Concur Request: Allocations

Setup Guide

Last Revised: October 1, 2022

Applies to these SAP Concur solutions:

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

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Revision History

Date	Notes / Comments / Changes
October 1, 2022	Made the following updates: • Updated screenshots and edited content for the new user experience. • Added information about allocating segments individually • Renamed the *Define Whether Expected Expenses are Allocated Individually (Optional)* section to *Define Whether Expected Expenses and Segments are Allocated as a Group or Individually (Optional)* • Added information about the new **Group allocation** setting • Updated information about the **Allow Expected Expenses to be allocated individually** setting
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
March 29, 2021	Updated the copyright year; no other changes; cover date not updated
July 20, 2020	Removed the *Request/Authorization Request/Concur Request* section to align with Concur Request product branding.
June 4, 2020	Changed "Authorization Request" to "Concur Request" in Request guide references to align with Concur Request product branding.
June 3, 2020	Changed "Authorization Request" to "Concur Request" in guide title to align with Concur Request product branding.
April 22, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 10, 2020	Updated the copyright; no other changes; cover date not updated
June 19, 2019	Updated the image of the **Site Settings** page to include the new "Display the Close link for Authorization Request Users" setting.
January 17, 2019	Updated the copyright; no other changes; cover date not updated
October 24, 2018	Added clarification about the relationship between Request allocation custom fields and Expense allocation custom fields when using copy-down
June 13, 2018	Changed copy-down to copydown; no other changes; cover date not updated
April 17, 2018	Added a note to the *Additional Expense Entry Allocations: More Allocation Fields in the Expense* and *Use the Additional Expense Entry Allocations Setting* sections
April 12, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 18, 2018	Updated the last step in the *Use the Additional Expense Entry Allocations Setting* section
January 17, 2018	Changed copyright and added additional steps to the *Use the Additional Expense Entry Allocations Setting* section
December 14 2016	Changed copyright and cover; no other content changes.
May 13 2016	Updated the *Permissions* section and guide content to new corporate style; no content changes.

Date	Notes / Comments / Changes
June 12 2015	Updated the screen shots to the enhanced UI; no other content changes
September 16 2014	Added information about two user interfaces; no other content changes.
April 11 2014	Added information about request allocation copy down to expense allocations – managing the scenario where there are more allocation fields in the expense than in the request
January 20 2014	Cover and copyright changes; no other content changes
October 1 2013	Added a note about allocation audit rule exceptions, which appear at the allocation level
February 24 2013	Name change from "Travel Request" to "Request" – ***no other content changes***
January 2 2013	Added information about allocating expected expenses differently from segments and differently from each other
November 16 2012	Added information about Allocation Summary view
October 19 2012	Added information about View All
September 14 2012	Added information about allocation favorites
March 6 2012	Made rebranding and/or copyright changes; no content changes
October 25 2011	Added information about allocations for expected expenses
July 22 2011	User interface changes - "Request" changed to "Travel Request" - updated menu options and screen shots
June 3 2011	Changed occurrences of "Request" to "Travel Request" - no other changes to content
May 20 2011	Initial publication

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. In this case, the client must initiate a service request with SAP Concur support.

Section 2: Overview of the Request Feature

Refer to the *Concur Request: Overview Guide* for general information about requests, such as what the user sees, what the approver sees, workflow, settings, configuration basics, etc.

Section 3: Request Configurations

Not all Request features are available for all Request implementations.

Implementation	Is this feature available?
Stand-alone	Yes, Optional
Integrated with Concur Expense (but not Concur Travel)	Yes, Optional
Integrated with Concur Travel (but not Concur Expense)	Yes, Optional
Integrated with Concur Expense and Concur Travel	Yes, Optional

Section 4: Overview of Allocations

The Allocations feature allows a user to allocate a request to projects, cost centers, or departments. For example, assume that Sales and Marketing have agreed to split the travel costs for the company trainer to provide customized, off-site training. When the company trainer creates the request, the trainer can allocate the segments so that Sales pays 50% and Marketing pays 50%.

Allocate as a Group or Independently

The admin can configure the Allocations feature to work in one of three ways:

- **As a group:** All segments and expected expenses are allocated as a group. That is – if ***any*** segment or expected expense is allocated, then ***all*** segments and expected expenses are allocated – all with the same percentage or amount.
- **Expected expenses allocated independently**:
  - All ***segments*** are allocated as a group – all with the same percentage or amount.
    – and –
  - ***Expected expenses*** can be allocated individually so they are different from segments or different from each other. Some, any, or all expected expenses can be allocated, whether or not segments are allocated.
- **Expected expenses and segments allocated independently**:
  - *All* ***expected expenses*** *and* ***segments*** can be allocated individually so they are different from other segments and expected expenses. Some, any, or all expected expenses and segments can be allocated.

📖 Refer to the configuration information in this guide.

Copy Down Request Allocation into Expense (Integrated with Expense)

If the company has integrated Concur Request with Concur Expense, Concur Expense can be configured so that when the user later creates the associated expense report for the trip, the allocations from the request are automatically copied to the associated expenses.

There are several options for copying down request allocation to expense entry allocations:

- **Exact Match:**
  - **For segments:** The expense entry expense type and the request segment type have to exactly match, based on the segment-type-to-expense-type map in Concur Request (Request Policies on the **Segments** Step)
  - **For expected expenses:** The expense entry expense type has to exactly match the expense type on the expected expense (as selected by the user in the **Add Expected Expense** dialog for the request)
- **Allocate All:** Set the option in Concur Expense to allocate ***all*** expense entries on the report – regardless of expense type – to match the request (both segments and expected expenses)
- **Additional expense entry allocations:** There is also another option available to manage the scenario where the request allocations are copied down to the expense entry allocations but there are more allocation fields in the expense than in the request.

Each option is described in more detail on the following pages.

📖 Refer to the configuration information in this guide.

Exact Match: Exact Match with Expense Type

As noted above, for segments, the matching is based on the segment-type-to-expense-type map; for expected expenses, the matching is based on the expense type selected by the user in the **Add Expected Expense** dialog for the request.

Regardless, if the expense entry allocation is configured to copy down from the request entry, when a request is associated with an expense report and the expense types match, the expense entry (or entries) is automatically allocated – exactly matching the request. For example, assume that the request Air Ticket segment is mapped to the Airfare expense type. Further assume that on this particular request, the Air Ticket segment is allocated at 50% Sales and 50% Marketing. If the user associates the request with an expense report and if that report has an Airfare expense, then the Airfare expense is automatically allocated at 50% Sales and 50% Marketing.

Also assume that the request has an expected expense for Business Meals and so does the expense report. If the expected expense is allocated at 50% Sales and 50% Marketing), then the expense on the report will be allocated at 50% Sales and 50% Marketing.

Note the following:

- If there are multiple requests attached with a matching segment, Concur Expense will prompt the user to select one of them in an expense entry field so Concur Expense knows which allocations to copy.
- If there are multiple expected expenses that may match, a list of expected expenses appears so the user can select the appropriate expected expense.
- This feature sets the initial allocations for the expense entry. The user can edit the allocations, if necessary.

Allocate All: Setting to Allocate <u>All</u> Expenses to Match the Request

You can set an option in Concur Expense that allows Concur Expense to automatically allocate ***every*** expense entry on an expense report – regardless of expense type matching. For example, assume that a particular request is allocated at 50% Sales and 50% Marketing. If the user associates the request with an expense report, all expense entries on the report are automatically allocated at 50% Sales and 50% Marketing.

Note the following:

- This feature works only if Concur Request is configured so that ***all*** segments and expected expenses are allocate as a group (all are the same). If the configuration allows the expected expenses and segments to be allocated independently, this option should not be used; the system cannot determine the proper amount/percentage of the allocations.
- This feature works only if there is ***one*** request associated with the expense report. If there are multiple requests associated, Concur Expense cannot determine which allocations to use.
- This feature sets the initial allocations for the expense entry. The user can edit the allocations if necessary.

Additional Expense Entry Allocations: More Allocation Fields in the Expense

! **IMPORTANT:** The feature described in this section must be enabled and configured by SAP Concur before it can be used. For more information, contact SAP Concur support.

Example #1: Number of request allocation fields *equals* number of expense entry allocation fields

Assume the following:

- Concur Request allocation fields include custom 1 through 4.
- Concur Expense allocation fields include custom 1 through 4.
- Concur Expense allocation form fields are configured to copy down from expense entry fields unless the report is associated with a request. If there is an associated request, then the expense allocation rows are pre-populated with data from the request allocation fields.
- Concur Expense entry **Allocations** form field is configured to copy down from Concur Request entry **Allocations** field. This copies the entire set of allocations to the expense entry.
- Expense is configured to copy allocations from the request to all entries on the report, not just those entries that are linked to a request entry (using the **Copy Down Unmatched Request Allocations** option in Concur Expense Policies (**Administration > Expense > Policies**)).

When the request is connected to the expense report, the information in Concur Request allocation fields 1 through 4 is copied down into Concur Expense allocation fields 1 through 4 for all entries on the report.

Example data:

Request entry allocations					**Resulting Expense entry allocations**				
50%	ABC	123	0012	A4	50%	ABC	123	0012	A4
50%	XYZ	234	0104	X5	50%	XYZ	234	0104	X5

Example #2: Number of request allocation fields *less than* number of expense entry allocation fields

Assume the same facts as above ***except*** Concur Expense allocation fields include custom 1 through 5.

The population of the 5th field is determined by a Concur Expense site setting: **Use Request allocation data (first) and Expense data (second) to pre-populate allocation fields**

- If the site setting is ***disabled***, the information in Concur Request allocation fields 1 through 4 is copied down into Concur Expense allocation fields 1 through 4 and Concur Expense allocation field 5 is left blank.

Request entry allocations					**Resulting Expense entry allocations**					
50%	ABC	123	0012	A4	50%	ABC	123	0012	A4	
50%	XYZ	234	0104	X5	50%	XYZ	234	0104	X5	

- If the site setting is ***enabled***, the remaining Concur Expense allocation field 5 pre-populated as per the configuration, which, in this case, means field 5 is pre-populated with data from an expense entry field.

Request entry allocations					**Resulting Expense entry allocations**					
50%	ABC	123	0012	A4	50%	ABC	123	0012	A4	aa
50%	XYZ	234	0104	X5	50%	XYZ	234	0104	X5	aa

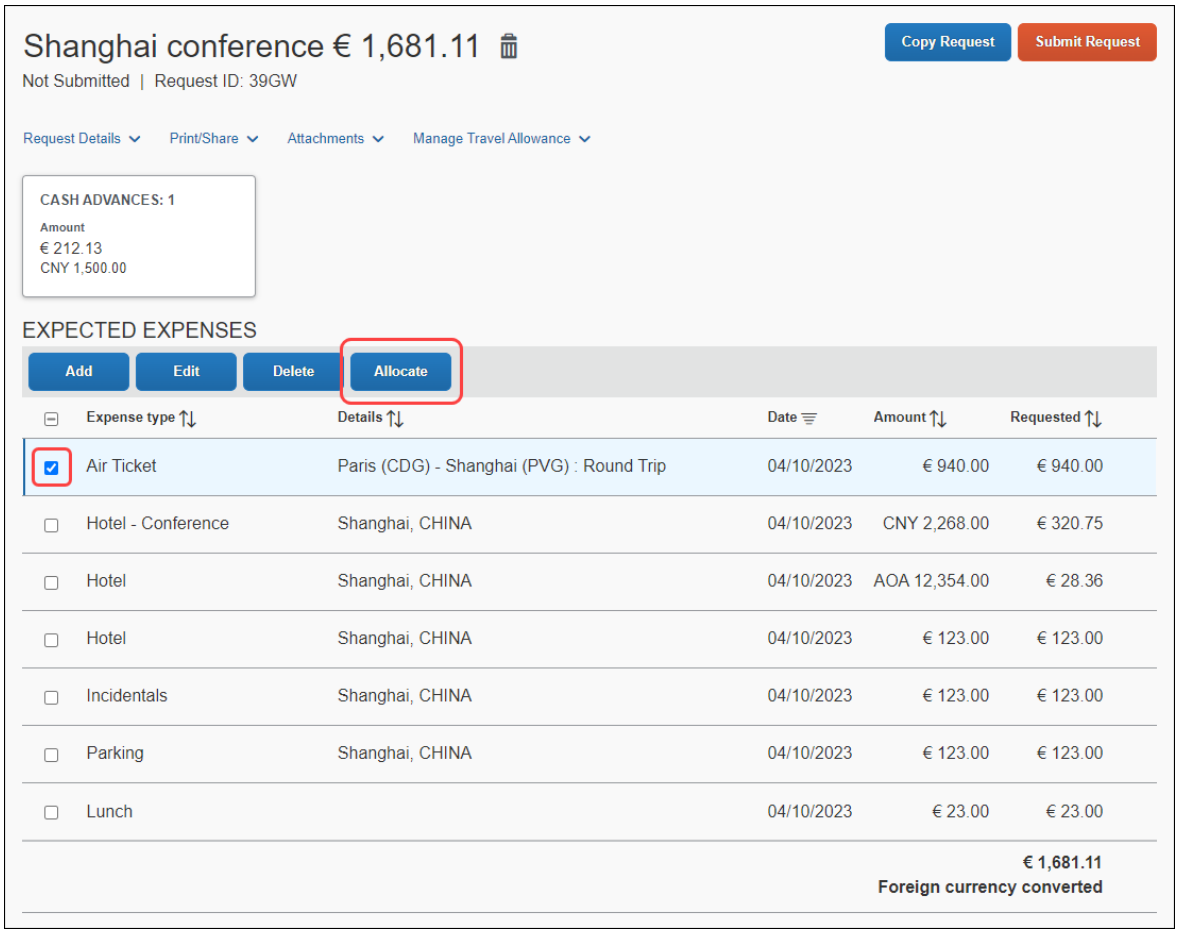
Known Issue - Travel Allowances

At this time, request allocations do not automatically copy down to system-created fixed travel allowance expense entries. This issue will be corrected in an upcoming release. Until then, the user can enter the allocations manually.

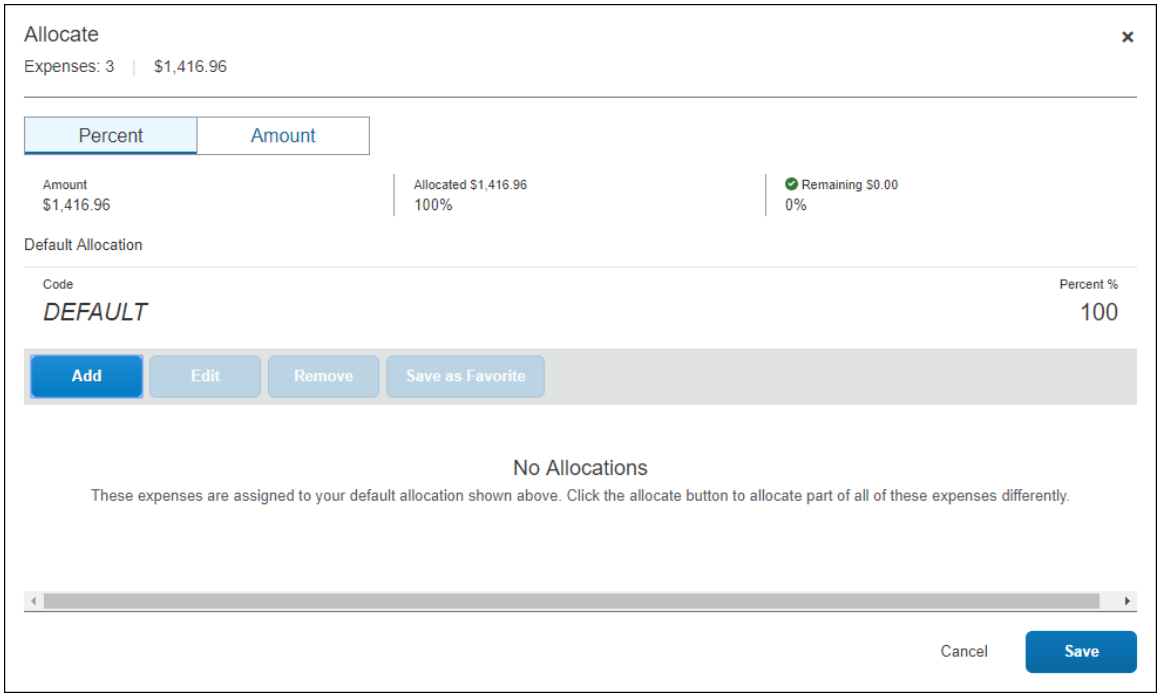
Section 5: What the User Sees

Allocating

Once the user saves the first expected expense or segment of the request, the **Allocate** button appears on the **Expected Expenses** page. When you select the check box for an expected expense or segment, the **Allocate** button is enabled for the request.

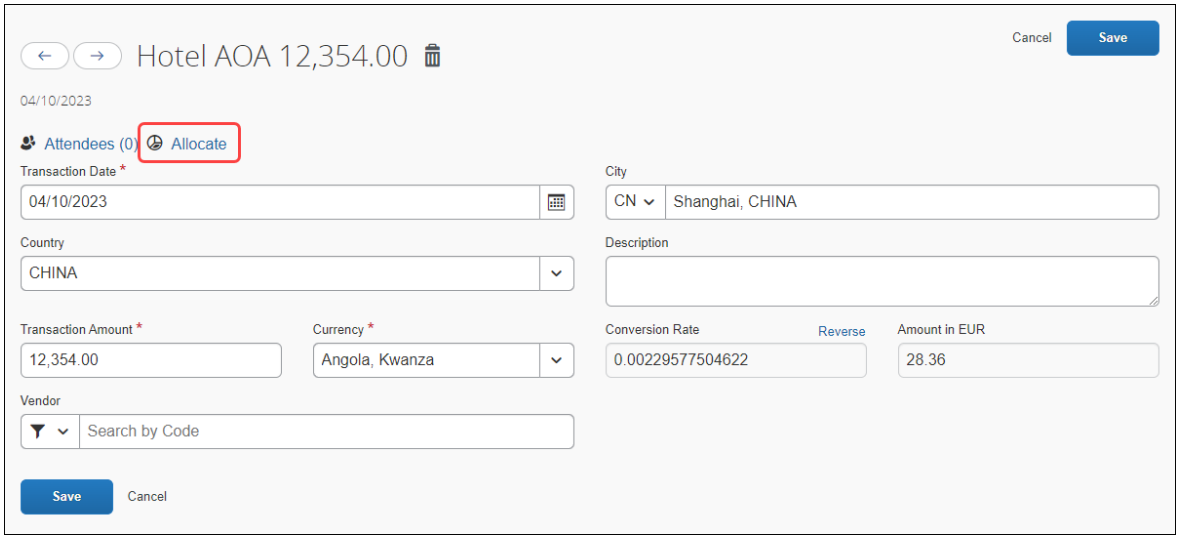


When the user clicks **Allocate**, the **Allocate** dialog appears.

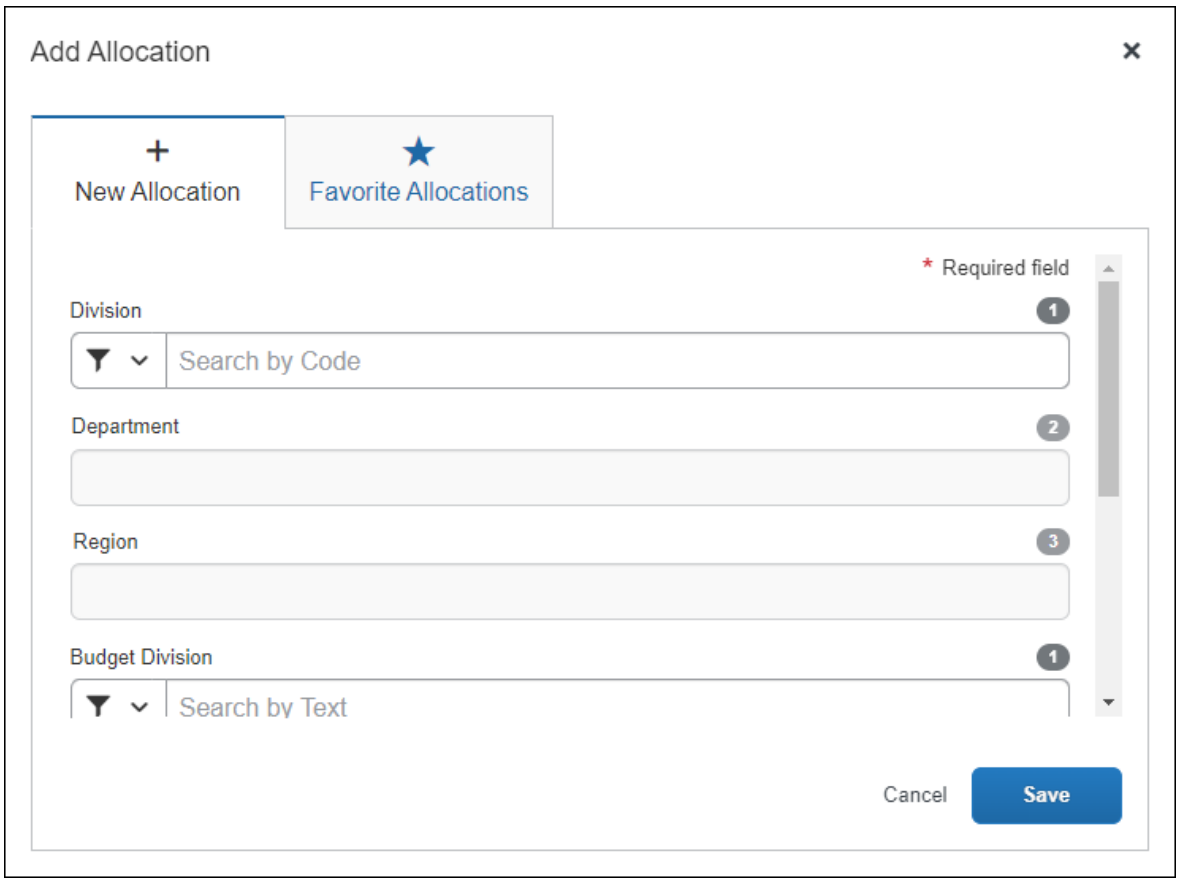


On the "blank" **Allocate** page, a default allocation appears. It is a reminder to you that any amount that you do not allocate is automatically charged to your default allocation, for example, to your own department.

If allocations are configured and enabled for individual expected expenses or segments in Concur Request, the user can also allocate individual expected expenses or segments from the expected expense or segment details page by clicking the **Allocate** link. Clicking the **Allocate** link opens the **Allocate** page for the expected expense or segment.

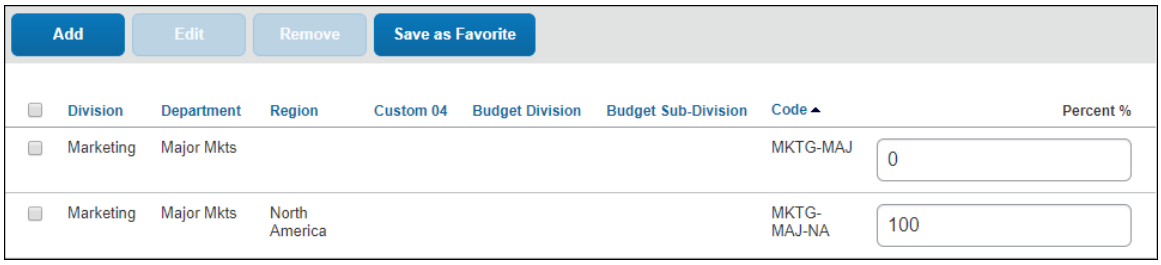


To add a new allocation, on the **Allocate** page the user clicks **Add**. The **Add Allocation** dialog appears.

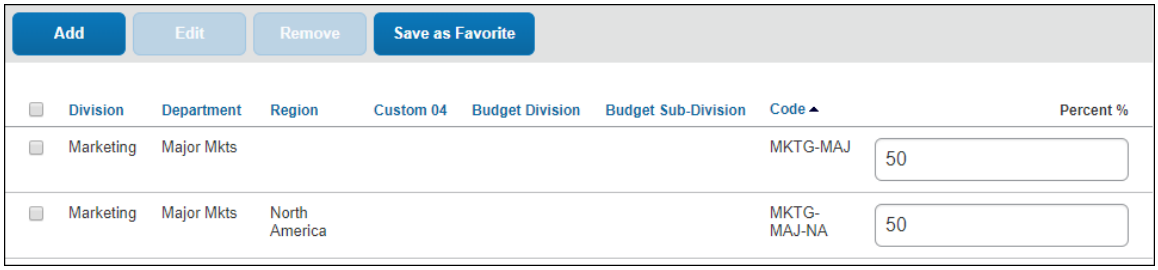


The user creates an allocation and clicks **Save**. The allocation is added to the allocation list on the **Allocate** page and the ***entire*** allocation amount (100%) is added to the newly added allocation.

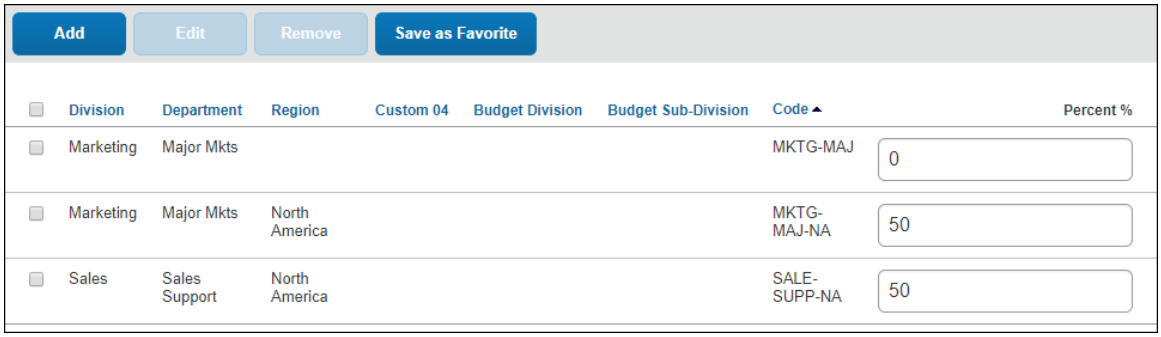
In this example, assume that Marketing is responsible for the entire cost of the expense.



In this example, assume that Marketing is responsible for half and your department is responsible for the remaining half. Adjust the Marketing percentage to 50%; the default row (your cost center) automatically adjusts to assume the remaining 50%.



In this example, assume that Marketing is responsible for half and Sales is responsible for the remaining half. None of the expense is to be charged to your cost center.



Depending on your configuration, the user may be able to adjust percentages/amounts.

When the user has defined the allocations, the user clicks **Save** on the **Allocate** page.

Note the following:

- The user can define the allocation as a percentage or an amount (described on the following pages).
- By default, request allocations do not have to total 100%. However, the company can create audit rules that ensure that users fully allocate the request.

  For more information, refer to the *Configuring the Allocations Feature* section of this guide.
- Allocation fields are defined on the request allocation form.

  For more information, refer to the *Configuring the Allocations Feature* section of this guide.
- Data in the allocation fields can be copied down from the employee form or the request header form.
  - If the allocation fields are copied down from the employee fields ***and*** if the data in those employee fields are later modified, the copied-down information is not updated.

- If the allocation fields are copied down from the header fields ***and*** if the data in those header fields are later modified, a message appears asking the user if they want this data to copy to the lower records.

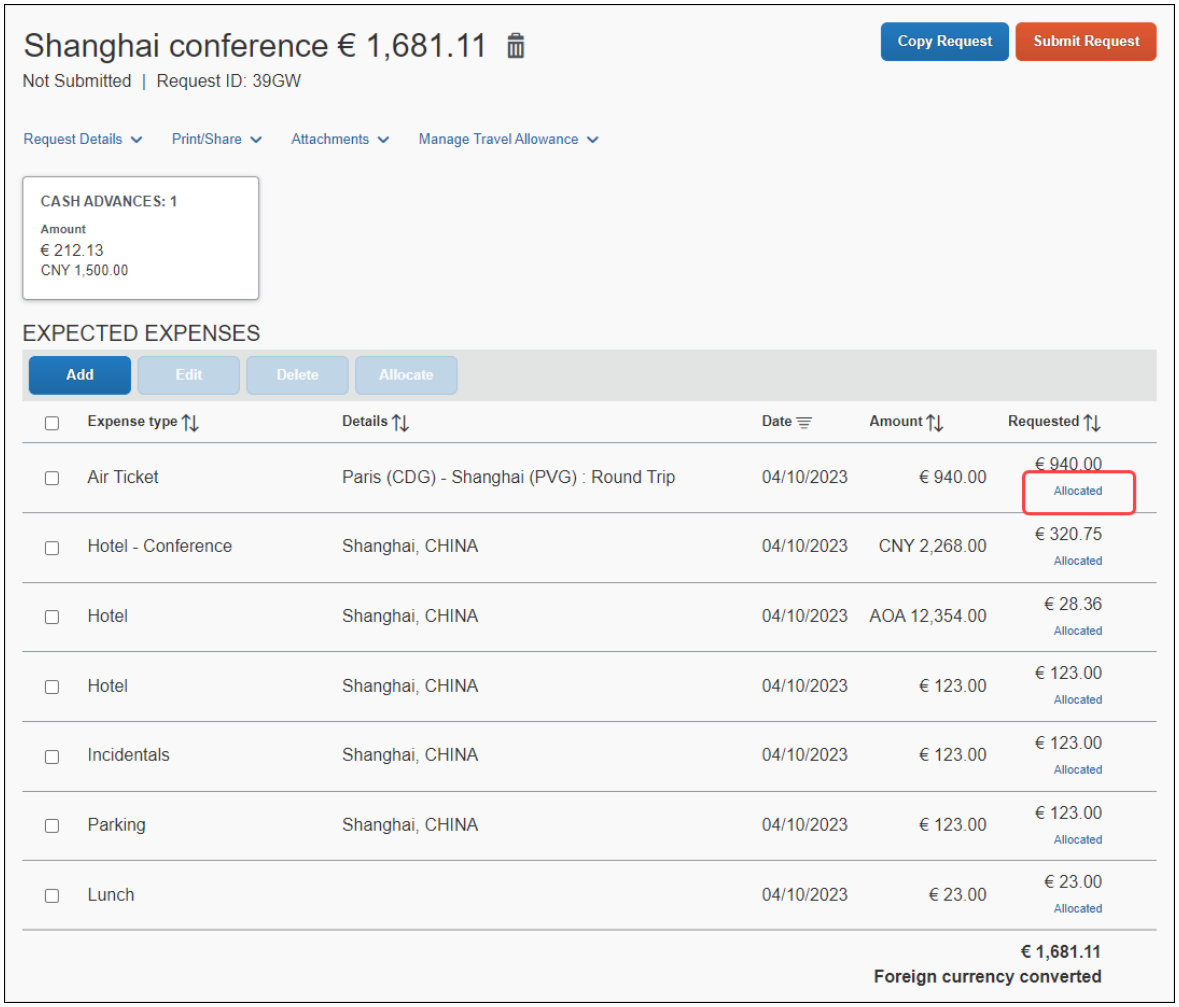
For more information, refer to the *Configuring the Allocations Feature* section of this guide.

Allocated as a Group

If the configuration provides that all segments and expected expenses are allocated as a group, then ***all*** segments and expected expenses that currently exist in the request or are later added to the request are allocated with the same amounts/ percentages as the first one.

Allocation Link

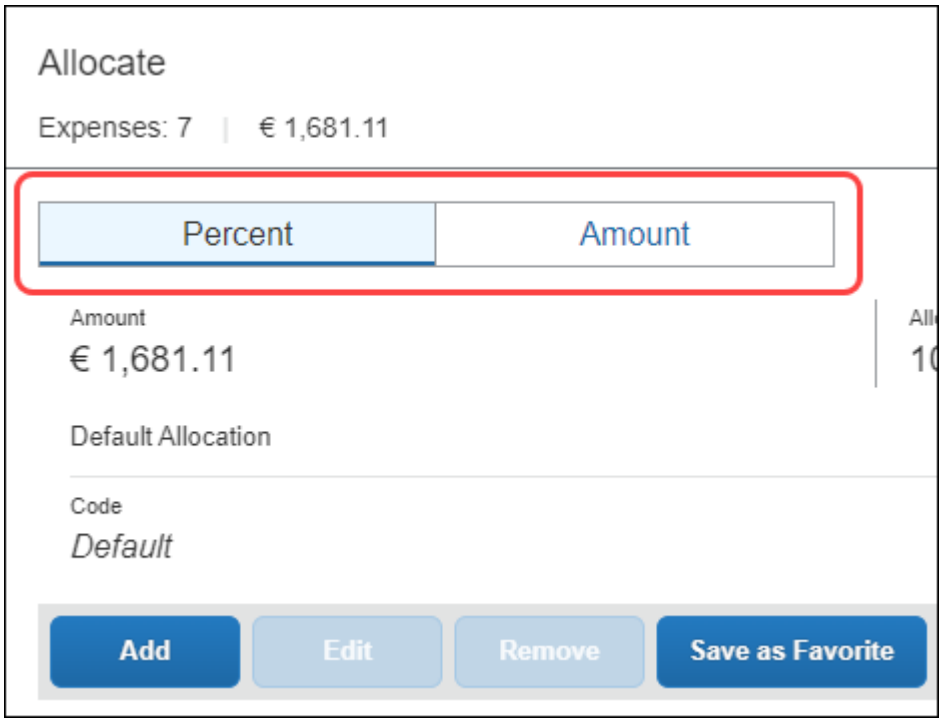
Once an expected expense or segment is allocated, on the **Expected Expenses** page, the **Allocated** link is displayed below the expected expense or segment amount in the **Requested** column.



Refer to *Viewing Allocations* in this guide.

Allocating by Percentage or Amount

The user can allocate by percent or amount by selecting either the **Percentage** or **Amount** button on the **Allocate** page.



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%.
- By amount – the system totals the amounts entered and calculates the remainder. The total allocated amounts can be less than or equal to the total of the estimated amounts of the segments; they cannot exceed the total of the estimated amounts.

Regardless of how allocations are created – percentage or amount – they are ***always*** saved and stored *as a percentage*.

! **IMPORTANT:** Precision between the amounts and percentages may differ slightly. So, if the user toggles between amount and percentage or if the user reopens the **Allocate** page, the allocation amounts may not match exactly the amounts the user originally entered.

Deleting an Allocation

To remove an allocation, on the **Allocate** page, the user selects the check box for the allocations they want to delete, and then clicks **Remove**.

Working with Allocation Favorites

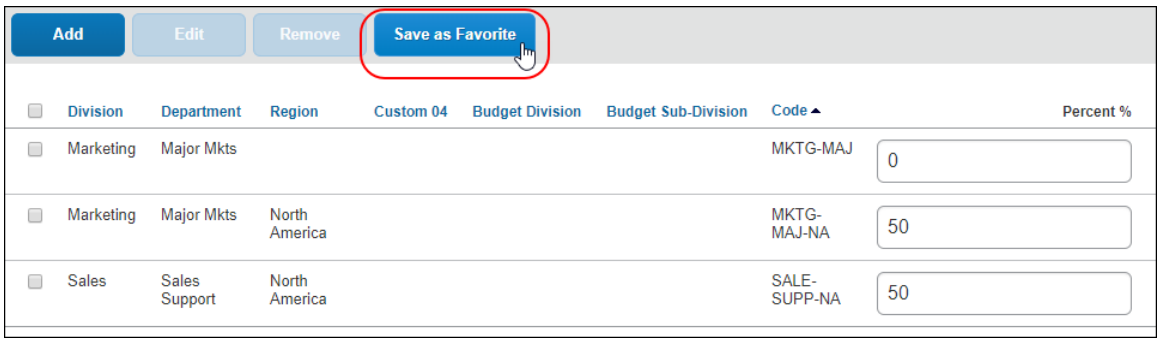
Users often allocate requests in an identical manner, for example, 50% to Sales and 50% to Training. The Allocation Favorites feature allows the user to save a group of allocations and use it on other requests.

When the user later uses an allocation favorite on another request, SAP Concur validates the data and alerts the user if the data needs to be corrected.

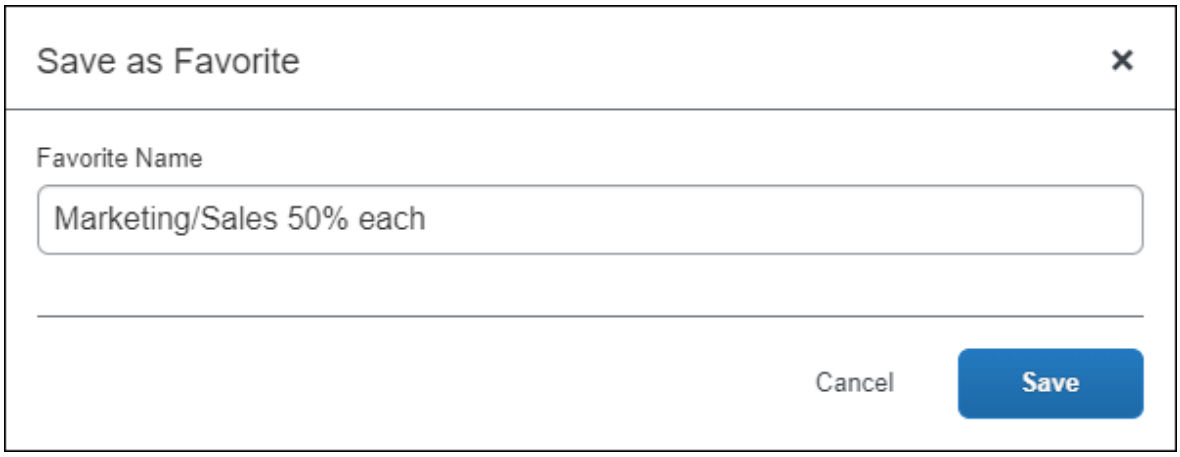
Refer to the configuration information in this guide.

Creating a Favorite

To create a favorite, the user enters the allocation information manually, and then on the **Allocate** page, the user clicks **Save as Favorite**.



Clicking **Save as Favorite** opens the **Save as Favorite** dialog.

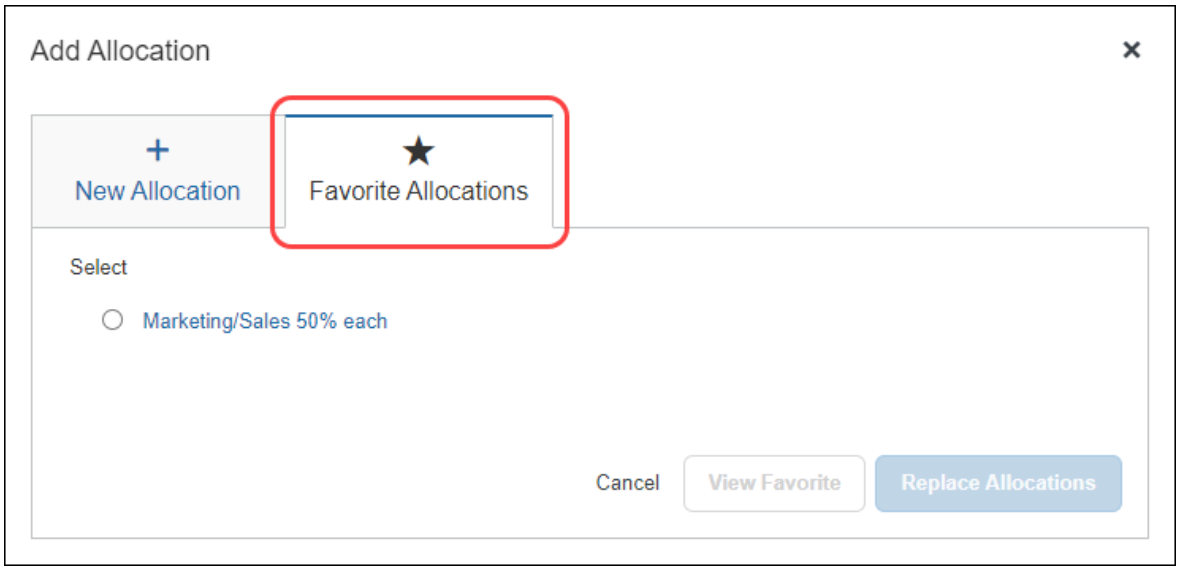


In the **Favorite Name** field, the user enters a name and clicks **Save**.

The allocation is added to the user's allocation favorites.

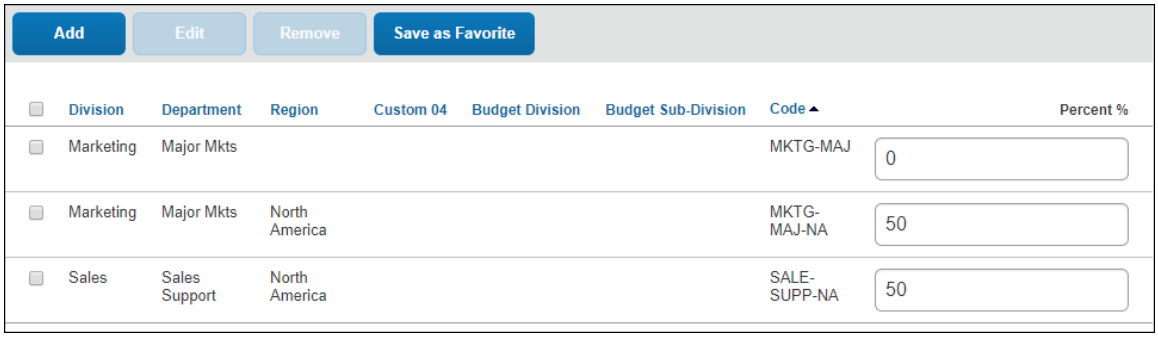
Using a Favorite

To use an allocation favorite, on the **Allocate** page, the user clicks **Add** and then clicks the **Favorite Allocations** tab in the **Add Allocation** dialog.



The user clicks the desired favorite and then clicks **Replace Allocations**.

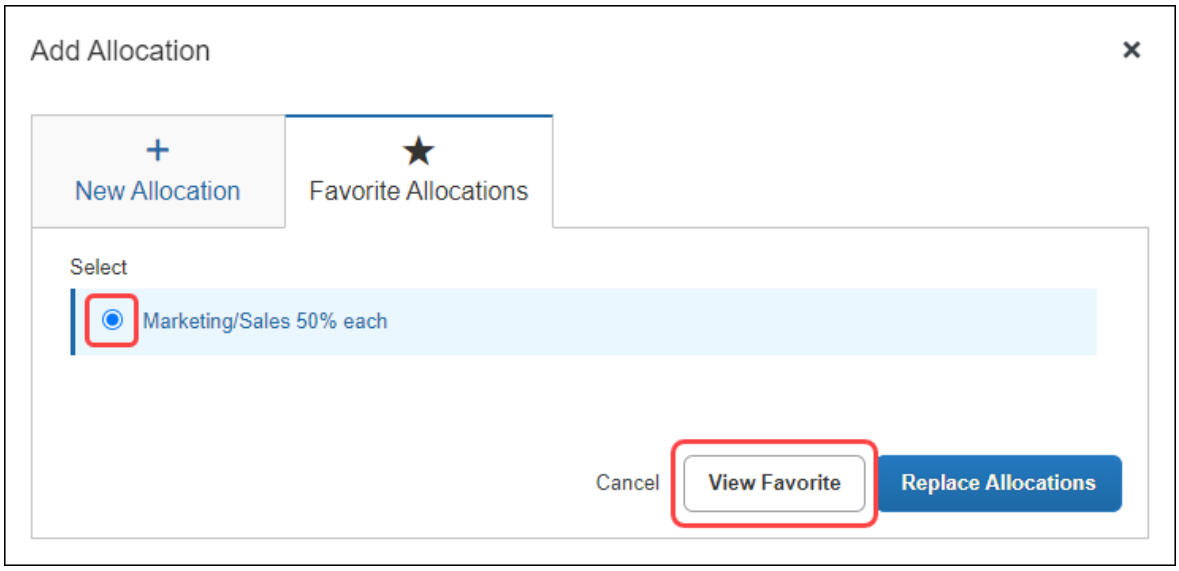
The allocation is applied.



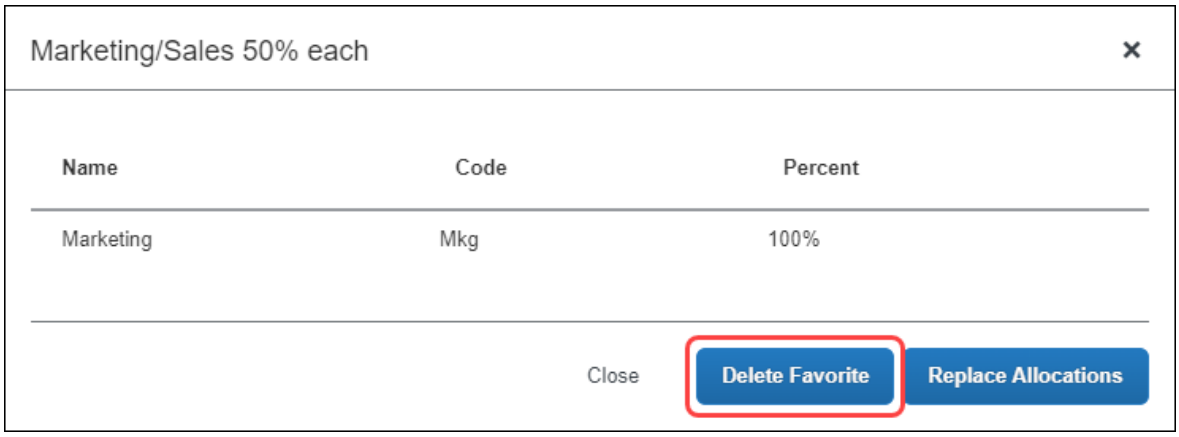
Once the allocation favorite information appears on the **Allocate** page, the user can manually edit the allocation information, if desired.

Removing a Favorite

The user can remove a favorite by clicking the favorite on the **Favorite Allocations** tab, and then clicking **View Favorite**.



Clicking **View Favorite** opens the allocation favorite. The user clicks **Delete Favorite**.



The user clicks **Delete** when the *This allocation favorite will be permanently deleted*. message appears.

Redefining a Favorite

The user can redefine a favorite by creating a new one and saving it with the existing name.

Viewing Allocations

There are several ways to view allocations:

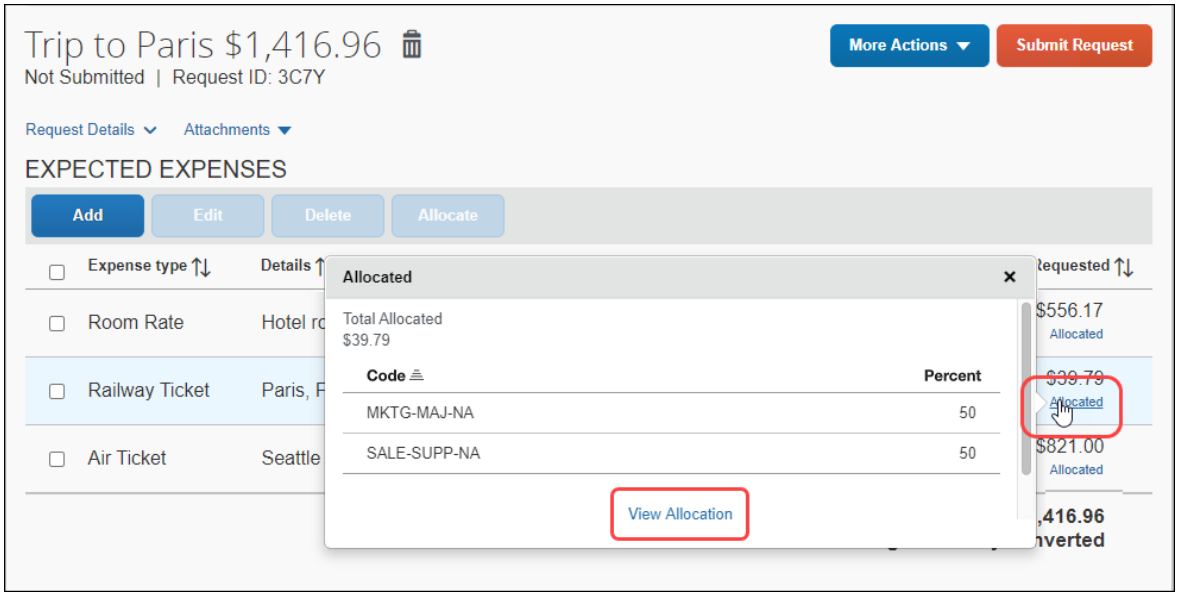
- **Allocated** dialog
- **Allocation Summary** dialog
- Print Report

Where the **Allocated** dialog and the **Allocation Summary** dialog are automatically available, the Print Report function for allocations requires configuration.

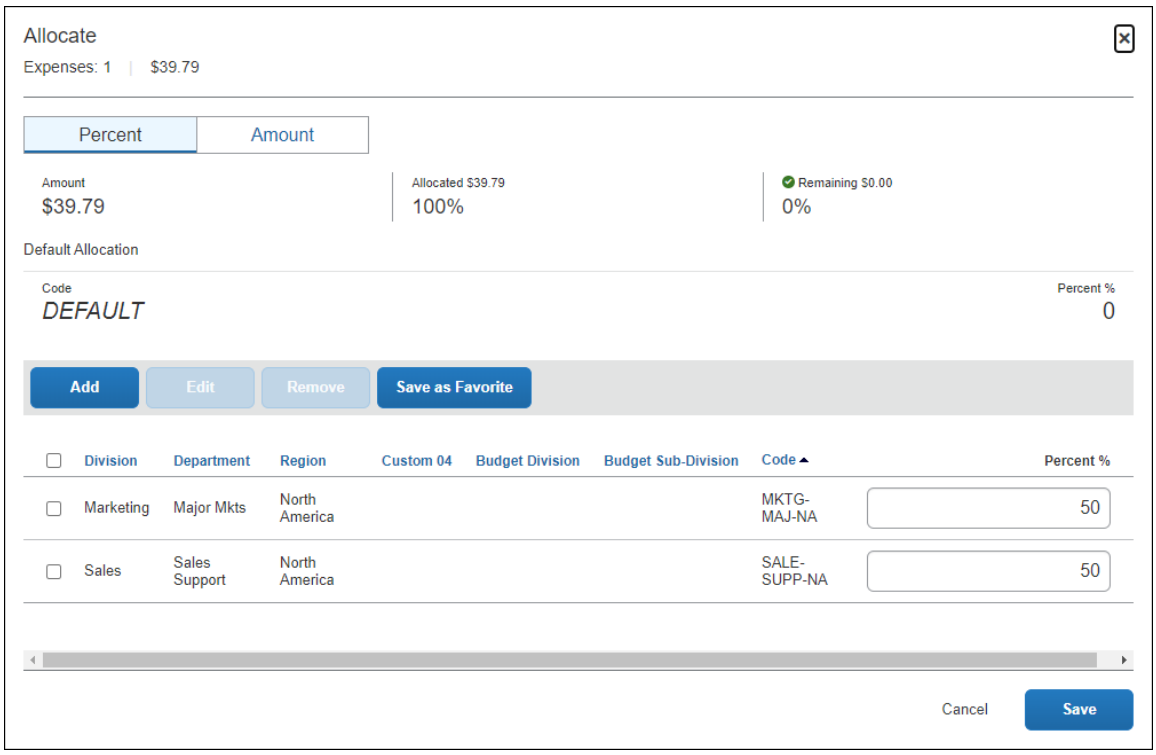
All of these allocation viewing options are available to users, delegates, proxies, approvers, and processors (Request Administrators, Request Auditors, and TMC Agents).

Allocated Dialog

Users can view a summary of the allocation information for a segment or expected expense by clicking the **Allocated** link for an expected expense or segment on the **Expected Expenses** page. Clicking the **Allocated** link opens the **Allocated** dialog.



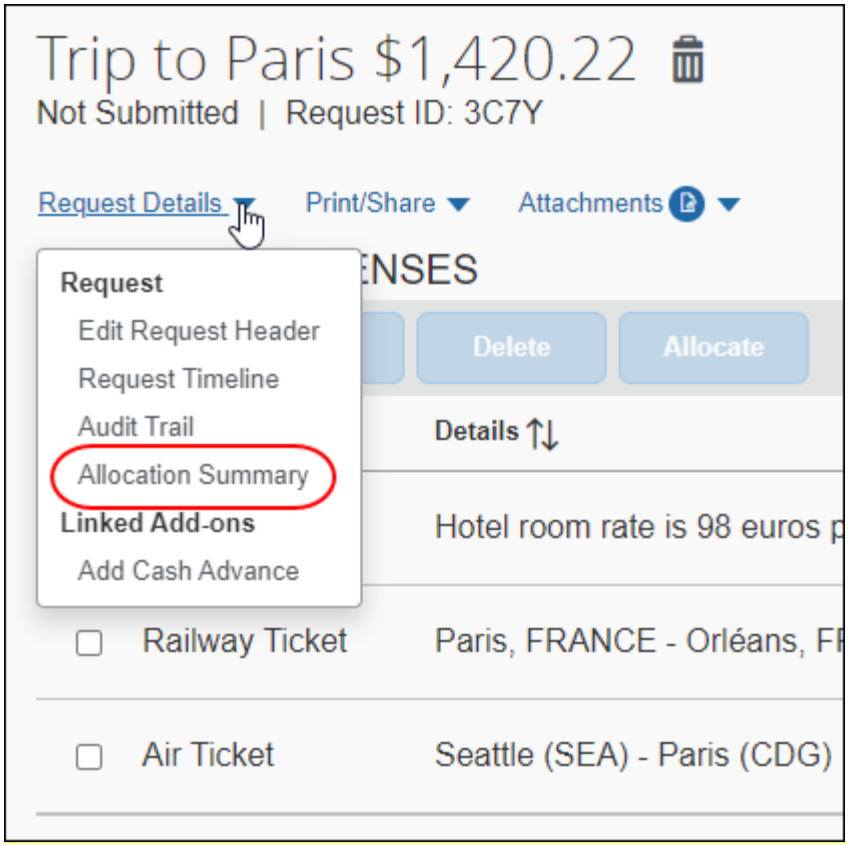
Clicking the **View Allocation** link opens the **Allocate** page for the segment or expected expense.



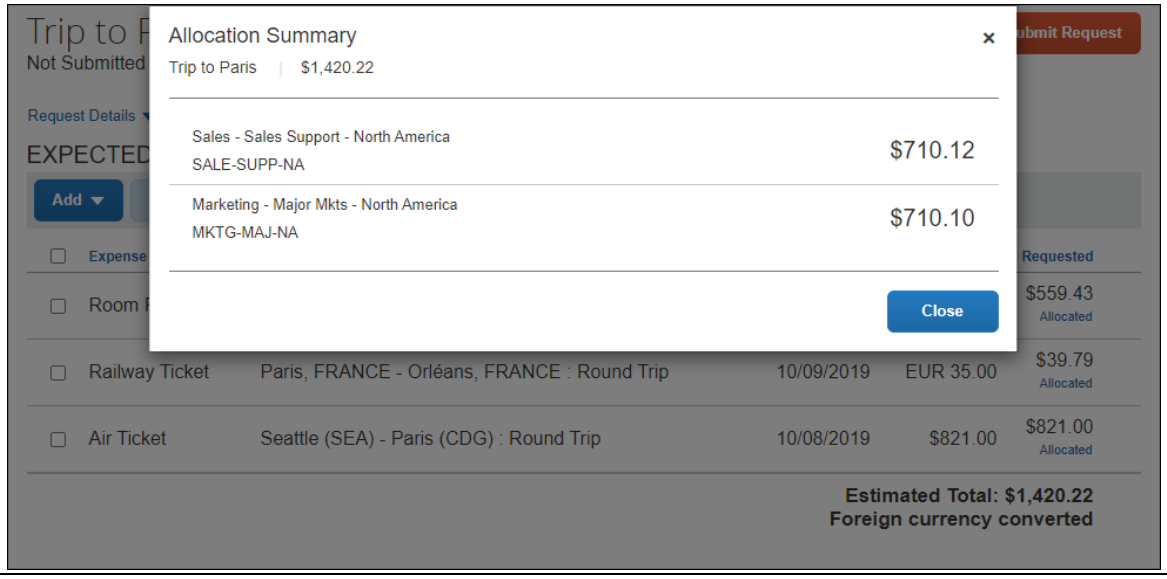
Allocation Summary Dialog

Where the list of allocations on the **Allocate** page shows the allocations as percentages, the **Allocation Summary** dialog shows the actual allocation totals.

On the **Expected Expenses** page, clicking *Allocation Summary* from the **Request Details** menu opens the **Allocation Summary** dialog or, if configured, the allocation information appears in a printed report format.



Clicking *Allocation Summary* opens the **Allocation Summary** dialog.

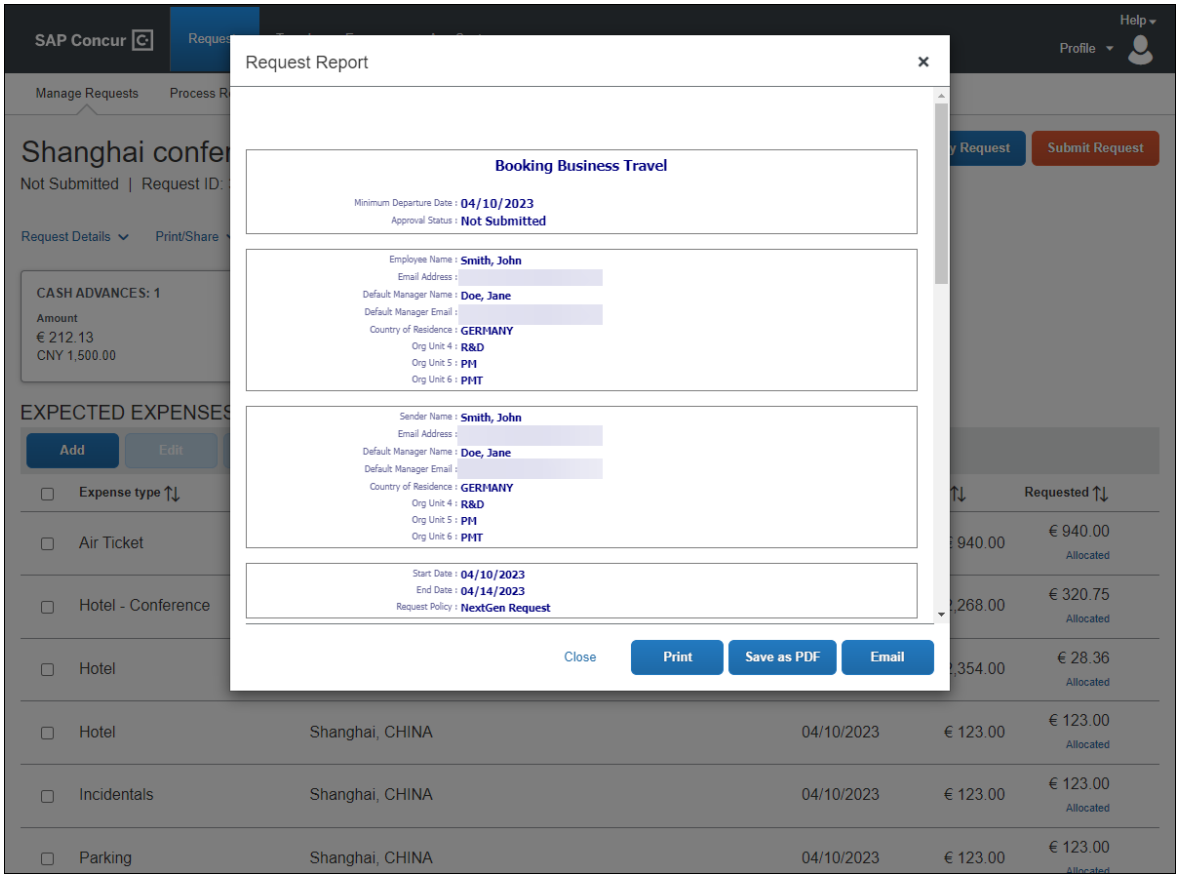


Printed Report

The administrator can choose to have the **Allocation Summary** dialog display when **Request Details > Allocation Summary** is clicked on the **Expected Expenses** page, or the administrator can choose to have a specific printed report appear when **Request Details > Allocation Summary** is clicked.

The **Allocation View Print Format** field on the **New Request Policy** or **Modify Request Policy** page (**Administration > Request > Request Policies**) determines whether the **Allocation Summary** dialog or a printed report is used for the *Allocation Summary* selection.

If a printed report is configured for the *Allocation Summary* selection, when a user clicks *Allocation Summary* from the **Request Details** menu on the **Expected Expenses** page, the allocation information appears in a printed report format.

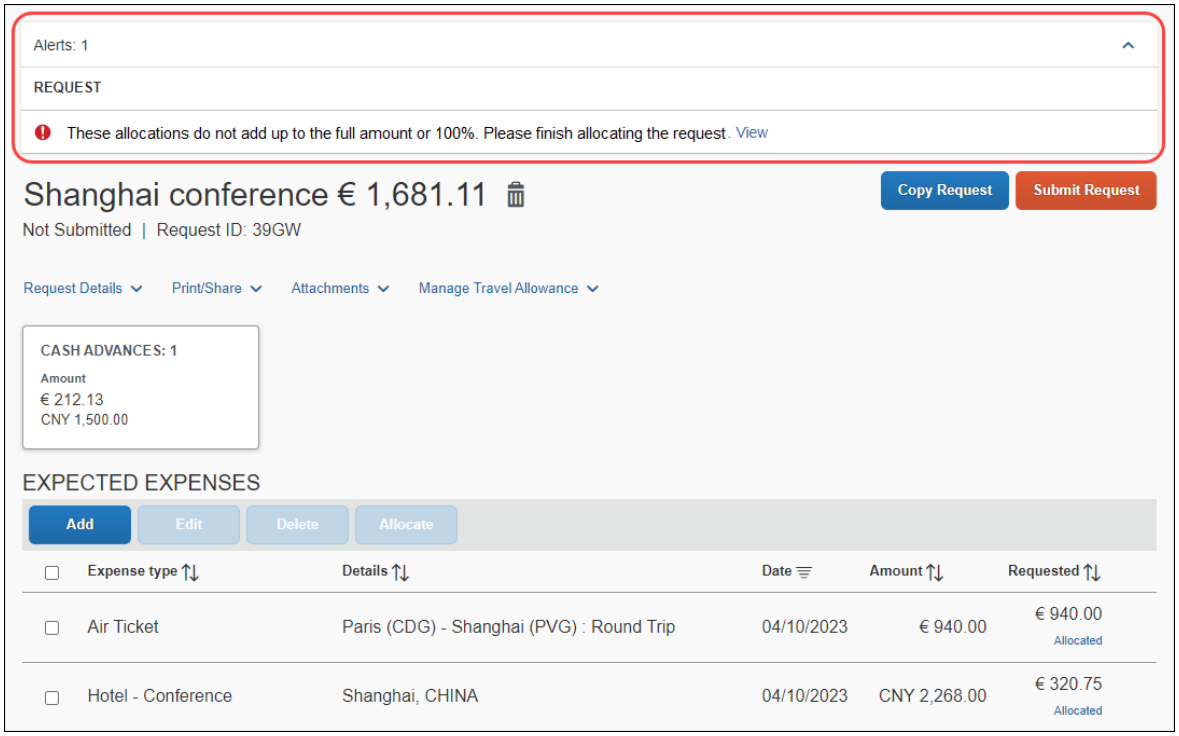


Refer to the Configure a Printed Report for the Allocation Summary Selection (Optional) section in this guide.

Display of Allocation-Level Exceptions

If there are allocation-level audit rule exceptions (*Allocation Save* action), the exceptions display with the associated allocation on the **Allocate** page.

Exceptions for audit rules that use the *Request Submit* action appear at the top of the **Expected Expenses** page:



Section 6: Configuring the Allocations Feature

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

Basic Configuration Flow – Configuration Steps

The steps are discussed ***briefly*** here and ***in detail*** on the following pages.

#	Task
1	Optional - If you would like the Allocation fields to be list fields, you will start by creating the custom lists.
2	Optional - If the list is a connected (multi-level) list, create a connected list definition and assign it to the Allocation form.
3	Configure the Allocation form.
4	Select the Allocation form and separator for the request policy.

#	Task
5	Optional - Define whether expected expenses and segments are allocated as a group or individually.
6	Optional - Configure a printed report for the Allocation Summary selection.
7	Optional - Activate Allocation Favorites.
8	Optional - Define an audit rule for full allocation.
9	Optional - Configure fields in Expense for copydown (if integrated with Expense).

Step 1: Create Custom Lists (Optional)

Complete this step if the allocation fields are lists.

Refer to the Shared: List Management Setup Guide.

Step 2: Configure a Connected List (Optional)

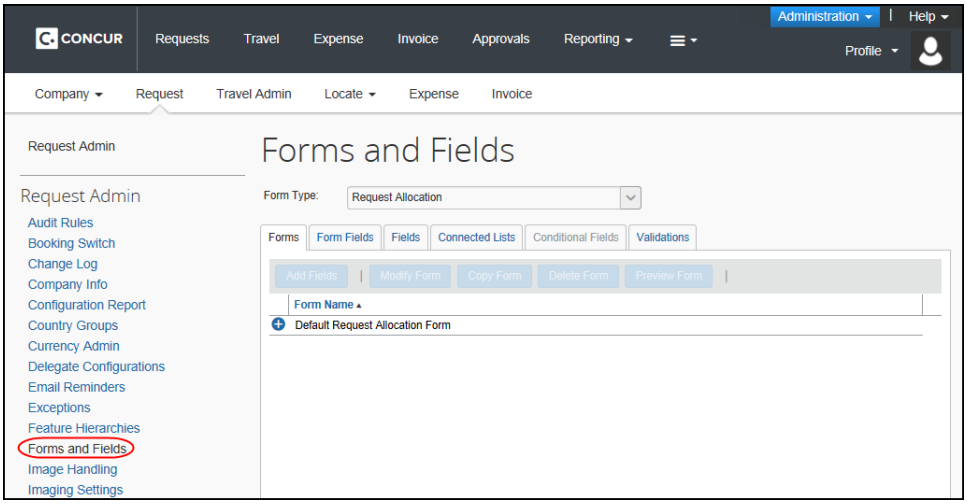
Complete this step if the allocation fields are connected (multi-level) lists.

Refer to the Concur Request: Forms and Fields Setup Guide.

Step 3: Configure the Allocation Form

To set up the form and fields:

1. Click **Administration** > **Request** > **Forms and Fields**.
2. In the **Form Type** list, select *Request Allocation*.
3. Use the **Forms** tab to:
   - Create (copy) a new allocation form, if desired. Otherwise, edit the default form.



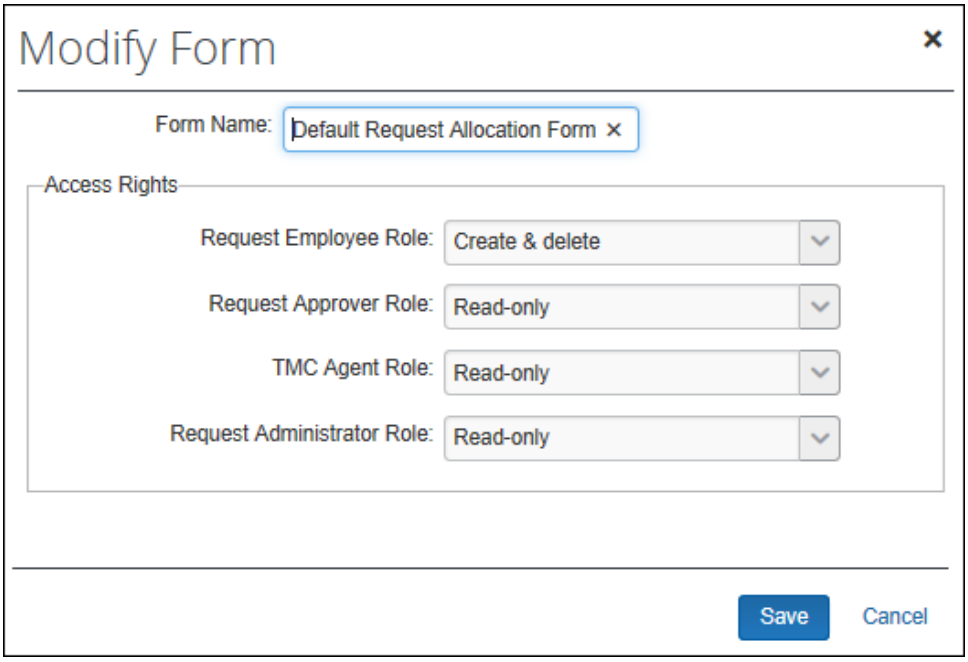
- Add the desired fields to the form.

4. Use the **Fields** tab to change any default field information and define copydown, if desired.

   For general information about forms and fields, refer to the *Concur Request: Forms and Fields Setup Guide*.

5. Use the **Forms** tab to define whether the employee and/or approver can create, edit, or only view the allocation information. To do so:

   - Select the desired form and click **Modify Form** (or double-click the form).



   - Make the desired selections in the **Access Rights** section.

Option	Description
Create & Delete	This person can create and delete allocations as well as change amounts or percentages.
Edit Amounts	This person can change the amounts or percentages of the allocations but cannot add or delete allocations.
Read-only	This person ***cannot*** change amounts or percentages and cannot add or delete allocations.

   - Click **Save**.

6. Use the **Form Fields** tab to modify field and form properties.

For general information about forms and fields, refer to the *Concur Request: Forms and Fields Setup Guide*.

Step 4: Select the Allocation Form and Separator for the Policy

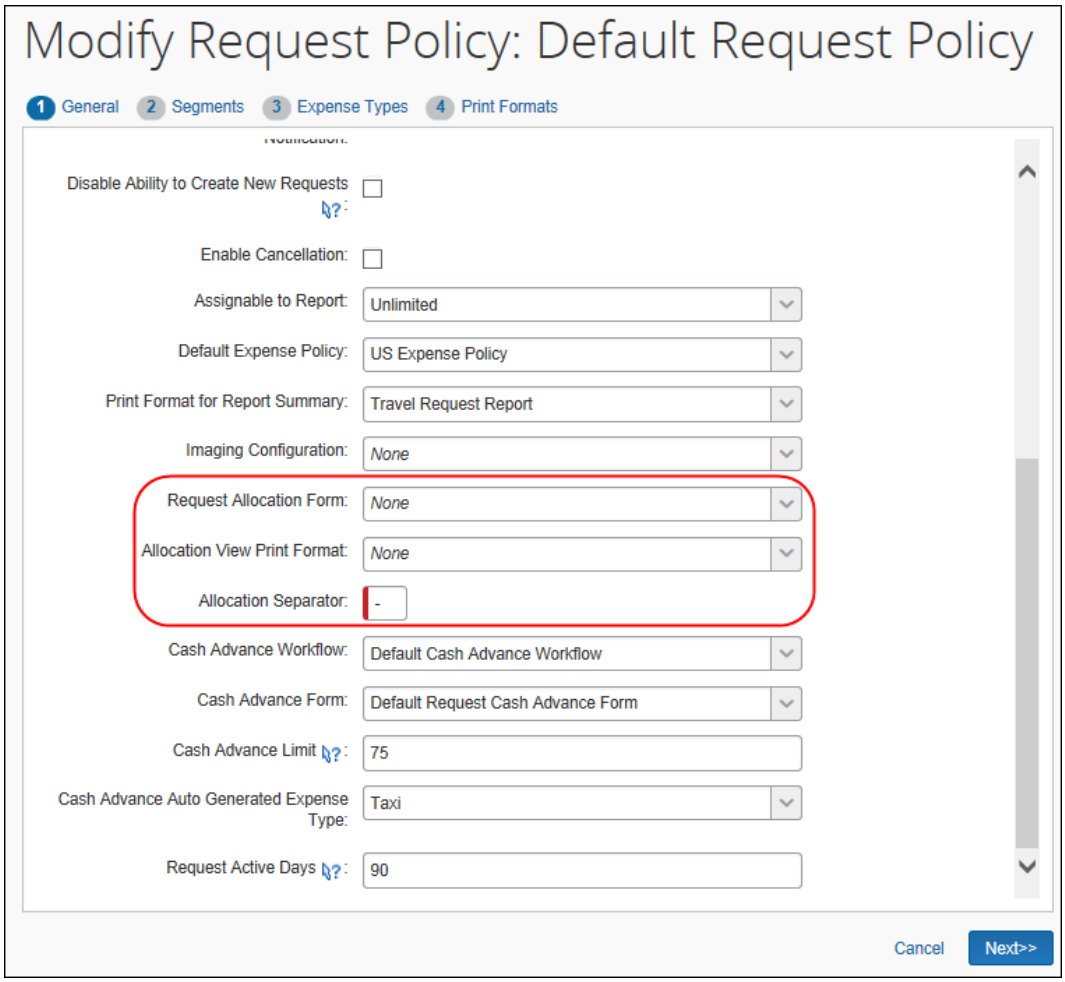
To configure:

1. Click **Administration** > **Request** > **Request Policies**.

2. Either:

   - Select the desired policy and click **Modify**.
     – or –
   - Double-click the desired policy.

   The **Modify Request Policy** page appears.



3. Make the appropriate choices for the allocation-related options.

Option	Description
Request Allocation Form	Either: • Select *None* - if your company does not use this feature. • Select an allocation form to be associated with this policy - if your company uses the allocation feature. The request allocation form is configured in **Administration** > **Request** > **Forms and Fields**.

Option	Description
Allocation View Print Format	By default, when a user clicks the *Allocation Summary* selection from the **Request Details** menu on the **Expected Expenses** page, the **Allocation Summary** dialog is displayed. Select a print format to display a printed report instead of the **Allocation Summary** dialog when a user clicks the *Allocation Summary* selection from the **Request Details** menu.
Allocation Separator	This symbol separates segments of the request allocation code. • This field can contain only one character. • The default separator is a hyphen. • The separator cannot be blank (null) or a space. • The separator can be special character (single quote, double quote, forward slash, backslash, alpha) or alphanumeric characters. If the allocation feature is not activated (by designating an allocation form), then the separator is not used.

4. Click through the wizard, then click **Done**.

For general information about policies, refer to the *Concur Request: Policies and Groups Setup Guide*.

Step 5: Define Whether Expected Expenses and Segments are Allocated as a Group or Individually (Optional)

As described in the overview in this guide, you can have all segments and expected expenses allocated as a group or you can allow expected expenses and segments to be allocated individually.

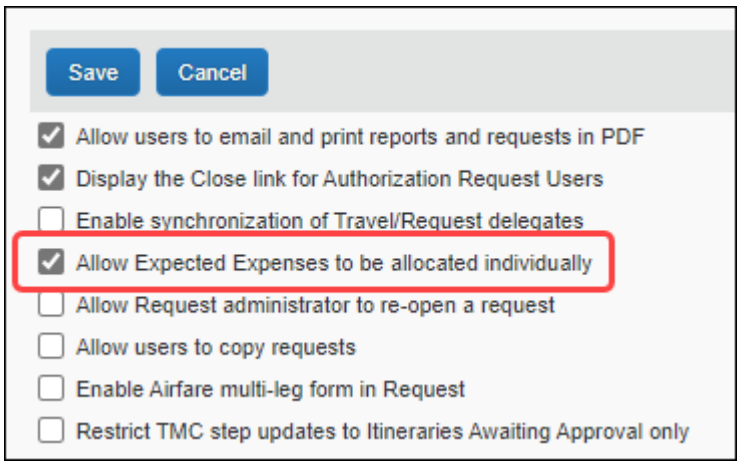
The **Allow Expected Expenses to be allocated individually** setting in Site Settings (**Administration > Request > Site Settings**) works in conjunction with the Group allocation setting in Request Policies (**Administration > Request > Request Policies**) to determine whether expected expenses and segments are allocated as a group or can be allocated individually.

When the **Allow Expected Expenses to be allocated individually** setting is enabled in Site Settings, the **Group allocation** setting is displayed in Request Policies. The **Group allocation** setting determines whether expected expenses and segments on a request can be allocated individually or as a group. If they can be allocated individually, expected expenses and segments can each have individual allocation amounts/percentages.

If the **Allow Expected Expenses to be allocated individually** setting is disabled, all expected expenses and segments on a request must be allocated as a group.

To configure allocations so that all expected expenses and segments are allocated as a group on a request :

1. Click **Administration** > **Request** > **Site Settings**.

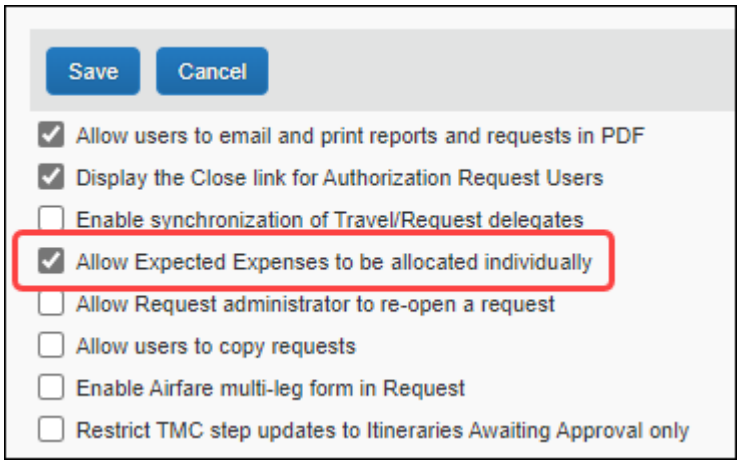


2. Clear (disable) the **Allow Expected Expenses to be allocated individually** check box.

3. Click **Save**.

To configure whether expected expenses and segments are allocated as a group or individually:

1. Click **Administration** > **Request** > **Site Settings**.



2. Select (enable) the **Allow Expected Expenses to be allocated individually** check box.

3. Click **Save**.

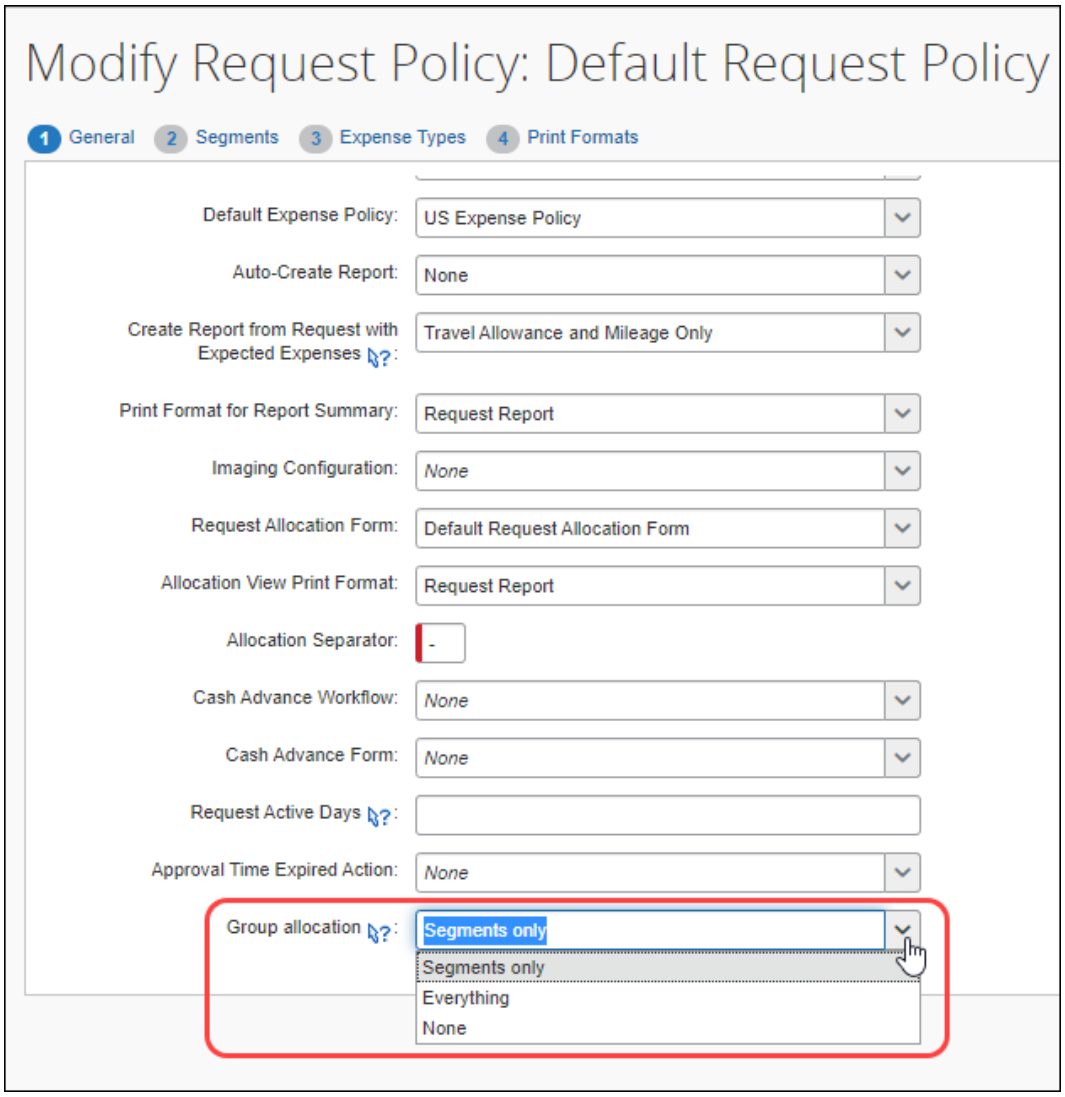
4. Click **Administration** > **Request** > **Request Policies**.

5. Click the desired policy and click **Modify**.
   – or –

   Double-click the desired policy (anywhere on the line - not just the name).

   The **Modify Request Policy** page appears.

6. Make sure the **General** tab is selected.



7. In the **Group allocation** list, select one of the following:

   - *Segments only* – Segments can only be allocated as a group on a request. Expected expenses can be allocated individually or as a group on a request.
   - *Everything* – Expected expenses and segments can only be allocated as a group on a request.

     This means that if there is more than one expected expense and/or segment on a request, and you select one or more expected expenses

and/or segments to allocate, all of the expected expenses and segments will be allocated together as a group on the request.

- *None* – Expected expenses and segments can be allocated individually or as a group on a request, but self-booked segments will always be allocated as a group.

The **Group allocation** setting defaults to *Segments only*.

NOTE: If the **Allow Expected Expenses to be allocated individually** setting is enabled in Site Settings, and *Everything* is selected for the **Group allocation** setting in Request Policies, expected expenses can only be allocated as a group on a request. The **Group allocation** setting will take precedence over the **Allow Expected Expenses to be allocated individually** setting in this scenario.

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8. Click **Next** on the remaining step tabs, and then click **Done**.

📖 For more information about site settings, refer to the Concur Request: Site Settings Setup Guide.

📖 For more information about policies, refer to the *Concur Request: Policies and Groups Setup Guide*.

Step 6: Configure a Printed Report for the Allocation Summary Selection (Optional)

A printed report can be configured to display instead of the **Allocation Summary** dialog when a user clicks the *Allocation Summary* selection from the **Request Details** menu.

There are two parts to the configuration process:

- **Printed Report:** The admin ensures that the desired allocation information appears in an existing printed report or the admin can create a new printed report.

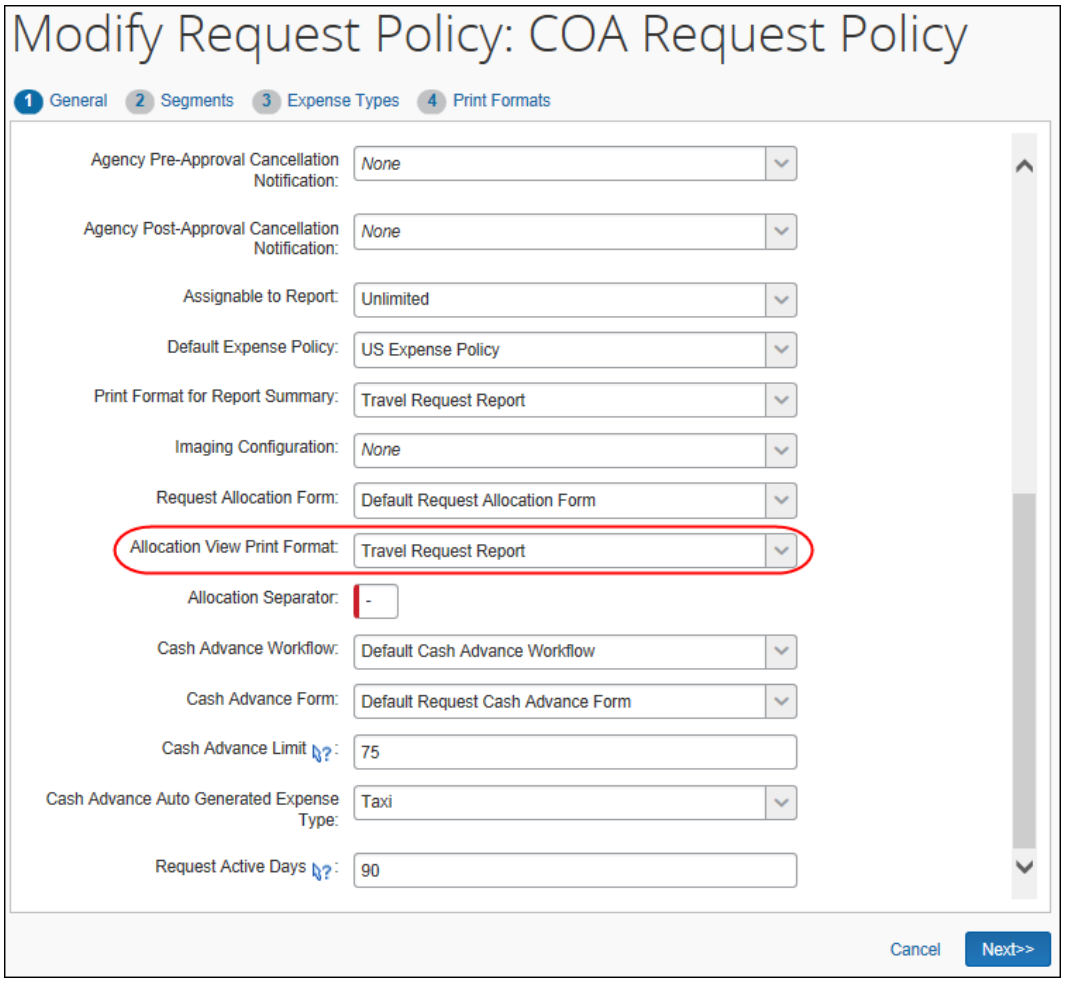
  📖 Refer to the *Concur Request: Printed Reports Setup Guide*.

- **Policy:** Select the desired print format.

To select the desired printed report:

1. Click **Administration** > **Request** > **Request Policies**.
2. Either:
   - Select the desired policy and click **Modify**.
     – or –
   - Double-click the desired policy.

3. In the **Allocation View Print Format** list, select the desired printed report.



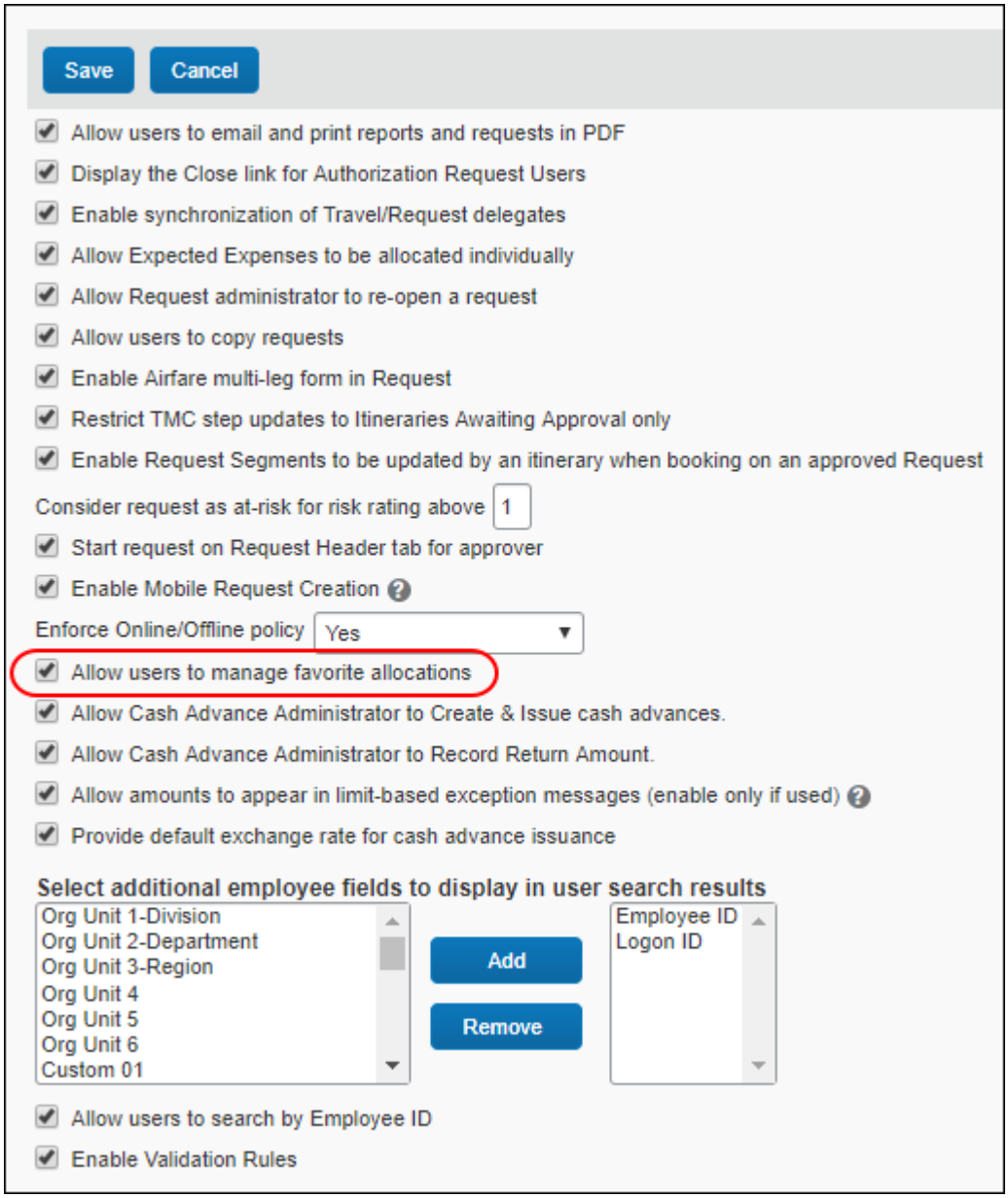
4. Click **Next** on the remaining step tabs, then click **Done**. When a user clicks *Allocation Summary* from the **Request Details** menu on the **Expected Expenses** page, the printed report will display.

For information about policies, refer to the *Concur Request: Policies and Groups Setup Guide*.

Step 7: Activate Allocation Favorites (Optional)

To allow users to manage allocation favorites:

1. Click **Administration** > **Request** > **Site Settings**.
2. Select **Allow users to manage favorite allocations**.



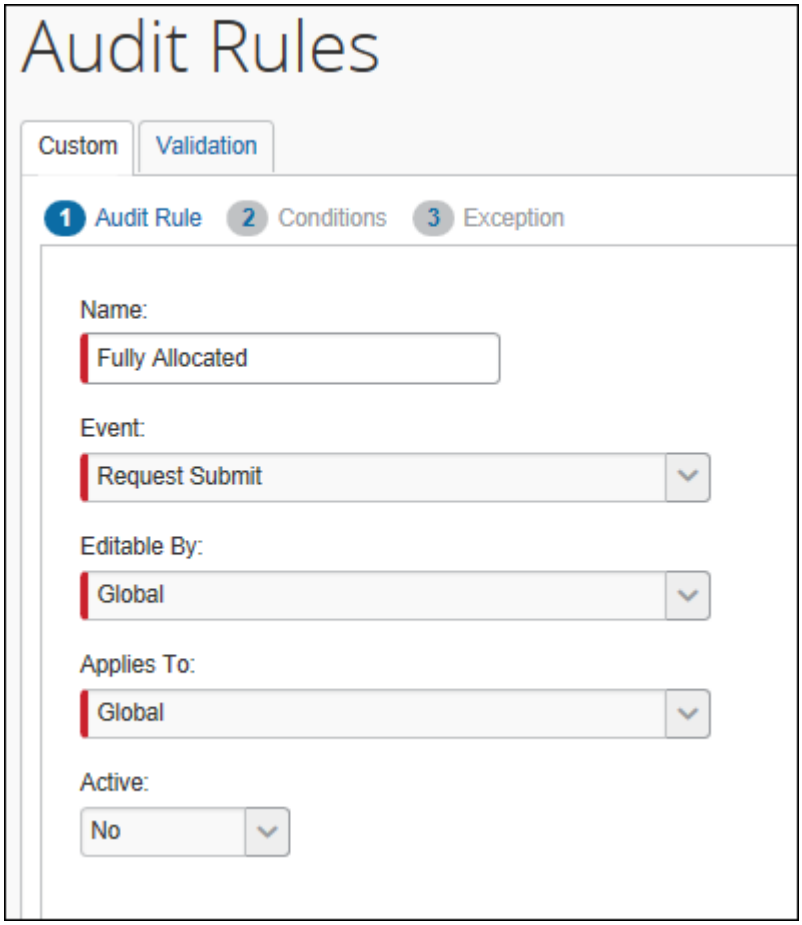
3. Click **Save**.

For general information about policies, refer to the *Concur Request: Site Settings Setup Guide*.

Step 8: Create Audit Rules (Optional)

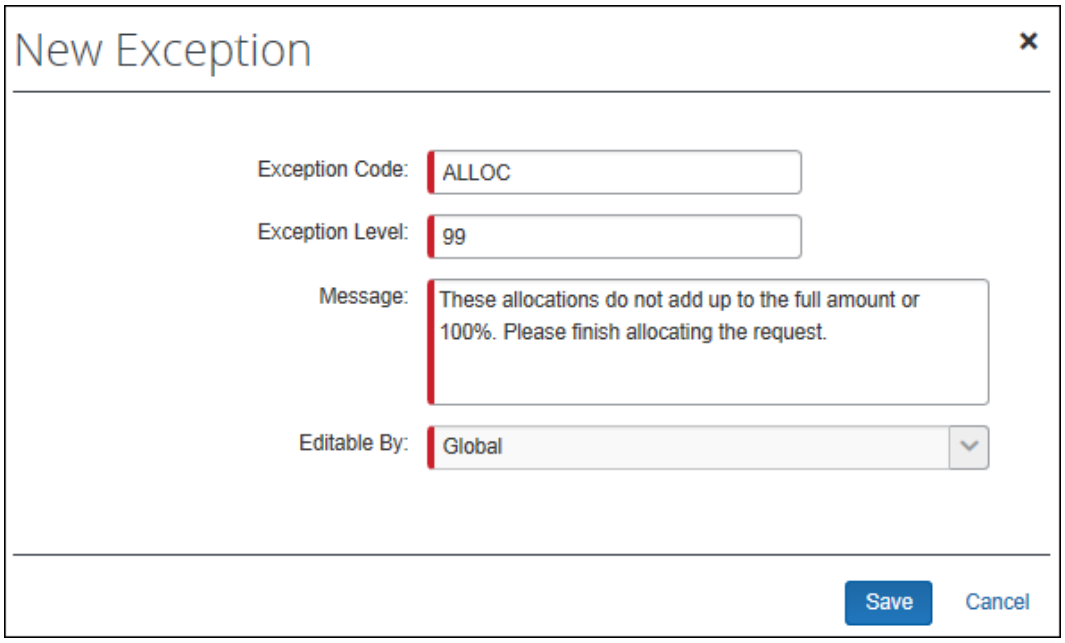
To create an audit rule that forces the user to fully allocate the request:

1. Click **Administration** > **Request** > **Audit Rules**.
2. Create a new audit rule with, for example, the event of Request Submit.



3. On the **Conditions** step, define "if the request entry is not fully allocated."

4. In this example, we created a new exception code. If you set the exception level *above* the level at which requests can be submitted, then the user must fully allocate the request.



NOTE: The administrator defines the exception level that determines if requests can be submitted using the **Settings** tab in **Administration** > **Request** > **Workflows**.

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

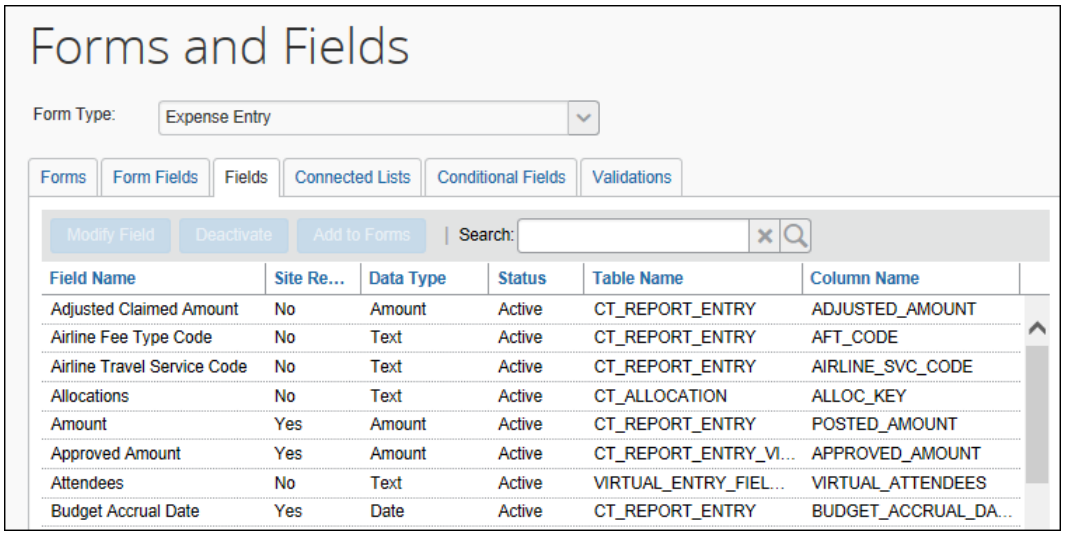
Step 9: Configure Fields in Expense for Copy Down (Optional; Integrated with Expense)

Refer to the *Overview* in this guide for information about how copydown from Concur Request to Concur Expense works.

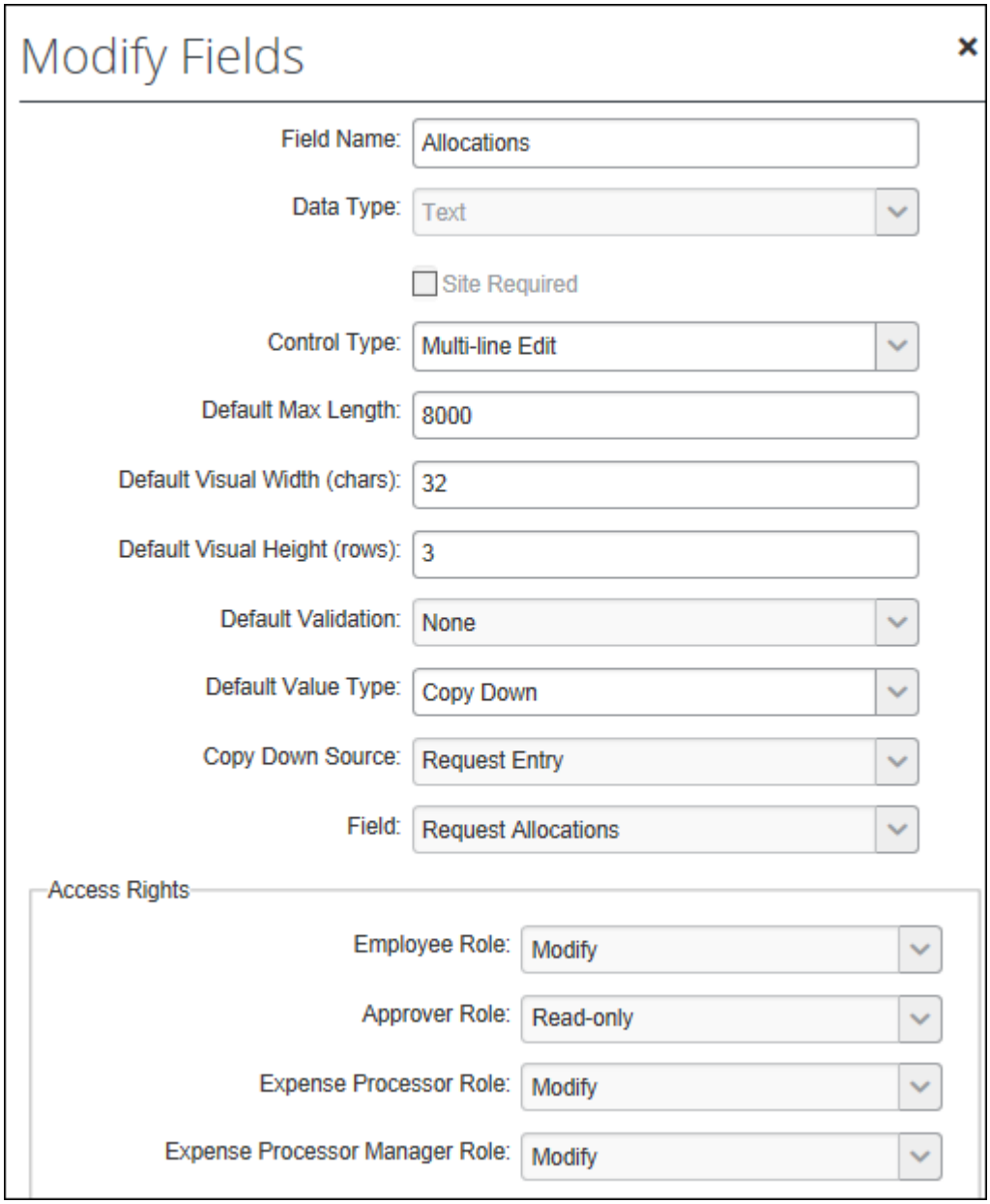
Configure the Expense Entry Form

To configure the expense entry allocation:

1. Click **Administration** > **Expense**.
2. Click **Forms and Fields** (left menu).
3. On the **Fields** tab, select *Expense Entry* in the **Form Type** list.



4. Double-click the Allocations field to modify. The **Modify Fields** window appears.



5. Then:
   - In the **Default Value Type** field, select *Copy Down*.
   - In the **Copy Down Source** Field, select *Request Entry*.
   - In the **Field** field, select *Request Allocations*.

IMPORTANT!

There is a direct relationship between the allocation custom fields in Concur Request and Concur Expense when copying the allocation set from a request to the linked expense report.

- The fields in Concur Request can ***only*** copy to the same fields in Concur Expense. For example, Concur Request allocation Custom 01 copies to Concur Expense allocation Custom 01. The system cannot be configured to copy

differently, for example from Concur Request allocation Custom 02 to Concur Expense allocation Custom 01.

- Concur Request and Concur Expense must have the same number of allocation custom fields in order for the copy to be successful. If not, all Concur Expense allocation custom fields will be blank.

WARNING

It may seem reasonable to also configure the Expense Allocation form.

Be aware that the results differ ***greatly*** when configuring the Allocation field on the Expense Entry form versus the Expense Allocation form.

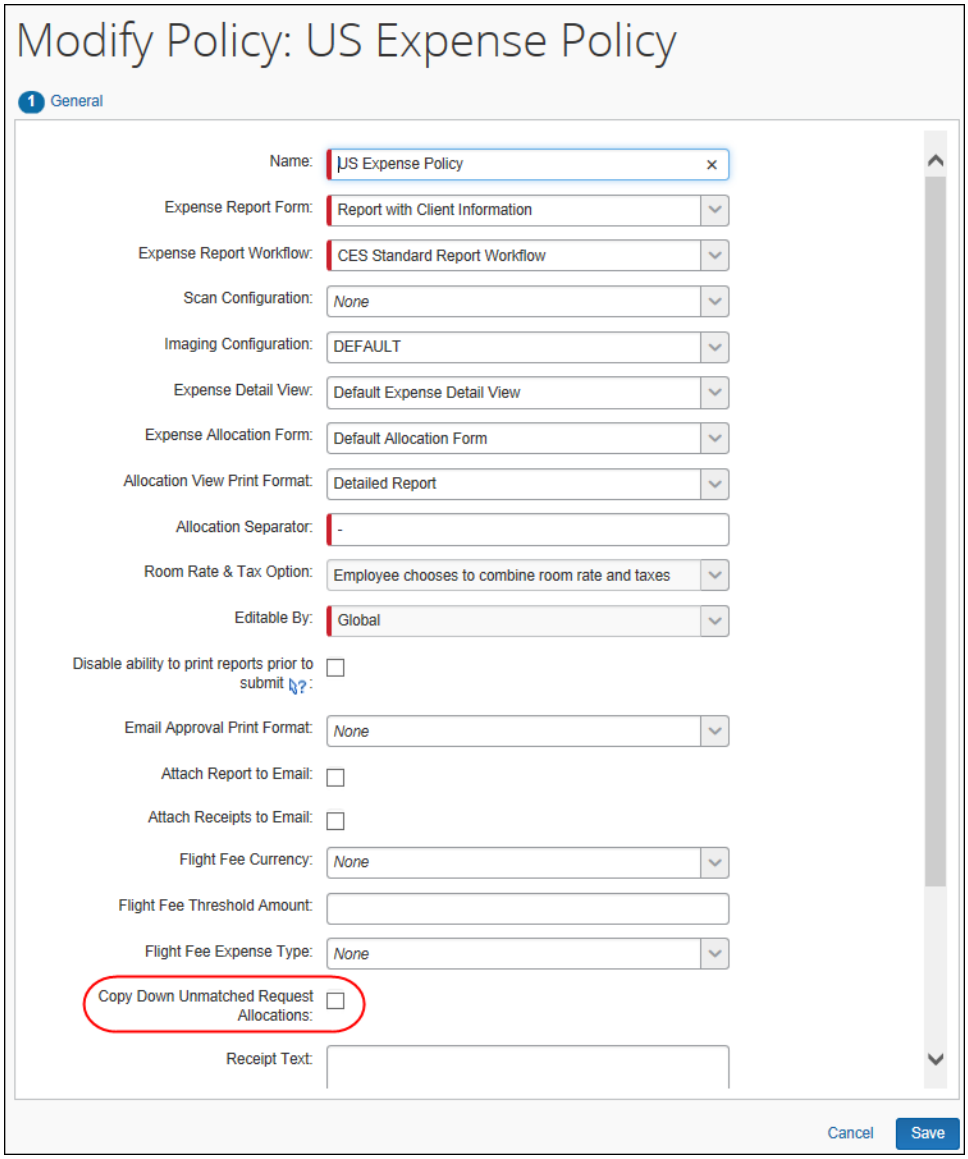
- If the Allocation field on the Expense Entry form is used, all allocation rows and percentages/ amounts are copied from the request to the expense entry, which is the expected result.
- If the Expense Allocation form is used, the configuration is used to provide the default value for the system allocation ***– or –*** to prefill fields in the allocation row when the user goes to add new allocation rows.

Use the Request "Allocate All" Setting

NOTE: This feature is described in the *Copy Down Request Allocation into Expense* section of the overview in this guide as **Allocate All**.

To have ***all*** expense entries on a report – regardless of expense type – automatically allocated to exactly match the request:

1. Complete the fields steps described in *Configure the Expense Entry Form* above. This setting is used in conjunction with the form changes.
2. Click **Administration** > **Expense** > **Policies**.
3. Double-click the desired policy.
4. Select **Copy Down Unmatched Request Allocations**.



5. Click **Save**.

Use the Additional Expense Entry Allocations Setting

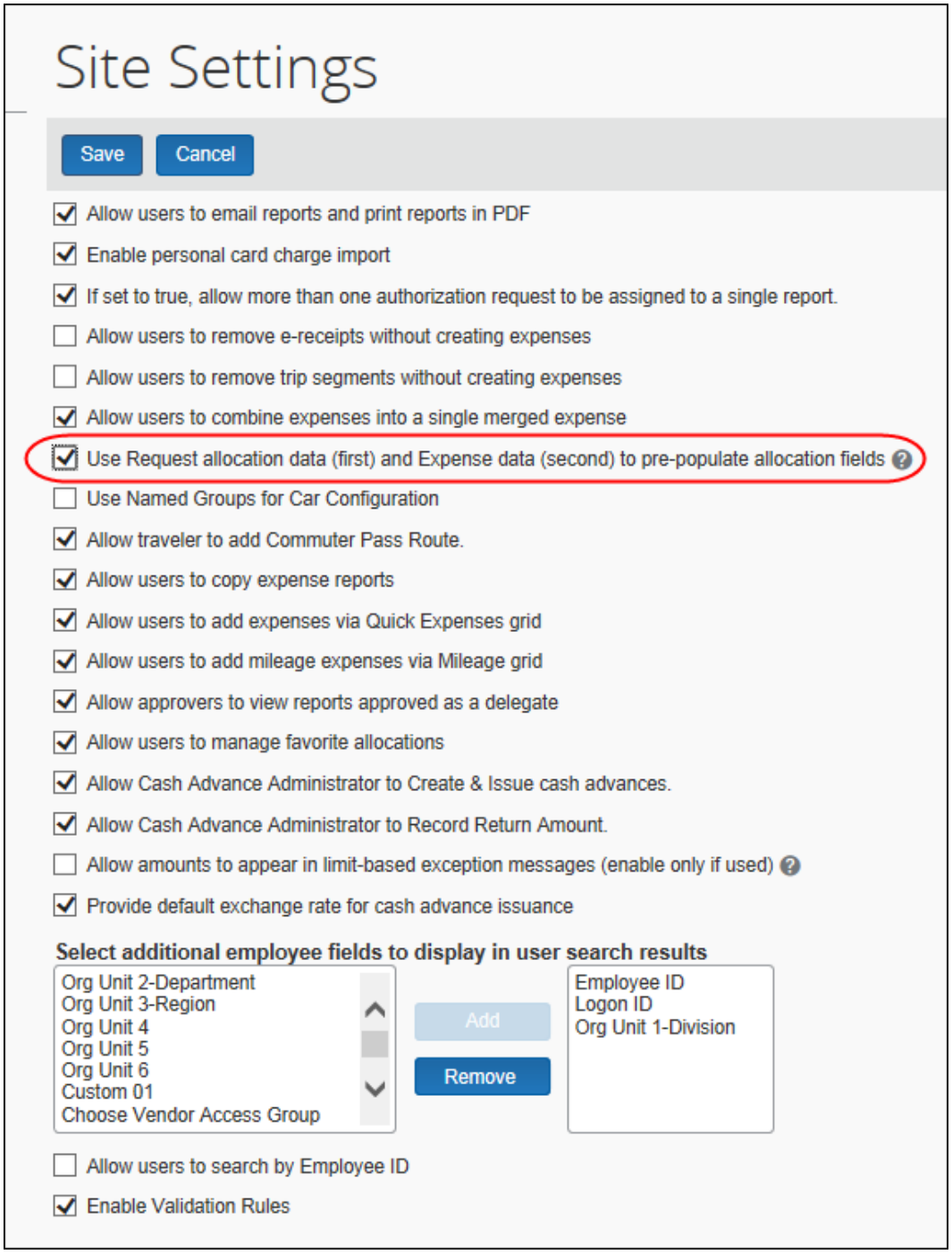
! **IMPORTANT:** The feature described in this section must be enabled and configured by SAP Concur before it can be used. For more information, contact SAP Concur support.

📖 This feature is described as **Additional Expense Entry Allocations** in the *Copy Down Request Allocation into Expense* section of the overview in this guide.

If the number of request allocation fields is *less than* number of expense entry allocation fields, follow these steps to have the remaining Concur Expense allocation field(s) pre-populated as per the configuration.

1. Click **Administration** > **Expense** > **Site Settings**.

2. Select (enable) the **Use Request allocation data (first) and Expense data (second) to pre-populate allocation fields** check box.



3. Click **Save**.

4. Submit a configuration change request to SAP Concur support to update the field-level setting on the Concur Expense allocations fields to enable this feature.