Manage Project Costs

I need to do a partial transfer. What do I do?

- Transfer one of the splits to the new project.
- Partial transfers are a two-step process. First, split the transaction on the original project. Then, transfer one of the splits to the new project. Enter an appropriate justification and click **Submit** in the left-hand Actions menu next to the new project and task number.

- The status in the transaction's Adjustment History should now be "Pending Approval" (Tip: Sort the list by "Descending; the most recent transactions will now be at the top). To transfer the split:

  - Find the new splits and highlight the line to be transferred to a new project (Tip: hover your mouse over the transaction). Then, click **Split** next to the transaction). Then, click **Split** next to the line you wish to transfer. Enter the new project and task number and click **Submit**.

- View the transaction history to ensure the transfer was successful. The system lists any recent field selections in this section; however, if any GL chart string, project, or approver fields are outdated, invalid chart string/project values that may be sitting in users' local history. As a best practice when completing your Request/Expense Report, search and select from the drop-down menu for the most up-to-date values; or add your default chart string to your Profile (Concur > Profile > Profile Settings > Profile/Default Chart String). Add a profile or default chart string to your Profile (Concur > Profile > Profile Settings > Profile/Default Chart String). Add you...
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