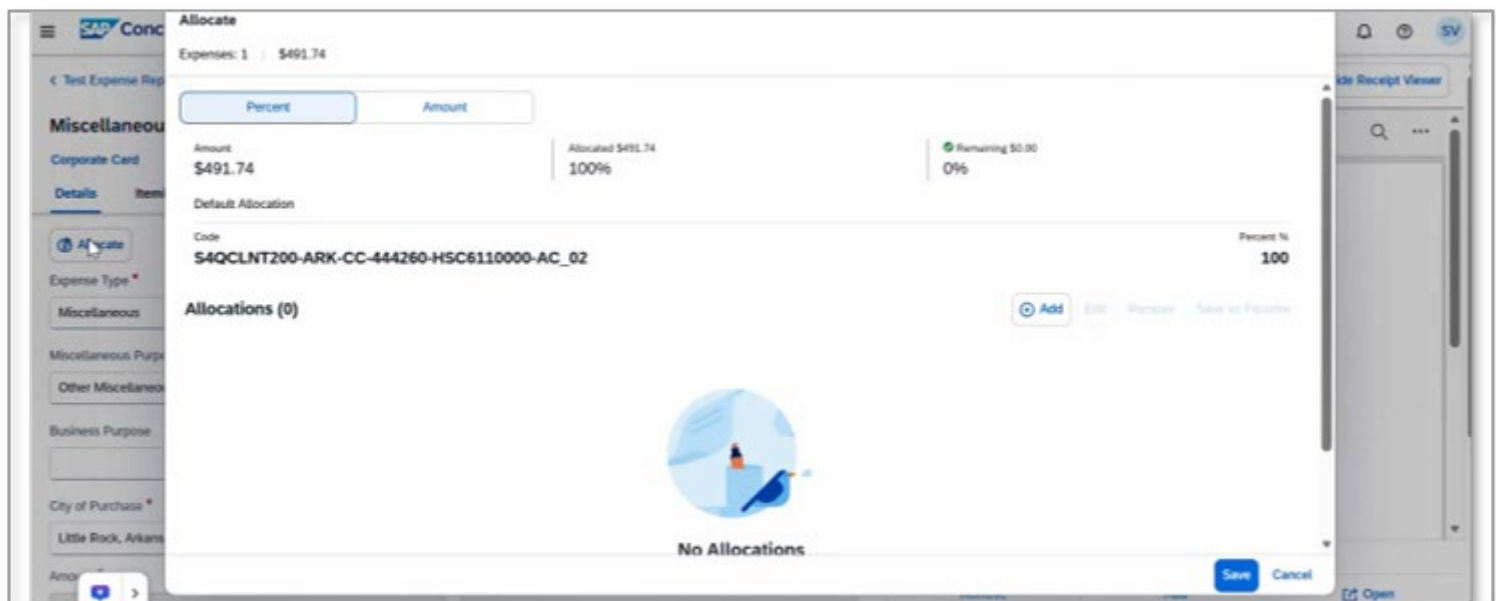
Open the Allocation Tab

1. Logon to Concur at <https://us2.concursolutions.com/> and within the expense entry, select the **Allocation** tab.



Default Allocation

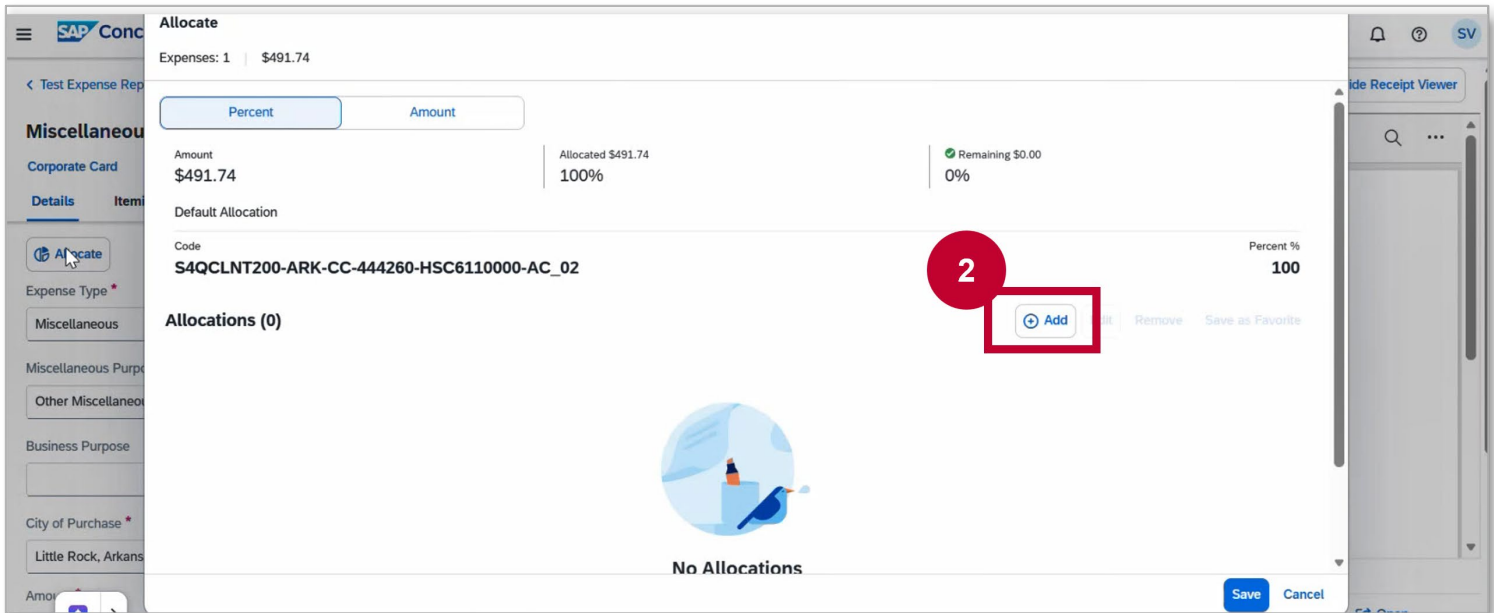
The allocation defaults based on the information entered in the Expense header.



Expense Allocation (2 of 4)

Add Allocation

- Within the allocation screen, select the **Add** button.



Allocate

Expenses: 1 | \$491.74

Amount: \$491.74 | Allocated \$491.74 | 100% | Remaining \$0.00 | 0%

Default Allocation

Code: S4QCLNT200-ARK-CC-444260-HSC6110000-AC_02

Allocations (0)

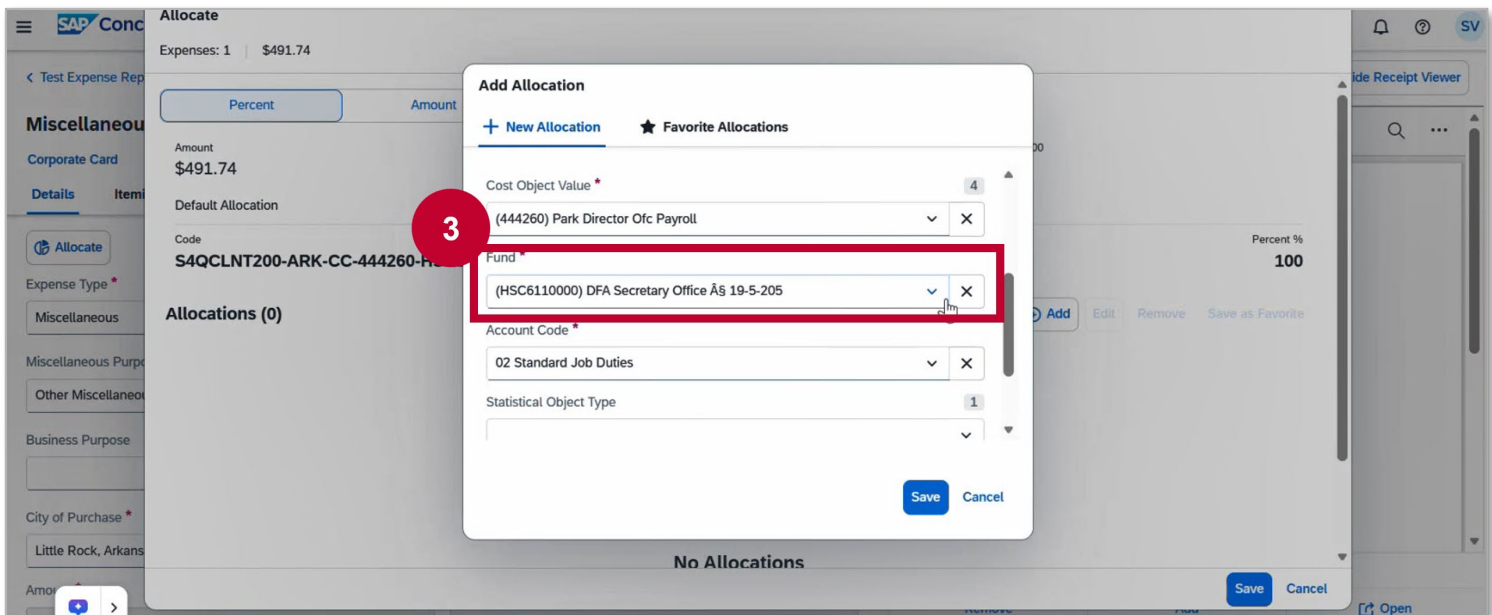
Add | Edit | Remove | Save as Favorite

No Allocations

Save | Cancel

Select the Fund

- Select the Fund you want to allocate the expense.



Allocate

Expenses: 1 | \$491.74

Amount: \$491.74 | Allocated \$491.74 | 100% | Remaining \$0.00 | 0%

Default Allocation

Code: S4QCLNT200-ARK-CC-444260-HSC6110000-AC_02

Allocations (0)

Add Allocation

+ New Allocation | ★ Favorite Allocations

Cost Object Value * (444260) Park Director Ofc Payroll

Fund * (HSC6110000) DFA Secretary Office Â§ 19-5-205

Account Code * 02 Standard Job Duties

Statistical Object Type

Save | Cancel

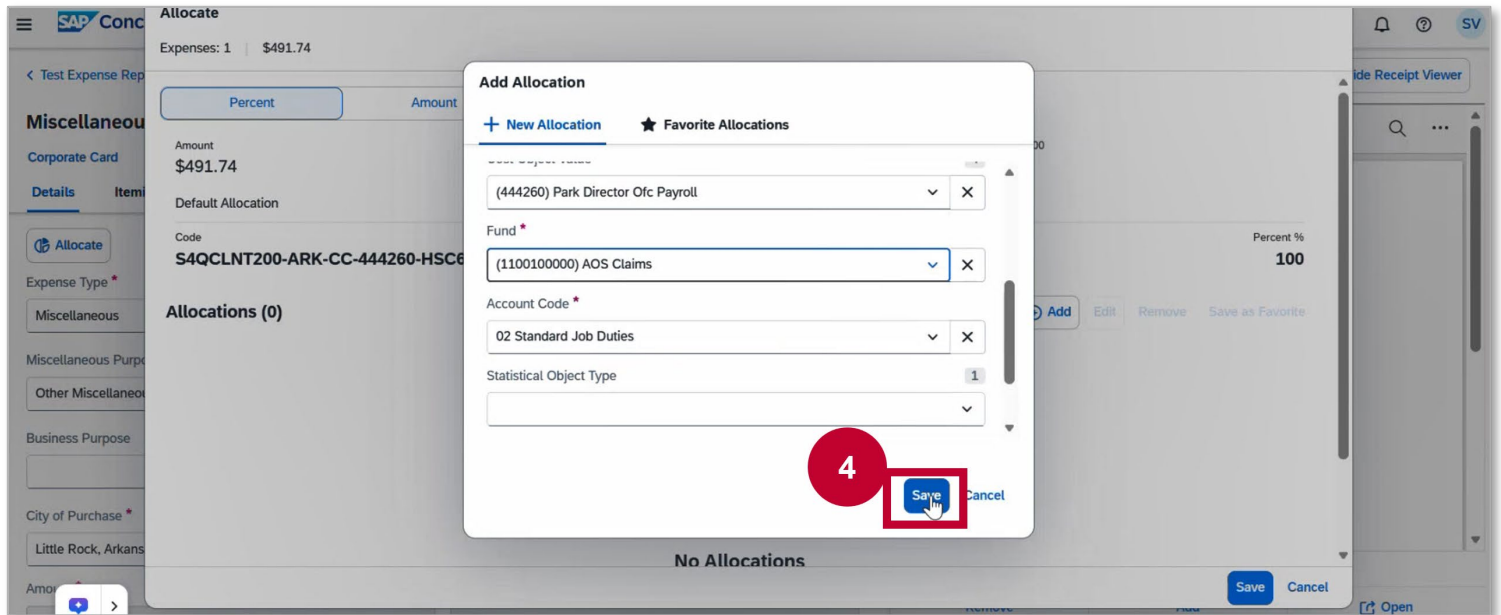
No Allocations

Save | Cancel

Expense Allocation (3 of 4)

Save the Allocation

4. Click **Save**.



The screenshot shows the SAP Concur 'Allocate' screen. A modal window titled 'Add Allocation' is open. It contains the following fields:

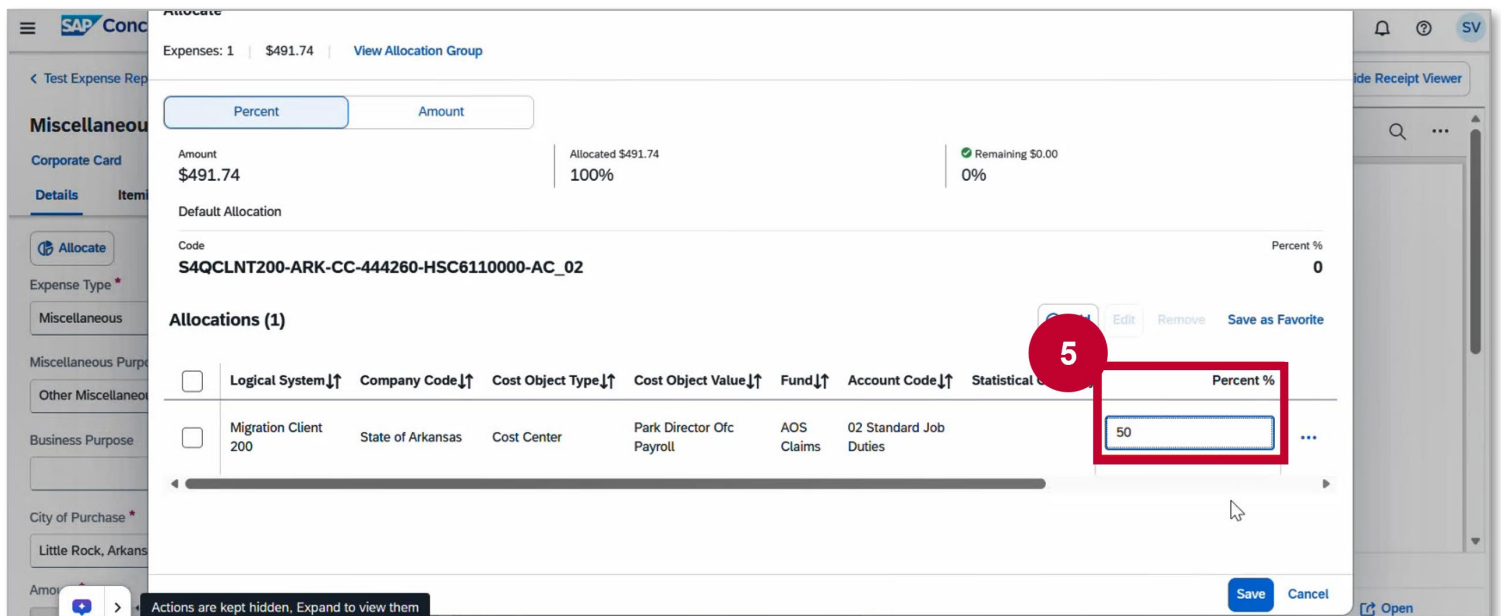
- Fund ***: (444260) Park Director Ofc Payroll
- Account Code ***: (1100100000) AOS Claims
- Statistical Object Type**: 02 Standard Job Duties

At the bottom right of the modal, there is a red circle with the number '4' next to a blue 'Save' button, which is highlighted with a red rectangle.

Indicate Allocation Percentage

5. Enter the percentage you wish to allocate to the expense.

Note: The total amount between all allocations must add up to 100%.



The screenshot shows the SAP Concur 'Allocate' screen with the 'Allocations (1)' table. The table has the following columns: Logical System, Company Code, Cost Object Type, Cost Object Value, Fund, Account Code, Statistical Object Type, and Percent %.

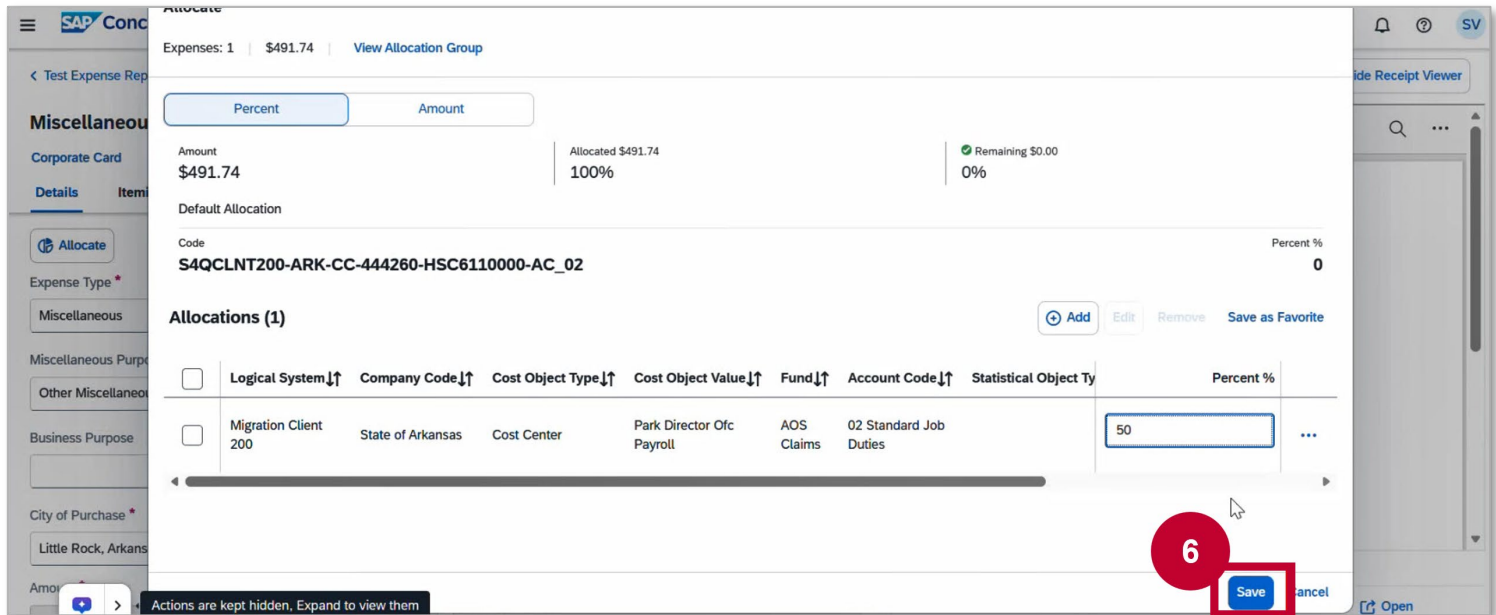
A red circle with the number '5' highlights the 'Percent %' column header. A red rectangle highlights the input field for the percentage value '50' in the first row of the table.

Logical System	Company Code	Cost Object Type	Cost Object Value	Fund	Account Code	Statistical Object Type	Percent %
Migration Client 200	State of Arkansas	Cost Center	Park Director Ofc Payroll	AOS Claims	02 Standard Job Duties		50

Expense Allocation (4 of 4)

Save the Allocation

6. Click **Save**.



Expenses: 1 | \$491.74 | View Allocation Group

Amount: \$491.74 | Allocated \$491.74 | 100% | Remaining \$0.00 | 0%

Default Allocation

Code: S4QCLNT200-ARK-CC-444260-HSC6110000-AC_02

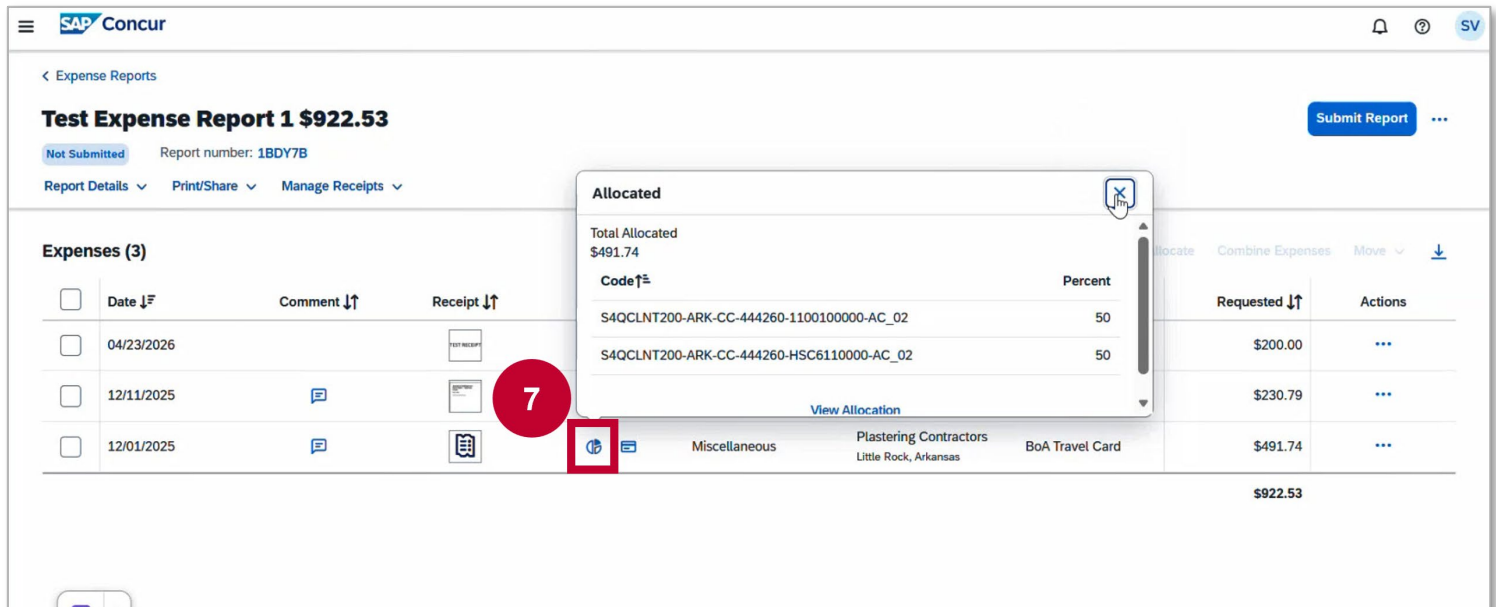
Allocations (1)

Logical System	Company Code	Cost Object Type	Cost Object Value	Fund	Account Code	Statistical Object Ty	Percent %
Migration Client 200	State of Arkansas	Cost Center	Park Director Ofc Payroll	AOS Claims	02 Standard Job Duties		50

Save Cancel

Review Allocation

7. From the expense line item in the expense report, review the breakdown of the expense allocation.



Expense Reports

Test Expense Report 1 \$922.53

Not Submitted | Report number: 1BDY7B

Report Details | Print/Share | Manage Receipts

Expenses (3)

Date	Comment	Receipt	Amount	Category	Location	Card	Requested	Actions
04/23/2026		TEST RECEIPT						
12/11/2025							\$200.00	
12/01/2025							\$230.79	
				Miscellaneous	Plastering Contractors Little Rock, Arkansas	BoA Travel Card	\$491.74	
							\$922.53	

Allocated

Total Allocated \$491.74

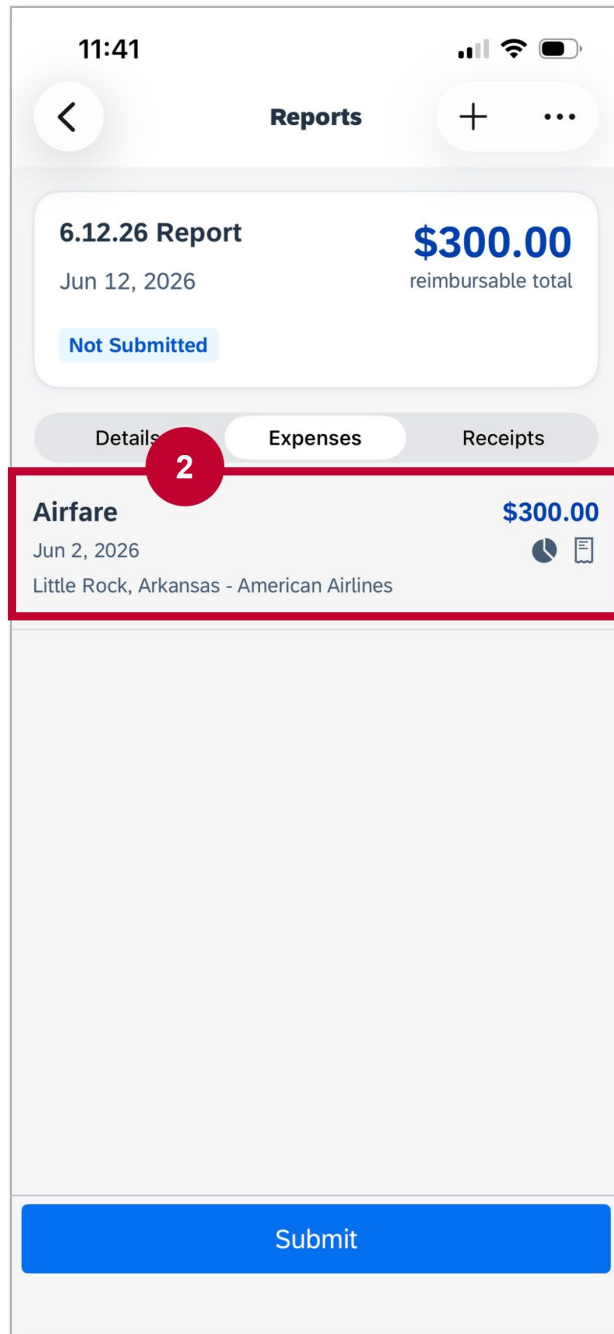
Code	Percent
S4QCLNT200-ARK-CC-444260-1100100000-AC_02	50
S4QCLNT200-ARK-CC-444260-HSC6110000-AC_02	50

View Allocation

Expense Allocation - Mobile (1 of 3)

Allocating Expenses in Concur Mobile

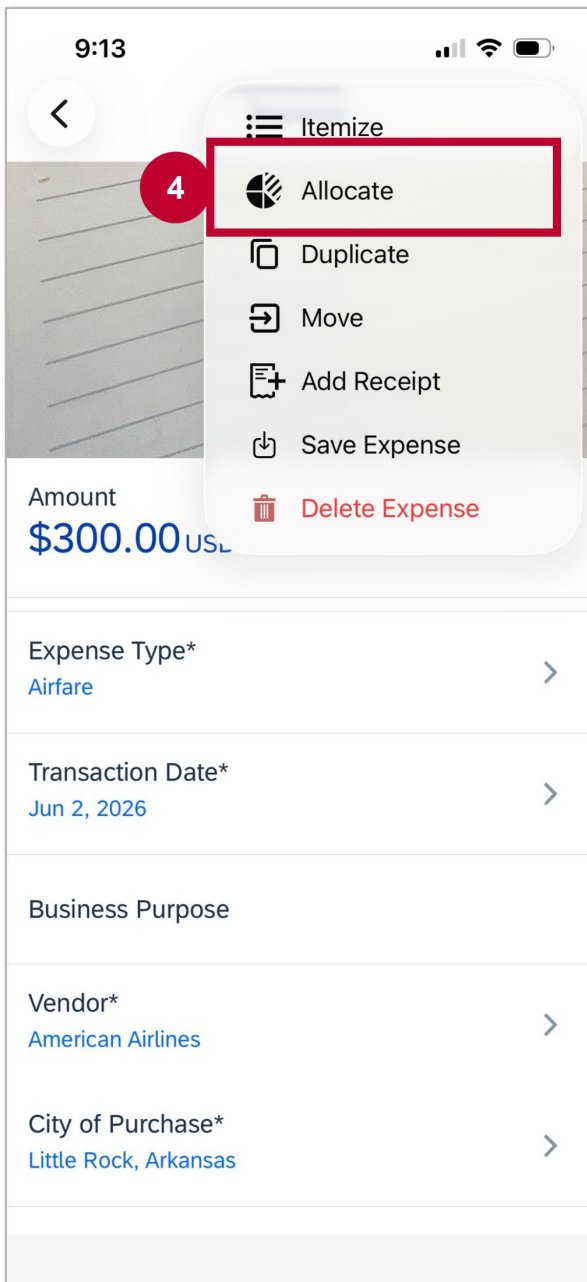
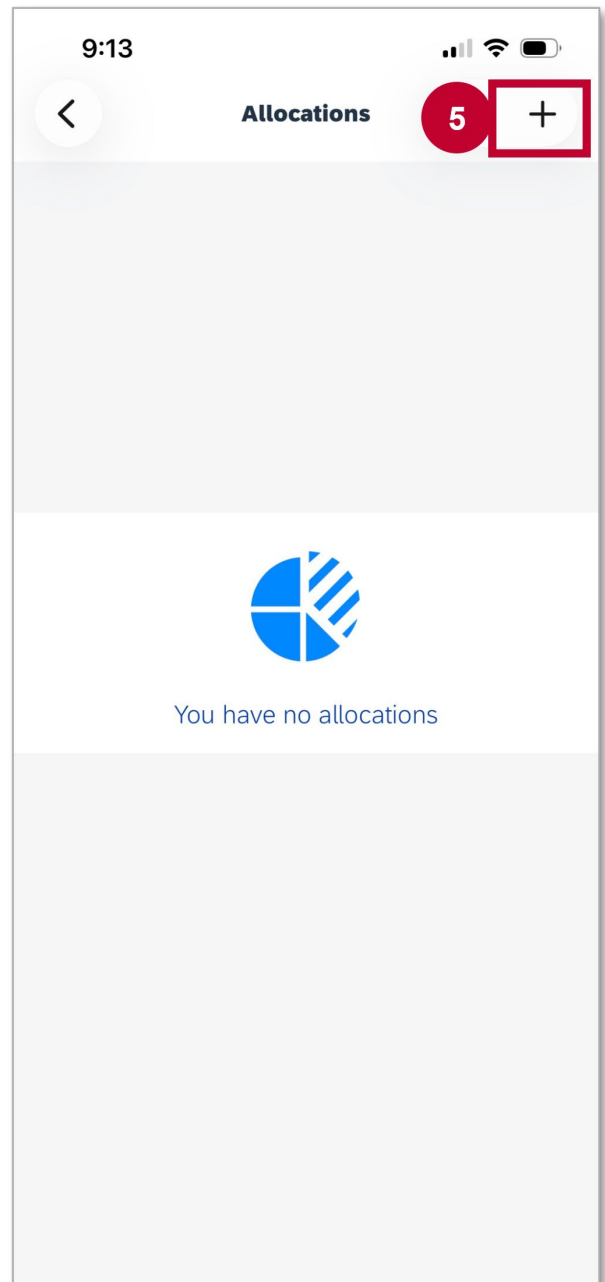
1. Start with an unsubmitted expense report with an added expense entry.
2. Tap the **Expense** entry to be allocated.



Expense Allocation - Mobile (2 of 3)

Add an Allocation to the Report

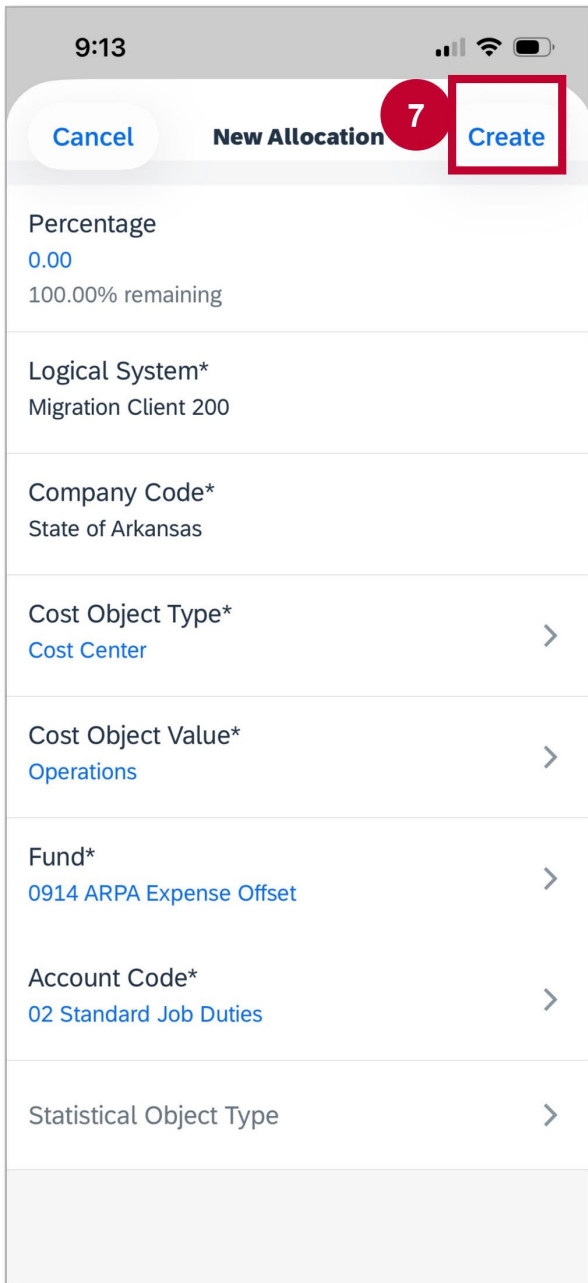
3. Tap the **Plus (+)** icon.
4. Select **Allocate** from the list.
5. Click the **Plus (+)** icon to add an allocation.



Expense Allocation - Mobile (3 of 3)

Save the Allocation

6. Complete the **required information** marked with an asterisk.
7. Once complete, tap **Create**.
8. Repeat the steps until all allocations have been entered.
9. Tap the **return (<) icon** to return to the expense entry.



9:13

Cancel New Allocation **7** Create

Percentage
0.00
100.00% remaining

Logical System*
Migration Client 200

Company Code*
State of Arkansas

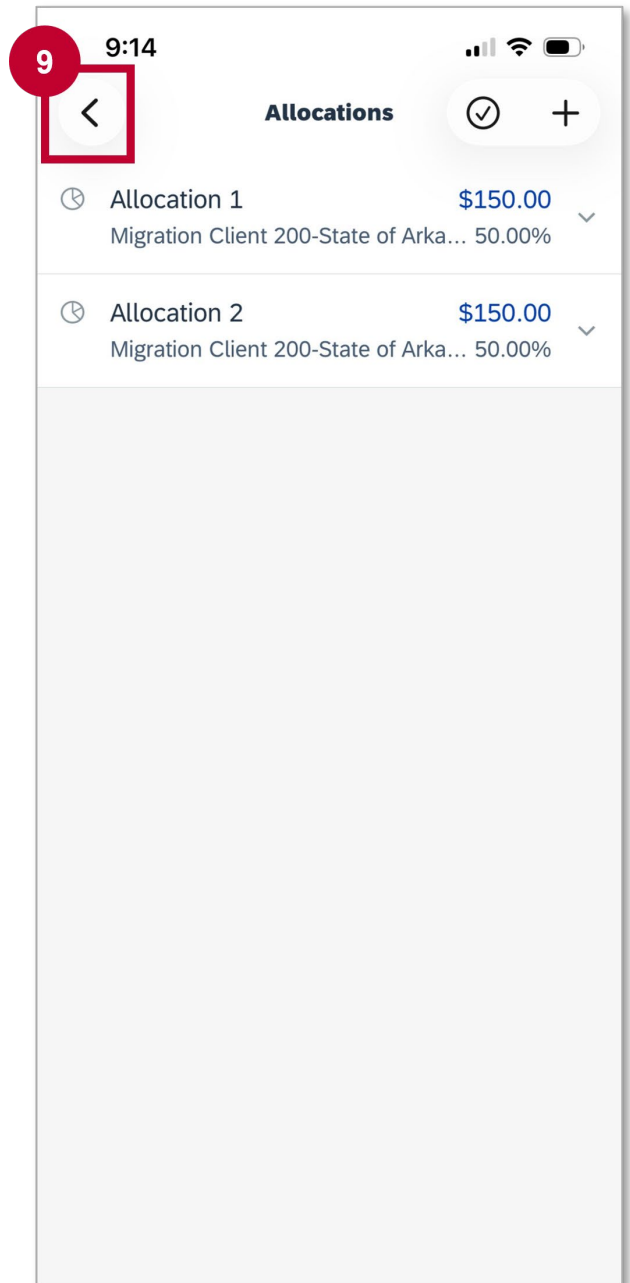
Cost Object Type*
Cost Center >

Cost Object Value*
Operations >

Fund*
0914 ARPA Expense Offset >

Account Code*
02 Standard Job Duties >

Statistical Object Type >



9:14

9 < Allocations ✓ +

Allocation 1 \$150.00
Migration Client 200-State of Arka... 50.00%

Allocation 2 \$150.00
Migration Client 200-State of Arka... 50.00%

Key Takeaways

Tips and Notes

- Complete itemization first. If an expense requires itemization, finish that before allocating so your split is applied correctly.
- Confirm allocations after edits. If you change the expense amount, date, or itemization, recheck the allocation to make sure it still reflects the correct split.
- Save before moving on. This helps prevent losing allocation changes, especially when working through multiple expenses.

Outcome

You have allocated an expense between multiple funds in an expense report in Concur.

Related Training

Use these resources if you need more detailed instruction:

- **Concur Essentials: Travel Request & Expense (Desktop and Mobile)** web-based training (WBT)
- **Creating an Expense Report (Desktop and Mobile)** job aid

WBTs can be accessed via [My ARCareers](#) under the **My ARLearning** tile.

- [Click here](#) for a video demonstration on how to enroll in a WBT.
- Password reset requests for My ARCareers should be submitted to arcareers@arkansas.gov. You can also call the Help Desk at 501-682-1800.