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Budget

FREQUENTLY ASKED QUESTIONS
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Budget Configuration and Dashboard Information

1. What is Budget?

Budget gives you a holistic view into your program spend. Through overviews, detailed dashboards, and notifications, Budget provides actionable insights that empower you to plan as well as respond to unforeseen events with accuracy and clarity.

View current spend data all in one place and see the impact of your spend before you approve it. With budget visibility available at your fingertips – on the computer or on the SAP Concur app – you can make the best decisions for your business no matter where you are. This visibility is translated directly into control. With Budget, you can prioritize items to avoid overspending and never miss an opportunity to take full advantage of your budget.

Key features:

- Dashboards provide graphical overviews with the ability to view budgets with detailed consumption information
- Use cost objects to track budgets exactly the way you want to meet your business needs
- Identify audit rules to help maintain control over spend
- Set user permissions to provide the right level of visibility and control across the organization
- Integrate seamlessly with your financial system using the public Budget API to connect deeper into the organization for even greater fiscal control and visibility
- Receive email alerts so that you are never caught by surprise
- Mobile integration lets you work when you want, where you want

2. What are the benefits of Budget?

Budget makes budgets visible, actionable and real-time. By aggregating input from Expense, Request, Invoice, and Travel, managers have a comprehensive view of spend before and after it occurs allowing them to proactively plan, as well as respond to unforeseen events with accuracy and clarity. Integration via a public API extend the benefits of Budget deep into the organization for even greater fiscal control and visibility.

As a budget owner or manager, you can do the following:

- Access budget overviews and detailed dashboards with high-level overviews of the budgets you own as well as the budgets you share, all in one place. At a glance, you will see current data on what has been spent, what is pending, and how much of your budget is remaining.

- View budget impact when you are approving spend. You will even know if approving an item will set you over budget.
- Manage your budget no matter where you are, with SAP Concur app access.
- Be alerted of only the most important information. Receive notifications via the SAP Concur app and via email when you are approaching or gone over your budget limit, so you can take the appropriate steps as soon as possible.

3. Who is Budget for?

Budget is available for users whose company has purchased Budget and marked users as either a Budget Owner or Budget Approver/Manager.

4. What data informs Budget?

Budget is informed by data from Concur Expense, Request, Invoice, and Travel including nightly feeds from TripIt, TripLink, ExpenseIt, Hipmunk and credit cards. The expense reports include Central Billing Statements and Central Reconciliation reports.

5. In what markets is Budget available?

Budget is globally available.

6. What editions are supported?

Standard and Professional.

7. What are the main differences in the offering between the Standard and Professional Edition for Budget? Why does the Professional Edition have a setup fee?

Functionality	Standard Edition	Professional Edition
Data Mapping	Data mappings are copied automatically from custom fields. Due to this difference, Standard is limited to custom fields as a source for budget filtering.	Data mappings are configured between budget tracking filters and custom fields of the (Travel/Purchase) Request, Expense Report or Invoice. Professional clients can choose custom fields, org unit fields and a few system fields as budget filters, hence the additional setup costs.

Functionality	Standard Edition	Professional Edition
Budget Accrual Date for Expense and Request Approvers	The Budget Accrual Date is not available in Standard	The Budget Accrual Date enables Request and Expense approvers to override the transaction date which determines the budget period. For example the transaction date is June, but the Budget Accrual Date is in July which means that the item will be captured for the July budget period.
Test budgets	Not available because Standard does not support test users.	Invoice and Expense supports test budgets for clients who want to test certain budget scenarios. Test budgets capture transactions from test users only.

8. What languages are supported?

Budget is available in German, French (Europe and Canada), Hungarian, Spanish (Europe & Latin America), Italian, Japanese, Dutch, Brazilian Portuguese, Swedish, Chinese (traditional and simplified), UK English, Czech, Danish, Finnish, Korean, Norwegian, Polish, and Russian.

9. Is Budget part of the SAP Concur app?

Yes. If you have access to the SAP Concur app you can view your budget on either an Android or iPhone. From the SAP Concur app you can view an overview of your Budget Dashboard and how various types of spend affect your overall budget.

10. Is pricing only specific to the Invoice core service or the Expense core service?

No. Pricing is based on both the Expense and Invoice core service. If a client has both core services, Budget will be included for both. This means that clients will obtain Budget for both core services with two different SKUs for Budget required on their contract.

NOTE: Request will be included in the Expense core service for pricing purposes.

11. As a user, how do I start using the Budget feature?

To use Budget as a user is simple.

1. Log into your SAP Concur account at www.concursolutions.com.

2. Click **Reporting** > **Budget Dashboards**. The Budget Dashboard displays your budget(s).

12. As a user, how do I know if I have Budget?

You will know if you have Budget by clicking the **Reporting > Budget Dashboard** menu from the SAP Concur home page. Then you are taken to your Budget Dashboard where you can start tracking your spend. If you do not see the **Reporting** menu you do not have access to Budget. Please reach out to your SAP Concur client admin for more information about why you do not see your Budget Dashboard.

13. Can budgets be viewed and managed by project?

Yes. Budgets can be defined in any way – by department, by project, by region, or any other categorization.

14. Does Budget show a year view for quarterly and monthly budgets?

No. Budget is designed to quickly show budget managers the status of a budget; the Budget dashboard displays the defined budget period. Budget managers can navigate to the other budget periods via a list. Alternatively, an additional annual budget could be defined which will show the year budget amount.

15. As an administrator, can I define budgets monthly, quarterly, or yearly?

Yes. Each budget is configured with a period type that can be defined as monthly, quarterly, or yearly. For example, a client could configure a monthly budget for departmental expenses, a quarterly budget for team expenses, and a yearly budget for a long-term project.

NOTE: Budgets cannot be configured with a custom period type.

16. How many budget periods can admins set up? Can they set up by month, by quarter, or set up custom periods within a year?

Budget is designed to support up to 24 budget periods per year. These periods can be monthly, quarterly, or set custom time periods.

Budget supports projects within a fiscal or calendar year. In addition, Budget supports special projects that have different calendars or projects that span across multiple years or from one fiscal year to the next by using the *Date Range* option in Budget Items.

17. Can the fiscal year be decided by the client?

Yes.

18. As a budget administrator, can I update budgets regularly?

Yes. Budgets can be updated at any time either manually or by re-importing an Excel spreadsheet. Some clients set their budgets once a year, even if the budgets are defined as monthly or quarterly, and never update them unless organizational changes occur. Other clients update budgets monthly or quarterly to reflect the status of their business.

19. Can budget owners set up and maintain budgets?

No. Budget does not allow budget owners to set up or maintain budgets. Budgets are controlled through the budget administrator role and users with this role are the only ones who can set up and maintain budgets.

Many clients do not want budget owners to maintain budgets because it reduces the control the finance department has over the budget process. In addition, budget owners do not want to maintain budgets because it is considered a non-value add activity.

20. As a budget administrator, can I import and export budgets?

Yes. Budgets can be imported via an Excel spreadsheet as well as through the public API (Web Services license is required). The budget spreadsheet import uses a client specific template which is also used for the export functionality. The user import spreadsheet and the employee flat file import include the budget user permissions and the budget manager hierarchy.

21. As a user, do I need to upload my budget to SAP Concur?

No. You do not need to upload your own budget. Your budget administrator is the only one who can set up and maintain budgets.

22. As a user, can I upload my own budget within SAP Concur?

No. Budgets are controlled through your budget administrator. This helps to ensure that the finance department can maintain control over the budget process. Please reach out to your admin with any questions.

23. As a user, can I give other users access to view my budget?

Yes. As a budget owner, you can share your budget with multiple budget approver/managers and budget viewers, such as direct reports, managers, and project members provided they have the right user role.

24. What do the different colors within Budget indicate?

The Budget Dashboard use the following three colors to indicate different cues:
- **Green**: You are within your budget

- **Yellow**: You are close to reaching your budget
- **Red**: You have gone over your budget

25. As a user, will I receive notifications when I am reaching my budget spend?

Yes. The following three ways will let you know when you are reaching your budget spend:

- Your will receive an email notification letting you know that you are close to reaching your spend
- If you have access to the SAP Concur app, you will receive a notification from the app letting you know that you are close to reaching your spend
- When you go to your Budget Dashboard, you will see that your spend is marked as yellow indicating that you are close to reaching your spend

26. As a budget administrator, can I automate my budget import?

Yes, but you will need a Web Services license. Budgets can then be uploaded and updated via the Budget Service API. However, if clients do not have a Web Services license, then Budget does not support a scheduled import.

27. Does Budget drill down to the GL Account level?

Budgets can be defined per expense type (~GL Account). If budget items are defined at a higher level, such as a department, cost center, department, or as a budget category, such Travel or IT, then Budget does not offer a drill down to expense item. Budget shows an expense type graph with the top 6 expense types plus an aggregate value for the remaining *Other* expense type. The graph shows the total consumed amount (spent + pending budget approval) for each expense type.

28. As a budget administrator, can I create budgets for Expense, Request, and Invoice?

Yes. Budgets can capture spend of Expense, Request, and Invoice. It is also possible to restrict budgets to Expense only, Request only, or Invoice only. Budget also captures purchase requests and travel and authorization requests.

29. Is Budget available for Request?

Yes, Budget is available for Request.

30. Is Concur Travel Integrated?

Concur Travel is integrated with Budget indirectly. Travel bookings as well as itineraries from TripIt, TripLink, and Hipmunk come in as available expenses – expense not on an expense report yet – and those available expenses are captured by Budget. Expense is required for Budget to capture these available expenses during a nightly run.

31. Are company cards integrated?

Company Cards (and P-Cards) are captured indirectly through available expenses. During a nightly run the credit card feeds are processed as available expenses and these available expenses are then captured by Budget. Credit Card transactions are directly processed as Spent transactions as the expenses are accruable.

32. Does SAP Concur provide a worksheet to clients to give them an idea of what they need to do during implementation?

No. SAP Concur does not provide an implementation worksheet to clients, because the process differs greatly by edition and business unit.

33. As a budget administrator, can I adjust budget consumption/spend?

Yes, adjustments can be made for Budget Amounts and the Spent and Pending balances. Budget Adjustments can be entered manually, through spreadsheet import, or through the Budget API.

34. Can I roll up budgets?

No. Budget does not have a roll-up mechanism. Clients might want to configure a budget to roll up into another budget. For example, a client might want monthly budgets to roll up into an annual budget, departmental budgets to roll up into a global organization budget, or country budgets to roll up into regional budgets. Although budget does not have a roll-up mechanism, you can define as many budgets at any level that you want. By defining budgets at both the product marketing and the marketing level or at the country, regional, and global levels you can mimic a rollup. The downside is that the budgets are not guaranteed to match. Budget is not a financial planning tool; the expectation is that budgets are maintained in an ERP or budget planning system.

35. Can an employee see the budgets impacted by their specific expense report before they submit the reports?

No. However, the total amount of all unsubmitted expense reports appear in the Budget Dashboard if admins have selected (enabled) the **Show Unsubmitted Expenses** option in Budget Settings, but employees will not have access to the budget information from the expense report itself.

36. As a user, can I increase or decrease budgets by a certain percent?

No. However, budgets can be exported to Excel where you can apply the adjustments and use the same template to import those changes.

37. As a budget administrator, can I define custom fiscal years?

Yes. Typically, this question is asked when clients do not start their fiscal year on January 1st or when the fiscal periods are not based on monthly intervals. Fiscal

years can start and end on any day of the year. Budget handles short and long years which are needed when clients change their fiscal year start date. Budget also handles 4-4-5 week schedules, common in manufacturing, 4-5-4 week schedules, common in retail, and less common schedules such as always start the month on a Sunday or Monday.

38. Can Budget handle amortized expenses?

Yes, although clients will need to use Request or purchase requests to amortize spend in Budget.

39. Is there a way to add a manual expense? For example, when a client has something that is master billed and they want to distribute expenses between departments?

No. This is not a Budget feature. Distributions (allocations) happen on the expense report and Budget honors that distribution.

40. Is Budget a budget planning tool?

No. Budget was not designed to replace a budget planning tool. Budget is meant to help clients keep near-real time tabs on the status of their budgets giving managers visibility to the information that they are looking for to make better business decisions.

Budget was designed with the idea that budget is defined in other applications, such as budget planning tools, ERPs, or financial systems. The Budget feature makes those budgets accessible and visible to the line managers who needs to approve spend. However, SAP Concur is considering integrating the Budget feature with budget planning tools.

41. As an administrator, can I prevent bookings in past budget periods?

Yes. The Budget fiscal year and budget periods can be closed. When a period or year is closed and an expense report, request, or invoice for that period is submitted, the report, invoice, or request is allocated to the next open fiscal period.

42. As a budget administrator, can I assign a report, request, or invoice to a different budget period?

For reports and requests, yes. For invoices and purchase requests, no.

Expense reports, (travel/authorization) requests, and purchase requests use the transaction date and Invoice uses the invoice date to determine the applicable budget period.

Expense and (travel/authorization) Request also have budget accrual dates. By default, the budget accrual date is the same as the transaction date. Expense approvers can change these dates if the report or expense need to be allocated to a

different budget period. Invoice and purchase requests do not have budget accrual dates.

43. As a budget administrator, can I configure budgets by group or company?

Yes. Professional edition clients can use most system fields including Group as a filter for budgets. Clients may maintain a company field in a custom field, which can be used as a budget filter as well.

Other clients want to know if the budget administrator role can be restricted by groups; a budget administrator can only see the budget items of his/her assigned groups. Budget does not support budget administrator roles at the group.

44. As a budget administrator, can I administrate budgets by group?

No. Budget maintains the budget administrator role at the entity level and cannot restrict this role at the group level.

45. Is there a maximum number of budgets?

No. You can define as many budgets as you need per budget owner.

46. As a budget administrator, can I define a budget approval workflow?

No. Budget does not currently support specific budget approval workflow steps. Most clients do not need specific budget approval workflow steps because the budget owner or approver is already included in the expense, request, or invoice approval workflow. You only need a budget approval workflow step if the budget owner or approver is not included in the current workflows

47. What defines pending and spent?

When the processor approves an expense report, request, or invoice, the spend moves from a *Pending* (budget approval) to a *Spent* state.

NOTE: Travel and authorization requests and purchase requests always remain in the *Pending* state.

48. Can the definition of pending be defined by the client?

No. However, when the budget approval workflow feature is released, if clients use the budget approval workflow step in their current expense, request, invoice, and purchase request workflows, then spend moves from a *Pending* (budget approval) to a *Spent* state when all budget owners have approved the report, request, invoice, or purchase request.

49. Can budget owners distribute their budgets to their direct reports?

No. Some clients allow budget owners to allocate (portions of) their budget to their direct employees. Budget does not have this capability.

50. Can someone other than the budget owner view a budget?

Yes. Budget owners can share their budgets with multiple budget approvers and viewers.

Budget owners may want to share their budgets with their direct reports or manager. Project owners may want to share their budget with other project members.

51. Can budgets be based on a manager hierarchy?

Yes. Budget can maintain budgets based on a manager hierarchy, organizational units – for example, departments and cost centers – or based on a combination of both manager hierarchy and organizational units.

Small companies do not always use departments or cost centers to structure their financials. In addition, very large companies use a manager hierarchy at the lower management levels.

52. Can budgets be based on the organizational structure?

Yes. Budget can maintain budgets based on the organizational structure even if the financial application does not support it.

Some financial/ERP applications can define budgets only at the GL account level and if the GL account structure does not have segments for organizational units, then budgets in the financial application cannot be structured by department or cost center.

53. Can budgets have a different currency than the budget owner's reimbursement currency?

Yes. The currency of a budget is not related to the reimbursement currency of the budget owner or the company's default currency. A budget owner can maintain budgets in various currencies.

54. Does Budget have a mapping table for the cost centers and profit centers?

No. Some clients have cost center identifiers representing departments, divisions, product groups, regions, and countries. Budget does not offer a centralized mapping table to define the associations between the cost centers used in Expense, Request, and Invoice to financial (budget) units such as department, product groups, and countries. However, at the individual budget level, clients can associate a list of cost centers to budgets and maintain that mapping there.

55. As a budget administrator, can I define a budget for a group of cost centers?

Yes. Some budget owners have a single budget covering multiple cost centers, profit centers, departments or regions. The budget module supports this scenario.

56. Do I have to open a different application to see my budgets?

No. Budget is part of the SAP Concur application, both on the desktop and mobile. Within SAP Concur you can navigate to the Budget Dashboards. With an expense report, a request, or an invoice you can see the impact of the spend on your budget without leaving the screen.

57. Is Budget available on the Concur mobile app?

Yes. Budget is available on both Android and IOS. The Budget feature within the Concur mobile app has an overview dashboard and in-transaction views, so you can see the impact of a report, request, or invoice on your budget.

58. Is Budget part of Reporting?

No. Budget is independent of Reporting (Analytics, Intelligence). The Budget Dashboards are located in the **Reporting** menu of the main screen but do not require a reporting license.

59. Are Stipends, Continued Medical Education (CME), and Entitlements supported?

Yes, the so-called Personal Account budget type captures all spend submitted by the budget owner (employee). Additional filters for expense types and custom fields can be applied to limit the scope of these personal budgets.

60. Can Budget account for non-SAP Concur transactions?

Yes, through budget adjustments non-SAP Concur transactions can be imported. For example, not all spend comes through SAP Concur and with adjustments that spend can still be accounted for. Adjustments can also be used to track payroll, revenue, and other financial transactions.

61. Can Budgets be transferred?

Yes, using budget adjustments, budget administrators can transfer funds between two budgets by applying two adjustments.

62. Does Budget capture Company Billing Statements (CBS) and Central Reconciliation (CR) reports?

Yes, both CBS and CR are captured by Budget as soon as they appear as an expense report. CBS is treated as accruable meaning that the CBS lines are considered Spent

prior to approval because the expenses are already paid. CR reports are treated like regular expense reports by Budget.

63. Are Ghost card transactions supported?

Budget depends on available expenses to capture credit card transactions. Ghost card transactions do not show up in available expenses, but the itinerary booking is captured.

64. Does Budget provide pre-trip approval?

Budget provides pre-trip approval in combination with Travel Request. Budget does not have a direct integration with Concur Travel. Concur Travel itinerary bookings are captured as soon as they appear as an available expense or put on an expense report.

65. Can budget owners set or adjust the amount on the budgets they own?

Budget owners can add adjustments to their budgets on the budget details page of the Budget Dashboard provided this feature has been selected (enabled) by the Budget Administrator in Budget Settings.

66. What role is needed to access Budget Configuration?

You only need the Budget Administrator role to access Budget Configuration.