Electronic Submission of Expense Reports In Concur

A Guide for Graduate Students, Research Assistants, Research Associates and Post Doctorates

(Current Employees Only)

WHERE TO GET HELP?

Concur User Support Desk – for navigational & application assistance
By Phone (available in English 24/7/365 from Canada/US): Call 1-866-793-4040

Local Faculty/Department Support – for policy and functional assistance Contact information for your local power users can be found at:
http://finance.info.yorku.ca/files/2019/09/Concur_Support_Contact_Information.pdf

York Expense Desk – for policy and functional assistance
Piera Li pierali@yorku.ca 416-736-2100 X 20233 Sonia
Fermin-Peat ferminps@yorku.ca 416-736-2100 X 40150
Yan Liu yliu2015@yorku.ca 416-736-2100 X 22003

Concur Online Training Material
https://emplearn.yorku.ca/ConcurExpense

DO YOU HAVE EMPLOYMENT STATUS?

This guide is intended for Graduate Students, Research Assistants, Research Associates and Post Doctorates and other individuals who are **currently** employed with York University.

> **Note:**
>
> ONLY active employees with an employee **Passport York (PY)** and Central Email account will have access to Concur. Your student Passport York account is NOT the same as your employee Passport York ID. If you have not set up your Employee PY and Central Email Account please refer to the online instructions by clicking the Passport York and Central Email Account link on the Computing for Faculty & Staff page at:
>
> http://staff.computing.yorku.ca/faculty-staff/passwords-passport-york-access/

If you do not have a valid/active Employee number, you must paper file your expense report by using forms located at **http://www.yorku.ca/finance/forms.htm.**

If you were once an employee of York University with access to Concur and still have an active employee PY ID, we may be able to temporarily reactivate your account. Please contact the York Expense Desk, Expense Compliance Administrator (above) for further assistance.

To file a claim using Concur, please follow the following instructions:

STEP 1: ACCESSING YOUR CONCUR ACCOUNT

- Go to the York University website (www.yorku.ca)
- Click on Quick Links in the top right corner of your screen
- Click on Faculty & Staff Home under the **Faculty & Staff** heading
- Click on Concur Expense under the **Faculty & Staff Quick Links** found on the right hand side of your screen
- Login using your employee **Passport York** credentials (See above **Note**)

You will be launched into your Concur Homepage

STEP 2: SCAN / IMAGE YOUR RECEIPTS

- Preparing an expense report within Concur requires that all receipts be **imaged / scanned** and uploaded to your Concur account.

  ***Note**: Concur accepts receipts in the **.png, .jpg, .jpeg, .pdf, .html, .tif or .tiff** file for upload. It does not accept Word or Excel format. There is a 5 MB limit per file.*

- To scan and upload images to your Concur account, you can:

  GO MOBILE! – Download the Concur Mobile App for Apple / Android / Windows / Blackberry (limited) smartphone or tablet and upload images directly to your expense report.

OR

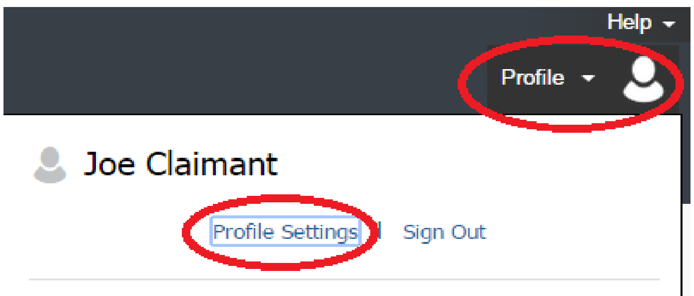
E-MAIL RECEIPTS TO YOUR CONCUR ACCOUNT (AVAILABLE RECEIPTS) – Snap pictures of your receipts using your smartphone or tablet and email the images from your ***verified*** email address to receipts@concur.com. See below on how to create a verified email address. You can also email receipts you saved to your local or network drive from your ***verified*** email address.

OR

UPLOAD FROM YOUR LOCAL WORKSTATION - Use a document scanning enabled photocopier in your area to scan your receipts and send them to your personal email account. Save the images either to a folder on your local or network drive so they can be uploaded to your expense report. You may also use your own personal scanner or document imaging device.

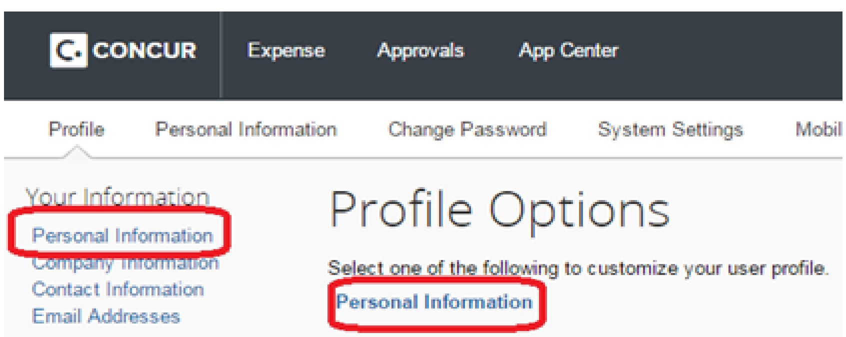
- The ***email verification*** process is a simple, one time process. Please follow the steps below to verify your email address:

1. Locate the Profile menu (top right of your Concur homepage) after having logged in (Step 1 above). Click Profile.



2. Click **Profile Settings**

3. Click either of the **Personal Information** links. *You will be launched into your Personal Information page.*



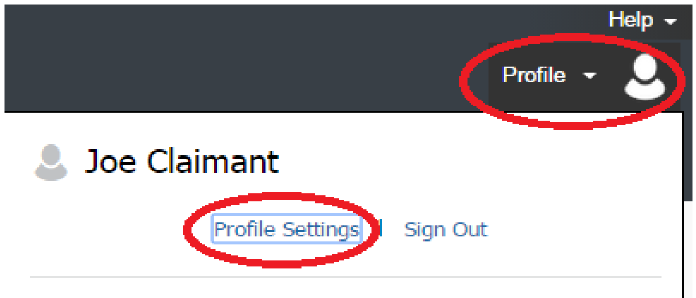
4. Scroll down to the **Email Addresses** section and verify your York University email address by clicking **How do I verify my email address?** and following the instructions.

5. You can add and verify up to two additional email addresses. (Note: Concur communications will only be sent to your York University (@yorku.ca) email address).

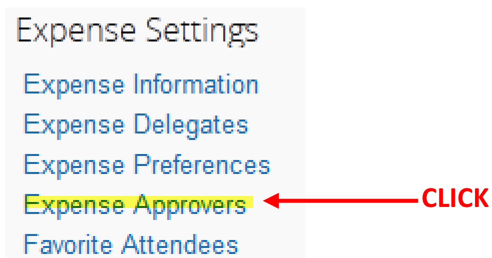
6. After completing the verification process, you should see ✓ Verified next to your verified email address. You can now email receipts directly to your Concur account.

STEP 3: DESIGNATE REVIEWER & APPROVER FOR MY EXPENSE CLAIMS

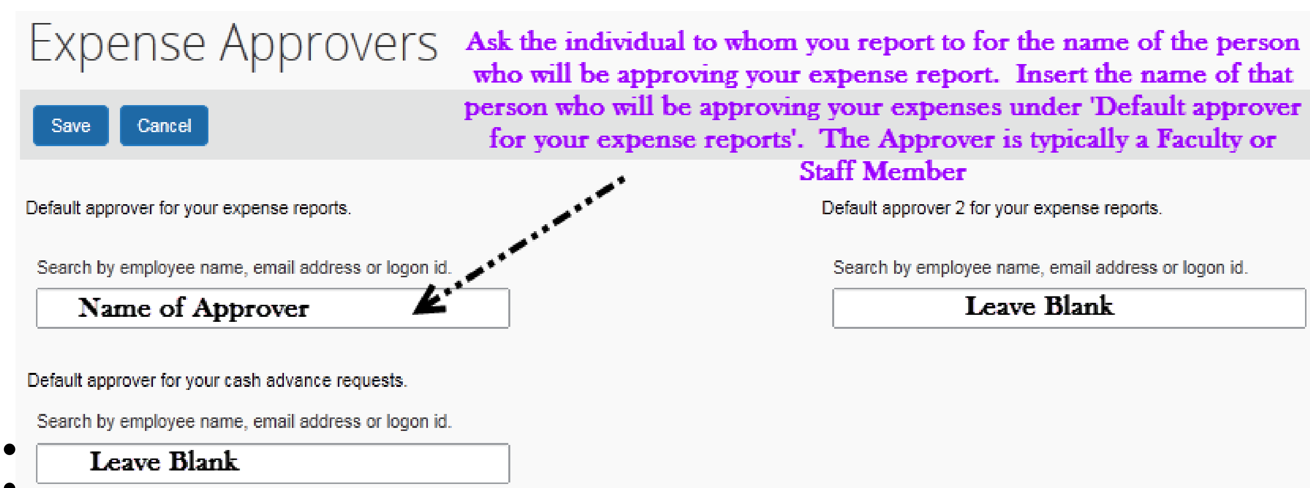
- Locate the Profile menu (top right of your Concur homepage). Click Profile.



- Click **Profile Settings**
- Click on **Expense Approvers** link below the Expense Settings heading (left side of the screen)



Expense report approvals are executed electronically in Concur. Enter the name of the individual who will approve your expense report. You can search for your approver by last name or email address.



- After entering the name you are now ready to save your selection
- Click 

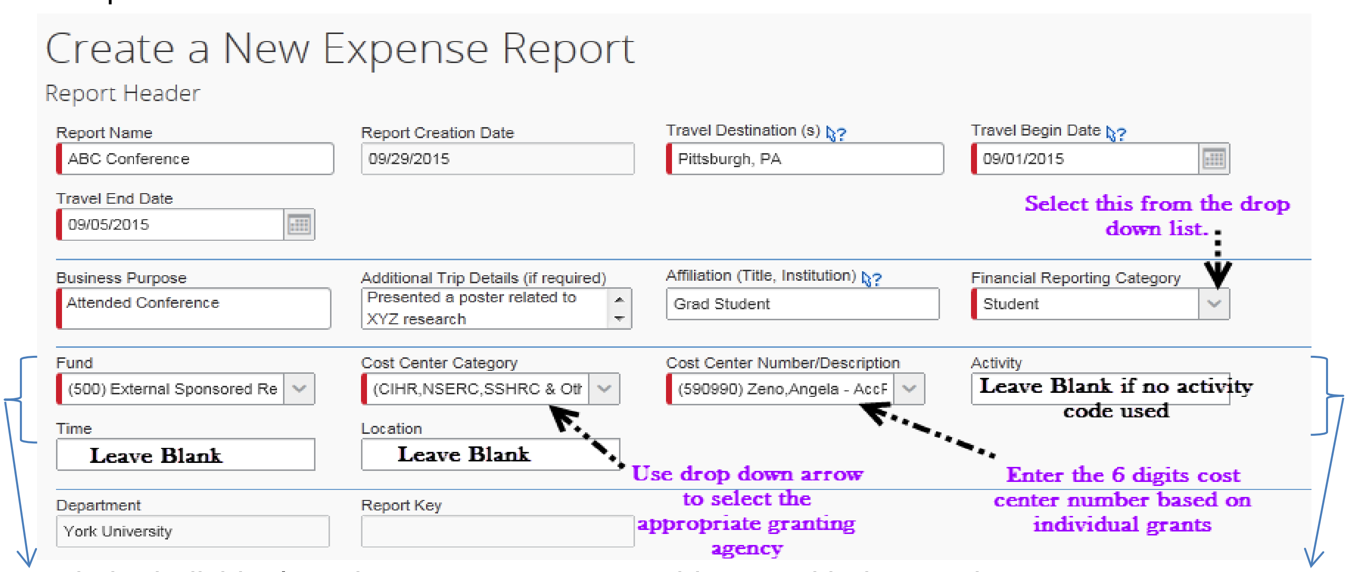
The above **Step 3** is only performed once. **However if your approver changes you will have to update the name accordingly**. The name in **Expense Approvers** will automatically pre-populate the **Approval Flow** in **Step 7.**

STEP 4: CREATE AN EXPENSE REPORT

- Click the CONCUR icon at the top left of your screen to return to your Concur homepage.
- Hover on the **+ New** task icon on the Quick Task Bar at top of your Concur homepage

- Click on **Start a Report** and you will be launched into the **Report Header**
- Complete all mandatory fields (indicated by the **red** bar on the left side of the field)

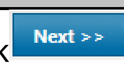
  Helpful hint: Look for the Tool Tip icon above certain fields. Tool tips give you additional information on how to complete the required field. Hover over the icon to view the tip.



- Ask the individual to whom you report to provide you with the Fund, Cost Centre Category, Cost Centre Number/Category. The information on the next page may be helpful, but claimants are <u>**REQUIRED**</u> to confirm this information with the individual that will be approving your expense report.

Expense reports should typically be charged to:

FUND	COST CENTRE CATEGORY	COST CENTRE NUMBER/DESCRIPTION
(200) Operating Fund	• (200) Operating Fund	Ask the individual to whom you report for the cost centre number
(400) University Sponsored Research	• Generic & Special Research • Professional Expense Reimbursement	Ask the individual to whom you report for the cost centre number
(500) External Sponsored Research	• (CFI/OF) Canadian Foundation Innovation • (CIHR,NSERC,SSHRC & Others) Tri Council and Other • (CIHR,NSERC,SSHRC Salary Only) NSERC-CRC-CIHR-OTH • (NSERC-RTI) NSERC RTI • (SSHRC SMALL) SSHRC_SMALL • SSHRC TRAVEL	Ask the individual to whom you report for the cost centre number

After completing the Report Header, click 

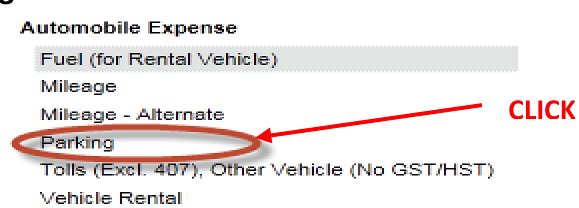
. *You will be launched into your **Expense Report.***

STEP 5: ADD YOUR RESEARCH EXPENSES

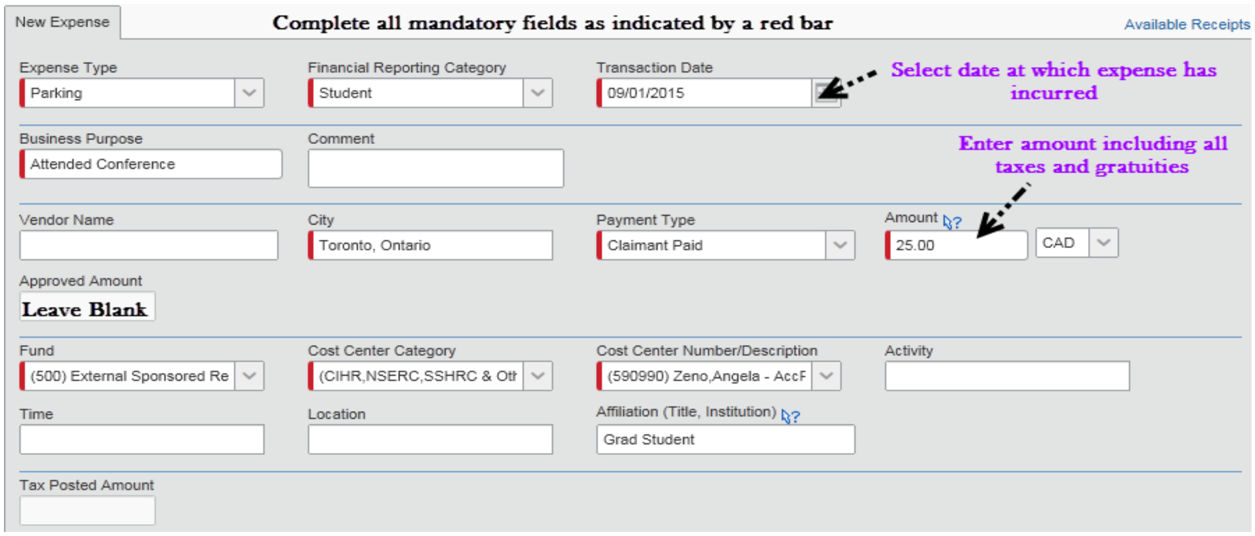
- All Expense Types are listed in the pane on the bottom right of the expense report screen.
- If the New Expense listing does not appear, locate the *menu bar* below your *expense report name* and click the **New Expense** icon

- Scroll through the expense type listing and select the appropriate expense you are claiming.

  Example: **Parking**



- The **Expense Entry Form** will be launched on the right side of the screen. Complete all the required fields (indicated by the **red** bar on the left side of the field), including the City of purchase and the amount of the expense. Include any comments that would be helpful to those approving your expense report.



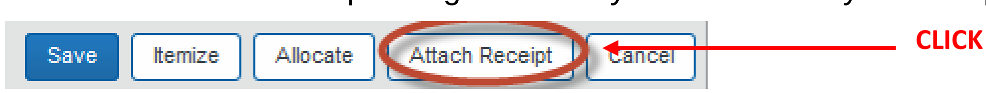
IMPORTANT! Each transaction should be entered under a separate expense line with the related receipt image attached. For example, if you have 3 parking charges, it should be entered as 3 separate expense lines. However, your personal meal "Meals/Per Diem Allowance" can be grouped on a daily basis.

- For additional training on how to complete specific expense forms (such as hotel, meals, hospitality, etc.), please refer to the online training material at: https://emplearn.yorku.ca/ConcurExpense

STEP 6: ATTACH YOUR RECEIPT IMAGES

(These are the receipt images you created in Step 2)

- Click **Attach Receipt** (located at the bottom right of the **Expense Entry Form**) and follow the instructions below depending on where you have saved your receipt:



To attach a receipt that you e-mailed to your Available Receipts (Receipt store):

- Under **Available Receipts** in the **Attach Receipt** window, select the appropriate Receipt Image from the gallery.
- Click **Attach**

To attach a receipt that you saved to your local workstation

- Under **File Selected for uploading:** in the **Attach Receipt** window, click **Browse**
- Navigate to the local folder where you saved your receipt images and select the Receipt Image.
- Click **Open**
- Click **Attach**

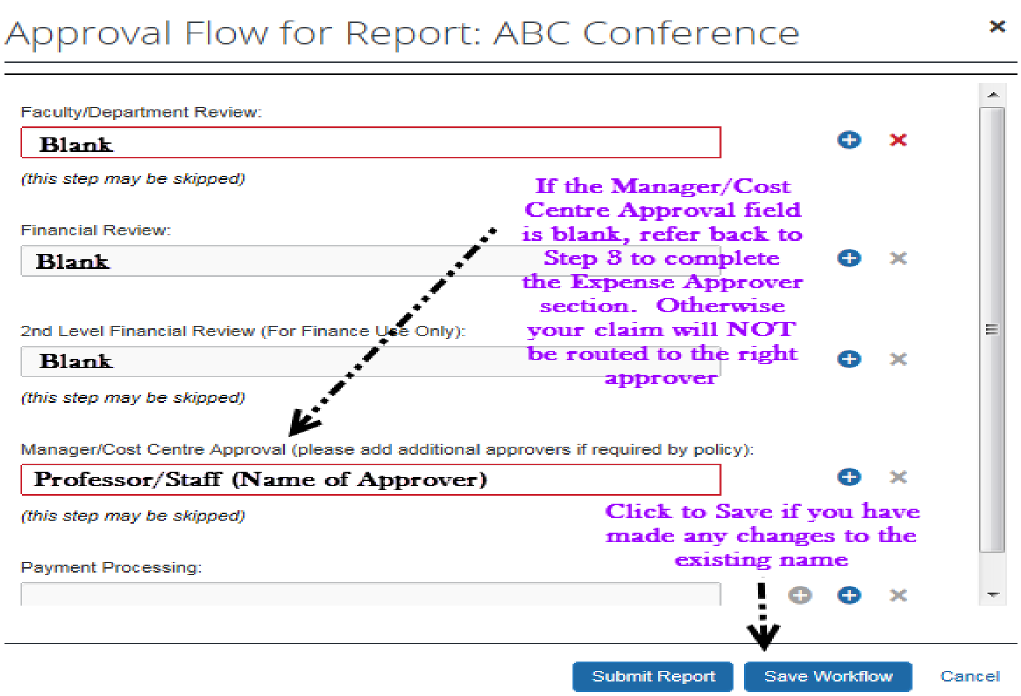
- Click Save at the bottom of the **Expense Entry Form**
- When you successfully attach a receipt to your expense, you will see the blue **attached receipt** icon on the left side of your expense entry (below the date).
- If you hover over the blue attached receipt icon, the receipt image will appear.
- If you did not successfully attach a receipt to your expense, you will see the yellow **receipt image required** icon on the left side of your expense entry (below the date).
- Repeat Step 5 and 6 to add additional expense lines and images by selecting different expense type like Airfare, Office Supplies, etc. if applicable.

STEP 7: REVIEW/CHANGE AN APPROVAL FLOW

- When you have completed entering all expenses, your expense report is ready to send to your approver. Your expense report approval flow determines how your expense report will be routed electronically for approval.
- Click on **Details** button (top left side of screen)

- Select **Approval Flow** from the drop down menu.
- The **Approval Flow for Report** window will open.

Notice that the individual you entered in Step 3 should be prepopulated into your approval flow. You can edit your approval flow by clicking in either the **Faculty/Department Review** or **Manager/Cost Centre Approval** fields and edit the name. Your approver's name should show under **Manager/Cost Centre Approval**



STEP 8: SUBMIT YOUR EXPENSE REPORT

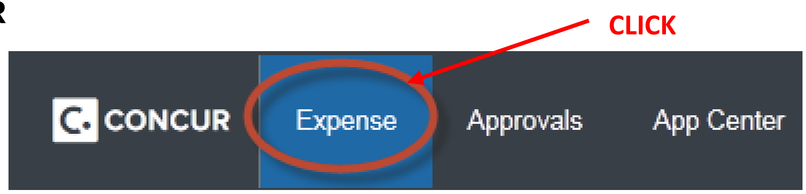
After you have reviewed your **Approval Flow** you are now ready to submit the expense report for approval

- Click on Submit Report button
- After reading the declaration, click on Accept & Submit button within the **Final Review** box.
- Click on Submit Report button within the **Approval Flow** screen.

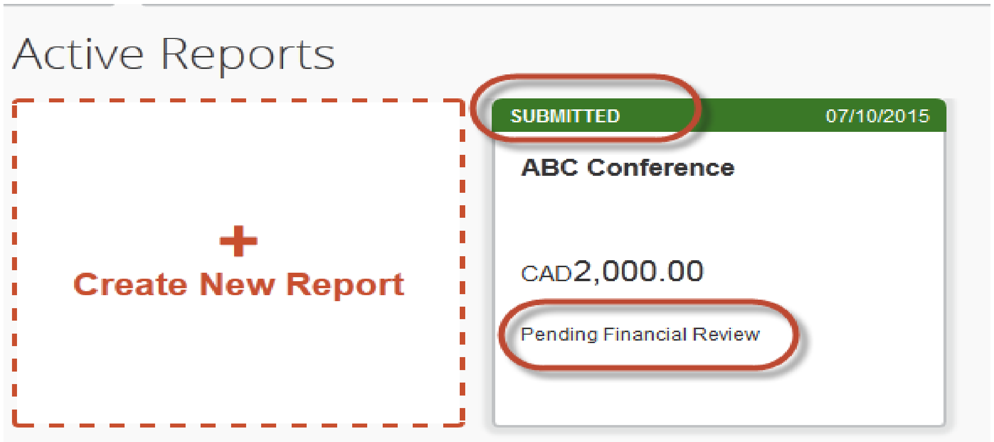
Your expense report has now been submitted to the Finance Department and the Approver that you have designated in Step 7.

STEP 9: TO CHECK THE STATUS OF YOUR EXPENSE REPORT

- Navigate to the **Expense page** by clicking on **Expense** at the top of the browser, next to the **CONCUR**

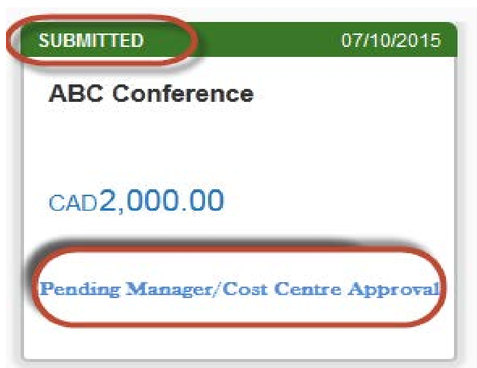


- You can check the current status of your expense report at any time displayed under the **Active Reports** section. The active expense reports will appear as tiles in this section. On each tile you will see the name of your report, amount of the claim, current status, and recent comments.



The above expense report status indicates that the expense report named "ABC Conference" has been **Submitted** and is currently **Pending Financial Review** (i.e. the expense report is **with the Finance Department** for review). All expense reports go through a Financial Review before it is approved.

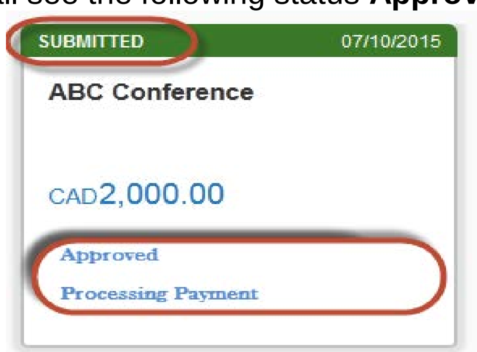
- Once Finance approves the expense report the status changes to **Pending Manager/Cost Centre Approval** as shown below**.**



This indicates that the expense report is now **with your Approver** for the final approval.

- If your expense report status **Pending Manager/Cost Centre Approval** remains unchanged for several days, please send a reminder to your Approver to log into his/her Concur account and approve your expense report. **The Approver should follow Step 10 in the next section to approve the expense report.**

- Finally once your expense report has been completely approved and has been sent for payment processing you shall see the following status **Approved Processing Payment.**



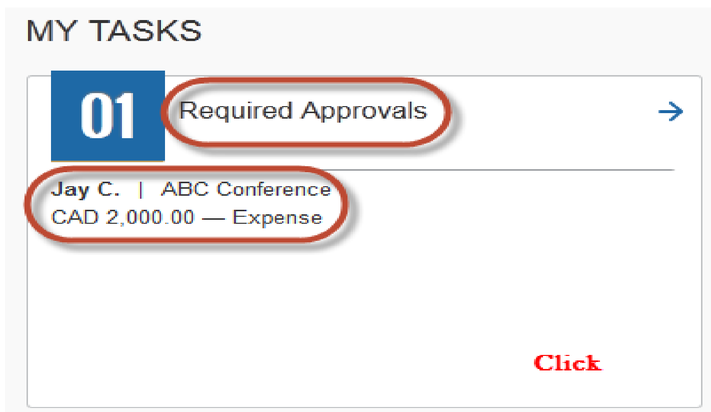
IMPORTANT! If your claim has been returned from Finance or from your Approver for additional information or to make changes, you will receive an email notification that your report has been returned. Please log into Concur and make the necessary changes.

DON'T FORGET to resubmit your report after the changes are made. To resubmit your report, click

STEP 10: INSTRUCTIONS FOR YOUR APPROVER TO APPROVE EXPENSE REPORTS

- Log into your Concur account (Details in Step 1). You will land on your Concur Home page.

- From your Home page, you will find the expense reports pending your approval displayed in the **Required Approvals** box under the **MY TASKS** section of the Home page.



- Click on the name of the expense report to open the report requiring your approval.
- You will be launched into the expense report for your review and approval.

  After reviewing the expense report, you may select one of two options which appear in the top right corner of the expense report. You may either:

  i) **approve** the report; or
  ii) **send the report back to the employee** for additional information.

- If you have reviewed the report and there are no changes or additional information required, click Approve to approve the expense report.
  Read the declaration in the **Final Confirmation** screen and click Accept.

- If you have reviewed the report and need to send it back to the employee for additional information or to make corrections, click Send Back to Employee.

  A **Comment** box will open up where you must enter the reason for sending the claim back to the employee. Click OK after entering your reason.

  *Once you have approved the expense report it disappears from **the Required Approvals** section on your homepage.*

- For additional training on how to review and approve an expense, please refer to the online training material at: https://emplearn.yorku.ca/ConcurExpense

  You will need to log in using your Passport York ID. Review the section entitled "**Reviewing and Approving an Expense Report**".