

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



Rev 10.22.24

Creating a New Expense Report

1. On the home page click **Create** and select **Start a Report**.

⊖ Create 🗸	& Require Approv		~	Authorization Requests	0	Ē	Invoices	0
Start a Request		Company Not	es					

2. Complete all required fields (marked with red asterisk) and the optional fields as needed. Then click Create Report.

tate From an Approved Request								
sport Type *		Report Namu *		Report Date			Report Porpose *	* Required field
USA - Procurement Policy		✓ October		10/22/2024		8	Other	~
Vision *		1 Division 2*	2	Drg*		3	Fund	4
17) Finance and Administration	×	 (172000) University Accountin 		(172800) PCard and Travel Services	×	~	(110000) University	× •
ogram.*		5 Activity		Additional Information		0/64	Report Total *	
4600) Institutional Support	×	•	v					
ommenit						4		0/500

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.

	Payment Type1	Expense Source	Expense Type1	Vendor Details‡†	Date1 ^p	Amount\$1	
2	Test - Hancock University Paid	Corporate Card	Postage	Fines Mobile, Alabame	04/28/2016	\$41.55	
2	Test - Hancock University Paid	Corporate Card	Office Supplies	BRAATHENS S.A.F.E. (NORWAY) Mobile, Ausbame	04/27/2016	\$662.56	
3	Test - Hancock University Paid	Corporate Card	Airtare	CAPITOL AIR Mobile, Alabame	04/27/2016	\$183.95	
2	Test - Hancock University Paid	Corporate Card	Meals-Daily	Insulation � Contractors Mobile, Alabeme	04/27/2016	\$73.59	
2	Test - Hancock University Paid	Corporate Card	Meals-Daily	Household Appliance Stores Mobile, Alabeme	04/27/2016	\$23.69	
)	Test - Hancock University Paid	Corporate Card	Office Supplies	Testing Laboratories (non-medic Moble, Alabeme	04/26/2016	\$20.21	
ĵ	Test - Hancock University Paid	Corporate Card	Car Rental	A-1 RENT-A-CAR Mobile, Alabama	04/26/2016	\$723,60	
)	Test - Hancock University Paid.	Corporate Card	Office Supplies	Automobile Supply Stores Mobile, Alabeme	04/26/2016	\$39.47	
1	Test - Hancock University Paid	Corporate Card	Postage	Home Supply Warehouse Stores Mobile, Alabaria	04/26/2016	\$59.46	
2	Test - Hancock University Paid.	Corporate Card	Non Reimbursable - Personal	ALTRA AUTO RENTAL	04/25/2016	\$784.48	

5. 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.

October \$41.55			Submit Report	Copy Report Dele	ete Repo
ot Submitted Report Number: OYP4HG					
eport Details 🛩 Print/Share 🛩 Manage Receipts 🛩				View Available R	eceipts
Expenses	(Add Expense Edit Dotyte	Gopy, Allocate 3	Comprise Expension 1	tove ~
	Expense Type↓↑	Vendor Details	Date↓₹	Requested 1	
Alerts Al					
Alerts LT Receipt Payment Type LT Alerts LT Receipt Type LT Test - Hancock University Paid	Postage	Fines Mobile, Alabama	04/28/2016	\$41.55	

6. 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 transation see note on the next page.

State of the state of the state of					
t Submitted Report Number: OYP4HG					
port Details 🗸 Print/Share 🗸 Manage Receipts 🗸				View Available R	Receipts
Expenses		Add Expense Edit De	lele Copy Allocate (Combine Expenses N	Nove 🗸
□ Receipt↓↑ Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓ [≓]	Requested↓↑	ĺ.
Test - Hancock University Paid	Postage	Fines Mobile, Alabama	04/28/2016	\$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.

Details Restinging		Receipt
Details Itemizations		Receipt
8 Allocate		
xpense Type *	* Required field	
Postage	× ~	
ransaction Date *	Report Purplise *	
04/28/2016	Other 🗸	
dditional Information	Enter Sendor Name	F 74
	Fines	85
ity of Purchase	Payment Type	
Mobile, Alabama X Y	Test - Hancock University Paid	Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .pdf, .tif or .tiff.
mount *	Currency	5MB limit per file.
41.55	US, Dollar (USD)	Add Receipt
forment	0/900	

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

		Hide Receipt
tetais Itemizations		Receipt
Allocate		
ipense Type *	* Required field	
Postage	x •	
ansaction Date *	Report Purpose *	
04/28/2016	Other 🗸	
iditional Informiation	Enter Weldor Name	F 74
	Fines	- 24
ty of Purchase	Payment Type	U U
fobile, Alabama 🛛 🗙 🗸	Test - Hancock University Paid	Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .pmg, .jpg, .jpeg, .pdf, .tif or .tiff.
nount *	Currency	5MB limit per file.
1.55	US, Dollar (USD)	Add Receipt
minent	0/500	
	1	

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**.

t Submi	itted Report Number: OYP4HG				
port Det	alls 🗸 🛛 Print/Share 🗸 - Manage Receipts 🗸				View Available Receipts
Exper	ises		Add Expense 100	ett Goog ellocali (ennon synaktes – Mone St
	Receipt17 Payment Type17	Expense Type1†	Vendor Details‡†	Date1	Requested 1
0	Test - Hancock University Paid	Postage	Fines Mobile, Ausbama	04/28/2015	\$41.55
					\$41.55