

**TO:** All Directors of Administration and Agency Fiscal Officers

**FROM:** Stephen R. Burns   
Director  
Bureau of Commonwealth Payroll Operations (BCPO)

**DATE:** December 19, 2019

**RE:** BCPO Travel Memo #19-03  
No Open Trip Commitments with SAP Concur

Currently, a travel expense report will automatically create a funds commitment in SAP. This reserves agency funds so that they are available when the traveler's report is approved for payment. The commitment remains open in SAP until the reimbursement is approved for payment or the trip is deleted.

As you know, the Commonwealth is implementing SAP Concur in January 2020. SAP Concur will **not** create open funds commitments. Travel expenses will post via an interface to SAP as a ZE document type and will be immediately expensed to valid cost distribution coding.

- **Invalid Coding** - If any of the cost distribution coding on an SAP Concur travel expense report is invalid, it will post in SAP to an agency default travel account. Agencies will need to monitor the default travel account and enter expenditure adjustments in SAP to move expenses to valid coding. A new SAP role has been created for agencies to monitor their default travel account postings. See BCPO Memo #19-04 for more information.

Agencies must continue to resolve open commitments in SAP. Because travelers will be able to submit travel expenses in ESS/SAP through March 27, 2020, we anticipate that agencies will need to continue resolving open commitments through at least June 30, 2020.

Questions on this memo or assistance with identifying and resolving open funds commitments can be sent to the BCPO Travel Audits Help Desk at [co-travelaudits@pa.gov](mailto:co-travelaudits@pa.gov).

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