

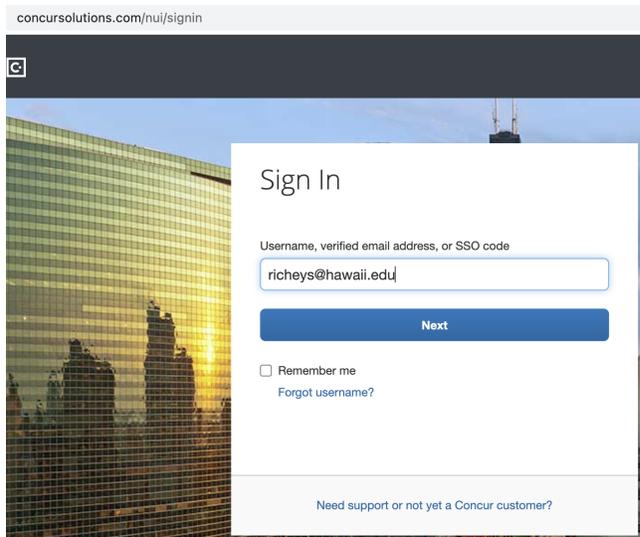
University of Hawaii Electronic Reconciliation System

Getting Started - Welcome to University of Hawaii SAP Concur Site.

Bookmark and save:

<https://www.concursolutions.com/nui/signin>

Download the App through Apple, Google and Android marketplaces...



Login with your username@hawaii.edu. Use University Single Sign-On (SSO) or password to log in.

if you a University of Hawaii Foundation account in Concur you must use a password. Contact pcard@hawaii.edu to set up your password.

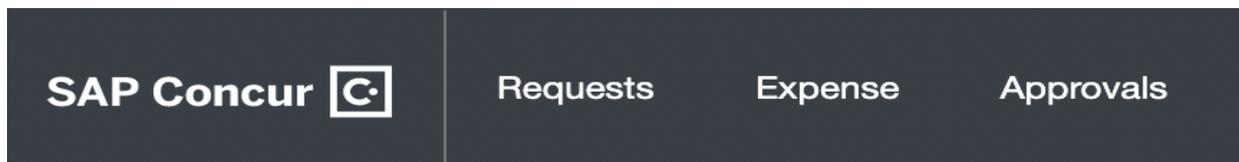
< Sign In

richeys@hawaii.edu

Once logged in you will need to familiarize yourself with the three main modules of the University system: Request, Expense and Approvals.

Sign in with UH/UHF Login (If both UHF)

[Sign in with your password](#)



Explore the University Concur homepage...





Hello, Shawn

+ New	00 Required Approvals	00 Authorization Requests	00 Available Expenses	00 Open Reports
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COMPANY NOTES

PCard Resources

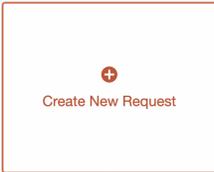
- [Department Coordinator/Fiscal Administrator/Approving Official](#) lists by FO code
- UH Administrative Procedures: [APM 8.266](#) and [Exceptions](#) to APM 8.266
- Centresuite: [Login](#) for your monthly statements and other transaction details.
- [Monthly Newsletter](#) and [Forms](#)
- Capital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

[Concur Training Toolkit](#)

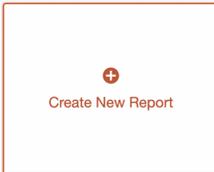
[Read more](#)

MY TASKS

00 Required Approvals → Great! You currently have no approvals.	00 Available Expenses → You currently have no available expenses.	00 Open Reports → You currently have no open reports.
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Requests: Approvals done in the Concur system prior to purchase. These include Temporary Merchant Category Code Unblocks; Account Change Requests; and Pre-purchase approvals (requisitions/authorizations).



Expense: This is where you will build and submit your monthly Expense Report (Report) otherwise known as Procurement Card Document (PCDO) and which represent reconciliation of all PCard charges made in a billing cycle.

Approvals

00 Requests	00 Expense Reports
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Approvals: Module to address approvals (Not normal for Cardholders and Cardholders cannot approve their own report).
How to submit a Request

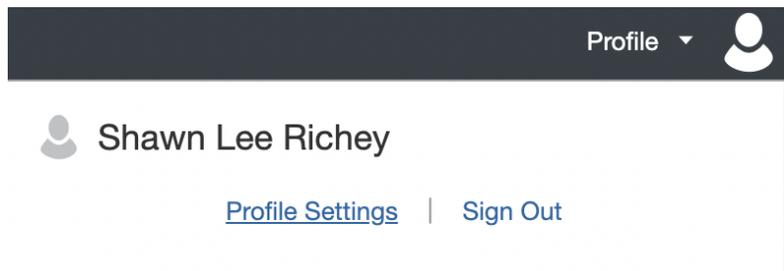
Company Notes is on the Homepage of SAP Concur and displays Program and Department Level Notices. Check these regularly for updates, guidance and important links.

PCard Resources

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Email and Settings

In the Top right corner click on Profile and then under your name select Profile Settings.



Click on Personal Information and scroll down to Email Addresses. NO OTHER PERSONAL INFORMATION IS REQUESTED OR REQUIRED, THIS IS A BUSINESS ACCOUNT ONLY. There are no reimbursements or cash advances allowed in the University of Hawaii PCard Concur..

Email Address	Verify	Contact?	Actions
richeys@hawaii.edu	 Not Verified	Yes	

Click on Verify under Email Address to invite an automated email from “Concur Email Verification.” which contains an alphanumeric code that must be copied into Concur and saved to verify the account (green checkmark). Example: Verification Code: 7LVN2RA3317V3PPACC

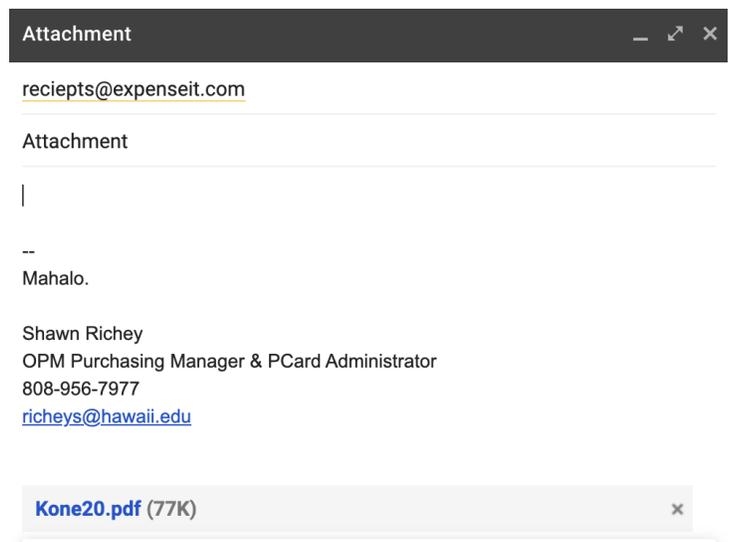
This email address will be used to allow for receipts and documentation to be emailed directly into your Concur Account. Only your email addresses should be added to and verified on your account.

Once verified, send emails to Receipts@expenseit.com and transmit attachments/emails directly into your Concur account.

Reallocators will be able send emails and attachments to Cardholder accounts. Creating Your Monthly PCDO.

Only PDF, HTML, JPEG, PNG formatted attachments will be accepted.

Physical receipt capture is recommended through Expensit on the SAP Mobile application.



Physical receipts added through Expenseit will be scanned using Optical Character Recognition (OCR) to match data from bank transactions and fill out relevant information.

Documents scanned in this manner will be added to your available expenses. You can scan multiple documents in a single attachment.

Receipts once scanned can be used to create new monthly PCDO or be added to existing PCDO.

PCDO attachments should support all transactions posted to your University bank account in a given billing cycle (15th to 14th each month).

PCard transactions are automatically posted to your account through a nightly feed and an email will be sent notifying you that an "Expense" is available to be added to your PCDO.



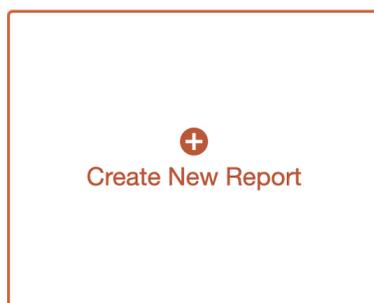
What is the amount on this receipt ?



Sherry Ching has received updated Company Card Transactions.

Link To Expense:
<http://www.concursolutions.com>

Creating Monthly Report (PCDO)



Cardholders or their Reallocator(s) must create monthly PCDO through the mobile app or in the Expense Module on the website.

To finish creating a PCDO the Report Header must be completed with all relevant information. The Report Header is like the Cover Sheet for the PCDO and should include any comments or explanations for the report.

MONTHLY PCDO MUST BE SELECTED UNDER REPORT PURPOSE AND HAVE A START DATE OF THE 15TH AND AN END DATE OF THE 14TH OF THE FOLLOWING MONTH.

Cardholder's default account will auto-populate into the Report Header and be copied down to all transactions under that PCDO.

Report Purpose * ?

None Selected	▼
None Selected	
*MONTHLY PCDO	
EMERGENCY	
OFF-SCHEDULE PCDO	