

# SAP Concur

**PROCUREMENT SERVICES DIVISION**



## **End-USER Training**

How to Add or Edit the Funding  
Information of a Travel  
Request or Expense Report

# The purpose of this job aid is to show how to edit the funding information of a Travel Request or Expense Report.

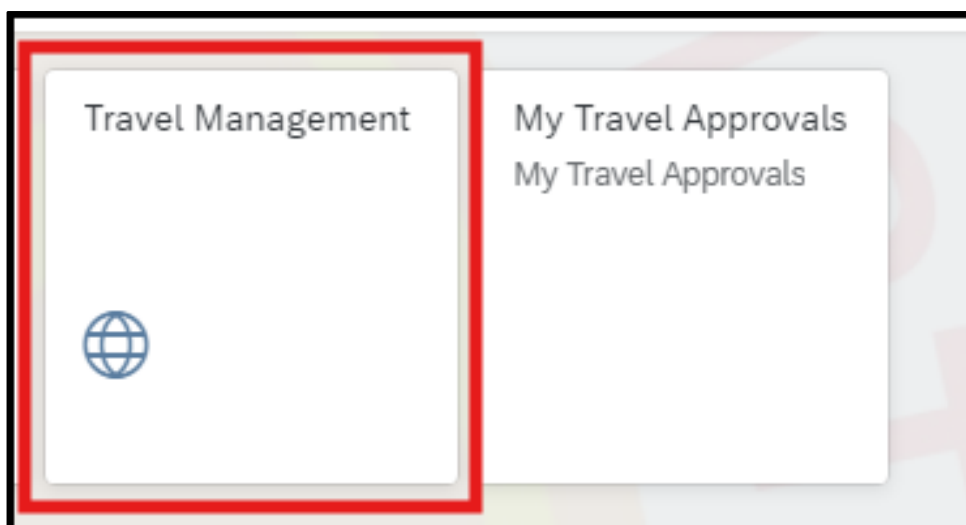
1

To access Concur Travel, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



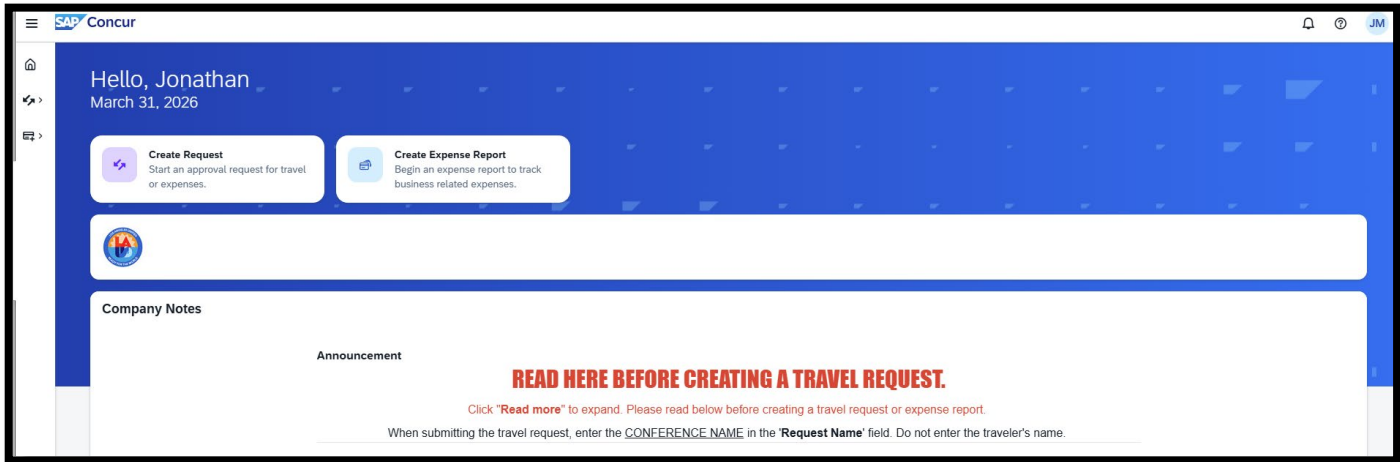
2

Click on the **Travel Management** tile to open Concur.



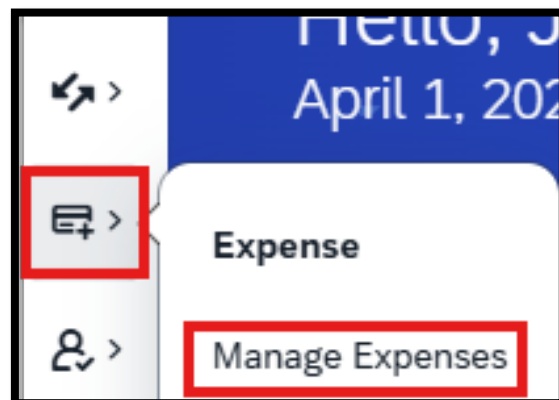
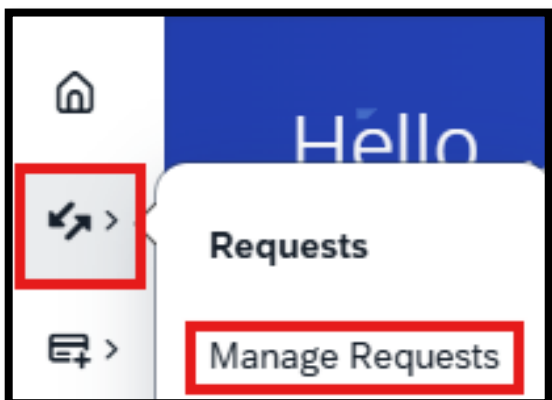
3

You will be directed to the Concur Travel home page. Display may look different depending on your view settings.



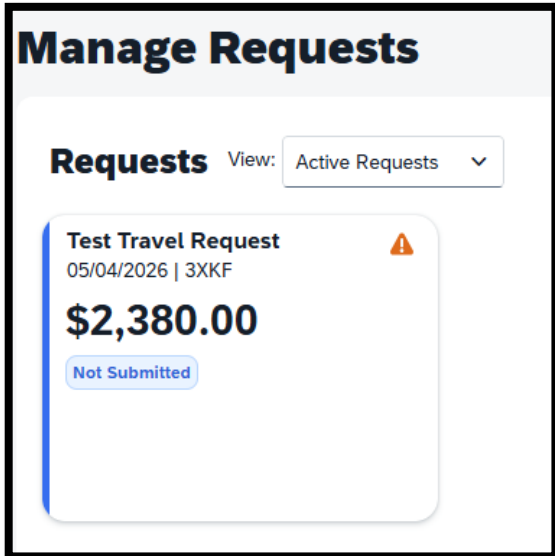
4

To find your **Travel Requests** select the **Arrow icon** on the left side of the screen & select **Manage Requests**. To find your **Travel Expense Reports** select the **Credit Card icon** & select **Manage Expenses**.



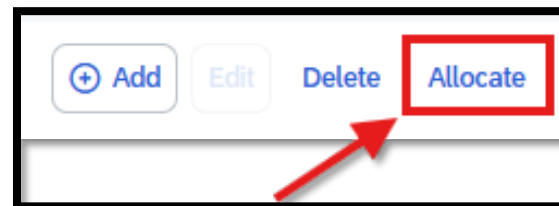
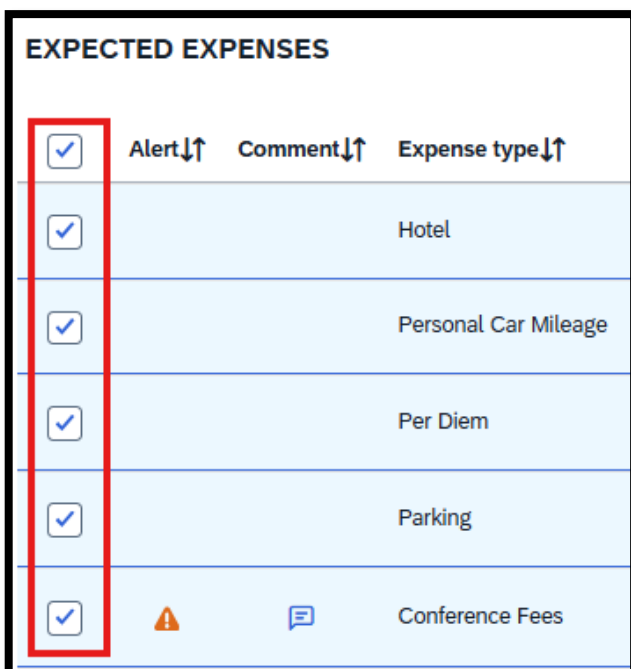
5

Click on the **tile** of the **request** or **expense report** you want to edit.



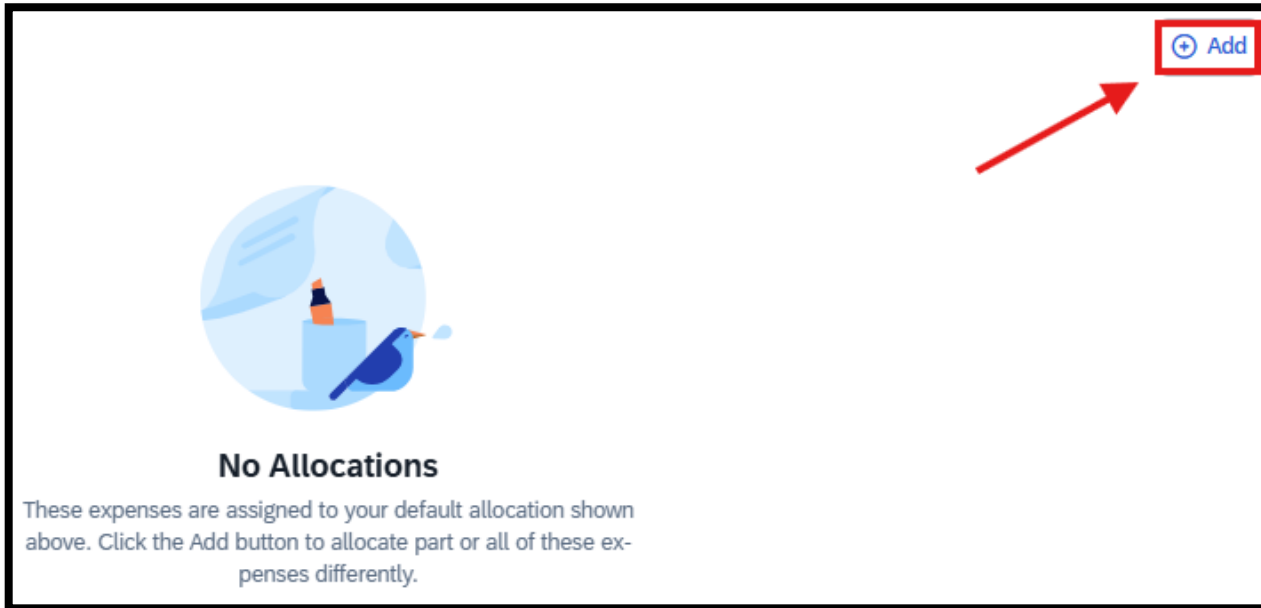
6

Check the boxes on the left of the **expenses** to highlight them and click the **Allocate** button on the right side.



7

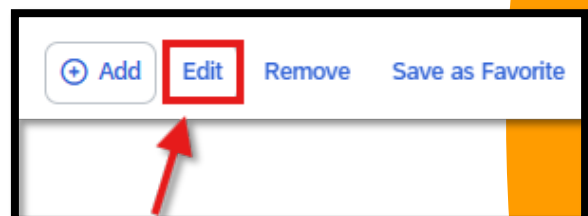
Click the **Add** button to enter a **new funding line**.



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To **Edit** an **existing funding line**, select the checkbox of the desired line and click **Edit** on the right side.

| Allocations (1)                     |                       |                |
|-------------------------------------|-----------------------|----------------|
| <input checked="" type="checkbox"/> | Logical System↓↑      | Company Code↓↑ |
| <input checked="" type="checkbox"/> | ECC Production Client | LAUSD          |



Scroll down to the last three fields; **Cost Object Value (Funding Location Code)**, **Fund**, & **Functional Area**. Enter the full location code the funds are coming from in the **Cost Object Value** field. Enter the **Fund** & **Functional Area** codes in their respective fields & include the hyphens.

The screenshot shows a mobile application interface for adding an allocation. At the top, there is a title "Add Allocation" and two options: "+ New Allocation" (underlined) and "★ Favorite Allocations". Below this is a search bar containing "(CC) Cost Center" with a dropdown arrow, a close button (X), and a scroll indicator. The main form consists of three rows, each with a label and a dropdown menu. The first row is labeled "Cost Object Value" and has a character count of "4". The second row is labeled "Fund" and the third is labeled "Functional Area". A red rectangular box highlights these three rows. At the bottom right of the form, there are two buttons: "Save" and "Cancel".

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Click **Save** or **Update** once you have selected the desired codes.

The screenshot shows a form with several input fields. The first field is labeled 'Cost Object Value'. Below it are fields for 'Fund' and 'Functional Area'. To the right of these fields is a vertical list of four dropdown menus, each with a downward arrow and a small '4' in the top right corner. At the bottom of the form, there are two buttons: 'Save' and 'Update', with a 'Cancel' button to the right of 'Update'. Red arrows point to the 'Save' and 'Update' buttons.

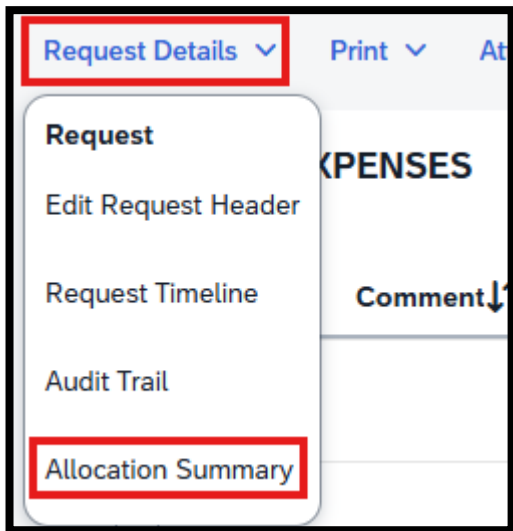
11

Click **Save** in the **Allocations window**.

The screenshot shows the 'Allocations (1)' window. At the top right, there are buttons for '+ Add', 'Edit', 'Remove', and 'Save as Favorite'. Below these is a table with the following columns: 'Logical System', 'Company Code', 'Cost Object Type', 'Cost Object Value', 'Fund', and 'Percent %'. The first row of the table has the following values: 'ECC Production Client', 'LAUSD', 'Cost Center', 'Pers Cmsn/Staff', 'GF-Unrestrict', and '100'. There is a 'Save' button and a 'Cancel' button at the bottom right of the window. A red arrow points to the 'Save' button.

| <input checked="" type="checkbox"/> | Logical System↓↑      | Company Code↓↑ | Cost Object Type↓↑ | Cost Object Value↓↑ | Fund↓↑        | Percent % |
|-------------------------------------|-----------------------|----------------|--------------------|---------------------|---------------|-----------|
| <input checked="" type="checkbox"/> | ECC Production Client | LAUSD          | Cost Center        | Pers Cmsn/Staff     | GF-Unrestrict | 100       |

You can double check your funding allocations by clicking the **Request/Report Details** dropdown and selecting **Allocation Summary**.



Code↓↑

PR1910-1000-CC-1003501-010-0000-0000-0000-00000

ECC Production Client - LAUSD - Cost Center - Pers Cmsn/Staff - GF-Unrestricted - Not Applicable

If an incorrect funding code is provided, or if the provided funding line contains insufficient funds, the budget check will fail, and your request will be rejected.

To avoid budget check failure and rejection, ensure the funding code is correct and the funding line has sufficient funds.