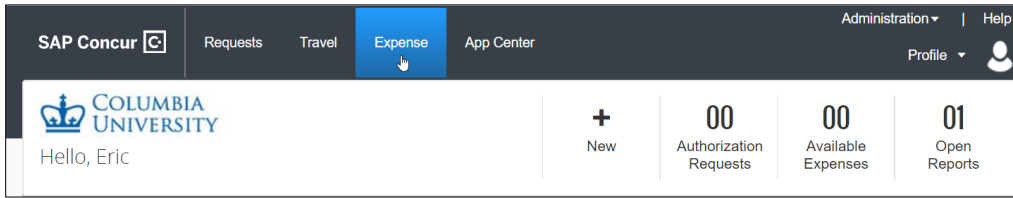


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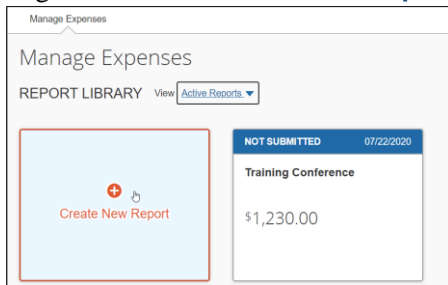
Job Aid: Creating Expense Reports in Concur

This job aid details how to create Business and Travel Expense Reports in Concur along with adding Expenses to your Report. For more details and examples, please refer to the [Concur Travel and Expense Training](#).

Creating a New Expense Report



1. Log in to Concur and click the **Expense** tab. The Manage Expense screen appears.

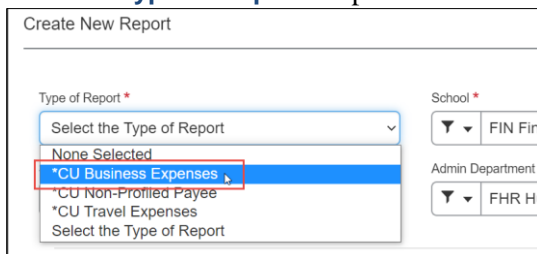


2. Click **Create New Report**. The Create New Report screen appears.

Creating a CU Business Expense Report

The screenshot shows the 'Create New Report' form. It contains several required fields, each marked with a red circle and a number: 1. Type of Report (dropdown), 2. School (dropdown), 3. Sub-Division (dropdown), 4. Admin Department (dropdown), 5. Report Name (text input), 6. Report Purpose (dropdown), 7. Detailed Business Purpose (text input), 8. GL BU (dropdown), 9. Department (dropdown), and 10. PC Business Unit (dropdown). A 'Create Report' button is at the bottom right.

1. Click the **Type of Report** dropdown and select **CU Business Expenses**.



2. The School, Division, Sub-Division and Admin Department default from your Concur Profile. You can edit them for this Report, if necessary. Note: *The completed fields displayed in the graphic above are for example purposes only.*
3. Type a **Report Name**.
4. Select a **Report Purpose**.

5. Type a **Detailed Business Purpose**.
6. The ChartFields default from your Concur Profile. You can edit them for this Report, if necessary.
Note: *The ChartFields displayed below are for example purposes only. Please ensure that your ChartFields are relevant and correct for your Expense Report.*

The screenshot shows the top portion of the Concur Expense Report creation form. A red box highlights several ChartFields: GL BU (Columbia University (COLUM)), Department (FHR Human Resources (1403102)), PC Business Unit (General Projects (GENRL)), Project (GI Funding (UR004672)), Activity (GI Funding (01)), Initiative (Undefined Initiative (00000)), Segment (Undefined Segment (00000000)), and Site (Search by Text). Below these fields is a Report Key field and a 'Create Report' button.

7. Click **Create Report**. You can add Expense Items such as Meals, Ground Transportation, and Supplies.

Creating a CU Travel Expense Report

The screenshot shows the 'Create New Report' form with several fields highlighted by red circles: 1. Type of Report (*CU Travel Expenses), 2. School (FIN Finance (140000X)), 2. Division (FIN Administration (14AD00X)), 2. Sub-Division (FHR Finance Human Resources (140300X)), 2. Admin Department (FHR Human Resources (1403102)), 3. Report Name, 4. Business Travel Start Date, 4. Business Travel End Date, 5. Trip Purpose (None Selected), 5. Detailed Business Purpose, 6. Travel Type (Individual Travel), 6. Trip Type (None Selected), and 7. Did this trip include personal travel? (No).

1. Click the **Type of Report** dropdown and select **CU Travel Expenses**.

The close-up shows the 'Type of Report' dropdown menu with the following options: Select the Type of Report, None Selected, *CU Business Expenses, *CU Non-Profiled Payee, *CU Travel Expenses (highlighted), and Select the Type of Report.

2. The School, Division, Sub-Division and Admin Department default from your Concur Profile. You can edit, if necessary, Note: *The completed fields displayed in the graphic above are for example purposes only.*
3. Type a **Report Name**.
4. Enter the **Business Travel Start Date** and the **Business Travel End Date**.
5. Select the **Trip Purpose** and type a **Detailed Business Purpose**.
6. Select the **Travel Type** (Individual, Group, or Team) and **Trip Type** (Domestic or International).
7. Select to answer **Did this trip include personal travel?** If Yes, enter the **Personal Travel Dates**.

8. The ChartFields default from your Concur Profile. You can edit them for this Report, if necessary.
Note: *The ChartFields displayed below are for example purposes only. Please ensure that your ChartFields are relevant and correct for your Expense Report.*

The screenshot shows the 'Create New Report' form with the following ChartFields highlighted in a red box and numbered 1 through 5:

- 1. GL BU * (Columbia University (COLUM))
- 2. Department * (FHR Human Resources (1403102))
- 3. PC Business Unit * (General Projects (GENRL))
- 4. Project * (GI Funding (UR004672))
- 5. Activity * (GI Funding (01))

Other visible fields include Initiative * (Undefined Initiative (00000)), Segment * (Undefined Segment (00000000)), and Site (Search by Text). At the bottom right, there are 'Cancel' and 'Create Report' buttons.

9. Click **Create Report**. You can then add Expense Items such as Airfare, Hotels, Ground Transportation and Meals. You can also add other CU Business Expense items to a Travel Expense Report.

Creating an Expense Report on behalf of a Guest or Student

You should check ARC to validate that the requester has an active vendor profile and take note of the vendor ID and vendor classification (Employee, Outside Party, Student Employee, or Student Non-Employee). You will not be able to reimburse non-profiled payees without an active ARC vendor profile. Employees and Students are set up automatically with vendor IDs with the prefix 'CNR'. You must use the ARC vendor maintenance process to setup an ARC vendor profile for Outside Party vendors.

1. Fill out or ask the non-profiled payee to fill out the [Non-Profiled Payee Travel and Business Expense Worksheet](#). The worksheet can be sent electronically as an attachment or can be provided as a printed PDF to you for processing along with supporting documentation, including receipts.
2. After Creating A New Report in Concur, click the **Type of Report** dropdown and select **CU Non-Profiled Payee**.

The screenshot shows the 'Create New Report' form with the 'Type of Report' dropdown set to '*CU Non-Profiled Payee'. The following fields are highlighted in a red box and numbered 1 through 5:

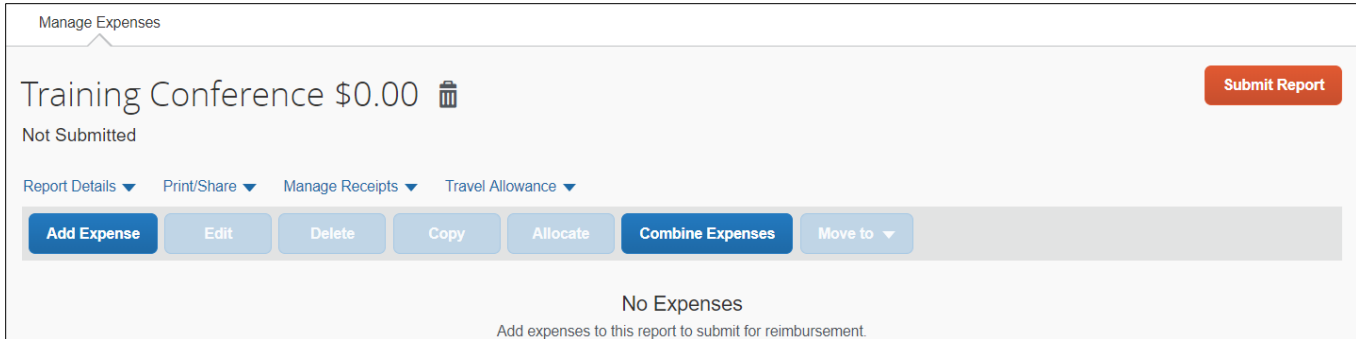
- 1. Vendor Type * (Search by Text dropdown menu open showing options: Employee, Employee Affiliate, Outside Party, Student, Student Affiliate)
- 2. Vendor Name/ID *
- 3. School * (FIN Finance (140000X))
- 4. Admin Department * (FHR Human Resources (1403102))
- 5. Division * (FIN Administration (14AD00X))

Other visible fields include Sub-Division * (FHR Finance Human Resources (140300X)), Report Name *, Report Purpose * (None Selected), Detailed Business Purpose *, Department * (FHR Human Resources (1403102)), PC Business Unit * (General Projects (GENRL)), Activity * (GI Funding (01)), Initiative * (Undefined Initiative (00000)), Segment *, and Site. At the bottom right, there are 'Cancel' and 'Create Report' buttons.

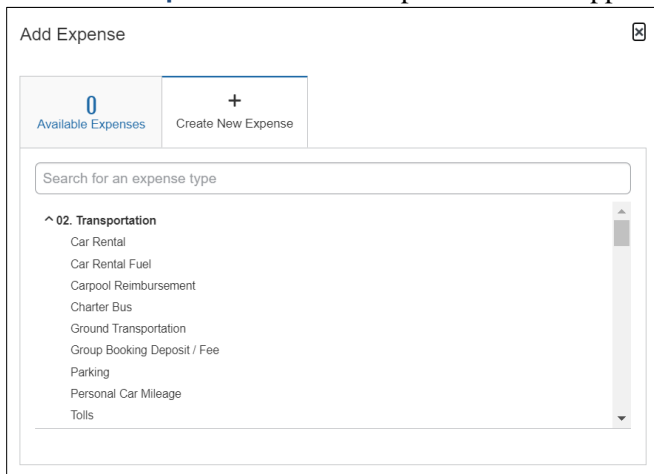
3. Select the **Vendor Type** (**Employee**, **Employee Affiliate**, **Outside Party**, **Student**, or **Student Affiliate**).
4. Search and select the matching **Vendor Name / ID**.
5. Complete the remaining required fields. If necessary, edit the ChartFields.
6. Click **Create Report**. Add the Expense Items submitted by the payee from the Non-Profiled Payee Travel and Business Expense Worksheet.

Adding Expense Items to Your Expense Report

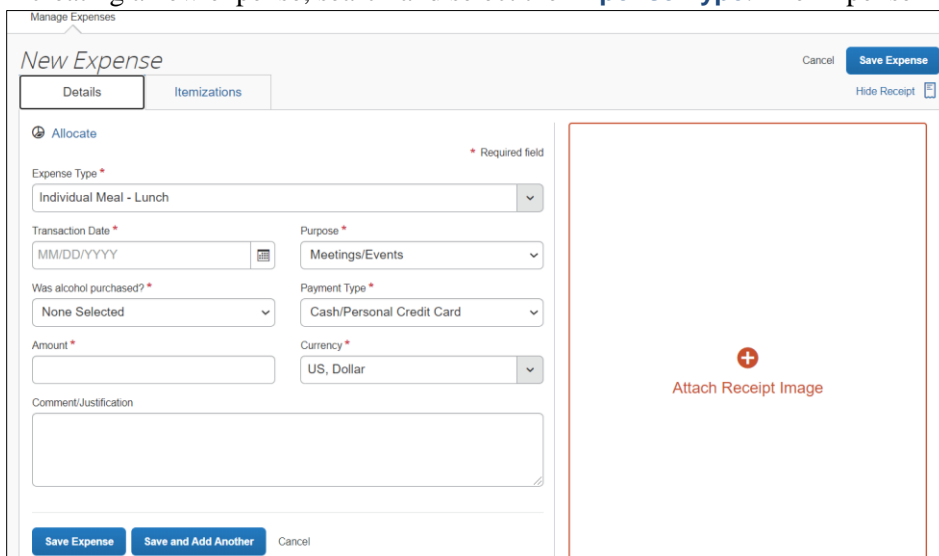
View the [Concur Travel and Expense Training](#) for examples of how to add various Travel and Business Expense Items to your Expense Report.



1. Click **Add Expense**. The Add Expense window appears.



2. Select **Available Expenses** to add a Corporate Card or Concur Travel transaction to your Expense Report or **Create New Expense** to manually enter the Expense details.
3. If creating a new expense, search and select the **Expense Type**. The Expense Details screen appears.




4. Complete all the required fields and, if necessary, attach any required receipts or documentation.
Note: If you are unable to change or detach an incorrect receipt you attached to your expense using the Concur Mobile app, delete the expense item and create a new one with the correct receipt.

Columbia University Finance Training

Job Aid: Creating Expense Reports in Concur

5. Click **Save and Add Another** to save and add another Expense Item to your Expense Report or **Save Expense** to save and return to your Expenses Report list.


Manage Expenses

Training Conference \$1,230.00  Copy Report Submit Report

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

| <input type="checkbox"/> | Receipt | Payment Type | Expense Type | Vendor Details | Date ▾ | Requested |
|--------------------------|---|---------------------------|----------------------------------|----------------|------------|------------|
| <input type="checkbox"/> |  | Cash/Personal Credit Card | Conference/Seminar/Training Fees | | 10/23/2020 | \$1,200.00 |
| <input type="checkbox"/> | | Cash/Personal Credit Card | Individual Meal - Lunch | | 10/23/2020 | \$30.00 |
| | | | | | | \$1,230.00 |

6. After adding all the Expense Items to your Expense Report, click **Submit Report**. The User Electronic Agreement appears.

7. Click **Accept & Continue** on the User Electronic Agreement and then **Submit**.

Note: Depending on your browser view (zoom), after clicking Submit, you may need to scroll down the User Electronic Agreement text to activate the Accept & Continue button.

If desired, you can zoom out on most browsers by pressing **Ctrl –** (Control key and the minus sign) on your keyboard in order to read the User Electronic Agreement text without scrolling and keep the Accept & Continue button active.

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>