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.

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.

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

Concur Expense Categories

See Concur Expense Types EXCEL on the Finance Website.