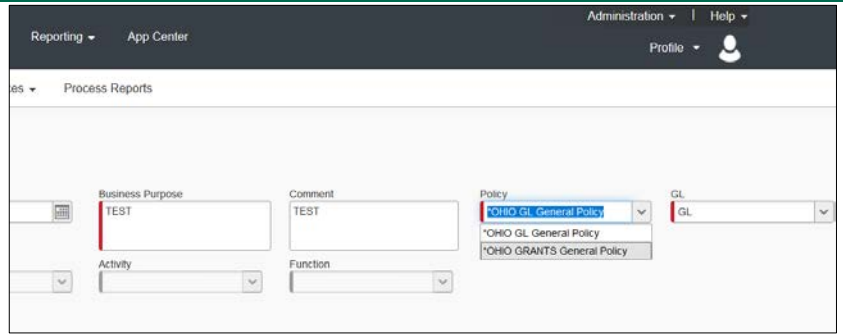




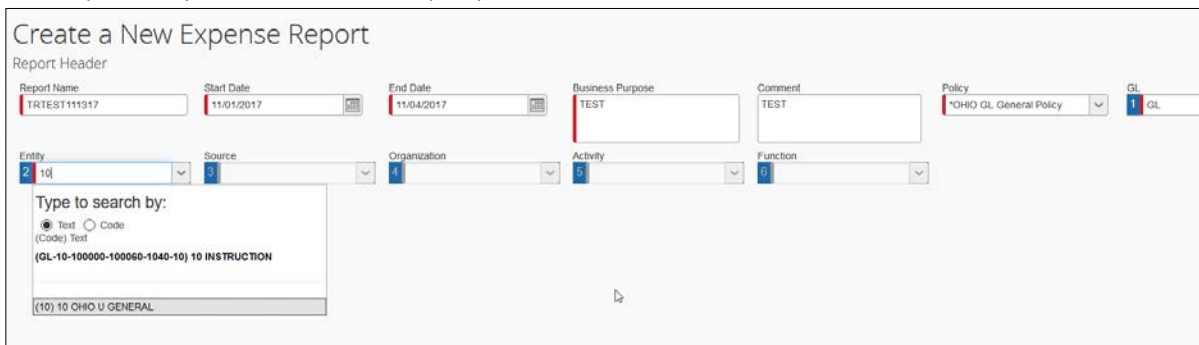
Concur Header Level Accounting

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.

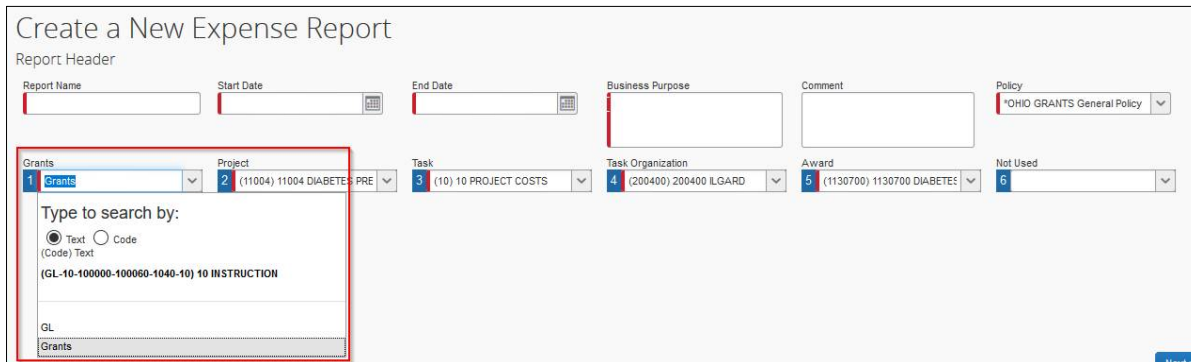


New GL or GRANT Policy Selection

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.

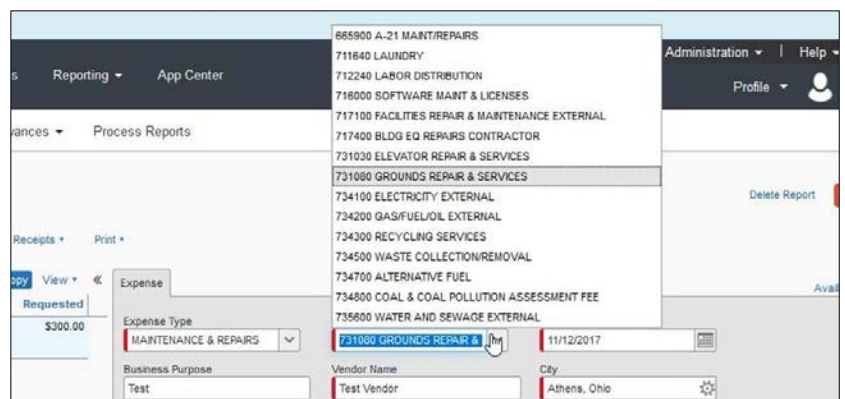


When selecting the OHIO GRANTS policy, the fields change to support the grants Project Task Award (PTA) entry. You must also change drop down 1 to reflect the OHIO GRANTS policy.



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.

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
11/10/2017	FIXED ME...		\$44.25
11/09/2017	FIXED ME...		\$59.00
11/08/2017	FIXED ME...		\$44.25

Allocations Table:

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...

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

Expenses Table:

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

Allocations Table:

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

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.

<ul style="list-style-type: none"> CAPITALIZED EXPENSES <ul style="list-style-type: none"> CAPITAL EQUIPMENT CAPITAL LIBRARY MATERIALS CLEARING <ul style="list-style-type: none"> TRAVEL & PROGRAM ADVANCE CLEARING COST OF GOODS <ul style="list-style-type: none"> COST OF GOODS SOLD DEPARTMENTAL ADJUSTMENTS <ul style="list-style-type: none"> DEPARTMENTAL ADJUSTMENT EMPLOYER PAID BENEFITS <ul style="list-style-type: none"> OTHER BENEFITS GENERAL SUPPLIES AND SERVICES <ul style="list-style-type: none"> ADVERTISING AND PROMOTIONS ATHLETIC SUPPLIES COPY AND PRINTING FOOD SUPPLIES 	<ul style="list-style-type: none"> ...GENERAL SUPPLIES AND SERVICES <ul style="list-style-type: none"> OFFICE SUPPLIES OTHER SUPPLIES POSTAGE AND SHIPPING INFORMATION & TECHNOLOGY RESOURCES <ul style="list-style-type: none"> COMPUTERS & PERIPHERALS COMPUTING & TECHNOLOGY SUPPLIES COMPUTING SOFTWARE & SERVICES INFORMATION RESOURCES INSTRUCTIONAL & RESEARCH SUPPLIES & SERVICES <ul style="list-style-type: none"> ANIMAL LAB AVIATION SUPPLIES & SERVICES INSTRUCTIONAL SUPPLIES & SERVICES LAB SUPPLIES & SERVICES MEDICAL SUPPLIES THEATRE OPERATIONS 	<ul style="list-style-type: none"> INVENTORY EXPENSE <ul style="list-style-type: none"> INVENTORIES LICENSING <ul style="list-style-type: none"> BROADCASTING COMPUTING SOFTWARE & DATA MAINTENANCE & SERVICES MAINTENANCE & VEHICLE SUPPLIES & SERVICES <ul style="list-style-type: none"> MAINTENANCE SUPPLIES VEHICLE SUPPLIES & SERVICES MAINTENANCE AGREEMENTS & REPAIRS <ul style="list-style-type: none"> EQUIPMENT REPAIRS & MAINTENANCE MAINTENANCE AGREEMENTS & REPAIRS NON-CAPITAL EQUIPMENT <ul style="list-style-type: none"> FABRICATIONS & MINOR EQUIPMENT NON CAPITAL EQUIPMENT OTHER PERSONNEL COSTS <ul style="list-style-type: none"> CONFERENCE, DUES & TRAINING 	<ul style="list-style-type: none"> ...OTHER PERSONNEL COSTS <ul style="list-style-type: none"> GIFTS & PRIZES PREPAID EXPENSES & DEFERRED CHARGES <ul style="list-style-type: none"> PREPAID EXPENSES AND DEFERRED CHARGES ROOM & BOARD <ul style="list-style-type: none"> ROOM AND BOARD TRAVEL & ENTERTAINMENT <ul style="list-style-type: none"> BUSINESS EXPENSES DOMESTIC TRAVEL ENTERTAINMENT FOREIGN TRAVEL PARTICIPANT SUPPORT PERSONAL VEHICLE MILEAGE TRAVEL - OTHER
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