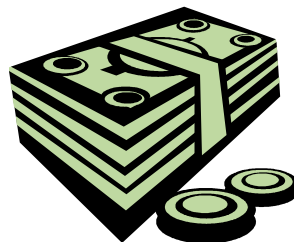
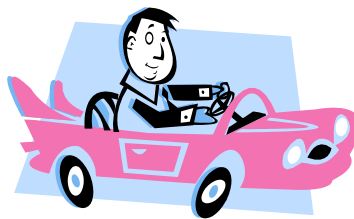




CONCUR



<http://ibuy.gwu.edu>





Introduction to Concur

Getting Started

Exploring the My Concur Page

The layout of the My Concur tab can be customized by the user by dragging each section

1. **Company Info** – Announcements, policy changes, and/or other pertinent information to the system’s use
2. **Active Reports**
 - **Manage Expenses Tab**
 - **Create New Report** – create a new expense report
 - **Returned** – view additional details about reports returned to you
 - **Not Submitted** - personal expense reports are open and not submitted for approval
 - **Submitted** – Pending approval
 - **Available Expenses** – Non-allocated PCard charges
 - **Approval Queue** – Expense reports that require approval
 - **View Transactions Tab** – List of Outstanding P-card charges
 - **Cash Advances Tab**
 - **New Cash Advance** – create a new cash advance request
 - **View Cash Advances** – view all details about open reports
 - **Cash Advances List** - personal expense reports that have not been approved yet

Report Name	Status	Payment Status	Report Date	Requested Amount
ND TEST 20120721 - 4	Pending External Validation	Not Paid	07/21/2012	USD 3.75
Test MBH	Approved & In Accounting Review	Not Paid	07/20/2012	USD 54.00
Test JBP	Pending External Validation	Not Paid	07/20/2012	USD 183.53
Test Test	Not Submitted	Not Paid	07/16/2012	USD 0.01

Charge	Expense	Transaction Date	Amount
No records found.			

Report Name	Employee	Report Date	Requested Amount
JAM_061212_TEST	Gant, Harry	06/12/2012	USD 301.10





Update Your Expense Profile

Set up your Expense Preferences

1. Select the “dropdown” next to the **Profile** icon in the upper right hand corner. Then select **Profile Settings**, and then click **Expense Preferences**
2. Check or uncheck checkboxes to select the notifications you want
3. Save

Set up your Default Approvers

1. In the **Profile** page, click **Expense Approvers**
2. To select a default approver for expense reports, enter the approver’s email address in the **Default approver for your expense reports**
3. To select a default approver for cash advances, enter the approver’s email address in the **Default approver for your cash advance requests**
4. Save

Set up Delegates

1. In the **Profile** page, click **Expense Delegates**
2. To add a delegate, click **Add Delegate**
3. In the **Search by employee name, email address or logon id** field, type the last name of the delegate you wish to add
4. Click the name of the delegate from the list
5. Click **Add**
6. Select the appropriate task checkboxes
7. Save





Prepare Expense Reports

Create a New Expense Report

1. From the **Manage Expenses** tab, click the **Create New Report** option
2. In the next page, enter
 - Report name
 - Report Date (defaults to current date)
 - Travel Destination/Business Purpose
 - Start Date
 - End Date
 - (GL) Non-Grant
 - Oracle Alias (defaults with your home alias)
 - Comment
3. Click **Next** and add expenses or PCard charges as needed

Create a New Expense Report
Report Header

Report Name	Report Date	Travel Destination/Business Purpose	Start Date	End Date	Report Date
August 2012 Expense Report	08/31/2012	Expenses incurred in 08/2012			
Grant/Non-Grant	Oracle Alias	Comment			
(PTA) Grant	(119100) 327301/FCLS20664F				

Create a New Expense Report for Grants

1. From the **Manage Expenses** tab, click the **Create New Report** button
2. In the next page, enter
 - Report name
 - Report Date (defaults to current date)
 - Travel Destination/Business Purpose
 - Start Date
 - End Date
 - (PTA) Grant
 - Oracle Alias (select the correct grant)
 - Comment
3. Click **Next**
4. Add expenses as needed

Create a New Expense Report
Report Header

Report Name	Report Date	Travel Destination/Business Purpose
August 2012 Expense Report	08/31/2012	Expenses incurred in 08/2012
Start Date	End Date	Home Org
08/01/2012	08/31/2012	(111401) OFFICE OF THE VICE PRES
Grant/Non-Grant	Oracle Alias	Comment
(PTA) Grant	(119100) 327301/FCLS20664F	

Next -> Cancel





Delete an Existing Expense Report

1. In the **Active Reports** page, select the desired report
2. Click the **Delete Report** button

Access an Existing Expense Report

1. In the **Active Reports** page, review the list of existing expense reports
2. To open an existing expense report, click the **Report Name**

Active Reports

[Report Library →](#)

	RETURNED 07/25/2014	NOT SUBMITTED	NOT SUBMITTED
	It's Great To Work At GW Tour \$2,116.40 Exceptions Funds Checking FAILED on 07/25/2014 04:31PM for the following Expense	test feb 10 02/10/2015 \$2,538.00 Exceptions	Recruiting Trip To NY 07/29/2014 \$947.20 Exceptions





Add Out of Pocket Expenses (for Reimbursement)

1. On the **Expense Report** page, click **New Expense**
2. On the **New Expense** tab, select the appropriate expense type
3. On the **New Expense** tab, enter the following (fields highlighted in red on the left are mandatory):
 - Expense Type (defaults from prior screen)
 - Transaction Date: Date of transaction or the “Expenditure Item Date” in EAS (for grants)
 - Business Purpose: Brief description of the expense
 - Vendor Name: Name of the vendor
 - City: City of the transaction
 - Payment Type: Out of Pocket
 - Amount: Amount of transaction
 - Comment: Comments as applicable and/or as required by the approver
4. Click Save

JWTest Delete Report Submit Report

New Expense Quick Expenses Add Card Charges Details Receipts Print

Expenses		Delete	Copy	View	ds
<input type="checkbox"/>	Date	Expense	Amount	Requested	
Adding New Expense					
<input type="checkbox"/>	07/17/2012	52231-BOOKS Amazon, Ashburn, Virginia	\$30.00	\$30.00	
			TOTAL AMOUNT	TOTAL REQUESTED	
			\$30.00	\$30.00	

New Expense Receipt Store

Expense Type: 52231-BOOKS Transaction Date: 07/28/2012 Business Purpose:

Vendor Name: City: Payment Type: Out of Pocket

Amount: USD Personal Expense (do not reimburse) Comment:

Save Reimburse Attach Receipt Cancel





ACCOUNTS PAYABLE
FINANCE DIVISION



Allocate PCard Charges

1. On the **Expense Report** page, from the **Import** dropdown menu, select **Add Card Charges**
2. In the **Smart Expenses** section, select each transaction that you want to assign to the current expense report
3. Click the **Import** button

The screenshot shows the 'PCard Test' interface. At the top, there are buttons for 'Delete Report' and 'Submit Report'. Below that is a navigation bar with 'New Expense', 'Quick Expenses', 'Add Card Charges', 'Details', 'Receipts', and 'Print'. The main content area is divided into 'Exceptions' and 'Smart Expenses'. The 'Exceptions' section lists two items with error messages. The 'Smart Expenses' section has an 'Import' dropdown menu and a table of imported transactions.

Date	Expense	Amount	Requested
07/28/2012	Undefined INTERNATIONAL TR	\$9.84	\$9.84
07/18/2012	52231-BOOKS BOOKSHOP ELECT.	\$27.98	\$27.98
07/17/2012	52612-SPECIAL EV MUSEO DI ROMA	\$68.12	\$68.12
TOTAL AMOUNT		\$97.94	\$97.94

Expense Detail	Expense	Date	Amount	
<input checked="" type="checkbox"/>	INTERNATIONAL TRAN	Undefined	07/24/2012	\$12.17
<input type="checkbox"/>	NOTEBOOK ALIOTTORBJ	52233-BOOKS	07/25/2012	\$25.00
<input type="checkbox"/>	INTERNATIONAL TRAN	Undefined	07/25/2012	\$8.38
<input type="checkbox"/>	INTERNATIONAL TRAN	Undefined	07/25/2012	\$1.92
<input type="checkbox"/>	INTERNATIONAL TRAN	Undefined	07/20/2012	\$1.23
<input type="checkbox"/>	INTERNATIONAL TRAN	Undefined	07/18/2012	\$3.07
<input type="checkbox"/>	INTERNATIONAL TRAN	Undefined	07/18/2012	\$8.28

4. Select a transaction from the imported data
5. On the new **Expense** tab, update the following as needed:
 - Expense Type
 - Transaction Date
 - Business Purpose
 - Vendor Name
 - City
 - Payment Type (JP Morgan Chase Corporate Card)
 - Amount
 - Check the Personal Expense checkbox if the transaction was for a personal expense
 - Comment
6. Click Save
7. Repeat as needed for each imported transaction
(Note: If eReceipts are enabled, receipts from participating vendors will load automatically with charges from those vendors.)





ACCOUNTS PAYABLE
FINANCE DIVISION



Itemize Personal Expenses

Itemization is only used for separating room rate and taxes in the Hotel/Motel expense type and to separate legitimate University expenses from personal expenses. Itemizing hotel expenses is found in the Nightly Lodging section.

1. On the **Expense Report** page, click the expense you want to itemize
2. On the **Expense** tab, click **Itemize**
3. On the **New Itemization** tab, click the **Expense Type** dropdown arrow and select the appropriate expense type
4. Complete all necessary fields, checking the **Personal Expense** checkbox as applicable
5. Click **Save**
6. Repeat steps 3-5 until the **Remaining Amount** is \$0
7. If the personal expense was made with a PCard you do not have sufficient reimbursable expenses in your expense report, submit check or money order to:

The George Washington University
Accounts Payable Lockbox
PO Box 826600
Philadelphia, PA 19182-6600

Review Expense Report Header Information

1. After selecting the expense report, on the **Expense Report** page, in the **Expense List**, click any transaction to view the details
2. From the **Details** dropdown menu, select **Report Header**
3. Make the appropriate changes
4. Save
5. If changes were made to the Oracle alias, confirm whether the new accounting information should be applied to all transactions in the expense report or only those created from that point forward

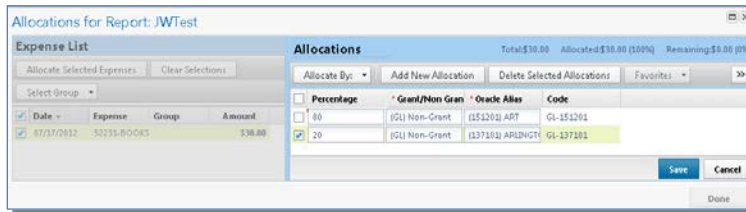
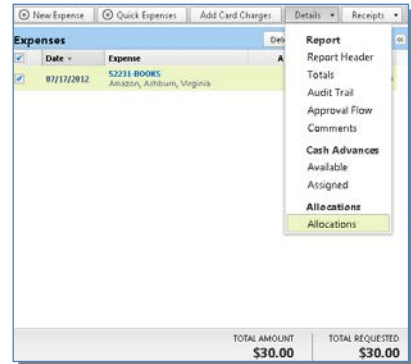
Date	Report Header	Amount	Approved
06/03/2012	Totals	\$15.00	\$15.00
06/03/2012	Approval Flow	\$20.00	\$20.00





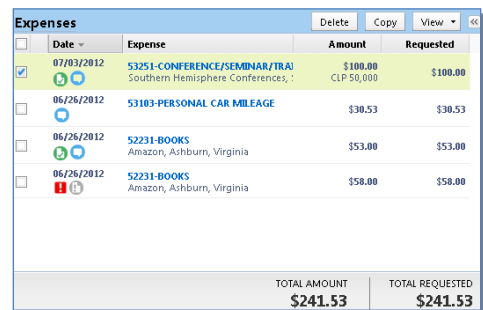
Allocate an Expense to Multiple Oracle Aliases

1. On the **Expense Report** page, from the **Expense List**, click the checkbox(es) next to the expense(s) you wish to allocate
2. From the **Details** menu, select **Allocations**
3. From the **Allocate By** dropdown menu, select either **Percentage** or **Amount**
4. In the **Allocate By** field, enter the **Percentage** or **Amount**
5. In the **Grant/Non Grant** field select the correct value
6. In the **Oracle Alias** field, select the correct Oracle alias, or, if allocating to a grant, the correct grant number
7. Click **Add New Allocation**
8. Repeat steps 5-7 for each new allocation until the total percentage allocated is 100%
9. Click **Save**
10. In the confirmation message box, click **OK**
11. In the **Allocate Report** window, click **Done**




Copy an Expense

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





Review Exceptions

1. On the **Active Reports** page, click on any report displaying the **Exceptions** icon -  **Exceptions**
2. In the **Exceptions** section, click the exception you want to view (the details of the exception will display in the following section)
3. Resolve the exception as needed (Note: Red exceptions must be resolved before the report can be submitted. Yellow exceptions may be submitted as needed but may require additional review about Accounts Payable.)

The screenshot shows the MyConcur Expense Reporting interface. At the top, there are tabs for My Concur, Expense, Reporting, Administration, and Profile. Below these are navigation links: View Charges, View Reports, New Expense Report, View Receipt Store, Approve Reports, Process Reports, View Cash Advances, and New Cash Advance. The main heading is '~TEST Mileage'. Below this are buttons for New Expense, Quick Expenses, Add Card Charges, Details, Receipts, and Print. The 'Exceptions' section contains a table with columns for Expense, Date, Amount, and Exception. Two exceptions are listed, both with red exclamation mark icons. The 'Expenses' section contains a table with columns for Date, Expense, Amount, and Requested. Two expenses are listed, one with a red exclamation mark icon. The right-hand side of the interface shows a detailed view of an expense, including fields for Expense Type, Transaction Date, Vendor, Airline Travel Service Code, and Coach Class.

Edit an Expense

1. On the **Expense Report** page, in the **Expense List**, select the checkbox(es) for the expense(s) you want to update
2. In the right panel, select the action you would like to perform for the expenses

The screenshot shows the MyConcur Expense Reporting interface. The 'Expenses' section contains a table with columns for Date, Expense, Amount, and Requested. Two expenses are listed, both with red exclamation mark icons. The right-hand side of the interface shows a panel with the heading 'You have selected multiple expenses. What would you like to do?' and three options: 1. Delete the selected expenses, 2. Allocate the selected expenses, and 3. Edit one or more fields for the selected expenses.





Special Expense Types

Add Attendees to Travel, Meal and Entertainment Expenses

1. To add attendees to your Favorites list, in the **Profile** tab, click **Favorite Attendees**
2. To add an attendee, click **New Attendee**
3. In the **Add Attendee** window, enter the following:
 - Last Name
 - First Name
 - Attendee Title
 - Company
4. Click **Save & Add Another** or **Save** if done adding attendees
5. To add attendees to an expense, on the **Expense Report** page, click **New Expense**
6. On the **New Expense** tab, select an Entertainment, Business Meals, or Group Meals expense type
7. Complete all required fields *except* the attendee information
8. To add previously saved attendees, click **Favorites**
9. From there you may select attendees from the **Favorites** and then click **Add to Expense** and then click **Save** or select from the **Recently Used** tab and follow the same procedure.
10. To add a new attendee to the expense, click **New Attendee**, complete the required information, and then click **Save**
11. To search for an attendee, click **Favorites**, enter your search criteria in the **Search Attendees** window, and then click **Add to Expense**
12. Click **Save**
13. If the employee (individual under whose name the expense report is being submitted) is a participant in the meal, the employee can be located via the search functionality by keying "EMP" which CONCUR will recognize as employee. Click on your name when it appears in the search window to add it to the attendee list.





Nightly Lodging

1. On the **Expense Report** page, click **New Expense**
2. On the **New Expense** tab, select the lodging expense type
3. Complete the required fields on the page as usual
4. Click **Itemize**
5. On the **Nightly Lodging Expenses** tab, in the **Check-in Date** field, type the date or use the calendar
6. In the **Room Rate** field, enter the amount that you were charged per night for the room
7. In the **Room Tax** fields, enter the amount of each room tax that you were charged
8. In the **Additional Charges (each night)** section, from the first **Expense Type** dropdown menu, select the appropriate expense type
9. In the **Amount** field, enter the amount of the expense
10. Repeat steps 8-9 using the second **Expense Type** field if you have more than one recurring additional charge
11. Click **Save Itemizations**

Date	Expense	Amount	Requested
06/28/2012	5314B-NON-US LODGING EXPENSE Arcadia, Paris, FRANCE	1252.60 420.00	1265.24
06/28/2012	53184-US LODGING EXPENSE Comfort Inns, Robinson, Virginia	1260.00	1260.00
This itemized entry has sub-entries with one or more exceptions.			
06/28/2012	53184-US LODGING EXPENSE	\$200.00	\$200.00
06/28/2012	52195-OTHER NON-CAPITALIZED TU Paris, FRANCE	\$179.35 432.00	\$15.16
TOTAL AMOUNT		\$480.40	\$480.40

Nightly Lodging Expenses

Total Amount: \$200.00 | Remitted: \$200.00 | Remaining: \$0.00

Check-in Date: [] Check-out Date: [] Number of Nights: []

Recurring Charges (each night)

Room Rate: [] Room Tax: []

Other Room Tax 1: [] Other Room Tax 2: []

Room rate and taxes will be shown as a single expense

Additional Charges (each night)

Expense: [] Amount: []

Choose an expense type: []

Save Itemizations **Cancel**

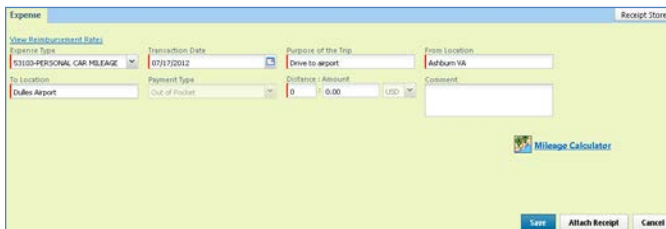
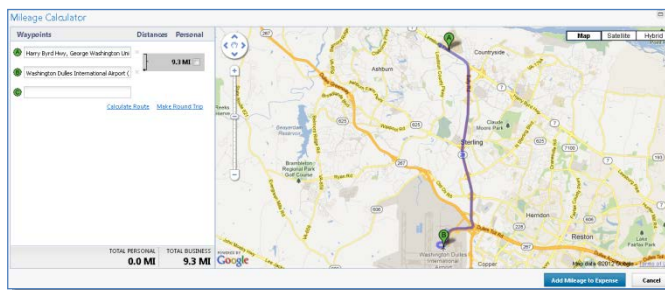
12. If the amount remaining is more than zero, on the **New Itemization** tab, click the **Expense Type** dropdown arrow, and then select the appropriate expense from the dropdown list.
13. Complete all required and optional fields as directed by your company
14. Click **Save**
15. Repeat steps 1-3 until the **Remaining Amount** equals \$0.00





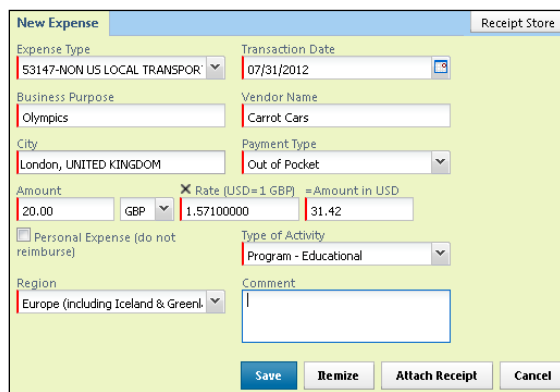
Mileage

1. On the **Expense Report** page, click **New Expense**
2. On the **New Expense** tab, select the appropriate expense type
3. In the **Transaction Date** field, type the date or use the calendar
4. In the **From Location** field, enter the starting location of your trip
5. In the **To Location** field, enter the ending location of your trip
6. Click the **Mileage Calculator**
7. Click **Add Mileage to Expense**
8. Complete any additional required fields as directed by your company, and then click **Save**

Foreign Currency Transactions

1. On the **Expense Report** page, click **New Expense**
2. On the **New Expense** tab, select the appropriate non-US expense type
3. Complete all required fields as usual *except Amount*
4. In the **Amount** field, enter the amount in the currency in which the expense was incurred
5. Select the “spend” currency from the dropdown list to the right of the **Amount** field, clicking the multiplication sign to switch, if needed
6. Select the applicable **Activity** and **Region**
7. Click **Save** (or click **Itemize** to itemize the expense)






Receipts

Attach Scanned Receipts


1. On the **Expense Report** page, from the **Receipts** dropdown menu, select **Attach Receipt Images** (or select **Attach Receipt** from the right hand panel)
2. In the **Attach Files** window, click **Browse**, and then locate the file you want to attach
3. Click the file, and then click **Open**
4. To attach another image, click **Browse**, and then repeat the process
5. Click **Attach**
6. Click **Done** when finished

Expense	Date	Amount	Exception
S3148-NON US LC	06/20/2012	\$200.00	The itemization amounts do not add
S3148-NON US LC	06/20/2012	\$200.00	This itemized entry has sub-entries

Date	Expense	Amount	Requested
06/20/2012	S3148-NON US LODGING EXPENSE Arcadis, Paris, FRANCE	\$252.40 \$200.00	\$265.24
06/20/2012	S3104-US LODGING EXPENSE	\$280.00	\$280.00

TOTAL AMOUNT: \$480.40 TOTAL REQUESTED: \$480.40

View Uploaded Receipt Images

1. On the **Expense Report** page, hold your mouse pointer over the  icon
2. Or, click the **Receipts** button and select **View Receipts in new window** or **View Receipts in current window**, as needed
3. Or, click the **Receipt Image** tab on the right hand panel

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**





Submit Expense Reports

Print an Expense Report

1. From the **Expense Report** page, select the **Print** menu, then select **GW Detailed Report**
2. To print the report, click **Print**

The screenshot shows a web application interface with a top navigation bar containing 'My Concur', 'Expense', 'Reporting', 'Administration', and 'Profile'. Below this is a sub-menu with 'View Changes', 'View Reports', 'New Expense Report', 'View Receipt Store', 'Approve Reports', and 'Process Reports'. The main content area is titled 'Test MLH' and includes a 'Recall' and 'Copy Report' button. There are tabs for 'Summary', 'Details', 'Receipts', and 'Print'. The 'Print' tab is active, showing an 'Exceptions' section with a dropdown menu set to '*GW Detailed Report'. Below this is an 'Expenses' table with columns for 'Date', 'Expense', 'Amount', and 'Requested'. The table contains one row for '07/26/2012' with '55151-ADVERTISING' for an amount of '\$54.00' and a requested amount of '\$54.00'. A summary row at the bottom shows 'TOTAL AMOUNT \$54.00' and 'TOTAL REQUESTED \$54.00'. A 'Report Summary' sidebar is visible on the right.

Submit an Expense Report

1. On the **Expense Report** page, click **Submit Report**
2. If you have not set up your default approver, enter an approver for the report
3. If submitting a Grants expense report, enter the name of the Grants approver for the report
4. In the **Final Review** window, click **Submit Report**

The screenshot shows a dialog box titled 'Approval Flow for Report: TestNoDefaultApprover'. It contains a red error message: 'This report could not be submitted. You must identify an approver before the expense report moves on to the next workflow step. Type the first letter(s) of the search criteria (approver's name, email address, etc.). Then, select from the resulting list.' Below the message is a 'Manager Approval:' field with a search icon and a red 'X' button. At the bottom right are 'Submit Report' and 'Cancel' buttons.

Submit an Expense Report for Grants

1. On the **Expense Report** page, click **Submit Report**
2. If you have not set up your default approver, in the **Manager Approvals** field, enter the name of the first approver for the expense report
3. In the **Grant Approver** field, enter the name of the secondary Grants approver
4. In the **Final Review** window, click **Submit Report**

The screenshot shows a dialog box titled 'Approval Flow for Report: TestNoDefaultApprover'. It contains the same red error message as the previous dialog. Below the message are two fields: 'Manager Approval:' and 'Grant Approver:'. Each field has a search icon and a red 'X' button. Below the 'Grant Approver' field is the text '(This step may be skipped)'. At the bottom right are 'Submit Report' and 'Cancel' buttons.

Correct and Resubmit a Report

1. Click the report name (link) to open the report
2. Make the requested changes to each expense, receipt, etc.
3. Click **Submit Report**





Approve Expense Reports

Adjust Authorized Amounts

1. In the **Required Approvals** section of **My Tasks**, click the name of the report that you want to view
2. In the **Expenses Section**, click the amount to be adjusted
3. In the **Expense** tab, make the appropriate adjustments, and then click **Save**

MY TASKS

05 Required Approvals →

Dexter T. | Report for Training Session
\$2,493.35 — Expense

Dexter T. | Energy Conservation Conference
\$1,261.60 — Expense

Dexter T. | Example 2 - BAD
\$2,600.00 — Expense

Dexter T. | Example 3 - BAD
\$150.00 — Expense

Dexter T. | Example 4
\$133.50 — Expense

Send an Expense Report Back for Corrections

1. In the **Required Approvals** section of **My Tasks**, click the name of the report that you want to view
2. On the **Expense Report** page, click **Send Back to Employee**
3. Enter a comment for the employee, and then click **OK**

Send Back Report

Comment History

Date	Entered By	Comment Text
07/19/2011	User2, Admin T.	Used Fleet vehicle.
07/14/2011	User1, Approver O.	test report

▲ Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

Comment

OK Cancel





Review and Approve an Expense Report

1. On the **Reports** tab, under **Approvals**, click the report name (link) to open the report
2. On the **Expense Report** page, to review the report information, from the **Details** drop-down menu, select **Report Header** (under **Report**)
3. Review the **Report Header** page as needed, then close it
4. To review expense entry information, click an expense entry
5. When ready to approve, click **Approve**

Expense	Date	Amount	Exception
52231-BOOKS	04/28/2011	\$301.10	Expenses submitted more than 60 days after the transaction date are reviewed for potential impact on the individual's V-2.

Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type	Amount	Adjusted Claimed
04/28/2011	52231-BOOKS	TICKETMASTER PHH		Seattle, Washingto	JP Morgan Chase +	\$301.10	\$301.10

Amount Due Cos	Amount Due Cos	Amount Due Emg
\$0.00	\$301.10	\$0.00

TOTAL AMOUNT: \$301.10 TOTAL REQUESTED: \$301.10

Add an Additional Review Step to an Expense Report

1. On the **Reports** tab, under **Approvals**, (or use **Required Approvals** under **My Tasks** as indicated on page 16) click the name of the report that you want to view
2. Click **Approve** and **Forward**
3. In the **Approval Workflow** window, in the **Approval Flow** window, click the **Search Approvers By** dropdown arrow
4. Select the desired search option from the dropdown list
5. In the **User-Added Approver** field, type the search criteria
6. From the list of options displayed by the search, select the appropriate approver
7. Click **Approve**

Approval Flow for Report: JAM_061212_TEST

Manager Approval: Grant, Cary

User-Added Approver:

Search Approvers By:

Back Office Approval:

(this step may be skipped)

Approve Send Back Save Workflow Cancel





ACCOUNTS PAYABLE
FINANCE DIVISION



Cash Advances

Submit a Cash Advance Request

1. Select the **Cash Advances** “dropdown” of the **Expense** tab, click the **New Cash Advance** button

Create a New Cash Advance

Name	Cash Advance Amount	Purpose	Cash Advance Comment
<input type="text"/>	<input type="text"/> USD	<input type="text"/>	<input type="text"/>
Travel Start Date	Travel End Date	City	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

2. In the **Cash Advance** page, enter
 - Cash Advance Request Name
 - Amount
 - Purpose (explain business purpose of trip or requirement for cash advance)
 - Comment (additional comments to substantiate the cash advance)
 - Travel Start Date
 - Travel End Date
 - Destination City
3. Click **Submit**
4. Click the **Accept** button after confirming that the request fields are entered correctly

Create a New Cash Advance

Cash Advance

Cash Advance Request Name
072512 Test Trip

Amount
200.00 USD

Comment
072512 Test Trip

Final Confirmation

User Submit

Please Note: The Cash Advance Request Name must begin with the Travel Start Date (i.e. 7/18/2013), The Comment Field must start with the Travel End Date (i.e. 7/25/2013). If either of these are omitted, the request will be returned to you for correction. Thank!

Accept Decline

Submit Cancel

5. If you have not set up a default approver, enter the approver’s email address in the **Select Approver** window, then click the **OK** button
6. After the cash advance has been approved by your specified approver and issued by Accounts Payable, you will receive the following email:

Your cash advance has been issued

Please apply this balance to your next expense report which has out of pocket expenses

If you have an unused balance, please submit a check or money order to

The George Washington University
Accounts Payable Lockbox
PO Box 826600
Philadelphia, Pa 19182-6600





Approve a Cash Advance

1. On the **Approvals** tab, under **Cash Advances**, you will see the **Cash Advance Approval List**.
2. On the **Cash Advance Approval List** page, select the applicable cash advance by clicking on the Cash Advance Request Name.
3. To view comments for the request, click the **Comments** button
4. To view the history of the request, click the **Audit Trail** button
5. To approve or reject the request, click the **Approve** or **Reject** button as applicable
6. In the **Comments**, enter comments as applicable, then click the **OK** button

Cash Advance List					
Cash Advance Approval List					
Comments		Audit Trail			
Cash Advance Name	Employee Name	Comment	Request Date	Amount Requested	Exchange Rate
8/29/12 Test	Anderson, Catherine	8/29/12 Test	8/29/2012	\$400.00	

Approve Cash Advance

Comment

Assign a Cash Advance to an Expense Report

1. When creating a new expense report all available cash advances will automatically be available for selection after you click **Next** on the Report Header screen.
2. In the **Cash Advances** window, select the applicable cash advance
3. Click the **Assign Cash Advance to Report** button
4. You will receive a confirmation message that the advance has been assigned to the expense report, then click **Next**
5. Assign all expenses for reimbursement and PCard charges and submit the expense report
5. If you have an unused cash advance balance, on the **Expense Report** page, click **New Expense**
6. On the **New Expense** tab, select the Cash Advance Return expense type (**13614**)
7. On the **New Expense** tab, enter the following (fields highlighted in red on the left are mandatory):
 - Expense Type (defaults from prior screen)
 - Transaction Date:
 - Business Purpose: Unused cash advance
 - Vendor Name:
 - City
 - Payment Type – Out of Pocket
 - Amount
 - Comment
6. Submit check or money order to:

Cash Advances						
Cash Advance #	Date Issued	Foreign Amount	Exchange Rate	Amount	Balance	
<input type="checkbox"/>	Testing	07/13/2012	\$450.00	1	\$450.00	\$450.00
<input type="checkbox"/>	CC_120608_CAS	07/13/2012	\$5,000.00	1	\$5,000.00	\$5,000.00
<input type="checkbox"/>	-Testing ability	07/13/2012	\$10,000.00	1	\$10,000.00	\$10,000.00
<input type="checkbox"/>	- Test2 ability 11	07/13/2012	\$5,000.00	1	\$5,000.00	\$5,000.00

The George Washington University
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Philadelphia, PA 19182-6600





Other

Acting as a Delegate

1. After logging in, click the “dropdown” next to the **Profile** icon in the upper right hand corner
2. Click on the “dropdown” on the right hand side of the **Administer for another user** window
3. Select the name of the individual for whom you wish to enter the expense report, then click **Apply**
4. You will then be switched to the CONCUR view for the individual selected.
5. Perform activities as needed as a delegate and as permitted by the delegator.
6. When done, click Administer for ... “dropdown” and then click **End admin session** to return to your personal CONCUR view

The screenshot shows a user profile dropdown menu. At the top right, it says "Profile" with a dropdown arrow and a user icon. The main content area displays the user's name "Dexter Miles Thompson-Pomeroy" with a profile icon to the left. Below the name are two links: "Profile Settings" and "Sign Out". A horizontal line separates this from the "Administer for another user..." section, which features a dropdown menu currently showing "Windley, Madelyn G" with a downward arrow. At the bottom of this section are two buttons: "Cancel" and "Apply".

The screenshot shows the user profile dropdown menu after selecting a delegate. At the top right, it says "Administer for Windley, Madelyn G" with a dropdown arrow and a group of three people icon. The main content area displays "Logged to administer for" followed by the name "Windley, Madelyn G" with a profile icon to the left. Below the name are two links: "Profile Settings" and "Sign Out". A horizontal line separates this from the "End admin session" button. Below that is another horizontal line, followed by the "Administer for another user..." section, which features an empty dropdown menu with a downward arrow. At the bottom of this section are two buttons: "Cancel" and "Apply".





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ADDITIONAL TRAINING

Online video demos are available at –

[https:// gwu.skillport.com](https://gwu.skillport.com)

Enter “CONCUR” in the ‘SEARCH & LEARN’ window and depress ‘SEARCH’

Then click the ‘Custom Content’ link. A variety of available training videos will be displayed.

Choose the video(s) that you deem of value to you. Notice that there are videos here that will demonstrate how to utilize the CONCUR application in conjunction with a mobile device (i.e. iPhone, Android Phone, Blackberry, iPad et al.).

Recommended – iBuy Concur: Introduction to Travel and Expense

iBuy Concur: Introduction to Travel and Expense – Duration 5 minutes

https://gwu.skillport.com/skillportfe/assetSummaryPage.action?assetid=elo_eexp_concur_intro&fromShare=yes

iBuy Concur: Updating Your Expense Profile – Duration 3 minutes

https://gwu.skillport.com/skillportfe/assetSummaryPage.action?assetid=elo_eexp_concur_profile&fromShare=yes

iBuy Concur: Creating a New Expense Report – Duration 5 minutes

https://gwu.skillport.com/skillportfe/assetSummaryPage.action?assetid=elo_eexp_concur_newexp&fromShare=yes

iBuy Concur: Print and Submit an Expense Report – Duration 2 minutes

https://gwu.skillport.com/skillportfe/assetSummaryPage.action?assetid=elo_eexp_concur_submit&fromShare=yes

iBuy Concur: Reviewing and Approving an Expense Report –Duration 6 minutes

https://gwu.skillport.com/skillportfe/assetSummaryPage.action?assetid=elo_eexp_concur_approve&fromShare=yes





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ASSISTANCE / TRAINING

Are you in CONCUR and you are experiencing difficulty in navigating through the application or you have general questions? Contact the CONCUR Help desk, which is available 24/7.

CONCUR HELP DESK 866 – 793 – 4040

Assistance is also available by clicking on 'Help' and then 'Expense Help' in the upper right hand corner of your CONCUR screen

