

SAP CONCUR How-To Sheets

Changing or Splitting 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?

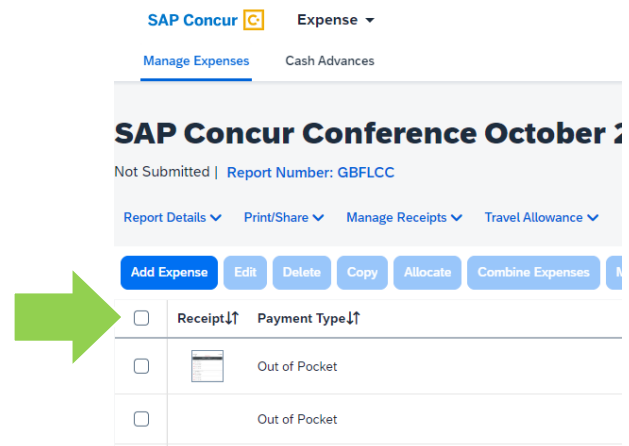
- Requesting reimbursement for expenses (i.e. either travel or non-travel) that you have paid out of pocket (i.e. using your own personal money).

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

1. Change 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.



SAP Concur Expense

Manage Expenses Cash Advances

SAP Concur Conference October 2

Not Submitted | Report Number: GBFLCC


Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses

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

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

Click on the blue 'Allocate' button.

SAP Concur  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 ▾](#)

<input checked="" type="checkbox"/>	Receipt↑↓	Payment Type↑↓	Expense
<input checked="" type="checkbox"/>		Out of Pocket	Airfare

3. Click the blue 'Add' button.

Allocate

Expenses: 6 | \$1,837.22

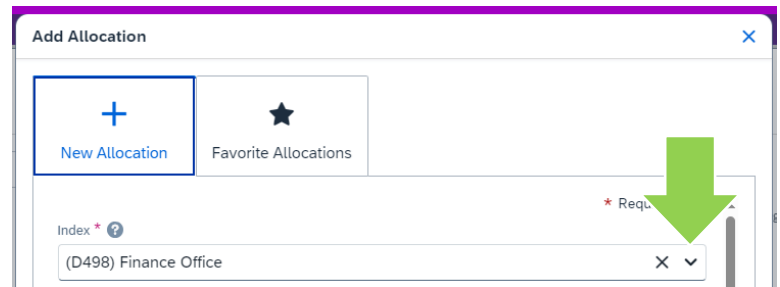
Amount
\$1,837.22

Allocated \$1,837.22
100%

Allocation

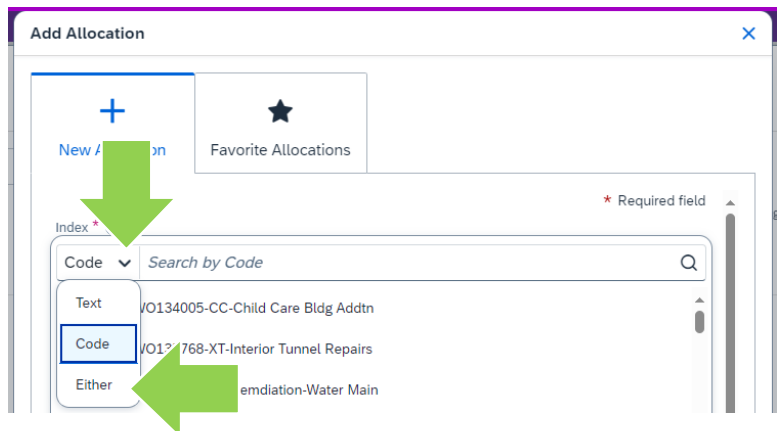
[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)

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



The screenshot shows the 'Add Allocation' form. At the top, there are two buttons: 'New Allocation' (with a plus icon) and 'Favorite Allocations' (with a star icon). Below these is the 'Index' field, which is marked as a required field with a red asterisk and a question mark icon. The field contains the text '(D498) Finance Office' and has a small 'X' and a dropdown arrow on the right. A green arrow points to the dropdown arrow.

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).

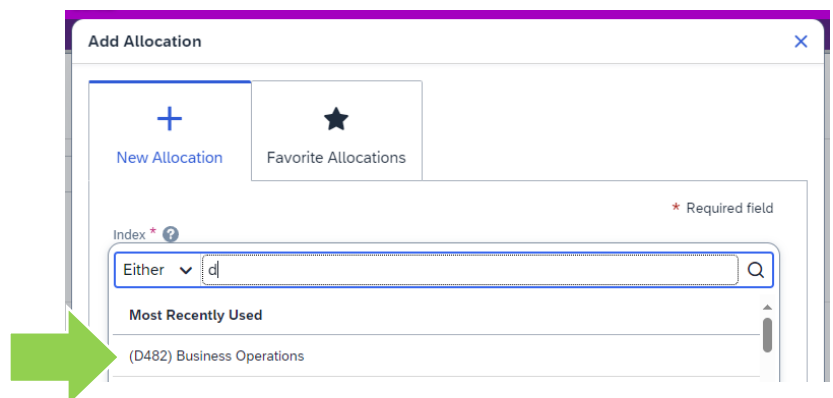


The screenshot shows the 'Add Allocation' form with the 'Index' field dropdown menu open. The dropdown menu has three options: 'Code', 'Text', and 'Either'. The 'Code' option is selected and highlighted with a blue border. A green arrow points to the 'Code' option. The dropdown menu also shows a search bar with the text 'Search by Code' and a magnifying glass icon. Below the search bar, there are three search results: 'O134005-CC-Child Care Bldg Addtn', 'O1768-XT-Interior Tunnel Repairs', and 'emdiation-Water Main'. A green arrow points to the 'Code' option.

Type in the index code or the index name.

OR

Click on the index you're looking for.



The screenshot shows the 'Add Allocation' form with the 'Index' field dropdown menu open. The dropdown menu has three options: 'Code', 'Text', and 'Either'. The 'Either' option is selected and highlighted with a blue border. A green arrow points to the 'Either' option. The dropdown menu also shows a search bar with the text 'Search by Code' and a magnifying glass icon. Below the search bar, there are three search results: 'O134005-CC-Child Care Bldg Addtn', 'O1768-XT-Interior Tunnel Repairs', and 'emdiation-Water Main'. A green arrow points to the 'Either' option.

What is an index?

See appendix A of this how-to sheet or visit carleton.ca/facts/glossary/i/index/

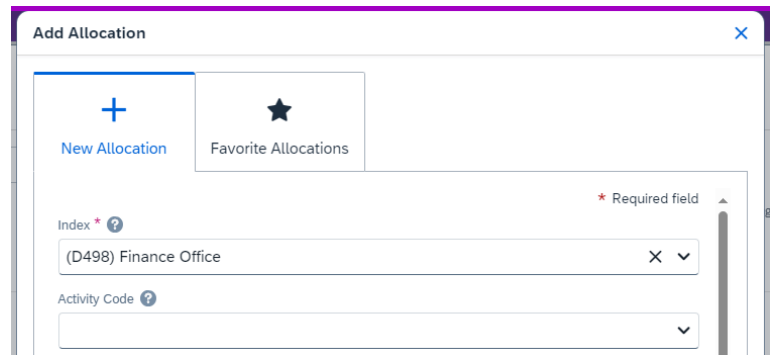
Cannot locate the index?

Email
financial.systems@carleton.ca

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

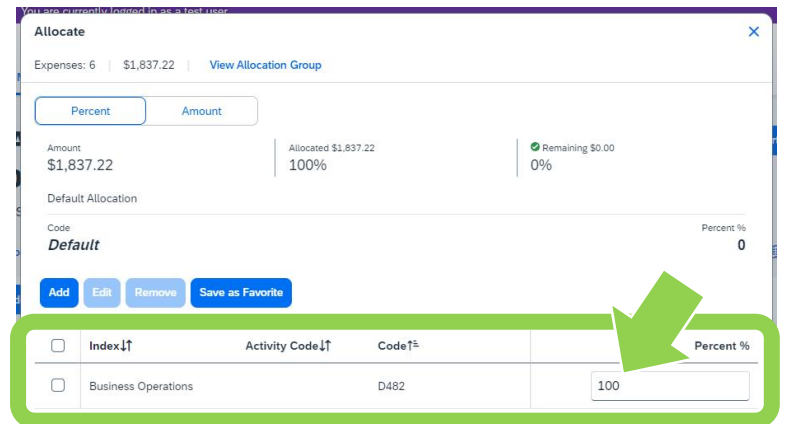
More information about activity codes:

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

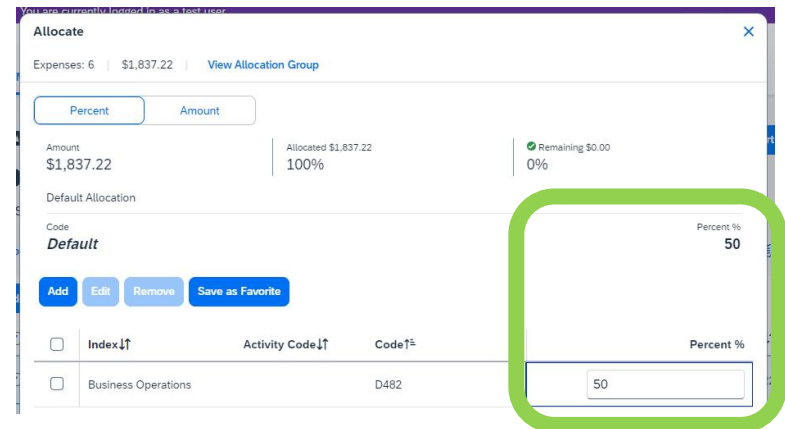


6. In this example, the index has been changed to D482.

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



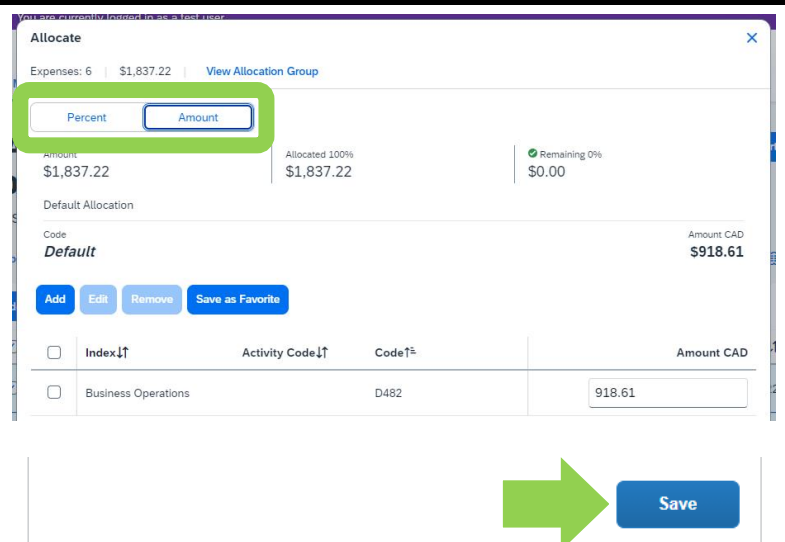
In this example, these expense lines will be split equally between the default index and index D482.



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.

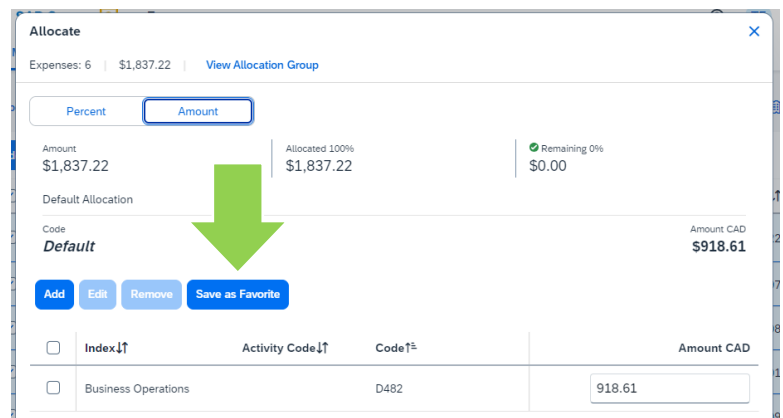
Click on the blue **'Save'** button to return to the expense report.



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.

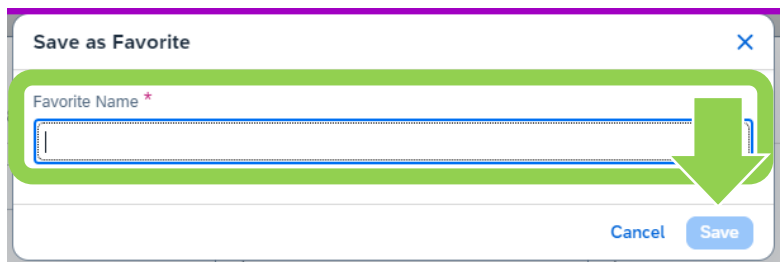


The screenshot shows the 'Allocate' window with the 'Amount' tab selected. A green arrow points to the 'Save as Favorite' button. The window displays the following information:

- Expenses: 6 | \$1,837.22 | View Allocation Group
- Percent | Amount
- Amount: \$1,837.22 | Allocated 100%: \$1,837.22 | Remaining 0%: \$0.00
- Default Allocation
- Code: Default | Amount CAD: \$918.61
- Buttons: Add, Edit, Remove, Save as Favorite
- Table with columns: Index, Activity Code, Code, Amount CAD
- Table row: Business Operations | D482 | 918.61

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

Click the blue 'Save' button.

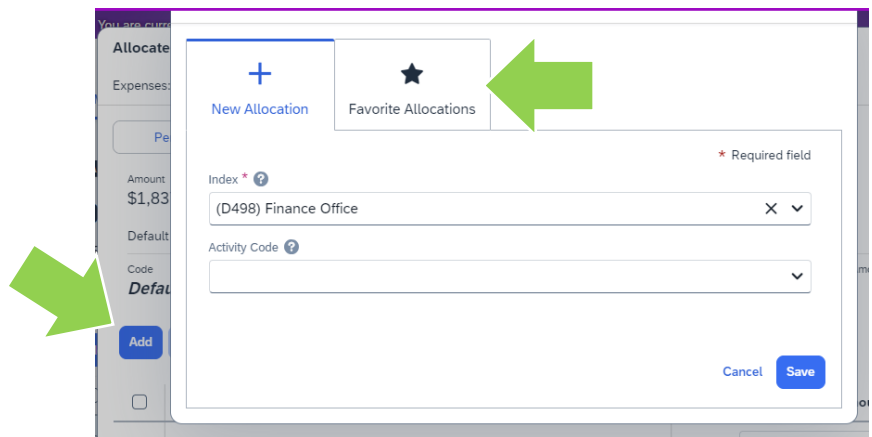


The screenshot shows the 'Save as Favorite' window. A green arrow points to the 'Favorite Name' input field. The window displays the following information:

- Buttons: Cancel, Save

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

In the window that opens, click on the 'Favorite Allocations' tab.



The screenshot shows the 'Allocate' window with the 'Favorite Allocations' tab selected. A green arrow points to the 'Add' button. The window displays the following information:

- Buttons: Add, Edit, Remove, Save as Favorite
- Buttons: New Allocation, Favorite Allocations
- Index * (Required field): (D498) Finance Office
- Activity Code:
- Buttons: Cancel, Save

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.

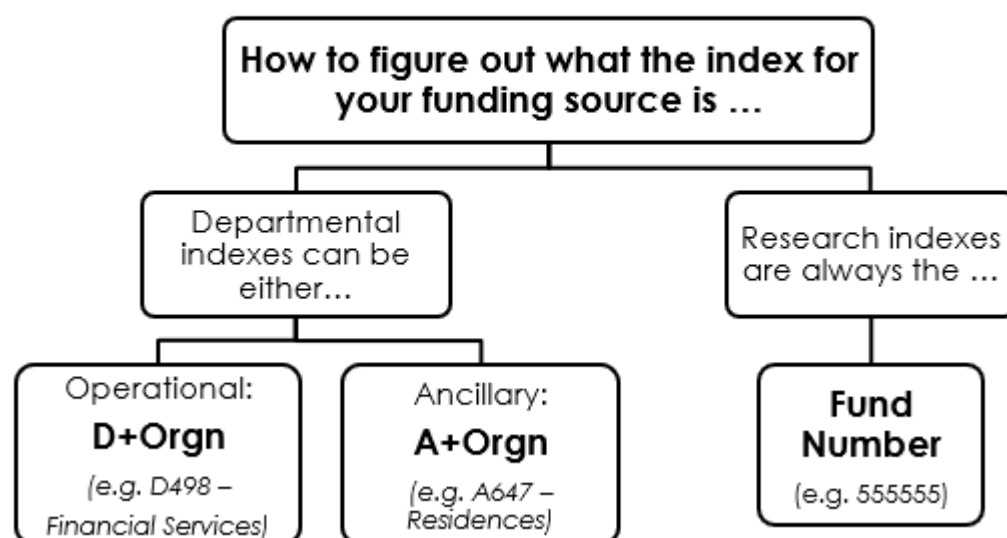


In the warning that opens, click on the blue 'Replace Allocation' button.

8e. Click the blue 'Save' button.

<input type="checkbox"/>	Index↓↑	Activity Code↓↑	Code↑↓	Amount CAD
<input type="checkbox"/>		Business Operations	D482	918.61
<input type="checkbox"/>		Finance Office	D498	918.61

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



What next?

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