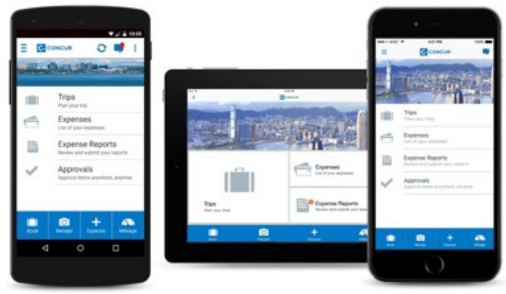
Concur Overview



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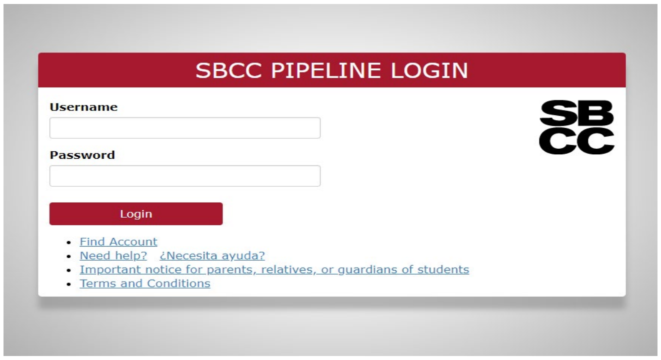
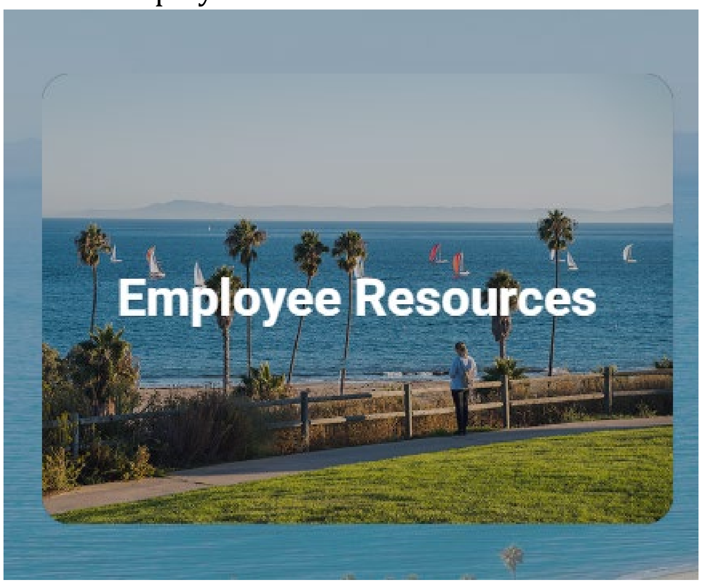
SECTION 1: LOGGING IN TO CONCUR

1.1 Login to Concur via Desktop

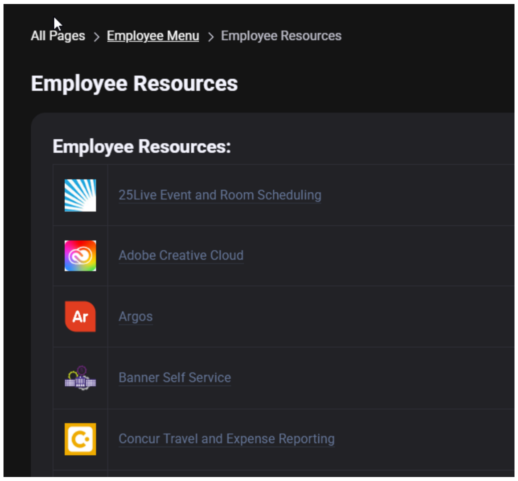
1. Go to: https://my.sbcc.edu/dashboard in the browser of your choice.
2. Log into your Pipeline Account.



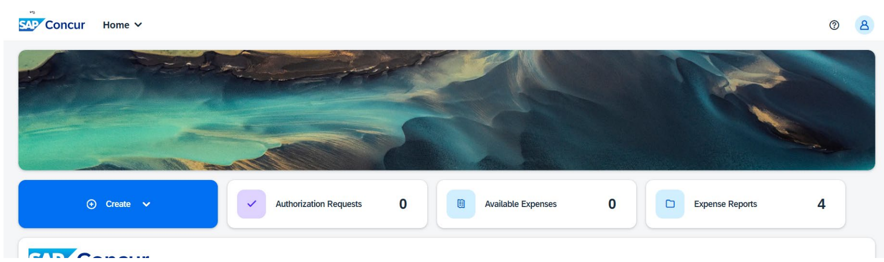
3. Choose Employee Resources.



4. Choose **Resources** and the following screen will open. Click **Concur Travel and Expense Reporting** to open up the app.



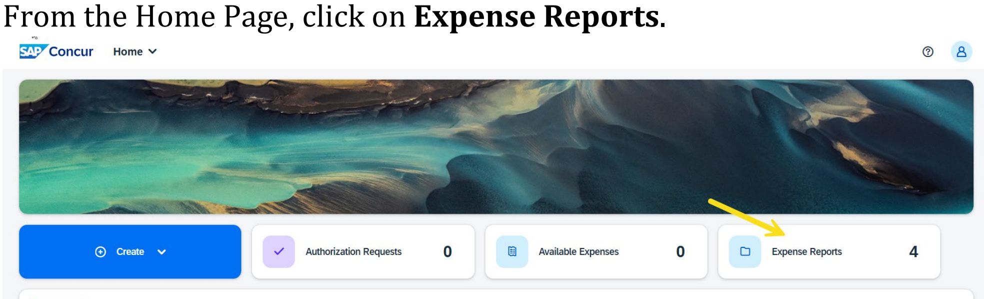
5. Once you are in the app, the screen will look like this:



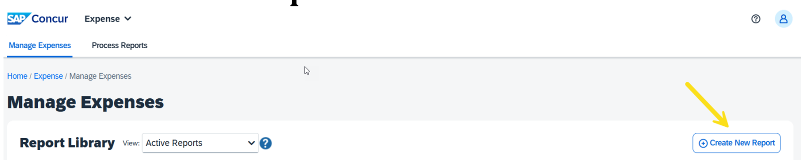
SECTION 2: DISTRICT CREDIT CARDS and REIMBURSEMENTS

2.1 Creating the Expense Report

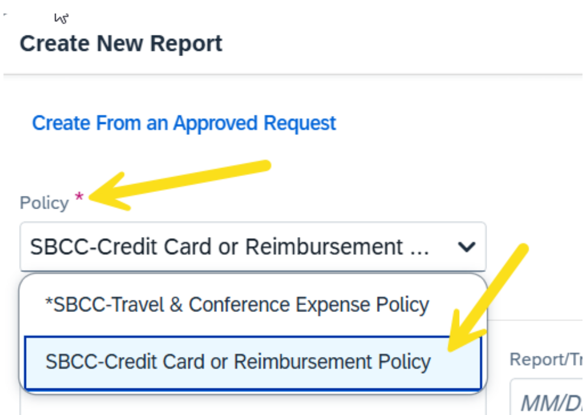
1. From the Home Page, click on **Expense Reports**.



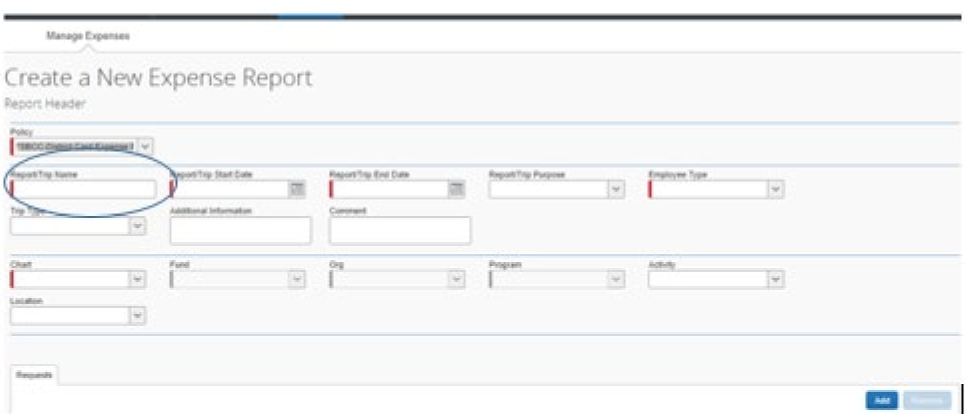
2. Click **Create New Report**.



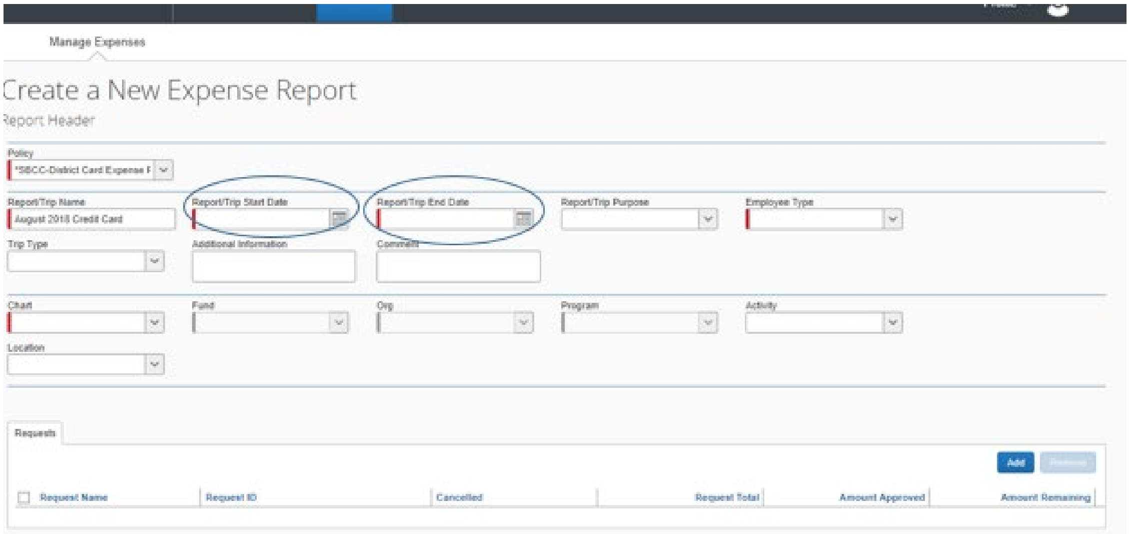
3. Click on the **Policy** dropdown menu and then if you are working on a Credit Card or Reimbursement report click on **SBCC-Credit Card or Reimbursement Policy**. If you are working on a Travel and Conference report for **your own travel only** it will default to the correct policy.



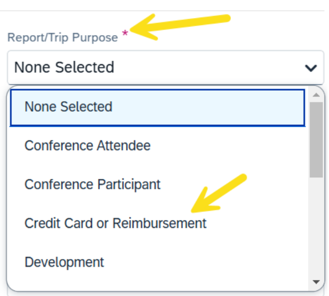
4. Give your report a unique name, for example, *August 2018 Credit Card*.



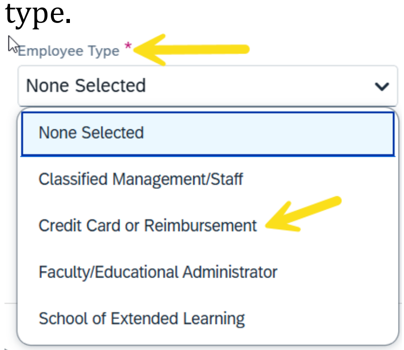
5. Fill in **Report/Trip Start Date** and **Report/Trip End Date.** (This should be the first and last days of the month, for example, 08/01/18 and 08/31/18).



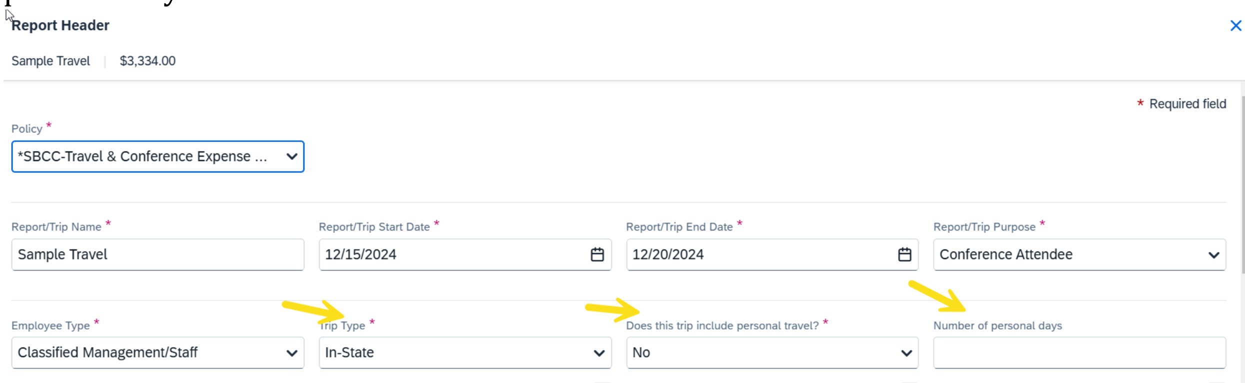
6. On the same screen, click on the **Employee Type** dropdown menu. If you are working on a credit card or reimbursement report, choose **Credit Card or Reimbursement**. If you are working on a Travel report, click on the appropriate reason.



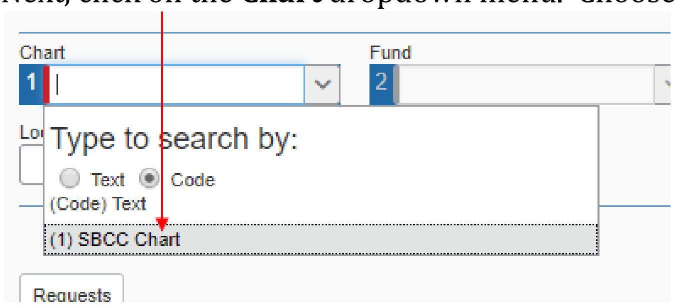
7. On the same screen, click on the **Employee Type** dropdown menu. If you are working on a credit card or reimbursement report, choose **Credit Card or Reimbursement**. If you are working on a travel report then click your employee type.



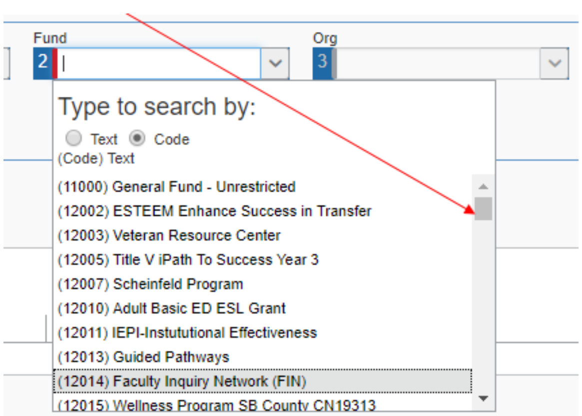
8. **For travel reports only** Select your **Trip Type** and then answer **Does this trip includes personal travel?** If it includes personal travel state the number of personal days included.



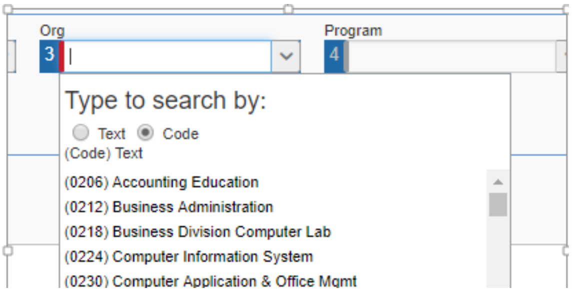
9. Next, click on the **Chart** dropdown menu. Choose **(1) SBCC Chart**.

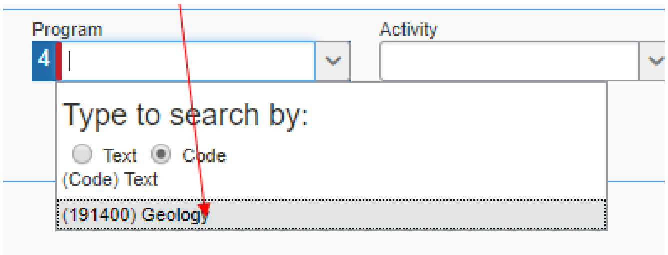


10. Click on the **Fund** dropdown menu. Scroll and pick the appropriate Fund code.

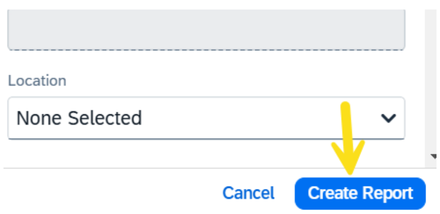


11. Do the same with the **Org** and **Program**. This will create the ***Header*** for the expense report.
*NOTE: **Activity** and **Location** are only used in certain situations. If you need one or both, choose your Activity and/or Location the same way you choose your Fund, Org, and Program.*

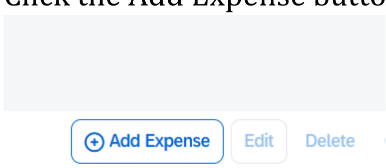




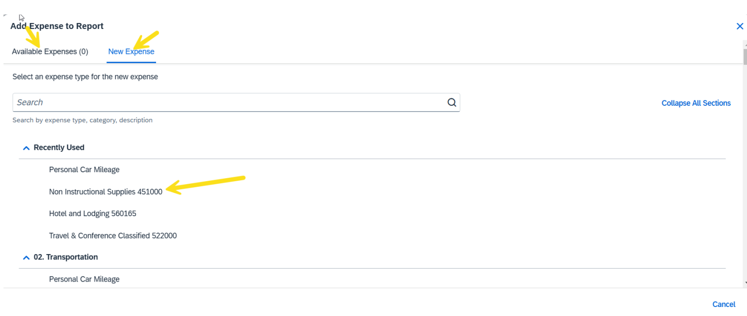
12. When done, click **CREATE REPORT**.

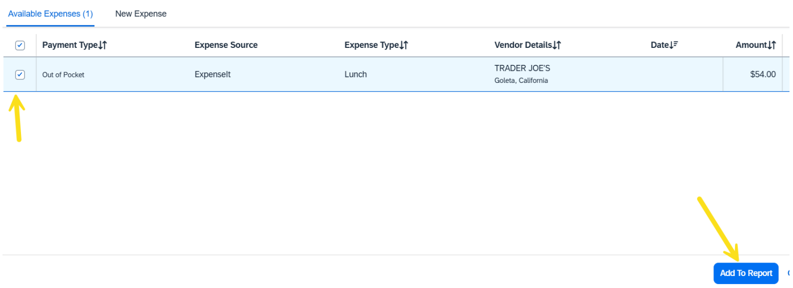


13. Click the Add Expense button

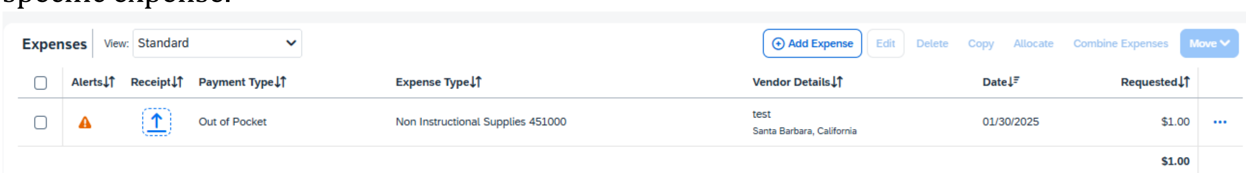


14. The **Add expense to Report** screen will appear. Click on **Available Expenses** to add your credit card charges or **New Expense** to add items you paid for out of pocket. For a **New Expense** click on the category, also called the Expense Type. (Credit card charges will do this later.) For a credit card charge, click the box by the charge or charges you want to add and click **Add to Report**



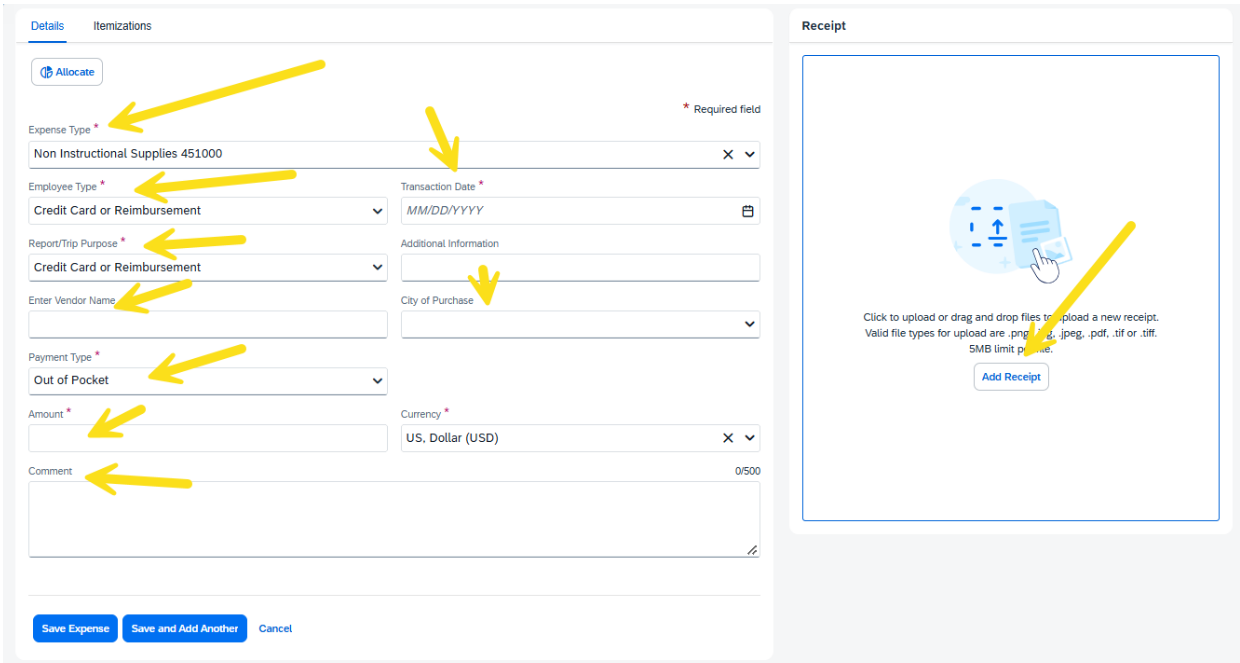


15. Your screen will change and you will now be able to review and categorize each specific expense.



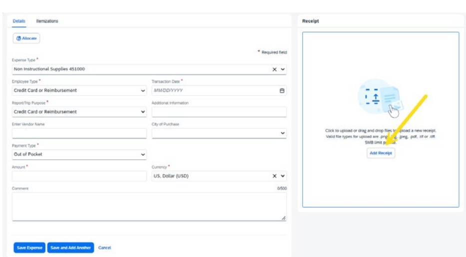
16. Click on the first expense on the left side. Next, click on the **Expense Type** dropdown list if this is a credit card charge, it will already be populated if it is out of pocket. Check that both your **Employee Type and Report/Trip Purpose** are Credit Card or Reimbursement. Add your **Transaction Date** if it does not populate. Add your **Vendor Name** if it does not populate. Add the **City of Purchase** if it does not populate. Check to make sure your **Payment Type** is correct. Add your **Amount** if it does not populate. Add any **Comments** that are needed to explain the purchase you made.

NOTE FOR TRAVEL REPORTS: The expense type hotel will require you to do an itemization. Please review the Itemization section for this.



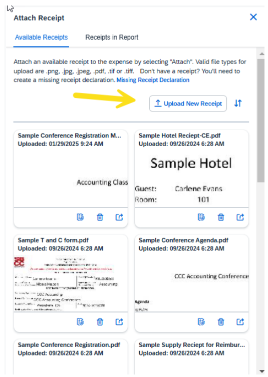
2.2 Attaching the Receipts

1. Then click on **Attach Receipt**.

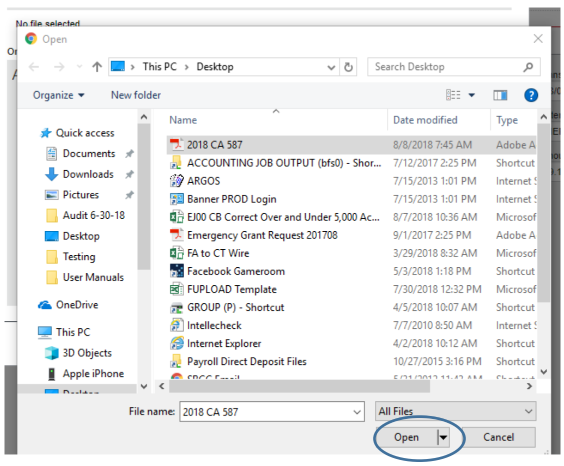


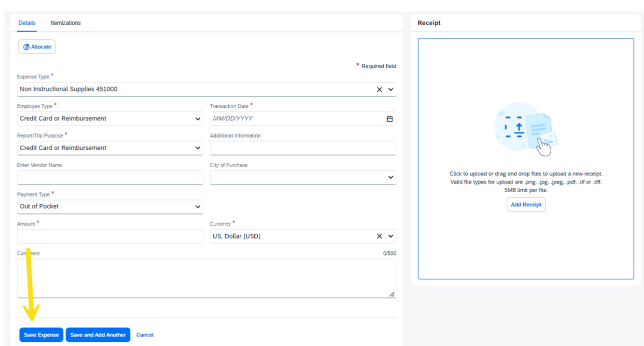
2. The box pictured below will pop up. Click on **Upload New Receipt** to upload and attach a receipt from your computer/device.

***NOTE**: If you have already saved the receipt in the Concur app without assigning to an expense, you can **Attach** the receipt from the Available Receipts area.*

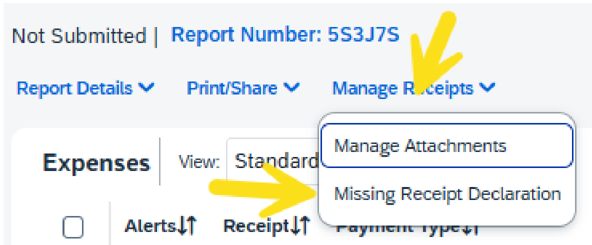


3. Locate your receipt on your computer (if you are using a Mac your screen will look different). Click on **Open** to upload the receipt. This will attach the receipt to the line item in your report. Then click **Save Expense**.

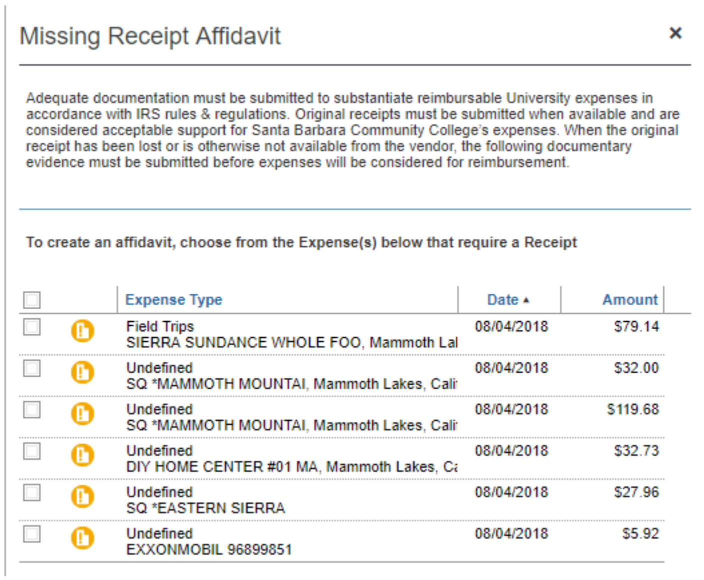




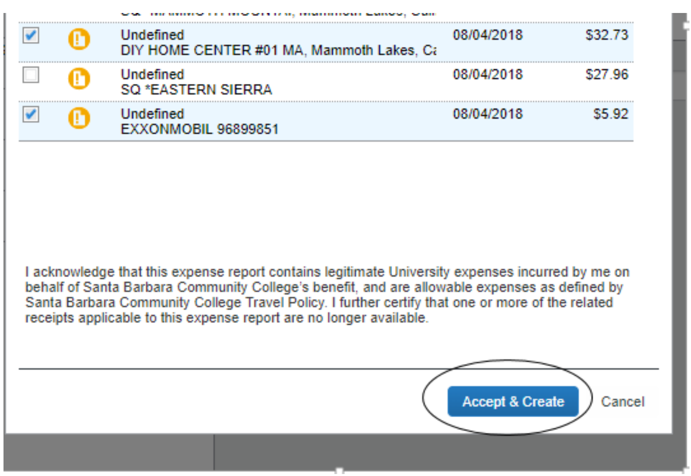
4. If you did not receive a receipt or it has been lost, you will need to create a **Missing Receipt Affidavit** by clicking on **Manage Receipts** and then **Missing Receipt Declaration.**



5. When creating a Missing Receipt Affidavit, you will need to choose the expenses you are missing a receipt for.



6. Once you have chosen the appropriate expenses for the Missing Receipt Affidavit, read the statements and click **Accept & Create**.

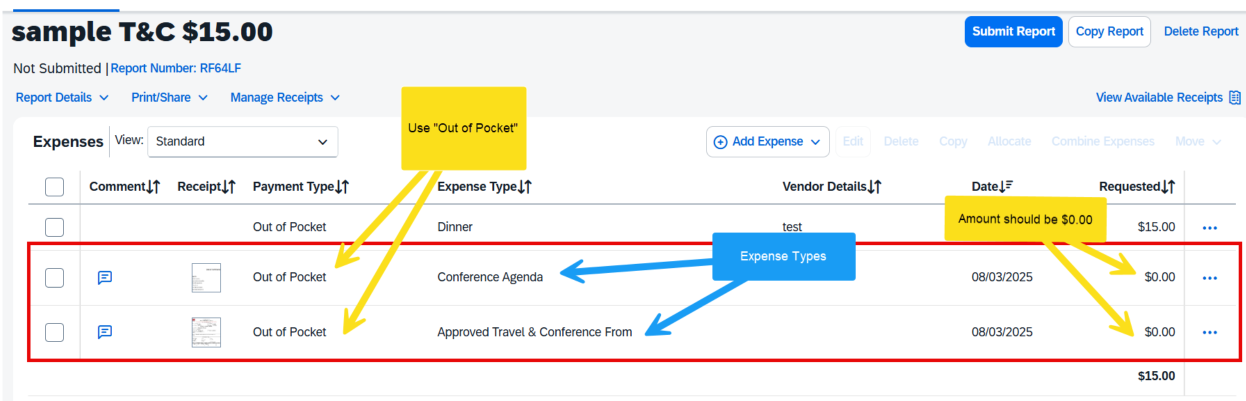


7. When you have attached a receipt, the receipt icon will turn blue and the Receipt Image tab will appear. You can see your receipt by hovering over the icon or clicking on the tab.

8. Click on the next expense and repeat the steps you used for the first expense until you have completed the information for all the expenses.
9. FOR TRAVEL REPORTS ONLY: Add the following Expense Types using the Payment Type “Out of Pocket” and Amount $0.00:

   Approved Travel and Conference Form
   Conference Agenda

   Use your Approved Travel and Conference Form and your conference agenda as the receipt for each corresponding Expense Type

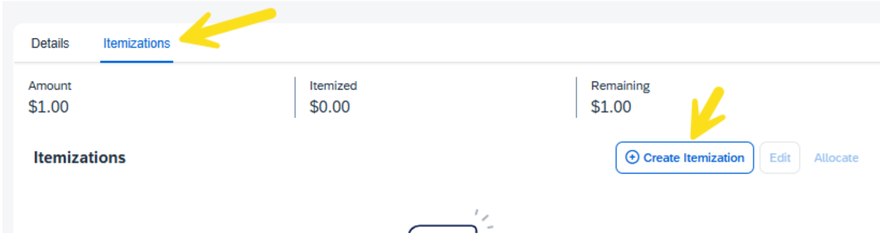


2.3 Itemizing Expenses to Different Expense Codes of Same Fund/Org/Program

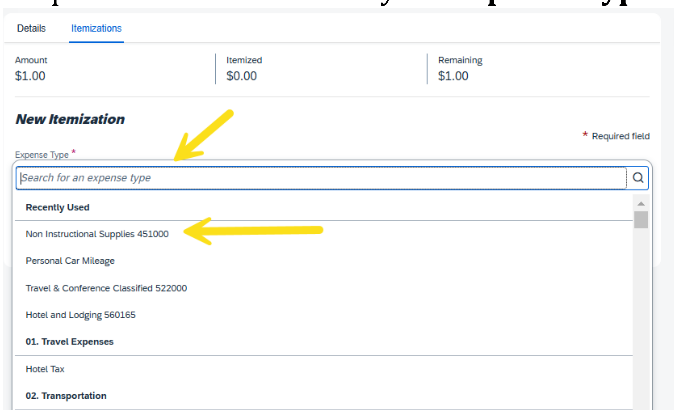
Concur gives you the ability to itemize (split) expenses (e.g. adding a tip amount that was paid via cash) via the **Itemize** feature. Please note Itemization of Hotel is different, if you need to do this please go to step 5.

Expenses can only be itemized if they are in the same Fund/Org/Program (please see Section 2.4 Allocating Expenses if you need expenses to be split into different Funds, Orgs, or Programs). The steps below are for itemizing expenses.

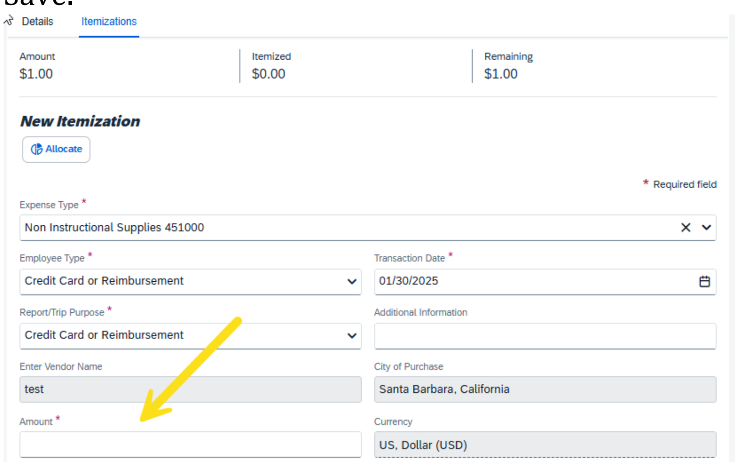
1. Open the expense. Then click on **Itemizations**. And then click on **Create Itemization**



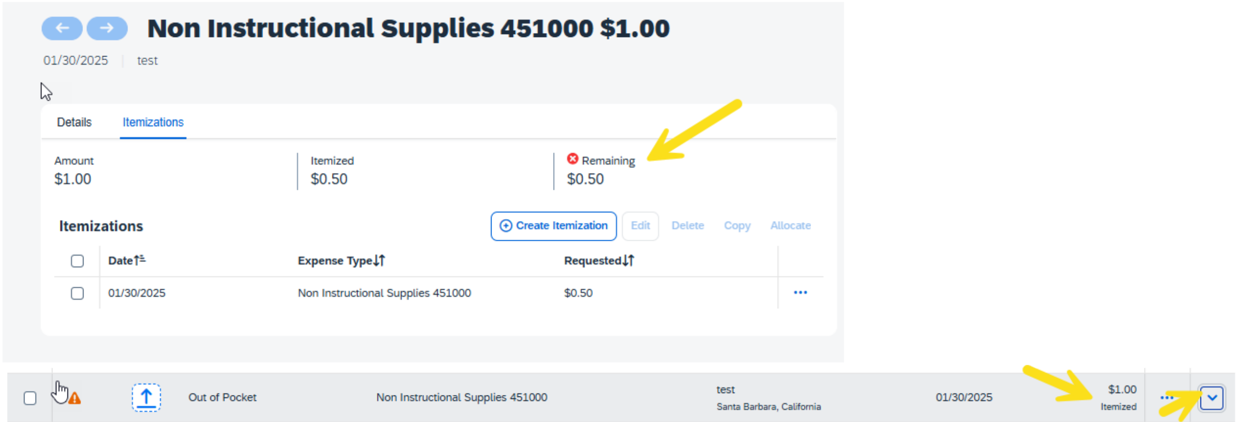
2. This will take you to a new screen (see below). Click on the **Expense Type** dropdown list. And choose your **Expense Type**.



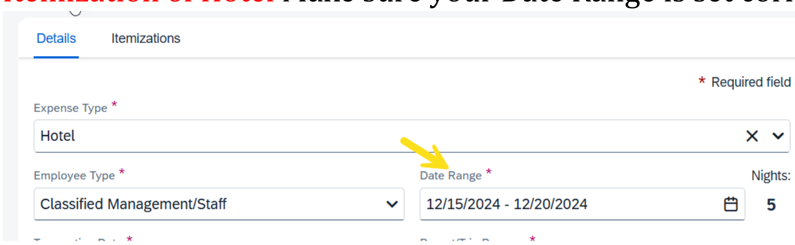
3. Fill in the amount for the first expense type (you will have at least two) and click Save.



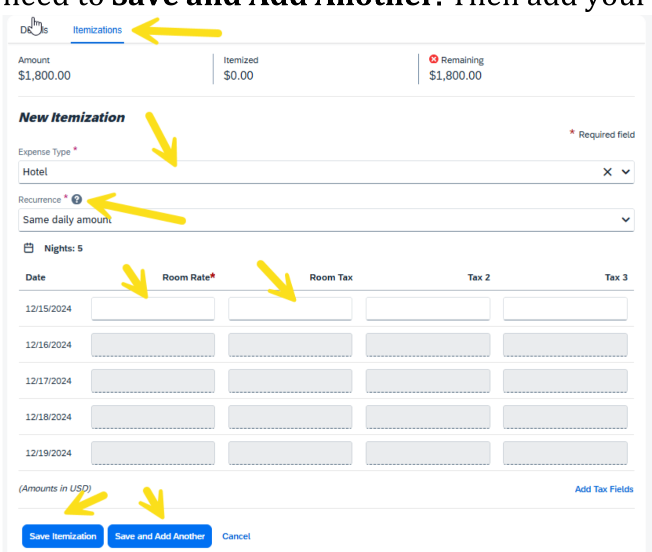
4. Repeat until all the expense types are done and the subtotal adds up to the whole expense amount. If there is any amount in Remaining then you are not done or your amounts need correcting. Then click **Save**. Your screen will now include the itemized amounts and update totals accordingly.



5. Itemization of Hotel Make sure your Date Range is set correctly.



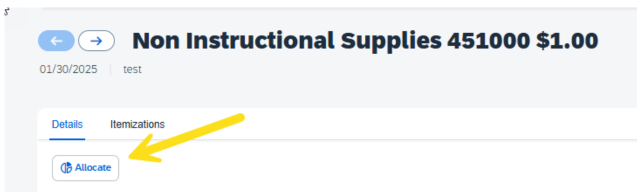
Click **Itemizations**. Then click on Expense Type **Hotel.** Then select your **Recurrence** Same daily amount or Different daily amount. If it is the same just fill in the first line of rates and taxes. If you only have room charges on your hotel bill, click **Save Itemizations.** If you have parking or meals on your hotel bill you will need to **Save and Add Another**. Then add your additional items.



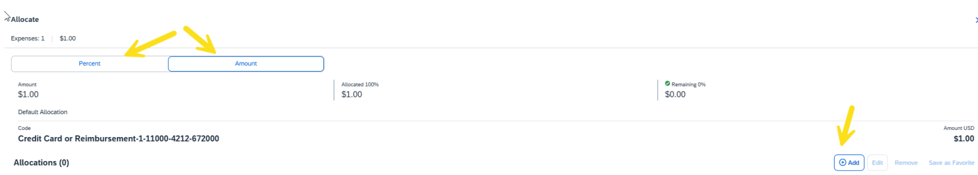
2.4 Allocating Expenses to Different Funds, Orgs, Programs, and/or Activities

If you need to split expenses between two different funds, organizations, or programs, you will need to allocate expenses using the **Allocate** feature. The steps below will help guide you through the process:

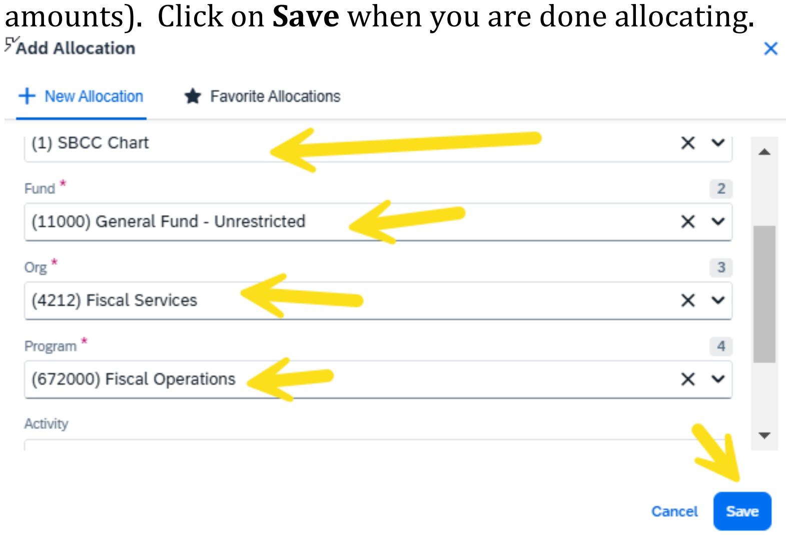
1. First open the expense. Then click on **Allocate**.



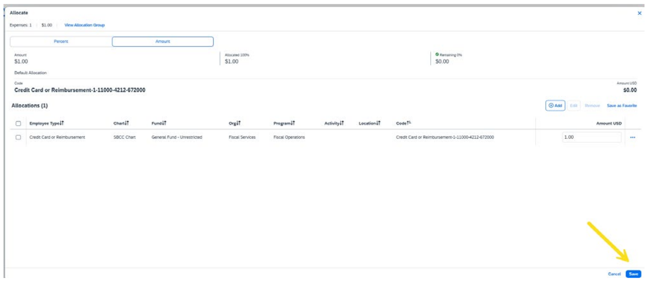
2. The Allocation screen will open up. Click on either **Percent** or **Amount** and then click **Add**



3. Complete each separate line for each Chart/Fund/Org/Program combination where your expense needs to go (new lines will be created accordingly as you allocate the amounts). Click on **Save** when you are done allocating.

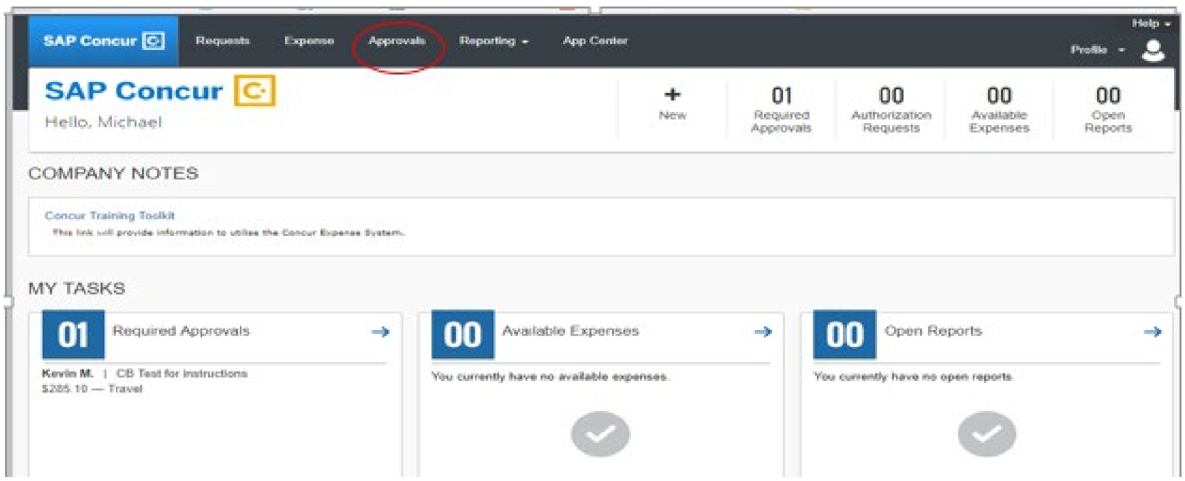


6. This will close the popup screen. When you are done allocating, click **Save**.

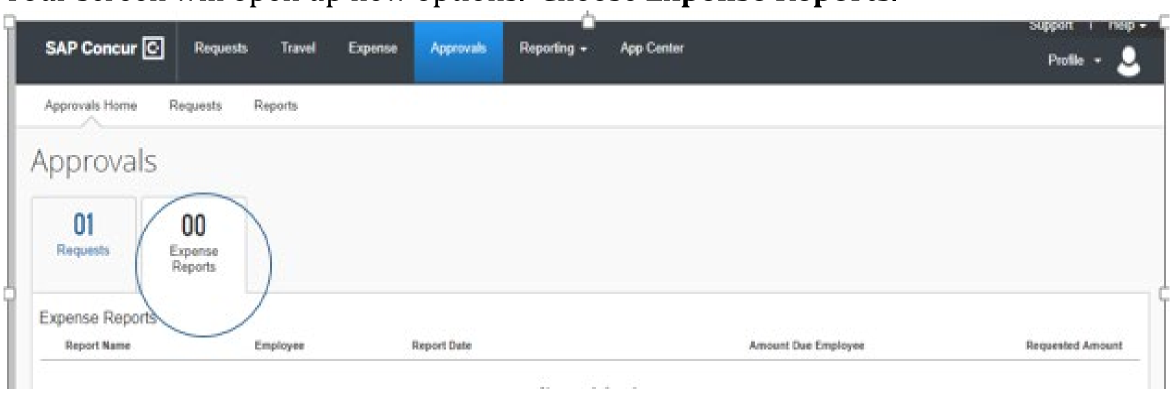


2.5 Approving an Expense Report

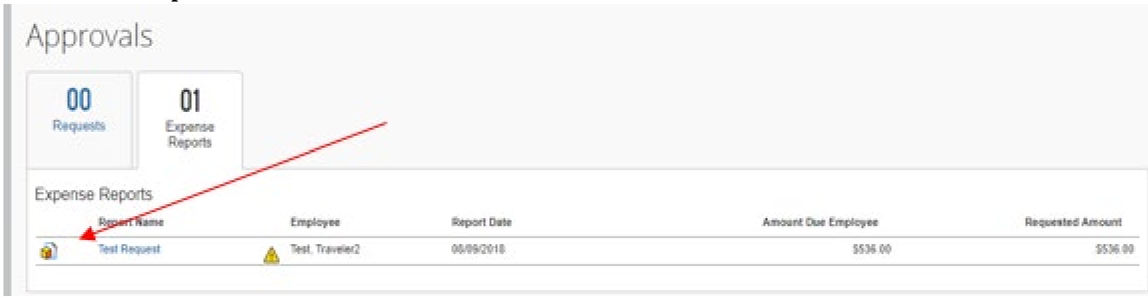
1. From the Welcome Screen, click on **Approvals**.



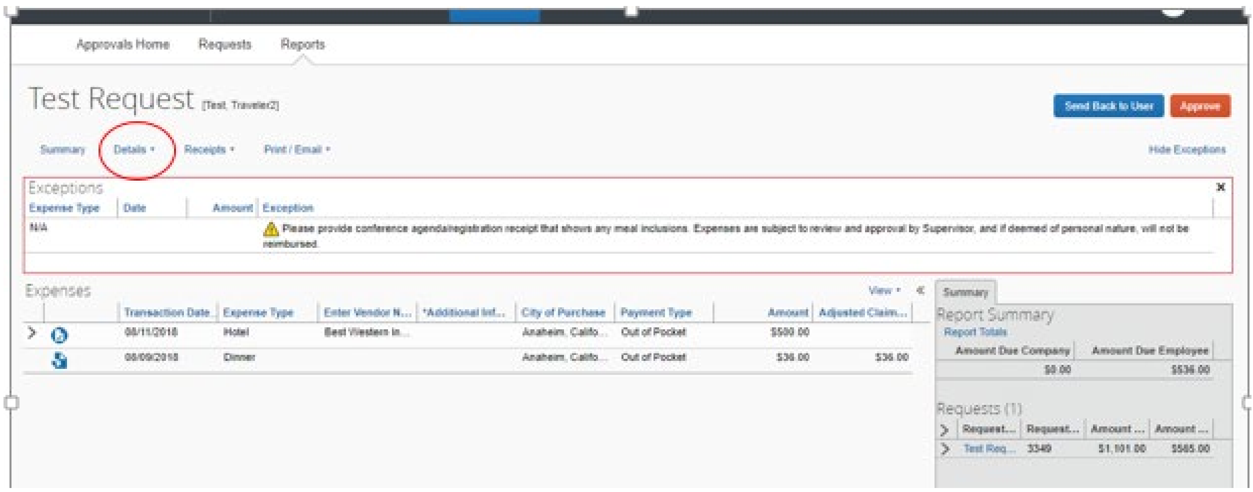
2. Your screen will open up new options. Choose **Expense Reports**.



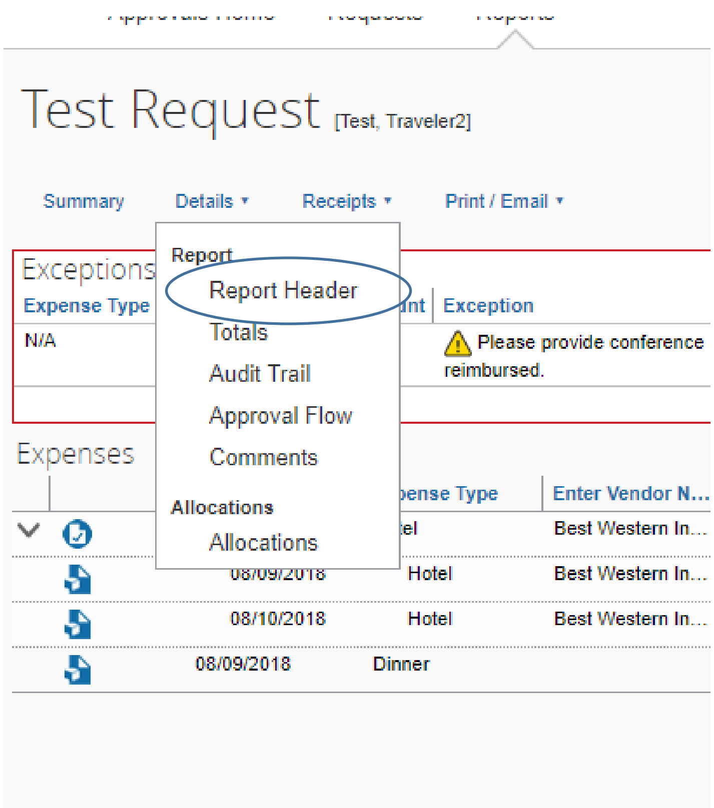
3. Click on a report to review.



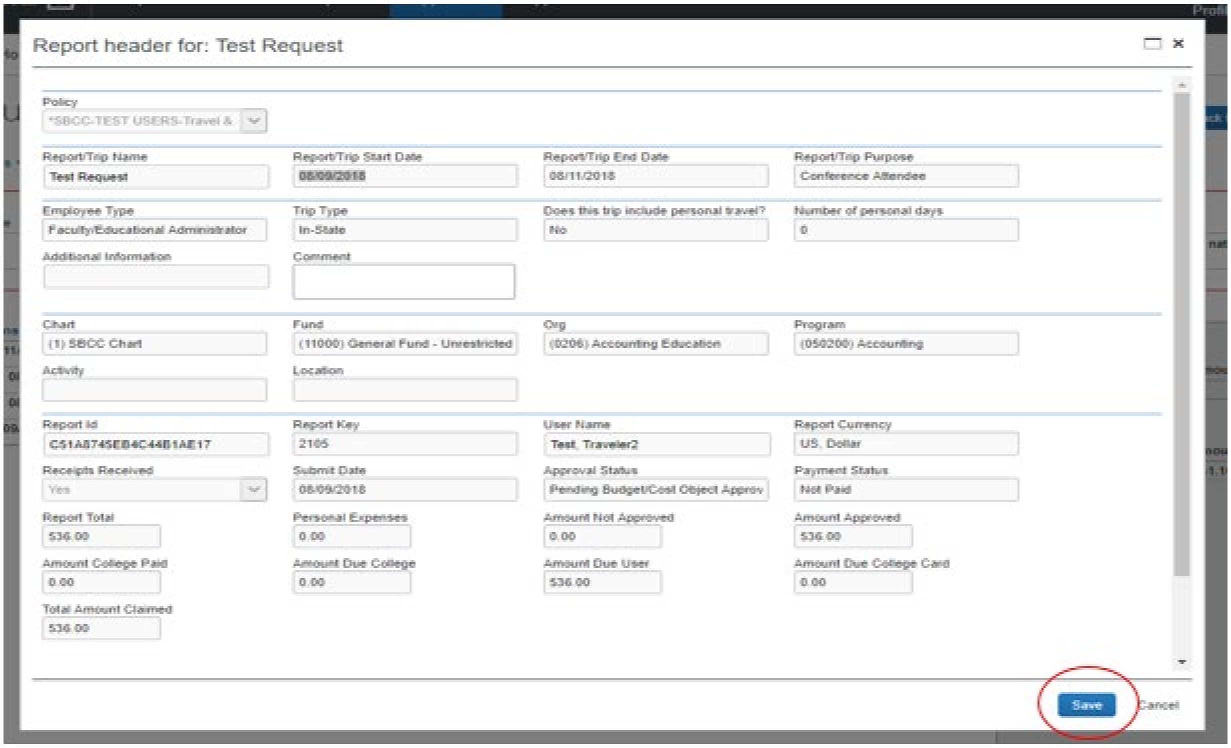
4. Your screen will open up new options. Click on the **Details** menu to get a dropdown list.



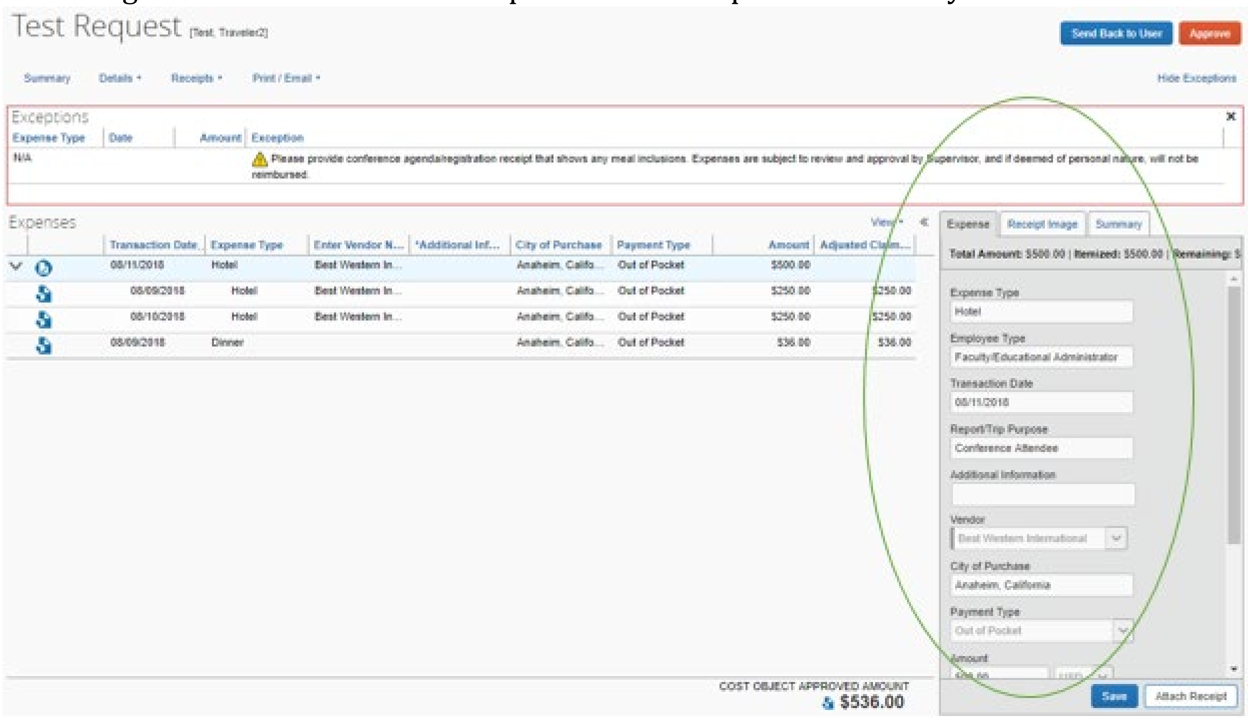
5. In the Details dropdown list, choose **Report Header**.



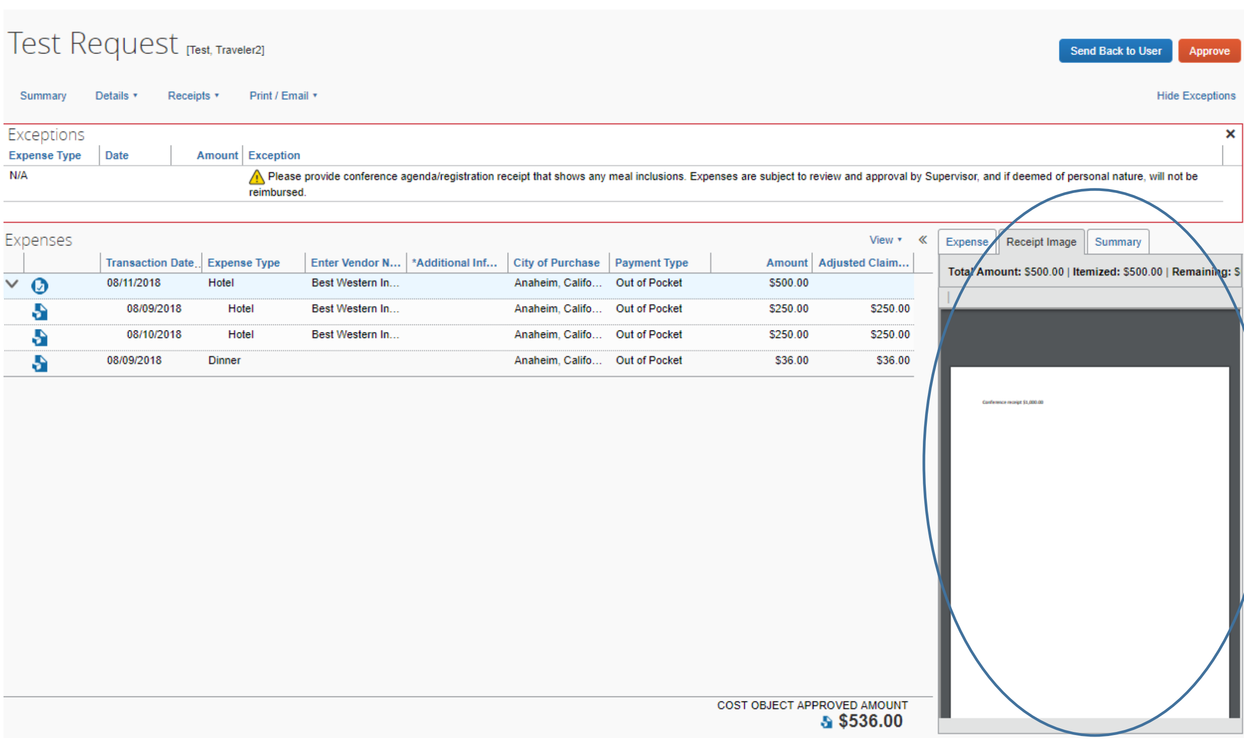
6. Review the Report Header for accuracy. Then click **Save.**



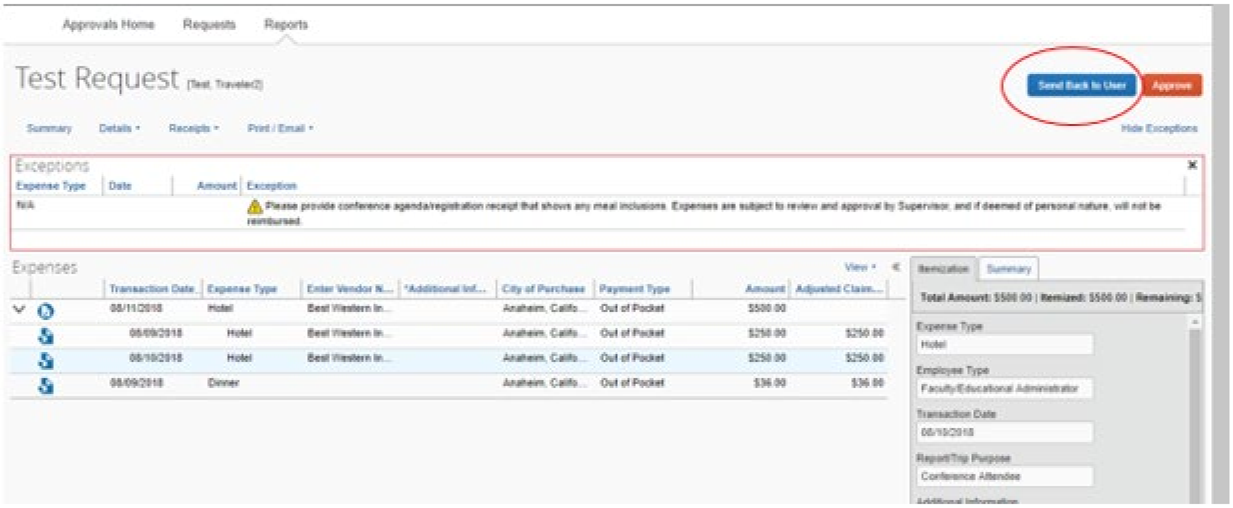
7. Go through and review each of the expenses in the Report for accuracy.



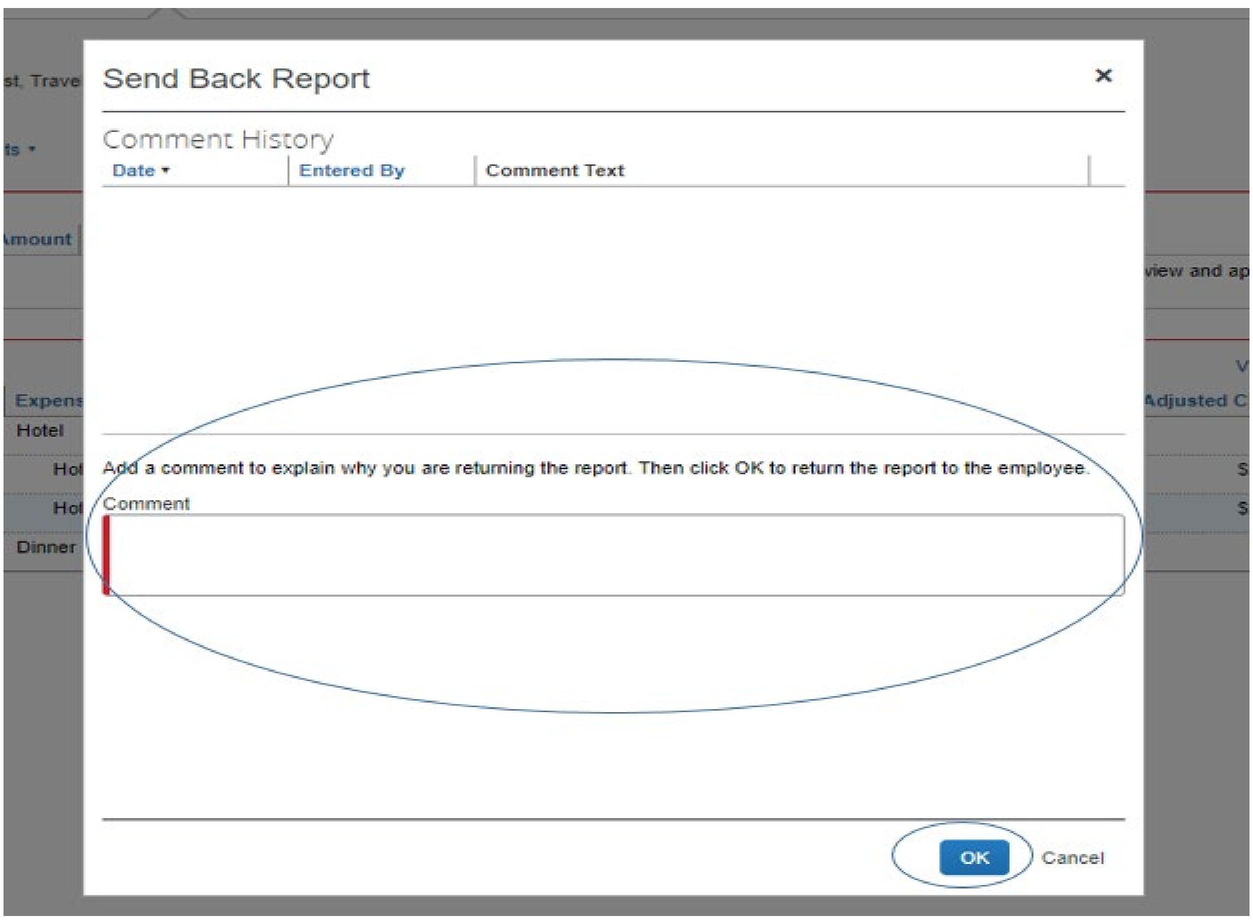
8. Next, review each **receipt** (or affidavit) to ensure expenses are substantiated accordingly.



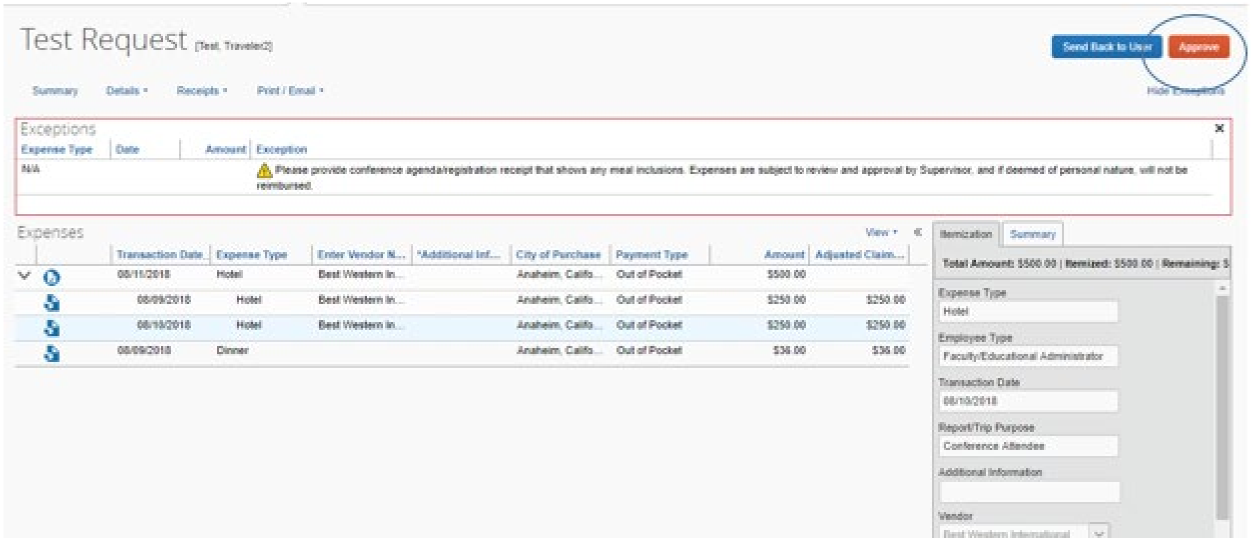
9. Follow the steps above and review each additional expense. If a correction is needed, click on the **Send Back to User** button in the top right of the screen.



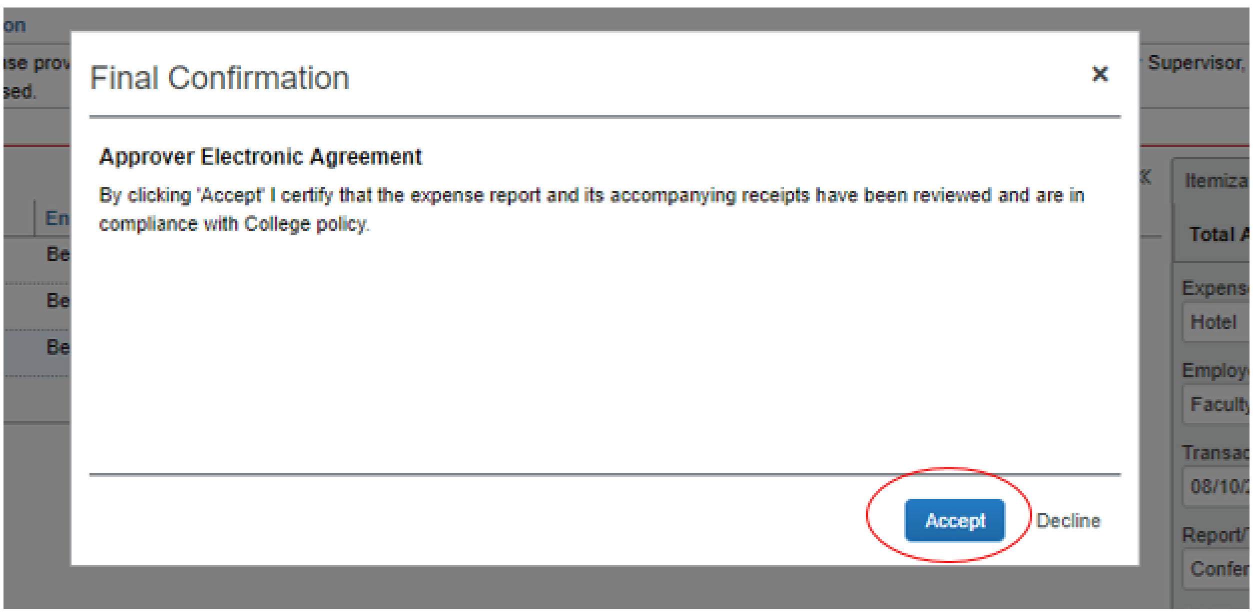
10. When sending back a report, please **state the reasons** for the return in the **Comment box** and click on **OK**.



11. If or when everything is correct, click on the Approve button in the upper right of the screen.



12. To confirm your approval, read the agreement and click **Accept**.



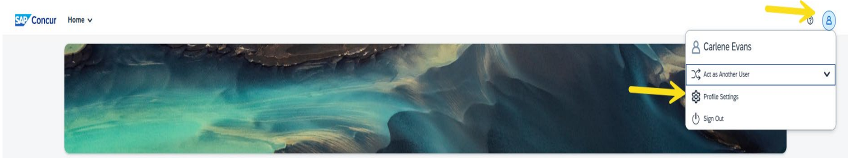
SECTION 3: DELEGATING

3.1 Setting up a Delegate

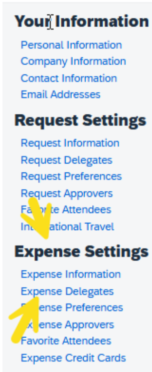
A **delegate** is someone who can create expense reports and travel requests on your behalf based on the permissions you give them.

To set up a delegate:

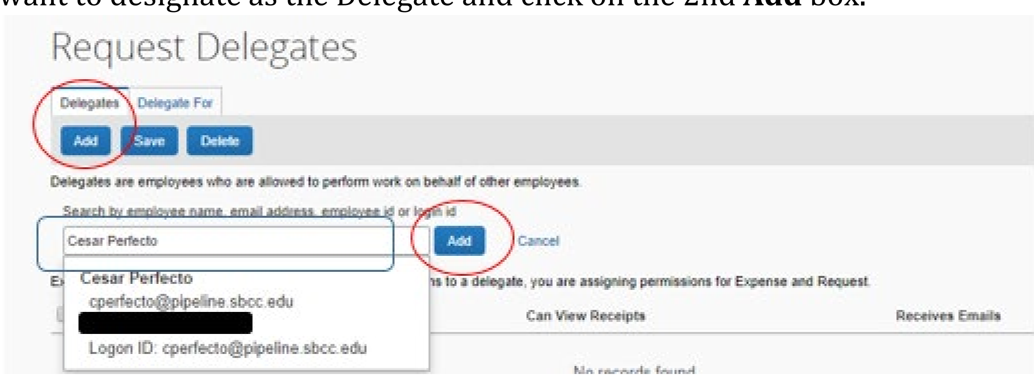
1. From the Welcome Screen click on the **Avatar** and choose **Profile Settings**.



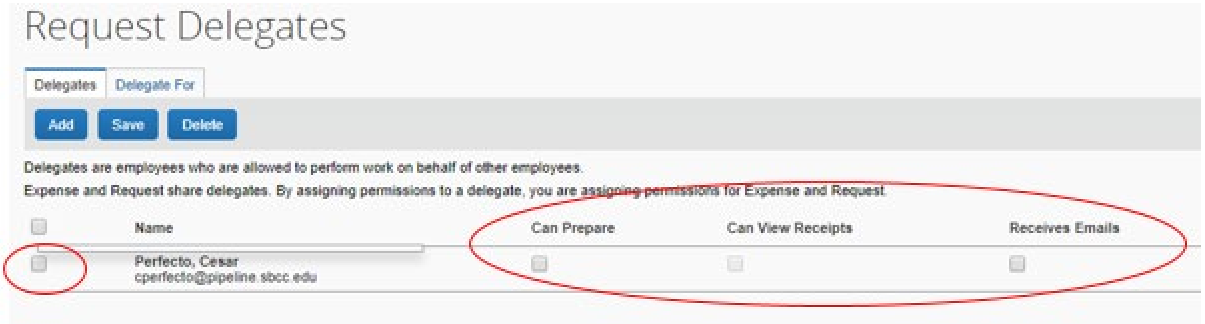
2. Under Expense Settings in the left part of the screen, click on **Expense Delegates**.



3. Click the **Add** box in the top left to perform a delegate search for the person you want to designate as the Delegate and click on the 2nd **Add** box.



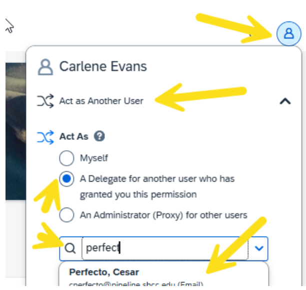
4. To assign permissions to the Delegate, check the box by the person's name and then assing permissions accordingly by clicking on the appropriate permission checkboxes and then click **Save**.



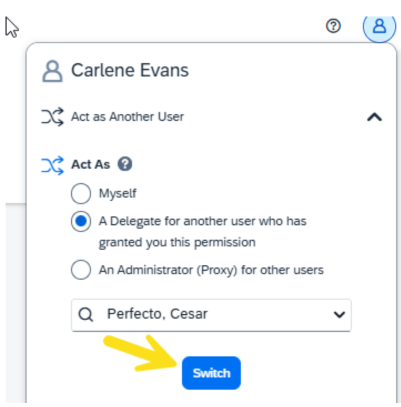
3.2 Acting As a Delegate

A **delegate** is someone who can create expense reports and travel requests on your behalf based on the permissions you give them.

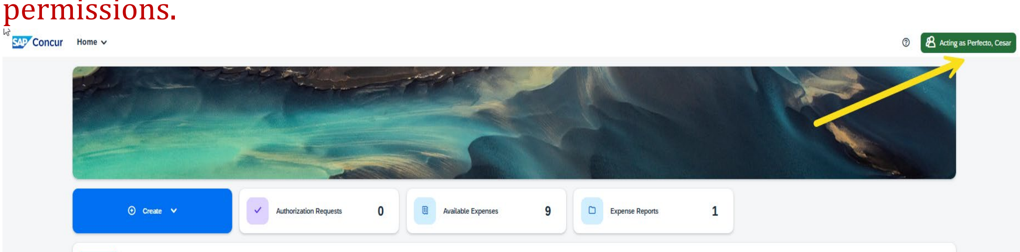
1. From the Welcome Screen click on the **Avatar** and then Click on **Act as Another User**. Click on **A Delegate for another user who has granted you this permission.** Then search for the person you want to act as Delegate for and click on them in the dropdown



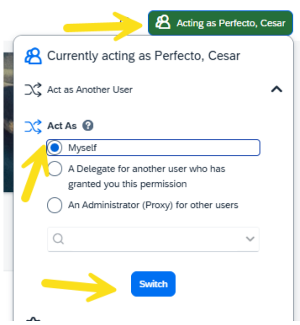
2. If the person you are going to act as a Delegate for is not on the list, start typing their name in. Then click **Switch**.



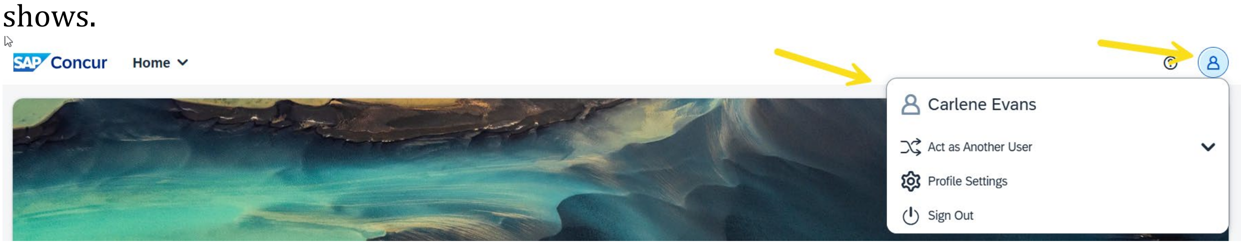
3. You will then go to a new user screen. Note the name below “SAP Concur” and the green box show who you are acting as. If your own name is showing, then you are working on your reports (not theirs).
Special Note: you can only as a Delegate if someone has assigned you Delegate permissions.



4. When done acting as a delegate, click the green box in the upper right of the screen. Then click on **Myself** and then **Switch**.

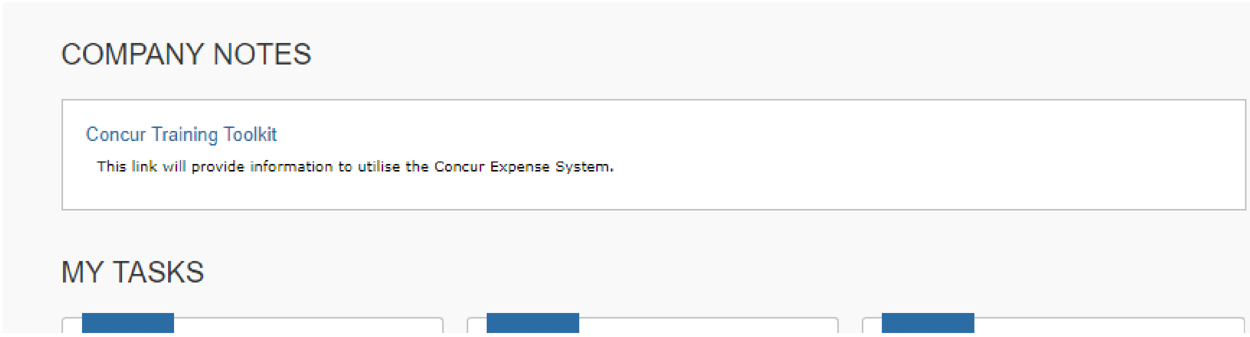


5. You will then return to your account. Click on the **Avatar** and check that your name shows.



SECTION 4: OTHER RESOURCES

1. Concur Training Toolkit in Pipeline (middle section of Concur homepage; see pic below for reference)



2. Concur Training Website: https://www.concurtraining.com/pr

3. A Concur Manual will be available on the SBCC Fiscal Services website (http://www.sbcc.edu/fiscalservices/).