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.

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.

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

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

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

<table>
<thead>
<tr>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000011022 Designated Method</td>
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<table>
<thead>
<tr>
<th>Statistical Order</th>
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<tbody>
<tr>
<td>NA</td>
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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.”

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