

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).


Last updated December 11, 2023.

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.



The screenshot shows the SAP Concur interface for an expense report titled "SAP Concur Conference October 2023". The report is "Not Submitted" with a "Report Number: GBFLCC". The interface includes a navigation bar with "SAP Concur" and "Expense" dropdown, and a sub-menu with "Manage Expenses" and "Cash Advances". Below the report title, there are several action buttons: "Add Expense", "Edit", "Delete", "Copy", "Allocate", and "Combine Expenses". A table of expense lines is visible, with columns for "Receipt" and "Payment Type". A green arrow points to the "Allocate" button.

<input type="checkbox"/>	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.

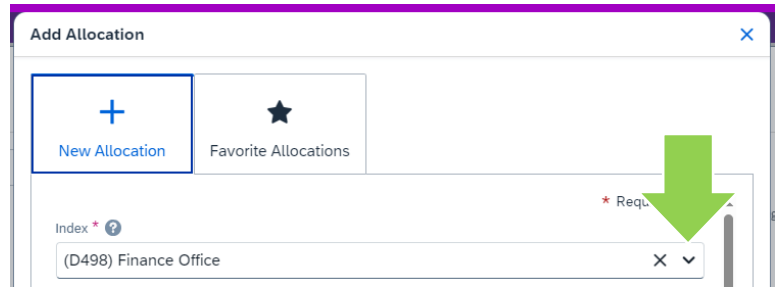
The screenshot shows the SAP Concur interface for a report titled "SAP Concur Conference October 2023 \$". The report status is "Not Submitted" with a "Report Number: GBFLCC". A green arrow points to the "Allocate" button in the top navigation bar. Below the navigation bar, there are buttons for "Add Expense", "Edit", "Delete", "Copy", "Allocate", "Combine Expenses", and "Move to". A table below shows a single expense line item: "Out of Pocket" with a "Receipt" icon and "Airfare" as the "Payment Type".

3. Click the blue 'Add' button.

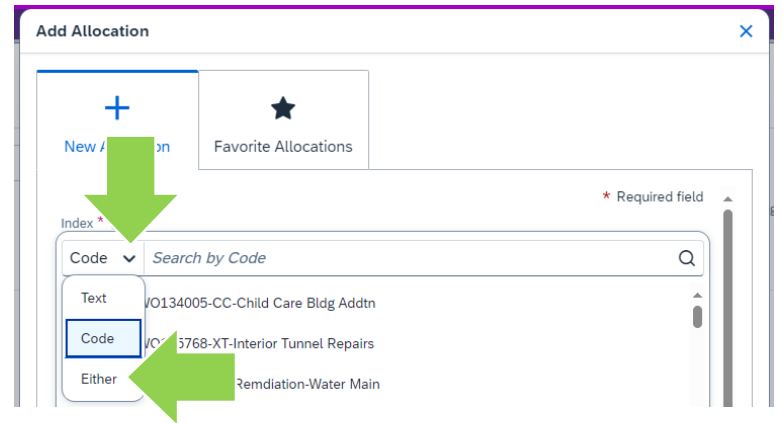
The screenshot shows the "Allocate" dialog box. It displays "Expenses: 6 | \$1,837.22". There are two input fields: "Percent" and "Amount". The "Amount" field is currently empty, and the "Percent" field is set to "100%". Below the input fields, there is a "Total Allocation" section showing "Amount \$1,837.22" and "Allocated \$1,837.22 100%". A green arrow points to the "Add" button at the bottom of the dialog box. Other buttons include "Edit", "Remove", and "Save as Favorite".

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

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



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).

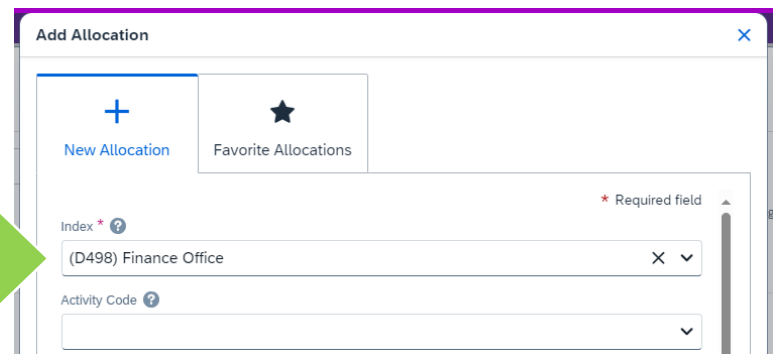


Type in the index code or the index name in the 'Search by Code' field.

OR

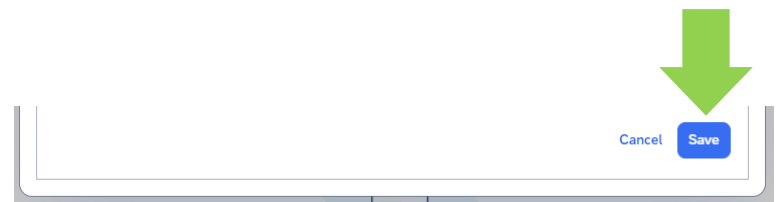
Click on the index you're looking for.

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



OPTIONAL! You can also add or change the activity code here. For more information about activity codes visit carleton.ca/facts/glossary/activity-codes.

Once you've chosen the index, click on the blue 'Save' button.



5. 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.

The screenshot shows the 'Allocate' dialog box with the 'Percent' tab selected. The 'Amount' is \$1,837.22, and it is allocated 100% to the 'Default' index. A table below shows the allocation for 'Business Operations' (Code D482) at 100%. A green arrow points to the '100' value in the 'Percent %' column.

Index	Activity Code	Code	Percent %
Business Operations		D482	100

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

The screenshot shows the 'Allocate' dialog box with the 'Percent' tab selected. The 'Amount' is \$1,837.22, and it is allocated 50% to the 'Default' index and 50% to the 'Business Operations' index (Code D482). A green box highlights the '50' value in the 'Percent %' column for 'Business Operations'.

Index	Activity Code	Code	Percent %
Business Operations		D482	50

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

TIP: If you need to split funding between multiple indexes, repeat steps 4-5 and adjust amounts and/or percentages as needed.

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

The screenshot shows the 'Allocate' dialog box with the 'Amount' tab selected. The 'Amount' is \$1,837.22, and it is allocated 100% to the 'Business Operations' index (Code D482) with an amount of \$918.61. A green box highlights the 'Amount' tab and the 'Amount CAD' column in the table below.

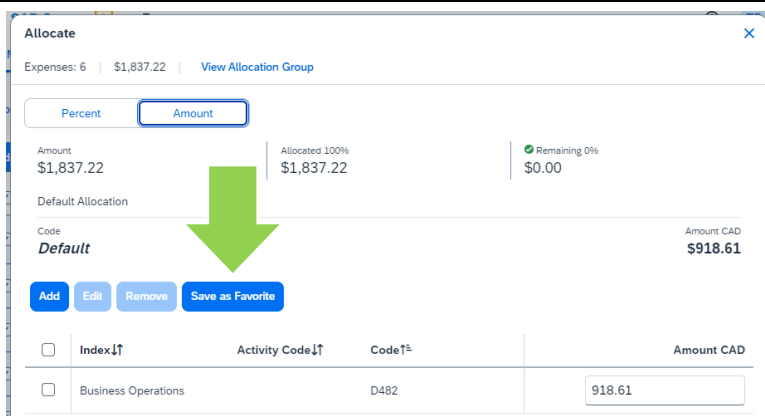
Index	Activity Code	Code	Amount CAD
Business Operations		D482	918.61



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

- 7a. **OPTIONAL!** If you use a particular split frequently, you may want to save it as a favourite.

Once you have added an index or split that you want to save as a favorite (i.e. step 5 of this how-to sheet), click the blue 'Save as Favorite' button.



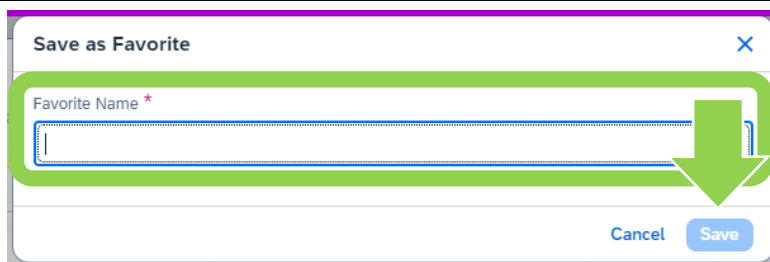
The screenshot shows the 'Allocate' window with the following details:

- Expenses: 6 | \$1,837.22 | View Allocation Group
- Buttons: Percent, Amount (selected)
- 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 (highlighted with a green arrow)
- Table:

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

- 7b. Enter a name in the 'Favorite Name' field (i.e. something you will remember).

Click the blue 'Save' button.

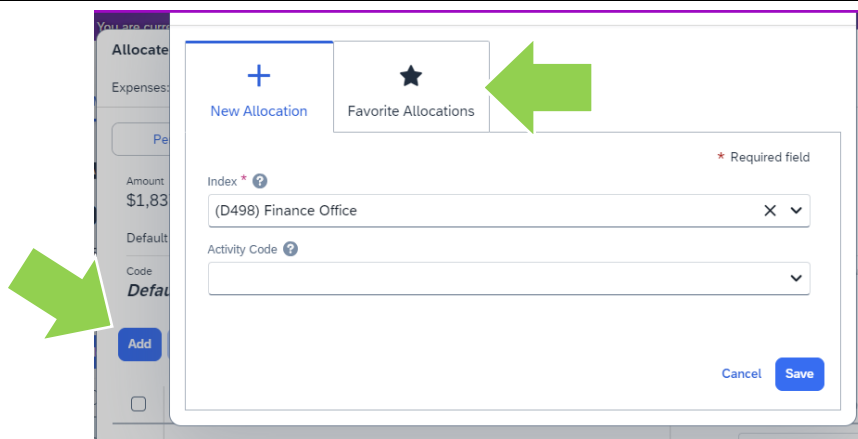


The screenshot shows the 'Save as Favorite' dialog box with the following details:

- Buttons: Cancel, Save (highlighted with a green arrow)
- Field: Favorite Name * (highlighted with a green box and a green arrow pointing to the 'Save' button)

- 7c. To find the saved favorite, click on the blue 'Add' button.

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



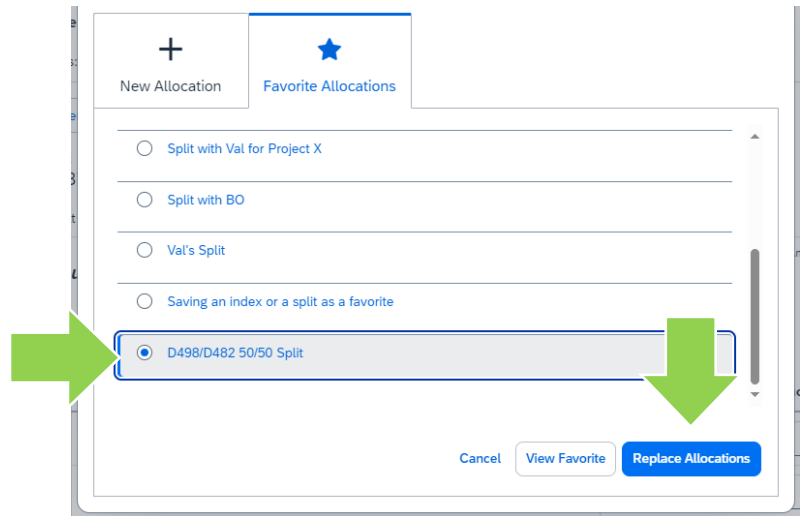
The screenshot shows the 'Allocate' window with the following details:

- Buttons: Add (highlighted with a green arrow), Cancel, Save
- Dialog Box: Favorite Allocations tab selected (highlighted with a green arrow), Index * (D498) Finance Office, Activity Code

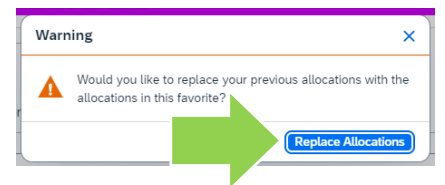
7d. Click on the favorite you want to add.

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

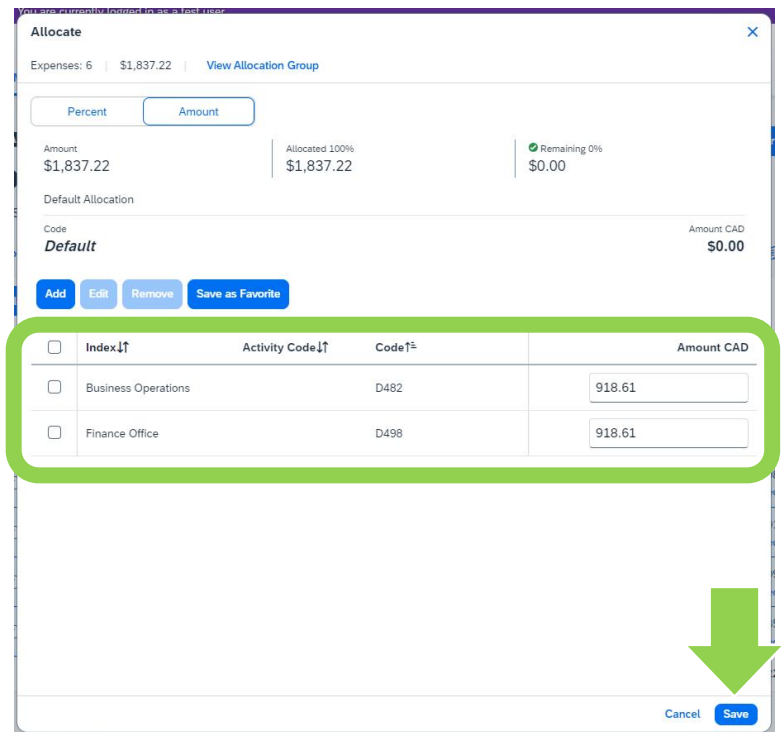
Click on the blue 'Replace Allocation' button.



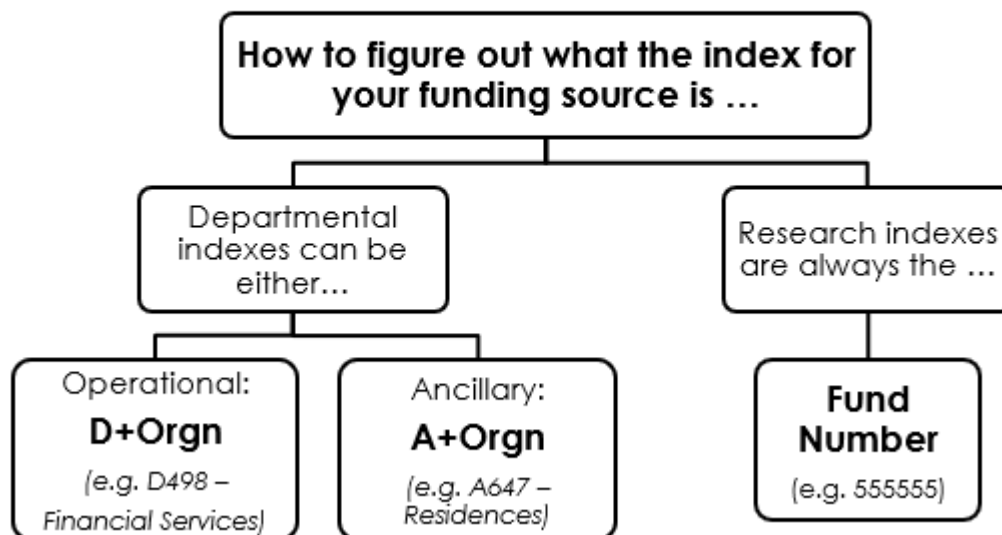
In the warning that opens, click on the blue 'Replace Allocation' button.



7e. Click the blue 'Save' button.



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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