

Section 1: Getting Started

Step 1: Log on to Concur Expense

1	In the User Name field, enter your Employee ID # followed by @steinmart.com
2	In the Password field, enter your initial log-on password : Welcome
3	Click Login .

If you are not sure how to start Concur Expense, check with your company's system administrator, Penny Vetter at EXT 8478.

Section 2: Use My Concur

Step 1: Explore the available options

1	Explore the Company Info section.
2	Locate the Expense Reports section.
3	View the Approval Queue section. <i>This section appears only if you are logged on as an approver.</i>

Section 3: Update Your Profile

Step 1: Change your password

1	At the top of the My Concur page, click Profile .
2	On the Other Settings menu on the left side of the page, click Change Password .
3	In the Old Password field, enter your current password.
4	In the New Password field, enter your new password.

5	In the Re-enter New Password field, enter your new password.
6	In the Password Hint field, enter a hint or reminder for instances when you have forgotten your password.
7	Click Submit .

Step 2: Update your personal information

1	At the top of the My Concur page, click Profile .
2	Click Personal Information in the middle of the page.
3	On the Personal Information page, update the appropriate information, and then click Save .

Step 3: Verify Expense Information

1	At the top of the My Concur page, click Profile .
2	On the Expense Settings menu on the left side of the page, click Expense Information .
3	On the Expense Information page, verify the pre-populated information.

If any of the Expense Information is incorrect, contact your company's system administrator, Penny Vetter at EXT 8478.

Step 4: Add an Expense Delegate

1	At the top of the My Concur page, click Profile .
2	On the Expense Settings menu on the left side of the page, click Expense Delegates .
3	On the Expense Delegate page, click Add

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	Delegate.
4	In the Search by employee name, email address or logon id field, type the last name of the delegate you wish to add.
5	From the list of matches, select the appropriate person.
6	Select the responsibilities you wish this delegate to perform on your behalf.
7	Click Save .
	Step 5: Change Expense Preferences
1	At the top of the My Concur page, click Profile .
2	On the Expense Settings menu on the left side of the page, click Expense Preferences .
3	In the Send email when... section, select the appropriate actions.
4	In the Prompt... section, select the appropriate actions.
5	In the Display... section, select the appropriate options.
6	Click Save .
	Step 6: Verify Expense Approvers
1	At the top of the My Concur page, click Profile .
2	On the Expense Settings menu on the left side of the page, click Expense Approvers .
3	On the Expense Approvers page, verify that your default expense approver is correct.

If the approver name listed on the Expense Approvers page is incorrect or if the field is blank, contact your company's system administrator, Penny Vetter at EXT 8478.

Step 7: Add a Favorite Attendee

1	At the top of the My Concur page, click Profile .
2	On the Expense Settings menu on the left side of the page, click Favorite Attendee .
3	On the Favorite Attendee page, click New Attendee .
4	From the Type dropdown menu, select the appropriate Attendee Type.
5	In the Last Name field, enter the last name of the new attendee.
6	In the First Name field, enter the first name of the new attendee.
7	In the Attendee Title field, enter the job title of the attendee.
8	In the Company field, enter the company where the attendee is employed.

Section 4: Create a New Report

Step 1: Create the report

1	In the Expense Reports section of My Concur, click New Expense Report .
2	In the Report Name field, enter a name for the expense report. *LP Associates see #6
3	In the Business Purpose field, enter the business purpose for the expense report.

4	Complete all required and optional fields as directed by your company.
5	Click Next .
6	LP Associates Only Submit mileage reports weekly for Sun-Sat travel. Submit expenses report (all non-mileage) monthly. Report name format for weekly mileage: 03/01-03/05/13 Mileage; for monthly expenses: Oct/2013.

Step 2: Add an out-of-pocket expense to the new expense report

1	On the New Expense tab, select the appropriate expense type.
2	Click the Transaction Date field, and then use the calendar to select the date of the transaction.
3	In the Amount field, enter the amount spent on the expense.
4	Click Save (or click Itemize to itemize the expense).

*The **Transaction Date** and **Amount** fields are required for all expense types. Some expense types will have different required fields that other expense types do not have. Be sure to fill out all required fields (denoted by red).*

Step 3: Import a Company Card Transaction to Your Expense Report

Company card transactions (charges) are automatically transferred (imported) to Concur Expense. (Your company determines how frequently new company card transactions appear.)

1	Create a new expense report as usual. Refer to Section 4 of this guide.
2	From the Import dropdown menu, select Charges & Expenses .
3	In the Unmatched Charges section, select the trip or charges to be imported by clicking the checkbox to the left of the expense or trip.
4	In the Smart Expenses section, from the Import dropdown menu, select To Current Report . <i>You can also click and drag all highlighted card charges to the Expense List section of your expense report.</i>

Section 5: Review or Edit a Report

1	In the Expense Reports section of My Concur, click the name of the report that you want to review.
2	Make the appropriate changes.
3	Click Save .

Section 6: Use Special Features

Convert Foreign Currency Transactions

1	Click New Expense .
2	On the New Expense tab, select the appropriate expense type.
3	Complete all required fields as usual <i>except Amount</i> .
4	In the Amount field, enter the amount spent on the expense.

5	Select the “spend” currency from the dropdown list to the right of the Amount field.
6	Click the appropriate mathematical symbol to change the conversion format, if required.
7	Click Save (or click Itemize to itemize the expense).

Use Special Features (continued...)

Itemize Nightly Lodging Expenses

Step 1: Itemize nightly lodging expenses

1	On the New Expense tab, select the Hotel expense type. <i>Your company will define this expense type. It may also be listed as Room Rate, Lodging, Accommodations, etc.</i>
2	Click the Transaction Date field, and then use the calendar to select the date of the transaction.
3	Fill out all other required fields as defined by your company.
4	In the Amount field, enter the amount spent on the expense.
5	Click Itemize .
6	On the Nightly Lodging Expenses tab in the Number of Nights field, enter the number of nights for your hotel stay (the Check-in Date will be filled in once you enter the number of nights).

7	In the Room Rate field, enter the amount you were charged per night for the room.
8	In the Room Tax fields, enter the amount of each room tax that you were charged.
9	In the Additional Charges (each night) section, from the first Expense Type dropdown menu, select the appropriate expense type.
10	In the Amount field, enter the amount of the expense.
11	Repeat steps 9-10 using the second Expense Type field if you have more than one recurring additional charge.
12	Click Save Itemizations .
Step 2: Add remaining lodging itemizations	
1	If the amount remaining is more than zero, on the New Itemization tab, click the Expense Type dropdown arrow, and then select the appropriate expense from the dropdown list.
2	Complete all required and optional fields as directed by your company.
3	Click Save .
4	Repeat steps 1-3 until the Remaining Amount equals \$0.00.

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Use Special Features (continued...)

Allocate Expenses

*You can select multiple expenses to allocate, click **Allocate** in the right-side pane, and then continue with step 4.*

1	Complete all expenses as usual.
2	Select the expense you wish to allocate from the Expense List.
3	In the lower right-hand corner of the window, click Allocate .
4	From the Allocate By dropdown menu, select either Percentage or Amount .
5	In the Allocate By field, enter the Percentage or Amount .
6	Click in the field under the Department column heading, and then select the department. <i>Your company may define Department as Cost Center or some other alternative.</i>
7	Click Add New Allocation , and then repeat steps 5-6 for each new allocation.
8	Click Save , and then click OK .
9	In the Allocate Report window, click Done .

Use Special Features (continued...)

Itemize Expenses

1	On the Expense Report page, click the expense you want to itemize.
2	Click Itemize .

3	On the New Itemization tab, click the Expense Type dropdown arrow and select the appropriate expense from the dropdown list.
4	Complete all required and optional fields as directed by your company.
5	Click Save .
6	Repeat steps 3-5 until the Remaining Amount equals \$0.00.

Use Special Features (continued...)

Add Attendees

1	On the New Expense tab, select an Entertainment, Business Meals, or Group Meals expense type. <i>Your company defines the expense type names that deal with entertaining clients, customers, or group meals that include employees.</i>
2	Click the Transaction Date field, and then use the calendar to select the date of the transaction.
3	Fill out all other required fields for this expense type as defined by your company.
4	In the Amount field, enter the amount of the expense.
5	Click Favorites .
6	On the Favorites tab in the Search Attendees window, select the attendees for this expense, and then click Add to Expense .

7	To add a new attendee, click New Attendee . Complete the required fields, and then click Save .
8	To search for an attendee, click Search , enter your search criteria in the Search Attendees window, and then click Add to Expense .
9	Click Save .

Use Special Features (continued...)

Calculate Car Mileage

1	On the New Expense tab, select the appropriate expense type that pertains to personal car mileage.
2	Click the Transaction Date field, and then use the calendar to select the date of the transaction.
3	In the From Location field, enter the starting location of your trip.
4	In the To Location field, enter the ending location of your trip.
5	Complete any additional required fields as directed by your company.
6	In the Distance field, enter the total distance traveled (round-trip).
7	Click Save .

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Use Special Features (continued...)

Copy an Expense

Copy an Expense

1	On the Expense Report page, from the Expense List , select the checkbox next to the expense you wish to copy.
2	Click Copy .
3	Click on the new expense.
4	Make all necessary changes to the new expense.
5	Click Save .

Section 7: Print & Submit or Resubmit Expense Reports

Preview, print, and submit your report

1	From the Print menu, select Fax Receipt Cover Page, Detail Report, or Receipt Report .
2	After reviewing the document, click Print , and then click Close Window .
3	On the Expense Report page, click Submit Report .
4	In the Final Review window, click Submit Report .
5	In the Report Submit Status window, click Close .

Correct and resubmit a report sent back by your approver

1	In the Expense Reports section of My Concur, read the approver's comment in the
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	Status column.
2	Click the report name (link).
3	Make the requested changes.
4	Click Save .
5	Click Submit Report .

Section 8: Fax or Attach Receipts

If your company uses Concur Imaging, you can fax or attach scanned images of your receipts.

Fax your receipts

1	From the Print dropdown menu, select Fax Receipt Cover Page .
2	Click Print .
3	Fax the cover page and the receipts to the number on the cover page.
4	To view the faxed receipts, from the Receipts dropdown menu, select View Receipts .

Attach scanned images of your receipts

1	On the Expense Report page, from the Receipts dropdown menu, select Attach Receipt Images .
2	Click Browse .
3	Locate the file you want to attach.
4	Click the file, and then click Open .
5	To attach another image, click Browse , and then repeat the process.
6	Click Attach .
7	Click Done , when finished.

8	To view the attached receipts, from the Receipts dropdown menu, select View Receipts .
Delete receipt images	
1	On the Expense Report page, from the Receipts dropdown menu, select Delete Receipt Images .
2	In the confirmation window, click Yes . <i>When you select the Delete Receipt Images option, all images attached at the report level are deleted. You cannot delete individual receipt images at the report level.</i>

Section 9: Review & Approve Expense Reports

Step 1: Review and approve a report

1	In the Approval Queue section of My Concur, click the name of the report that you want to view.
2	On the Expense Report page, click the expense you want to view.
3	Click Approve .

Step 2: Send an expense report back to an employee

1	In the Approval Queue section of My Concur, click the name of the report that you want to view.
2	Click Send Back to Employee .
3	In the Send Back Report page, add comments in the Comment box.
4	Click OK .

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Step 3: Adjust authorized amounts on an expense report

1	In the Approval Queue section of My Concur, click the name of the report that you want to view.
2	On the Expense Report page, click the expense you want to adjust.
3	Change the amount in the Approved Amount field. <i>Note: This is an option that is turned on during configuration. Your company may not allow this.</i>
4	Click Save .
5	To approve the report with the changes, click Approve .

Business Meals

Step 1: Business Meals

!	If you are filing an expense report for a meal with attendees other than yourself, you must now select <u>Business Meals</u> as the expense type.
1	Click New Expense .
2	On the New Expense tab, select Business Meals .
3	Complete all required fields <i>except</i> the attendee information.

Step 2: Add Attendees	
1	Click Favorites .
2	On the Favorites tab in the Search Attendees window, select the attendees for this expense, and then click Add to Expense .
3	To add a new attendee to the expense, click New Attendee , complete the required information, and then click Save .
4	To search for an attendee, click Search , enter your search criteria in the Search Attendees window, and then click Add to Expense .
5	Click Save .
Receipt Affidavit	
Step 1: Receipt Affidavit	
!	If you have an expense that is \$10.00 or more for which you do not have a receipt, you must sign a receipt affidavit affirming the charge was company related.
1	From the Receipts drop down at the top of the page, select Missing Receipt Affidavit
2	All expenses that are missing receipts will be displayed
3	Place a check in the box next to the expenses for which you have no receipt and select Accept and Create

Adding Line Item Receipts	
Step 1: Line Item Receipts	
!	Receipts may be added by line item or may be faxed or emailed for the entire expense report. To add a receipt by line item, your receipts must be scanned into the receipt store individually.
1	Select Receipt Store
2	Uploaded receipts will appear
3	Drag the receipt image from the receipt store to the line item
4	The icon that appears under the expense title and appears to be a grey piece of paper will turn green when you have successfully attached the line item receipt

***Online help is available 24/7. Click on "Help" in the upper right of the screen to access.**

***If you have any additional questions, please email Expense AP at eap@steinmart.com.**