Step-by-Step Guide: Concur Entertainment

1. **Login instructions for Desktop**
   Use the following link to access the site: Concur, www.concursolutions.com

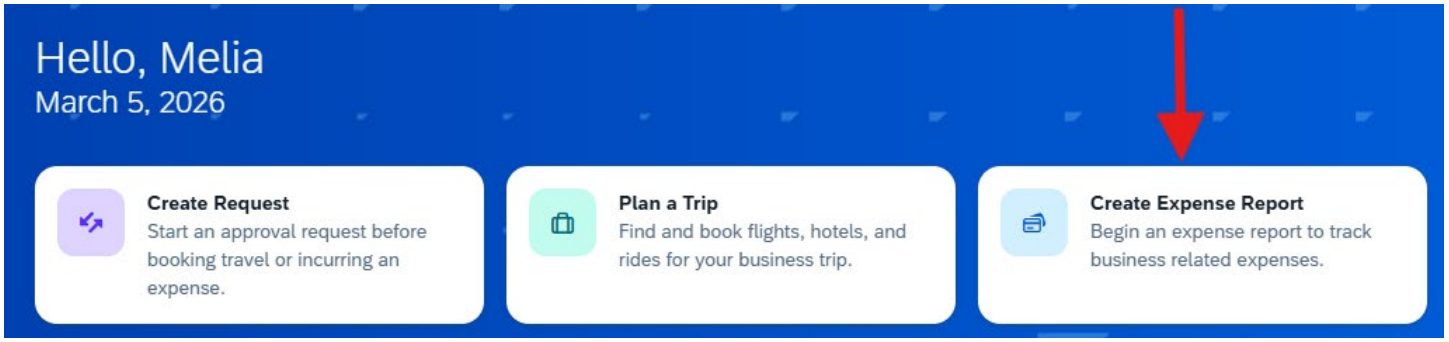
   - Enter your full UCSB Net ID, including "@ucsb.edu" (ucsbnetid@ucsb.edu)
   - Use SSO as authentication method (choose "Sign in with UC Santa Barbara SSO")
   - Log in on the UC Santa Barbara SSO site

   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 – Concur app for Apple devices, apps.apple.com/us/app/sap-concur/id335023774
   - Get the app for Android devices - Concur app for Android devices, play.google.com/store/apps/details?id=com.concur.breeze&hl=en_US&gl=US

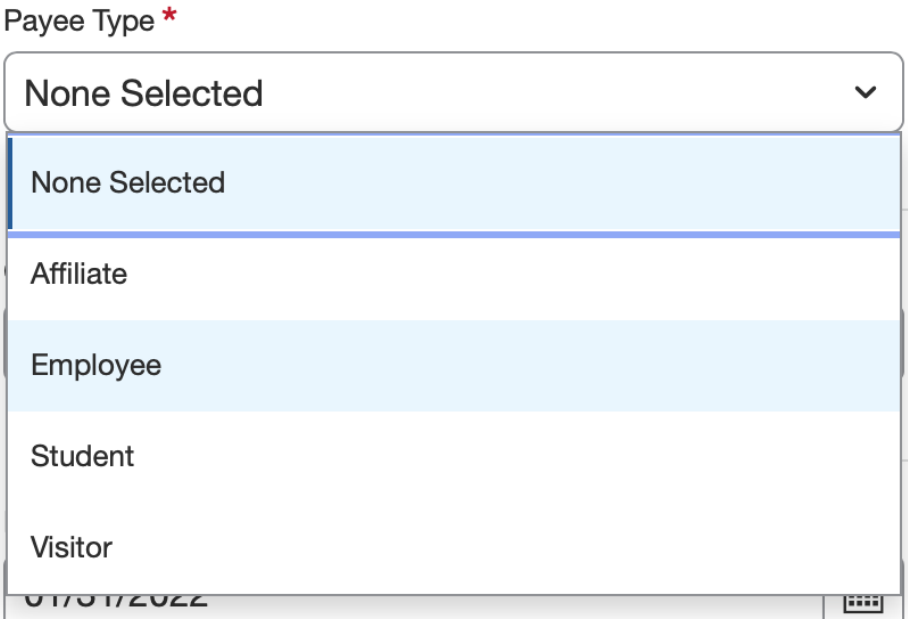
2. **Starting an Entertainment Expense Report** - Click **Create Expense Report** at the top of the screen to create a new Expense Report.



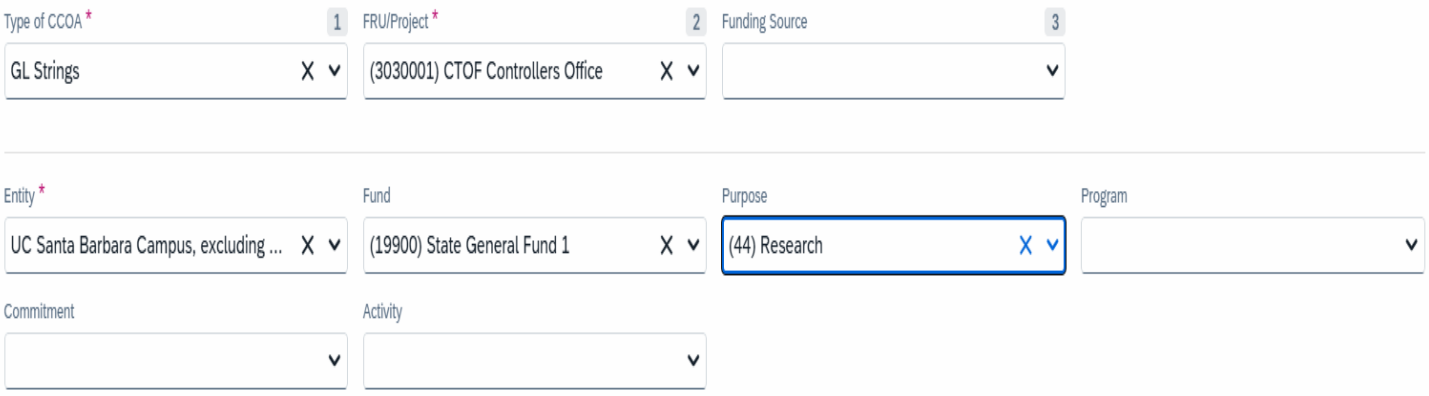
3. Select **Travel & Entertainment** from the Policy menu, then enter an Event/Trip Name. The Event/Trip Name is what will be included on the general ledger as a supporting reference. Report type will be **Entertainment**. The Event/Trip Purpose will be based on the specific meeting details. The business purpose should explain why the entertainment expense was necessary and for what purpose as it relates to the project being charged.

4. Enter the Event/Trip Dates and complete any drop downs with a red asterisk.

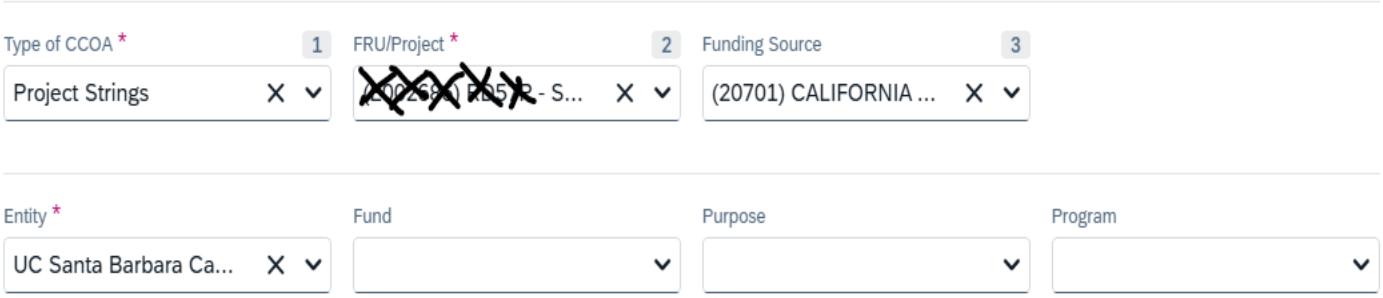
5. Choose the Payee type based on your affiliation with UCSB



6. Choose the Type of CCOA. Select **GL** for those strings that do not have a project assigned and **Project** for those strings that do have a project assigned.
    - If selecting **GL**, the following segments will need to be entered:
        - FRU (always required)
        - Entity (always required – this will auto populate)
        - Fund (always required)
        - Purpose (always required)
        - Program (if applicable)
        - Commitment (if applicable)
        - Activity (if applicable)



    - If selecting **Project**, the following segments will need to be entered:
        - Project (always required)
        - Funding Source (always required; once project is input, typically there will only be one option to select from unless there are multiple funds on a discretionary project)
        - Entity (always required – this will auto populate)

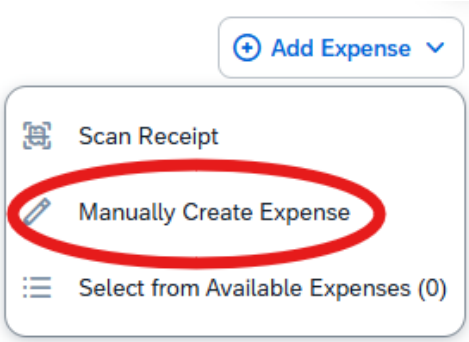


- ***When searching for each CCOA segment, change the dropdowns to 'either' and then type in the value.***
- ***CCOA segment values have been provided to all MSI PIs for the funds they are responsible for.***

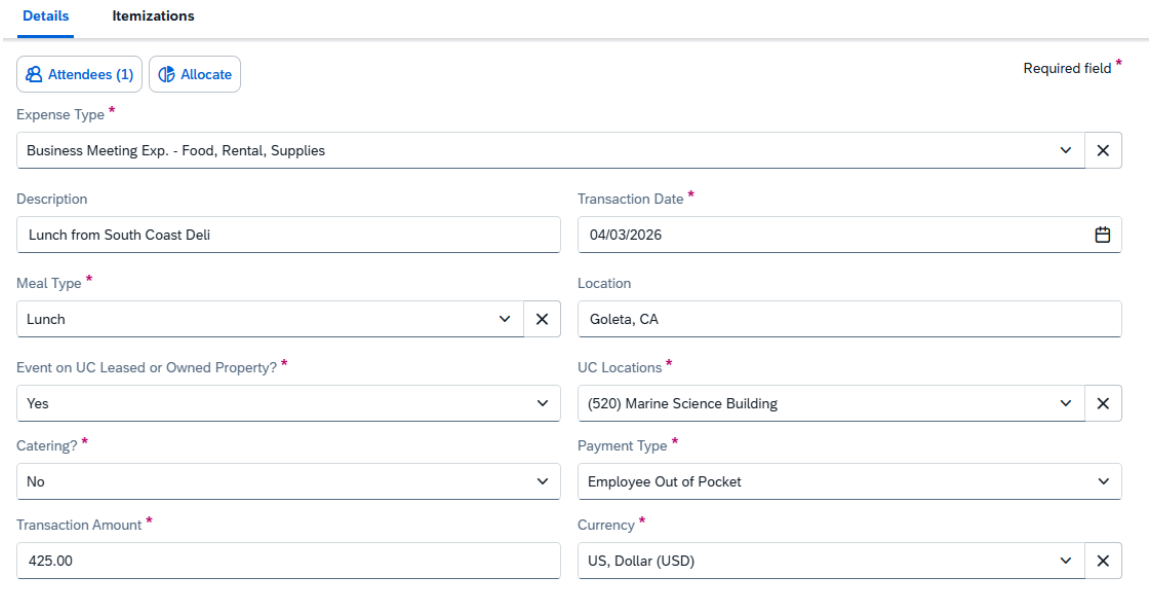
7. The name of the individual responsible for hosting the event will need to be input under **Host Name**. The official host is the University's representative at an event and needs to be physically present at the event.

8. Click **Create Report** at the bottom of the screen.

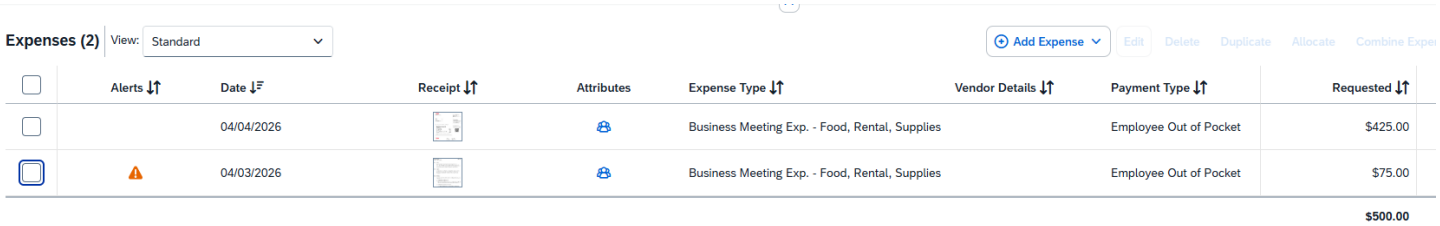
9. **Adding Expenses** - Click **Add Expense** and **Manually Create Expense** to begin adding expenses. Scroll down to find the appropriate category.



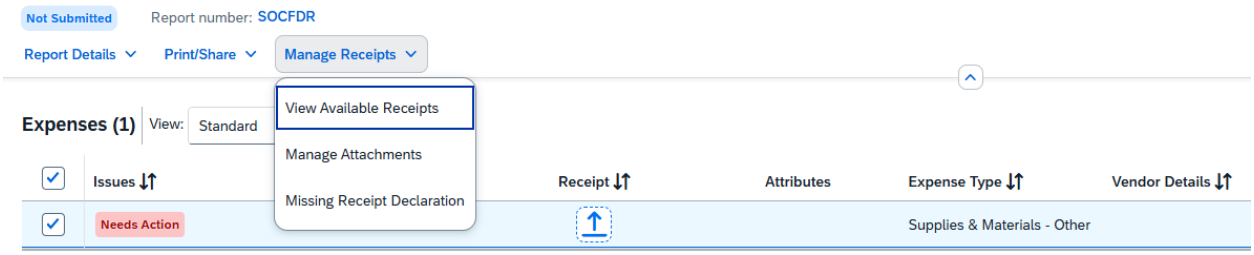
10. Upload your receipt and use it to enter the receipt details in the fields to the left. Transaction amount should be the total of the receipt including tax. *Note that for entertainment expenses, you will need to add the attendees by clicking **Attendees** at the top of the expense details. Click **Save Expense** when done.

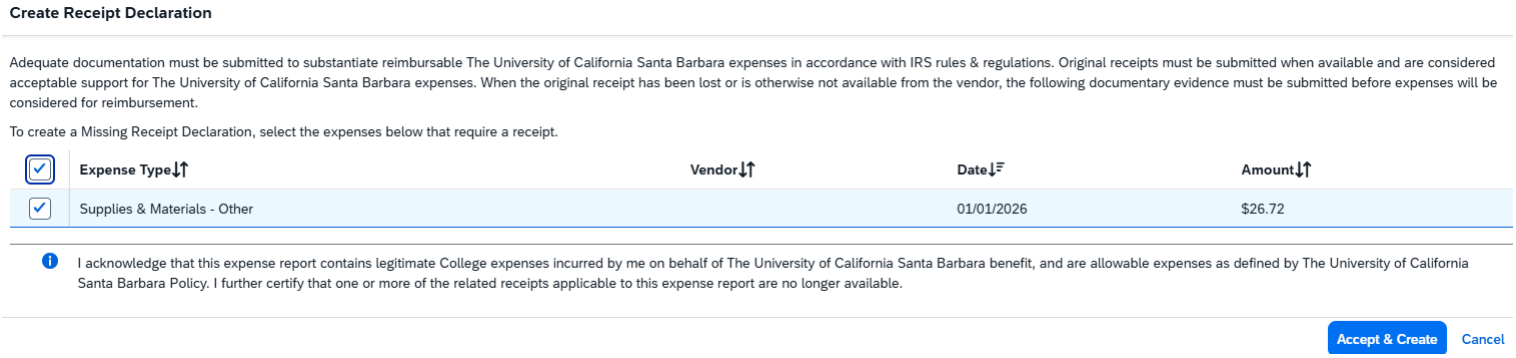


11. Continue to add expenses for each additional receipt.



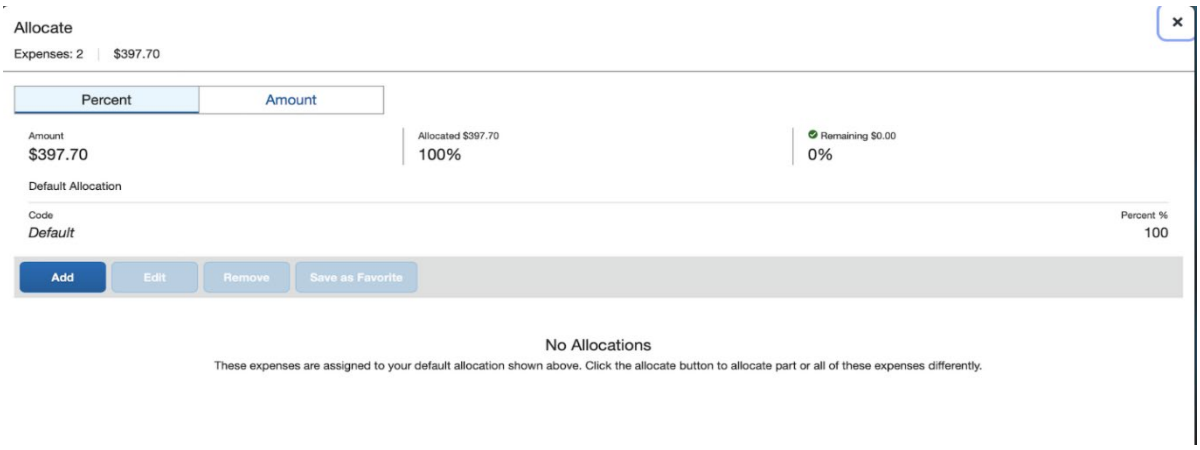
If missing receipt for an expense that requires one, note the issue (!) and alert (x). Select the expense (check box) and click **Manage Receipts > **Missing Receipt Declaration**. A Receipt Declaration will pop-up for your review and acceptance.



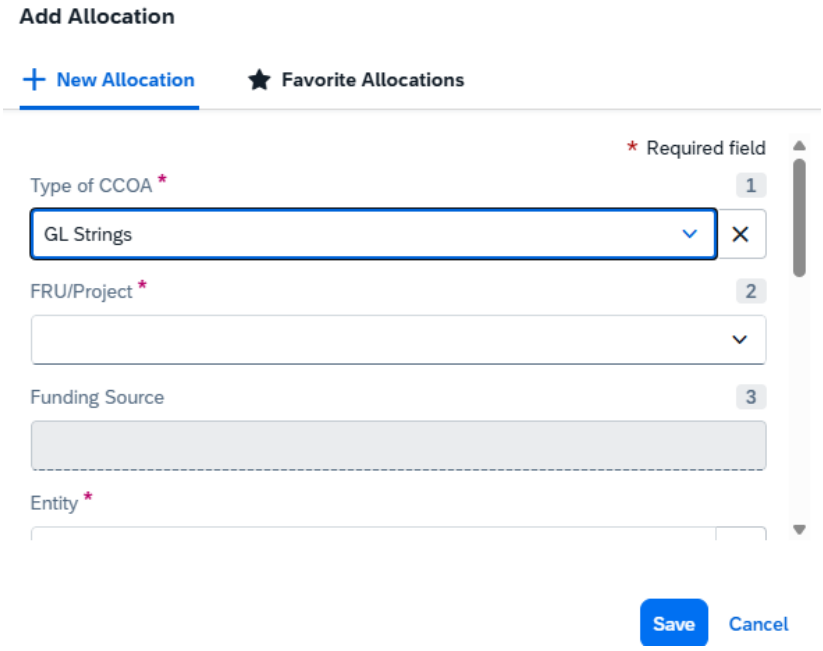


***If this expense report will be charged to a single CCOA, skip to step 16. Allocation is not needed*.**

12. **Splitting the Funding Across Multiple Projects/GL Strings** - If you need to split the expenses across multiple projects or GL strings, 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 CCOA you listed in the initial Expense Report setup (CCOA 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 or GL string, click **Add**. If allocating by dollar amount, e.g. $20 will be charged to a different project or GL string, click **Amount**, then **Add**.

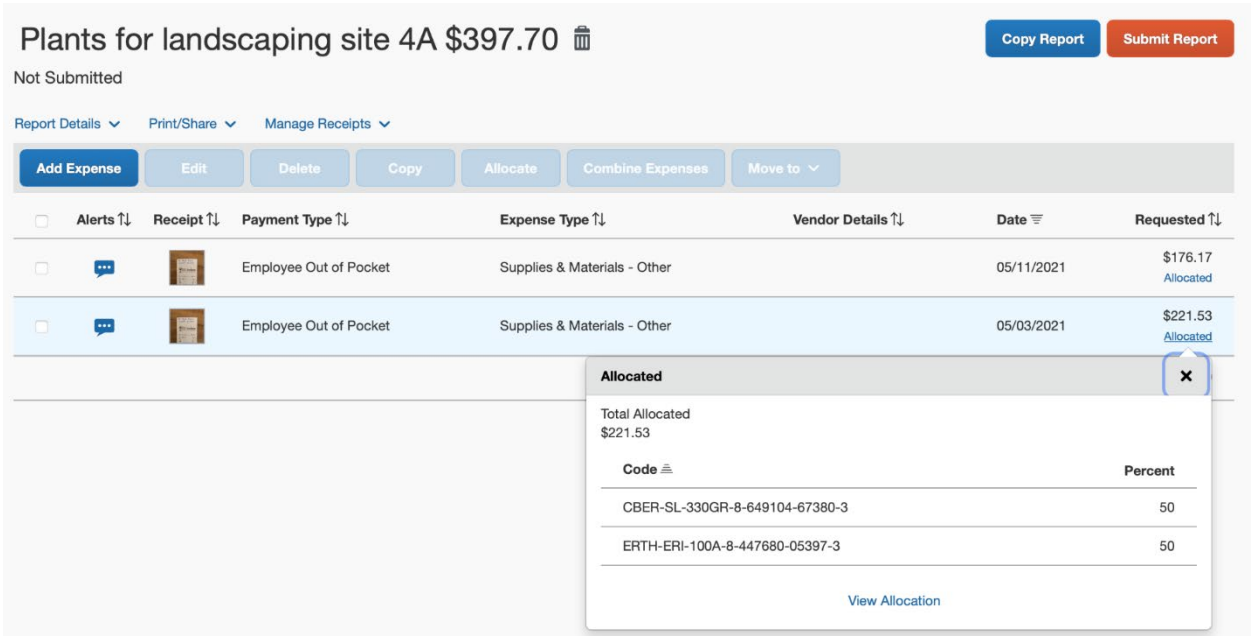


13. Enter the new CCOA information and click **Save**. **Note: See step #6 above for further guidance on entering these details.*

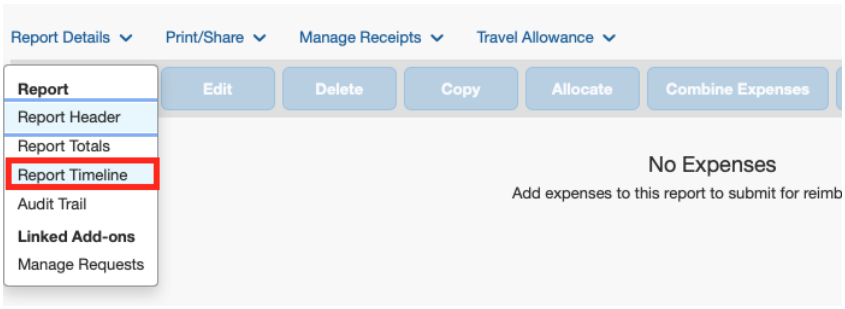


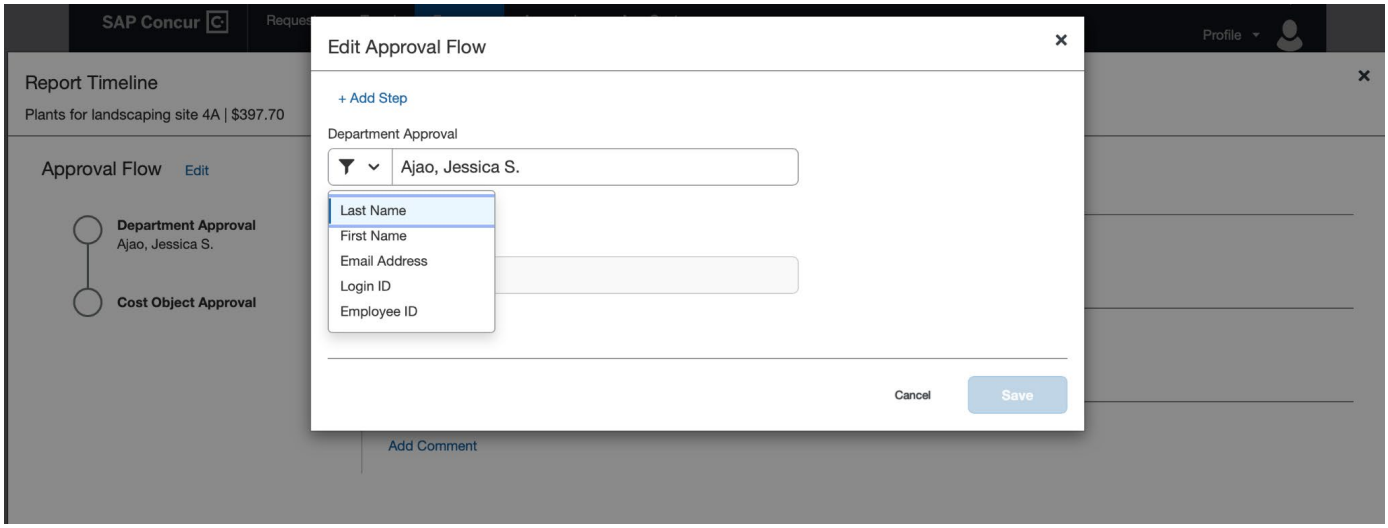
14. Enter either the percentage or amount being charged to the newly added CCOA, then click **Save**. *Note- if allocating by dollar value, you will need to click on **Amount** before entering the amount being charged to the new CCOA.* If splitting across more than two CCOA's, continue to add allocations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

15. 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 Linked Add-Ons button.



16. **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. 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.





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