


How to allocate costs for the
affiliate meeting - ONE Astellas
Malmö November 2023 in
CONCUR

Read the full instruction for each step before doing it!

Once you have filled the mandatory fields you need to allocate the cost. Press the **allocate button** in above the Expense Type & press Add.

← → Taxi/Limo/Ride Share/Public Transportation
15/03/2023 | SJ

Details Itemisations

 Allocate * Required field

Expense Type *
Taxi/Limo/Ride Share/Public Transportation

Transaction Date * 15/03/2023 Vendor Name * SJ

To Location * Lund From Location * Malmö

Payment Type * Cash

Amount * 56.00 Currency * Sweden, Krona

Conversion Rate * 1 SEK = 0.6625984008 Reverse
DKK

Amount in DKK *

In the allocation site, **you need to fill the following fields** (instructions for each field on the following slides):

Percentage: 100

Company code: should be prefilled with your country

Cost Object type: **Fill in**

Cost Object Value: **Fill in**

Company Code: **Fill in**

Cost object Type: **Fill in**

SIO Value: **Fill in**

Each field has a dropdown. Scroll down to see all.

Add Allocation

×

The screenshot shows the 'Add Allocation' dialog box with the following fields and values:

- Company Code:** (DK10) Astellas Pharma A/S (Required field, step 2)
- Cost Object Type:** (CC) Cost Center (Required field, step 3)
- Cost Object Value:** (DK1000018) General Management (Required field, step 4)
- Company Code:** Search by Text (Required field, step 2)

Buttons: Cancel, Save

Cost Object type

Place the mousepointer in the field, click and you will get a list to pick from.

Pick (PJ) Project WBS Element

Add Allocation ×

+
New Allocation★
Favourite Allocations

* Required field

Company Code 2

(DK10) Astellas Pharma A/S

Cost Object Type * 3

▼ (PJ) Project WBS Element

Cost Object 2

▼ (CC) Cost Center
(PJ) Project WBS Element

Company Code 2

▼ Search by Text

Cancel Save

Cost Object value

In this field you need to **pick the code specific for your country**, starting with DK, FI, NO or SE – see below. Start by **ticking the Code** instead of Text in the filter dropdown. Write DK..., FI..., NO..., SE... and the selection will be smaller.

Pick the following (for your country):

DK10.MKS.NPRD.AF.CEC
FI10.MKS.NPRD.AF.CEC
NO10.MKS.NPRD.AF.CEC
SE10.MKS.NPRD.AF.CEC

Cost Object Value *

Search by Code

Text
Code
Either

Cancel Save

Cost Object Value *

DK10.mks

Company This field is missing required information.

- (DK10.MKS.ENF1.AF.LDF) L&D-AF- Capabilities Dev - Field
- (DK10.MKS.ENZ1.AF.LDF) L&D-AF- Capabilities Dev - Field
- (DK10.MKS.FEZ1.AF.LDF) L&D-AF- Capabilities Dev - Field
- (DK10.MKS.GIL1.AF.LDF) L&D-AF- Capabilities Dev - Field
- (DK10.MKS.NPRD.AF.CEC) Cong Events-AF-C&E - Congresses
- (DK10.MKS.NPRD.AF.CICD) Comm Insights-AF-CD Insights & Strategy
- (DK10.MKS.NPRD.AF.LDF) L&D-AF- Capabilities Dev - Field
- (DK10.MKS.ROX1.AF.LDF) L&D-AF- Capabilities Dev - Field

Company Code

Again start by **ticking the Code** instead of Text in the filter dropdown.

Pick the one applicable for your country - means DK10 for Denmark etc. Selection will be smaller if you start writing in the field – DK..., SE..., NO..., FI...

The screenshot shows a dialog box titled "Add Allocation" with a close button (X) in the top right corner. At the top, there are two tabs: "New Allocation" (with a plus icon) and "Favourite Allocations" (with a star icon). Below the tabs are several dropdown menus, each with a filter icon (a downward arrow with a checkmark) and a count in a small circle on the right:

- The first dropdown is labeled "(PJ) Project WBS Element".
- The second is labeled "Cost Object Value *", with a count of "4". The selected value is "(DK10.MKS.NPRD.AF.CEC) Cong Events-AF-C&E - Congresses".
- The third is labeled "Company Code", with a count of "2". The selected value is "(DK10) Astellas Pharma A/S".
- The fourth is labeled "Cost Object", with a count of "4". The selected value is "(DK10) Astellas Pharma A/S". Below this dropdown, there is a search bar with the text "Search by text".
- The fifth is labeled "SIO Value", with a count of "4".

At the bottom right of the dialog, there are two buttons: "Cancel" and "Save".

Cost object Type

In this field you need to pick the (IO) Internal Order

Add Allocation ×

+
New Allocation★
Favourite Allocations

▼ (PJ) Project WBS Element

Cost Object Value * 4

▼ (DK10.MKS.NPRD.AF.CEC) Cong Events-AF-C&E - Congresses

Company Code 2

▼ (DK10) Astellas Pharma A/S

Cost Object Type 3

▼ Search by Code

SIO Value 1

▼ (IO) Internal Order

Cancel Save

SIO Value

In this field you need to **select (GLOBALNOAF23) Affiliate meeting**.

Start by **ticking Code** instead of Text in the filter. Type or copy paste **GLOBALNOAF23** and it will appear in the dropdown. Select.

The screenshot shows a dialog box titled "Add Allocation" with a close button (x) in the top right corner. At the top, there are two tabs: "New Allocation" (with a plus icon) and "Favourite Allocations" (with a star icon). Below the tabs, there are four input fields, each with a filter icon (a funnel with a downward arrow) and a small circular icon with a number (3 or 4) on the right side. The first field is labeled "Cost Object Type" and contains the text "(IO) Internal Order". The second field is labeled "SIO Value" and contains the text "GLOBALNOAF23". The third field is labeled "Company" and contains the text "(GLOBALNOAF23) Affiliate meeting", which is circled in red. The fourth field is also labeled "Cost Object Type" and is currently empty. At the bottom right of the dialog, there are two buttons: "Cancel" and "Save".

Your done!

You should now have filled the field as below (the country will differ):

+ New Allocation ★ Favourite Allocations

* Required field

Company Code 2
(DK10) Astellas Pharma A/S

Cost Object Type * 3
▼ (PJ) Project WBS Element

Cost Object Value * 4
▼ (DK10.MKS.NPRD.AF.CEC) Cong Events-AF-C&E - Congresses

Company Code 2
▼ (DK10) Astellas Pharma A/S

Cost Object Type 3
▼ (IO) Internal Order

SIO Value 4
▼ GLOBALNOAF23

Company Code 2

Cancel Save