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 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.
  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.
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

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.

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.

5. Select “Percent” tab if you wish to split the allocation by a specific percentage.
6. Select “Amount” tab if you would like to split the allocation by a specific dollar amount.

![Image of Concur interface]

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.

![Image of Concur interface for allocating expense]

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!