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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.
   o A user's **Master Cost Center** will automatically display in **Concurs' Report Header** section of a new expense report.
   o 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.

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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

	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ↑↓	Requested ▼	⌄
☑			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	

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄   Travel Allowance ⌄

Add Expense   Edit   Delete   Copy   **Allocate**   Combine Expenses   Move to ⌄

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   Allocated $218.24   ✓ Remaining $0.00
$218.24   100%   0%

Default Allocation

Code   Percent %
Default   100

Add   Edit   Remove   Save as Favorite

Allocate
Expenses: 5 | $218.24

Percent	Amount

Amount
$218.24

Default Allocation

Code
Default

Add   Edit   Remove   Save as Fa...

Add Allocation   ✕

+ New Allocation	★ Favorite Allocations

                                                                * Required field

Cost Object *
▼ ⌄   (1060130000) Travel & Expense Program

Text
Code
Either

                                                        Cancel   **Save**

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).

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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.

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

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

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.**

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!