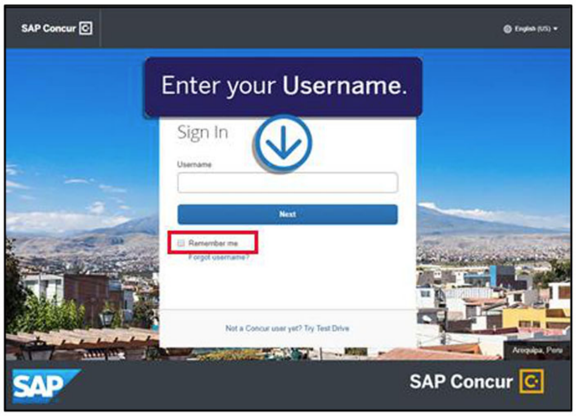
Creating a New Expense Report in Concur

Sign in to SAP Concur

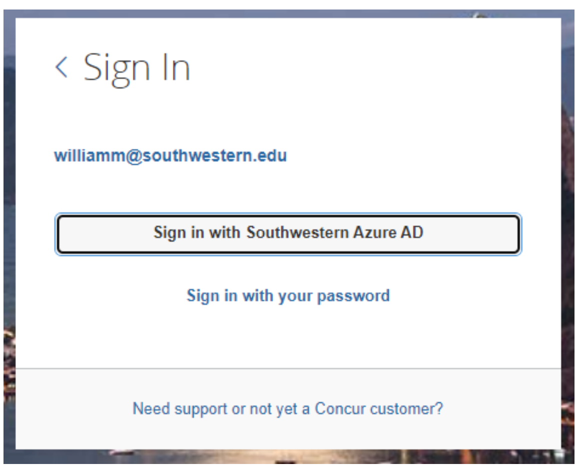
https://www.concursolutions.com/nui/signin

Enter your SU email address in the Username box, and then click Next.

You can select the "Remember Me" check box to store your password, so that you don't have to enter it the next time you sign in to SAP Concur from this device.

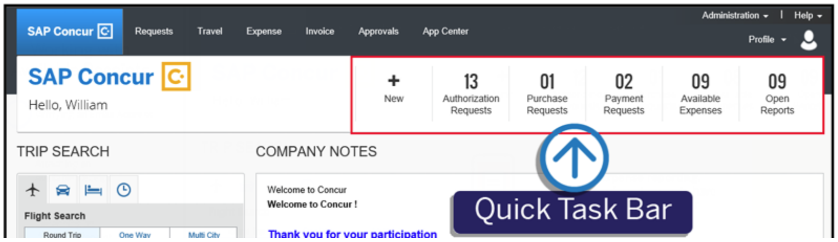


On the next screen, click "Sign in with Southwestern Azure AD".

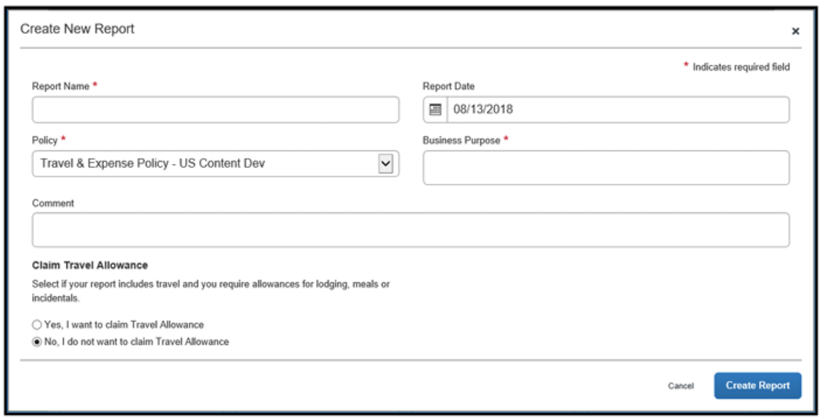


To create a new expense report

On the SAP Concur home page, on the Quick Task Bar, place your mouse pointer over New, and then click Start a Report.

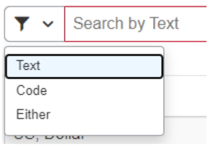


Complete all required fields and applicable optional fields.



- Report Name: LastName_MonthYear
  - If you have a common last name, title your report with LastNameFirstInitial MonthYear or LastNameFirstName MonthYear
- Start Date: always first day of the month
- End Date: always last day of the month
- Report Purpose:
  - Choose the one that fits the **majority** of your transactions for the particular month you are reporting.
  - Monthly CCARD is the best one to use if you don't have a lot of travel
  - If you have travel & non-travel expenses, you will have the opportunity to change this code on each individual expense later.
- Report Type:
  - If you selected travel for your report purpose, choose Domestic or International (whichever is applicable) here
  - If you selected Monthly CC Report for your report purpose, choose Non-Travel
  - If you have travel & non-travel expenses, you will have the opportunity to change this code one each individual expense later.
- Traveler Type:
  - Select the appropriate choice (Faculty, Staff, Student, or Team)

- Fund & Department:
    - Choose the ones that fit the majority of your transactions
    - Click the drop-down arrow next to the filter symbol and select Either to filter by either number or description.

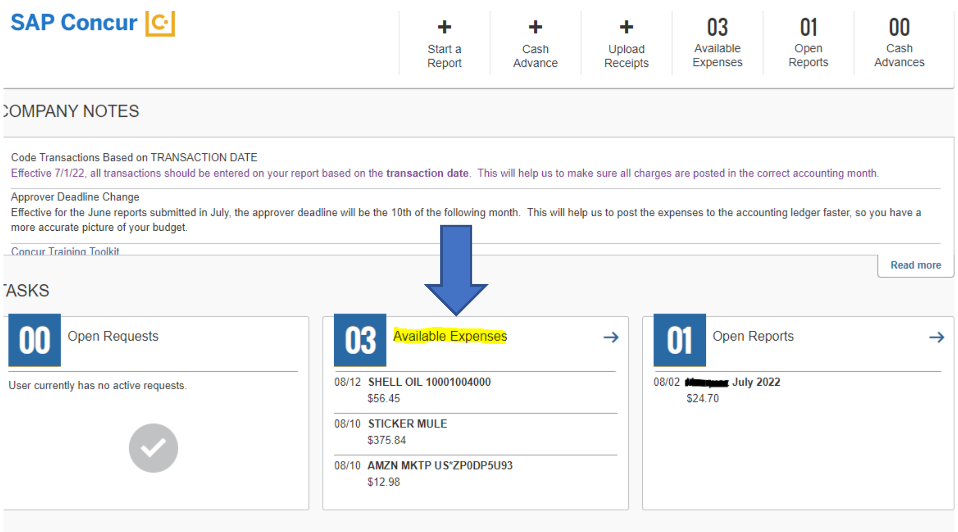


    - You will have the opportunity to change this code one each individual expense later if needed

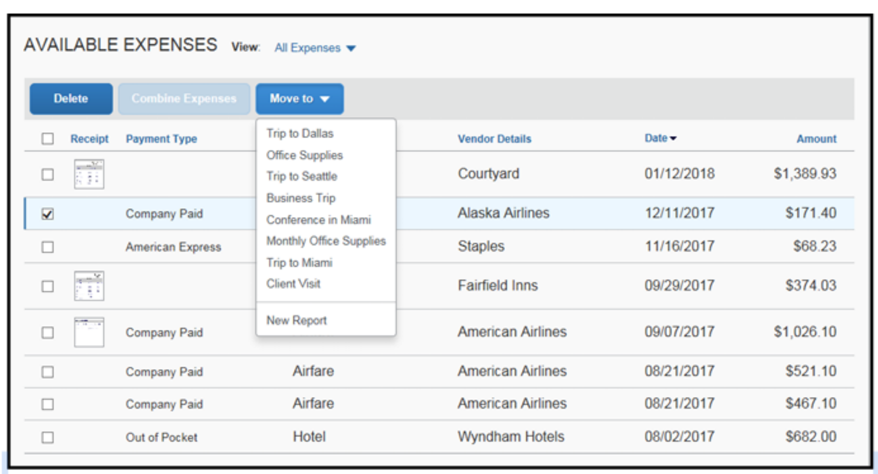
- Click Create Report.

Adding Card Transactions to an Expense Report

Corporate card charges automatically feed into Concur when they post to your card. On the SAP Concur home page, you can view a list of any unassigned credit card transactions in the Available Expenses section.

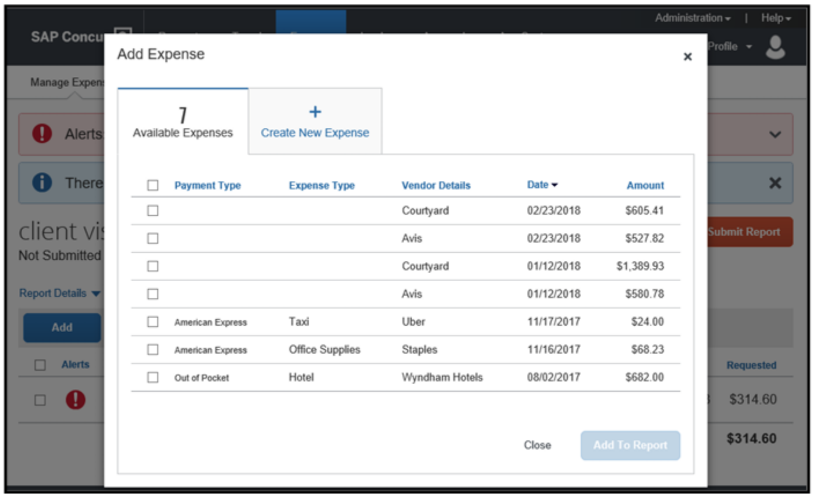


From the Available Expenses section (you might need to scroll down) select the check box(es) for all expenses that fall within the month in which you are reporting.



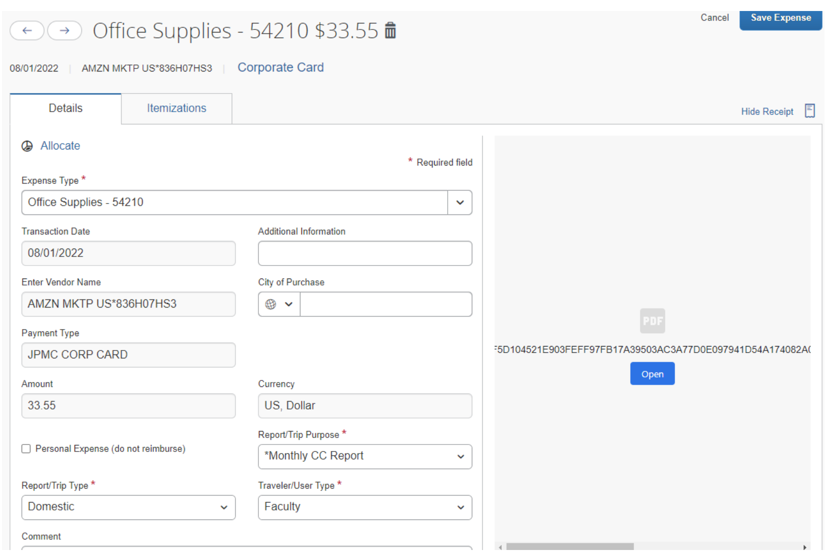
Click Add To Report.

You can also add expenses from within your expense report by clicking **Add** and selecting the expenses you wish to add.



After the expenses are added to your report, you will then click on each individual expense to finish coding. Doing so will bring up the expense detail screen below.

Editing Individual Expense Details

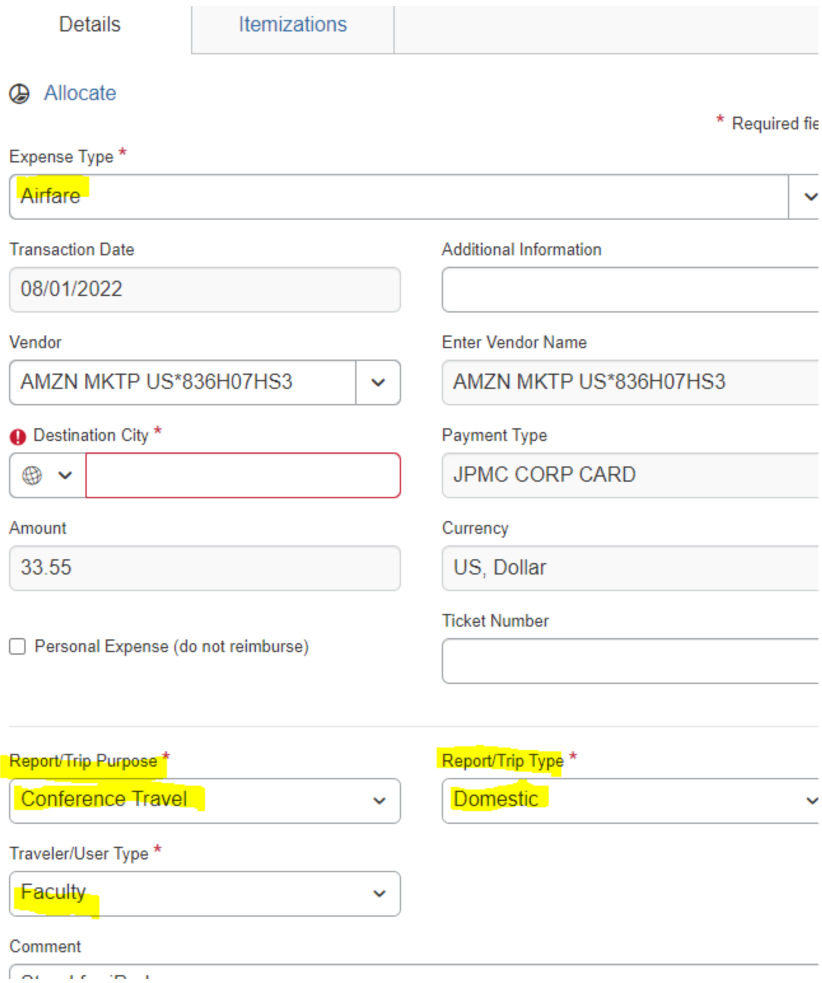


Choose the appropriate expense type for your expense.

- You will need to know your individual allowable expense types according to the account numbers you have access to use.
- If you are unsure of this information, you can check Web Advisor/Self Service or check with your Department Chair/Supervisor, Dean's Office, or the Business Office.

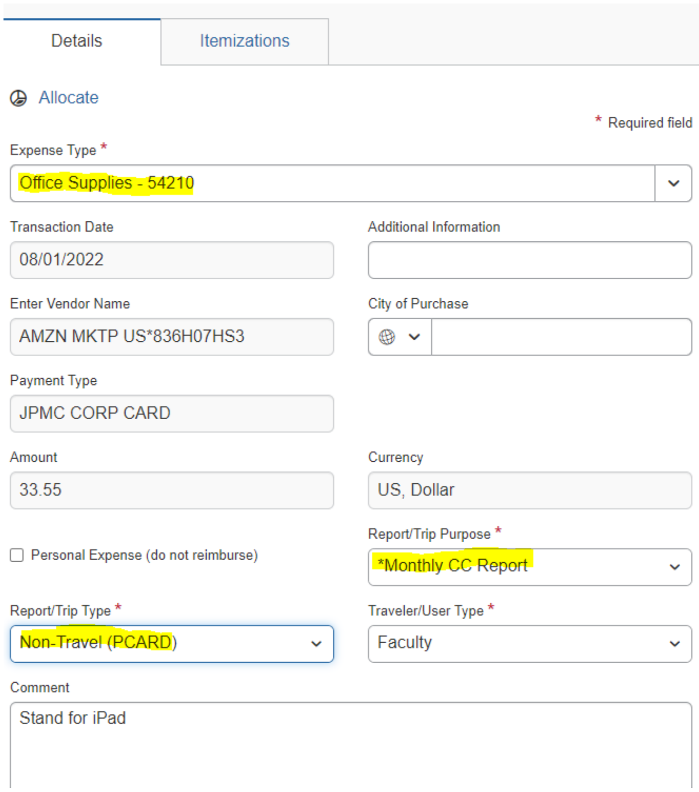
Information to note:

- Travel expense types do not have 5 digit object code as part of the description. They will post to the travel account that is determined based on the options selected on the 3 header boxes or within each individual expense (report purpose, type, and traveler type)



- See ***Faculty Travel Expense Coding Examples*** to see which combinations produce the various travel object codes.

- Non-Travel expense types **HAVE** the 5 digit object code as part of the description
  Ex: Office Supplies – 54210. Again, do NOT use the code that you think best represents what you have purchased, but rather base it on where you want it to go according to your available account codes.



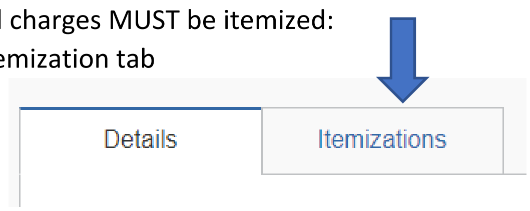
Special Accounts

- For those accounts where your expense type/object five digit code is unique to you as an individual, for example for Competitive Awards, Sam Taylor Awards, Professional Travel Awards, etc., please refer to ***Faculty Travel Expense Coding Examples.***

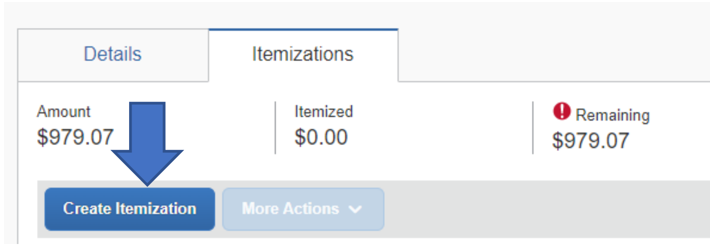
Allocating, Itemizing and/or Splitting Charges

- To **itemize** expenses between multiple expense types (object codes), see the training document *Charging Expenses to Multiple Expense Types.*
- To **allocate** to a different fund and/or department, see the training document *Expense Allocation – Using Multiple Fund & Dept. Codes*.

- Note that Hotel charges MUST be itemized:
  - Click Itemization tab

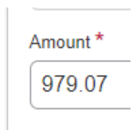


  - Then Create Itemization

        - 

    - Select Hotel expense type
        - 

    - Click the drop down arrow next to Recurring Itemization and choose Single Itemization
        - 

    - Enter the entire amount of the hotel bill in the Amount box
        - 

    - Click Save Itemization

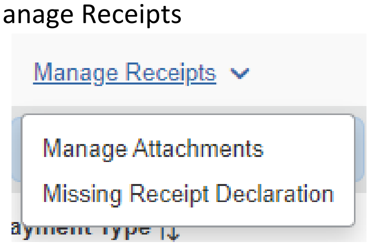
- **Other Expense Detail Screen Info:**
    - Enter trip information in the *Additional Information* or *Comments* box for all travel expenses
        - Example: AICPA Annual Meeting
    - Change the City of Purchase to the Destination City

<u>Add Receipt and Submit</u>

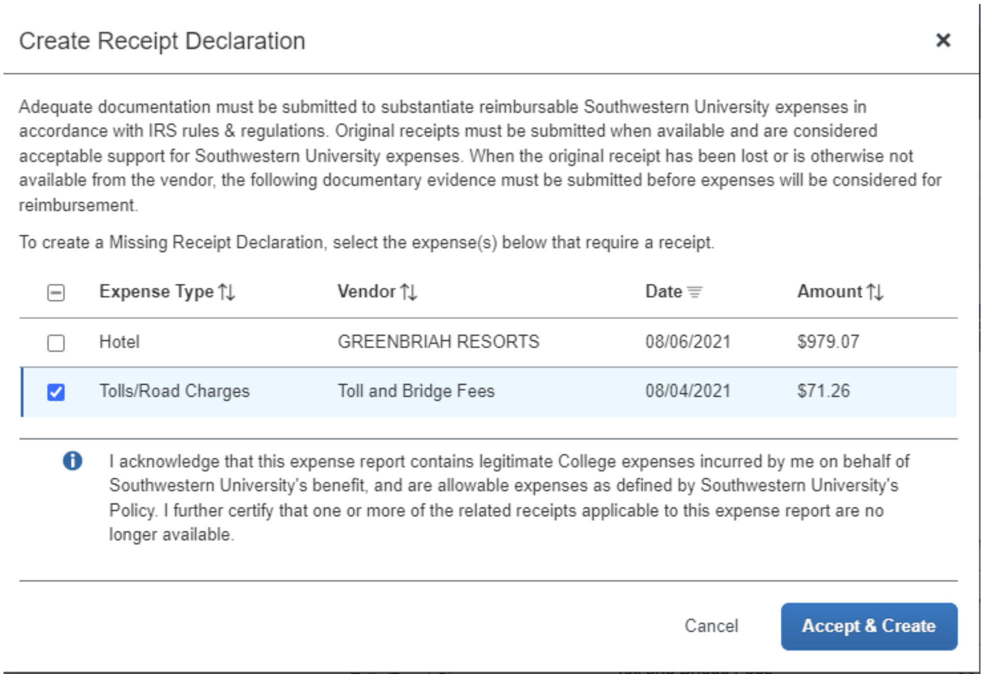
Receipts are required for all charges, no matter how small

Add your receipt by clicking on the receipt box and selecting the receipt that matches that expense, either from your receipt bank or from a file folder on your computer.

If you did not receive a receipt for a charge, attach a Missing Receipt Declaration to the charge in place of a receipt.

- Click Manage Receipts
    - 

- Select the checkbox for each expense without a receipt
- Then click *Accept & Create*

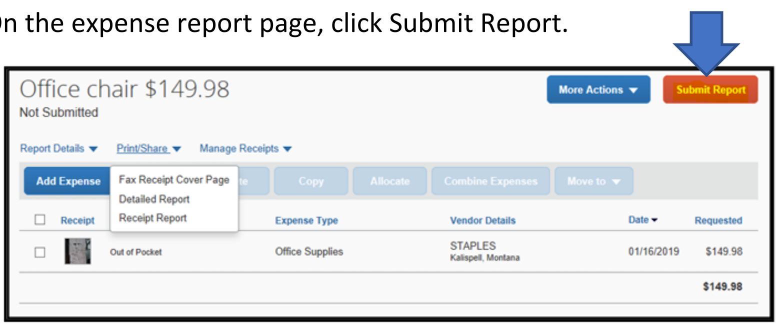


Once you are done with your individual expense, click save expense and repeat for the remaining expenses on your report.

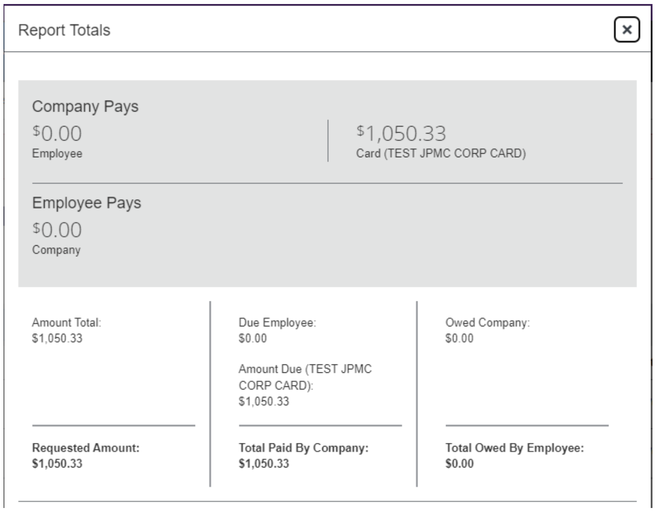
- If multiple expenses on your report need to be coded to the same expense type and do not require itemization, you can code them all at once. Refer to the training document *Coding Multiple Expenses at Once*.

<u>To submit your expense report</u>

On the expense report page, click Submit Report.



The Report Totals window appears.



Review the information for accuracy, and then click Submit Report.

If you cannot successfully submit the report, an alert message appears describing the reason for the error.

Correct the error, or contact your SAP Concur administrator if you require help to complete the task.