



UNIVERSITY OF
SOUTH ALABAMA

Concur
Procurement Reporting
NextGen Expense Manual

Procurement Card and Travel Services

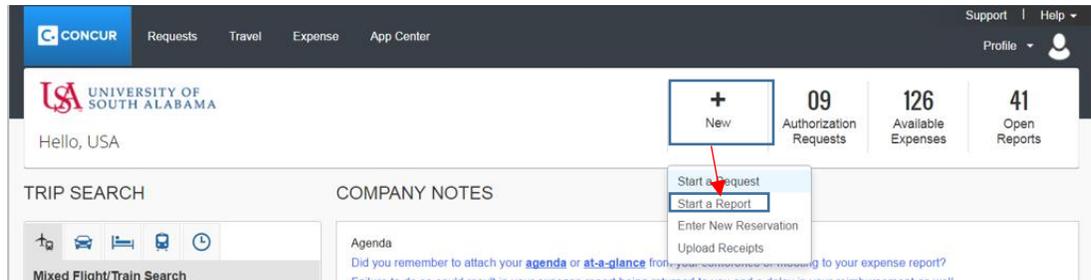
<https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/>
650 Clinic Drive, Suite 1400
Mobile, Alabama 36688
251.460.6242

Creating a New Expense Report

Create the report:

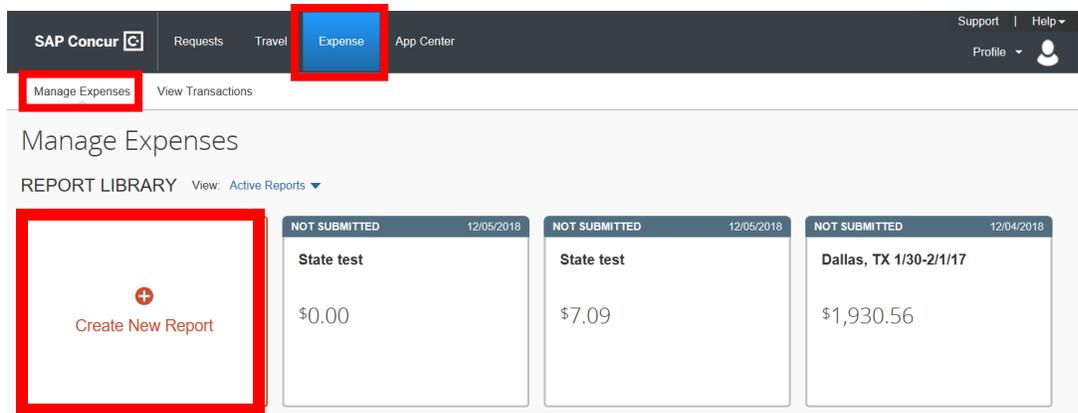
1. Either:

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



- OR -

- On the menu, click **Expense > Manage Expenses** and then click the **Create New Report** tile.

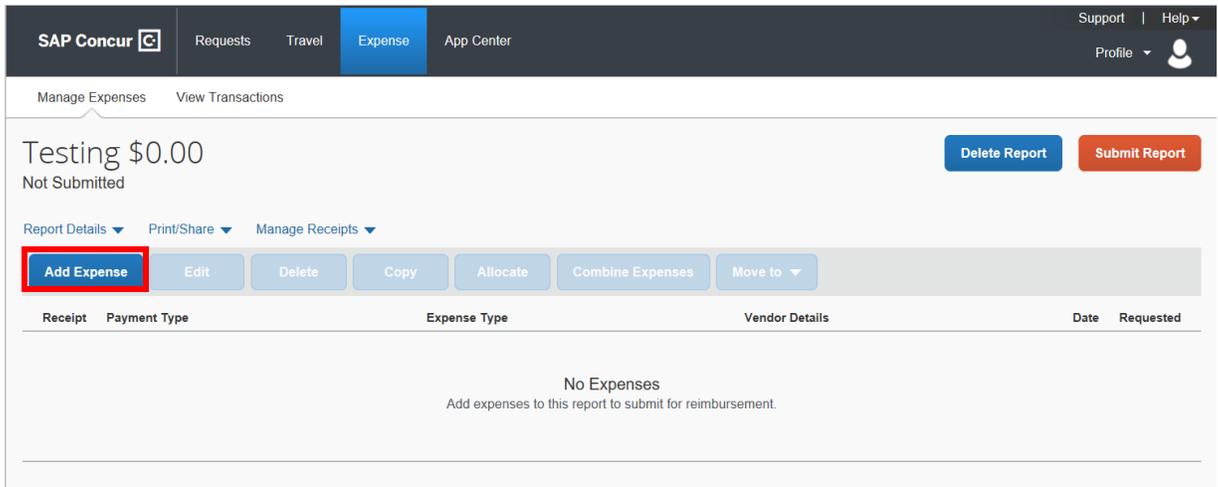


2. Complete all required fields (marked with red asterisk) and the optional fields as needed. Then click **Create Report**.

Note: Report Type field must be USA – Procurement Policy

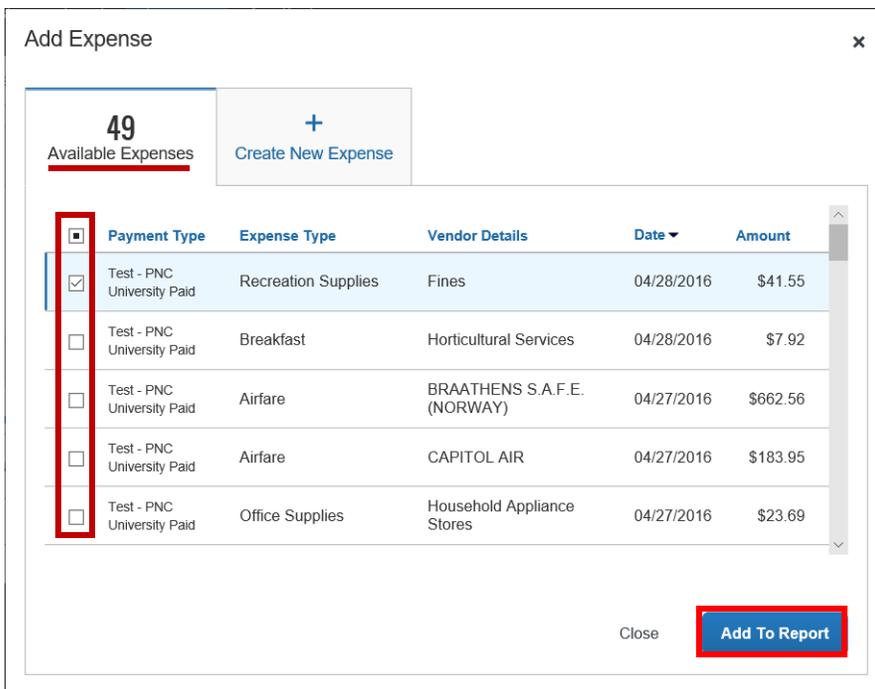
The screenshot shows the 'Create New Report' form. The 'Report Type' field is highlighted with a red box and contains the value '*USA - Procurement Policy'. Other fields include 'Report Name', 'Report Date' (12/05/2018), 'Division', 'Division 2', 'Org', 'Fund', 'Program', and 'Activity'. There are also 'Additional Information' and 'Comment' text areas. A 'Create Report' button is highlighted with a red box at the bottom right.

- Once you click **Create Report** in step 2 you will be taken to your report where you will begin adding expenses.



Add card transactions to the report:

- Click **Add Expense**. Your PCard transactions will be listed under the **Available Expenses** tab.
- Check the box next to the transactions you wish to add to this report or check the top box to select all transactions.
- Click **Add To Report**.



4. Click each expense one at a time and complete all the required fields (marked with red asterisk) and any optional fields as needed.

The screenshot shows the SAP Concur Expense page. At the top, there are navigation tabs for Requests, Travel, Expense, and App Center. Below the navigation, there are links for Manage Expenses and View Transactions. A red alert banner at the top indicates "Alerts: 2". The main heading is "Testing \$118.83" with a "Not Submitted" status. There are buttons for "More Actions" and "Submit Report". Below this, there are options for Report Details, Print/Share, and Manage Receipts. A toolbar contains buttons for Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, and Move to. A table lists expenses with columns for Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The first row is highlighted with a red box and contains an alert icon, "Test - PNC University Paid", "Office Supplies", "Motor vehicle supplies and new p Mobile, Alabama", "05/02/2016", and "\$77.28". The second row contains "Test - PNC University Paid", "Recreation Supplies", "Fines Mobile, Alabama", "04/28/2016", and "\$41.55". A total of "\$118.83" is shown at the bottom right.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Test - PNC University Paid	Office Supplies	Motor vehicle supplies and new p Mobile, Alabama	05/02/2016	\$77.28
<input type="checkbox"/>		Test - PNC University Paid	Recreation Supplies	Fines Mobile, Alabama	04/28/2016	\$41.55
						\$118.83

5. Make sure the Expense Type is correct and all required fields have been completed. Some will auto populate for you.

The screenshot shows the SAP Concur Expense form for "Office Supplies \$77.28". At the top, there are navigation tabs for Requests, Travel, Expense, and App Center. Below the navigation, there are links for Manage Expenses and View Transactions. A red alert banner at the top indicates "Alerts: 1" and "Missing required field: Report Purpose." The main heading is "Office Supplies \$77.28" with a "Cancel" button and a "Save Expense" button. Below this, there are options for Details and Itemizations. The form is divided into sections: Allocate, Expense Type, Transaction Date, Additional Information, City of Purchase, Transaction Amount, Comment, and Attach Receipt Image. The "Expense Type" is set to "Office Supplies". The "Transaction Date" is "05/02/2016". The "Additional Information" is "Motor vehicle supplies and new p". The "City of Purchase" is "Mobile, Alabama". The "Transaction Amount" is "77.28". The "Comment" field is empty. The "Attach Receipt Image" section is highlighted with a red box and contains a plus sign and the text "Attach Receipt Image".

Note: The Alerts at the top of the screen will aid you in completing the requirements for this particular transaction.

- Click **Attach Receipt Image** and locate the required documentation associated with this transaction and attach. Then click **Save Expense**.

The screenshot shows the SAP Concur Expense Report form for 'Office Supplies \$77.28'. The form is in the 'Details' tab. The 'Expense Type' is 'Office Supplies', the 'Transaction Date' is '05/02/2016', and the 'Report Purpose' is 'Office Supplies'. The 'City of Purchase' is 'Mobile, Alabama' and the 'Transaction Amount' is '77.28'. The 'Payment Type' is 'Test - PNC University Paid' and the 'Currency' is 'US, Dollar'. A large red box highlights the 'Attach Receipt Image' button in the center of the form.

The screenshot shows the same SAP Concur Expense Report form, but now with an 'Expense Report' attached. The 'Expense Report' details are as follows:

- Expense Report**
- Report/Trip Name : Dallas, TX 1/02-2/1/17
- User Name : Traveler1, USA
- User ID : traveler1
- Report Header
- Report/Trip Name : Dallas, TX 1/02-2/1/17
- Report/Trip Start Date : 01/02/2017
- *Departure Time : 05:00pm
- Report/Trip End Date : 02/01/2017
- *Arrival Time : 03:00pm
- *Conference/Event Name : Testing
- *Trip Type : Out-of-State
- *Division : Academic Affairs Colleges
- *Div2 : College of Allied Health
- *Program : Public Service
- *Org : Allied Health General
- *Fund : Microbiology Diagnostic Services
- Additional Information : John Doe is covering my classes
- Report ID : 5A7E2DA192542618CCD3
- Report Date : 05/21/2016
- Approval Status : Not Submitted
- Currency : US, Dollar

The 'Save Expense' button is highlighted with a red box. At the bottom of the form, there is a table with columns: Transaction, Expense, Account, *Additional, Vendor, City of, Payment, Amount. Below the table are 'Detach' and 'Append' buttons.

If you need to allocate any expense(s) to another FOAPAL you have options:

1. To allocate each individual expense select that expense and click **Allocate**. This is best used when different expenses will carry different FOAPALS.

Testing \$118.83
Not Submitted

Report Details Print/Share Manage Receipts

Add Expense Edit Delete Copy **Allocate** Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>			Test - PNC University Paid	Office Supplies	Motor vehicle supplies and new p Mobile, Alabama	05/02/2016	\$77.28
<input type="checkbox"/>			Test - PNC University Paid	Recreation Supplies	Fines Mobile, Alabama	04/28/2016	\$41.55
							\$118.83

OR, if you need to allocate all of the expenses to the same Fund/Org/Program combination then check the top box and click **Allocate**.

Testing \$118.83
Not Submitted

Report Details Print/Share Manage Receipts

Add Expense Edit Delete Copy **Allocate** Combine Expenses Move to

<input checked="" type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>			Test - PNC University Paid	Office Supplies	Motor vehicle supplies and new p Mobile, Alabama	05/02/2016	\$77.28
<input checked="" type="checkbox"/>			Test - PNC University Paid	Recreation Supplies	Fines Mobile, Alabama	04/28/2016	\$41.55
							\$118.83

OR, click the **Allocate** link directly below the word Details while you are on the expense.

New Expense

Cancel Save Expense

Details Itemizations Hide Receipt

Allocate

* Indicates required field

Expense Type *
Hotel

Transaction Date *
03/16/2018

Additional Information

Vendor *
Sheraton

City of Purchase *
Seattle, Washington

Payment Type *
Cash/Personal Card

Transaction Amount *
803.64

Currency *
US, Dollar

Request *
None

Comment

SHERATON SEATTLE HOTEL
1400 5th Avenue
Seattle, WA 98101
United States
Tel: 206-461-8000 Fax: 206-421-8441

Page Number : 1
Guest Number : 4335862
PMS ID : A
Arrive Date : 13-MAR-18 12:23
Depart Date : 16-MAR-18 12:00
No. Of Guest : 1
Room Number : 1120
Club Account :

DATE	REFERENCE	DESCRIPTION	CHARGE (USD)	CREDIT (USD)
13-MAR-18	RT1120	Room Chrg Gp Corporate	230.00	
13-MAR-18	RT1120	Room Tax	35.88	
13-MAR-18	RT1120	Seattle Tourism Fee	2.00	
14-MAR-18	RT1120	Room Chrg Gp Corporate	230.00	
14-MAR-18	RT1120	Room Tax	35.88	
14-MAR-18	RT1120	Seattle Tourism Fee	2.00	
15-MAR-18	RT1120	Room Chrg Gp Corporate	230.00	
15-MAR-18	RT1120	Room Tax	35.88	
15-MAR-18	RT1120	Seattle Tourism Fee	2.00	
MAR-16-2018-A		Seattle Tourism Fee American Express		-803.64
** Total			803.64	-803.64
*** Balance			0.00	

I agreed to pay all room & incidental charges.

2. Select whether you wish to allocate by Percent (default) or by Amount.

Allocate
Expenses: 1 | \$803.64

Amount \$803.64 | Allocated \$803.64 100% | Remaining \$0.00 0%

Edit
Percent
Amount

Buttons: Edit, Remove, Save as Favorite

Division	Division 2	Org	Fund	Program	Activity	Code	Percent %
Finance and Administration	University Accounting/Controller	PCard and Travel Services	University	Institutional Support		17-172000-172800-110000-4600	100

3. After you have selected Percent or Amount click **Add**.

Allocate
Expenses: 1 | \$803.64

Amount \$803.64 | Allocated \$803.64 100% | Remaining \$0.00 0%

Edit
Percent

Buttons: Add, Edit, Remove, Save as Favorite

Division	Division 2	Org	Fund	Program	Activity	Code	Percent %
Finance and Administration	University Accounting/Controller	PCard and Travel Services	University	Institutional Support		17-172000-172800-110000-4600	100

4. Complete the required fields and click **Add to List** or select from your Favorite Allocations tab (see Saving an Allocation as a Favorite on page 7 of this manual).

Add Allocation

+ New Allocation | ★ Favorite Allocations

* Indicates required field

Division * (17) Finance and Administration

Division 2 * (172000) University Accounting/Cor

Org * (172800) PCard and Travel Service

Fund * (110000) University

Program * (4600) Institutional Support

Activity Search by Code

Buttons: Cancel, Add to List

5. Key the percentage or amount you wish to apply to this funding source.

Allocate
Expenses: 1 | \$803.64

Amount \$803.64 | Allocated \$803.64 100% | Remaining \$0.00 0%

Edit
Percent

Buttons: Add, Edit, Remove, Save as Favorite

Division	Division 2	Org	Fund	Program	Activity	Code	Percent %
Finance and Administration	University Accounting/Controller	PCard and Travel Services	University	Institutional Support		17-172000-172800-110000-4600	50
Finance and Administration	University Accounting/Controller	Business Office	University	Institutional Support		17-172000-172100-110000-4600	50

NOTE: Concur will automatically calculate the remaining to apply to the funding source keyed on the header.

- If you need to add more funding sources repeat steps 3-5 for each new funding source.
- After all funding sources are added click **Save**. Then click **Save Expense**. You will see “Allocated” under the Requested amount.

Receipt	Payment Type	Expense Type	Vendor Details	Date ▼	Requested
	Cash/Personal Card	Hotel	Sheraton Seattle, Washington	03/16/2018	\$803.64 <u>Allocated</u>

- Once you have completed adding all expenses and allocating if needed click **Submit Report** or leave it to come back to and complete. **An Expense Report must be submitted monthly for any charges which are placed on a Purchasing Card (PCard) during that month.**

SAVING AN ALLOCATION AS A FAVORITE

After entering your desired funding sources into the allocation (pg. 6) you can click **Save as Favorite** give it a name and save. It will then be available under the **Favorite Allocations** tab the next time you need to allocate to the same funding source(s) as the favorite you saved.

Add Allocation

