CALIFORNIA STATE UNIVERSITY
Stanislaus

Concur

California State University, Stanislaus

Financial Services

Employee Reimbursements – Non-Travel

Accounts Payable

CONCUR

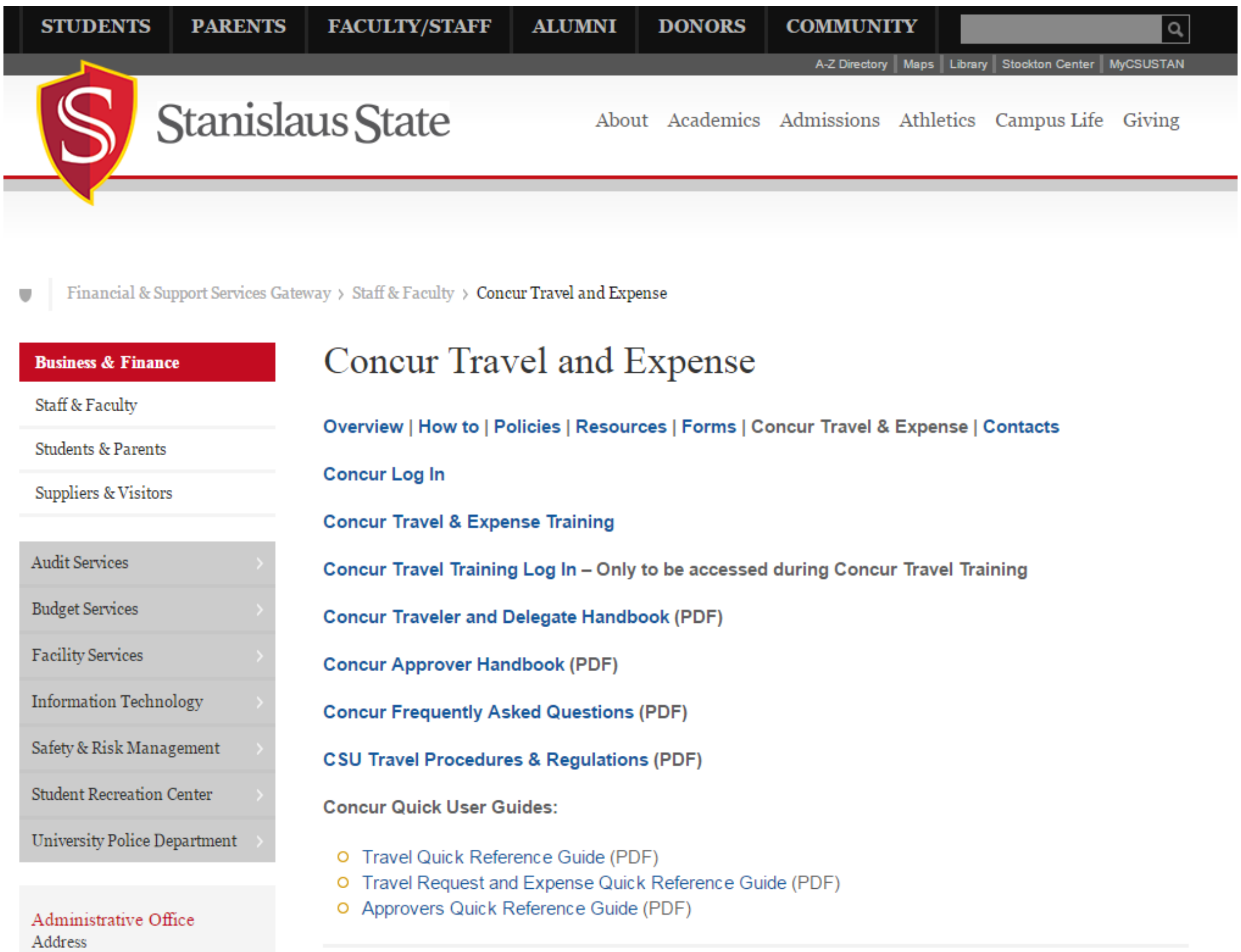
Table of Contents

Getting Started

Log-in:

Located on CSU Stanislaus Travel Webpage at:

https://www.csustan.edu/travel



Step 1: Select the first link: *Concur Log In*

Step 2: Enter your **Warrior User Name** and **Warrior password**.

Step 3: Click **Sign In**.

Logging into ***www.concursolutions.com***

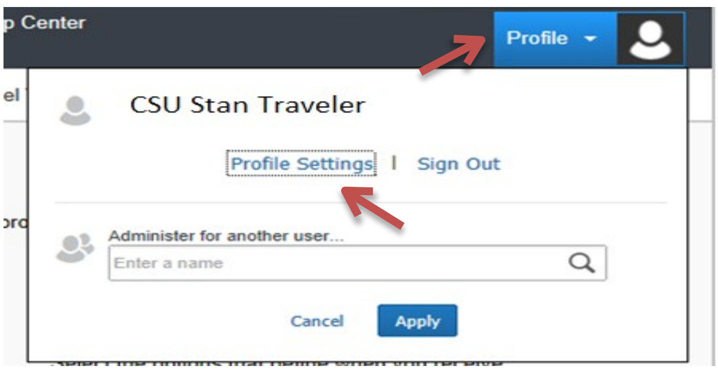
Set up your Profile

Enter your information:

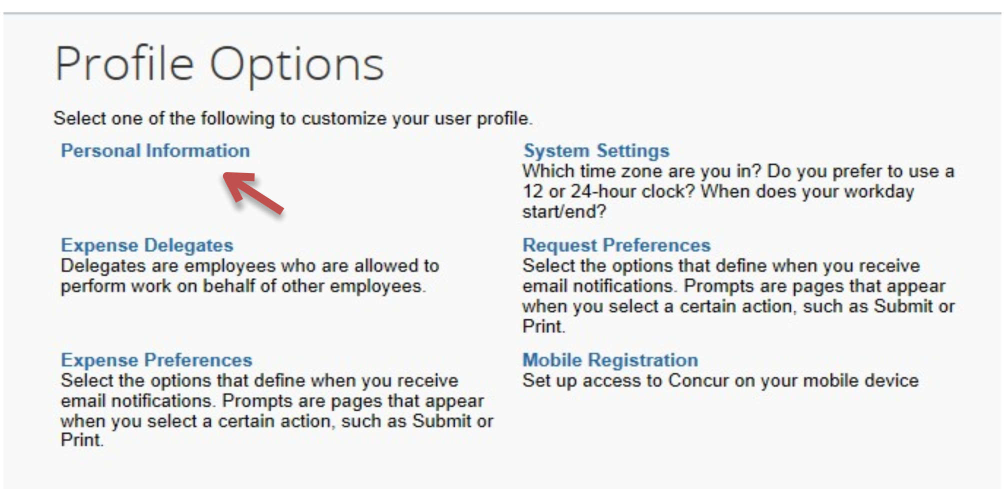
Why is this important?

Setting up your profile information is important so that all the information in Concur is up to date and accurate.

Step 1: At the top right of the My Concur page, click **Profile**, **Profile Settings**.



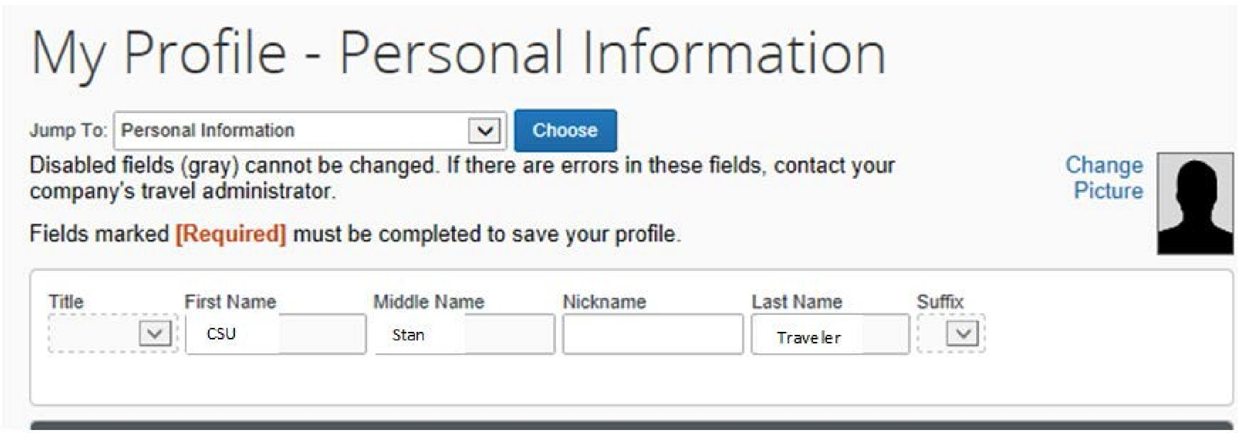
Step 2: Click on **Personal Information**.



Enter your Information

Enter, verify, or update your personal information.

Please remember to verify your email address in the Email Addresses section.



Information greyed out cannot be changed. If your name is recorded as a nickname instead of your full legal name, please contact the Travel Coordinator (ext. 3654).

CONCUR

Add an Expense Delegate

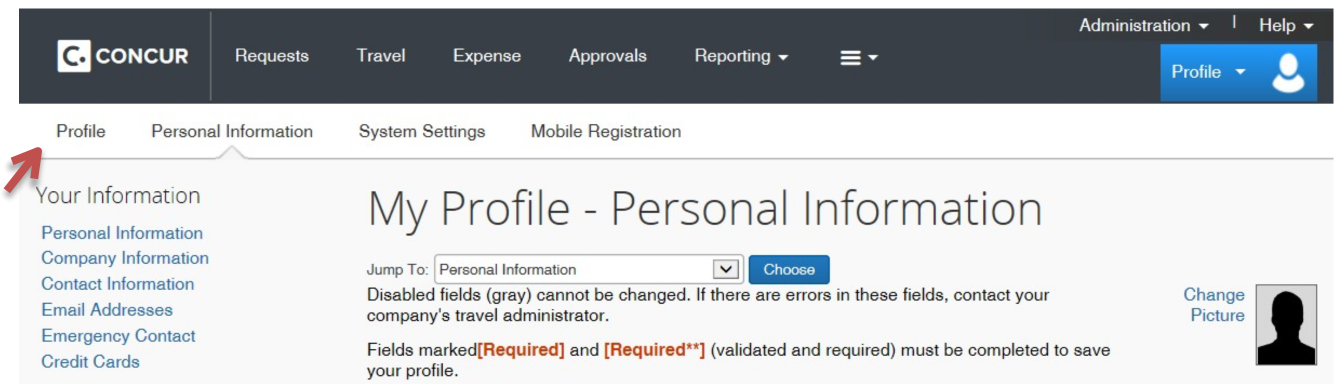
What is this?

A delegate is an individual authorized to process expense reports on behalf of another Concur user.

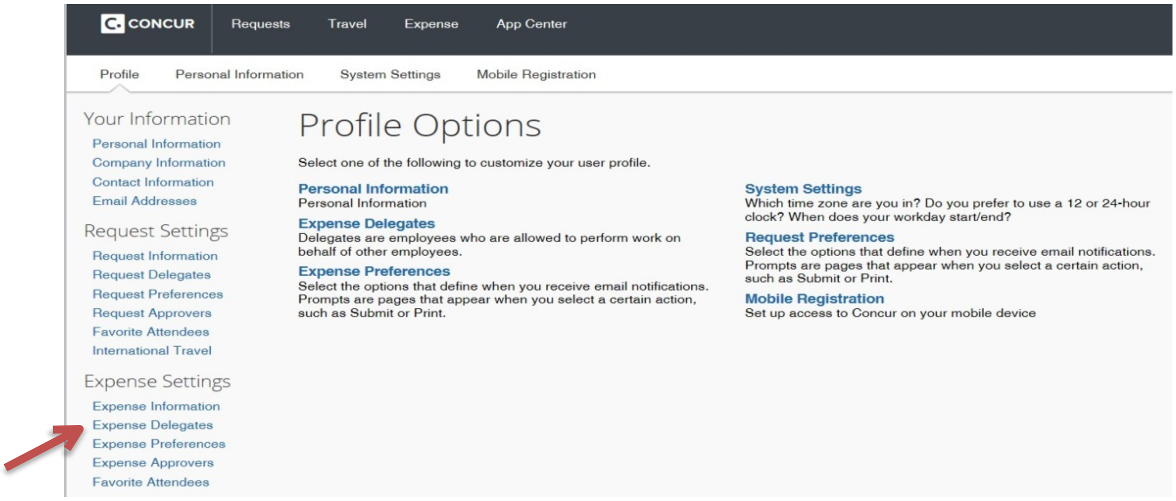
Why is this important?

Adding an Expense Delegate will authorize that delegate to prepare expense reports on your behalf.

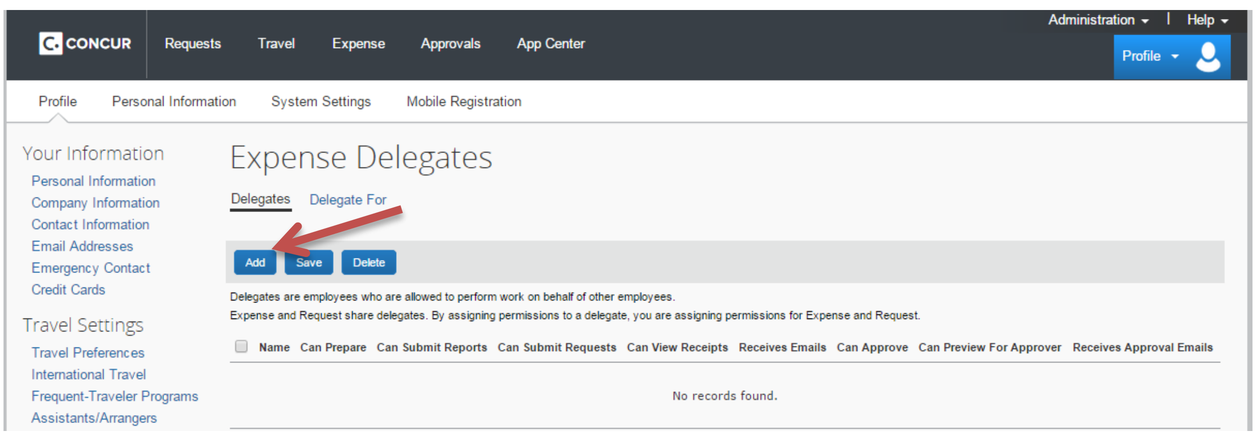
Step 1: At the top of the My Concur page select the white tab labeled **Profile**.



Step 2: Select **Expense Delegates**.

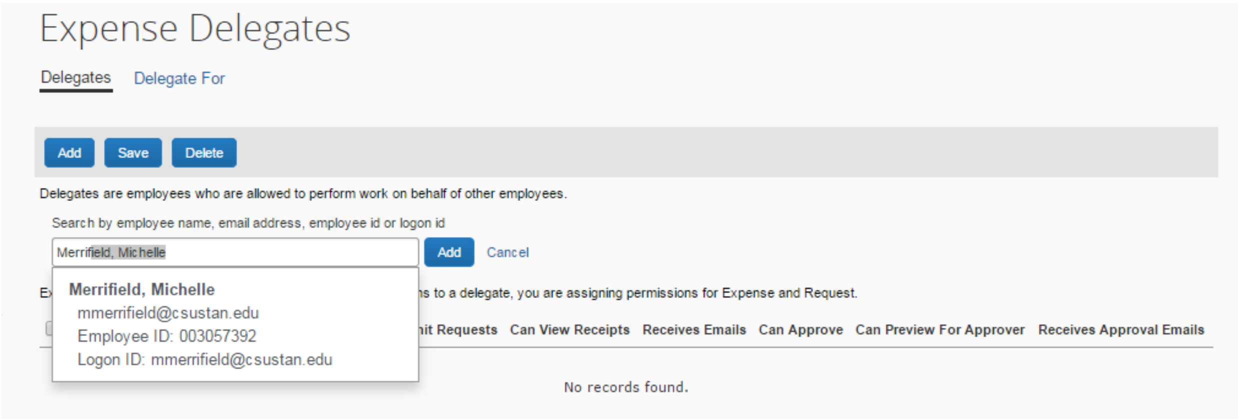


Step 3: On the **Expense Delegates** page, click **Add**.



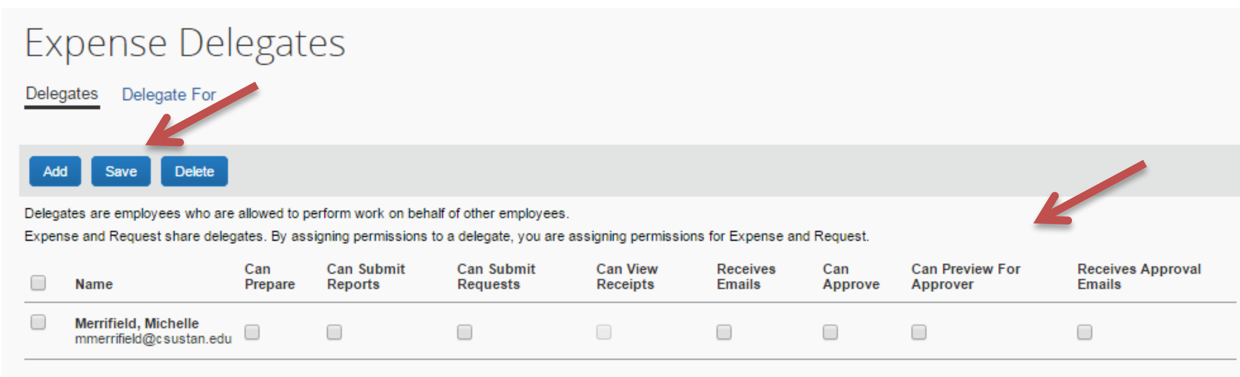
Step 4: In the **Search by employee name, email address or login ID field**, type the last name of the delegate you wish to add.

Step 5: From the list of matches, select the appropriate person.



Please Note: Do not add as a Delegate any member of the Financial Services Accounts Payable team, doing so will prohibit them from processing your Expense Report

Step 6: Select the boxes which display the responsibilities you wish this delegate to perform on your behalf.



Step 7: Click **Save**.

Expense Email Notification Setting

What is this?

This setting is part of a customization so that you have control over what email notifications you will receive.

Why is this important?

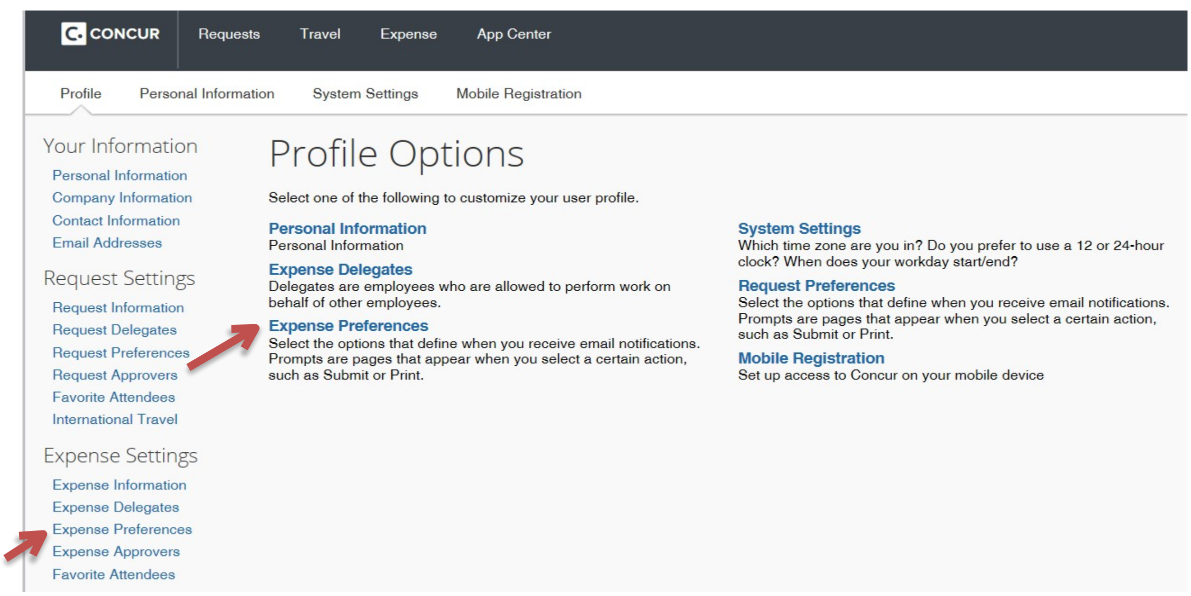
Ease of use for the Employee.

Step 1: At the top of the My Concur page select the white tab labeled **Profile**.

Step 2: Click on **Expense Preferences**.

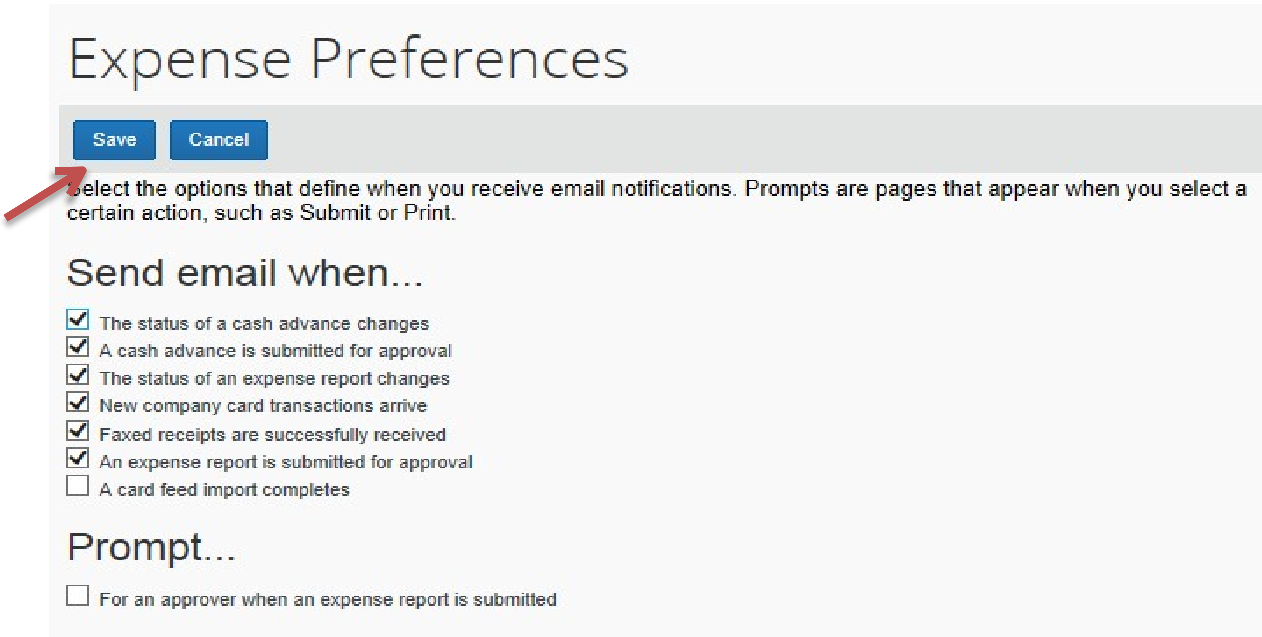
*You can also find this by looking at the column on the left of your screen under

Expense Settings **> Expense Preferences**



Step 3: If you would like to opt-out of receiving emails- unselect the options and Save your changes.

Default email settings for all users are as follows:



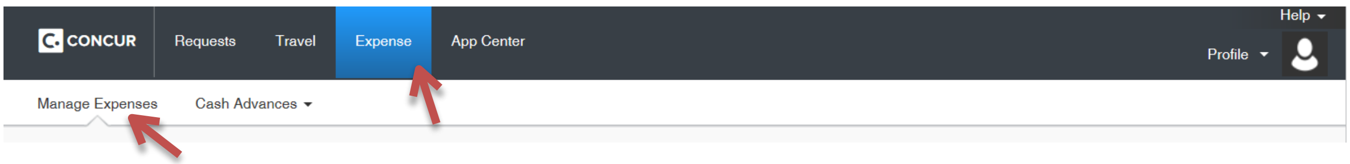
***Please Note: Once you begin using Concur, verify that the notifications are going to your inbox and not to your junk mail.** If you find that the Concur notifications went to your junk mail you can right click on the email. Select **Junk** and then select **Never Block Sender**.*

Uploading Receipts to Concur

Computer Scans

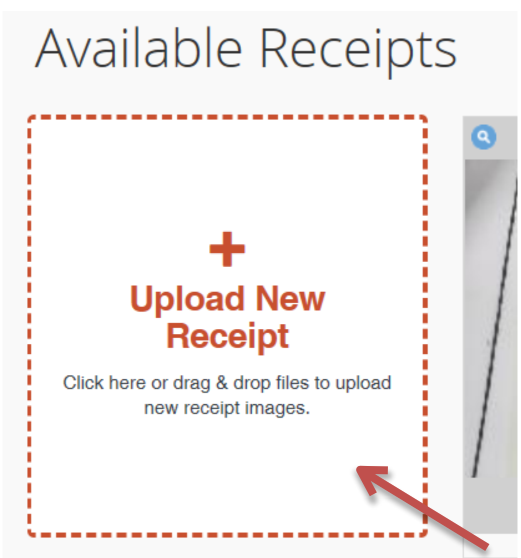
Step 1:

Go to the **Expense** section of Concur. Then select the tab **Manage Expenses**.



Step 2:

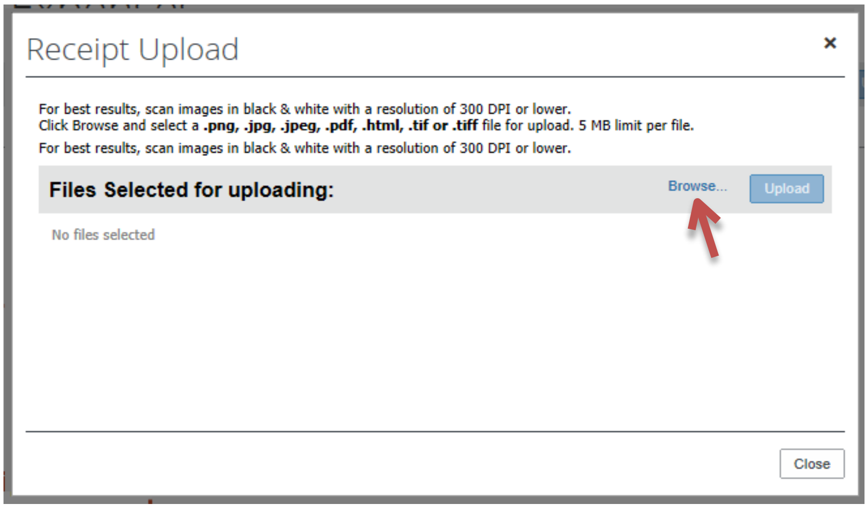
Scroll to the bottom of the page to **Available Receipts** and click **Upload New Receipt**.



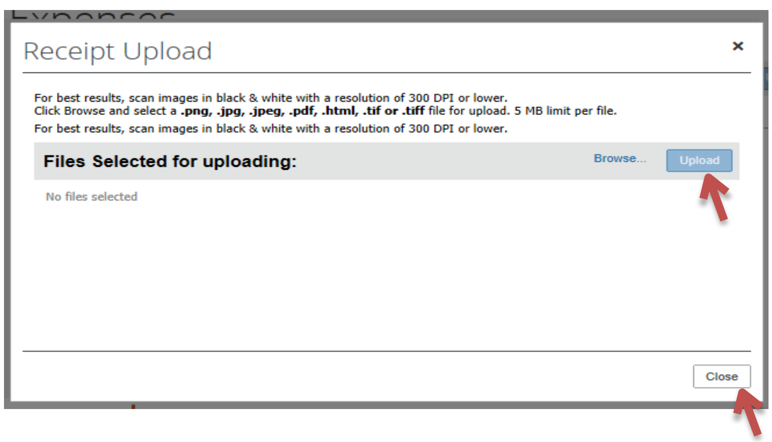
Step 3:

Click **Browse** and select a saved file of receipt on your computer, then click **Open**

Receipt file needs to be saved in PNG, JPG, PDF, HTML, or TIF format.



Step 4: Click **Upload**.



Step 5: When the status of your receipt shows as **Uploaded**, click **Close**.

Hospitality Forms

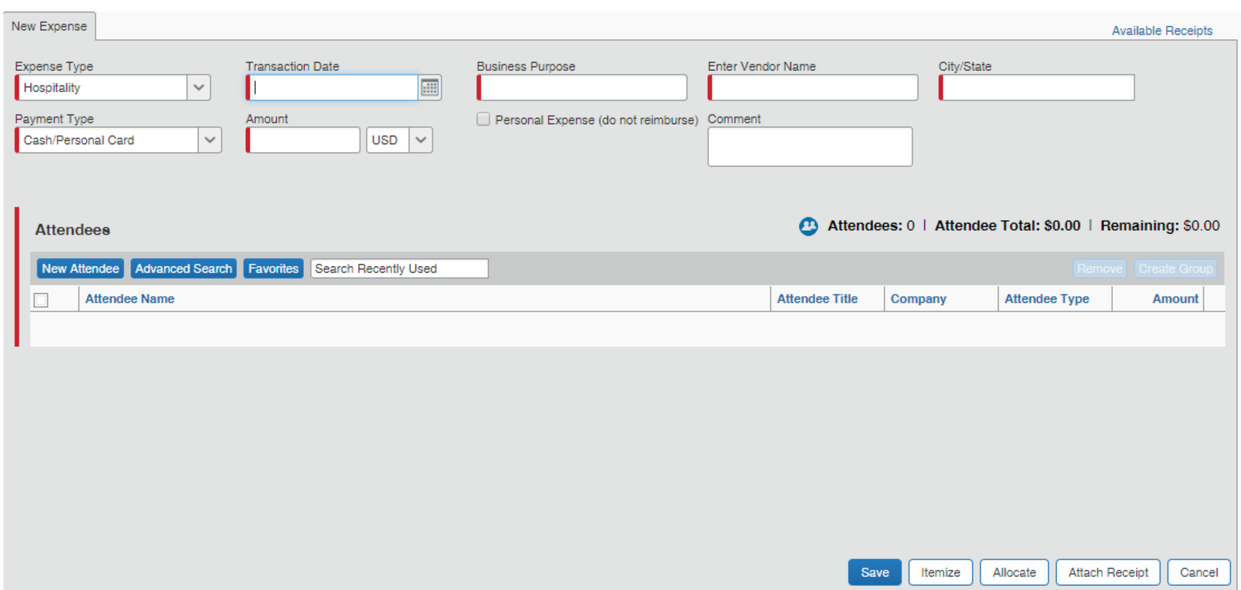
Hospitality is defined as "the provision of meals (catered or restaurant) or light refreshments (beverages, hors d'oeuvres, pastries, cookies), entertainment services, promotional items, gifts, awards and service recognition. Hospitality includes expenses for activities that promote the university to the public, usually with the expectation of benefits accruing directly or indirectly to the CSU."

Expense entries to the Hospitality expense type will require a pre-approved Hospitality form be uploaded as a receipt document (in addition to the actual receipt) per the campus Hospitality Procedure. The Hospitality Form can be found online in the Financial & Support Services Gateway – Staff & Faculty - Buying and Paying – Forms.

Completed forms must be signed by the appropriate Approving Authority – a person to whom authority has been delegated in writing to approve. (Dean, AVP, VP, PI, etc.)

Concur Hospitality entry will require the following fields be completed:

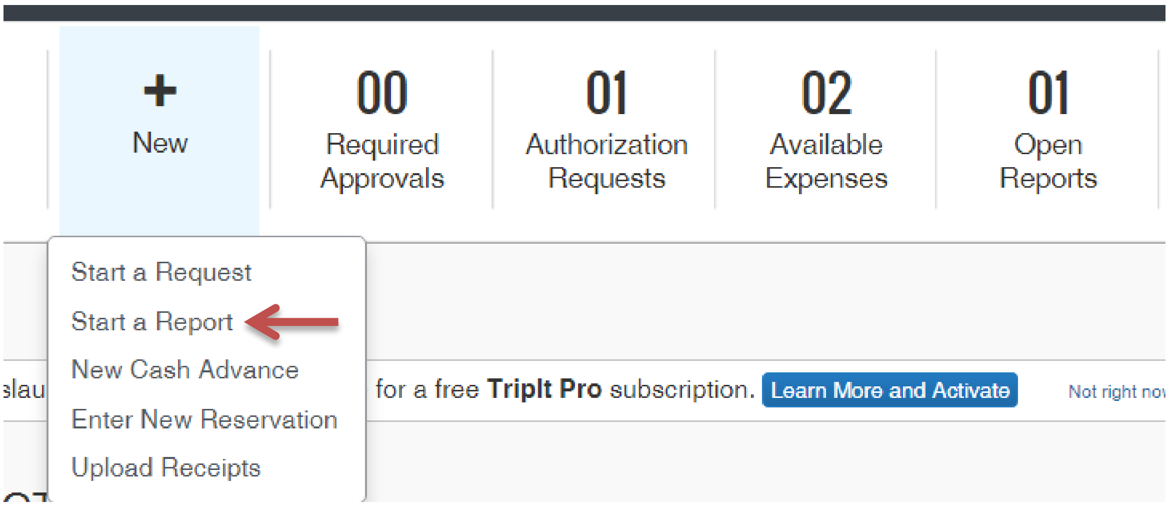
1. Transaction Date
2. Business Purpose
3. Vendor Name
4. City/State
5. Payment Type
6. Amount
7. Attendees



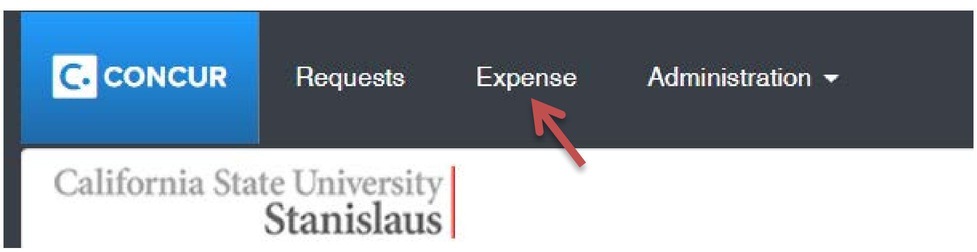
Expense Reports

Create an Expense Report

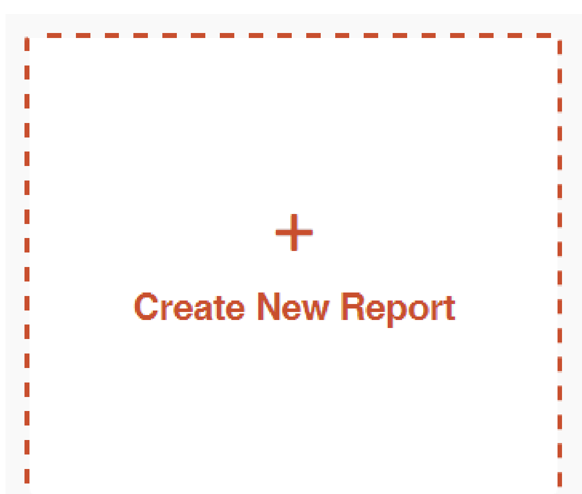
Step 1: From your home screen, select "New" from the quick task bar. Select "Start a Report."



<u>OR</u> you can start from the Expense tab.



Select Create New Report:



Step 2: Complete the fields of the **Report Header**. These fields include:

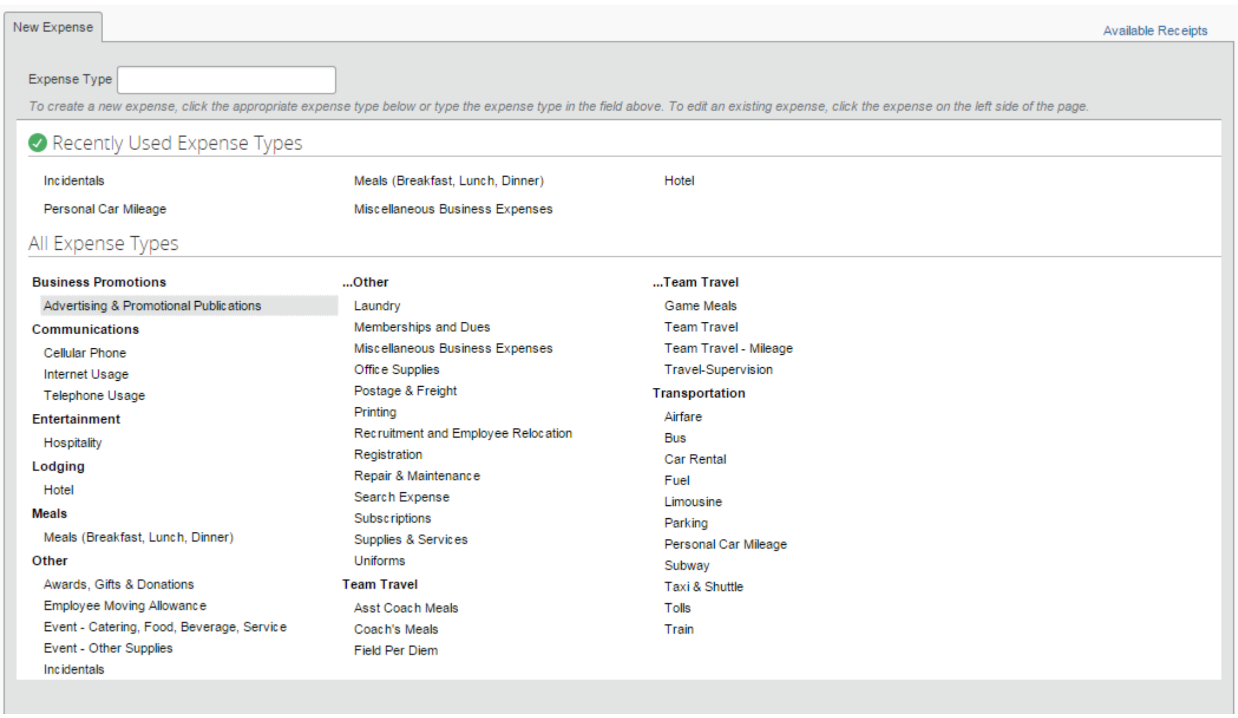
1. **Report Name** (Identify something unique about this reimbursement)
2. **Report Date** (Auto generated)
3. **Travel Destination**
   a. <u>(MUST SELECT EMPLOYEE REIMBURSEMENT NONTRAVEL)</u>
4. **Business Unit**
5. **Fund**
6. **Department**
7. **Program Code**
8. **Project**
9. The **Comment** field is optional.

Once these fields are completed click on the **Next** button located at the bottom of the screen.

***Please Note: If you will be using multiple funding sources, you will have a chance to add them at a later step, you will select one of the chartstrings and enter it here. ***

Enter Expenses

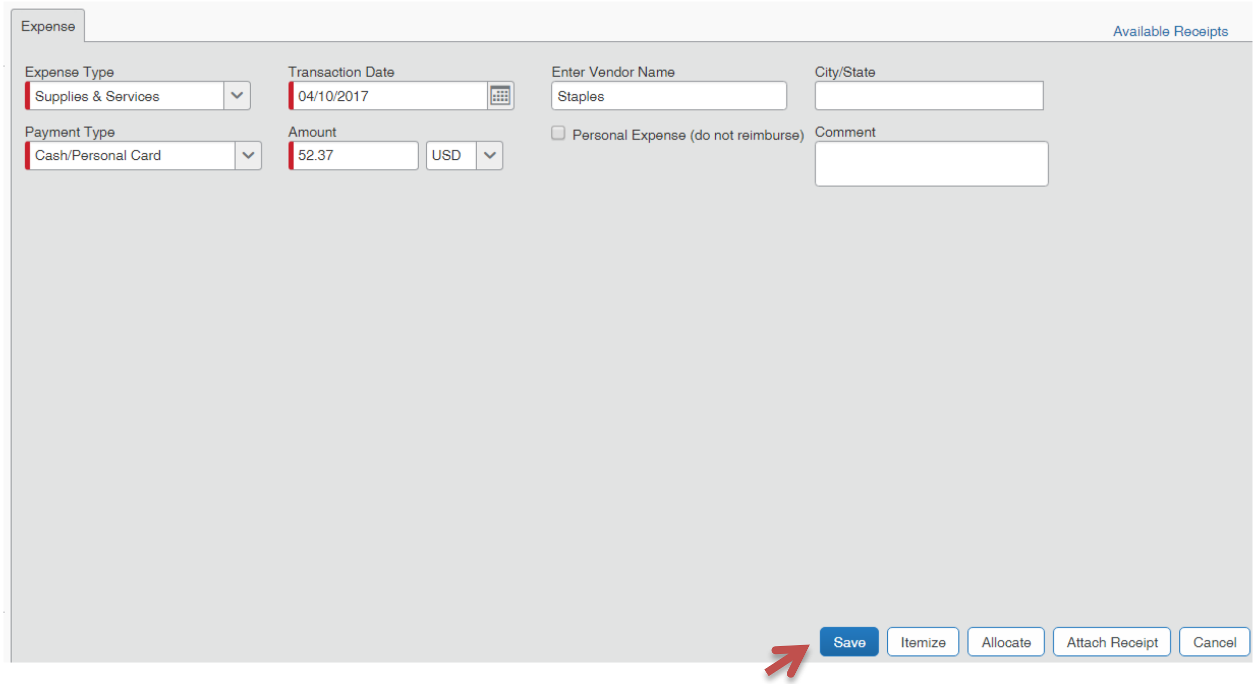
Step 1: Select an expense from the **New Expense** tab.



Step 2:

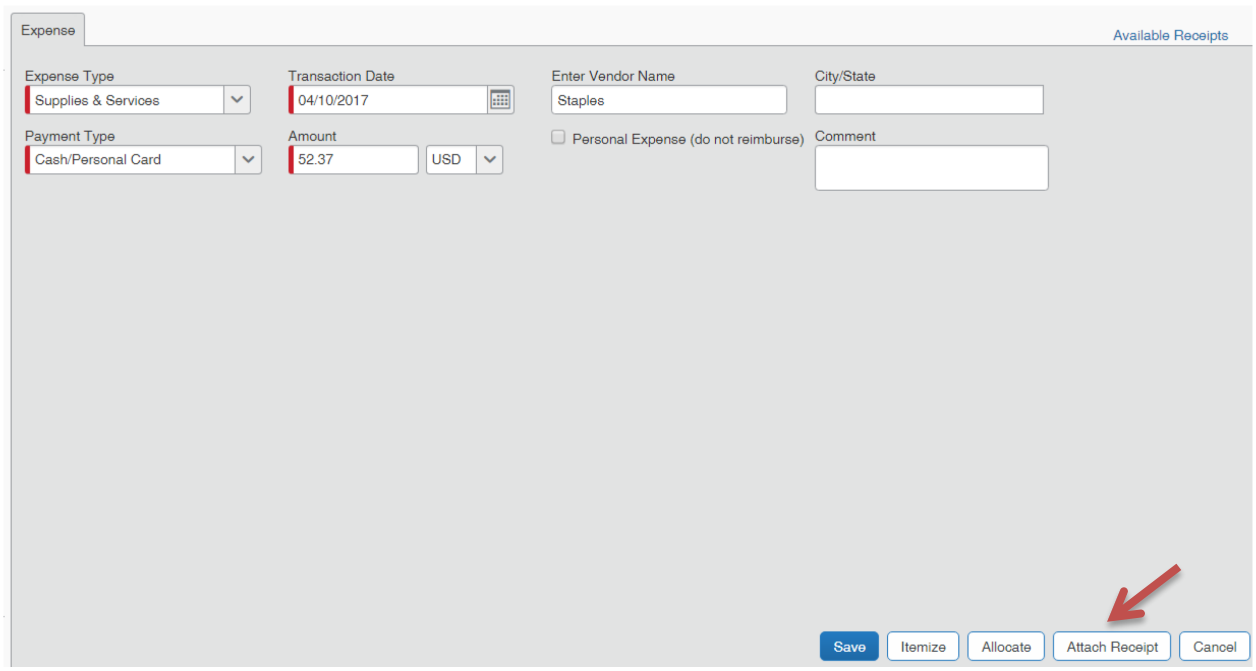
Once you have made a selection then you must complete all the fields marked with a red vertical line, attach the receipt, and allocate your charges if you are using multiple funding sources. For more information on how to enter allocations refer to the Table of Contents.

Then click the **Save** button.


Expense
Available Receipts
Expense Type
Supplies & Services
Transaction Date
04/10/2017
Enter Vendor Name
Staples
City/State
Payment Type
Cash/Personal Card
Amount
52.37
USD
Personal Expense (do not reimburse)
Comment
Save
Itemize
Allocate
Attach Receipt
Cancel

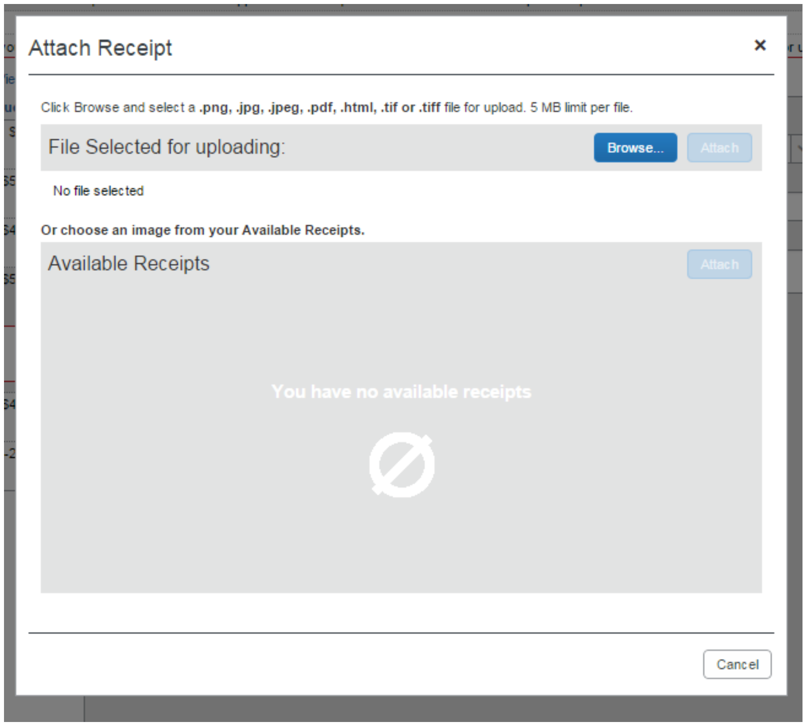
Attaching Receipts to Expense

Step 1: As you complete the **Expense** tab, at the bottom there is the **Attach Receipt** button. Click on the **Attach Receipt** button to load a receipt.



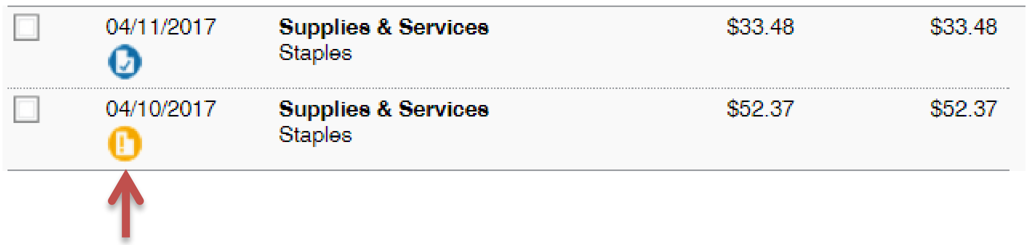
Step 2:

If you loaded your receipts into the receipt store in Concur you will see them in the section labeled **Available Receipts**. If you loaded your receipts into your computer click the **Browse** button.



If you had your receipts in your computer, click **Browse** and locate the file you want to import. Once you have made the selection, you will see the file name on your screen. Then click the **Attach** button.

When you have attached the required receipts you will see that the receipt icon will appear. An attached receipt is blue, a required receipt is yellow.

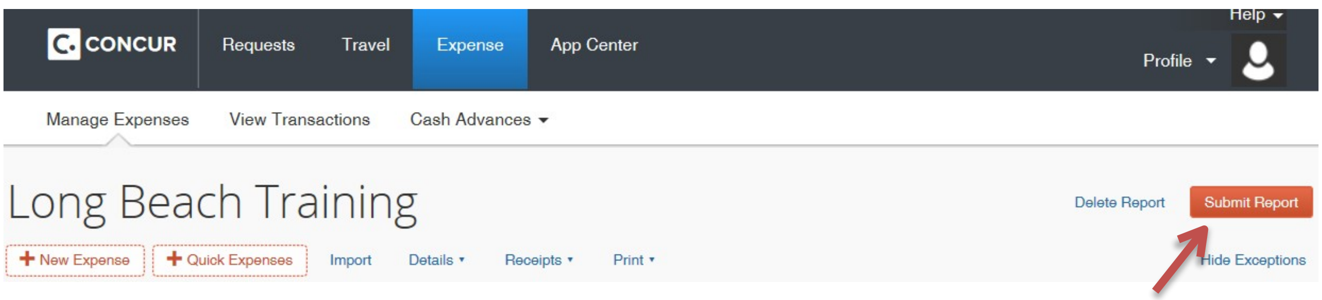


Step 3: Enter your expenses.

Step 4: Keep track of the expenses on the column on the bottom left, verify you are adding all the receipts and review the **Exception** warnings in the center of your screen.

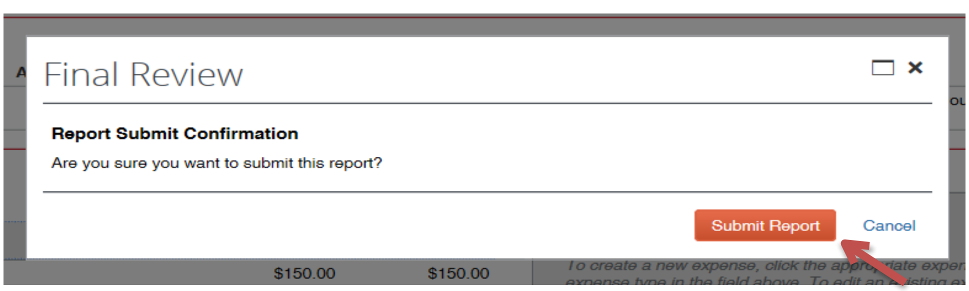
Step 5: You are required to allocate your expense entries for Non-Travel Employee Reimbursements. Refer to page 23 for instructions.

Step 6: Once all expenses have been included select **Submit Report** on the top right.



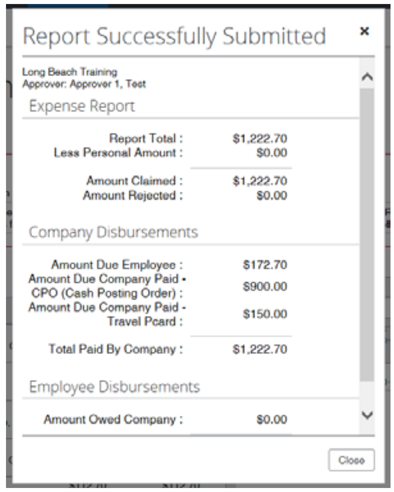
Step 7:

On the **Final Review** notification select **Submit Report** to submit.



Step 8:

Once you select Submit Report you will receive a **Report Successfully Submitted** notification that summarizes your **Expense Report** and **Company Disbursements**.

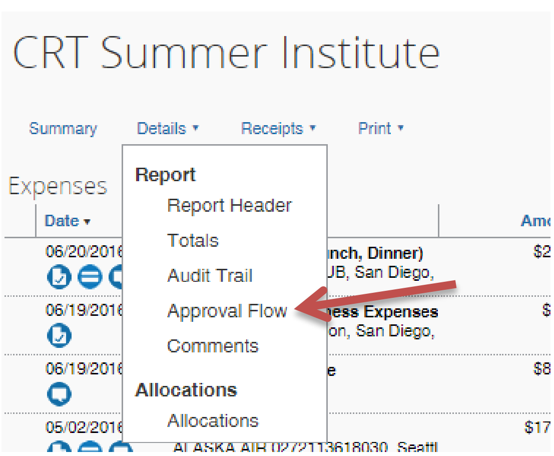


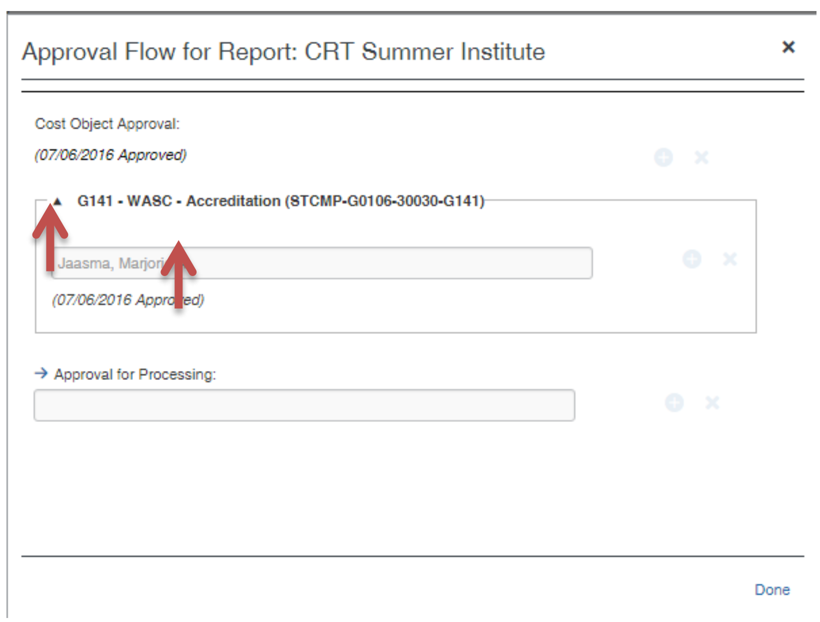
Step 9:

After submission, your approvers will be visible. Please check that your report is being sent to the appropriate approvers. Go back into your report by clicking on the *submitted* report.

Step 10:

In the Details drop down under the report name select Approval Flow. You must expand the cost object line to see the approver.



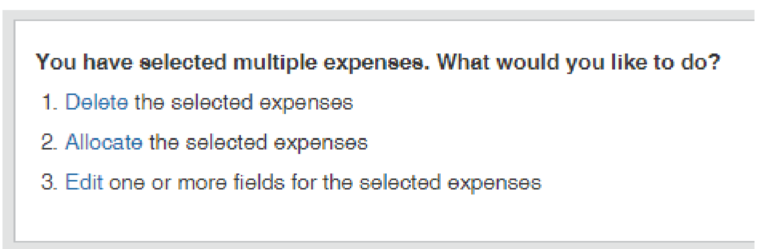


Allocating Expenses

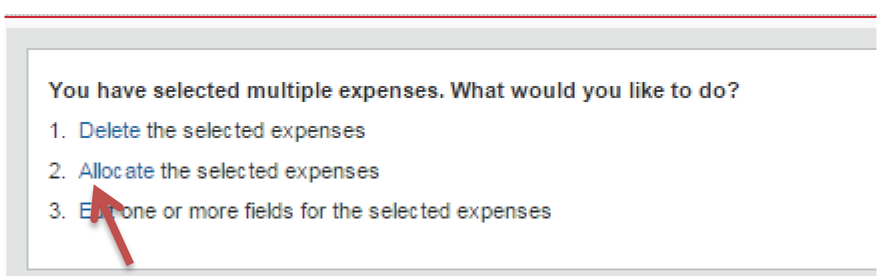
Complete this step after ALL expenses have been entered

Step 1: Select all of the entries by checking the box to the left of the date column.

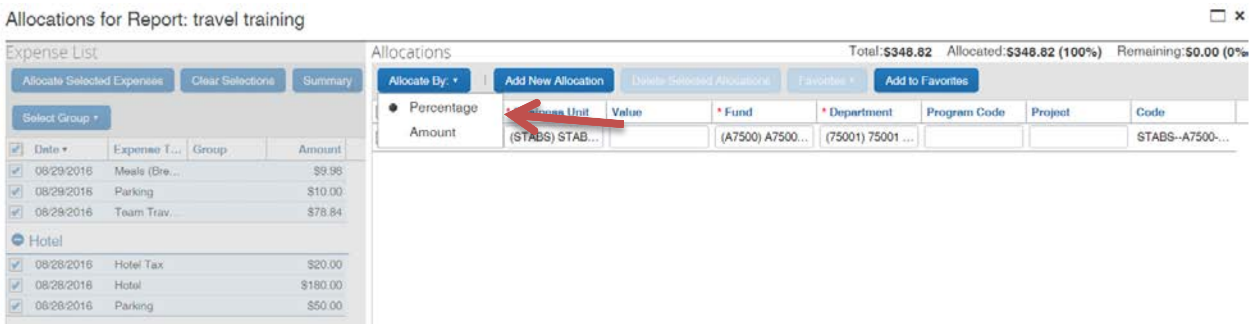
Step 2: On the right side of the screen you will have a message that gives you three options.



Step 3: Select the second option, **Allocate**.



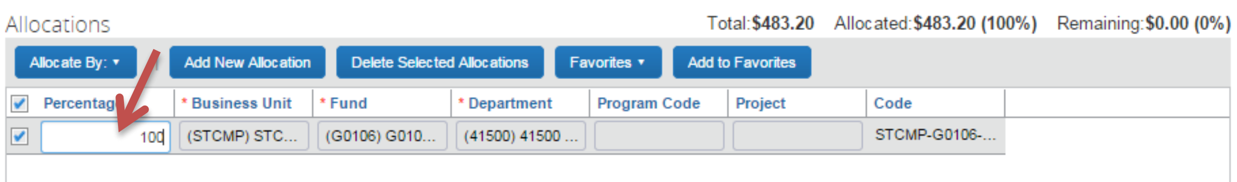
Step 4: Here you will allocate by **percentage** or **amount**.



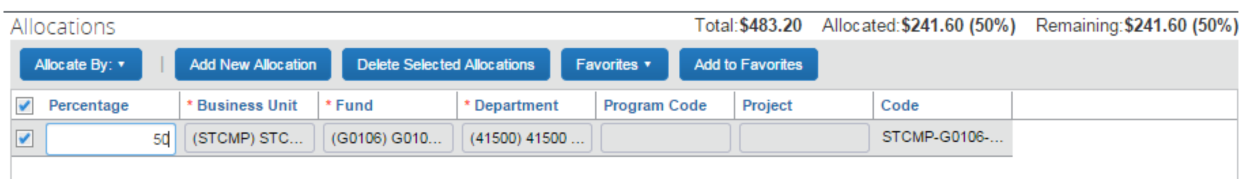
Select how you want to allocate.

Step 5: Based on your previous selection you will change the allocation amount or percentage.

Change the amount or percentage to whatever amount you have decided by clicking the amount or percentage number.

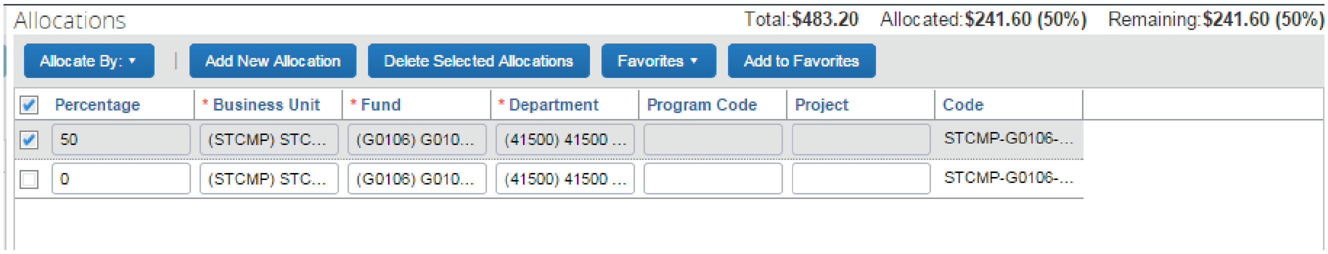


Step 6: Enter the amount or percentage.



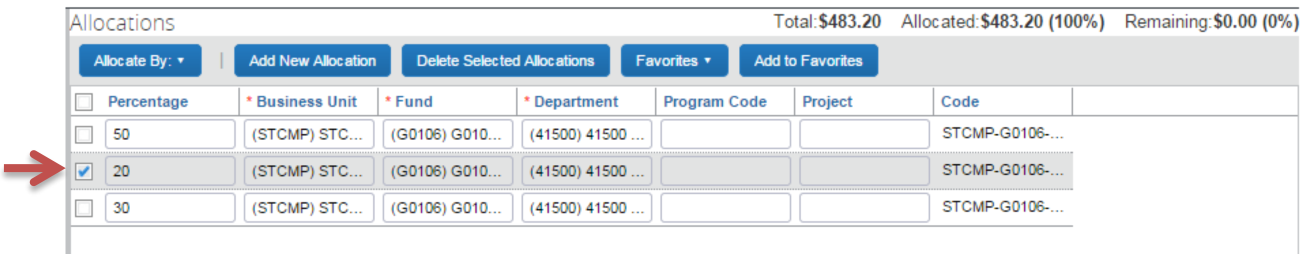
Step 7: Click **Enter** on your keyboard or select Add New Allocation.

Step 8: A second allocation line will now appear. You can enter as many allocation lines as you need.

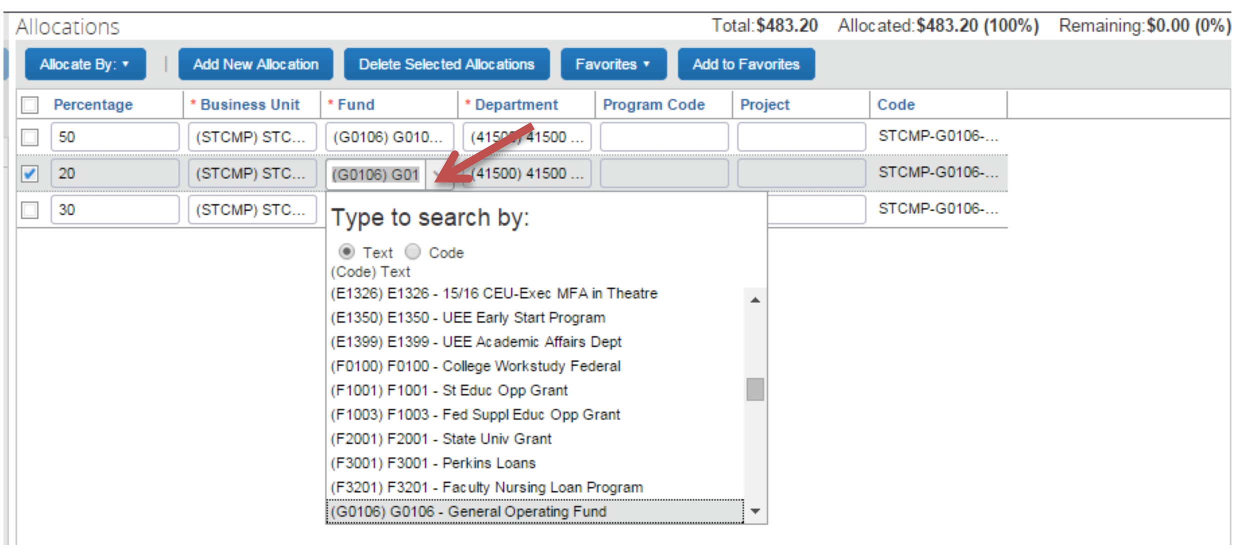


For each of these allocation lines you must assign it an amount or a percentage based on your selections which you set in Step 4.

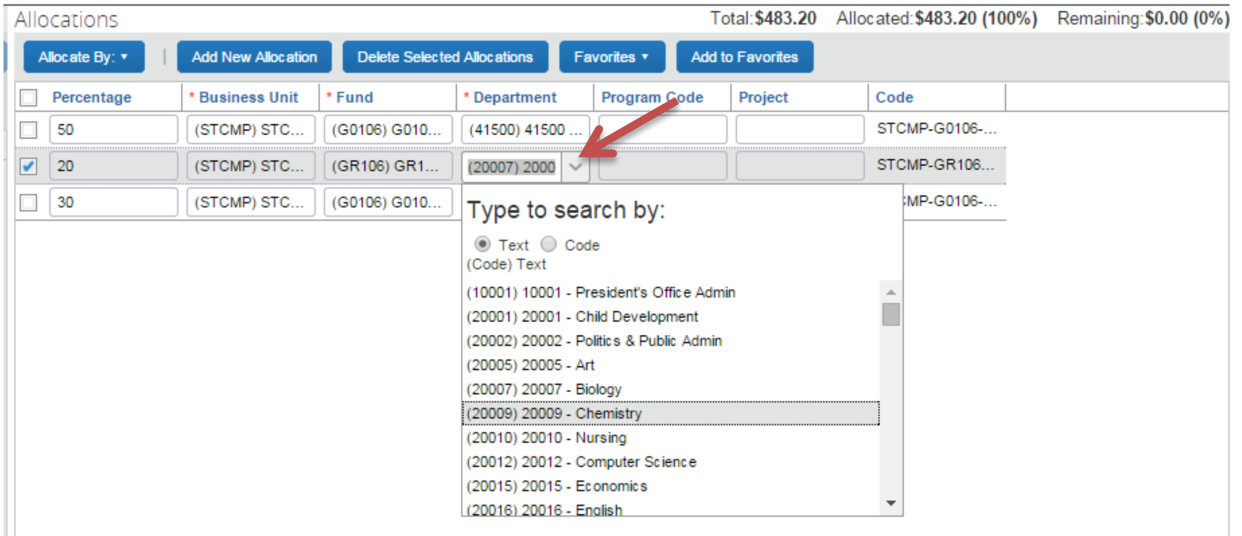
Step 9: To change the chartstring on each allocation line, click on the box next to the allocation line you wish to change.



Step 10: Click on the **Fund** and make your selection from the drop down or you can type in the fund and click on it once it appears.



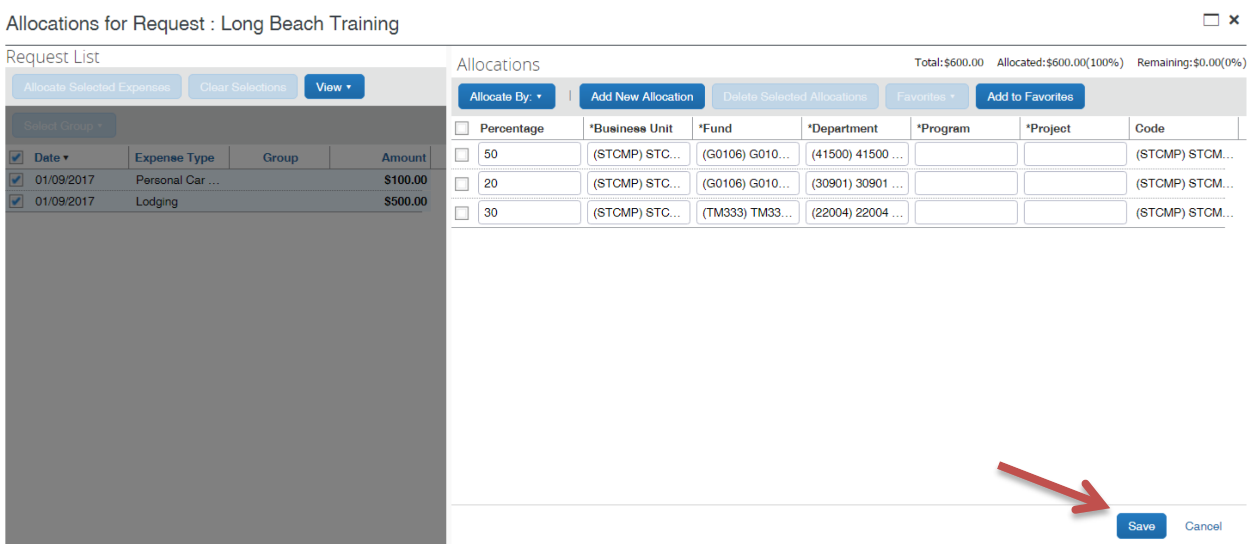
Step 11: Click on the **Department** and make your selection from the drop down or you can type in the department and click on it once it appears.



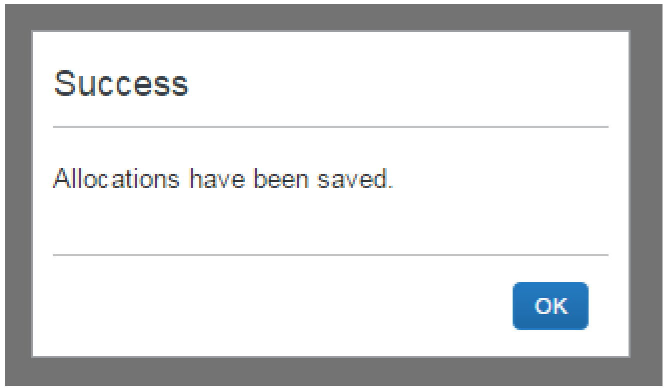
Step 12: Click on **Program Code** and **Project** if applicable. Continue these steps until all your allocation lines have been allocated to the various chartstrings.

Note: When entering a project code, you must enter N/A in the Program field to unlock the Project field option.

Step 13: Once all your allocations have been completed click the Save button.

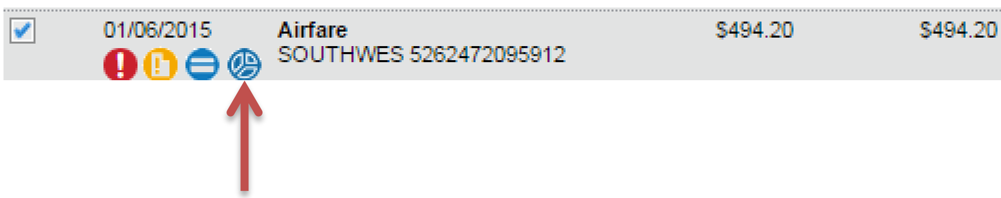


Step 14: You will receive a pop-up that will notify you of errors or to confirm that your allocations were saved.



Step 15: If you received an error, please make the changes in the allocations. If your changes were successfully saved click the **Done** button.

You will see a little icon next to allocated charges, see example below:



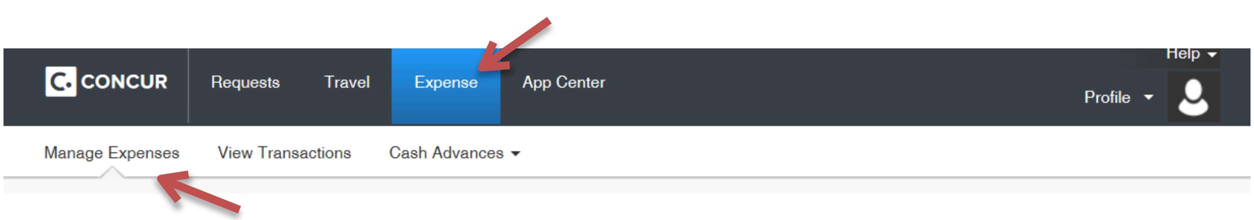
Check the Status of an Expense Report

Active Reports:

These are reports that are pending processing, pending approval or pending reimbursement. You are currently working on these or they are currently being forwarded for approvals or payment.

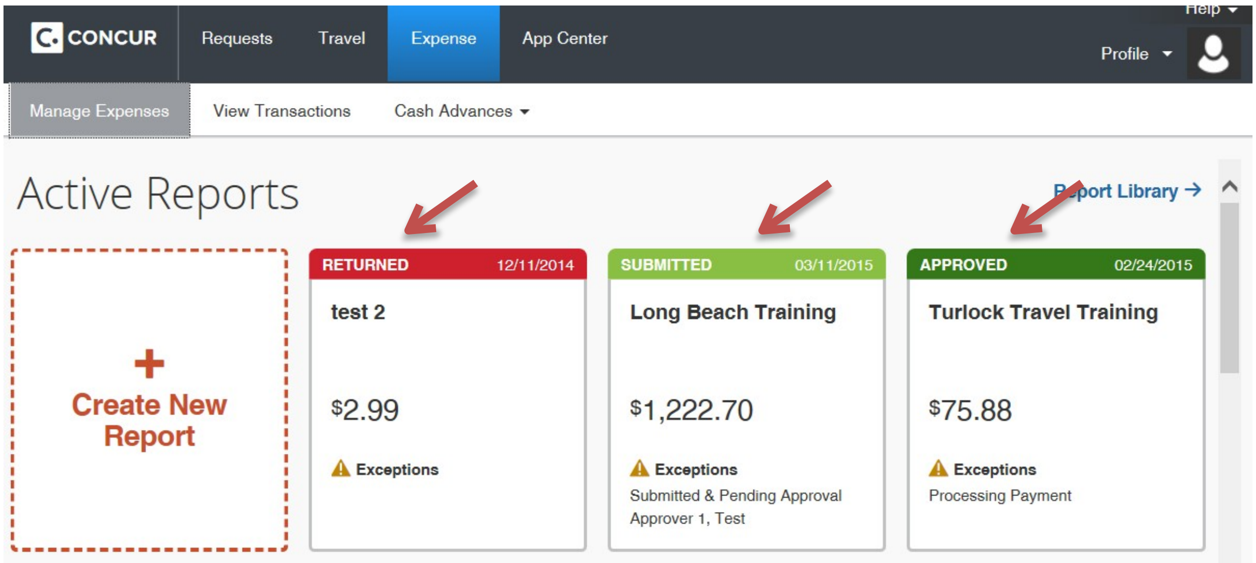
Step 1:

In the **Expense** section of Concur, click the tab **Manage Expenses.**



Step 2:

Review the status of the Expense Reports in the **Active Reports** section.

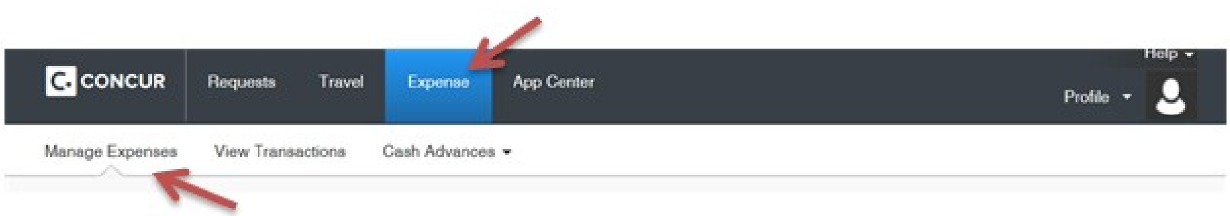


Report Library:

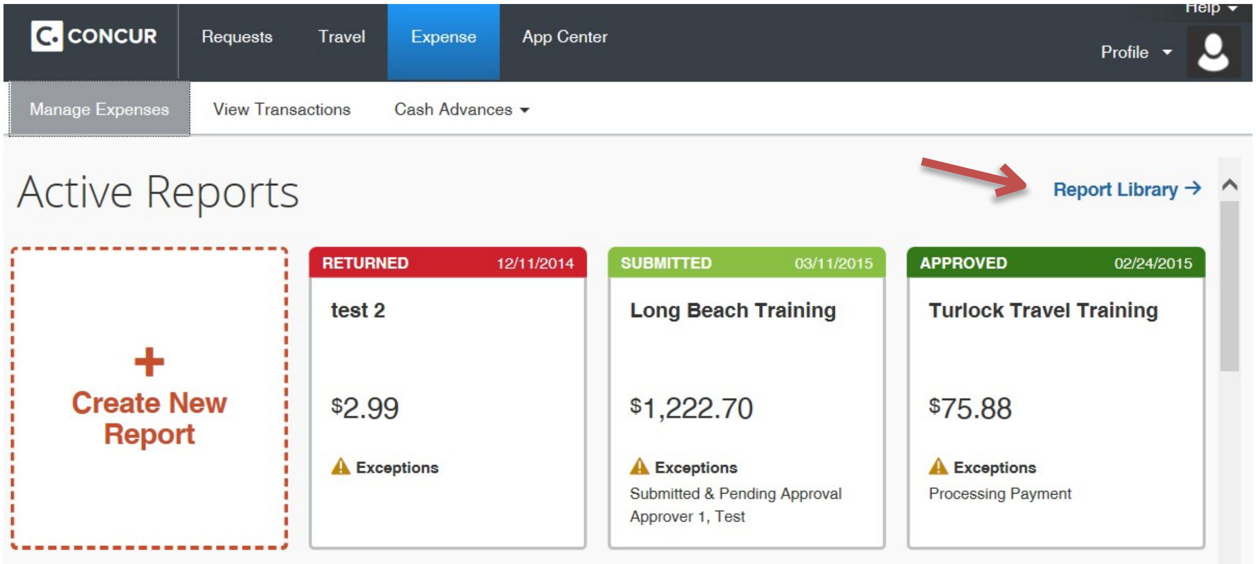
Expense reports that have already been processed for payment by Accounts Payable will no longer appear in the Active Reports section of Concur. You will find all of the Expense reports you have submitted in your Report Library. These expense reports are available to you to view at any time. This eliminates the need to keep scanned paper copies of Travel Claims submitted for reimbursement.

Below are instructions on how to access your Report Library.

Step 1: In the **Expense** section of Concur, click the tab **Manage Expenses.**

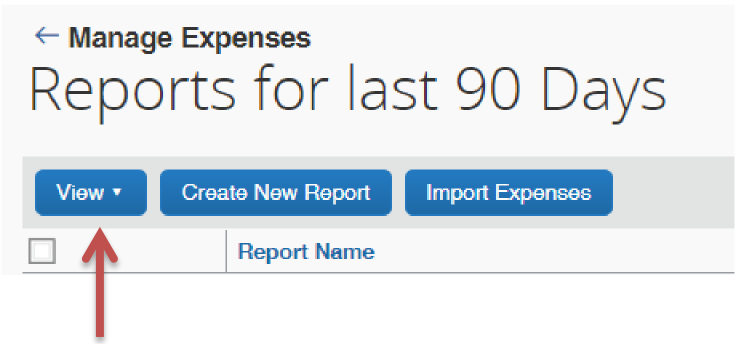


Step 2: Click on **Report Library->.**


CONCUR
Requests
Travel
Expense
App Center
Help
Profile
Manage Expenses
View Transactions
Cash Advances
Active Reports
Report Library
Create New Report
RETURNED 12/11/2014
test 2
$2.99
Exceptions
SUBMITTED 03/11/2015
Long Beach Training
$1,222.70
Exceptions
Submitted & Pending Approval
Approver 1, Test
APPROVED 02/24/2015
Turlock Travel Training
$75.88
Exceptions
Processing Payment

Step 3:

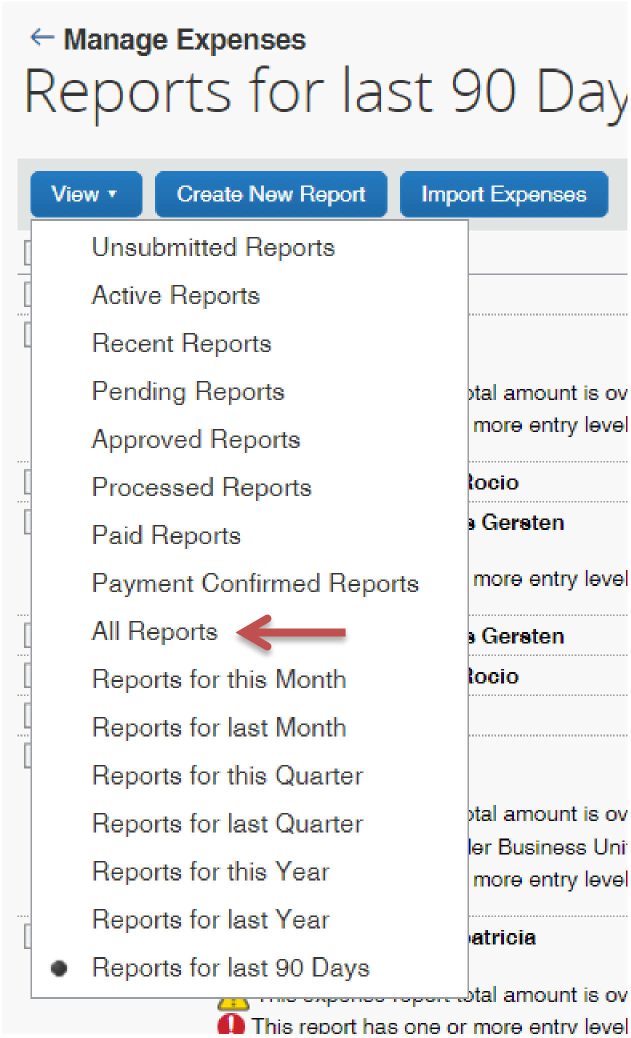
Once you are re-directed to the screen labeled **Reports for las 90 Days**, click on the **View** button.



Step 4:

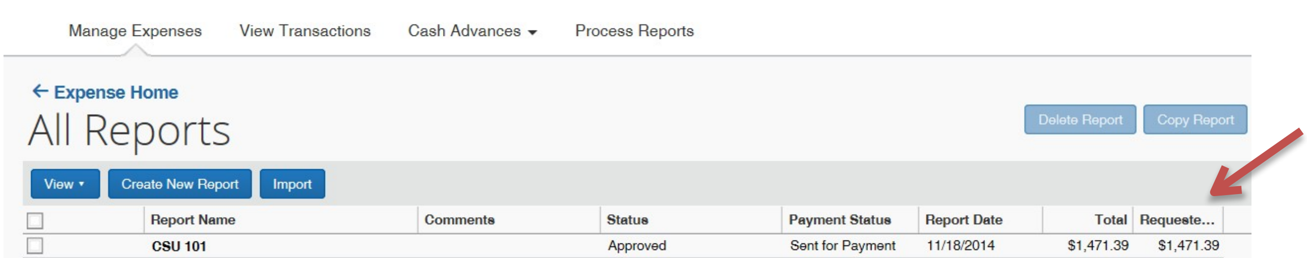
From the drop down options select **All Reports**.

Or you can view any other Expense Report you want to see e.g. Paid Reports.



Step 5:

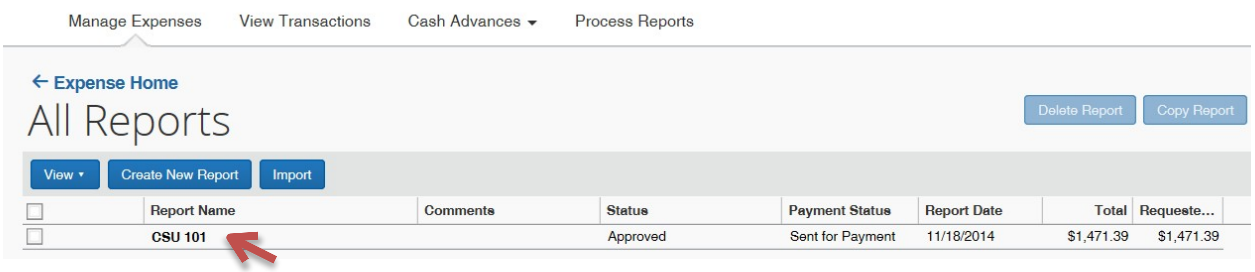
Once you have been re-directed to the **All Reports** screen you will be able to view the **Report Name, Status, Payment Status, Report Date, Total,** and **Requested Amount**.



Step 6:

Once you have identified the Expense report you wish to review click on the

Report Name.



Step 7:

Clicking on the **Report Name** will re-direct you to the expense report summary page where you can view all the expenses as well as the receipts.

Acting as a Delegate

What is this?

A delegate is an individual authorized to process expense reports or requests on behalf of another Concur user.

Why is this important?

Adding a Request & Expense Delegate will authorize that delegate to prepare expense reports or travel requests on your behalf.

Travel Custodian or Delegate Responsibility:

Each University Department assigns at least one person (can be more than one) to be the travel custodian for the department, and each Grant Principal Investigator (PI) assigns a custodian for their grant travel documents.

The travel custodian is responsible for:

Reading, understanding, and conforming to the CSU Stanislaus Travel Policy and Travel Procedures.

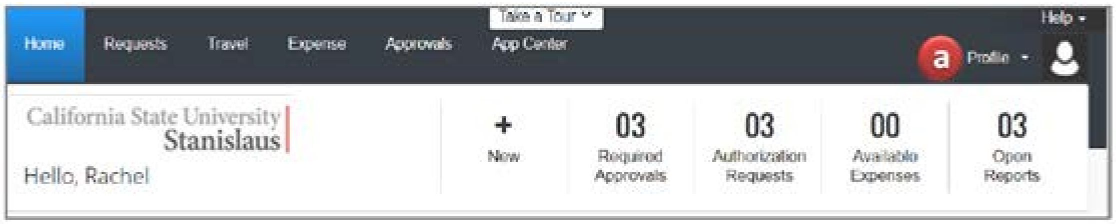
Preparing Travel Expense and submitting within 60 days after the date of travel.

Be the departmental liaison with the Travel Office regarding all travel matters.

Reporting on Another User's Behalf

Step 1:

To administer for another Concur user, click the **Profile** link in the upper right corner of your Concur screen. The **Administer for another user…** dropdown will appear allowing you to select from a list of users who have assigned you as an expense delegate. Select the desired user from the list.



Step 2:

You will now see the name of the user you are administering for at the top of the page.

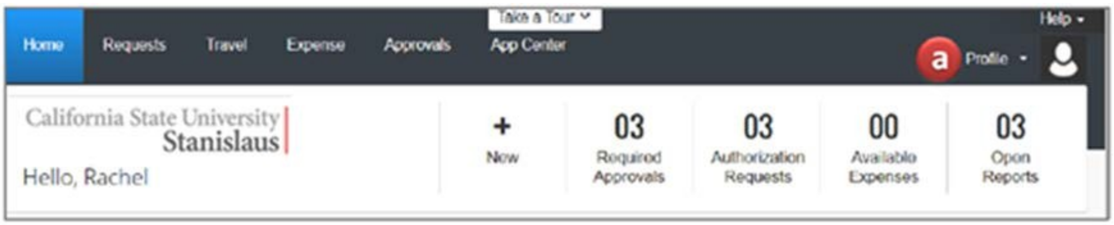
Step 3:

Follow the instructions listed in the Travel Expense section of this Handbook.

Booking Travel on Another User's Behalf

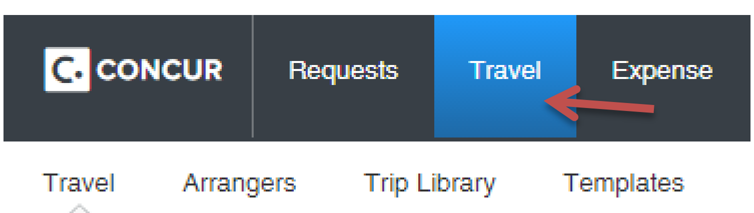
Step 1:

To administer for another Concur user, click the **Profile** link in the upper right corner of your Concur screen. The **Administer for another user…** dropdown will appear allowing you to select from a list of users who have assigned you as an expense delegate. Select the desired user from the list.



Step 2:

You will now see the name of the user you are administering for at the top of the page. Using the Online Booking Tool, complete the **Travel Reservation** by clicking on the Travel tab at the top of the page and following instructions on page 20.



Contact Information

CSU Stanislaus Travel Webpage:

https://www.csustan.edu/travel

Regan Linderman, Controller

(209) 667-3145

rlinderman@csustan.edu

Shondra Kaufman, Travel Coordinator

(209) 667-3654

skaufman@csustan.edu

Rosemary Feldman, Analyst/Programmer

(209) 667-3718

rfeldman@csustan.edu

OIT Help Desk (209) 667-3687