

# 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 <i>Full or Partial Copydown</i> 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 2012	Removed all references to the <i>legacy</i> 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 <b>View All</b> link on the <b>Allocation for Report</b> window, which is used to see a summary of all allocations on a report
November 14 2008	Added information about the <b>Allocate</b> button on the <b>Expense</b> tab, which is used to easily allocate a single expense
September 19 2008	Added navigation steps for <b>Forms and Fields</b> page in the <i>Current</i> user interface
June 20 2008	Initial publication



# Allocations

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**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.

The screenshot shows the 'New Expense' form with the 'Details' tab selected. The 'Allocate' button is highlighted with a red circle. The form contains the following fields:

- Expense Type \***: Duplicating
- Transaction Date \***: MM/DD/YYYY
- Business Purpose**: Brochures
- Enter Vendor Name**: Kinkos
- City**: Bellevue, Washington
- Payment Type \***: Cash
- Amount \***: 84.22
- Currency \***: US, Dollar
- Receipt Status \***: No Receipt
- ☐ Personal Expense (do not reimburse)
- Comment**: (empty text area)

Buttons at the bottom: Save Expense, Save and Add Another, Cancel. Buttons at the top right: Cancel, Save Expense. A 'Hide Receipt' link is also present.

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

The screenshot shows the 'Sales Conference' report with a total of \$260.46. The 'Allocate' button in the toolbar is highlighted with a red circle. The report is not submitted.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		Cash	Duplicating	Kinkos Bellevue, Washington	06/18/2020	\$84.22
<input checked="" type="checkbox"/>		Cash	Business Meal (attendees) Attendees (1)	Melting Pot Bellevue, Washington	06/18/2020	\$176.24
						<b>\$260.46</b>



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

The screenshot shows the 'Allocate' window with an 'Edit Allocation' modal open. The 'Allocate' window has a header 'Allocate' and 'Expenses: 2 : \$260.46'. It has two tabs: 'Percent' and 'Amount'. The 'Amount' tab is selected, showing an 'Amount' of '\$260.46' and a 'Default Allocation' of 'RD'. Below this are buttons: 'Add', 'Edit', 'Rename', and 'Save as Favorite'. The 'Edit Allocation' modal has a title bar 'Edit Allocation' and a close button. It contains two dropdown menus: 'Department' with '(RD) R&D' selected and 'Project' with '(XYZ) XYZ Project' selected. There is a 'Required field' indicator next to the Project dropdown. Below the dropdowns are 'Cancel' and 'Update' buttons. The background window shows a table with columns: Department, Project, Code, and Percent %. The table has one row: R&D, XYZ Project, RD-XYZ, and 100. At the bottom right of the background window are 'Cancel' and 'Save' buttons.

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 <i>after</i> the allocation is created....
Employee-level field	The change is <b>not</b> 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 <i>after</i> the allocation is created....
Employee-level field	The change is <b>not</b> copied down to the 80% (user-defined) portion <b>nor</b> 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.

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**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.

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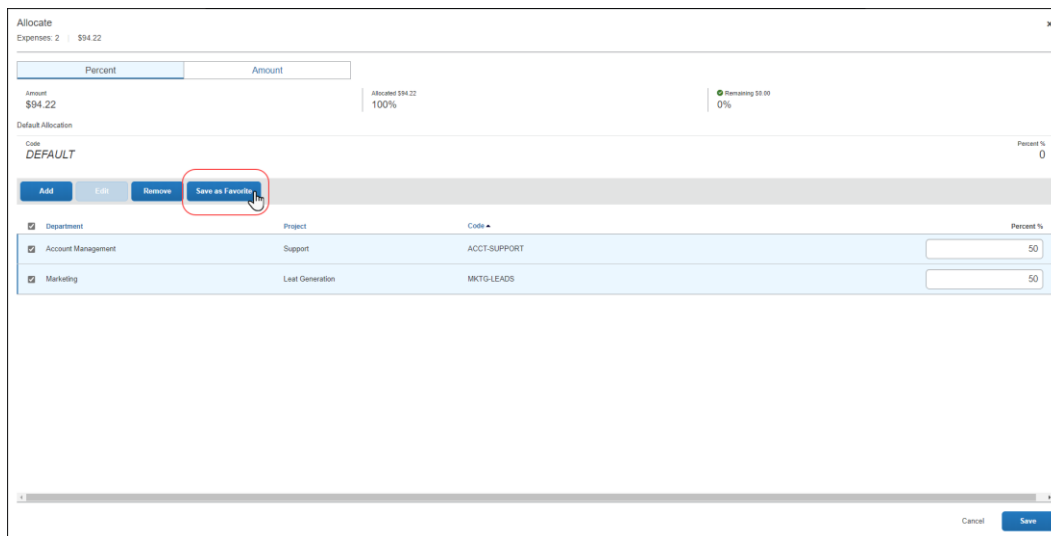
### ***Create Allocation Favorites***

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

## Section 3: User Experience

### ► **To create allocation favorites:**

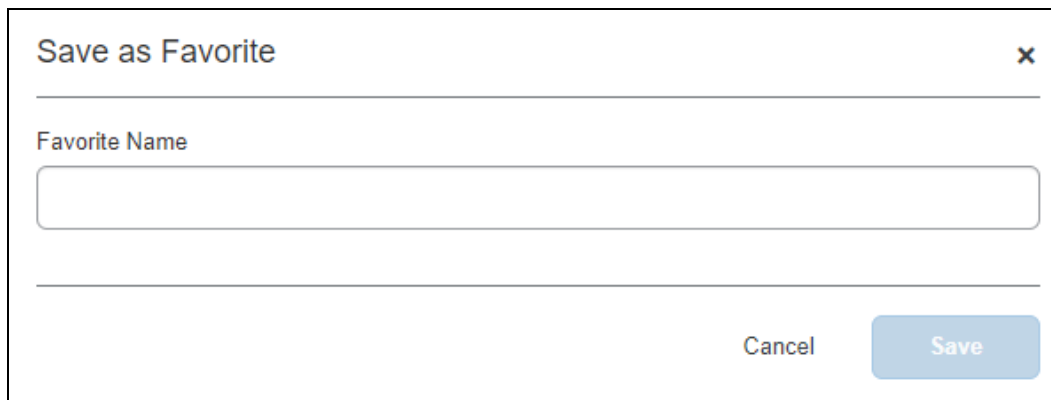
1. Create an expense report and create the allocations.
2. Click **Save as Favorite**. The **Save as Favorite** window opens.



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

- Header: Allocate, Expenses: 2, \$94.22
- Table with columns: Percent, Amount
- Amount: \$94.22, Allocated: \$94.22 (100%), Remaining: \$0.00 (0%)
- Default Allocation: Code: DEFAULT, Percent %: 0
- Buttons: Add, Edit, Remove, **Save as Favorite** (highlighted with a red circle)
- Table with columns: Department, Project, Code, Percent %
- Table rows:
  - Account Management, Support, ACCT-SUPPORT, 50
  - Marketing, Lead Generation, MKTG-LEADS, 50
- Footer: Cancel, Save

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



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

- Header: Save as Favorite, Close button (X)
- Label: Favorite Name
- Text input field
- Buttons: Cancel, Save

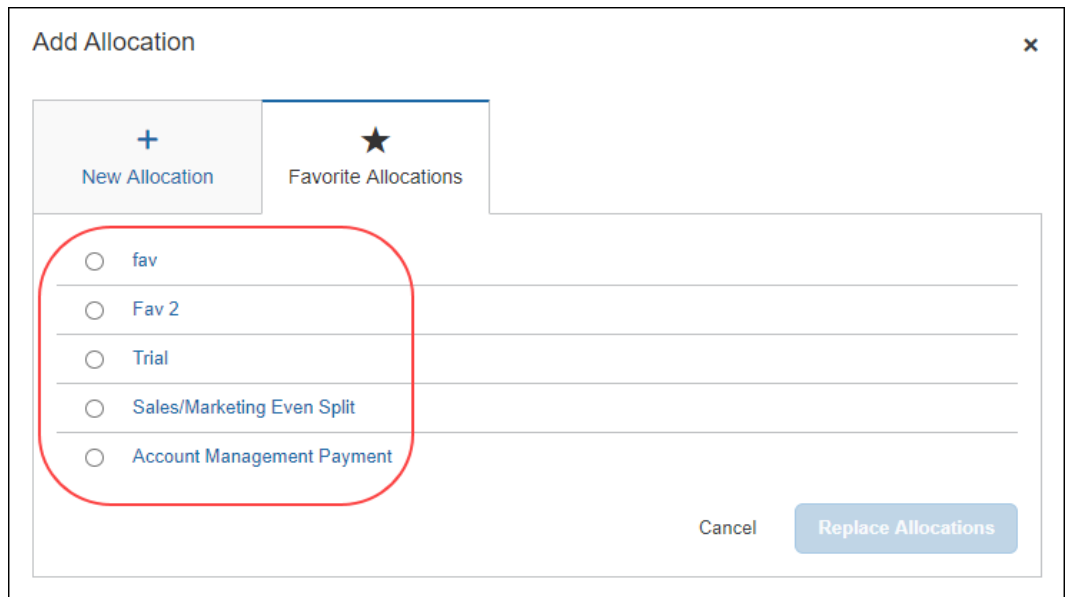
The allocation is added to your favorites.

### **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.

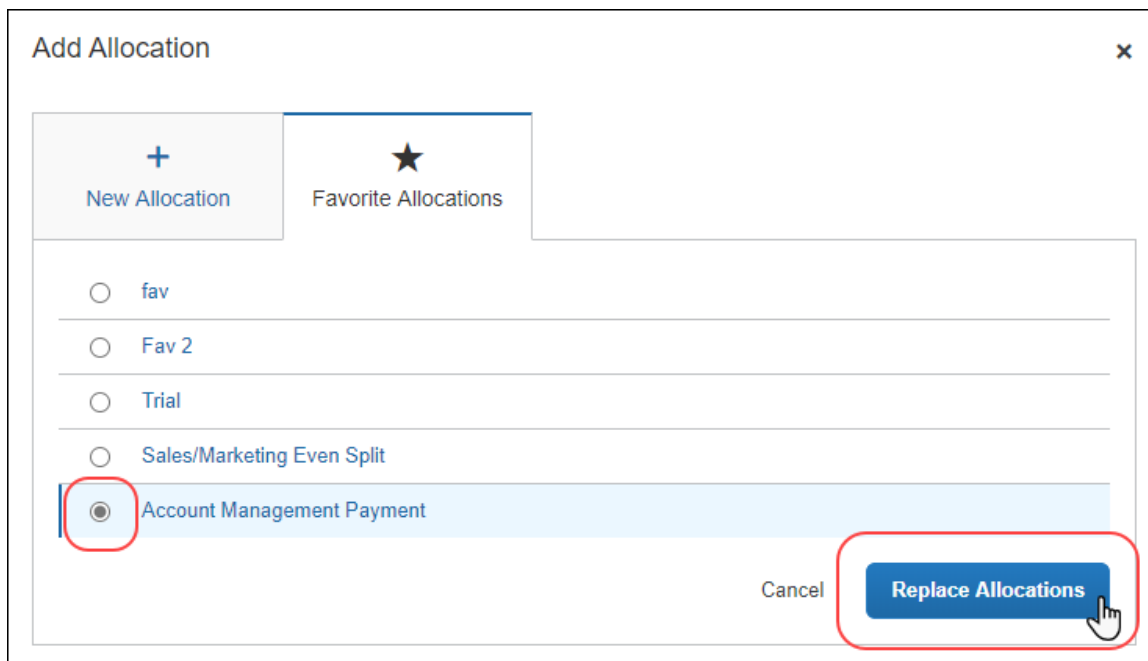


The screenshot shows a dialog box titled "Add Allocation" with a close button (X) in the top right corner. Inside the dialog, there are two tabs: "New Allocation" (with a plus icon) and "Favorite Allocations" (with a star icon). The "Favorite Allocations" tab is active. Below the tabs, there is a list of five favorite allocations, each with a radio button to its left. The list items are: "fav", "Fav 2", "Trial", "Sales/Marketing Even Split", and "Account Management Payment". A red circle is drawn around this list. At the bottom right of the dialog, there are two buttons: "Cancel" and "Replace Allocations". The "Replace Allocations" button is highlighted in blue.

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

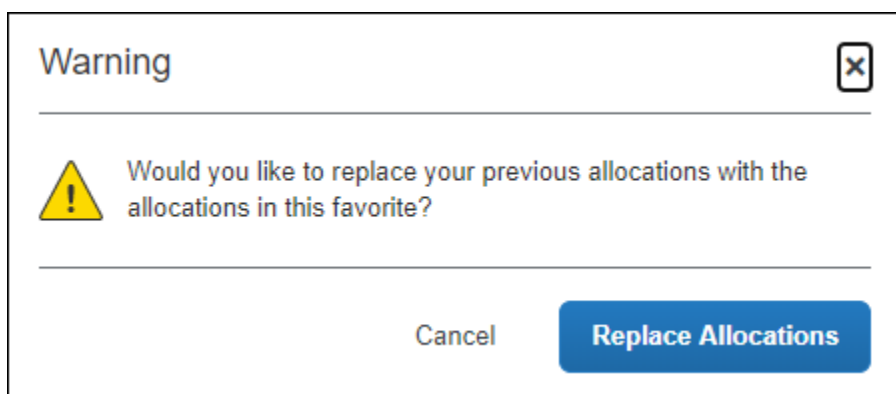
### **Remove Allocation Favorites**

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 set. 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.

Business Meal (attendees) \$176.24

06/18/2020 | Melting Pot

Details | Itemizations | Hide Receipt

Amount: \$176.24 | Itemized: \$13.00 | Remaining: \$163.24

Create Itemization | More Actions

Date	Expense Type	Requested
06/18/2020	Awards	\$10.00 Allocated
<input checked="" type="checkbox"/> 06/18/2020	Long Distance	\$3.00

Upload CFDi  
XML file only

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**

Business Meal (attendees) \$176.24

06/18/2020 | Melting Pot

Details | Itemizations | Hide Receipt

Amount: \$176.24 | Itemized: \$13.00 | Remaining: \$163.24

Create Itemization | More Actions

Date	Expense Type	Requested
06/18/2020	Awards	\$10.00 Allocated
<input checked="" type="checkbox"/> 06/18/2020	Long Distance	\$3.00

Upload CFDi  
XML file only

## Section 3: User Experience

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

Business Meal (attendees) \$176.24

06/18/2020 | Melting Pot

Details | Itemizations

Amount: \$176.24 | Itemized: \$13.00 | Remaining: \$163.24

Create Itemization | More Actions

Itemizations Table:

Date	Expense Type	Requested
06/18/2020	Awards	\$10.00 Allocated
06/18/2020	Long Distance	\$3.00

The user allocates as usual.

Sales Conference \$97.22

Not Submitted

Report Details | Print/Share | Manage Receipts

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

Itemizations Table:

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>		Cash	Duplicating	Kinkos Bellevue, Washington	06/18/2020	\$84.22	\$84.22 Allocated
<input type="checkbox"/>		Cash	Business Meal (attendees) Attendees (2)	Melting Pot Bellevue, Washington	06/18/2020	\$176.24	\$13.00 Allocated Itemized
						\$97.22	\$97.22

## 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.

Sales Conference \$147.22 Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>			Cash	Duplicating	Kinkos Bellevue, Washington	06/18/2020	\$84.22	\$84.22 <small>Allocated</small>
<input type="checkbox"/>			Cash	Business Meal (attendees) <small>Attendees (2)</small>	Melting Pot Bellevue, Washington	06/18/2020	\$176.24	\$13.00 <small>Allocated Itemized</small>
<input type="checkbox"/>			Cash	Entertainment-Other <small>Attendees (2)</small>	Seattle, Washington	06/04/2020	\$50.00	\$50.00 <small>Allocated</small>

**Allocated** ×

Total Allocated  
\$50.00

Alert	Code	Percent
	MKTG-LEADS	50
	RD-XYZ	50

[View Allocation](#)

- 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.

Allocation Summary		✕
Sales Conference   \$97.22		
R&D - XYZ Project		
RD-XYZ		\$84.22
R&D		
RD		\$10.50
R&D - ABC Project		
RD-ABC		\$2.50
		Close

### View Allocation Exceptions

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

Alerts: 6				^
! The itemization amounts do not add up to the expense amount. <a href="#">View</a>				
! You must attach a receipt image to this expense. <a href="#">View</a>				
EXPENSE	Duplicating	06/18/2020	\$84.22	
! This allocation is not valid. <a href="#">View</a>				
! You must attach a receipt image to this expense. <a href="#">View</a>				
EXPENSE	Entertainment-Other	06/04/2020	\$50.00	
! This allocation is not valid. <a href="#">View</a>				
! You must attach a receipt image to this expense. <a href="#">View</a>				

## Deleting an Allocation

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

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

- Expenses:** 1 | \$50.00
- Amount:** \$50.00
- Allocated:** \$50.00 (100%)
- Remaining:** \$0.00 (0%)
- Default Allocation Code:** DEFAULT
- Buttons:** Add, Edit, Remove (highlighted with a red circle), Save as Favorite
- Table:**

Department	Project	Code	Percent %
<input checked="" type="checkbox"/> Marketing	Lead Generation	MKTG-LEADS	50
<input type="checkbox"/> R&D	XYZ Project	RD-XYZ	50

## 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.	<i>Shared: List Management Setup Guide</i>
If the list is a connected (multi-level) list, create a connected list definition and assign it to the Allocations form.	<i>Concur Expense: Forms and Fields Setup Guide</i>
If the company uses Concur Request and allocations, you can configure the request allocation to copy down to the expense entry allocation.	<i>Concur Request: Allocations Setup Guide</i>

### ***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.

The screenshot shows the 'Forms and Fields' configuration interface. At the top, the title 'Forms and Fields' is displayed. Below it, the 'Form Type' is set to 'Expense Allocation'. A horizontal tab bar contains 'Forms', 'Form Fields', 'Fields', 'Connected Lists', 'Conditional Fields', and 'Validations'. The 'Forms' tab is active, showing a row of buttons: 'Add Fields', 'Modify Form', 'Copy Form', 'Delete Form', and 'Preview Form'. Below these buttons is a 'Form Name' field with a dropdown arrow. A list of forms is shown below, with a plus icon and the text 'Default Allocation 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.

## Section 4: Procedure: Configuring the Allocations Feature

Option	Description
Read-only	This person <b>cannot</b> change amounts or percentages and cannot add or delete allocations.

- ◆ Click **Save**.

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

Form Field Name	Required	Sequence
Default Allocation Form		
Division	No	1
Department	No	2
Region	No	3
Custom 04	No	4

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.

The screenshot shows the Concur Expense Admin interface. The left sidebar contains a list of options, with 'Policies' highlighted by a red circle. The main area displays the 'Modify Policy: US Expense Policy' form. The 'General' tab is active, showing various configuration options. The 'Allocation Separator' field is highlighted with a red circle and contains a red 'X' icon, indicating an error or a required action.



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).

## Section 4: Procedure: Configuring the Allocations Feature

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

The screenshot shows the 'Site Settings' configuration page. At the top, there are 'Save' and 'Cancel' buttons. Below them is a list of settings, each with a checkbox. The checkbox for 'Allow users to manage favorite allocations' is checked and highlighted with a red circle. Other settings include 'Allow users to email reports and print reports in PDF', 'Enable personal card charge import', 'If set to true, allow more than one authorization request to be assigned to a single report.', 'Allow users to remove e-receipts without creating expenses', 'Allow users to remove trip segments without creating expenses', 'Allow users to combine expenses into a single merged expense', 'Use Request allocation data (first) and Expense data (second) to pre-populate allocation fields', 'Use Named Groups for Car Configuration', 'Allow traveler to add Commuter Pass Route.', 'Allow users to copy expense reports', 'Allow users to add expenses via Quick Expenses grid', 'Allow users to add mileage expenses via Mileage grid', 'Allow approvers to view reports approved as a delegate', 'Allow Cash Advance Administrator to Create & Issue cash advances.', 'Allow Cash Advance Administrator to Record Return Amount.', 'Allow amounts to appear in limit-based exception messages (enable only if used)', and 'Provide default exchange rate for cash advance issuance'. Below these settings is a section titled 'Select additional employee fields to display in user search results'. It contains a list of fields: Employee ID, Logon ID, Org Unit 1-Division, Org Unit 2-Department, Org Unit 3-Region, Org Unit 4, and Org Unit 5. There are 'Add' and 'Remove' buttons next to this list. To the right of the list is a box labeled 'None Selected'. At the bottom, there are two more checkboxes: 'Allow users to search by Employee ID' and 'Enable Validation Rules'.

Site Settings

Save Cancel

- ☒ Allow users to email reports and print reports in PDF
- ☒ Enable personal card charge import
- ☒ If set to true, allow more than one authorization request to be assigned to a single report.
- ☐ Allow users to remove e-receipts without creating expenses
- ☐ Allow users to remove trip segments without creating expenses
- ☒ Allow users to combine expenses into a single merged expense
- ☐ Use Request allocation data (first) and Expense data (second) to pre-populate allocation fields ?
- ☒ Use Named Groups for Car Configuration
- ☒ Allow traveler to add Commuter Pass Route.
- ☒ Allow users to copy expense reports
- ☒ Allow users to add expenses via Quick Expenses grid
- ☐ Allow users to add mileage expenses via Mileage grid
- ☐ Allow approvers to view reports approved as a delegate
- ☒ Allow users to manage favorite allocations
- ☒ Allow Cash Advance Administrator to Create & Issue cash advances.
- ☒ Allow Cash Advance Administrator to Record Return Amount.
- ☐ Allow amounts to appear in limit-based exception messages (enable only if used) ?
- ☐ Provide default exchange rate for cash advance issuance

Select additional employee fields to display in user search results

Employee ID  
Logon ID  
Org Unit 1-Division  
Org Unit 2-Department  
Org Unit 3-Region  
Org Unit 4  
Org Unit 5

Add Remove

None Selected

- ☐ Allow users to search by Employee ID
- ☒ Enable Validation Rules

4. Click **Save**.



## Remaining Tasks

You can now:

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

