



CONCORDIA

Manual

NEW! Manage My Expenses

2022-10-03

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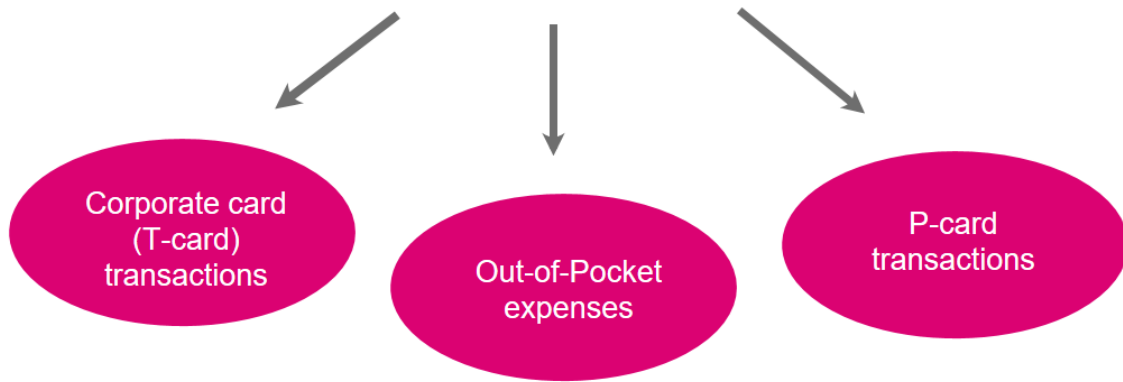
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1 Introduction

1.1 Introduction to Concur - My Expense Reports

This module will present a brief introduction to Concur.

Concur is an integrated travel and expense management system for



Faculty & Staff can use Concur to



Create expense reports

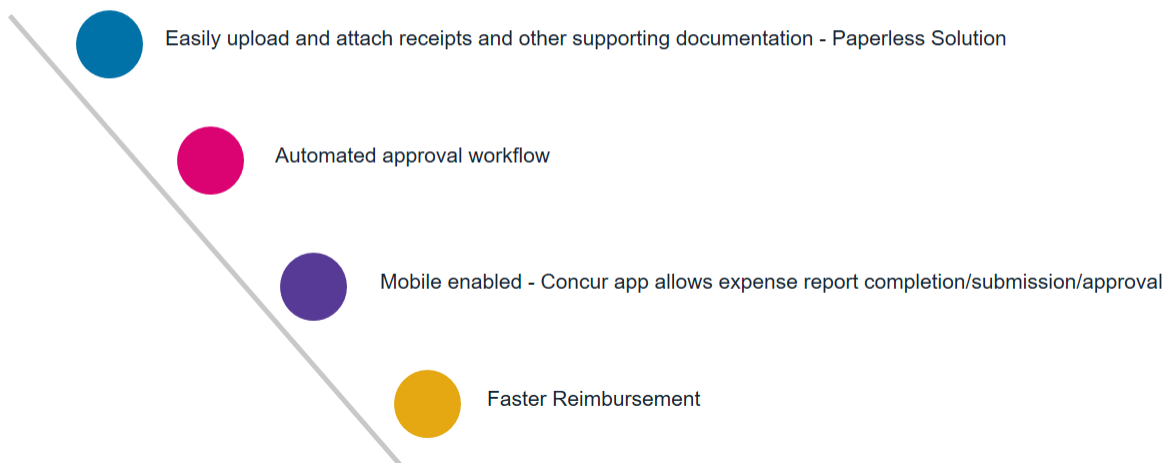


Submit reports for approvals via online workflow

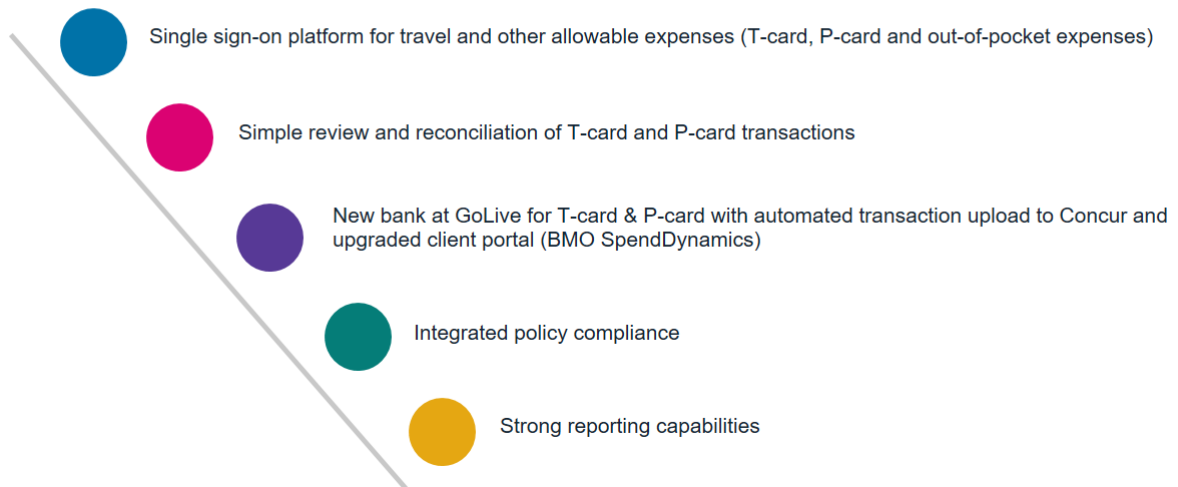


Receive reimbursements

Benefits of Concur for Claimants & Approvers



Benefits of Concur for Claimants & Approvers cont.



2 NEW! Manage My Expenses

2.1 NEW! Delete an Expense Report

This module will walk you through the steps to delete an expense report in Concur.

i You can delete an entire expense report or a particular expense item from a report.

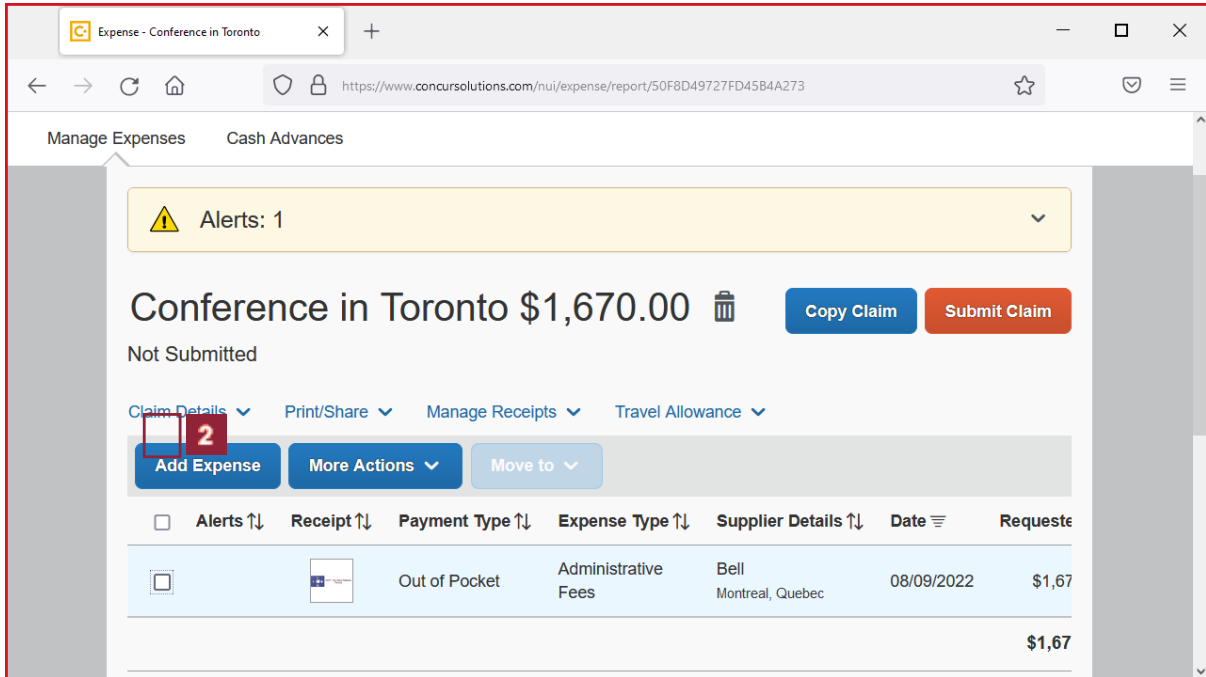
Navigate to your Open Reports on the lower right side of the page. For this exercise we will delete the report 'Conference in Toronto'.

The screenshot shows the SAP Concur Home interface. At the top, there's a navigation bar with 'SAP Concur' and 'Expense App Centre'. Below that, the 'CONCORDIA' logo is displayed. To the right of the logo are five action buttons: 'Start a Claim', 'Cash Advance', 'Upload receipts', 'Available Expenses', and 'Open Claims'. The 'Open Claims' button shows '03' and is highlighted with a red '1'. Below this is the 'MY TASKS' section, which includes three cards: 'Open Requests' (00), 'Available Expenses' (00), and 'Open Claims' (03). The 'Open Claims' card is expanded, showing a list of reports: 'Conference in Toronto' (CAD 1,670.00), 'CPA Annual Membership', and 'CUPEU PD Expenses'. A red '1' is placed over the 'Conference in Toronto' report title.

1 Click the **Conference in Toronto** hyperlink.

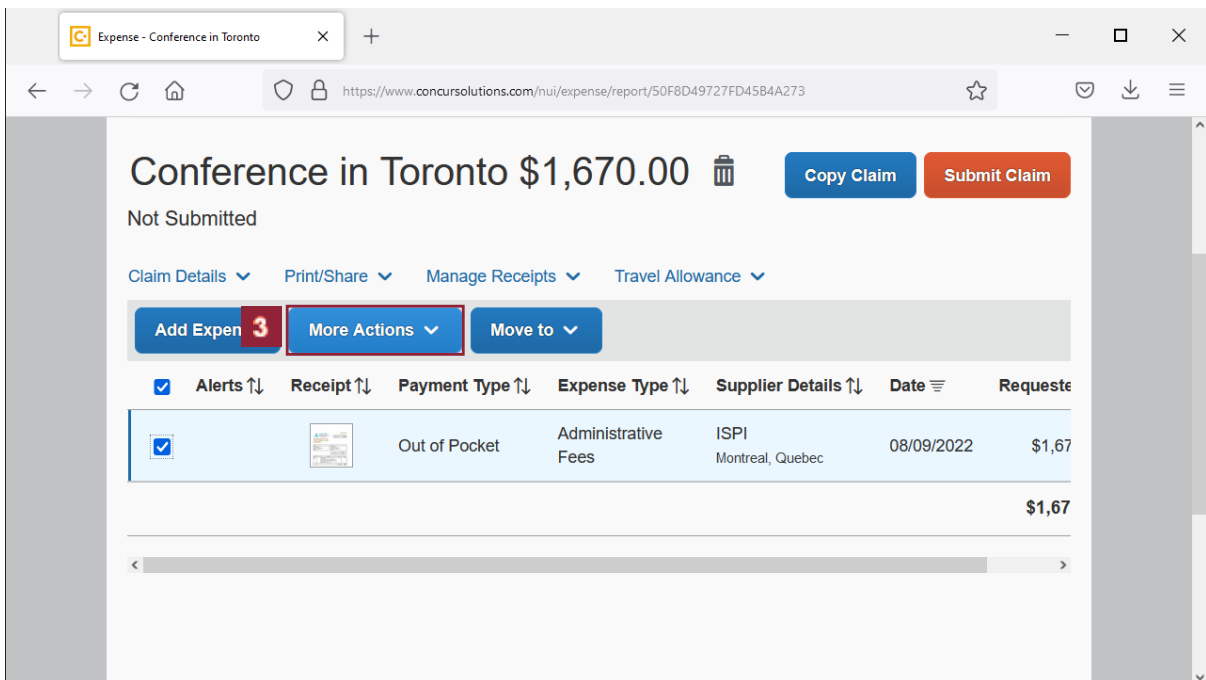
i Navigate to the left pane where your expenses are listed for this report. We will first delete an individual expense item.

Click the checkbox for the first item.

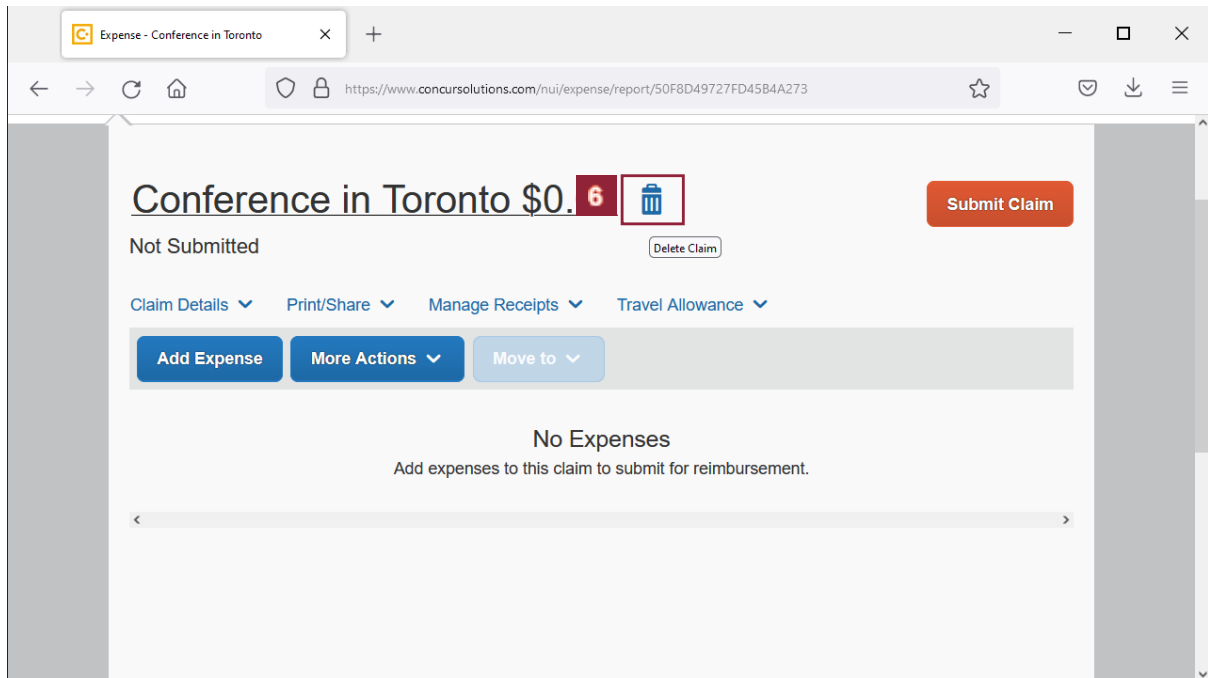


2 Click the **Select row** check box.

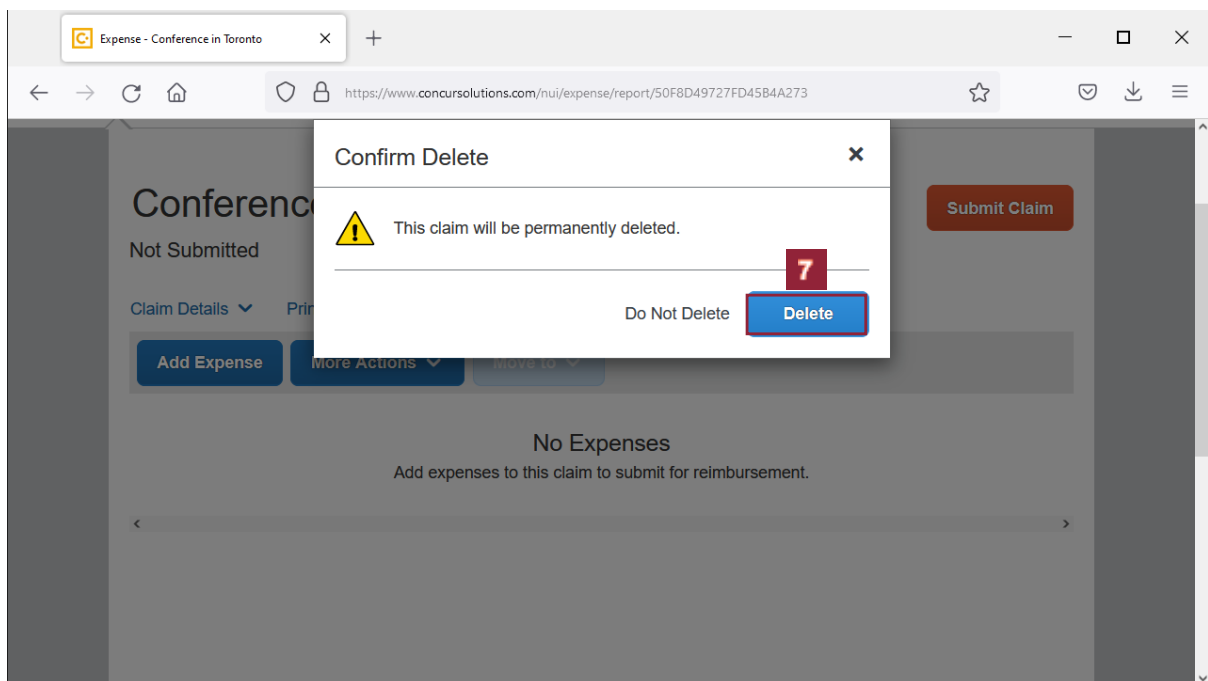
2.1.1 Expense - Conference in Toronto — Mozilla Firefox



3 Click the **More Actions** menu button.



6 Click the **Delete Claim** button.



7 Click the **Delete** button.

2.2 NEW! Add Attendees to an expense (meals)

This module will walk you through the steps to add attendees to a meal expense.

2.2.1 Create a New Expense Report

My CU Account Expense Home

Manage Expenses View Transactions Cash Advances Processor

Manage Expenses

REPORT LIBRARY View: Active Reports

1

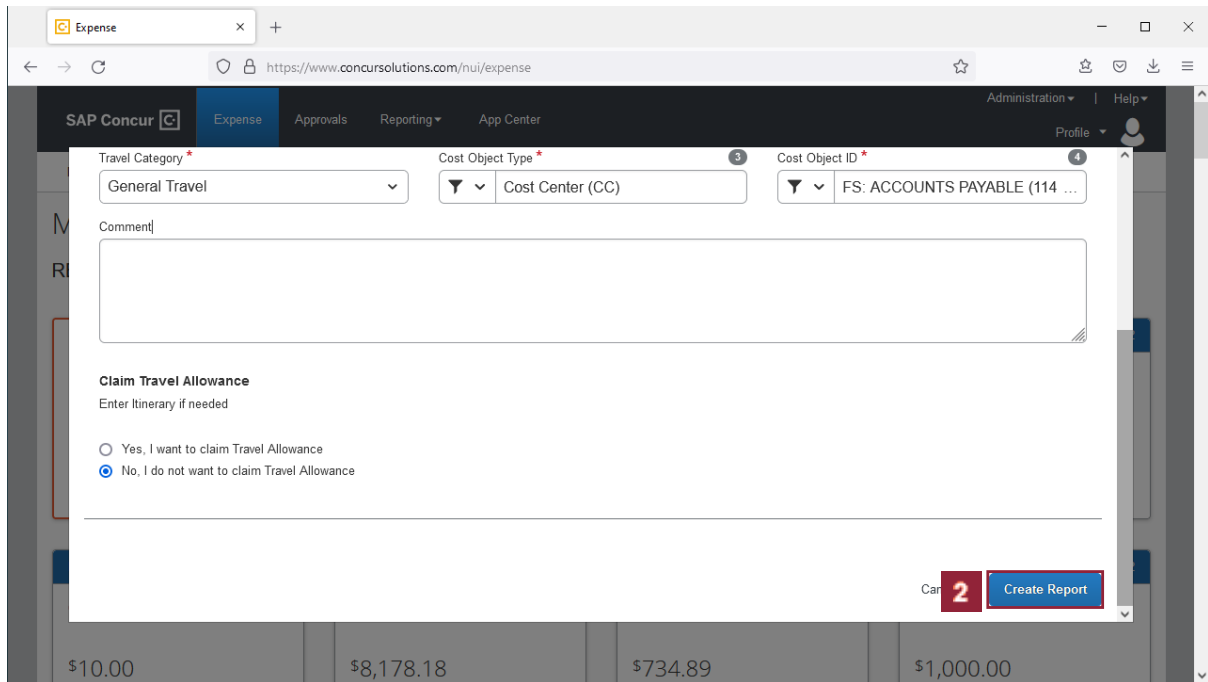
| NOT SUBMITTED | 26/09/2022 | NOT SUBMITTED | 21/09/2022 | NOT SUBMITTED | 19/09/2022 |
|---------------|-------------------------|--------------------------|-----------------------------|-------------------------------|---------------|
| + | Conference in Las Vegas | per diems for conference | Concordia Annual Conference | Conférence annuelle Concordia | Local Meeting |
| \$309.37 | \$1.00 | \$1,269.78 | \$0.00 | \$10.00 | \$8,178.18 |
| | | | | | \$734.89 |

1 Click the **Create New Report** button.

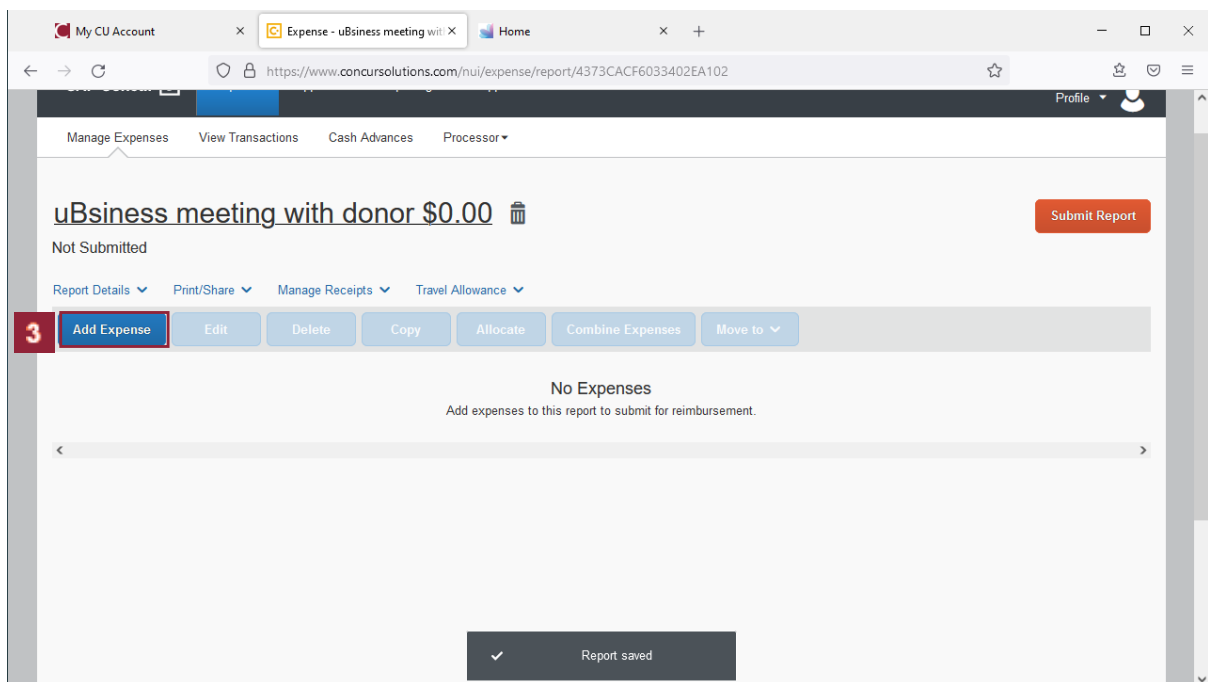
i You can either add attendees to an existing expense report that has not been submitted or create a new report.

For this exercise, we will create a new report.

Fill in all required report header fields, indicated with a red asterisk.

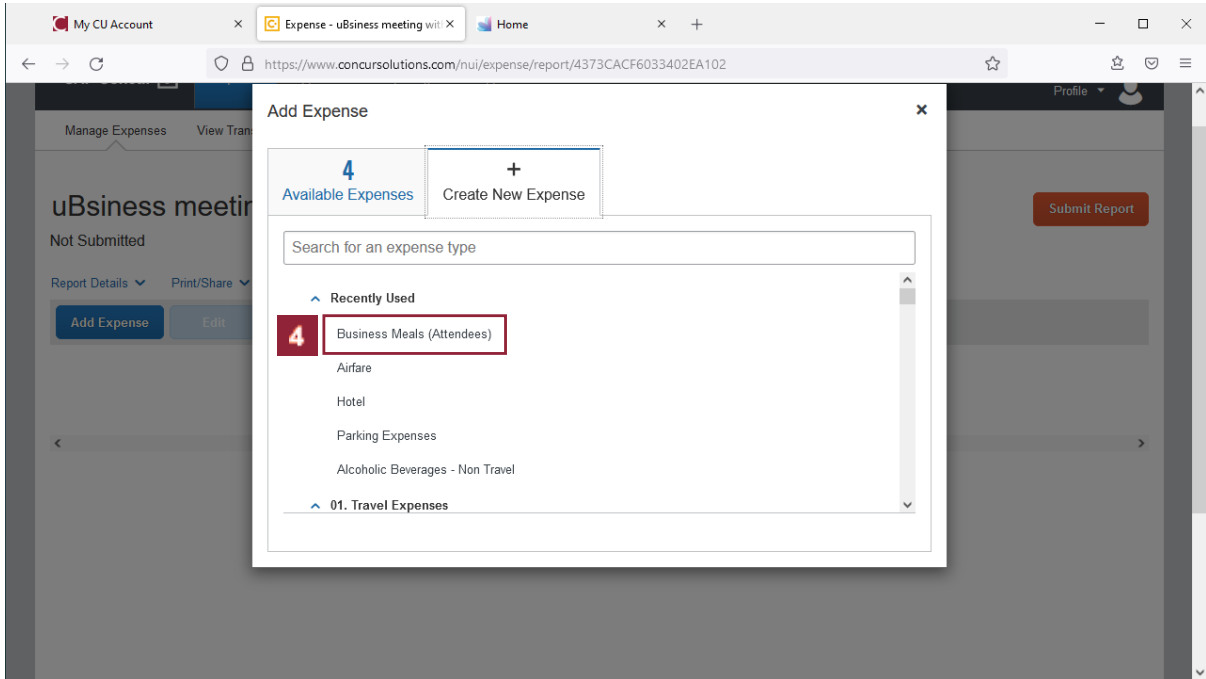


2 Click the **Create Report** button.



3 Click the **Add Expense** button.

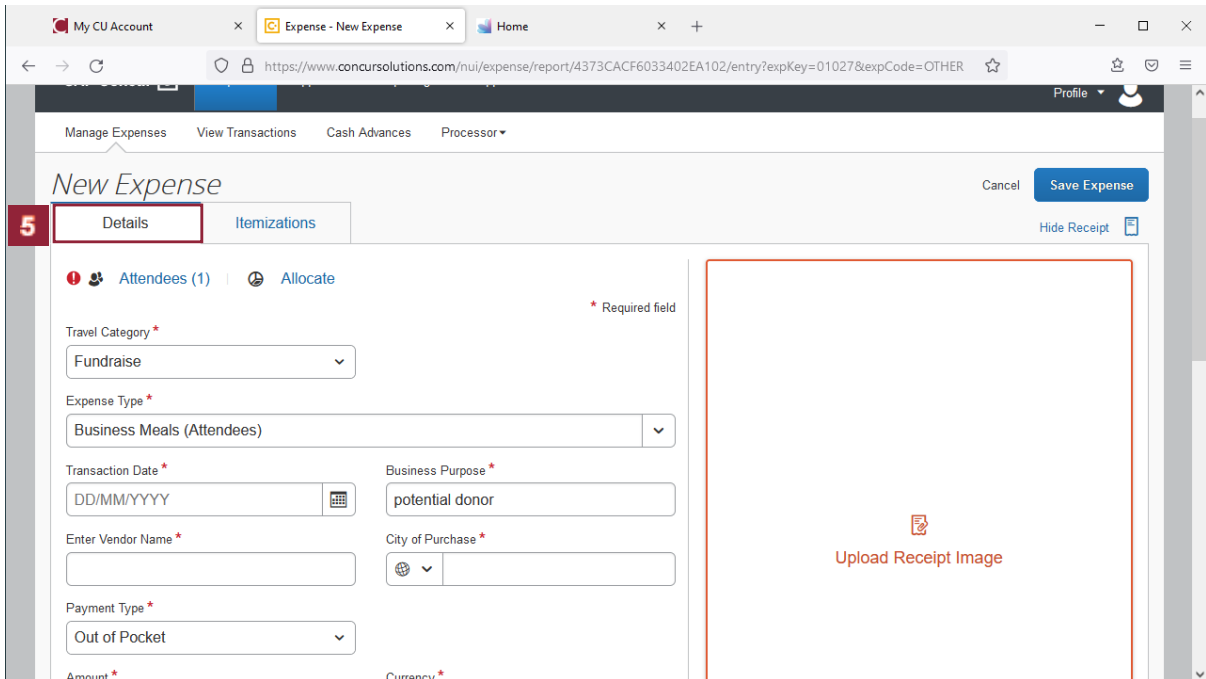
i Inside the expense report, navigate to the left and click **Add Expense**.



4 Click the **Business Meals (Attendees)** list item.

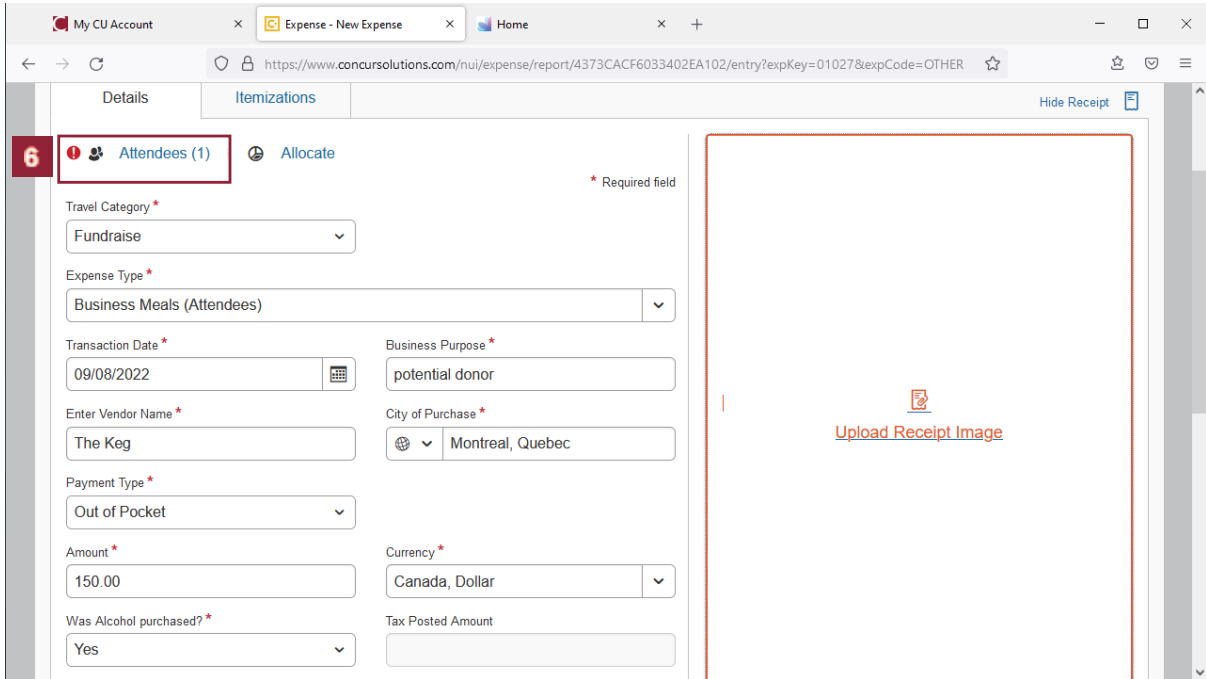
i Recently used expense types will appear first. Otherwise, search for an expense type at the top.

For this exercise, click Business Meals.



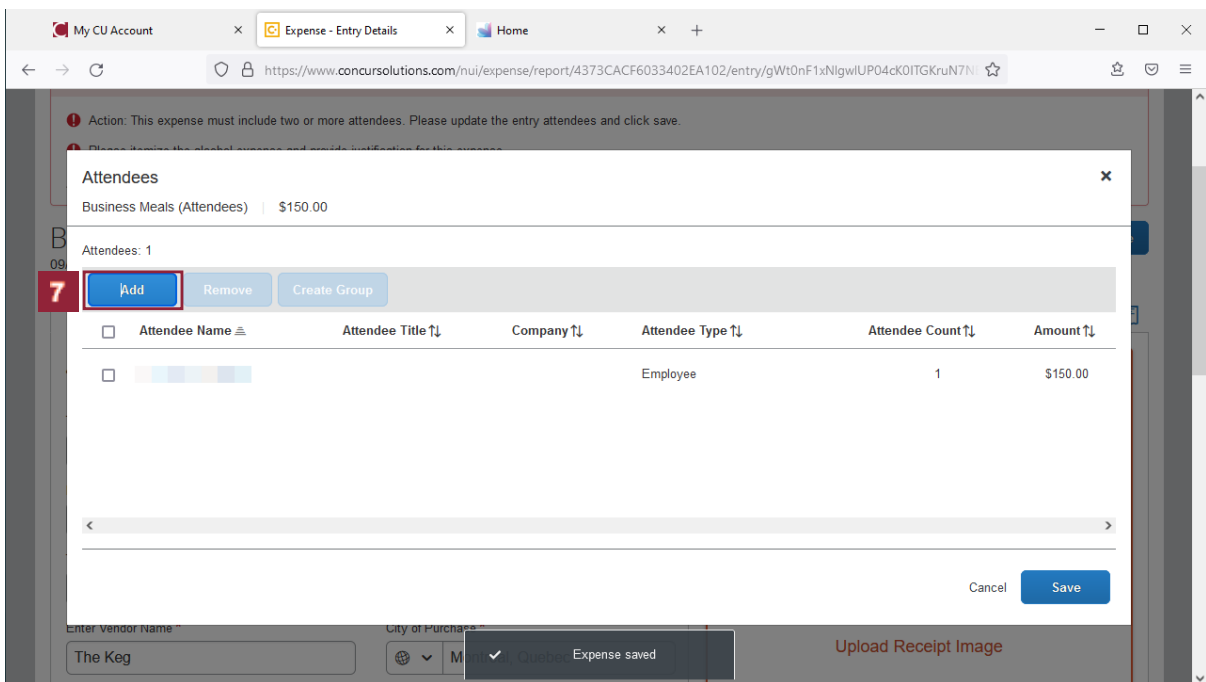
5 Click the **Details** tab.

i Fill out all required fields indicated with a red asterisk.

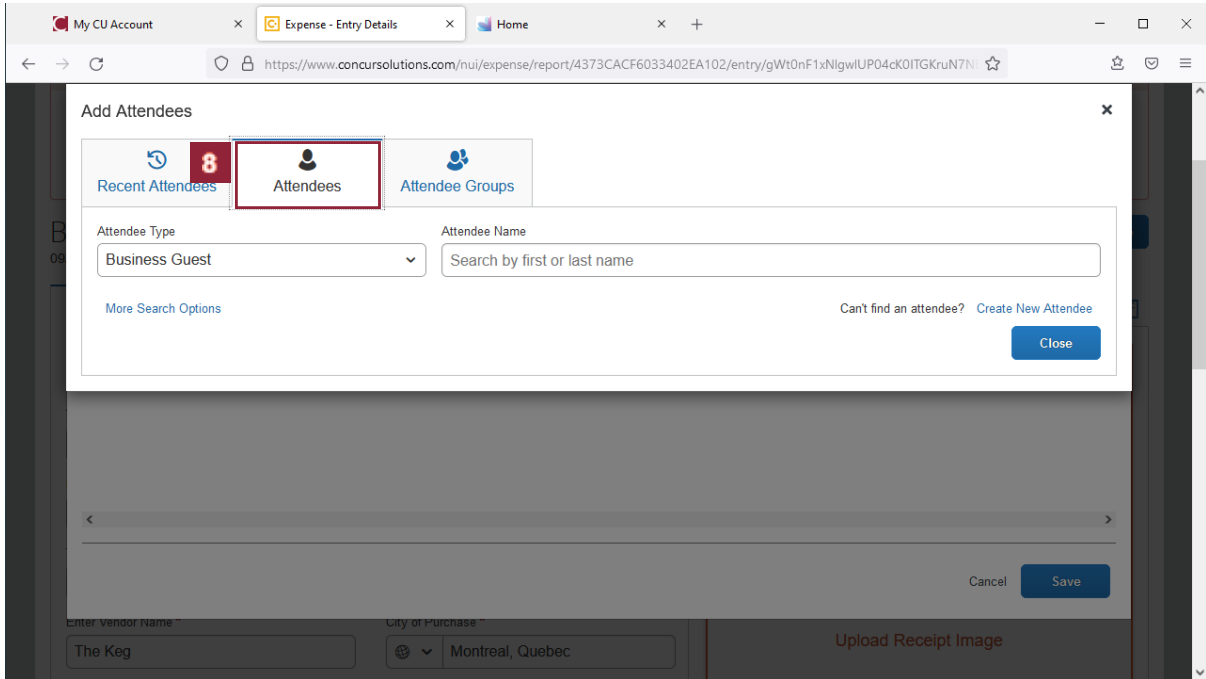


6 Click the **Attendees (1)** hyperlink.

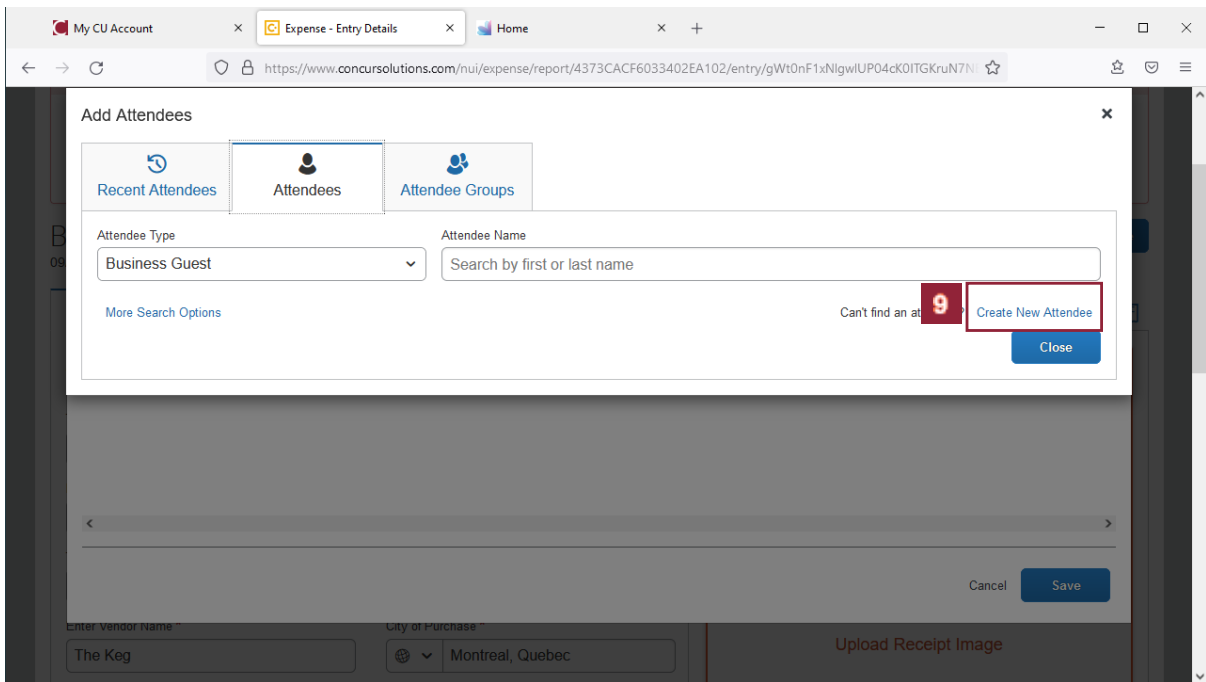
2.2.2 Expense - Entry Details



7 Click the **Add** button.



8 Click the **Attendees** tab.



9 Click the **Create New Attendee** hyperlink.

i If attendees are Concordia employees, you can select names in the directory by clicking on **Search by first or last name**. Otherwise you need to select **Create New Attendee** to add them to the system.

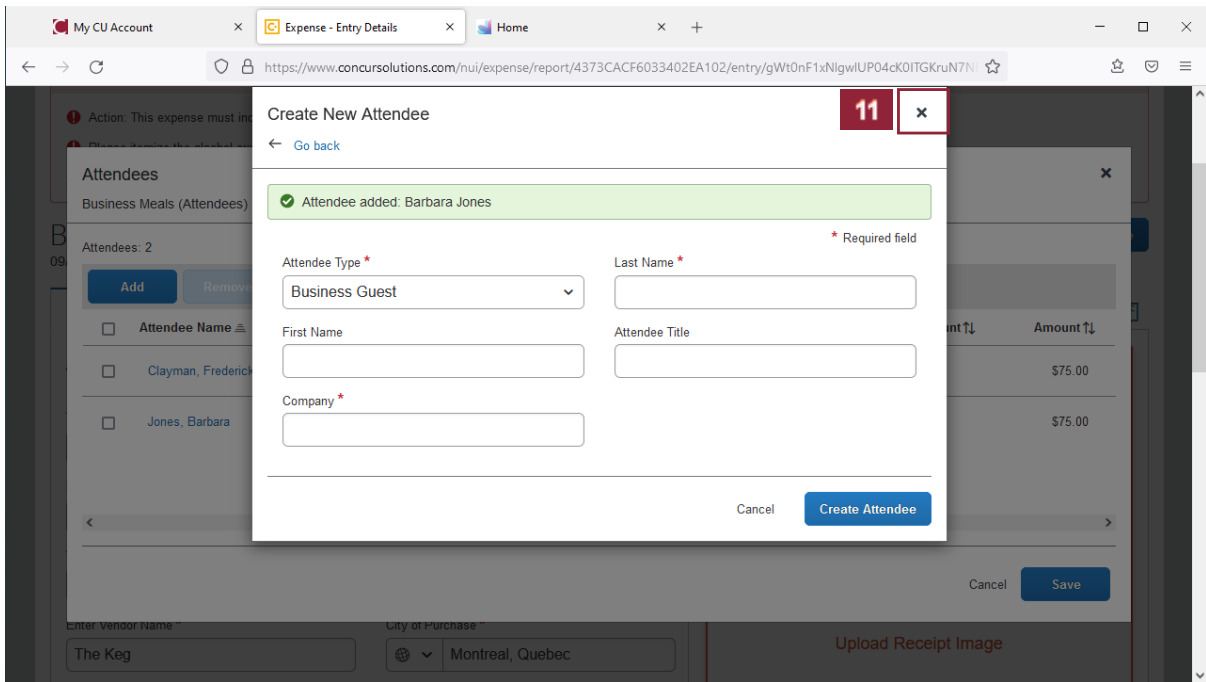
For this exercise, we will add new attendees.

10 Click the **Create Attendee** button.

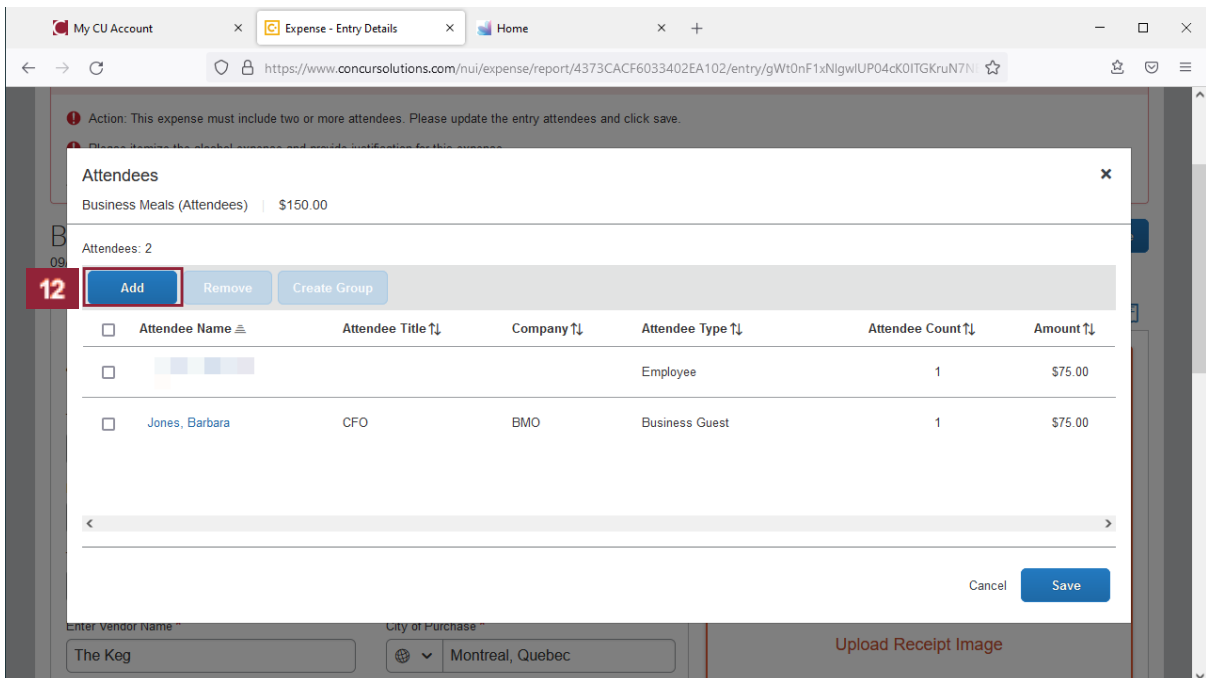
i Enter all attendee information into the fields. For this exercise, a sample has been filled out for you.

Note that First Name and Title fields are not required but we recommend that you fill out these fields.

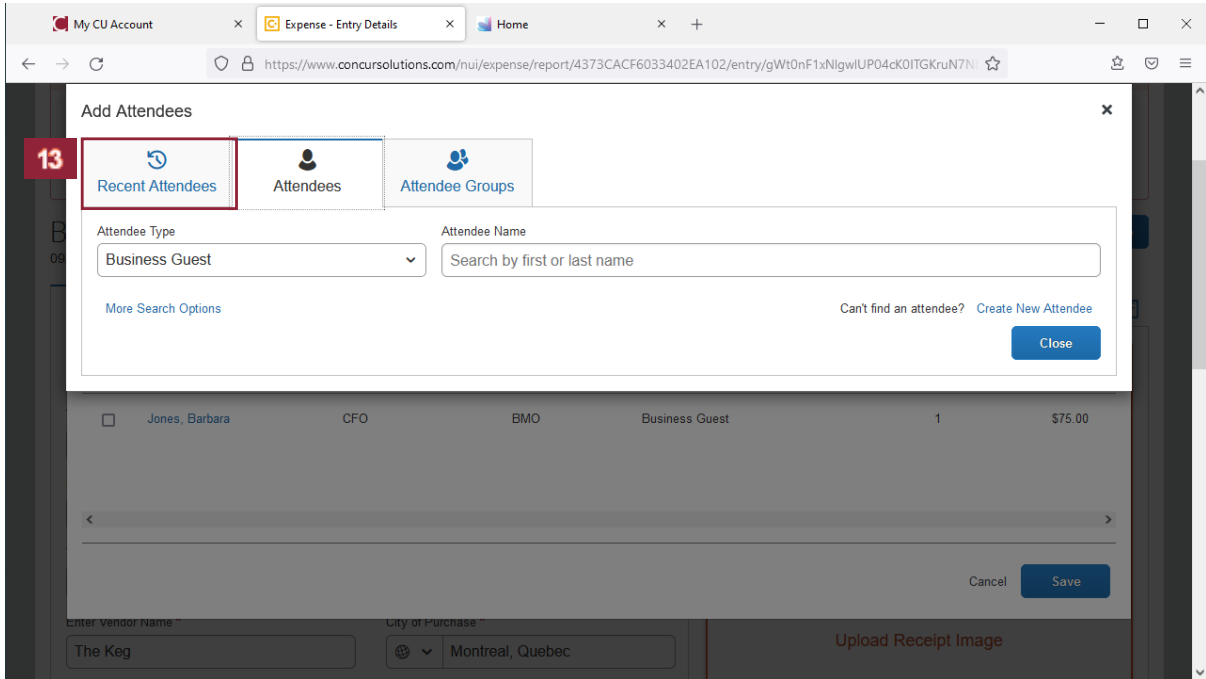
Save your entry.



11 Click the '**Create New Attendee**' Close (x) button.



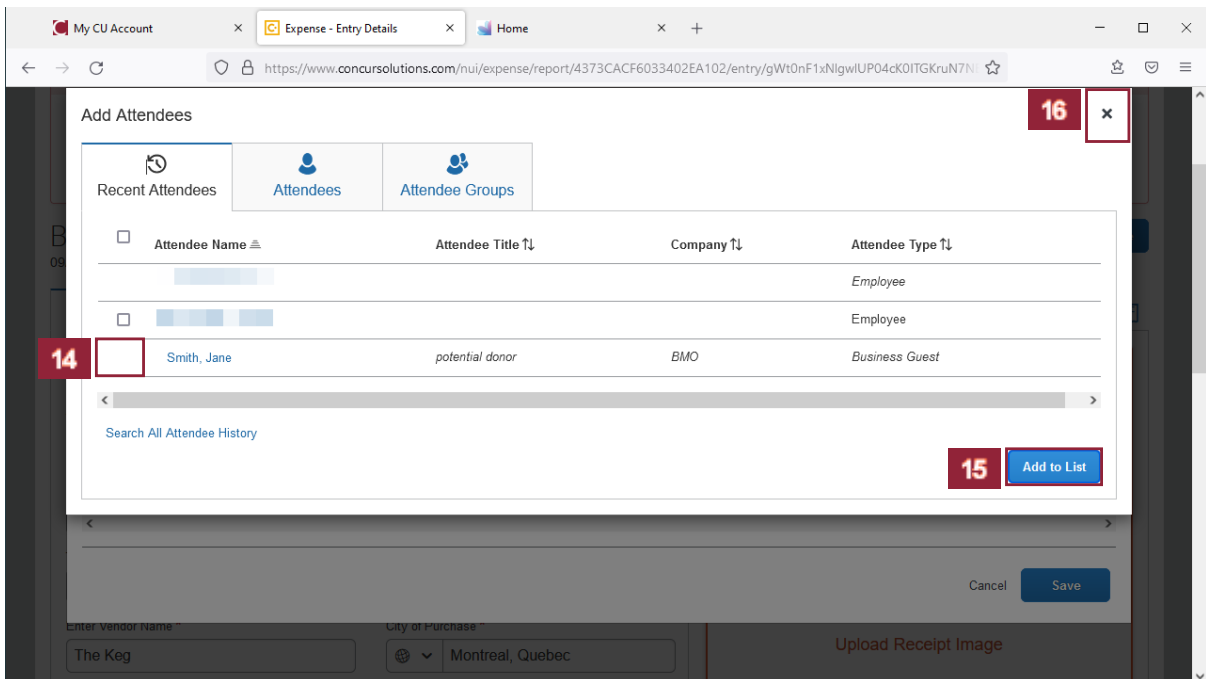
12 Click the **Add** button.



13 Click the **Recent Attendees** tab.

i Once you save an attendee, they will remain on your list. You can search for and add them to other meal expenses in the future.

To search for a saved attendee, click **Recent Attendees** tab.



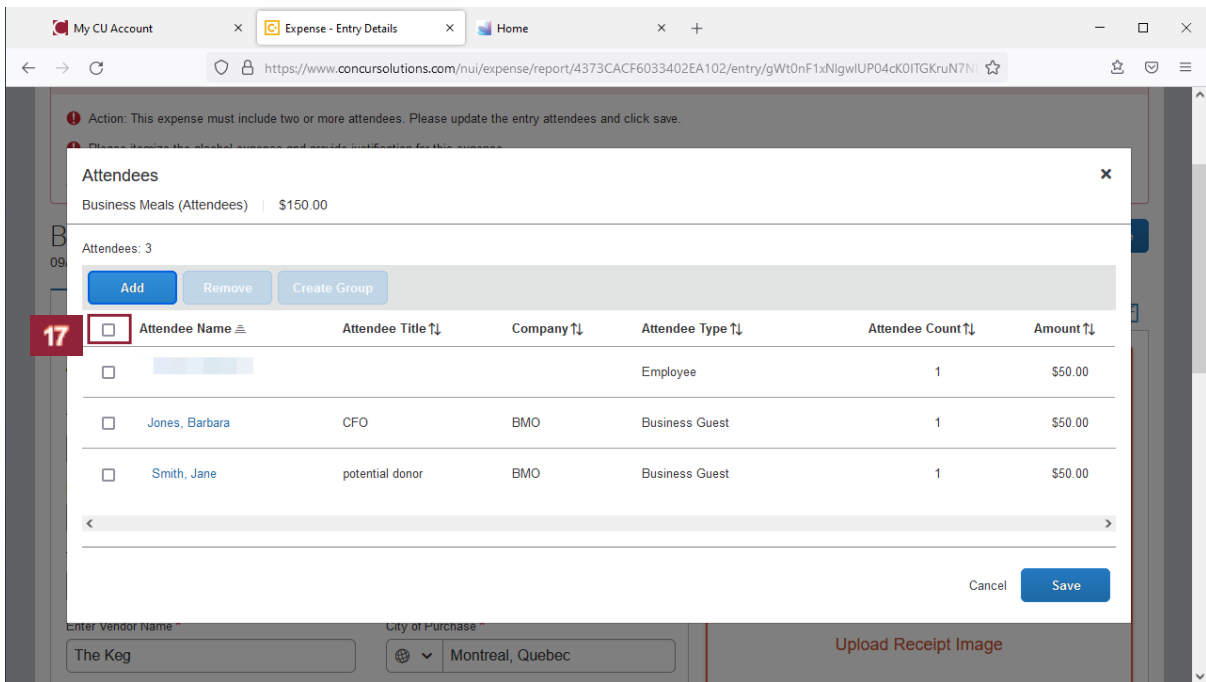
14 Click the **Smith, Jane** check box.

i Once you've created new attendees or selected them in the Search, you need to add them to the expense item.

Click the check box to add to the list.

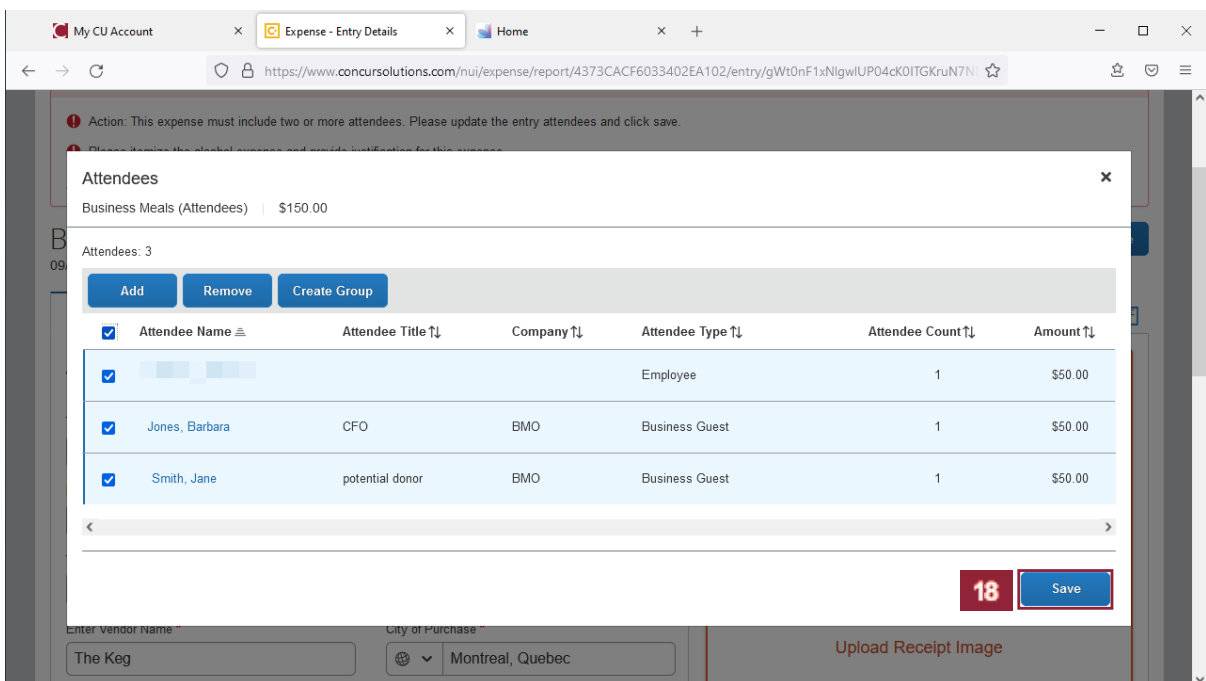
15 Click the **Add to List** button.

16 Click the **'Add Attendees' Close (x)** button.

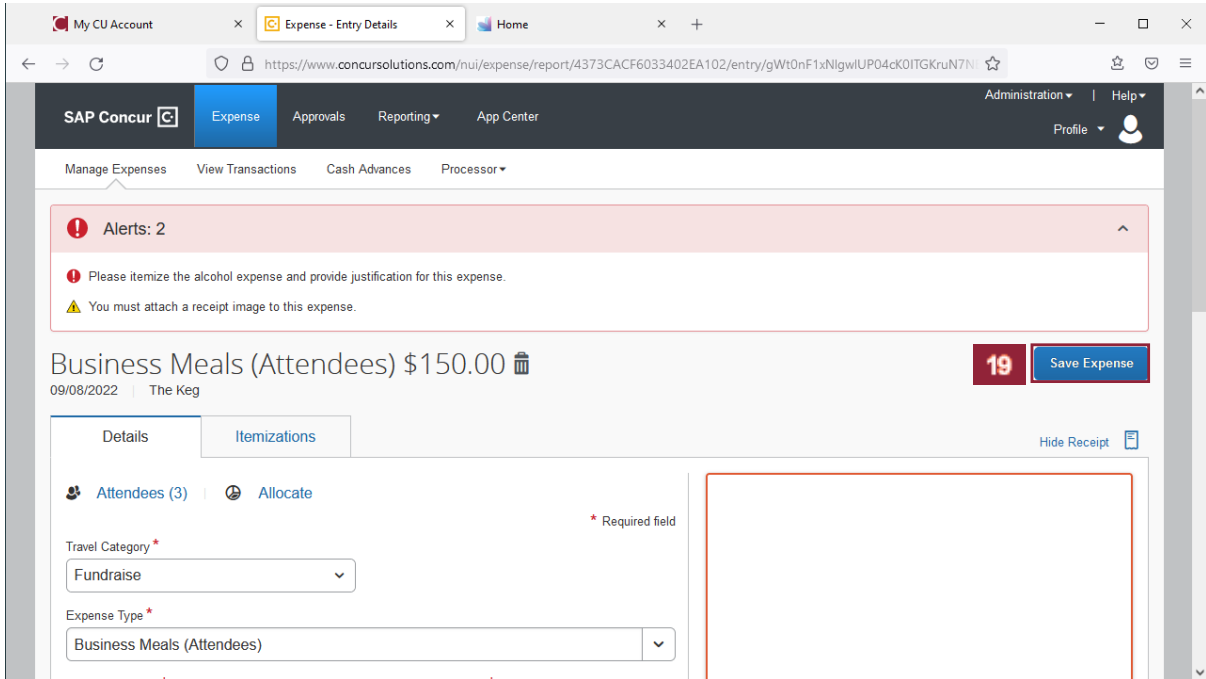


17 Click the **Attendee Name** check box.

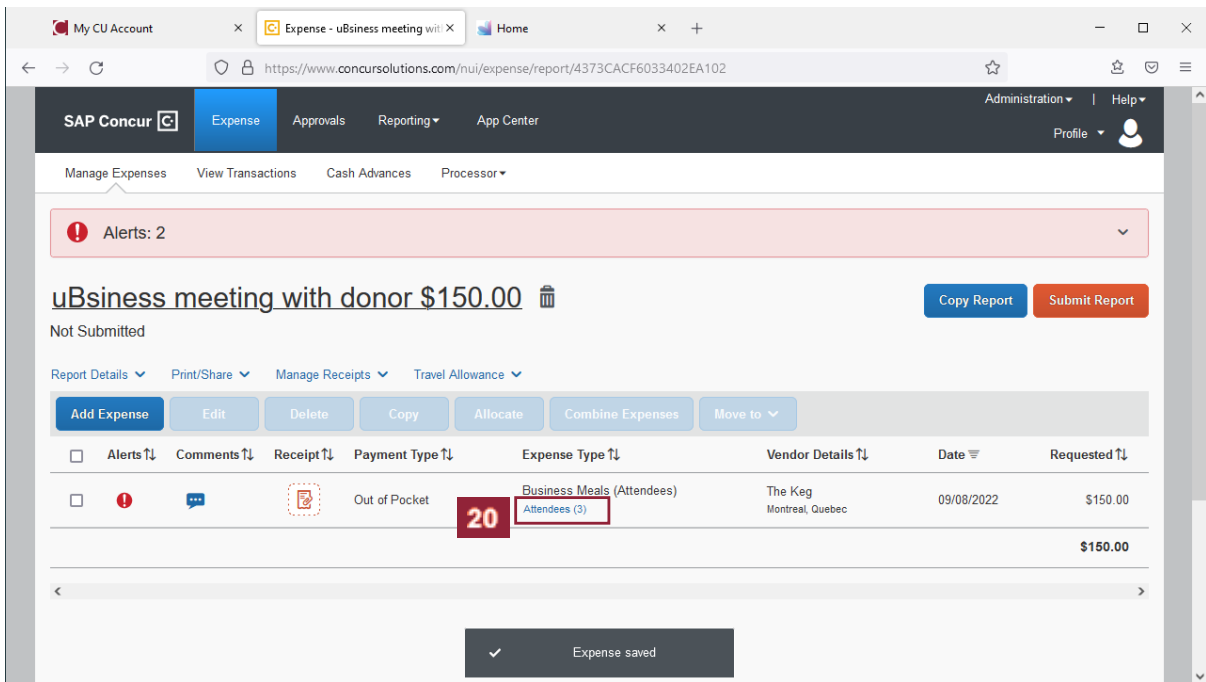
i You can add multiple attendees by clicking on **Attendee Name** check box.



18 Click the **Save** button.



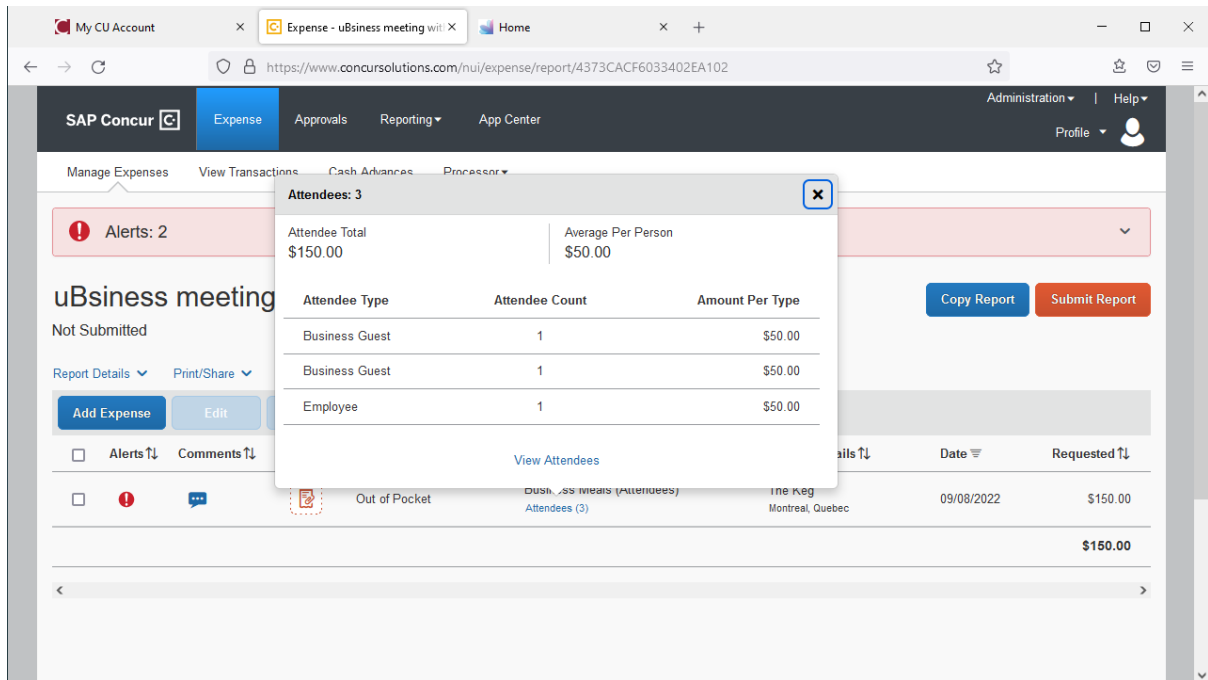
19 Click the **Save Expense** button.



20 Click the **Attendees (3)** hyperlink.

i The expense item will now show a hyperlink, indicating that the meal has multiple attendees.

Clicking on the hyperlink will take you summary screen where you can make changes or add other attendees.



i Remember that you will also need to attach a receipt for the expense.

To attach a receipt, please see Upload and Attach Available Receipts.

2.3 NEW! Create a New Expense Report

This module walks you through the steps to create a new expense report in Concur.

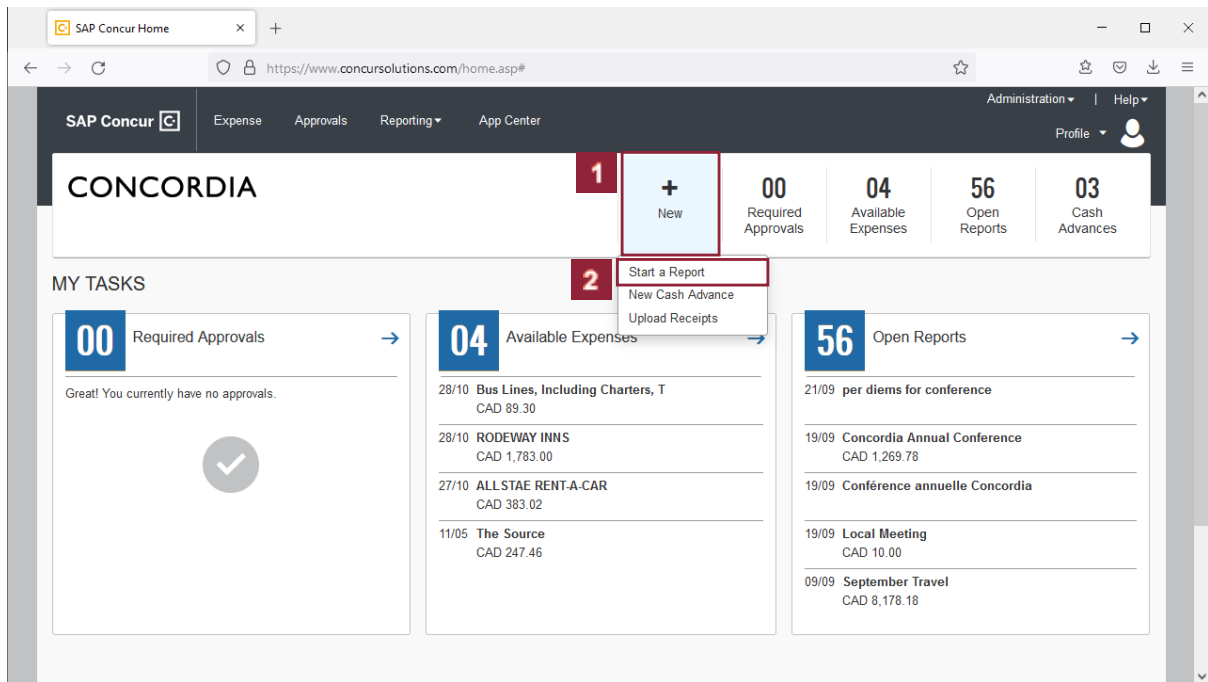
IMPORTANT!

Please note that you need to create separate expense reports for your Travel Card, Procurement Card and Out of Pocket Expenses even if they are associated with the same event (such as a trip).

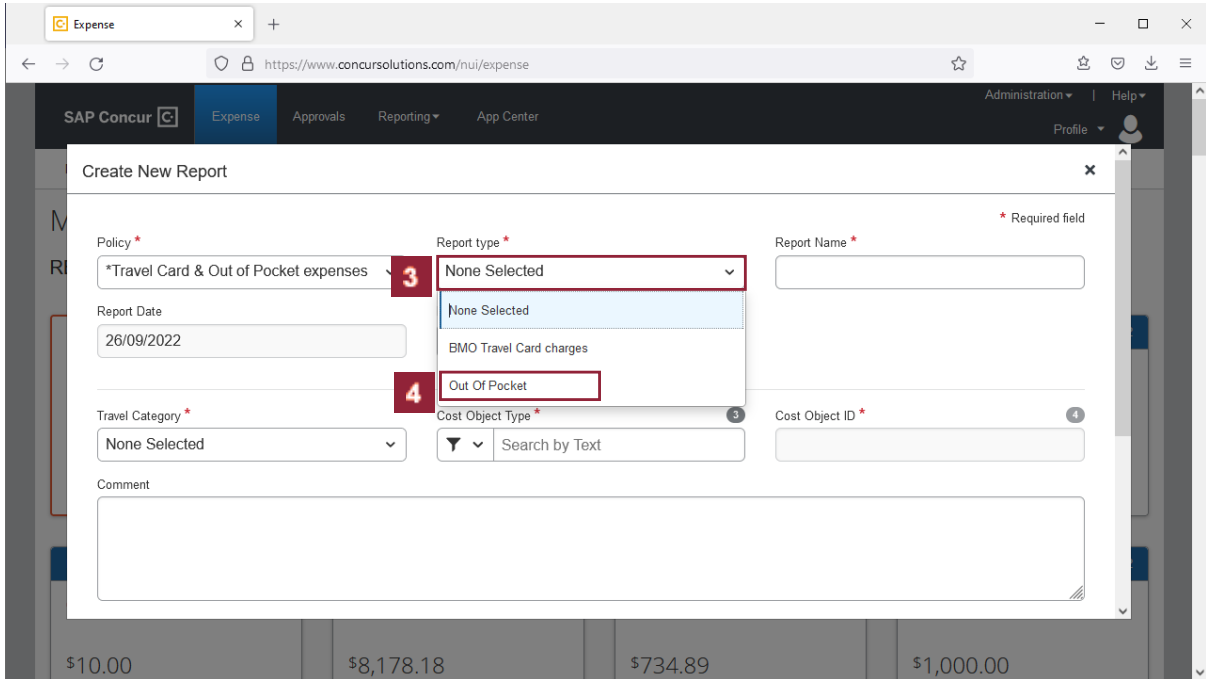
2.3.1 Insert title

Make sure to select the appropriate **Policy**.
 Review the table to know which policy to use.

| | P-Card ("Procurement Card") | T-Card ("Travel Card") |
|-----------------------------|--|---|
| Governing Policy | ► Procurement Policy (CFO-20) and PCard guidelines | ► Travel and Conference policy (CFO-3) and its handbook ► Policy on Hospitality, Meetings and Events (CFO-10) and its handbook |
| Governing Laws | ► Act respecting contracting by public bodies ("LCOP") | N/A |
| Purpose of card | The University's P-Card is a simplified procurement channel for the acquisition of low dollar value goods and/or services with a total value of up to \$5,000 (including taxes, shipping and handling) per transaction, subject to the Purchase Limit and Monthly Limit established for every P-Card account. | The use of the new T-Card is restricted to travel, conference, hospitality related expenses as well as professional memberships |
| Examples of expenses | <p>Any low dollar value procurement of goods and/or services made for the sole benefit of the University, the whole with a valid business purpose. Among others, the following goods and services are disallowed on P-Card:</p> <ul style="list-style-type: none"> • Goods and/or services under contract (unless authorized by Procurement Services) • Goods and/or services whose value exceeds \$5,000 (including taxes, shipping and handling) • Goods and/or services available in SAP Ariba catalogues • Personal expenses • Travel, conference, hospitality and memberships expenses • Professional services of any kind • Regulated goods • Services performed on the University premises • Other disallowed goods and/or services as per the P-Card guidelines | <p>Travel:</p> <ul style="list-style-type: none"> • Plane/train/bus tickets • Accommodations • Car rentals • Meals • Other transport • Other travel related expenses • Conferences/seminars <p>Other:</p> <ul style="list-style-type: none"> • Professional memberships <p>Hospitality - Meetings & Events (fundraising, networking, PR, recruitment, internal events/meetings, training, other)</p> <ul style="list-style-type: none"> • Catering • Restaurants • Refreshments • Venues • Gifts • Alcohol • Other misc. Items related to meetings & events |

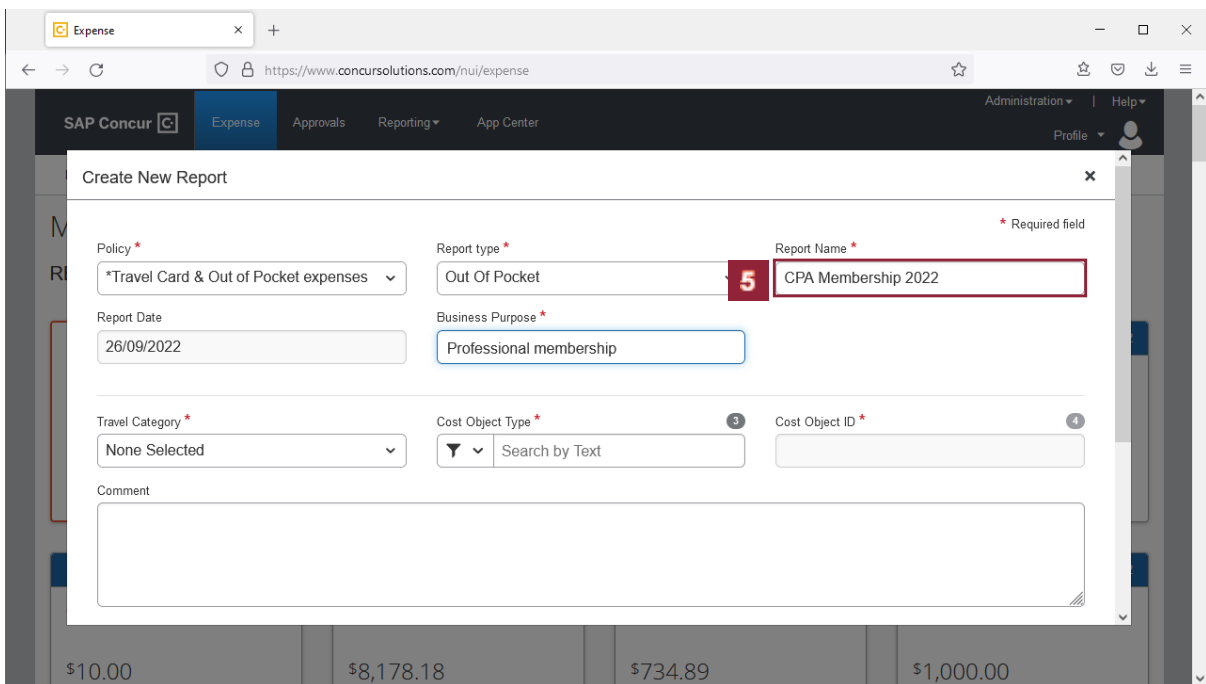


- 1** Click the **New** input field.
- 2** Click the **Start a Report** menu item.



3 Click the **Report type** dropdown button.

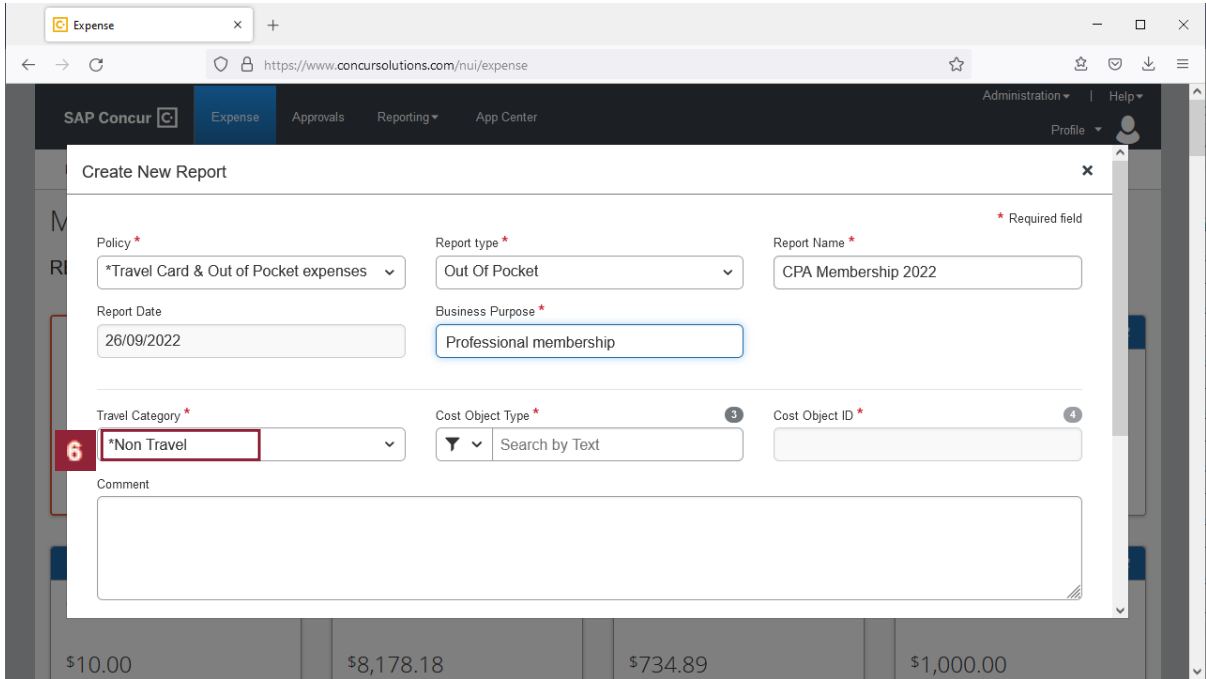
4 Click the **Out Of Pocket** menu item.



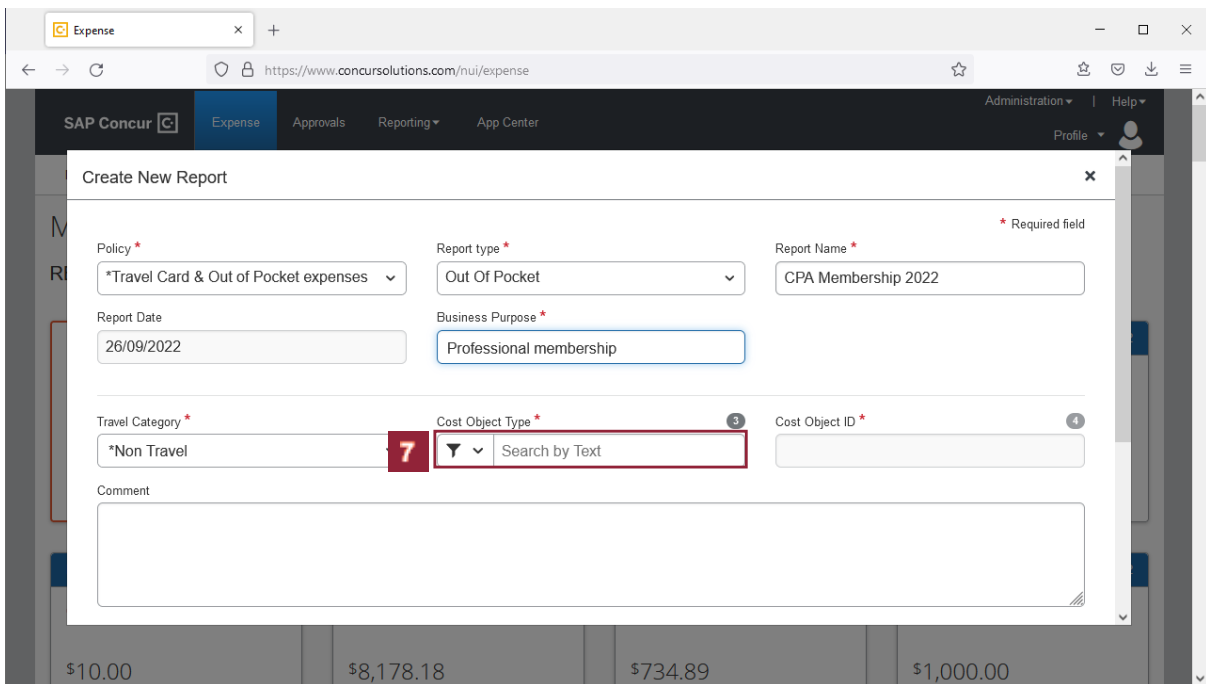
i There is no standard for Report names. Enter a name which is identifiable to you.
An example has been entered below.

5 Click the **Travel Category** dropdown button.

i Observe the example business purpose that has been entered and continue.

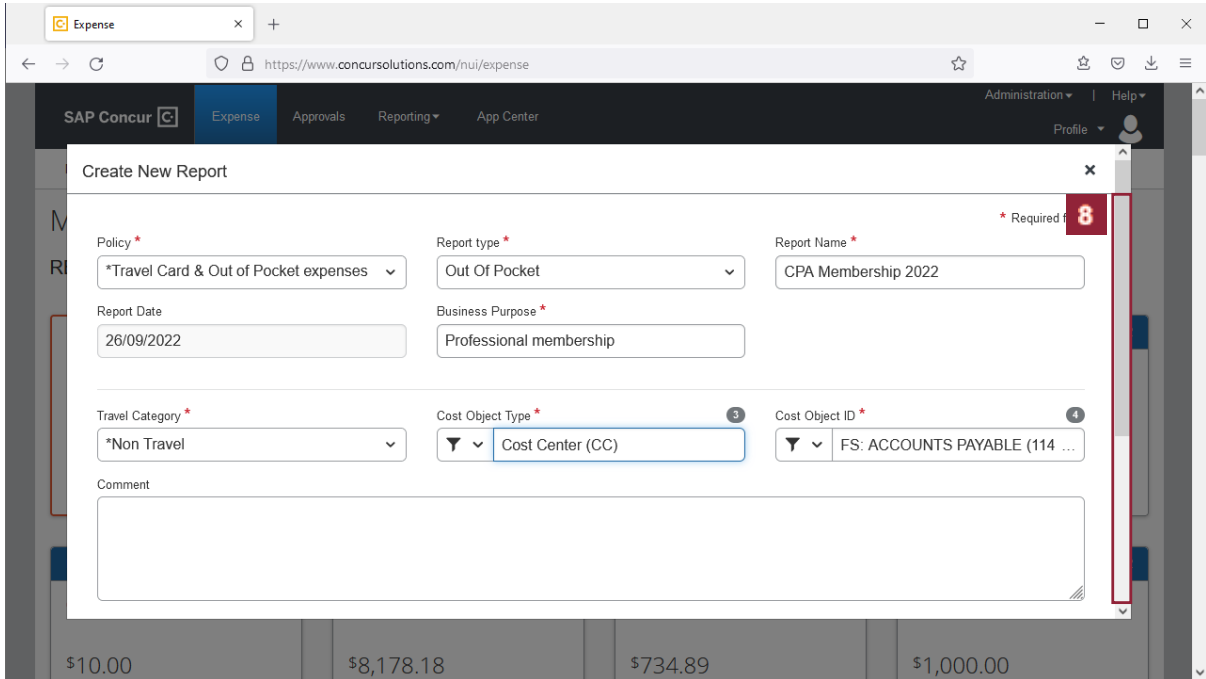


6 Click the ***Non Travel** menu item.



7 Click the **Cost Object Type** input field.

! **IMPORTANT:** When you create an expense report, you need to select a cost object which all expenses will be allocated to by default. In the actual expense report, you will be able to adjust the allocation for one or more of the expenses as required.

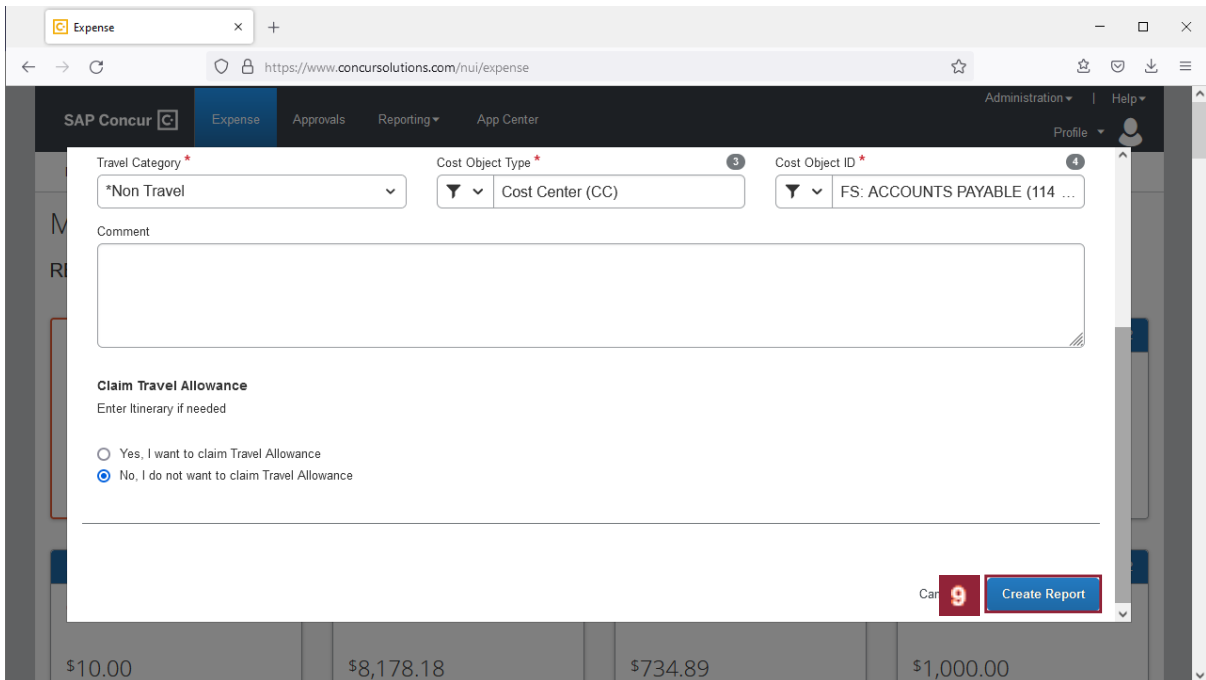


8 Click inner vertical scrollbar.

i The **Cost Object ID** will be populated automatically based on what you entered in the Cost Center Type field.

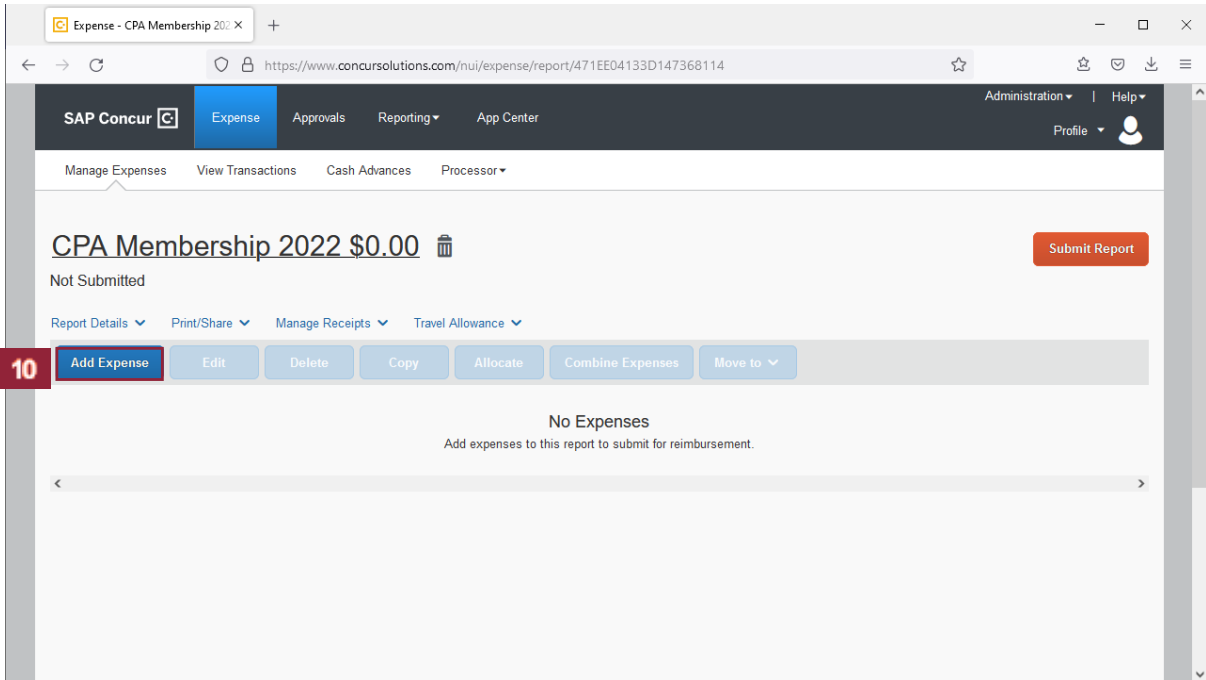
i Select the Cost Object ID to which you will be charging the expenses.

Note: You can search for a Cost Object ID by text or by code. E.g. if you wish to charge to your PDA, you can click Text and search for your own name.

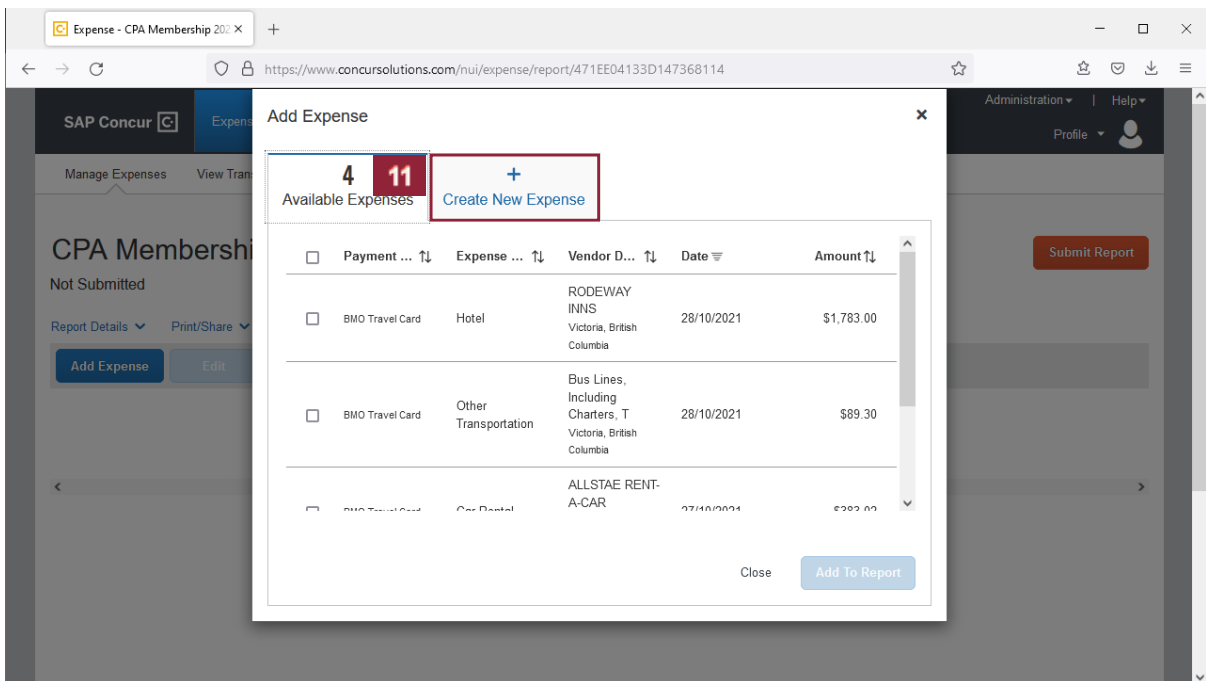


9 Click the **Create Report** button.

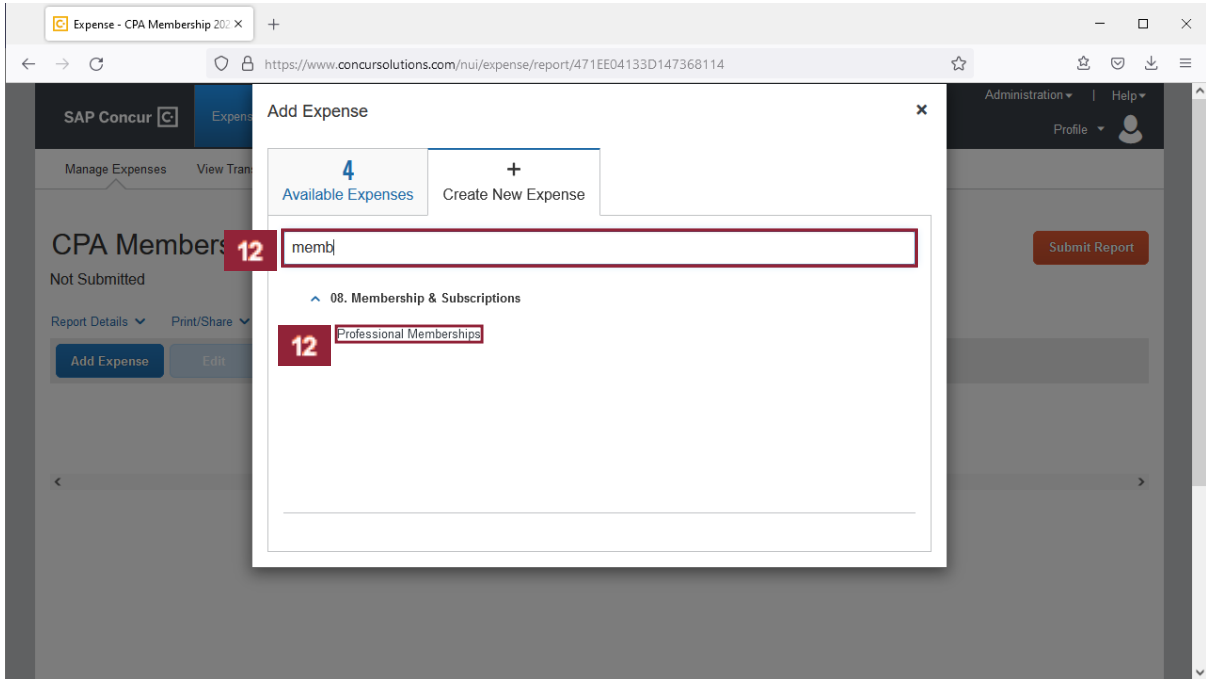
! IMPORTANT: You only need to select "Yes" if you are claiming per diem daily allowances.



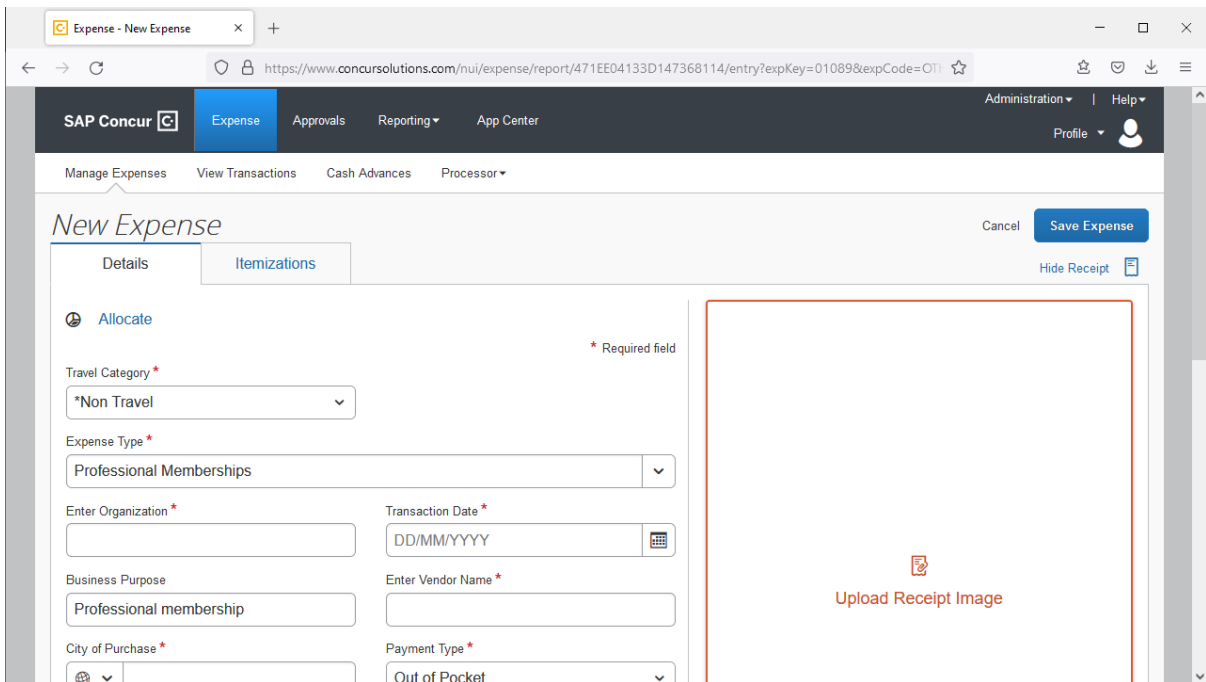
10 Click the **Add Expense** button.



11 Click the **Create New Expense** tab.



12 Click the **Professional Memberships** menu item.

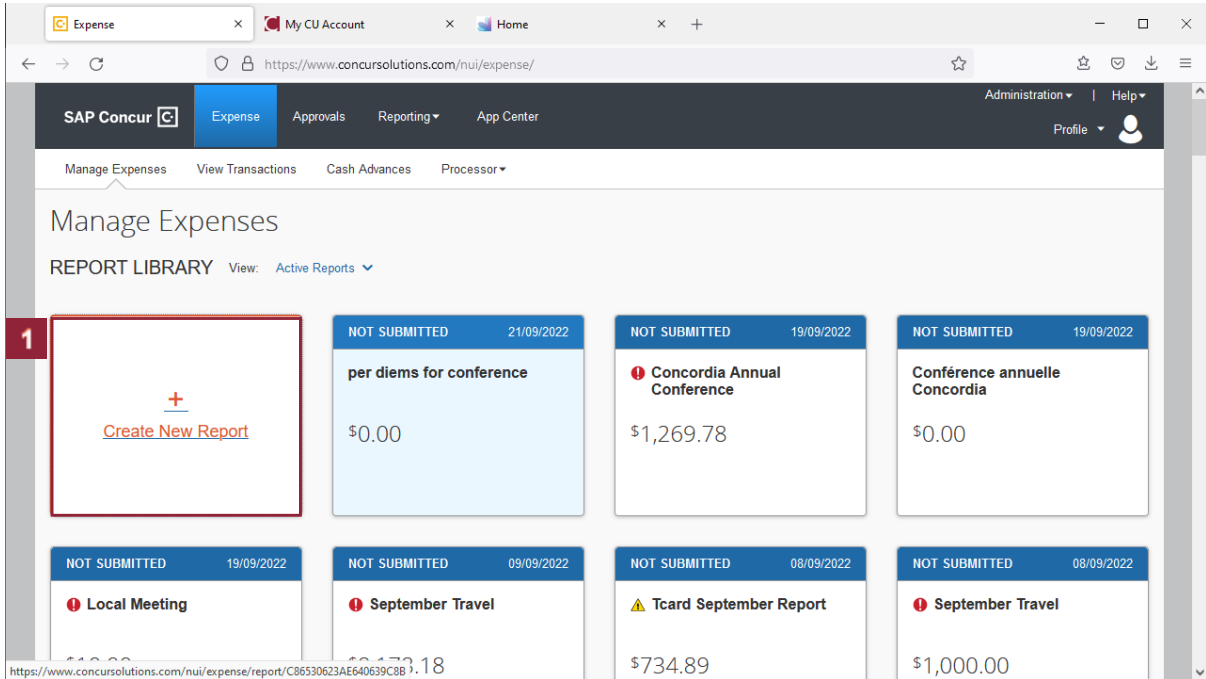


2.4 NEW! Create an Expense Report with Fixed Travel Allowances

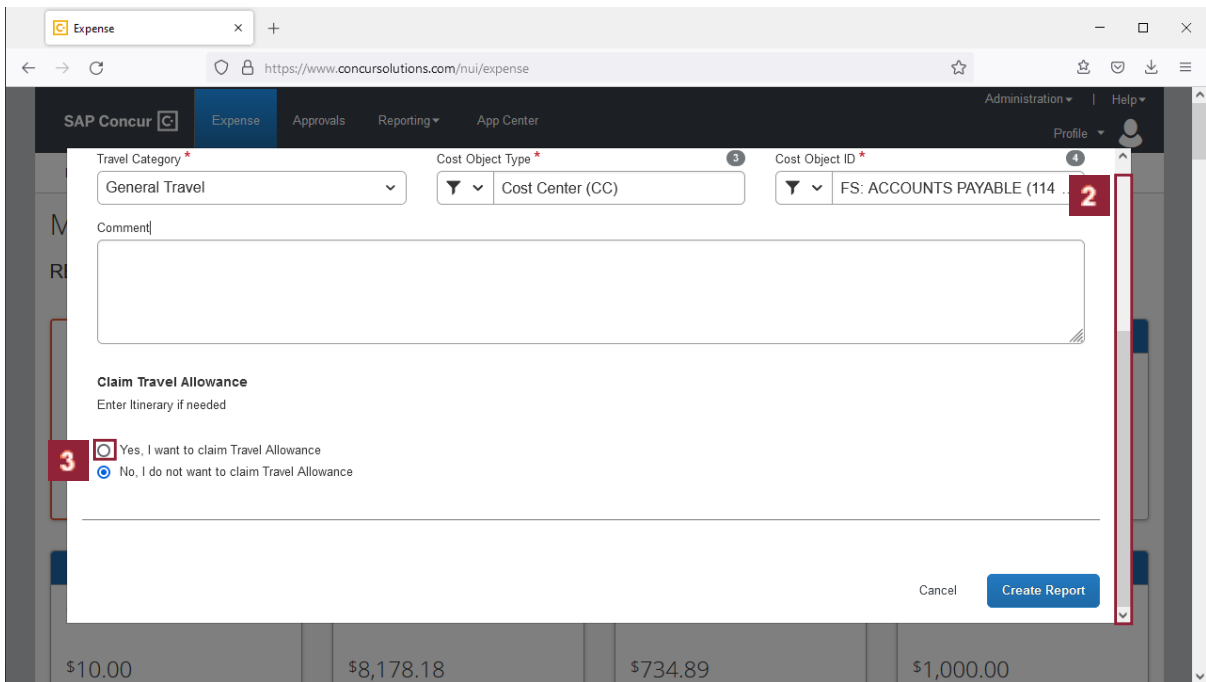
This module will walk you through the steps to create an expense report with fixed travel allowances in Concur.

IMPORTANT!

Please note that you need to create separate expense reports for your Travel Card, Procurement Card and Out of Pocket Expenses even if they are associated with the same event (such as a trip).



1 Click the **Create New Report** button.



2 Click **inner scrollbar**.

Fill in all required Report Header fields.

Under the **Cost Object Type** you will see three options. A Cost Center is an operational unit such as your department. A WBS is a capital project. An Internal Order is a grant or a professional development account. The **Cost Object ID** refers to the ID of the actual account to which you will be allocating the expense. Use the drop-down arrow next to the Cost Object ID field to search for your cost object.

Note: You can search for a Cost Object ID by text or by code. E.g. if you wish to charge to your PDA, you can click Text on the drop-down menu and search for your own name.

Note that the cost objects you use most frequently will appear at the top of the drop-down list so you will not be required to search for the code after the first time you select it. When you select a Cost Object and Cost Object ID on this screen, all individual expenses you later add to this report will be automatically allocated to the cost object by default. However, you have the option to allocate individual expenses to other cost objects and accounts or split an expense item between multiple cost objects and accounts from inside the report. You also have the option to change the selection for all expense items so that the re-port will default to another cost object.

3 Click the **Yes, I want to claim Travel Allowance** radio button.

4 Click the **Next** button.

5 Click the **Save** button.

6 Click the **Save** button.

i If you click Next before saving your record, a dialog box will remind you to save your changes.

7 Click the **Next >>** button.

Travel Allowances For Report: Conference in Las Vegas

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

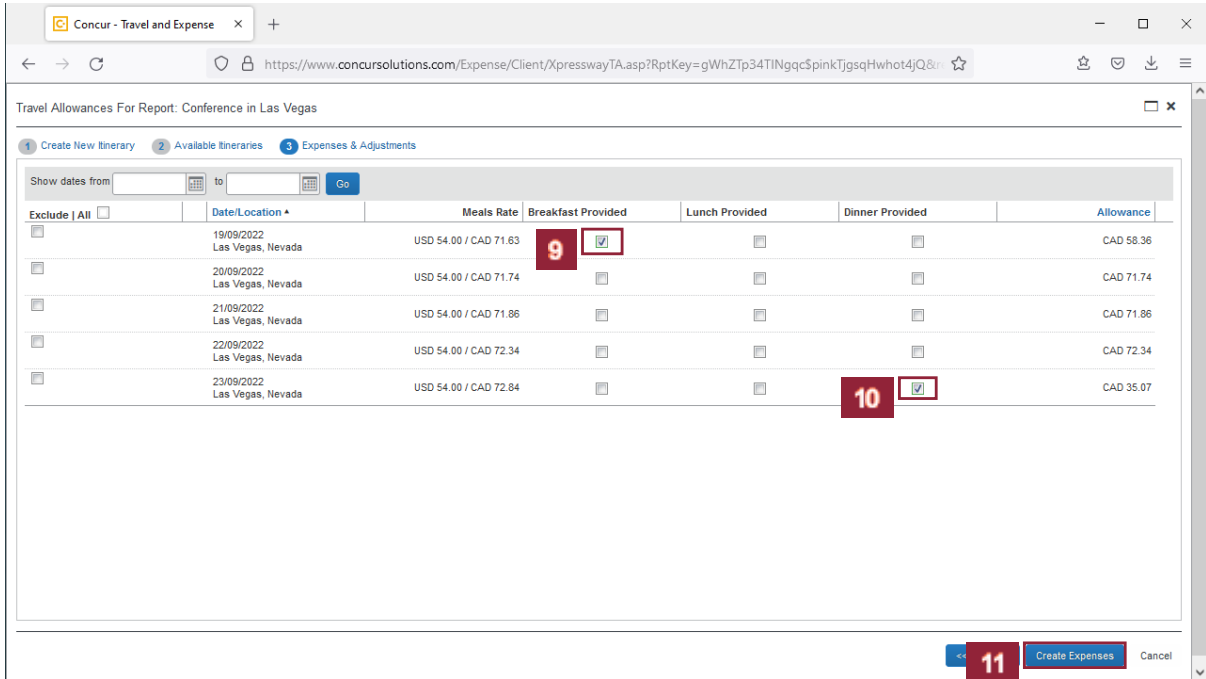
| Departure City | Date and Time | Arrival City | Date and Time | Arrival Rate Location |
|---|---------------------|-------------------|---------------------|-----------------------|
| Itinerary: Conference in Las Vegas | | | | |
| Montreal, Quebec | 19/09/2022 09:00 AM | Las Vegas, Nevada | 19/09/2022 12:00 PM | UNITED STATES |
| Las Vegas, Nevada | 23/09/2022 09:00 AM | Montreal, Quebec | 23/09/2022 12:00 PM | CANADA |

Available Itineraries

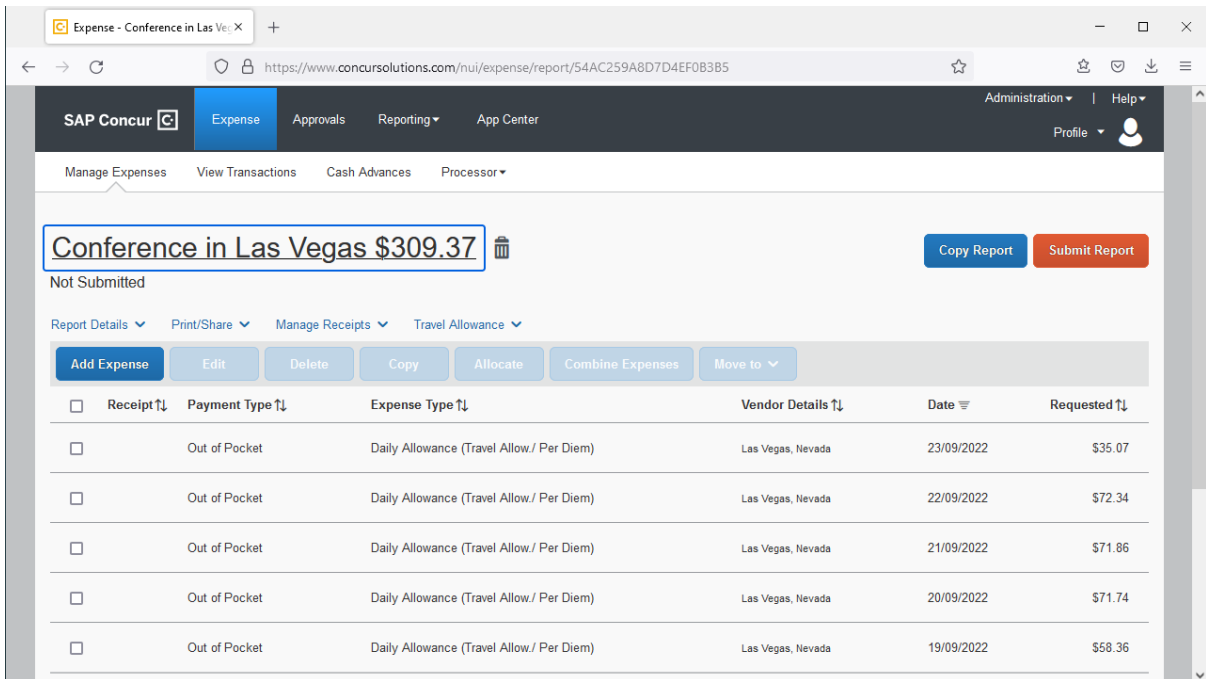
| Departure City | Date and Time | Arrival City | Date and Time | Arrival Rate Location |
|---|---------------------|------------------|---------------------|-----------------------|
| Itinerary: Concordia Annual Conference | | | | |
| Montreal, Quebec | 12/09/2022 09:00 AM | Paris, FRANCE | 12/09/2022 09:00 PM | FRANCE |
| Paris, FRANCE | 15/09/2022 09:00 AM | Montreal, Quebec | 15/09/2022 09:00 PM | CANADA |

<< Previous **8** Next >>

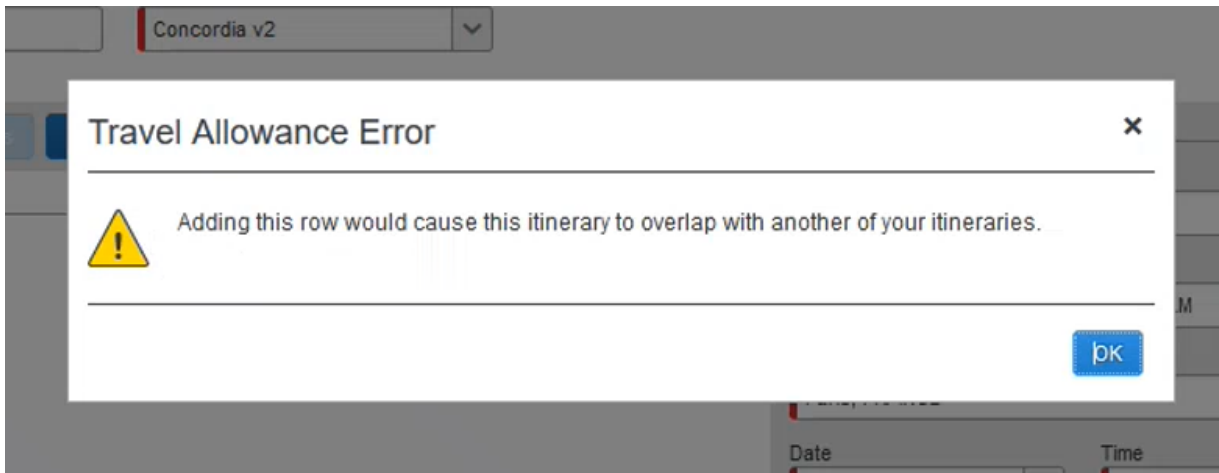
8 Click the **Next >>** button.



- 9 Click the first checkbox under 'Breakfast Provided'.
- 10 Click the last checkbox under 'Dinner Provided'.
- 11 Click the **Create Expenses** button.



! If you see the error message below, it means that you have already created an expense report for travel allowances with either the same or overlapping dates. Please check your expense reports. You can recall a submitted report if you wish to make changes.

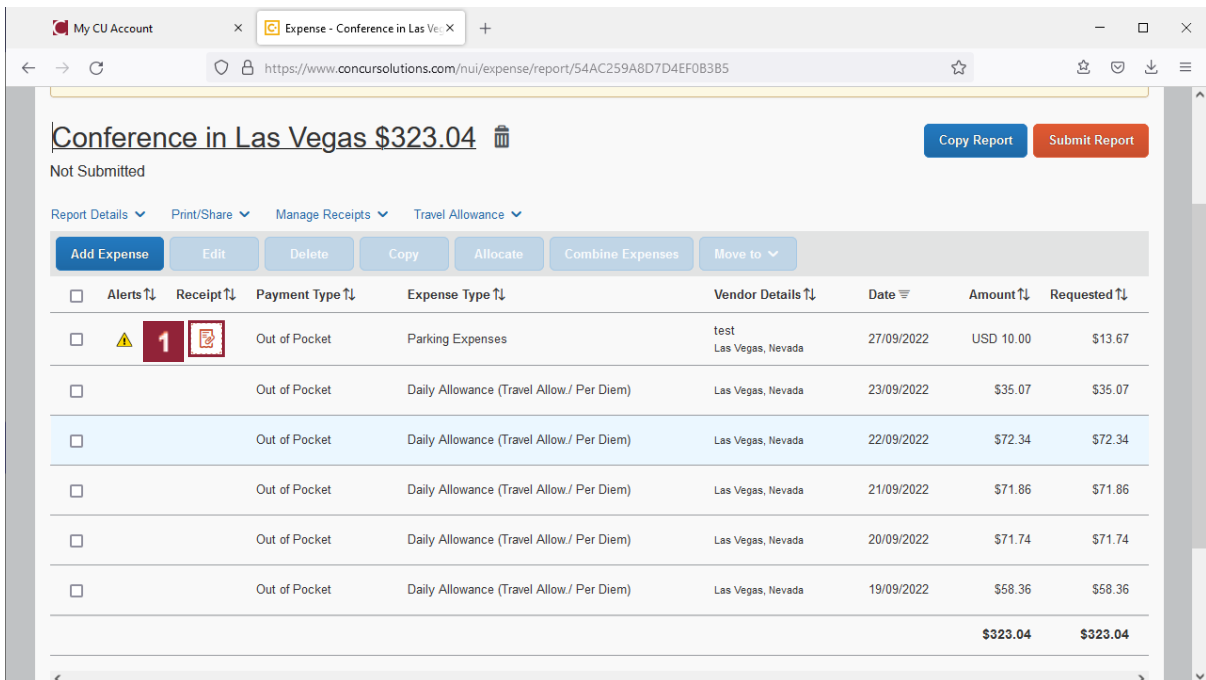


2.5 NEW! Create Missing Receipt Affidavits in Expense Reports

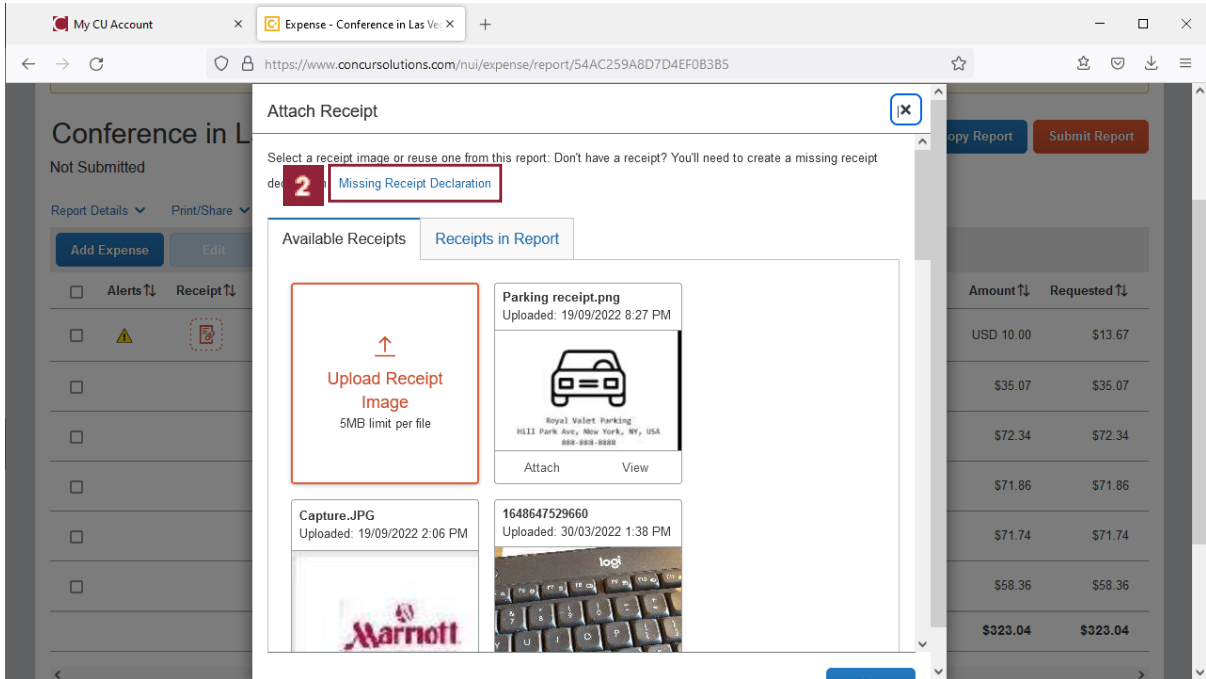
This module will walk you through the steps to work with missing receipt affidavits if you have lost an actual receipt for an expense.

i Once you select the desired expense report from your dashboard, you will see all expense items associated with the report.

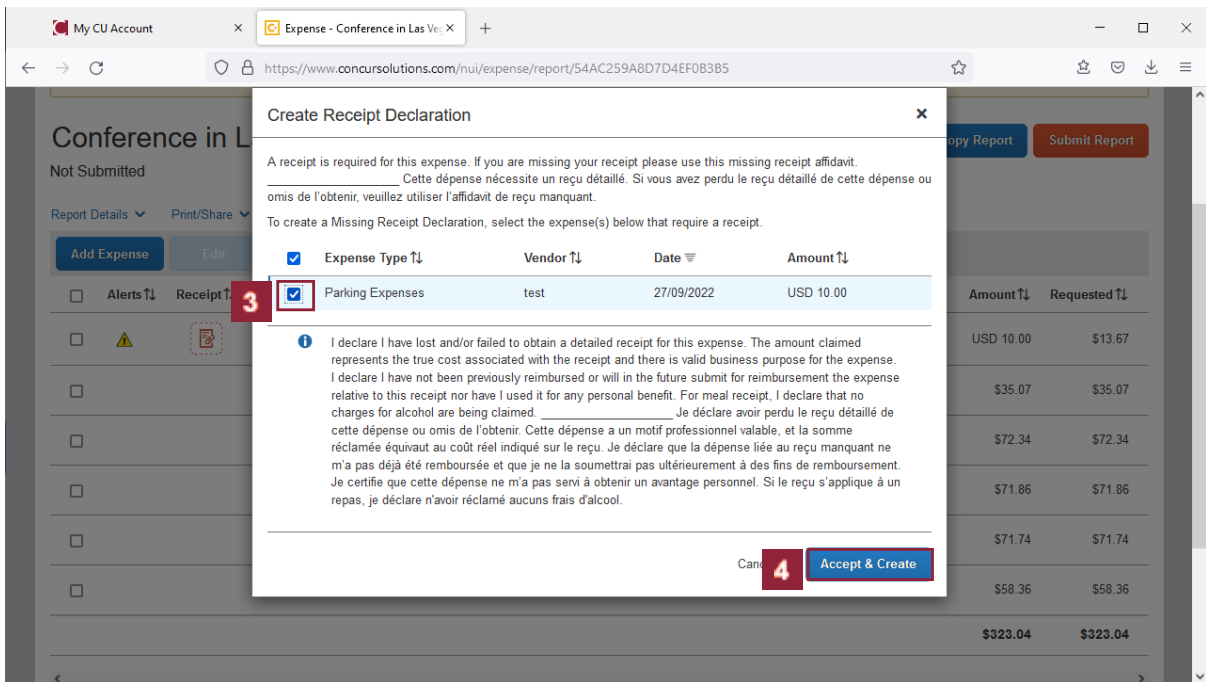
A red receipt icon appears to indicate that a receipt is needed for the item.



1 Click **Attach Receipt Icon**.



2 Click the **Missing Receipt Declaration** hyperlink.

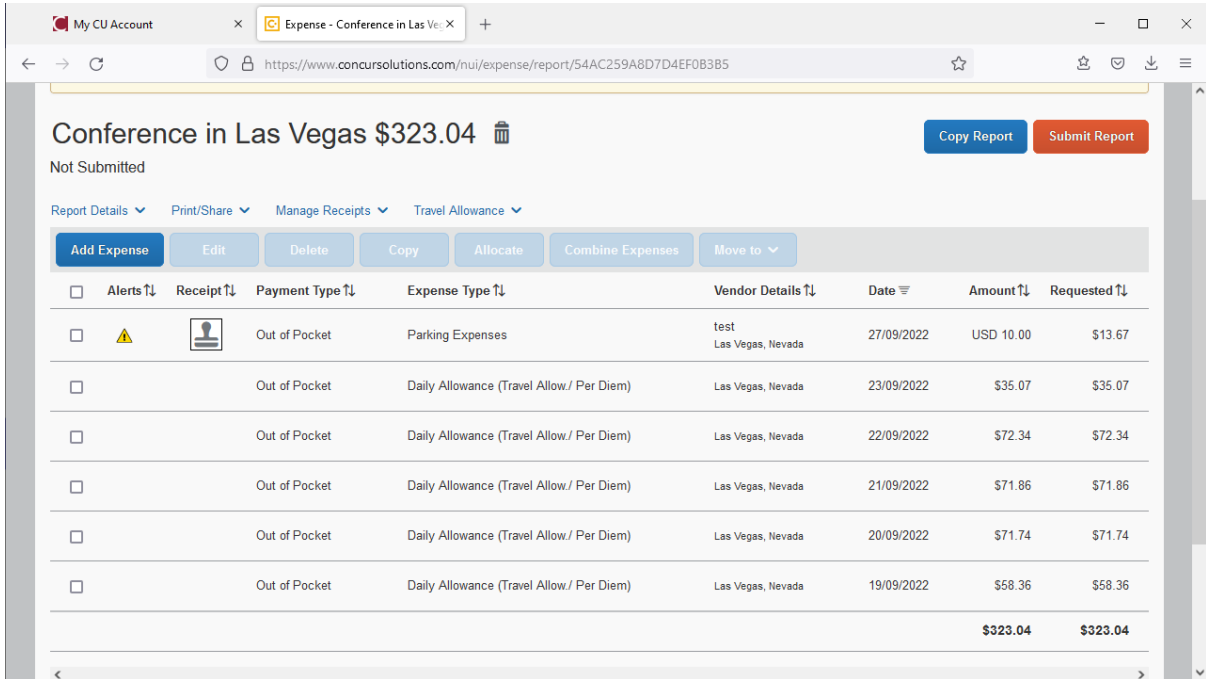


i A Missing Receipt Affidavit window will appear.
 Select the expense entry that requires a receipt. For this exercise, click Parking Expenses.

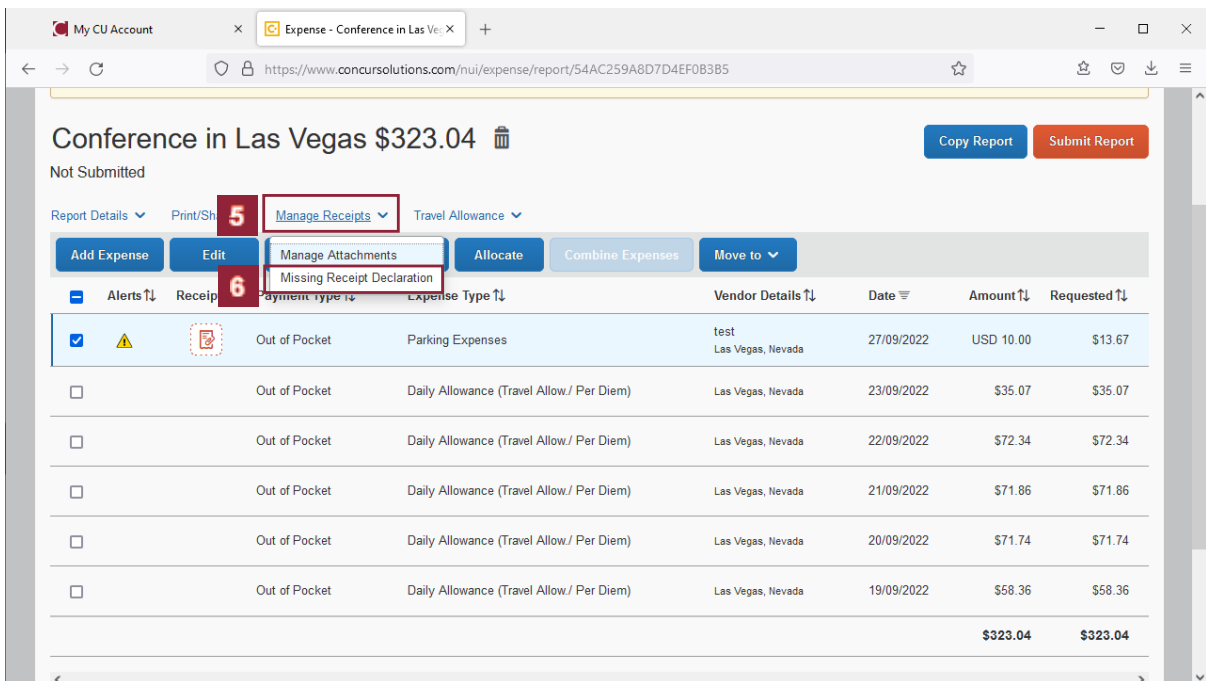
3 Click the **Parking Expenses** check box.

4 Click the **Accept & Create** button.

i The missing receipt affidavit is now attached to your expense entry. You will see a stamp icon next to the expense item.

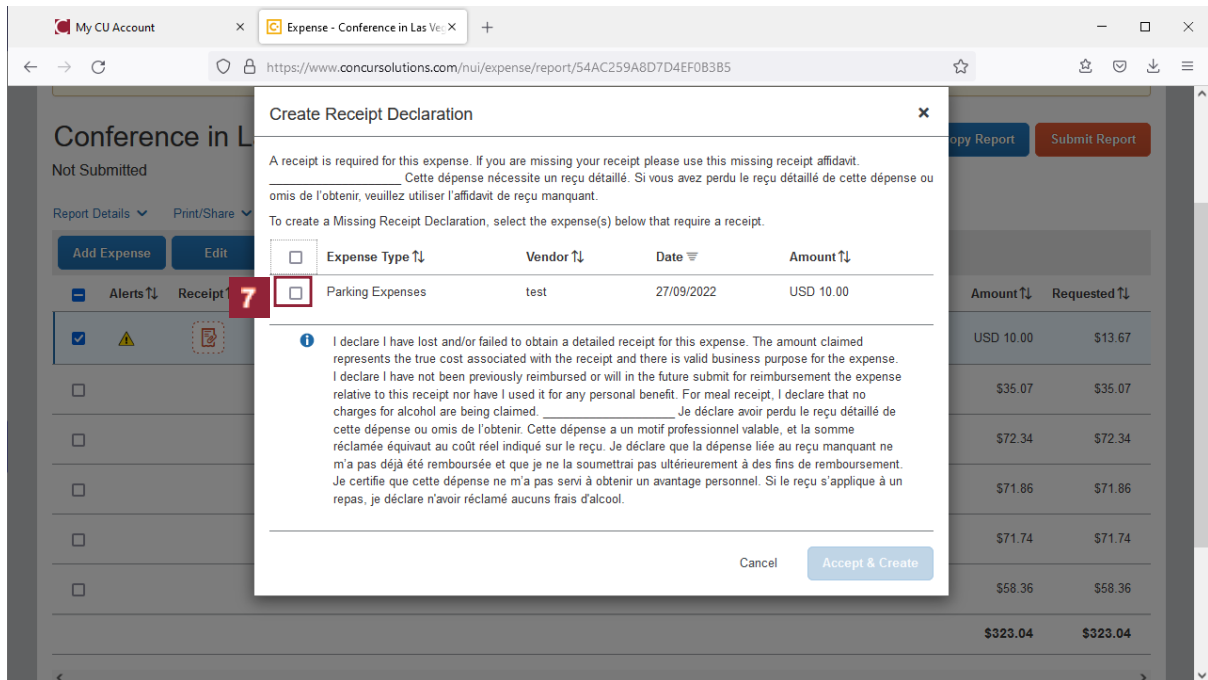


The next steps will demonstrate a different way for creating missing receipt affidavits.



5 Click the **Manage Receipts** dropdown button.

6 Click the **Missing Receipt Declaration** list item.



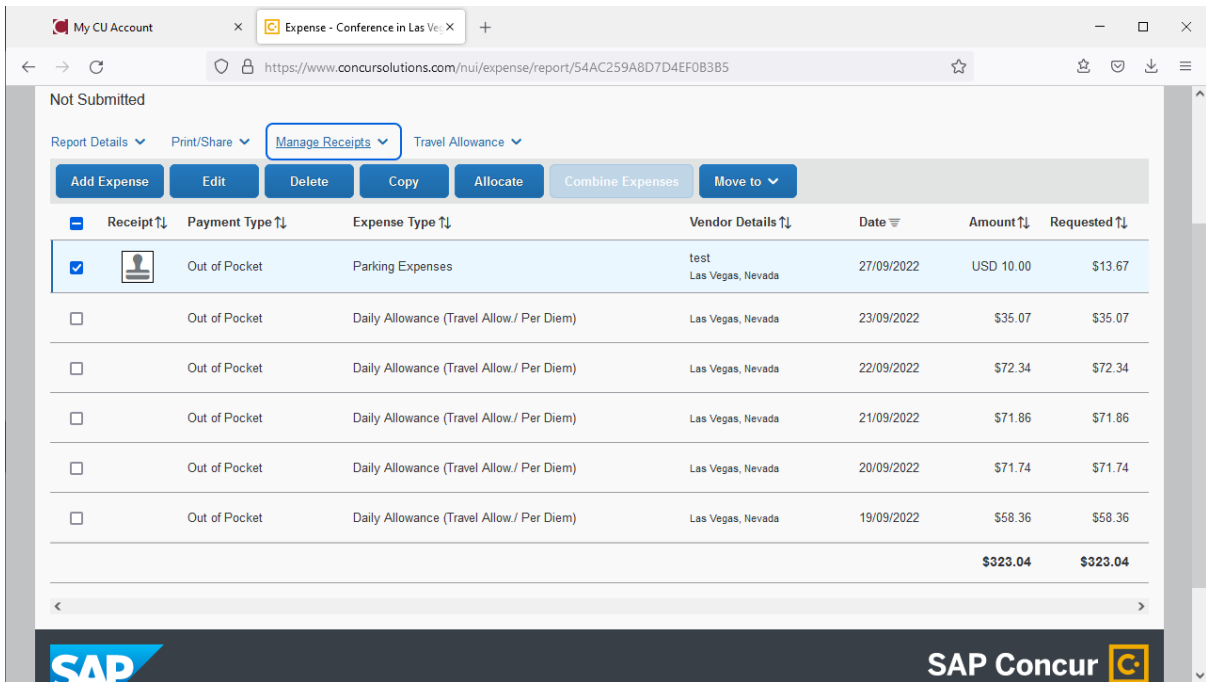
i A Missing Receipt Affidavit window will appear.

Select the expense entry that requires a receipt. For this exercise, click Parking Expenses.

7 Click the **Parking Expenses** check box.

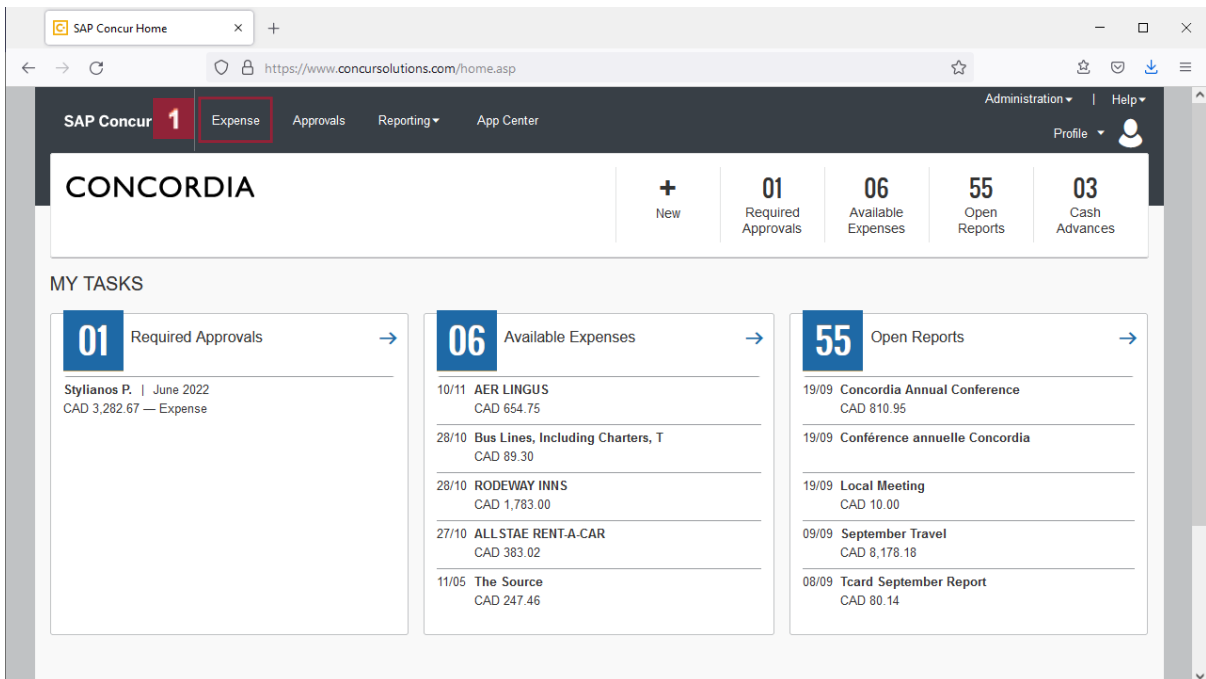
8 Click the **Accept & Create** button.

i The missing receipt affidavit is now attached to your expense entry. You will see a stamp icon next to the expense item.

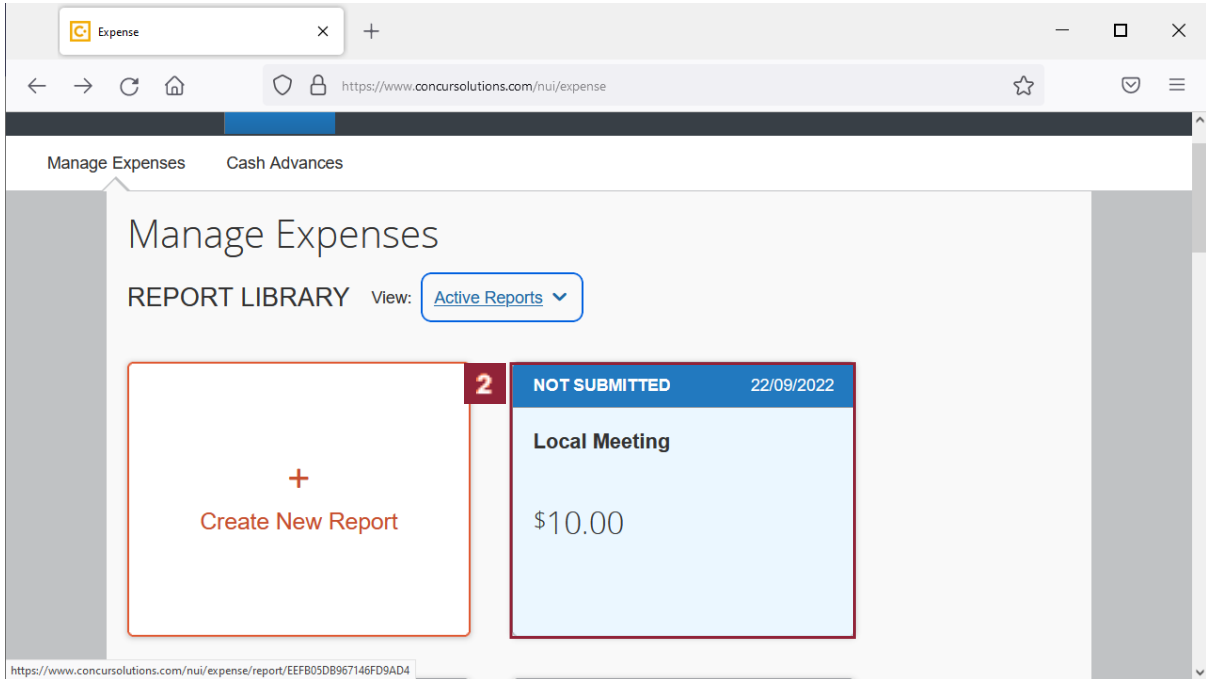


2.6 NEW! Upload and Attach Available Receipts to Expense Reports

This module will walk you through the steps to upload and attach an available receipt to your expense reports in Concur.

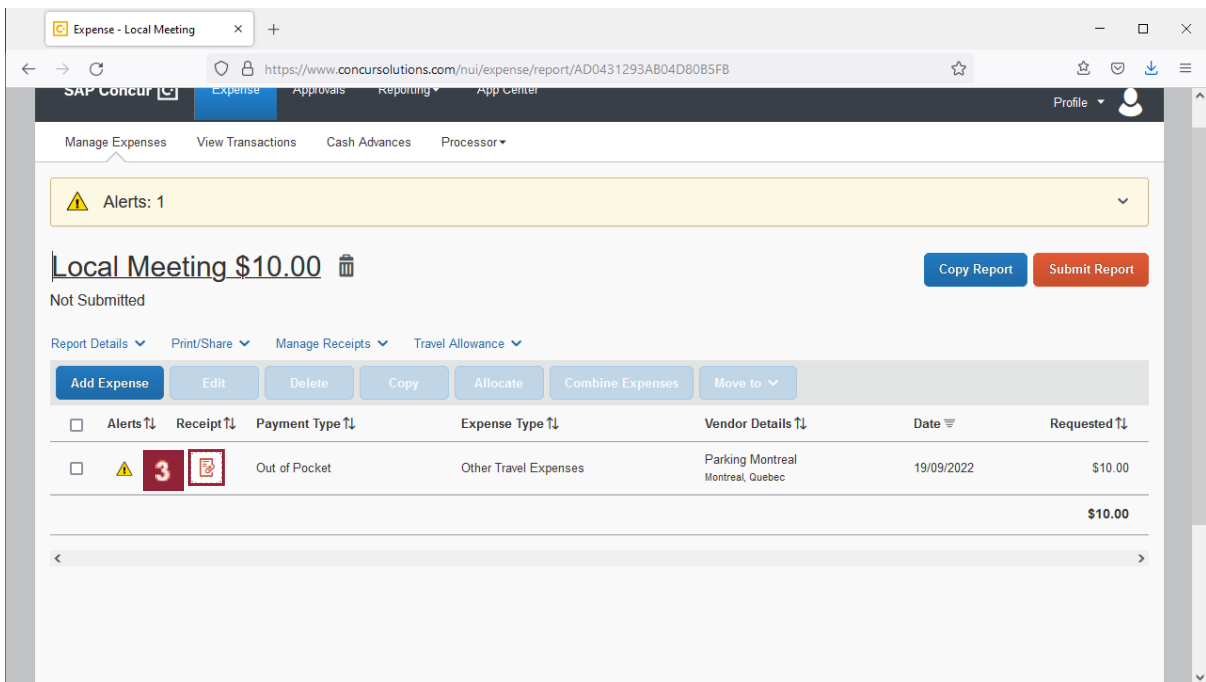


1 Click the **Expense** button.



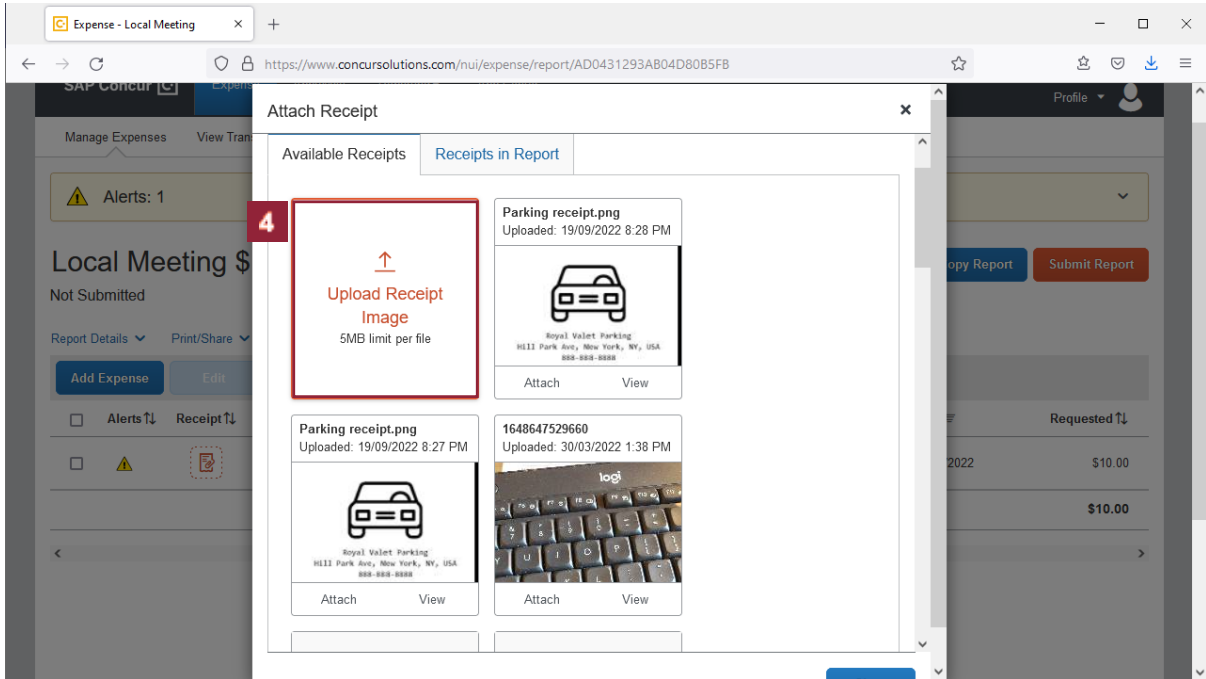
2 Click the **Local Meeting** button.

i Click on the expense report to open it.



i In case you did not attach the receipt, you can attach it here.

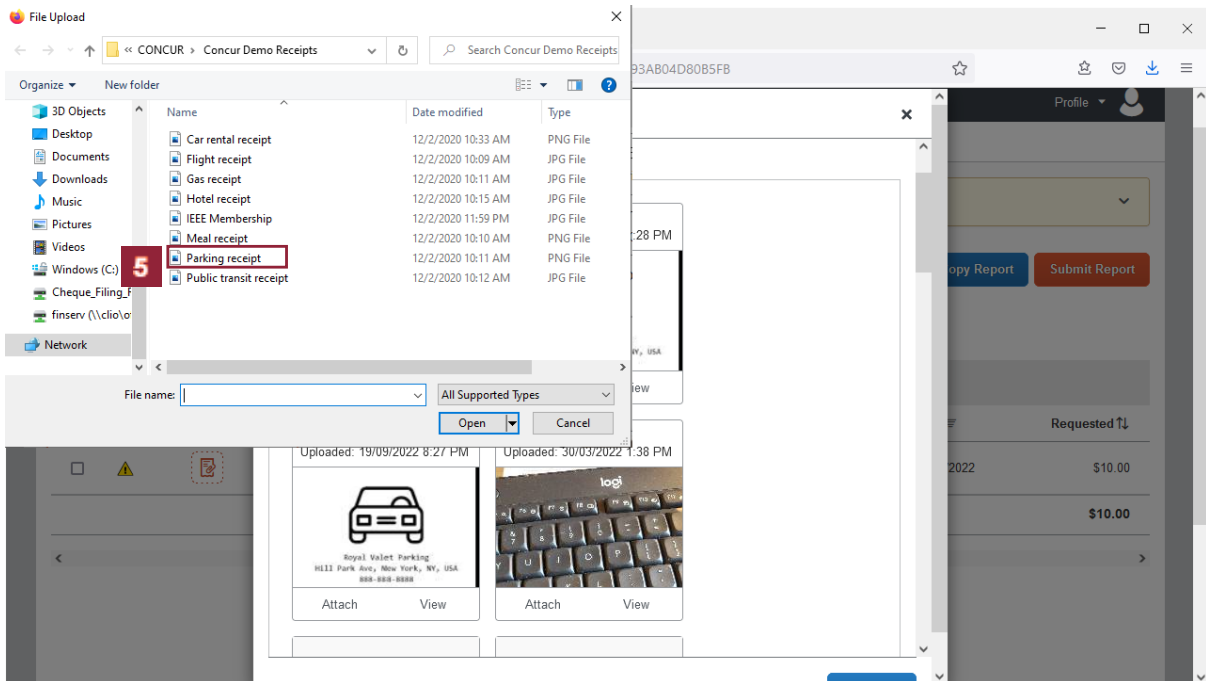
3 Click the **Attach Receipt** icon under 'Receipt'.



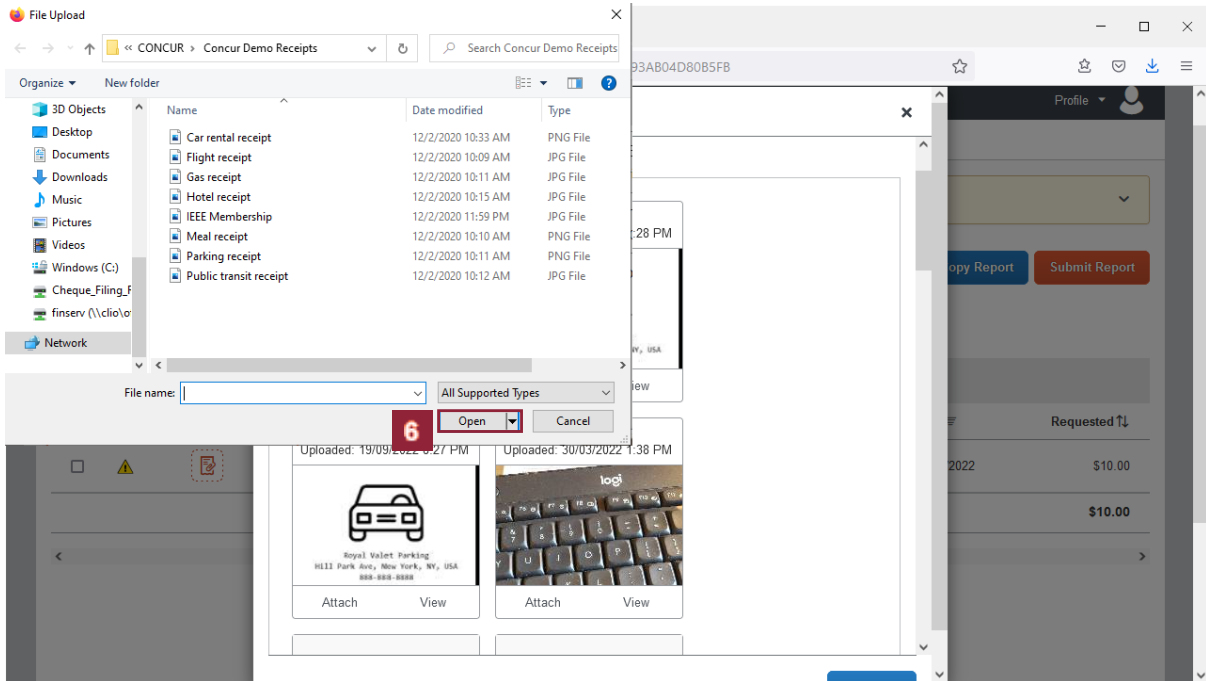
Upload your receipt from your drive (where you saved it) **OR** choose a receipt that you have already uploaded from the list of available receipts and click Attach.

In this example we will upload a receipt from the computer.

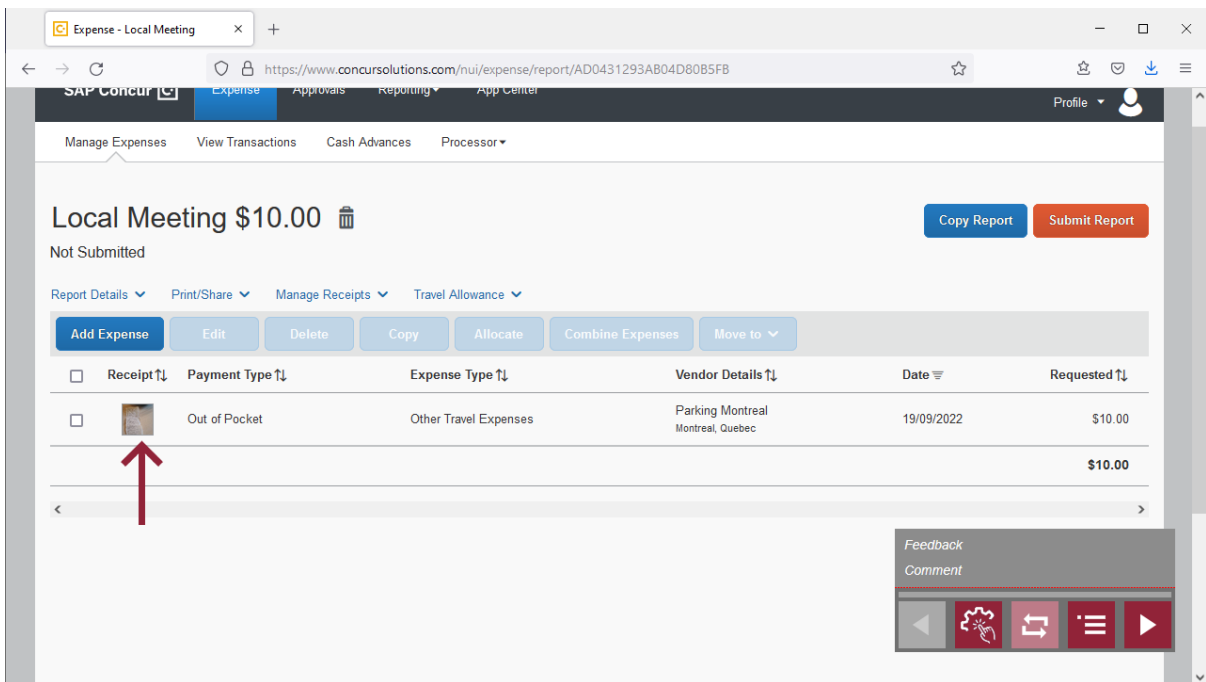
4 Click the **Upload Receipt Image** button.



5 Click the **Parking receipt** list item.



6 Click the **Open** button.



 The receipt now appears next to the expense payment type.