

How to Allocate in Concur – How to charge multiple cost objects

This Knowledge Based Article demonstrates how to *Allocate* – split charges between multiple **Cost Objects** in **Concu**r.

*A Cost Object account consists of one of the following: a **Cost Center**, **Internal Order**, or **WBS Element**.

Process and Trigger

In the **Concur** System:

- > An Allocation entry is how a user can distribute travel expense charges to multiple Cost Objects.
- The Master Cost Center is associated with the assigned user's organization unit Cost Object account in the SAP Human Capital Management (HCM) system module.
 - A user's **Master Cost Center** will automatically display in **Concurs' Report Header** section of a new expense report.
 - The Master Cost Center number on the Report Header does not require a change in Cost Object entry if all expenses are being charged to the user's organization Cost Object.
- Users have the ability to change the Master Cost Object on the Report Header by directly entering the new Cost Object number. This will allow you to Allocate your entire expense report to a different Cost Object without needing to Allocate each individual expense line item on your expense report.

Prerequisites

Prior to utilizing Concurs Allocation:

- > Users should finalize any and all itemizations in the expense report.
- > All necessary receipt images should be attached to the expense report.

Additional Information

In this document we will review the two most common scenarios users will encounter that will require utilizing **Concur's Allocation** functionality:

- 1. When splitting an entire expense report between different **Cost Objects**.
- 2. When one or more expenses (line items including sub-itemizations) in the report need to hit a **Cost Object** other than the one entered in the Report Header.



Scenario 1: How to **Allocate** an **ENTIRE** expense report to several different ***Cost Objects**: *A Cost Object account consists of one of the following a Cost Center, Internal Order or WBS Element

Report	Details 🗸	Print/Share 💊	 Manage Receipts 	s 🗸 Travel Allowance 🗸				
Ad	d Expense	Edit	Delete	Copy Allocate Combine Expen	ses Move to 🗸			
	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ↑↓	Requested =	~
		devian Relia	Out of Pocket	Business Meals (513500, 513700) Attendees (11)	Yard House Boston, Massachusetts	10/12/2022	\$174.60 Itemized	~
			Out of Pocket	Taxi (513500, 513700)	Uber Boston, Massachusetts	10/12/2022	\$23.76	
			Out of Pocket	Taxi (513500, 513700)	Uber Boston, Massachusetts	10/12/2022	\$19.88	
							\$218,24	

- 1. Select and check the top check box above all expenses within the report, as shown above.
- 2. Click on the Allocate link.
 - a. Allocation link is in the middle of the screen. Additional links to remove and edit allocation are available for selection.

Allocate				×
Expenses: 5 \$218.24				
Percent	Amount			
Amount \$218.24		Allocated \$218.24 100%	Remaining \$0.00 0%	
Default Allocation				
^{Code} Default				Percent % 100
Add Edit Re				

	SAP Concur	Travel	Add Allocation		×
Allocate					
Expenses: 5 \$218.24			+	*	
			New Allocation	Favorite Allocations	
Percent	Ai	mount			* Required field
Amount \$218.24 Default Allocation		I	Cost Object *	000) Travel & Expense	Program
^{Code} Default			Text Code Either		Cancel Save
Add Edit		e as Fa		_	

- 3. Click "Add" button to add new Cost Objects for these multiple expenses.
 - a. **Note:** Concur system will display default cost center code that was entered in the Report Header section of the report.
 - b. In dropdown next to the cost object field, select "Text" if you wish to enter the Cost Object/Internal Order by name (i.e. Travel & Expense Program). Select "Code" if you wish to enter the cost object by number (i.e. 1060130000).



4. Add all cost objects you wish to split this allocation with. If you want to split the allocation with **the** account shown in the report header cost object field, this must be added here as well.

	SAP Co	ncur C Travel	Add Allocation				×
Allo	cate						
Expe	enses: 5 \$218.24		+ New Allocation	★ Favorite Allocations			
An \$2 De Co De	Percent nount 218.24 efault Allocation de efault	Amount	Cost Object * Text Code Either	0000) Travel & Expense	Program	* Require	ed field
Alloca Expens Amou \$21	nt Alteria New Allocation Group Percent Alteria Alteria	Amount Airo 10	cated \$218.24 00%		• Remaining \$0.00 0%		×
Code Defa	ault						Percent %
<i>,</i>	Add Edit Remove Sa	ave as Favorite					
	Cost Object ↑↓		Code ≞				Percent %
	Travel & Expense Program		1060130000				50
	Accounts Payable		1060150000				50
						Canc	el Save

5. Select "Percent" tab if you wish to split the allocation by a specific percentage.

Alloca	ite					>
Expens	es: 5 \$218.24 View A	Ilocation Group				
	Percent	Amount				
Amour \$21	nt 8.24		Allocated 100% \$218.24	Remaining 0% \$0.00		
Defau	ult Allocation					
_{Code} Defa	ault					Amount USD \$0.00
A	Add Edit R	emove Save as Favorite				
	Cost Object ↑↓		Code ≞			Amount USD
	Travel & Expense Program		1060130000			109.12
	Accounts Payable		1060150000			109.12
					L	
					Cancel	Save

BU BUworks Online Help

6. Select "Amount" tab if you would like to split the allocation by a specific dollar amount.

Oct	October Team Meeting \$218.24 🛍 Submit Report										
Returned View Report Timeline											
Report [Details 🗸	Print/Share	 Manage Receipts 	Travel Allowance 🗸							
Add	Expense	Edit	Delete	Copy Allocate Combine Expenses							
	Alerts ↑↓	Receipt↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date↑↓	Requested ≡	~			
			Out of Pocket	Business Meals (513500, 513700) Attendees (10)	Yard House Boston, Massachusetts	06/22/2022	\$174.60 Allocated Itemized	~			
			Out of Pocket	Taxi (513500, 513700)	Uber Boston, Massachusetts	10/12/2022	\$23.76 Allocated				
			Out of Pocket	Taxi (513500, 513700)	Uber Boston, Massachusetts	10/12/2022	\$19.88 Allocated				
							\$218.24				

7. Once your expenses are properly allocated, click "Save." When you return to the main page of your expense report, you will notice the "Allocated" denotation under each expense amount. You can click on the "Allocated" button to see the allocations made for each expense line item.

You have successfully split your expense to a different Cost Object!

Scenario 2: How to allocate a particular expense in a report to a different Cost Object.

1. Click on the expense in your report you wish to allocate.

← → BUS 02/22/2023 Yard hous	siness Meals	5 (513500, 513700) \$174.60	Cancel	Delete Expense	Save Expe	ense
Details	Itemizations				Hide Receipt	Ξ
& Attendees (9)	Allocate	* Required field		<u>+</u>	ē :	
Expense Type * Business Meals (51	13500, 513700)	· ·	Yawindi Hoxy 120 Brokki ne Je Broko M. 100	Vand 18 Bro 18 Bro 19 Bro 18 Bro 19 Bro 19 Bro 19 Bro 19 Bro 19 Bro 19 Bro 19 Bro 19 Bro 19 Bro 18 Bro 19 Bro 10 B	Hoursee abline horse n. Al 02215 Direct 8 :15759-8336 16 6st 9	^

2. Click on "Allocate" option.

Return to Page 2 of this document and follow steps 3 through 7.

You have successfully split your expense to a different Cost Object!