



UNIVERSITY OF  
SOUTH ALABAMA

Concur  
Procurement Reporting  
Expense Manual

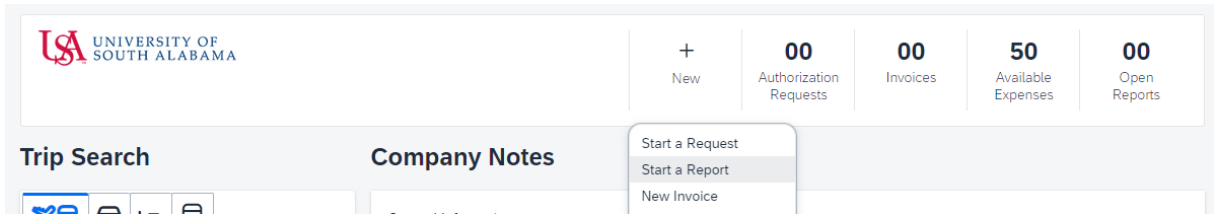
Procurement Card and Travel Services

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

# Creating a New Expense Report

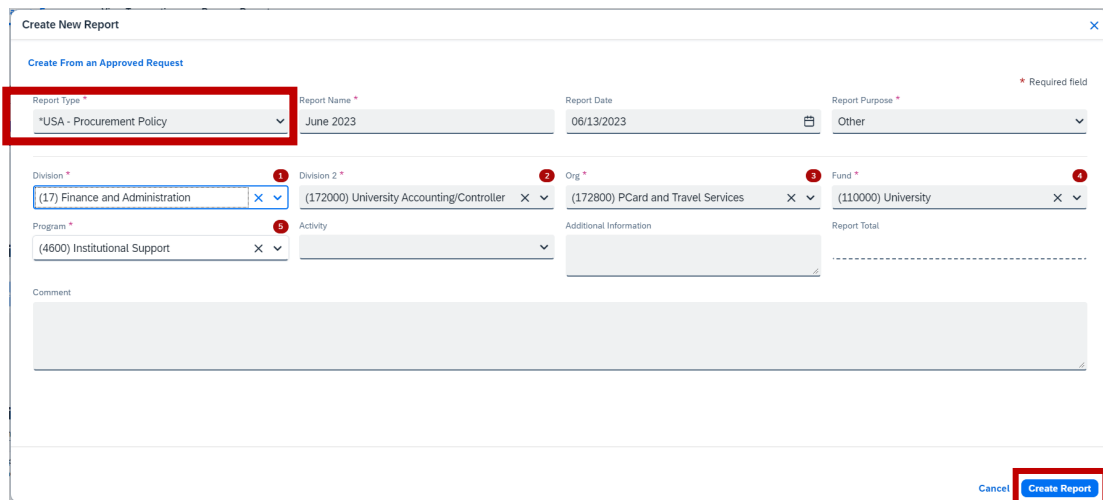
## Create the report:

1. On the home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.

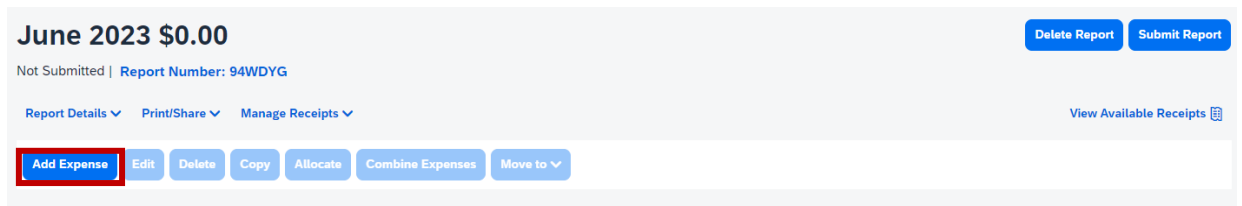


2. Complete all required fields (marked with red asterisk) and the optional fields as needed. Then click **Create Report**.

**Note: Report Type field must be USA – Procurement Policy**



3. Once you have created your report click **Add Expense** to beginning adding your pcard transactions to this report.



4. Your PCard transactions will be listed under the **Available Expenses** tab. Check the box next to the transaction(s) you wish to add to this report or check the top box to select all transactions.

The screenshot shows the 'Add Expense' window with a close button in the top right. On the left, there is a summary box with '50 Available Expenses' and a '+ Create New Expense' button. Below this is a table with the following columns: Payment..., Expense T..., Vendor D..., Date, and Amount. The first row is selected, indicated by a checked checkbox in the left margin. The second and third rows have unchecked checkboxes. At the bottom right, there are 'Close' and 'Add To Report' buttons.

<input type="checkbox"/>	Payment ... ↓↑	Expense T...↓↑	Vendor D... ↓↑	Date↓↑	Amount↓↑
<input checked="" type="checkbox"/>	Test - Hancock University Paid	Office Supplies	Motor vehicle supplies and new p Mobile	05/02/2016	\$77.28
<input type="checkbox"/>	Test - Hancock University Paid	Undefined	Fines Mobile	04/28/2016	\$41.55
<input type="checkbox"/>	Test - Hancock University Paid	Postage	Horticultural Services Mobile	04/28/2016	\$7.92

5. Click **Add To Report**.

This screenshot is identical to the previous one, but the 'Add To Report' button at the bottom right is highlighted with a red box, indicating the next step in the process.

- Each expense will have Alerts click each expense one at a time and complete all the required fields and any optional fields as needed.

Alerts: 1

June 2023 \$77.28

Not Submitted | Report Number: 94WDYG

Report Details | Print/Share | Manage Receipts

View Available Receipts

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

<input type="checkbox"/>	Alerts↑	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑	Date↑	Requested↑
<input type="checkbox"/>			Test - Hancock University Paid	Office Supplies	Motor vehicle supplies and new p Mobile, Alabama	05/02/2016	\$77.28
							\$77.28

- Make sure the Expense Type is correct and all required fields have been completed. Required fields are marked with a red asterisk next to the field name. Some will auto populate for you.

You must attach a receipt image to this expense.

Office Supplies \$77.28

05/02/2016 | Motor vehicle supplies and new p | Corporate Card

Cancel | Delete Expense | Save Expense

Details | Itemizations | Hide Receipt

Allocate

Expense Type \* \* Required field

Office Supplies

Transaction Date: 05/02/2016

Report Purpose \*: Other

Additional Information

Enter Vendor Name: Motor vehicle supplies and new p

City of Purchase: Mobile, Alabama

Payment Type: Test - Hancock University Paid

Amount: 77.28

Currency: US, Dollar

Comment

Add Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

**Note: The Alerts at the top of the screen will aid you in completing the requirements for this particular transaction.**

- Click **Add Receipt** and locate the required documentation associated with this transaction and attach. Then click **Save Expense**.

**Office Supplies \$77.28**

05/02/2016 | Motor vehicle supplies and new p | Corporate Card

Cancel Delete Expense **Save Expense**

Details Itemizations Hide Receipt

**Allocate** \* Required field

Expense Type \*  
Office Supplies

Transaction Date: 05/02/2016 Report Purpose \*  
Other

Additional Information: Enter Vendor Name  
Motor vehicle supplies and new p

City of Purchase: Mobile, Alabama Payment Type  
Test - Hancock University Paid

Amount: 77.28 Currency  
US, Dollar

Comment

**Add Receipt**

Click to upload or drag and drop files to upload a new receipt.  
Valid file types for receipts are .jpg, .png, .pdf, .tif or .tiff.  
5MB limit per file.

Note: If you need to allocate any expense(s) to another FOAPAL(s) please see the How To Allocate video and/or manual.

- Once you have added all the pcard transactions you wish to add to this report click **Submit Report**.

**June 2023 \$77.28**

Not Submitted | Report Number: MHKW5I

Delete Report Copy Report **Submit Report**

Report Details Print/Share Manage Receipts View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Test - Hancock University Paid	Office Supplies	Motor vehicle supplies and new p Mobile, Alabama	05/02/2016	\$77.28
							\$77.28