

Entering Chart of Accounts (COA) in Concur

When creating request and expense reports in Concur, you will be required to enter certain segments of your Chart of Account (COA). Without these segments, the reimbursements cannot be made in Oracle.

The screenshot shows the Concur COA entry form with the following fields and callouts:

- 1 Fund
- 2 Financial Unit (Required field)
- 3 Approver
- 4 Function
- 5 Program
- 6 Location
- 7 Project

Other fields visible include Task, Funding Source, Business Purpose/Additional Information, and Comment.

- 1 **Fund:** Required unless Project is used
- 2 **Financial Unit:** Required for all Requests and Expenses
- 3 **Approver:** Required for all Requests and Expenses
- 4 **Function:** Required for all Requests and Expenses
- 5 **Program:** Only complete this if your department uses Program, otherwise leave this field blank

6 **Location** = Activity Code

- Not used by all UCOP departments
- Pre-determined codes that must match exactly to what is in Oracle; case sensitive

7 **Project** = Used only for Contracts and Grants and Fixed Assets

- If Project is used, a Task, Funding Source and Expenditure Type will also be required
- This is not related to project codes previously used with the old FAU#

Tips

- You can search by Text, Code or Either
- Ensure that UCOP values have "OP" in front of them when searching by Code
- When you tab into the field, your most commonly used COAs will populate at the top
- Using an Asterisk *In Front & Behind* of a key word within the COA narrows down the search

Type to search by: ☒ TEXT ☐ CODE ☐ EITHER
(Code) Text

Fund: Financial Unit:
Type to search by: ☐ TEXT ☐ CODE ☒ EITHER

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