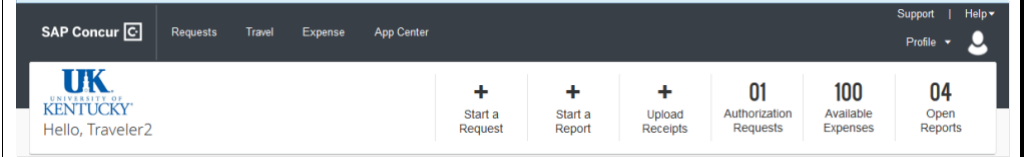


Concur – Create and Submit Procard Allocations on the General Expenditure Policy

Procedures to create an expense report and allocate procard transactions.

Procedures	
<p>From the Concur launch page, click on the Start a Report tab.</p>	 <p>The screenshot displays the SAP Concur interface for the University of Kentucky. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', and 'App Center'. On the right, there are links for 'Support' and 'Help', along with a 'Profile' dropdown menu. The main dashboard area features a 'Hello, Traveler2' greeting and several action buttons: '+ Start a Request', '+ Start a Report', and '+ Upload Receipts'. Additionally, there are three summary cards showing '01 Authorization Requests', '100 Available Expenses', and '04 Open Reports'.</p>

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

The Create New Report screen will open.

Choose the General Expenditure Policy from the dropdown menu.

Complete the required fields. Required fields are marked by a red (*).

Click Create Report.

Create New Report

Policy *

*UK-TEST USERS-General Travel Policy

None Selected

*UK-TEST USER-General Expenditure Policy

*UK-TEST USERS-General Travel Policy

Trip Start D
MM/DD/

Create New Report

Policy *
*UK-TEST USER-General Expenditure Policy

Report Name *
Report Start Date *
Report End Date *

Additional Information
Logical System *
Company Code *

Cost Object Type *
Cost Object ID *

Fund *
Statistical Order

Comments To/From Approver/Processor

Claim Travel Allowance
Will you be claiming daily per diem? Note: Single day meals should not be claimed if travel is less than 50 miles from home/campus.
 Yes, I want to claim Travel Allowance
 No, I do not want to claim Travel Allowance

Cancel Create Report

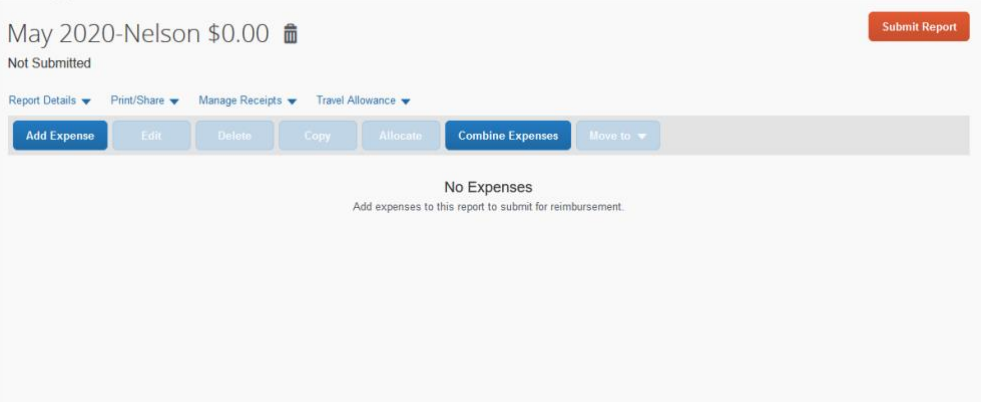
The following Create New Report fields are required:

- Policy: Choose the Concur General Expenditure Report to create an expense report for procard allocations
- Report Name: The Report Name should be the month and year of the procard transactions, Procard, and last name of the cardholder.
- Report Start Date: First date of the transaction date range.
- Report End Date: Last date of the transaction date range.
- Cost Object Type: Choose Cost Center, WBS, Fund or Internal Order.
- Cost Object ID: Enter the appropriate cost object for the report header.
- Fund: The fund will be required if a cost share WBS element was entered in the Cost Object ID field. Choose an allowable fund. Otherwise, leave this field blank.

Other fields that may need to be populated but are not required by Concur on the Report Header:

- Additional Information: Enter the business purpose for the general expense report or any other note.

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

	<ul style="list-style-type: none">• Statistical Order: Enter the appropriate statistical internal order for this general expense report. NOTE: If a statistical internal order is added at the report header level, it will be part of the cost object allocation for all transactions added to this report.• Comments To/From Approver/Processor: Add any additional comments or explanations necessary for the review/approval of this expense report.• Claim Travel Allowance: Be certain to leave the Claim Travel Allowance radio button selected at NO. Only procard transactions can be added to the General Expenditure Policy.
<p>The expense report will be created.</p> <p>Add procard transactions to the report by clicking Add Expense.</p>	

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

The Add Expense window will appear.

The Available Expenses tab contains transactions on your own procard that are pending allocation and review on a report.

To add procard transactions, click the check box next to each transaction to be added to the expense report.

Click Add to Report.

<input type="checkbox"/>	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	TEST-University Procard	Undefined	Fax services	05/18/2020	\$46.99
<input type="checkbox"/>	TEST-University Procard	Personal Non-cardholder Expense	Eating places and Restaurants	05/19/2020	\$79.67
<input type="checkbox"/>	TEST-University Procard	Parking	Automobile Parking Lots & Garage	05/19/2020	\$20.93
<input type="checkbox"/>	TEST-University Procard	Car Rental	AFFILIATED AUTO RENTAL	05/19/2020	\$315.98
<input type="checkbox"/>	TEST-University Procard	Undefined	Stationery Stores, Office and Sc	05/19/2020	\$52.05

The procard transaction has now been added to the report.

To review the transaction information, click on the Expense Type of the transaction.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>			TEST-University Procard	Undefined	Fax services	05/18/2020	\$46.99

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

Concur will display the transaction Details tab.

Review and modify the data in all fields if necessary. Be certain all fields denoted with a red (*) are populated.

Add Additional Information or Comments to provide the business purpose of the transaction.

Click on Allocate to review/modify the allocation for this expense.

The Allocate window will open.

Expenses can be allocated by Percent or Amount. Click the correct option for the allocation.

Click Add to add a new allocation.

Other Communications from External Vendor \$46.99

05/18/2020 Fax services Corporate Card

Details Itemizations Hide Receipt

Allocate

Expense Type * Other Communications from External Vendor

Transaction Date 05/18/2020 Is this expense travel related? * No

NonTravel Business Purpose (Conference/Training) Conference Additional Information

Vendor Name Fax services City of Purchase Lexington, Kentucky

Payment Type TEST-University Procard

Amount 46.99 Currency US, Dollar

Transaction ID Td34d6fa2 Related Request/Expense Report

Comment Communication charges for Zoom Meeting

Attach Receipt Image

Allocate

Expenses: 1 \$46.99

Percent Amount

Amount \$46.99 Allocated \$0.00 Remaining \$0.00

100% 0%

Default Allocation

Code: HEQAS300-UK00-CC-1013195050 Percent % 100

Add Edit Remove Save all Allocations

No Allocations

This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.

Cancel Save

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

On the Add Allocation window, select the Cost Object Type and Cost Object ID for the new allocation.

Click Add to List.

Add the allocation percentage or amount to the new allocation. Tab out of the field to see the allocation calculate.

Click Save.

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

Concur will return to the expense Details tab.

Next, add an attachment by clicking on the red (+) Attach Receipt Image.

The screenshot shows the 'Details' tab of an expense report. The title is 'Other Communications from External Vendor \$46.99'. The date is 05/18/2020, and the vendor is 'Fax services'. The amount is \$46.99. The transaction ID is Td34d6fa2. The comment is 'Communication charges for Zoom Meeting'. On the right side, there is a large light blue area with a red plus sign and the text 'Attach Receipt Image'. The 'Save Expense' button is in the top right corner.

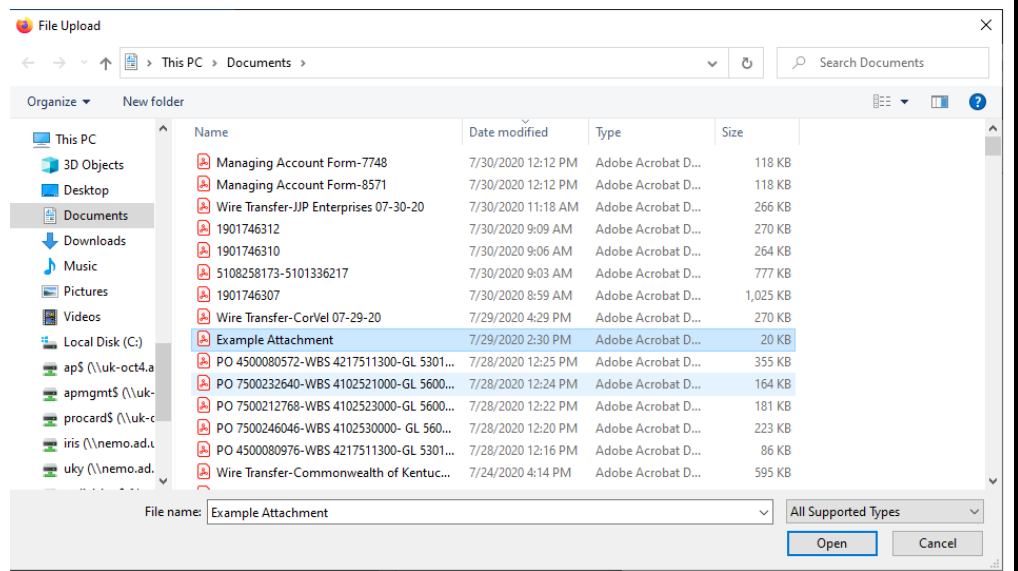
The Attach Receipt window will appear.

If any receipts have already been uploaded to Concur they will appear. Otherwise, click on Upload Receipt Image to upload an attachment from your computer.

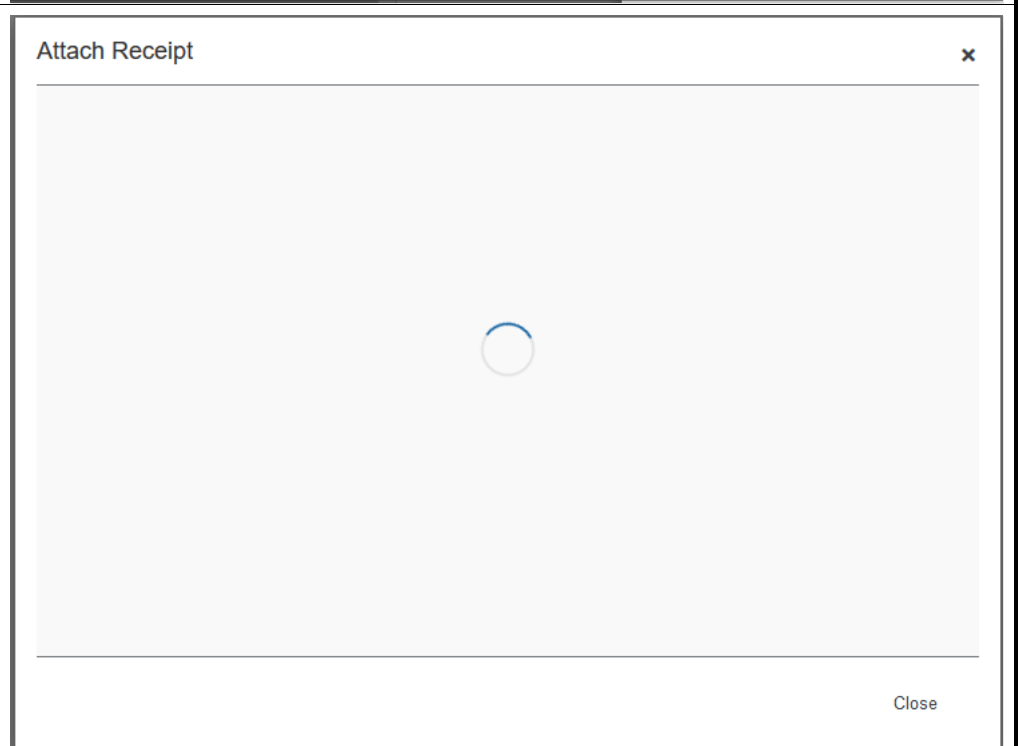
The 'Attach Receipt' window is open, showing two options. On the left is a button labeled 'Upload Receipt Image' with a red plus sign and '5MB limit per file'. On the right is a card for 'Example Attachment.pdf' with the upload date '7/30/2020 5:37 PM' and buttons for 'Attach' and 'View'. A 'Close' button is in the bottom right corner.

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

The file upload window will appear. Locate the file on your computer, click on the file and click Open.



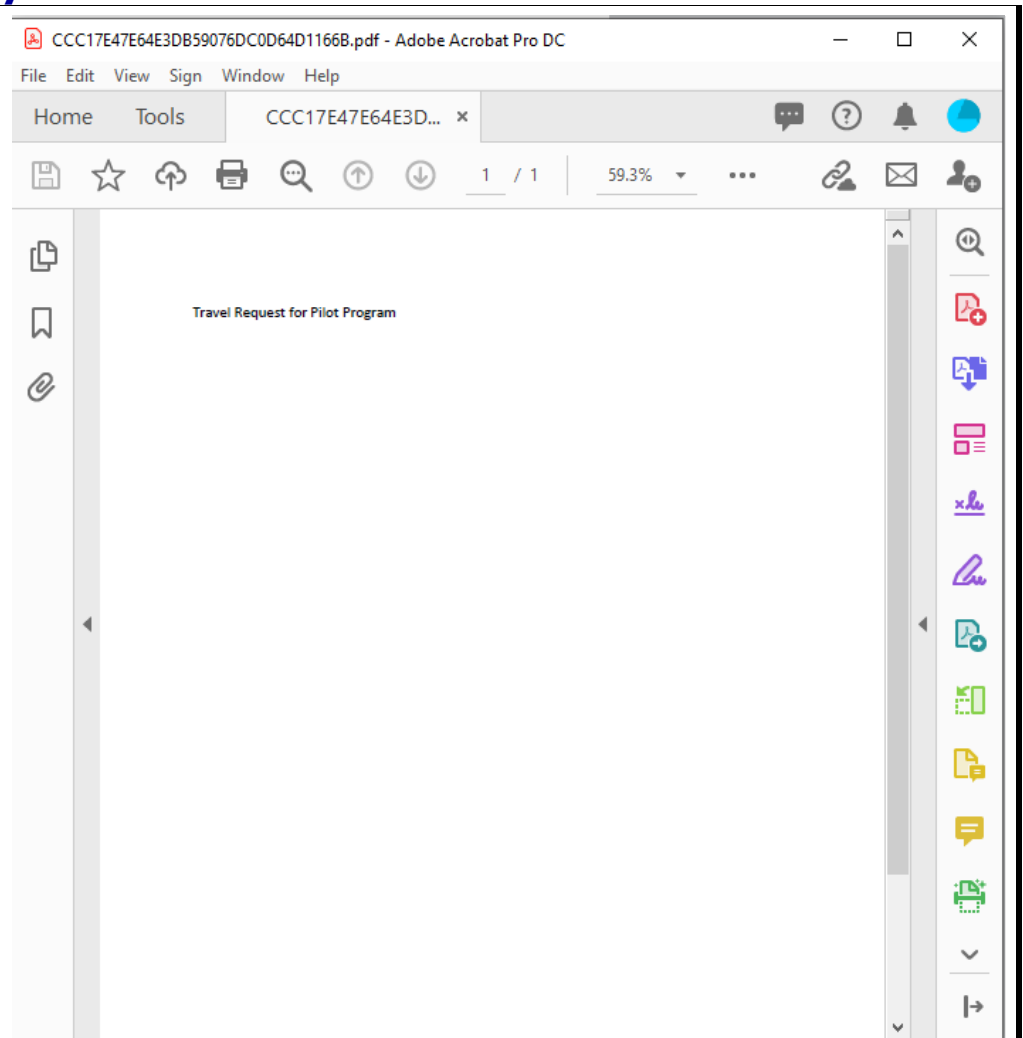
The Attach Receipt screen will appear while Concur is uploading the receipt and saving it to the transaction.



Concur – Create and Submit Procard Allocations on the General Expenditure Policy

Once the attachment is uploaded, the file will open. Review to be certain the correct attachment was added to the expense.

Close the file by clicking on the X in the top right corner.



Concur – Create and Submit Procard Allocations on the General Expenditure Policy

The attachment is now saved to the expense.

If the wrong file was uploaded, click Detach and repeat the attachment process, selecting the correct file.

When the expense information is complete and correct, click Save Expense.

Other Communications from External Vendor \$46.99

05/18/2020 | Fax services | Corporate Card

Details | Itemizations | Hide Receipt

Allocate * Required field

Expense Type *
Other Communications from External Vendor

Transaction Date: 05/18/2020 | Is this expense travel related? *
No

NonTravel Business Purpose: (Conference/Training) Conference | Additional Information:

Vendor Name: Fax services | City of Purchase: Lexington, Kentucky

Payment Type: TEST-University Procard

Amount: 46.99 | Currency: US, Dollar

Transaction ID: Td34d6fa2 | Related Request/Expense Report:

Comment: Communication charges for Zoom Meeting

Example Attachment.pdf
Detach | Append

Concur will return to the expense report.

To continue adding more procard transactions to this report, click Add Expense.

If you are finished allocating procard expenses for the day, click on SAP Concur to return to the Concur home page.

May 2020-Nelson \$46.99 Copy Report | Submit Report

Not Submitted

Report Details | Print/Share | Manage Receipts | Travel Allowance

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	<input type="checkbox"/>	TEST-University Procard	Other Communications from External Vendor	Fax services Lexington, Kentucky	05/18/2020	\$46.99 Allocated
						\$46.99

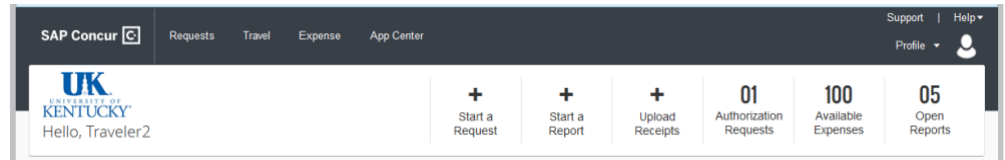
SAP Concur | Requests | Travel | Expense | App Center | Support | Help

Profile |

Manage Expenses | View Transactions

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

To add more procard transactions to the same General Expenditure Report, click on Available Expenses.



In the Available Expenses section of Manage Expenses, select the additional transactions to be added to the report by clicking in the check box.

AVAILABLE EXPENSES View All Expenses ▾

Buttons: Delete, Combine Expenses, Move to ▾

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	TEST-University Procard	Personal Non-cardholder Expense	Drug Stores and Pharmacies	05/19/2020	\$23.70
<input checked="" type="checkbox"/>	TEST-University Procard	Personal Non-cardholder Expense	Eating places and Restaurants	05/19/2020	\$79.67
<input type="checkbox"/>	TEST-University Procard	Parking	Automobile Parking Lots & Garage	05/19/2020	\$20.93
<input type="checkbox"/>	TEST-University Procard	Car Rental	AFFILIATED AUTO RENTAL	05/19/2020	\$315.98
<input type="checkbox"/>	TEST-University Procard	Undefined	Stationery Stores, Office and Sc	05/19/2020	\$52.05
<input type="checkbox"/>	TEST-University Procard	Undefined	Freight Carriers	05/21/2020	\$47.03
<input type="checkbox"/>	TEST-University Procard	Other Communications from External Vendor	Fax services	05/22/2020	\$38.40
<input type="checkbox"/>	TEST-University Procard	Undefined	Service Stations (with or witho	05/23/2020	\$108.58

Click on Move To and click on the report name to add the additional expenses.

AVAILABLE EXPENSES View All Expenses ▾

Buttons: Delete, Combine Expenses, Move to ▾

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	TEST-University Procard	Personal Non-cardholder Expense	Drug Stores and Pharmacies	05/19/2020	\$23.70
<input checked="" type="checkbox"/>	TEST-University Procard	Personal Non-cardholder Expense	Eating places and Restaurants	05/19/2020	\$79.67
<input type="checkbox"/>	TEST-University Procard	Parking	Automobile Parking Lots & Garage	05/19/2020	\$20.93
<input type="checkbox"/>	TEST-University Procard	Car Rental	AFFILIATED AUTO RENTAL	05/19/2020	\$315.98
<input type="checkbox"/>	TEST-University Procard	Undefined	Stationery Stores, Office and Sc	05/19/2020	\$52.05
<input type="checkbox"/>	TEST-University Procard	Undefined	Freight Carriers	05/21/2020	\$47.03
<input type="checkbox"/>	TEST-University Procard	Other Communications from External Vendor	Fax services	05/22/2020	\$38.40
<input type="checkbox"/>	TEST-University Procard	Undefined	Service Stations (with or witho	05/23/2020	\$108.58

Dropdown menu for 'Move to':

- 20200717CreditOnly
- 20200717JulyExp B
- May 2020-Nelson
- July 2020 procard
- 20200724Toledo
- New Report

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

The additional procard transaction has now been added to the General Expenditure Report.

Click on the Expense Type of the transaction.

Alerts: 3

May 2020-Nelson \$126.66 [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"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			TEST-University Procard	Personal Non-cardholder Expense	Eating places and Restaurants	05/19/2020	\$79.67
<input type="checkbox"/>			TEST-University Procard	Other Communications from External Vendor	Fax services Lexington, Kentucky	05/18/2020	\$46.99 Allocated
							\$126.66

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

Concur will display the transaction Details tab.

Review and modify the data in all fields if necessary. Be certain all fields denoted with a red (*) are populated.

NOTE: Concur will attempt to choose an expense type based upon previous allocations. Be certain to review and adjust the expense type as necessary.

Add Additional Information or Comments to provide the business purpose of the transaction.

Click on Allocate to review/modify the allocation for this expense.

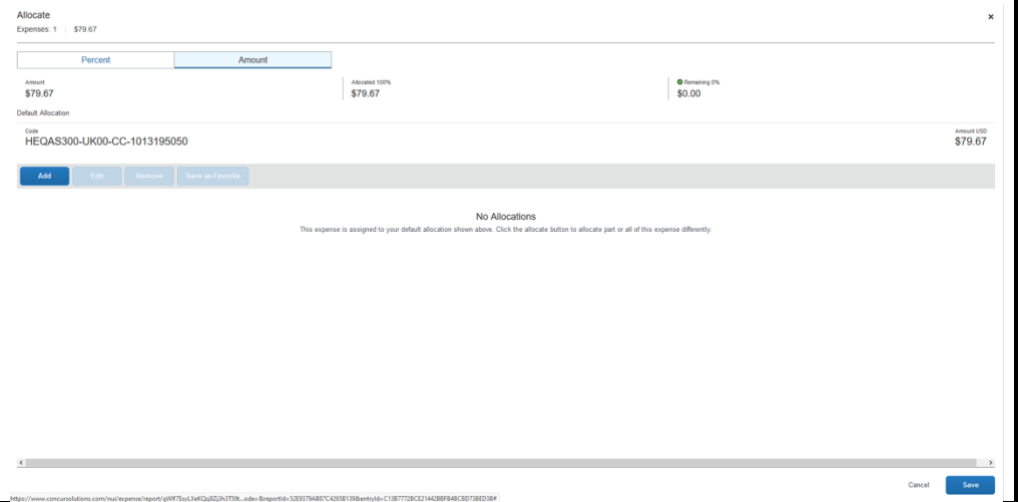
The screenshot shows the 'Business Meals <10 Attendees \$79.67' form in the Concur system. The form is titled 'Business Meals <10 Attendees \$79.67' and includes a 'Cancel' button and a 'Save Expense' button. The transaction date is '05/19/2020' and the category is 'Eating places and Restaurants' under a 'Corporate Card'. The form is divided into 'Details' and 'Itemizations' tabs. The 'Details' tab is active, showing fields for 'Attendees (0)', 'Expense Type *' (Business Meals <10 Attendees), 'Transaction Date' (05/19/2020), 'Is this expense travel related? *' (No), 'NonTravel Business Purpose' ((Recruiting) Recruiting), 'Vendor Name' (Eating places and Restaurants), 'City of Purchase' (Lexington, Kentucky), 'Payment Type' (TEST-University Procard), 'Amount' (79.67), 'Currency' (US, Dollar), 'Transaction ID' (T9aaeb88a), and 'Related Request/Expense Report'. A large blue box on the right side of the form contains a red plus sign and the text 'Attach Receipt Image'.

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

The Allocate window will open.

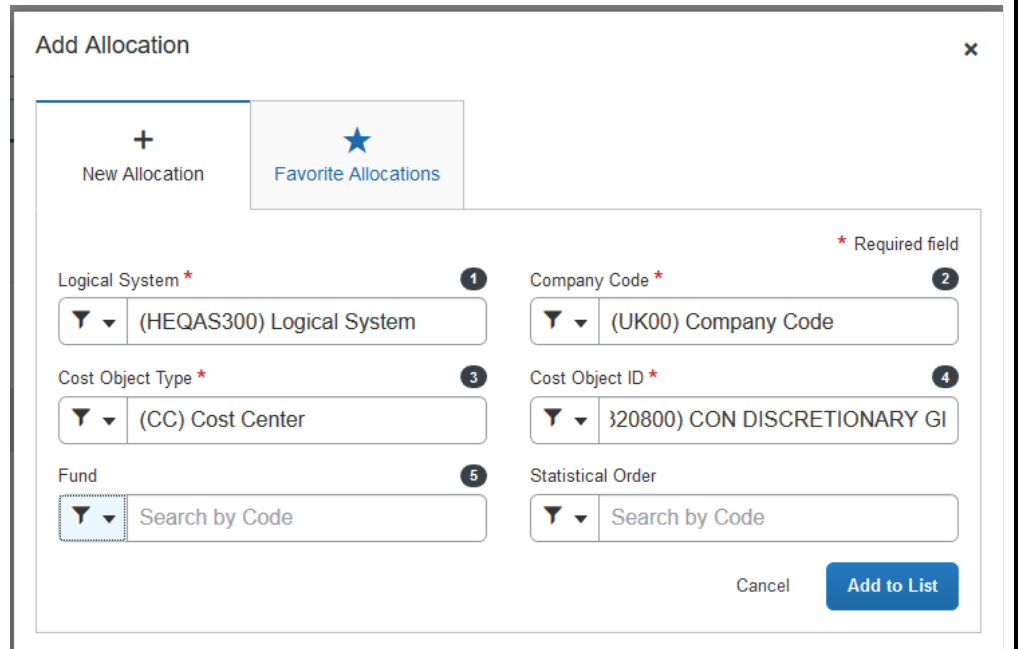
Expenses can be allocated by Percent or Amount. Click the correct option for the allocation.

Click Add to add a new allocation.



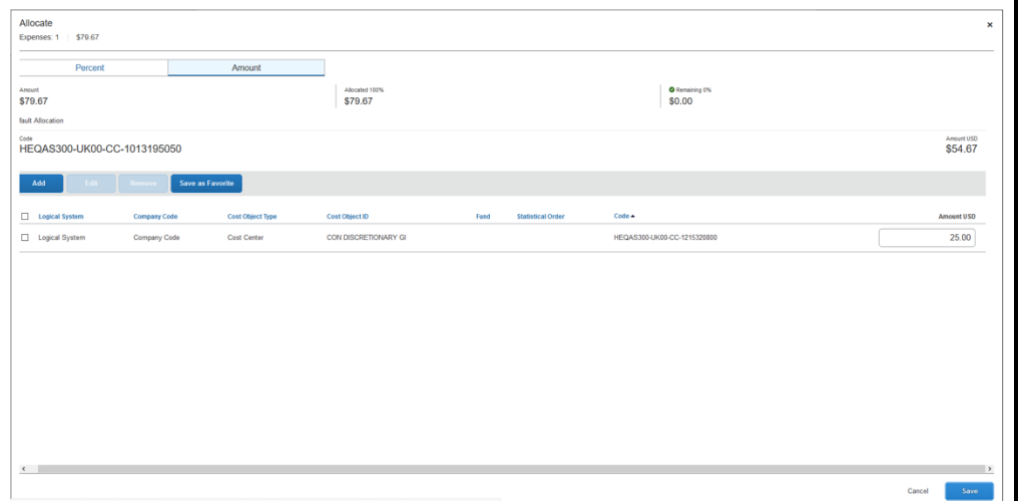
On the Add Allocation window, select the Cost Object Type and Cost Object ID for the new allocation.

Click Add to List.



Add the allocation percentage or amount to the new allocation. Tab out of the field to see the allocation calculate.

Click Save.



Concur – Create and Submit Procard Allocations on the General Expenditure Policy

Concur will return to the expense Details tab.

Next, for this expense, an itemization is necessary.

Click on the Itemizations tab.

Business Meals <10 Attendees \$79.67

05/19/2020 | Eating places and Restaurants | Corporate Card

Details | Itemizations

Attendees (0) | Allocate

Expense Type *
Business Meals <10 Attendees

Transaction Date: 05/19/2020 | Is this expense travel related? *
No

NonTravel Business Purpose: (Recruiting) Recruiting | Additional Information

Vendor Name: Eating places and Restaurants | City of Purchase: Lexington, Kentucky

Payment Type: TEST-University Procard

Amount: 79.67 | Currency: US, Dollar

Transaction ID: T9aaeb88a | Related Request/Expense Report

Comment

Attach Receipt Image

Complete the itemizations and click Save Itemizations.

Business Meals <10 Attendees \$79.67

05/19/2020 | Eating places and Restaurants | Corporate Card

Details | Itemizations

Amount	Itemized	Remaining
\$79.67	\$0.00	\$79.67

UK-Business Meals <10 * Required field

Business Meals <10 Attendees: 54.67 | Personal Expense (do not reimburse)

Alcoholic Beverages: 25.00 | Personal Expense (do not reimburse)

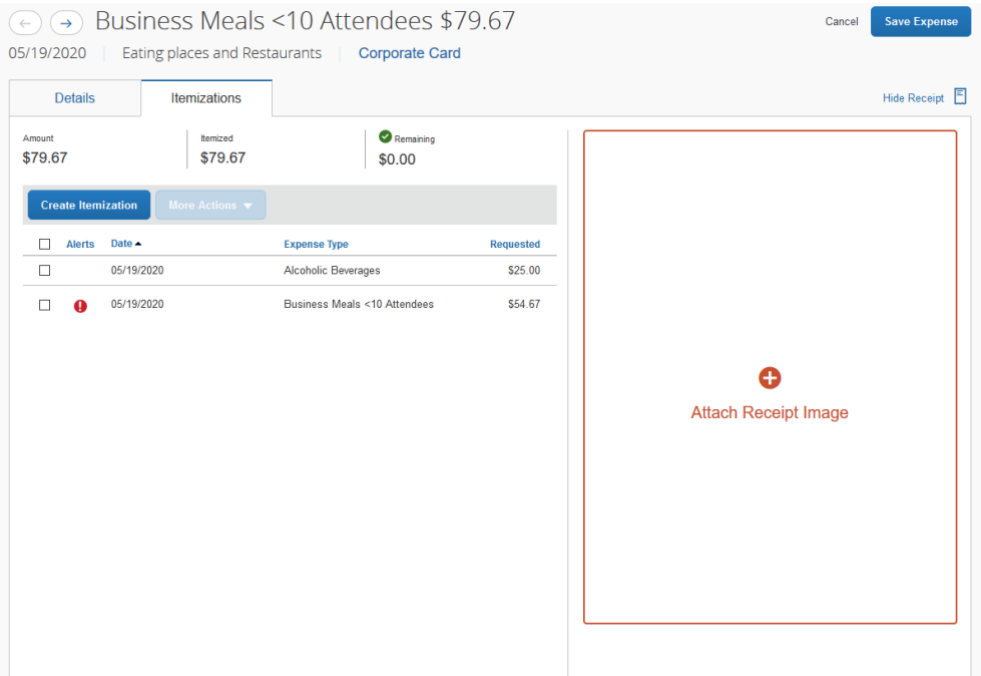
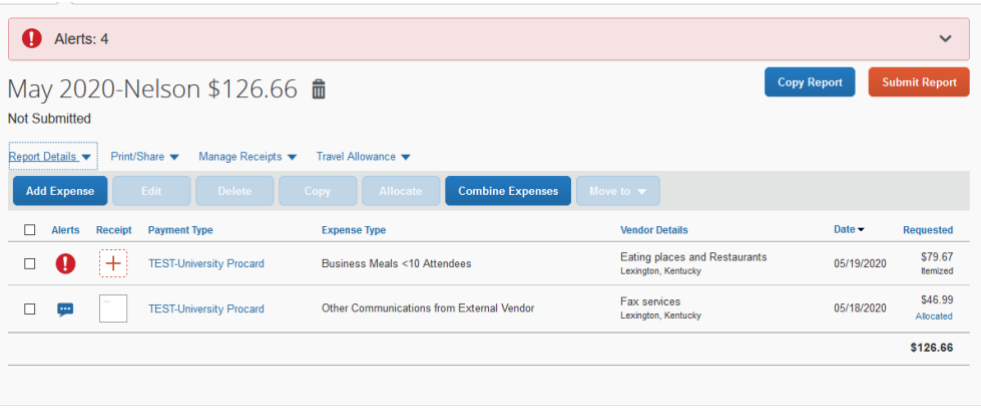
Personal Non-cardholder Expense: | Personal Expense (do not reimburse)

(Amounts in USD)

Save Itemizations | Cancel

Attach Receipt Image

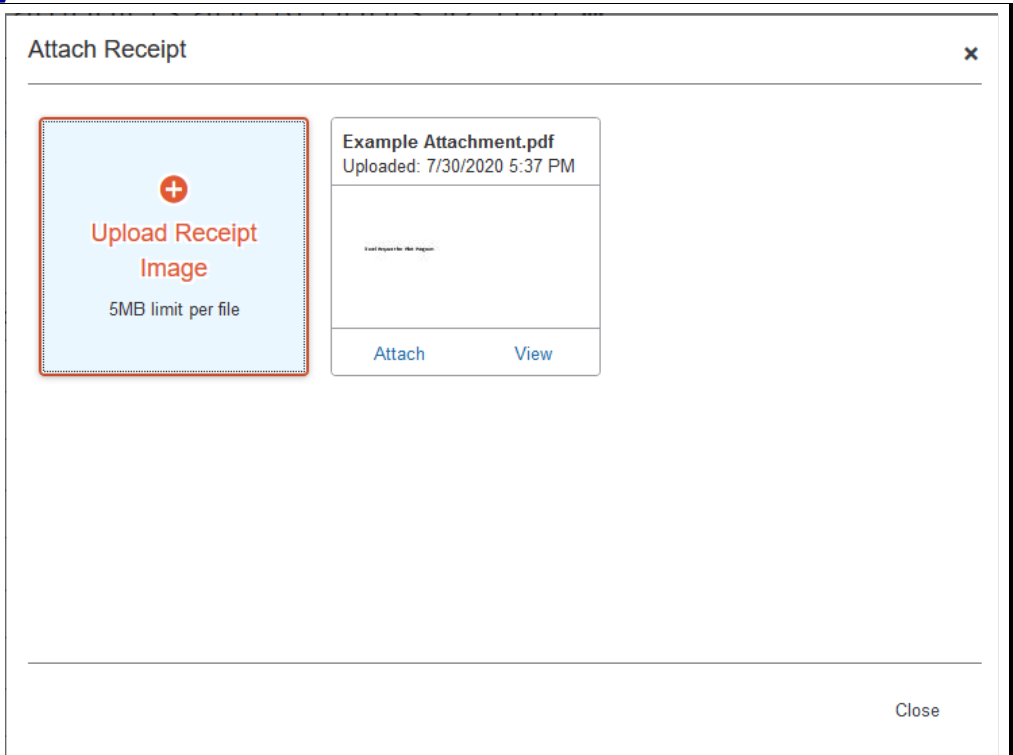
Concur – Create and Submit Procard Allocations on the General Expenditure Policy

<p>Review the itemizations for accuracy and click Save Expense.</p>	 <p>The screenshot shows the 'Business Meals <10 Attendees \$79.67' expense report. It includes a summary table with 'Amount \$79.67', 'Itemized \$79.67', and 'Remaining \$0.00'. Below is a table of itemizations:</p> <table border="1"> <thead> <tr> <th>Alerts</th> <th>Date</th> <th>Expense Type</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>05/19/2020</td> <td>Alcoholic Beverages</td> <td>\$25.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>05/19/2020</td> <td>Business Meals <10 Attendees</td> <td>\$54.67</td> </tr> </tbody> </table> <p>A large red-bordered box on the right contains a red plus sign and the text 'Attach Receipt Image'.</p>	Alerts	Date	Expense Type	Requested	<input type="checkbox"/>	05/19/2020	Alcoholic Beverages	\$25.00	<input type="checkbox"/>	05/19/2020	Business Meals <10 Attendees	\$54.67																
Alerts	Date	Expense Type	Requested																										
<input type="checkbox"/>	05/19/2020	Alcoholic Beverages	\$25.00																										
<input type="checkbox"/>	05/19/2020	Business Meals <10 Attendees	\$54.67																										
<p>Concur will return to the expense report.</p> <p>To add an attachment from the expense report screen, click on the red (+) in the receipt column for the expense.</p>	 <p>The screenshot shows the 'May 2020-Nelson \$126.66' expense report summary. It features a table with columns for Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. A red plus sign is visible in the Receipt column for the first item.</p> <table border="1"> <thead> <tr> <th>Alerts</th> <th>Receipt</th> <th>Payment Type</th> <th>Expense Type</th> <th>Vendor Details</th> <th>Date</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>TEST-University Procard</td> <td>Business Meals <10 Attendees</td> <td>Eating places and Restaurants Lexington, Kentucky</td> <td>05/19/2020</td> <td>\$79.67 Itemized</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>TEST-University Procard</td> <td>Other Communications from External Vendor</td> <td>Fax services Lexington, Kentucky</td> <td>05/18/2020</td> <td>\$46.99 Allocated</td> </tr> <tr> <td colspan="6"></td> <td>\$126.66</td> </tr> </tbody> </table>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	<input type="checkbox"/>		TEST-University Procard	Business Meals <10 Attendees	Eating places and Restaurants Lexington, Kentucky	05/19/2020	\$79.67 Itemized	<input type="checkbox"/>		TEST-University Procard	Other Communications from External Vendor	Fax services Lexington, Kentucky	05/18/2020	\$46.99 Allocated							\$126.66
Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested																							
<input type="checkbox"/>		TEST-University Procard	Business Meals <10 Attendees	Eating places and Restaurants Lexington, Kentucky	05/19/2020	\$79.67 Itemized																							
<input type="checkbox"/>		TEST-University Procard	Other Communications from External Vendor	Fax services Lexington, Kentucky	05/18/2020	\$46.99 Allocated																							
						\$126.66																							

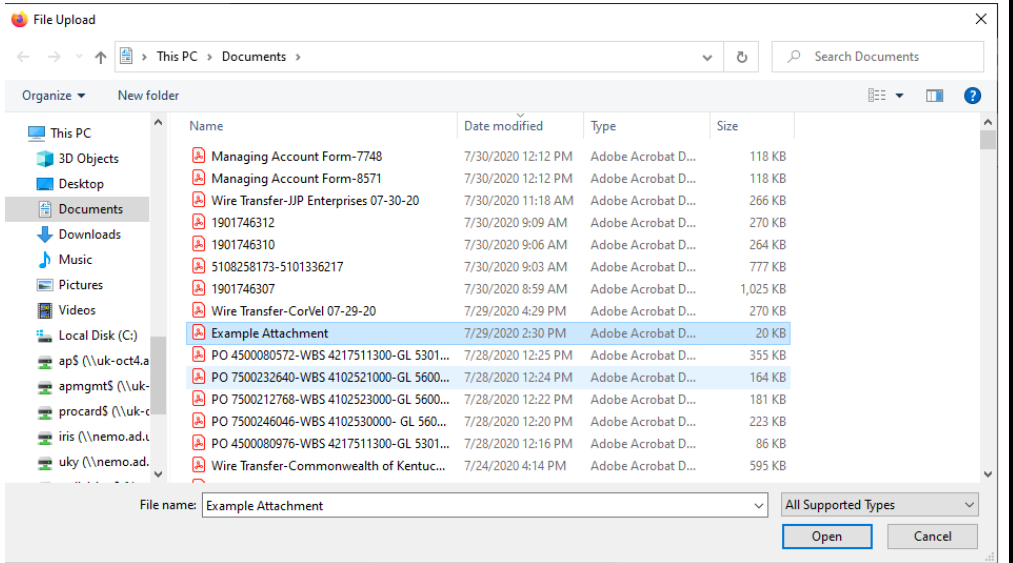
Concur – Create and Submit Procard Allocations on the General Expenditure Policy

The Attach Receipt window will appear.

If any receipts have already been uploaded to Concur they will appear. Otherwise, click on Upload Receipt Image to upload an attachment from your computer.

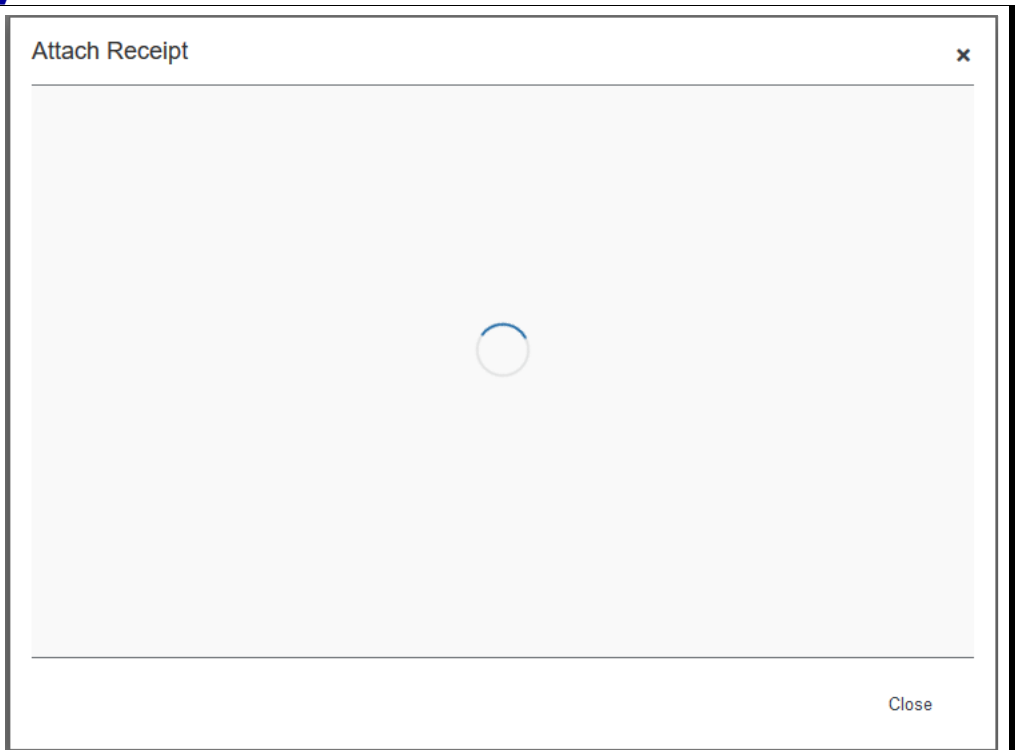


The file upload window will appear. Locate the file on your computer, click on the file and click Open.



Concur – Create and Submit Procard Allocations on the General Expenditure Policy

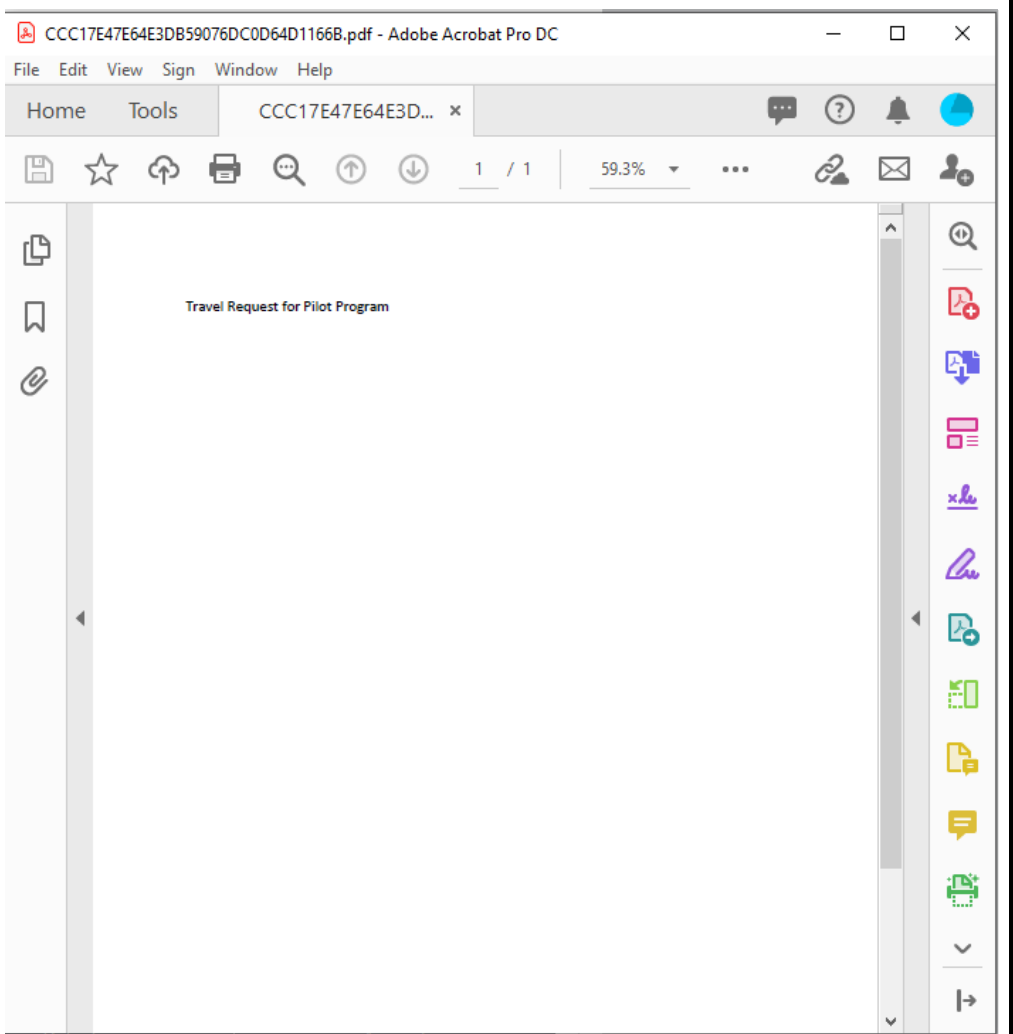
The Attach Receipt screen will appear while Concur is uploading the receipt and saving it to the transaction.



Concur – Create and Submit Procard Allocations on the General Expenditure Policy

Once the attachment is uploaded, the file will open. Review to be certain the correct attachment was added to the expense.

Close the file by clicking on the X in the top right corner.



The attachment has now been added to the transaction and Concur has returned to the expense report.

May 2020-Nelson \$126.66 [Copy Report](#) [Submit Report](#)

Not Submitted

Report Details

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			TEST-University Procard	Business Meals <10 Attendees Attendees (3)	Eating places and Restaurants Lexington, Kentucky	05/19/2020	\$79.67 Itemized
<input type="checkbox"/>			TEST-University Procard	Other Communications from External Vendor	Fax services Lexington, Kentucky	05/18/2020	\$46.99 Allocated
							\$126.66

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

When all procard expenses have been added, allocated and itemized, review the expense report to ensure all expenses are complete and accurate.

May 2020-Nelson \$126.66 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"/>	<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	<input type="checkbox"/>			TEST-University Procard	Business Meals <10 Attendees Attendees (3)	Eating places and Restaurants Lexington, Kentucky	05/19/2020	\$79.67 Itemized
<input type="checkbox"/>			<input type="checkbox"/>	TEST-University Procard	Other Communications from External Vendor	Fax services Lexington, Kentucky	05/18/2020	\$46.99 Allocated
								\$126.66

To review the Report Header data and expense data on one file, click on Print/Share and UK-Detailed Report.

Print/Share Manage Receipts Travel Al

*UK-Detailed Report
 **Report - Detailed Report with Summary Data

Review the Employee details, report header information, and expenses including allocations.

Expense Report
 Report Name : May 2020-Nelson

User Name : Test, Traveler2
 User ID : 36003310
 Email Address : concurexpense@uky.edu
 Default Approver : Test, Default Approver

Report Header
 Policy : *UK-TEST USER-General Expenditure Policy
 Report Id : 52E9376AB87C4265B139
 Report Key : 1176
 Report Start Date : 05/01/2020
 Report End Date : 05/31/2020
 *Logical System : Logical System (HEQAS300)
 *Company Code : Company Code (UK00)
 *Cost Object Type : Cost Center (CC)
 *Cost Object ID : CLN - DEPT (1013195050)

Transaction Date	Expense Type	Account Code	*Report/Trip Purpose	*NonTravel Business Purpose	Vendor	*Transaction ID	City of Purchase	Payment Type	Amount	Related Request/Expense Report	Additional Information
05/19/2020	Business Meals <10 Attendees			Recruiting	Eating places and Restaurants	T9aaeb88a	Lexington	TEST-University Procard	\$79.67		
• 05/19/2020	Alcoholic Beverages	540356		Recruiting	Eating places and Restaurants	T9aaeb88a	Lexington	TEST-University Procard	\$25.00		
	Allocations :										
• 05/19/2020	Business Meals <10 Attendees	535047		Recruiting	Eating places and Restaurants	T9aaeb88a	Lexington	TEST-University Procard	\$54.67		
	Allocations :										
05/18/2020	Other Communications from External Vendor	531016		Conference/Training	Fax services	Td34df9a2	Lexington	TEST-University Procard	\$46.99		
	Allocations :										

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

Review the Expense Type Summary, Allocation Summary, and Report Totals sections for accuracy.

Expense Type Summary		
Expense Type	Account Code	Amount
Alcoholic Beverages	540356	\$25.00
Business Meals <10 Attendees	535047	\$54.67
Other Communications from External Vendor	531016	\$46.99

Allocation Summary				
*Cost Object Type	*Cost Object ID	*Fund	*Statistical Order	Amount
Cost Center	CLN - DEPT (1013195000)			\$71.66
Cost Center	CON DISCRETIONARY GI (1215320800)			\$25.00
Cost Center	SOCIAL WORK GEN FUND (1012005250)			\$30.00

Payment Type		Amount
TEST-University Procard		\$126.66

Report Totals	
Report Total :	\$126.66
Personal Expenses :	\$0.00
Total Amount Claimed :	\$126.66
Amount Approved :	\$126.66

University Disbursements		Amount
Amount Due User :		\$0.00
Amount Due University Card :		\$126.66
Total Paid By University :		\$126.66

Employee Disbursements		Amount
Amount Due University :		\$0.00

Amount Due University Card From User :	\$0.00
Total Paid By User :	\$0.00

Additional sections of the UK-Detailed Report that should be reviewed are the Approval Flow and Audit Trail.

Approval Flow	
Report.print.approval.action	Report.print.approval.approver
1 Supervisor Approval	Test, Default Approver
2 Business Officer Approval	
3 Accounts Payable Approval	

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

Once the report is reviewed, click Close.

***UK-Detailed Report** ✕

Show Expenses Show Itemizations

Expense Report
Report Name : May 2020-Nelson

User Name : Test, Traveler2
User ID : 39003310
Email Address : concurexpense@uky.edu
Default Approver : Test, Default Approver

Report Header

Policy : *UK-TEST USER-General Expenditure Policy
Report Id : 52E9379AB87C4265B139
Report Key : 1176
Report Start Date : 05/01/2020
Report End Date : 05/31/2020
***Logical System :** Logical System (HEQAS300)

Close Print Save as PDF Email

Once the report is reviewed and ready to be submitted for approval, click Submit Report.

May 2020-Nelson \$126.66 🗑️ 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"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			TEST-University Procard	Business Meals <10 Attendees Attendees (3)	Eating places and Restaurants Lexington, Kentucky	05/19/2020	\$79.67 Allocated Itemized
<input type="checkbox"/>			TEST-University Procard	Other Communications from External Vendor	Fax services Lexington, Kentucky	05/18/2020	\$46.99 Allocated
							\$126.66

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

<p>The User Electronic Agreement will appear. Read the agreement and click Accept and Continue.</p>	<p>User Electronic Agreement</p> <ol style="list-style-type: none"> This report is a true and accurate accounting of the expenses incurred to accomplish official business for the University of Kentucky, and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses as defined by University BPMs, Appendices, and policies. All required receipt images have been attached to this report. If charged to a sponsored project(s), I further certify that all charges provide direct benefit to the project(s) in accordance with Costing Guidelines for Sponsored Projects, BPM Appendix 3. If this expense report contains personal expenses incurred by me on a University of Kentucky procurement card, I acknowledge that these expenses are not allowable business expenses as defined by University policies. I understand and accept that I must reimburse the University of Kentucky for the total amount of these personal expenses and that this amount will be withheld from my wages through the University's payroll process. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed, I assume responsibility for repaying the University of Kentucky in full for those expenses. <p>Cancel Accept & Continue</p>												
<p>The Report Totals screen will appear. Review the totals for accuracy.</p> <p>Click Submit Report.</p>	<p>Report Totals</p> <table border="1"> <tr> <td>Company Pays \$0.00 Employee</td> <td>\$126.66 Card (TEST-University Procard)</td> <td>Employee Pays \$0.00 Company</td> </tr> </table> <table border="1"> <tr> <td>Amount Total: \$126.66</td> <td>Due Employee: \$0.00</td> <td>Owed Company: \$0.00</td> </tr> <tr> <td></td> <td>Amount Due (TEST-University Procard): \$126.66</td> <td></td> </tr> </table> <table border="1"> <tr> <td>Requested Amount: \$126.66</td> <td>Total Paid By Company: \$126.66</td> <td>Total Owed By Employee: \$0.00</td> </tr> </table> <p>Cancel Submit Report</p>	Company Pays \$0.00 Employee	\$126.66 Card (TEST-University Procard)	Employee Pays \$0.00 Company	Amount Total: \$126.66	Due Employee: \$0.00	Owed Company: \$0.00		Amount Due (TEST-University Procard): \$126.66		Requested Amount: \$126.66	Total Paid By Company: \$126.66	Total Owed By Employee: \$0.00
Company Pays \$0.00 Employee	\$126.66 Card (TEST-University Procard)	Employee Pays \$0.00 Company											
Amount Total: \$126.66	Due Employee: \$0.00	Owed Company: \$0.00											
	Amount Due (TEST-University Procard): \$126.66												
Requested Amount: \$126.66	Total Paid By Company: \$126.66	Total Owed By Employee: \$0.00											
<p>The Report Status window will appear and confirm the report has been submitted.</p> <p>Click Close.</p>	<p>Report Status</p> <p> Report Submitted</p> <p>May 2020-Nelson \$126.66</p> <p>Close</p>												

Concur – Create and Submit Procard Allocations on the General Expenditure Policy

Concur will return to the Manage Expenses Report Library.

The report will show as Submitted and show the current status in workflow.

Continue creating expense reports, correcting reports that may have been returned, or sign out if finished.

Manage Expenses

REPORT LIBRARY View [Active Reports](#)

	RETURNED 07/23/2020 20200717CreditOnly \$-96.09 Sent Back to User Processor Test	RETURNED 07/18/2020 20200717JulyExp B \$1,717.37 Sent Back to User	NOT SUBMITTED 08/05/2020 July 2020 procard \$721.71
NOT SUBMITTED 07/24/2020 20200724Toledo \$944.34	SUBMITTED 08/06/2020 May 2020-Nelson \$126.66 Submitted & Pending Supervisor Approval Default Approver Test	SUBMITTED 07/29/2020 Travel w multiple payment \$2,262.80 Submitted & Pending Approval Authorized Appr1 Test	SUBMITTED 07/27/2020 Spain Trip \$2,377.64 Submitted & Pending Approval Authorized Appr1 Test