



Northeastern University



Account Payable Office (617)373-2652



USER GUIDE

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User Sign In:

Login to your MyNeu account, click **Services & Links**, scroll down to the **Finance Services for Faculty & Staff** information box and click on the **Concur** link:

Finance Services for Faculty & Staff

Banner (INB)

Banner Administrative Pages

Banner e-Print

Banner Finance (SSB)

Banner Finance Help Web Page

Concur

Husky Card Account Details

Husky Card Preferences

myMarketplace

Parking Debit Card

Procure to Pay (P2P) Policy

You should see the following Concur “Home” page displaying your recent activity:

Northeastern University

Hello, Ariella

+

New

00

Required Approvals

00

Authorization Requests

00

Available Expenses

00

Open Reports

COMPANY NOTES

End of Fiscal Year Processing

Concur expense reconciliations - All Concur Expense Report transactions dated prior to July 1, 2021 will be posted against your FY 2021 budget provided they are included in reports received and processed by Accounts Payable through end of work day, July 23, 2021. Reports received after July 23rd end of work day will be charged to your FY 2022 budget.

All Statement Report transactions dated prior to June 29, 2021 will be posted against your FY 2021 budget provided they are included in reports received and processed by Accounts Payable through end of work day, July 23, 2021. Reports received after July 23rd end of work day will be charged to your FY 2022 budget.

Some Friendly Reminders

Read more

MY TASKS

00

Required Approvals



Great! You currently have no approvals.



00

Available Expenses



You currently have no available expenses.



00

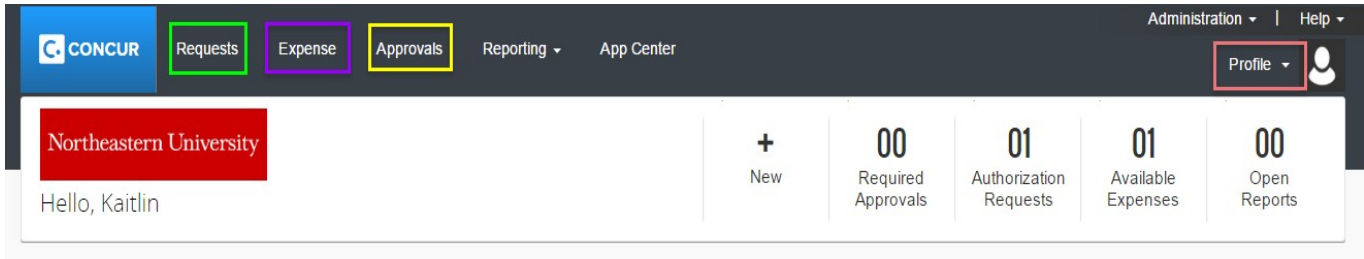
Open Reports



You currently have no open reports.



Common Concur Functionality & Navigation:



Note: The table below breaks down the TAB options on the Concur User home page (showing above). App Center tab provides details on Mobile Apps which can be connected to Concur (information only)

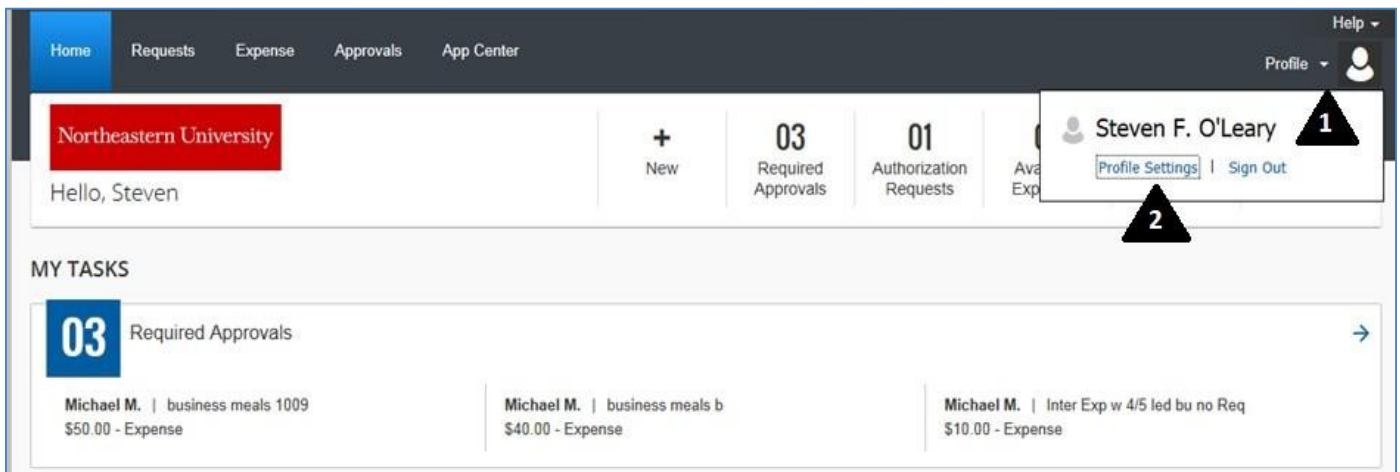
Home	The Concur “Start Page”. A user customizable view of recent expense activities
Requests	Where expense “requests” are entered for pre-approvals. Foreign travel requires pre-approval
Expense	Where users enter, review and update their expense activities and submit reports for reimbursement and/or NUCard reconciliation.
Approvals	Where approvers view, validate and approve expenses for those who report to them
Profile	Where users view their supervisor information and update their delegate information (previewers and delegate preparers)

Profile Update:

Use the Profile setup to review your BI Manager, Supervisor/Approver and add your account Delegates

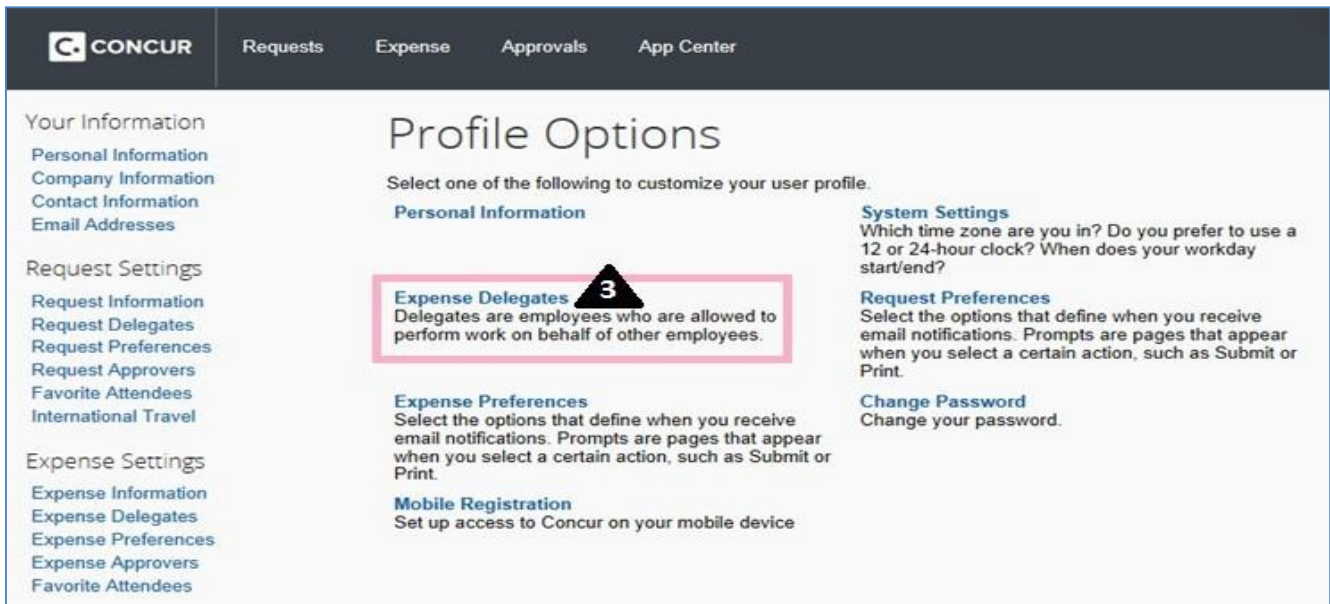
Step 1: Navigate/Mouse-over the “Profile” option

Step 2: Click “Profile Settings

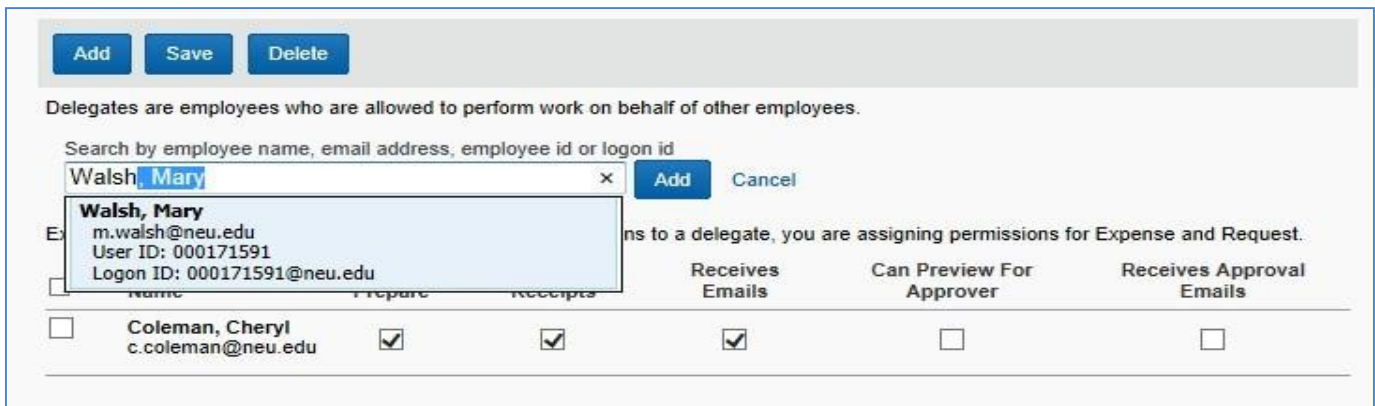
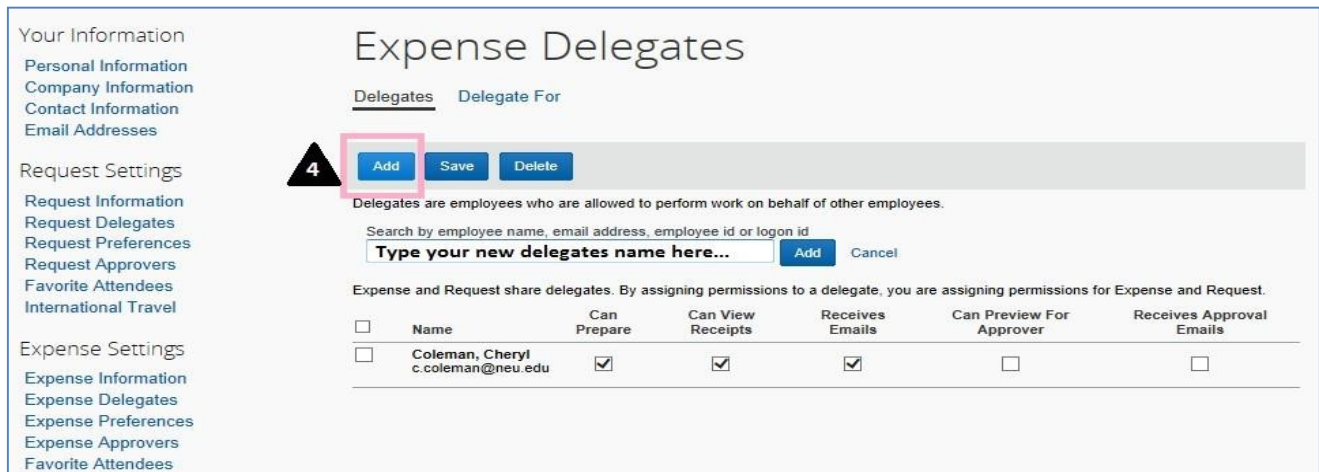


Setting up Expense Delegates:

Step 3: Select/Click Expense Delegates



Step 4: Click "Add" to Search for the person you would like to be your Previewer or Preparer, Select them



Step 5: Select the appropriate work you'd like the individual to be able to perform on your behalf. Click "Save".

Expense Delegates

[Delegates](#) [Delegate For](#)

Delegates are employees who are allowed to perform work on behalf of other employees.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Coleman, Cheryl c.coleman@neu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Walsh, Mary m.walsh@neu.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5 5 5 5 5

Note: You can *modify* or *delete* Delegates in a similar fashion

By clicking on "Delegate For" you can see who has granted you Delegate privileges.
In the example below this user can *Preview* reports for the user "**Mallon, Michael**"

Expense Delegates

[Delegates](#) [Delegate For](#)

This employee may act as a delegate for the listed employees.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

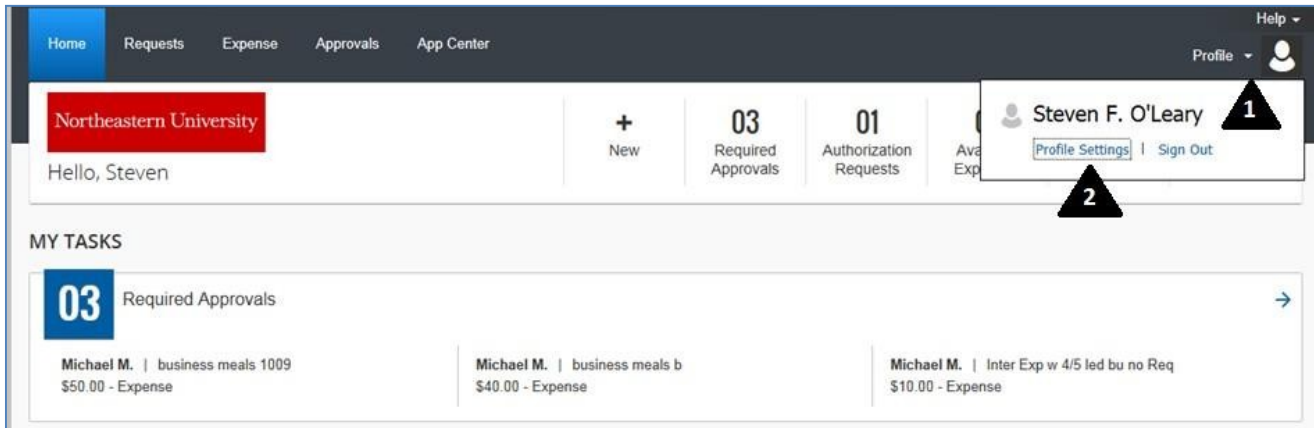
<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Mallon, Michael m.mallon@neu.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Viewing your BI Manager:

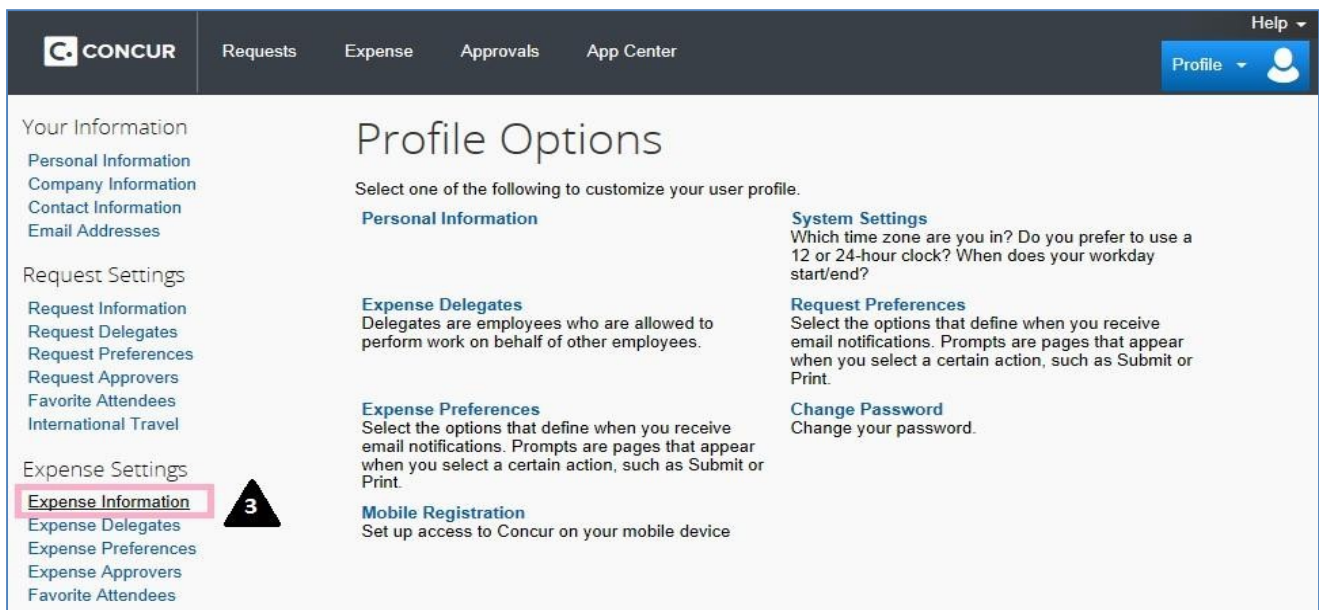
From the Concur "Home" Page...

Step 1: Navigate/Mouse-over the "Profile" option

Step 2: Click "Profile Settings"



Step 3: Select/Click "Expense Information"



Expense Information

Save Cancel

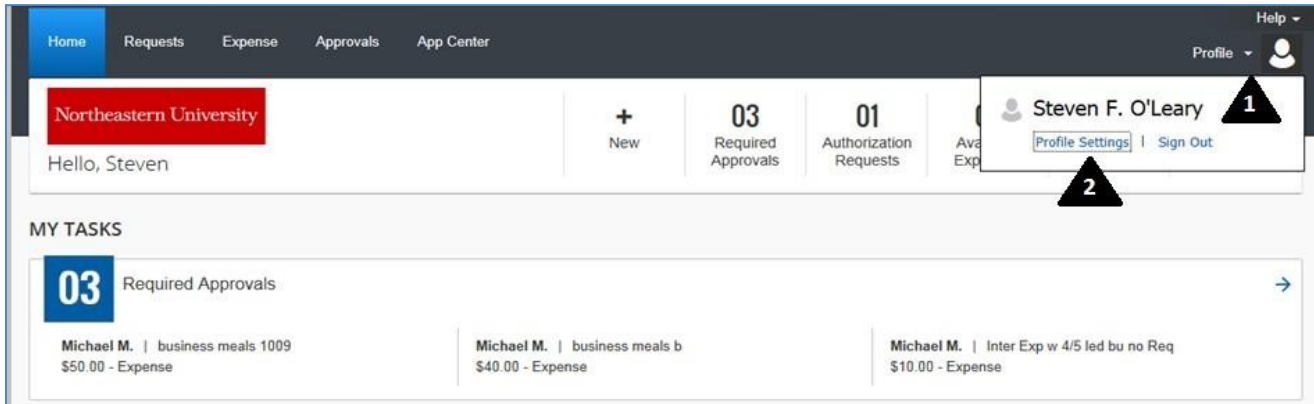
User Group Northeastern	Reimbursement Currency US, Dollar	<input type="checkbox"/> Audit Group	BI Manager Brackett, Christopher (c.brackett@n
Banner Index Accounts Payable	Employee Class Field A7	Division DIV02	Home Organization 155300
Campus Mailbox 320 RP			

Viewing your Supervisor/Approver:

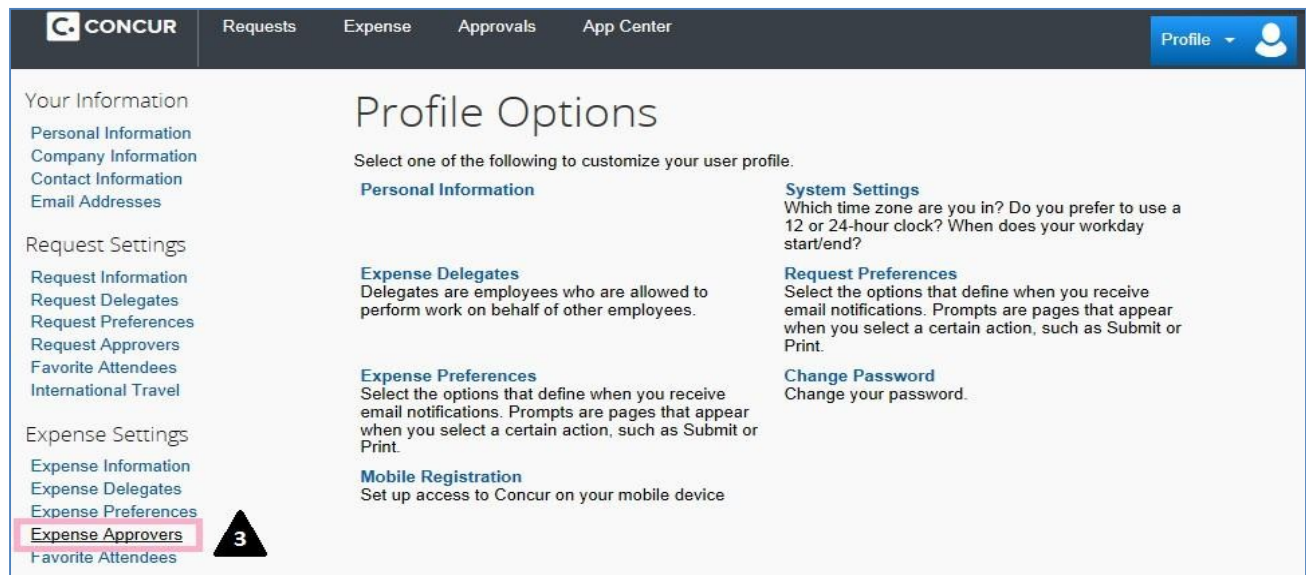
From the Concur "Home" Page...

Step 1: Navigate/Mouse-over the "Profile" option

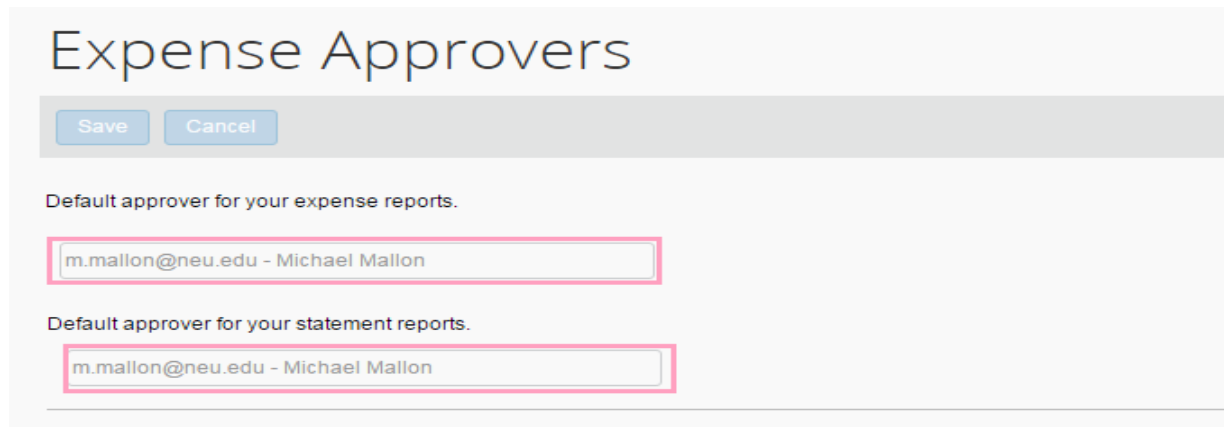
Step 2: Click "Profile Settings"



Step 3: Select/Click "Expense Approvers" to location your "default approvers"



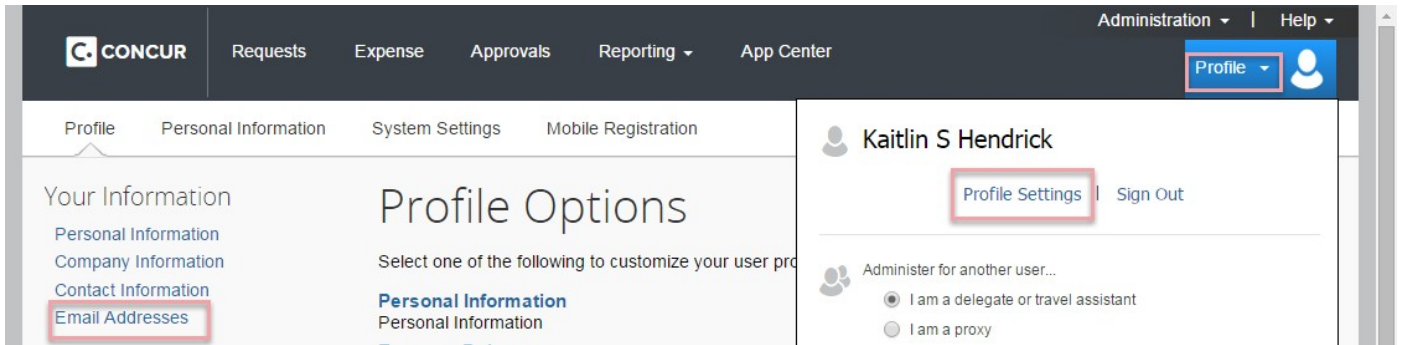
Displays user's current Expense Approve



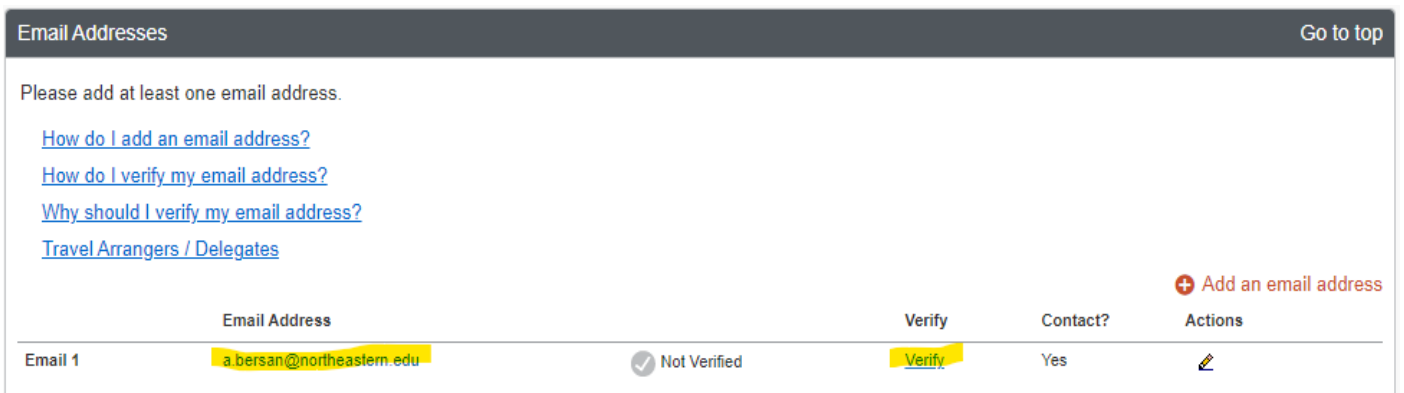
Adding Receipts to your Profile:

There are three ways to get a Receipt Image in to your “Available Receipts” area within your Concur profile

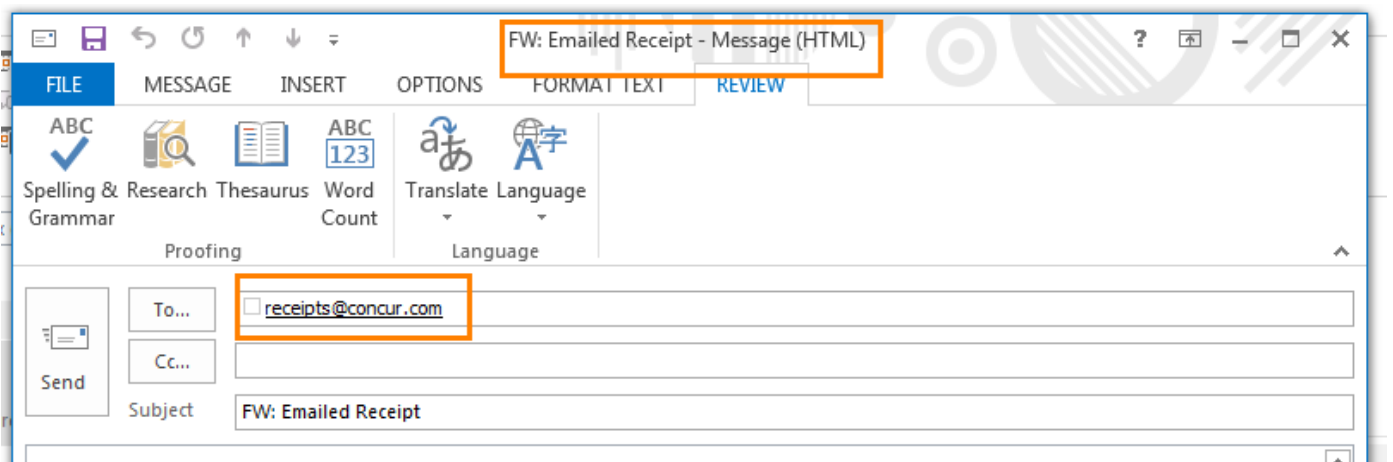
1. You receive a receipt in your NEU email
 - a. You have already verified your NEU email address within your Profile Settings
 - b. If you aren't sure if you have verified you email yet click “Profile”, “profile settings”, email addresses.



- c. If you see the green check your email has already been verified. If you do not, click the blue word **Verify** and follow the instructions.

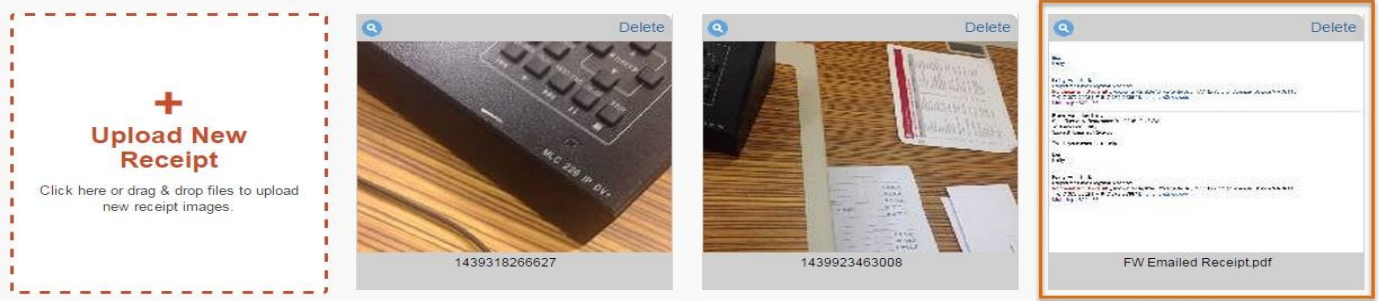


- d. Go to your Northeastern email and FWD the email received to receipts@concur.com



- e. Email loads as an available receipt and can be viewed by scrolling to the bottom of the Expense Page

Available Receipts

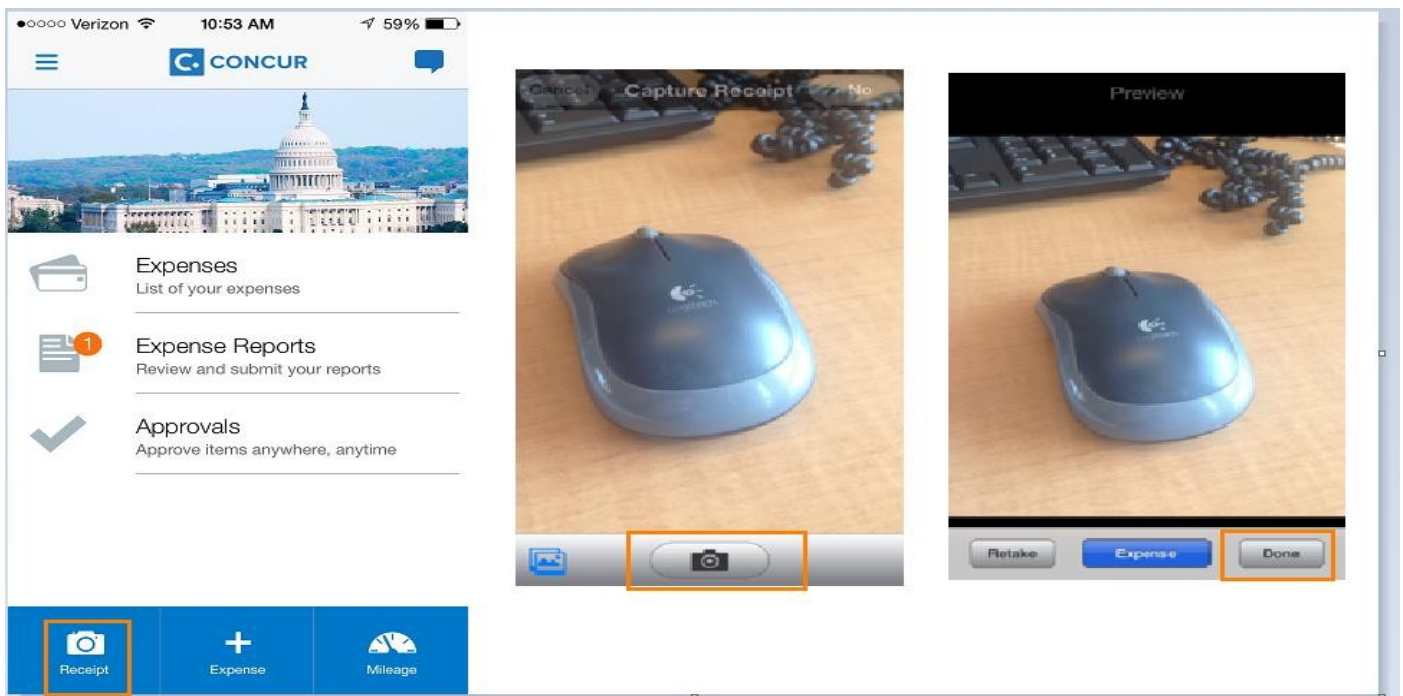


- 2. Click "Upload a Receipt" under the "Available Receipts section on your Expense Tab
 - a. This would be used for scanned files saved on a computer

Available Receipts



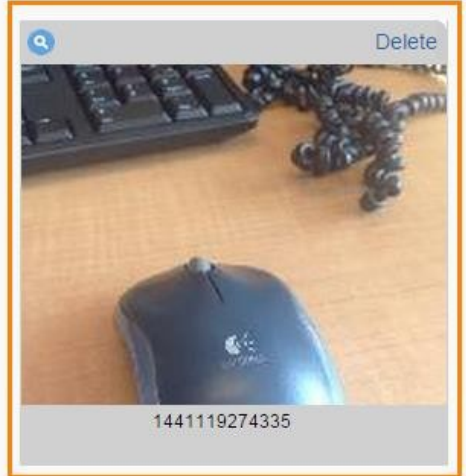
- 3. Using the Concur App, hit the Camera option inside the App, take the picture, hit "Done"
 - a. Will load as an available receipt and can be viewed by scrolling to the bottom of the Expense Page



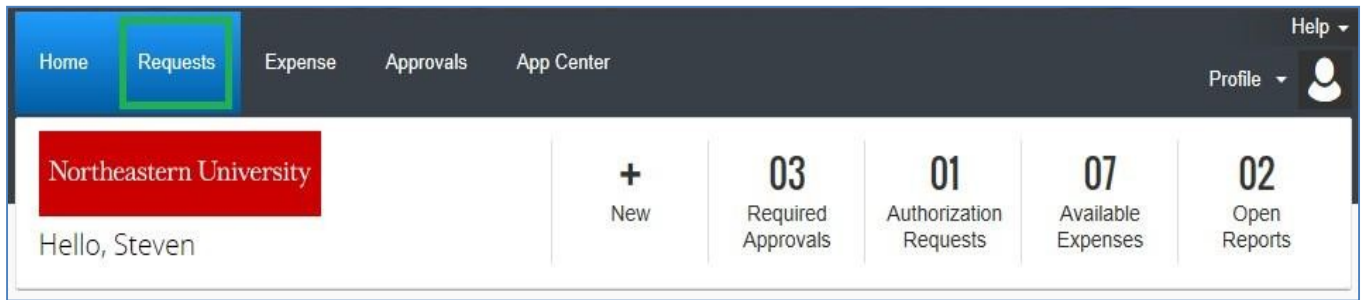
Available Receipts

+
Upload New Receipt

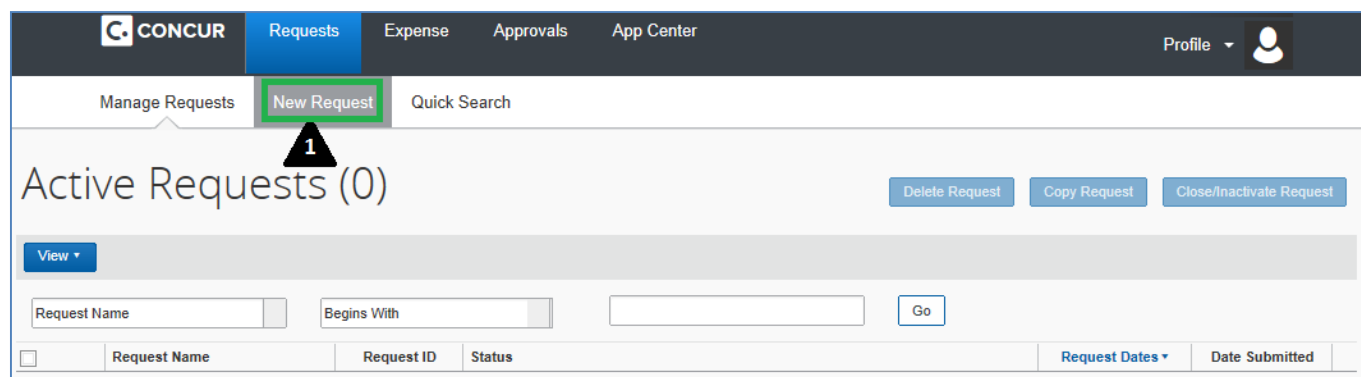
Click here or drag & drop files to upload new receipt images.



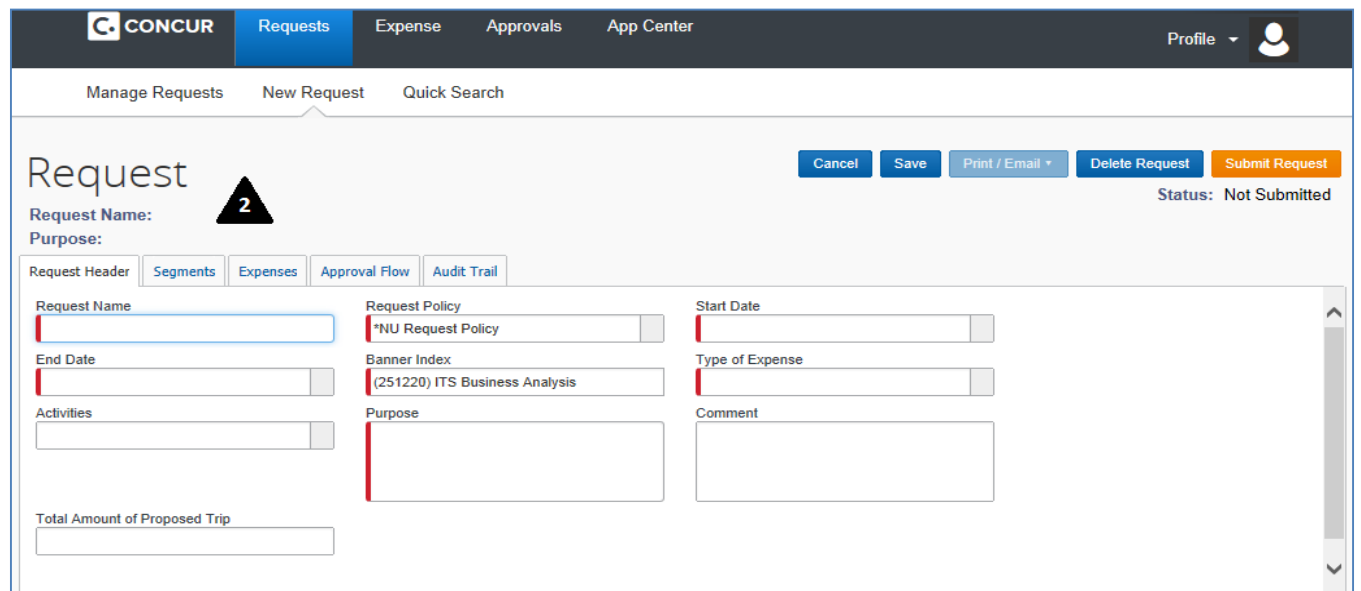
Note: Requests are used to ask permission to spend money, not all departments require them
From the Concur “Home” Page



Step 1: Click “Requests”, then “New Request”



Step 2: Complete the report header by entering the appropriate information related to your planned/requested expense.



Note: fields with a vertical red bar require data to be added



Special Note: It's recommended that users enter meaningful and unique names for each request/expense report. This name can help identify a specific report at a later date.

Request Cancel Save Print / Email Delete Request **Submit Request**
 Status: Not Submitted

Request Name:
 Purpose:
 Request Policy:
 Start Date:
 End Date:
 Banner Index:
 Type of Expense:
 Comment:
 Total Amount of Proposed Trip:

Step 3: After completing the form and entering all required fields, Click "Submit Report" then "Accept & Submit"

Request Cancel Save Print / Email Delete Request **Submit Request**
 Status: Not Submitted

Final Review

Request Submit Confirmation

Are you sure you want to submit this request?

Accept & Submit Cancel

Request Name:
 Purpose:
 End Date:
 Total Amount of Proposed Trip:

Note: a pre-approved Request is required for foreign travel.

Note: Concur will return the user to their Active Requests list once a request is submitted

Manage Requests New Request Quick Search

Active Requests (2) Delete Request Copy Request Close/Inactivate Request

View ▾

Request Name Begins With

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates ▾	Date Submitted
<input type="checkbox"/>	Magician Conference Vegas 2015 Learning New Tricks	3367	Submitted & Pending Approval - Walsh, Mary A.	01/05/2015 01/09/2015	10/10/2014
<input type="checkbox"/>	2014 Concur Conference Request Concur user conference & training	3366	Submitted & Pending Approval - Walsh, Mary A. Comment: concur demonstrations and industry best practices	12/15/2014 12/19/2014	10/10/2014

Page 1 of 1 Displaying 1 - 2 of 2

Request Travel Segments:

Special Note: Users may be requested to add the trip “Segment “details as part of their travel request approval.

Step 1: Complete the Request Header, then Click “Segments”. Ensuring to add all required fields (see above for details)

Request 336C

Request Name: Segment Example Request
Purpose: Display Segments on a Request

Request Header Segments Expenses Approval Flow Audit Trail

Request Name: Segment Example Request
Request Policy: *NU Request Policy
Start Date: 12/08/2014
End Date: 12/15/2014
Banner Index: (251220) ITS Business Analysis
Type of Expense: International
Activities: CONFERENCE
Purpose: Display Segments on a Request
Comment:
Total Amount of Proposed Trip: \$5,111.00

Step 2 - 5: Complete requested travel Segments (Airfare, Railway, Vehicle Rental, Lodging...) then Submit Request

Request 336C

Request Name: Segment Example Request
Purpose: Display Segments on a Request

Request Header Segments Expenses Approval Flow Audit Trail

Add Segment
Click icon to create segment

Icons: Airplane, Train, Car, Bed, Fork and Knife, Magnifying Glass

Air Fare:

Air Ticket







Round Trip One Way Multi-Segment

Amount: \$97.42 USD

Outbound

From: Logan Intl Arpt (BOS), Boston, MA, United States of America
To: Paris Area Airports (PAR), Paris, France
Date: 12/08/2014 Depart at 05:00 am
Carrier: Reno Airlines
Comment: Air Segment Example

Add Segment
CLICK ICON TO CREATE SEGMENT

3

Railway Ticket Round Trip One Way Multi-Segment Amount:

Outbound

Locations Per Supplier:

From:

To:

Date:

Comment:







Return

Date:

Comment:

Auto Rental: (Anticipated)

Add Segment
CLICK ICON TO CREATE SEGMENT

4

Car Rental Amount:

Pick-up

City:

Date:

Detail:

Drop-off

City:







Date:

Detail:

Comment:

Hotel Reservation: (Anticipated)

Add Segment
CLICK ICON TO CREATE SEGMENT

5

Hotel Reservation Amount:

Check-In

City:

Date:

Detail:

Check-Out

Date:

Comment:

Step 6: Review and Submit Travel Request

Administration | Help
Profile

Manage Requests New Request Process Requests Quick Search

Request 333X

Attachments Print / Email Cancel Request **Submit Request**

Status: Sent Back to User
Amount: \$1,850.00

Request Name: Concur Conference 3/31-4/3
Purpose: T&E Training & Conference

Request Header Segments Expenses Approval Flow Audit Trail

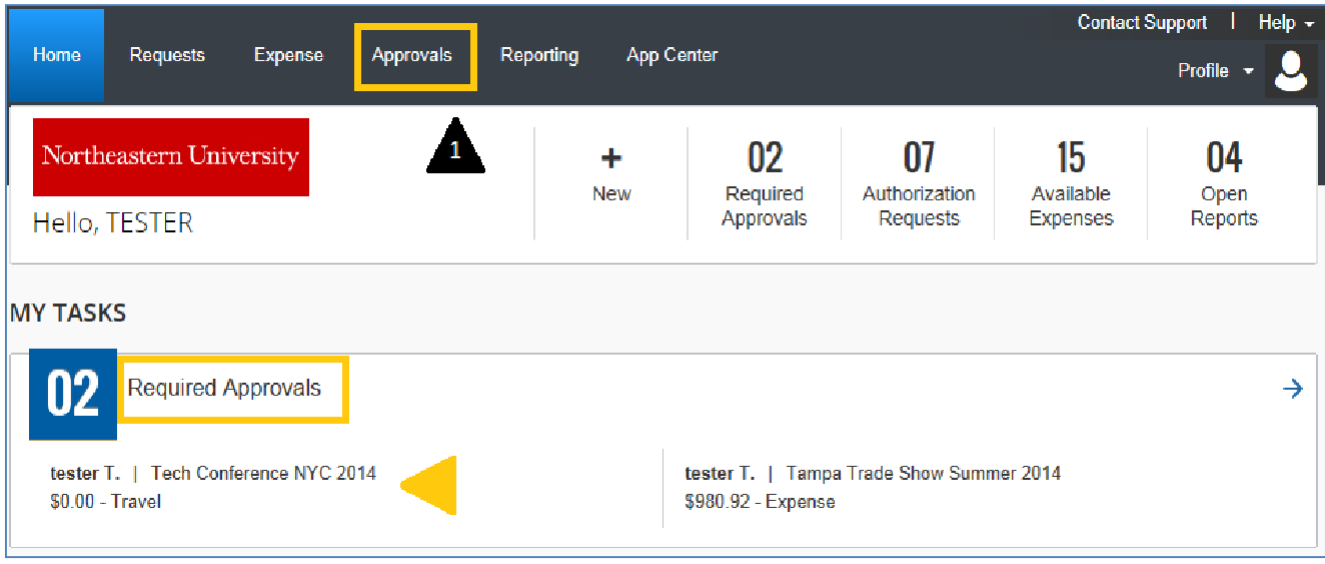
Add Segment
CLICK ICON TO CREATE SEGMENT

- ✈️
- 🚆
- 🚗
- 🛏️
- 🍴
- 🔍

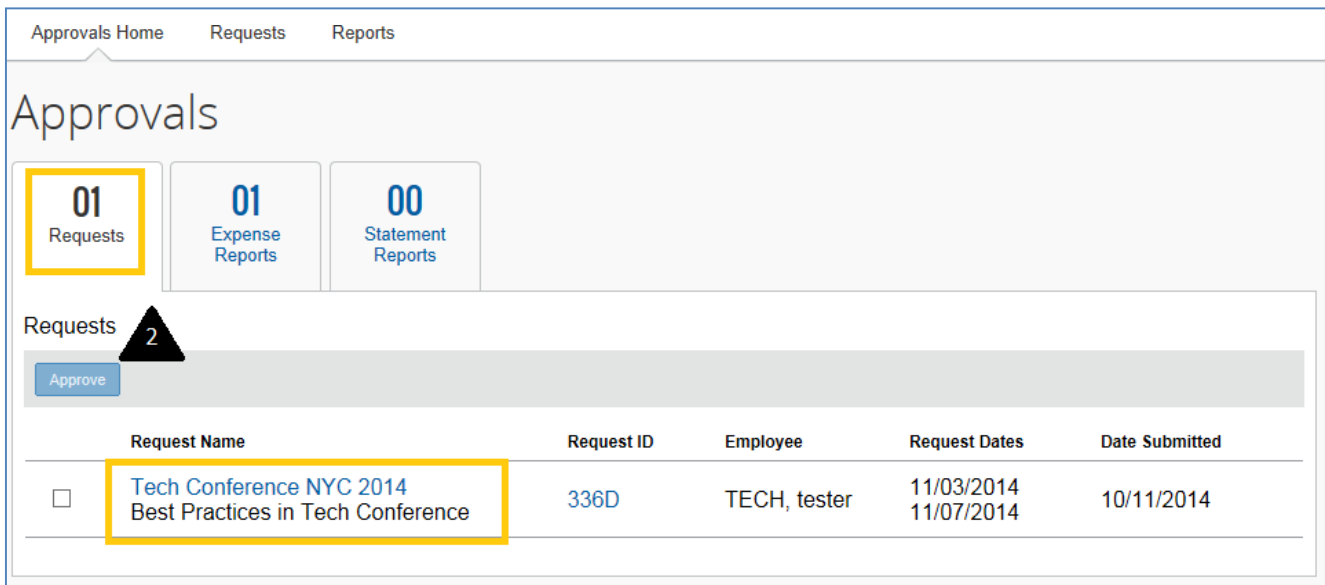
Approving a Request:

From the Concur “Home” Page...

Step 1: Select the “Approvals” menu item from the Concur “Home”.



Step 2: Select the “Requests” Tab and Click on the Request you intend to Review



When reviewing requests, it is recommended to begin with the request header then review any trip segments that the requestor may have added. As an Approver, you may “Cancel” the Request, “Send Back” the request to the submitter with comments, “Approve” the request or “Approve & Forward” the request to another Approver.

Step 3: Review Request Header, any completed Segments and Approve the Request (or Cancel / Send Back to the submitter / Approve & Forward)

Request 336D [TECH, tester]

Request Name: Tech Conference NYC 2014
Purpose: Best Practices in Tech Conference

Status: Submitted & Pending Approval

Request Name: Tech Conference NYC 2014
Request Policy: *NU Request Policy
Start Date: 11/03/2014
End Date: 11/07/2014
Banner Index: (200148) Facilities-IT
Type of Expense: Domestic
Activities: [Empty]
Purpose: Best Practices in Tech Conference
Comment: [Empty]
User last name: TECH, tester
*NU Custom 03 ORAF COA Flag: N
Total Amount of Proposed Trip: \$3,500.00

Sending the request back to the Submitter with comments:

Click "Send Back Request" then add your comments/directions for the Submitter and Click "OK".

st 336D [TECH, tester]

Send Back Request

Comment History

Creation date	Entered By	Comment Text
---------------	------------	--------------

Add a comment to explain why you are returning the request. Then click OK to return the request to the employee.

Comment

Add your comments here when sending back to the Submitter

OK Cancel

The *Submitter* will then see the request returned to their Concur Request Queue

The screenshot shows the 'All Requests (1)' interface. At the top right are buttons for 'Delete Request', 'Copy Request', and 'Close/Inactivate Request'. Below is a search bar with 'Request Name', 'Begins With', and a 'Go' button. A table lists request details:

	Request Name	Request ID	Status	Request Dates	Date Submitted
<input type="checkbox"/>	Tech Conference NYC 2014 Best Practices in Tech Conference	336D	Sent Back to User - SO, TESTER	11/03/2014	10/11/2014
			Comment: Add your comments here when sending back to the Submitter	11/07/2014	

Clicking *Approve & Forward* when reviewing a Request (or Expense) will allow you to accept the request and send it to another individual for their review.

This screenshot shows a row of action buttons: 'Attachments', 'Print / Email', 'Send Back Request', 'Approve', and 'Approve & Forward'. The 'Approve & Forward' button is highlighted with a yellow border. Below the buttons, the status is indicated as 'Status: Submitted & Pending Approval'.

After clicking "Approve & Forward" Search and Select the individual you wish to forward the approval to, then click "Approve".

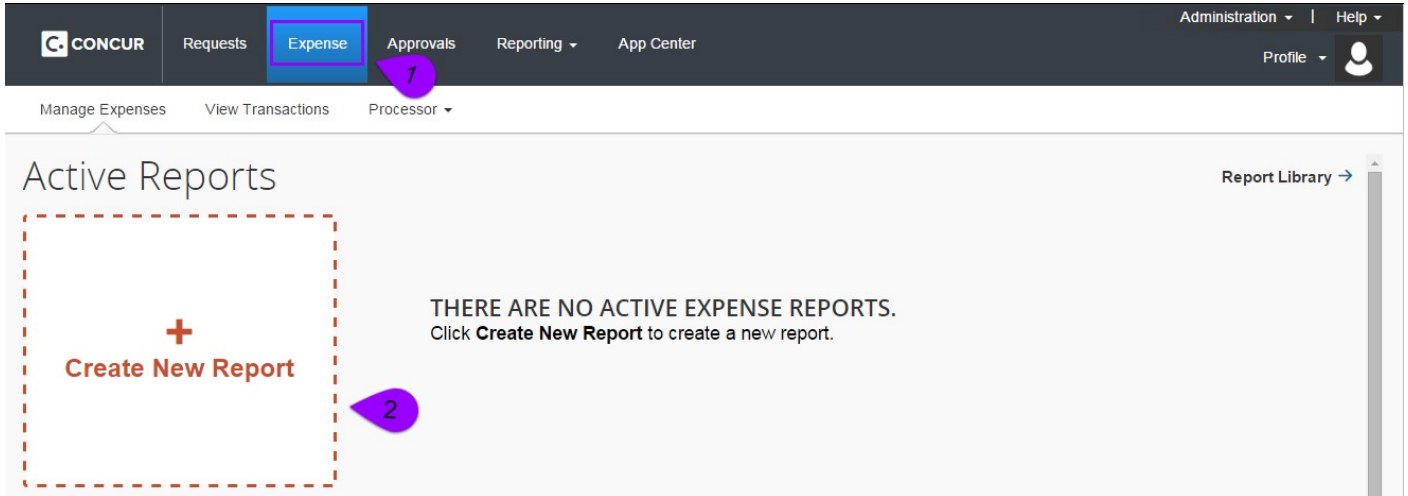
The screenshot shows the 'Request 336D' details page. At the top right are buttons for 'Save Workflow', 'Attachments', 'Print / Email', 'Send Back Request', and 'Approve'. The status is 'Status: Submitted & Pending Approval'. Below are tabs for 'Request Header', 'Segments', 'Expense Summary', 'Approval Flow', and 'Audit Trail'. The 'Approval Flow' section shows 'Manager Approval: SO, TESTER' and 'User-Added Approver: ginger, test (m.walsh@neu.edu)'. A search dropdown is open, showing 'ginger, test (m.walsh@neu.edu)' with details: 'User ID: 111111111' and 'Logon ID: ginger@NEU.edu'. A yellow triangle with the number '2' is visible in the top right corner.

Submitting an Expense Reimbursement Report:

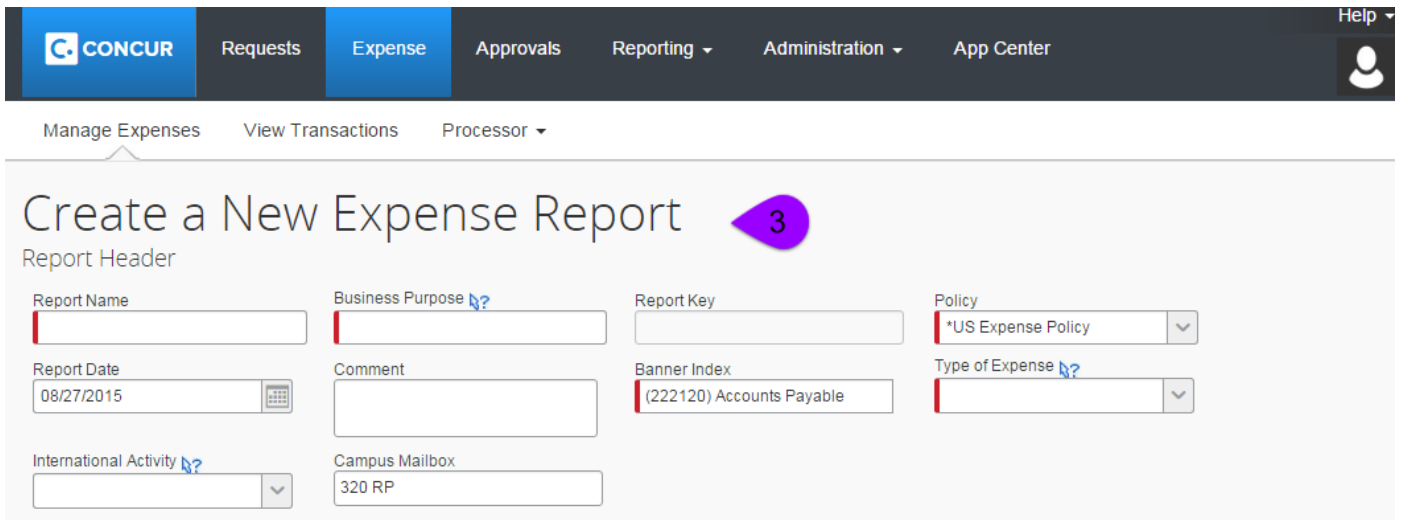
From the Concur "Home" Page...

Step 1: Click "Expense" to navigate to the expense display

Step 2: Click on "Create New Report"



Step 3: Complete the report header by entering the appropriate information related to your Expense.



Note: fields with a vertical red bar require data to be added



Note: As with Requests, it is recommended that users enter meaningful and unique names for each expense report. This name can help identify a specific report at a later date

Step 4: Once header is completed, Click “Add” or “Next”

Clicking “Add” will allow the user to pull data directly from any available REQUESTS

Note: If no Request is associated with this report scroll to the bottom and click “NEXT”

Clicking “Next” will allow the user to manually enter Out-of-Pocket expenses.

Step 5: Manually add Out-of-Pocket Expenses to Report

Click on “New Expense” and Select the appropriate Expense Type for the list provided. You can add additional out-of-pocket expenses by clicking “New Expense” once you have completed adding each expense entry.

Step 6: Enter Expense data, attach receipt when necessary and Click “Save”

New Expense Available Receipts

6

Expense Type 73021 Travel-Airfare	Transaction Date 07/15/2015	Type of Expense Domestic
Business Purpose Airfare to Conference	Ticket Number 123456789	Enter Vendor Name
City of Purchase 	Payment Type Cash/Personal Credit Card	Amount 400.00 USD
Comment 		

Save Itemize Allocate **Attach Receipt** Cancel

Attach Receipt: There are two ways To Attach a Receipt.

1. Select "Browse" and search for the file, select the file, click "Attach"
2. Select the image under the "Available Receipts", click "Attach"

Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

File Selected for uploading: Browse... Attach

No file selected

Or choose an image from your Available Receipts. Attach

Available Receipts

<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
	1433167298603		1436888662655		1439318266627		1439923463008
<input type="checkbox"/>							





Cancel

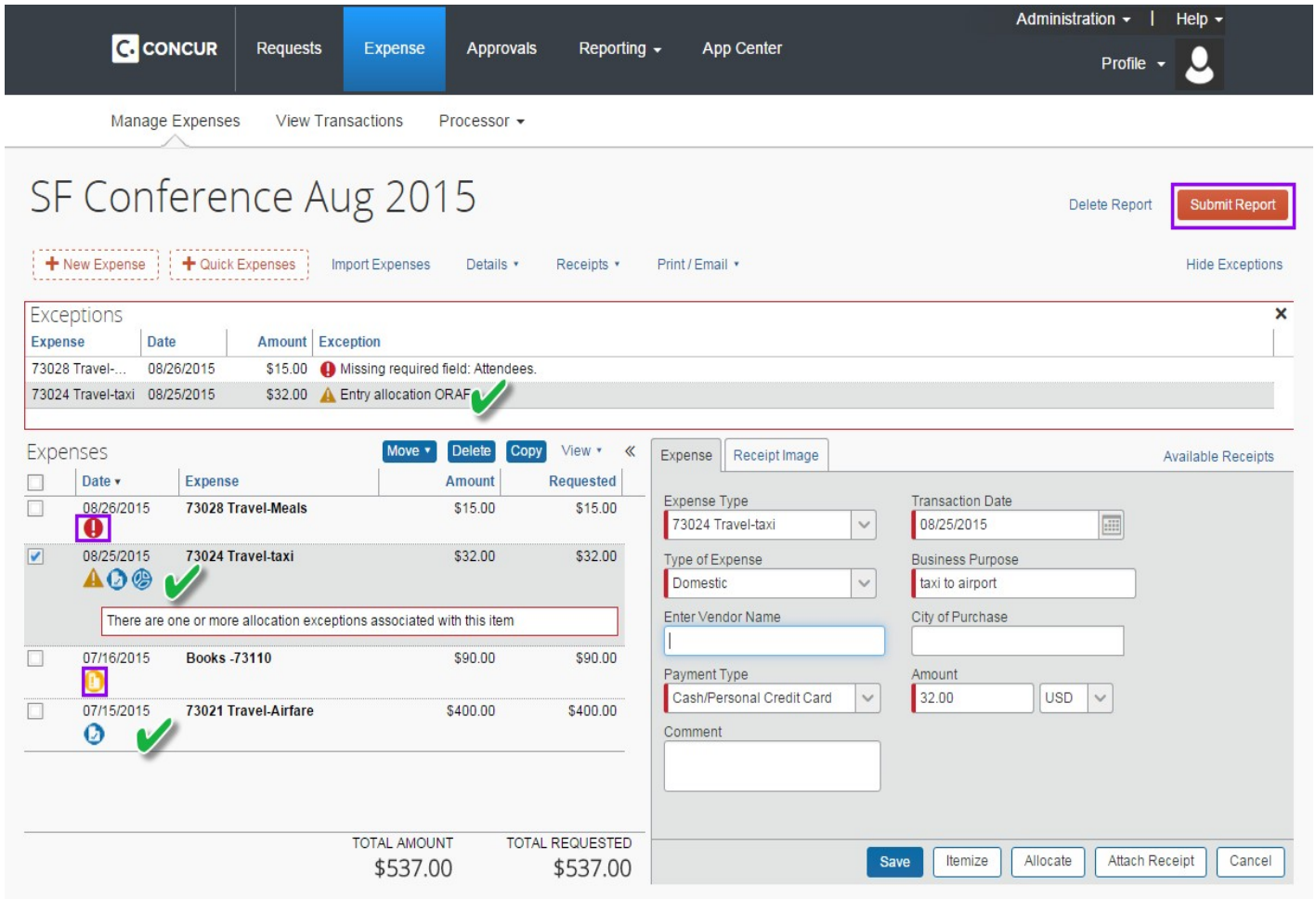
Note: The receipt image will be removed from your Available Receipts area once you have either attached it to a line item or delete it out.

To add a second receipt, click "Attach Receipt" within the line item again

1. The system will ask you if you wish to append a new image, click yes.
2. Select the receipt image or browse for the second file, click "Attach"

Step 8: Repeat for all expenses, resolve error warnings/messages. Click "Submit Report" when complete.

-  **Red or Yellow circles** = Hard Stops – Problem must be corrected before you can submit the report
-  **Yellow Triangles** = Soft Warning – User can't clear this, but it will not prevent the report from being submitted.
Indicates a detail or reminder we want the submitter and subsequent reviewers to pay attention to
-  **Blue Circles** = Line item detail – Hover over each Blue circle to see additional information about the line item
-  **Green Circle** = NUCard transaction – Hover over each to see additional detail about the NUCard charge




The screenshot shows the CONCUR Expense Management interface for a report titled "SF Conference Aug 2015". The top navigation bar includes "CONCUR", "Requests", "Expense" (selected), "Approvals", "Reporting", and "App Center". On the right, there are links for "Administration", "Help", "Profile", and a user icon.

Below the navigation, there are tabs for "Manage Expenses", "View Transactions", and "Processor". The main header area includes "Delete Report" and a highlighted "Submit Report" button.

The interface is divided into several sections:

- Exceptions:** A table listing exceptions with columns for Expense, Date, Amount, and Exception.

Expense	Date	Amount	Exception
73028 Travel-...	08/26/2015	\$15.00	Missing required field: Attendees.
73024 Travel-taxi	08/25/2015	\$32.00	Entry allocation ORAF 
- Expenses:** A table listing expenses with columns for Date, Expense, Amount, and Requested.

Date	Expense	Amount	Requested
08/26/2015	73028 Travel-Meals	\$15.00	\$15.00
08/25/2015	73024 Travel-taxi	\$32.00	\$32.00
07/16/2015	Books -73110	\$90.00	\$90.00
07/15/2015	73021 Travel-Airfare	\$400.00	\$400.00
- Expense Detail Form:** A form for editing the selected expense (73024 Travel-taxi). Fields include:
 - Expense Type: 73024 Travel-taxi
 - Transaction Date: 08/25/2015
 - Type of Expense: Domestic
 - Business Purpose: taxi to airport
 - Enter Vendor Name: (empty)
 - City of Purchase: (empty)
 - Payment Type: Cash/Personal Credit Card
 - Amount: 32.00 USD
 - Comment: (empty)

At the bottom of the Expenses table, there are summary fields: "TOTAL AMOUNT \$537.00" and "TOTAL REQUESTED \$537.00".

Report Successfully Submitted ✕

SF Conference Aug 2015
Approver: 1 Test, APPROVER

Expense Report

Report Total :	\$537.00
Less Personal Amount :	\$0.00
Amount Claimed :	\$537.00
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$537.00
Total Paid By Company :	\$537.00

Employee Disbursements

Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

[Close](#)

Note: Submitted report now displays in your “Active Expense Reports”
Note: You can view past reports by clicking the Report Library

CONCUR | Requests | **Expense** | Approvals | App Center | Profile

Manage Expenses | View Transactions | View Cash Advances

Active Reports

[Report Library →](#)

+
Create New Report

SUBMITTED 08/31/2015

SF Conference Aug 2015

\$537.00

⚠ Exceptions
Submitted & Pending Approval
1 Test, APPROVER

Approving an Expense Report:

From the Concur "Home" Page...

Step 1: Click the "Approvals" menu item from the Concur "Home", click on the 'Expense reports' tab and Select the Expense report you wish to review/approve.

CONCUR | Requests | Expense | **Approvals** | Reporting | App Center | Profile

Approvals Home | Requests | Reports

Approvals

01 Requests | **01 Expense Reports** | 00 Statement Reports

Expense Reports

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Tampa Trade Show Summer 2014 Tech Trade Show	TECH, tester	10/11/2014	\$980.92	\$980.92

Step 2: Initially review and resolve any necessary "exceptions", then review each Expense line.

Tampa Trade Show Summer 2014 [TECH, tester] | Send Back to User | Approve | Approve & Forward

Summary | Details | Receipts | Print / Email | Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
N/A			Expense is Cash/Personal Credit Card

Expenses

Date	Expense	Amount	Requested
08/27/2014	73028 Travel-Meals applebee's, Tampa, Florida	\$67.14	\$67.14
08/27/2014	73027 Travel-Lodging Marriott Hotels, Tampa, Florida	\$500.50	\$500.50
08/25/2014	73021 Travel-Airfare Continental, Boston, Massachusetts	\$374.80	\$374.80
08/25/2014	73028 Travel-Meals Chili's, Tampa, Florida	\$38.48	\$38.48
TOTAL AMOUNT		\$980.92	TOTAL REQUESTED \$980.92

Report Summary

Amount Due Company	Amount Due Employee
\$0.00	\$980.92

Note: The "icons" can be helpful and allow quick access to expense item details; such as, receipt images and attendees. "Mouse-over" each icon to view the detail.



Receipt Image:

Date	Expense	Amount	Requested
08/27/2014	73028 Travel-Meals applebee's Tampa, Florida	\$67.14	\$67.14
08/25/2014	73021 Travel-Airfare Continental, Boston, Massachusetts	\$374.80	\$374.80

Meal Attendees:

Date	Expense	Amount	Requested
08/27/2014	73028 Travel-Meals applebee's Tampa, Florida	\$67.14	\$67.14

Attendee Name	Attendee Title	Institution/Co...	Attendee Type	Amount
TECH, tester			Employee	\$67.14

Expense Exception:

Expense	Date	Amount	Exception
N/A			⚠ Expense is Cash/Personal Credit Card

Date	Expense	Amount	Requested
08/27/2014	73028 Travel-Meals applebee's Tampa, Florida	\$67.14	\$67.14

Step 3: Once reviewing all expense detail and agreeing, Click “Approve” (or “Approve & Forward”) to accept the expense report and forward it on to the *Processor* for reimbursement.

Tampa Trade Show Summer 2014 [TECH, tester]

Summary Details Receipts Print / Email

Send Back to User
Approve
Approve & Forward

3 [Hide Exceptions](#)

Exceptions

Expense	Date	Amount	Exception
N/A			⚠ Expense is Cash/Personal Credit Card

Expenses View

Date	Expense	Amount	Requested
08/27/2014	73028 Travel-Meals applebee's, Tampa, Florida	\$67.14	\$67.14
08/27/2014	73027 Travel-Lodging Marriott Hotels, Tampa, Florida	\$500.50	\$500.50

Summary

Report Summary

Report Totals

Amount Due Company	Amount Due Employee
\$0.00	\$980.92

Submitting a Green NUCard Reconciliation:

Note: Green NUCard expenses flow in to Concur as Available Expenses. All transactions will show the Green Circle with the picture of a credit card

Step 1: Click “Expense” to navigate to the expense display

Step 2: Click on “Create New Report”

Card Program Type	Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/>	WATERCRESS ASIAN BISTRO ...	73028 Travel-Meals		01/02/2014	\$25.00
<input type="checkbox"/>	GTP 1275181670 RFND DULUT...	73028 Travel-Meals		01/28/2014	\$6.25
<input type="checkbox"/>	ACTE ALEXANDRIA, VA	73023 Travel-Bus		01/30/2014	\$425.00

Step 3: Complete the report header by entering the appropriate information related to your Expenses.

Step 4: Scroll to the bottom and Click “Next”

Note: If there is a Request associated with this reconciliation report Click “Add” then Click “Next”

Report Header

Report Name: Concur Training 8/31/15
 Business Purpose: Professional Development
 Report Key:
 Policy: *US Expense Policy
 Report Date: 08/31/2015
 Comment:
 Banner Index: (222120) Accounts Payable
 Type of Expense: Domestic
 International Activity:
 Campus Mailbox:

Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining

Next >>

Step 5: Select appropriate NUCard Expense(s) from “Available Expenses”, Click “Move to Current Report”

Concur Training 8/31/15

Available Expenses

Card Progra...	Expense Detail	Expense	Source	Date	Amount
<input checked="" type="checkbox"/>	WATERCRESS ASIAN BISTR...	73028 Travel-Meals		01/02/2014	\$25.00
<input type="checkbox"/>	GTP 1275181670 RFND DUL...	73028 Travel-Meals		01/28/2014	\$6.25
<input checked="" type="checkbox"/>	ACTE ALEXANDRIA, VA	73023 Travel-Bus		01/30/2014	\$425.00

TOTAL AMOUNT: \$0.00 TOTAL REQUESTED: \$0.00

Note 1: If a list of Account Codes is showing instead of “Available Expenses” Click “Import Expenses” to view the available NUCard transactions.

Note 2: If the expense was charged to a University corporate credit card, please, wait for it to appear in Concur before reconciling it, otherwise, the expense will create reimbursement.

Step 6: Resolve any exceptions/warnings showing on line items

- Red or Yellow circles** = Hard Stops – Problem must be corrected before you can submit the report
- Yellow Triangles** = Soft Warning – User can’t clear this, but it will not prevent the report from being submitted. *Indicates a detail or reminder we want the submitter and subsequent reviewers to pay attention to*
- Blue Circles** = Line item detail – Hover over each Blue circle to see additional information about the line item
- Green Circle** = NUCard transaction – Hover over each to see additional detail about the NUCard charge

Concur Training 8/31/15

Exceptions

Expense	Date	Amount	Exception
73028 Travel-...	01/02/2014	\$25.00	Missing required field: Attendees.

Available Expenses

Card Progra...	Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/>	ACTE, Alexandria, VA	73023 Travel-Bus		01/30/2014	\$425.00
<input type="checkbox"/>	WATERCRESS AS	73028 Travel-Meal		01/02/2014	\$25.00
<input type="checkbox"/>	GTP 1275181670 RFND DUL...	73028 Travel-Meals		01/28/2014	\$6.25

TOTAL AMOUNT: \$450.00 TOTAL REQUESTED: \$450.00

Step 7: "Attach Receipts" where appropriate, "Allocate," "Save" and "Submit Report" for approval.

Note: There are two ways To Attach a Receipt. Click the "Attach Receipt" button within the line item

1. Select "Browse" and search for the file, select the file, click "Attach"
2. Select the image under the "Available Receipts", click "Attach"

Concur Training 8/31/15 Delete Report **Submit Report**

New Expense **Quick Expenses** Import Expenses Details Receipts Print / Email Hide Exceptions

Expense	Date	Amount	Exception
73028 Travel...	01/02/2014	\$25.00	Missing required field: Attendees.

Expense	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	01/30/2014	73023 Travel-Bus ACTE, Alexandria, Virginia	\$425.00	\$425.00
<input type="checkbox"/>	01/02/2014	73028 Travel-Meals WATERCRESS ASIAN BISTRO,	\$25.00	\$25.00

Expense Available Receipts

Expense Type: 73023 Travel-Bus Transaction Date: 01/30/2014 Type of Expense: Domestic

Business Purpose: Professional Development Enter Vendor Name: ACTE City of Purchase: Alexandria, Virginia

Payment Type: AMEX Travel IBCP - TEST Amount: 425.00 USD

Comment:

TOTAL AMOUNT \$450.00 TOTAL REQUESTED \$450.00

The Green NUCard Reconciliation Report has been successfully submitted.

Report Successfully Submitted ✕

Concur Training 8/31/15
Approver: 1 Test, APPROVER

Expense Report

Report Total :	\$450.00
Less Personal Amount :	\$0.00
Amount Claimed :	\$450.00
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$0.00
Amount Due AMEX Travel IBCP - TEST :	\$450.00
Total Paid By Company :	\$450.00

Employee Disbursements

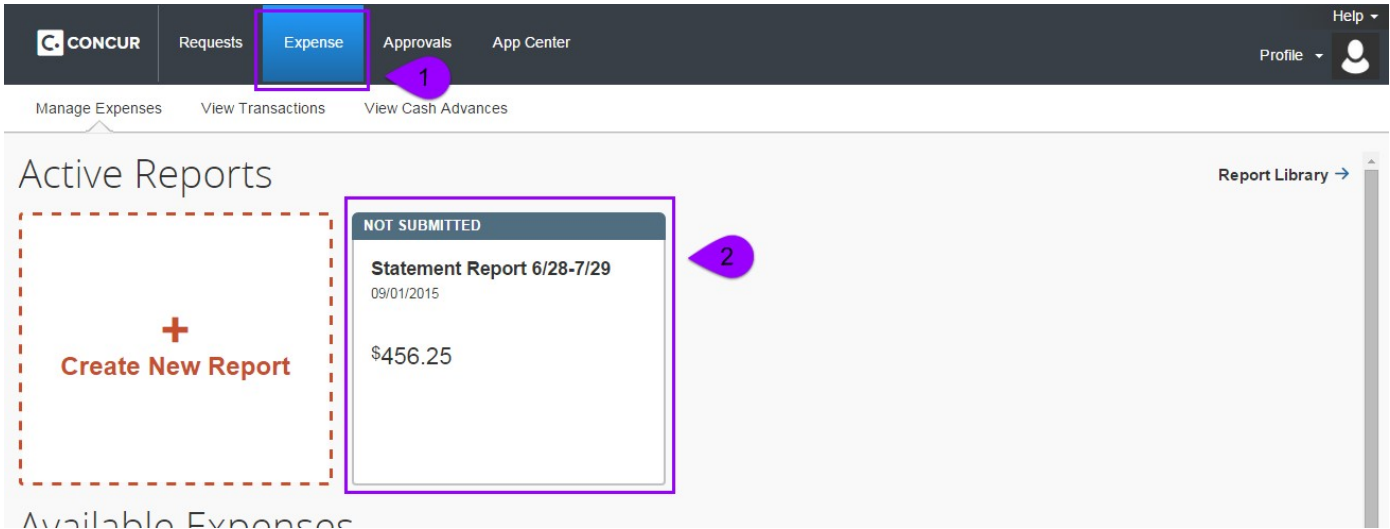
Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

Submitting a Blue NUCard Reconciliation:

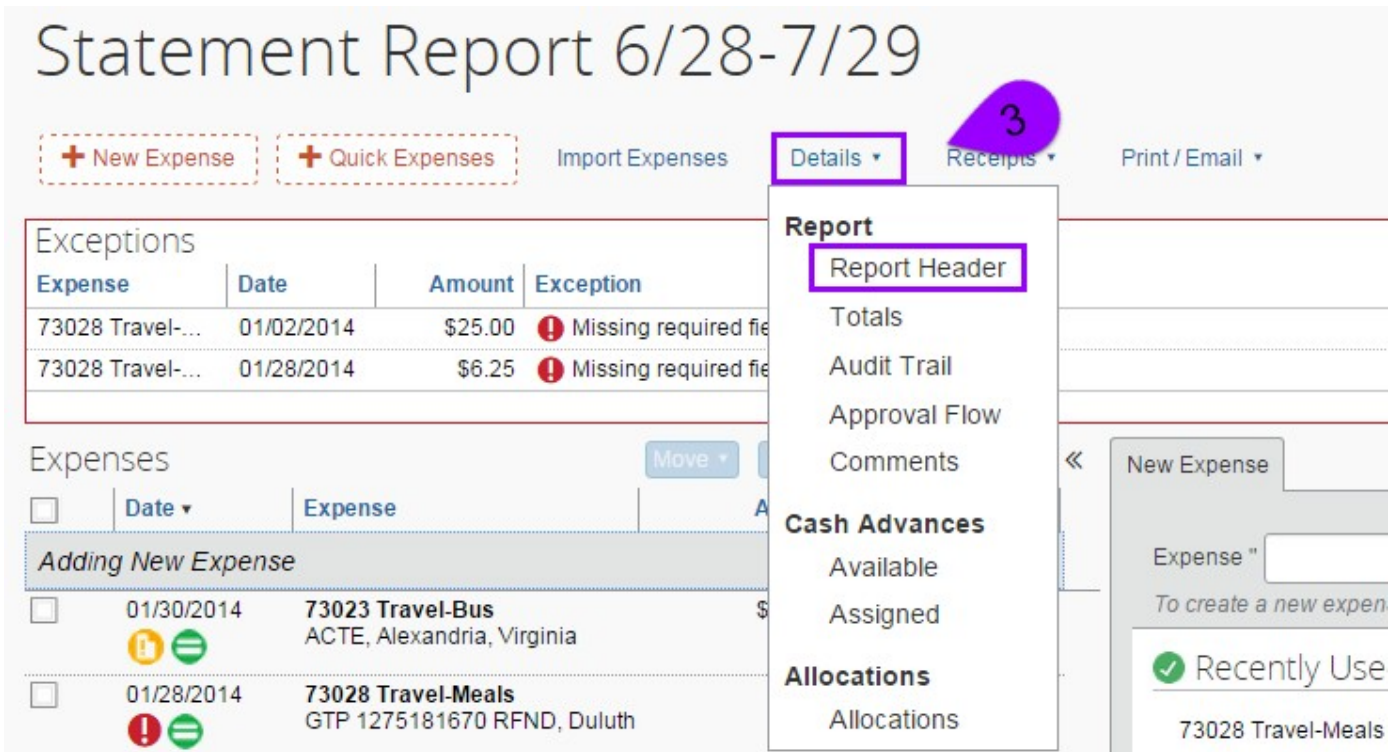
Note: Concur Auto-generates a Statement Report for all Blue NUCards. Do not alter the Statement name or delete any transactions from the Statement Report.

Step 1: From the Concur “Home” page, Click “Expense”

Step 2: Click on the auto-generated Statement Report box



Step 3: Click “Details” then “Report Header” and select the appropriate “Expense Type” and click “Save”



Report header for: Statement Report 6/28-7/29



Report Name Statement Report 6/28-7/29	Report Id F3BB3BEABA094BEFAC66	Business Purpose Statement Report	Report Key 12740
Policy *US Expense Policy	Report Date 09/01/2015	Report Currency US, Dollar	Approval Status Not Submitted
Comment	Banner Index (222120) Accounts Payable	Type of Expense Domestic	International Activity
Campus Mailbox 820-177			

Step 4: Resolve any exceptions/warnings showing on line items

- Red or Yellow circles** = Hard Stops – Problem must be corrected before you can submit the report
- Yellow Triangles** = Soft Warning – User can't clear this, but it will not prevent the report from being submitted. Indicates a detail or reminder we want the submitter and subsequent reviewers to pay attention to
- Blue Circles** = Line item detail – Hover over each Blue circle to see additional information about the line item
- Green Circle** = NUCard transaction – Hover over each to see additional detail about the NUCard charge

Statement Report 6/28-7/29

Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Exceptions

Expense	Date	Amount	Exception
73028 Travel...	01/02/2014	\$25.00	Missing required field: Attendees.
73028 Travel...	01/28/2014	\$6.25	Missing required field: Attendees.

Expense	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	01/30/2014	73023 Travel-Bus ACTE, Alexandria, Virginia	\$425.00	\$425.00
<input type="checkbox"/>	01/28/2014	73028 Travel-Meals GTP 1275181670 RFND, Duluth	\$6.25	\$6.25
<input type="checkbox"/>	01/02/2014	73028 Travel-Meals WATERCRESS ASIAN BISTRO,	\$25.00	\$25.00
TOTAL AMOUNT			\$456.25	TOTAL REQUESTED \$456.25

Expense

Expense Type 73023 Travel-Bus	Transaction Date 01/30/2014
Type of Expense Domestic	Business Purpose Statement Report
Enter Vendor Name ACTE	City of Purchase Alexandria, Virginia
Payment Type AMEX Travel IBCP - TEST	Amount 425.00 USD
Comment	

Save
Itemize
Allocate
Attach Receipt
Cancel

Step 5: "Attach Receipts" where appropriate, "Allocate," "Save"

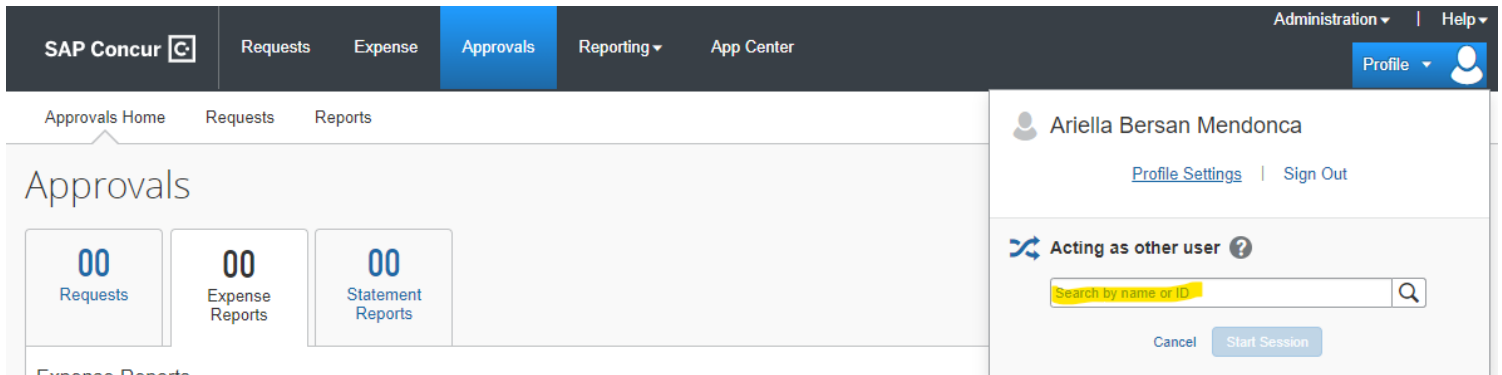
- Note:** There are two ways To Attach a Receipt. Click the "Attach Receipt" button within the line item
- Select "Browse" and search for the file, select the file, click "Attach"
 - Select the image under the "Available Receipts", click "Attach"

Step 6: "Submit Report" for approval

Signing in Concur as a Delegate:

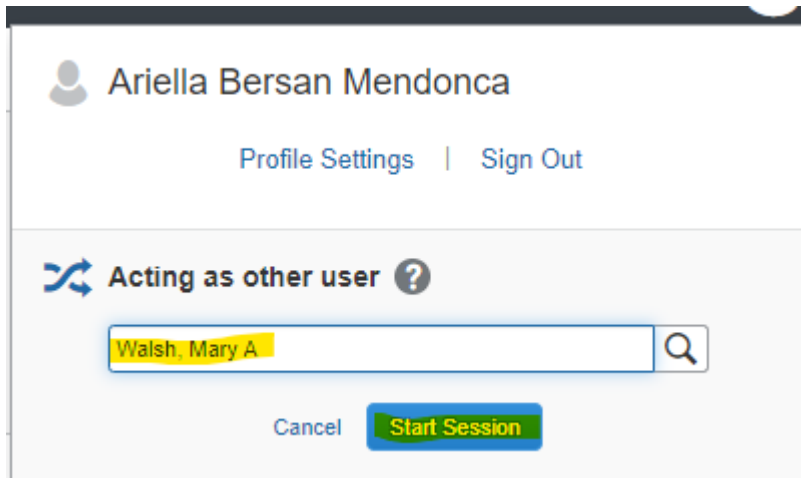
From the Concur “Home” Page.

Step 1: Under your user “Profile”, Search the individual you are looking to Administer for, by typing their name or ID

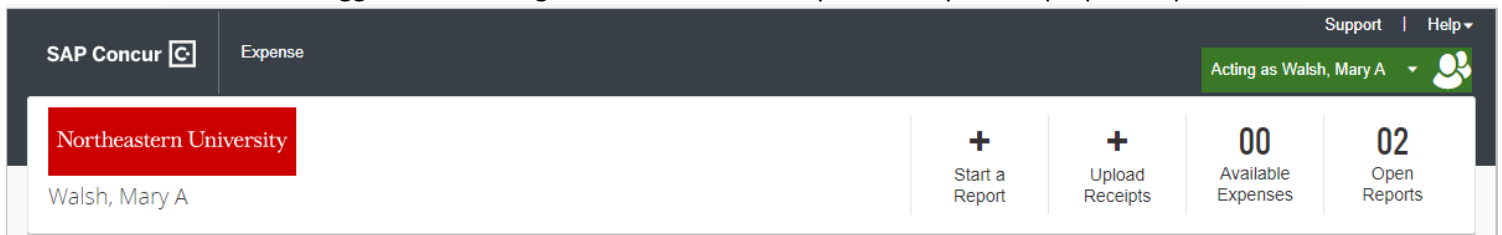


Note: If you do not see the “Acting as other user” box, no one has made you a delegate

Step 2: Select/Click the Appropriate Individual, Click “Start Session”

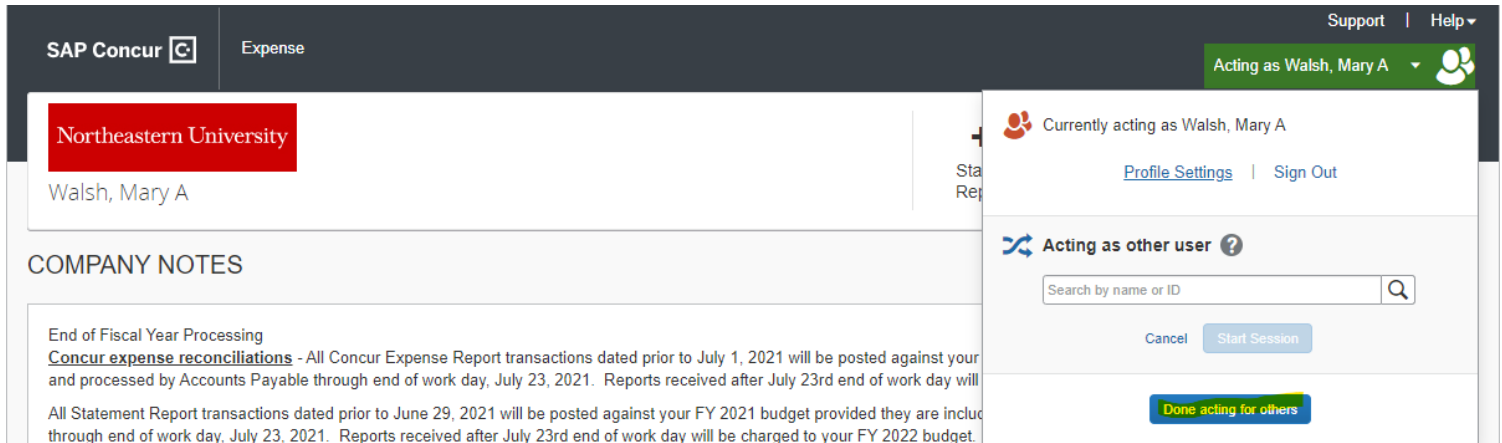


Note: You will now be logged in as a Delegate and will be able to preview reports or prepare reports for the user



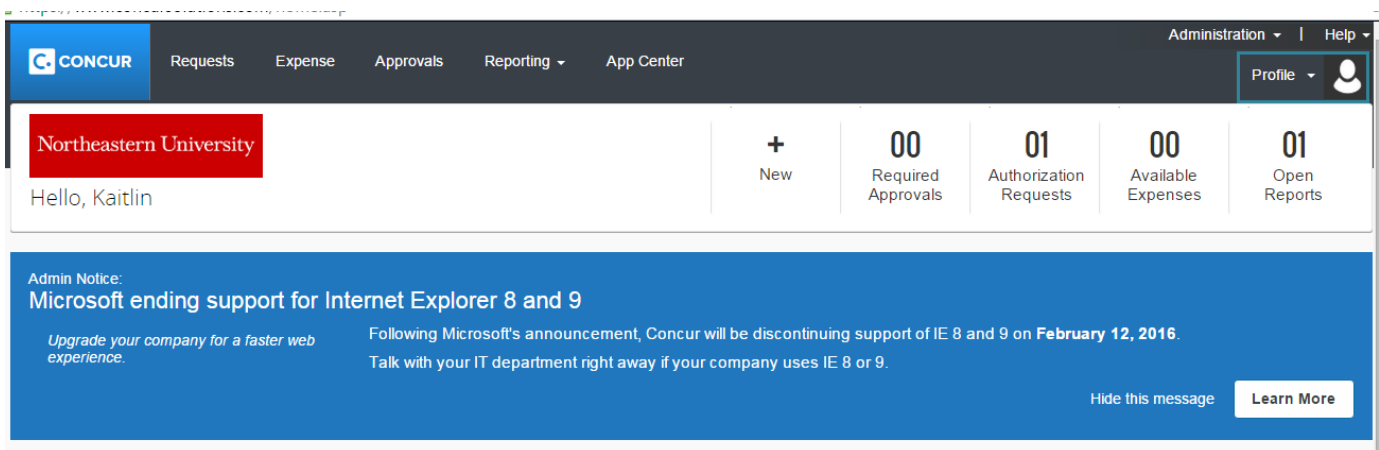
From the Concur "Home" Page

Step 1: Click on the drop down menu on the right side of your name

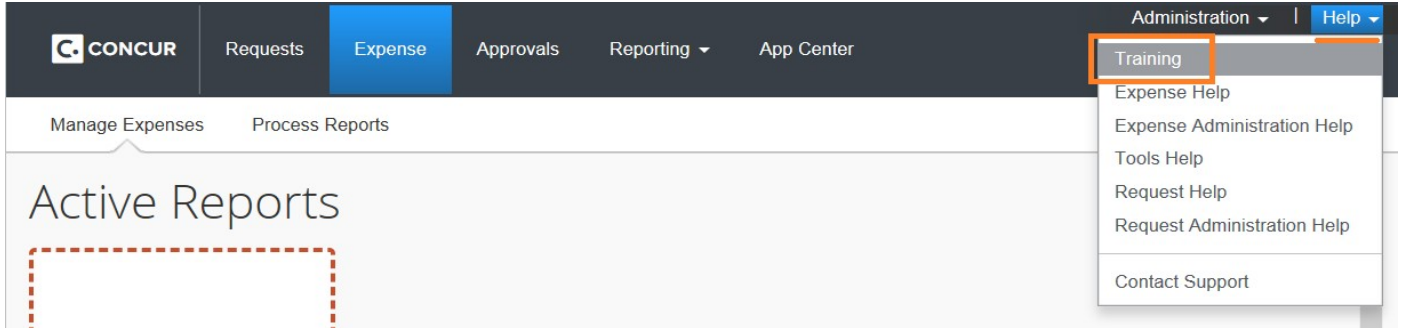


Step 2: Click "Done acting for others" to return to your user account activity

Note: You will then be viewing your own Profile again.



From within the CONCUR expense application, Click the “Help” option and Select the “Training” option.



Click the **+** sign above Expense. Which will expand to display the available help topics.

