Concur – Creating an Expense Report for P-card charges

For Concur Home Page and training resources: http://www.uc.edu/af/travel/concur-training.html

If you are a faculty or staff member with a purchasing card from the University of Cincinnati, you will have to create an Expense Report in Concur each month to allocate your charges to the correct accounts. Below are the steps to do so for any Biological Sciences faculty or staff member.

1. Logon to your Concur profile here by using your UC logon credentials: https://login.uc.edu/idp/profile/SAML2/Unsolicited/SSO?execution=e1s1
2. From your home page, click “Expense” at the top left of the page.
3. Click “Create New Report” in the red box. You will need to create a new expense report each month for all the charges purchased on your university credit card in the current month. **Travel related p-card charges will be on their own expense report, separate from non –travel p card charges. Travel p-card charges can be allocated and reimbursed before dates of travel. A travel expense report needs to be attached to an approved Travel Request. Please see “Travel Expense Report” guidelines on how to do this.**
4. Fill out the required information on the title page of your new Expense Report:
   a. **Report Name** – Choose a title that includes your last name, month, and year. For example “Smith p-card September 2017.”
   b. **Report Start Date** – Choose the first day of the current month you are working in.
   c. **Report End Date** – Choose the last day in the current month you are working in.
   d. **Report Key** – Leave this area blank.
   e. **Policy** – As a staff or faculty member, you will always leave “*UC-General Expense Policy” in this area.
   f. **User Type** – Choose what type of user you are at the university.
   g. **Report Type** – Choose “non-travel” for p-card charges.
   h. **Report Purpose** – Choose “Non-Travel” for the report purpose.
   i. **Does this trip contain personal travel?** - For non-travel p-card charges, you will choose “No”
   j. **Comment** – You will most likely have more than one expense in this report. You will provide funding information on the comments section of each individual expense instead of just one time here.
   k. **Additional Information** – Same as above.
   l. **Fund/ Cost Center/ Functional Area/ Grant/ Internal Order** – Please use the following account string information for these areas. The correct account string will be filled in by the Business Manager on each individual expense.

   Fund – A100001 Cost Center – 7150300000 Functional area – 0 Grant – Not relevant
5. Click “Next” at the bottom right of the page.
6. A box will automatically pop up asking “Are you traveling overnight and receiving per diem for meals?” Since you are filling out a non – travel p-card expense report, you should click “no.”
7. Any charges that you have made on your p-card will be available already imported in your Concur profile. To add your p-card expenses to the Expense Report, click “Import Expenses” at the top left of the page under the title of your report.

8. Under Available Expenses, select the box next to the expenses you want to move to your Expense Report. After all the correct expenses are selected, click "Move" at the right end of the screen.
9. The items you selected will now be included in your Expense Report. Click on the first item and then choose the Expense Type of your item. It will not be in 01. or 02. sections because those are reserved for travel expense types. Search under the section types to find the closest description of your items. Any food or drink item will most likely fall under "03. Administration & Office Expense – Refreshments & Meals – 530401."
10. Fill out the required information for each expense:
    a. **Transaction date -** Choose the date of purchase listed on your receipt for the item.
    b. **Report/Trip Purpose** - Choose "Non-travel."
    c. **Additional Information** - Same as on your title page. Any information that would explain the expense further. For example "Meal with seminar speaker Dr. Jones on 10/4/2017."
    d. **Enter Vendor Name** – This should be the company printed on your itemized receipt.
    e. **City of Purchase** – Enter the city where you purchased the item.
    f. **Payment Type** – Choose " Out of Pocket."
    g. **Amount** – Write the exact amount listed on the itemized receipt. Include the tip if applicable.
    h. **Comment** – Provide the funding information for each item here. If you have more than one item on this expense report, it is important to include the funding information for each item. A good example is "NSF grant" or "Smith overhead allotment."
    i. You may be asked to provide a list of attendees if the expense type is a meal. To do this, click New Attendee, and type in the names of the people included.
11. An itemized receipt is needed for any expense over $25.00. If you are charging these expenses to a grant, an itemized receipt is needed for ALL expenses.
    a. You can scan a receipt and upload it by clicking "browse."
    b. You can take a picture of the receipt with your phone and upload it later.
12. Save this information and do the same process for all other p-card charges in this report.
13. Once all your expenses are included in the Expense Report and all itemized receipts are included, you are ready to submit. You must be the one to submit any Expense Report because this submission acts as your electronic signature.
14. You may receive yellow warning notifications asking you to allocate your expenses. This is referring to the account string information where the expenses will be charged. Make sure your title page has the generic account string information entered below and a comment for each item with where the expense should be charged. The business manager will be able to enter the correct account string information from your comments for each item once you submit.
    Fund – A100001 Cost Center – 7150300000 Functional Area – 0 Grant – Not relevant
15. To submit, click the orange "Submit" button at the top right of the screen

Next Steps:

- After submission, your expense report will be sent to the cost object approver and then to Accounts Payable for reimbursement to you.
- **Please ask the Biology Department office if you have any questions about this process at 556-9700.**