Concur Users Guide
Declining Balance Card
Step 1: Login to Concur and Create a New Expense Report

1. Login to MyNova
2. Search for Concur in search bar
3. Enter the Concur site
4. Click the Expense tab at the top of the screen
5. Click the + Create New Report icon
6. Complete all required fields (those with red bar at the left edge of the field) and the optional fields.
7. Click Next
**Additional Information:** All monthly charges should be included in one monthly report unless your department policies state otherwise.

Report Name: “Month” “Year” DBC charges (Ex. May 2018 DBC 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 will have the ability to change it.

Business Purpose: “Monthly DBC charges”.

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**Step 2: Add an Expense or Withdrawal to the Monthly DBC Report**

1. Click and drag the expenses or withdrawals from the Available Expenses window in 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 DBC report.

3. Also, you can sort out your DBC charges from your P-card charges if you have both, by hitting the drop-down button, and selecting just your DBC.

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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**.

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.
Step 3: Adding a receipt Image to a Transaction

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 from the Receipt Store.

4. If this is a cash withdrawal, you will need to attach a Cash Withdrawal Form and all receipts from what cash was used for. If you have multiple receipts for one withdrawal you can tape them to a sheet of paper and scan the sheet.

5. If you do not have a receipt for a charged expense, you can select 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.
Step 4: Updating the Allocation for a Transaction

1. Click on the transaction in the Expense window. Details of the charge will appear.
2. In the new Expense window, choose the appropriate Expense Type. Complete this process for all transactions. For cash withdraws you can itemize (breakdown how you spent the cash) if you need to use more that one expense type.

For each itemization, you will choose an expense type and add the details of the expense. After you add each itemization, hit save.
The total itemization will need to equal the total amount you withdrew.

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

7. Once completed, click Done.

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

Step 5: Submitting a Monthly DB Card Report

1. On the right side of screen, click Submit Report. If there are any issues with the report, a dialog box will appear with details of the issues. Once you 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.

HOW TO: Upload Receipt Images Using Computer

1. Click the Expense tab at the top of the screen.
2. Click the + Upload New Receipt icon.
4. Click Browse and select the receipt image from your computer.

Additional Information: Receipt images must be scanned to your computer before they can be uploaded to your account or they maybe uploaded by using the Concur app.
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.

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click on Receipt button.</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
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<td></td>
</tr>
</tbody>
</table>

![Concur Mobile App Screenshots](image-url)