

Purpose: The purpose of this document is to demonstrate how to indicate which FOAPAL your expense report and particular expenses should be charged against.

- 1. Log in to Concur Travel & Expense Management
- 2. Select the Expense tab and then click the Create New Report Box

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 fill in with your home FOAPAL.

| C. CONCUR Expense  | Administer for  |  |  |  |  |
|--|---|--|--|--|--|
| Manage Expenses Cash Advances -                            |   |  |  |  |  |
| Create a New Expense Report<br>Report Header               |   |  |  |  |  |
| Report Name Report Date Policy Business Purpose Report Key | Organization         Fund         Comment           2         toShiOp TUSM Medicine 2         3         (162022) Medicine Admir            Type to search by: |  |  |  |  |
|  | Code     Code     Code     Code     Code     Text     (05700) TUSM:Medicinel/Administration [05700]     (05735) TUSM:MedicineInfectious Disease [05735]       |  |  |  |  |

4. To change the Expense Report FOAPAL, select the correct Fund and Organization from the drop down boxes. Each expense in the report will be charged to that FOAPAL.

5. If you would like to change or allocate part of an expense to a different FOAPAL within the Expense Report, you may allocate the expense on the particular expense.

6. Click on the Allocate button after you have entered the expense information.

|                        |                       | Travel Expe                  | se Approvals  | Reporting -                    | App Center |                  |             | Profile -                          |                  |                          |
|------------------------|-----------------------|------------------------------|---------------|--------------------------------|------------|------------------|-------------|------------------------------------|------------------|--------------------------|
|                        | Manage Expenses       | Cash Advances                | Processor -   |                                |            |                  |             |                                    |                  |                          |
| Creating Information   | Jetails pts + Print / | Email •                      |               |                                |            |                  |             |                                    | Del              | ete Report Submit Report |
| Expenses               | Delete Copy View •    | New Expense                  |               |                                |            |                  |             |                                    |                  | Available Receipts       |
| Adding New Expense     | unit Requested        | Expense Type<br>Conference F | eg Fees - 7 🗸 | Transaction Date<br>01/29/2015 |            | Business Purpose | Vendor Name | City<br>Philadelphia, Pennsylvania | Type of Expense  |                          |
|                        |                       | Employee Re                  | bursement v   | 325.00                         |            |                  |             |                                    |                  |                          |
| TOTAL AMOUNT<br>\$0.00 | TOTAL REQUEST         | <sup>10</sup>                |               |                                |            |                  |             |                                    | See Marco Alcose | Atlach Receipt Cancel    |



**□ x** 

7. The allocation window will open – select whether you will allocate by percentage or fixed amount.

| Allocations for Report: Creating I                    | nformation  |                |                           | □ ×                   | Dek |
|---|---|----------------|---------------------------|-----------------------|-----|
| Expense List  | Allocations   | Total:\$325.00 | Allocated:\$325.00 (100%) | Remaining:\$0.00 (0%) |     |
| Allocate Selected Expenses Clear Selections Summary   | Allocate By:  Add New Allocation Delete Selected Allocations Favorites Add to Favorites |                |                           |                       |     |
| Select Group +  | Percentage      charge Group * Organization * Fund Code                                 |                |                           |                       |     |
| ☑ Date ▼         Expense         Group         Amount | (10000) Oper 901630553-6/1  |                |                           |                       |     |
| 01/29/2015 Conferenc \$325.00                         |   |                |                           |                       | _   |
|   |   |                |                           |                       |     |
|   |   |                |                           |                       |     |
|   |   |                |                           |                       |     |

8. Click the Add New Allocation button. Update the percentage or amount based upon your allocations. Select the appropriate FOAPAL from the drop down boxes for Organization and Fund. Click Save when you have completed the allocation.

Allocations for Report: Creating Information

| Expense List  |           |       |          | Allocations  |                |                               |               |               |  |  | Total: <b>\$325.00</b> | Allocated:\$325.00 (100%) | Remaining: <b>\$0.00 (0%)</b> |
|---|-----------|-------|----------|--|----------------|-------------------------------|---------------|---------------|--|--|------------------------|---------------------------|-------------------------------|
| Allocate Selected Expenses Clear Selections Summary |           |       |          | Allocate By:      Add New Allocation Delete Selected Allocations Favorites      Add to Favorites |                |                               |               |               |  |  |                        |                           |                               |
| Select Group 🔻                                      |           |       |          | Percentage   | Charge Group   | * Organization                | * Fund        | Code          |  |  |                        |                           |                               |
| ✓ Date *  | Expense   | Group | Amount   | 50   | (901830553) 67 | (67130) Accou                 | (100000) Oper | 901830553-671 |  |  |                        |                           |                               |
| 01/29/2015  | Conferenc |       | \$325.00 | 50   | (901830553) 67 | Accounts Par 🗸                | (100000) Oper | 901830553-671 |  |  |                        |                           |                               |
|   |           |       |          |  | Type to se     | arch by:                      |               |               |  |  |                        |                           |                               |
|   |           |       |          |  |                | Text      Code     Code) Text | e             |               |  |  |                        |                           |                               |
|   |           |       |          |  |                | Searching                     |               |               |  |  |                        |                           |                               |

9. Once you have allocated an expense the allocation symbol will show under the expense in the list.

|           |   |  | C. co         | ONCUR       | Travel      | Expense                        | Approvals   | Reporting 🕶      | App Center |                                     |             | Profile 🕶                  |                 |                    |
|-----------|---|--|---------------|-------------|-------------|--------------------------------|-------------|------------------|------------|-------------------------------------|-------------|----------------------------|-----------------|--------------------|
|           |   |  | Manage        | e Expenses  | Cash A      | dvances 🕶                      | Processor 🕶 |                  |            |                                     |             |                            |                 |                    |
| Cr<br>(+) | Creating Information           Here Experts         + Outer Experts         Import         Details          Receipts          Print / Email |  |               |             |             |                                |             |                  |            |                                     |             |                            |                 |                    |
| Expe      | nses  |  | Move 🔻 Delete | Copy View * | « Expe      | inse                           |             |                  |            |                                     |             |                            |                 | Available Receipts |
| /         | Date *  | Expense  | Amount        | Requested   | i Evo       | anea Tuna                      |             | Transaction Data |            | Rueinaee Dumnee                     | Vandar Nama | Ch.                        | Tune of Expense |                    |
| <b>V</b>  | 01/29/2015  | Conference Reg Fees - 7314<br>Philadelphia, Pennsylvania | \$325.00      | \$325.00    |             | inference Reg Fee              | IS-7 V      | 01/29/2015       |            |                                     |             | Philadelphia, Pennsylvania | Domestic V      |                    |
|           | t   |  |               |             | Payı<br>Err | ment Type<br>nployee Reimburse | ment V      | Amount<br>325.00 | USD 🗸      | Personal/Prepaid (do not reimburse) | Comment     |                            |                 |                    |