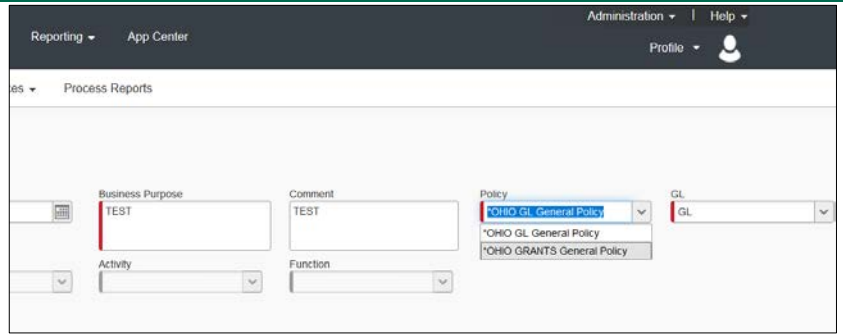# FSE Concur Quick Reference Guide

Concur Header Level Accounting

In Concur, you will now need to select GL accounting or Grant accounting at the header level. This accounting will now default from your Oracle HR. You will have to enter on each report.

New GL or GRANT Policy Selection

The accounting policy you select will determine the fields that need entered. As usual, entering a portion of your account will give you quick selections. This is an example of a report created with the GL policy. It includes Function.
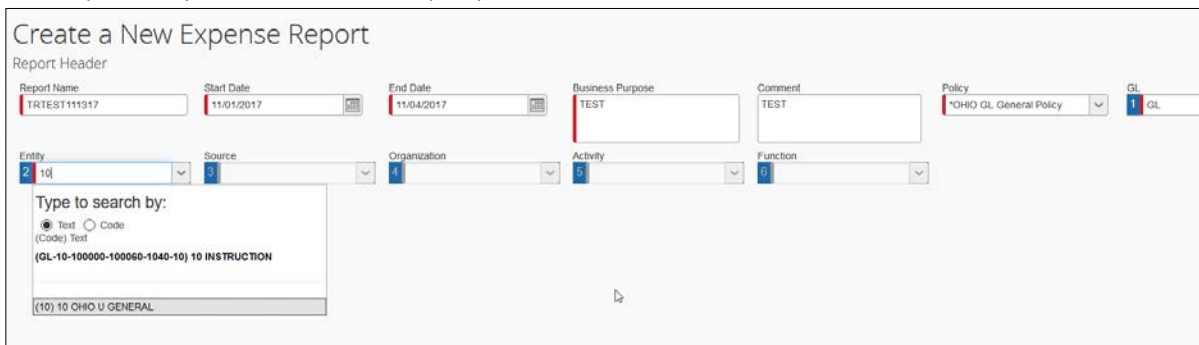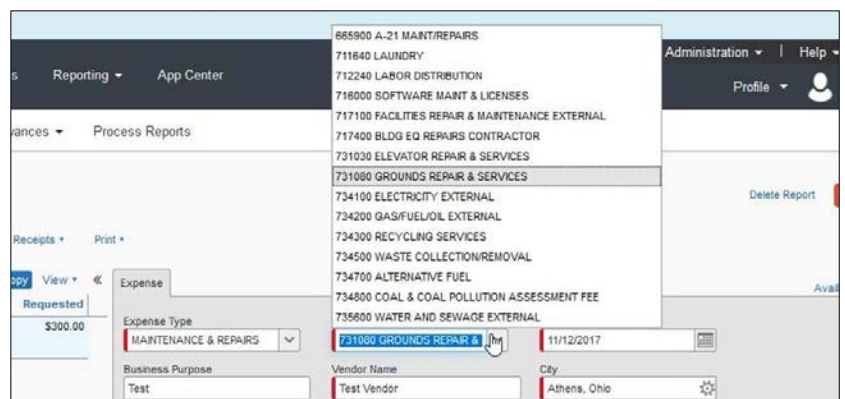
When selecting the OHIO GRANTS policy, the fields change to support the grants Project Task Award (PTA) entry. You must also change drop down 1 to reflect the OHIO GRANTS policy.
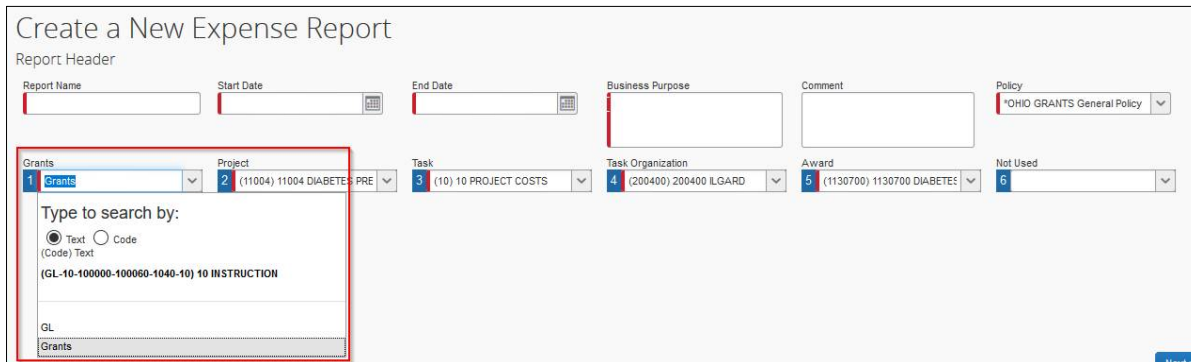
Object Code

Each transaction will require an Object Code. Choosing your expense type will limit your access to appropriate Object Codes.

Changing Accounting from Default on Individual Transactions

If you need to change the accounting on an individual transaction, click Allocate.

Available Receipts

Transaction Date 11/10/2017

Business Purpose TEST

Amount 44.25 USD

☐ Personal Expense (do not reimburse)

Save | Allocate | Attach Receipt | Cancel

Individual Transaction Accounting

Use the allocation screen to make the appropriate changes to individual transactions. When adding a grant allocation, leave the function field blank.

Allocations for Report: TESTJAGO11142017

Expense List | Allocate Selected Expenses | Clear Selections | Summary | Select Group ▾

Allocations Total $44.25 Allocated $44.25 (100%) Remaining $0.00 (0%)
Allocate By ▾ | Add New Allocation | Delete Selected Allocations | Favorites ▾ | Add to Favorites

Date ▾	Expense ...	Group	Amount
11/10/2017	FIXED ME...		$44.25
11/09/2017	FIXED ME...		$59.00
11/08/2017	FIXED ME...		$44.25

	Percentage	GL or Grant	Entity or Project	Source or Task	Organization ...	Activity or Aw...	Function or N/A	Code
☐	100	GL	(10) 10 OHIO ...	(100000) 100...	(100060) 100...	(1040) 1040 ...	(10) 10 INSTR...	GL-10-100000-...

Save | Cancel

An allocated transaction, split between GL and Grants accounting strings.

+ New Expense | + Quick Expenses | Import Expenses | Details ▾ | Receipts ▾ | Print ▾

Expenses Move ▾ | Delete | Copy | View ▾ «

☑	Date ▾	Expense Type	Amount	Requested
☑	11/12/2017	MAINTENANCE & REPAIRS Test Vendor, Athens, Ohio	$300.00	$300.00

Expense
Expense Type: MAINTENANCE & REPAIRS
Object Code: 731080 GROUNDS REPAIR & ...

Allocations

Percentage	GL or Grant	Entity or Project	Source or Task	Organization o...	Activity or Aw...	Function or No...	Code
50	GL	(10) 10 GENERAL	(100000) 10000...	(830040) 83004...	(0000) 0000 UN...	(80) 80 GENER...	GL-10-100000-...
50	Grants	(11000) 11000 H...	(10.08) 10.08 F...	(250610) 25061...	(1511163) 15111...		Grants-11000-1...

Concur Expense Categories

Expense Type [ ]

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

CAPITALIZED EXPENSES
  CAPITAL EQUIPMENT
  CAPITAL LIBRARY MATERIALS
CLEARING
  TRAVEL & PROGRAM ADVANCE CLEARING
COST OF GOODS
  COST OF GOODS SOLD
DEPARTMENTAL ADJUSTMENTS
  DEPARTMENTAL ADJUSTMENT
EMPLOYER PAID BENEFITS
  OTHER BENEFITS
GENERAL SUPPLIES AND SERVICES
  ADVERTISING AND PROMOTIONS
  ATHLETIC SUPPLIES
  COPY AND PRINTING
  FOOD SUPPLIES

...GENERAL SUPPLIES AND SERVICES
  OFFICE SUPPLIES
  OTHER SUPPLIES
  POSTAGE AND SHIPPING
INFORMATION & TECHNOLOGY RESOURCES
  COMPUTERS & PERIPHERALS
  COMPUTING & TECHNOLOGY SUPPLIES
  COMPUTING SOFTWARE & SERVICES
  INFORMATION RESOURCES
INSTRUCTIONAL & RESEARCH SUPPLIES & SERVICES
  ANIMAL LAB
  AVIATION SUPPLIES & SERVICES
  INSTRUCTIONAL SUPPLIES & SERVICES
  LAB SUPPLIES & SERVICES
  MEDICAL SUPPLIES
  THEATRE OPERATIONS

INVENTORY EXPENSE
  INVENTORIES
LICENSING
  BROADCASTING
  COMPUTING SOFTWARE & DATA MAINTENANCE & SERVICES
MAINTENANCE & VEHICLE SUPPLIES & SERVICES
  MAINTENANCE SUPPLIES
  VEHICLE SUPPLIES & SERVICES
MAINTENANCE AGREEMENTS & REPAIRS
  EQUIPMENT REPAIRS & MAINTENANCE
  MAINTENANCE AGREEMTNS & REPAIRS
NON-CAPITAL EQUIPMENT
  FABRICATIONS & MINOR EQUIPMENT
  NON CAPITAL EQUIPMENT
OTHER PERSONNEL COSTS
  CONFERENCE, DUES & TRAINING

...OTHER PERSONNEL COSTS
  GIFTS & PRIZES
PREPAID EXPENSES & DEFERRED CHARGES
  PREPAID EXPENSES AND DEFERRED CHARGES
ROOM & BOARD
  ROOM AND BOARD
TRAVEL & ENTERTAINMENT
  BUSINESS EXPENSES
  DOMESTIC TRAVEL
  ENTERTAINMENT
  FOREIGN TRAVEL
  PARTICIPANT SUPPORT
  PERSONAL VEHICLE MILEAGE
  TRAVEL - OTHER