

# SAP CONCUR How-To Sheets

## Changing the Index (i.e. who is paying for the expense/s)

### This how-to sheet outlines the steps required to:

- Change the allocation (i.e. index / pot of money the expense/s will be paid from) on an expense report or on an expense request. The steps are the same for both.

### What is the SAP Concur Travel and Expense Reimbursement system used for?

- Requesting reimbursement for expenses (i.e. either travel or non-travel) that you have paid out of pocket (i.e. using your own personal money).

### THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

1. Change the allocation **AFTER** you've added all the expense lines to the report or request.

To change the allocation for ALL the expense lines, click on the box the arrow is pointing to.

To change the allocation for a specific expense line, click on the box beside a given expense line.

The screenshot shows the SAP Concur interface for an expense report titled "Allocation Test \$630". The report is in a "Not Submitted" state. At the top, there are navigation tabs for "Manage Expenses" and "Cash Advances". Below the title, there are buttons for "Add Expense", "Edit", and "Delete". A table of expense lines is visible, with columns for "Alerts", "Receipt", and "Payment Type". A green arrow points to the "Alerts" checkbox in the first row of the table.

<input type="checkbox"/>	Alerts	Receipt	Payment Type
<input type="checkbox"/>			Out of Pocket
<input type="checkbox"/>			Out of Pocket

- Once you've chosen the expense line/s, the blue 'Allocate' button will activate.

Click on the blue 'Allocate' button.

The screenshot shows the SAP Concur interface. At the top, there are navigation tabs: 'SAP Concur', 'Requests', 'Travel', 'Expense' (selected), 'Approvals', and 'App Ce'. Below these are sub-tabs: 'Manage Expenses' and 'Cash Advances'. The main heading is 'Allocation Test \$630.00' with a trash icon. Below the heading is 'Not Submitted'. There are several menu items: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Allowance'. A row of action buttons includes 'Add Expense', 'Edit', 'Delete', 'Copy', and 'Allocate'. A green arrow points to the 'Allocate' button. Below the buttons is a table with columns: 'Alerts', 'Receipt', 'Payment Type', and 'Expense Type'. The table contains two rows of data, both with 'Out of Pocket' as the payment type and 'Computer Equipment/Software Su' as the expense type.

- Click the blue 'Add' button.

The screenshot shows the 'Allocate' dialog box. At the top right is a close button (X). Below the title 'Allocate' is the text 'Expenses: 2 | \$630.00'. There are two tabs: 'Percent' (selected) and 'Amount'. The 'Amount' tab shows 'Amount \$630.00', 'Allocated \$630.00 100%', and 'Remaining \$0.00 0%'. Below this is the 'Default Allocation' section with a table:

Code	Percent %
DEFAULT	100

At the bottom of the dialog are four buttons: 'Add', 'Edit', 'Remove', and 'Save as Favorite'. A green arrow points to the 'Add' button.

No Allocations  
These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.

4. Click on the drop down arrow and choose 'Either'. This will allow you to search for the index (e.g. D482, 555555) or the index name (e.g. Business Operations, Test Index - Research).

Type in the index or the index name.

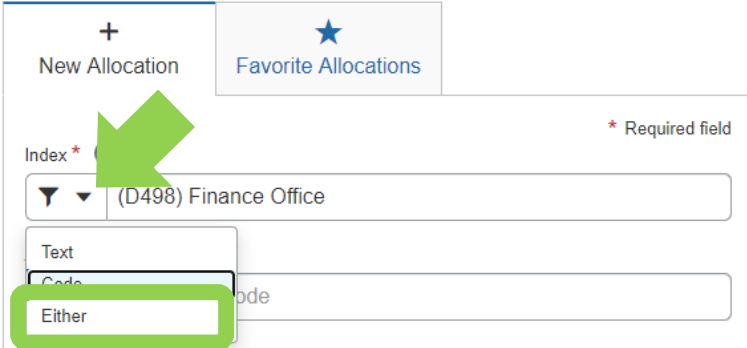
Click on the index you're looking for.

### What is an index?

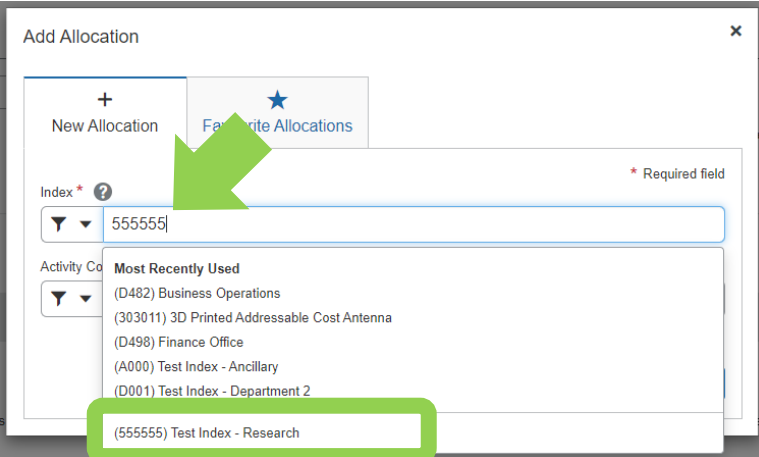
See appendix A of this how-to sheet or visit [carleton.ca/facts/glossary/i/index/](https://carleton.ca/facts/glossary/i/index/)

### Cannot locate the index?

Email [financial.systems@carleton.ca](mailto:financial.systems@carleton.ca)



The screenshot shows the 'Add Allocation' form with the 'Index' dropdown menu open. The 'Index' field contains '(D498) Finance Office'. The dropdown menu is open, showing 'Text' and 'Code' options. The 'Either' option is highlighted with a green box. A green arrow points to the dropdown arrow.

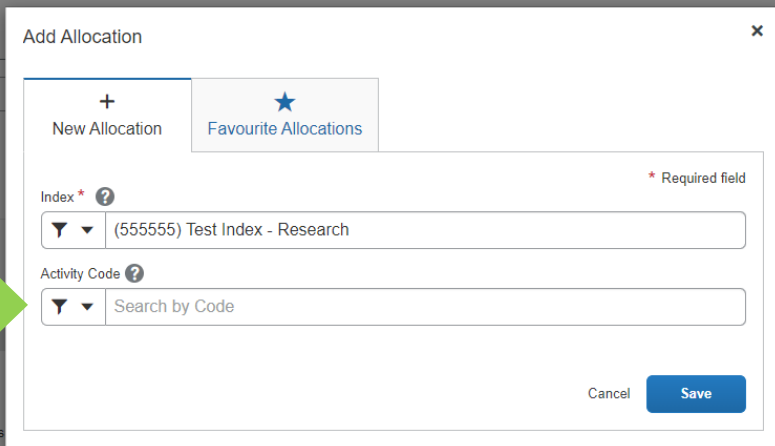


The screenshot shows the 'Add Allocation' form with the 'Index' field containing '555555'. The dropdown menu is open, showing a list of 'Most Recently Used' indices: (D482) Business Operations, (303011) 3D Printed Addressable Cost Antenna, (D498) Finance Office, (A000) Test Index - Ancillary, and (D001) Test Index - Department 2. The option '(555555) Test Index - Research' is highlighted with a green box. A green arrow points to the dropdown arrow.

5. **Optional:** You can also add or change the activity code here.


### More information about activity codes:

<https://carleton.ca/facts/glossary/activity-codes/>



The screenshot shows the 'Add Allocation' form with the 'Index' field set to '(555555) Test Index - Research' and the 'Activity Code' field set to 'Search by Code'. The 'Save' button is highlighted in blue. A green arrow points to the 'Activity Code' field.

6. **Tip:** You can view amounts as a percent or as an amount.

Allocate  ×


Expenses: 2 | \$

Amount: \$630.00 | Allocated \$630.00 100% | ✓ Remaining \$0.00 0%

Default Allocation

Code: *DEFAULT* Percent % 0

<input type="checkbox"/>	Index	Activity Code	Code ▲	<input type="text" value=""/>	<input type="text" value="100"/>
<input type="checkbox"/>	Business Operations		D482		

Allocate  ×

Expenses: 2 | \$630.00

Amount: \$630.00 | Allocated 100% \$630.00 | ✓ Remaining 0% \$0.00

Default Allocation

Code: *DEFAULT* Amount CAD \$0.00

<input type="checkbox"/>	Index	Activity Code	Code ▲	<input type="text" value=""/>	<input type="text" value="630.00"/>
<input type="checkbox"/>	Business Operations		D482		

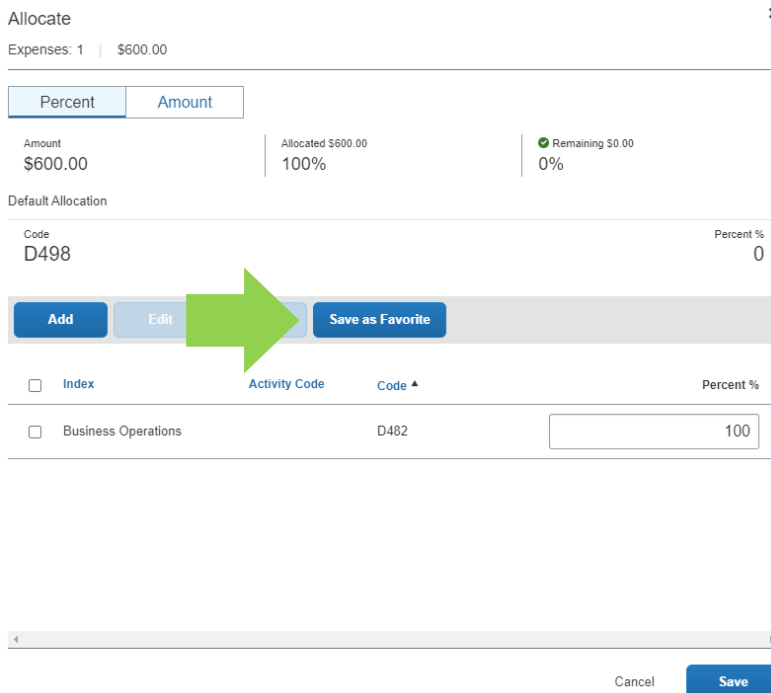
7. **Tip.** If you need to split funding between multiple indexes, repeat steps 3-4 and adjust amounts and/or percentages as needed.



Click 'Save' to return to the expense report.

## Something extra ... how to save indexes and splits as favorites

- 8a. Once you have added the index or split that you want to save as a favorite, click the blue 'Save as Favorite' button.



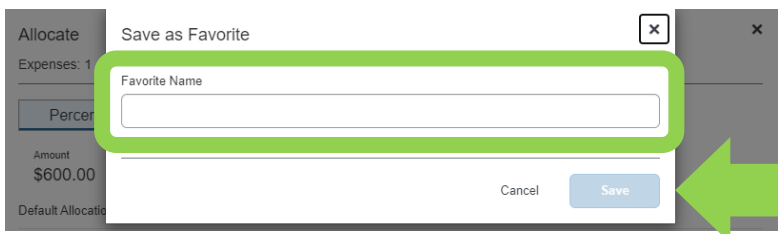
The screenshot shows the 'Allocate' window with the following details:

- Expenses: 1 | \$600.00
- Buttons: Percent, Amount
- Summary: Amount \$600.00, Allocated \$600.00 (100%), Remaining \$0.00 (0%)
- Default Allocation: Code D498, Percent % 0
- Buttons: Add, Edit, Save as Favorite (highlighted with a green arrow)
- Table:

<input type="checkbox"/>	Index	Activity Code	Code	Percent %
<input type="checkbox"/>	Business Operations		D482	100
- Bottom: Cancel, Save

- 8b. Enter a name (i.e. something you will remember).

Click the blue 'Save' button.

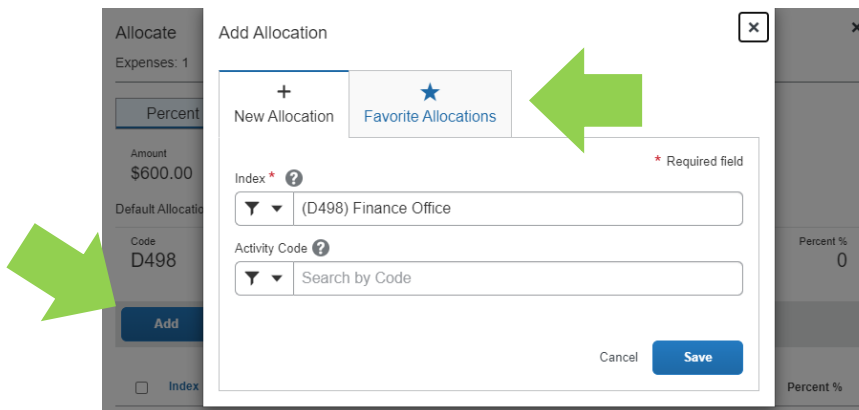


The screenshot shows the 'Save as Favorite' dialog box with the following details:

- Buttons: Cancel, Save (highlighted with a green arrow)
- Field: Favorite Name (highlighted with a green box)

- 8c. To find the saved favorite, click on the blue 'Add' button.

Click on the 'Favorite Allocations' tab.



The screenshot shows the 'Add Allocation' dialog box with the following details:

- Buttons: New Allocation, Favorite Allocations (highlighted with a green arrow)
- Fields: Index (dropdown: (D498) Finance Office), Activity Code (dropdown: Search by Code)
- Buttons: Cancel, Save
- Background: Add button (highlighted with a green arrow)

8d. Click on the favorite you want to add.

**Tip:** To remind yourself which index/es make up the favorite, click on the white 'View Favorite' button.

Click on the blue 'Replace Allocation' button.

Add Allocation

New Allocation  Favorite Allocations

Select

- Project X
- Project Y
- BusFinSplit
- Project With Sam
- Split with Val for Project X
- Split with BO
- Val's Split
- Saving an index or a split as a favorite

8e. The favorite will show the index/es (i.e. not the name of the favorite, Project X in this example).

Click the blue 'Save' button.

Allocate ×

Expenses: 1 | \$600.00

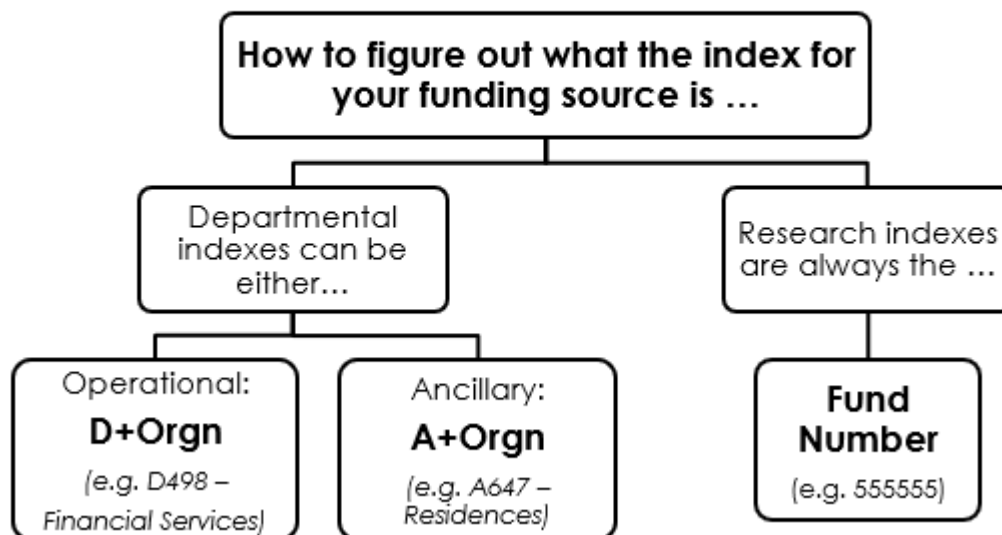
Percent	Amount
Allocated \$600.00 100%	Remaining \$0.00 0%

Default Allocation

Code D498 Percent % 0

<input type="checkbox"/> Index	Activity Code	Code ▲	Percent %
<input type="checkbox"/>	Business Operations	D482	<input type="text" value="75"/>
<input type="checkbox"/>	Finance Office	D498	<input type="text" value="25"/>

**Index:** A short code for the following elements of the FOAPAL accounting string: Fund, Organization, Program



---

**What next?**

- Visit the [carleton.ca/facts/travel](http://carleton.ca/facts/travel) to find more how-to sheets.
  - Questions about the system? Email [financial.systems@carleton.ca](mailto:financial.systems@carleton.ca).
-