



## 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.

Reporting App Center Administration Help  
Profile

Process Reports

Business Purpose: TEST  
Comment: TEST  
Policy: \*OHIO GL General Policy  
GL: GL

Activity: [dropdown]  
Function: [dropdown]

## 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.

Create a New Expense Report

Report Header

Report Name: TRTEST111317  
Start Date: 11/01/2017  
End Date: 11/04/2017  
Business Purpose: TEST  
Comment: TEST  
Policy: \*OHIO GL General Policy  
GL: GL

Entity: 10 | Source: [dropdown] | Organization: [dropdown] | Activity: [dropdown] | Function: [dropdown]

Type to search by:  
Text (selected) Code  
(Code) Text  
(GL-10-100000-100060-1040-10) 10 INSTRUCTION  
(10) 10 OHIO U GENERAL

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.

Create a New Expense Report

Report Header

Report Name: [empty]  
Start Date: [empty]  
End Date: [empty]  
Business Purpose: [empty]  
Comment: [empty]  
Policy: \*OHIO GRANTS General Policy

Grants: 1 Grants | Project: 2 (11004) 11004 DIABETE SPRE | Task: 3 (10) 10 PROJECT COSTS | Task Organization: 4 (200400) 200400 ILGARD | Award: 5 (1130700) 1130700 DIABETE | Not Used: 6 [empty]

Type to search by:  
Text (selected) Code  
(Code) Text  
(GL-10-100000-100060-1040-10) 10 INSTRUCTION  
GL  
Grants

## Object Code

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

Reporting App Center Administration Help  
Profile

Process Reports

Expense Type: MAINTENANCE & REPAIRS

- 685900 A-21 MAINT/REPAIRS
- 711640 LAUNDRY
- 712240 LABOR DISTRIBUTION
- 716000 SOFTWARE MAINT & LICENSES
- 717100 FACILITIES REPAIR & MAINTENANCE EXTERNAL
- 717400 BLDG EQ REPAIRS CONTRACTOR
- 731030 ELEVATOR REPAIR & SERVICES
- 731080 GROUNDS REPAIR & SERVICES
- 734100 ELECTRICITY EXTERNAL
- 734200 GAS/FUEL/OIL EXTERNAL
- 734300 RECYCLING SERVICES
- 734500 WASTE COLLECTION/REMOVAL
- 734700 ALTERNATIVE FUEL
- 734800 COAL & COAL POLLUTION ASSESSMENT FEE
- 735600 WATER AND SEWAGE EXTERNAL

Expense: \$300.00  
Business Purpose: Test  
Vendor Name: Test Vendor  
City: Athens, Ohio



## Changing Accounting from Default on Individual Transactions

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

Transaction Date: 11/10/2017  
 Business Purpose: TEST  
 Amount: 44.25 USD  
 Personal Expense (do not reimburse)

Buttons: 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.

Expense List

Date	Expense	Group	Amount
<input checked="" type="checkbox"/>	11/10/2017	FIXED ME...	\$44.25
<input type="checkbox"/>	11/09/2017	FIXED ME...	\$59.00
<input type="checkbox"/>	11/08/2017	FIXED ME...	\$44.25

Allocations

Percentage	GL or Grant	Entity or Project	Source or Task	Organization	Activity or Aw...	Function or N/A	Code
<input type="checkbox"/>	100	GL	(10) 10 OHIO ...	(100000) 100...	(100060) 100...	(1040) 1040 ...	(10) 10 INSTR... GL-10-100000-...

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

Expenses

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

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...	(151163) 15111...		Grants-11000-1...

## Concur Expense Categories

See Concur [Expense Types EXCEL](#) on the [Finance Website](#).