

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

Information

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 **Concur's 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:

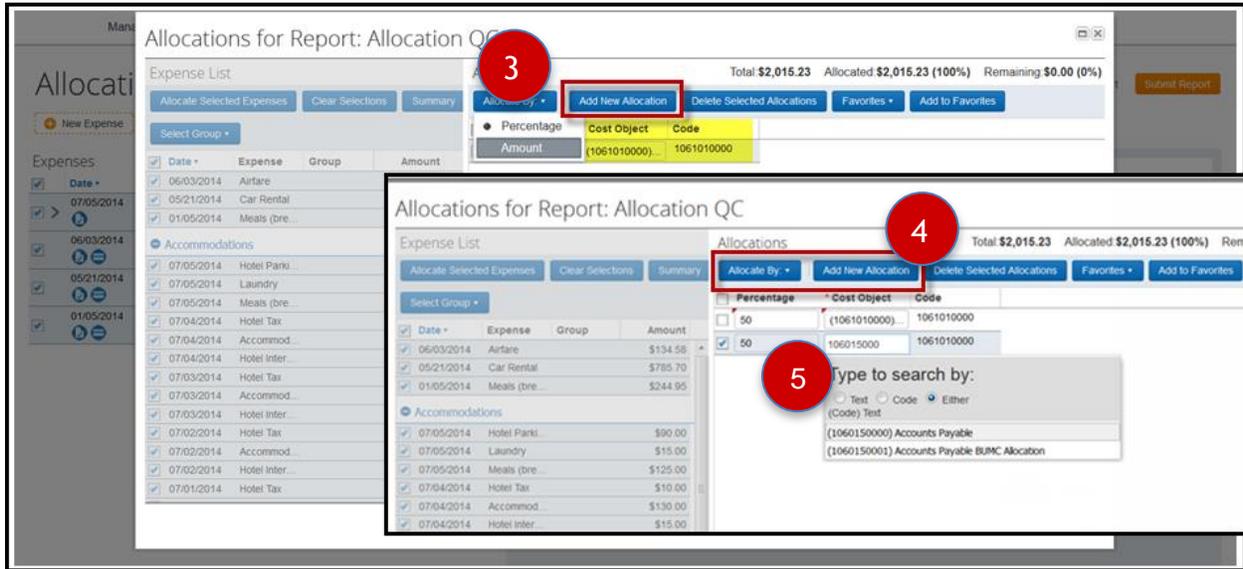
1. When splitting an entire expense report between different **Cost Objects**.
 2. When one or several expenses (line items - including sub-itemizations) in the report need to hit a **Cost Object** other than the one entered in the **Report Header**.
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Scenario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

The screenshots show the 'Allocation QC' interface in Concur. The top screenshot highlights the selection of expenses, with a red box around the top-left checkboxes and a red circle with the number '1'. The bottom screenshot highlights the 'Allocate' link in the 'You have selected multiple expenses' dialog, with a red box around the link and a red circle with the number '2'.

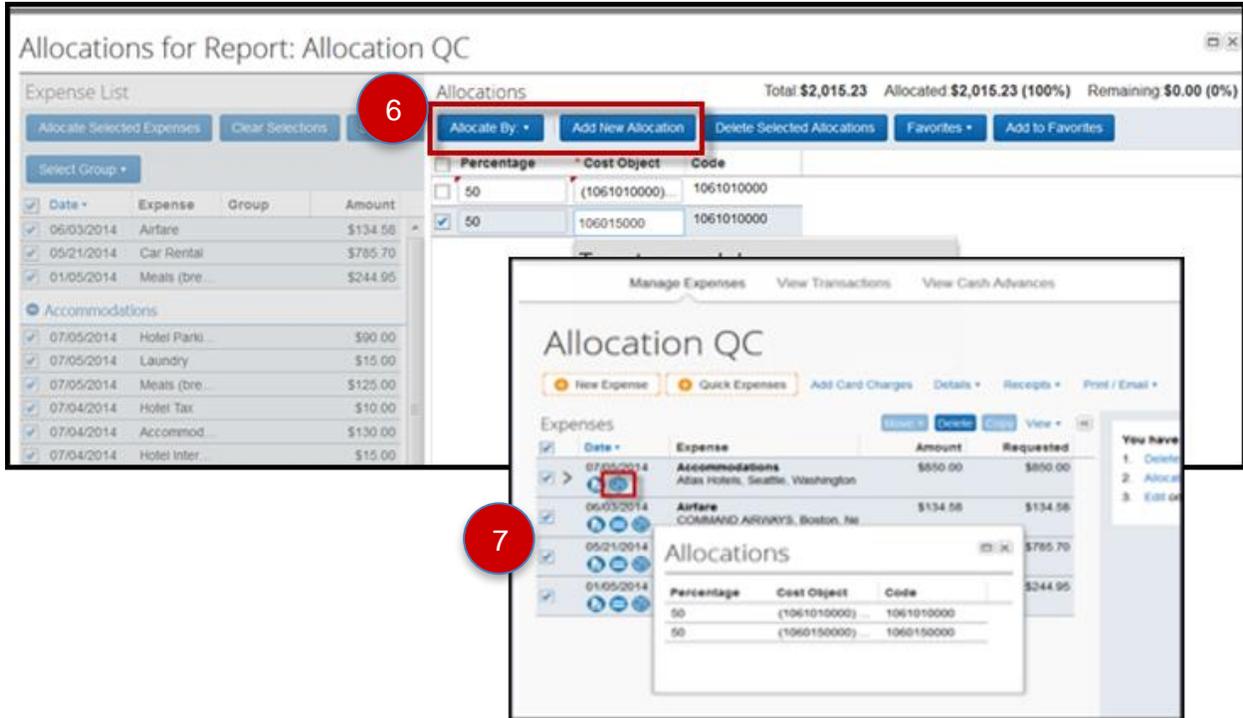
Date	Expense	Amount	Requested
07/05/2014	Accommodations Atlas Hotels, Seattle, Washington	\$850.00	\$850.00
06/03/2014	Airfare COMMAND AIRWAYS, Boston, Ne	\$134.58	\$134.58
05/21/2014	Car Rental INTERENT RENT-A-CAR, Boston,	\$785.70	\$785.70
01/05/2014	Meals (breakfast/lunch/dinner) SUSHI SAMBA DALLAS, Seattle, 1	\$244.95	\$244.95

- | | |
|----------|--|
| 1 | Select and Check the top check box above all the expenses within the report <ul style="list-style-type: none"> ▪ Selection box is located on the very top of the left hand side of the screen |
| 2 | Click on the Allocate link <ul style="list-style-type: none"> ▪ Allocation link is located on right hand side of the screen. Additional links to Delete and Edit Allocation are available for selection. |



<p>3</p>	<p>Click the Add New Allocation button to add new Cost Objects to the multiple fields displayed</p> <p>Note: Concur system will display additional pre-populated fields with the Cost Object code number located/entered in the Report Header section</p>
<p>4</p>	<p>Select Allocate By button to enter desired Percentage or Amount</p> <p>Click the Add New Allocation button and type a new Cost Object number into the added form field</p> <p>Note: highlight the displayed Cost Object and manually type in the additional account number</p>
<p>5</p>	<p>Concur system will highlight the additional entered Cost Object field (in grey) Click on the desired account to modify or change</p> <div style="text-align: center;">  <p>Information</p> </div> <p>The Percentage/Amount form field are also available to manually edit</p>

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

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

Manage Expenses View Transactions View Cash Advances

Allocation QC

New Expense Quick Expenses Add Card Charges Details Receipts Print / Email

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	07/05/2014	Accommodations Atlas Hotels, Seattle, Washington	\$850.00	\$850.00
<input type="checkbox"/>	07/01/2014	Accommodations	\$150.00	\$150.00
<input type="checkbox"/>	07/01/2014	Hotel Internet Fees	\$15.00	\$15.00
<input type="checkbox"/>	07/02/2014	Accommodations	\$150.00	\$150.00
<input type="checkbox"/>	07/02/2014	Hotel Internet Fees	\$15.00	\$15.00
<input type="checkbox"/>	07/03/2014	Accommodations	\$150.00	\$150.00
<input type="checkbox"/>	07/03/2014	Hotel Internet Fees	\$15.00	\$15.00
<input type="checkbox"/>	07/04/2014	Accommodations	\$150.00	\$150.00
<input type="checkbox"/>	07/04/2014	Hotel Internet Fees	\$15.00	\$15.00
<input type="checkbox"/>	07/05/2014	Hotel Parking	\$85.00	\$85.00
<input checked="" type="checkbox"/>	07/05/2014	Meals (breakfast/lunch/dinner	\$105.00	\$105.00
<input type="checkbox"/>	06/03/2014	Airfare COMMAND AIRWAYS, Boston, Ne	\$134.58	\$134.58
<input checked="" type="checkbox"/>	05/21/2014	Car Rental INTERENT RENT-A-CAR, Boston,	\$785.70	\$785.70
<input type="checkbox"/>	01/05/2014	Meals (breakfast/lunch/dinner SUSHI SAMBA DALLAS, Seattle, l	\$244.95	\$244.95

TOTAL AMOUNT \$2,015.23 TOTAL REQUESTED \$2,015.23

https://implementation.concursolutions.com/expense/client/default.asp#

You have selected:
1. Delete the selection
2. Allocate the selection
3. Edit one or more selections

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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