Concur Expense Guide: Procurement Card

Version 2

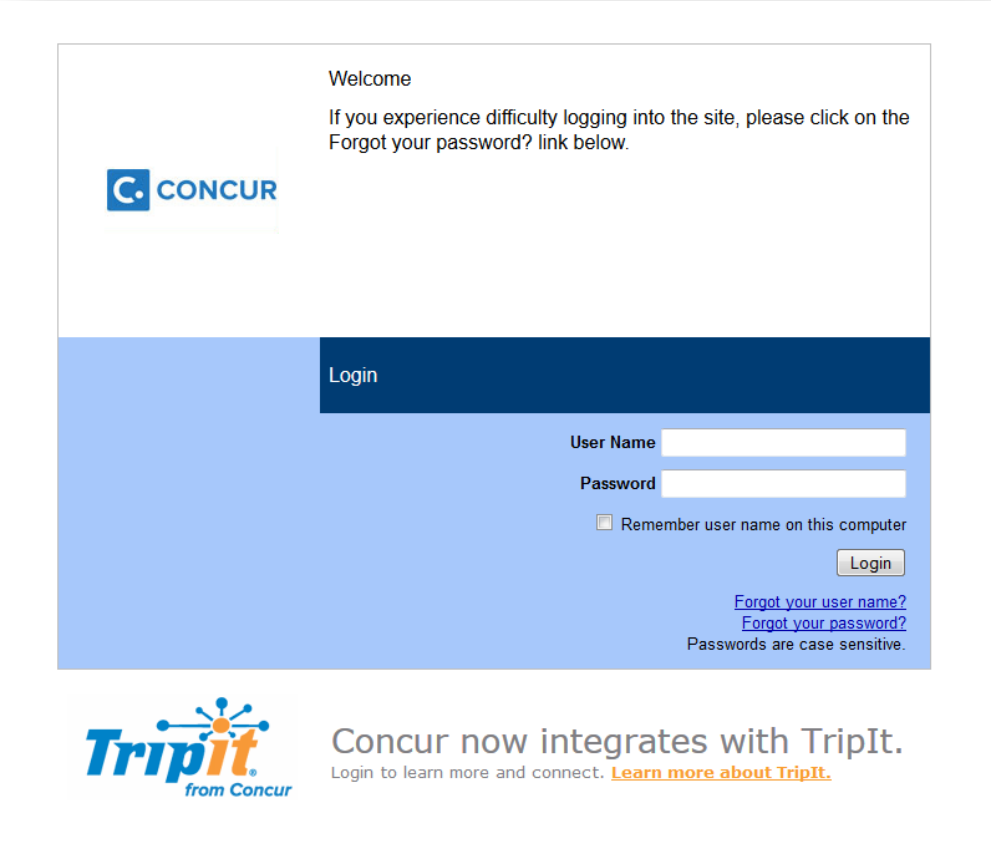
NOVA pay

User's Guide – Procurement Card

This guide will provide details on how to log in, upload receipt images, submit monthly P-card reports, allocate transactions, provide a description for charges and other functionality on the Concur website.

Log on to Concur

How to…	Additional Information
1. Log on to Concur using www.concursolutions.com 2. Log on to Concur using myNova.	Your password is case sensitive.



Create a Monthly P-card Report

Step 1: Create a New Report

How to…

1. Click the **Expense** tab at the top of the screen.
2. Click the **+ Create New Report** icon.
3. Complete all required fields (those with the red bar at the left edge of the field) and the optional fields.
4. Click **Next.**

Additional Information

All monthly charges should be included in one monthly report, unless your department policies state otherwise.

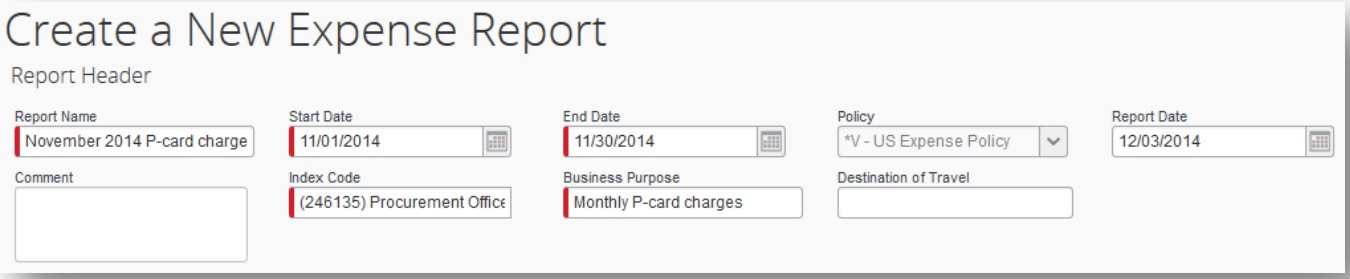
Report Name: "Month" "Year" P-card charges (Ex. November 2014 P-card charges).

Start Date: First day of the month.

End Date: Last day of the month.

Index Code: Will default to index code you were set up with, but you have the ability to change it.

Business Purpose: "Monthly P-card charges."



Step 2: Add an Expense to the Monthly P-card Report

How to…

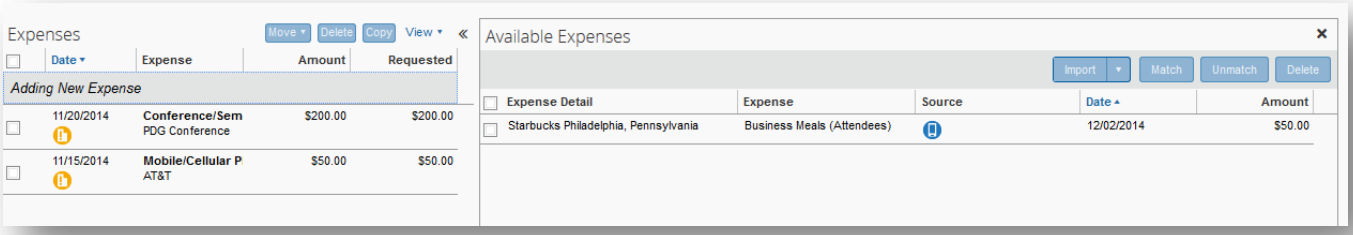
1. Click and drag expense(s) from the **Available Expenses** window into the **Expenses** window.
2. To drag multiple expenses at the same time, click the box to the left of the expense, and drag both expenses. You can also click the **Import** button to add the selected expenses to the expense report.

Additional Information

Available expenses appear in the right window, titled **Available Expenses**. Expenses included in the expense report appear in the left window, titled **Expenses**.

Be careful to only select charges for a specific month since there may be charges for multiple months in the **Available Expenses** window.

Once charges are added to the **Expenses** window, the charges are removed from the **Available Expenses** window, and cannot be allocated to a separate expense report.



Step 3: Adding a Receipt Image to a Transaction

How to…

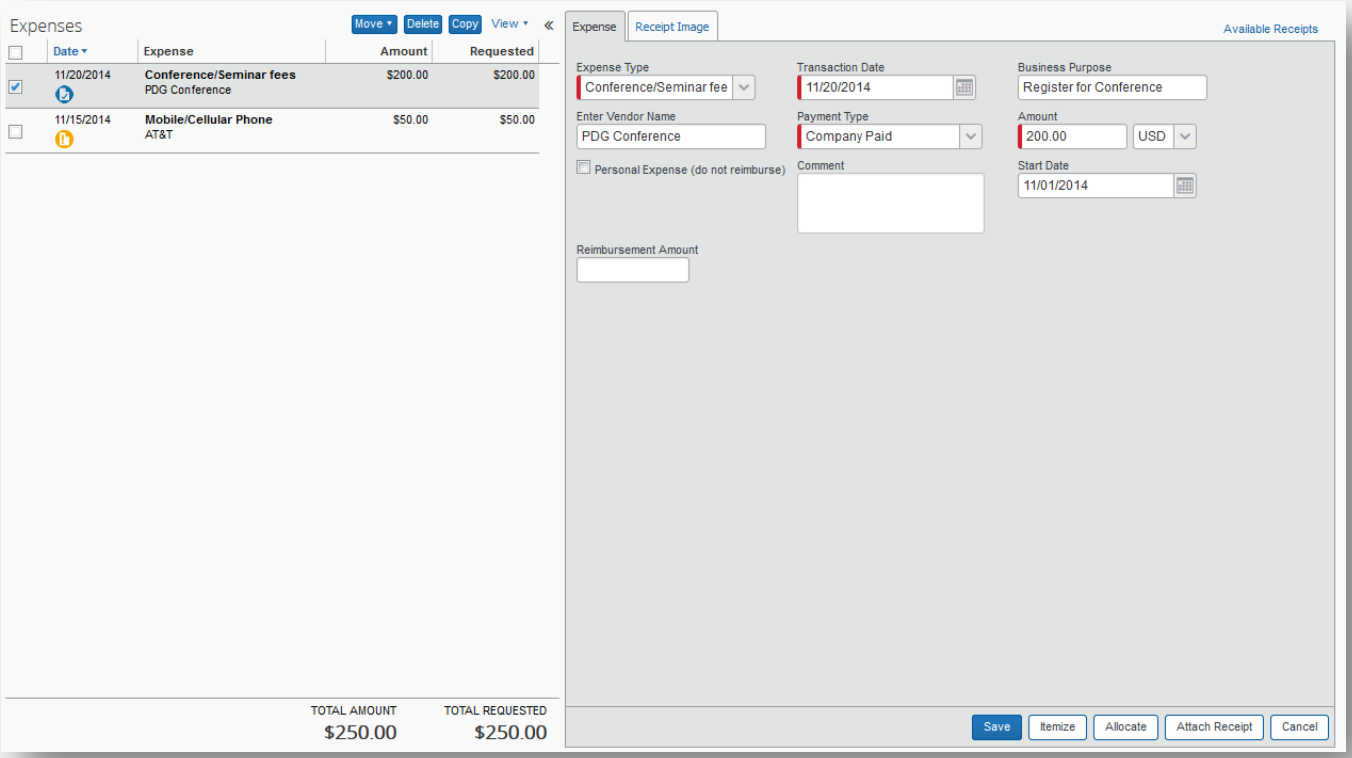
1. Once a transaction is in the **Expenses** window, click on the charge. Details of the charge will appear.
2. In the bottom right of the new **Expense** window, click **Attach Receipt** in the bottom right.
3. A window will appear for attaching the receipt. The file can be uploaded from your computer or attached from the **Receipt Store**. Once selected, click **Attach.**
4. If you do not have a receipt, you can select to **Create a Missing Receipt Affidavit** which will take the place of the receipt.

Additional Information

Once a receipt has been added to a transaction, a blue icon will appear next to the transaction.

A Missing Receipt Affidavit should only be added sparingly, as the Procurement Office will keep track of how many Missing Receipt Affidavits are used.

A Missing Receipt Affidavit cannot be created by a delegate for someone else. The cardholder will have to add the Missing Receipt Affidavit, or a paper copy can be uploaded by the delegate. The paper copy can be found on the Procurement Card webpage.



Step 4: Updating the Allocation for a Transaction

How to…

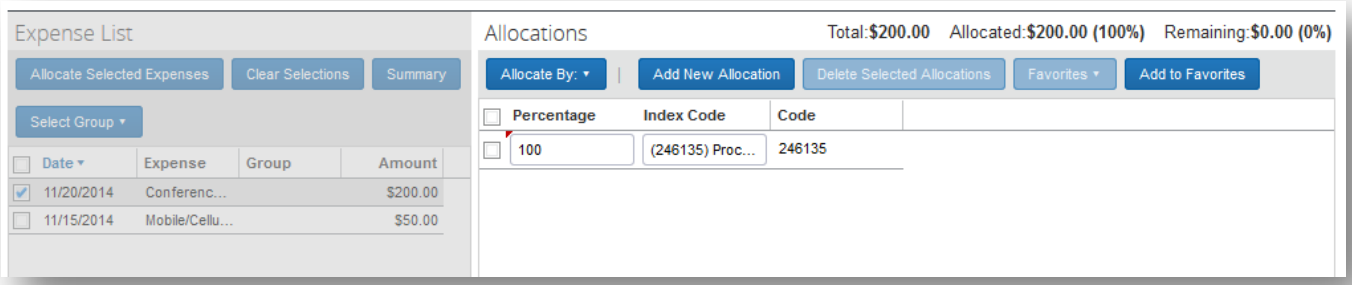
1. Click on the transaction in the **Expenses** window. Details of the charge will appear.
2. In the new **Expense** window, choose the appropriate **Expense Type**. Complete this process for all transactions.
3. Once completed, select a charge in the **Expenses** window.
4. In the bottom right of the **Expense** window, click

Additional Information

All charges must be allocated to an **Expense Type** and also an **Index Code**.

Allocate. A new window will appear.

5. Click under the **Index Code** column to select the appropriate GL Budget Index Number. Click **Save.**
6. To update the Index Code for additional charges, choose the charge from the **Allocations** window and select the new **Index Code**.
7. Once completed, click **Done.**

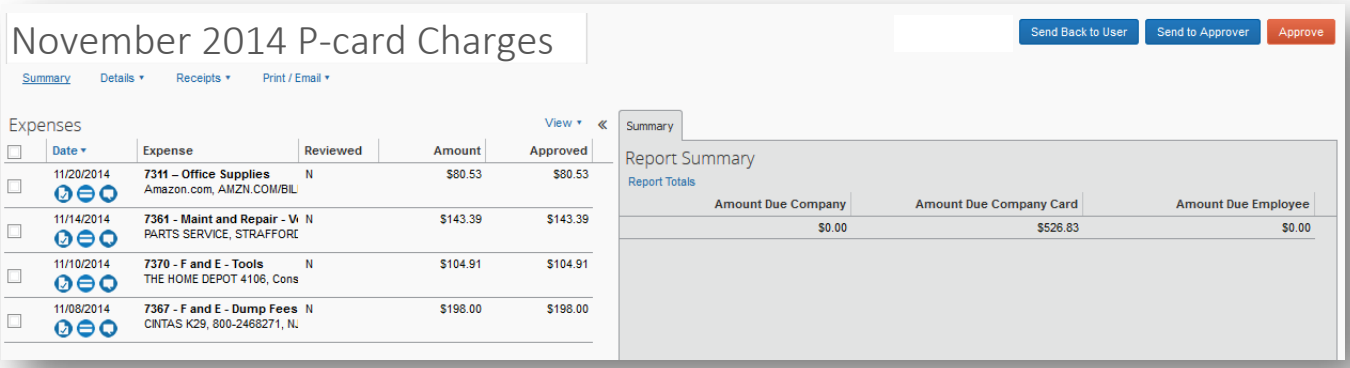


Step 5: Submitting a Monthly P-card Report

How to...	Additional Information
1. On the right side of the screen, click **Submit Report**. If there are any issues with the report, a dialog box will appear with details of the issues. Click **Submit Report** and it will be sent to the proper user for approval.	If you are not ready to submit a report, the report automatically saves, so you can return later and complete the report.

Approve a Monthly P-card Report

How to...	Additional Information
1. From the **Home** screen, under the **Required Approvals** area, click on a report that has been submitted for approval. The report will open. 2. Review all receipts, transaction descriptions, expense types, allocation and any other pertinent information. 3. Click the **Approve** button to approve the report.	As an approver, you have the ability to send a report back to an employee if there are issues with the report.



Upload Receipt Images Using Computer

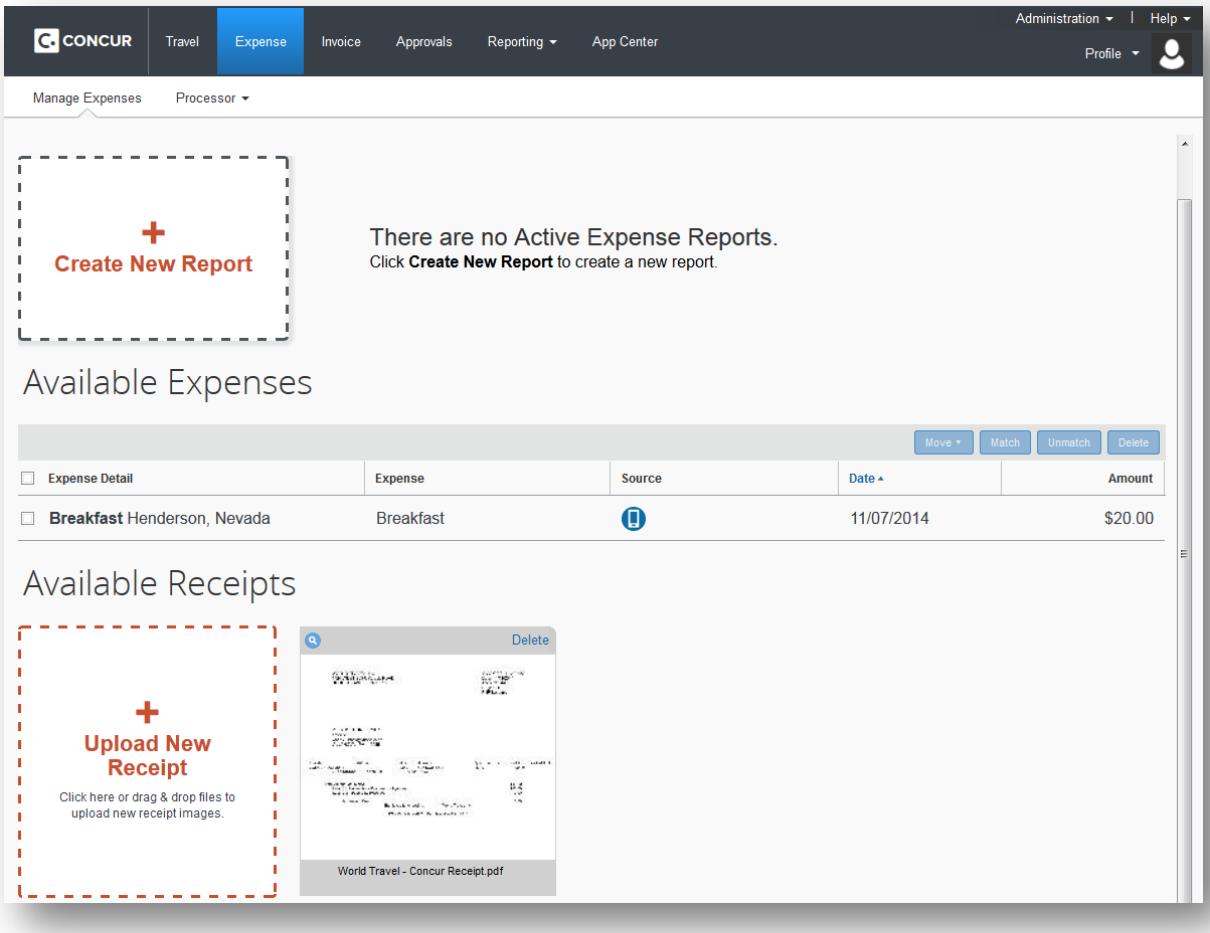
How to…

2. Click the **Expense** tab at the top of the screen.
3. Click the **+ Upload New Receipt** icon.
4. On the right side of the screen, click **Upload.** A new window will appear.
5. Click **Browse** and select the receipt image from your computer.
6. Click **Upload** and the receipt will appear in your Receipt Store.

Additional Information

Receipt images must be scanned into your computer before they can be uploaded to your account.

Receipt images can also be added by dragging a file from a folder into the **+ Upload New Receipt** icon.



Upload Receipt Images Using Concur Mobile App

How to…

1. Click on **Receipt** button.
2. Take a picture of your receipt.
3. Click **Done.**

Additional Information