



UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

Concur Procurement Reporting Expense Manual

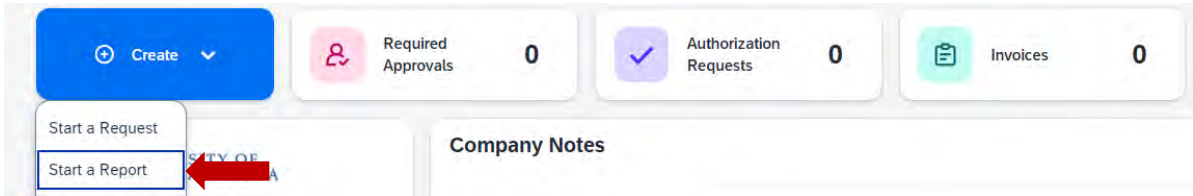
Procurement Card and Travel Services

650 Clinic Drive Suite 1400 | Mobile, Alabama | 36688 | 251.460.6242
pcardandtravelsvcs@southalabama.edu

Ready. South. **Go.**

Creating a New Expense Report

1. On the home page click **Create** and select **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 begin adding your PCard transactions to this report.



- 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 and click **Add To Report**.

Add Expense to Report X

Available Expenses (48) New Expense

<input checked="" type="checkbox"/>	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	Test - Hancock University Paid	Corporate Card	Postage	Fines Mobile, Alabama	04/28/2016	\$41.55 ...
<input type="checkbox"/>	Test - Hancock University Paid	Corporate Card	Office Supplies	BRAATHENS S A F.E. (NORWAY) Mobile, Alabama	04/27/2016	\$662.56 ...
<input type="checkbox"/>	Test - Hancock University Paid	Corporate Card	Airfare	CAPITOL AIR Mobile, Alabama	04/27/2016	\$183.95 ...
<input type="checkbox"/>	Test - Hancock University Paid	Corporate Card	Meals-Daily	Insulation Contractors Mobile, Alabama	04/27/2016	\$73.59 ...
<input type="checkbox"/>	Test - Hancock University Paid	Corporate Card	Meals-Daily	Household Appliance Stores Mobile, Alabama	04/27/2016	\$23.69 ...
<input type="checkbox"/>	Test - Hancock University Paid	Corporate Card	Office Supplies	Testing Laboratories (non-medical) Mobile, Alabama	04/26/2016	\$20.21 ...
<input type="checkbox"/>	Test - Hancock University Paid	Corporate Card	Car Rental	A-1 RENT-A-CAR Mobile, Alabama	04/26/2016	\$723.60 ...
<input type="checkbox"/>	Test - Hancock University Paid	Corporate Card	Office Supplies	Automobile Supply Stores Mobile, Alabama	04/26/2016	\$39.47 ...
<input type="checkbox"/>	Test - Hancock University Paid	Corporate Card	Postage	Home Supply Warehouse Stores Mobile, Alabama	04/26/2016	\$59.46 ...
<input type="checkbox"/>	Test - Hancock University Paid	Corporate Card	Non Reimbursable - Personal	ALTRA AUTO RENTAL Mobile, Alabama	04/25/2016	\$794.48 ...

Add To Report Cancel

- Each transaction will have Alerts. Click the alert icon next to each transaction, one at a time, to see what is needed for that transaction.

Alerts: 1

October \$41.55 **Submit Report** Copy Report Delete Report

Not Submitted | Report Number: OYP4HG

Report Details Print/Share Manage Receipts [View Available Receipts](#)

Expenses [Add Expense](#) Edit Delete Copy Allocate Combine Expenses Move

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Test - Hancock University Paid	Postage	Fines Mobile, Alabama	04/28/2016	\$41.55 ...
							\$41.55

- 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. If the Expense Type is incorrect for a transaction see note on the next page.

October \$41.55 **Submit Report** Copy Report Delete Report

Not Submitted | Report Number: OYP4HG

Report Details Print/Share Manage Receipts [View Available Receipts](#)

Expenses [Add Expense](#) Edit Delete Copy Allocate Combine Expenses Move

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Test - Hancock University Paid	Postage	Fines Mobile, Alabama	04/28/2016	\$41.55 ...
						\$41.55

Note: To change the Expense Type click the transaction you need to change then click in the Expense Type field, select the appropriate Expense Type, and click Save Expense.

Postage \$41.55

04/28/2016 Fines Corporate Card

Save Expense Delete Expense Cancel

Hide Receipt

Details Itemizations

Allocate

Expense Type * Postage

Transaction Date * 04/28/2016 Report Purpose * Other

Additional Information: Enter Vendor Name: Fines

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

Amount * 41.55 Currency: US, Dollar (USD)

Comment: 0900

Save Expense Save and Add Another Cancel

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.

Add Receipt

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

Postage \$41.55

04/28/2016 Fines Corporate Card

Save Expense Delete Expense Cancel

Hide Receipt

Details Itemizations

Allocate

Expense Type * Postage

Transaction Date * 04/28/2016 Report Purpose * Other

Additional Information: Enter Vendor Name: Fines

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

Amount * 41.55 Currency: US, Dollar (USD)

Comment: 0900

Save Expense Save and Add Another Cancel

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.

Add Receipt

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

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

October \$41.55

Not Submitted | Report Number: OYP4HG

Report Details Print/Share Manage Receipts View Available Receipts

Expenses

Add Expense

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Test - Hancock University Paid	Postage	Fines Mobile, Alabama	04/28/2016	\$41.55
					\$41.55

Submit Report Copy Report Delete Report