

Creating a New Expense Report in Concur

Sign in to SAP Concur

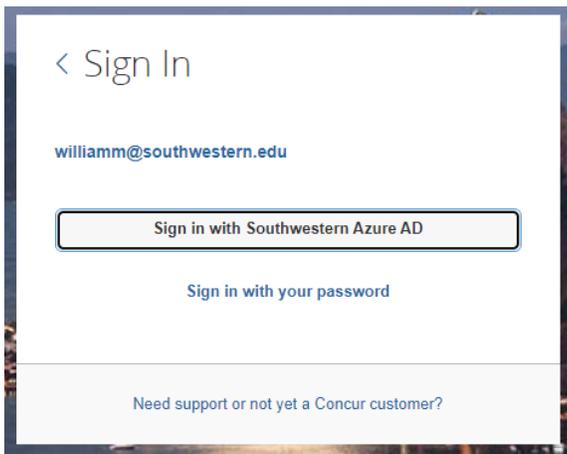
<https://www.concursolutions.com/nui/signin>

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.

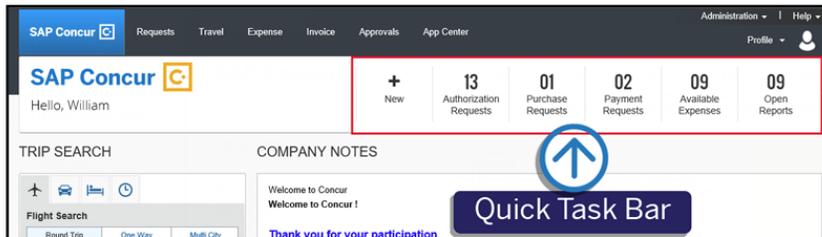


On the next screen, click “Sign in with Southwestern Azure AD”.



To create a new expense report

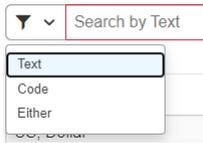
On the SAP Concur home page, on the Quick Task Bar, place your mouse pointer over New, and then click Start a Report.



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.

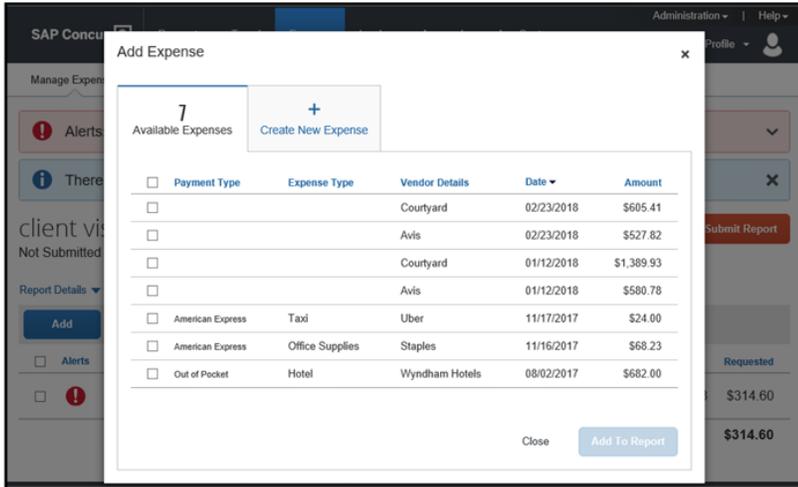
From the Available Expenses section (you might need to scroll down) select the check box(es) for all expenses that fall within the month in which you are reporting.

AVAILABLE EXPENSES View: All Expenses

Receipt	Payment Type	Vendor Details	Date	Amount	
<input type="checkbox"/>	Office Supplies	Courtyard	01/12/2018	\$1,389.93	
<input checked="" type="checkbox"/>	Company Paid	Alaska Airlines	12/11/2017	\$171.40	
<input type="checkbox"/>	American Express	Staples	11/16/2017	\$68.23	
<input type="checkbox"/>	Company Paid	Fairfield Inns	09/29/2017	\$374.03	
<input type="checkbox"/>	Company Paid	American Airlines	09/07/2017	\$1,026.10	
<input type="checkbox"/>	Company Paid	Airfare	American Airlines	08/21/2017	\$521.10
<input type="checkbox"/>	Company Paid	Airfare	American Airlines	08/21/2017	\$467.10
<input type="checkbox"/>	Out of Pocket	Hotel	Wyndham Hotels	08/02/2017	\$682.00

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

Office Supplies - 54210 \$33.55

08/01/2022 | AMZN MKTP US*836H07HS3 | Corporate Card

Details | Itemizations | Hide Receipt

Allocate

Expense Type *
Office Supplies - 54210

Transaction Date
08/01/2022

Additional Information

Enter Vendor Name
AMZN MKTP US*836H07HS3

City of Purchase

Payment Type
JPMC CORP CARD

Amount
33.55

Currency
US, Dollar

Personal Expense (do not reimburse)

Report/Trip Purpose *
*Monthly CC Report

Report/Trip Type *
Domestic

Traveler/User Type *
Faculty

Comment

PDF
:5D104521E903FEFF97FB17A39503AC3A77D0E097941D54A174082AI
Open

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)

Details **Itemizations**

Allocate * Required file

Expense Type *
Airfare

Transaction Date: 08/01/2022 Additional Information:

Vendor: AMZN MKTP US*836H07HS3 Enter Vendor Name: AMZN MKTP US*836H07HS3

Destination City * Payment Type: JPMC CORP CARD

Amount: 33.55 Currency: US, Dollar

Personal Expense (do not reimburse) Ticket Number:

Report/Trip Purpose * Report/Trip Type *
Conference Travel Domestic

Traveler/User Type *
Faculty

Comment

- 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.

The screenshot shows a web form for creating an expense report. At the top, there are two tabs: "Details" and "Itemizations". Below the tabs is a blue "Allocate" button and a "* Required field" indicator. The form contains several input fields and dropdown menus:

- Expense Type ***: A dropdown menu with "Office Supplies - 54210" selected.
- Transaction Date**: A text input field containing "08/01/2022".
- Additional Information**: An empty text input field.
- Enter Vendor Name**: A text input field containing "AMZN MKTP US*836H07HS3".
- City of Purchase**: A dropdown menu with a globe icon and a selected option.
- Payment Type**: A text input field containing "JPMC CORP CARD".
- Amount**: A text input field containing "33.55".
- Currency**: A dropdown menu with "US, Dollar" selected.
- Personal Expense (do not reimburse)**: An unchecked checkbox.
- Report/Trip Purpose ***: A dropdown menu with "*Monthly CC Report" selected.
- Report/Trip Type ***: A dropdown menu with "Non-Travel (PCARD)" selected.
- Traveler/User Type ***: A dropdown menu with "Faculty" selected.
- Comment**: A text area containing "Stand for iPad".

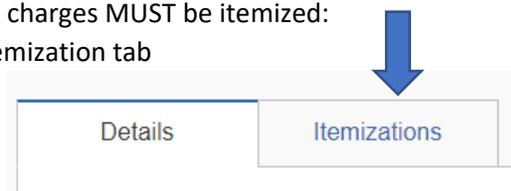
Special Accounts

- 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

Details	Itemizations	
Amount \$979.07	Itemized \$0.00	Remaining \$979.07
<div style="display: flex; justify-content: space-between;"> Create Itemization More Actions ▾ </div>		

- Select Hotel expense type

New Itemization

Expense Type *

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

Entry Type: Single Itemization ▾

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

Amount *

- 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

Add Receipt and Submit

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

[Manage Receipts ▾](#)

Manage Attachments

Missing Receipt Declaration

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

Create Receipt Declaration



Adequate documentation must be submitted to substantiate reimbursable Southwestern University expenses in accordance with IRS rules & regulations. Original receipts must be submitted when available and are considered acceptable support for Southwestern University expenses. When the original receipt has been lost or is otherwise not available from the vendor, the following documentary evidence must be submitted before expenses will be considered for reimbursement.

To create a Missing Receipt Declaration, select the expense(s) below that require a receipt.

<input type="checkbox"/>	Expense Type ↑↓	Vendor ↑↓	Date ≡	Amount ↑↓
<input type="checkbox"/>	Hotel	GREENBRIAH RESORTS	08/06/2021	\$979.07
<input checked="" type="checkbox"/>	Tolls/Road Charges	Toll and Bridge Fees	08/04/2021	\$71.26

i I acknowledge that this expense report contains legitimate College expenses incurred by me on behalf of Southwestern University's benefit, and are allowable expenses as defined by Southwestern University's Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Cancel

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*.

To submit your expense report

On the expense report page, click Submit Report.



Office chair \$149.98

Not Submitted

More Actions ▾ Submit Report

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Add Expense Fax Receipt Cover Page Detailed Report Receipt Report

<input type="checkbox"/>	Receipt	Expense Type	Vendor Details	Date ▾	Requested
<input type="checkbox"/>	Out of Pocket	Office Supplies	STAPLES Kalispell, Montana	01/16/2019	\$149.98
					\$149.98

The Report Totals window appears.

Report Totals✕

Company Pays
\$0.00
Employee

\$1,050.33
Card (TEST JPMC CORP CARD)

Employee Pays
\$0.00
Company

Amount Total:
\$1,050.33

Requested Amount:
\$1,050.33

Due Employee:
\$0.00

Amount Due (TEST JPMC
CORP CARD):
\$1,050.33

Total Paid By Company:
\$1,050.33

Owed Company:
\$0.00

Total Owed By Employee:
\$0.00

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.