



## **SAP Concur Expense: Change Funding**

Use this guide to change the default funding assigned to your profile for Travel Requests and Expense Reports via Concur Expense.

### **Accounts Payable & Travel**

*Revised Nov. 2021*

When creating a Concur Travel Request, the Request Header will pre-populate a default Cost Object and Fund.

Cost Object Type (CC,IO) CC	Cost Object (1410120000) General Accounting Office	Fund (2000011022) Designated Method	Statistical Order NA
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The account can be changed if a different funding will be responsible for the traveler's expenses.

1. Select the Cost Object Type (CC, IO) from the drop-down menu.

Cost Object Type (CC,IO)  
CC



2. Select either CC (Cost Center) or IO (Internal Order or Funded Programs).


Cost Object Type (CC,IO)  
3 CC

Type to search by:  TEXT  CODE  
(Code) Text

(RP1CLNT100-754-CC-1410120000-2000011)

CC

IO



3. Select the Cost Center, Internal Order, or Funded Program on the drop-down menu.

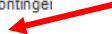
Cost Object  
4 (1410120000) General Accounting Office

Type to search by:  TEXT  CODE  
(Code) Text

(RP1CLNT100-754-CC-1410120000-2000011)  
NA


(1000000098) Institutional-Personnel Continge  
(1011500000) University Staff Council

(1021215000) Telcom-Method  
(1021215001) Hardware/Software Maintenan  
(1021215002) Emergency Blue Phones  
(1030000002) Faculty Incentive Transfer



4. Once the Cost Object has been selected, click on the Fund drop-down menu. Concur will populate with all funds associated with the selected Cost Object.

Fund  
(2000011022) Designated Method



5. Select the desired fund from the drop-down menu.

Fund 5 (2000011022) Designated Method Statistical Order 6 NA

Type to search by:  TEXT  CODE

(Code) Text

(RP1CLNT100-754-CC-1410120000-2000011022-NA) RP1C

(2000011022) Designated Method

(4002821000) General Accounting Office-Discretionary

(4560031000) FEMA P/T - TX Dept of Public Safety

6. Select the Statistical Order (if applicable) from the drop-down menu.

Method 6 NA

Type to search by:  TEXT  CODE

(Code) Text

(RP1CLNT100-754-CC-1410120000-2000011022-NA) RP1CLNT1

NA

**NOTE:** When searching for Cost Objects, Funds, or Statistical Orders, you can search by either “Text” or “Code.”

- When searching by text, enter the name on the funding account, ex. “University Staff Council.”
- When searching by code, enter the account number, ex. “1011500000.”

Cost Object 4 (1410120000) General Accounting Office

Type to search by:  TEXT  CODE

(Code) Text

(RP1CLNT100-754-CC-1410120000-2000011022-NA) NA

(1000000098) Institutional-Personnel Contingent

(1011500000) University Staff Council

(1021215000) Telcom-Method

(1021215001) Hardware/Software Maintenance

(1021215002) Emergency Blue Phones

(1030000002) Faculty Incentive Transfer