

Overview

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.

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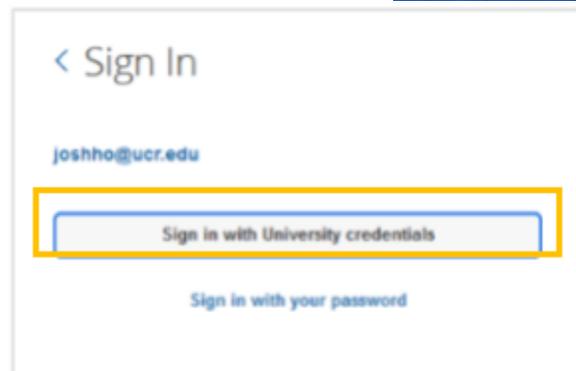


Steps to Take

To log in to Concur, complete the following steps:

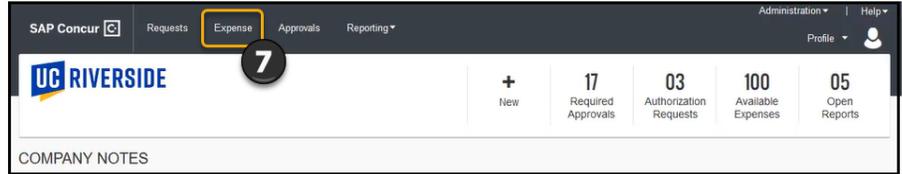
RSpace Login

1. Visit UCR RSpace - <http://ospace.ucr.edu/>
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**

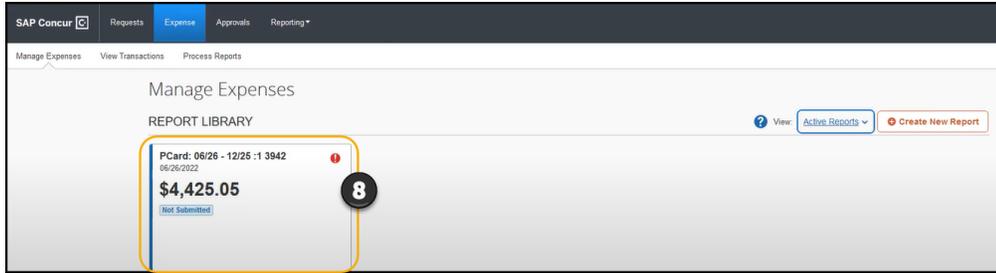


Navigate to the Expense Report

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



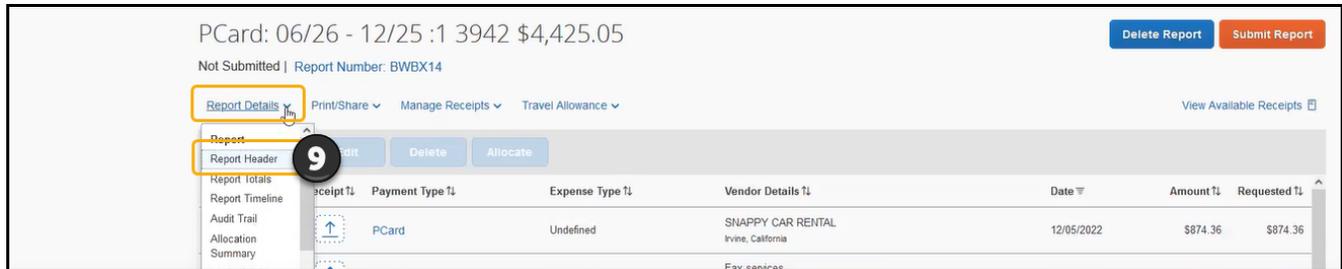
8. Select the expense report that you would like to process.



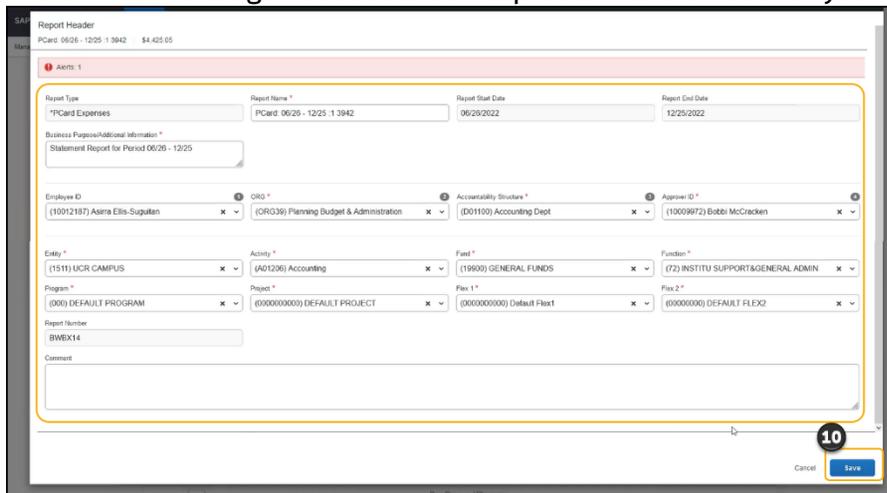
Update the Report Header

This step is critical because it sets the default.

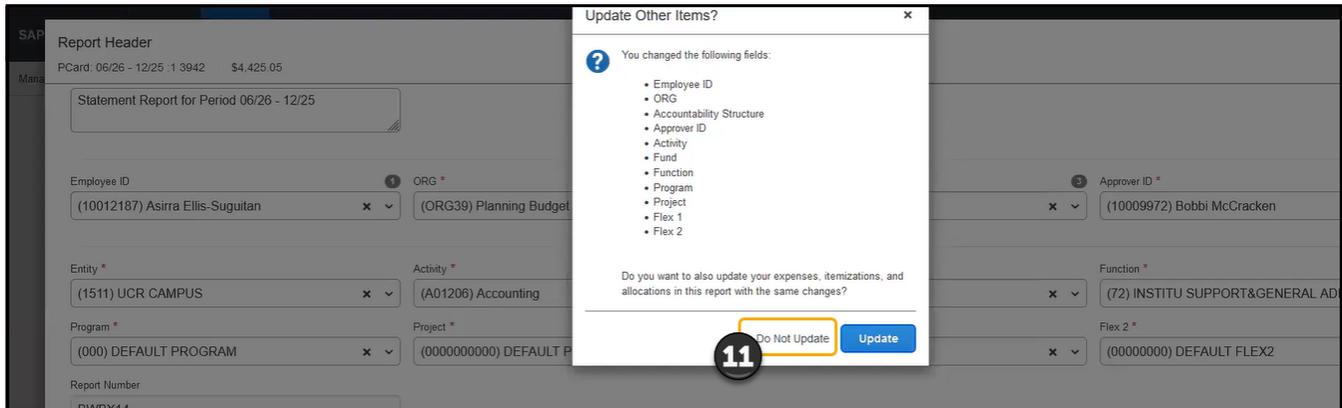
9. Click **Report Details** and select **Report Header**



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**.



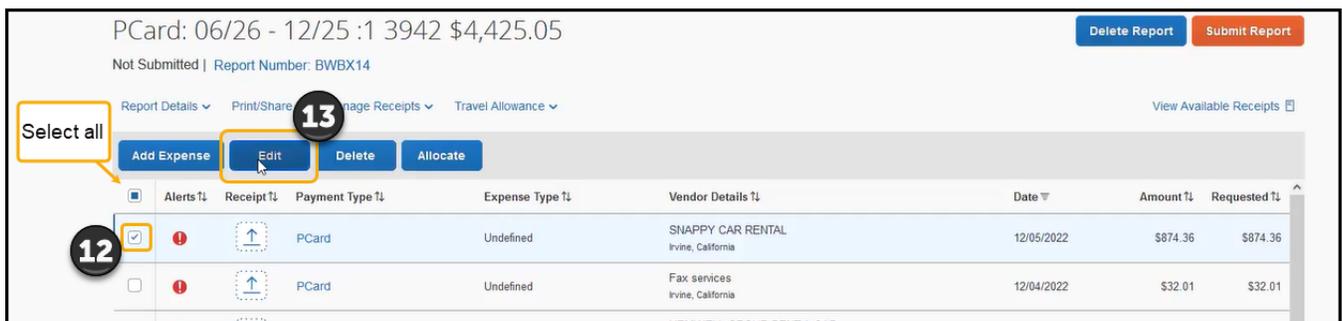
- A pop-up box will appear and ask if you would like to automatically apply these details across all the expenses within this expense report. It also shows which fields you changed when updating the header.
 - To review and enter the appropriate values for each expense, click “Do Not Update.”**
 - If 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.



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.

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

For certain expense types, **Use Tax** may be applicable.

It will be assessed and added if the corresponding sales tax amount entered is not sufficient.

This will happen in Oracle and be charged to the same COA chartstring distributed on the transaction.

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

⚠ 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.

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	12/05/2022	Equip, Non-Inv/Comp Less than \$4999	774.36

Example of additional item identifying \$100 freight with no taxed amount:

- Expense Type: Freight
- Amount: 100.00
- Vendor Tax Amount: 0

⚠ This itemizing if Freight is associated is critical because it ensures that the freight has its own line when the transaction reaches Oracle.

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

Equipment, Non-Inv/Comp Less than \$4999 \$874.36

12/05/2022 | SNAPPY CAR RENTAL | Corporate Card

Amount	Itemized	Remaining
\$874.36	\$874.36	\$0.00

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	12/05/2022	Freight	\$100.00
<input type="checkbox"/>	12/05/2022	Equip, Non-Inv/Comp Less than \$4999	\$774.36

Buttons: Cancel, Delete Expense, Save Expense

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.

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.

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."

This indicates that the system has not yet checked to confirm that the COA values that were entered are correct.

This process runs every 20 minutes. Once the submitted report has passed this validation, the report will go to the approver for review and approval. If it failed, it will remain stating "Sent Back to User – Concur System." This is process happens for both requests and expense reports.