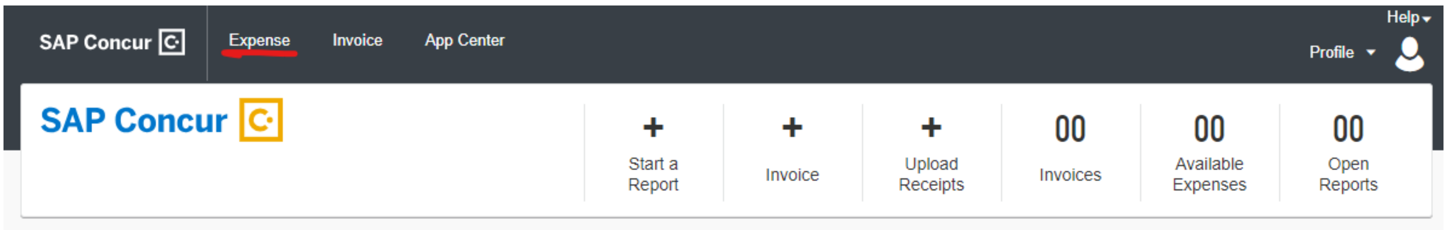
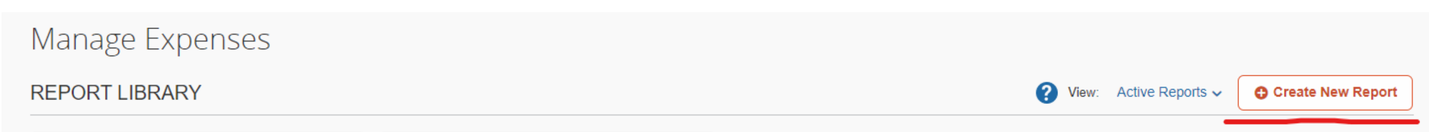
Concur Expense Guide

1. Open up Concur and click the Expense tab. Your report library and available expenses will then pop up on the screen.



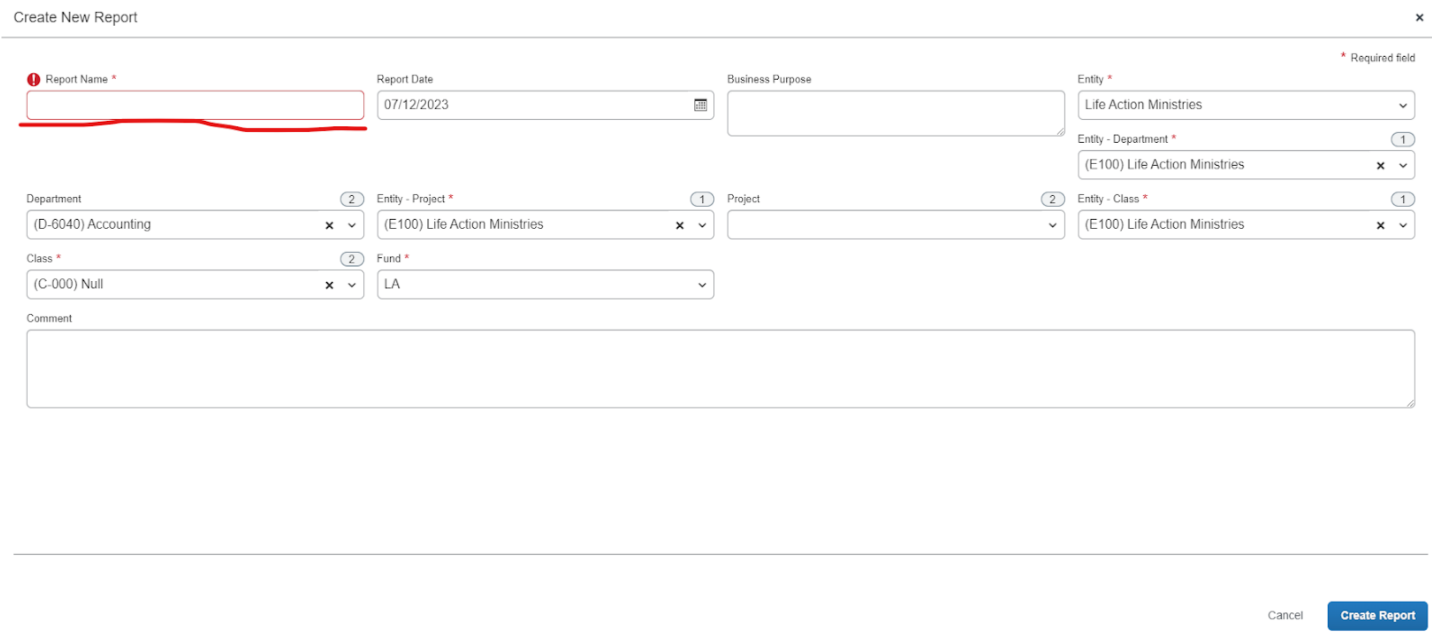
2. Next, make sure all of your credit card receipts are either uploaded to your computer (as a scan or download the digital receipt) or in the “Available Receipts” section in Concur or that you have the receipt with you while completing this process. (All in all it will be easier to complete if you have the receipts ready.)

3. Click Create New Report in the upper right side of the screen.

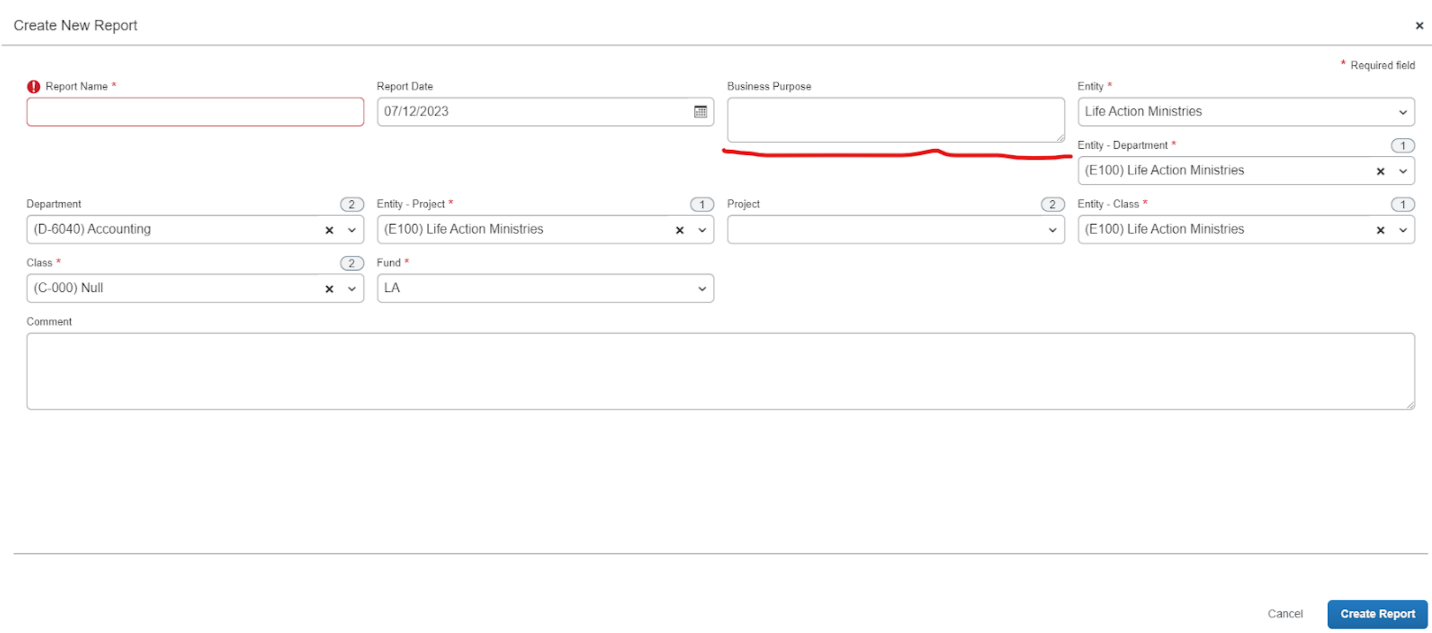


4. Creating a new report:

   a. Report Name. Put (Month) Expense and then the date.

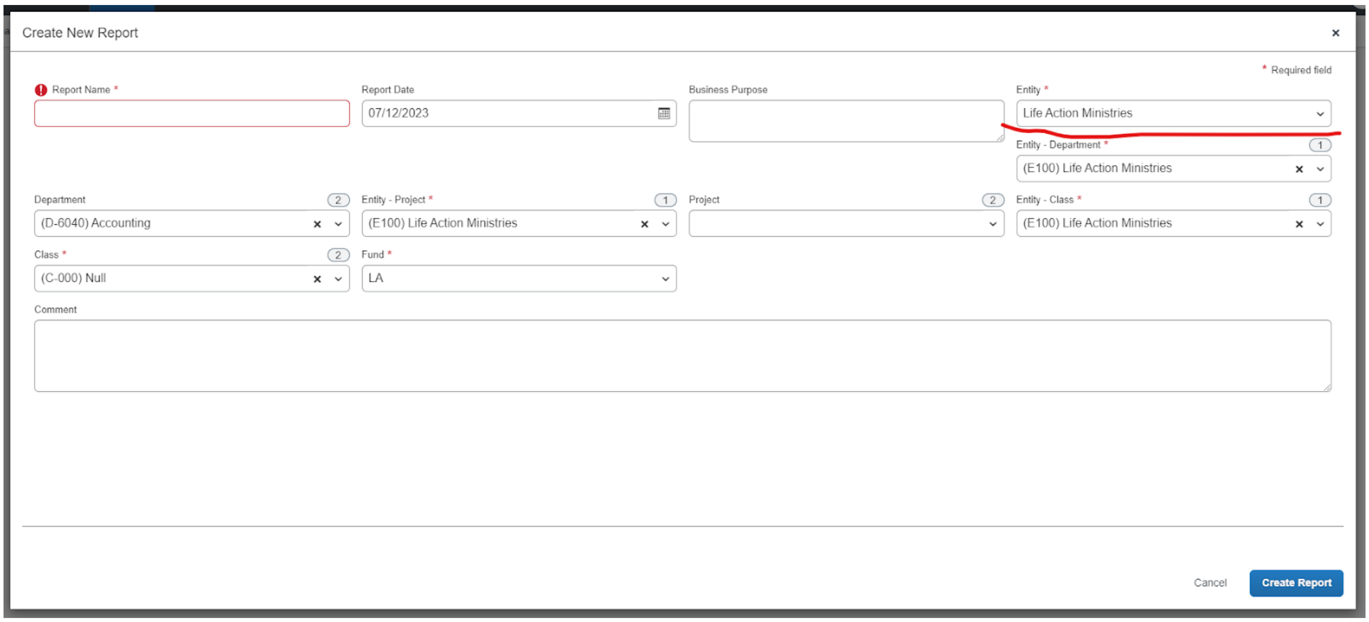


   b. Business Purpose. Give a short general description of some or all of the expenses that are in this report.

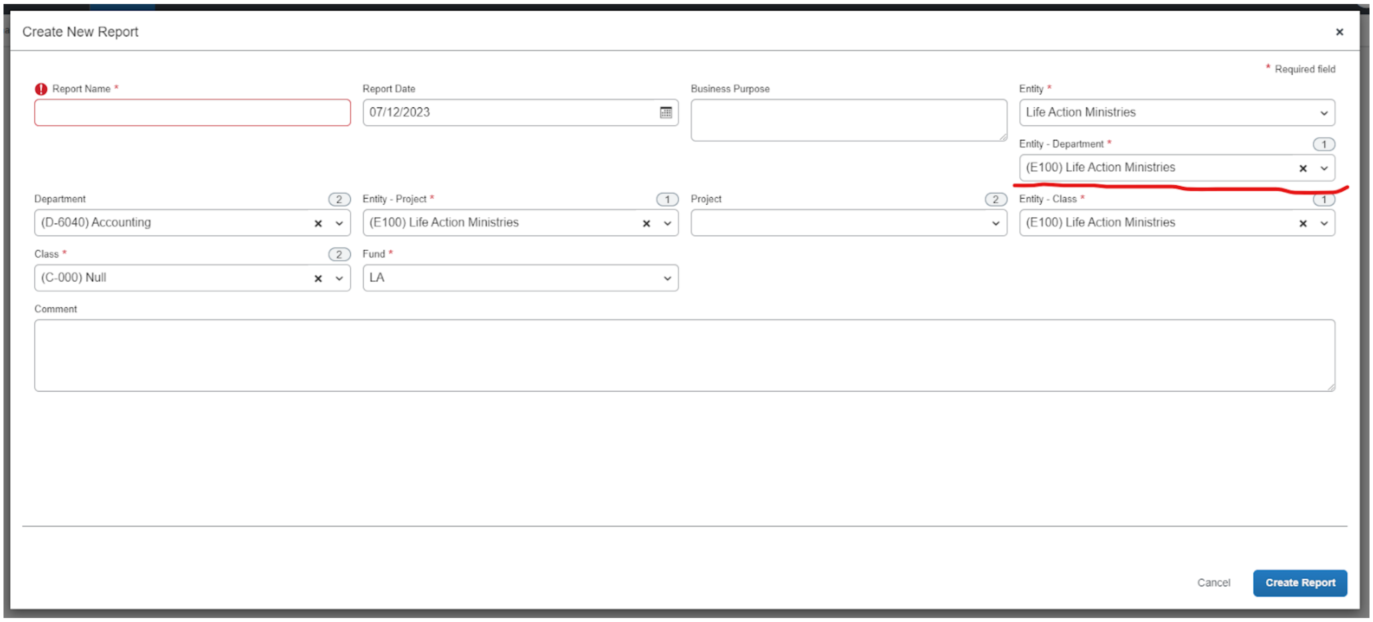


The next few boxes will vary depending on what you're coding for. But must NEVER stay on (TOP_LEVEL_ENTITY) Top Level or blank.

c. Entity. Select LAM regardless of which ministry is responsible for the payment of the expense. The selection that is made should be the same for every box that starts with Entity from here on out. **(*Note: Personal Reimbursements should be coded as Entity "Revive Our Hearts if you are an ROH employee)**

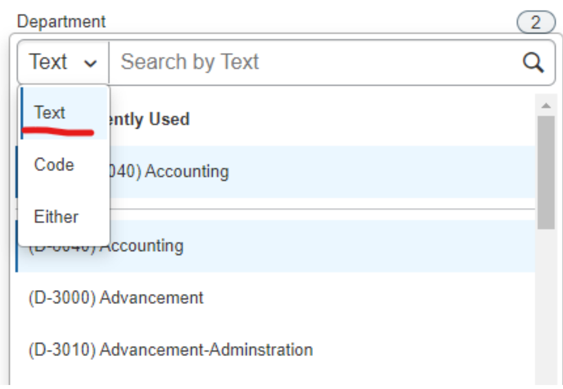


d. Entity - Department. Select either (E100) Life Action Ministries or (E200) Revive Our Hearts depending on which ministry is responsible for the expenses.

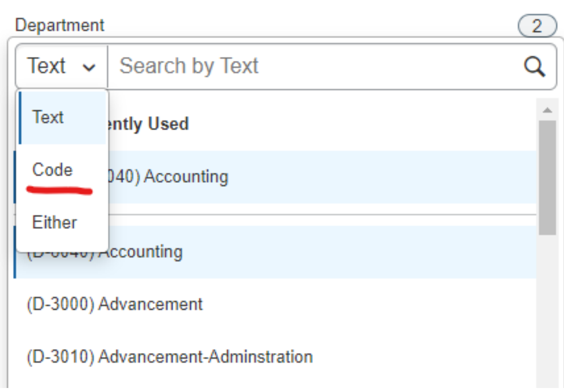


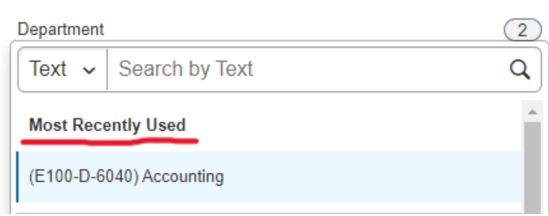
Dropdowns (These will look the same for most of the boxes):

i. <u>Text</u> - Use the title for the search.



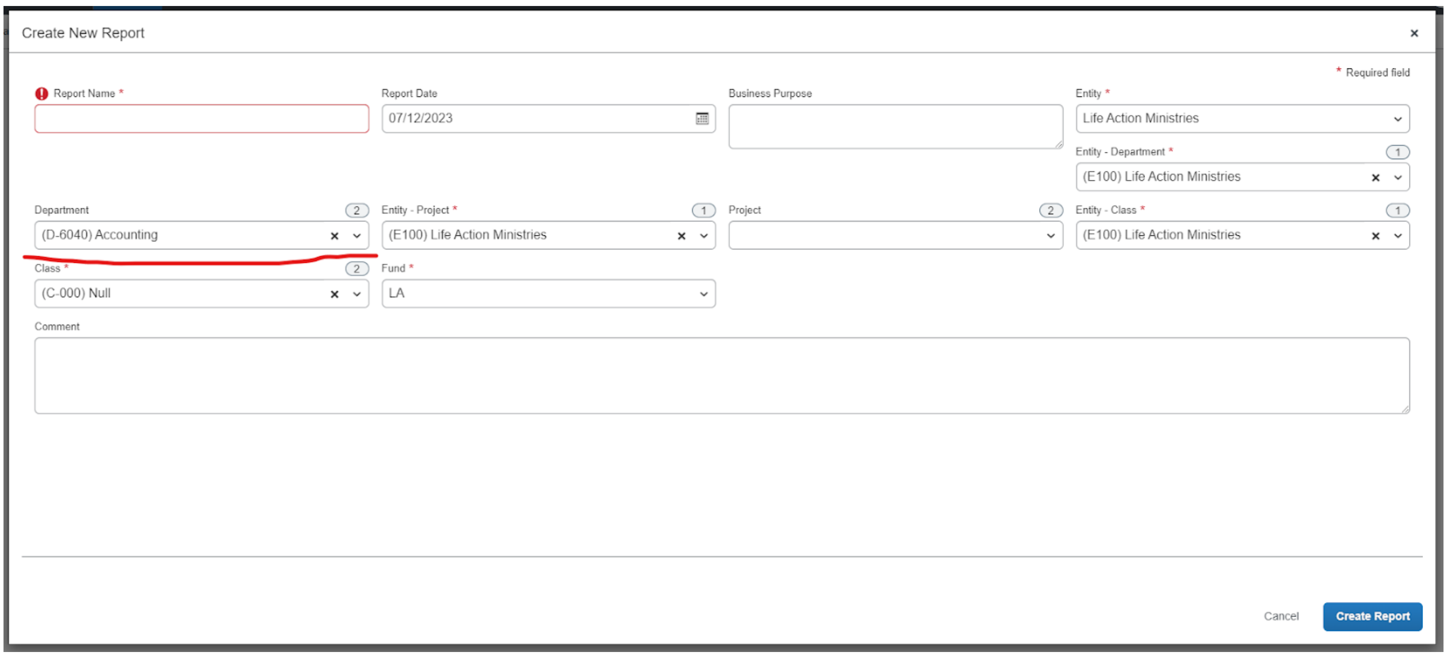
ii. <u>Code</u> - Use “D-” then the number for the search.



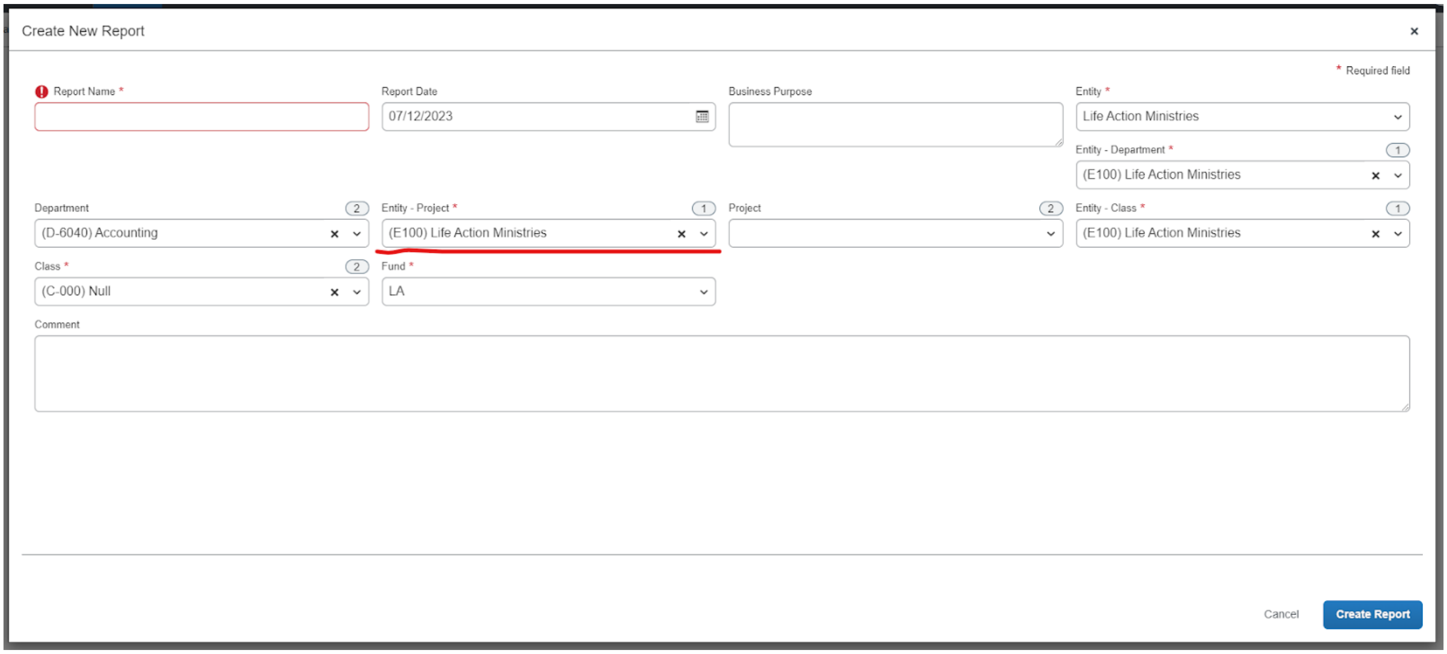


iii. The bold numbers/words - Once an “Entity-Department - Department number” is used it will stay at the top in the Most Recently Used section for you to use again and you do not have to search it each time. It will also auto fill the next box if you select it from this section.

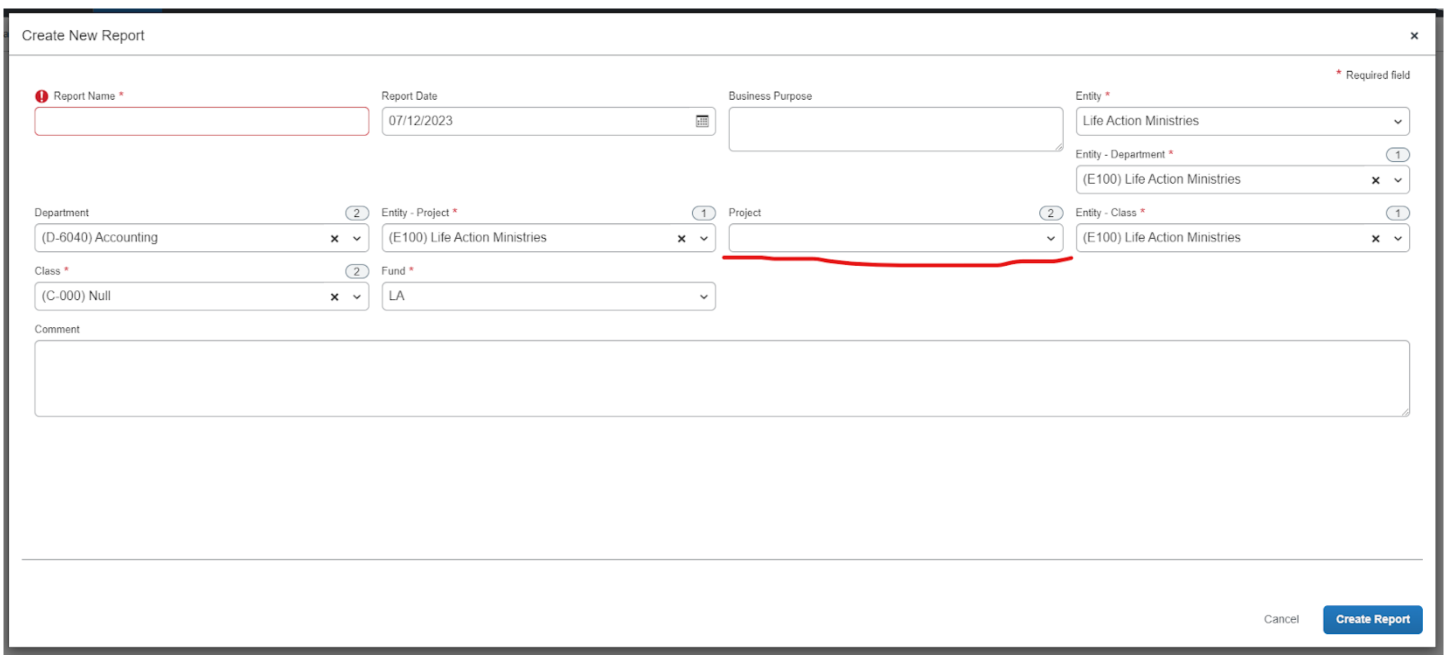
e. Department. Select the department that is going to pay for this expense from the dropdown.



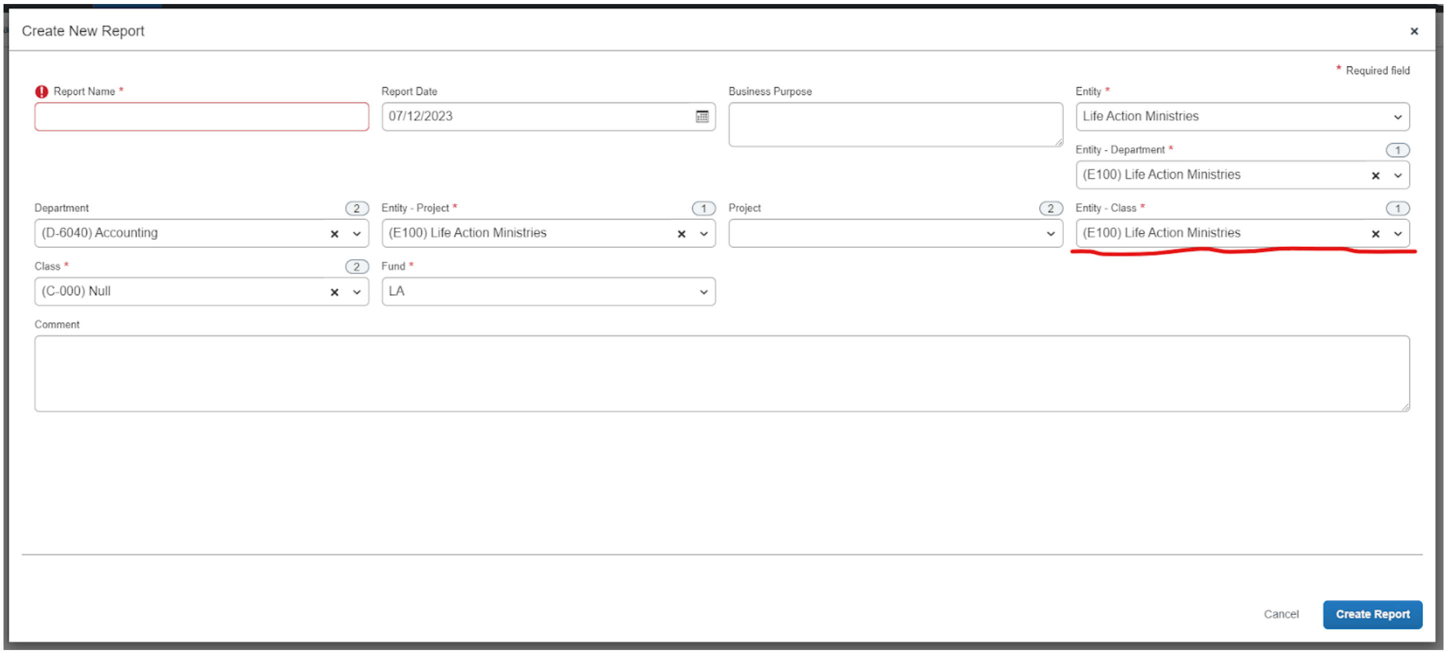
f. Entity - Project. Select either (E100) Life Action Ministries or (E200) Revive Our Hearts depending on which ministry is responsible for paying this expense.



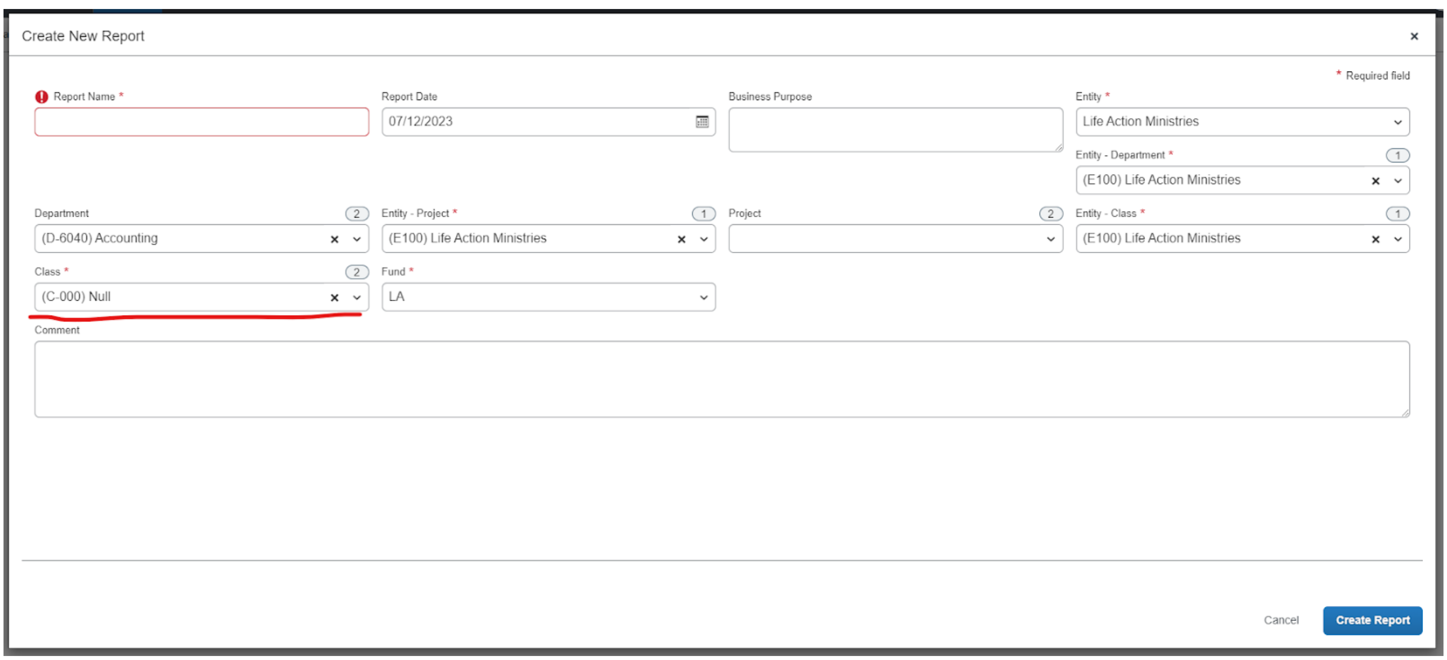
g. <u>Project</u>. If there is a project number that is associated with your invoice, then select that from the dropdown. If there is not then select the "(99999999) General" account.



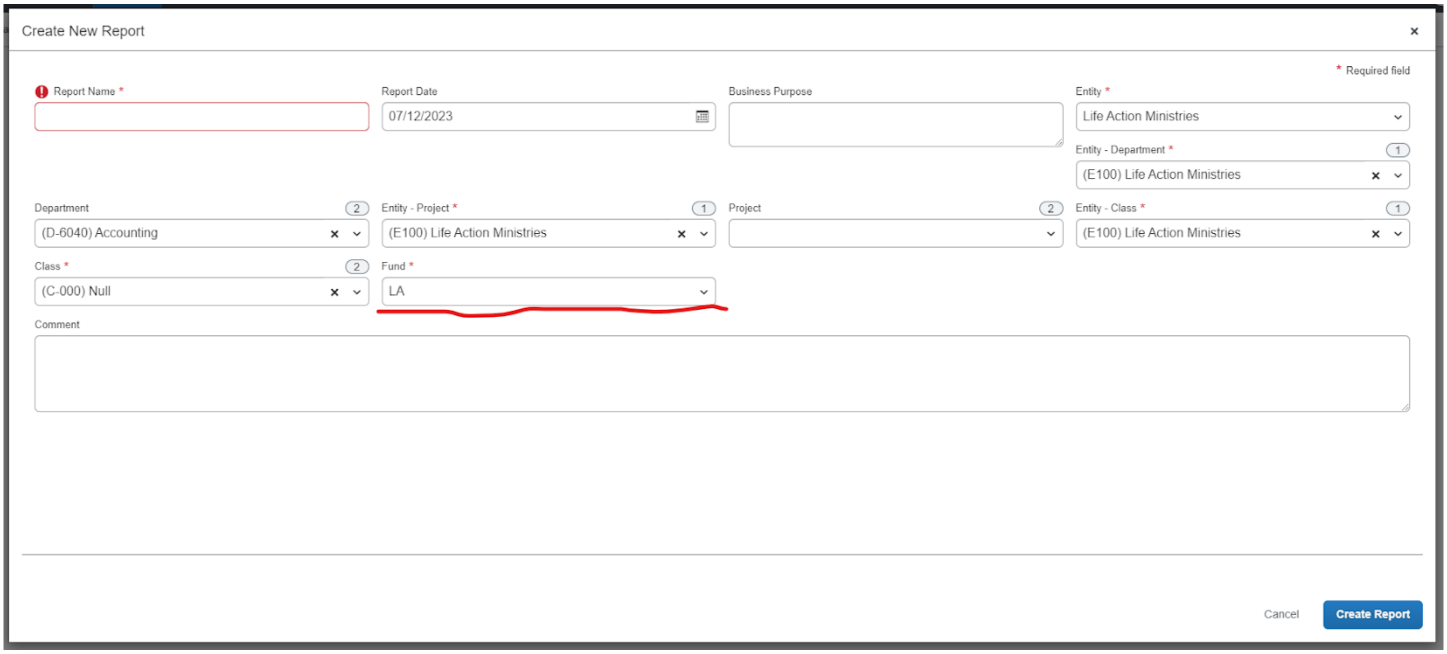
h. <u>Entity - Class</u>. Select either (E100) Life Action Ministries or (E200) Revive Our Hearts depending on which ministry is responsible for paying this expense.



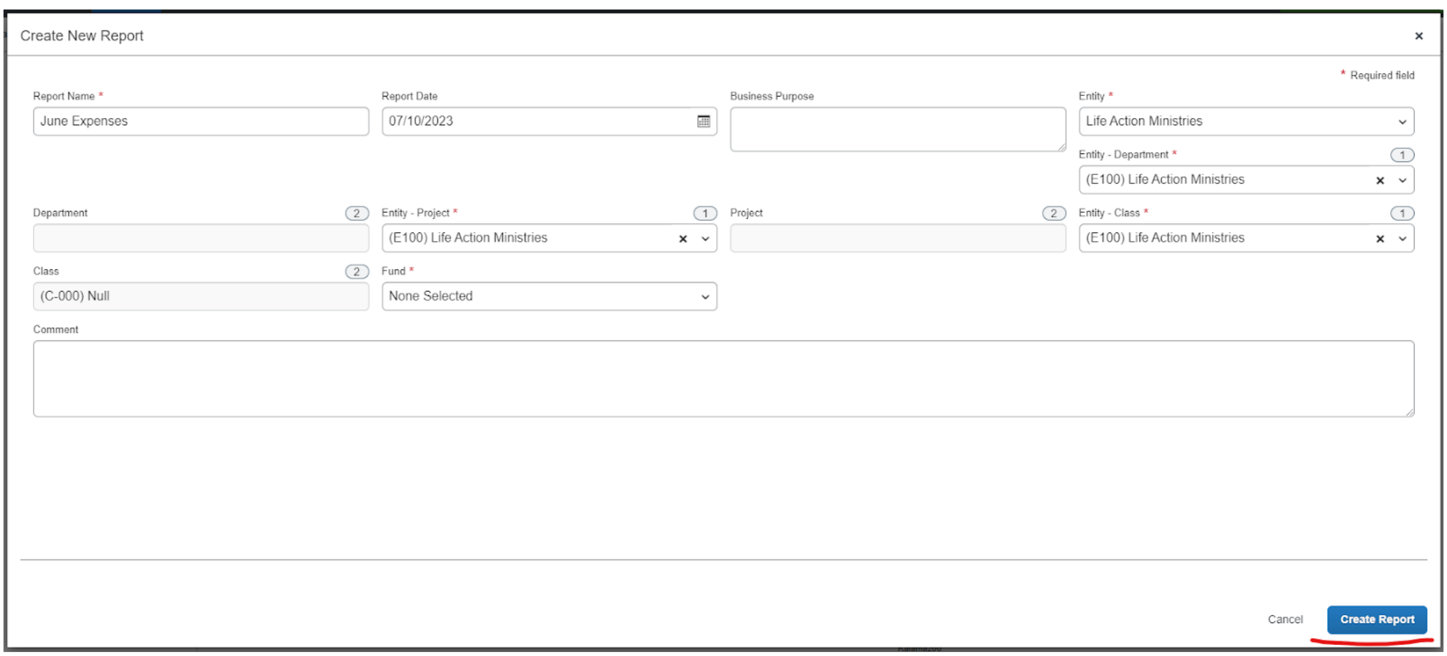
i. <u>Class</u>. This is always (C-000) Null for any expense that is for LAM. If coding an ROH expense, then this is whatever the old 3 digit department codes were. If unsure what number to use, contact Melanie Dewey.



j. <u>Fund</u>. Is always LA, unless it's ROH. Hopefully at this point you'll know who is paying for this.

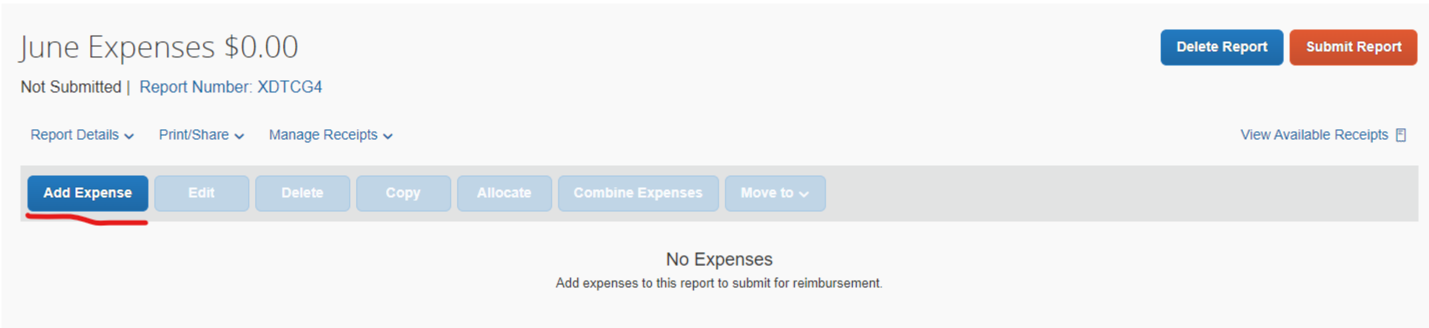


k. <u>Create Report</u>. Click the Create Report button.



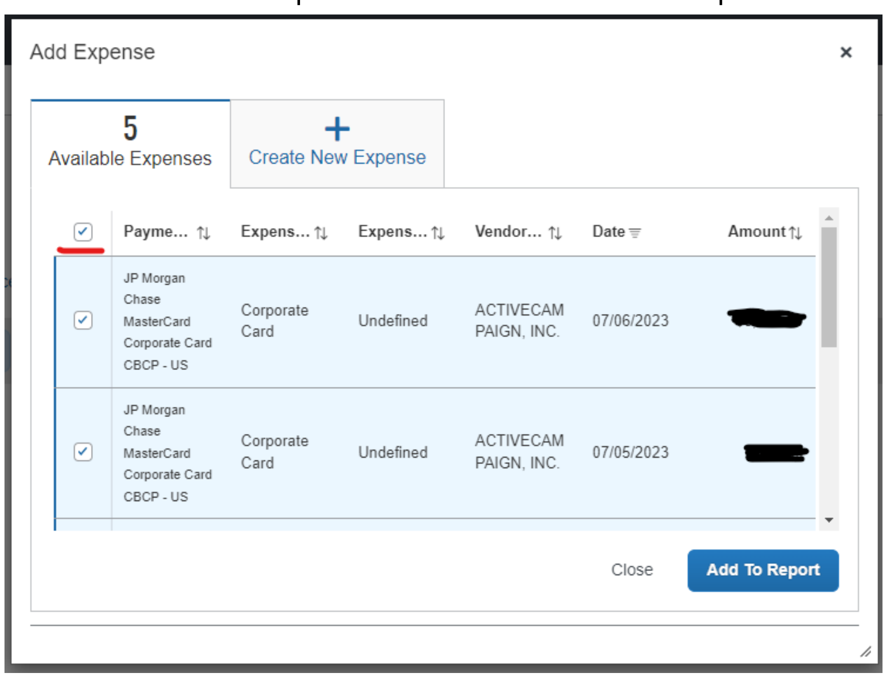
5. Filling in a report:

a. <u>Add Expense</u>. Click the add expense button to see a list of the available expenses.

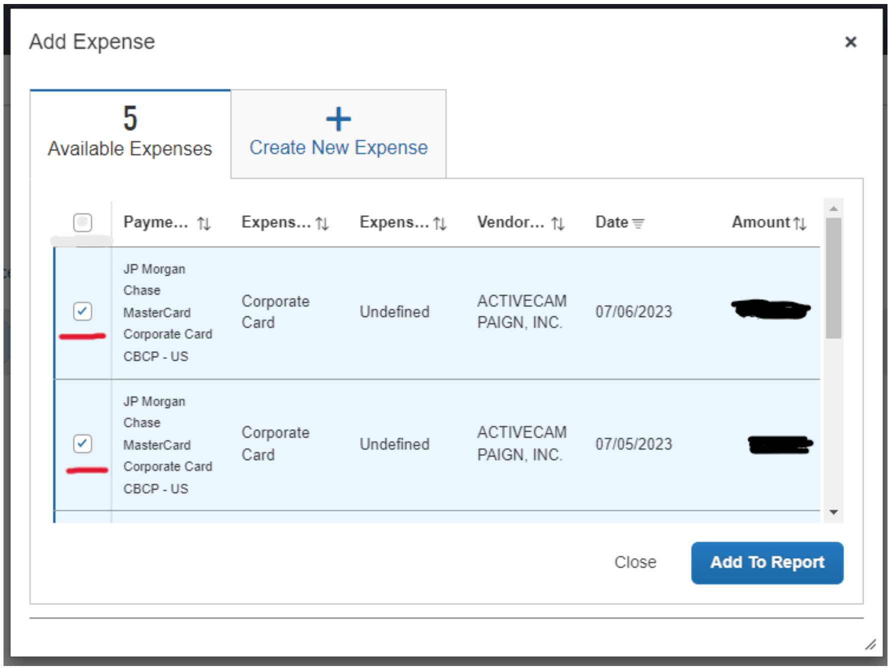


b. <u>Checkboxes</u>.

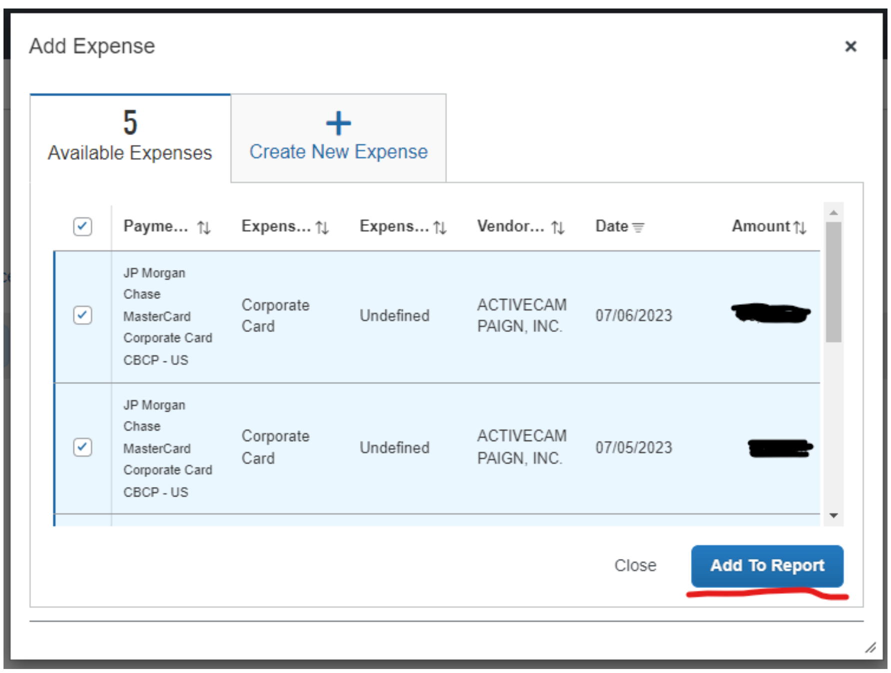
i. If **all** of your expenses need to be approved by the same person then you can check the box at the top and that will check all of the expenses that are available.



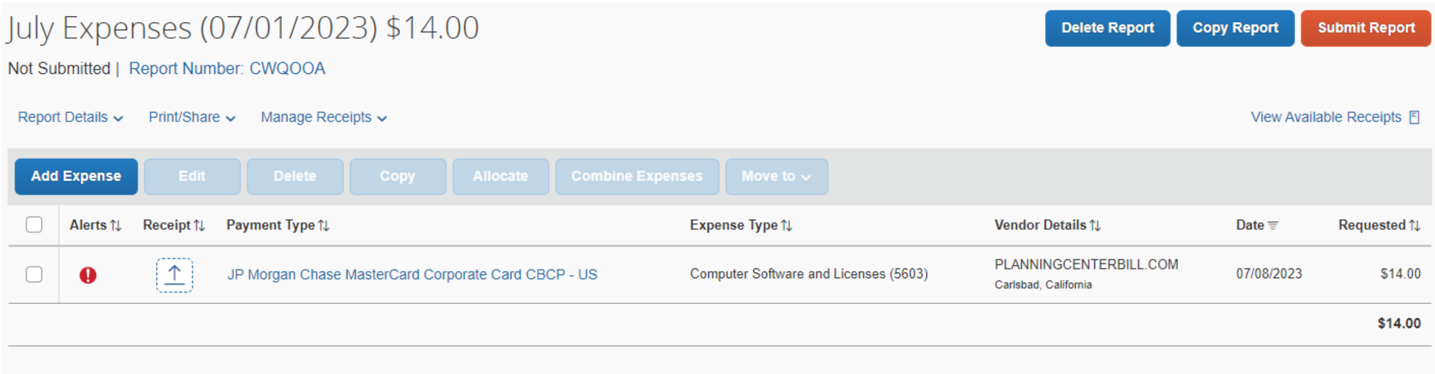
ii. If you have expenses that need to be approved by multiple people then you will need to create different reports for each of the departments.



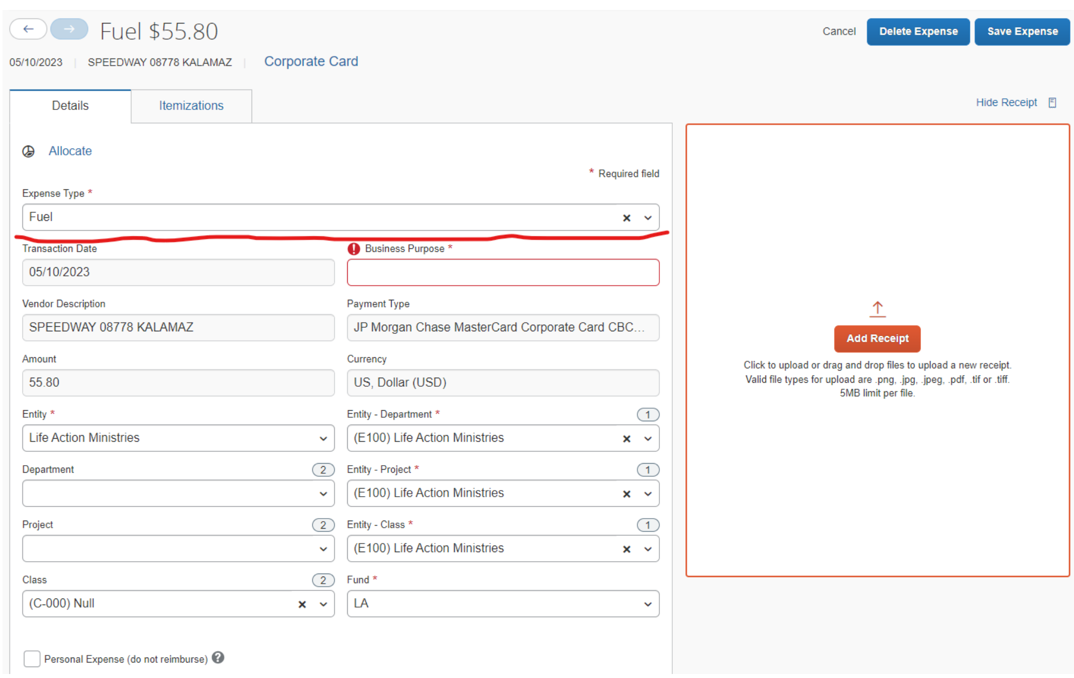
c. <u>Add To Report</u>. After the expenses have been selected, click the Add to Report button.



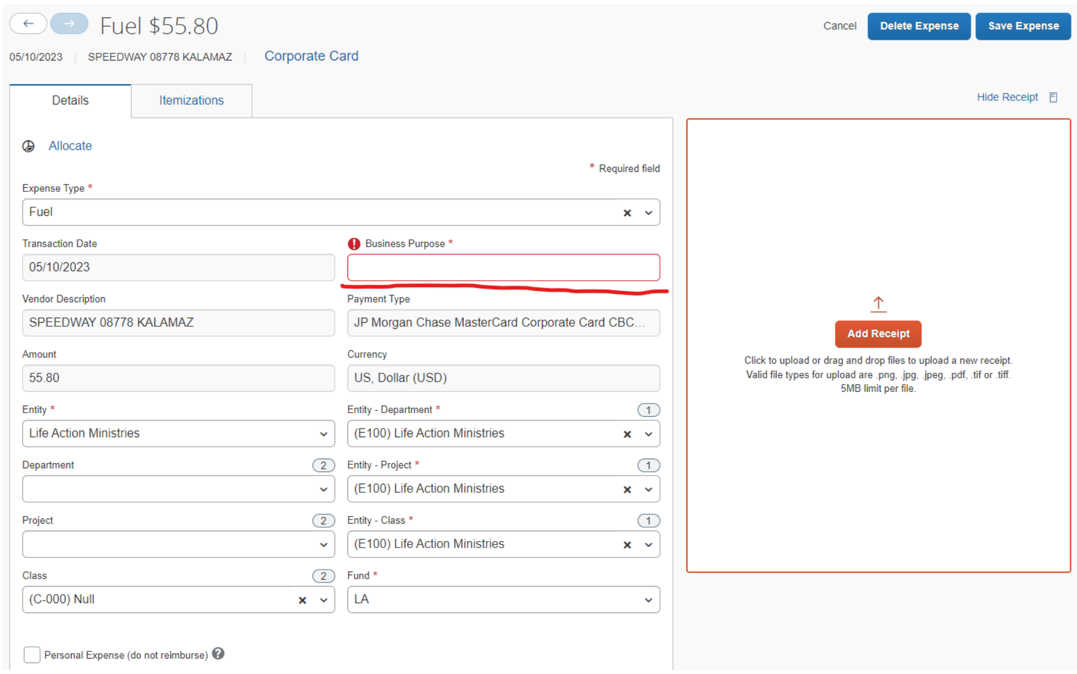
d. <u>Selecting expense to edit</u>. You can either check the box at the beginning of the row for the expense that you would like to edit and then click the blue edit button **OR** you can click anywhere in the row past the Payment Type row.



e. <u>Expense Type</u>. Select the <u>ET</u> for this receipt from the list of dropdowns. (These are the GL numbers.) Sometimes Concur auto-populates the box, but still make sure it is correct.

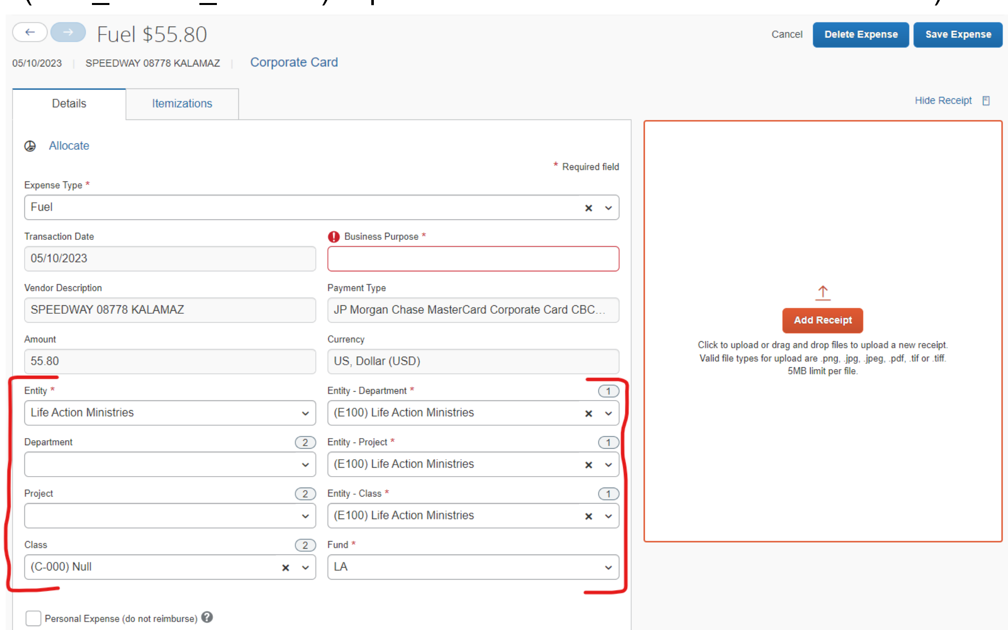


f. <u>Business Purpose</u>. This just needs to be a short description of what the purchase was. (Similar to the Description section in SmartData.)

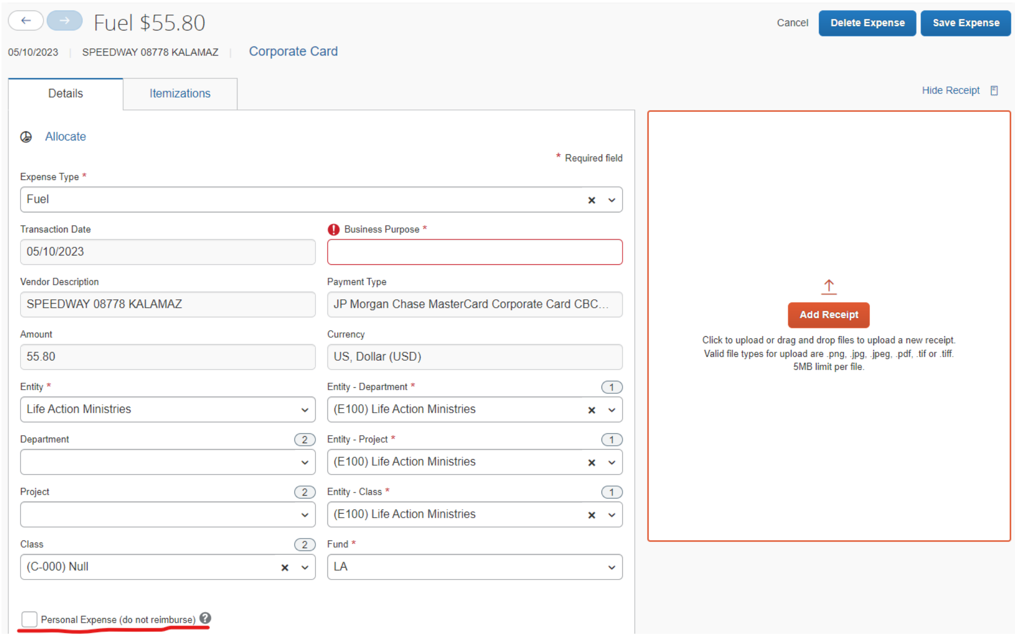


g. Vendor Description, Payment Type, Amount, and Currency should all be filled in and you won't be able to change anything on them. So you can just skip over those boxes.

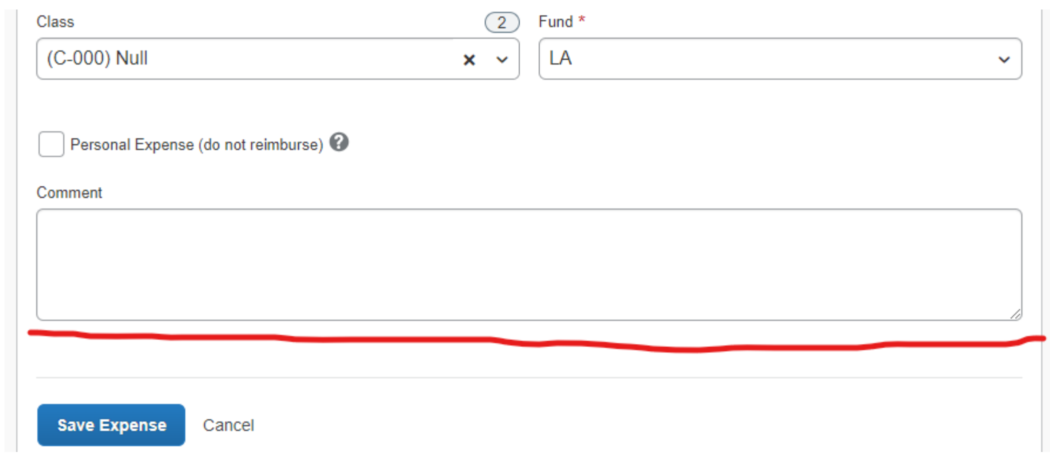
h. Entity, Entity-Department, Department, Entity-Project, Project, Entity-Class, Class, and Fund should all fill in with the information that you put in when creating the report. **BUT** these boxes still need to be checked to make sure they are coded to the correct entity, department, project and class numbers. (Just a reminder that Top Level or (TOP_LEVEL_ENTITY) Top Level should never be left in these boxes.)



i. Personal Expense (do not reimburse) checkbox. This only gets checked if you used a ministry card by mistake for a personal expense.

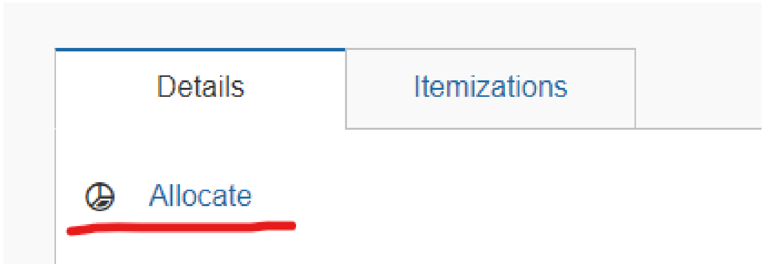


j. Comment. This is where more of a description can be put in if needed. (An example would be who was there for a meal.)

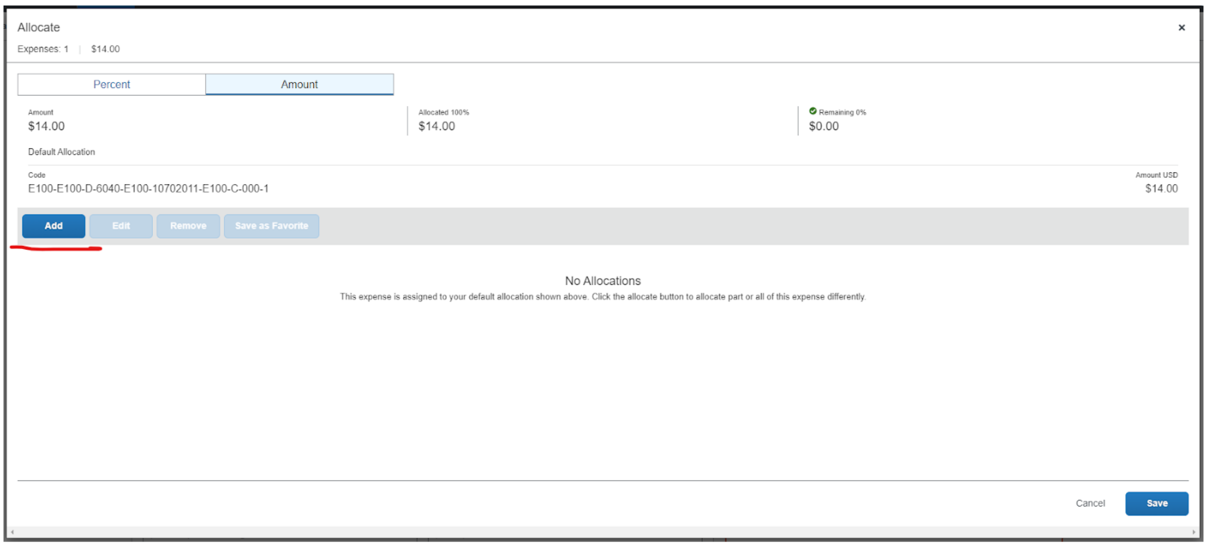


*If you need to put multiple departments, project numbers, whatever, then there is a way to do this, don't stress. (This would be similar to a split transaction in SmartData.)

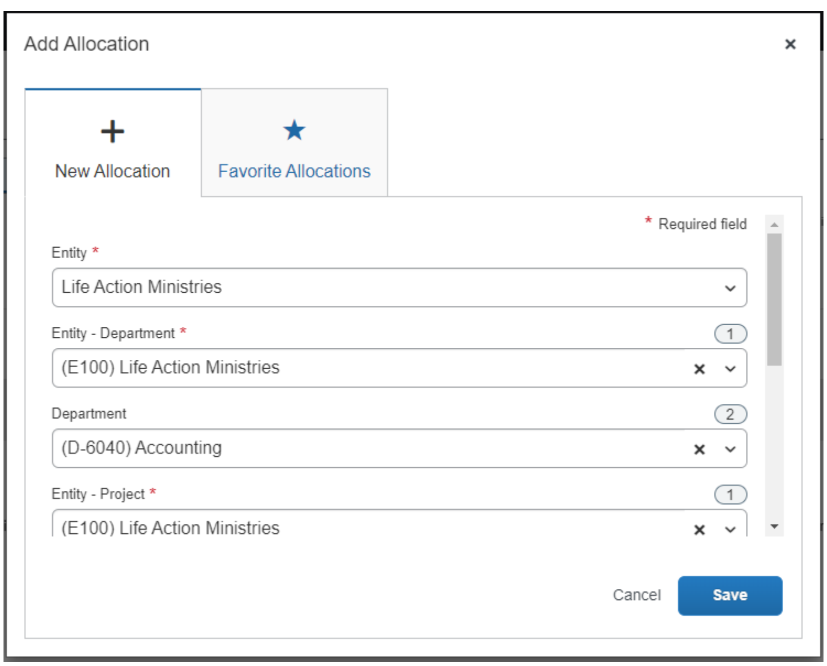
*1. Allocate. Click the word Allocate located under the Details tab.



*2. Add. Click the Add button.

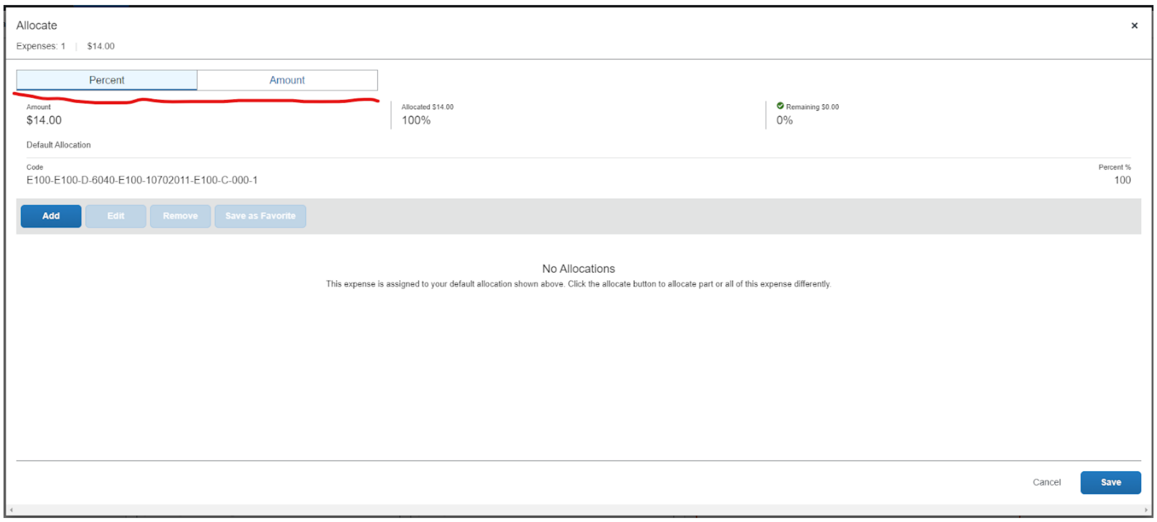


*3. Fill in all of the coding for this part of the transaction. This is going to be done the same way. I have faith that you can do it. You've got this.

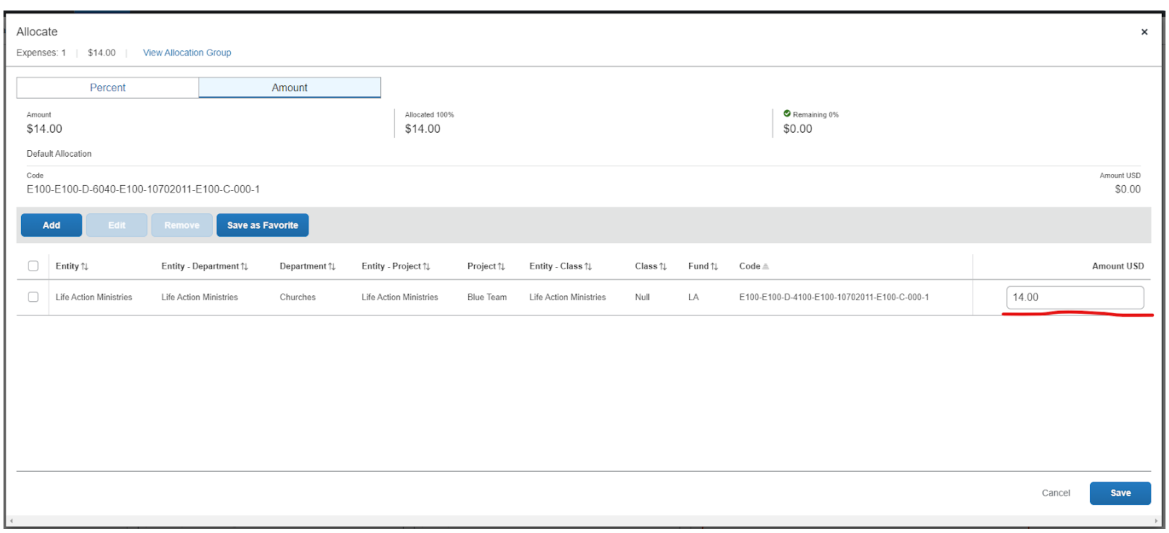


*4. Save. Click the Save button located at the bottom of this box.

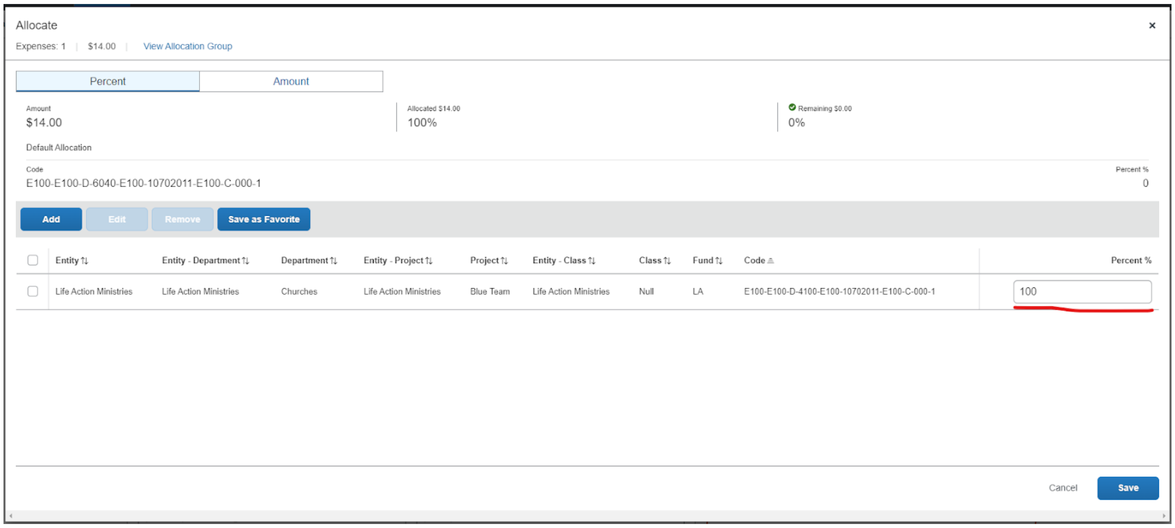
*5. Choose how you want to Allocate the expense - Percent or Amount



*5.1. Amount USD. Then go in and add the amount of the transaction that is supposed to be charged to this department. (This is easier if you have specific items for different departments.)

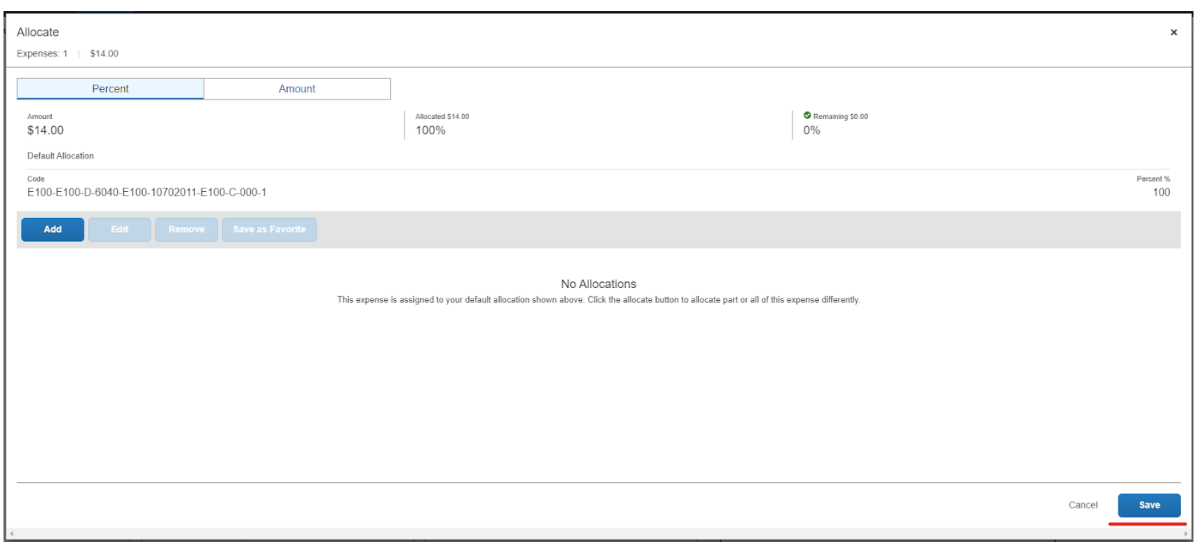


*5.2. Percent %. Or you can add the percentage of the receipt that needs to be paid by that department. (This is easier if you are using 1 thing but 2 departments need to pay for it equally.)



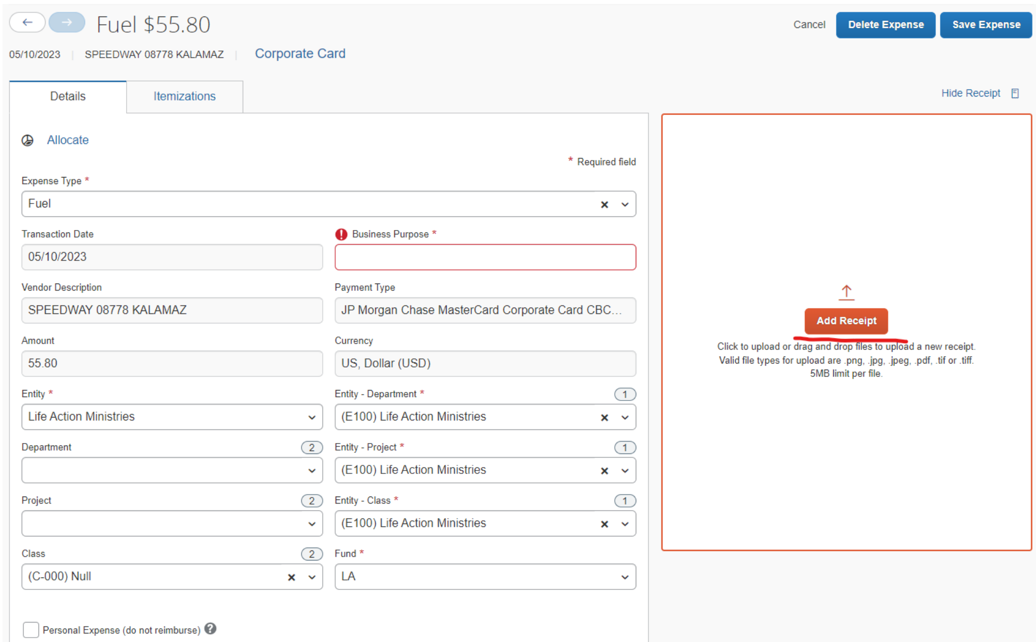
*6. Repeat the process until you have allocated everything on the receipt.

*7. Save. When that is finished. Click the save button at the bottom of the screen.

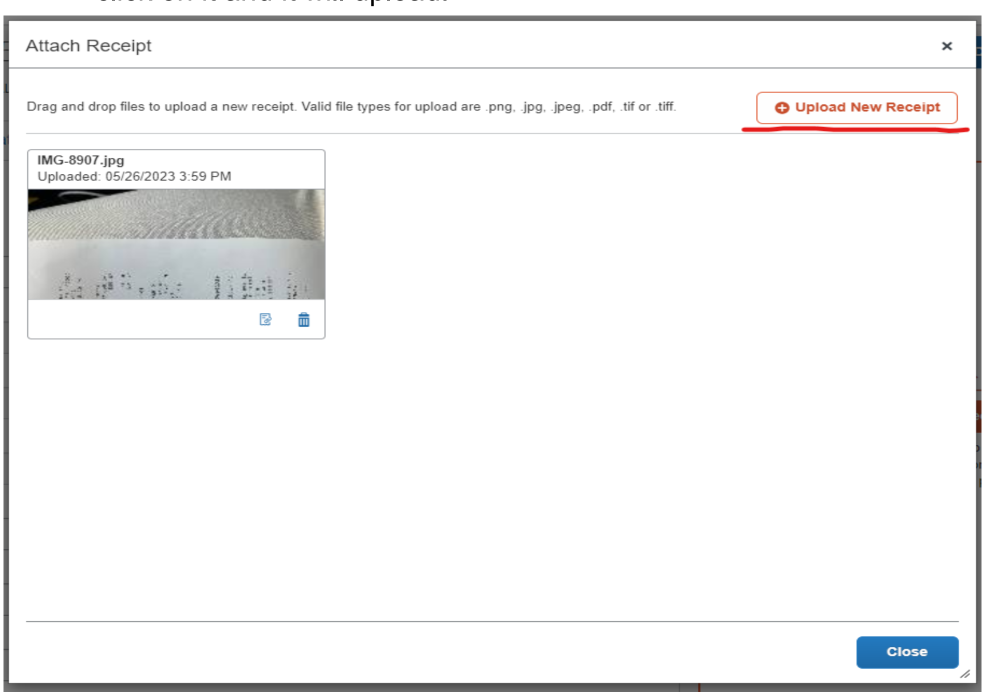


k. Add Receipt.

i. Click the orange Add Receipt button. (This process can also be done through the app, if downloading it will work for you.)



ii. Upload New Receipt. Click the upload new receipt button if the receipt is not in the available receipts that are showing. If the receipt is there then you can just click on it and it will upload.

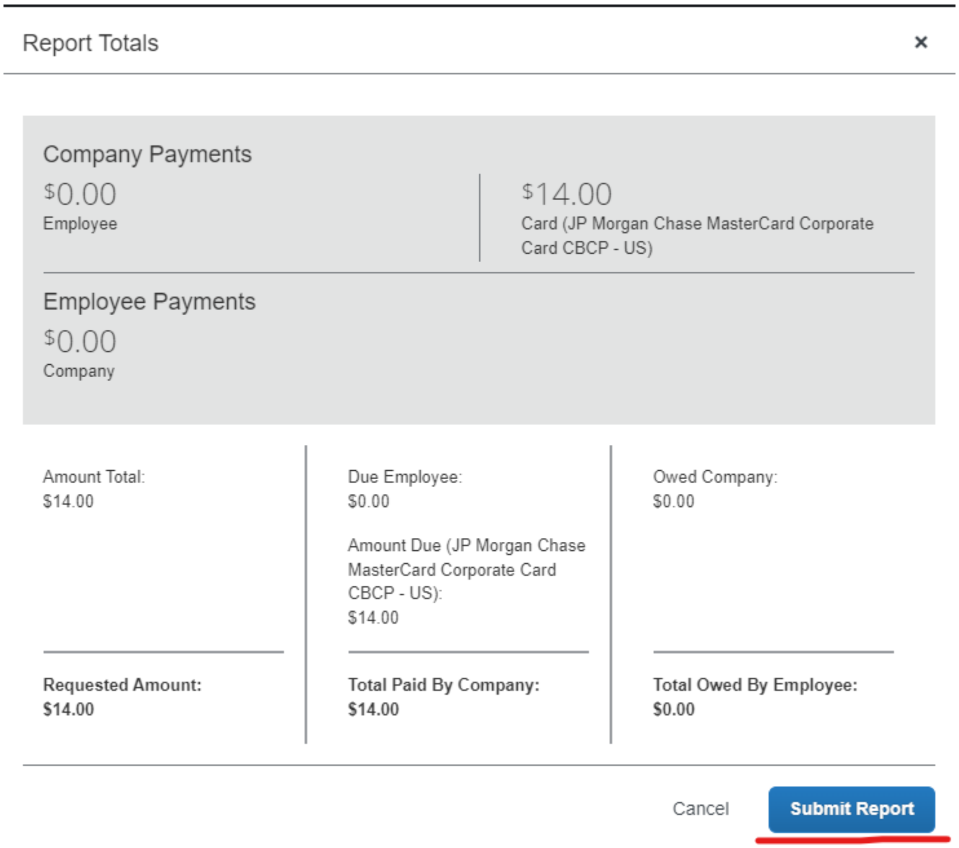


l. Save Expense. Hit the save expense button and after it is finished loading it should go back to the page where you can select the next expense to edit.

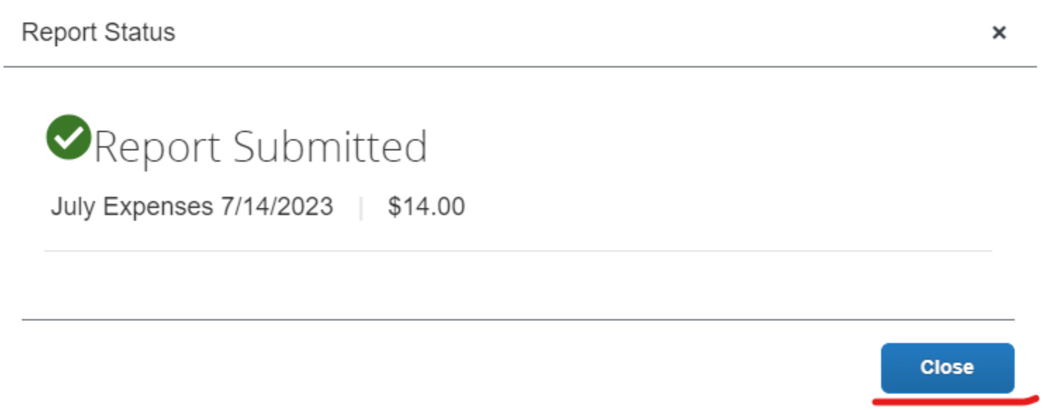
m. Repeat this process until all of the expenses are correct.

6. Submit Report. When all of the transactions have been filled in with the appropriate coding then you hit the orange Submit Report button in the upper right hand corner. For some of you a box will then pop up asking who to assign the report to. If this happens, type in the last name of your supervisor (for example, Rick Martin for facilities) and then click the submit report button.

7. A report totals will show up. Hit Submit Report again.

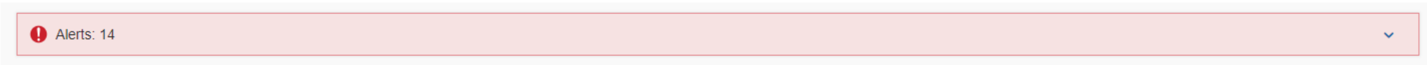


8. Then a report status will show. Hit Close.



An extra note:

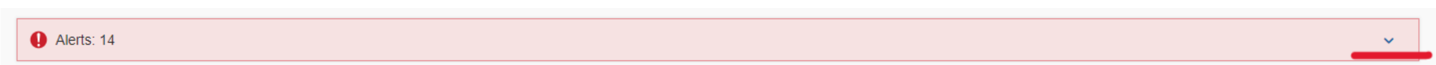
1. Alerts. You might have noticed along the top of your expense that there is a box that says Alerts and then a number. This might prevent you from being able to submit the report. If you are submitting the report in a timely manner then they should go away after you fill in all of the appropriate information. Sometimes they do not.



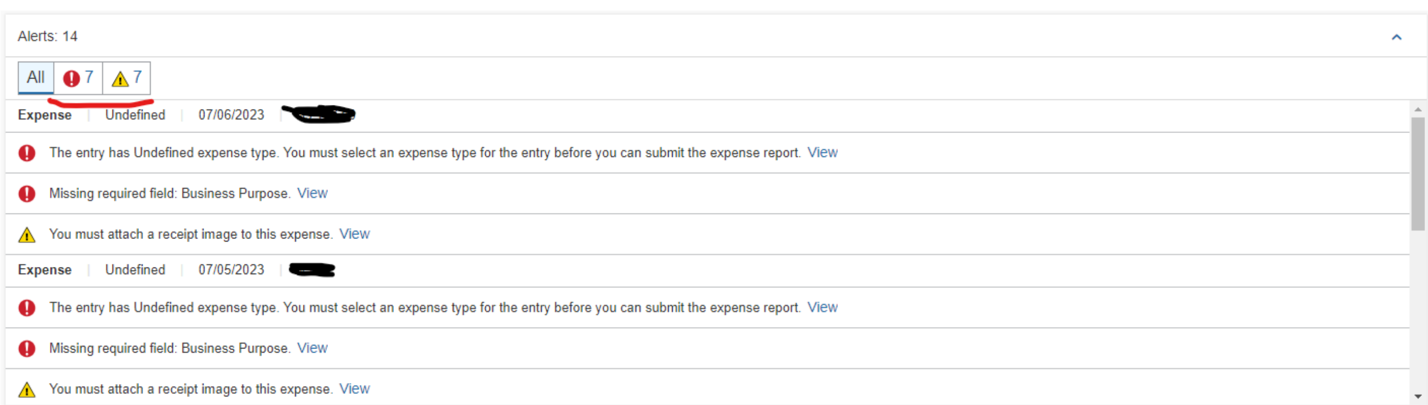
a. Red Alerts. If an alert is red then the system will not let you submit the report until the alert has been fixed.

b. Yellow Alerts. If an alert is yellow then try to fix what it is, but the system will still let you submit the report without fixing the problem. Don't panic!

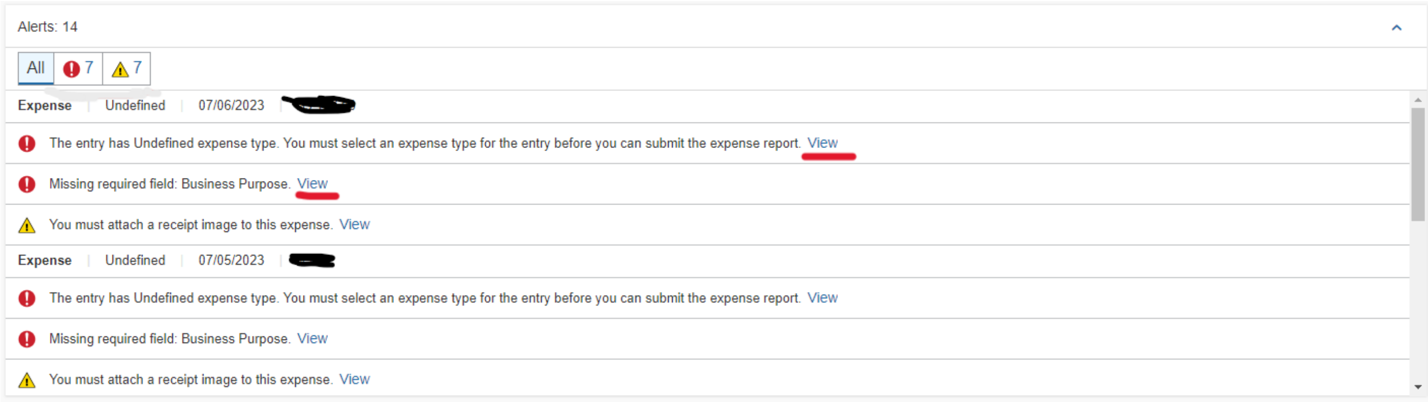
c. Seeing the Alerts. You can click on the arrow at the end of the box to see what each of the alerts are.



d. Once you click on the arrow you can then see all of the alerts and if they have to be fixed or not.



e. View. Click on the blue view word and it will open where the error is.



f. Correct the error if possible and save the expense that you are editing.

g. Once all of the red alerts are gone, submit the report.

MPD Reimbursement

This process is very similar to doing a credit card report. So most of the steps are the same as above.

1. Click the Expense tab.
2. Click Create New Report.
3. Report Name. Use your name followed by MPD Reimbursement.
4. Entity, Entity-Department, Department, Entity-Project, Entity-Class, Class, and Fund are all set the same way as you would for a personal reimbursement. Select the appropriate entity as Life Action Ministries or Revive Our Hearts. The Department should be set to the Department you work in.
5. **IMPORTANT**: Set the Project number as your MPD Project number.
6. Click Add Expense.
7. You will be creating a new expense instead of adding available expenses. So select what the Expense Type (Remember these are the GL numbers) is for the first receipt you are wanting to be reimbursed for.
8. Fill in the Transaction Date that is on the receipt.
9. Put the Business Purpose.
10. Vendor Description is the name of the place where the transaction occurred.
11. Amount is what the total for the receipt is.

12. If you have multiple receipts that would go into the same Expense Type (like meals or fuel or hotels) then you can leave the Vendor Description blank, in the Amount box put the total amount for all of those receipts.
13. If only 1 receipt then add the receipt and save the expense. It will take you back to the screen where you can add the next additional expenses.
14. If you have multiple receipts.
    a. Click the save expense button.
    b. It will take you back out to the main screen and you will have to click to go back into that expense.
    c. Click the Itemizations tab.
    d. Along the top it says Amount | Itemized | Remaining. You are trying to get the Amount and Itemized numbers to be the same and the Remaining number to be zero.
    e. To start, hit the Create Itemization button.
    f. It will ask you to put in the Expense Type. Use the same one that was used in the details section.
    g. Then fill in the Transaction Date, the Business Purpose and the Amount. All of the rest of the boxes should be filled in already. **BUT** again, you still need to check them to make sure they are correct.
    h. Add the receipt. Same way as before.
    i. A good thing to note here: There has to be a receipt that is added to each itemization. You can't do a mass dump of all of them at one time. The system will think that it is missing receipts and it won't let you submit it.
    j. It will take you back to the Itemization list. Then just continue adding them until they are all in.
    k. After all of the itemizations are in then hit the Save Expense button. It will take you back to allow you to add another expense.
15. After all of your expenses are entered and receipts attached, then you will submit the report the same way that you do credit card expense.

APPROVERS

After you have approved the expense report for your employee, please hit Approve & Forward. Send it to Cristi Fredericks for her to approve them also.