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Use Utad and Password



The University of Toledo

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Allocate to an Index:

The screenshot shows the 'Manage Expenses' dashboard in SAP Concur. It features a grid of expense cards. The cards are as follows:

Expense Name	Date	Amount	Status
Phoenix Training	08/19/2019	\$586.04	NOT SUBMITTED
Fairbanks Training	08/15/2019	\$1,307.29	NOT SUBMITTED
Honolulu Training	08/14/2019	\$1,236.59	NOT SUBMITTED
New Orleans Training	08/12/2019	\$727.09	NOT SUBMITTED
Orlando Training	08/08/2019	\$1,035.73	NOT SUBMITTED
Phoenix Training	07/24/2019	\$456.80	NOT SUBMITTED
Business Meal TEST	07/23/2019	\$1,063.04	NOT SUBMITTED
June 2019 PCard	07/09/2019	\$880.38	NOT SUBMITTED

Each card has an 'Exceptions' icon. The 'June 2019 PCard' card is highlighted in yellow.

The screenshot shows the 'June 2019 PCard' details view. It includes a table of expenses and a form for adding a receipt.

Date	Expense Type	Amount	Requested
08/22/2019	7299 Motor Vehicle Fuel & SF Tickets, Oregon	\$13.58	\$13.58
08/10/2019	7210 Supplies	\$80.83	\$80.83

The 'June 2019 PCard' expense is highlighted in yellow. Below the table, there are fields for 'Expense Type', 'Transaction Date', 'Business Purpose', 'Enter Vendor Name', and 'City of Purchase'. The 'Attach Receipt' button is highlighted in yellow.

The screenshot shows the 'Allocations for Report: June 2019 PCard' dialog box. It includes a table of allocations and a search for an index.

Percentage	Index	Code
50	2	A1002
50		

The 'Index' field is highlighted in yellow. A search dropdown is open, showing a list of indices to search by, including 'A1002'.

June 2019 PCard

Delete Report [Submit Report](#)

[+ New Expense](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#)

Expenses

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	06/22/2019	72103-Motor Vehicle Fuel & Fl SP, Toledo, Oregon	\$19.55	\$19.55
<input checked="" type="checkbox"/>	06/19/2019	72102-Supplies Men's and Boy's Clothing and A	\$869.83	\$869.83

You have selected multiple expenses. What would you like to do?

1. Delete the selected expenses
2. Allocate the selected expenses
3. Edit one or more fields for the selected expenses
4. Combine the selected expenses
Use match to combine two expenses from the same transaction into one line item on your report.

TOTAL AMOUNT **\$889.38** TOTAL REQUESTED **\$889.38**