



UNIVERSITY OF
SOUTH ALABAMA

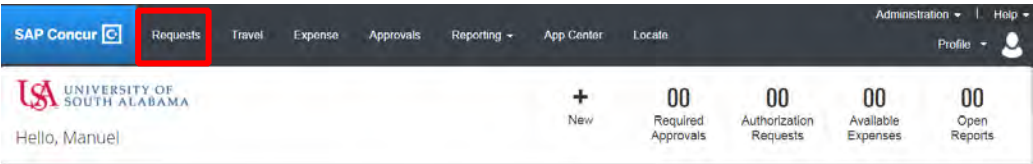
Concur
Travel Reporting
NextGen Expense Manual

Procurement Card and Travel Services

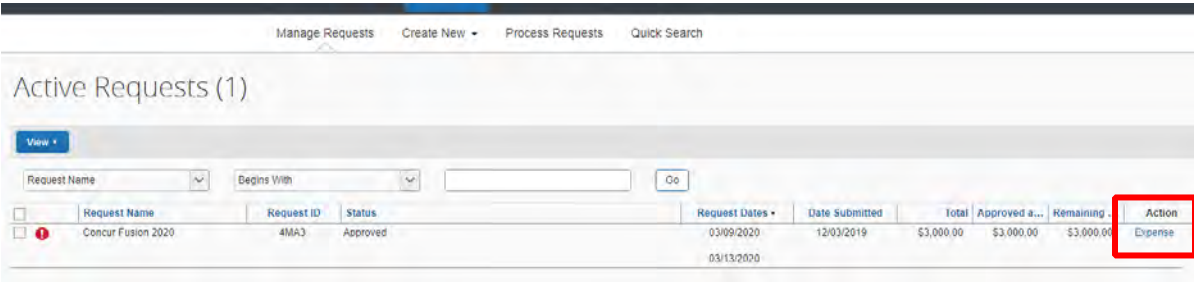
<https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/>
650 Clinic Drive, Suite 1400
Mobile, Alabama 36688
251.460.6242

Note: If you are creating an expense report for local mileage please see the “Local Mileage Expense Report” manual.

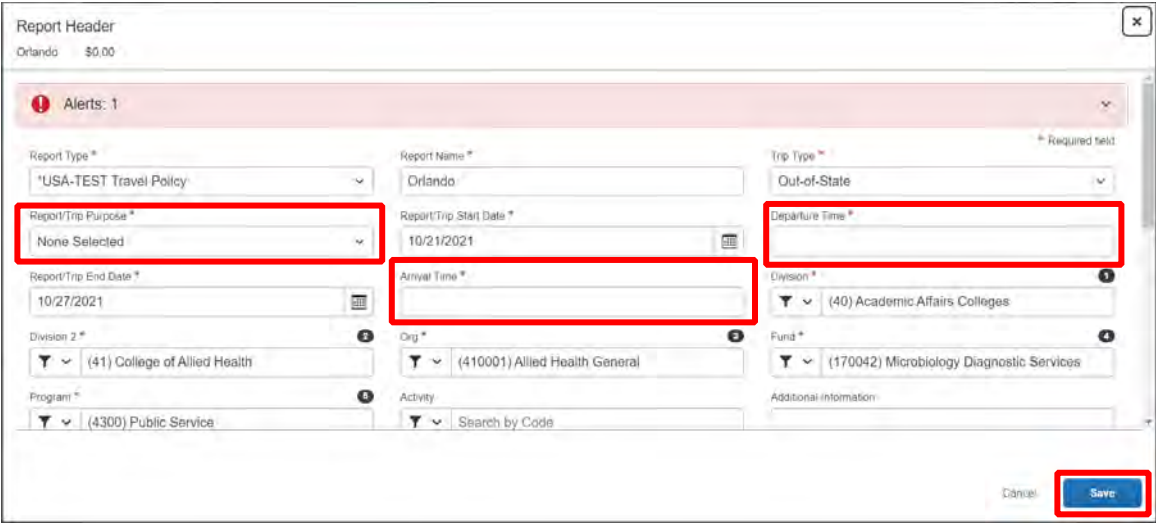
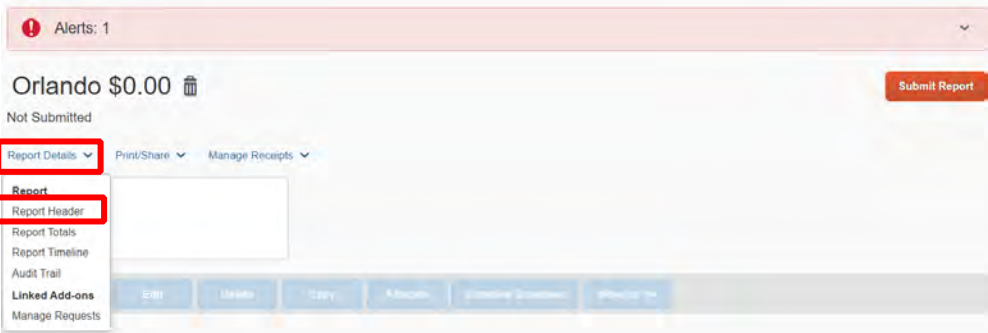
1. Log into Concur and select **Request**.



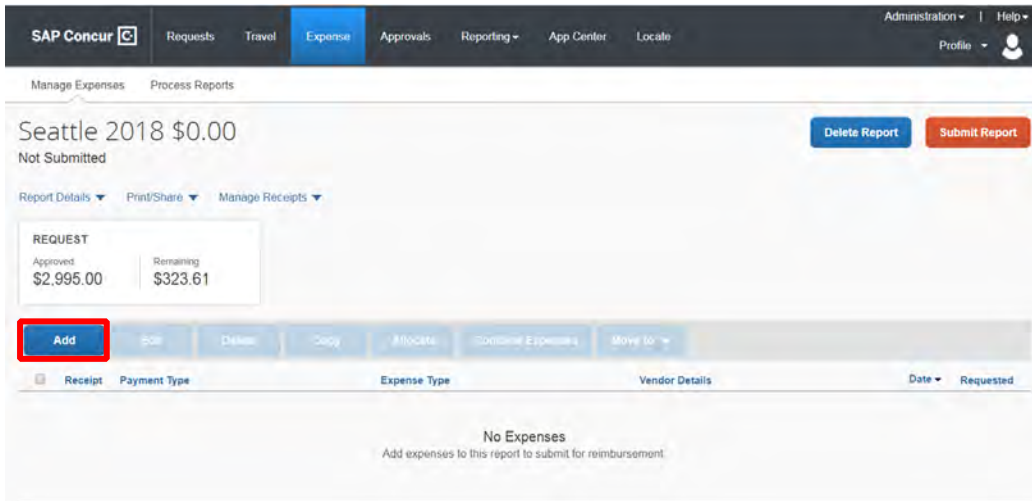
2. On the line of the applicable Approved Request in the column titled “Action” click the **Expense** link.



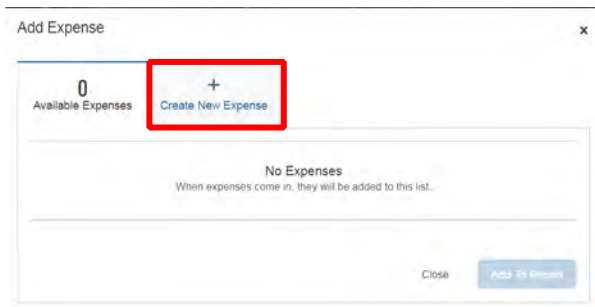
3. Once your report has been created you will have Alerts. Click **Report Details – Report Header**. Complete all missing required fields, Report/Trip Purpose, Departure Time, and Arrival Time then click **Save**.



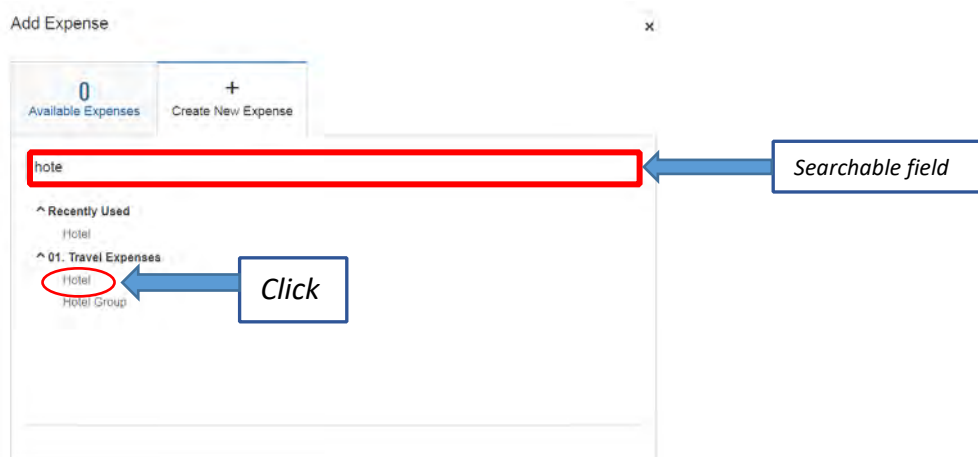
6. To add an expense click **Add**.



8. If you have a PCard or participate in e-receipts, then your charges will show under “Available Expenses”. If any of these charges are applicable to this report, then select the applicable charges and click **Add To Report**. If there are not any charges under your Available Expenses tab you need to attach to this report, then select the tab **Create New Expense**.



9. In the searchable field begin typing the expense type you wish to add. Then select the expense type you wish to add to your report and **Click it in the list**.



10. Complete all the required fields (*required fields marked with red asterisks*) and attach the receipt. To attach receipt click **Attach Receipt Image**.

New Expense

Details | Itemizations

Allocate

Expense Type *
Hotel

Transaction Date *
03/16/2018

Additional Information

Vendor *
Sheraton

City of Purchase *
Seattle, Washington

Payment Type *
Cash/Personal Card

Transaction Amount *
800.00

Currency *
US, Dollar

Request *
None

Comment

Save Expense | Cancel

Attach Receipt Image

11. Once you click **Attach Receipt Image**, you can select a receipt that you have loaded into your Concur account or select **Upload Receipt Image** and upload the receipt from your computer.

Attach Receipt

Upload Receipt Image
5MB limit per file

Folio-A-Attachment.pdf

usa_blue.jpg

Cancel | Attach

This pop-up shows all of the receipts you have uploaded to Concur and the option to "Upload Receipt Image" from your computer.

12. After you have attached your receipt, you will see your receipt image along with your expense details. If you are finished with this expense click **Save Expense** upper right or lower left.

New Expense

Details | Itemizations

Allocate

Expense Type *
Hotel

Transaction Date *
03/16/2018

Additional Information

Vendor *
Sheraton

City of Purchase *
Seattle, Washington

Payment Type *
Cash/Personal Card

Transaction Amount *
800.00

Currency *
US, Dollar

Request *
None

Comment

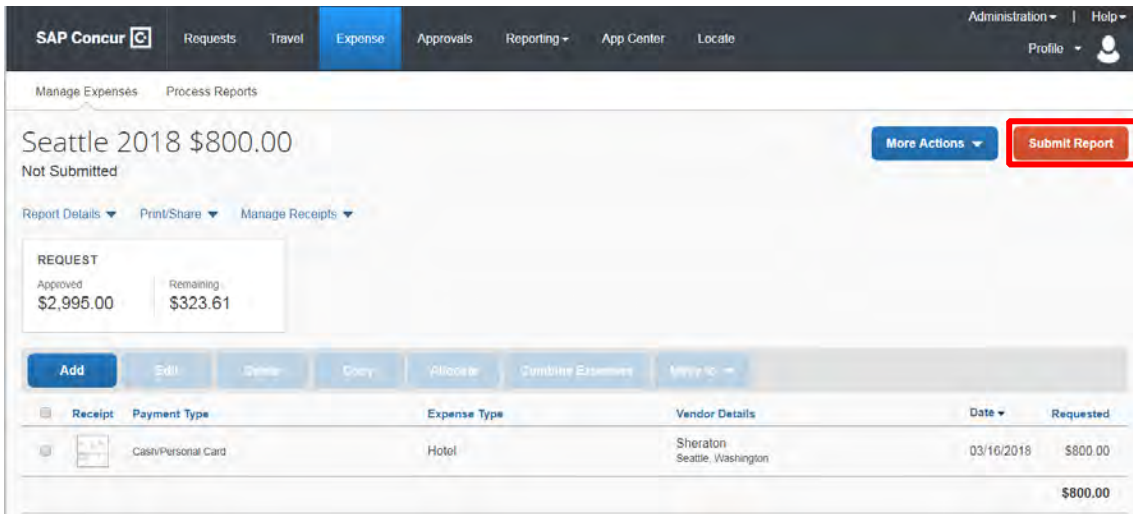
Save Expense | Cancel

Save Expense

Attach Receipt Image

13. After you have clicked **Save Expense**, you will be back to your entire report where you can add more expenses or adjust those you have already added. To add more expenses repeat steps 8-12 for each additional expense.

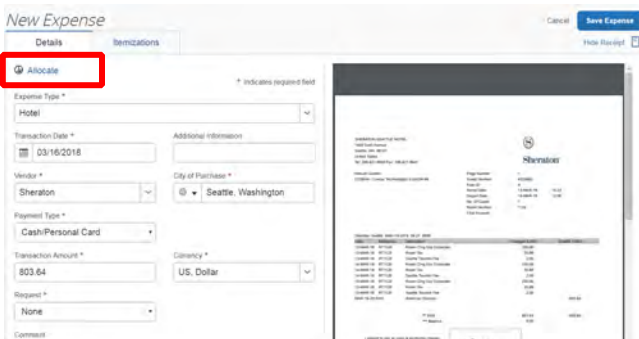
NOTE: If you need to allocate any expense to different funding sources then follow steps 15-21.



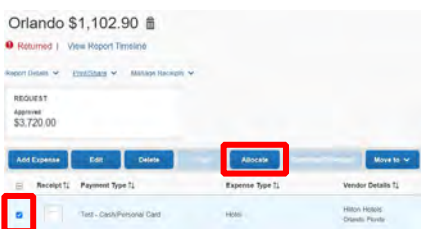
14. After you have added all applicable expenses and you are ready to submit, click **Submit Report**.

NOTE: The following steps, 15-21, are applicable to Allocations. If you do not have any allocations, then you do not need to complete these steps.

15. To allocate an expense click the expense you wish to allocate and click the **Allocate** link directly below the word Details. *Hint: You can also check the box next to the expense on your report and click the Allocate button.*



Hint:



16. Select whether you wish to allocate by Percent (default) or by Amount.

The screenshot shows the 'Allocate' window with the following details:

- Expenses: 2 | \$950.00 | View Allocation Group
- Allocation Method: Percent (selected) | Amount
- Amount: \$950.00 | Allocated \$950.00 | 100% | Remaining \$0.00 | 0%
- Default Allocation Code: Default
- Buttons: Add, Edit, Favorites, Save as Favorite

A blue callout bubble points to the 'Code' field with the text: "Funding source from the header".

17. After you have selected Percent or Amount click **Add**.

This screenshot is identical to the previous one, but the 'Add' button is highlighted with a red border.

18. Complete the required fields and click **Add to List** or select from your Favorite Allocations tab (see Saving an Allocation as a Favorite on page 6 of this manual).

The 'Add Allocation' window contains the following fields and options:

- Buttons: New Allocation (+), Favorite Allocations (★)
- Fields (marked with asterisks to indicate required):
 - Division 1: (17) Finance and Administration
 - Division 2: (172000) University Accounting/Cor
 - Org: (172800) PCard and Travel Service
 - Fund: (110000) University
 - Program: (4600) Institutional Support
 - Activity: Search by Code
- Buttons: Cancel, Add to List

19. Key the percentage or amount you wish to apply to this funding source.

Allocate

Expenses: 2 \$950.00 View Allocation Origin

Amount: \$950.00 Allocated \$950.00 100% Remaining 50.00 0%

Default Allocation

Code: Default Percent %: 0

Buttons: Add, Edit, Save as Favorite

Division TL	Division 2 TL	Org TL	Fund TL	Program TL	Activity TL	Code #	Percent %
<input type="checkbox"/>	Finance and Administration	University Accounting/Controller	P-Card and Travel Services	University	Institutional Support	17-172000-172800-110000-4600	50
<input type="checkbox"/>	Academic Affairs Colleges	College of Allied Health	Allied Health General	Microbiology Diagnostic Services	Public Service	40-41-410001-170042-4300	50

Buttons: Cancel, Save

20. If you need to add more funding sources repeat steps 17-19 for each new funding source.

21. After all funding sources are added click **Save**. Then click **Save Expense**. You will see "Allocated" under the Requested amount.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
	Cash/Personal Card	Hotel	Sheraton Seattle, Washington	03/16/2018	\$803.64 Allocated

SAVING AN ALLOCATION AS A FAVORITE

After entering your desired funding sources into the allocation in step 19, (pg. 6) you can click **Save as Favorite** give it a name and save. It will then be available under the **Favorite Allocations** tab the next time you need to allocate to the same funding source(s) as the favorite you saved.

Add Allocation

