

This guide outlines the steps necessary to process expense reports in Concur Travel and Expense. This process is completed by the PCard Holder or the DCA (Department Card Administrator). A Financial Approver also needs to be setup for the accountability structure that is chosen to ensure that whoever it routes to can approve it.

PCard Holders MUST have the "PCard Holder" roles within Concur so that charges connect to the user. Otherwise, they could be confused with T&E Card transactions.

Notes: Transactions will be viewable within Concur within 3-5 days of the charge being made.

Steps to Take

To log in to Concur, complete the following steps:

RSpace Login

- 1. Visit UCR <u>RSpace</u> <u>http://rspace.ucr.edu/</u>
- 2. Complete Duo Authentication if prompted
- 3. Select Authorized Apps
- 4. Select Concur Travel and Expense
- 5. Enter your **UCR NetID** with "@ucr.edu" added to the end - ex. NetID@ucr.edu [joshho@ucr.edu]
- 6. Select Sign in with University Credentials





Navigate to the Expense Report

7. Click Expense in the top left corner of the homepage.

SAP Concur C Requests Expense Approvals Reporting*				Administr	ration ▼ Help ▼ Profile ▼
	+ New	17 Required Approvals	03 Authorization Requests	100 Available Expenses	05 Open Reports
COMPANY NOTES					

8. Select the expense report that you would like to process.

SAP Concur C Request	s Expense Approvals Reporting*							
Manage Expenses View Trans	Managa Expenses View Transactions Process Reports							
	Manage Expenses REPORT LIBRARY	View: Active Reports V Create New Report						
	PCard: 06/26 - 12/25 : 1 3942 060262/22 \$4,4225.05 Text Sammer 8							

Update the Report Header

This step is critical because it sets the default.

9. Click Report Details and select Report Header

PCard: 06/26	² Card: 06/26 - 12/25 :1 3942 \$4,425.05					Submit Report	
Not Submitted Report	rt Number: BWBX14						
Report Details	nt/Share V Manage Receipts V	Travel Allowance 🗸			View Ava	ilable Receipts	1
Report Header 9	īdit Delete Allo						
Report Totals Report Timeline	eipt1↓ Payment Type1↓	Expense Type ↑↓	Vendor Details ↑↓	Date▼	Amount 1↓	Requested 1	^
Audit Trail Allocation	PCard	Undefined	SNAPPY CAR RENTAL Irvine, California	12/05/2022	\$874.36	\$874.36	
Summary	115		Fax senices				

10. **Complete the appropriate fields**. Every field with an asterisk is required. Note, the comments will not feed to the ledger but could be helpful to make a note for yourself. Then click **Save**.

Report Time		Report Name *		Darvet Stat Data	Report Ford Date
*PCard Expenses		PCard: 06/26 - 12/25 :1 3942		06/26/2022	12/25/2022
Burinere Dumena/Additional Information *					
Statement Report for Period 06/26 - 12/25					
Employee ID	0	ORG *	0	Accountability Structure *	Approver ID *
(10012187) Asirra Ellis-Suguitan	× ~	(ORG39) Planning Budget & Administration	× ×	(D01100) Accounting Dept ×	 (10009972) Bobbi McCracken x
Fally *		Artaitu *		Fund	Function *
(1511) UCR CAMPUS	× ~	(A01206) Accounting	× ~	(19900) GENERAL FUNDS ×	(72) INSTITU SUPPORT&GENERAL ADMIN ×
Program *		Deniert *		Flor 1*	Eav 2*
(000) DEFAULT PROGRAM	× ~	(000000000) DEFAULT PROJECT	× ~	(000000000) Default Flex1 ×	 (0000000) DEFAULT FLEX2
Report Number					
BWBX14					
Comment					



- 11. A pop-up box will appear and ask if you would like to automatically apply these details across all the expenses within this expense report. It also shows which fields you changed when updating the header.
 - To review and enter the appropriate values for each expense, click "Do Not Update."
 - If you click **"Update" the system will apply this default to every expense row** and you will need to remember to change COA values if the row should be charged to a different COA.

				Update Other Items? ×	(
SAP	Report Header			2 You changed the following fields:		
Mana	PCard: 06/26 - 12/25 - 1 3942 \$4,425.05 Statement Report for Period 06/26 - 12/25	li,		Employee ID ORG Accountability Structure Approver ID Activity Fund		
	Employee ID	0	ORG *	Function Program	8	Approver ID *
	(10012187) Asirra Ellis-Suguitan	× ~	(ORG39) Planning Budget	 Project Flex 1 Flex 2 	× ~	(10009972) Bobbi McCracken
	Entity *		Activity *	Do you want to also update your expenses, itemizations, and		Function *
	(1511) UCR CAMPUS	× ~	(A01206) Accounting	allocations in this report with the same changes?	× ×	(72) INSTITU SUPPORT&GENERAL AD
	Program *		Project *			Flex 2 *
	(000) DEFAULT PROGRAM	× ~	(000000000) DEFAULT P	(11)	× ×	(0000000) DEFAULT FLEX2
	Report Number			9		
	RIMRY14					

Identify Allocation

This step can be done to an individual row or multiple can be selected. To select all, click the checkbox in the left corner above the expense rows.

12. Select the desired row(s) to identify expense type and payment details

13. Click Edit.





Enter Allocation Details and Itemize (if applicable)

This step indicates allocations details based on which expense rows were selected.

- 14. **Enter the appropriate details**. If there is an asterisk, information is required. If needed, reference the receipt for the needed information.
 - The **amount** includes the amount charged on the receipt.
 - The Vendor Tax Amount is the amount of tax that was paid.
- 15. Click or drag and drop to Add Receipt to attach an uploaded receipt.

205/2022 SNAPPY CAR RENTAL CORPORATE CAR	d		
Details Itemizations		Hide Receipt	For certain expense types, Use
Allocate			Tax may be applicable.
Expense Type *	Required field		It will be assessed and added
Equip, Non-Inv/Comp Less than \$4999	~		if the corresponding sales tax
Transaction Date	Enter Vendor Name		amount entered is not
12/05/2022	SNAPPY CAR RENTAL		cufficient
City of Purchase *	Payment Type		sujjicient.
Irvine, California × ~	PCard	<u>15</u>	This will beenen in Oracle
Amount	Currency	Add Recyclot	rins wid happen in Oracle
874.36	US, Dollar	Click to upload or drag and drop files to upload a new receipt.	and be charged to the same
Vendor Tax Amount * 🚱	MC Code	said life types for upload are .prgjpgpegpd, .til or .til. 5MB limit per file.	COA chartstring distributed
0.00	3360		on the transaction.
Vendor Tax ID	Facilities Reference Number		
Business Purpose/Additional information			

16. To itemize the receipt click the **Itemizations** tab.

A Itemization should be used to identify different expense types or taxed amount by item.

- 17. Complete the necessary **fields** for the specific item including:
 - Expense Type
 - Amount
 (Charged amount + the tax)
 - Vendor Tax Amount (sales tax)
 - Click Allocate if you need to change the COA values.
- 18. Click **Save Itemization** once this item is complete.





19. Itemize each additional item by clicking **Create Itemization** once one item is complete, and then fill in the associated information.

Cre	ate Itemization	More Actions ~	
0	Date ≞	Expense Type 1↓	Requested 1↓
	12/05/2022	Equip, Non-Inv/Comp Less than \$4999	774.36

100 freight with no taxed amount:	Expense Type *	- Hardward Jone
Expense Type: Freight	Freight	*
Expense Type. Height	Transaction Date *	Enter Vendor Name
Amount: 100.00	12/05/2022	SNAPPY CAR RENTAL
Vendor Tax Amount: 0	City of Purchase	
	Irvine, California	
▲ This itemizing if Freight is	Amount *	Currency
	100.00	US, Dollar
	Vender Tax Amount * 😧	MC Code
ecause it ensures that the	0.00	3360
eight has its own line when the		A
ansaction reaches Oracle.	Vendor Tax ID	Facilities Reference Number @

20. When the remaining balance is \$0.00, then it has been fully itemized. Click **Save Expense**.

12/05/202	Cancel Delete Expense Sanappy car rental Corporate Card					
C	Details	Itemizations				Hide Receipt
Amount \$874.3	36 Pate Itemization	Itemized \$874.36 \$0.	Remaining .00	C Q 1 of 1	- +	I & >>
0	Date ≞	Expense Type 1↓	Requested ↑↓			
	12/05/2022	Freight	\$100.00			
0	12/05/2022	Equip, Non-Inv/Comp Less than \$4999	\$774.36			



21. If you would like to allocate this to a different COA than the default, including splitting the charge between multiple COAs (by percent or amount), click the Allocate button.

	PCard: 06/26	- 12/25 :1 39	42 \$4,425.05			Delete Repr	ort Submit	Report	
Allocate Expenses: 2 5874.36	Not Submitted Report N Report Details ~ Print/S	mitted Report Number: BWBX14 Details ~ Print/Share ~ Manage Receipts ~ Travel Allowance ~ Excesse [Edit Deter Allocate 20]					View Available Receipts 🗄		
Amount Amount	Alerts 11 Receipt	†↓ Payment Type †↓	Expense Type 1↓	Vendor Details î↓	Date ₹	Amount 1	Requested 1↓	^ ^	
\$874.36 Second S	9	PCard	Equip, Non-Inv/Comp Less than \$4999	SNAPPY CAR RENTAL Irvine, California	12/05/2022	\$874.36	\$874.36 Remized	^	
coos Default		PCard	Equip, Non-Inv/Comp Less than \$4999	SNAPPY CAR RENTAL Irvine, California	12/05/2022	\$774.36	\$774.36		
Add Edit Remove Save as Favorite		PCard	Freight	SNAPPY CAR RENTAL Irvine, California	12/05/2022	\$100.00	\$100.00		
No Allocations These expenses are assigned to your default allocation shown above. Click the allocate butten to allocate part or all of these expenses differently. Cancel									

- 22. **Complete these steps for each expense** on the report as they appear. Charges will appear on the report unclassified approximately 3-5 business days after purchase.
- 23. Once the statement is closed (generally 26th of each month) and all transactions have been classified and reconciled, then click Submit Report to submit the expense report to the designated approver.

This must be completed after the statement closes, and before the period closes each month.

leport Status

After the report is submitted, a pop-up will appear confirming the status.

In the box on the "Manage Expenses" screen a banner will appear at the bottom which reads "Pending ERP Validation."	Report Submitted PCard: 06/26 - 12/25 :1 3942 \$874.36
This indicates that the system has not yet checked to confirm that the COA values that were entered are correct.	PCard: 06/26 - 12/25 :1 3942
This process runs every 20 minutes. Once the report has passed this validation, the report to the approver for review and approval. If it it will remain stating "Sent Back to User – Co This is process happens for both requests an	submitted will go failed, ncur System." d expense reports.