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

This Quick Reference Guide demonstrates how to Allocate - split charges between multiple *Cost Objects* in Concur.

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

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### 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 Concur's **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 unit’s **Cost Object**.

- Users have the ability of changing the **Master Cost Object** on the **Report Header** by directly entering the new **Cost Object** number.

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### Prerequisites

**Important**

Prior to utilizing Concurs Allocation:

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

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### 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 several 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

1. Select and Check the top check box above all the expenses within the report
   - Selection box is located on the very top of the left hand side of the screen

2. Click on the Allocate link
   - Allocation link is located on right hand side of the screen. Additional links to Delete and Edit Allocation are available for selection.
3 Click the Add New Allocation button to add new Cost Objects to the multiple fields displayed

   Note: Concur system will display additional pre-populated fields with the Cost Object code number located/entered in the Report Header section

4 Select Allocate By button to enter desired Percentage or Amount
Click the Add New Allocation button and type a new Cost Object number into the added form field

   Note: highlight the displayed Cost Object and manually type in the additional account number

5 Concur system will highlight the additional entered Cost Object field (in grey) Click on the desired account to modify or change

   Information

   The Percentage/Amount form field are also available to manually edit

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<p>| | |</p>
<table>
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| **6** | Once the expense report has been properly allocated click **Save**.  
**Information**  
A system message box will display confirming allocations have been saved  
Click **OK** button and then **Done** button |
| **7** | A blue pie chart symbol 🍇 will appear next to each expense  
**Information**  
This system symbol is confirmation that expenses have been split among different **Cost Objects**  
**You have successfully split all expenses among different Cost Objects** |

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Scenario 2: How to allocate particular expenses in a report to a different *Cost Object(s)

1. Select and Check one or more expenses
   Check box is located on the left hand side of each expense line item

   **Information**

   **Note:** in this example an expense line item has been selected as well as a sub-itemization within an Accommodations expense

Return to page 1 of this document and follow steps 2 through 6

You have successfully split one or more expenses to a different *Cost Objects

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