*Purpose: The purpose of this document is to demonstrate how to add FOAPALs to your Concur Account and use them in your expense reports.* **While you can add FOAPALs, they will still follow the signature authorization workflow that has been determined by the Business Office. If you are an Administrator, please see the last page of this document on how to add FOAPALs for other members of your organization.**

First, check the FOAPALs you can currently use when creating an Expense Report

1. Log in to Concur Travel & Expense Management

2. Select the Expense tab and then click the New Expense Report link.

3. In the Report Header section, you have the ability to choose the FOAPAL from the drop down boxes labeled Fund and Organization. You will see any FOAPALs that you have access to in TUmarketplace, Cognos Reporting or Self Service Banner. The default will be prefilled with your home FOAPAL.
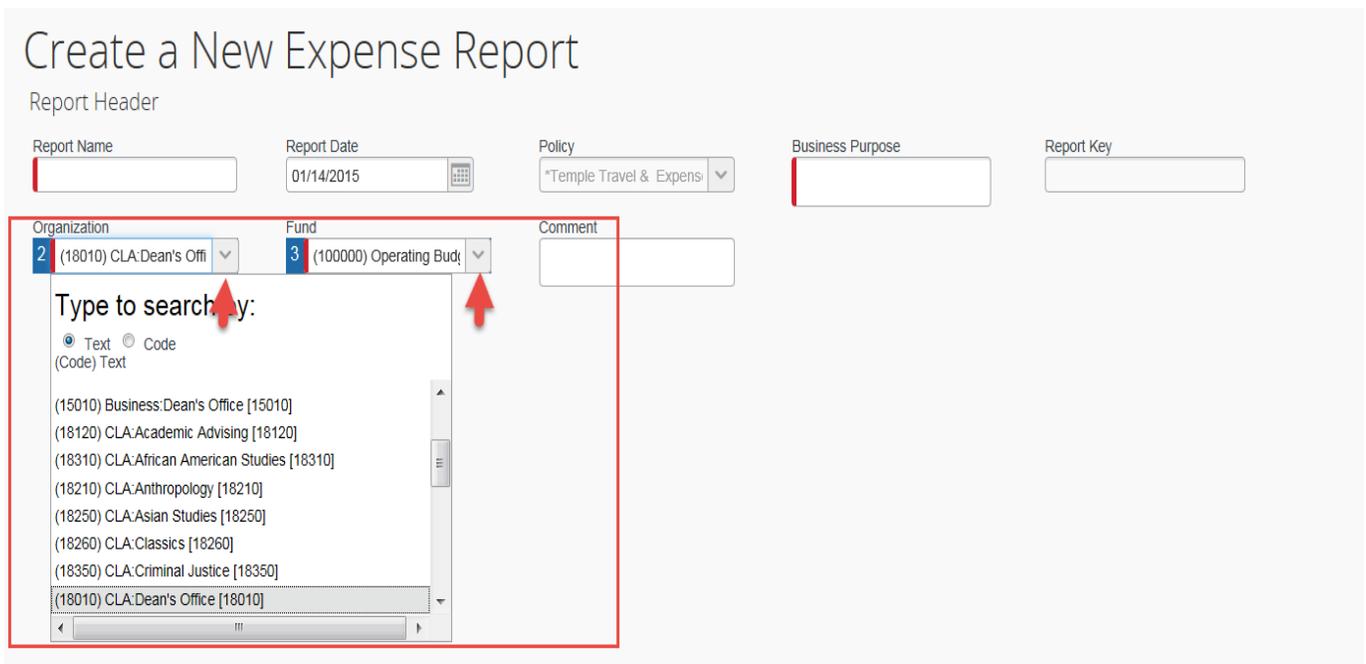
4. If the FOAPAL does not appear for you to charge, do not continue with the expense report. Go back to the TUPortal and click on the Staff Tools tab. Navigate to the Finance Application Channel and click on Concur Utilities.
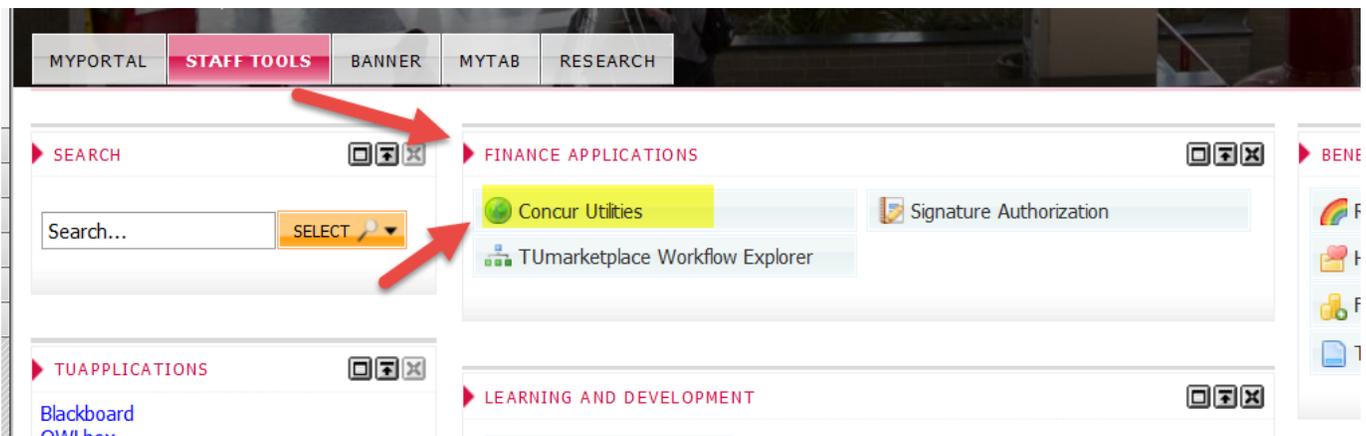
5. Click on the FOAPAL Additions Channel to view the Funds/Orgs that you can use for expense reporting:

Listed below are the FOAPALs that you currently have access to in Concur Travel & Expense Management.
If you need to charge your expenses against a FOAPAL that is not listed, please enter the Fund and
Organization and click Submit. The FOAPAL will be added to your Concur drop down box in 2 business days.
If you have any questions or concerns, please send them to travel@temple.edu.

▶ FOAPAL ADDITIONS

You are administering for: yourself

Fund: [   ]   Organization: [   ]   **SUBMIT**

FUND	ORGANIZATION	ACCESS	DELETE
100000	47040	OWNED	X
100000	47051	OWNED	X
100000	47062	OWNED	X
100000	47310	OWNED	X
100000	67200	OWNED	X
100000	77140	OWNED	X
100000	77300	OWNED	X
100000	77310	PENDING ACCESS	X

6. Enter the Fund and Organization Combination that you would like to access in your Expense Report. This will be submitted systemically to the Controller's Office and the FOAPAL combination will be validated for accuracy.

   OWNED: This FOAPAL is available in Concur for you to use in your Expense Reports
   PENDING ACCESS: This FOAPAL will be added to your Concur account as long as it is a valid FOAPAL

7. Concur should be updated with the new FOAPALs in your dropdown box within two business days.

8. You may click the delete button at any time to remove FOAPALs that you no longer need.

Just a reminder - While you can add FOAPALs, they will still follow the signature authorization workflow that has been determined by the Business Office.

For Administrators:
When you open the app, you will see an additional area where you can add a TUID.

▶ FOAPAL ADDITIONS

More Information

You are administering for: yourself

TU-ID: [   ]   **CHANGE ROLE**

Fund: [   ]   Organization: [   ]   **SUBMIT**

FUND	ORGANIZATION	ACCESS	DELETE
100000	47040	OWNED	X
100000	47051	OWNED	X
100000	47062	OWNED	X
100000	77310	OWNED	X
100000	67200	OWNED	X
100000	77140	OWNED	X
100000	77300	OWNED	X
100000	47310	OWNED	X

1. Enter the TUID of the person for whom you would like to add FOAPALs. Click the Change Role button.

2. When the page refreshes after you have clicked the Change Role button, you should see the name of the person you will administer for – "You are administering for XXX XXXXX"

▶ **FOAPAL ADDITIONS**

More Information

You are administering for: Amy Lavin

TU-ID: [   ] CHANGE ROLE

Fund: [   ] Organization: [   ] SUBMIT

FUND	ORGANIZATION	ACCESS	DELETE
100000	47040	OWNED	X
100000	47051	OWNED	X
100000	47062	OWNED	X
100000	77310	OWNED	X
100000	67200	OWNED	X
100000	77140	OWNED	X
100000	77300	OWNED	X
100000	47310	OWNED	X
100000	67100	PENDING ACCESS	X

3. Enter the Fund & Organization information and click Submit. The FOAPAL you have added will say "Pending Access". This FOAPAL will be available in the person's drop down box on the Concur Expense report in 2 business days. The Access code will then be changed to "Owned"

To delete a FOAPAL from someone's access, click the red X next to the FOAPAL.

To be made an administrator for this application, please send an email titled "FOAPAL Addition Administrator" to travel@temple.edu and include your TUID in the message.