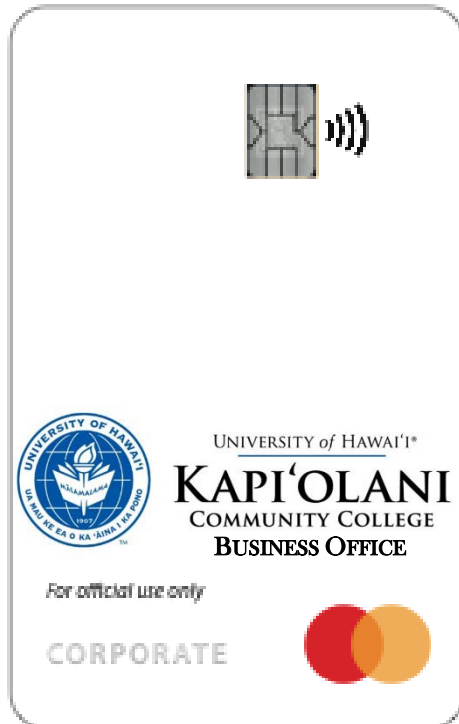


SAP Concur



Expense Management System



Creating a PCDO




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Logging in to SAP Concur

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

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?](#)

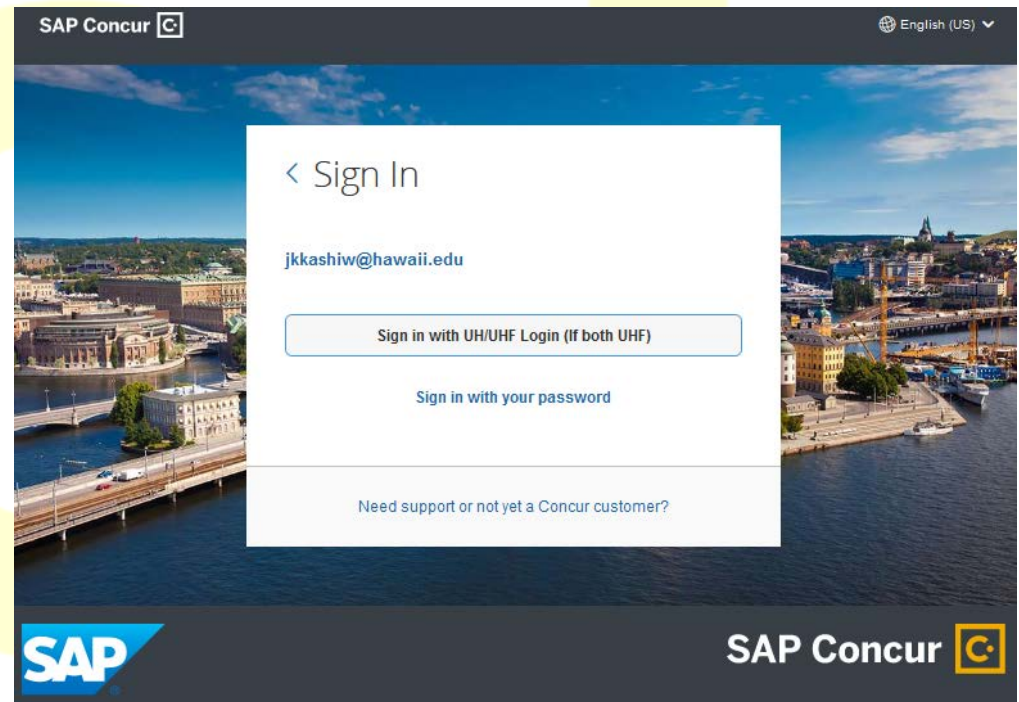
Vladivostok, Russia

 SAP Concur 

[Processor Privacy Statement](#)

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 displays the SAP Concur interface for the University of Hawaii. At the top, there is a navigation bar with tabs for 'Requests', 'Expense', 'Approvals', and 'App Center'. The 'Expense' tab is highlighted with a red arrow. To the right of the navigation bar, there are links for 'Administration' and 'Help', and a 'Profile' dropdown menu. Below the navigation bar, the University of Hawaii logo is visible, along with the user's name 'Hello, Justin'. A row of metrics is displayed: '+ New', '00 Required Approvals', '00 Authorization Requests', '08 Available Expenses', and '00 Open Reports'. Below this, there is a 'COMPANY NOTES' section with a 'PCard Resources' heading and a list of links. At the bottom, there is a 'MY TASKS' section with three task cards: '00 Required Approvals', '08 Available Expenses', and '00 Open Reports', each with a right-pointing arrow.

Creating an Expense Report

- Click on “Create New Report” box

The screenshot displays the SAP Concur Expense Report Library interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Approvals', and 'App Center'. The main content area is titled 'Manage Expenses' and features a 'REPORT LIBRARY' section with a 'View: Active Reports' dropdown. A red-bordered box highlights a button labeled 'Create New Report' with a plus sign icon, and a large red arrow points to it from the right. Below this, the 'AVAILABLE EXPENSES' section is visible, showing a 'View: All Expenses' dropdown and a toolbar with 'Delete', 'Combine Expenses', and 'Move to' buttons. A table header is partially visible at the bottom, including columns for 'Receipt', 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Amount'.

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 ✕

* Required field

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



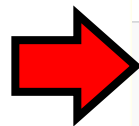
Creating an Expense Report

- 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, menu items for Requests, Expense (highlighted), Approvals, Reporting, and App Center, and user options for Administration, Help, and Profile. Below the navigation, there are tabs for Manage Expenses, View Transactions, and Processor. The main content area shows a report header with the ID '057-JKKASHIW-JULY-2021 \$0.00' and a trash icon, followed by a 'Submit Report' button. The status is 'Not Submitted'. Below this are links 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 area displays 'No Expenses' with the instruction 'Add expenses to this report to submit for reimbursement.'

Creating an Expense Report

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



A screenshot of the SAP Concur web interface for creating an expense report. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense' (highlighted in blue), 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', and 'Profile'. Below the navigation bar, there are tabs for 'Manage Expenses', 'View Transactions', and 'Processor'. The main content area shows a report titled '057-JKKASHIW-JULY-2021 \$0.00' with a trash icon and a 'Submit Report' button. Below the title, it says 'Not Submitted'. There are three dropdown menus: 'Report Details', 'Print/Share', and 'Manage Receipts'. A row of buttons includes 'Add Expense' (blue), 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. At the bottom, it says '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 296GG6GF1 \$258.40	01 Open Reports → 07/12 057-JKKASHIW-JULY-2021 \$138.04
---------------------------------------------------------------------------	----------------------------------------------------------------------------	----------------------------------------------------------------------

Adding an Expense

- Click on the “Add Expense” button

The screenshot shows the SAP Concur Expense report interface. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Expense' (highlighted), 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', and 'Profile'. Below the navigation bar, the report details are displayed: '057-JKKASHIW-JULY-2021 \$0.00' with a trash icon and a 'Submit Report' button. The status is 'Not Submitted'. Below this, there are links for 'Report Details', 'Print/Share', and 'Manage Receipts'. A row of action buttons is visible: 'Add Expense' (highlighted with a red arrow), '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

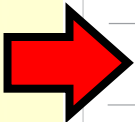
- Select the boxes of the transactions that appear on the CentreSuite Bank Statement

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		

Close Add To Report



Adding an Expense


- Click on the “Add To Report” button

Add Expense ×

8 Available Expenses + Create New Expense

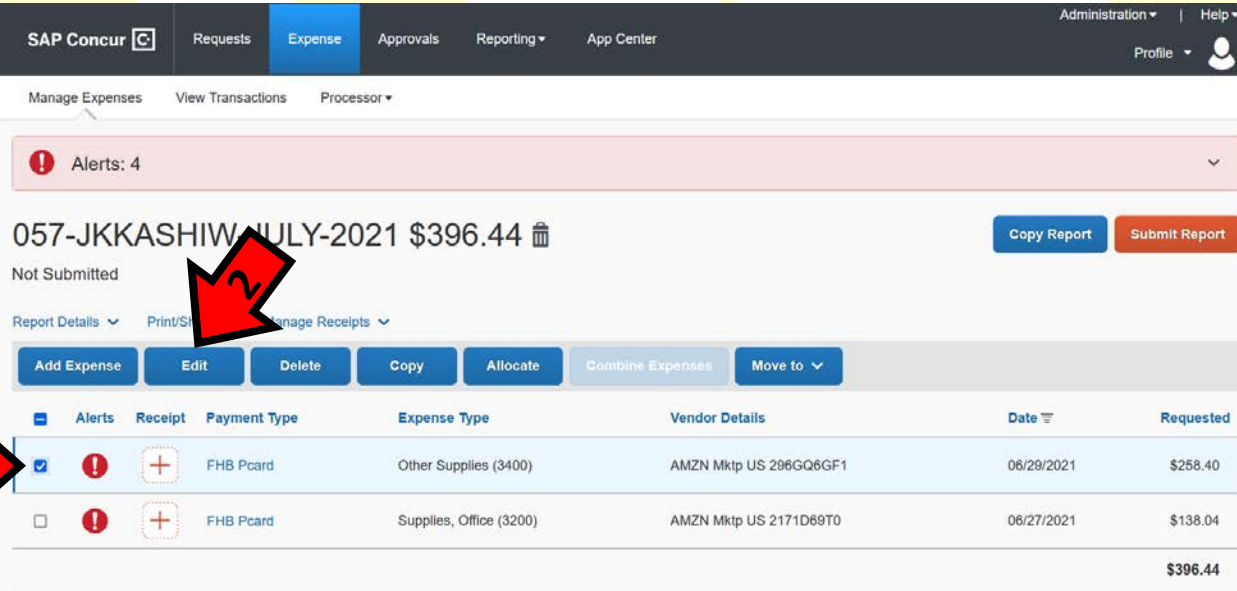
<input type="checkbox"/>	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	FHB Pcard	Other Supplies (3400)	AMZN Mktp US 296GQ6GF1	06/29/2021	\$258.40
<input type="checkbox"/>	<i>Pending Card Transaction</i>	Supplies, Data Processing (3405)	AMAZON.COM, INC.	06/27/2021	\$10.70
<input type="checkbox"/>	<i>Pending Card Transaction</i>	Supplies, Data Processing (3405)	AMAZON.COM, INC.	06/27/2021	\$17.27
<input type="checkbox"/>	<i>Pending Card Transaction</i>	Supplies, Data Processing (3405)	AMAZON.COM, INC.	06/27/2021	\$27.25
<input type="checkbox"/>	<i>Pending Card Transaction</i>	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. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The 'Expense' tab is active. Below the navigation bar, there are links for 'Manage Expenses', 'View Transactions', and 'Processor'. A red alert banner at the top indicates 'Alerts: 4'. The main content area displays a transaction box for '057-JKKASHIW JULY-2021 \$396.44' with a trash icon and buttons for 'Copy Report' and 'Submit Report'. The status is 'Not Submitted'. Below the transaction box, there are links for 'Report Details', 'Print/Share', and 'Manage Receipts'. A toolbar contains buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A table below the toolbar lists the expense items. A red arrow labeled '1' points to the first row of the table, and another red arrow labeled '2' points to the 'Edit' button in the toolbar.

<input type="checkbox"/>	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:

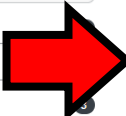
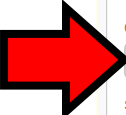
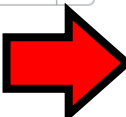
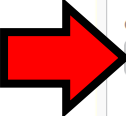
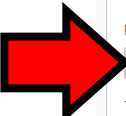
Payment Type: FHB Pcard

Amount: 138.04 Currency: US, Dollar

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

SubAccount:  Search by Text 



Attach Receipt Image




Adding an Expense


- Click on the “Save Expense” button





Supplies, Office (3200) \$138.04  Cancel **Save Expense**


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


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

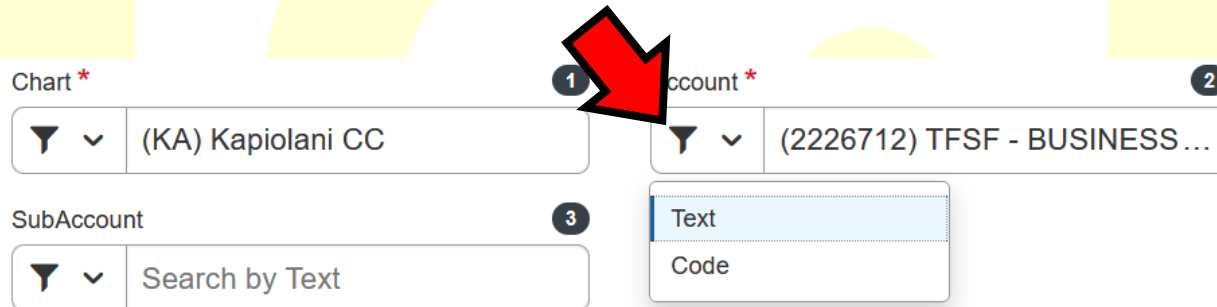
Amount: 138.04 Currency: US, Dollar

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


Attach Receipt Image

Adding an Expense

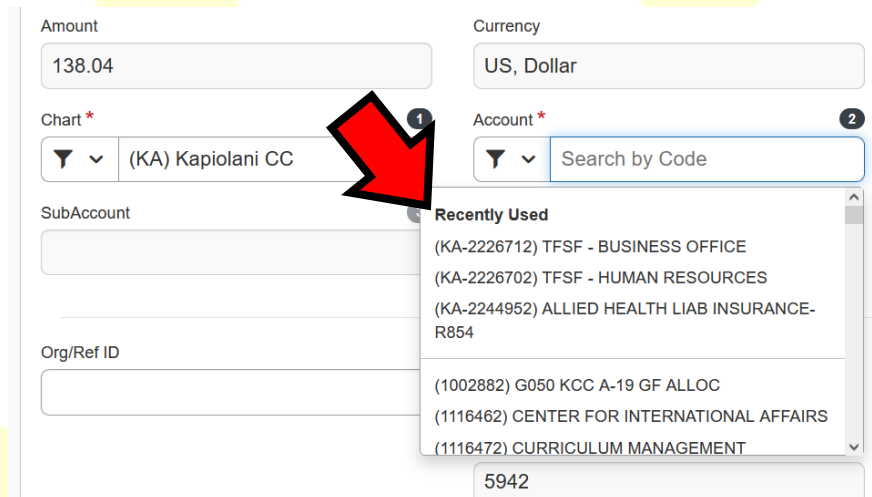
- Tip for inputting Account Codes
 - Click the filter icon to change the auto populate function to “Code” to search by account number.



The screenshot shows a software interface with three filter fields, each with a numbered callout (1, 2, 3) and a filter icon (a downward arrow in a square).
1. 'Chart *' field: contains '(KA) Kapiolani CC'.
2. 'Account *' field: contains '(2226712) TFSF - BUSINESS...'. A red arrow points to the filter icon in this field. A dropdown menu is open below it, showing 'Text' (highlighted) and 'Code'.
3. 'SubAccount' field: contains 'Search by Text'.

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.



The screenshot displays the SAP Concur expense entry interface. The form includes fields for Amount (138.04), Currency (US, Dollar), Chart (KA) Kapiolani CC, and Account (Search by Code). A red arrow points to the Account field, which has opened a dropdown menu titled "Recently Used". The dropdown lists several account codes and their descriptions: (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, and (1116472) CURRICULUM MANAGEMENT. The number 5942 is visible at the bottom of the form.

Account Code	Description
(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

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 form interface. At the top, the 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, the main content area shows 'Manage Expenses', 'View Transactions', and 'Processor'. A yellow alert banner at the top left states 'Alerts: 1' with a warning icon and the message 'You must attach a receipt image to this expense.' Below the alert, the expense details are shown: 'Supplies, Office (3200) \$138.04' with a trash icon, '06/27/2021', 'AMZN Mktp US 2171D69T0', and a 'Corporate Card' link. On the right side of the details, there are 'Cancel' and 'Save Expense' buttons. Below the details, there are two tabs: 'Details' and 'Itemizations'. A large red arrow points to the 'Itemizations' tab. Below the tabs, there is an 'Allocate' button and a 'Required field' label. The 'Expense Type' dropdown menu is set to 'Supplies, Office (3200)'. To the right of the dropdown is a large empty rectangular box.

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, there are tabs for 'Manage Expenses', 'View Transactions', and 'Processor'. A yellow alert box contains a warning icon and the text 'Alerts: 1' and 'You must attach a receipt image to this expense.' Below the alert, the expense details are shown: 'Supplies, Office (3200) \$138.04' with a trash icon, 'Cancel', and 'Save Expense' buttons. The date '06/27/2021', account 'AMZN Mktp US 2171D69T0', and 'Corporate Card' are also visible. The main content area has two tabs: 'Details' and 'Itemizations'. The 'Itemizations' tab is active, showing a table with columns 'Amount', 'Itemized', and 'Remaining'. The values are: Amount \$138.04, Itemized \$0.00, and Remaining \$138.04. Below the table, there is a 'Create Itemization' button (highlighted with a red arrow) and a 'More Actions' dropdown menu. To the right of the table is a 'Hide Receipt' button and a large empty rectangular box. At the bottom, the text 'No Itemizations. Create itemizations for the items on your receipt.' is displayed.

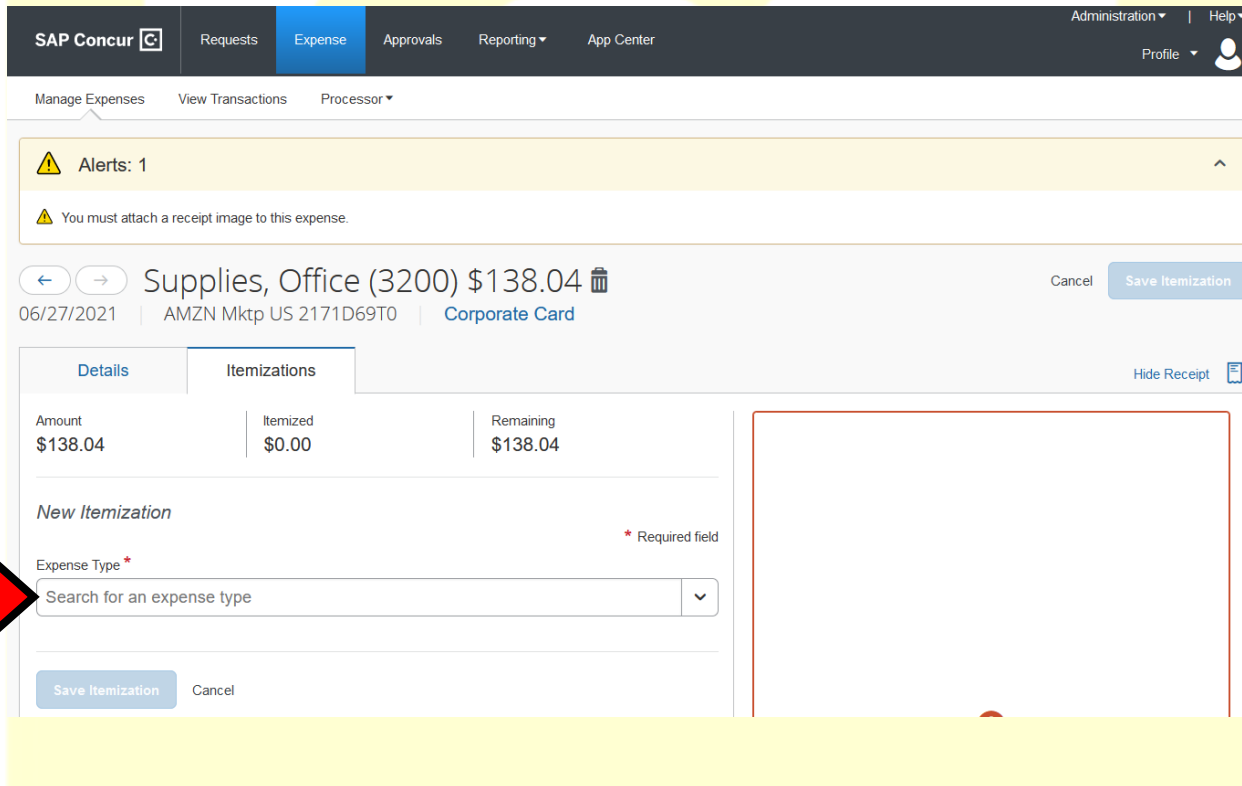
Amount	Itemized	Remaining
\$138.04	\$0.00	\$138.04

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.



The screenshot shows the SAP Concur Expense Itemization interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense' (highlighted), 'Approvals', 'Reporting', and 'App Center'. The main header shows 'Manage Expenses', 'View Transactions', and 'Processor'. A yellow alert box states: 'Alerts: 1. You must attach a receipt image to this expense.' The expense details are: 'Supplies, Office (3200) \$138.04', dated '06/27/2021', with 'AMZN Mktp US 2171D69T0' and 'Corporate Card'. A table shows the itemization status:


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

Below the table is the 'New Itemization' section. The 'Expense Type' field is marked as a required field and contains the placeholder text 'Search for an expense type'. A red arrow points to this field. At the bottom, there are 'Save Itemization' and 'Cancel' buttons. A 'Hide Receipt' button is also visible in the top right of the itemization section.


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  Cancel Save Itemization


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


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

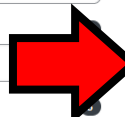
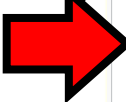
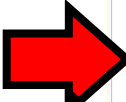
Disputed Description ?
File Pocket Folders: 1.75in, 3.5in, 5.25...

Amount * 100.00 Currency US, Dollar

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

SubAccount  Search by Text



Attach Receipt Image




Itemization Function (Multiple Object Codes)

- Click “Save Itemization”




Supplies, Office (3200) \$138.04  Cancel Save Itemization

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


Details | **Itemizations** | Hide Receipt 


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

New Itemization

 [Allocate](#) * Required field

Expense Type *

Transaction Date *  Posted Date ?


Goods or Services Received Date:  Organization Document Number

Disputed Description ?

Amount * Currency

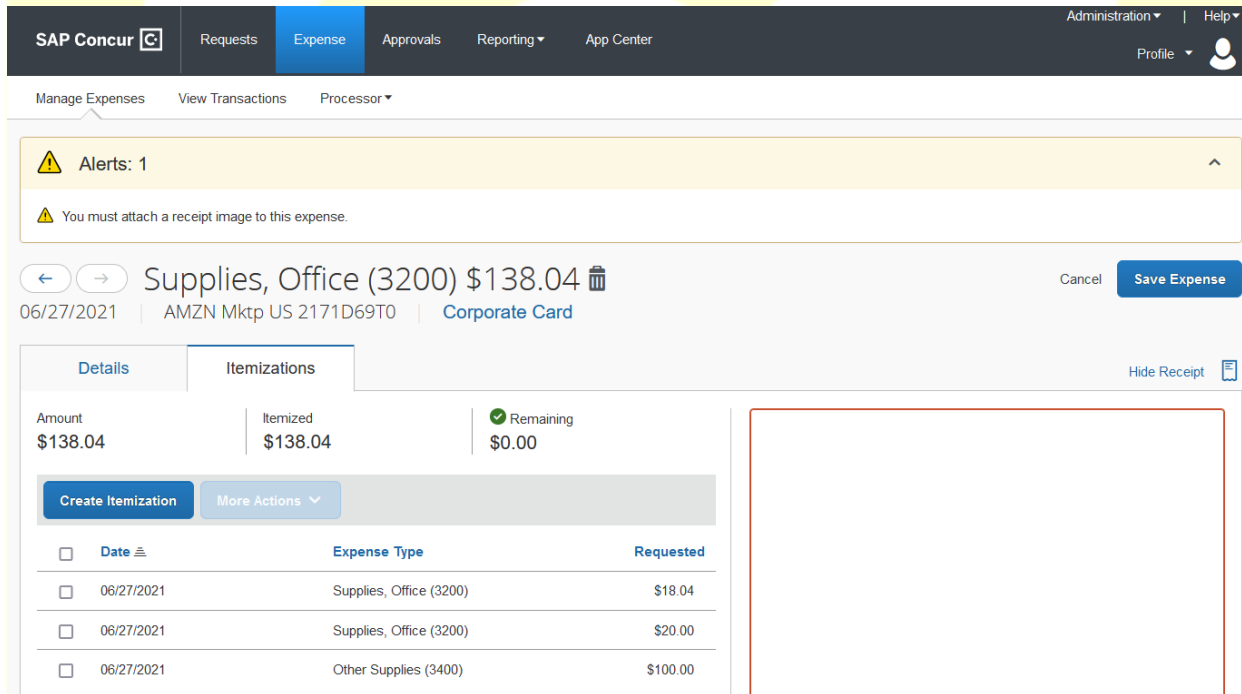
Chart * 1 Account * 2

SubAccount 3


Attach Receipt Image

Itemization Function (Multiple Object Codes)

- Repeat Itemization Function steps for each object and account code



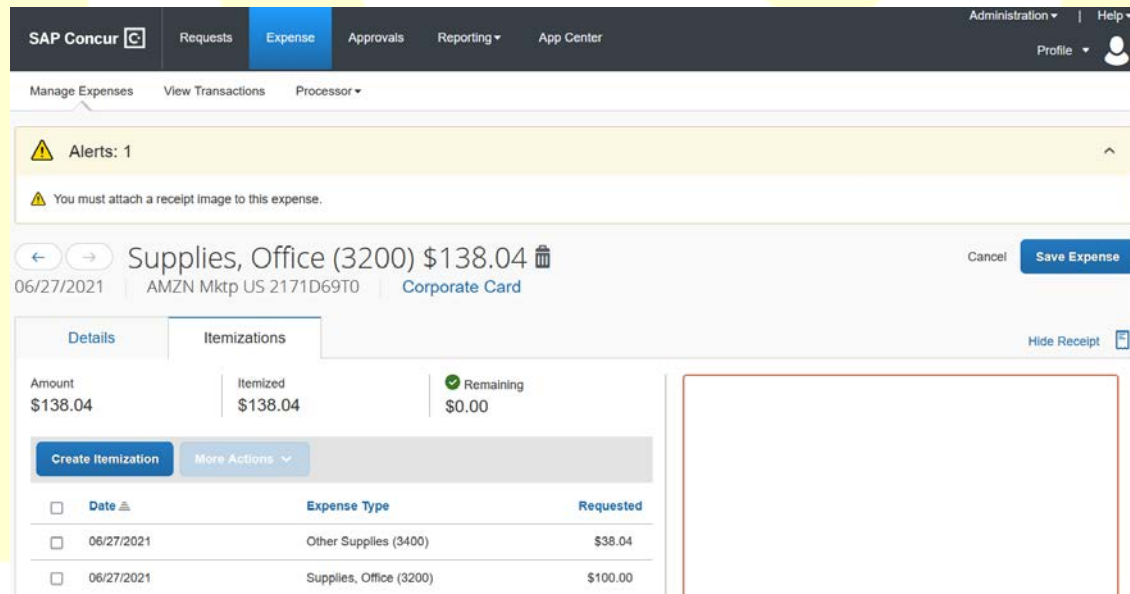
The screenshot displays the SAP Concur Expense Itemization interface. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Expense' (selected), 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, there are tabs for 'Manage Expenses', 'View Transactions', and 'Processor'. A yellow alert banner 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 trash icon, and buttons for 'Cancel' and 'Save Expense'. Below this, the date '06/27/2021', account 'AMZN Mktp US 2171D69T0', and 'Corporate Card' are visible. The interface is split into 'Details' and 'Itemizations' tabs. The 'Itemizations' tab shows a summary: 'Amount \$138.04', 'Itemized \$138.04', and 'Remaining \$0.00'. Below the summary are buttons for 'Create Itemization' and 'More Actions'. A table lists the itemized expenses:

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	06/27/2021	Supplies, Office (3200)	\$18.04
<input type="checkbox"/>	06/27/2021	Supplies, Office (3200)	\$20.00
<input type="checkbox"/>	06/27/2021	Other Supplies (3400)	\$100.00

On the right side of the 'Itemizations' tab, there is a 'Hide Receipt' button and a large empty rectangular box for receipt upload.

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 shows the SAP Concur Expense Itemization interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense' (selected), 'Approvals', 'Reporting', and 'App Center'. The main content area displays an expense for 'Supplies, Office (3200)' with a total amount of \$138.04. A warning message states: 'Alerts: 1 You must attach a receipt image to this expense.' The interface shows the 'Itemizations' tab with a summary table and a list of itemizations.

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

Date	Expense Type	Requested
<input type="checkbox"/> 06/27/2021	Other Supplies (3400)	\$38.04
<input type="checkbox"/> 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 shows the SAP Concur Expense page for a transaction titled "Supplies, Office (3200) \$138.04". The page is in the "Expense" tab, and the "Itemizations" sub-tab is active. The total amount is \$138.04, with \$120.00 itemized and \$18.04 remaining. A red alert banner at the top states: "Alerts: 2" with two items: "The itemization amounts do not add up to the expense amount. View" and "You must attach a receipt image to this expense." Below the alert, there are navigation buttons for "Details" and "Itemizations", and a "Hide Receipt" button. A table lists the itemizations:

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	06/27/2021	Supplies, Office (3200)	\$20.00
<input type="checkbox"/>	06/27/2021	Other Supplies (3400)	\$100.00

The "Remaining" amount of \$18.04 is highlighted with a red icon, indicating the discrepancy between the total expense and the sum of itemizations.

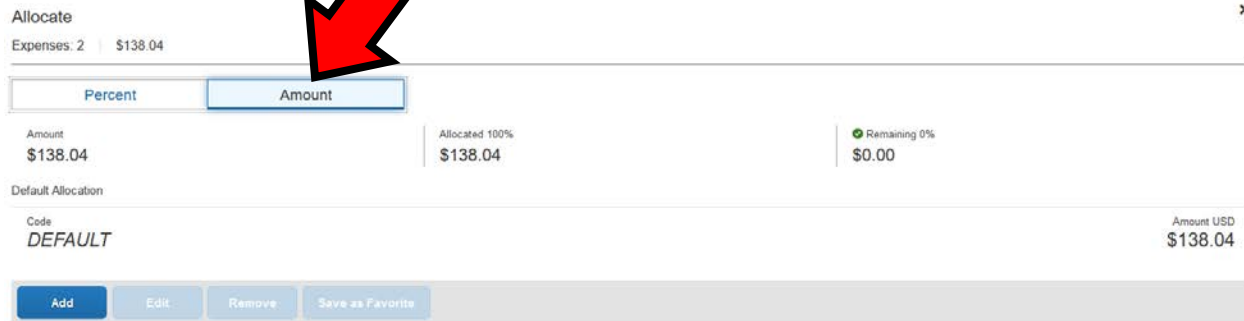
Allocate Function (Multiple Account Codes)

- 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 'SAP Concur' logo, 'Requests', 'Expense' (selected), 'Approvals', and 'App Center'. On the right, there are links for 'Administration', 'Help', and 'Profile'. Below the navigation bar, there are tabs for 'Manage Expenses', 'View Transactions', and 'Processor'. The main content area shows a transaction for 'Supplies, Office (3200) \$138.04' with a trash icon, a 'Cancel' button, and a 'Save Expense' button. The date is '06/27/2021', the merchant is 'AMZN Mktp US 2171D69T0', and the payment method is 'Corporate Card'. There are two tabs: 'Details' (selected) and 'Itemizations'. A red arrow points to the 'Allocate' button located below the 'Details' tab. 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 window titled "Allocate" with a close button (x) in the top right corner. Below the title bar, it displays "Expenses: 2 | \$138.04". There are two buttons: "Percent" and "Amount", with a red arrow pointing to the "Amount" button. Below these buttons, the interface shows "Amount \$138.04", "Allocated 100% \$138.04", and "Remaining 0% \$0.00". Under "Default Allocation", it shows "Code DEFAULT" and "Amount USD \$138.04". At the bottom of this section 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.



The bottom part of the interface shows a horizontal scrollbar and two buttons: "Cancel" and "Save".

Allocate Function (Multiple Account Codes)

- Click on the “Add” button

Allocate ×

Expenses: 2 | \$138.04

Percent Amount

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

Default Allocation

Code	Amount USD
DEFAULT	\$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 se

Add Allocation

+ New Allocation ★ Favorite Allocations

Chart * * Required field 1

▼ (KA) Kapiolani CC

Account * 2

▼ (2226712) TFSF - BUSINESS OFFICE

SubAccount 3

▼ Search by Text

Org/Ref ID

Cancel Save

Allocate Function (Multiple Account Codes)

- Click “Save” button

Add Allocation ×

+ New Allocation **★** Favorite Allocations


Chart * * Required field 1

Account * 2

SubAccount 3

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 x


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 x


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"/>



Attaching a Receipt

- Click “Attach Receipt Image” box

The screenshot displays the SAP Concur Expense form interface. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below this, there are tabs for 'Manage Expenses', 'View Transactions', and 'Processor'. A yellow alert box at the top left contains a warning icon and the text: 'Alerts: 1' and 'You must attach a receipt image to this expense.' The main header of the form shows the transaction details: 'Supplies, Office (3200) \$138.04', with a trash icon to the right. Below the header, there are buttons for 'Cancel' and 'Save Expense'. The form is divided into two sections: 'Details' and 'Itemizations'. The 'Details' section 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, 5.25i ...), 'Enter Vendor Name' (AMZN Mktp US 2171D69T0), 'City of Purchase', 'Payment Type' (FHB Pcard), 'Amount' (138.04), and 'Currency' (US, Dollar). A large red arrow points to a box on the right side of the form, which contains a plus sign icon and the text 'Attach Receipt Image'.

Attaching a Receipt

- Click “Upload Receipt Image”

Attach Receipt ×

+

Upload Receipt
Image

5MB limit per file

Uploaded: 7/12/2021 9:58 AM

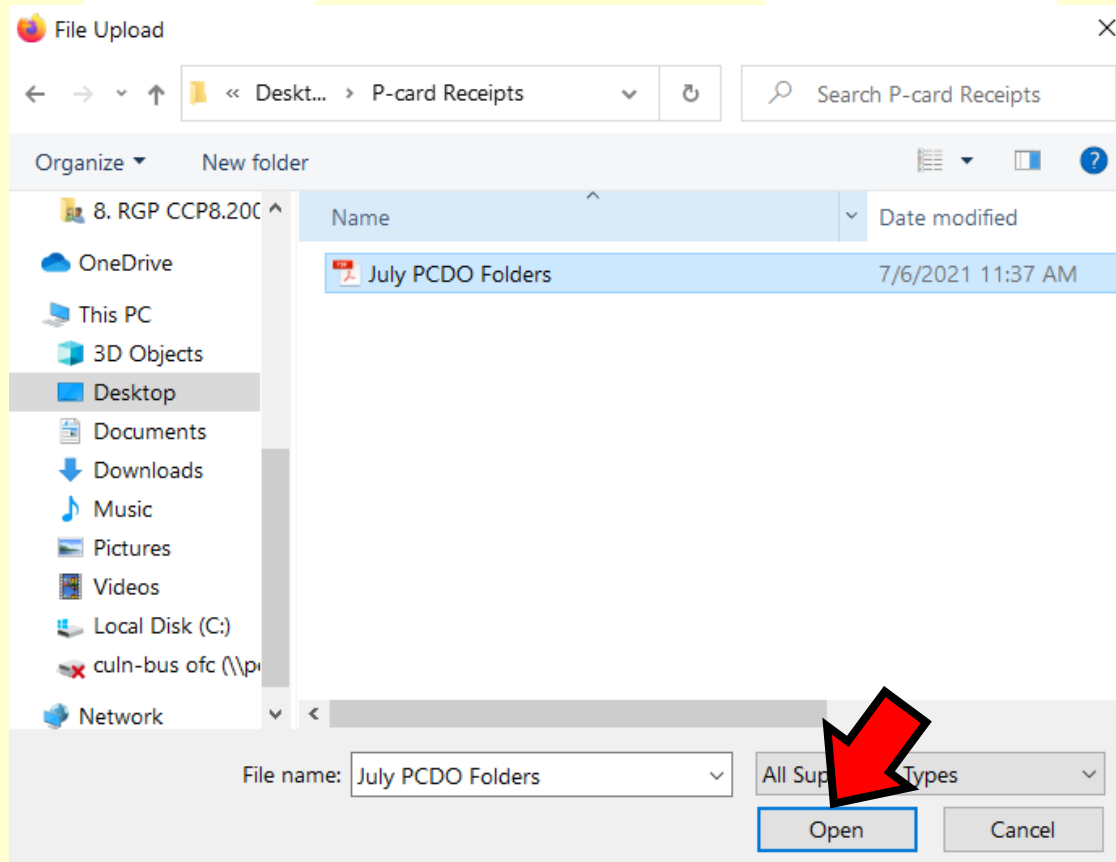
Receipt uploaded on July 12,
2021 7:58 PM

[Attach](#) [View](#)

Close

Attaching a Receipt

- Select a file to upload




Attaching a Receipt


- Click “Attach” on file

Attach Receipt




**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

Adding an Expense

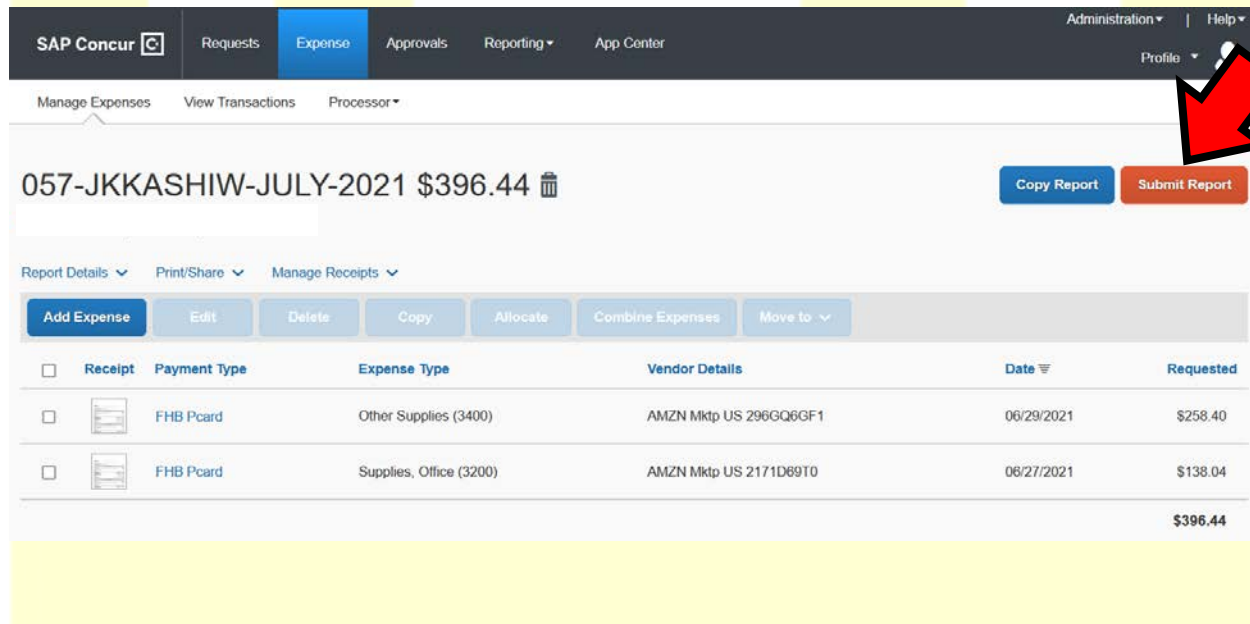
- Repeat steps for **EACH** transaction
- Successful completion of adding an expense to the SAP Concur Expense Report
 - Alerts column will not have any alerts if expense is completed

The screenshot shows the SAP Concur interface for an expense report. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main content area displays the report ID '057-JKKASHIW-JULY-2021' with a total amount of '\$396.44'. The report status is 'Not Submitted'. Below the report details, there is a table of expense items.

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			FHB Pcard	Other Supplies (3400)	AMZN Mktp US 298GQ6GF1	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 interface for an expense report. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The 'Expense' tab is active. The report details are for '057-JKKASHIW-JULY-2021' with a total of '\$396.44'. A red arrow points to the 'Submit Report' button. Below the report details, there is a table of expenses.

<input type="checkbox"/>	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	
<hr/>	<hr/>	<hr/>
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 user interface. At the top, a dark navigation bar contains the SAP Concur logo and menu items: Requests, Expense (highlighted), Approvals, Reporting, and App Center. On the right side of the navigation bar are links for Administration, Help, Profile, and a user icon.

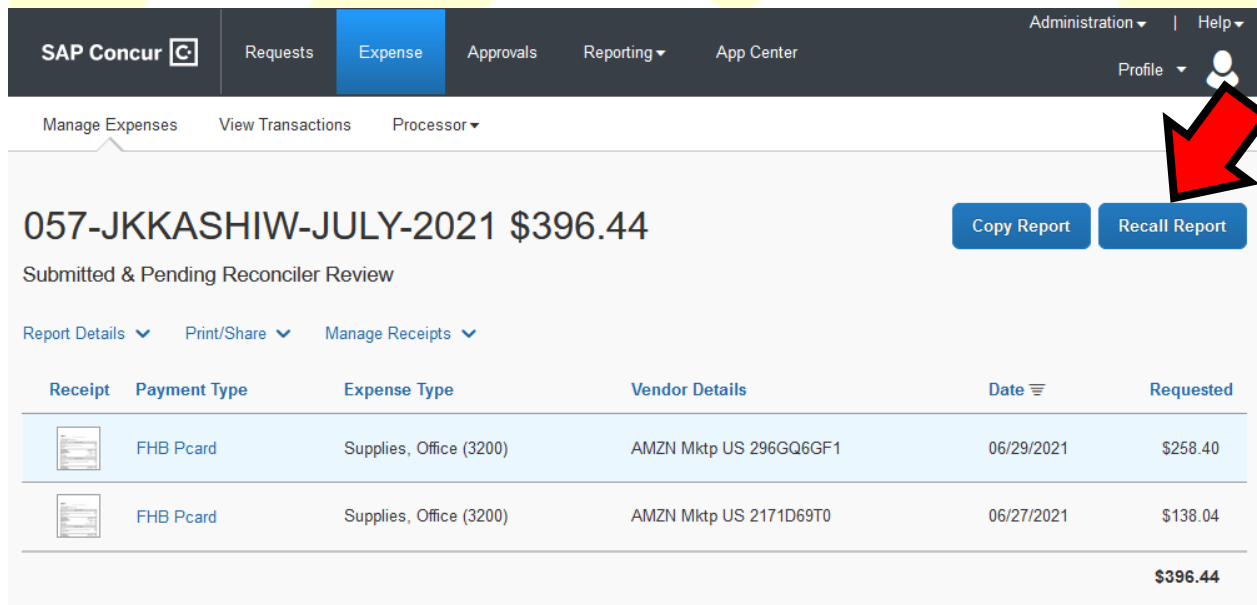
Below the navigation bar, the main content area is titled 'Manage Expenses' and includes sub-links for 'Manage Expenses', 'View Transactions', and 'Processor'. Underneath, there is a 'REPORT LIBRARY' section with a 'View: Active Reports' dropdown menu.

A notification window titled 'Report Status' is overlaid on the interface, showing a green checkmark and the text 'Report Submitted'. Below this, it displays the report ID '057-JKKASHIW-JULY-2021' and the amount '\$396.44'. A blue 'Close' button is located at the bottom right of the notification window.



In the 'REPORT LIBRARY' section, a card for the submitted report is visible. It has a green header with 'SUBMITTED' and the date '07/21/2021'. The report ID '057-JKKASHIW-JULY-2021' and the amount '\$396.44' are listed below. To the left of this card is a red-bordered box with a plus sign and the text 'Create New Report'.

Submitting a SAP Concur Expense Report

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



The screenshot displays the SAP Concur 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 'Profile'. Below the navigation, there are tabs for 'Manage Expenses', 'View Transactions', and 'Processor'. The main content area shows the report ID '057-JKKASHIW-JULY-2021' with a total amount of '\$396.44'. The status is 'Submitted & Pending Reconciler Review'. There are two buttons: 'Copy Report' and 'Recall Report'. A red arrow points to the 'Recall Report' button. Below the buttons are links for 'Report Details', 'Print/Share', and 'Manage Receipts'. A table lists the receipts 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



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	Purchases & Other Debits	+	Cash Advances	-	Credits	=	Total Activity
Account Total	\$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: 3jSGrw2Axwm3mNvDB 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-2228712-3200: \$100.00
KA-2228702-3400: \$38.04

Questions or Need Help?

Please attend
our “Help Desk”
hours!

