Create a New Expense Report

To create a report:

Either:

On the home page, on the Quick Task Bar, click the **New** task and then **Start a Report**.

- or -

On the menu, click **Expense → Manage Expenses** (on the sub-menu). Click the **Create New Report** tile.

1. Complete all required fields (marked with red bars) and the optional fields, as needed.
2. Click **Next**. Available **Cash Advances** are displayed in a popup window by first clicking **Details → Available** (assign advances, if applicable, or click **Next**).
3. At this point, you will likely either:
   - Add an out-of-pocket expense to your expense report
   - Add P-card transactions to your expense report

Add Card Transactions to an Expense Report

You can add card transactions to an expense report in these ways:

- While the desired report is open
- From the **Company Card Charges** page (**Expense → View Transactions** on the sub-menu)
- From the **Available Expenses** section (**Expense → Manage Expenses** on the sub-menu)

While the expense report is open

To add card transactions within the open report:

1. From the **Available Expenses** section on the right side of the screen, select the check box(es) for the appropriate expenses that you want to assign to the current expense report.

   TIP: Click **Import Expenses** for the Available Expenses section to appear if not displayed.

2. Click **Move** (in the **Available Expenses** section). The expense is moved and appears on the left side of the page, with any applicable icons, such as company card or exception.

From the Company Card Charges page

To assign one or more transactions to an expense report:

1. Select a check box next to each desired transaction.

   TIP: Select the uppermost check box to select all transactions.

2. Choose an expense report from the **Add Charges To** drop down menu.
3. Click **Add Selected**.

From the Available Expenses section

You can access the **Available Expenses** section in these ways:

- On the home page, in the Quick Task Bar, click the **Available Expenses** task.
- On the menu, click **Expenses → Manage Expenses** on the sub-menu. The **Available Expenses** section appears. (You may need to scroll down.)

To assign the transaction to a report:

1. Check the box next to each desired transaction.

TIP: Select the uppermost check box to select all transactions.

2. Click **Move**.
3. Select the name of the desired report or **To New Report**.

- If you select an existing report, the report opens and the selected transactions are attached to the report.
- If you select **To New Report**, the **Create a New Expense Report** page appears. Enter the report information as usual.

Add an Out-of-Pocket Expense to an Expense Report

To add an out-of-pocket expense to a report:

1. With the report open, click **New Expense**. (If there are no other expenses on the report, you may not need to click **New Expense**.)
2. In the **New Expense** pane, select or type in the desired expense type. The page refreshes, displaying the required and optional fields for the selected expense type.
3. Complete all required fields (marked with red bars) and the optional fields, as needed.

   Click one of the following:

   Save (to add the expense to the report)

   Itemize (to itemize the expense)

   Allocate (to allocate the expense)

   Attach Receipts (to upload and attach receipt images)

   Cancel (to exit without saving this expense)

Itemize Expenses

The Itemize feature allows you to account for receipts that include both business and personal expenses or to ensure that each of your expenses is accounted for correctly. For example, assume that you have an expense from a local store where you had some copies made and you purchased some binders. You can create an expense for the full amount and then itemize the expense, creating two itemizations: one for the amount spent on the copies (perhaps using the expense type for duplicating) and one for the amount of the binders (perhaps using the expense type for office supplies).

To itemize an expense:

1. Create the expense as usual and click **Itemize** (instead of **Save**).

   - The expense appears as usual on the left side of the page, along with the message *Adding New Itemization*.

   - The name of the **New Expense** tab changes to **New Itemization**.

2. In the **New Itemization** pane, select the expense type that applies to the first itemization. The page refreshes, displaying the required and optional fields for the selected expense type.

3. Complete the applicable fields.

4. Click **Save**.

   - The newly created itemization appears on the left side of the page, below the expense.

   - The total amount, the itemized amount, and the remaining amount appear on the upper right side of the page.

5. For each additional itemization, in the **Itemization** pane, select the appropriate expense type and complete the appropriate fields. Continue until the remaining amount is $0.00.

Allocate Expenses

The Allocations feature allows you to allocate expenses to projects or departments, which will be charged for those expenses. You can allocate a single expense or multiple expenses.

To allocate:

1. Either:

   - While creating or editing a *single* expense, click **Allocate** at the bottom of the **Expense** pane.

     To allocate *multiple* expenses, select the desired expenses on the left side of the page. Then either:

     > Click **Allocate the selected expenses** on the right side of the page.

     > - or -

     > Click **Details → Allocations**.

   The **Allocations for Report** window appears. The total expense amount, the amount allocated, and the amount remaining appear in the **Allocations** section.

2. From the **Allocate By** dropdown list, select *Percentage* or *Amount*.

3. Add as many allocations as necessary.

   You can adjust the amounts and percentages. The total amount must be allocated 100%.

4. Click **Save**.

5. For the confirmation message, click **OK**.

6. Click **Done**. The allocation icon appears with the expense.

   - If the expense is 100% allocated, the ⊕ icon appears with the expense.

   - If the expense is not 100% allocated, the ⊕ icon appears with the expense.

Upload and Attach Receipts

You can upload and attach a receipt image saved locally or through Available Receipts. Available Receipts works with Concur Imaging Service to provide receipt images that the user can either email or upload images to, and then use to attach images at the line item expense entry level only.

To upload and attach local images to individual expense entries:

1. With the report open and the expense entry open, click **Attach Receipt**. Or click **Receipts →Attach Receipt Images** and select the associated transaction(s).

2. Click **Browse** (or Choose File, depending on browser).

3. Navigate to the image file, click **Open**.

4. Click **Upload**.

5. Click **Close**.

To attach a receipt image to an expense entry using Available Receipts:

1. Select an entry and click **View → Detail.**

2. Click **Receipts → View Available Receipts**.

3. Either:

   Click the left-pointing arrow icon on the desired image –or–

   Drag the image directly over the expense entry

Submitting an Expense Report

To submit your expense report:

1. On the expense report page, click **Submit Report**. The **Final Review** window appears.

2. Review the information for accuracy. You can **Print, Attach Receipt Images,** or **View Receipts**.

3. Click **Accept & Submit**.

Convert Foreign Currency Transactions

To account for an expense incurred in another currency:

1. Create the expense as usual.

   For the amount:

   - Select the "spend" currency from the list to the right of the **Amount** field. The **Rate** field appears and is automatically populated.

Complete the remaining fields as appropriate and click **Save**.

Missing Receipt Affidavit

The Missing Receipt Affidavit feature allows you to provide an affidavit for lost or misplaced required receipt images. You can digitally sign an affidavit that can be submitted instead of the actual imaged receipts. This allows the report to be submitted in a timely manner and comply with company policy on receipt submittal

Tip: The affidavit can be submitted only by the user - not the user's delegate.

To attach a missing receipt affidavit to an expense entry:

1. On the expense report, click **Receipts → Missing Receipt Affidavit.** The Missing Receipt Affidavit window opens.

2. Select each entry that requires an affidavit.

3. Click **Accept & Create**. An image of the affidavit is created. It is attached to the entry or entries and creates a record of the date, time, employee name, and other details for review purposes. Also, a missing affidavit icon displays on the line entry.

Review and Approve an Expense Report

To approve a report "as is":

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports.** The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.

Review the report details, and then click **Approve**.

Note: The [icon] icon denotes the transactions/allocations that the cost object approvers are approving.

Add an Additional Review Step

If any additional approvals are needed that are not included in the work flow, you may use the **Approve & Forward** button to send the report to another approver.

To approve and forward a report:

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports.** The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.

2. Review the report and click **Approve & Forward.** Enter the **User-Added Approver**, and add a comment, as needed.

3. Click **Approve & Forward** to approve the expense report and send to the next approver.

Concur Expense Icon Guide

Attendees: Indicates that an expense entry has associated attendees.

Credit Card Transaction: Indicates that an expense entry was a credit card transaction.

Electronic Receipt: Indicates Electronic receipt has been sent by a vendor to a users' account.

Exception (Yellow): Indicates a warning or reminder to take note of.

Exception (Red): Indicates that an expense entry exception must be resolved before submission.

Personal Expense: Indicates that an expense entry was marked as personal.

Pending Processor Review: Indicates that the submitted expense report is pending review.

Receipt Required: Indicates that an expense requires a receipt.

Receipt Attached: Indicates that the required receipts have been attached.

Receipt Affidavit: Indicates a missing receipt affidavit has been attached to the expense.

Report Ready for Submission: Indicates that the expense report is ready for submission.

Taxi: Indicates a Taxi expense.