Concur Invoice: Allocations

Setup Guide

Last Revised: May 21, 2020

Applies to these SAP Concur solutions:

- ☐ Concur Expense
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Concur Travel
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☒ Concur Invoice
  - ☒ Professional/Premium edition
  - ☐ Standard edition
- ☐ Concur Request
  - ☐ Professional/Premium edition
  - ☐ Standard edition

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Revision History

Date	Notes/Comments/Changes
September 20, 2022	Minor edits; cover date not updated
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 17, 2021	Updated the copyright year; no other changes; cover date not updated
May 21, 2020	Added note that states that users who do not have access to the Distribution functionality will not see it.
April 17, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 6, 2020	Updated the copyright; no other changes; cover date not updated
April 13, 2019	Changed the term "payment request" to "invoice" as part of the new user experience for Concur Invoice including images.
February 9, 2019	Changed the use of the term "payment request" to "invoice" and changed "Concur" to "SAP Concur"; no other content changes.
January 29, 2019	Updated the copyright; no other changes; cover date not updated
June 14, 2018	Changed copy-down to copydown; no other changes; cover date not updated
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 10 2018	Updated the copyright; no other changes; cover date not updated
December 14 2016	Changed copyright and cover; no other content changes.
December 5 2016	Updated the *Permissions* section and guide content to new corporate style; no content changes.
July 10 2015	Update to note a favorite allocation cannot be named using only numbers (numeric) or the system will reject the name.
May 15 2015	Updated the images to the enhanced UI and made general updates to the content.
November 30 2014	Integration Administrator has changed to Import/Extract Administrator; no other content changes
September 16 2014	Added information about the two user interfaces; no other content changes
July 11 2014	Added information about how to create and manage allocation favorites, and added information about the **Show Distribution** feature.
April 15 2014	Changed copyright and cover; no other content changes
December 28 2012	Made rebranding and/or copyright changes; no content changes
January 21 2011	Update to note that now when a user allocates a line item the choice that is made, either Percentage or Amount, is now retained for their next session - there is no longer a default method but instead a choice retained by user
December 31 2010	Updated the copyright and made rebranding changes; no content changes

Date	Notes/Comments/Changes
December 2009	Changed to stand-alone setup guide; no content change
Sept 20 2010	Conversion from Classic to Current interface to match transition of selected parts of the feature to the new Invoice interface

Allocations

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur staff. In this case, the client must initiate a service request with SAP Concur support.

Section 2: Overview

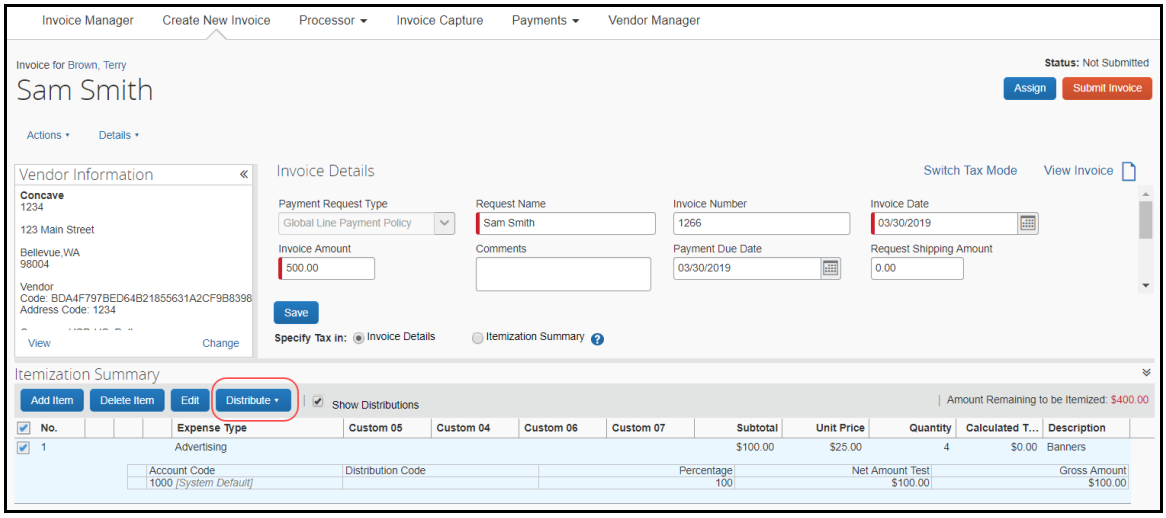
The Allocations feature allows a user to allocate invoice items to, for example, projects or departments, which these will then have to pay for those items. For example, assume that a user is providing a training session for Sales. Further, assume that Sales and Training are splitting the cost of printing and binding the training materials. When the user creates the invoice (in this case, for the copy center), the user can allocate the items so that Sales pays 50% and Training pays 50% of each item.

Section 3: End-User Experience

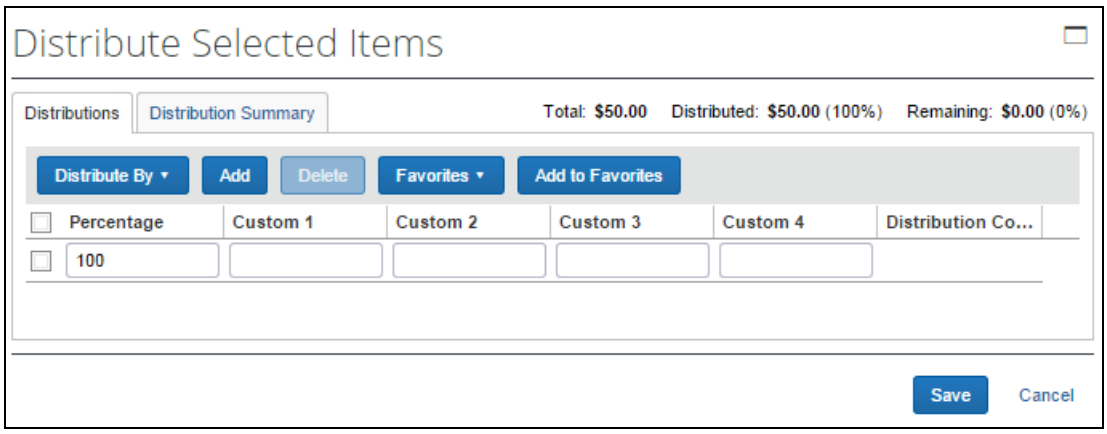
Allocate Line Items

The user allocates line items manually or by import using options on the **Invoice** page. To import allocations, see the section *Import Allocations* in this document.

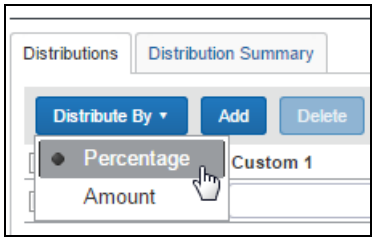
The user can access the **Distribute Selected Items** page by clicking **Distribute** > **Distribute Selected Items** after creating the invoice and adding the line items.



The **Distribute Selected Items** window appears with the selected line item(s) listed.



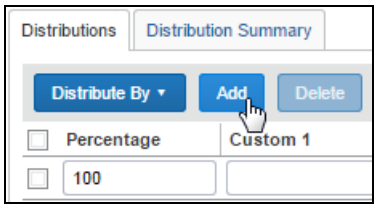
The user has the choice of allocating by percentage or by amount; the system retains whatever choice the user makes so that it is available the next time the user allocates a line entry. To select one of the options, the user clicks **Distribute By** and selects **Percentage** or **Amount** (in the following example, percentage is used).



When allocating by:

- **Percentage:** The system calculates the percentage for each allocation that the user adds. The user can leave the percentages "as is" or the user can edit them. The percentages can total 100% or less; they cannot exceed 100%.
- **Amount:** The system totals the amounts allocated and calculates the remainder. The total amount allocated can be less than or equal to the total of the line items selected for allocation; it cannot exceed the total of those line items.

The user then proceeds to allocate the amount using options on the page. In the example below, Marketing and Facilities split the cost. To add a second allocation, the user clicks **Add**.



After adding the second allocation, the two departments split the cost evenly at 50% each.

The user reviews the allocation, and then clicks **Save** to return to the invoice view.

Note the following:

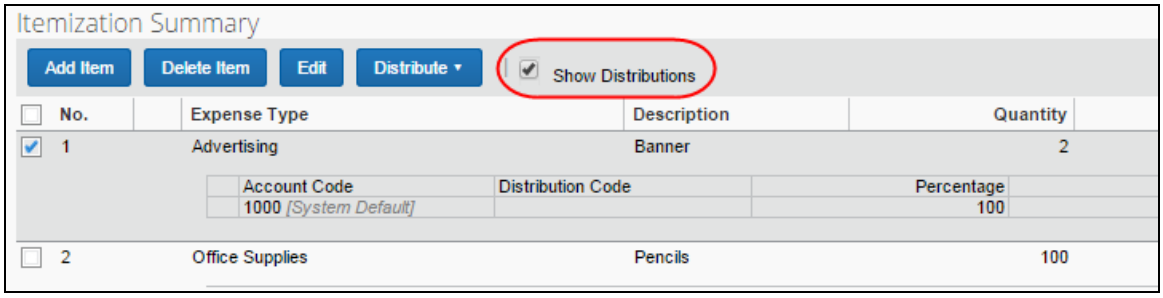
- The system saves and stores allocations as a *percentage*, even if entered in the user interface as amounts.
- Precision between the amounts and percentages may differ slightly. So, if the user toggles between Amount and Percent on the **Distribute Selected Items** page or if the user closes and then reopens the invoice, the allocation amounts may not match exactly the amounts the user originally entered.
- If the user allocates both positive-amount line items and negative-amount line items, or a zero-amount line item, then the user cannot allocate by amount.

For more information, refer to the *Concur Invoice: Account Codes Setup Guide*.

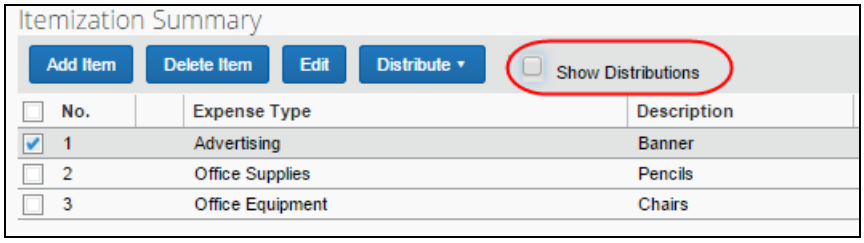
NOTE: Only users with access to the Distribution functionality will see it. Users who need to access the Distribution functionality should contact their SAP Concur representative.

Show or Hide Distributions for Line Items

By default Concur Invoice will show the distributions associated with each line item, as shown in the figure below:



To hide the distributions, and open up screen space to view more line items, the user can clear (disable) the **Show Distributions** check box, resulting in the collapsed appearance shown below:



Account for the Remaining Portion

If a user does not allocate all of a line item amount (whether by percent or amount), the system automatically accounts for the remaining portion. For example, assume that a user allocates only 80% of a line item amount. The system handles the remaining 20% in one of two ways:

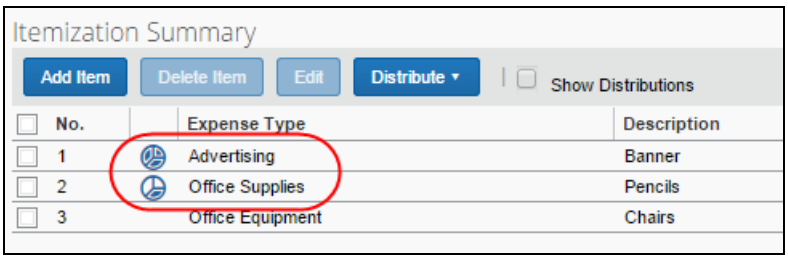
- If the allocation fields are *not* configured as copydown, the system locates the appropriate account code (based on ledger, expense type, and so on) and assigns the appropriate account code to the remaining portion.
- If the allocation fields are configured as copydown, the remaining amount is handled as if it was allocated to the copied-down value. This is true regardless of whether the copydown field is read-only or editable by the user and regardless of whether the user modified the editable copydown field. For example, assume that the allocation field is **Department**, it is configured to copy down from the employee record, the copydown value is *Accounting*, and the field can be modified by the user. Further, assume that the user changes

the department from Accounting to Learning Services and changes the percentage to 80%. Then, Learning Services will be charged for 80% and Accounting will be charged for the remaining 20%.

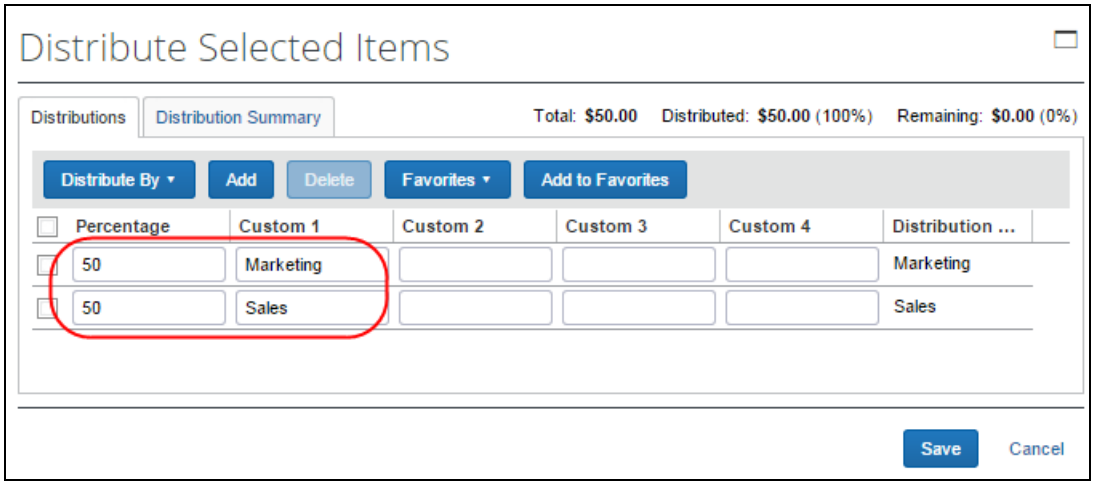
NOTE: If the allocation fields are configured to copy down from the invoice or employee form, the line item is allocated in accordance with the copied-down values.

Allocation Icons

When the user returns to the **Invoice** page, the Allocation icon appears and is completely filled for fully allocated line items, and the partly filled in icon appears for partially allocated line items as shown in the figure below.



Selecting a line item, then clicking **Distribute** > **Distribute Selected Items** opens the **Distribution** page, showing the assigned allocations.



Import Allocations

The AP User or Invoice owner can import their distributions (allocations) by using a personal import feature. This feature supports clients who need to distribute a single invoice across a large number of cost objects. For example, the corporate office may decide one invoice should be shared by all 400-company retail locations.

Options in the **Import Distributions** window allow the user to import a prepared data file or, if no template is available, download a sample Excel file (.xls) template

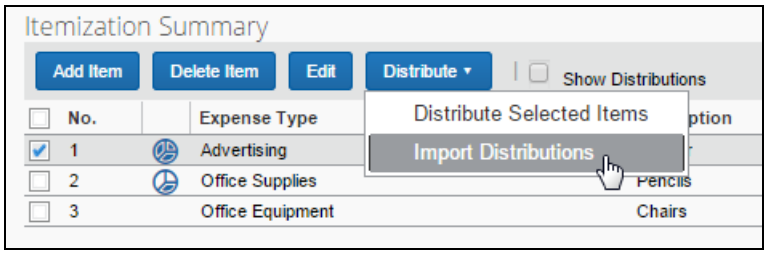
based on allocation configuration fields in Invoice. The figure below shows an unedited sample of an import file.

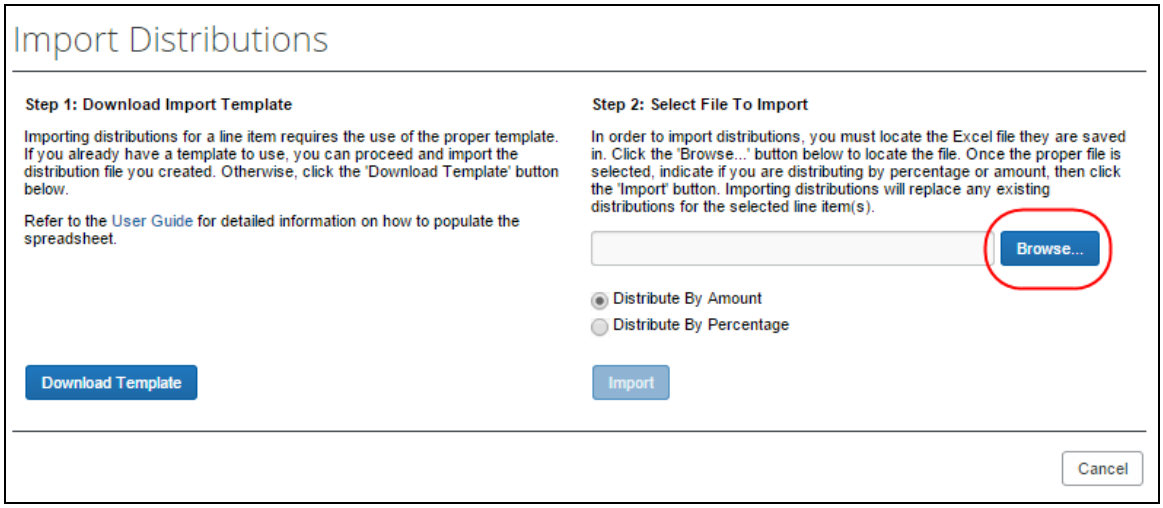
	A	B	C	D	E	F	G	H
1	Amount	Custom 1	Custom 2	Custom 3	Custom 4	Custom 05	Custom 06	Custom 07
2								
3								

By manually entering the required data, such as *Amount* and other values as configured at your site, the distributions can be imported directly into Invoice. When working with the data, please note the following:

- It is *critical* that import values be the list item *code*, and *not* the list item name (the display name) value. For example, the display name may be "(20) Manufacturing", but the system is configured to accept *only* the underlying code, for example "100".
- The **Amount** field requires the correct currency formatting, for example, 32.82451 and *not* 32.82, to ensure all distribution subtotals total to the correct amount. The import will fail if the amounts do not add up to the correct total.

Once the user has created the import file, they use the **Browse** button to locate the file for import to the system. The user accesses the **Import Distributions** window from the **Distribute** menu.





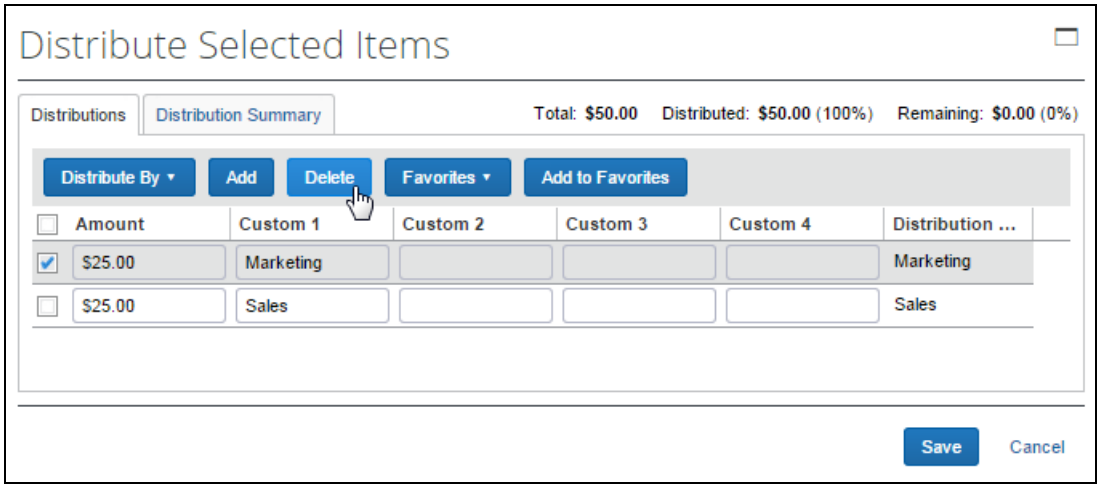
Once the user has specified the file, they click **Import**. Invoice imports the distributions and displays them in Invoice. While doing so, error checking and validations are processed, and the results included in the **Import Errors** window.

Please note the following about importing:

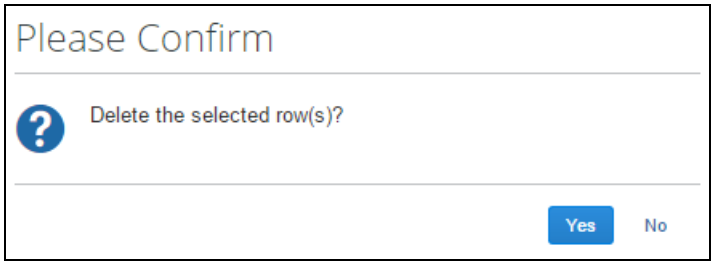
- Amounts are used on the import, not percentages
- The import will *always* overwrite any prior distribution data which is ideal where many corrections are required
- If only one or two corrections are required best practice is to perform the corrections within the existing distribution user interface in Invoice

Delete an Allocation

To remove an allocation, the user opens the line item by clicking **Distribute** > **Distribute Selected Items** to open the **Distributions** page.



The user then selects the allocation they want to delete and clicks **Delete**. A confirmation window displays. Click **Yes** to delete the allocation.



Create an Allocation Favorite

Users can create, edit, assign, and remove favorite allocations that they have created.

End users often allocate many expenses in an identical manner. For example, they will allocate 20% of an expense to Cost Center A, and 80% to Cost Center B. Creating allocation favorites allows the user to save a group of allocations, to use on other expenses.

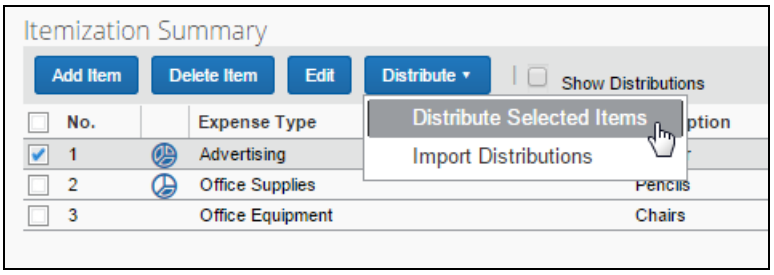
When the user applies these allocation favorite "sets" to another expense, the system validates the data in those stored allocation records to ensure any project codes or other list fields are still valid, and the alerts the user if the user needs to correct data. The user adds the allocation to the expense, and then the user can edit the allocation just like a manually entered allocation row.

NOTE: Before you create and manage your favorite allocations, you must configure the Payment Request Allocation form in **Forms and Fields** in **Invoice Admin**.

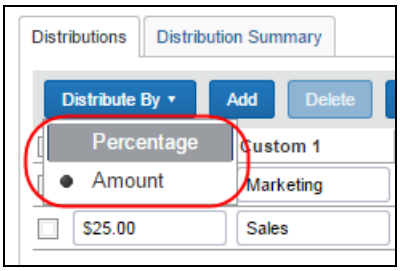
Manage Allocation Favorites

To create allocation favorites:

1. Create an invoice.
2. Add items (expenses) to the invoice.
3. Click **Save**.
4. Click **Distribute** > **Distribute Selected Items**.



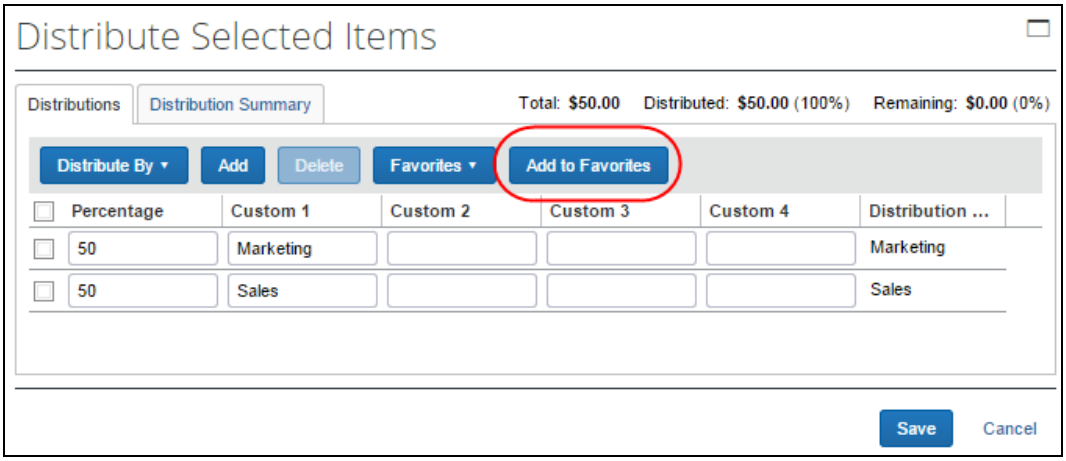
5. In the **Distribute By** menu, select if you would like to distribute the allocation by amount or percentage.



The columns that appear on the **Distribution** page vary depending on your configuration in **Forms and Fields** in **Invoice Admin**.

NOTE: You can use the **Add Distribution** button to correctly identify and budget the expense to the accounting system. For example, use this if your need to spread your expenses across several projects or departments.

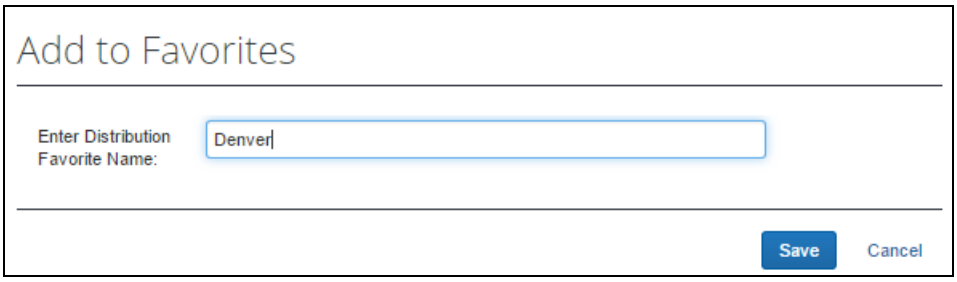
6. Click **Add to Favorites**.



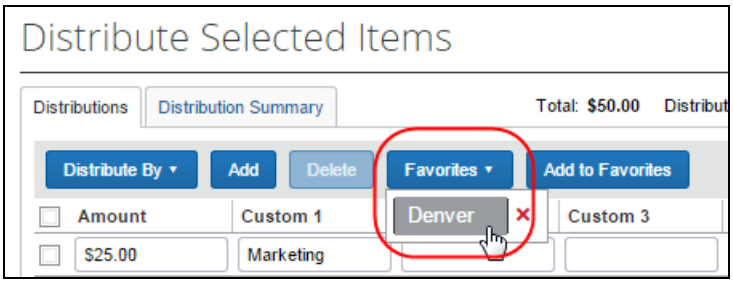
The **Add to Favorites** dialog appears.

7. Enter a name for the allocation favorite and then click **Save**.

NOTE: Use characters only when creating this name as the system will not accept a number-based (numeric) name.



The system adds the allocation to your favorites, which you can see if you click **Favorites**.

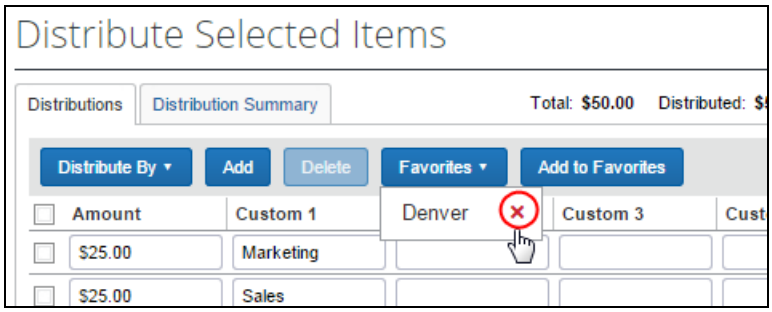


To assign your allocation favorites:

To assign your allocation favorites, follow the *To create allocation favorite* procedure that is described above. However, instead of clicking **Add to Favorites**, in the **Favorites** menu, select the favorite allocation that you would like to use.

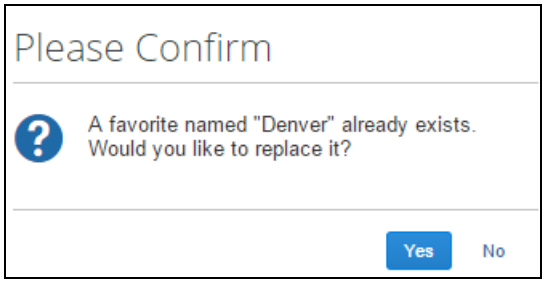
To remove favorite allocations:

Over time, allocation favorites will become incorrect or obsolete. The user can remove out-of-date allocation favorites by clicking on the red X icon next to the name as shown in the figure below.



To edit favorite allocations:

The user can update the set by using it on an expense, making needed corrections, and then saving the resulting allocations to the same allocation favorite name. The system will confirm that the user wants to overwrite the existing set.



On the **Distribution Summary** page of the **Distribute Selected Items** window, the user may view a summary of a distribution they made of a particular line item.

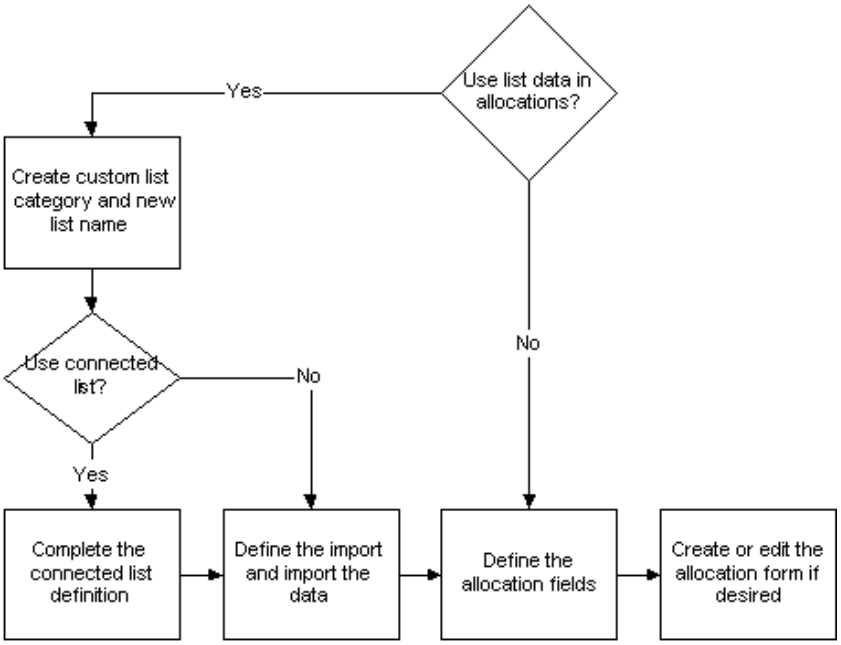
Section 4: Configuring the Allocations Feature

The process of configuring the Allocations feature follows the same basic steps as setting up any other form. Allocation fields are like any other fields with respect to data types and configuration.

NOTE: If you are familiar with configuring allocations in Concur Expense, the process is the same except for the **Default Payment Request Allocation Form** that is already assigned to the **Default Payment Policy**. Assigning the form to the policy is required only if you use a form other than the **Default Payment Request Allocation Form** or a policy other than the **Default Payment Policy**.

Configuration Flow

The steps differ depending on whether custom or connected lists are used in allocations.



The administrator:

- Assigns the allocation form to the policy *if* the client is using any other than the **Default Payment Request Allocation Form** or the **Default Payment Policy**

  For more information about policies, refer to the *Concur Invoice: Policies Setup Guide*.

- Makes additional definitions of the use of allocations by using audit rules. For example, the administrator can create a rule that requires the user to enter allocation information for specified expense types. The administrator can also create a rule that requires full (instead of partial) allocation of line items.

  For more information about audit rules, refer to the *Concur Invoice: Audit Rules Setup Guide*.

- Maps the allocation fields to the account codes, which the system uses to charge the client's general ledger (GL).

  For more information about account codes, refer to the *Concur Invoice: Account Codes Setup Guide*.

Required Roles

The following roles are required:

- If custom lists or connected lists are used:
  - The Invoice Admin completes the custom list definition
  - The Shared Configuration administrator completes the connected list definition.
  - The Import/Extract Administrator defines the import and then imports the data.

  NOTE: Depending on your implementation of Concur Invoice, you may have to submit a case to SAP Concur support for assistance with this task.

- The Payment Configuration administrator defines the allocation fields and the allocation form.

Use a Connected List

This portion of the process requires the roles of Invoice Admin and Shared Configuration administrator.

If you are using a connected list, this portion of the process involves:

- Invoice Admin or Invoice: Using the List Management tool to create a new list category (or use an existing one) and create a new list within the category
- Shared Configuration administrator: Using the Connected List Definition tool to define the connected list fields and hierarchy

To define the custom list category and list name:

1. Click **Administration** > **Invoice**.
2. Click **List Management** (left menu). The **List Management** page appears.
3. Click **New** to open the **New List** page.
4. On the **New List** page perform the following:
   - **Choose Existing:** Select an existing list category, such as Allocations, from the list
   - **Create New:** Click **New List Category** and, in **Add New List Category**, type a name and click **Save**.
5. Fill out the remaining options, then click **Save**.

NOTE: When defining the list, make note of the category name and the list name; you will need them for the list import.

For more information about custom lists, refer to the *Shared: List Management Setup Guide*.

To define the connected list:

1. Click **Administration** > **Invoice**.
2. Click **Forms and Fields** (left menu). The **Forms and Fields page** appears.
3. Click the **Connected List** tab. The **Connected List Definition** page appears.
4. In the **Form Type** list, select the **Payment Request Allocation** form type.
5. Click **New**, and in the **Select a List** step:
   - Select *Payment* as the connected list type
   - Enter a name for the connected list in the **Connected List Definition Name** field
6. Click **Next**, and in the **Select Fields** step, select the fields that you want to use.
7. Click **Next**, and in the **Configure Fields** step, type a field name and change level properties if applicable.
8. Click **Next**, and in the **Preview** step, review the connected lists that you have created.
9. Click **Next**, and in the **Assign to Forms** step, select the form to which you want to display the connected lists.
10. Click **Done**.

For more information about connected lists, refer to the *Shared: List Management Setup Guide*.

Use a Custom List

This portion of the process requires the role of Invoice Admin.

If you are using a custom list, this portion of the process involves using List Management to create a new list category (or use an existing one), and the create a new list within the category.

To define the custom list category and list name:

1. Click **Administration** > **Invoice**.
2. Click **List Management** (left menu). The **List Management** page appears.
3. Click **New** to open the **New List** page.

4. On the **New List** page perform the following:
   - **Choose Existing:** Select an existing list category, such as *Allocations*, from the list
   - **Create New:** Click **New List Category** and, in **Add New List Category**, type a name and click **Save**.
5. Fill out the remaining options, then click **Save**.

NOTE: When you define the list, make note of the category name and the list name; you will need them for the list import.

For more information about custom lists, refer to the *Shared: List Management Setup Guide*.

Import the Data

Follow these steps if you are using custom or connected lists.

This portion of the process requires the role of Import/Extract Administrator.

To create the import file and import the data:

Create and import the list data using the instructions provided in the *Shared: List Import Specification* document.

NOTE: Depending on your client's implementation of Concur Invoice, you may have to submit a Service Request to SAP Concur support for assistance with this task.

Not Using Custom or Connected Lists

Start here if you are not using lists; continue here if you are using custom or connected lists.

This portion of the process requires the role of Payment Configuration administrator.

This portion of the process involves:

- Defining the allocation fields
- Defining the allocation form

To define the allocation fields:

1. In **Forms and Fields**, click **Forms**, and then select **Payment Request Allocation** from the **Form Type** list.
2. Click **Form Fields** and select the fields that you are using for your list.
3. Click **Modify Form Fields** and configure the allocation fields as required.

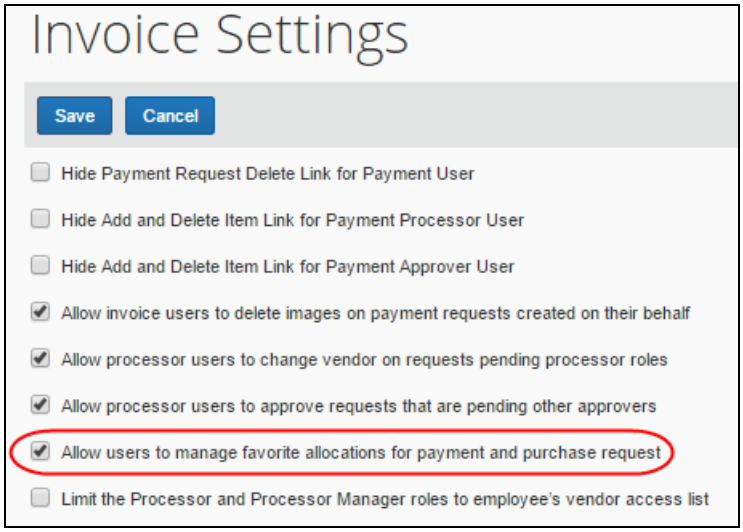
4. Click **Done**.

To define the allocation form:

1. In **Forms and Fields**, click **Forms**, and then select **Payment Request Allocation** from the **Form Type** list.
2. Click **Form Fields** and select the fields that you are using for your list.
3. Click **Modify Form Fields** and configure the allocation fields as required.
4. Click **Done**.

Configure Allocation Favorites

SAP Concur has selected (enabled) this feature by default. All companies that use allocations will have it available to their users. If you do not wish to have this feature on for your users, you may turn it off. To manage this feature, click **Administration** > **Invoice** > **Invoice Settings**. Select the **Allow users to manage favorite allocations** check box to enable this feature and turn off the feature by clearing (disabling) the check box.



For more information, refer to *Concur Invoice: Invoice Settings Setup Guide*.

Remaining Tasks

The administrator can:

- Assign the allocation form to the policy *if* the client is using other than the **Default Payment Request Allocation Form** or the **Default Payment Policy**

  For more information about policies, refer to the *Concur Invoice: Policies Setup Guide*.

- If desired, create audit rules

  For more information about audit rules, refer to the *Concur Invoice: Audit Rules Setup Guide*.

- If desired, map the allocation fields to the account codes, which are used to charge the client's general ledger (GL)

  For more information about account codes, refer to the *Concur Invoice: Account Codes Setup Guide*.