

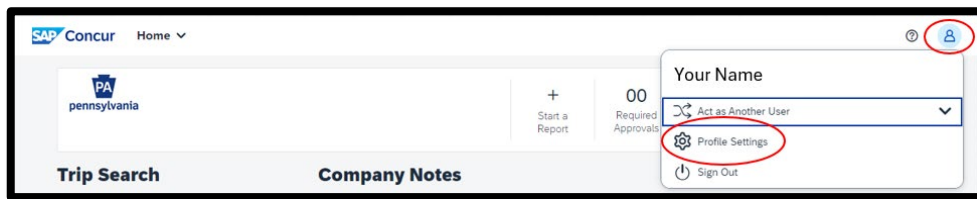
User Guide – Allocations

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.

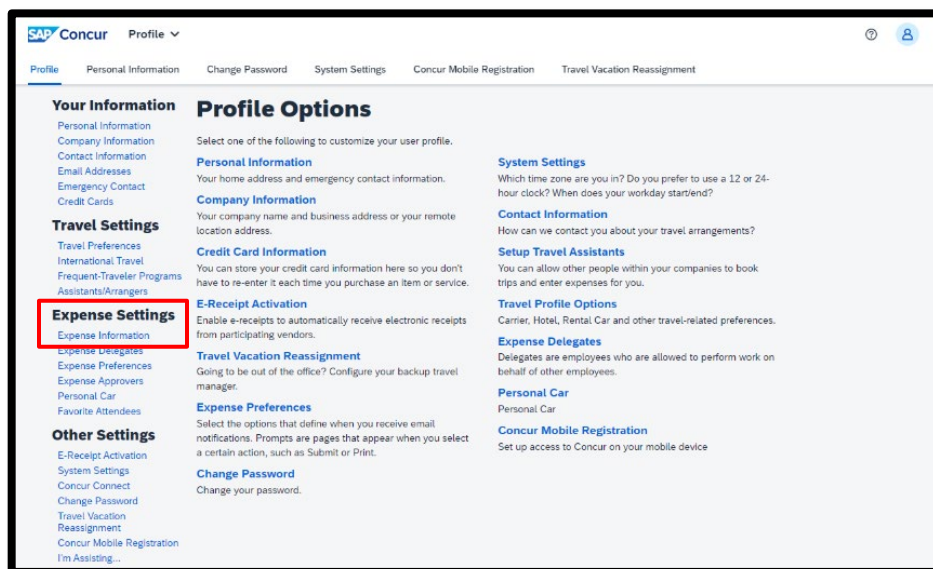
Important Note: SAP Concur will be pre-loaded with a traveler’s default cost distribution coding from SAP master data. If a traveler’s default has more than one line of coding, SAP Concur will only be loaded with the first line of coding. As a result, travelers with multiple lines of coding must always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

View Default Coding in a Profile

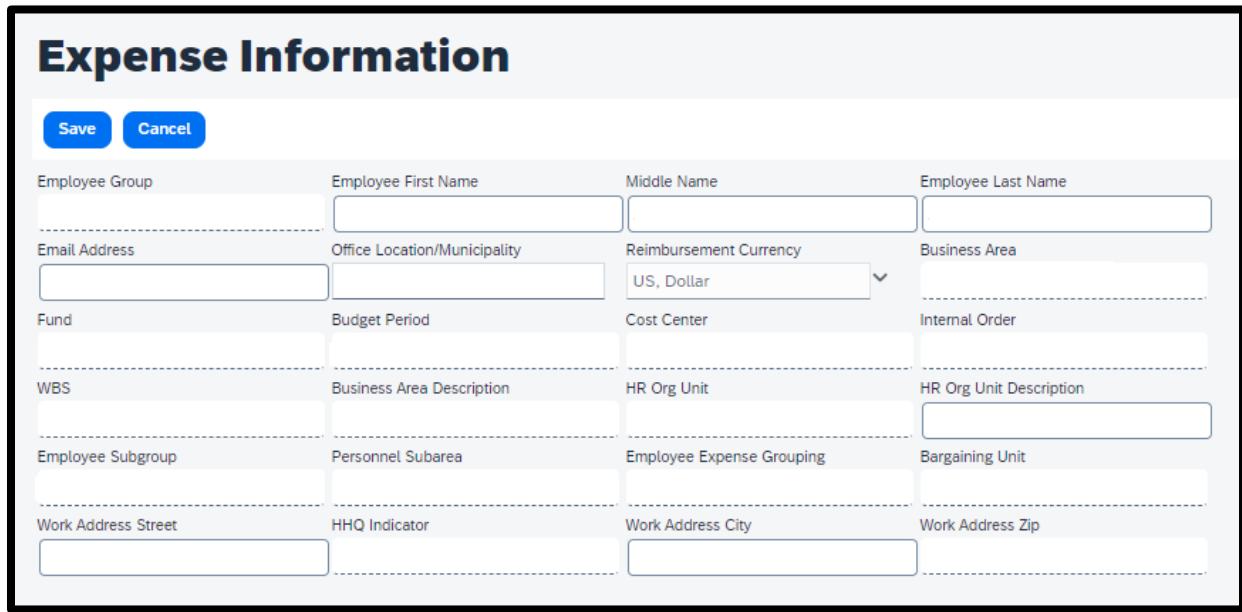
1. Sign into SAP Concur to access your home page. [Reference: SAP Concur User Guide – Signing In]
2. On the SAP Concur home page, select the Profile icon and select Profile Settings.



3. The **Profile Options** page is displayed. Click the **Expense Information** link in the left navigation menu under Expense Settings.



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



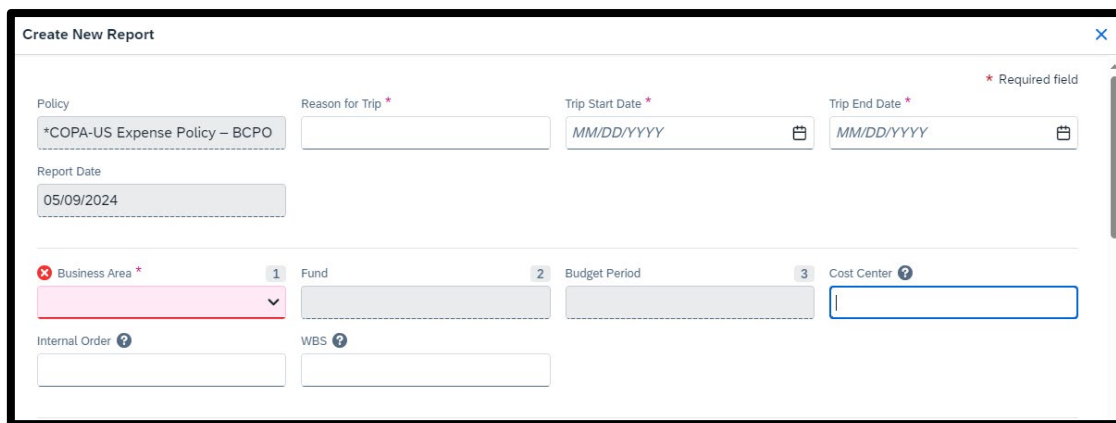
The Expense Information form is a grid of input fields. At the top left, there are 'Save' and 'Cancel' buttons. The form is organized into several rows and columns. The first row contains 'Employee Group', 'Employee First Name', 'Middle Name', and 'Employee Last Name'. The second row contains 'Email Address', 'Office Location/Municipality', 'Reimbursement Currency' (with a dropdown menu showing 'US, Dollar'), and 'Business Area'. The third row contains 'Fund', 'Budget Period', 'Cost Center', and 'Internal Order'. The fourth row contains 'WBS', 'Business Area Description', 'HR Org Unit', and 'HR Org Unit Description'. The fifth row contains 'Employee Subgroup', 'Personnel Subarea', 'Employee Expense Grouping', and 'Bargaining Unit'. The sixth row contains 'Work Address Street', 'HHQ Indicator', 'Work Address City', and 'Work Address Zip'. Each field is represented by a text box or a dropdown menu.

Allocate an Expense Report

When all expenses within an expense report need to be charged to different cost coding, the change is made on the **Report Header**. If only a certain percentage or certain expenses within the report need to be changed, do not change any cost coding on the Report Header.

1. After selecting one of the options to create a new report, the default cost distribution coding from the profile is displayed on the **Create New Report** page.

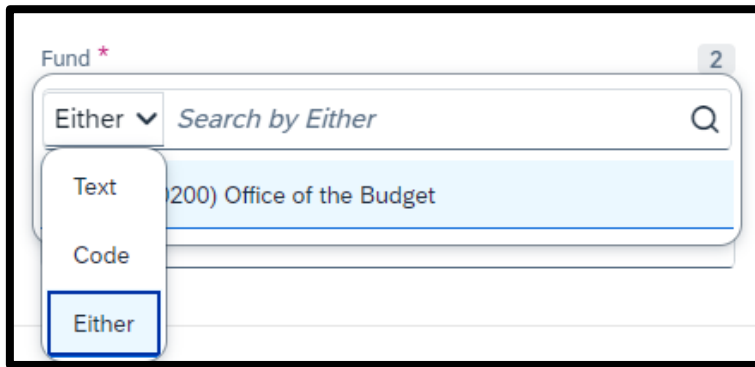
In fields that have a filter dropdown option, a list has been pre-loaded. In the fields without a filter dropdown option (i.e. Cost Center, Internal Order, and WBS), a code can be entered manually if needed.



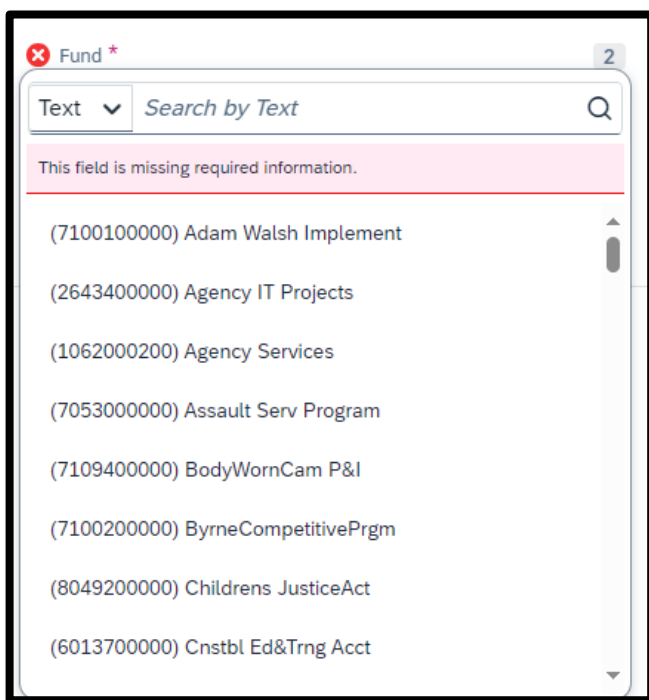
The Create New Report form is a modal window with a close button in the top right corner. It contains several fields: 'Policy' (with a dropdown menu showing '*COPA-US Expense Policy - BCPO'), 'Reason for Trip *' (text box), 'Trip Start Date *' (calendar icon, placeholder 'MM/DD/YYYY'), and 'Trip End Date *' (calendar icon, placeholder 'MM/DD/YYYY'). Below these is 'Report Date' (text box, value '05/09/2024'). A horizontal line separates the top section from the bottom section. The bottom section has 'Business Area *' (dropdown menu, highlighted in pink), 'Fund' (text box, labeled '1'), 'Budget Period' (text box, labeled '2'), and 'Cost Center ?' (text box, labeled '3'). Below these are 'Internal Order ?' (text box) and 'WBS ?' (text box). A red asterisk indicates required fields.

In this example, the Fund will be changed.

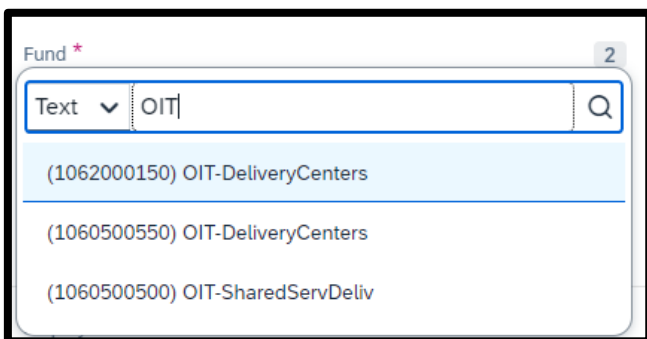
2. Select the dropdown filter arrow in the Fund edit field to display a list. List options include search by **Text**, **Code** or **Either**.



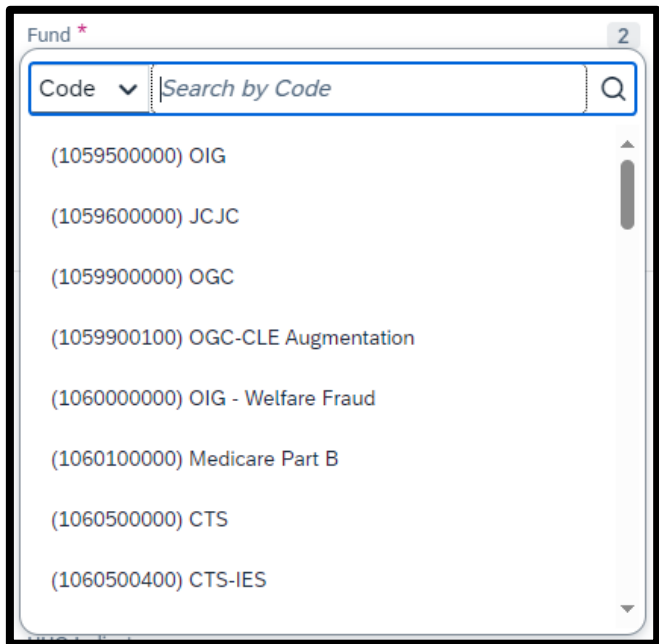
- a. If **Text** is selected, a list is displayed in ascending alphabetical order by name. Navigate through the list to find the appropriate code.



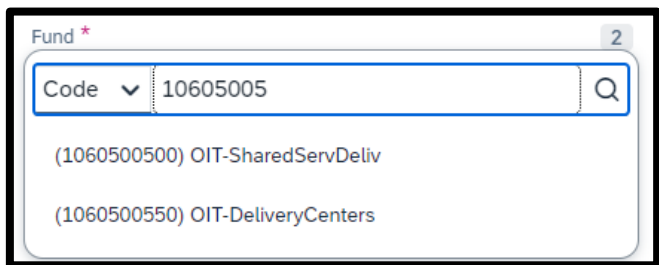
- b. If the name of the fund is known, you can type it in the search field. The result list will narrow down the options as you type. Select the appropriate code when displayed. Recently used codes will always display first.



- 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 the required alternative costing for the report, continue by clicking the **Create Report** button.

To open the Report Header to change cost coding for an existing expense report, click on the **Report Number** field or select the **Report Details** dropdown and select **Report Header**. Follow the steps above to make necessary changes.

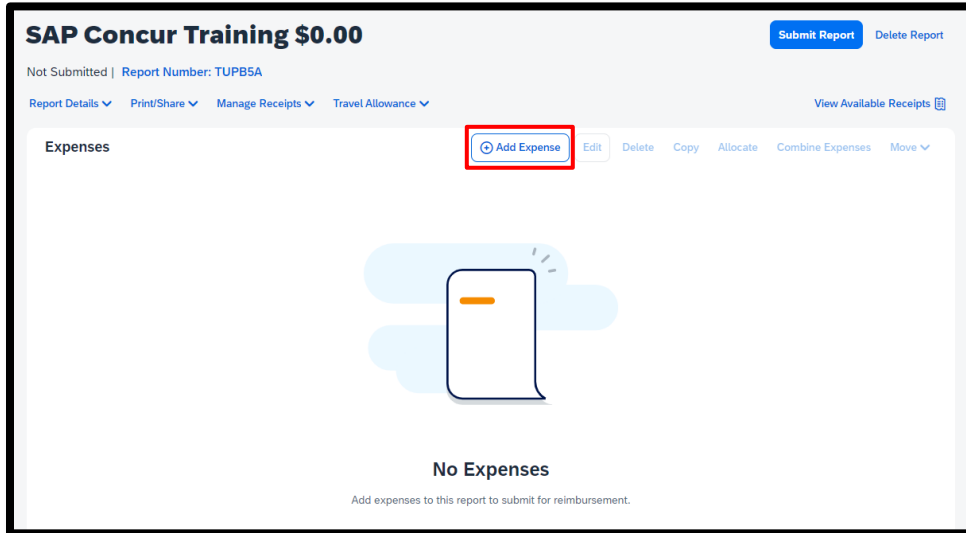
The screenshot displays the SAP Concur interface for an expense report titled "SAP Concur Training \$150.33". The report status is "Not Submitted" and the "Report Number" is "JCJK5L". A dropdown menu is open under "Report Details", with "Report Header" selected. The main table shows expense items with columns for "Payment Type" and "Expense Type".

Payment Type	Expense Type
Paid by Employee	Hotel room charge
Paid by Employee	Overnight Subsistence
Paid by Employee	Tolls

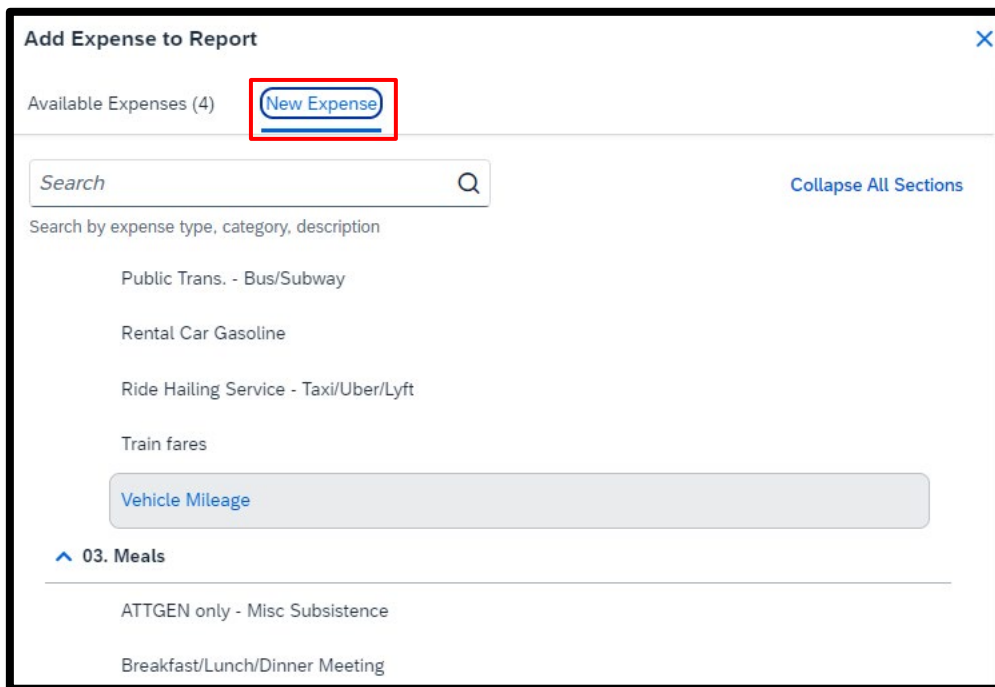
Allocate Individual Expenses

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.

1. Click the **Add Expense** button to add a new expense.



2. The **Add Expense** window will be displayed with the **New Expense** tab selected. Select the **Vehicle Mileage** expense type from the dropdown list.



3. Complete the * required fields. Click the **Allocate** link.

The screenshot shows the 'New Expense' form with the following fields and values:

- Expense Type ***: Vehicle Mileage
- Transaction Date ***: 05/01/2024
- Purpose of the Trip ***: SAP Concur Test
- From Location ***: 20 Azalea Dr, Harrisburg, PA 17110, USA
- To Location ***: 555 Walnut St, Harrisburg, PA 17101, USA
- Payment Type**: Paid by Employee
- Business Area**: 1
- Fund**: 2
- Budget Period**: 3
- Cost Center**
- Internal Order**
- WBS**
- Vehicle ID ***: Personal Auto - Standard Rate
- Distance to Date**: 0
- Distance ***: 4
- Number of Passengers ***: 0
- Amount ***: 2.68
- Currency**: US, Dollar (USD)
- Reimbursement Rates**: View all reimbursement rates
- Comment**: 0/500

The **Allocate** button is highlighted with a red box. Other buttons include 'Save Expense', 'Cancel', and 'Show Receipt'.

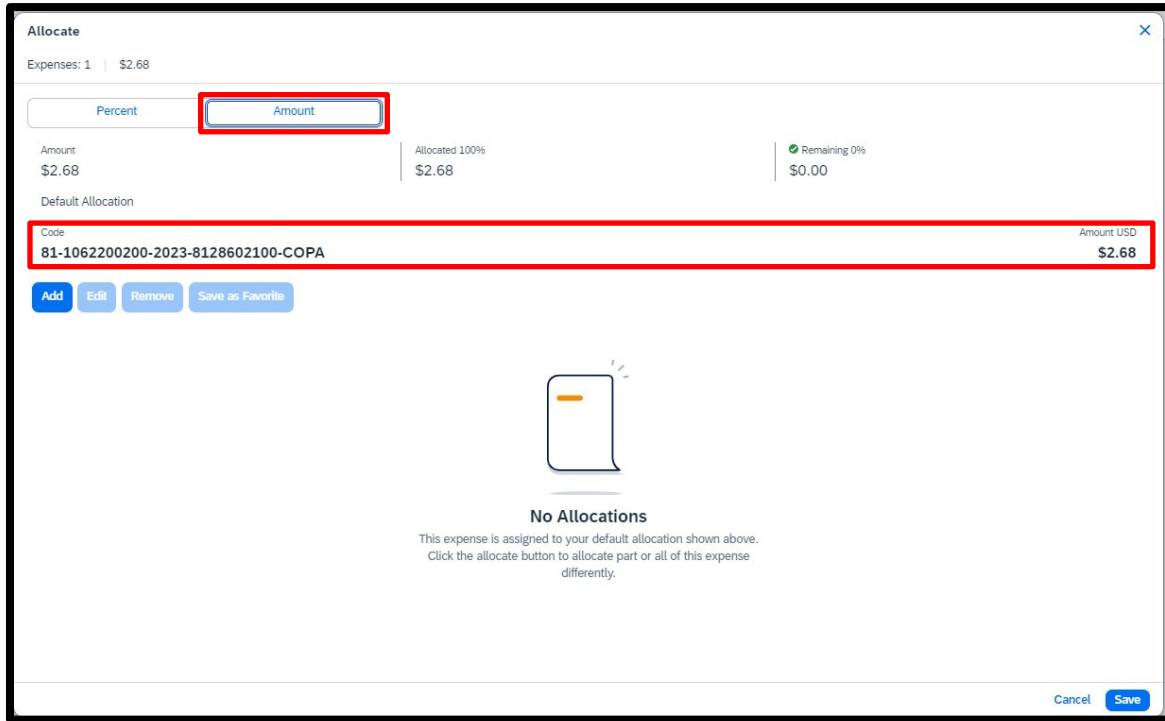
The allocation screen will appear. When the **Percent** tab is selected, the display shows the allocation by percent.

The screenshot shows the 'Allocate' dialog box with the following information:

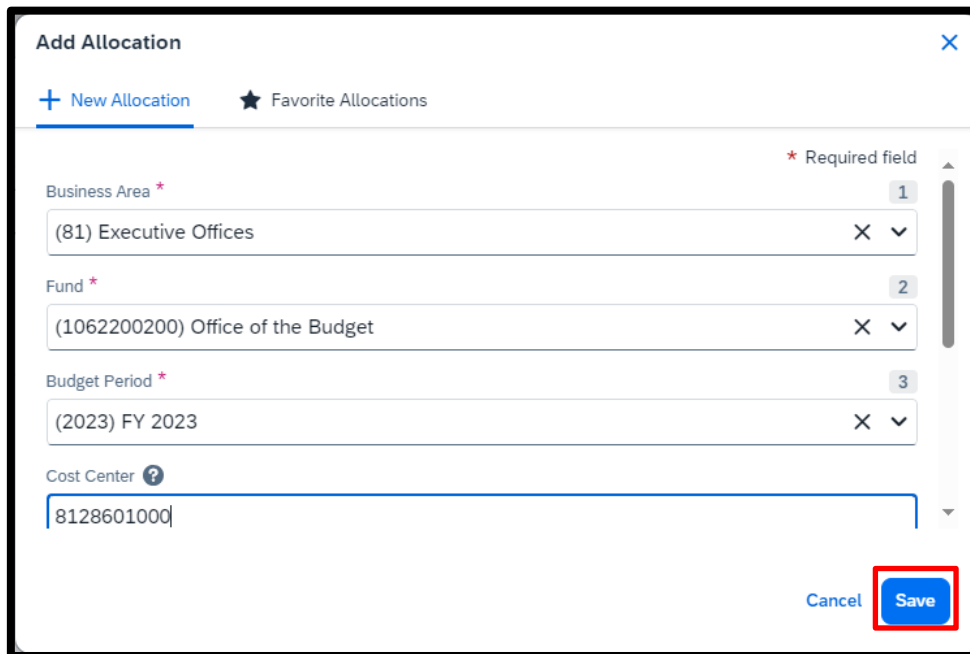
- Expenses**: 1 | \$2.68
- Amount**: \$2.68
- Allocated**: \$2.68 (100%)
- Remaining**: \$0.00 (0%)
- Default Allocation**: Code 81-1062200200-2023-8128602100-COPA, Percent % 100
- Buttons**: Add, Edit, Remove, Save as Favorite
- Message**: No Allocations. This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.
- Buttons**: Cancel, Save

The 'Percent' tab is highlighted with a red box. The default allocation code and percentage are also highlighted with a red box.

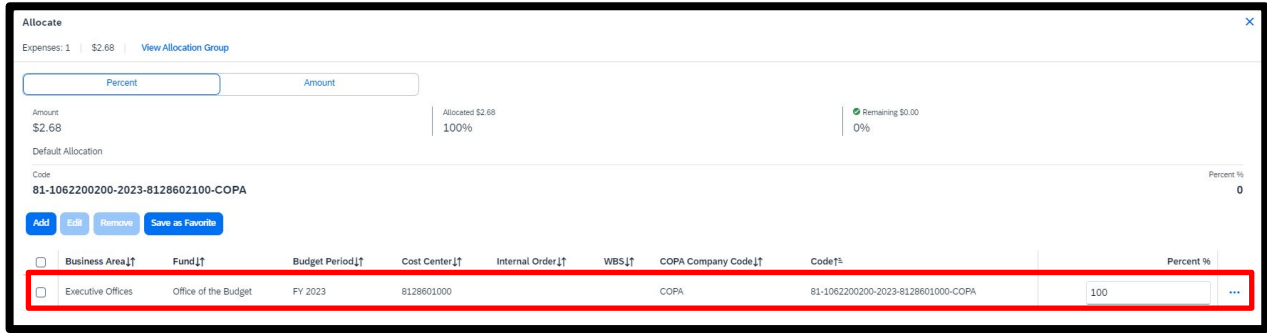
When the **Amount** tab is selected, the display shows the allocation by amount.



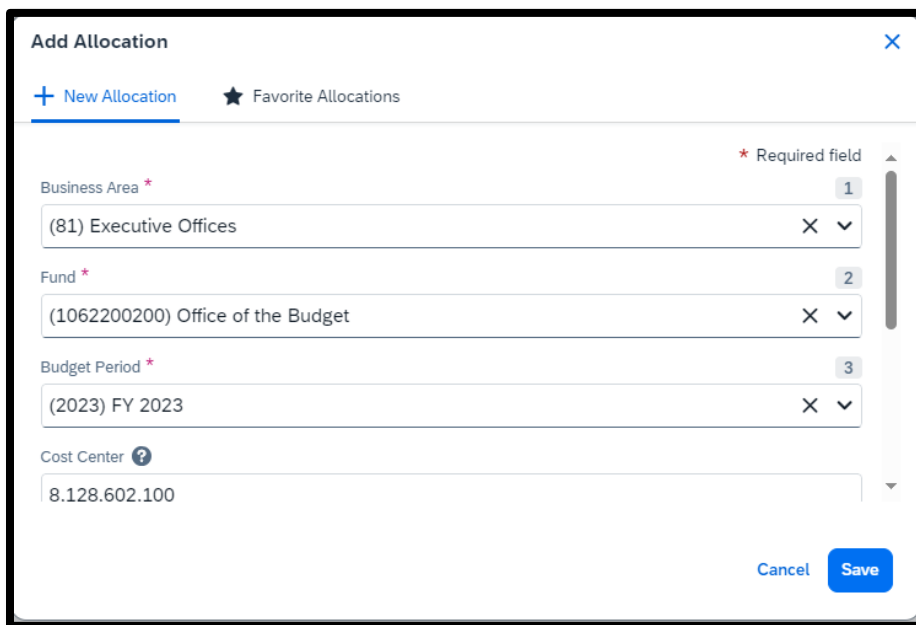
4. Click on the **Add** button to add an allocation. A window with the traveler's default cost distribution coding is displayed. Change the cost coding as necessary. In this example, the Cost Center will be changed.



- Click the **Save** 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.



- After the code is changed, click the **Save** 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.



- a. 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.

The screenshot shows the 'Allocate' window with the following details:

- Expenses: 1 | \$2.68 | View Allocation Group
- Amount: \$2.68 | Allocated \$2.68 (100%) | Remaining \$0.00 (0%)
- Default Allocation Code: 81-1062200200-2023-8128602100-COPA
- Buttons: Add, Edit (highlighted), Remove, Save as Favorite
- Table with columns: Business Area, Fund, Budget Period, Cost Center, Internal Order, WBS, COPA Company Code, Code, Percent %
- Row 1 (Selected): Executive Offices, Office of the Budget, FY 2023, 8128601000, COPA, 81-1062200200-2023-8128601000-COPA, 50
- Row 2: Executive Offices, Office of the Budget, FY 2023, 8128602100, COPA, 81-1062200200-2023-8128602100-COPA, 50

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

The screenshot shows the 'Allocate' window with the following details:

- Expenses: 1 | \$2.68 | View Allocation Group
- Amount: \$2.68 | Allocated \$2.68 (100%) | Remaining \$0.00 (0%)
- Default Allocation Code: 81-1062200200-2023-8128602100-COPA
- Buttons: Add, Edit, Remove, Save as Favorite
- Table with columns: Business Area, Fund, Budget Period, Cost Center, Internal Order, WBS, COPA Company Code, Code, Percent %
- Row 1: Executive Offices, Office of the Budget, FY 2023, 8128601000, COPA, 81-1062200200-2023-8128601000-COPA, 50
- Row 2: Executive Offices, Office of the Budget, FY 2023, 8128602100, COPA, 81-1062200200-2023-8128602100-COPA, 50
- Bottom right buttons: Cancel, Save (highlighted)

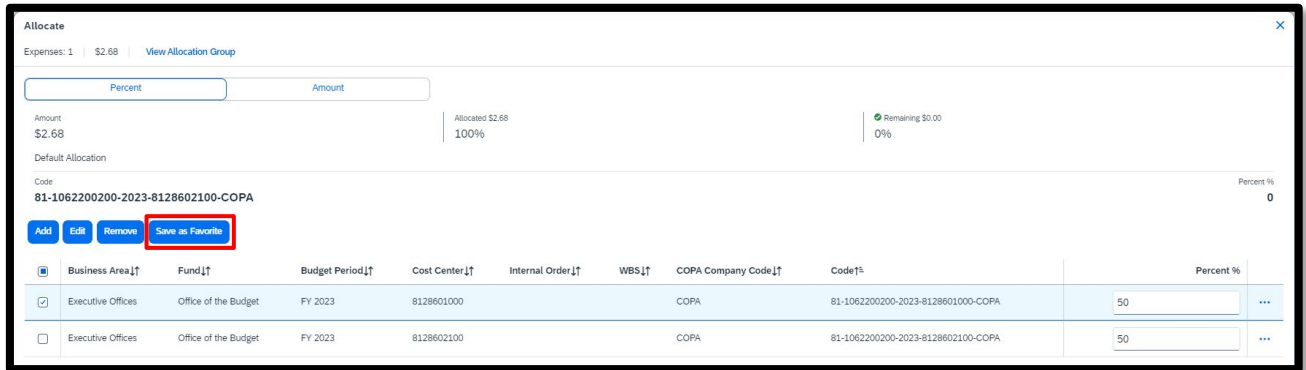
9. Click on the **Save Expense** button when finished or the **Save and Add Another** button to continue adding more expenses to the report. In this example, we are finished adding expenses so click the **Save Expense** button.

The screenshot shows the 'Vehicle Mileage \$2.68' form with the following details:

- Date: 05/01/2024
- Buttons: Cancel, Delete Expense, Save Expense
- Expense Type: Vehicle Mileage
- Transaction Date: 05/01/2024
- Purpose of the Trip: SAP Concur Training
- From Location: 20 Azalea Dr, Harrisburg, PA 17110, USA
- To Location: 555 Walnut St, Harrisburg, PA 17101, USA
- Payment Type: Paid by Employee
- Business Area: (81) Executive Offices
- Fund: (1062200200) Office of the Budget
- Budget Period: (2023) FY 2023
- Vehicle ID: Personal Auto - Standard Rate
- Distance to Date: 0
- Number of Passengers: 0
- Amount: 2.68
- Currency: US, Dollar (USD)
- Comment: 0500
- Bottom left buttons: Save Expense (highlighted), Save and Add Another, Cancel

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' window with the following details:

- Expenses: 1 | \$2.68 | View Allocation Group
- Amount: \$2.68 | Allocated \$2.68 | 100% | Remaining \$0.00 | 0%
- Default Allocation Code: 81-1062200200-2023-8128602100-COPA
- Buttons: Add, Edit, Remove, **Save as Favorite** (highlighted in red)
- Table with columns: Business Area, Fund, Budget Period, Cost Center, Internal Order, WBS, COPA Company Code, Code, Percent %
- Table rows:
 - Executive Offices | Office of the Budget | FY 2023 | 8128601000 | COPA | 81-1062200200-2023-8128601000-COPA | 50
 - Executive Offices | Office of the Budget | FY 2023 | 8128602100 | COPA | 81-1062200200-2023-8128602100-COPA | 50

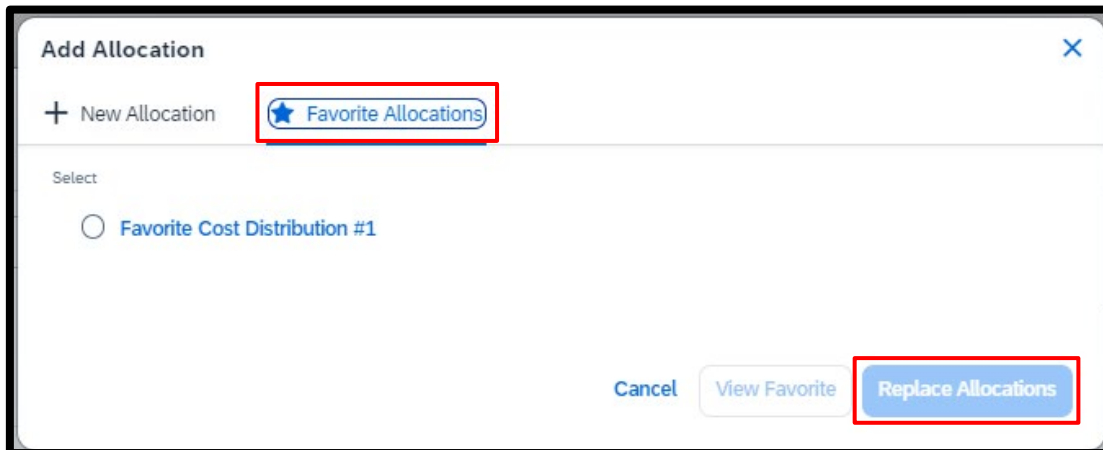
2. Enter a name for the allocation in the **Favorite Name** field to identify the favorite in the future. Click on the **Save** button when finished.



The screenshot shows the 'Save as Favorite' dialog box with the following details:

- Favorite Name * (required field)
- Text input field containing: Favorite Cost Distribution #1
- Buttons: Cancel, **Save** (highlighted in red)

Favorites that are created and saved will be available on the **Favorite Allocations** tab for future use. 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' window with the following details:

- Buttons: + New Allocation, **Favorite Allocations** (highlighted in red)
- Select section:
 - Favorite Cost Distribution #1
- Buttons: Cancel, View Favorite, **Replace Allocations** (highlighted in red)

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.

SAP Concur Training \$153.01 Delete Report Copy Report Submit Report

Not Submitted | Report Number: JCJK5L

Report Details | Print/Share | Manage Receipts | Travel Allowance | [View Available Receipts](#)

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑	Date↑	Requested↑		
<input type="checkbox"/>		Paid by Employee	Hotel room charge	Harrisburg, Pennsylvania	05/02/2024	\$126.14 Itemized	...	↓
<input type="checkbox"/>		Paid by Employee	Vehicle Mileage		05/01/2024	\$2.68 Allocated	...	
<input type="checkbox"/>		Paid by Employee	Vehicle Mileage		05/01/2024	\$0.00	...	
<input type="checkbox"/>		Paid by Employee	Overnight Subsistence	Harrisburg, Pennsylvania	05/01/2024	\$13.19	...	
<input type="checkbox"/>		Paid by Employee	Tolls	Harrisburg, Pennsylvania	05/01/2024	\$11.00	...	
<input type="checkbox"/>		Paid by Employee	Vehicle Mileage		05/01/2024	\$0.00	...	
						\$153.01		

3. Click the **Allocate** button.

SAP Concur Training \$153.01 Delete Report Copy Report Submit Report

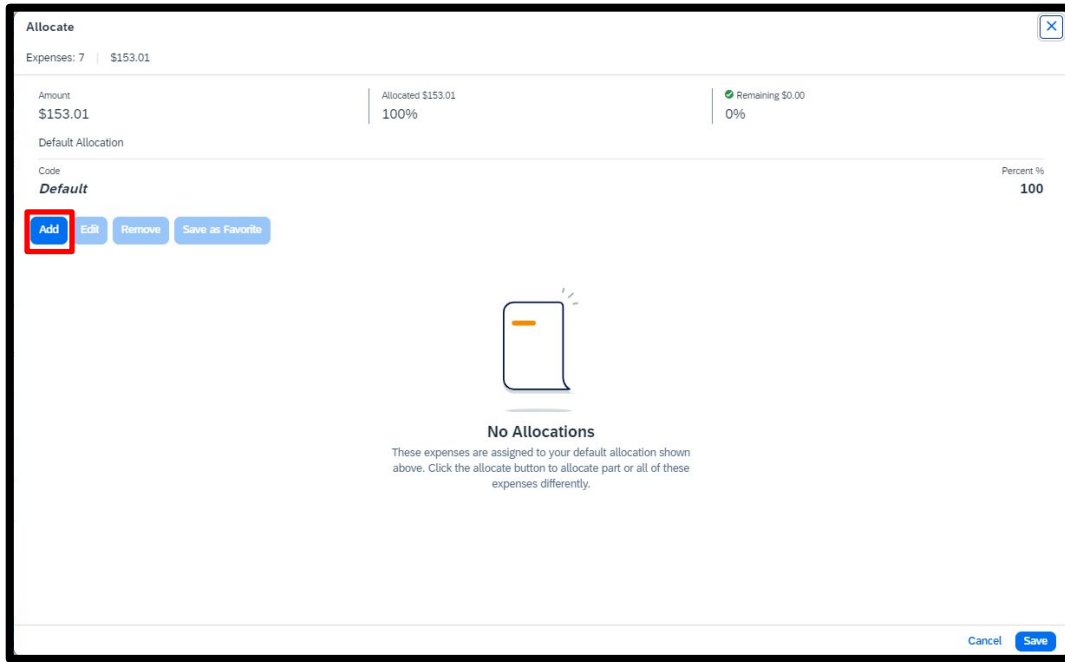
Not Submitted | Report Number: JCJK5L

Report Details | Print/Share | Manage Receipts | Travel Allowance | [View Available Receipts](#)

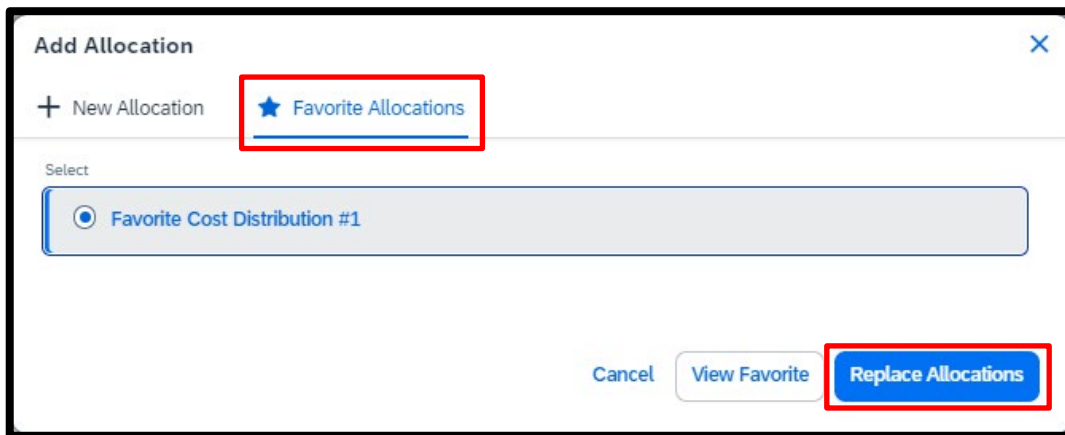
Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input checked="" type="checkbox"/>	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑	Date↑	Requested↑		
<input checked="" type="checkbox"/>		Paid by Employee	Hotel room charge	Harrisburg, Pennsylvania	05/02/2024	\$126.14 Itemized	...	↓
<input checked="" type="checkbox"/>		Paid by Employee	Vehicle Mileage		05/01/2024	\$2.68 Allocated	...	
<input checked="" type="checkbox"/>		Paid by Employee	Vehicle Mileage		05/01/2024	\$0.00	...	
<input checked="" type="checkbox"/>		Paid by Employee	Overnight Subsistence	Harrisburg, Pennsylvania	05/01/2024	\$13.19	...	
<input checked="" type="checkbox"/>		Paid by Employee	Tolls	Harrisburg, Pennsylvania	05/01/2024	\$11.00	...	
<input checked="" type="checkbox"/>		Paid by Employee	Vehicle Mileage		05/01/2024	\$0.00	...	
						\$153.01		

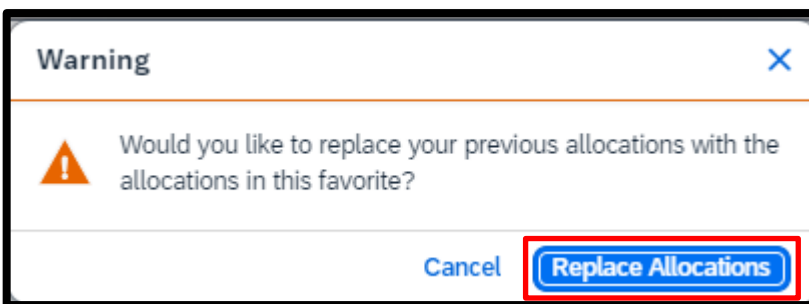
4. Click the **Add** button.



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



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



7. Review the allocations and click the **Save** button.

Allocate ✕

Expenses: 7 | \$153.01 | [View Allocation Group](#)

Amount: \$153.01 | Allocated \$153.01 (100%) | ✔ Remaining \$0.00 (0%)

Default Allocation

Code: **Default** Percent %: 0

<input type="checkbox"/>	Business Area↓↑	Fund↓↑	Budget Period↓↑	Cost Center↓↑	Internal Order↓↑	WBS↓↑	COPA Company Code↓↑	Code†±	Percent %	
<input type="checkbox"/>	Executive Offices	Office of the Budget	FY 2023	8128601000			COPA	81-1062200200-2023-8128601000-COPA	50	...
<input type="checkbox"/>	Executive Offices	Office of the Budget	FY 2023	8128602100			COPA	81-1062200200-2023-8128602100-COPA	50	...

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

SAP Concur Training \$153.01

Not Submitted | Report Number: JCJK5L

[Report Details](#) | [Print/Share](#) | [Manage Receipts](#) | [Travel Allowance](#) | [View Available Receipts](#)

<input type="checkbox"/>	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑	
<input type="checkbox"/>		Paid by Employee	Hotel room charge	Harrisburg, Pennsylvania	05/02/2024	\$126.14 Allocated Itemized	... ↓
<input type="checkbox"/>		Paid by Employee	Vehicle Mileage		05/01/2024	\$2.68 Allocated	...
<input type="checkbox"/>		Paid by Employee	Vehicle Mileage		05/01/2024	\$0.00 Allocated	...
<input type="checkbox"/>		Paid by Employee	Overnight Subsistence	Harrisburg, Pennsylvania	05/01/2024	\$13.19 Allocated	...
<input type="checkbox"/>		Paid by Employee	Tolls	Harrisburg, Pennsylvania	05/01/2024	\$11.00 Allocated	...
<input type="checkbox"/>		Paid by Employee	Vehicle Mileage		05/01/2024	\$0.00 Allocated	...
						\$153.01	

View the Allocations

- To view an allocation summary, on the main expense page select the **Report Details** dropdown list and select **Allocation Summary** 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.

SAP Concur Training \$153.01

Delete Report Copy Report Submit Report

Not Submitted | Report Number: JCJK5L

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

Report

Report Header

Report Totals

Report Timeline

Audit Trail

Allocation Summary

	Payment Type↑	Expense Type↑	Vendor Details↑	Date↓	Requested↑	
	Paid by Employee	Hotel room charge	Harrisburg, Pennsylvania	05/02/2024	\$126.14 <small>Allocated</small>	Itemized
	Paid by Employee	Vehicle Mileage		05/01/2024	\$2.68 <small>Allocated</small>	
<input type="checkbox"/>	Paid by Employee	Vehicle Mileage		05/01/2024	\$0.00 <small>Allocated</small>	
<input type="checkbox"/>	Paid by Employee	Overnight Subsistence	Harrisburg, Pennsylvania	05/01/2024	\$13.19 <small>Allocated</small>	
<input type="checkbox"/>	Paid by Employee	Tolls	Harrisburg, Pennsylvania	05/01/2024	\$11.00 <small>Allocated</small>	
<input type="checkbox"/>	Paid by Employee	Vehicle Mileage		05/01/2024	\$0.00 <small>Allocated</small>	
					\$153.01	

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

Allocation Summary

SAP Concur Training | \$153.01

The sum of allocation amounts may not exactly match the expense amount due to rounding.

Code↓	Amount↓
81-1062200200-2023-8128602100-COPA Executive Offices - Office of the Budget - FY 2023 - 8128602100 - COPA	\$76.51
81-1062200200-2023-8128601000-COPA Executive Offices - Office of the Budget - FY 2023 - 8128601000 - COPA	\$76.50

Close

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

SAP Concur Training \$153.01 Delete Report Copy Report Submit Report

Not Submitted | Report Number: JCJK5L

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

Add Expense *COPA - Detailed Report with Summary Data Expenses Move to

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested		
<input type="checkbox"/>	Paid by Employee	Hotel room charge	Harrisburg, Pennsylvania	05/02/2024	\$126.14 Allocated Itemized	...	▼
<input type="checkbox"/>	Paid by Employee	Vehicle Mileage		05/01/2024	\$2.68 Allocated	...	
<input type="checkbox"/>	Paid by Employee	Vehicle Mileage		05/01/2024	\$0.00 Allocated	...	
<input type="checkbox"/>	Paid by Employee	Overnight Subsistence	Harrisburg, Pennsylvania	05/01/2024	\$13.19 Allocated	...	
<input type="checkbox"/>	Paid by Employee	Tolls	Harrisburg, Pennsylvania	05/01/2024	\$11.00 Allocated	...	
<input type="checkbox"/>	Paid by Employee	Vehicle Mileage		05/01/2024	\$0.00 Allocated	...	
					\$153.01		

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

***COPA - Detailed Report with Summary Data**

Hotel room charge

Transaction Date	Expense Type	Vendor	City of Purchase	Payment Type	Amount	Approved Amount
05/02/2024	Hotel room charge		Harrisburg	Paid by Employee	\$126.14	\$0.00
Business Purpose : SAP Concur Training						

Overnight Subsistence

Transaction Date	Expense Type	Vendor	City of Purchase	Payment Type	Amount	Approved Amount
05/01/2024	Overnight Subsistence		Harrisburg	Paid by Employee	\$13.19	\$13.19
Allocations : 50% (\$6.60) 81-1062200200-2023-8128601000-COPA 50% (\$6.60) 81-1062200200-2023-8128602100-COPA						
Business Purpose : SAP Concur Training						

Tolls

Transaction Date	Expense Type	Vendor	City of Purchase	Payment Type	Amount	Approved Amount
05/01/2024	Tolls		Harrisburg	Paid by Employee	\$11.00	\$11.00
Allocations : 50% (\$5.50) 81-1062200200-2023-8128601000-COPA 50% (\$5.50) 81-1062200200-2023-8128602100-COPA						
Business Purpose : SAP Concur Training						

Vehicle Mileage

Transaction Date	Expense Type	Vendor	City of Purchase	Payment Type	Amount	Approved Amount
05/01/2024	Vehicle Mileage			Paid by Employee	\$0.00	\$0.00
Allocations : 50% (\$0.00) 81-1062200200-2023-8128601000-COPA 50% (\$0.00) 81-1062200200-2023-8128602100-COPA						

Close Print Save as PDF Email

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

