Procedures to create an expense report and allocate procard transactions.

Procedures
From the Concur launch page, click on the Start a Report tab.
**Concur – Create and Submit Procard Allocations on the General Expenditure Policy**

The Create New Report screen will open.

Choose the General Expenditure Policy from the dropdown menu.

Complete the required fields. Required fields are marked by a red (*).

Click Create Report.

The following Create New Report fields are required:

- **Policy**: Choose the Concur General Expenditure Report to create an expense report for procard allocations.
- **Report Name**: The Report Name should be the month and year of the procard transactions, Procard, and last name of the cardholder.
- **Report Start Date**: First date of the transaction date range.
- **Report End Date**: Last date of the transaction date range.
- **Cost Object Type**: Choose Cost Center, WBS, Fund or Internal Order.
- **Cost Object ID**: Enter the appropriate cost object for the report header.
- **Fund**: The fund will be required if a cost share WBS element was entered in the Cost Object ID field. Choose an allowable fund. Otherwise, leave this field blank.

Other fields that may need to be populated but are not required by Concur on the Report Header:

- **Additional Information**: Enter the business purpose for the general expense report or any other note.
## Concur – Create and Submit Procard Allocations on the General Expenditure Policy

<table>
<thead>
<tr>
<th><strong>Quick Reference Card – Concur</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>• Statistical Order:</strong> Enter the appropriate statistical internal order for this general expense report. NOTE: If a statistical internal order is added at the report header level, it will be part of the cost object allocation for all transactions added to this report.</td>
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</tr>
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<td><strong>• Comments To/From Approver/Processor:</strong> Add any additional comments or explanations necessary for the review/approval of this expense report.</td>
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<td><strong>• Claim Travel Allowance:</strong> Be certain to leave the Claim Travel Allowance radio button selected at NO. Only procard transactions can be added to the General Expenditure Policy.</td>
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The expense report will be created.

Add procard transactions to the report by clicking Add Expense.
**Concur – Create and Submit Procard Allocations on the General Expenditure Policy**

The Add Expense window will appear.

The Available Expenses tab contains transactions on your own procard that are pending allocation and review on a report.

To add procard transactions, click the check box next to each transaction to be added to the expense report.

Click Add to Report.

The procard transaction has now been added to the report.

To review the transaction information, click on the Expense Type of the transaction.
Concur – Create and Submit Procard Allocations on the General Expenditure Policy

Concur will display the transaction Details tab.

Review and modify the data in all fields if necessary. Be certain all fields denoted with a red (*) are populated.

Add Additional Information or Comments to provide the business purpose of the transaction.

Click on Allocate to review/modify the allocation for this expense.

The Allocate window will open.

Expenses can be allocated by Percent or Amount. Click the correct option for the allocation.

Click Add to add a new allocation.
Concur – Create and Submit Procard Allocations on the General Expenditure Policy

On the Add Allocation window, select the Cost Object Type and Cost Object ID for the new allocation.

Click Add to List.

Add the allocation percentage or amount to the new allocation. Tab out of the field to see the allocation calculate.

Click Save.
Concur – Create and Submit Procard Allocations on the General Expenditure Policy

Concur will return to the expense Details tab.

Next, add an attachment by clicking on the red (+) Attach Receipt Image.

The Attach Receipt window will appear.

If any receipts have already been uploaded to Concur they will appear. Otherwise, click on Upload Receipt Image to upload an attachment from your computer.
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The file upload window will appear. Locate the file on your computer, click on the file and click Open.

The Attach Receipt screen will appear while Concur is uploading the receipt and saving it to the transaction.
Once the attachment is uploaded, the file will open. Review to be certain the correct attachment was added to the expense.

Close the file by clicking on the X in the top right corner.
**Quick Reference Card – Concur**

**Concur – Create and Submit Procard Allocations on the General Expenditure Policy**

The attachment is now saved to the expense.

If the wrong file was uploaded, click Detach and repeat the attachment process, selecting the correct file.

When the expense information is complete and correct, click Save Expense.

Concur will return to the expense report.

To continue adding more procard transactions to this report, click Add Expense.

If you are finished allocating procard expenses for the day, click on SAP Concur to return to the Concur home page.
**Quick Reference Card – Concur**

**Concur – Create and Submit Procard Allocations on the General Expenditure Policy**

To add more procard transactions to the same General Expenditure Report, click on Available Expenses.

In the Available Expenses section of Manage Expenses, select the additional transactions to be added to the report by clicking in the check box.

Click on Move To and click on the report name to add the additional expenses.
The additional procard transaction has now been added to the General Expenditure Report.

Click on the Expense Type of the transaction.
Concur – Create and Submit Procard Allocations on the General Expenditure Policy

Concur will display the transaction Details tab.

Review and modify the data in all fields if necessary. Be certain all fields denoted with a red (*) are populated.

NOTE: Concur will attempt to choose an expense type based upon previous allocations. Be certain to review and adjust the expense type as necessary.

Add Additional Information or Comments to provide the business purpose of the transaction.

Click on Allocate to review/modify the allocation for this expense.
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Concur – Create and Submit Procard Allocations on the General Expenditure Policy

The Allocate window will open.

Expenses can be allocated by Percent or Amount. Click the correct option for the allocation.

Click Add to add a new allocation.

On the Add Allocation window, select the Cost Object Type and Cost Object ID for the new allocation.

Click Add to List.

Add the allocation percentage or amount to the new allocation. Tab out of the field to see the allocation calculate.

Click Save.
Concur will return to the expense Details tab.

Next, for this expense, an itemization is necessary.

Click on the Itemizations tab.

Complete the itemizations and click Save Itemizations.
Review the itemizations for accuracy and click Save Expense.

Concur will return to the expense report.

To add an attachment from the expense report screen, click on the red (+) in the receipt column for the expense.
Concur – Create and Submit Procard Allocations on the General Expenditure Policy

The Attach Receipt window will appear.

If any receipts have already been uploaded to Concur they will appear. Otherwise, click on Upload Receipt Image to upload an attachment from your computer.

The file upload window will appear. Locate the file on your computer, click on the file and click Open.
The Attach Receipt screen will appear while Concur is uploading the receipt and saving it to the transaction.
Concur – Create and Submit Procard Allocations on the General Expenditure Policy

Once the attachment is uploaded, the file will open. Review to be certain the correct attachment was added to the expense.

Close the file by clicking on the X in the top right corner.

The attachment has now been added to the transaction and Concur has returned to the expense report.
When all procard expenses have been added, allocated and itemized, review the expense report to ensure all expenses are complete and accurate.

To review the Report Header data and expense data on one file, click on Print/Share and UK-Detailed Report.

Review the Employee details, report header information, and expenses including allocations.
Review the Expense Type Summary, Allocation Summary, and Report Totals sections for accuracy.

Additional sections of the UK-Detailed Report that should be reviewed are the Approval Flow and Audit Trail.
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Once the report is reviewed, click Close.

Once the report is reviewed and ready to be submitted for approval, click Submit Report.
The User Electronic Agreement will appear. Read the agreement and click Accept and Continue.

The Report Totals screen will appear. Review the totals for accuracy.

Click Submit Report.

The Report Status window will appear and confirm the report has been submitted.

Click Close.
**Concur – Create and Submit Procard Allocations on the General Expenditure Policy**

Concur will return to the Manage Expenses Report Library.

The report will show as Submitted and show the current status in workflow.

Continue creating expense reports, correcting reports that may have been returned, or sign out if finished.