

## Concur – Itemization and Allocation

When processing expenses, it may be necessary to split expenses between expense types and/or cost objects. Each expense must be assigned to at least one Expense Type but can be itemized to split the expense between multiple expense types. Each expense report starts with a default cost object. If an expense must be charged to a different cost object or split between cost objects, the expense must be allocated.

### Procedures

#### Itemization:

In Concur, the expense type helps determine the GL for posting in SAP.

If an expense needs to be split between multiple expense types, add the expense to the report as usual and complete the required fields.

Click on the Itemizations tab.

From the Itemizations page, click Create Itemization.

The screenshot shows the 'Allocate' form in Concur. The title is 'Books, Pamphlets and Reprints \$-36.22'. The date is 06/14/2020, and the vendor is 'Misc. General Merchandise'. The 'Expense Type' is set to 'Books, Pamphlets and Reprints'. Other fields include 'Transaction Date' (06/14/2020), 'Is this expense travel related?' (No), 'City of Purchase' (Lexington, Kentucky), 'Vendor Name' (Misc. General Merchandise), 'Payment Type' (TEST-University Procard), 'Amount' (-36.22), and 'Currency' (US, Dollar). There is a 'Save Expense' button at the bottom left and a 'Cancel' button at the bottom right. A 'Hide Receipt' link is also present.

The screenshot shows the 'Itemizations' page for the same expense report. The title is 'Books, Pamphlets and Reprints \$-36.22'. The date is 06/14/2020, and the vendor is 'Misc. General Merchandise'. A summary table shows the following data:

Amount	Itemized	Remaining
\$-36.22	\$0.00	\$36.22

Below the table, there is a 'Create Itemization' button and a 'More Actions' dropdown menu. The text 'No Itemizations.' is displayed, along with the instruction 'Create itemizations for the items on your receipt.' There is also a 'Hide Receipt' link.

## Concur – Itemization and Allocation

Start typing the expense description in the Expense Type field. Click on the expense type from the list.

The screenshot shows the 'Itemizations' tab of a Concur expense report. The title is 'Books, Pamphlets and Reprints \$-36.22'. The date is 06/14/2020, and the category is 'Misc. General Merchandise' on a 'Corporate Card'. A summary table shows: Amount \$-36.22, Itemized \$0.00, and Remaining \$36.22. The 'New Itemization' section has 'Expense Type' set to 'print'. A dropdown menu is open, showing 'Recently Used' items: 'Books, Pamphlets and Reprints', 'Baggage Fees', 'Airfare', 'Taxi', and 'Miscellaneous Travel Expense'. Below that is '07. Supplies & Office Expenses' with 'Books, Pamphlets and Reprints' selected. A 'Travel Request for Pilot Program' receipt is visible on the right.

Complete the required fields including the Amount of the expense that pertains to the selected expense type.

Click Save Itemization.

The screenshot shows the 'Itemizations' tab with all required fields completed. The title is 'Books, Pamphlets and Reprints \$-36.22'. The 'Expense Type' is 'Books, Pamphlets and Reprints'. The 'Transaction Date' is 06/14/2020. The 'Is this expense travel related?' dropdown is set to 'No'. The 'Amount' field is filled with '25.00'. The 'Transaction ID' is 'T7856579b'. The 'Currency' is 'US, Dollar'. There is a 'Comment' field at the bottom. The 'Save Itemization' button is highlighted in blue. The receipt on the right is titled 'Example Attachment.pdf' and has 'Detach' and 'Append' buttons.

NOTE: If you are itemizing a credit, the (-) sign will be required when completing the Amount field.

## Concur – Itemization and Allocation

Click Create Itemization again to assign the remaining amount of the transaction to an expense type.

Books, Pamphlets and Reprints \$-36.22  
06/14/2020 | Misc. General Merchandise | Corporate Card

Amount: \$-36.22 | Itemized: \$-25.00 | Over: \$11.22

Alerts	Date	Expense Type	Requested
<input type="checkbox"/>	06/14/2020	Books, Pamphlets and Reprints	\$-25.00

Buttons: Create Itemization, More Actions, Hide Receipt

Start typing the expense description and click on the expense type from the list.

Books, Pamphlets and Reprints \$-36.22  
06/14/2020 | Misc. General Merchandise | Corporate Card

Amount: \$-36.22 | Itemized: \$-25.00 | Over: \$11.22

New Itemization

Expense Type \* (Required field)

postage

- Recently Used
- Books, Pamphlets and Reprints
- Baggage Fees
- Airfare
- Taxi
- Miscellaneous Travel Expense
- 05. Other Expenses
- Postage & Express Mail Service

Buttons: Save Itemization, Hide Receipt

## Concur – Itemization and Allocation

Review the data in the fields, modify if necessary and complete the Amount field.

Click Save Itemization.

Books, Pamphlets and Reprints \$-36.22

06/14/2020 | Misc. General Merchandise | Corporate Card

Amount: \$-36.22 | Itemized: \$-25.00 | Over: \$11.22

**New Itemization**

Allocate

Expense Type: Postage & Express Mail Service

Transaction Date: 06/14/2020 | Is this expense travel related?: No

NonTravel Business Purpose: Search by Text

Amount: -11.22 | Currency: US Dollar

Transaction ID: T7856579b

Comment:

Save Itemization | Cancel

You can add as many itemizations as necessary to properly split the expense among the required expense types.

Once the Itemization screens shows \$0.00 Remaining, click Save Expense.

Books, Pamphlets and Reprints \$-36.22

06/14/2020 | Misc. General Merchandise | Corporate Card

Amount: \$-36.22 | Itemized: \$-36.22 | Remaining: \$0.00

Create Itemization | More Actions

Alerts	Date	Expense Type	Requested
<input type="checkbox"/>	06/14/2020	Books, Pamphlets and Reprints	\$-25.00
<input type="checkbox"/>	06/14/2020	Postage & Express Mail Service	\$-11.22

Save Expense

The expense will now show on the report as itemized.

Report Details | Print/Share | Manage Receipts | Travel Allowance

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		TEST-University Procard	Books, Pamphlets and Reprints	Misc. General Merchandise Lexington, Kentucky	06/14/2020	\$-36.22 Itemized

**NOTE: If an expense requires itemization to multiple expense types and an allocation, the expense must be itemized first.**

## Concur – Itemization and Allocation

### Allocate each expense at a time:

Add the expense to an expense report as usual and complete all of the required fields.

Click on Allocate.

NOTE: Remember, if the expense needs to be itemized and allocated, it must be itemized first.

The Allocate page will open.

Choose Percent or Amount for the allocation.

Click on Add.

The screenshot shows the 'Allocate' page in Concur. At the top, it says 'Office Supplies \$50.51' with a 'Cancel' button and a 'Save Expense' button. Below this, there are tabs for 'Details' and 'Itemizations', and a 'Hide Receipt' button. The 'Allocate' section is active, showing various fields: 'Expense Type' (Office Supplies), 'Transaction Date' (06/27/2020), 'Is this expense travel related?' (No), 'NonTravel Business Purpose' (Search by Text), 'Additional Information', 'Vendor Name' (Stationery, Office Supplies, Pri), 'City of Purchase', 'Payment Type' (TEST-University Procard), 'Amount' (50.51), 'Currency' (US, Dollar), 'Transaction ID' (T3ac14bfa), and 'Related Request/Expense Report'. A large red box on the right side contains a plus sign and the text 'Attach Receipt Image'.

The screenshot shows the 'Allocation' page in Concur. At the top, it says 'Allocate' and 'Expenses: 1 \$50.51'. Below this, there are tabs for 'Percent' and 'Amount'. The 'Amount' tab is selected, showing 'Amount \$50.51', 'Allocated \$50.51', and '100%'. The 'Remaining \$0.00' and '0%' are also shown. Below this, there is a 'Default Allocation' section with 'Date HEQAS300-UK00-CC-1012013930' and 'Percent % 100'. At the bottom, there are buttons for 'Add', 'Edit', 'Remove', and 'Save all Allocations'. A message at the bottom says 'No Allocations' and 'This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.' There are 'Cancel' and 'Save' buttons at the bottom right.

## Concur – Itemization and Allocation

Click in the Cost Object Type field and click on the correct Cost Object Type.

### Add Allocation ✕

+ New Allocation ★ Favorite Allocations

Logical System \* \* Required field 1

Company Code \* 2

Cost Object Type \* 3

Cost Object

Fund

Statistical

Cancel Save

**Most Recently Used**

- (HEQAS300-UK00-WBS-2359408000) AG-E-HE EXPANDED FOOD & NUTRITION-PROFESSIONAL
- (HEQAS300-UK00-WBS-3200001752) 2018-2020 UK-SPECIALTY CROP-PLATE IT UP
- (HEQAS300-UK00-CC-1012121830) FCS SALARY SAVINGS

(CC) Cost Center  
(IO) Internal Order  
(FD) Inventory Use Only  
WBS

## Concur – Itemization and Allocation

Start typing the cost object information in the Cost Object ID field and click on the correct Cost Object from the list.

Add any Statistical Internal Order needed for the allocation.

Click Save.

Add Allocation

+ New Allocation    ★ Favorite Allocations

Logical System \* \* Required field 1

(HEQAS300) Logical System

Company Code \* 2

(UK00) Company Code

This field is missing required information. 3

Cost Object ID \* 4

1012013010

Fund **Most Recently Used**

(HEQAS300-UK00-WBS-2359408000) AG-E-HE EXPANDED FOOD & NUTRITION-PROFESSIONAL

(HEQAS300-UK00-WBS-3200001752) 2018-2020 UK-SPECIALTY CROP-PLATE IT UP

(HEQAS300-UK00-CC-1012121830) FCS SALARY SAVINGS

Statistical Internal Order

(1012013010) UFS OPERATING

Cancel    Save

Type to search by:

- Text – Search by the name of the cost object as established in SAP.
- Code – Search by the actual cost object number.

## Concur – Itemization and Allocation

The new Cost Object has been added to the allocation with the full amount of the allocation.

If the amount is to be split, adjust the amount (or percentage) column for the new allocation cost object.

Click Save.

Click on Save Expense.

The expense now shows Allocated under the amount in the Requested column.



## Concur – Itemization and Allocation

### To Allocate Multiple Transactions at Once:

Add all of the expenses to the expense report and complete all required fields and itemizations.

Click in the check boxes to select all expenses that need the same allocation or use the select all check box to quickly select all of the expenses on the report.

Click Allocate.

June 2020 Procard-Nelson \$-101.09 Copy Report Submit Report  
Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

<input checked="" type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date ▾	Requested
<input checked="" type="checkbox"/>			TEST-University Procard	Postage & Express Mail Service	Freight Carriers Lexington, Kentucky	06/22/2020	\$-18.55
<input checked="" type="checkbox"/>			TEST-University Procard	Other Communications from External Vendor	Fax services Lexington, Kentucky	06/21/2020	\$-94.76
<input checked="" type="checkbox"/>			TEST-University Procard	Computers, tech, & minor equipment under \$5,000	Misc. General Merchandise Lexington, Kentucky	06/21/2020	\$12.22
							\$-101.09

The Allocate page will open.

Click Add.

Allocate  
Expenses: 3 | \$-101.09 8

Amount: \$-101.09 | Allocated: \$-101.09 (100%) | Remaining: \$0.00 (0%)

Default Allocation: Code: DEFAULT | Percent %: 100

Add Cancel Allocate Save as Favorite

No Allocations  
These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.

Cancel Save

NOTE: When allocating multiple transactions at once, you can only allocate by percentage.

## Concur – Itemization and Allocation

Like above, choose the Cost Object Type and Cost Object ID for the allocation.

Click Save.

Add Allocation

+ New Allocation    ★ Favorite Allocations

Logical System \* (HEQAS300) Logical System \* Required field 1

Company Code \* (UK00) Company Code 2

Cost Object Type \* (CC) Cost Center 3

Cost Object ID \* (1012013930) CHIEF PROCUREMENT 4

Fund Search by Code 5

Statistical Order Search by Code

Cancel    Save

Choose the percentage for the new cost object added.

Add an additional cost object for further allocation if necessary.

Click Save when Remaining shows 0%.

Allocate

Expenses: 3 | \$-101.09

Amount \$-101.09    Allocated \$-101.09 (100%)    Remaining \$0.00 (0%)

Default Allocation

Code: DEFAULT    Percent %: 50

Buttons: Add, Edit, Remove, Save as Favorite

Logical System	Company Code	Cost Object Type	Cost Object ID	Fund	Statistical Order	Code	Percent %
Logical System	Company Code	Cost Center	CHIEF PROCUREMENT	HEQAS300-UK00-CC-1012013930			50

Cancel    Save

## Concur – Itemization and Allocation

All of the expenses now show as allocated under the amounts in the Requested column.

Continue adding expenses as necessary or review and submit the report if all expenses have been added.

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			TEST-University Procard	Postage & Express Mail Service	Freight Carriers Lexington, Kentucky	06/22/2020	\$-18.55 Allocated
<input type="checkbox"/>			TEST-University Procard	Other Communications from External Vendor	Fax services Lexington, Kentucky	06/21/2020	\$-94.76 Allocated
<input type="checkbox"/>			TEST-University Procard	Computers, tech, & minor equipment under \$5,000	Misc. General Merchandise Lexington, Kentucky	06/21/2020	\$12.22 Allocated
							<b>\$-101.09</b>