

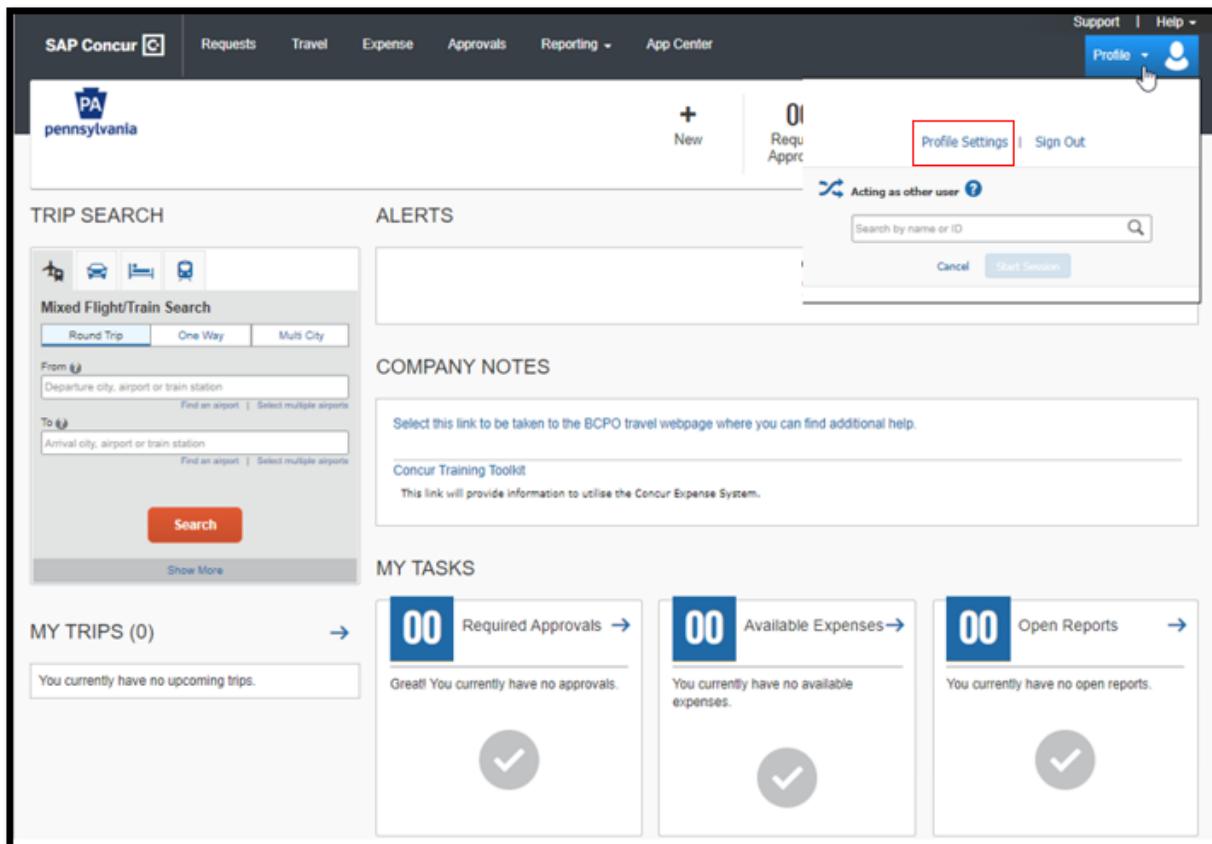
## User Guide – Allocations

SAP Concur allows users to allocate an entire expense report and/or individual expenses within a report to alternative cost coding. This user guide is intended to show how to view default coding, allocate entire reports, and/or allocate individual expenses.

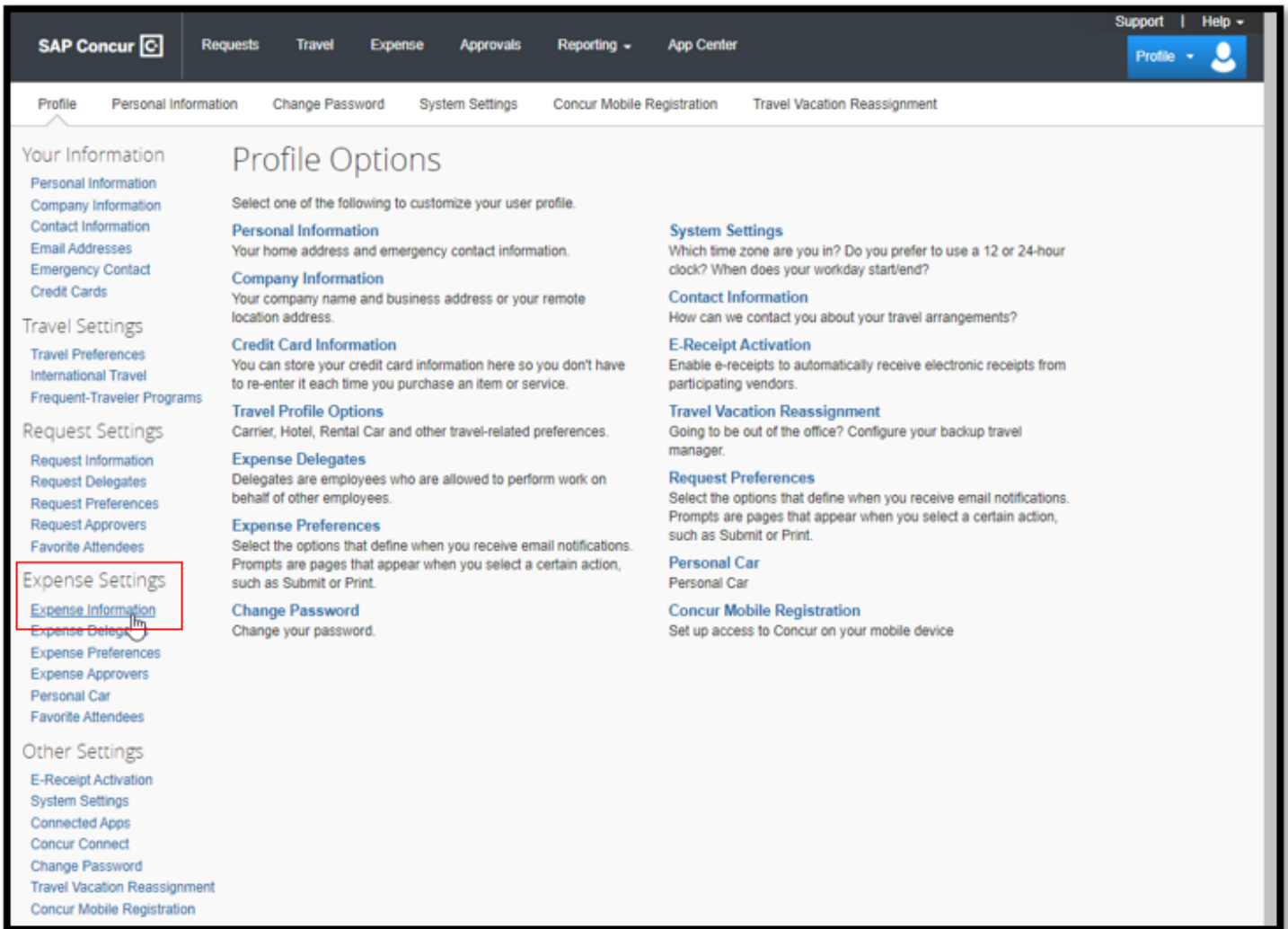
**Important Note:** SAP Concur will be pre-loaded with a traveler’s default cost distribution coding from SAP master data. If a traveler’s default has more than one line of coding, SAP Concur will only be loaded with the first line of coding. As a result, travelers with multiple lines of coding must always allocate their expense reports.

### View Default Coding in a Profile

1. Sign into SAP Concur to access your home page. [Reference: SAP Concur User Guide – Signing In]
2. On the SAP Concur home page, click the **Profile** dropdown and click the **Profile Settings** link.



3. Click the **Expense Information** link in the left navigation menu under Expense Settings.

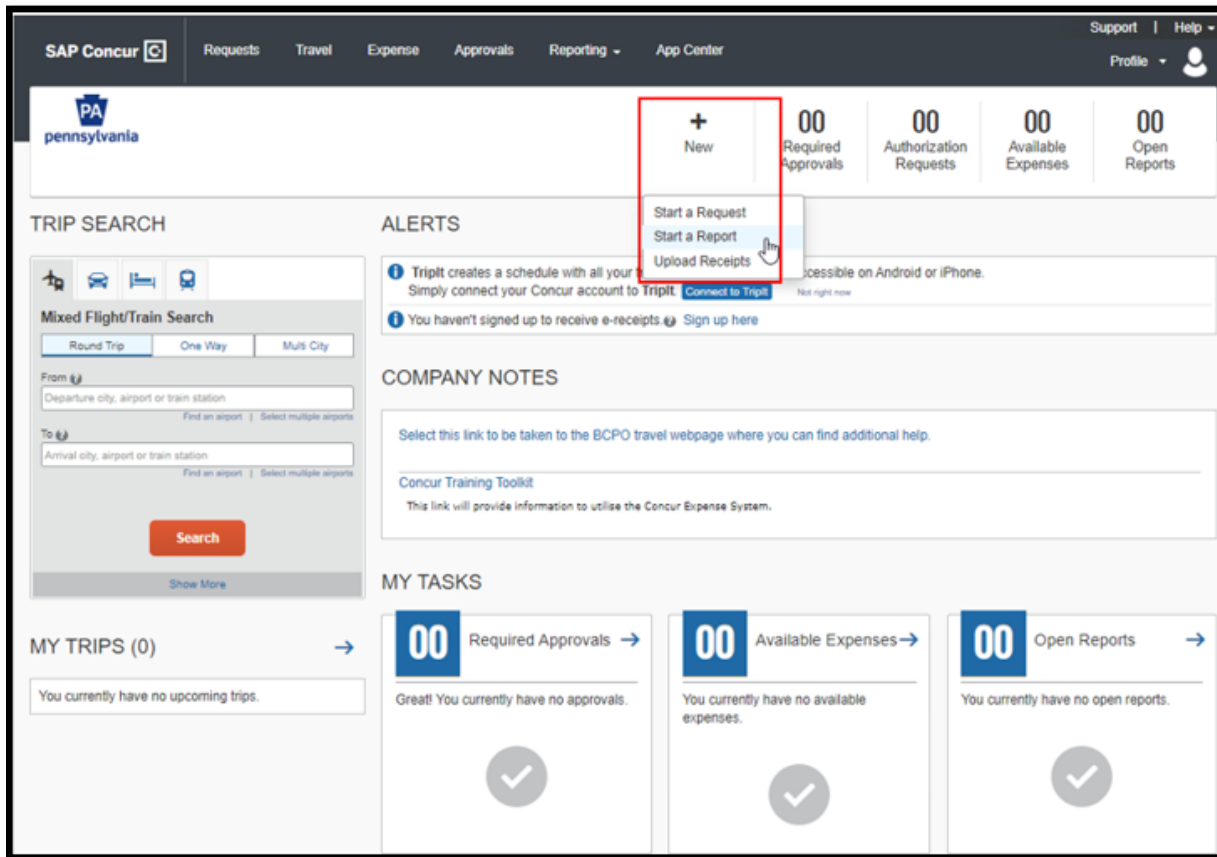


The Expense Information window will appear showing the default cost information.

A screenshot of the 'Expense Information' form. At the top, there are 'Save' and 'Cancel' buttons. The form is organized into a grid of input fields. The fields include: Employee Group, Employee First Name, Middle Name, Employee Last Name, Email Address, Office Location/Municipality, Reimbursement Currency (set to 'US, Dollar'), Business Area, Fund, Budget Period, Cost Center, Internal Order, WBS, Business Area Description, HR Org Unit, HR Org Unit Description, Employee Subgroup, Personnel Subarea, Employee Expense Grouping, Work Address Street, Work Address City, and Work Address Zip.

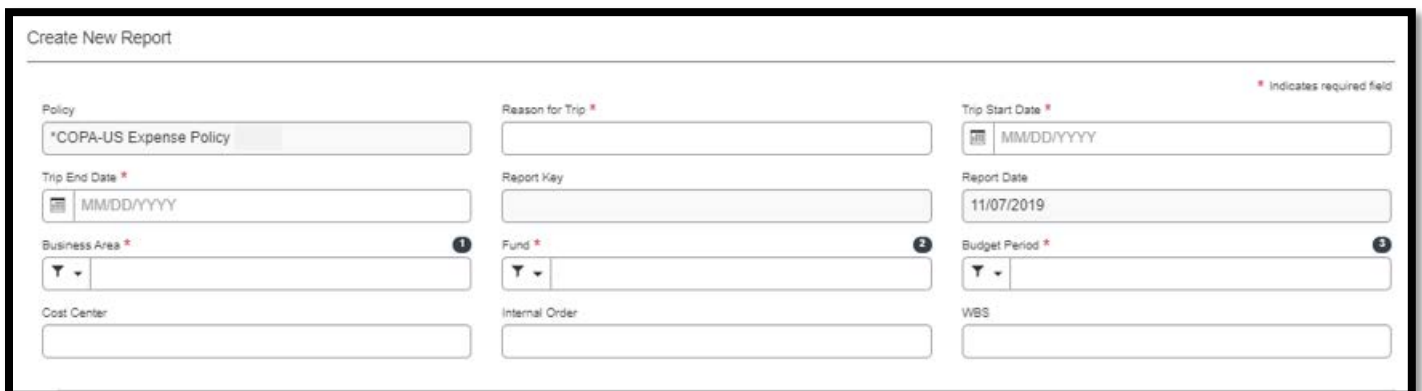
## Allocate an Expense Report

1. On the SAP Concur home page, click on **+ New** button and select **Start a Report** link from the list.



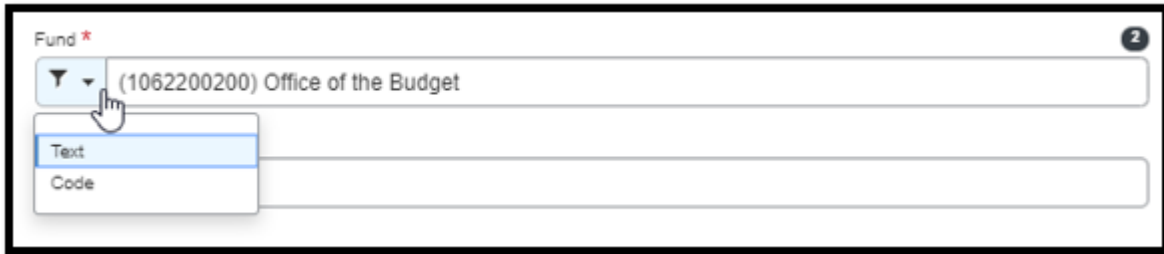
2. On the **Create New Report** page, the default cost distribution coding from the profile is displayed. If the entire expense report needs to be charged to different cost coding, change it here. If only a certain percentage or certain expenses within the report need to be changed, do not change any cost coding here.

In fields that have a filter dropdown option, a list has been pre-loaded. In the fields without a filter dropdown option (i.e. Cost Center, Internal Order, and WBS), a code can be entered manually if needed.

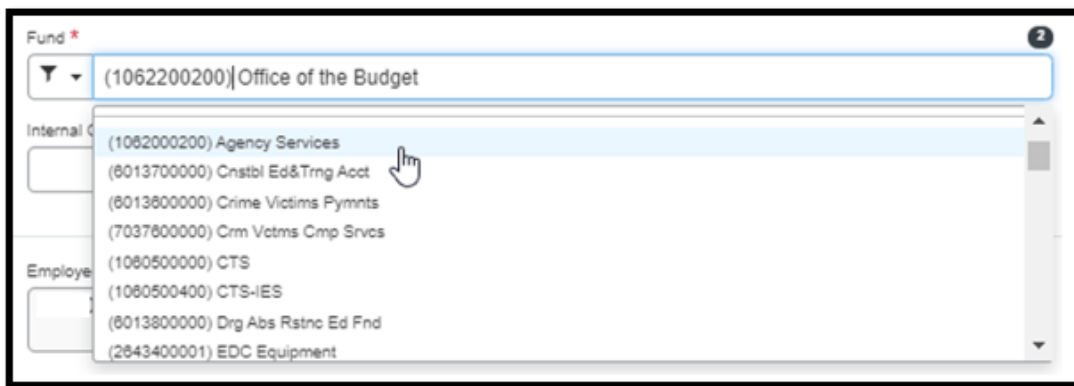
The screenshot shows the 'Create New Report' form. It contains several input fields and dropdown menus. The 'Policy' field is set to '\*COPA-US Expense Policy'. The 'Reason for Trip' field is empty. The 'Trip Start Date' field is set to 'MM/DD/YYYY'. The 'Trip End Date' field is set to 'MM/DD/YYYY'. The 'Business Area' field has a dropdown menu with a pre-loaded list. The 'Fund' field has a dropdown menu with a pre-loaded list. The 'Report Key' field is empty. The 'Report Date' field is set to '11/07/2019'. The 'Budget Period' field has a dropdown menu with a pre-loaded list. The 'Cost Center', 'Internal Order', and 'WBS' fields are empty. A red asterisk indicates required fields.

In this example, the Fund will be changed.

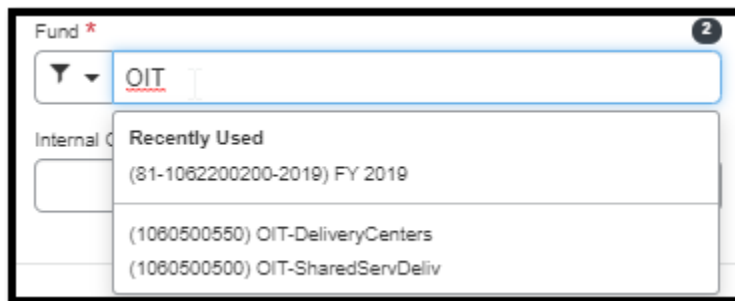
3. Select the dropdown filter arrow in the Fund edit field to display a list. List options include search by **Text** or **Code**.



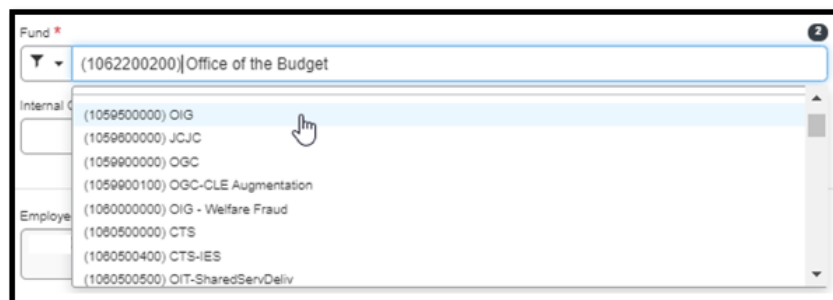
- a. If **Text** is selected, a list is displayed in ascending alphabetical order by name. Navigate through the list to find the appropriate code.



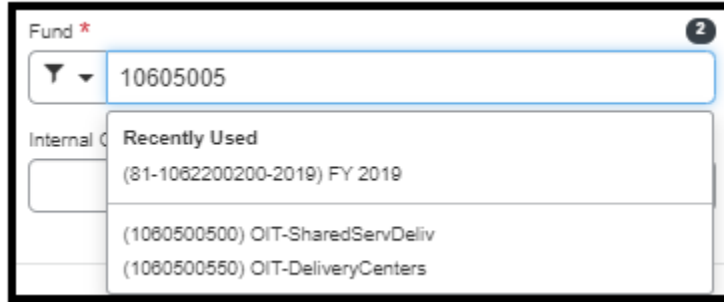
- b. If the name of the fund is known, you can type it in the search field. The result list will narrow down the options as you type. Select the appropriate code when displayed. Recently used codes will always display first.



- c. If **Code** is selected as the search filter, a list is displayed in ascending numerical order by code. Navigate through the list to find and select the appropriate code.



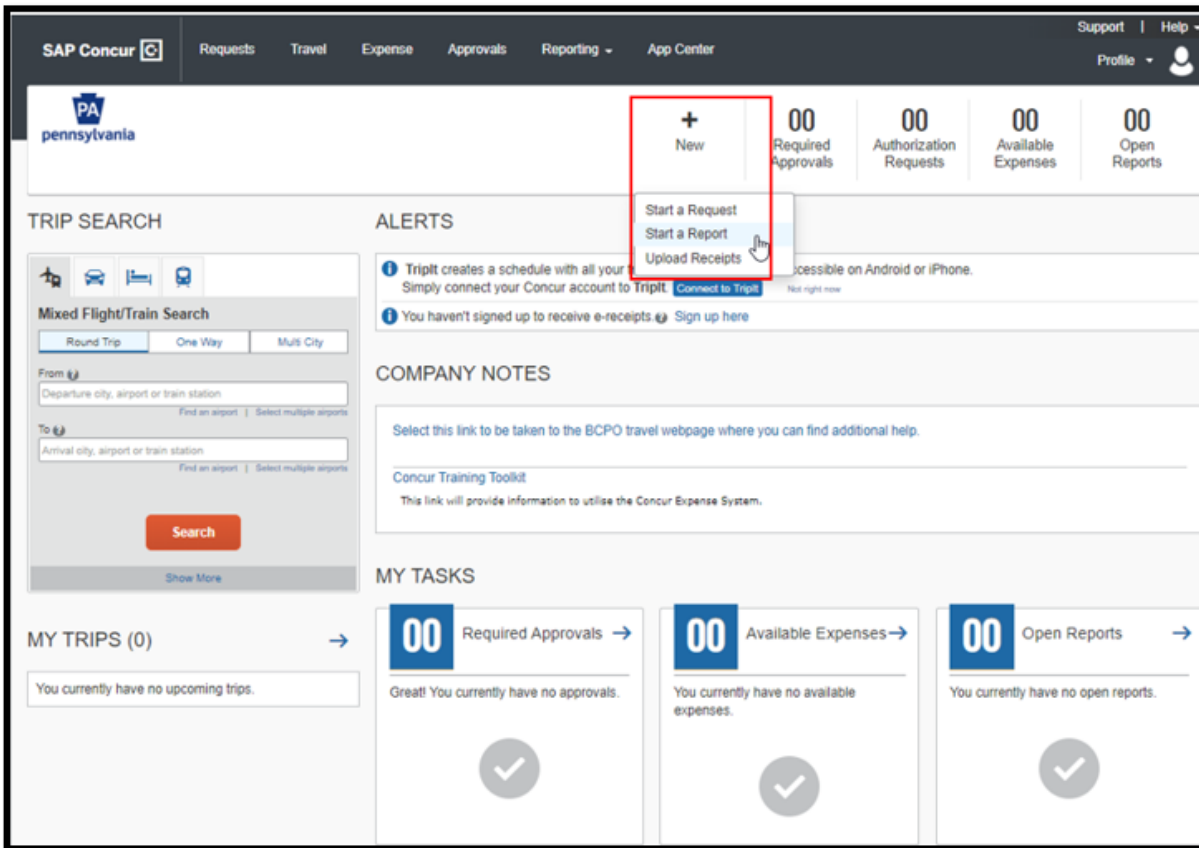
- d. If the code is known, you can type it in the Fund edit field. The result list will narrow down the options as you type. Select the appropriate code when it is displayed. Recently used codes will always display first.



When finished entering the data in all required fields and you have entered all of the required alternative costing for the report, continue by clicking the **Create Report** button.

## Allocate Individual Expenses

1. On the SAP Concur home page, click on **+ New** button and select **Start a Report** link from the list.



2. On the **Create New Report** page, the default cost distribution coding is displayed. If the entire expense report needs to be charged to different cost coding, it can be changed here. In this example, an individual expense within the report will be changed so no coding will be changed at this point for the entire report.

3. When finished entering the data in all required \* fields, answer the question at the bottom of the page under Claim Travel Allowance by clicking the appropriate radio button.

Will you be claiming Overnight Subsistence?

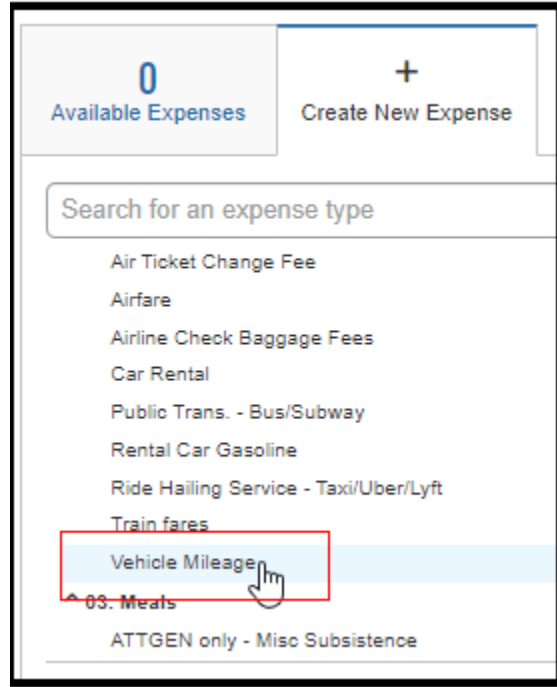
- Yes, I want to claim Travel Allowance. Select this radio button and continue by clicking the **Next** button.
- No, I do not want to claim Travel Allowance. Select this radio button and continue by clicking the **Create Report** button.

In this example, we will select the **No** radio button and click the **Create Report** button.

4. On the expense page, select the **Add Expense** button.

**Important Note:** This guide will only show an example of an allocation of vehicle mileage to two alternate cost centers. Any expense type can be allocated in SAP Concur using the same steps and any number of alternative cost allocations can be added to expense types. A traveler's specific allocation will depend on what is necessary to properly charge the expenses on the report.

5. Find and select the **Vehicle Mileage** expense type in the expense type list. You can narrow your search results by typing in a search term in the **Search for an expense type** edit field



6. Complete the \* required fields. Click on the **Allocate** link.

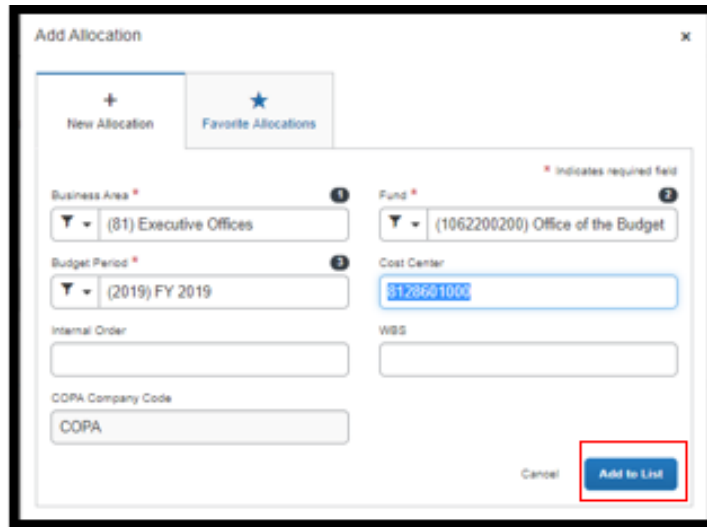
The allocation screen will appear. When the **Percent** tab is selected, the display shows the allocation by percent.



When the **Amount** tab is selected, the display shows the allocation by amount.



- Click on the **Add** button to add an allocation. A window with the traveler's default cost distribution coding is displayed. Change the cost coding as necessary. In this example, the Cost Center will be changed.



- Click the **Add to List** button when finished. The new cost coding is added to the Allocation screen at 100%.





- To add a second allocation line for this example, select the **Add** button. In this example, Cost Center will be changed.

The 'Add Allocation' dialog box includes the following fields and values:

- Business Area:** (81) Executive Offices
- Fund:** (1062200200) Office of the Budget
- Budget Period:** (2019) FY 2019
- Cost Center:** 8128601000
- Internal Order:** (empty)
- WBS:** (empty)
- COPA Company Code:** COPA

Buttons: '+ New Allocation', '★ Favorite Allocations', 'Cancel', and 'Add to List'.

- After the code is changed, click the **Add to List** button. The two cost lines are displayed each at 50%. The percentage for each entry can be modified. The total must equal 100% and 0% is calculated as remaining. If not, an error message will appear.

Allocate  
Expenses: 1 | \$27.84

Amount: \$27.84 | Allocated: \$27.84 (100%) | Remaining: \$0.00 (0%)

Default Allocation Code: 81-1062200200-2019-8128601000-COPA

Business Area	Fund	Budget Period	Cost Center	Internal Order	WBS	COPA Company Code	Code #	Percent %
Executive Offices	Office of the Budget	FY 2019	8128602000			COPA	81-1062200200-2019-8128602000-COPA	50
Executive Offices	Office of the Budget	FY 2019	8128601000			COPA	81-1062200200-2019-8128601000-COPA	50

- If a line has an error, select the check box next to the line and click the **Edit** button to change the coding or click the **Remove** button to delete the line.

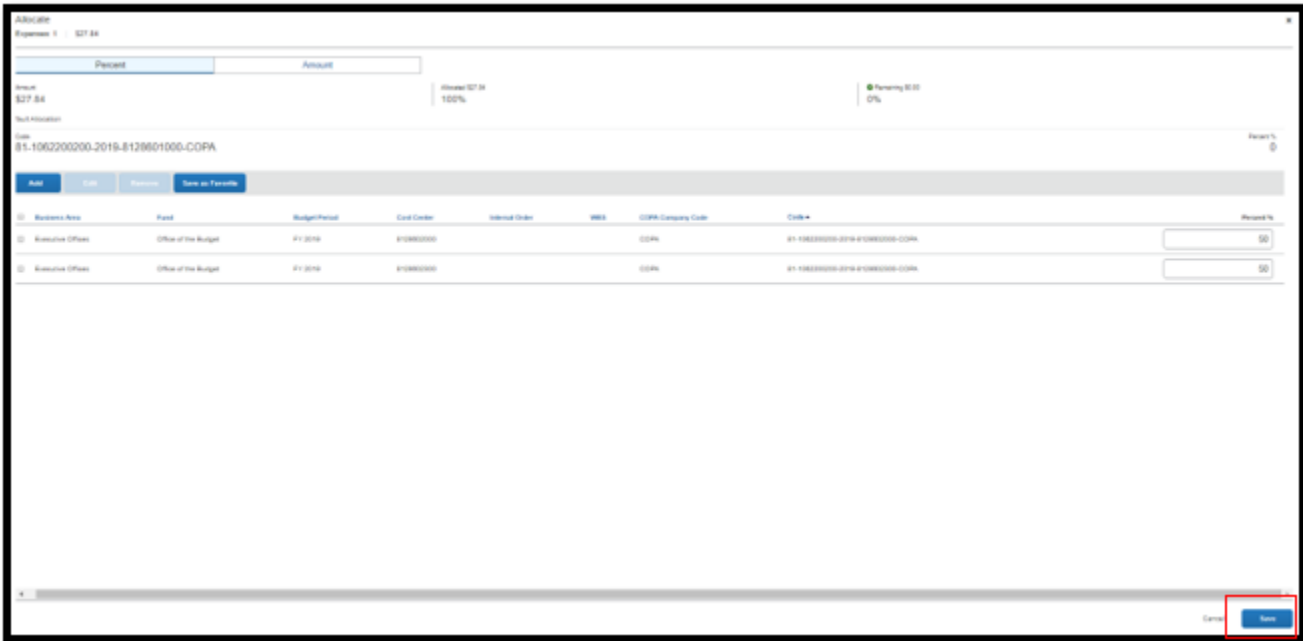
Allocate  
Expenses: 1 | \$27.84

Amount: \$27.84 | Allocated: \$27.84 (100%) | Remaining: \$0.00 (0%)

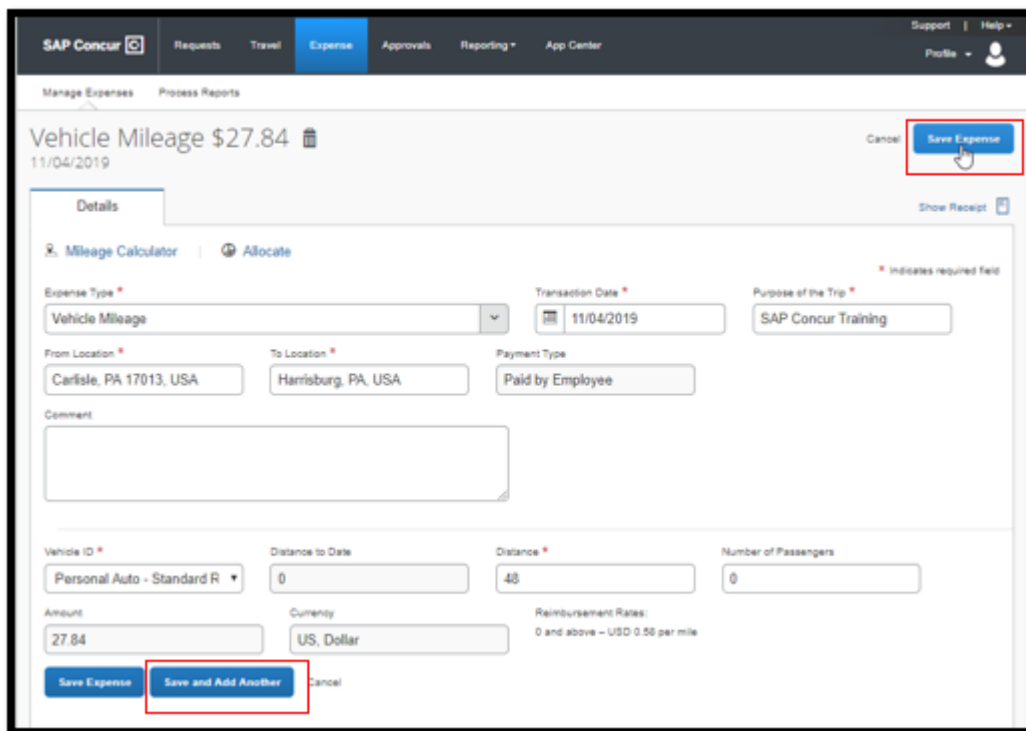
Default Allocation Code: 81-1062200200-2019-8128601000-COPA

Business Area	Fund	Budget Period	Cost Center	Internal Order	WBS	COPA Company Code	Code #	Percent %
Executive Offices	Office of the Budget	FY 2019	8128602000			COPA	81-1062200200-2019-8128602000-COPA	50
Executive Offices	Office of the Budget	FY 2019	8128601000			COPA	81-1062200200-2019-8128601000-COPA	50

11. When finished allocating an expense type, click on the **Save** button to continue.



12. Click on the **Save Expense** button when finished or the **Save and Add Another** button to continue adding more expenses to the report. In this example, we are finished adding expenses so click the **Save Expense** button.



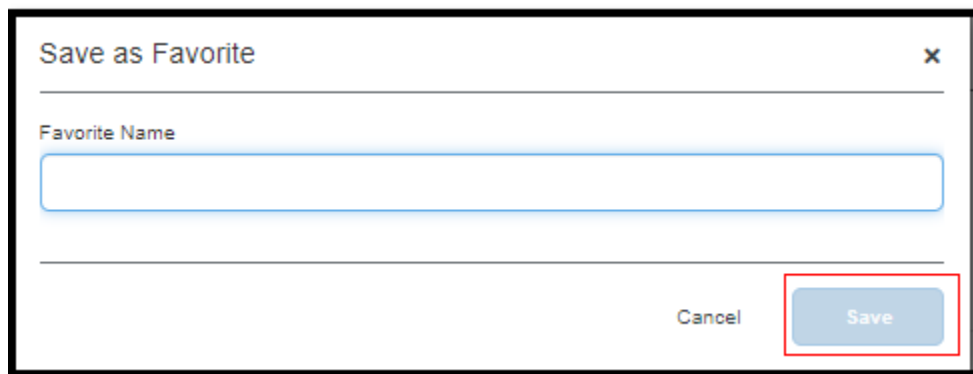
## Save Allocation as a Favorite

1. When performing an allocation, if an alternative cost coding will be used often in the future, select the **Save as Favorite** button.



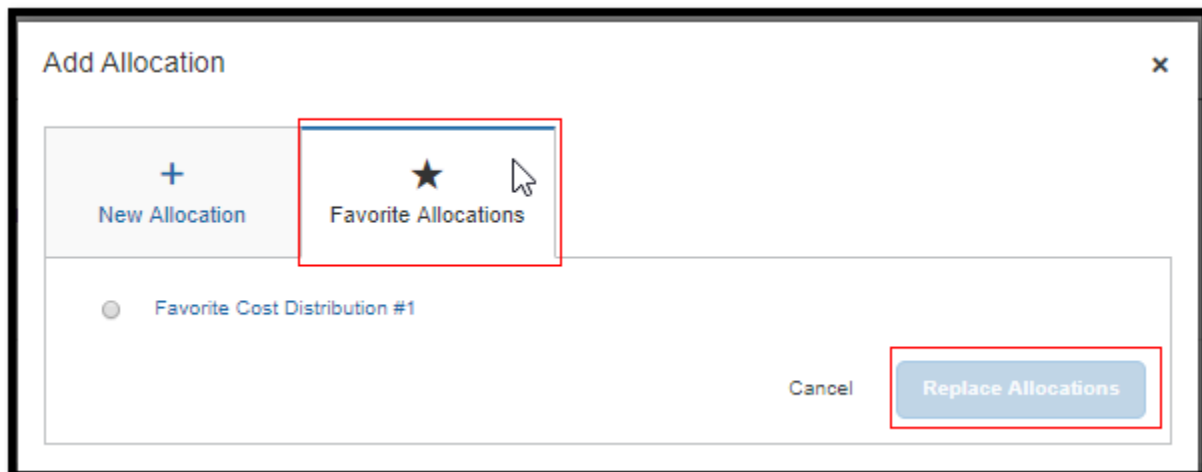
The screenshot shows the 'Allocate' interface. At the top, there are fields for 'Percent' and 'Amount'. Below that, it displays 'Amount: \$27.84' and 'Allocated: \$27.84' with a '100%' indicator. A 'Default Allocation' section shows a 'Code' field with the value '81-1062200200-2019-8128001000-COFA'. A row of buttons includes 'Add', 'Edit', 'Cancel', and 'Save as Favorite', with the latter highlighted by a red box. Below the buttons is a table with columns: 'Business Area', 'Fund', 'Budget Period', 'Cost Center', 'Internal Order', 'WBS', 'COFA Company Code', and 'Code #'. The table contains one row with values: 'Executive Offices', 'Office of the Budget', 'FY 2019', '8128001000', an empty field, 'COFA', '81-1062200200-2019-8128001000-COFA', and '100'.

2. Enter a name of the allocation in the **Favorite Name** field in order to identify the favorite in the future. Click on the **Save** button when finished.



The screenshot shows a 'Save as Favorite' dialog box. It has a title bar with a close button (X). Below the title bar is a text input field labeled 'Favorite Name'. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Save', with the 'Save' button highlighted by a red box.

Favorites that are created and saved will be available on the **Favorite Allocations** tab in the future. When on the Add Allocation screen, click on the radio button next to the saved allocation name that you want to select and then click the **Replace Allocation** button.

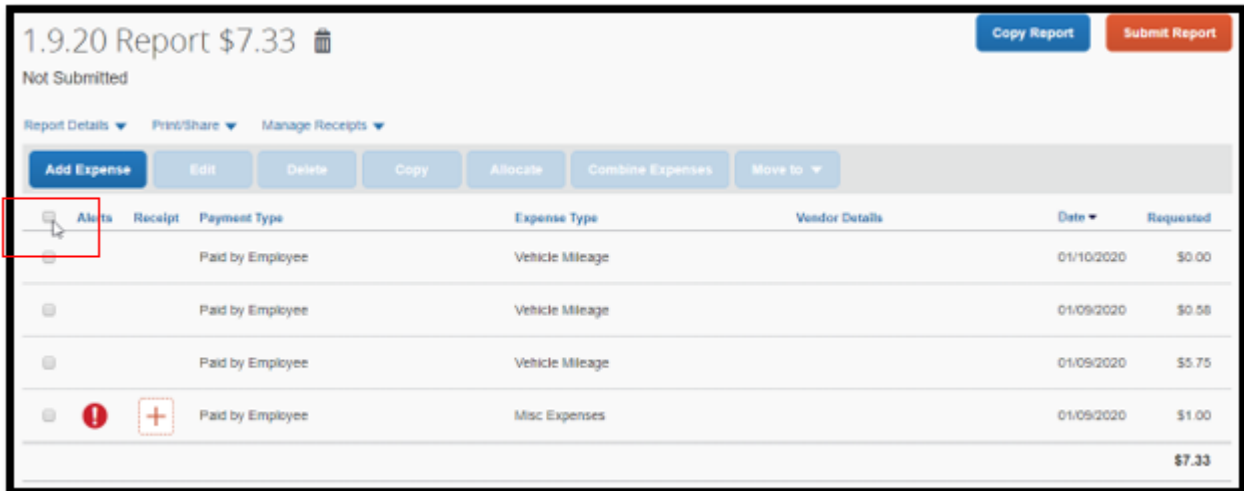


The screenshot shows the 'Add Allocation' dialog box. It has a title bar with a close button (X). Below the title bar are two tabs: 'New Allocation' (with a plus sign icon) and 'Favorite Allocations' (with a star icon and a mouse cursor over it). Below the tabs is a list of favorite allocations, with one item: 'Favorite Cost Distribution #1' (with a radio button next to it). At the bottom right, there are two buttons: 'Cancel' and 'Replace Allocations', with the latter highlighted by a red box.

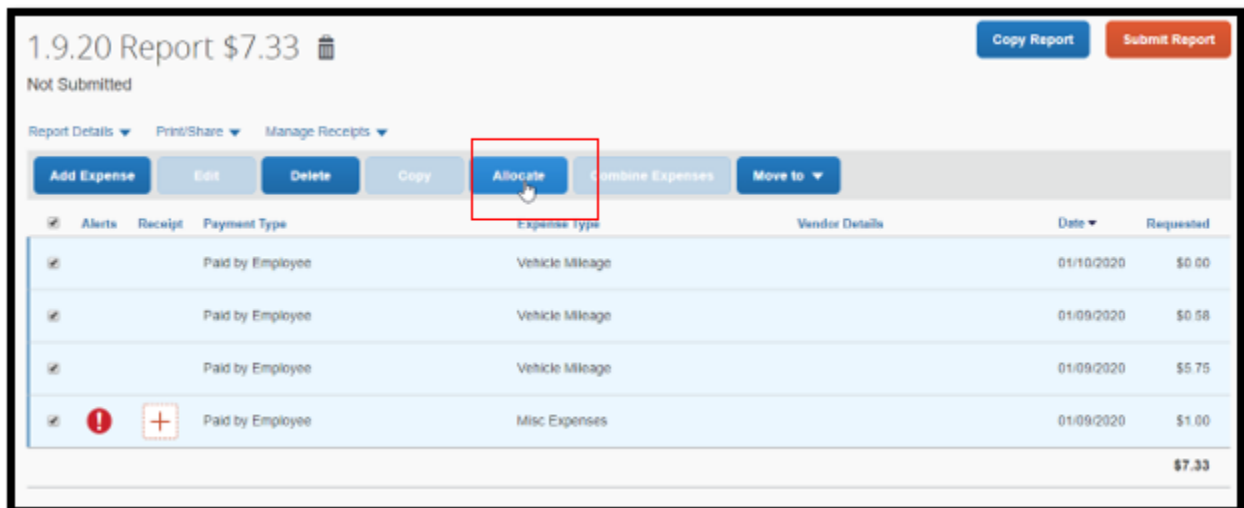
## Split Default Cost Distribution Coding

Commonwealth employees may have more than one line of coding as their default cost distribution for travel expenses. In SAP Concur, only one line of the default coding can be added as the default to an employee's SAP Concur profile. As a result, employees with split default cost distribution coding must allocate their expense reports.

1. Save the split default cost distribution as a Favorite following the steps on page 11 of this guide.
2. Prepare the expense report. When all expenses have been added and the report is ready, click the checkbox to select all expenses.



3. Click the Allocate button.



- Click the Add Button.

Allocate

Expenses: 4 | \$7.33

Percent Amount

Amount \$7.33 | Allocated \$7.33 100% | Remaining \$0.00 0%

Default Allocation

Code 81-1062200200-2019-81286000.0-COPA | Percent % 100

Add Edit Remove 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

- Click on the Favorite Allocations tab, select your default favorite, and click on the Replace Allocations button.

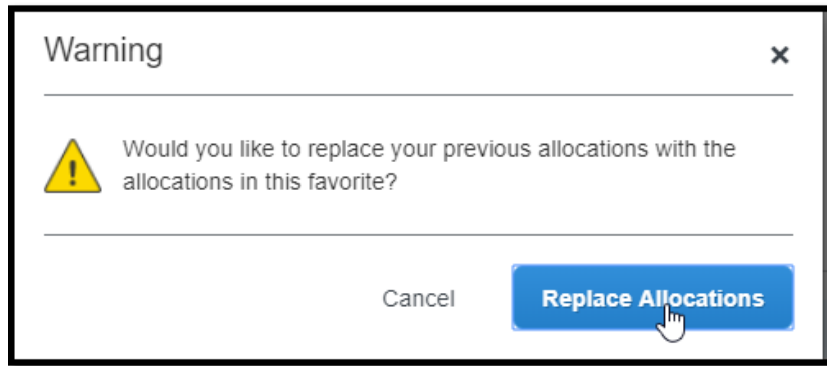
Add Allocation

New Allocation Favorite Allocations

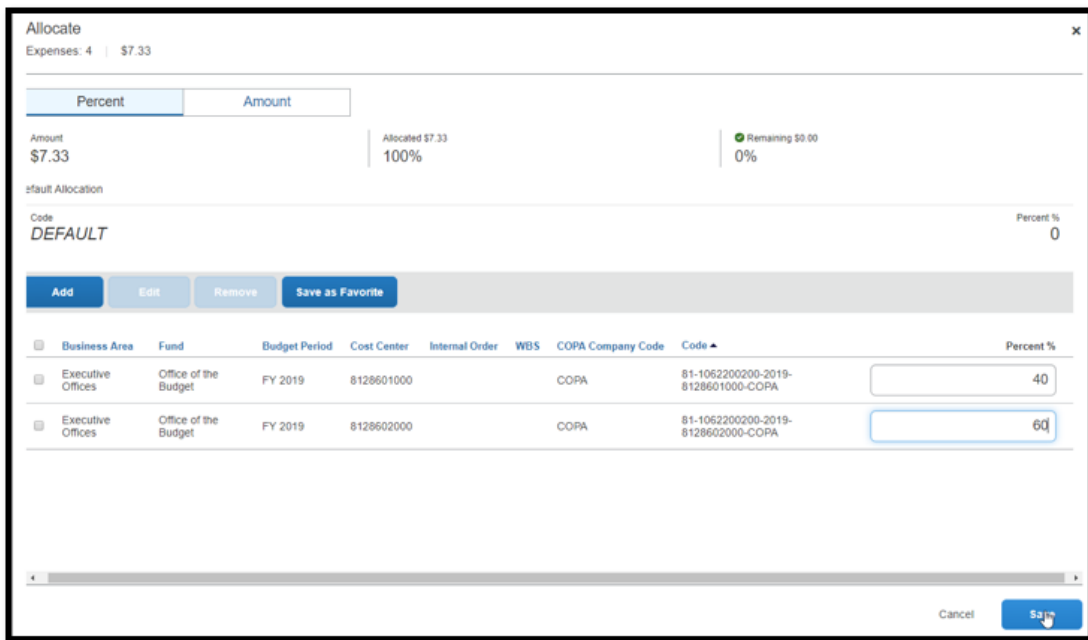
Favorite Cost Distribution #1

Cancel Replace Allocations

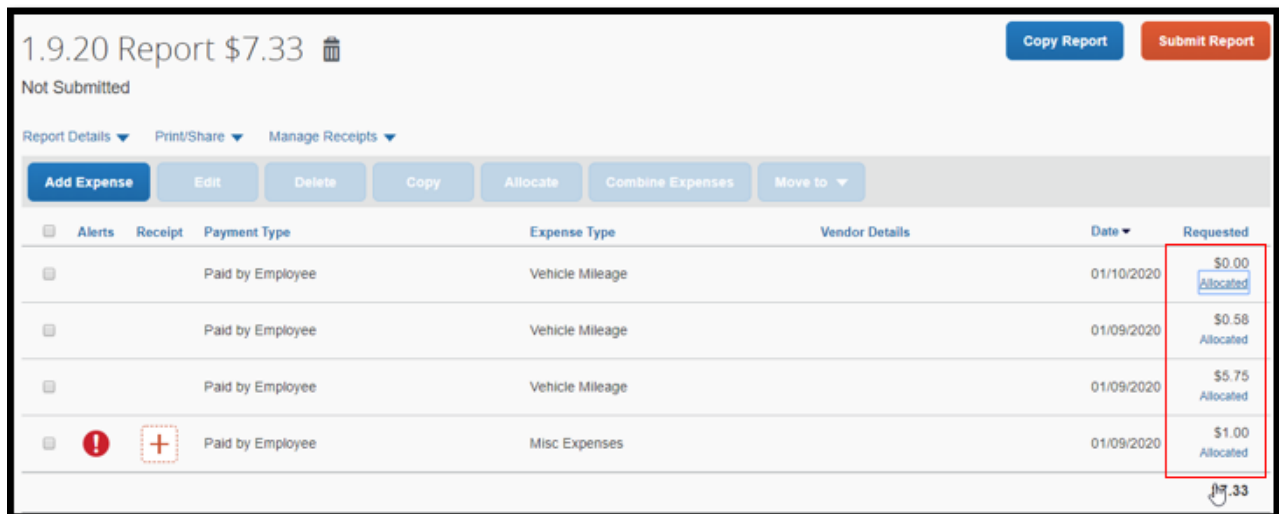
- Click the Replace Allocations button again to proceed through the Warning message.



- Review the allocations and click the Save button.

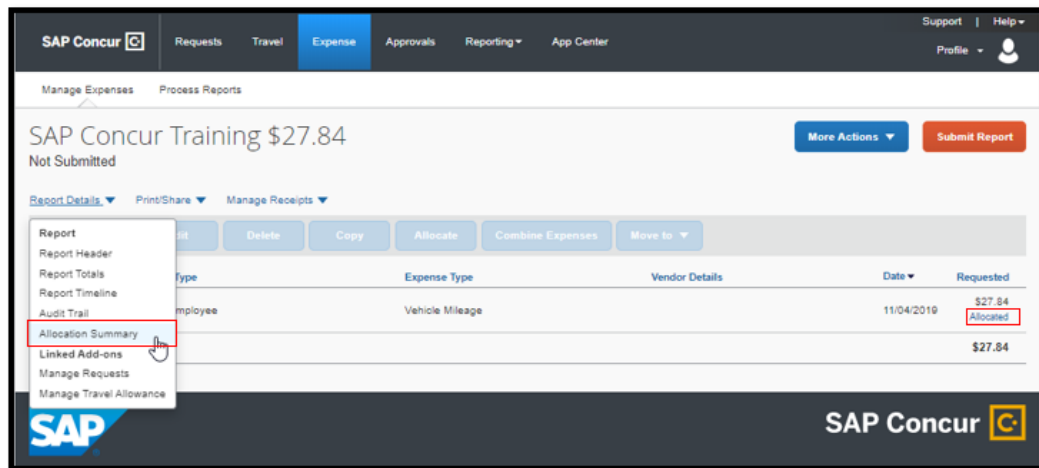


- The allocations are saved. You may click on the links below the amounts to view the allocations.

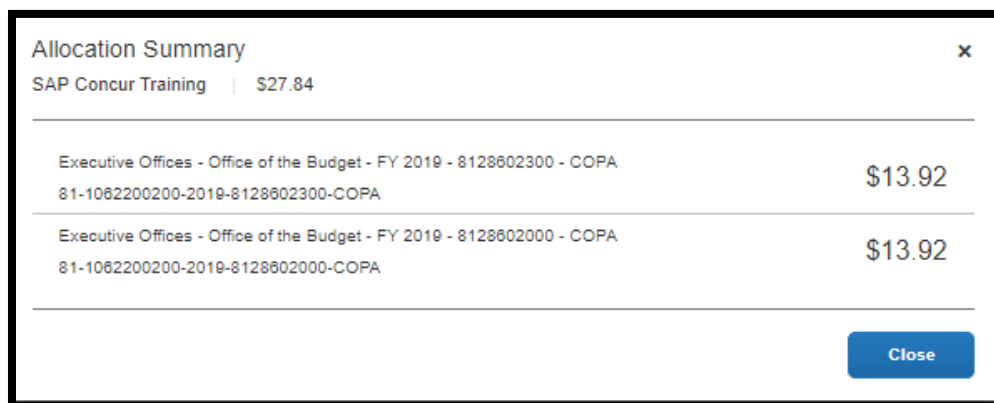


## View the Allocations

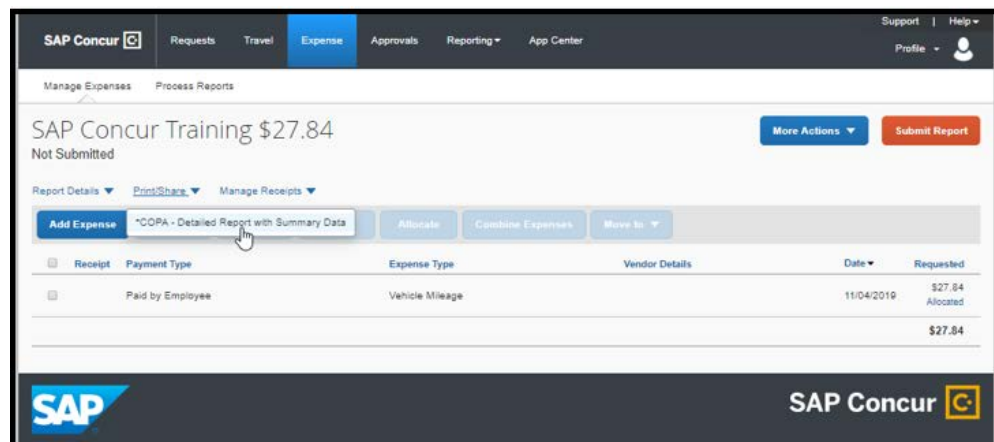
1. To view an allocation summary, on the main expense page select the **Report Details** dropdown list and select **Allocation Summary** link from the list. To view allocations by expense type, click on the **Allocated** link under the amount, if applicable, and a window appears showing the details of the allocations for the expense type.



The Allocation Summary Report will display a breakdown by the amounts assigned for each cost distribution.



2. To view cost allocation by expense type, on the main expense page select the dropdown for **Print/Share** and select the **Detailed Report with Summary Data**.



3. Navigate through the report to view the transaction data with the allocations by Expense Type.

*COPA - Detailed Report with Summary Data						
Vehicle Mileage						
Transaction Date	Expense Type	Vendor	City of Purchase	Payment Type	Amount	Approved Amount
11/04/2019	Vehicle Mileage			Paid by Employee	\$27.84	\$27.84
<b>Allocations :</b>		50% (\$13.92) 81-1062200200-2019-8128802000-COPA				
		50% (\$13.92) 81-1062200200-2019-8128802300-COPA				
<b>Business Purpose :</b> SAP Concur Training						
Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.						

4. The detailed expense report can be printed, saved as PDF, or emailed as necessary by clicking on the applicable button.

