

SAP Concur



Expense Management System

Creating a
PCDO

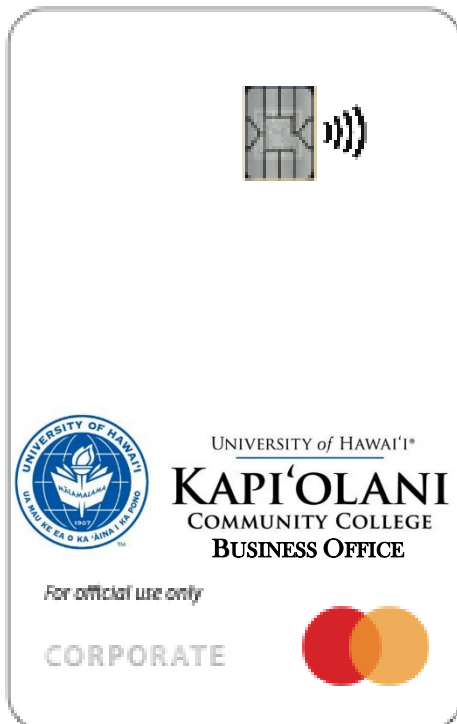
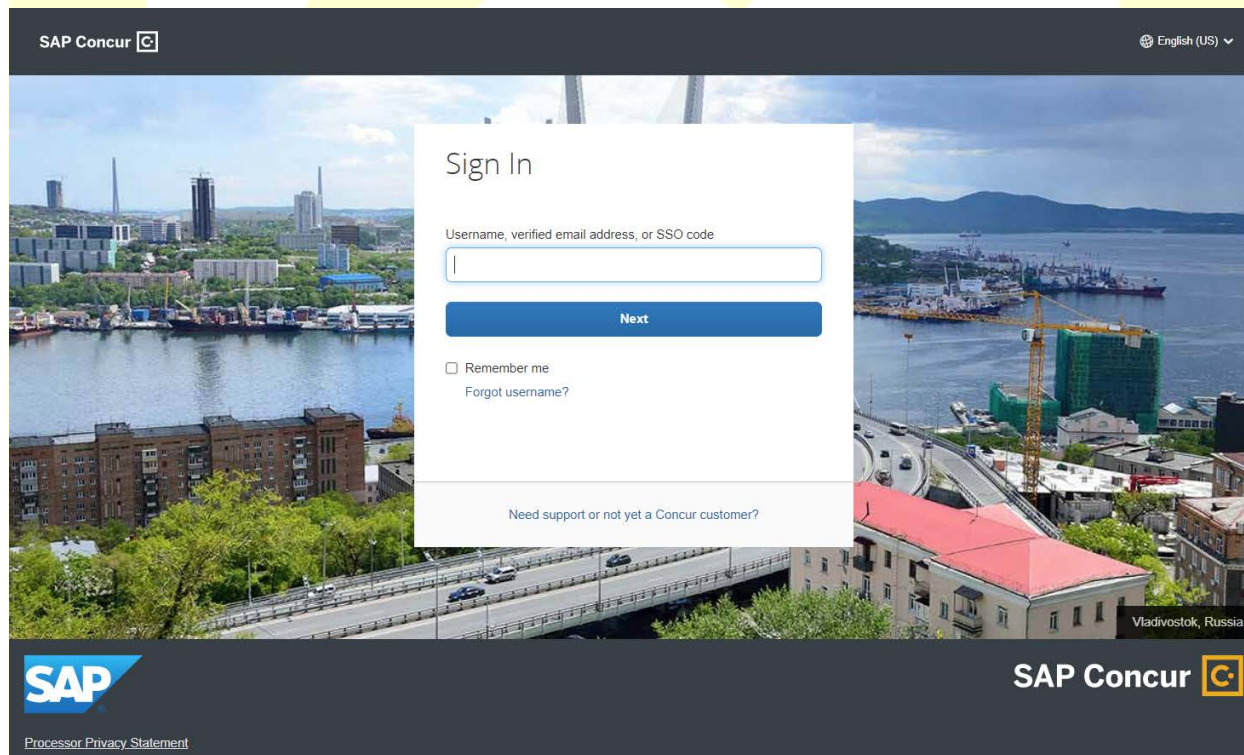


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Logging in to SAP Concur

- Log in to SAP Concur
 - <https://www.concursolutions.com/>



The screenshot shows the SAP Concur login interface. At the top, there is a dark header with the 'SAP Concur' logo on the left and a language selector 'English (US)' on the right. The main background is a scenic view of a city with a river and a bridge. Overlaid on this is a white 'Sign In' form. The form has a title 'Sign In', a label 'Username, verified email address, or SSO code', a text input field, and a blue 'Next' button. Below the button are two links: 'Remember me' (with an unchecked checkbox) and 'Forgot username?'. At the bottom of the form is a link 'Need support or not yet a Concur customer?'. The bottom of the page features a dark footer with the 'SAP' logo on the left, the 'SAP Concur' logo on the right, and a 'Processor Privacy Statement' link on the far left. The location 'Vladivostok, Russia' is visible in the bottom right corner of the background image.

SAP Concur

English (US)

Sign In

Username, verified email address, or SSO code

Next

☐ Remember me

[Forgot username?](#)

[Need support or not yet a Concur customer?](#)

SAP

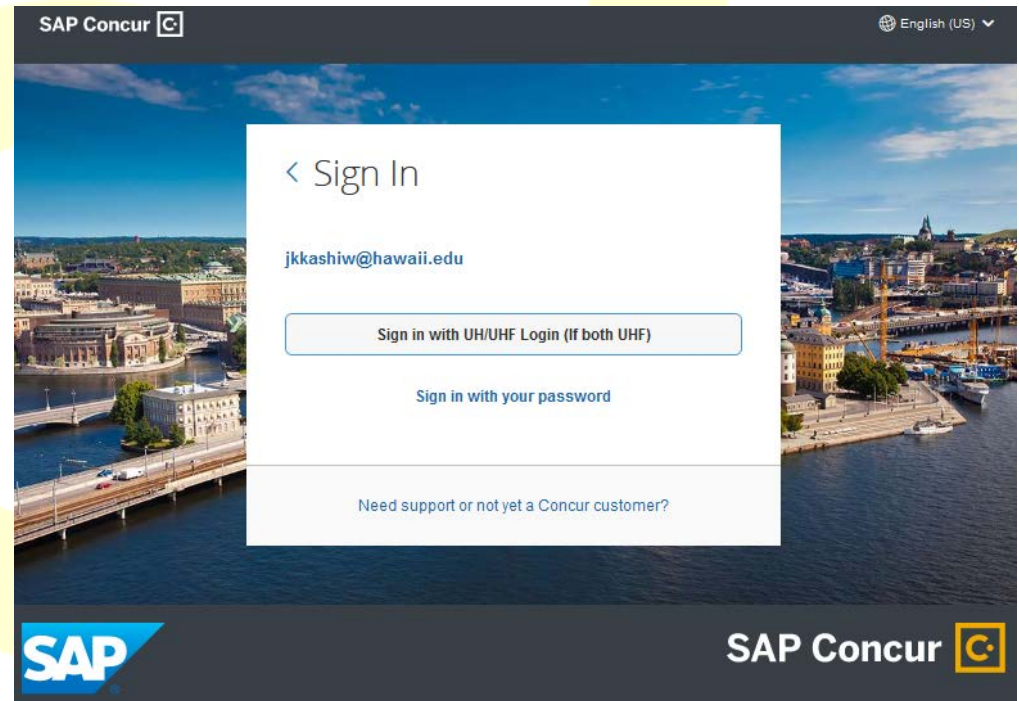
SAP Concur

[Processor Privacy Statement](#)

Vladivostok, Russia

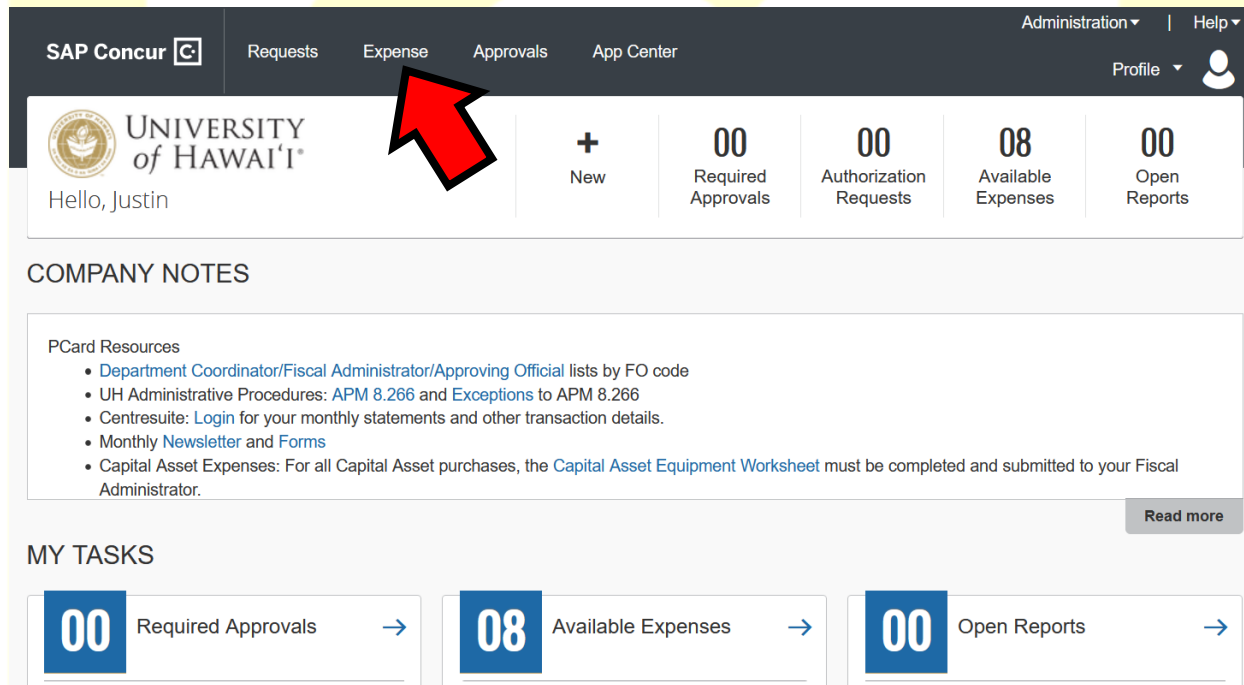
Logging in to SAP Concur

- UH User Name and Password
 - “Sign in with UH/UHF Login (If both UHF)” button
- SAP Concur System
 - “Sign in with your password” button
 - Default password is “welcome”
 - **PLEASE CHANGE YOUR PASSWORD**





Creating an Expense Report


- Click on the “Expense” tab at the top of the SAP Concur welcome page



The screenshot shows the SAP Concur interface for the University of Hawaii. The top navigation bar includes tabs for Requests, Expense, Approvals, and App Center. A red arrow points to the 'Expense' tab. The user is identified as Justin. The dashboard displays several key metrics: 00 New, 00 Required Approvals, 00 Authorization Requests, 08 Available Expenses, and 00 Open Reports. Below this, there is a section for COMPANY NOTES with links to PCard Resources. At the bottom, the MY TASKS section shows three items: 00 Required Approvals, 08 Available Expenses, and 00 Open Reports, each with a right-pointing arrow.

SAP Concur  Requests Expense Approvals App Center Administration | Help

Profile 

 UNIVERSITY of HAWAII
Hello, Justin

+ New 00 Required Approvals 00 Authorization Requests 08 Available Expenses 00 Open Reports

COMPANY NOTES

PCard Resources

- [Department Coordinator/Fiscal Administrator/Approving Official](#) lists by FO code
- UH Administrative Procedures: [APM 8.266](#) and [Exceptions to APM 8.266](#)
- Centresuite: [Login](#) for your monthly statements and other transaction details.
- Monthly [Newsletter](#) and [Forms](#)
- Capital Asset Expenses: For all Capital Asset purchases, the [Capital Asset Equipment Worksheet](#) must be completed and submitted to your Fiscal Administrator.

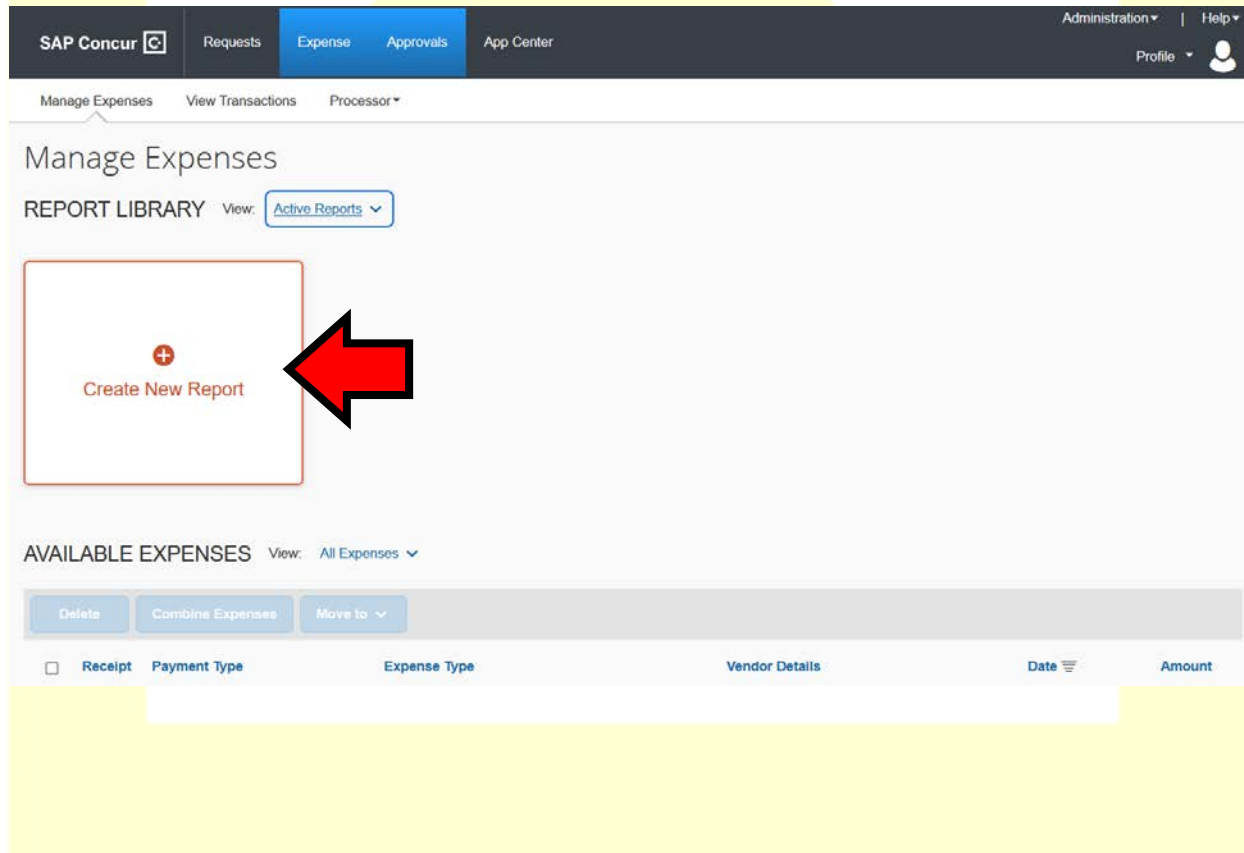
[Read more](#)

MY TASKS

00 Required Approvals → 08 Available Expenses → 00 Open Reports →

Creating an Expense Report

- Click on “Create New Report” box



Creating an Expense Report

- Fields to enter:
 - “Report Name” = 057-UH USER NAME-MONTH-YEAR
 - Example: 057-JKKASHIW-JULY-2021
 - “Report Start Date” = Always the 15th of the current billing period
 - Example: 06/15/21
 - “Report End Date” = Always the 14th of the current billing period
 - Example: 07/14/21
 - “Report Purpose” = Always “Monthly PCDO”
 - “Chart” = “(KA) Kapiolani CC” (Auto populate with defaulted chart)
 - “Account” = (Auto populate with defaulted account)

Creating an Expense Report

Create New Report

Report Name *

057-JKKASHIW-JULY-2021

Report Start Date *

06/15/2021

Report End Date *

07/14/2021

* Required field

Report Purpose *

*MONTHLY PCDO

Chart *

(KA) Kapiolani CC

Account *

(2226712) TFSF - BUSINESS OFFICE

SubAccount

Search by Text

Additional Information from User

Report Total

Comment To/From Approver/Processor

Cancel

Create Report

Creating an Expense Report

- Click “Create Report” button

Create New Report

Report Name * ?

057-JKKASHIW-JULY-2021

Report Start Date * ?

06/15/2021

Report End Date * ?

07/14/2021

Report Purpose * ?

*MONTHLY PCDO

Chart *

1

(KA) Kapiolani CC

Account *

2

(2226712) TFSF - BUSINESS OFFICE

SubAccount

3

Search by Text

Additional Information from User

Report Total

Comment To/From Approver/Processor

Cancel

Create Report

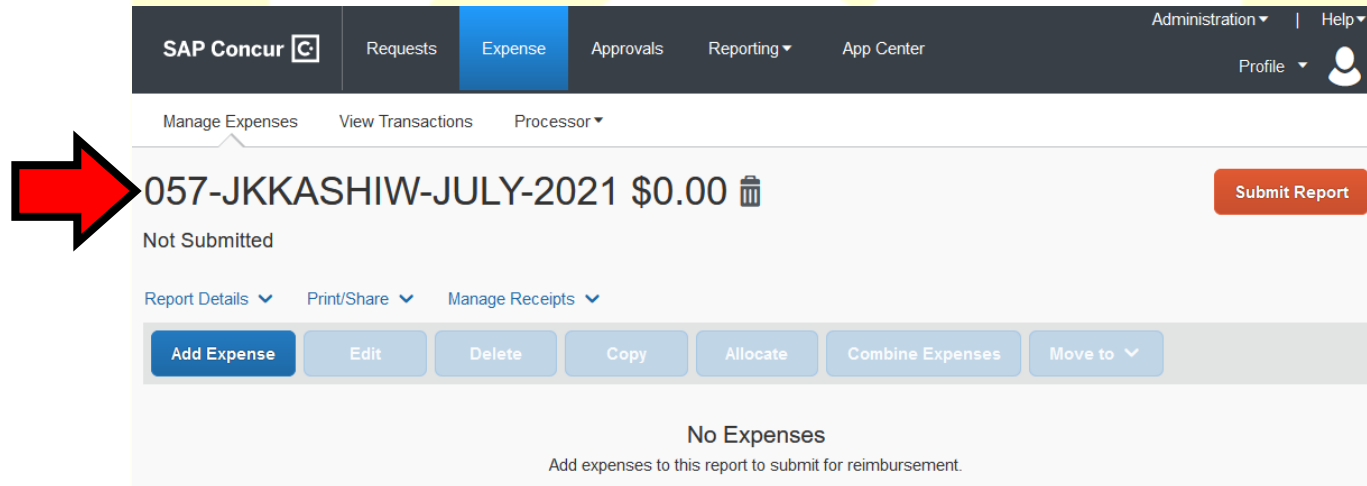
Creating an Expense Report

- Successful creation of an SAP Concur Expense Report

The screenshot displays the SAP Concur web interface for creating an expense report. The top navigation bar includes the SAP Concur logo and links for Requests, Expense (highlighted), Approvals, Reporting, and App Center. On the right, there are links for Administration, Help, Profile, and a user icon. Below the navigation bar, the main content area shows the report title '057-JKKASHIW-JULY-2021' with a total amount of '\$0.00' and a trash icon. A 'Submit Report' button is visible on the right. The status 'Not Submitted' is displayed. Below the status, there are links for 'Report Details', 'Print/Share', and 'Manage Receipts'. A row of action buttons includes 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. At the bottom, a message states 'No Expenses' and 'Add expenses to this report to submit for reimbursement.'

Creating an Expense Report

- To edit Expense Report fields, click on the Report Name.



The screenshot displays the SAP Concur web interface for creating an expense report. The top navigation bar includes the SAP Concur logo and tabs for Requests, Expense (selected), Approvals, Reporting, and App Center. On the right, there are links for Administration, Help, Profile, and a user icon. Below the navigation bar, the main content area shows the report title '057-JKKASHIW-JULY-2021 \$0.00' with a trash icon. A red arrow points to this title. To the right of the title is a 'Submit Report' button. Below the title, it says 'Not Submitted'. There are three links: 'Report Details', 'Print/Share', and 'Manage Receipts'. A row of buttons includes 'Add Expense' (highlighted in blue), 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. At the bottom, a message states 'No Expenses' and 'Add expenses to this report to submit for reimbursement.'

Adding an Expense

- To go directly to a previously created Expense Report; in the Open Reports box, click on the report name.

SAP Concur

Requests Expense Approvals Reporting App Center

Profile

UNIVERSITY of HAWAII

Hello, Justin

+ New

00 Required Approvals

00 Authorization Requests

07 Available Expenses

01 Open Reports

COMPANY NOTES

PCard Resources

- [Department Coordinator/Fiscal Administrator/Approving Official](#) lists by FO code
- UH Administrative Procedures: [APM 8.266](#) and [Exceptions to APM 8.266](#)
- Centresuite: [Login](#) for your monthly statements and other transaction details.
- Monthly [Newsletter](#) and [Forms](#)
- Capital Asset Expenses: For all Capital Asset purchases, the [Capital Asset Equipment Worksheet](#) must be completed and submitted to your Fiscal Administrator.
- [FHB Dispute Form](#) to be completed by Cardholder and attached to disputed transactions.

Read more

MY TASKS

00 Required Approvals →

Great! You currently have no approvals.

07 Available Expenses →

06/29 AMZN Mktp US 296GQ6GF1
\$258.40

01 Open Reports →

07/12 057-JKKASHIW-JULY-2021
\$138.04

Adding an Expense

- Click on the “Add Expense” button

The screenshot displays the SAP Concur interface for managing expenses. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense' (selected), 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, the main content area shows a report titled '057-JKKASHIW-JULY-2021 \$0.00' with a trash icon and a 'Submit Report' button. The status 'Not Submitted' is visible. A red arrow points to the 'Add Expense' button in the action bar, which also contains 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. Below the action bar, a message states 'No Expenses' and 'Add expenses to this report to submit for reimbursement.'

Adding an Expense

- Select the boxes of the transactions that appear on the CentreSuite Bank Statement

Add Expense

8
Available Expenses

+

Create New Expense

<input type="checkbox"/>	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	FHB Pcard	Undefined	AMZN Mktp US 296GQ6GF1	06/29/2021	\$258.40
<input type="checkbox"/>	Pending Card Transaction	Supplies, Data Processing (3405)	AMAZON.COM, INC.	06/27/2021	\$10.70
<input type="checkbox"/>	Pending Card Transaction	Supplies, Data Processing (3405)	AMAZON.COM, INC.	06/27/2021	\$17.27
<input type="checkbox"/>	Pending Card Transaction	Supplies, Data Processing (3405)	AMAZON.COM, INC.	06/27/2021	\$27.25
<input type="checkbox"/>			AMZN Mktp US	06/27/2021	\$100.00

Close

Add To Report

Adding an Expense

- Click on the “Add To Report” button

Add Expense

8
Available Expenses

+

Create New Expense

<div></div>	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	FHB Pcard	Other Supplies (3400)	AMZN Mktp US 296GQ6GF1	06/29/2021	\$258.40
<input type="checkbox"/>	Pending Card Transaction	Supplies, Data Processing (3405)	AMAZON.COM, INC.	06/27/2021	\$10.70
<input type="checkbox"/>	Pending Card Transaction	Supplies, Data Processing (3405)	AMAZON.COM, INC.	06/27/2021	\$17.27
<input type="checkbox"/>	Pending Card Transaction	Supplies, Data Processing (3405)	AMAZON.COM, INC.	06/27/2021	\$27.25
<input type="checkbox"/>	Pending Card Transaction	Supplies, Data Processing (3405)	AMAZON.COM, INC.	06/27/2021	\$27.25
<input type="checkbox"/>	Pending Card Transaction	Supplies, Data Processing (3405)	AMAZON.COM, INC.	06/27/2021	\$27.25

Close

Add To Report

Adding an Expense

- Select a transaction box
- Click the “Edit” button

The screenshot shows the SAP Concur Expense page. At the top, there's a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Expense' (selected), 'Approvals', 'Reporting', and 'App Center'. Below this, there's a sub-navigation bar with 'Manage Expenses', 'View Transactions', and 'Processor'. A red arrow labeled '1' points to the 'Expense' tab. Below the navigation bar, there's a section for '057-JKKASHIW JULY-2021 \$396.44' with a trash icon and buttons for 'Copy Report' and 'Submit Report'. Below this, there's a section for 'Not Submitted' with a red arrow labeled '2' pointing to the 'Edit' button. Below the 'Edit' button, there's a table with columns: Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The table has two rows of data. A red arrow labeled '1' points to the first row's 'Alerts' column, which contains a red exclamation mark icon. The second row's 'Alerts' column also contains a red exclamation mark icon. The total amount at the bottom right is \$396.44.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		FHB Pcard	Other Supplies (3400)	AMZN Mktp US 296GQ6GF1	06/29/2021	\$258.40
<input type="checkbox"/>		FHB Pcard	Supplies, Office (3200)	AMZN Mktp US 2171D69T0	06/27/2021	\$138.04
						\$396.44

Adding an Expense

- Fields to enter:
 - “Expense Type” = Use the auto populate function, type the object code and select the appropriate object code.
 - “Goods or Service Received Date:”
 - Determining goods/services receive date
 - Goods = Actual date received
 - Airfare = Date of purchase
 - Registration fee = Date of purchase
 - Services = Date of work completed
 - Services for a period of time = Beginning or end of service period depending on the invoice billing in advance or in arrears
 - Example: subscription 07/01/21 – 06/30/22
 - Example: in advance = 07/01/21
 - Example: in arrears = 06/30/22

Adding an Expense

- “Description” = Enter a short description of the goods or services purchased
- “Chart” = Use the auto populate function, type the chart code and select the appropriate chart code.
- “Account” = (Click the filter button and select “code”) Use the auto populate function, type the account code and select the appropriate account code.

Adding an Expense

← → Supplies, Office (3200) \$138.04 🗑️
06/27/2021 | AMZN Mktp US 2171D69T0 | Corporate Card Cancel Save Expense

Details Itemizations Hide Receipt 📄

Allocate * Required field

Expense Type *
Supplies, Office (3200) ▼

Transaction Date: 06/27/2021 Posted Date ? : 06/28/2021

Goods or Services Received Date: 06/29/2021 📅 Organization Document Number:

☐ Disputed Description ? : File Pocket Folders: 1.75in, 3.5in, 5.25in,

Enter Vendor Name: AMZN Mktp US 2171D69T0 City of Purchase:

Payment Type: FHB Pcard

Amount: 138.04 Currency: US, Dollar

Chart * : (KA) Kapiolani CC Account * : (2226712) TFSF - BUSINESS... 2


SubAccount: Search by Text 3

Attach Receipt Image

Adding an Expense


- Click on the “Save Expense” button





Supplies, Office (3200) \$138.04 


06/27/2021 | AMZN Mktp US 2171D69T0 | Corporate Card


Cancel **Save Expense**


Details Itemizations Hide Receipt 

 Allocate * Required field

Expense Type *
Supplies, Office (3200) 

Transaction Date: 06/27/2021
Posted Date : 06/28/2021



Goods or Services Received Date: 06/29/2021  Organization Document Number:


☐ Disputed Description : File Pocket Folders: 1.75in, 3.5in, 5.25in,

Enter Vendor Name: AMZN Mktp US 2171D69T0 City of Purchase:

Payment Type: FHB Pcard

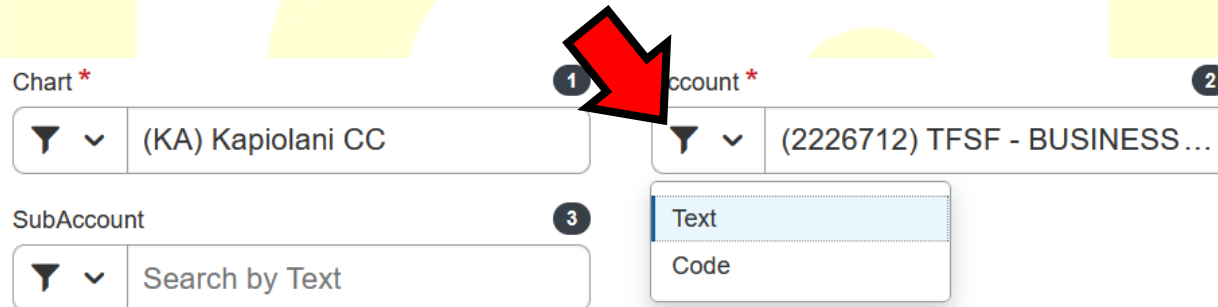
Amount: 138.04 Currency: US, Dollar

Chart *  (KA) Kapiolani CC 1 Account *  (2226712) TFSF - BUSINESS... 2


Attach Receipt Image

Adding an Expense

- Tip for inputting Account Codes
 - Click the filter icon to change the auto populate function to “Code” to search by account number.



The screenshot shows a software interface for adding an expense. It features three filter icons, each with a number in a black circle: 1, 2, and 3. A red arrow points to the first filter icon (1). The first filter icon (1) is labeled 'Chart *' and has a dropdown menu open showing 'Text' and 'Code'. The second filter icon (2) is labeled 'Account *' and has a dropdown menu open showing 'Text' and 'Code'. The third filter icon (3) is labeled 'SubAccount' and has a dropdown menu open showing 'Text' and 'Code'. The first filter icon (1) is currently set to 'Text' and displays '(KA) Kapiolani CC'. The second filter icon (2) is currently set to 'Text' and displays '(2226712) TFSF - BUSINESS...'. The third filter icon (3) is currently set to 'Text' and displays 'Search by Text'.

Chart * 1 Account * 2

(KA) Kapiolani CC (2226712) TFSF - BUSINESS...

SubAccount 3

Search by Text

Text

Code

Adding an Expense

- Tips for inputting Object and Account Codes
 - SAP Concur learns from your usage. After initially searching for account and object codes manually, click on the account or object code field and it will populate “Recently Used” to select from.

Amount: 138.04

Currency: US, Dollar

Chart*: (KA) Kapiolani CC

SubAccount:

Org/Ref ID:

Account*: Search by Code

Recently Used

- (KA-2226712) TFSF - BUSINESS OFFICE
- (KA-2226702) TFSF - HUMAN RESOURCES
- (KA-2244952) ALLIED HEALTH LIAB INSURANCE-R854
- (1002882) G050 KCC A-19 GF ALLOC
- (1116462) CENTER FOR INTERNATIONAL AFFAIRS
- (1116472) CURRICULUM MANAGEMENT

5942

Itemization Function (Multiple Object Codes)

- Multiple accounts and multiple object codes (do not allocate, input itemization)
 - Click the “Itemizations” tab

The screenshot displays the SAP Concur Expense interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense' (selected), 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, the main content area shows 'Manage Expenses', 'View Transactions', and 'Processor'. A yellow alert banner at the top states: 'Alerts: 1. You must attach a receipt image to this expense.' The expense details section shows 'Supplies, Office (3200) \$138.04' with a trash icon, the date '06/27/2021', and the card 'AMZN Mktp US 2171D69T0'. A 'Corporate Card' link is also present. The 'Itemizations' tab is selected and highlighted with a red arrow. The 'Details' tab is also visible. The 'Expense Type' dropdown is set to 'Supplies, Office (3200)'. A red box highlights the 'Itemizations' tab and the 'Expense Type' dropdown.

SAP Concur

Requests Expense Approvals Reporting App Center

Administration Help

Profile

Manage Expenses View Transactions Processor

Alerts: 1

You must attach a receipt image to this expense.

Supplies, Office (3200) \$138.04

06/27/2021 AMZN Mktp US 2171D69T0 Corporate Card

Cancel Save Expense

Details Itemizations

Allocate

Expense Type *

Supplies, Office (3200)

* Required field

Itemization Function (Multiple Object Codes)

- Click “Create Itemization” button

The screenshot displays the SAP Concur Expense interface. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Expense' (selected), 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, the breadcrumb trail shows 'Manage Expenses' > 'View Transactions' > 'Processor'. A yellow alert box at the top states: 'Alerts: 1' and 'You must attach a receipt image to this expense.' The main header area shows the expense details: 'Supplies, Office (3200) \$138.04' with a trash icon, '06/27/2021', 'AMZN Mktp US 2171D69T0', and 'Corporate Card'. There are 'Cancel' and 'Save Expense' buttons. Below this, there are two tabs: 'Details' and 'Itemizations'. The 'Itemizations' tab is active, showing a table with three columns: 'Amount', 'Itemized', and 'Remaining'. The table contains one row: 'Amount \$138.04', 'Itemized \$0.00', and 'Remaining \$138.04'. Below the table, there is a 'Create Itemization' button, which is highlighted by a large red arrow. To its right is a 'More Actions' dropdown menu. Below these buttons, the text reads: 'No Itemizations. Create itemizations for the items on your receipt.' On the right side of the 'Itemizations' tab, there is a 'Hide Receipt' link and a receipt icon.

Amount	Itemized	Remaining
\$138.04	\$0.00	\$138.04

Create Itemization More Actions ▾

No Itemizations.
Create itemizations for the items on your receipt.

Itemization Function (Multiple Object Codes)

- “Expense Type” = Use the auto populate function, type the object code and select the appropriate object code.

SAP Concur

Requests Expense Approvals Reporting App Center

Administration Help

Profile

Manage Expenses View Transactions Processor

Alerts: 1

You must attach a receipt image to this expense.

Supplies, Office (3200) \$138.04

06/27/2021 | AMZN Mktp US 2171D69T0 | Corporate Card

Cancel Save Itemization

Details Itemizations Hide Receipt

Amount	Itemized	Remaining
\$138.04	\$0.00	\$138.04

New Itemization

Expense Type *

Search for an expense type

Save Itemization Cancel

Itemization Function (Multiple Object Codes)

- “Amount” = enter amount for the selected object code
- “Chart” = Use the auto populate function, type the chart code and select the appropriate chart code.
- “Account” = (Click the filter button and select “code”) Use the auto populate function, type the account code and select the appropriate account code.

Itemization Function (Multiple Object Codes)

← → Supplies, Office (3200) \$138.04 🗑️
06/27/2021 | AMZN Mktp US 2171D69T0 | Corporate Card

Cancel Save Itemization

Details Itemizations Hide Receipt 📄

Amount	Itemized	Remaining
\$138.04	\$0.00	\$138.04

New Itemization
⚙️ Allocate

* Required field

Expense Type *
Supplies, Office (3200) ▼

Transaction Date *
06/27/2021 📅

Posted Date ?
06/28/2021

Goods or Services Received Date:
06/29/2021 📅

Organization Document Number
📄

☐ Disputed

Description ?
File Pocket Folders: 1.75in, 3.5in, 5.25...

Amount *
100.00

Currency
US, Dollar

Chart *
▼ (KA) Kapiolani CC

Account *
▼ (2226712) TFSF - BUSINESS...


SubAccount
▼ Search by Text

Attach Receipt Image

Itemization Function (Multiple Object Codes)


- Click “Save Itemization”



Supplies, Office (3200) \$138.04 


06/27/2021 | AMZN Mktp US 2171D69T0 | [Corporate Card](#)

Cancel **Save Itemization**

Details | **Itemizations** | [Hide Receipt](#) 


Amount	Itemized	Remaining
\$138.04	\$0.00	\$138.04


New Itemization


 [Allocate](#)


* Required field

Expense Type *

Supplies, Office (3200) 


Transaction Date *  06/27/2021

Posted Date  06/28/2021

Goods or Services Received Date:  06/29/2021



Organization Document Number



☐ Disputed



Description  File Pocket Folders: 1.75in, 3.5in, 5.25...


Amount *

Currency

Chart *  (KA) Kapiolani CC 

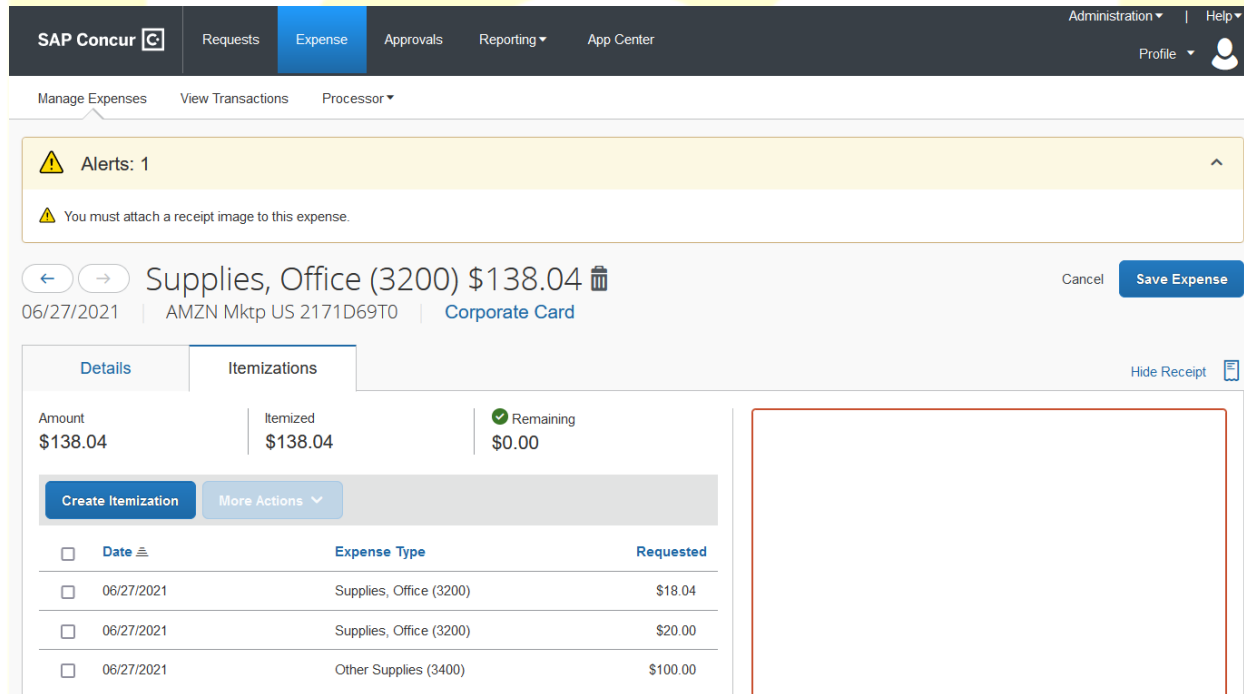
Account *  (2226712) TFSF - BUSINESS... 

SubAccount  Search by Text 


Attach Receipt Image

Itemization Function (Multiple Object Codes)

- Repeat Itemization Function steps for each object and account code



The screenshot shows the SAP Concur Expense Itemization interface. At the top, there's a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Expense' (selected), 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, there are tabs for 'Manage Expenses', 'View Transactions', and 'Processor'. A yellow alert box at the top states: 'Alerts: 1' and 'You must attach a receipt image to this expense.' Below the alert, there's a breadcrumb trail: 'Supplies, Office (3200) \$138.04' with navigation arrows. To the right of the breadcrumb are 'Cancel' and 'Save Expense' buttons. Below the breadcrumb, there's a date '06/27/2021', a transaction ID 'AMZN Mktp US 2171D69T0', and a 'Corporate Card' label. The main content area has two tabs: 'Details' and 'Itemizations' (selected). In the 'Itemizations' tab, there's a summary section with 'Amount \$138.04', 'Itemized \$138.04', and 'Remaining \$0.00' with a green checkmark. Below this is a 'Create Itemization' button and a 'More Actions' dropdown. A table lists the itemizations with columns for 'Date', 'Expense Type', and 'Requested'. The table has three rows of data. To the right of the table is a large red rectangular box for attaching a receipt image. At the bottom right, there's a 'Hide Receipt' link with a document icon.

Date	Expense Type	Requested
06/27/2021	Supplies, Office (3200)	\$18.04
06/27/2021	Supplies, Office (3200)	\$20.00
06/27/2021	Other Supplies (3400)	\$100.00

Itemization Function (Multiple Object Codes)

- Multiple object codes and one account code
 - Repeat Itemization Function steps for each object code (**No need to input Chart and Account**)
 - Click “Save Itemization”
 - Repeat steps for each object code

The screenshot displays the SAP Concur Expense interface. At the top, there's a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Expense' (selected), 'Approvals', 'Reporting', and 'App Center'. Below this, a sub-navigation bar shows 'Manage Expenses', 'View Transactions', and 'Processor'. A yellow alert banner states: 'Alerts: 1. You must attach a receipt image to this expense.' The main header shows the expense details: 'Supplies, Office (3200) \$138.04' with a trash icon, and a date '06/27/2021'. Below the header, there are tabs for 'Details' and 'Itemizations'. The 'Itemizations' tab is active, showing a summary: 'Amount \$138.04', 'Itemized \$138.04', and 'Remaining \$0.00'. A 'Create Itemization' button is visible. Below the summary, there's a table with columns 'Date', 'Expense Type', and 'Requested'.

Date	Expense Type	Requested
06/27/2021	Other Supplies (3400)	\$38.04
06/27/2021	Supplies, Office (3200)	\$100.00

Itemization Function (Multiple Object Codes)

- Tip for itemization
 - Itemization must equal all expenses or error alert will appear

The screenshot displays the SAP Concur Expense page. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense' (active), 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon.

Below the navigation bar, there are tabs for 'Manage Expenses', 'View Transactions', and 'Processor'. A red alert banner at the top states 'Alerts: 2' with two messages: 'The itemization amounts do not add up to the expense amount. View' and 'You must attach a receipt image to this expense.'

The main content area shows the expense details: 'Supplies, Office (3200) \$138.04'. Below this, there are tabs for 'Details' and 'Itemizations'. The 'Itemizations' tab is active, showing a table with columns for 'Date', 'Expense Type', and 'Requested'.

Date	Expense Type	Requested
06/27/2021	Supplies, Office (3200)	\$20.00
06/27/2021	Other Supplies (3400)	\$100.00

Summary information at the top of the itemization section: Amount \$138.04, Itemized \$120.00, Remaining \$18.04. There are buttons for 'Create Itemization' and 'More Actions'.

Allocate Function (Multiple Account Codes)

- One Object code and Multiple Account Codes
 - Click “Allocate” below the “Details” tab

The screenshot displays the SAP Concur Expense interface. At the top, there is a navigation bar with tabs for 'Requests', 'Expense' (selected), 'Approvals', and 'App Center'. Below this, there are links for 'Manage Expenses', 'View Transactions', and 'Processor'. The main header area shows the transaction details: 'Supplies, Office (3200) \$138.04' with a trash icon, the date '06/27/2021', the card type 'AMZN Mktp US 2171D69T0', and the payment method 'Corporate Card'. There are 'Cancel' and 'Save Expense' buttons. Below the header, there are two tabs: 'Details' (selected) and 'Itemizations'. Under the 'Details' tab, there is an 'Allocate' button with a red arrow pointing to it. Below the 'Allocate' button is a label 'Expense Type *'. To the right of the 'Allocate' button, there is a search bar with '1 of 4' and a 'Required field' indicator.

Allocate Function (Multiple Account Codes)

- Select “Amount”



The screenshot shows a software interface for allocating expenses. At the top, a window titled 'Allocate' has a close button (X) in the top right corner. Below the title bar, it says 'Expenses: 2 | \$138.04'. There are two tabs: 'Percent' and 'Amount'. A large red arrow points to the 'Amount' tab, which is currently selected. Below the tabs, the 'Amount' section shows 'Amount \$138.04', 'Allocated 100% \$138.04', and 'Remaining 0% \$0.00'. Below this is a 'Default Allocation' section with 'Code DEFAULT' and 'Amount USD \$138.04'. At the bottom of the dialog are four buttons: 'Add', 'Edit', 'Remove', and 'Save as Favorite'.

No Allocations

These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.



This part of the screenshot shows the bottom of the 'Allocate' dialog box. It features a horizontal scrollbar at the top. Below it, there are two buttons: 'Cancel' and 'Save'.

Allocate Function (Multiple Account Codes)

- Click on the “Add” button

The screenshot shows a software interface for allocating expenses. At the top, a window titled 'Allocate' has a close button (X) in the top right corner. Below the title bar, it says 'Expenses: 2 | \$138.04'. There are two tabs: 'Percent' and 'Amount', with 'Amount' being the active tab. Below the tabs, there are three columns of data: 'Amount' with '\$138.04', 'Allocated 100%' with '\$138.04', and 'Remaining 0%' with '\$0.00'. Below this, a section titled 'Default Allocation' shows 'Code' as 'DEFAULT' and 'Amount USD' as '\$138.04'. A horizontal bar contains four buttons: 'Add', 'Edit', 'Remove', and 'Save as Favorite'. A large red arrow with a black outline points directly to the 'Add' button. Below this bar, the text 'No Allocations' is displayed, followed by a smaller line of text: 'These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.' At the bottom of the dialog, there is a 'Cancel' button and a 'Save' button.

Allocate ×

Expenses: 2 | \$138.04

Percent Amount

Amount
\$138.04

Allocated 100%
\$138.04

Remaining 0%
\$0.00

Default Allocation

Code
DEFAULT

Amount USD
\$138.04

Add Edit Remove Save as Favorite

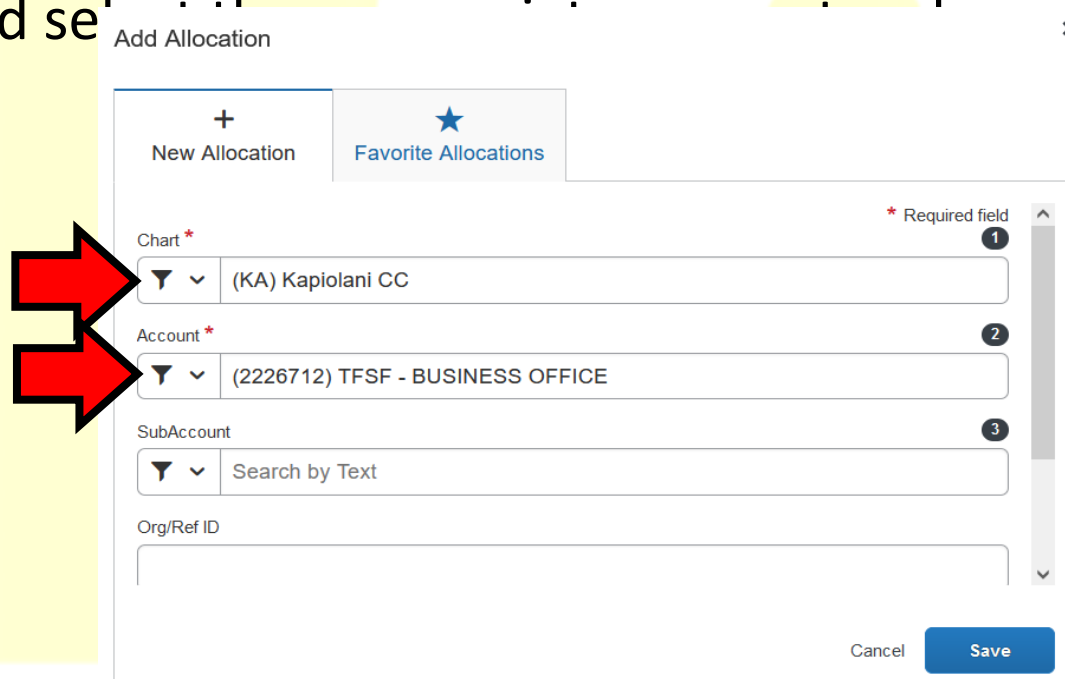
No Allocations

These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.

Cancel Save

Allocate Function (Multiple Account Codes)

- “Chart” = Use the auto populate function, type the chart code and select the appropriate chart code.
- “Account” = (Click the filter button and select “code”)
Use the auto populate function, type the account code and select the appropriate account code.



The screenshot shows the 'Add Allocation' form with the following fields and values:

- Chart *** (Required field): (KA) Kapiolani CC
- Account *** (Required field): (2226712) TFSF - BUSINESS OFFICE
- SubAccount**: Search by Text
- Org/Ref ID**: (Empty)

At the bottom of the form are 'Cancel' and 'Save' buttons. Two large red arrows point to the 'Chart' and 'Account' fields respectively.

Allocate Function (Multiple Account Codes)


- Click “Save” button

Add Allocation ×


+
New Allocation

★
Favorite Allocations


Chart ^{*} 1 * Required field

 (KA) Kapiolani CC

Account ^{*} 2


 (2226712) TFSF - BUSINESS OFFICE

SubAccount 3

 Search by Text

Org/Ref ID

Cancel **Save**



Allocate Function (Multiple Account Codes)

- Repeat the allocate function steps for each additional accounts
- Enter amount for each account

Allocate ×

Expenses: 2 \$138.04

Amount: \$138.04 Allocated 100%: \$138.04 Remaining 0%: \$0.00

Default Allocation

Code: **DEFAULT** Amount USD: \$0.00

<input type="checkbox"/>	Chart	Account	SubAccount	Org/Ref ID	Brief Description	Code	Amount USD
<input type="checkbox"/>	Kapiolani CC	TFSF - HUMAN RESOURCES				KA-2226702	<input type="text" value="38.04"/>
<input type="checkbox"/>	Kapiolani CC	TFSF - BUSINESS OFFICE				KA-2226712	<input type="text" value="100.00"/>

Allocate Function (Multiple Account Codes)

- Click “Save” button

Allocate ×


Expenses: 2 | \$138.04

Amount: \$138.04 | Allocated 100%: \$138.04 | Remaining 0%: \$0.00

Default Allocation

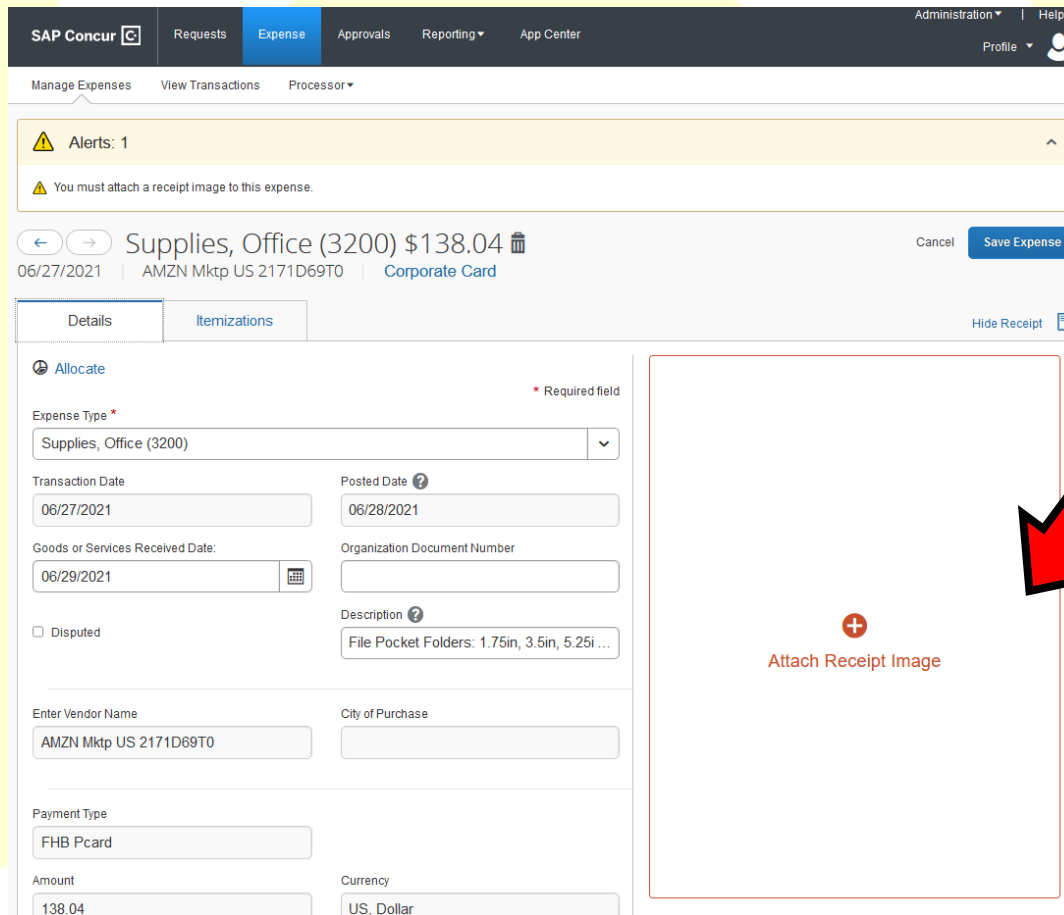
Code: **DEFAULT** | Amount USD: \$0.00

<input type="checkbox"/>	Chart	Account	SubAccount	Org/Ref ID	Brief Description	Code	Amount USD
<input type="checkbox"/>	Kapiolani CC	TF SF - HUMAN RESOURCES				KA-2226702	<input type="text" value="38.04"/>
<input type="checkbox"/>	Kapiolani CC	TF SF - BUSINESS OFFICE				KA-2226712	<input type="text" value="100.00"/>



Attaching a Receipt

- Click “Attach Receipt Image” box



The screenshot displays the SAP Concur Expense form. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense' (selected), 'Approvals', 'Reporting', and 'App Center'. The right side of the bar has 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, there are tabs for 'Manage Expenses', 'View Transactions', and 'Processor'. A yellow alert box at the top states: 'Alerts: 1' and 'You must attach a receipt image to this expense.' The main header shows the expense details: 'Supplies, Office (3200) \$138.04', with a 'Cancel' button and a 'Save Expense' button. Below this, there are tabs for 'Details' (selected) and 'Itemizations', and a 'Hide Receipt' link. The 'Details' tab contains several fields: 'Expense Type' (Supplies, Office (3200)), 'Transaction Date' (06/27/2021), 'Posted Date' (06/28/2021), 'Goods or Services Received Date' (06/29/2021), 'Organization Document Number', 'Description' (File Pocket Folders: 1.75in, 3.5in, 5.25in ...), 'Enter Vendor Name' (AMZN Mktp US 2171D69T0), 'City of Purchase', 'Payment Type' (FHB Pcard), 'Amount' (138.04), and 'Currency' (US, Dollar). A large red box on the right side of the form is labeled 'Attach Receipt Image' with a red plus icon, and a large red arrow points to it.

Attaching a Receipt

- Click “Upload Receipt Image”

Attach Receipt

Upload Receipt Image

5MB limit per file

Uploaded: 7/12/2021 9:58 AM

Receipt uploaded on July 12, 2021 7:58 PM

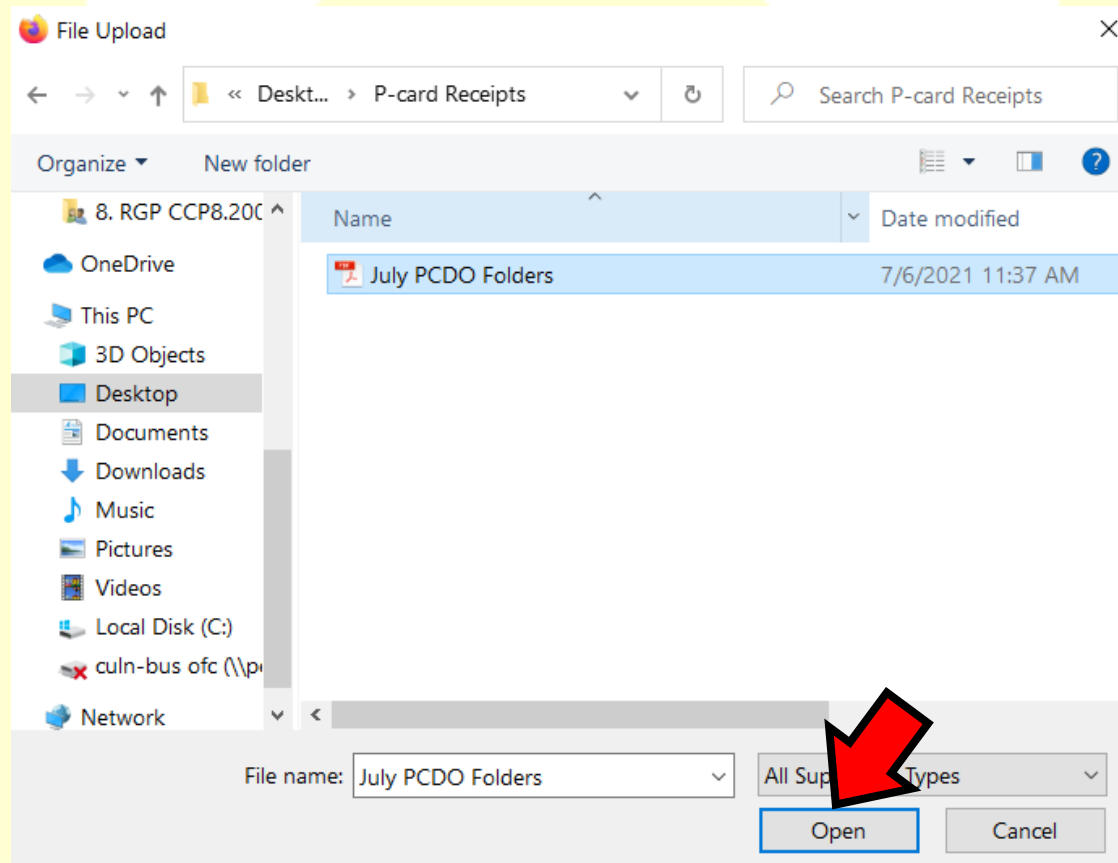
Attach

View

Close

Attaching a Receipt

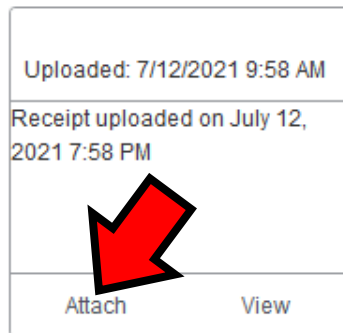
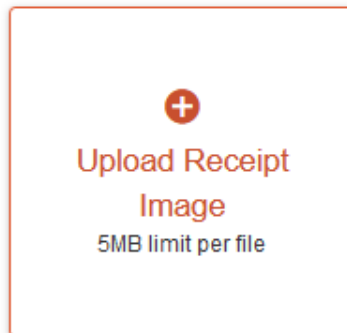
- Select a file to upload



Attaching a Receipt

- Click “Attach” on file

Attach Receipt



Close

Attaching a Receipt

- Click on the “Save Expense” button

SAP Concur

RequestsExpenseApprovalsReportingApp Center

AdministrationHelpProfile

Manage ExpensesView TransactionsProcessor

Success! You have cleared all alerts on this expense.

Supplies, Office (3200) \$138.04

06/27/2021AMZN Mktp US 2171D69T0Corporate Card

CancelSave Expense

DetailsItemizations

Hide Receipt

Allocate

* Required field

Expense Type*
Supplies, Office (3200)

Transaction Date
06/27/2021

Goods or Services Received Date:
06/29/2021

☐ Disputed

Enter Vendor Name
AMZN Mktp US 2171D69T0

Payment Type
FHB Pcard

Amount
138.04

Posted Date
06/28/2021

Organization Document Number

Description
File Pocket Folders: 1.75in, 3.5in, 5.25in ...

City of Purchase

Currency
US, Dollar

amazon.com

Print Details for Order #1107029945-1102217

Order Placed: June 28, 2021
Shipment Date (order shipment): 11/03/2021
Order Total: \$138.04

Shipped on June 28, 2021

Items Ordered

1.00 Amazon Prime Rewards 1.75 in Pocket Folder, 20 per Box (10-DIGIT)
Item to: Amazon (order ref:1107029945-1102217)
Quantity: 1

Shipping Address:
1107029945-1102217
1107029945-1102217
1107029945-1102217
United States

Shipping Method:
Standard Shipping

Items Subtotal: \$13.00
Shipping & Handling: \$0.00
Tax before tax: \$0.00
Sales Tax: \$0.00
Total before tax: \$13.00
Total for this shipment: \$13.00

Shipped on June 28, 2021

Items Ordered

1.00 Amazon Prime Rewards 3.5 in Pocket Folder, 20 per Box (10-DIGIT)
Item to: Amazon (order ref:1107029945-1102217)
Quantity: 1

Shipping Address:
1107029945-1102217
1107029945-1102217
1107029945-1102217
United States

Shipping Method:
Standard Shipping

Items Subtotal: \$13.00
Shipping & Handling: \$0.00
Tax before tax: \$0.00
Sales Tax: \$0.00
Total before tax: \$13.00
Total for this shipment: \$13.00

Shipped on June 28, 2021

Items Ordered

1.00 Amazon Prime Rewards 5.25 in Pocket Folder, 20 per Box (10-DIGIT)
Item to: Amazon (order ref:1107029945-1102217)
Quantity: 1

Shipping Address:
1107029945-1102217
1107029945-1102217
1107029945-1102217
United States

Shipping Method:
Standard Shipping

Items Subtotal: \$13.00
Shipping & Handling: \$0.00
Tax before tax: \$0.00
Sales Tax: \$0.00
Total before tax: \$13.00
Total for this shipment: \$13.00

Adding an Expense

- Repeat steps for **EACH** transaction
- Successful completion of adding an expense to the SAP Concur Expense Report
 - Alerts column will not have any alerts if expense is completed

SAP Concur

Requests Expense Approvals Reporting App Center Administration Help Profile

Manage Expenses View Transactions Processor

Alerts: 1

057-JKKASHIW-JULY-2021 \$396.44

Not Submitted

Copy Report Submit Report

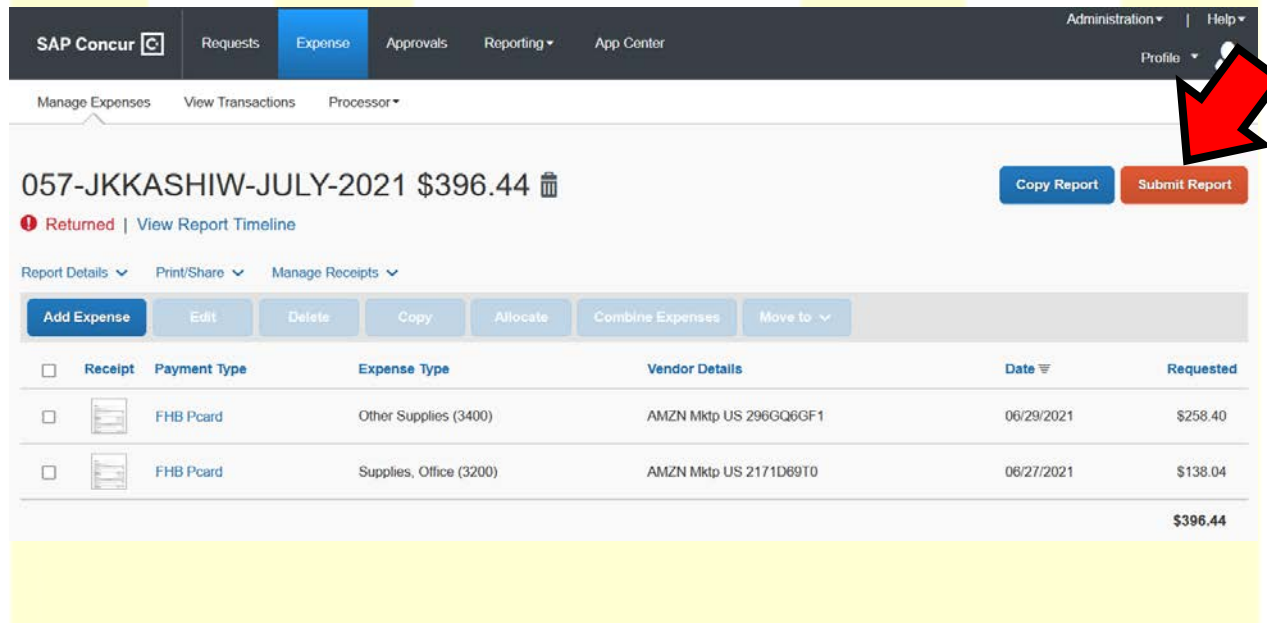
Report Details Print/Share Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			FHB Pcard	Other Supplies (3400)	AMZN Mktp US 296GQ6GF1	06/29/2021	\$258.40
<input type="checkbox"/>			FHB Pcard	Supplies, Office (3200)	AMZN Mktp US 2171D69T0	06/27/2021	\$138.04 Itemized
							\$396.44

Submitting a SAP Concur Expense Report

- Verify the totals in the SAP Concur Expense Report and the CentreSuite Bank Statement matches
- Click on the “Submit Report” button



The screenshot shows the SAP Concur web interface for an expense report. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense' (selected), 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', and a 'Profile' dropdown. Below the navigation bar, the main header shows 'Manage Expenses', 'View Transactions', and 'Processor'. The report details are for '057-JKKASHIW-JULY-2021' with a total of '\$396.44'. A red status indicator shows 'Returned' with a 'View Report Timeline' link. Action buttons include 'Copy Report' and 'Submit Report'. A red arrow points to the 'Submit Report' button. Below the header, there are tabs for 'Report Details', 'Print/Share', and 'Manage Receipts'. A toolbar contains buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The main table lists expenses with columns for Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested amount.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	FHB Pcard	Other Supplies (3400)	AMZN Mktp US 296GQ6GF1	06/29/2021	\$258.40
<input type="checkbox"/>	FHB Pcard	Supplies, Office (3200)	AMZN Mktp US 2171D69T0	06/27/2021	\$138.04
					\$396.44

Submitting a SAP Concur Expense Report

- Review PCDO Attestation and Certification Agreement
- Click the “Accept & Continue” button.


PCDO Attestation and Certification Agreement

By clicking on the 'Accept & Continue' button, I attest and certify that:

1. To the best of my knowledge and ability, all purchases have been done in accordance with University of Hawai'i procurement card policy, guidelines and internal controls.
2. This is a true and accurate accounting of expenses incurred during this monthly billing cycle to accomplish official business for the University of Hawai'i.
3. All receipt images and supporting documentation have been attached to this PCDO.
4. All goods and services have been received on the date indicated for each entry, or if not received, documentation reflecting the date received will be attached as soon as possible.
5. All purchases were directly authorized by me or have been initiated for bank dispute and to the best of my knowledge there are no duplicate payments by the University. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed, to which I should have been reasonably aware, I assume responsibility for repaying the University of Hawai'i Systems in full for those expenses.

Cancel

Accept & Continue



Submitting a SAP Concur Expense Report

- Review Report Totals
- Click the “Submit Report” button.

Report Totals

Company Pays

\$0.00

Employee

\$396.44

Card (FHB Pcard)

Employee Pays

\$0.00

Company

Amount Total:
\$396.44

Due Employee:
\$0.00

Owed Company:
\$0.00

Amount Due (FHB Pcard):
\$396.44

Requested Amount:
\$396.44

Total Paid By Company:
\$396.44

Total Owed By Employee:
\$0.00

Cancel

Submit Report



Submitting a SAP Concur Expense Report

- Successful submission of a SAP Concur Expense Report

The screenshot displays the SAP Concur web application interface. At the top, a dark navigation bar contains the 'SAP Concur' logo and several menu items: 'Requests', 'Expense' (highlighted in blue), 'Approvals', 'Reporting', and 'App Center'. On the right side of this bar are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, a secondary bar shows 'Manage Expenses', 'View Transactions', and a 'Processor' dropdown. The main content area is titled 'Manage Expenses' and includes a 'REPORT LIBRARY' section with a 'View: Active Reports' dropdown. A 'Create New Report' button with a red plus icon is visible on the left. On the right, a card displays the status of a submitted report: 'SUBMITTED' in a green box with the date '07/21/2021', followed by the report ID '057-JKKASHIW-JULY-2021' and the amount '\$396.44'. A 'Report Status' modal window is overlaid on top of the main content, featuring a green checkmark icon and the text 'Report Submitted'. Below this, it shows the same report ID and amount: '057-JKKASHIW-JULY-2021 | \$396.44'. A blue 'Close' button is located at the bottom right of the modal.

Report Status

✓ Report Submitted

057-JKKASHIW-JULY-2021 | \$396.44

Close

SAP Concur

Requests Expense Approvals Reporting App Center

Administration | Help

Profile

Manage Expenses View Transactions Processor

Manage Expenses

REPORT LIBRARY View: Active Reports

Create New Report

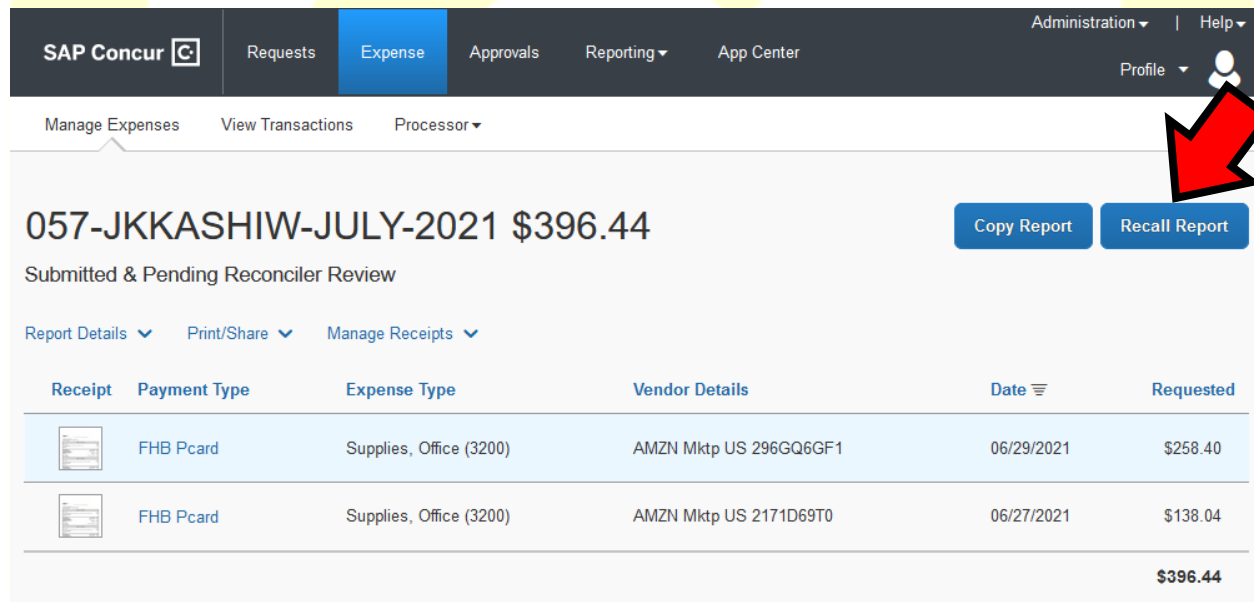
SUBMITTED 07/21/2021

057-JKKASHIW-JULY-2021



\$396.44

Submitting a SAP Concur Expense Report

- After submission, to edit SAP Concur Expense Report, click the “Recall Report” button.



The screenshot shows the SAP Concur web interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense' (highlighted), 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, there are tabs for 'Manage Expenses', 'View Transactions', and 'Processor'. The main content area displays the report ID '057-JKKASHIW-JULY-2021' and the total amount '\$396.44'. Below this, it says 'Submitted & Pending Reconciler Review'. There are two buttons: 'Copy Report' and 'Recall Report'. A large red arrow points to the 'Recall Report' button. Below the buttons, there are links for 'Report Details', 'Print/Share', and 'Manage Receipts'. A table lists the expense items with columns for Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
	FHB Pcard	Supplies, Office (3200)	AMZN Mktp US 296GQ6GF1	06/29/2021	\$258.40
	FHB Pcard	Supplies, Office (3200)	AMZN Mktp US 2171D69T0	06/27/2021	\$138.04
					\$396.44

Submission to the Business Office

- Please submit the CentreSuite Bank Statement to the Business Office.
 - Please write the account and object code next to the expense amount in the margin on the right.
 - Please be sure to breakdown account, object, and amounts if necessary.
 - As an option you may use the transaction log to organize the information.
 - In case the default account or amount does not match, the breakdown on the CentreSuite Bank Statement will be used.
 - Please retain all original receipts and documentation and discard **after** the Fiscal Year.

Submission to the Business Office



First Hawaiian Bank.

BANKCARD CENTER
PO BOX 1959
HONOLULU HI 96805-1959

MEMO STATEMENT

Account Number	XXXX-XXXX-XXXX-9053
Statement Date	JUL 14, 2021
Total Activity	\$396.44

** MEMO STATEMENT ONLY **
DO NOT REMIT PAYMENT

JUSTIN K KASHIWAEDA
UNIVERSITY OF HAWAII
KAPIOLANI COMMUNITY COLLEGE
4303 DIAMOND HEAD RD
HONOLULU HI 96816

ACCOUNT SUMMARY

JUSTIN K KASHIWAEDA XXXX-XXXX-XXXX-9053 Account Total	Purchases & Other Debits	+	Cash Advances	-	Credits	=	Total Activity
	\$396.44		\$0.00		\$0.00		\$396.44

ACCOUNT ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-27	55432861178200287148935	AMZN Mktp US*2171D89T0 Amzn.com/billWA Tran: 112-7039943-11322 Mer Ref: 3jSGnw2Axwm3mNvDB Mer Zip: 98109 Tax: 6.21 Product Code: B00V5DG2J4 Desc: Amazon Basics Expanding Accordion O Qty: 2.00 Unit: PCE Disc: N Ext Item Amt: 50.72	138.04

KA-2226712-3200: \$100.00
KA-2226702-3400: \$38.04

Questions or Need Help?

**Please attend
our “Help Desk”
hours!**

