

Format for Naming a Shopping Cart and SAP Report

All procurement orders and many SAP Concur reports that come to the Finance Office for final approval are routed to one approval queue. To help us identify which department is submitting the request, we would like you to use your departmental IBIS mnemonic when naming a shopping cart and an SAP report. Please add the mnemonic to the beginning of the shopping cart name or SAP report name (use SU when charging Start Up funds).

For SAP Reports:

- Report name format should include: mnemonic, dates of travel (M/D-M/D/YY), destination (city, state), last name, first initial.
 - Example: SU; 2/5-2/8/18;Washington,DC;Smith,T
- Report name for a group meal format should include: mnemonic, dates of meal, restaurant, destination.
 - Example: SU; 2/5/18;TheDeli;StateCollege,PA;Smith,T
- Report name for pcard expense should include: mnemonic, date of purchase, supplier, last name, first initial.
 - Example: SU; 2/5/18;Amazon; Smith, T