

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.

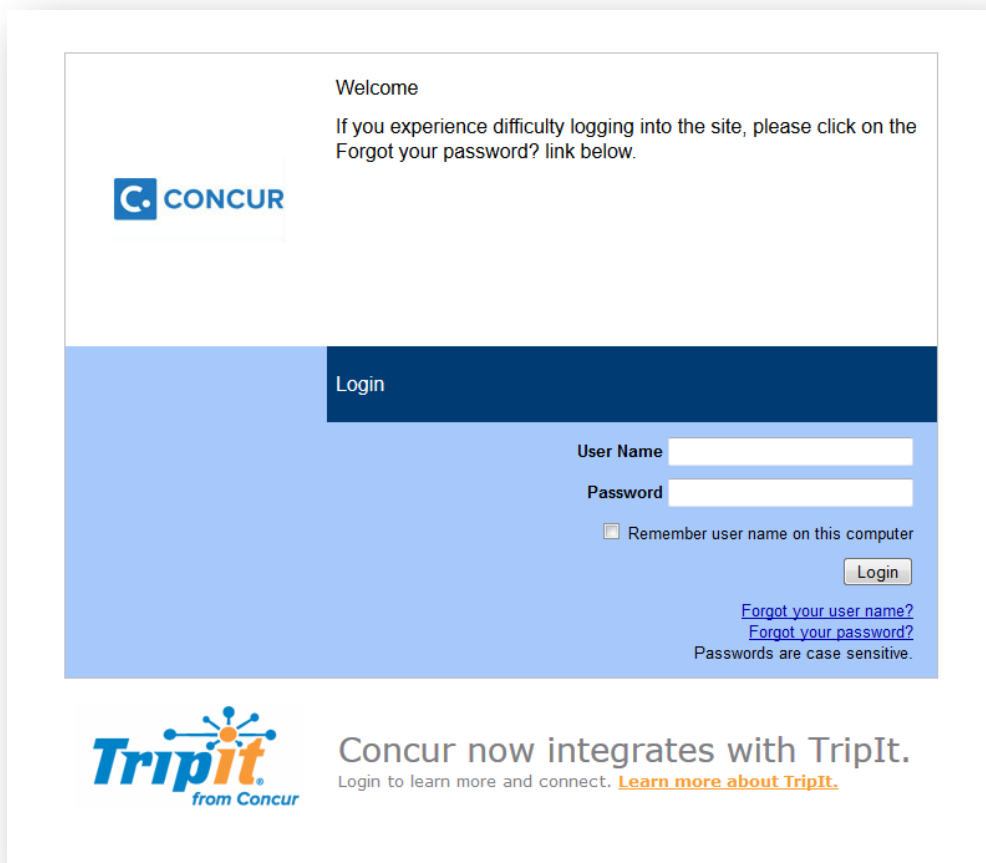
Log on to Concur

How to...

1. Log on to Concur using www.concursolutions.com
2. Log on to Concur using [myNova](#).

Additional Information


Your password is case sensitive.



The screenshot shows the Concur login interface. At the top, it says "Welcome" and provides a link for users having difficulty logging in. The Concur logo is displayed on the left. The main login area has a dark blue header with the word "Login". Below this, there are input fields for "User Name" and "Password". A checkbox labeled "Remember user name on this computer" is present. A "Login" button is located below the password field. Links for "Forgot your user name?" and "Forgot your password?" are provided, with a note that "Passwords are case sensitive." At the bottom, the TripIt logo is shown with the text "TripIt from Concur", followed by the statement "Concur now integrates with TripIt." and a link to "Learn more about TripIt."

Welcome

If you experience difficulty logging into the site, please click on the [Forgot your password?](#) link below.



Login

User Name

Password


☐ Remember user name on this computer

Login

[Forgot your user name?](#)

[Forgot your password?](#)

Passwords are case sensitive.

 **TripIt**
from Concur

Concur now integrates with TripIt.
Login to 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

Report Header

Report Name November 2014 P-card charge	Start Date 11/01/2014	End Date 11/30/2014	Policy *V - US Expense Policy	Report Date 12/03/2014
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 **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.


Expenses					Available Expenses				
	Date	Expense	Amount	Requested		Expense Detail	Expense	Source	Amount
<div> <input type="checkbox"/> 11/20/2014 Conference/Sem PDG Conference \$200.00 \$200.00 </div>					<div> <input type="checkbox"/> Starbucks Philadelphia, Pennsylvania Business Meals (Attendees) 12/02/2014 \$50.00 </div>				
<div> <input type="checkbox"/> 11/15/2014 Mobile/Cellular P AT&T \$50.00 \$50.00 </div>									

Step 3: Adding a Receipt Image to a Transaction

How to...

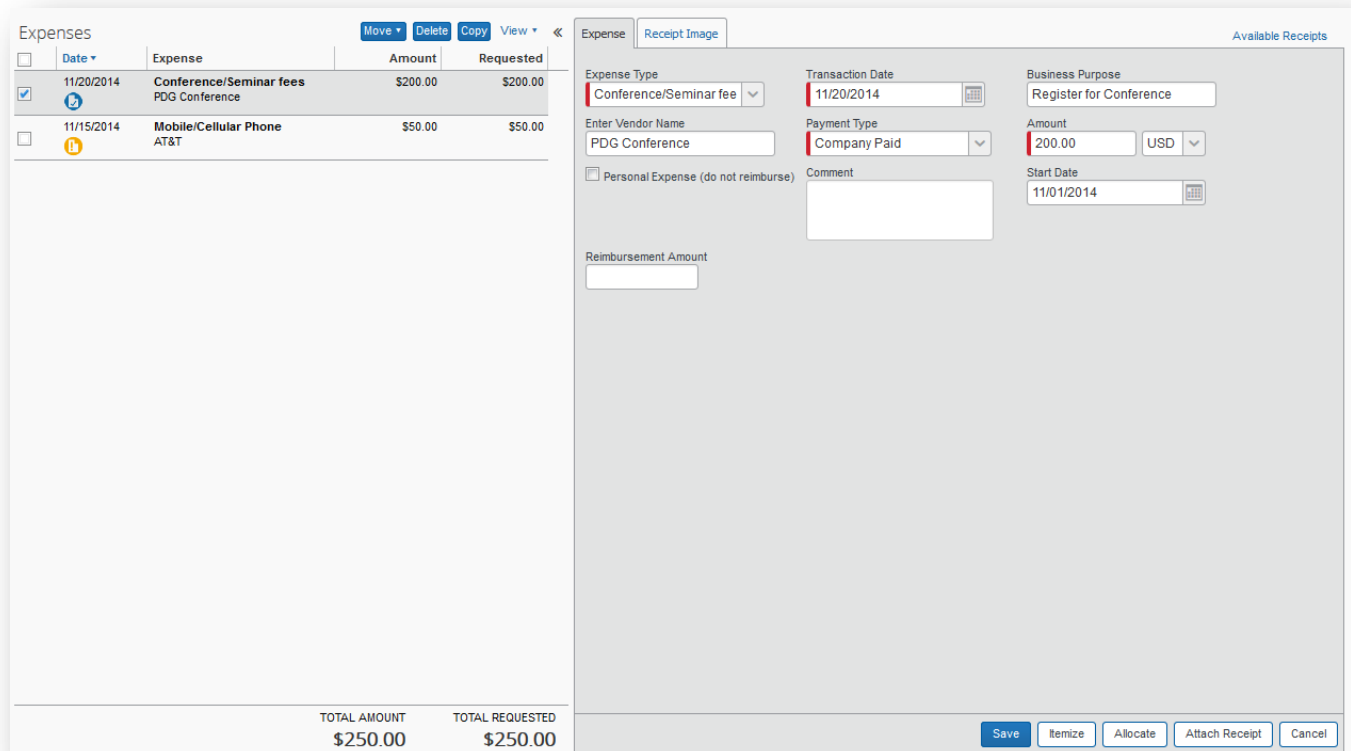
1. Once a transaction is in the **Expenses** window, click on the charge. Details of the charge will appear.
2. In the bottom right of the new **Expense** window, click **Attach Receipt** in the bottom right.
3. A window will appear for attaching the receipt. The file can be uploaded from your computer 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.



The screenshot displays the NOVA pay system interface. On the left, the 'Expenses' window shows a table with columns: Date, Expense, Amount, and Requested. Two transactions are listed:

Date	Expense	Amount	Requested
11/20/2014	Conference/Seminar fees PDG Conference	\$200.00	\$200.00
11/15/2014	Mobile/Cellular Phone AT&T	\$50.00	\$50.00

At the bottom of the 'Expenses' window, the totals are: TOTAL AMOUNT \$250.00 and TOTAL REQUESTED \$250.00.

On the right, the 'Expense' details window is open for the 'Conference/Seminar fee' transaction. It includes fields for:

- Expense Type: Conference/Seminar fee
- Transaction Date: 11/20/2014
- Business Purpose: Register for Conference
- Enter Vendor Name: PDG Conference
- Payment Type: Company Paid
- Amount: 200.00 USD
- Start Date: 11/01/2014
- Personal Expense (do not reimburse): ☐
- Comment: (empty text area)
- Reimbursement Amount: (empty text field)

At the bottom of the 'Expense' window, there 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

Additional Information

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

Allocate. A new window will appear.

- Click under the **Index Code** column to select the appropriate GL Budget Index Number. Click **Save**.
- To update the Index Code for additional charges, choose the charge from the **Allocations** window and select the new **Index Code**.
- Once completed, click **Done**.

Expense List

Allocate Selected Expenses
Clear Selections
Summary

Select Group ▾

<input type="checkbox"/> Date ▾	Expense	Group	Amount
<input checked="" type="checkbox"/> 11/20/2014	Conferenc...		\$200.00
<input type="checkbox"/> 11/15/2014	Mobile/Cellu...		\$50.00

Allocations

Total: \$200.00
Allocated: \$200.00 (100%)
Remaining: \$0.00 (0%)

Allocate By: ▾
Add New Allocation
Delete Selected Allocations
Favorites ▾
Add to Favorites

<input type="checkbox"/> Percentage	Index Code	Code
<input type="checkbox"/> 100	(246135) Proc...	246135

Step 5: Submitting a Monthly P-card Report

How to...

- 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...

- From the **Home** screen, under the **Required Approvals** area, click on a report that has been submitted for approval. The report will open.
- Review all receipts, transaction descriptions, expense types, allocation and any other pertinent information.
- 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.

November 2014 P-card Charges

Summary
Details ▾
Receipts ▾
Print / Email ▾

☐
Date ▾
Expense
Reviewed
Amount
Approved

<input type="checkbox"/>	11/20/2014	7311 - Office Supplies Amazon.com, AMZN.COM/BIL	N	\$80.53	\$80.53
<input type="checkbox"/>	11/14/2014	7361 - Maint and Repair - Vi PARTS SERVICE, STRAFFORD	N	\$143.39	\$143.39
<input type="checkbox"/>	11/10/2014	7370 - F and E - Tools THE HOME DEPOT 4106, Cons	N	\$104.91	\$104.91
<input type="checkbox"/>	11/08/2014	7367 - F and E - Dump Fees CINTAS K29, 800-2468271, N.	N	\$198.00	\$198.00

Summary

Report Summary

Report Totals

Amount Due Company	Amount Due Company Card	Amount Due Employee
\$0.00	\$526.83	\$0.00

Send Back to User
Send to Approver
Approve

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.

The screenshot shows the Concur Expense Management interface. The top navigation bar includes 'CONCUR', 'Travel', 'Expense' (selected), 'Invoice', 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, the 'Manage Expenses' section is active, showing a message: 'There are no Active Expense Reports. Click **Create New Report** to create a new report.' Below this, the 'Available Expenses' table is displayed with columns: Expense Detail, Expense, Source, Date, and Amount. A single entry is shown: 'Breakfast Henderson, Nevada' with an amount of '\$20.00'. Below the table, the 'Available Receipts' section is visible, featuring a '+ Upload New Receipt' button and a preview of a receipt image labeled 'World Travel - Concur Receipt.pdf'.

Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/> Breakfast Henderson, Nevada	Breakfast		11/07/2014	\$20.00

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

