Concur Expense: Allocations

Setup Guide

Last Revised: June 3, 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
September 2, 2022	Removed existing UI information
June 3, 2022	Updated the *Full or Partial Copydown* section regarding allocation fields.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 6, 2021	Updated the copyright; no other changes; cover date not updated
July 1, 2020	Added information about the existing UI and NextGen UI; made modifications throughout; cover revision date updated
June 8, 2020	Changed "Authorization Request" to "Concur Request" in Request guide references to align with Concur Request product branding.
April 9, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
December 9, 2019	Updated the copyright; no other changes; cover date not updated
January 4, 2019	Updated the copyright; no other changes; cover date not updated
June 13, 2018	Changed copy-down to copydown; no other changes; cover date not updated
April 4 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 3 2018	Updated the copyright; no other changes; cover date not updated
December 14 2016	Changed copyright and cover; no other content changes.
May 13 2016	Updated instances of he/she to they.
May 15 2015	Removed references to the current UI; no other content changes
September 24 2014	Added information about two user interfaces; no other content changes.
April 15 2014	Changed copyright and cover; no other content changes
September 20 2013	Exceptions detected at the allocation level are now displayed at that level instead of at the report level
April 3 3012	Removed all references to the *legacy* Authorization Request feature in Concur Expense Changed any references to Concur's Travel Request service to Request, Concur Request, or Authorization Request, depending on the situation No other content changes
December 28 2012	Made rebranding and/or copyright changes; no content changes
October 19 2012	Addition of the Summary view that shows allocations with subtotals
May 2012	Addition of the Allocations Favorites feature, which allows the user to reuse favorite allocation sets from one expense to another
January 2012	Changed copyright; no content change
May 31 2011	Note about copying down allocation information from the Travel Request feature

Date	Notes / Comments / Changes
January 21 2011	Added information about the Access Rights (known as Extended Attributes in the classic user interface)
December 31 2010	Updated the copyright and made rebranding changes; no content changes
May 14 2010	Added information about copy-down for entry-level fields; enhanced the explanation of how allocations work with copy-down
April 16 2010	Updated configuration process
December 2009	Changed to stand-alone setup guide; no content change
July 17 2009	Added information about the **View All** link on the **Allocation for Report** window, which is used to see a summary of all allocations on a report
November 14 2008	Added information about the **Allocate** button on the **Expense** tab, which is used to easily allocate a single expense
September 19 2008	Added navigation steps for **Forms and Fields** page in the *Current* user interface
June 20 2008	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 support.

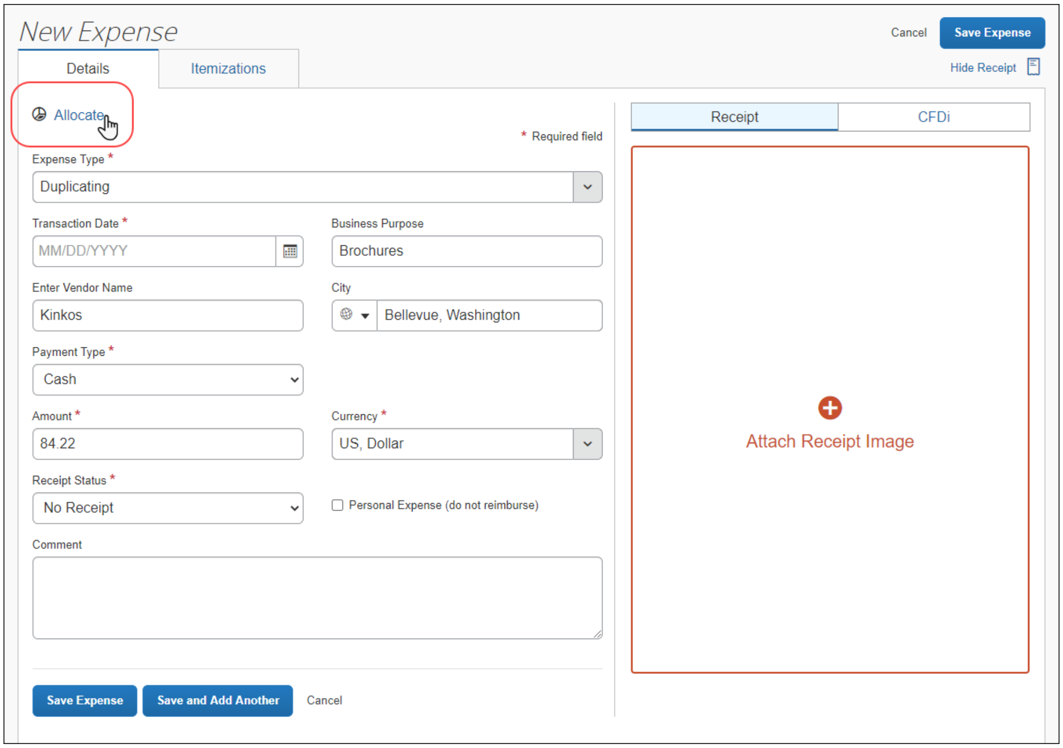
Section 2: Overview

The Allocations feature allows a user to allocate expenses to projects or departments, which will be charged for those expenses. For example, assume that a site visit is to be charged to a particular project code. The user can associate the project code with the site visit expenses. In another example, assume that a user is providing a training session for Sales. Further assume that Sales and Training are splitting the cost of the training. When the user creates the expenses (airfare, lodging, meals, fees for copying the training materials), the user can allocate all expenses so that Sales pays 50% of each expense while Training pays the remaining 50% of each expense.

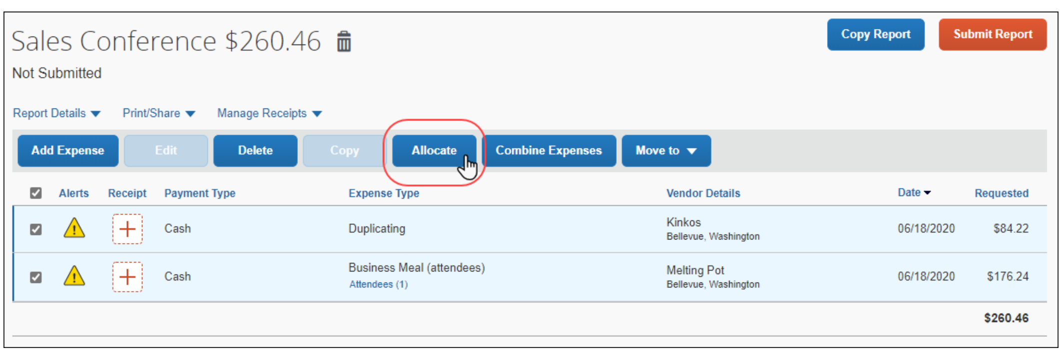
Section 3: User Experience

The user can assign one or more allocation codes to one or more expenses:

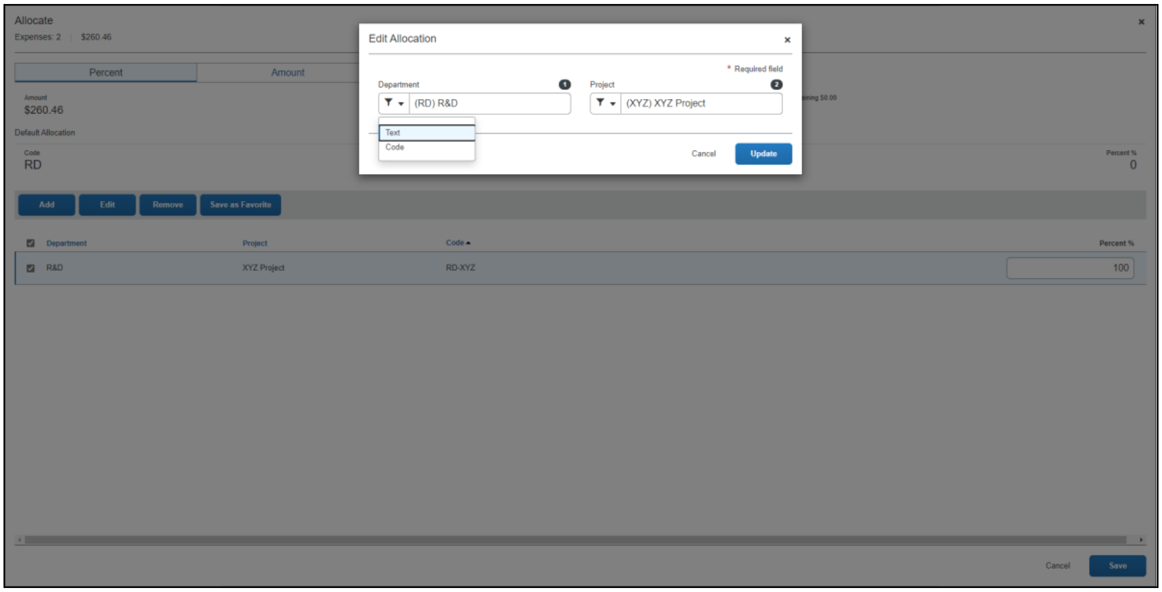
- For a *single* expense, the user can allocate while creating or editing the expense. After completing the fields, the user clicks **Allocate** at the top of the **Details** tab.



- For *multiple* expenses, the user selects the desired expenses and then selects **Allocate**.



Then, for both *single* and *multiple* expenses, the **Allocations** window appears.



The allocation fields are defined by the company. They may be text fields, lists, connected (multi-level) lists, and so on.

Allocate by Percentage or Amount

The user can allocate by percent or amount, by selecting either *Percentage* or *Amount* from the **Allocate By** list.

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 expense(s); they cannot exceed the total of the expenses.

Allocations are saved and stored *as a percentage*, even if the data is entered as an amount. The system uses the percentage to apply to the expense amount as the amount may be adjusted during the approval process.

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 **Allocations for Report** window, the allocation amounts may not match exactly the amounts the user originally entered.

Full or Partial Allocation

By default, the user does not have to enter allocations that cover 100% of the expense. However, the company can create audit rules that ensure that users fully allocate the expense.

Allocation Copydown

If the allocation fields are configured as copydown, the system locates and assigns the appropriate account codes, based on the information copied down from the source field. Based on the field configuration, the user may or may not be able to edit the copied value.

IMPORTANT: The information that is in the source field when the allocation is created - whether the information was there initially or edited by the user - copies down to the allocation field. Changes, however, may be treated differently:

Source field (Copy down from)	If the user changes the source field *after* the allocation is created....
Employee-level field	The change is ***not*** copied down to the allocation field.
Header-level field	A prompt is presented to the user. They can elect to have the change in the source field also change the allocation field.
Entry-level field	A prompt is presented to the user. They can elect to have the change in the source field also change the allocation field.

Partial Allocations – Accounting for the Remaining Portion (With and Without Copydown)

If a user does ***not*** allocate all of an expense (either by percent or amount), the system automatically accounts for the remaining portion. For example, assume that a user allocates only 80% of an expense:

- The 80% is handled as entered by the user, with copy down (as described in the section of this document *Allocation and Copydown)*.
- 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 20%. Fields on the allocation form will contain no values.
  - ♦ *If the allocation fields are configured as copydown*, the system locates and assigns the appropriate allocation field values and account codes to the remaining 20%, based on the information copied down from the source fields.

    IMPORTANT: The information that is in the source field when the allocation is created - whether the information was there initially or edited by the user - copies down to the allocation field. Changes, however, may be treated differently:

Source field (Copy down from)	**If the user changes the source field *after* the allocation is created....**
Employee-level field	The change is ***not*** copied down to the 80% (user-defined) portion ***nor*** the 20% (system) portion.
Header-level field	A prompt is presented to the user. They can elect to have the change in the source field also change the allocation fields (in both the 80% and the 20% portion, if applicable).
Entry-level field	A prompt is presented to the user. They can elect to have the change in the source field also change the allocation fields (in both the 80% and the 20% portion, if applicable).

Additional Information about Copydown

Note the following:

- If the allocation fields are configured to copy down, then even if the user does not access the **Allocate** window when adding or editing an expense, the expense is allocated in accordance with the copied-down values.
- Allocations can be copied down from Concur Request. If the company uses Concur Request and allocations, refer to *Concur Request: Allocations Setup Guide*.

Managing Allocation Favorites

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. The Allocation Favorites feature 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 data in those stored allocation records is validated to ensure any project codes or other list fields are still valid, and alerts the user if data needs to be corrected. Once the allocations are added to the expense, they can be edited just like a manually-entered allocation row.

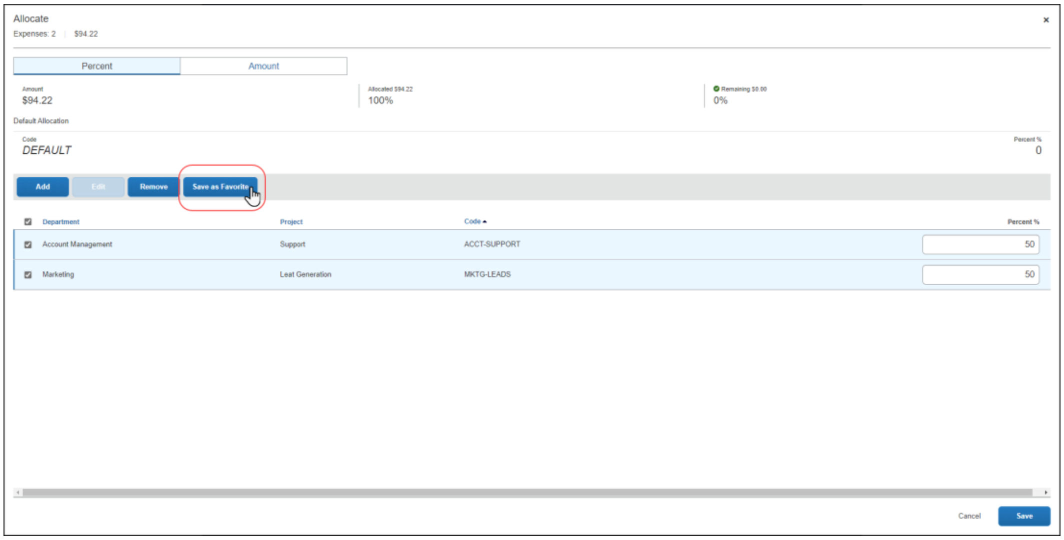
NOTE: Read-only and hidden allocation fields – where the user cannot edit the value – will use the configured copy down value and not the values stored in the allocation favorite. This ensures that the field values used on the resulting allocation are appropriate for the new expense.

Create Allocation Favorites

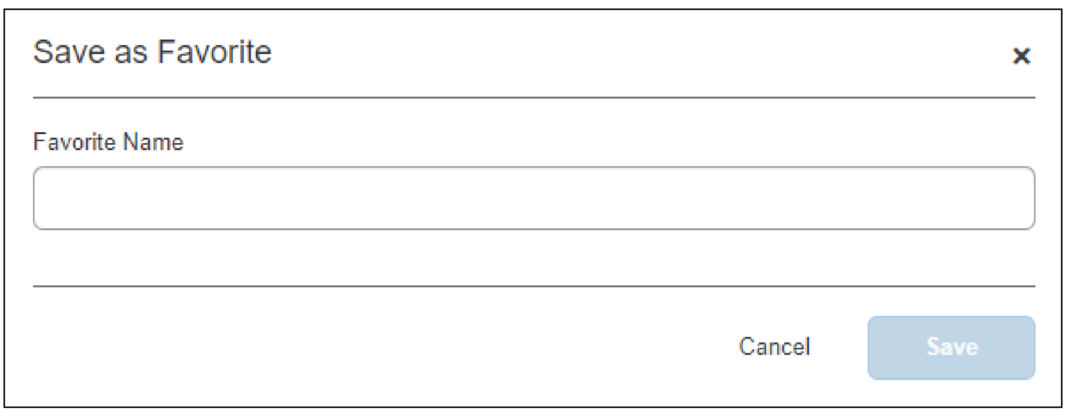
The user will see the **Favorites** and **Add to Favorites** buttons in the Allocations window for expense entries.

To create allocation favorites:

1. Create an expense report and create the allocations.
2. Click **Save as Favorite**. The **Save as Favorite** window opens.



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



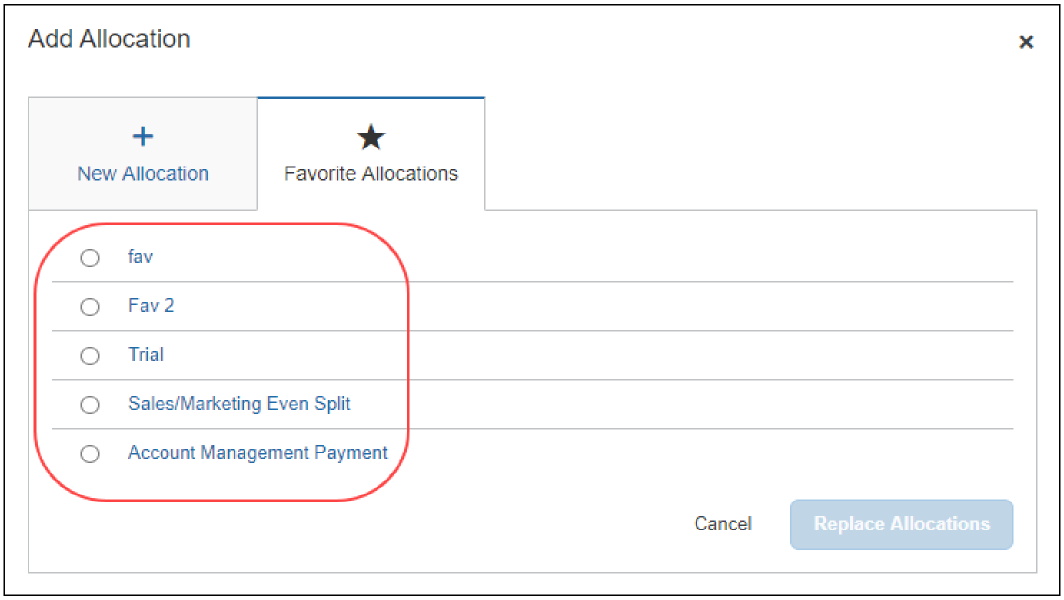
The allocation is added to your favorites.

Assign Allocation Favorites

To assign your allocation favorites:

1. Select the desired expense.
2. Click **Allocate**.
3. Click **Add**. The **Add Allocation** window appears.

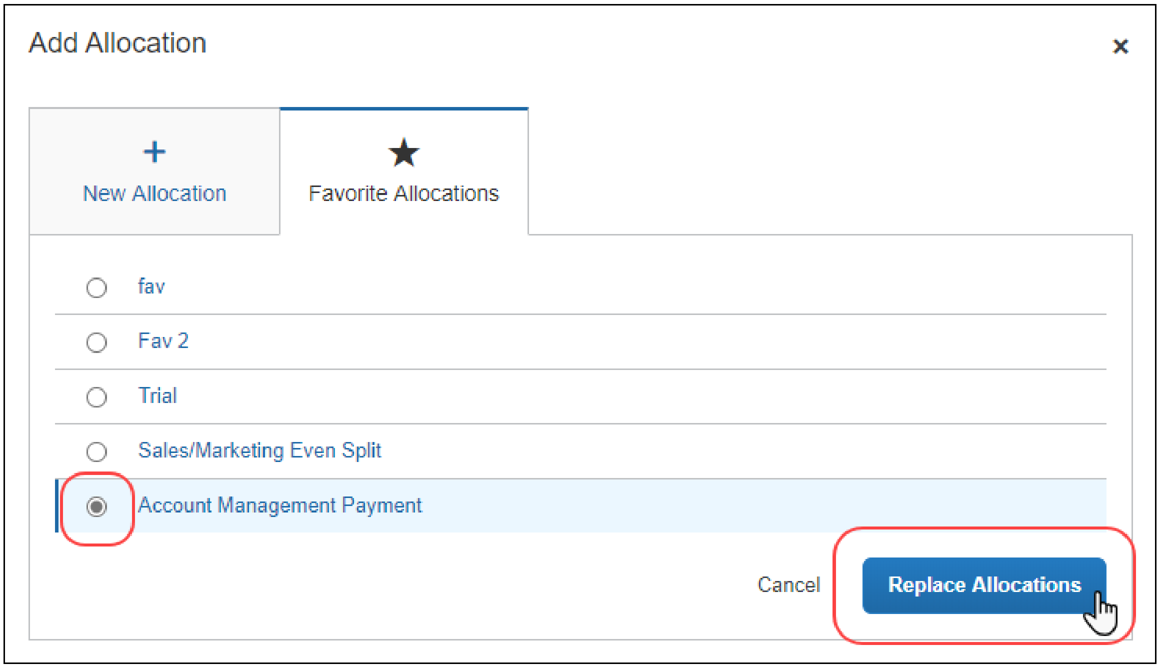
4. Click **Favorite Allocations**. Your allocation favorites list displays.



5. Select the desired favorite allocation.
6. Click **Replace Allocations**. A window appears.
7. Click **Replace Allocations**.
8. Click **Save**.

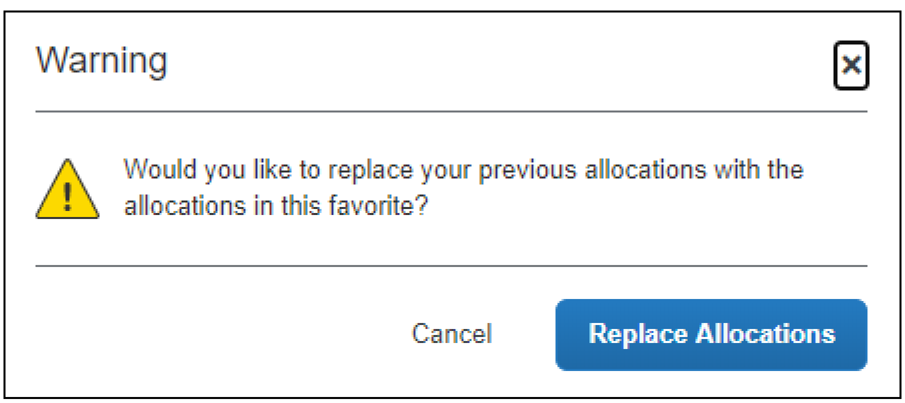
Remove Allocation Favorites

Over time, allocation favorites will become incorrect or obsolete. The user can remove out of date allocation favorites by clicking **Replace Allocations** as shown in the figure below.



Update Allocation Favorites

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

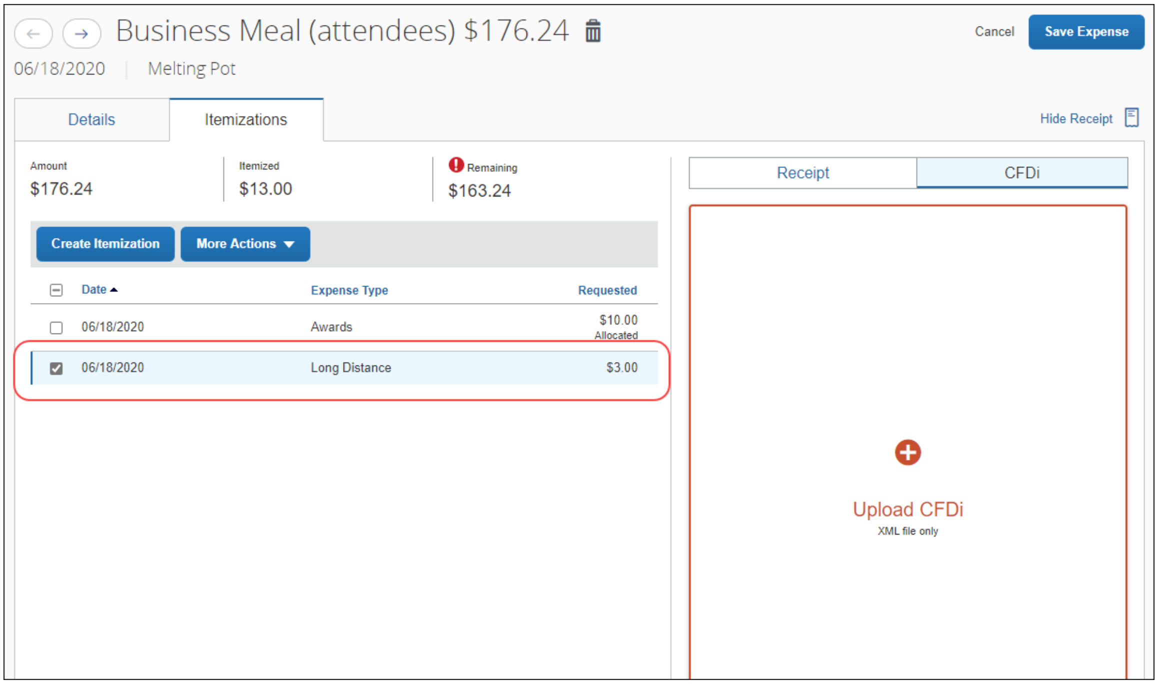


Itemized Expenses

Itemized expenses can also be allocated. When a user allocates itemized expenses, the "parent" expense retains no allocation information; the allocations apply only to the itemizations.

NOTE: Itemized expenses that are to be allocated should be itemized ***first***, then allocated. If the user allocates and then itemizes, the allocations will be lost.

The user clicks the desired itemized expense on the **Itemizations** tab and then clicks **Allocate on the** . The **Allocations** page appears.

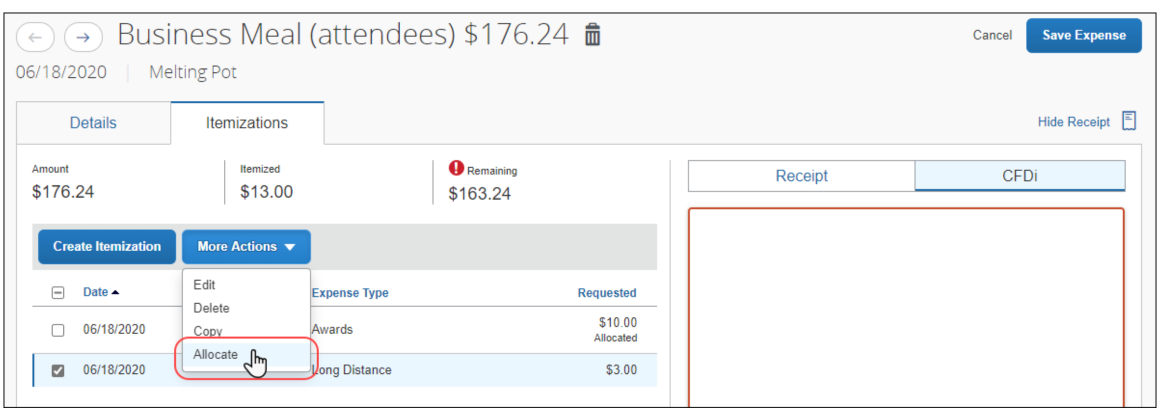


The user can either:

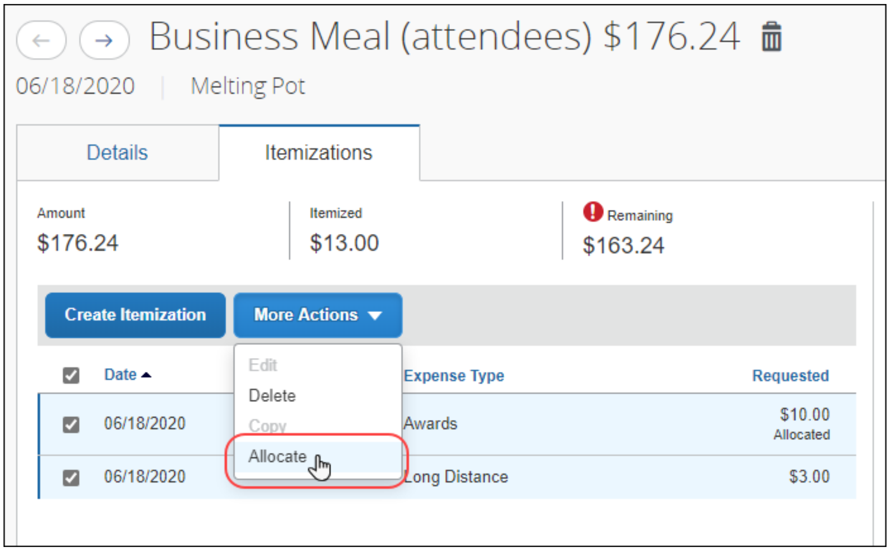
Use this process to allocate each child expense individually

- Or -

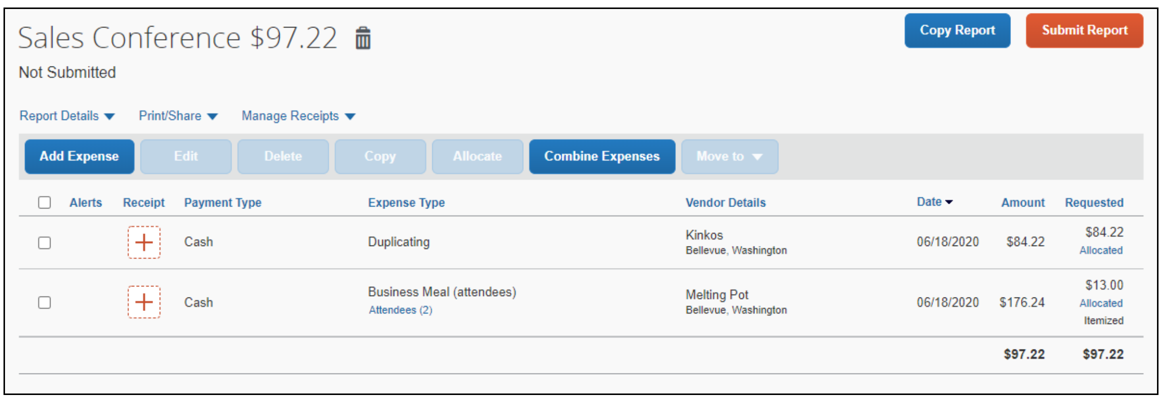
Click **Cancel**, then select the desired child expenses on the **Itemizations** tab, click **More Actions**, and click **Allocate**



The user selects the itemizations on the Itemizations tab and clicks **Allocate**.



The user allocates as usual.



Other Expenses

Note the following:

- **Personal expenses:** A user cannot allocate any expense marked as personal. The expense will not appear as an option in the **Allocations for Report** window.
- **Company card transactions:** Company card expenses can be allocated like any other expense.
- **Cash advances:** Cash advances cannot be allocated. When the user creates the expenses that offset a cash advance, then those expenses can be allocated.

Viewing Allocations

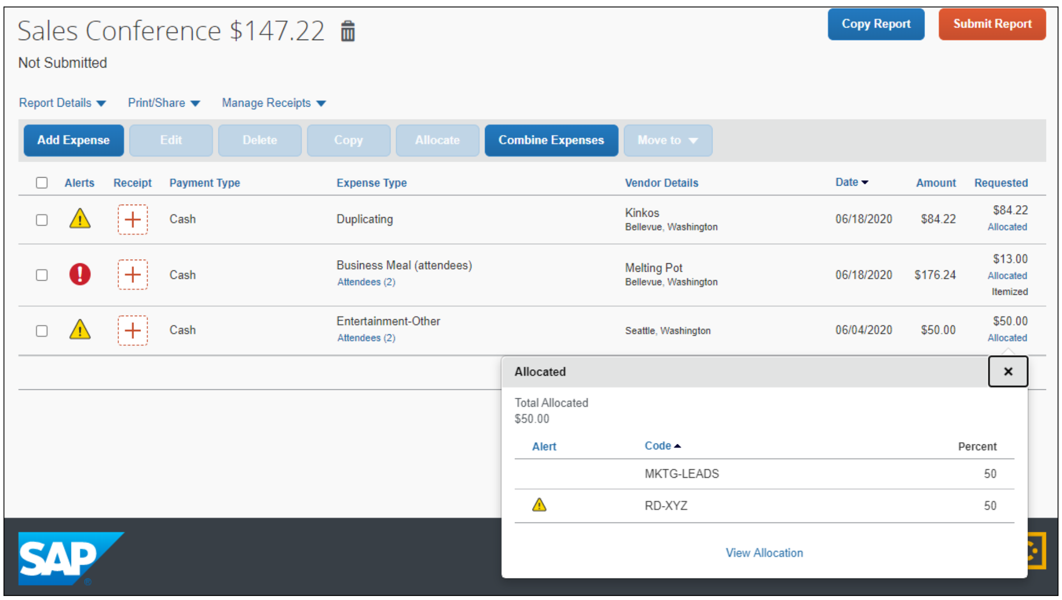
The user can view allocations for each expense individually, or for all allocations on the expense report (depending on the client's configuration).

View One Allocation at a Time

To view the allocation of a single expense, the user can either:

- Click the **Allocated** link on the desired expense in the **Requested** column. The allocation information appears.

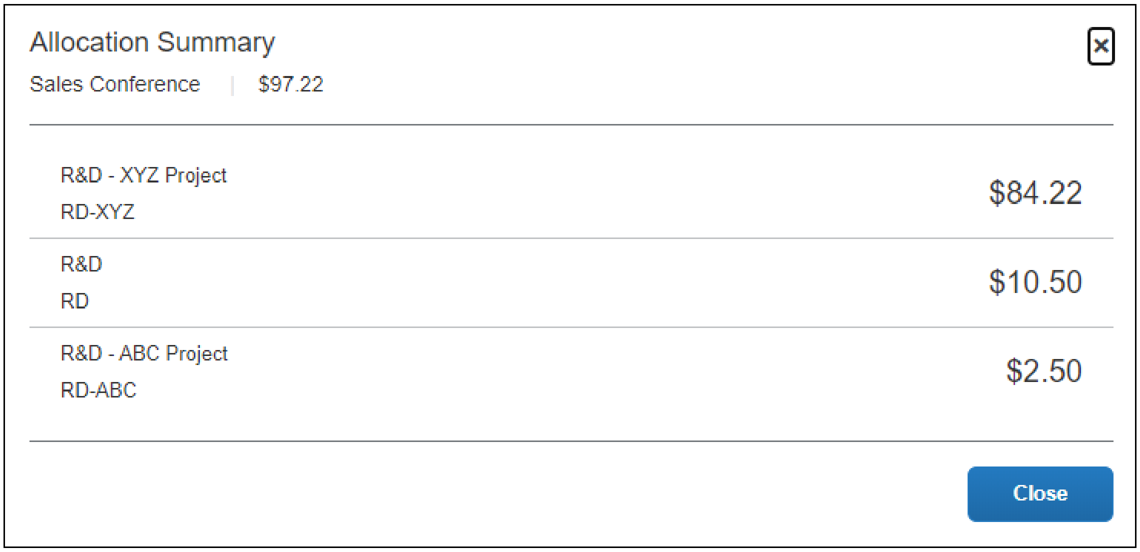
  NOTE: The user can click **View Allocation** to view more allocation information on the **Allocations** page.

- On the **Details** tab, select the desired expense and then click **More Options > Allocations**. The **Allocations** window appears.

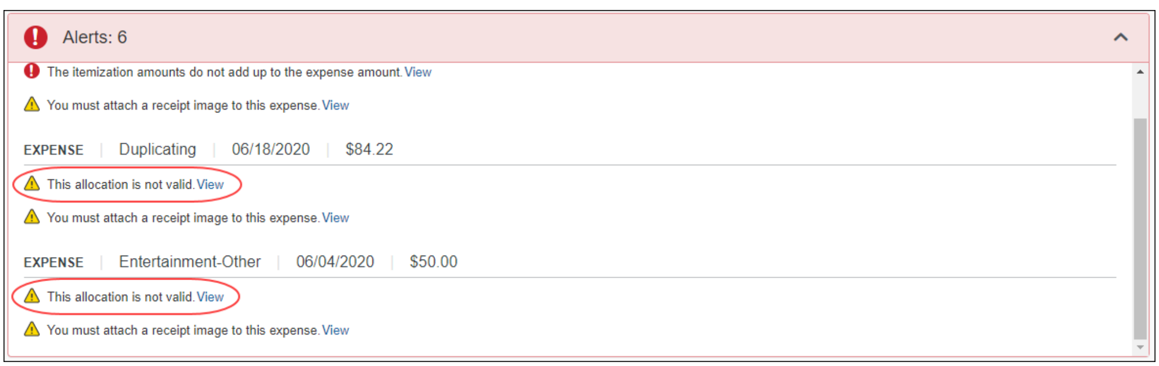
View a Summary of Allocations with Subtotals

The user can view the allocations in a summarized state with subtotals appearing for each allocation. The user clicks **Report Details > Allocation Summary**, the summary information appears with allocation subtotals.



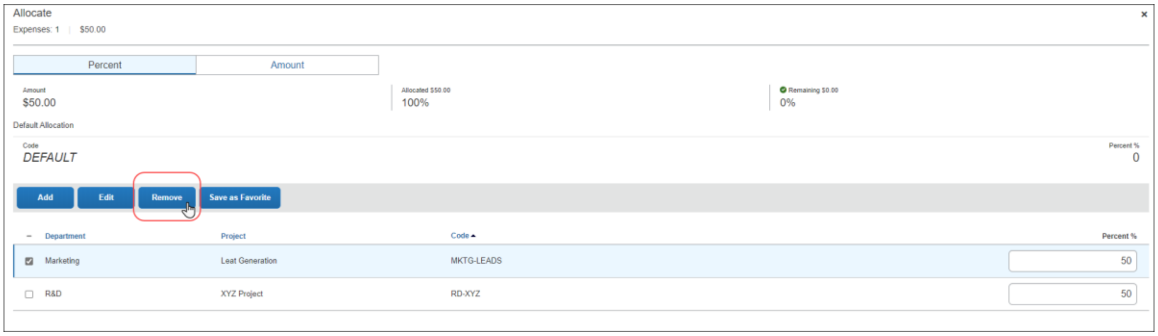
View Allocation Exceptions

The user can view the allocation exceptions on the **Details** tab in the **Alerts** section.



Deleting an Allocation

In the **Allocations** window, the user selects one or more rows and clicks **Remove** to remove an allocation.



Value Added Tax and Extracts

Note the following:

- **Analysis Extract:** All allocation data is extracted and appears in the financial reports.
- **Accounting Extract:** When defining an extract, the administrator can extract data at the report, expense, allocation, or journal level.
- **Tax:** Expense does not store value added tax amounts based on an entry's allocation. However, the tax amounts are available in the extract. When defining the accounting extract, if Yes is selected from the **Tax Details on Separate Line** list on the **Add Output File** page, then the system will calculate the tax amount based on the allocations assigned to the related expense. For example, assume the extract includes an entry allocated at 25% and 75%, a single-level VAT amount of 100 USD, for an entry for 1000 USD. In the extract, the amounts would be: one entry for 750 USD, one entry for 250 USD, one tax amount of 75 USD, and the remaining tax amount of 25 USD.

Section 4: Procedure: 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

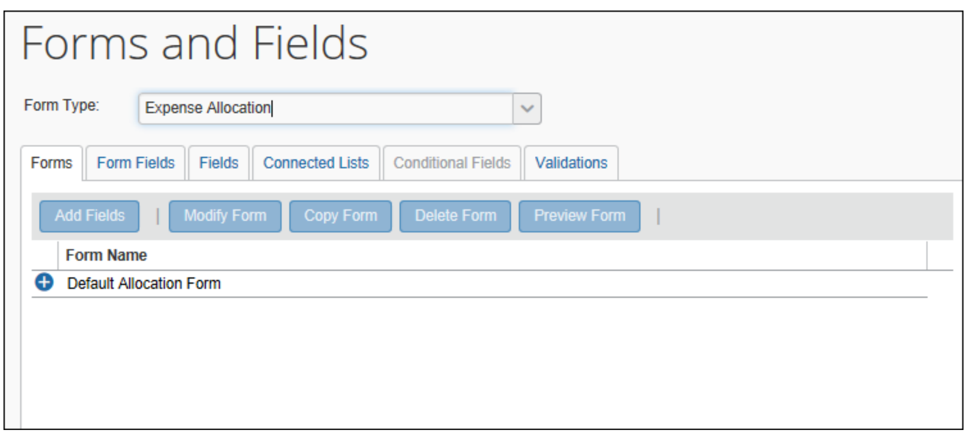
Set up List (Optional)

Task	Refer to:
If you would like the Allocation fields to be list fields, you will start by creating the custom lists.	*Shared: List Management Setup Guide*
If the list is a connected (multi-level) list, create a connected list definition and assign it to the Allocations form.	*Concur Expense*: *Forms and Fields Setup Guide*
If the company uses Concur Request and allocations, you can configure the request allocation to copy down to the expense entry allocation.	*Concur Request: Allocations Setup Guide*

Set up the Allocation Form

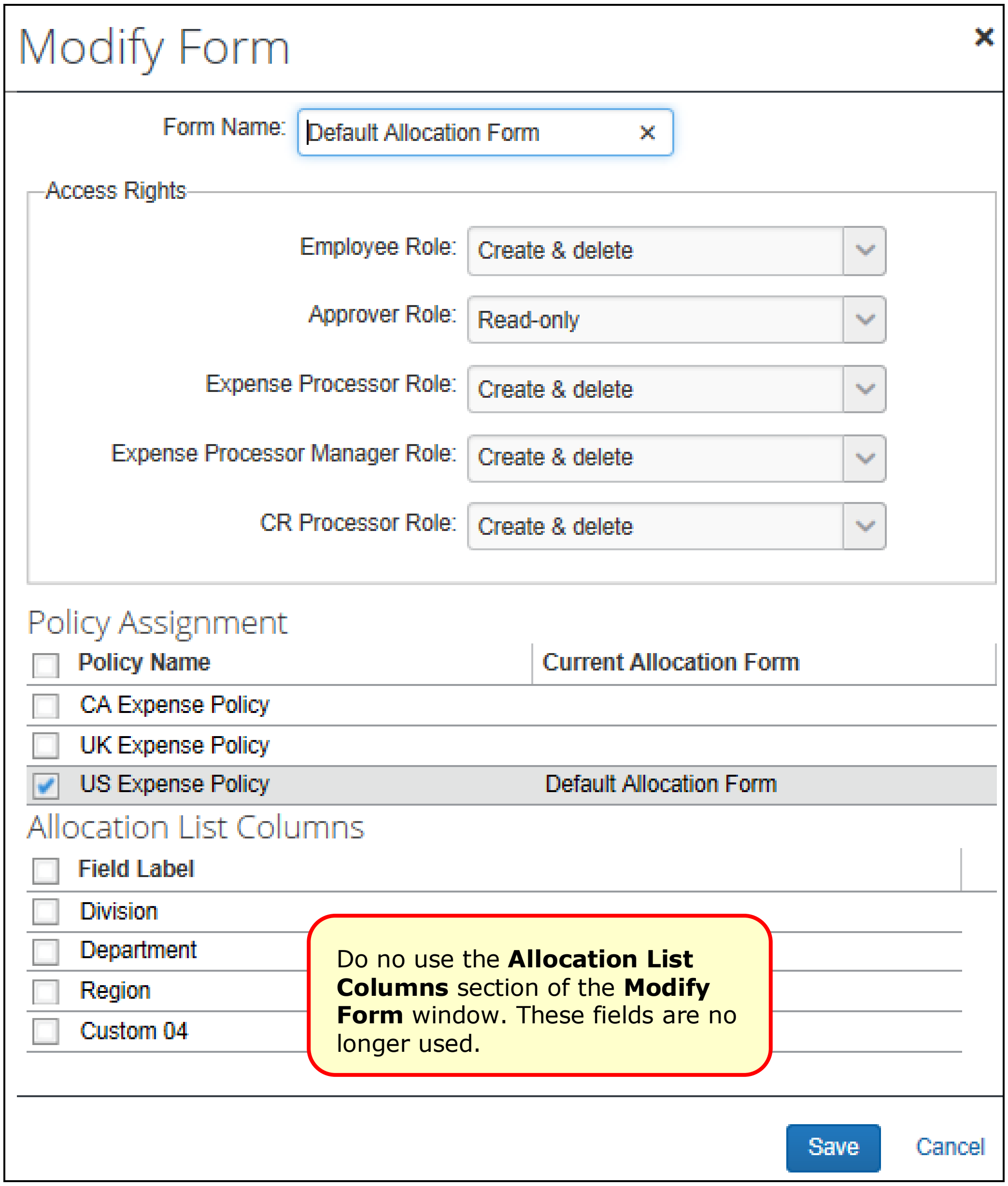
To set up the form:

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



   - Add the desired fields to the form.

5. Also, use the **Forms** tab to define whether the employee, approver, and/or processor can create, edit, or only view the rows on the allocations table for the expense. To do so:
   - Select the desired form and click **Modify Form**.



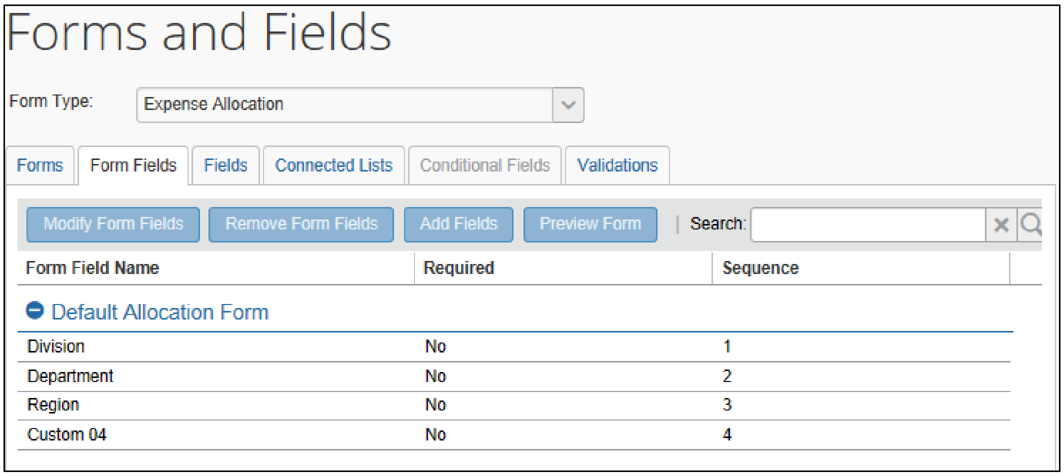
   - Make the desired selections from the **Access Rights** section.

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.

Option	Description
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.

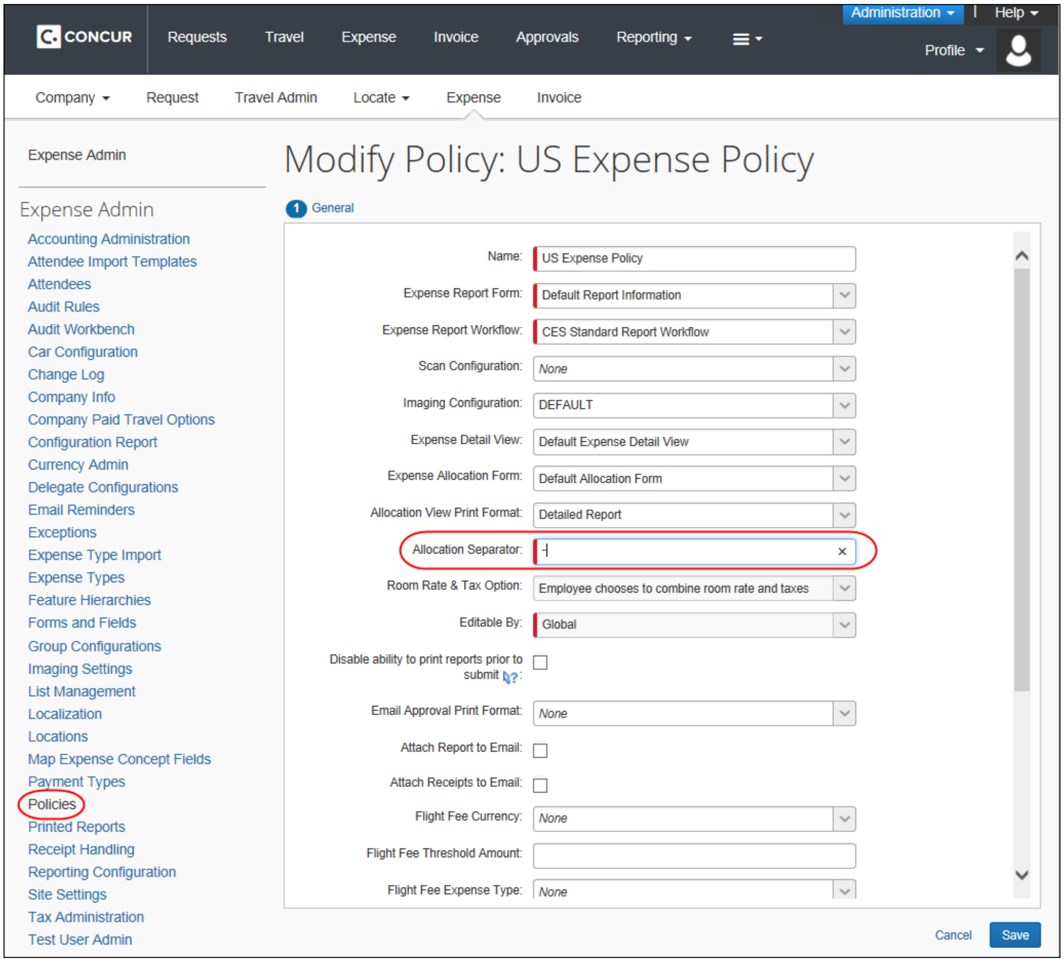


For more information about how copydown works with allocations, refer to these sections of this guide:

- *Full Allocation (With and Without Copydown)*
- *Partial Allocations – Accounting for the Remaining Portion (With and Without Copy-Down)*
- *Additional Information about Copydown*

If the company uses Concur Request and Allocations, refer to *Concur Request: Allocations Setup Guide*.

7. Select **Policies** to assign the form to the desired policy and select the desired allocation separator.



For more information, refer to the *Expense: Policies Setup Guide*.

Configure the Allocation Favorites Features

The Allocation Favorites feature lets your users copy allocations they use frequently so that they can quickly copy these allocations into another report simply by choosing them.

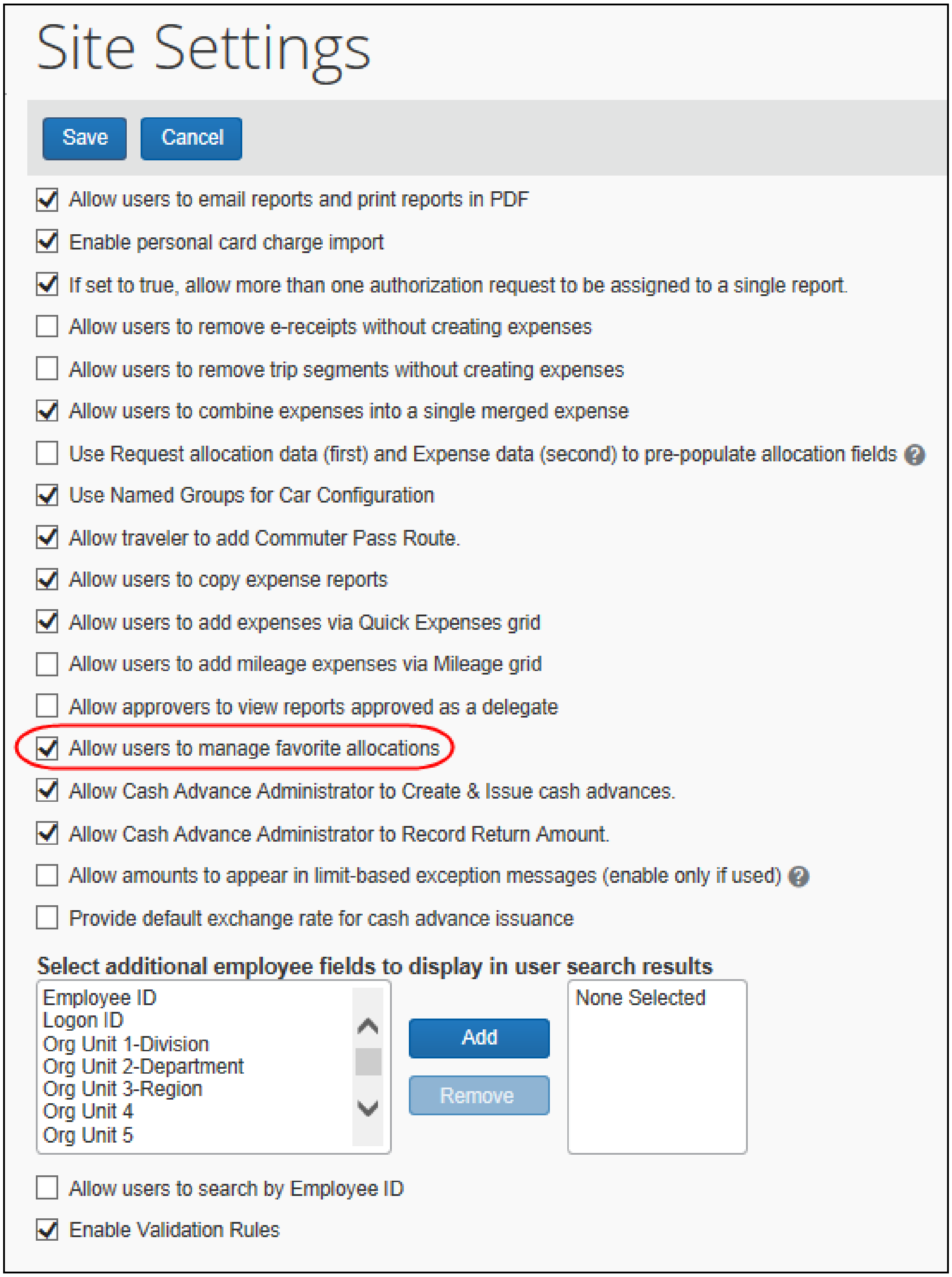
This feature is described in the *Allocation Favorites* section of this guide.

- ***To enable Allocations Favorites:***

1. Click **Administration > Expense.**

2. Click **Site Settings** (left menu).

3. In Site Settings, select (enable) the *Allow users to manage favorite allocations* setting.



4. Click **Save**.

Remaining Tasks

You can now:

Task	Refer to:
If desired, create audit rules.	*Expense: Audit Rules Setup Guide*
If desired, map the allocation fields to the account codes, which are used to charge the company's general ledger (GL).	*Expense: Account Codes Setup Guide*