SAP Concur Expense Management System

Creating a PCDO
# Table of Contents

- Logging in to SAP Concur .................................................. 3
- Creating a SAP Concur Expense Report ............................. 5
- Adding an Expense .......................................................... 12
- Itemization Function (Multiple Object Codes) ........... 23
- Allocation Function (Multiple Account Codes) ........ 32
- Attaching a Receipt .......................................................... 39
- Submitting a SAP Concur Expense Report .................. 45
- Submission to the Business Office ................................. 50
Logging in to SAP Concur

- Log in to SAP Concur
- https://www.concursolutions.com/
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
Creating an Expense Report

bullet 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 15\(^{th}\) of the current billing period
    • Example: 06/15/21
  • “Report End Date” = **Always** the 14\(^{th}\) 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>057-JKKASHIW-JULY-2021</td>
</tr>
<tr>
<td>Report Start Date</td>
<td>06/15/2021</td>
</tr>
<tr>
<td>Report End Date</td>
<td>07/14/2021</td>
</tr>
<tr>
<td>Report Purpose</td>
<td>MONTHLY PCDO</td>
</tr>
<tr>
<td>Chart</td>
<td>(KA) Kapalani CC</td>
</tr>
<tr>
<td>Account</td>
<td>(2225712) TFSF - BUSINESS OFFICE</td>
</tr>
<tr>
<td>SubAccount</td>
<td>Search by Text</td>
</tr>
</tbody>
</table>
Creating an Expense Report

• Click “Create Report” button
Creating an Expense Report

• Successful creation of an SAP Concur Expense Report
Creating an Expense Report

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

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

• Click on the “Add Expense” button
Adding an Expense

• Select the boxes of the transactions that appear on the CentreSuite Bank Statement
Adding an Expense

- Click on the “Add To Report” button
Adding an Expense

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

Expense Type: Supplies, Office (3200)
Transaction Date: 06/27/2021
Goods or Services Received Date: 06/28/2021
Description: File Pocket Folders: 1.75in, 3.5in, 5.25in
Vendor Name: AMZN Mktg US 2171D69T0
City of Purchase:
Payment Type: FNB Board
Amount: $138.04
Currency: US Dollar
Account: (2228712) TFSF - BUSINESS...
Adding an Expense

• Click on the “Save Expense” button
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.
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.
Itemization Function (Multiple Object Codes)

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

• Click “Create Itemization” button
Itemization Function (Multiple Object Codes)

• “Expense Type” = Use the auto populate function, type the object code and select the appropriate object code.
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)
Itemization Function (Multiple Object Codes)

- Click “Save Itemization”
Itemization Function (Multiple Object Codes)

• Repeat Itemization Function steps for each object and account code
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
Itemization Function (Multiple Object Codes)

- Tip for itemization
  - Itemization must equal all expenses or error alert will appear
Allocate Function (Multiple Account Codes)

• One Object code and Multiple Account Codes
  • Click “Allocate” below the “Details” tab
Allocate Function (Multiple Account Codes)

- Select “Amount”
Allocate Function (Multiple Account Codes)

• Click on the “Add” button
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.
Allocate Function (Multiple Account Codes)

• Click “Save” button
Allocate Function (Multiple Account Codes)

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

![Allocate Function](image)
Allocate Function (Multiple Account Codes)

- Click "Save" button
Attaching a Receipt

• Click “Attach Receipt Image” box
Attaching a Receipt

- Click “Upload Receipt Image”
Attaching a Receipt

• Select a file to upload
Attaching a Receipt

• Click “Attach” on file
Attaching a Receipt

- Click on the “Save Expense” button
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
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
Submitting a SAP Concur Expense Report

- Review PCDO Attestation and Certification Agreement
- Click the “Accept & Continue” button.
Submitting a SAP Concur Expense Report

• Review Report Totals
• Click the “Submit Report” button.
Submitting a SAP Concur Expense Report

• Successful submission of a SAP Concur Expense Report
Submitting a SAP Concur Expense Report

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

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 KASHIWADA
UNIVERSITY OF HAWAII
KAPIOLANI COMMUNITY COLLEGE
4003 DIAMOND HEAD RD
HONOLULU HI 96816

ACCOUNT SUMMARY

<table>
<thead>
<tr>
<th>Purchases &amp; Other Debits</th>
<th>Cash Advances</th>
<th>Credits</th>
<th>Total Activity</th>
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<tbody>
<tr>
<td>$396.44</td>
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<td>$396.44</td>
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ACCOUNT ACTIVITY

<table>
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<tr>
<th>Post Date</th>
<th>Tran Date</th>
<th>Reference Number</th>
<th>Transaction Description</th>
<th>Amount</th>
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<tbody>
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Questions or Need Help?

Please attend our “Help Desk” hours!