

Concur Expense Guide  
*Procurement Card*

**NOVA** *pay*



## 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

#### How to...

1. Log on to Concur using [www.concursolutions.com](http://www.concursolutions.com)

#### Additional Information

Your password is case sensitive.

A screenshot of the Concur login page. At the top, it says "Welcome" and provides a link for users having difficulty logging in. The Concur logo is displayed. Below is a large blue "Login" button. To the right of the button are input fields for "User Name" and "Password", a checkbox for "Remember user name on this computer", and a "Login" button. Links for "Forgot your user name?" and "Forgot your password?" are provided, along with a note that "Passwords are case sensitive." At the bottom, the TripIt logo is shown with the text "Concur now integrates with TripIt. Login to learn more and connect. Learn more about TripIt."

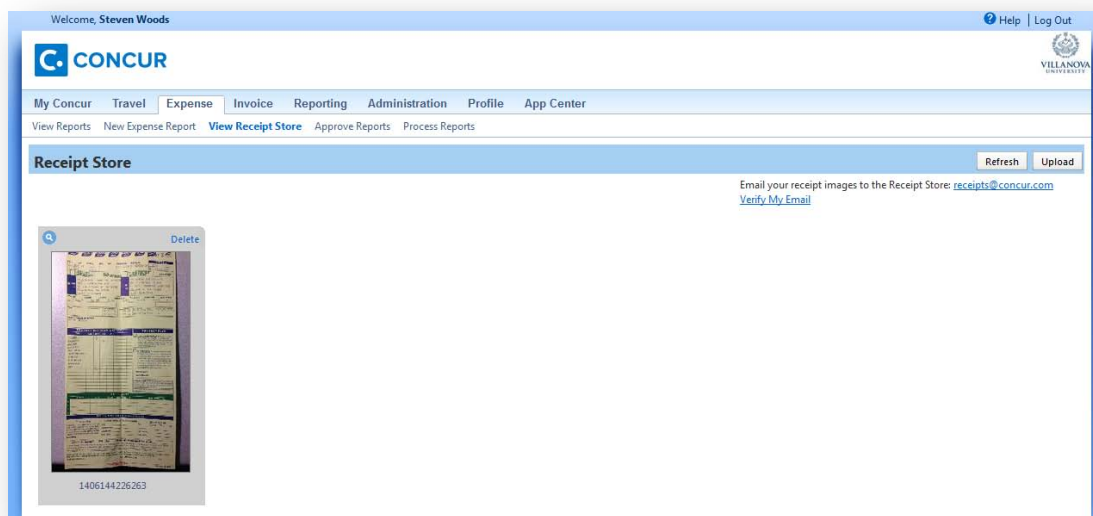
## Upload Receipt Images Using Computer

### How to...

1. Scroll over the **Expense** tab and click **View Receipt Store**.
2. On the right side of the screen, click **Upload**. A new window will appear.
3. Click **Browse** and select the receipt image from your computer.
4. 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.

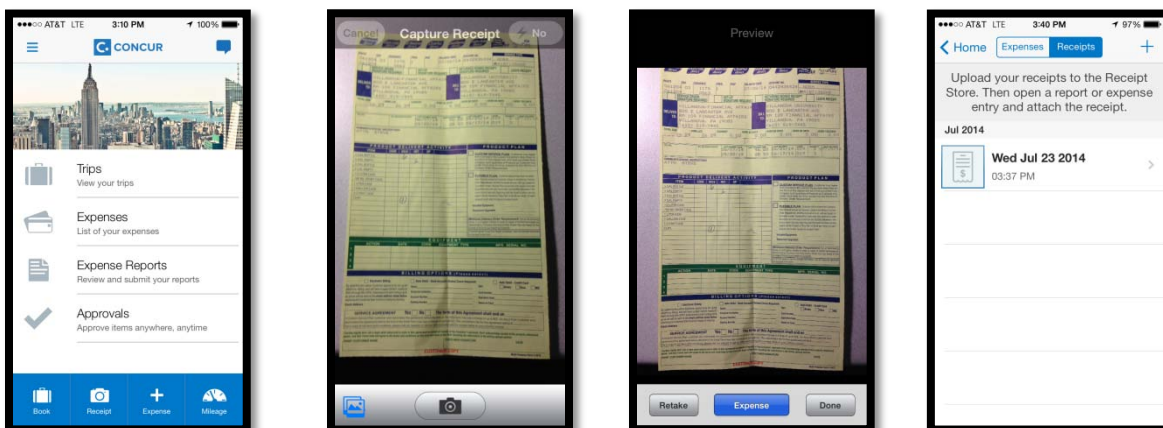


## Upload Receipt Images Using Concur Mobile App

### How to...

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

### Additional Information



## Create a Monthly P-card Report

### Step 1: Create a New Report

#### How to...

1. In the **Expense Reports** section of the **My Concur** page, click **New Expense Report**.
2. Complete all required fields (*those with the red bar at the left edge of the field*) and the optional fields.
3. Click **Next**.

#### Additional Information

**Reports should be completed monthly. If you have travel charges, a separate report should be created specifically for the travel charges.**

**Report Name:** "Month" "Year" P-card charges (Ex. June 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**

**Report Header**

Report Name June 2014 P-card charges	Start Date 06/01/2014	End Date 06/30/2014	Policy *V - US Expense Policy	Report Date 07/16/2014
Comment	Index Code (246135) Procurement Office	Business Purpose Monthly P-card charges	Destination of Travel	

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

#### How to...

1. Click and drag expense(s) from the **Smart 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 **Smart 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 **Smart Expenses** window.

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


Expenses					Smart Expenses				
	Date	Expense	Amount	Requested		Expense Detail	Expense	Date	Amount
<input type="checkbox"/>	02/01/2014	7312 - Instruction Amazon.com, AMZ	\$198.72	\$198.72	<input type="checkbox"/>	SHOPRITE DREXELINE DREXEL HILL, PA	7414 - Other G and A - Special ...	01/30/2014	\$83.47
<input type="checkbox"/>	01/30/2014	7420 - Other G and A CELL SIGNAL.COM,	\$274.00	\$274.00	<input type="checkbox"/>	USA SCIENTIFIC, INC. 800-5228477, FL	Internet/Online Fees	01/30/2014	\$142.00
					<input type="checkbox"/>	BIO RAD* 800-000-0000, CA	7420 - Other G and A - Medical...	01/29/2014	\$394.60

## Step 3: Adding a Receipt Image to a Transaction

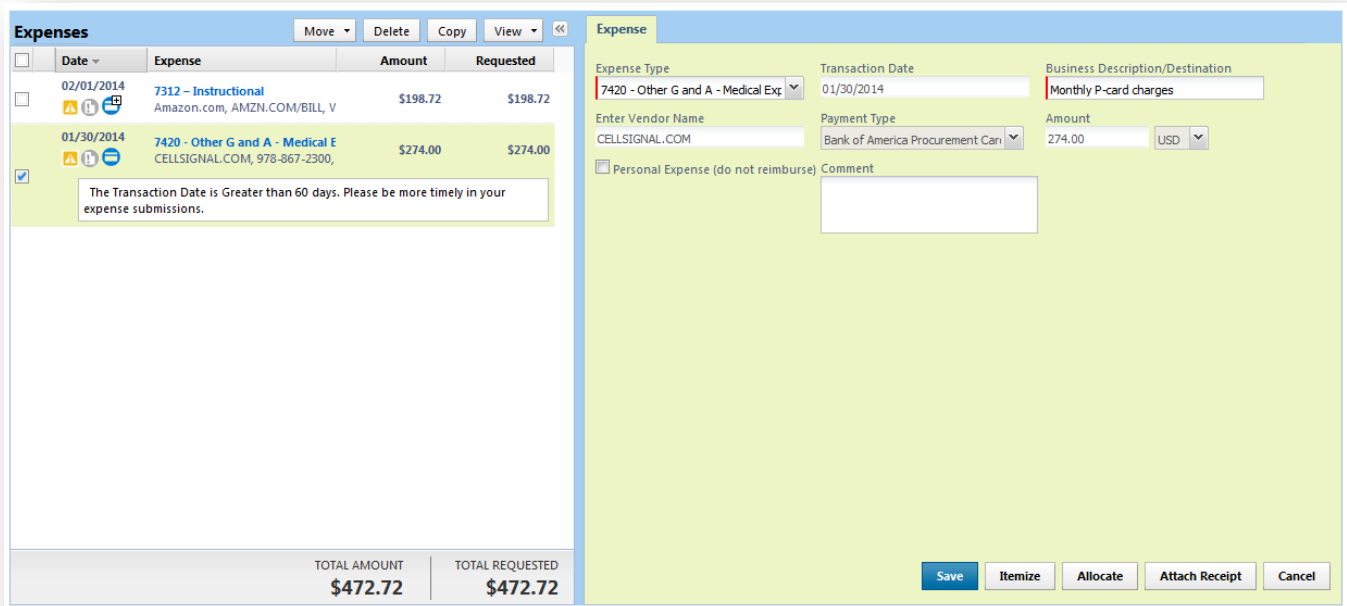
### How to...

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 green 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.



The screenshot displays the NOVApay interface. On the left, the **Expenses** window shows a table of transactions:

Date	Expense	Amount	Requested
02/01/2014	7312 - Instructional Amazon.com, AMZN.COM/BILL, V	\$198.72	\$198.72
01/30/2014	7420 - Other G and A - Medical Ex CELLSIGNAL.COM, 978-867-2300,	\$274.00	\$274.00

Below the table, a message states: "The Transaction Date is Greater than 60 days. Please be more timely in your expense submissions." At the bottom, the totals are: TOTAL AMOUNT \$472.72 and TOTAL REQUESTED \$472.72.

On the right, the **Expense** detail window for the selected transaction (01/30/2014) is shown. It includes fields for:

- Expense Type:** 7420 - Other G and A - Medical Ex
- Transaction Date:** 01/30/2014
- Business Description/Destination:** Monthly P-card charges
- Enter Vendor Name:** CELLSIGNAL.COM
- Payment Type:** Bank of America Procurement Card
- Amount:** 274.00 USD
- Personal Expense (do not reimburse):** ☐
- Comment:** (empty text area)

At the bottom right of the Expense window are buttons: **Save**, **Itemize**, **Allocate**, **Attach Receipt**, and **Cancel**.

## 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 **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,

### Additional Information

All charges must be allocated to an **Expense Type** and also an **Index Code**.



choose the charge from the **Allocations** window and select the new **Index Code**.

7. Once completed, click **Done**.

Allocations for Report: July 2014 P-card charges

Expense List				Allocations				
Allocate Selected Expenses   Clear Selections   Summary				Total:\$83.47   Allocated:\$83.47 (100%)   Remaining:\$0.00 (0%)				
Select Group ▾				Allocate By: ▾   Add New Allocation   Delete Selected Allocations   Favorites ▾   Add to Favorites				
<input type="checkbox"/>	Date ▾	Expense	Group	Amount	<input type="checkbox"/>	Percentage	Index Code	Code
<input checked="" type="checkbox"/>	01/30/2014	Airfare	1	\$83.47	<input type="checkbox"/>	100	(246135) Procur...	246135
<input type="checkbox"/>	01/30/2014	Internet/O...	1	\$142.00				
<input type="checkbox"/>	01/29/2014	7420 - Oth...	1	\$394.60				
<input type="checkbox"/>	01/29/2014	7311 - Offi...	1	\$252.67				

## 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.