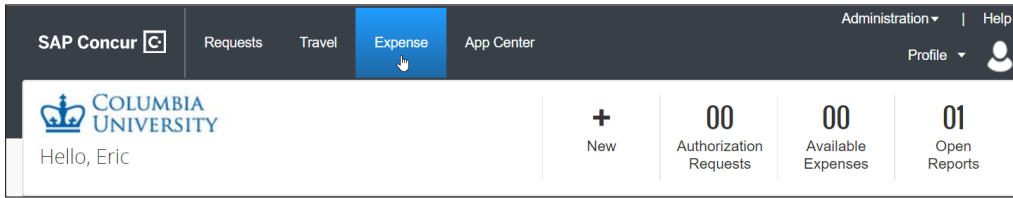


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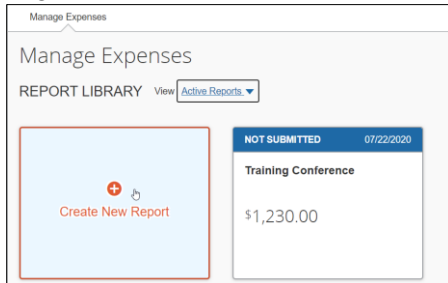
Job Aid: Creating Expense Reports in Concur

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

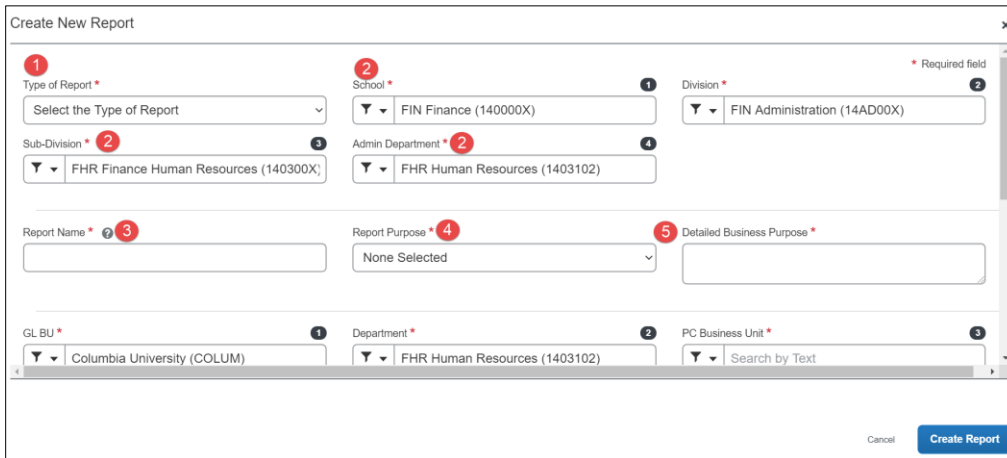


1. Log in to Concur and click the **Expense** tab. The Manage Expense screen appears.

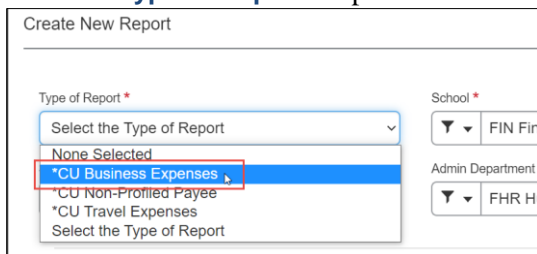


2. Click **Create New Report**. The Create New Report screen appears.

Creating a CU Business Expense Report



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.
3. Type a **Report Name**.
4. Select a **Report Purpose**.
5. Type a **Detailed Business Purpose**.

- The ChartFields default from your Concur Profile. You can edit them for this Report, if necessary.

GL BU * 1 Columbia University (COLUM)

Department * 2 FHR Human Resources (1403102)

PC Business Unit * 3 General Projects (GENRL)

Project * 4 GI Funding (UR004672)

Activity * 5 GI Funding (01)

Initiative * Undefined Initiative (00000)

Segment * Undefined Segment (00000000)

Site Search by Text

Report Key

Cancel Create Report

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

Creating a CU Travel Expense Report

Create New Report

Type of Report * 1 *CU Travel Expenses

School * 2 FIN Finance (140000X)

Division * 2 FIN Administration (14AD00X)

Sub-Division * 2 FHR Finance Human Resources (140300X)

Admin Department * 2 FHR Human Resources (1403102)

Report Name * 3

Business Travel Start Date * 4 MM/DD/YYYY

Business Travel End Date * 4 MM/DD/YYYY

Trip Purpose * 5 None Selected

Detailed Business Purpose * 5

Travel Type * 6 Individual Travel

Trip Type * 6 None Selected

Did this trip include personal travel? * 7 No

Personal Travel Dates ?

Cancel Create Report

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

Type of Report *

Select the Type of Report

None Selected

*CU Business Expenses

*CU Non-Profiled Payee

*CU Travel Expenses

Select the Type of Report

- The School, Division, Sub-Division and Admin Department default from your Concur Profile. You can edit, if necessary.
- Type a **Report Name**.
- Enter the **Business Travel Start Date** and the **Business Travel End Date**.
- Select the **Trip Purpose** and type a **Detailed Business Purpose**.
- Select the **Travel Type** (Individual, Group, or Team) and **Trip Type** (Domestic or International).
- Select to answer **Did this trip include personal travel?** If Yes, enter the **Personal Travel Dates**.

- The ChartFields default from your Concur Profile. You can edit them for this Report, if necessary.

The screenshot shows the 'Create New Report' form with several ChartFields highlighted by red boxes and numbered 1 through 6. The fields are: 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)), and 6. Initiative * (Undefined Initiative (00000)). Other fields include Segment * (Undefined Segment (00000000)) and Site (Search by Text). At the bottom right, there are 'Cancel' and 'Create Report' buttons.

- 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.

- 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.
- 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 'Vendor Type' dropdown is also highlighted with a red box and numbered 1, showing options: Employee, Outside Party, Student Employee, and Student Non-Employee. The 'Vendor Name/ID' field is highlighted with a red box and numbered 2, with a search icon and 'Search by Text' text. Other fields include School * ((140000X) FIN Finance), Division * ((14AD00X) FIN Administration), Sub-Division * ((141100X) PRC Procurement Svcs), and Admin Department * ((1411205) PRC AP Administration). At the bottom right, there are 'Cancel' and 'Create Report' buttons.

- Select the **Vendor Type** (Employee, Outside Party, Student Employee, or Student Non-Employee).
- Search and select the matching **Vendor Name / ID**.
- Complete the remaining required fields. If necessary, edit the ChartFields.
- 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.

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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**.

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>