

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

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 unit's Cost Object.

Important

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

Prerequisites

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.

Importan

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

	New Expense	O Quick Expenses Add Card C	harges Details	Receipts • Pr	int / Email •
Expe	07/05/2014 06/03/2014 06/03/2014 06/03/2014	Expense Accommodations Altas Hotels, Seattle, Washington Airfare COMMAND AIRWAYS, Boston, Ne	Amount 5850.00 \$134.58	Requested S850.00 \$134.58	You have selected multiple expenses. What would you like to do? 1. Device the selected expenses 2. Alocate the selected expenses 3. Edit one or more fields for the selected expenses
8 8	05/21/2014 0 0 01/05/2014 0 0	Car Rental INTERENT RENT-A-CAR, Boston, Meals (breakfastilunchidinner SUSHI SAMBA DALLAS, Seattle, \	\$785 70 \$244 95	\$785.70 \$244.95	
https://in	nplementation	TOTAL A \$7 A1 concursolutions.com/expense/client/d	MOUNT 5, 72 efaultasp#	Annotanne (Canada Canada	MCGr/burger Name Name Name Name Name

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.



Allocati	Expense Lis Allocate Selec	t led Expenses Clear Selec	tions Summary	Total \$2,015.23 Allocated \$2,015.23 (100%) Remaining \$0.00 (0%) Summary Address Add New Allocation Delete Selected Allocations Favorites Add to Favorites							(0%)	Submit Report
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xpenses	Date -	Expense Group	Amount	Amount	(1061010	000) 106101	10000					
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			011042014	Picconenou		3100.00						

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

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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)

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0	New Expense	Quick Expenses Add Card Ch	arges Deta	ils • Receipts •	Print / En	nail •	
Expe	enses		Move • Dek	te Copy View •	44		~
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	07/02/2014	Accommodations	\$150.00	\$150.00		2	
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	07/03/2014	Accommodations	\$150.00	\$150.00			
	07/03/2014	Hotel Internet Fees	\$15.00	\$15.00			
	07/04/2014	Accommodations	\$150.00	\$150.00			
	07/04/2014	Hotel Internet Fees	\$15.00	\$15.00		1	
	07/05/2014	Hotel Parking	\$85.00	\$85.00			3
1	07/05/2014	Meals (breakfast/lunch/dinner	\$105.00	\$105.00		1	
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		TOTAL AV ¢2 011		TOTAL REQUESTER	D 3	5	

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