

Step-by-Step Guide

Concur Business Expenses

1. Login instructions for Desktop

Use the following link to access the site: www.concursolutions.com

- Enter your full UCSB Net ID, including "@ucsb.edu" (ucsbnetid@ucsb.edu)
- Use SSO as authentication method (choose "Sign in with UC Santa Barbara SSO")
- Log in on the UC Santa Barbara SSO site

Login instructions for the SAP Concur mobile app

You may also download and use the **SAP Concur** application. Download from the appropriate application store.

- Enter your full UCSB Net ID, including "@ucsb.edu" (ucsbnetid@ucsb.edu)
- Use SSO as authentication method (choose "Sign in with UC Santa Barbara SSO")
- Get the app for iPad and iPhone - <https://apps.apple.com/us/app/sap-concur/id335023774>
- Get the app for Android devices - https://play.google.com/store/apps/details?id=com.concur.breeze&hl=en_US&gl=US

2. **Starting an Expense Report** - Click "New," then "Start a Report" at the top of the screen to create a new Expense Report

The screenshot displays the SAP Concur desktop interface. At the top, the navigation bar includes 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The user is logged in as 'Rebecca' under 'UC SANTA BARBARA'. A 'New' button is prominently displayed, with a dropdown menu showing options: 'Start a Request', 'Start a Report', 'Enter New Reservation', and 'Upload Receipts'. The 'Start a Report' option is highlighted. Below the navigation bar, there are sections for 'TRIP SEARCH', 'ALERTS', 'COMPANY NOTES', and 'MY TASKS'. The 'MY TASKS' section shows three cards: 'Required Approvals' (00), 'Available Expenses' (00), and 'Open Reports' (00), each with a checkmark icon indicating no pending items.

3. Select “Business Expense” from the Policy menu, then enter a Business Expense Name- this description will be what shows up on the ledger. Report type will be “Business Expense” and the business purpose should explain what was purchased and for what purpose as it relates to the project being charged. Please ensure you describe how the items are to be used on the research project – simply stating “for research” is insufficient justification.

Create New Report

Create From an Approved Request

Policy *

Business Expense

Business Expense Name *

Plants for landscaping site 4A

Report Type *

Business Expenses

Business Purpose *

Willow, redbud and forsythia for landscape design class garden

4. Choose the Payee type based on your affiliation with UCSB

Payee Type *

None Selected

None Selected

Affiliate

Employee

Student

Visitor

5. Choose the Department Code- (e.g. CBER, EARTH, NR11, MS11). *Note: This field can be filtered to search by text, code or either. If you are having trouble finding the department, try changing the filter to include “either.”

Dept *

1



Search by Text

Text

Code

Either

None Selected

6. The FAU field is where you select the appropriate Project Code/Account. Change the search filter to include “Code.” Start by typing in * (asterisk) as the wildcard character followed by the project code or any portion of the FAU that would be able to narrow down your selections. Select the account when it loads in the dropdown menu.

FAU *

2

▼ ▼ *MS409

Most Recently Used

(MSII-OPER-MS511-8-448750-05397) MSI RESEARCH / EDUCATIONAL FUND

(OPER-MS409-8-448750-41236) , 99991231, MARINE SCIENCE INSTITUTE FUND

7. Cost Type/Sub Account- **do not fill in the Cost Type field – MSI Purchasing will complete the Cost Type section.** For Sub Account, select 3- Supplies and Expenses. Equipment is defined by UC as Inventorial items with a value of more than \$5,000.00.

Cost Type

▼ ▼ Search by Text

Report Date

01/31/2022

Sub Account *

None Selected ▼

None Selected

3-Supplies and Expense

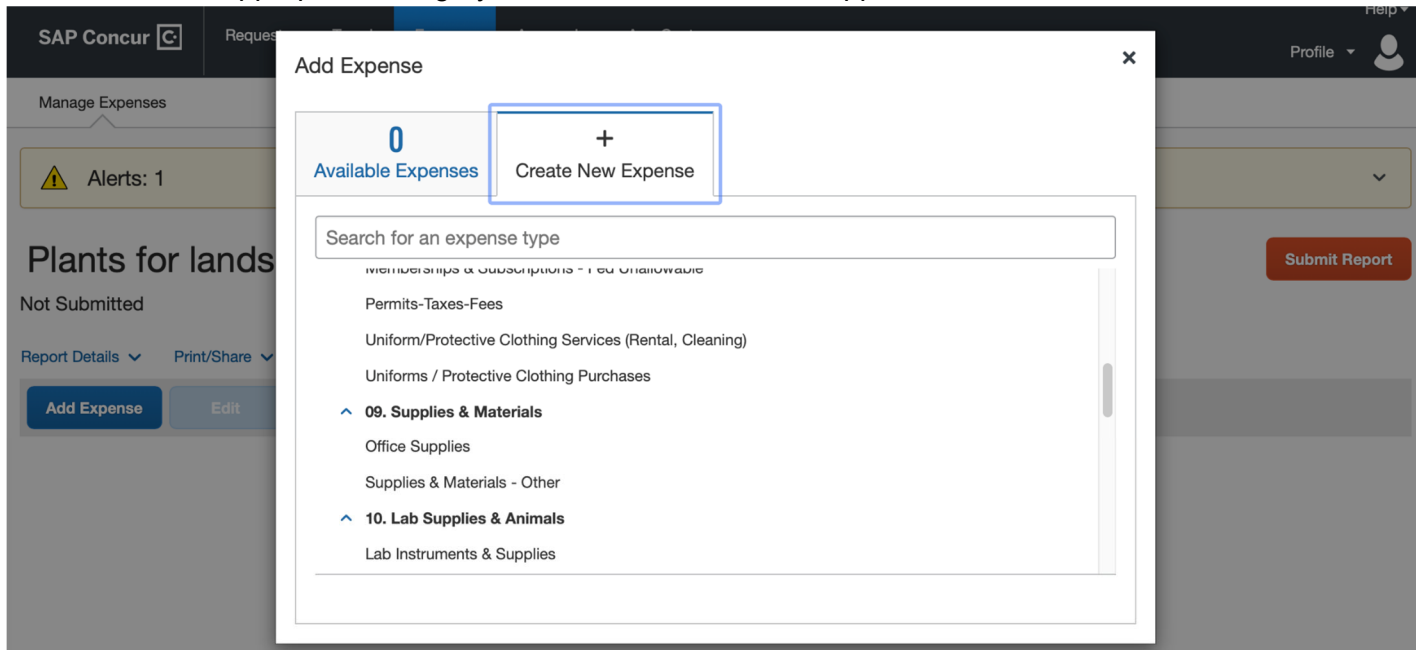
4-Equipment and Facilities

5-Special Items

7-Special Items

8. Report Date should be today's date
9. Click “Create Report” at the bottom of the screen

10. **Adding Expenses** - Click “Add Expense” and “Create New Expense” to begin adding expenses. Scroll down to find the appropriate category- most often this will be “Supplies & Materials - Other.”



11. Upload your receipt and use it to enter the receipt details in the fields to the left. Dept/FAU/Cost Type and Sub Account will auto-fill from the Report Header. Transaction amount should be the total of the receipt including tax. Click “Save Expense” when done.

****If sufficient tax was not assessed, you will need to add “Use Tax,” or the difference between what tax you paid and what tax the University must submit on your behalf. To calculate Use Tax, click [here](#)***

****The receipt should contain the following information: Name of Merchant, Transaction Date, Detailed Description of Goods or Services Purchased, Amount Paid, Form of Payment. Please note, if using an online order confirmation and not a final invoice, the order confirmation will need to specifically state the item(s) have been paid in full and amount due is zero (see example below). If this is not available, please include a credit card statement showing your name, last 4 digits of credit card, and the transaction details.***

Qty	Item	Description	Rate	U/M	Amount
1	200-Pro TP Shipping	Professional CART w/HD Pneumatic Wheel UPS Ground Note: Shipping estimates are time sensitive and subject to change.	499.00 180.00		499.00 180.00
			Total		\$679.00
			Payments/Credits		-\$679.00
			Balance Due		\$0.00

SAP Concur

RequestsTravelExpenseApprovalsApp Center

HelpProfile

Manage Expenses

New Expense

CancelSave Expense

Hide Receipt

DetailsItemizations

Allocate

* Required field

Expense Type *
Supplies & Materials - Other

Description
Prairie Cascade Willow

Transaction Amount *
176.17

Currency *
US, Dollar

Transaction Date *
05/11/2021

Dept *
(ERTH) EARTH RESEARCH I...

FAU *
(ERI-100A-8-447680-05397) ...

Cost Type
Search by Text

Sub Account *
3-Supplies and Expense

Purchase from a foreign entity *
No

Telecommunication - Equipment *
No

This is Service *
No

Non-Taxable *
No

*Sales Tax
9.18

Use Tax
Employee Out of Pocket

☐ Personal Expense (do not reimburse)

Comment
Tree purchased in WI to be used in WI- no additional tax should be assessed

Pre-Paid Prairie Cascade Willow

K&A Greenhouse

Where Inspiration Grows

DATE 05/11/2021 TUE TIME 09:28

FREE/ SHRUB T1 \$166.99

TAX1 \$9.18

TOTAL \$176.17

CHECK \$176.17

7595 W. MINERAL POINT RD.
VERONA, WI 53593
808-803-5244
WWW.KANDAGREENHOUSE.COM

CLERK 1 No.000303 0000

KandA2.JPG

Detach

Plants for landscaping site 4A \$397.70

Copy Report

Submit Report

Not Submitted

Report Details

Print/Share

Manage Receipts

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to

	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>							
<input checked="" type="checkbox"/>			Employee Out of Pocket	Supplies & Materials - Other		05/11/2021	\$176.17
<input checked="" type="checkbox"/>			Employee Out of Pocket	Supplies & Materials - Other		05/03/2021	\$221.53
							\$397.70

****If missing receipt for an expense that requires one, note the alert (!). Select the expense (check box) and click “Manage Receipts” > “Missing Receipt Declaration”. A Receipt Declaration will pop-up for your review and acceptance.**

SAP Concur

RequestsTravelExpenseApprovalsReportingApp Center

Profile

Manage Expenses

Alerts: 1

HSI Administrator's Conference \$518.54




Copy ReportSubmit Report

Not Submitted

Report DetailsPrint/ShareManage ReceiptsTravel Allowance

Add ExpenseEditManage AttachmentsAllocateCombine ExpensesMove to

Missing Receipt Declaration

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>		Employee Out of Pocket	Personal Car/Business Use - Mileage		02/05/2022	\$131.04 Allocated	
<input checked="" type="checkbox"/>			Employee Out of Pocket	Taxi/Shuttle/Car Service	Oakland, California	02/04/2022	\$100.00
<input type="checkbox"/>		Employee Out of Pocket	*Travel - Meals & Incidentals	Oakland, California	02/04/2022	\$12.50	
<input type="checkbox"/>		Employee Out of Pocket	Airfare	American Airlines Santa Barbara, California	02/03/2022	\$275.00	
						\$518.54	

Create Receipt Declaration

Adequate documentation must be submitted to substantiate reimbursable The University of California Santa Barbara expenses in accordance with IRS rules & regulations. Original receipts must be submitted when available and are considered acceptable support for The University of California Santa Barbara expenses. When the original receipt has been lost or is otherwise not available from the vendor, the following documentary evidence must be submitted before expenses will be considered for reimbursement.

To create a Missing Receipt Declaration, select the expense(s) below that require a receipt.

<input checked="" type="checkbox"/>	Expense Type	Vendor	Date	Amount
<input checked="" type="checkbox"/>	Taxi/Shuttle/Car Service		02/04/2022	\$100.00

i I acknowledge that this expense report contains legitimate College expenses incurred by me on behalf of The University of California Santa Barbara benefit, and are allowable expenses as defined by The University of California Santa Barbara Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Cancel

Accept & Create

****If this expense report will be charged to a single FAU, skip to step 17. Allocation is not needed.***

13. **Splitting the Funding Across Multiple Projects/Accounts - Allocation** - If you need to split the expenses across multiple accounts, click the checkbox beside all expense lines being split-funded and click “Allocate.” The allocation screen will display the current allocation as 100% on the account you listed in the initial Expense Report setup (account will not be visible on this screen, only the allocation percent). If allocating by percent, e.g. 50% of the expense will be charged to a different project code, click “Add.” If allocating by dollar amount, e.g. \$20 will be charged to a different project code, click “Amount,” then “Add.”

14. Enter the new Dept, FAU and Sub Account (**do not enter Cost Type**) and click “Save.” **Note: See step #'s 6-8 above for further guidance on entering these details.*

15. Enter either the percentage or amount being charged to the newly added account, then click “Save.”
Note- if allocating by dollar value, you will need to click on “Amount” before entering the amount being charged to the new account. If splitting across more than two accounts, continue to add allocations until 100% of the total expense is allocated across all relevant accounts.

Allocate ×

Expenses: 1 | \$221.53 | [View Allocation Group](#)

Percent Amount

Amount
\$221.53

Default Allocation

Code
ERTH-ERI-100A-8-447680-05397-3

Allocated \$221.53
100%

Remaining \$0.00
0%

Code

Percent %

ERTH-ERI-100A-8-447680-05397-3 50

Add

Edit

Remove

Save as Favorite

Dept ↓	FAU ↓	Cost Type ↓	Sub Account ↓	Code ≡	Percent %
<input type="checkbox"/> CTR BIO&ECOLOGICAL RESTORATION	330GR - General Restoration		3-Supplies and Expense	CBER-SL-330GR-8-649104-67380-3	50

16. To check the allocations, click the “Allocated” link under each expense and the funding split will be displayed. This information can also be found in the Report Details drop down menu above the Add Expense button.

Plants for landscaping site 4A \$397.70

[Copy Report](#)
[Submit Report](#)

Not Submitted

[Report Details](#)
[Print/Share](#)
[Manage Receipts](#)

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to ▾

Alerts ↓	Receipt ↓	Payment Type ↓	Expense Type ↓	Vendor Details ↓	Date ≡	Requested ↓
<input type="checkbox"/>		Employee Out of Pocket	Supplies & Materials - Other		05/11/2021	\$176.17 Allocated
<input type="checkbox"/>		Employee Out of Pocket	Supplies & Materials - Other		05/03/2021	\$221.53 Allocated

×

Allocated

Total Allocated
\$221.53

Code ≡	Percent
CBER-SL-330GR-8-649104-67380-3	50
ERTH-ERI-100A-8-447680-05397-3	50

[View Allocation](#)

17. **Check your Department Expense Approver (DEA)** - Click on the “Report Details” dropdown menu and select “Report Timeline.” Confirm the appropriate DEA (Department Approver) is selected based on where the funds to be charged are managed. See [here](#) for a list of all DEA’s by department. If needed, click “Edit” next to Approval Flow and change the Department Approval to reflect the correct Dept Approver or DEA.

Note: If your request is returned for edits, you must reselect the appropriate DEA prior to resubmission.

[Report Details](#)
[Print/Share](#)
[Manage Receipts](#)
[Travel Allowance](#)

Report

Edit

Delete

Copy

Allocate

Combine Expenses

- Report
- Report Header
- Report Totals
- Report Timeline
- Audit Trail
- Linked Add-ons
- Manage Requests

No Expenses

Add expenses to this report to submit for reimb

Approval Flow [Edit](#)

Report Summary

EXPENSE COMMENT Supplies & Materials - Other | 05/11/2021 | \$176.17 [View](#)
Pratico, Rebecca 01/31/2022
Tree purchased in WI to be used in WI- no additional tax should be assessed

EXPENSE COMMENT Supplies & Materials - Other | 05/03/2021 | \$221.53 [View](#)
Pratico, Rebecca 01/31/2022
Plants purchased in WI for use in WI- no additional tax should be assessed.

[Add Comment](#)

SAP Concur

Report Timeline
Plants for landscaping site 4A | \$397.70

Approval Flow [Edit](#)

Department Approval
Ajao, Jessica S.

Cost Object Approval

Edit Approval Flow

+ Add Step

Department Approval

▼ Ajao, Jessica S.

Last Name
First Name
Email Address
Login ID
Employee ID

Cancel Save

[Add Comment](#)

18. **BEFORE YOU SUBMIT** - Notify Andrea Palmerin Del Toro, Trevor Bellefeuille, and Marta Bowron at msi-purchasing@ucsb.edu that you have a business expense report ready for review. They will review for compliance and completion. **Click Submit Report ONLY after Andrea, Trevor, or Marta notifies you to do so.**

Support Resources

- **Email Support:** Please submit a ticket in ServiceNow if you have any issues logging into Concur, or with creating or submitting a Request/Expense Report.
 - *Select Business & Financial Services and then Payment Services to find the Concur section*
 - *Important: Please do not email BFS processors directly for Concur support.*
- **Knowledge Base Articles:** A set of key articles can be found at the links below:
 - [Getting Started with Concur](#)
 - [How to Create and Submit a Request](#)
 - [How to Create an Expense Report from an Approved Request](#)
 - [How to Add a Delegate](#)
 - [How to Use the Mobile App to Upload Receipts](#)