Concur Expense Guide: Procurement Card
*Version 2*
User’s Guide - Procurement Card

This guide will provide details on how to log in, upload receipt images, submit monthly P-card reports, allocate transactions, provide a description for charges and other functionality on the Concur website.

**Log on to Concur**

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<td>1. Log on to Concur using <a href="http://www.concursolutions.com">www.concursolutions.com</a></td>
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![Concur Login Screen](image)

Concur now integrates with TripIt. Learn more and connect. [Learn more about TripIt](#).
Create a Monthly P-card Report

Step 1: Create a New Report

**How to...**
1. Click the Expense tab at the top of the screen.
2. Click the + Create New Report icon.
3. Complete all required fields (those with the red bar at the left edge of the field) and the optional fields.
4. Click Next.

**Additional Information**
All monthly charges should be included in one monthly report, unless your department policies state otherwise.

- **Report Name:** “Month” “Year” P-card charges (Ex. November 2014 P-card charges).
- **Start Date:** First day of the month.
- **End Date:** Last day of the month.
- **Index Code:** Will default to index code you were set up with, but you have the ability to change it.
- **Business Purpose:** “Monthly P-card charges.”

![Create a New Expense Report]

Step 2: Add an Expense to the Monthly P-card Report

**How to...**
1. Click and drag expense(s) from the Available Expenses window into the Expenses window.
2. To drag multiple expenses at the same time, click the box to the left of the expense, and drag both expenses. You can also click the Import button to add the selected expenses to the expense report.

**Additional Information**
Available expenses appear in the right window, titled Available Expenses. Expenses included in the expense report appear in the left window, titled Expenses.

Be careful to only select charges for a specific month since there may be charges for multiple months in the Available Expenses window.

Once charges are added to the Expenses window, the charges are removed from the Available Expenses window, and cannot be allocated to a separate expense report.

![Add an Expense to the Monthly P-card Report]
Step 3: Adding a Receipt Image to a Transaction

How to...

1. Once a transaction is in the Expenses window, click on the charge. Details of the charge will appear.
2. In the bottom right of the new Expense window, click Attach Receipt in the bottom right.
3. A window will appear for attaching the receipt. The file can be uploaded from your computer or attached from the Receipt Store. Once selected, click Attach.
4. If you do not have a receipt, you can select to Create a Missing Receipt Affidavit which will take the place of the receipt.

Additional Information

Once a receipt has been added to a transaction, a blue icon will appear next to the transaction.

A Missing Receipt Affidavit should only be added sparingly, as the Procurement Office will keep track of how many Missing Receipt Affidavits are used.

A Missing Receipt Affidavit cannot be created by a delegate for someone else. The cardholder will have to add the Missing Receipt Affidavit, or a paper copy can be uploaded by the delegate. The paper copy can be found on the Procurement Card webpage.

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Step 4: Updating the Allocation for a Transaction

How to...

1. Click on the transaction in the Expenses window. Details of the charge will appear.
2. In the new Expense window, choose the appropriate Expense Type. Complete this process for all transactions.
3. Once completed, select a charge in the Expenses window.
4. In the bottom right of the Expense window, click

Additional Information

All charges must be allocated to an Expense Type and also an Index Code.
Allocate. A new window will appear.

5. Click under the Index Code column to select the appropriate GL Budget Index Number. Click Save.

6. To update the Index Code for additional charges, choose the charge from the Allocations window and select the new Index Code.

7. Once completed, click Done.

Step 5: Submitting a Monthly P-card Report

How to...

1. On the right side of the screen, click Submit Report. If there are any issues with the report, a dialog box will appear with details of the issues. Click Submit Report and it will be sent to the proper user for approval.

Additional Information

If you are not ready to submit a report, the report automatically saves, so you can return later and complete the report.

Approve a Monthly P-card Report

How to...

1. From the Home screen, under the Required Approvals area, click on a report that has been submitted for approval. The report will open.

2. Review all receipts, transaction descriptions, expense types, allocation and any other pertinent information.

3. Click the Approve button to approve the report.

Additional Information

As an approver, you have the ability to send a report back to an employee if there are issues with the report.
Upload Receipt Images Using Computer

**How to...**

2. Click the **Expense** tab at the top of the screen.
3. Click the **+ Upload New Receipt** icon.
4. On the right side of the screen, click **Upload**. A new window will appear.
5. Click **Browse** and select the receipt image from your computer.
6. Click **Upload** and the receipt will appear in your Receipt Store.

**Additional Information**

Receipt images must be scanned into your computer before they can be uploaded to your account. Receipt images can also be added by dragging a file from a folder into the **+ Upload New Receipt** icon.
Upload Receipt Images Using Concur Mobile App

**How to...**

1. Click on **Receipt** button.
2. Take a picture of your receipt.
3. Click **Done**.

**Additional Information**