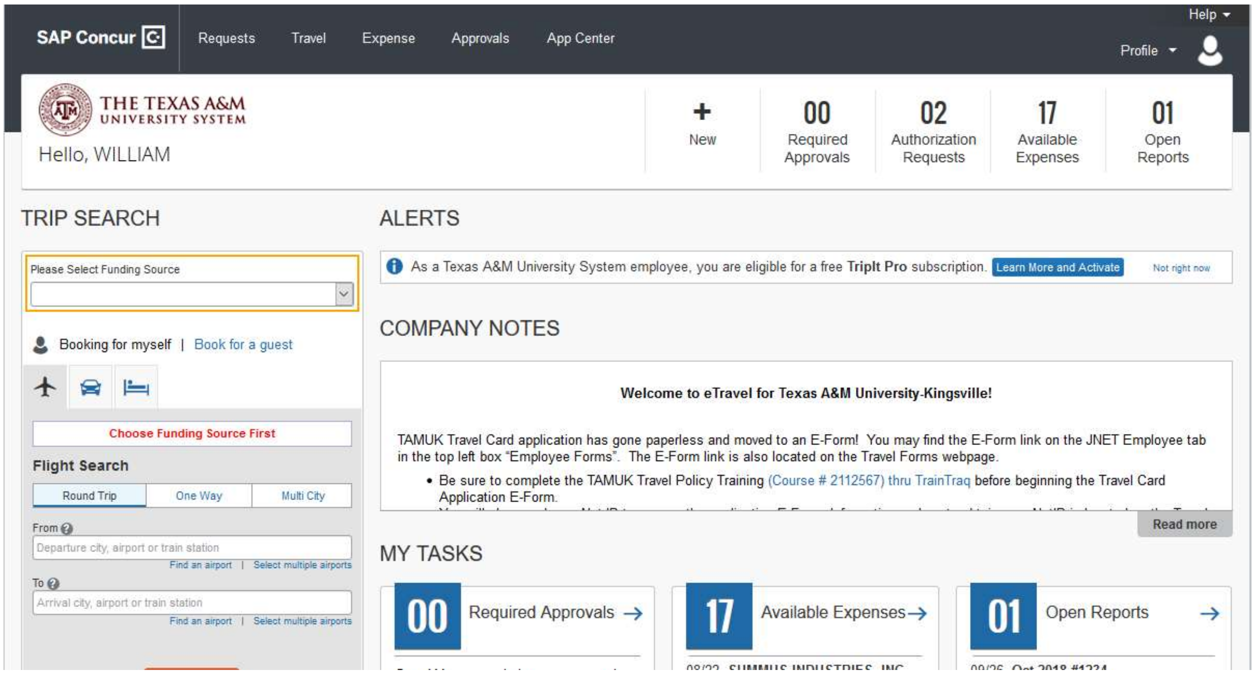
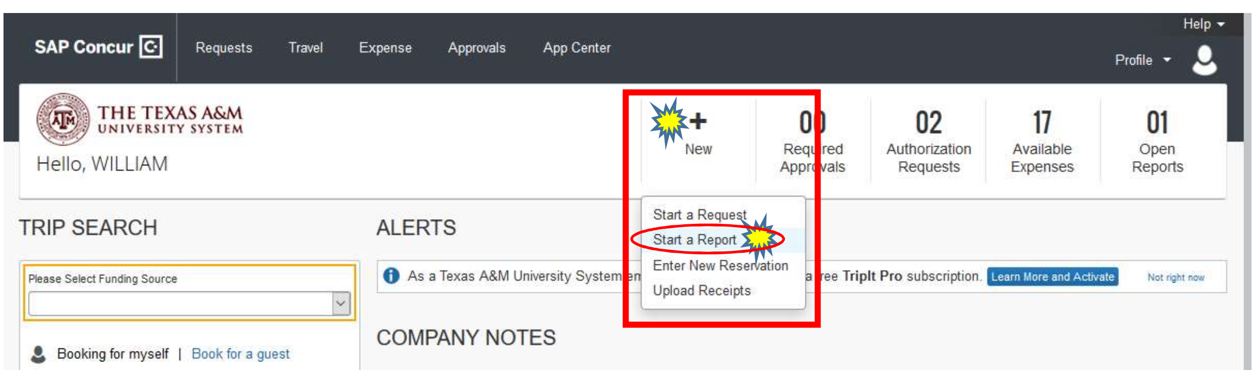
CREATING A NEW EXPENSE REPORT

CONCUR HOME PAGE:



Click +NEW - START A REPORT



POLICY: Payment Card

REPORT NAME: Month, Year, Last 4 of Card Number (e.g.: Sept 2018 #3948)

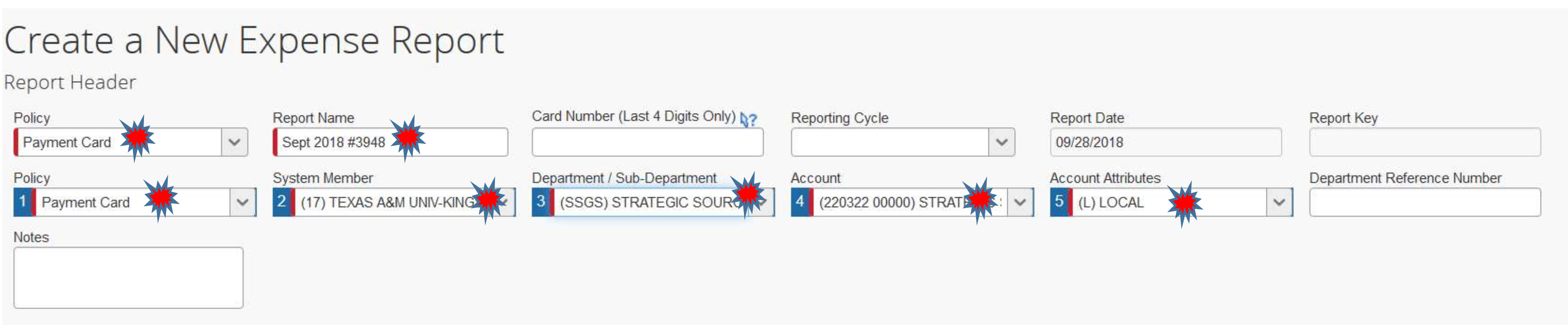
POLICY: Payment Card

SYSTEM MEMBER: 17 Texas A&M University Kingsville

DEPARTMENT/SUB-DEPARTMENT: 4 Letter Code for Account Name (e.g.: SSGS)

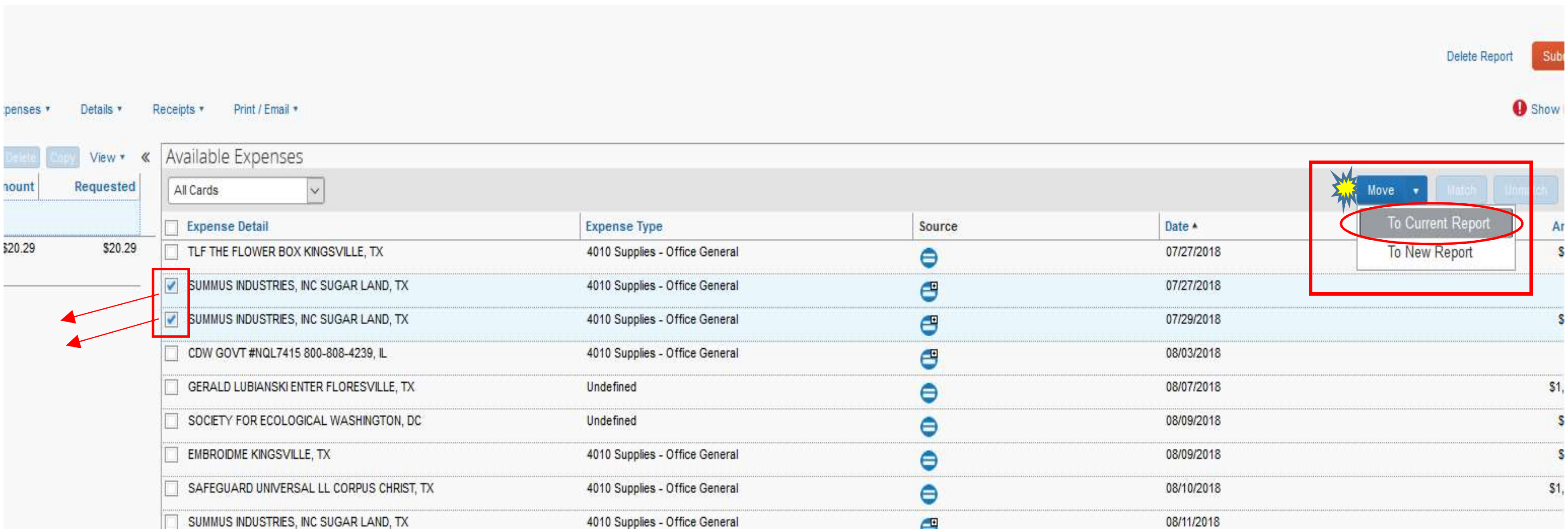
ACCOUNT: Select the account for the majority of your charges.

ACCOUNT ATTRIBUTES: Local or State, depending on the account.



Click NEXT

Select the Expenses for the report and Click MOVE to CURRENT REPORT. You can also select the expenses and drag to the report.



*To know which Billing Cycle an expense belongs to, hover your mouse over the Blue Credit Card icon and check the BILLING DATE. The Billing Date **month** will determine the Billing Cycle month.*

Select the expense.

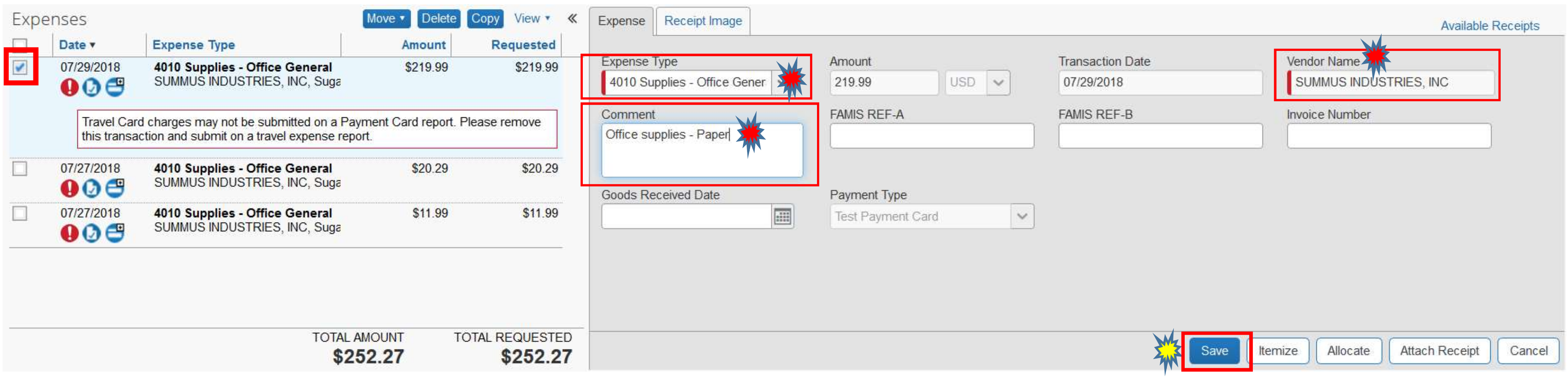
Select EXPENSE TYPE (Object Code).

Enter VENDOR NAME (if blank).

Enter a description in the COMMENT Box.

Click SAVE.

(Repeat steps for each charge.)



To attach a receipt individually,

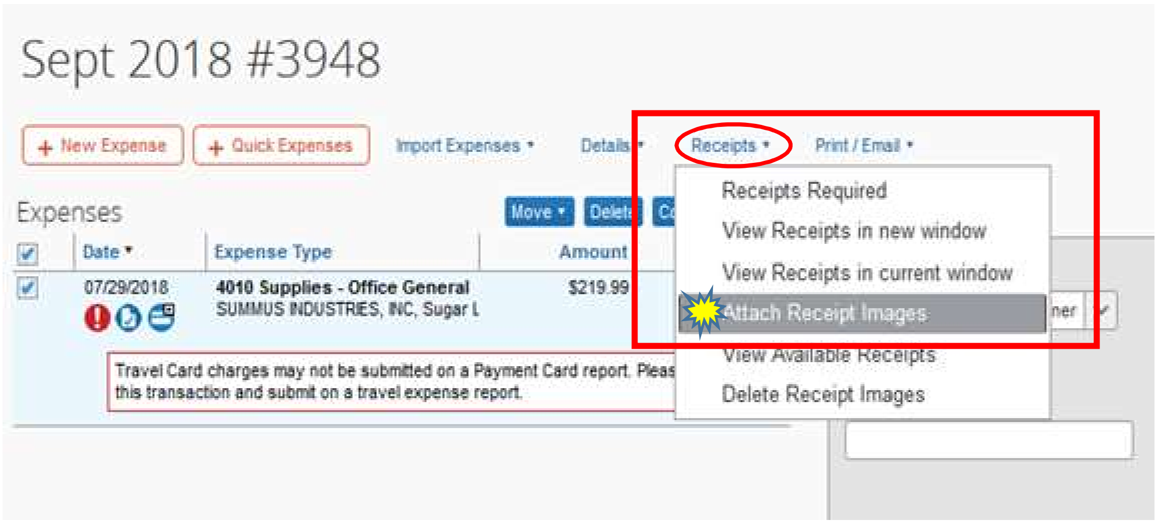
Click ATTACH RECEIPT.

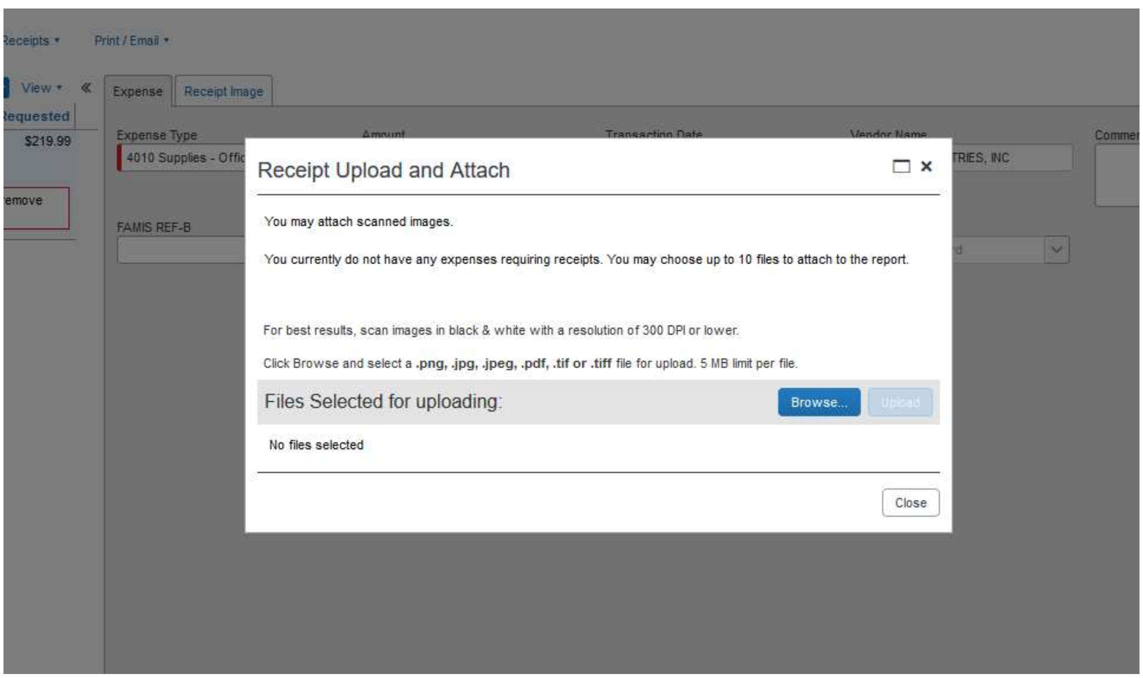
Browse for the file location on your computer.

Click ATTACH

**For Business Meals, the Business Meal Food Form and required attachments will need to be attached at the expense level.*

To attach all receipts from one PDF file, click the RECEIPTS Drop Down, and select ATTACH RECEIPT IMAGES.





Browse for the file location on your computer.

Click UPLOAD

After all receipts have been attached and all charges have been allocated, Click SUBMIT REPORT.

**All red Exception flags must be cleared before you can submit a report.*