Concur Request: Allocations

Setup Guide

Last Revised: October 24, 2018

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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<th>Notes / Comments / Changes</th>
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<tbody>
<tr>
<td>July 20, 2020</td>
<td>Removed the Request/Authorization Request/Concur Request section to align with Concur Request product branding.</td>
</tr>
<tr>
<td>June 4, 2020</td>
<td>Changed &quot;Authorization Request&quot; to &quot;Concur Request&quot; in Request guide references to align with Concur Request product branding.</td>
</tr>
<tr>
<td>April 22, 2020</td>
<td>Renamed the Authorization Request check box to Request on the guide’s title page; cover date not updated</td>
</tr>
<tr>
<td>January 10, 2020</td>
<td>Updated the copyright; no other changes; cover date not updated</td>
</tr>
<tr>
<td>June 19, 2019</td>
<td>Updated the image of the Site Settings page to include the new &quot;Display the Close link for Authorization Request Users&quot; setting.</td>
</tr>
<tr>
<td>January 17, 2019</td>
<td>Updated the copyright; no other changes; cover date not updated</td>
</tr>
<tr>
<td>October 24, 2018</td>
<td>Added clarification about the relationship between Request allocation custom fields and Expense allocation custom fields when using copy-down</td>
</tr>
<tr>
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<td>Changed copy-down to copydown; no other changes; cover date not updated</td>
</tr>
<tr>
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<td>Added a note to the Additional Expense Entry Allocations: More Allocation Fields in the Expense and Use the Additional Expense Entry Allocations Setting sections</td>
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<tr>
<td>April 12, 2018</td>
<td>Changed the check boxes on the front cover; no other changes; cover date not updated</td>
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<tr>
<td>January 18, 2018</td>
<td>Updated the last step in the Use the Additional Expense Entry Allocations Setting section</td>
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<tr>
<td>January 17, 2018</td>
<td>Changed copyright and added additional steps to the Use the Additional Expense Entry Allocations Setting section</td>
</tr>
<tr>
<td>December 14, 2016</td>
<td>Changed copyright and cover; no other content changes.</td>
</tr>
<tr>
<td>May 13, 2016</td>
<td>Updated the Permissions section and guide content to new corporate style; no content changes.</td>
</tr>
<tr>
<td>June 12, 2015</td>
<td>Updated the screen shots to the enhanced UI; no other content changes.</td>
</tr>
<tr>
<td>September 16, 2014</td>
<td>Added information about two user interfaces; no other content changes.</td>
</tr>
<tr>
<td>April 11, 2014</td>
<td>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</td>
</tr>
<tr>
<td>January 20, 2014</td>
<td>Cover and copyright changes; no other content changes</td>
</tr>
<tr>
<td>October 1, 2013</td>
<td>Added a note about allocation audit rule exceptions, which appear at the allocation level</td>
</tr>
<tr>
<td>February 24, 2013</td>
<td>Name change from &quot;Travel Request&quot; to &quot;Request&quot; – no other content changes.</td>
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<td>Notes / Comments / Changes</td>
</tr>
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<td>------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>January 2 2013</td>
<td>Added information about allocating expected expenses differently from segments and differently from each other</td>
</tr>
<tr>
<td>November 16 2012</td>
<td>Added information about Allocation Summary view</td>
</tr>
<tr>
<td>October 19 2012</td>
<td>Added information about View All</td>
</tr>
<tr>
<td>September 14 2012</td>
<td>Added information about allocation favorites</td>
</tr>
<tr>
<td>March 6 2012</td>
<td>Made rebranding and/or copyright changes; no content changes</td>
</tr>
<tr>
<td>October 25 2011</td>
<td>Added information about allocations for expected expenses</td>
</tr>
<tr>
<td>July 22 2011</td>
<td>User interface changes - &quot;Request&quot; changed to &quot;Travel Request&quot; - updated menu options and screen shots</td>
</tr>
<tr>
<td>June 3 2011</td>
<td>Changed occurrences of &quot;Request&quot; to &quot;Travel Request&quot; - no other changes to content</td>
</tr>
<tr>
<td>May 20 2011</td>
<td>Initial publication</td>
</tr>
</tbody>
</table>
Allocations

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.

<table>
<thead>
<tr>
<th>Implementation</th>
<th>Is this feature available?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand-alone</td>
<td>Yes, Optional</td>
</tr>
<tr>
<td>Integrated with Concur Expense (but not Concur Travel)</td>
<td>Yes, Optional</td>
</tr>
<tr>
<td>Integrated with Concur Travel (but not Concur Expense)</td>
<td>Yes, Optional</td>
</tr>
<tr>
<td>Integrated with Concur Expense and Concur Travel</td>
<td>Yes, Optional</td>
</tr>
</tbody>
</table>

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 two 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.

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, 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 on the Expenses tab of the request)

- **Allocate All:** Set the option in 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 on the **Expenses** tab of 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, Expense will prompt the user to select one of them in an expense entry field so 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 All Expenses to Match the Request**

You can set an option in Expense that allows 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 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, 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.
Section 4: Overview of Allocations

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 Concur Client Support.

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

Assume the following:
- Request allocation fields include custom 1 through 4.
- Expense allocation fields include custom 1 through 4.
- 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.
- Expense entry Allocations form field is configured to copy down from 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 Expense Policy).

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

Example data:

<table>
<thead>
<tr>
<th>Request entry allocations</th>
<th>Resulting Expense entry allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% ABC 123 0012 A4</td>
<td>50% ABC 123 0012 A4</td>
</tr>
<tr>
<td>50% XYZ 234 0104 X5</td>
<td>50% XYZ 234 0104 X5</td>
</tr>
</tbody>
</table>

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

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

The population of the 5th field is determined by an 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 Request allocation fields 1 through 4 is copied down into Expense allocation fields 1 through 4 and Expense allocation field 5 is left blank.
Section 5: What the User Sees

<table>
<thead>
<tr>
<th>Request entry allocations</th>
<th>Resulting Expense entry allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% ABC 123 0012 A4</td>
<td>50% ABC 123 0012 A4</td>
</tr>
<tr>
<td>50% XYZ 234 0104 X5</td>
<td>50% XYZ 234 0104 X5</td>
</tr>
</tbody>
</table>

- If the site setting is **enabled**, the remaining 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.

<table>
<thead>
<tr>
<th>Request entry allocations</th>
<th>Resulting Expense entry allocations</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>50% XYZ 234 0104 X5</td>
<td>50% XYZ 234 0104 X5</td>
</tr>
</tbody>
</table>

**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 segment of the request, the **Allocate** button appears.

![Request 333N](image)

When the user clicks **Allocate**, the **Allocations for Request** window appears.
Section 5: What the User Sees

The user defines the allocations and clicks **Save**

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.

**Expected Expenses Allocated Individually**

If the configuration allows expected expenses to be allocated individually, when the user clicks Allocate, initially, the left side of the Allocations for Request window is locked.

The user clicks Cancel so the left side of the window becomes editable. The user then selects one or more expected expenses, clicks Allocate Selected Expenses, and completes the allocation process.
Section 5: What the User Sees

Allocation Icon

Once allocated, the allocation icon appears.

Refer to Viewing Allocations in this guide.
Allocating 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 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 **Allocations for Request** window, the allocation amounts may not match exactly the amounts the user originally entered.
Section 5: What the User Sees

Deleting an Allocation

To remove an allocation, in the Allocations for Request window, the user selects one or more rows and clicks **Delete Selected Allocations**.

![Allocations for Request window](image)

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, 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 clicks the menu icon, then **Add to Favorites**.
The user enters a name and clicks **Save**.

The allocation is added to the user's allocation favorites.
Section 5: What the User Sees

*Using a Favorite*

In the **Allocation** window, the user clicks the menu icon then hovers over **Favorites**. The list of favorites appears. The user then clicks the desired favorite.

If an allocation already exists, the system prompts for confirmation:

![Confirm dialog](image)

The user clicks **Yes**. The information populates the fields.
Once the information appears in the allocation fields, the user can manually edit the allocation information, if desired.

**Removing a Favorite**

The user can remove a favorite by clicking the red X associated with the favorite.

**Redefining a Favorite**

The user can redefine a favorite by creating a new one and saving it with the existing name.
Section 5: What the User Sees

Viewing Allocations

There are several ways to view allocations:

- Popup
- Allocation Summary view
- View All

Where the popup and the Allocation Summary view are automatically available, the View All feature requires configuration.

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

**Popup**

Users can view allocations with a hover-over popup. When the user opens a request and hovers the mouse pointer over the allocation icon, the allocation information appears.
**Allocation Summary View**

Where the **Allocations** section of the **Allocations for Request** page shows the allocations as percentages, the **Summary** view shows the actual totals.

In the example below, the client has both the Summary view and the View All feature (described below). In this case, they are both located on the **View** button. If the client does not use the View All feature (as in the example above) the button reads **Summary** instead of **View**.
Section 5: What the User Sees

View All

If the View All feature is configured, users can see all allocations by clicking View > View All in the Allocations for Request window. The allocation information appears in a printed report format.

Refer to the configuration information in this guide.
Display of Allocation-Level Exceptions

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

Exceptions for audit rules that use the Request Submit action appear on the Request Header tab:

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.

<table>
<thead>
<tr>
<th>#</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Optional - If you would like the Allocation fields to be list fields, you will start by creating the custom lists.</td>
</tr>
<tr>
<td>2</td>
<td>Optional - If the list is a connected (multi-level) list, create a connected list definition and assign it to the Allocation form.</td>
</tr>
<tr>
<td>3</td>
<td>Configure the Allocation form.</td>
</tr>
</tbody>
</table>
### Section 6: Configuring the Allocations Feature

<table>
<thead>
<tr>
<th>#</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Select the Allocation form and separator for the request policy.</td>
</tr>
<tr>
<td>5</td>
<td>Optional - Define whether expected expenses are allocated separately.</td>
</tr>
<tr>
<td>6</td>
<td>Optional - Configure the View All feature.</td>
</tr>
<tr>
<td>7</td>
<td>Optional - Activate Allocation Favorites.</td>
</tr>
<tr>
<td>8</td>
<td>Optional - Define an audit rule for full allocation.</td>
</tr>
<tr>
<td>9</td>
<td>Optional - Configure fields in Expense for copydown (if integrated with Expense).</td>
</tr>
</tbody>
</table>

### 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

1. **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.
Section 6: Configuring the Allocations Feature

- 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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create &amp; Delete</td>
<td>This person can create and delete allocations as well as change amounts or percentages.</td>
</tr>
<tr>
<td>Edit Amounts</td>
<td>This person can change the amounts or percentages of the allocations but cannot add or delete allocations.</td>
</tr>
<tr>
<td>Read-only</td>
<td>This person <strong>cannot</strong> change amounts or percentages and cannot add or delete allocations.</td>
</tr>
</tbody>
</table>

- 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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Allocation Form</td>
<td>Either:</td>
</tr>
<tr>
<td></td>
<td>• Select None - if your company does not use this feature.</td>
</tr>
<tr>
<td></td>
<td>• Select an allocation form to be associated with this policy - if your company uses the allocation feature.</td>
</tr>
<tr>
<td></td>
<td>The request allocation form is configured in Administration &gt; Request &gt; Forms and Fields.</td>
</tr>
</tbody>
</table>
## Option Description

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation View Print Format</td>
<td>Select to provide a print format in the Allocations for Request window via the View All button.</td>
</tr>
<tr>
<td>Allocation Separator</td>
<td>This symbol separates segments of the request allocation code.</td>
</tr>
<tr>
<td></td>
<td>• This field can contain only one character.</td>
</tr>
<tr>
<td></td>
<td>• The default separator is a hyphen.</td>
</tr>
<tr>
<td></td>
<td>• The separator cannot be blank (null) or a space.</td>
</tr>
<tr>
<td></td>
<td>• The separator can be special character (single quote, double quote, forward slash, backslash, alpha) or alphanumeric characters.</td>
</tr>
<tr>
<td></td>
<td>If the allocation feature is not activated (by designating an allocation form), then the separator is not used.</td>
</tr>
</tbody>
</table>

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 are Allocated 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 to be allocated individually.

▶ To allow expected expenses to be allocated individually:

1. Click Administration > Request > Site Settings.
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2. Select **Allow Expected Expenses to be allocated individually.**

3. Click **Save.**

**Step 6: Configure the View All Feature (Optional)**

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 through the wizard, then click **Done**. The **View All** link will now appear in the **Allocations for Request** window.

For general information about policies, refer to the *Concur Request: Policies and Groups Setup Guide*. 
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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*. 
Section 6: Configuring the Allocations Feature

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 Request and Expense when copying the allocation set from a request to the linked expense report.

- The fields in Request can only copy to the same fields in Expense. For example, Request allocation Custom 01 copies to Expense allocation Custom 01. The system cannot be configured to copy differently, for example from Request allocation Custom 02 to Expense allocation Custom 01.
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- Request and Expense must have the same number of allocation custom fields in order for the copy to be successful. If not, all 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 Concur Client 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 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 Concur Support to update the field-level setting on the Expense allocations fields to enable this feature.