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.

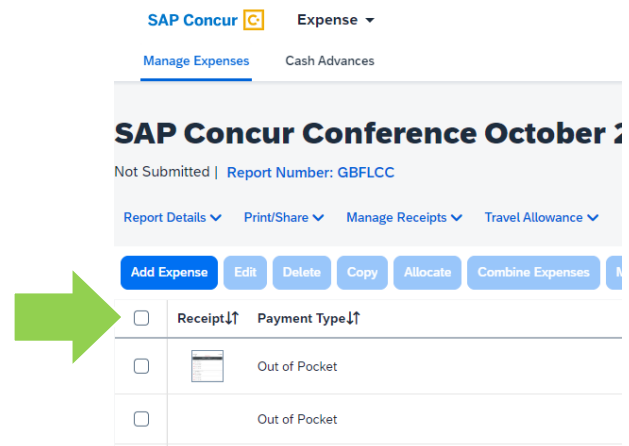**What is the SAP Concur Travel and Expense Reimbursement system used for?**

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

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

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

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

Click on the blue **'Allocate'** button.

SAP Concur [C·]   Expense ▾

Manage Expenses   Cash Advances

SAP Concur Conference October 2023 $

Not Submitted | **Report Number: GBFLCC**

Report Details ▾   Print/Share ▾   Manage   Travel Allowance ▾

Add Expense   Edit   Delete   Copy   **Allocate**   Combine Expenses   Move to ▾

☑	Receipt↓↑	Payment Type↓↑	Expens
☑		Out of Pocket	Airfare

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3. Click the blue **'Add'** button.

Allocate

Expenses: 6 | $1,837.22

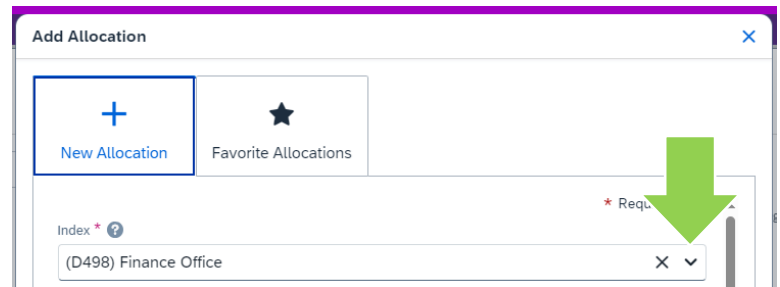| Percent	Amount

Amount
$1,837.22

Allocated $1,837.22
100%

t Allocation

ult
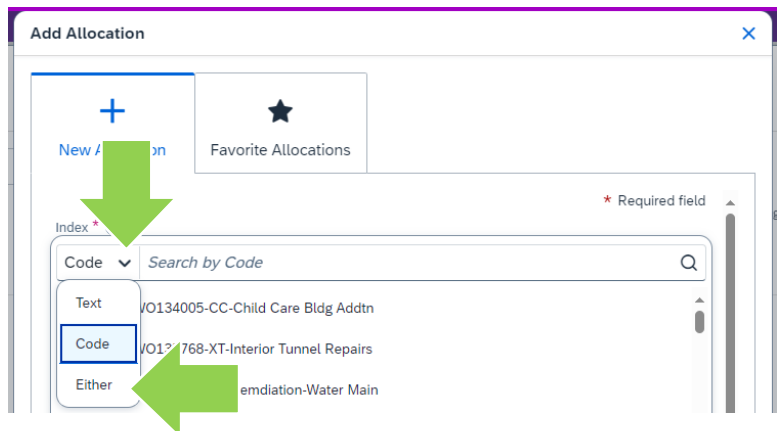
Add   Edit   Remove   Save as Favorite

4. Click on the drop-down arrow in the 'Index' field.

Click on the drop-down arrow in the 'index' field and choose **'Either'**. This will allow you to search for the index (e.g. D482) or the index name (e.g. Business Operations).
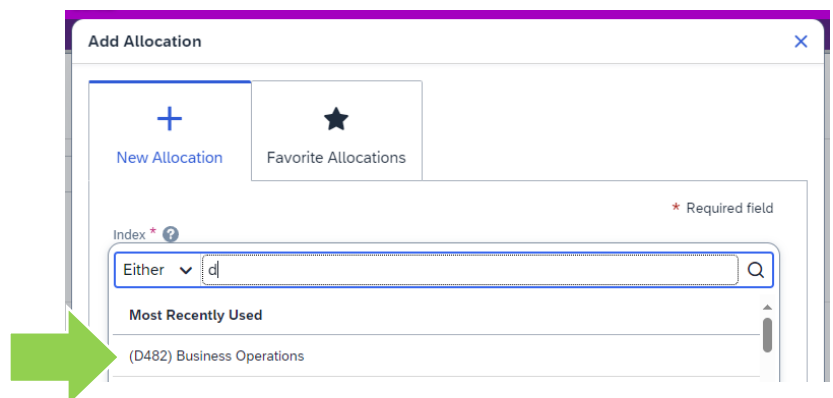
Type in the index code or the index name.

OR

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/
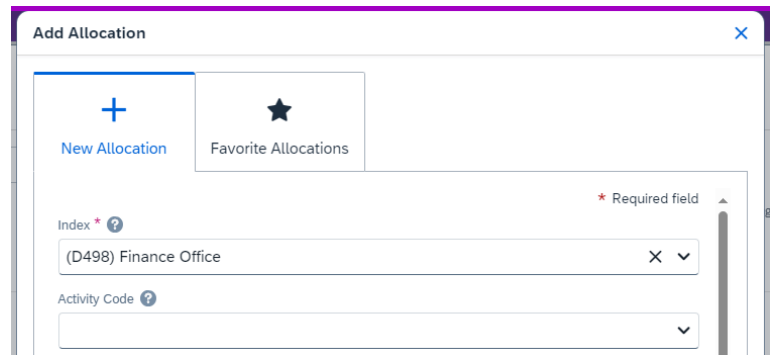
Cannot locate the index?
Email financial.systems@carleton.ca

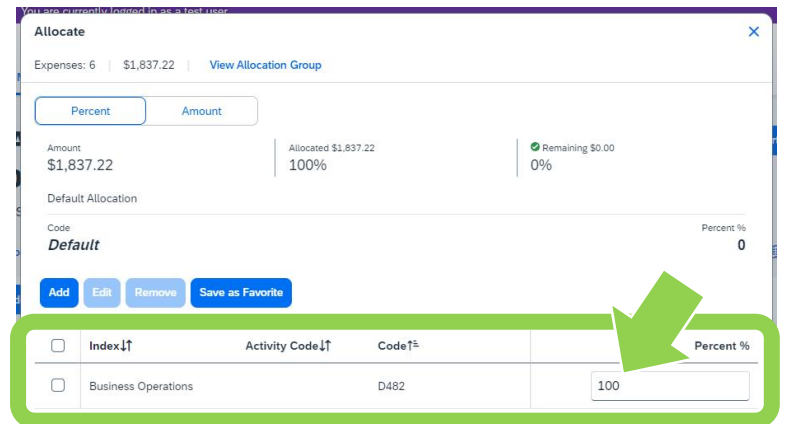5. **OPTIONAL!** You can also add or change the activity code here.

   More information about activity codes:
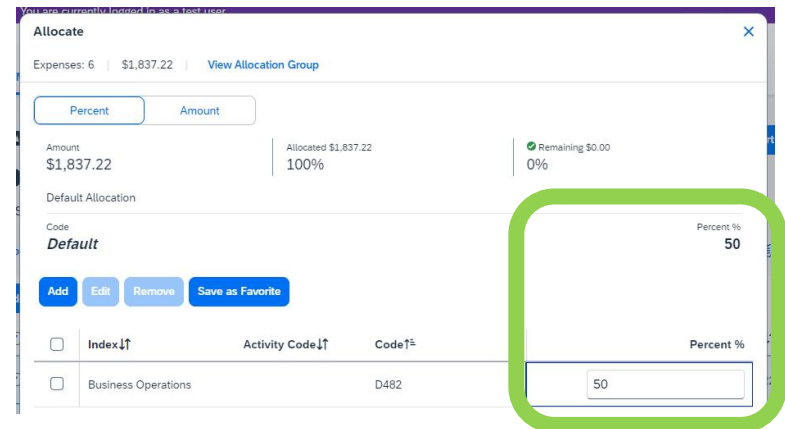   https://carleton.ca/facts/glossary/activity-codes/

6. In this example, the index has been changed to D482.

   If you need to split the funding between D482 and the default, you must change the percentage.
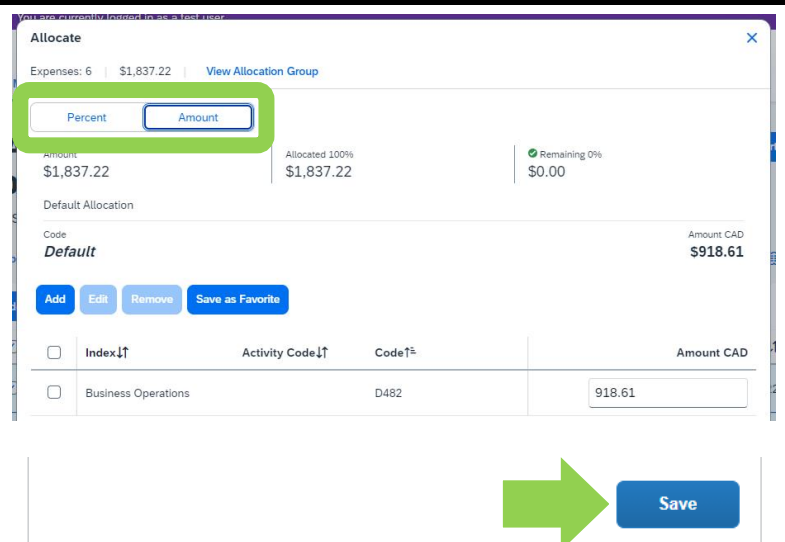

   In this example, these expense lines will be split equally between the default index and index D482.

7. **TIP:** You can view amounts as a percent or as an amount.

   TIP: If you need to split funding between multiple indexes, repeat steps 4-6 and adjust amounts and/or percentages as needed.
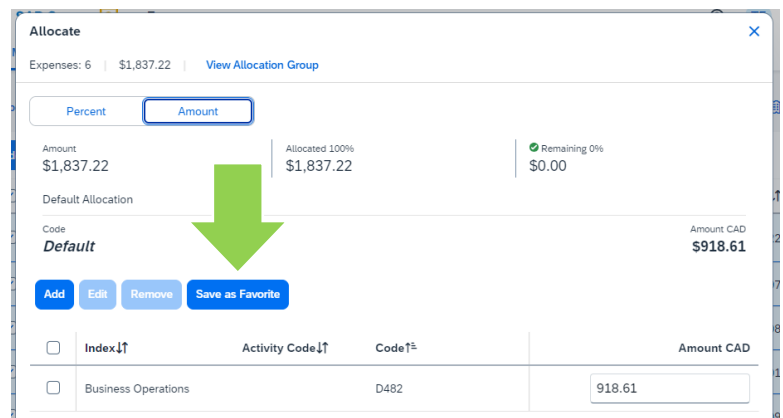
   Click on the blue **'Save'** button to return to the expense report.

Something extra … how to save indexes and splits as favorites

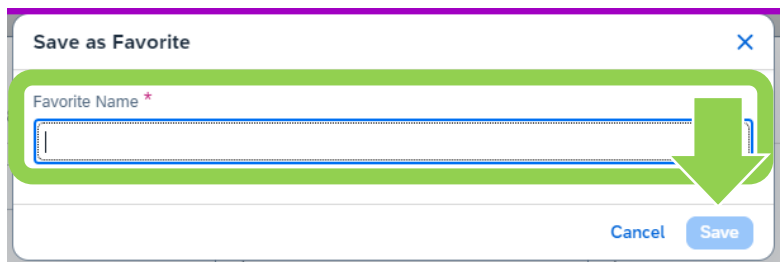|	
8a.	**TIP:** If you use a particular split frequently, you may want to save it as a favourite. Once you have added the index or split that you want to save as a favorite, click the blue 'Save as Favorite' button.

8b.	Enter a name in the 'Favorite Name' field (i.e. something you will remember). Click the blue 'Save' button.

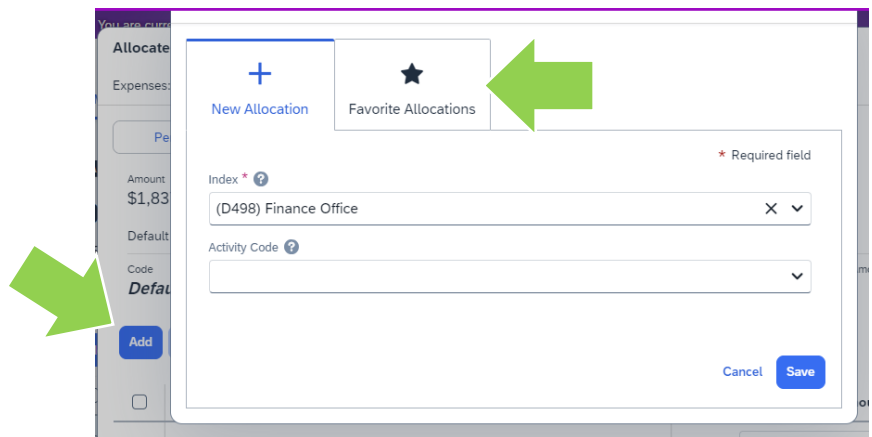|	
8c.	To find the saved favorite, click on the blue 'Add' button. In the window that opens, click on the 'Favorite Allocations' tab.

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.

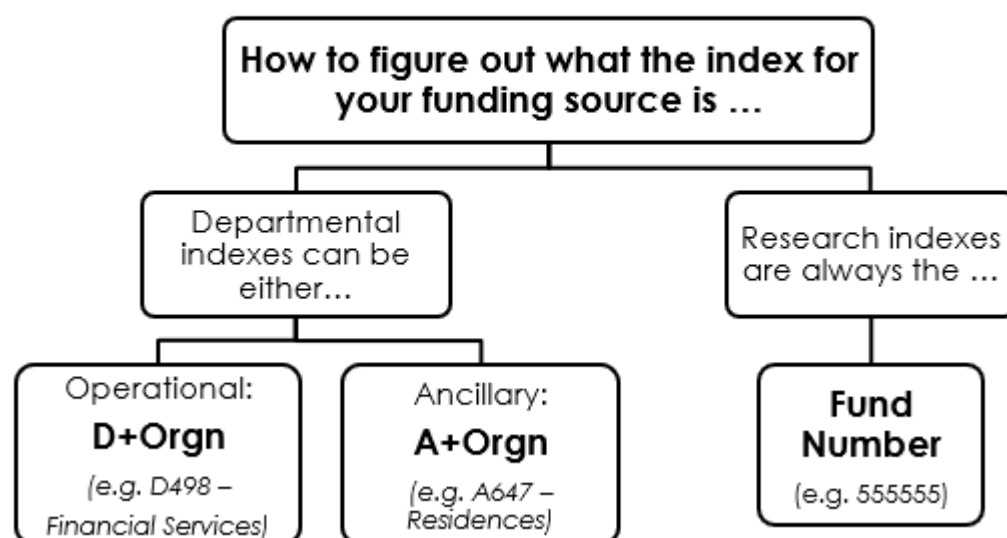Click on the blue 'Replace Allocation' button.

In the warning that opens, click on the blue 'Replace Allocation' button.

8e. Click the blue 'Save' button.

Index: A short code for the following elements of the FOAPAL accounting string: **F**und, **O**rganization, **P**rogram

How to figure out what the index for your funding source is …

Departmental indexes can be either…

Research indexes are always the …

Operational:

D+Orgn

(e.g. D498 – Financial Services)

Ancillary:

A+Orgn

(e.g. A647 – Residences)

Fund Number

(e.g. 555555)

What next?
- Visit the carleton.ca/facts/travel to find more how-to sheets.
- Questions about the system? Email financial.systems@carleton.ca.