

Creating the Expense Report

The screenshot shows the My Concur web application interface. The browser window title is "My Concur - NITA J RANDOLPH - Cox High Speed Internet". The address bar shows "http://implementation.concursolutions.com/portal.asp". The application header includes the Concur logo and "Welcome, NITA J RANDOLPH". The main navigation menu includes "My Concur", "Expense", "Invoice", "Reporting", "Administration", "Profile", "Help", and "Log Out". The "Expense" tab is selected, and a dropdown menu is open, showing options like "View Charges", "View Reports", "New Expense Report", "Approve Reports", "View Authorization Requests", and "New Authorization Request". The "New Expense Report" option is highlighted. The main content area displays "You are administering Expense for: Me" and a table of expense reports. Below this, there are sections for "Invoice Summary", "Available Company Card Charges", "Approval Queue (2)", and "Company Info".

Report Name	Status	Report Date	Total
Allocation Demo April 10 Expense	Not Submitted	06/08/2010	\$1,315.00

Report Name	Employee	Report Date	Total
April 10 Expenses	SIMONSON, PETER	06/04/2010	\$114.00
Approval Demo with Exceptions	SIMONSON, PETER	06/03/2010	\$275.00

- Log into Concur via Gibson Online
- Click the Expense Tab and then New Expense Report

Creating the Expense Report

Expense Center - NITA J RANDOLPH - Cox High Speed Internet

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address: https://implementation.concursolutions.com/Expense/Client/default.asp

McAfee

Concur™ Welcome, NITA J RANDOLPH

My Concur Expense Invoice Reporting Administration Profile Help Log Out

View Charges View Reports **New Expense Report** Approve Reports View Authorization Requests New Authorization Request View Cash Advances New Cash Advance

You are administering Expense for: Me

Create a New Expense Report

Report Header

Report Name Complete Expense Report Demo	Report Key	Report Date 06/08/2010	Business Purpose Complete Expense Report Demo	Will you charge to a 5-ledger? No
Policy Tulane Standard Policy (non 5-ledg)	Organization 13121	Account/Project (221013) OFFICE OF CONTROLLE	Comment	TAMS Supplier Num 1132293

Click Next after entering all details

Next >> Cancel

- Fill in all details required on report header
- Click Next
- When the dialogue box appears asking “Will this report include Travel Allowances,” choose either Yes or No, depending on whether you will have per diem expenses on this report

Importing T&E Corporate Card Expenses to Expense Report

The screenshot shows the Concur Expense Report interface. At the top, there are navigation tabs: My Concur, Expense, Invoice, Reporting, Administration, Profile, Help, and Log Out. Below these are links for View Charges, View Reports, New Expense Report, View Authorization Requests, New Authorization Request, and View Cash Advances. The user is administering an expense report for Randolph-T, Nita J.

The main area is titled "Expense Report" and "Complete Expense Report Demo". It includes buttons for New Expense, Details, View, Add Card Charges, Receipts, and Print. The "Expense List" section shows a total of \$0.00 and an "Import" button circled in red. A dropdown menu is open from the "Import" button, showing options: "To Current Report" (highlighted with a red box), "To New Report", and "Refresh".

The "Smart Expenses" pane displays a table of expenses. A callout box labeled "Expenses chosen to import into expense report" points to three rows in the table: QUIZN..., SWEET..., and CHICK... Each of these rows has a checked checkbox in the first column.

Expense Type	Amount	Requested	Expense Type	Date	Amount
<input checked="" type="checkbox"/>			QUIZN...	09/16/2009	\$6.91
<input checked="" type="checkbox"/>			SWEET...	09/15/2009	\$12.86
<input checked="" type="checkbox"/>			CHICK...	09/14/2009	\$5.99

- The very first pane that will show up on your expense report is the Smart Expenses pane if you have outstanding corporate card charges in the Concur system
- You will click on the expenses that are applicable to the current report you are working on
- Then click Import
- Choose To Current Report

Importing T&E Corporate Card Expenses to Expense Report

The screenshot displays the My Concur Expense Report interface. A modal dialog box titled "Smart Expenses" is centered on the screen, displaying the message: "The selected items have been successfully imported as expenses." Below the message is a checkbox labeled "Never show this prompt again" and an "OK" button. The background interface shows the "Expense List" table with the following data:

Date	Expense Type	Amount	Requested
09/16/2009	Undefined QUIZNO'S SUB #64	\$6.91	\$6.91
09/15/2009	Undefined SWEET TOMATOES	\$12.86	\$12.86
09/14/2009	Undefined CHICK-FIL-A #0069	\$5.99	\$5.99

- After clicking on Import to Current Report, this screen appears stating the transactions have been imported successfully
- Click OK

Importing T&E Corporate Card Expenses to Expense Report

The screenshot displays the My Concur Expense Report interface. At the top, there are navigation tabs: My Concur, Expense (selected), Invoice, Reporting, Administration, Profile, Help, and Log Out. Below the tabs, there are links for View Charges, View Reports, New Expense Report, View Authorization Requests, New Authorization Request, and View Cash Advances. A dropdown menu indicates the user is administering Expense for Randolph-T, Nita J.

The main section is titled "Expense Report" and "Complete Expense Report Demo". It includes buttons for New Expense, Details, View, Add Card Charges, Hide Exceptions, Delete Report, and Notify Employee. There are also icons for Receipts and Print.

The "Exceptions" section contains a table with the following data:

Expense Type	Date	Amount	Exception
Undefined	09/14/2009	\$5.99	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Undefined	09/15/2009	\$12.86	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

A callout box points to the exception messages, stating: "Gives an explanation of the problem with the transaction".

The "Expense List" section shows a table with a total of \$25.76. The table has columns for Date, Expense Type, Amount, and Requested. The data is as follows:

Date	Expense Type	Amount	Requested
09/16/2009	Undefined QUIZNO'S SUB #64	\$6.91	\$6.91
09/15/2009	Undefined SWEET TOMATOES	\$12.86	\$12.86
09/14/2009	Undefined CHICK-FIL-A #0069	\$5.99	\$5.99

The "Smart Expenses" section includes an Import button and a Refresh button. It displays a list of expenses with columns for Expens..., Expense Type, Date, and Amount. The data is as follows:

Expens...	Expense Type	Date	Amount
TIEMC...	Undefined	10/02/2009	\$7.64
CIRCL...	Undefined	10/02/2009	\$2.00
COLDS...	Undefined	09/29/2009	\$3.78
WILDF...	Undefined	09/29/2009	\$9.51
SAFEW...	Undefined	09/28/2009	\$2.17
ARAM...	Undefined	09/27/2009	\$3.90
WHOLE...	Undefined	09/27/2009	\$28.20
FEDEX ...	Undefined	09/21/2009	\$67.81

- The corporate card charges now appear in the Expense List of the report
- Correcting the red icons will be explained on the next page

Importing T&E Corporate Card Expenses to Expense Report

The screenshot shows the Concur Expense Report interface. At the top, there are navigation tabs: My Concur, Expense (selected), Invoice, Reporting, Administration, Profile, Help, and Log Out. Below these are links for View Charges, View Reports, New Expense Report, View Authorization Requests, New Authorization Request, and View Cash Advances. A user notification states: "You are administering Expense for: Randolph-T, Nita J." The main header reads "Expense Report Complete Expense Report Demo" with buttons for Hide Exceptions, Delete Report, and Notify Employee. A secondary header has links for New Expense, Details, View, and Add Card Charges, along with Receipts and Print options. The "Exceptions" section contains a table with two rows of "Undefined" expense types, each with a red error icon and a message: "The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report." The "Expense List" section shows a table with columns: Delete, Date, Expense Type, Amount, and Requested. The total is \$25.76. Three expenses are listed, all with "Undefined" types and red error icons. The first expense is circled in red. A detailed view of this expense is shown on the right, with the "Natural Account" dropdown menu also circled in red. The dropdown shows "Domestic Meals" selected. Other fields include Transaction Date (09/16/2009), Business Purpose (Complete Expense Report Demo), Vendor Name (QUIZNO'S SUB #643), City (Dallas, Texas), and Payment Type (Corporate T&E Card). The Amount is 6.91 USD. Buttons for Save, Itemize, Allocate, and Cancel are at the bottom.

Expense Type	Date	Amount	Exception
Undefined	09/14/2009	\$5.99	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Undefined	09/15/2009	\$12.86	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

Date	Expense Type	Amount	Requested
09/16/2009	Undefined	\$6.91	\$6.91
09/15/2009	Undefined	\$12.86	\$12.86
09/14/2009	Undefined	\$5.99	\$5.99

- The red icons indicate that there is a problem to be resolved with the transactions
 - Many times an expense will come over as an “Undefined” expense type because the system can’t determine the expense type based on the vendor imported from the corporate card
 - Double click on the expense, choose the correct Expense Type and click Save.
 - If you receive a “city error,” it is usually because the state is abbreviated and the system doesn’t recognize state abbreviations (i.e. Incorrect: Dallas, TX; Correct: Dallas, Texas)

Importing T&E Corporate Card Expenses to Expense Report

The screenshot displays the Concur Expense Report interface. At the top, there is a navigation menu with options: My Concur, Expense (selected), Invoice, Reporting, Administration, Profile, Help, and Log Out. Below the menu, there are links for View Charges, View Reports, New Expense Report, View Authorization Requests, New Authorization Request, and View Cash Advances. A dropdown menu indicates the user is administering Expense for 'Randolph-T, Nita J.'.

The main content area is titled 'Expense Report Complete Expense Report Demo'. It includes buttons for 'Delete Report' and 'Notify Employee'. Below this, there are options for 'New Expense', 'Details', 'View', and 'Add Card Charges', along with 'Receipts' and 'Print' options.

The 'Expense List' section shows a table of imported transactions. The table has columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. The total amount is \$25.76. The transactions are:

Date	Expense Type	Amount	Requested
09/16/2009	Domestic Meals QUIZNO'S SUB #64	\$6.91	\$6.91
09/15/2009	Domestic Meals SWEET TOMATOES	\$12.86	\$12.86
09/14/2009	Domestic Meals CHICK-FIL-A #0069	\$5.99	\$5.99

The 'New Expense' form is open, showing the 'Expense Type' field and a list of 'A-Business Travel - Employees Only, Domestic Destinations'. The destinations listed are: Domestic Airfare (highlighted), Domestic Baggage and Shipping, Domestic Federal Mileage, Domestic Hotel/Lodging, Domestic Laundry and Dry Cleaning, and Domestic Meals.

- Once you have corrected all of your expense types on the imported corporate card transactions, you will no longer see the red exception icons
- The corporate card icon will appear along with the expense type

Allocating Corporate Card Expenses

The screenshot shows the My Concur Expense Report interface. The top navigation bar includes 'My Concur', 'Expense', 'Invoice', 'Reporting', 'Administration', 'Profile', 'Help', and 'Log Out'. Below this, there are links for 'View Charges', 'View Reports', 'New Expense Report', 'View Authorization Requests', 'New Authorization Request', and 'View Cash Advances'. The user is administering expenses for 'Randolph-T, Nita J.'. The main area is titled 'Expense Report' and 'Complete Expense Report Demo'. It features a toolbar with 'New Expense', 'Details', 'View', and 'Add Card Charges', along with 'Delete Report' and 'Notify Employee' buttons. A table titled 'Expense List' shows three selected expenses with a total of \$25.76. A dialog box on the right asks 'You have selected multiple expenses. What would you like to do?' and lists three options: 'Delete', 'Allocate', and 'Edit'.

Expense Report
Complete Expense Report Demo

You are administering Expense for: Randolph-T, Nita J.

Expense List

Total: \$25.76

<input checked="" type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	09/16/2009	Domestic Meals QUIZNO'S SUB #64	\$6.91	\$6.91
<input checked="" type="checkbox"/>	09/15/2009	Domestic Meals SWEET TOMATOES	\$12.86	\$12.86
<input checked="" type="checkbox"/>	09/14/2009	Domestic Meals CHICK-FIL-A #0069	\$5.99	\$5.99

You have selected multiple expenses. What would you like to do?

1. [Delete](#) the selected expenses
2. [Allocate](#) the selected expenses
3. [Edit](#) one or more fields for the selected expenses

- Now you can allocate your corporate expenses
- If you are allocating all expenses to the same account(s), you click in the “choose all” box next to the date field
- Click ‘Allocate the selected expenses’

Allocating Corporate Card Expenses

Concur™ Welcome, NITA J RANDOLPH

My Concur

View Charges

Expense Report Complete E

New Expense

Expense List

Delete

Done

Allocations for Report: Complete Expense Report Demo

Allocate Selected Expenses Clear Selections

Select Group ▾

Date ▾	Expense Type	Group	Amount
<input type="checkbox"/> 09/14/2009	Domestic Me...		\$5.99
<input type="checkbox"/> 09/15/2009	Domestic Me...		\$12.86
<input type="checkbox"/> 09/16/2009	Domestic Me...		\$6.91

Allocations

Total Amount : \$25.76
Allocated Amount : \$25.76 (100%)
Remaining : \$0.00 (0%)

Allocate By: ▾ Add New Allocation Delete Selected Allocations

Percentage	* Organization	* Account/Project	Org Dept Use
<input type="checkbox"/> 100	23410	(222102) ADMIS...	23410

Save Cancel

Done

Notify Employee

pts ▾ Print ▾

Internet

- The allocation screen appears in which you can allocate by amount or percent, add new allocations to charge additional accounts, or change the default allocation
- If you want to use the default allocation, click in the box next to 100% (See Allocating Expenses manual for details on this process)
- Once finished allocating, click Save
- Click Done

Allocating Corporate Card Expenses

View Charges View Reports New Expense Report View Authorization Requests New Authorization Request View Cash Advances

You are administering Expense for: Randolph-T, Nita J.

Expense Report
Complete Expense Report Demo Delete Report Notify Employee

New Expense Details View Add Card Charges Receipts Print

Expense List << **New Expense**

Delete Total: \$25.76

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	09/16/2009	Domestic Meals QUIZNO'S SUB #64	\$6.91	\$6.91
<input type="checkbox"/>	09/15/2009	Domestic Meals SWEET TOMATOES	\$12.86	\$12.86
<input type="checkbox"/>	09/14/2009	Domestic Meals CHICK-FIL-A #0069	\$5.99	\$5.99

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

A-Business Travel - Employees Only, Domestic Destinations

- Domestic Airfare
- Domestic Baggage and Shipping
- Domestic Federal Mileage
- Domestic Hotel/Lodging
- Domestic Laundry and Dry Cleaning
- Domestic Meals

Done Internet

- Once you have allocated your corporate charges, the allocation icon appears
- You are now ready to add the rest of the expenses for the trip by choosing your next expense type (See Creating an Expense and Reimbursement manual for details on this process)