

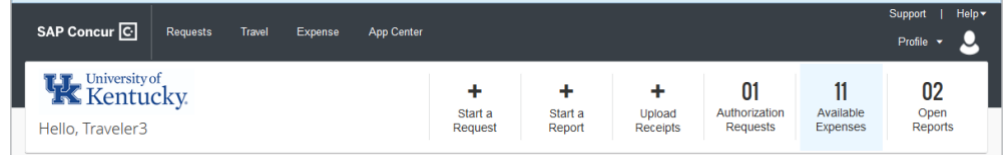
Concur – Update Default Cost Object

Each Concur report, request or expense, must start with a default cost object. Each traveler's or procard holder's default cost object is imported from the SAP HR profile. If the majority of your procard transactions or travel reports will expense a different cost object, the default can be updated to assist with expense allocations.

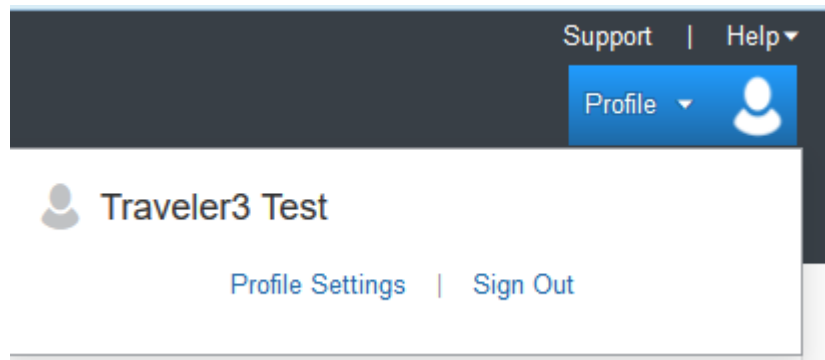
Procedures

Sign into Concur with your ID and password.

Click on Profile



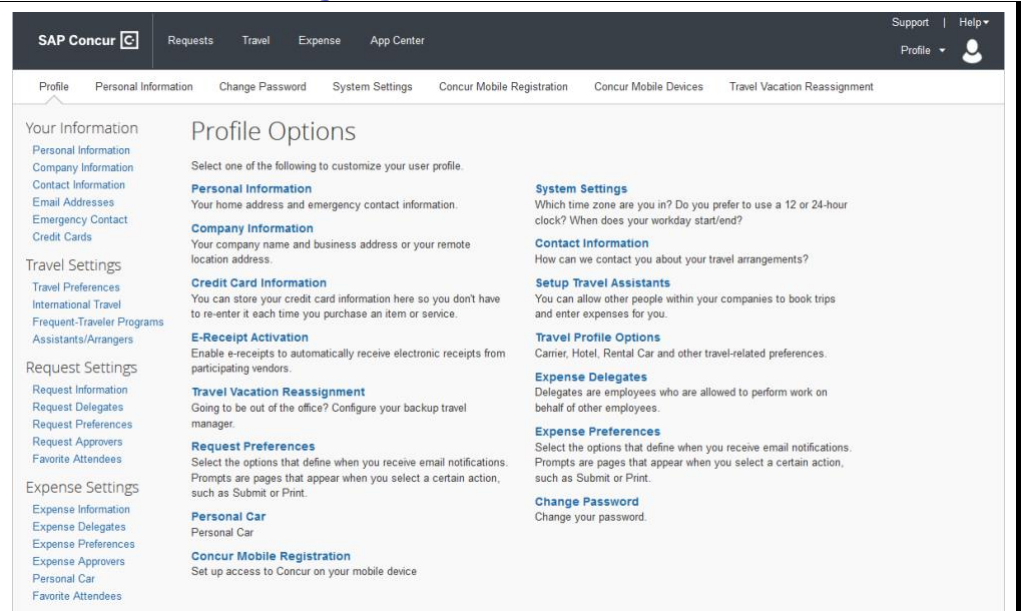
Click on Profile Settings.



Concur – Update Default Cost Object

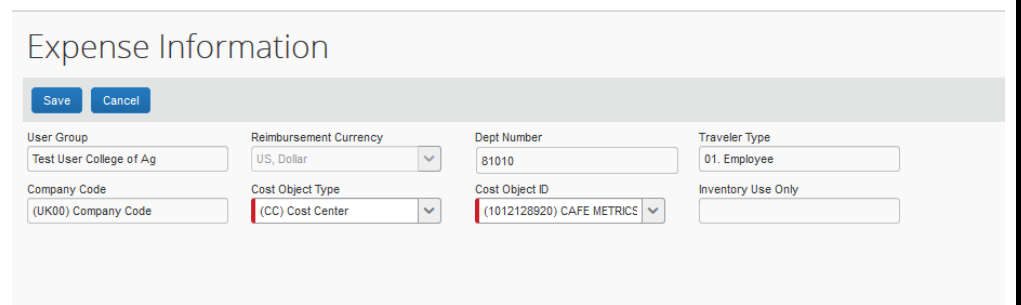
All of the traveler's Profile Options will appear.

Click on Expense Information from the left column.



The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense', and 'App Center'. On the right, there are links for 'Support' and 'Help', and a 'Profile' dropdown menu. Below the navigation bar, a secondary menu lists various settings: 'Profile', 'Personal Information', 'Change Password', 'System Settings', 'Concur Mobile Registration', 'Concur Mobile Devices', and 'Travel Vacation Reassignment'. The main content area is titled 'Profile Options' and contains several sections: 'Your Information' (Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, Credit Cards), 'Travel Settings' (Travel Preferences, International Travel, Frequent-Traveler Programs, Assistants/Arrangers), 'Request Settings' (Request Information, Request Delegates, Request Preferences, Request Approvers, Favorite Attendees), and 'Expense Settings' (Expense Information, Expense Delegates, Expense Preferences, Expense Approvers, Personal Car, Favorite Attendees). The 'Expense Information' section is highlighted in blue.

The Expense Information page will open.



The screenshot shows the 'Expense Information' page. At the top, there are 'Save' and 'Cancel' buttons. Below, there are several input fields and dropdown menus: 'User Group' (Test User College of Ag), 'Reimbursement Currency' (US, Dollar), 'Dept Number' (81010), 'Traveler Type' (01. Employee), 'Company Code' ((UK00) Company Code), 'Cost Object Type' ((CC) Cost Center), 'Cost Object ID' ((1012128920) CAFE METRICS), and 'Inventory Use Only'.

Concur – Update Default Cost Object

Click in the Cost Object Type field and click on the appropriate type for the new default.

NOTE: If a WBS element is selected as a default, every expense will require an allocation.

The screenshot shows the 'Expense Information' form in Concur. The form includes fields for User Group, Reimbursement Currency, Dept Number, Traveler Type, Company Code, Cost Object Type, Cost Object ID, and Inventory Use Only. The 'Cost Object Type' dropdown menu is open, showing options: (CC) Cost Center, (FD) Inventory Use Only, (IO) Internal Order, and WBS. The 'Code' radio button is selected under 'Type to search by:'. The 'Cost Object ID' field is set to '(1012128920) CAFE METRICS'.

Field	Value
User Group	Test User College of Ag
Reimbursement Currency	US, Dollar
Dept Number	81010
Traveler Type	01. Employee
Company Code	2 (UK00) Company Code
Cost Object Type	3 (CC) Cost Center
Cost Object ID	4 (1012128920) CAFE METRICS
Inventory Use Only	5

Concur – Update Default Cost Object

Click in the Cost Object ID field.

Click in the appropriate Type to search by button and start typing either the cost object number or name.

Click on the correct Cost Object from the list.

Click Save.

Future reports will begin with the new cost object as the default cost object.

NOTE: If the cost object in your profile is updated in HR, Concur will also be updated and you may need to adjust your default cost object again.

The screenshot shows the 'Expense Information' form. At the top, there are 'Save' and 'Cancel' buttons. The form contains several fields: 'User Group' (Test User College of Ag), 'Reimbursement Currency' (US, Dollar), 'Dept Number' (81010), 'Traveler Type' (01. Employee), 'Company Code' (2 (UK00) Company Code), 'Cost Object Type' (3 (CC) Cost Center), 'Cost Object ID' (4 1012013930), and 'Inventory Use Only' (5). A search dropdown is open for the 'Cost Object ID' field, showing 'Type to search by:' with radio buttons for 'Text' and 'Code'. The 'Code' option is selected. Below the dropdown, a list of results is shown, with the first item being '(1012013930) CHIEF PROCUREMENT'.

Type to search by:

- Text – Search by the name of the cost object as established in SAP.
- Code – Search by the actual cost object number.