

## HOW TO ALLOCATE EXPENSES IN CONCUR

An Allocation entry in Concur allows you to allocate, or “split,” expenses between multiple cost objects. A cost object account consists of a Cost Center, Internal Order, or WBS Element. You can allocate a single expense or multiple expenses.

Important Note: When you allocate an expense, the **home cost center** will automatically display in the Report Header of a new Expense Report in Concur.

- The home cost center is associated with the cost object account of the assigned user’s organization unit as determined in the SAP Human Capital Management (HCM) system module. Any amount that you do not allocate is automatically charged to the home cost center.
- If **all expenses are charged to the home cost center**, the home cost center number on the Report Header does not require a change in cost object entry.
- Users can **change the home cost center** in the Report Header by entering the new cost object number. This makes it possible to allocate your entire expense report to a different cost object without needing to allocate each expense line item on your expense report.
  - It is now required that you select a specific Cost Object Approver in the Report Header based on the Cost Object selected.

Complete the following before utilizing Concur Allocation:

- ✓ Finalize all itemizations in the expense report.
- ✓ Attach all necessary receipt images to the Expense Report. [Reference: How to Use Concur's Receipt Store.]

2 common scenarios that require users to engage the Allocation function in Concur:

1. 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: ALLOCATE AN ENTIRE EXPENSE REPORT TO SEVERAL DIFFERENT COST OBJECTS:**

When all expenses within an expense report need to be charged to different Cost Objects\*, the change is made in the **Report Header**.

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

1. Click the top check box to select all desired expenses within the report.
2. Select the **Allocate** button along the top menu (among other actions you can take such as Add Expense, Edit, Delete, Move).

Expenses	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		Out of Pocket	Airfare (513500, 513700)	Alaska Airlines Boston, Massachusetts	05/06/2025	\$500.00 Allocated
<input checked="" type="checkbox"/>		Out of Pocket	Conference Registrations (513900)	ALCS Boston, Massachusetts	05/06/2025	\$5,000.00
<input checked="" type="checkbox"/>		Out of Pocket	Parking/Meters (513500, 513700)	Boston, Massachusetts	05/06/2025	\$24.00
						<b>\$5,524.00</b>

Note: Allocating differs for travel reports and non-travel reports.

**TRAVEL REPORTS:**

- Click **“Add”** to add new **Cost Objects** for these expenses. Concur will display the default cost center code entered in the Report Header. Add all cost objects you wish to split this allocation with.

**Allocate**

Expenses: 3 | \$5,524.00

Percent | Amount

Amount: \$5,524.00 | Allocated \$5,524.00 (100%) | Remaining \$0.00 (0%)

Default Allocation

Code: **Default** | Percent %: **100**

Allocations (0) | **Add** | Edit | Remove

- Select **“Text”** if you wish to enter the Cost Object/Internal Order by name (i.e., “Travel & Expense Program,” or select **“Code”** if you wish to enter the Cost Object by number (i.e., 1060130000).
- You will be required to **select a cost object approver** for each Cost Object you choose to allocate the expense to. This means the request will be sent to more than one approver (and not just to the approver of the Cost Object you selected at the report header.)

- Select the **“Percent”** tab if you wish to split the allocation by a specific percentage or **“Amount”** to split by a specific dollar amount.

Cost Object	Cost Object Approver Name	Code	Percent %
Accounts Payable	DENISE GREENE	1060150000-U92672400	50
Procure to Pay (P2P)	RANDALL MOORE	1060260000-U51643858	50

**NON-TRAVEL REPORTS:**

- When allocating expenses within a Non-Travel report to different Cost Objects, you are not required to select an approver for each Cost Object. This **means all reports will be routed to the Cost Object Approver selected at the header.** Proceed to splitting the expenses by percent or amount.

Cost Object	Code	Percent %
<input type="checkbox"/> Travel & Expense Program	1060130000	50
<input type="checkbox"/> Accounts Payable	1060150000	50

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.

**SCENARIO 2: ALLOCATE A PARTICULAR EXPENSE IN A REPORT TO A DIFFERENT COST OBJECT.**

If only a certain percentage of certain expenses within the report needs to be changed, do not change any Cost Object information in the Report Header.

1. Hover over the Expense to highlight it. Once highlighted, click the expense line in your report you want to allocate.

**11.1 Event MV \$265.00** Delete Report Copy Report Submit Report

Returned | Report Number: 25C4CZ

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>	*Payment to Employee	(Business Meeting) Food: Dine In, Delivery, Pick Up Attendees (2)		02/01/2024	\$150.00 <i>Allocated</i>	...
<input type="checkbox"/>	*Payment to Employee	Event Rentals (taxable)		02/01/2024	\$55.00 <i>Allocated</i>	...
<input type="checkbox"/>	*Payment to Employee	Parking		02/01/2024	\$15.00	...
<input type="checkbox"/>	*Payment to Employee	Rideshare		02/01/2024	\$45.00	...
					\$265.00	

2. In the Details tab, select **Allocate**.

← → **Parking \$15.00**  
02/01/2024

Details Itemizations

**Allocate**

\* Required field

Expense Type \*  
Parking

Transaction Date \* 02/01/2024 Payment Type \* \*Payment to Employee

Amount \* 15.00 Currency \* US, Dollar (USD)

Payee (Non-employee) #/Name 2 Payee (Non-employee) Address 3

A pop-up will appear, and you can select if you want to allocate by percent or amount and then click **Add**.

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.

Repeat this process until you have allocated all the expenses in your Expense Report.