Step-by-Step Guide

Concur Entertainment

1. **Login instructions for Desktop**

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

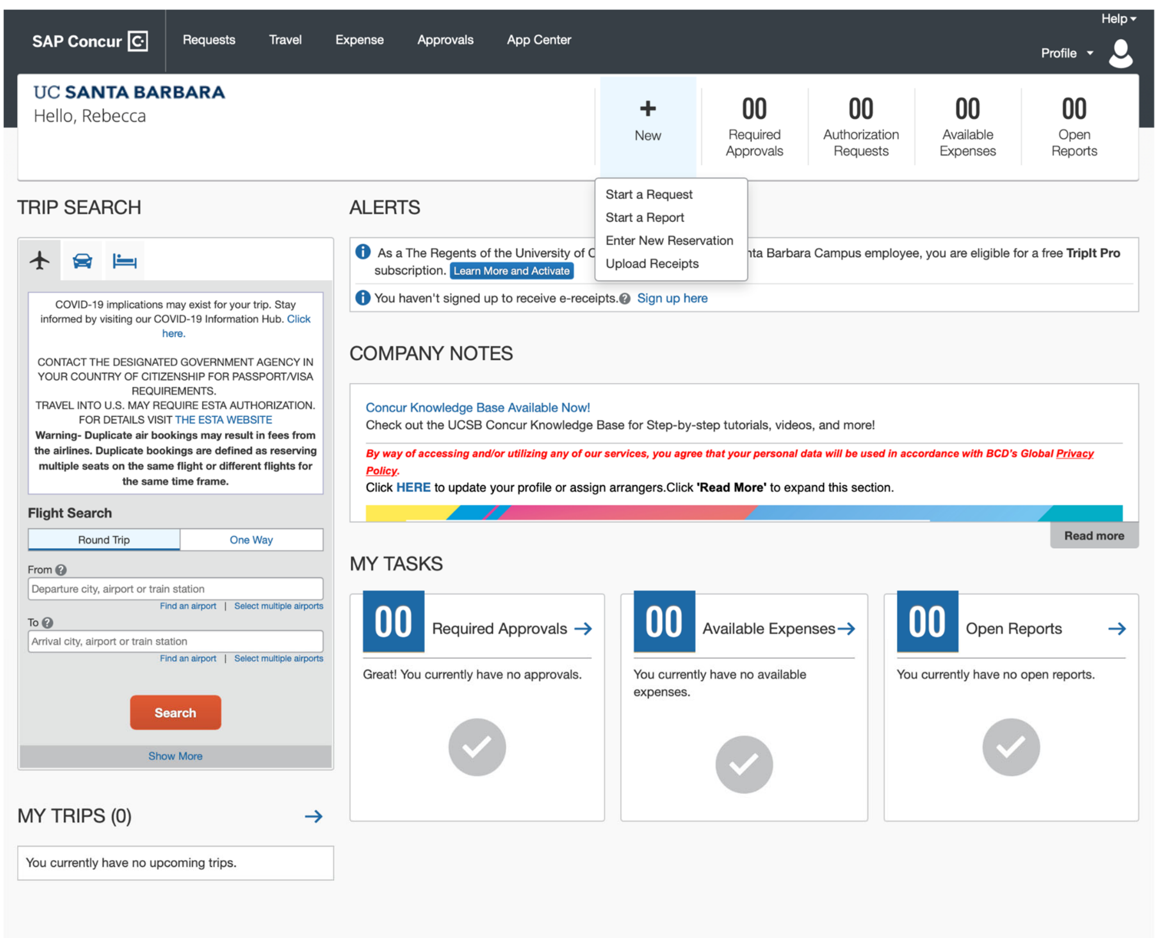
   - Enter your full UCSB Net ID, including "@ucsb.edu" (ucsbnetid@ucsb.edu)
   - Use SSO as authentication method (choose "Sign in with UC Santa Barbara SSO")
   - Log in on the UC Santa Barbara SSO site

   Login instructions for the *SAP Concur* mobile app

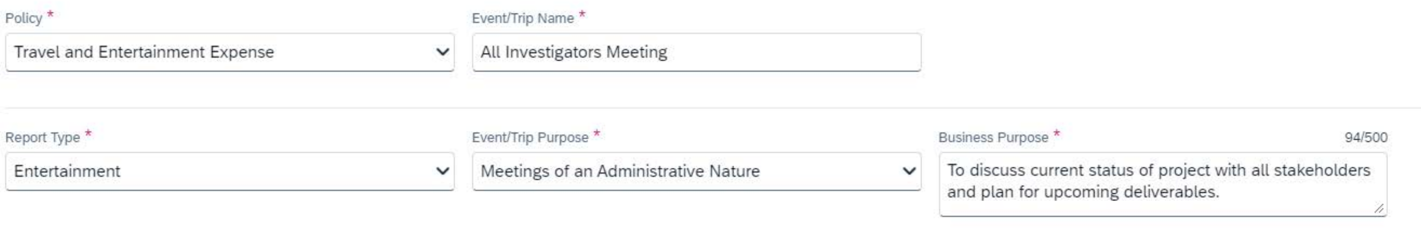
   You may also download and use the ***SAP Concur*** application. Download from the appropriate application store.

   - 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

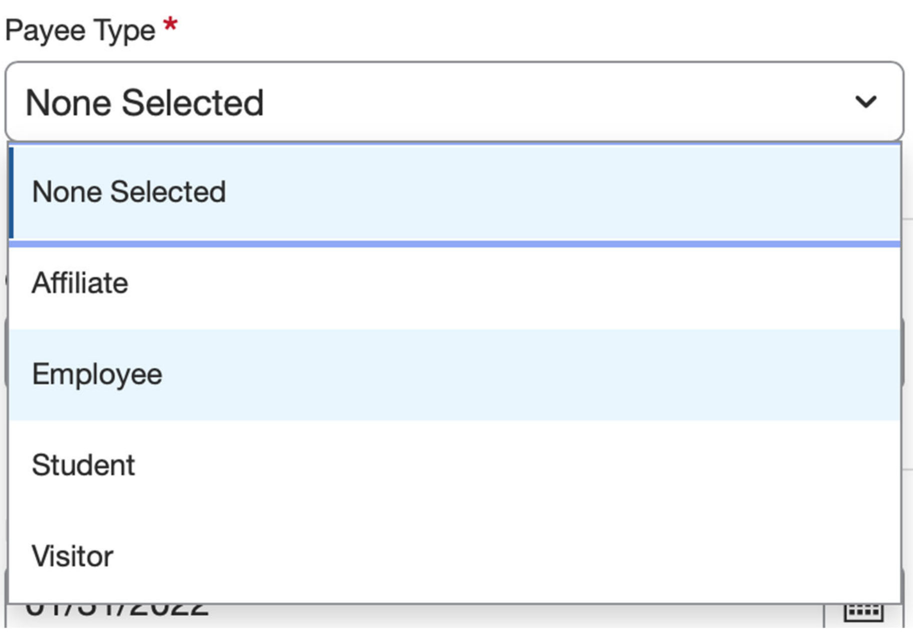
2. **Starting an Entertainment Expense Report** - Click "New," then "Start a Report" at the top of the screen to create a new expense report.



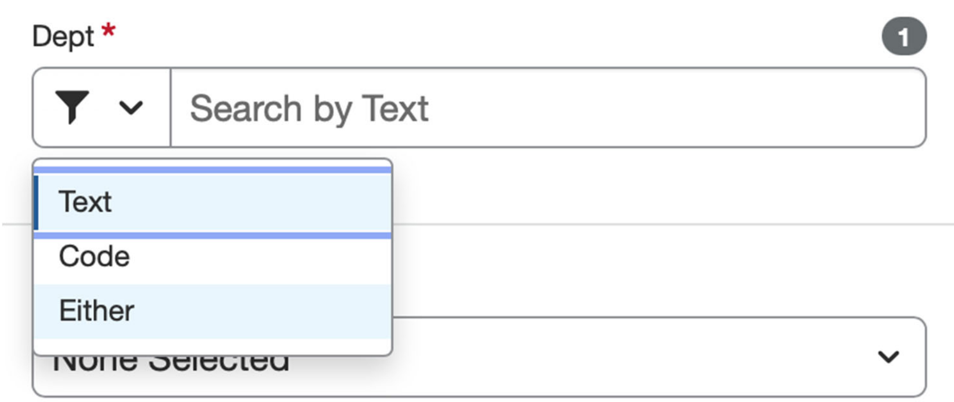
3. *Select "Travel & Entertainment" from the Policy menu, then enter an Event/Trip Name. The Event/Trip Name is what will be included in GUS as the expense description. Select "Entertainment" under the Report Type. The Event/Trip Purpose will be based on the specific meeting details. The business purpose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



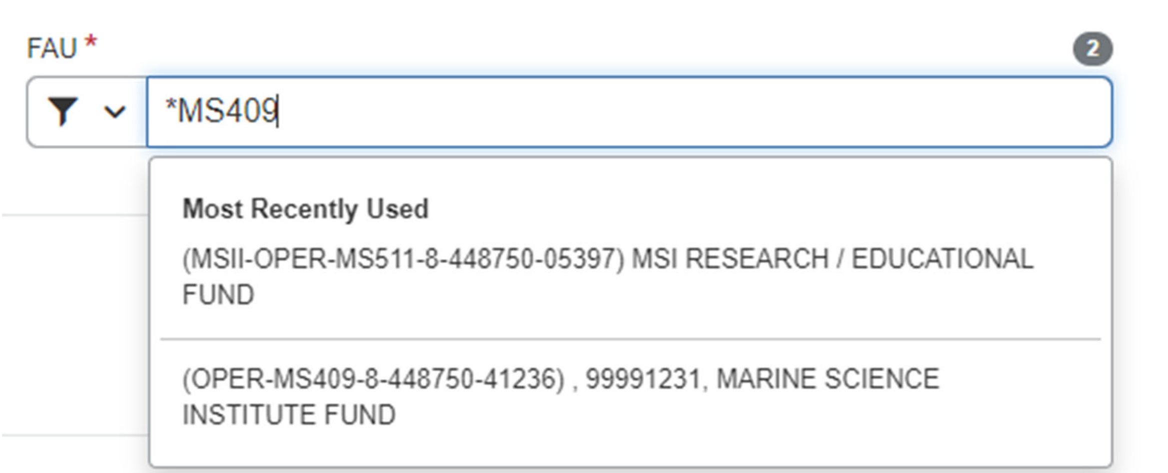
4. Enter the Event/Trip Dates and complete any drop downs with a red asterisk.
5. Choose the Payee type based on your affiliation with UCSB



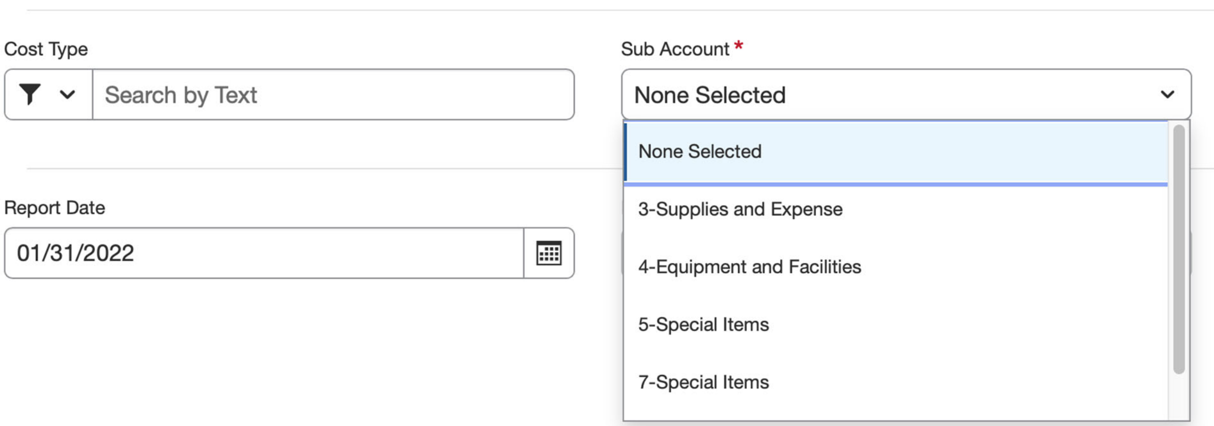
6. Choose the Department Code- (e.g. CBER, ERTH, NRII, MSII) of where the funding is managed **Note: This field can be filtered to search by text, code or either. If you are having trouble finding the department, try changing the filter to include "either."*



7. 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.

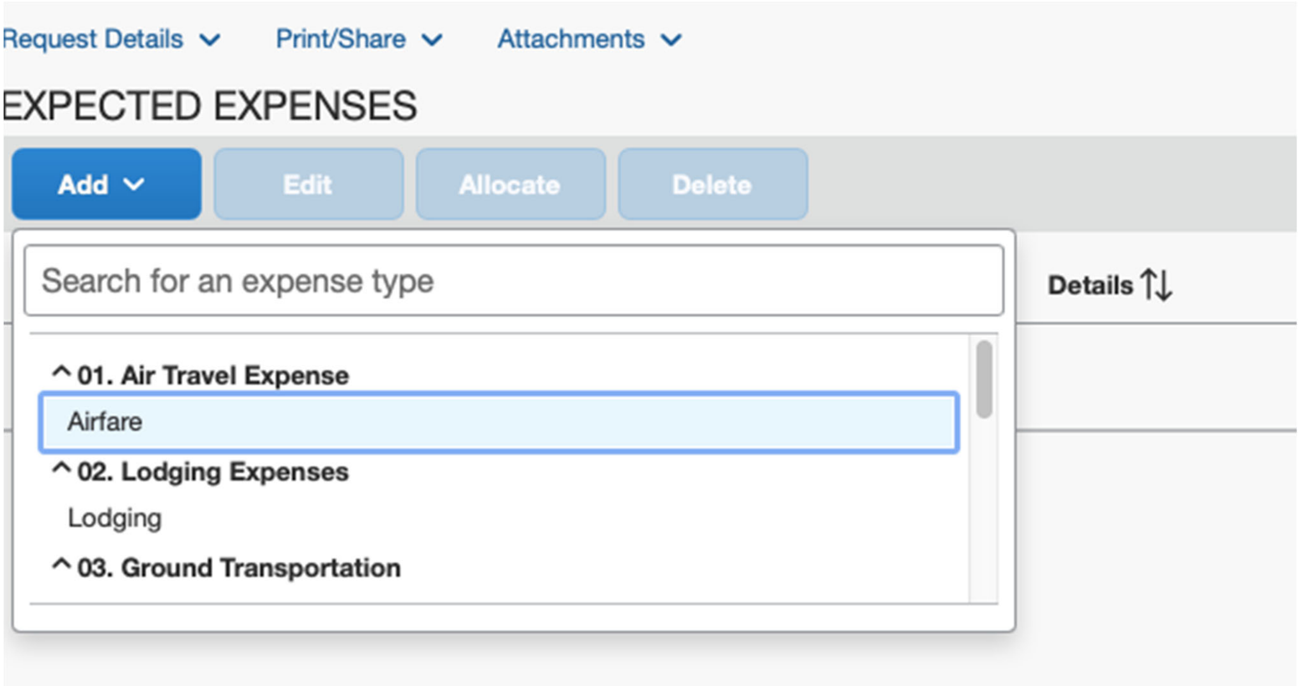


8. Cost Type/Sub Account- enter ENT in Cost Type field and select 3- Supplies and Expenses. Note subs may differ based on each project set up, but this is the most common.

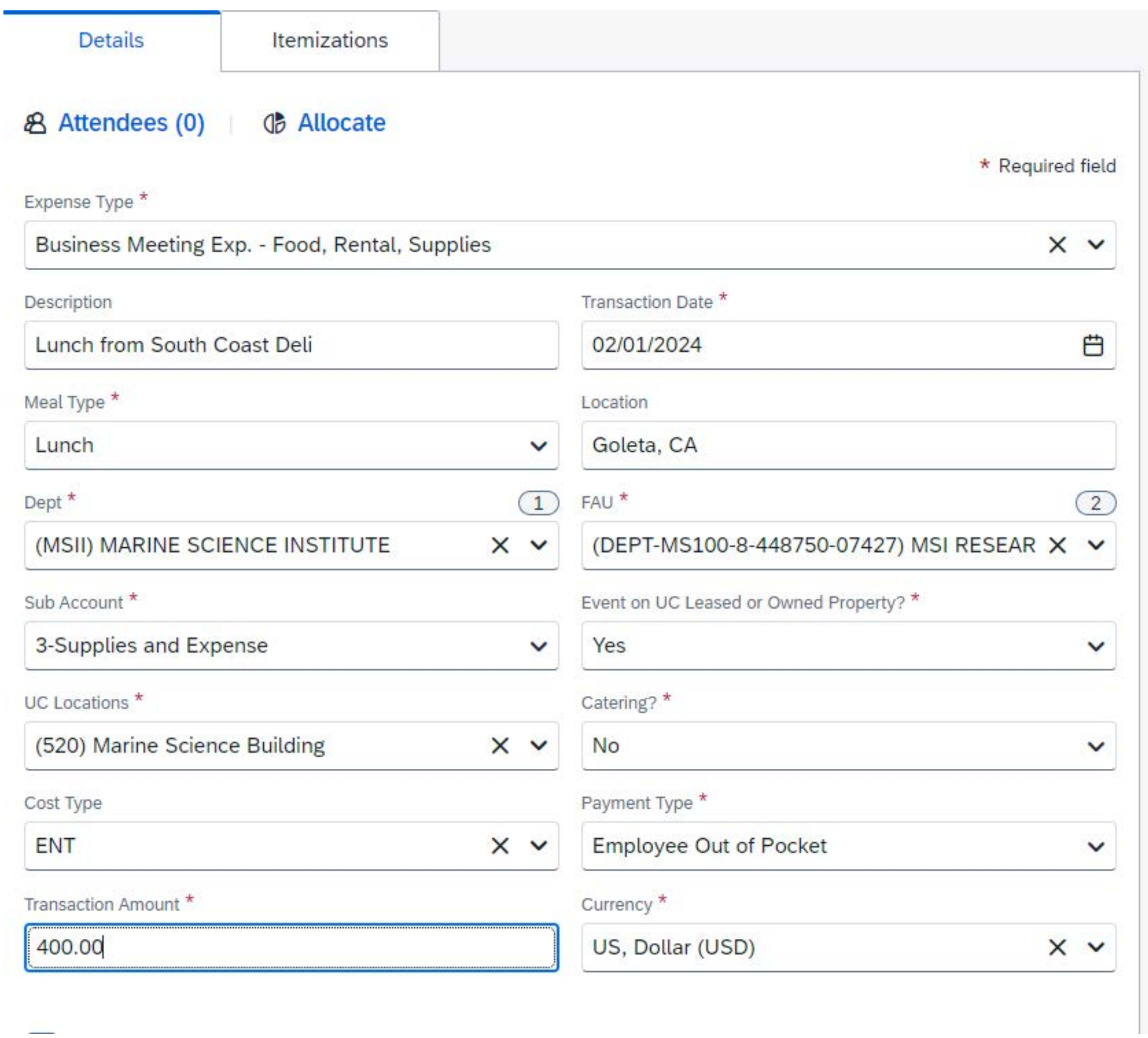


9. Click "Create" at the bottom of the screen when complete

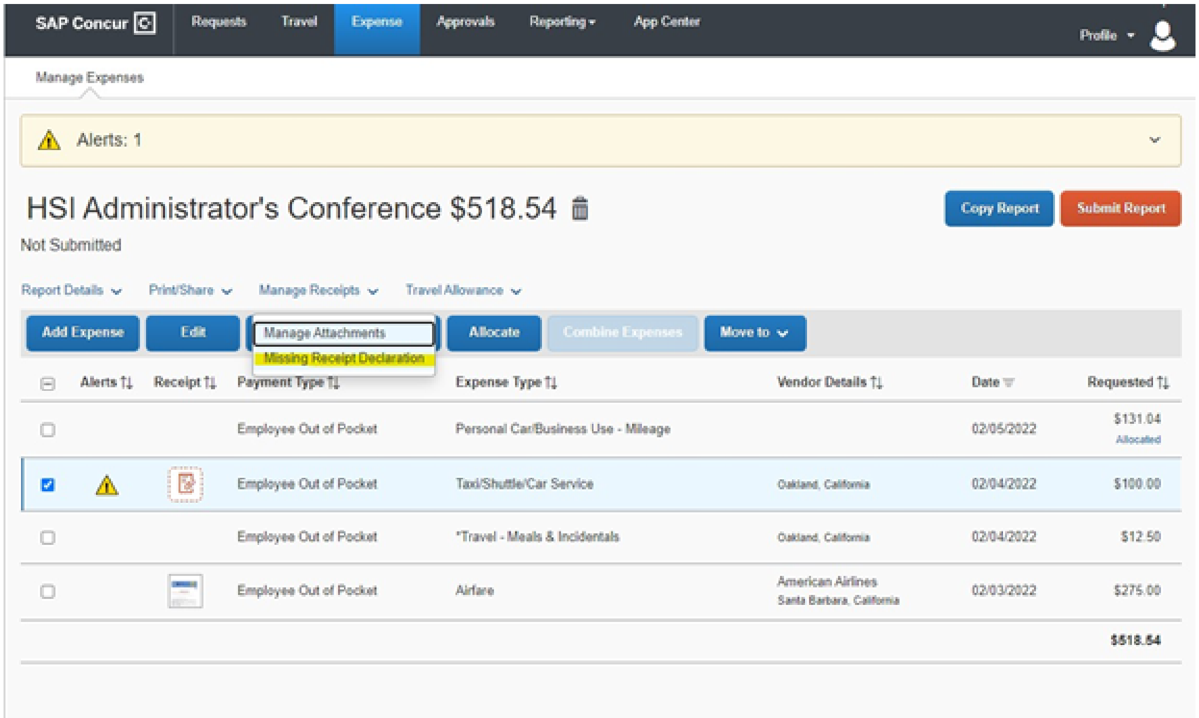
10. Adding Expenses - Click "Add" and Scroll down to find the appropriate category

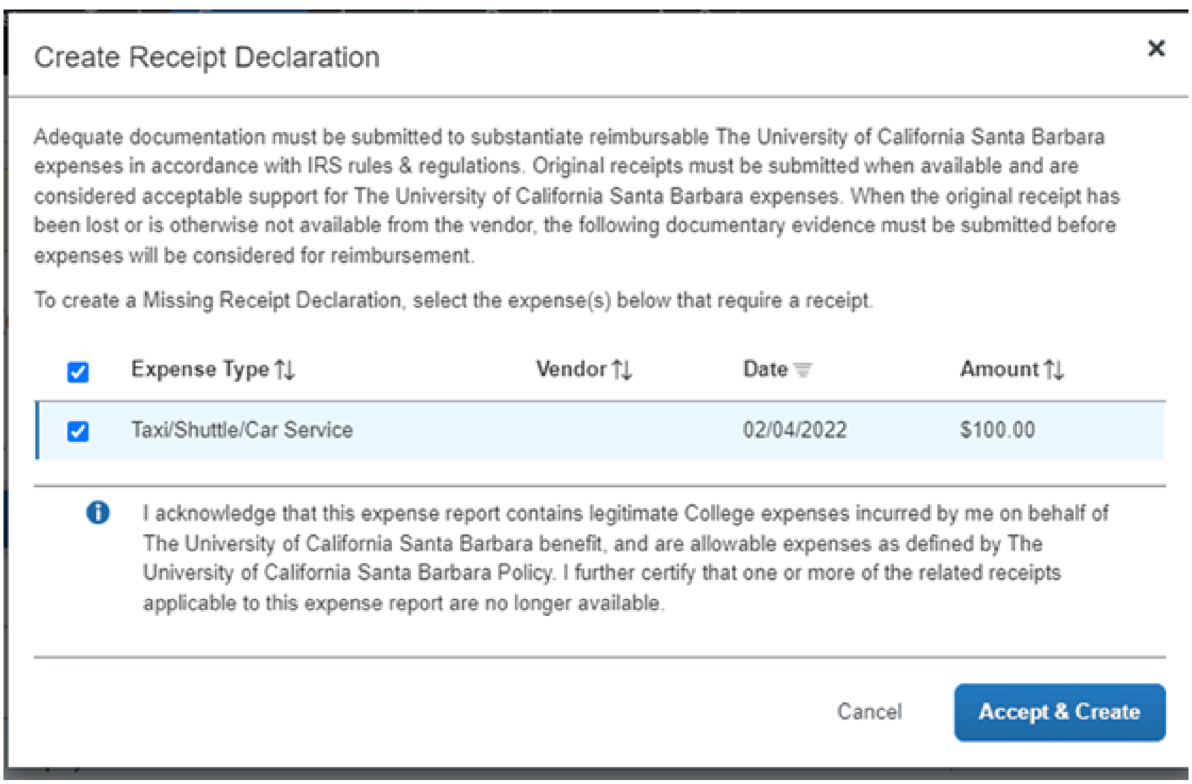


11. Add a description and a transaction amount, then click save.
12. Upload your receipt and use it to enter the receipt details in the fields to the left. Dept/FAU/Cost Type and Sub Account will auto-fill from the Report Header. *Note that for entertainment expenses, you will need to add the attendees by clicking “Attendees” at the top of the expense details. Click “Save Expense” when done.

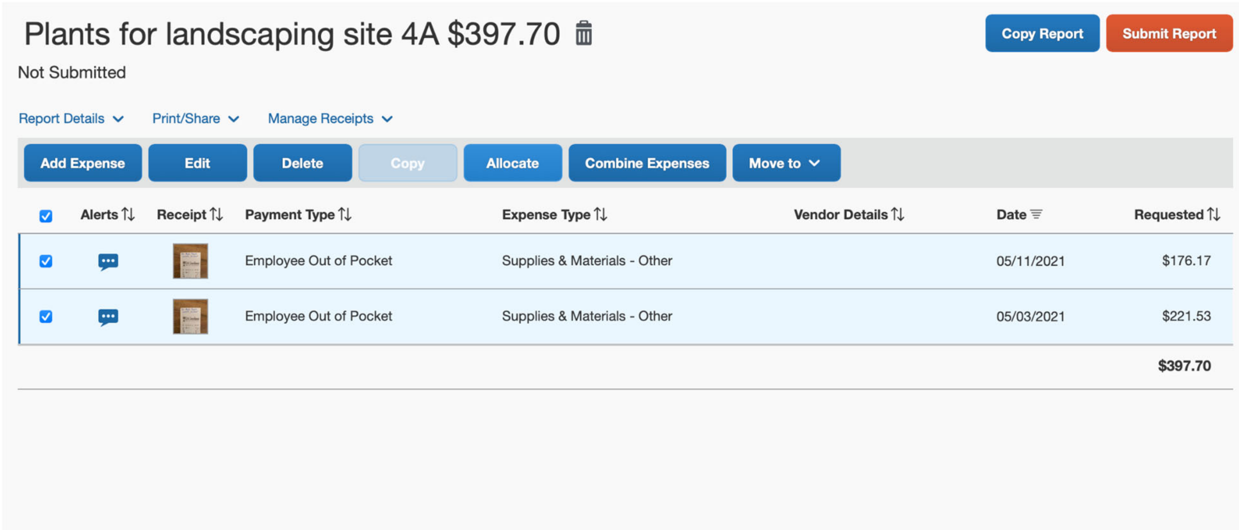


**If a receipt is missing for an expense that requires one, note the alert (!). Select the expense (check box) and click “Manage Receipts” > “Missing Receipt Declaration”. A Receipt Declaration will pop-up for your review and acceptance.



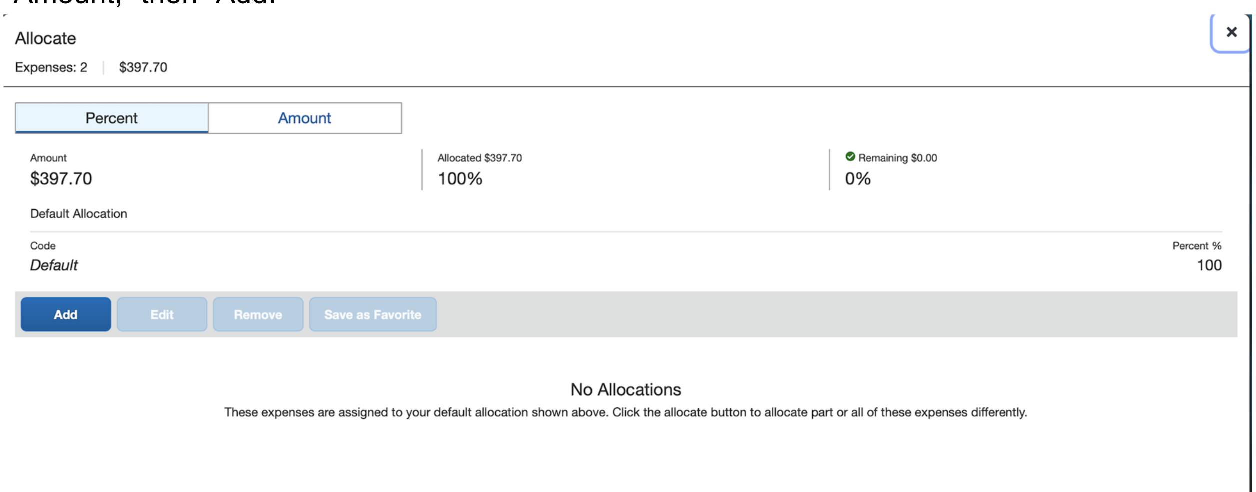


13. Continue to add expenses for each additional expense.

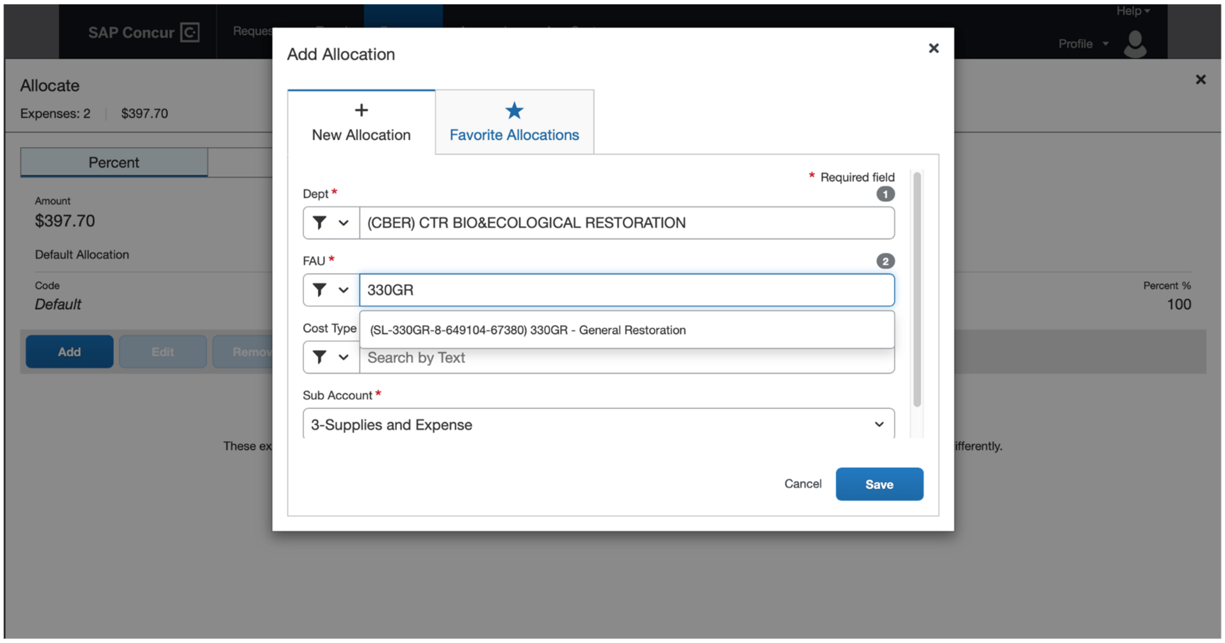


***If this expense report will be charged to a single FAU, skip to step 18. Allocation is not needed.**

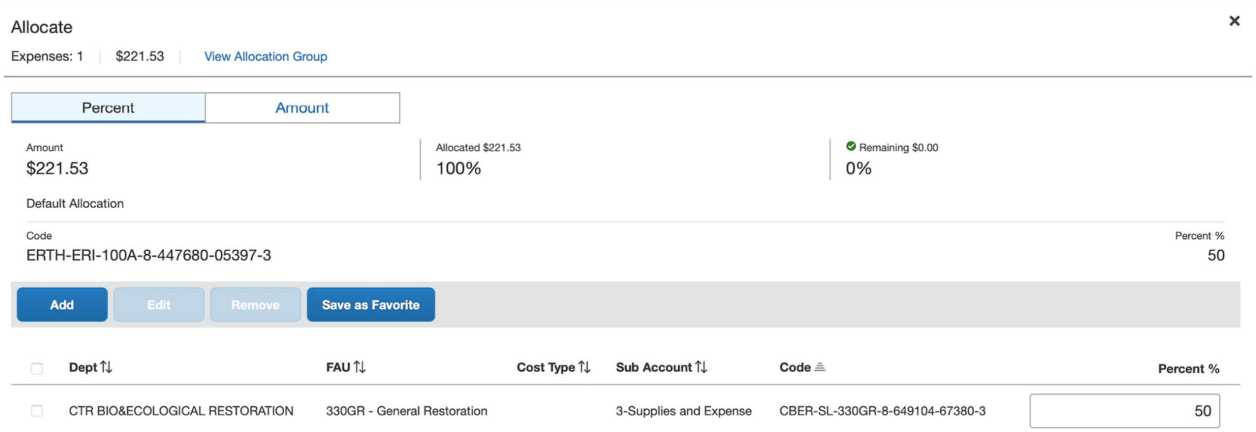
14. **Splitting the Funding Across Multiple Projects/Accounts -** Allocation - If you need to split the expenses across multiple accounts, click the checkbox beside all expense lines being split-funded and click “Allocate.” The allocation screen will display the current allocation as 100% on the account 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.”



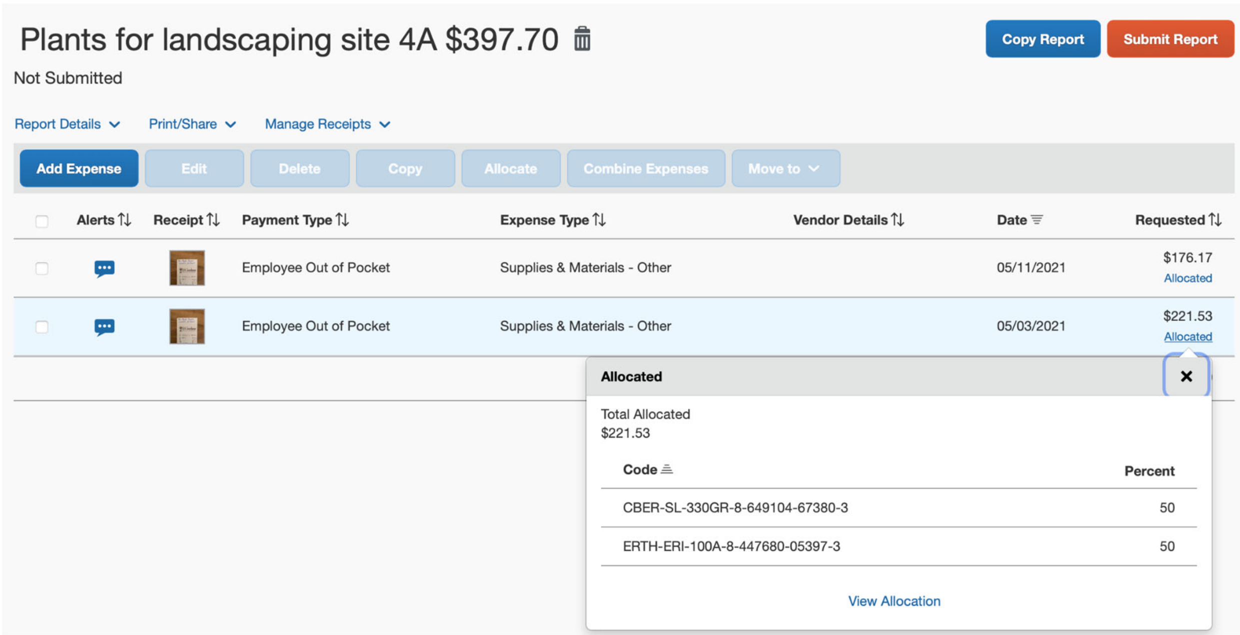
15. Enter the new Dept, FAU, Sub Account and Cost Type and click “Save.” **Note: See step #’s 6-8 above for further guidance on entering these details.*



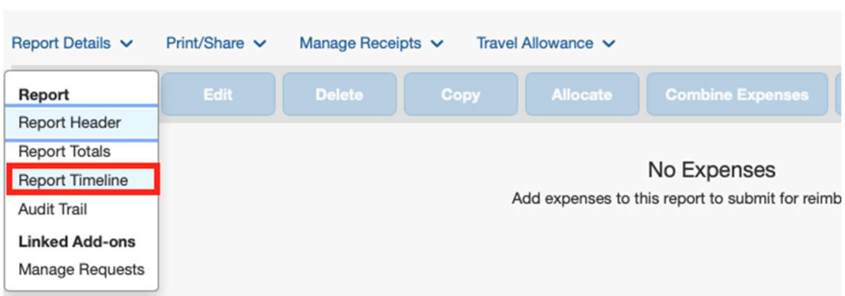
16. Enter either the percentage or amount being charged to the newly added account, then click “Save.” *Note- if allocating by dollar value, you will need to click on “Amount” before entering the amount being charged to the new account.* If splitting across more than two accounts, continue to add allocations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

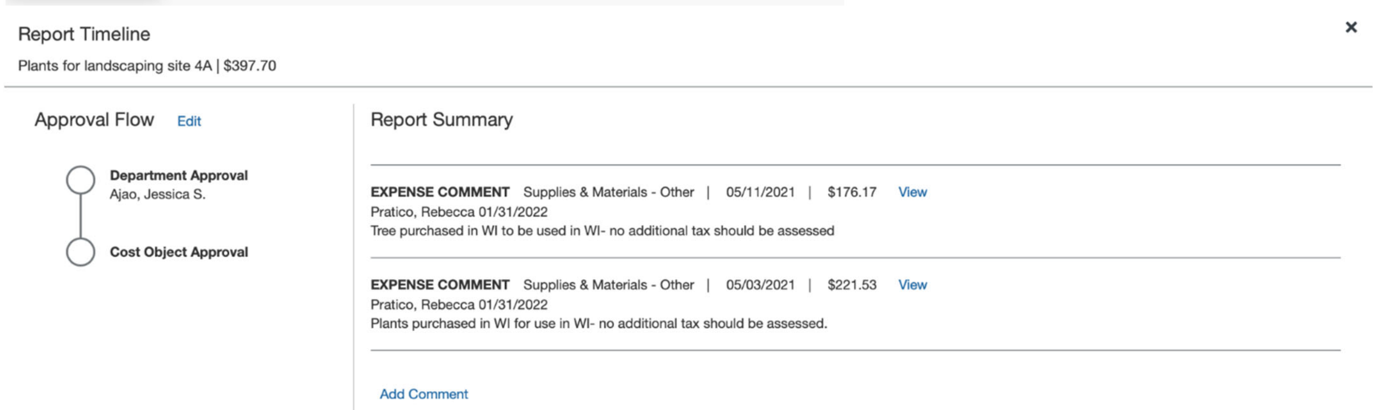


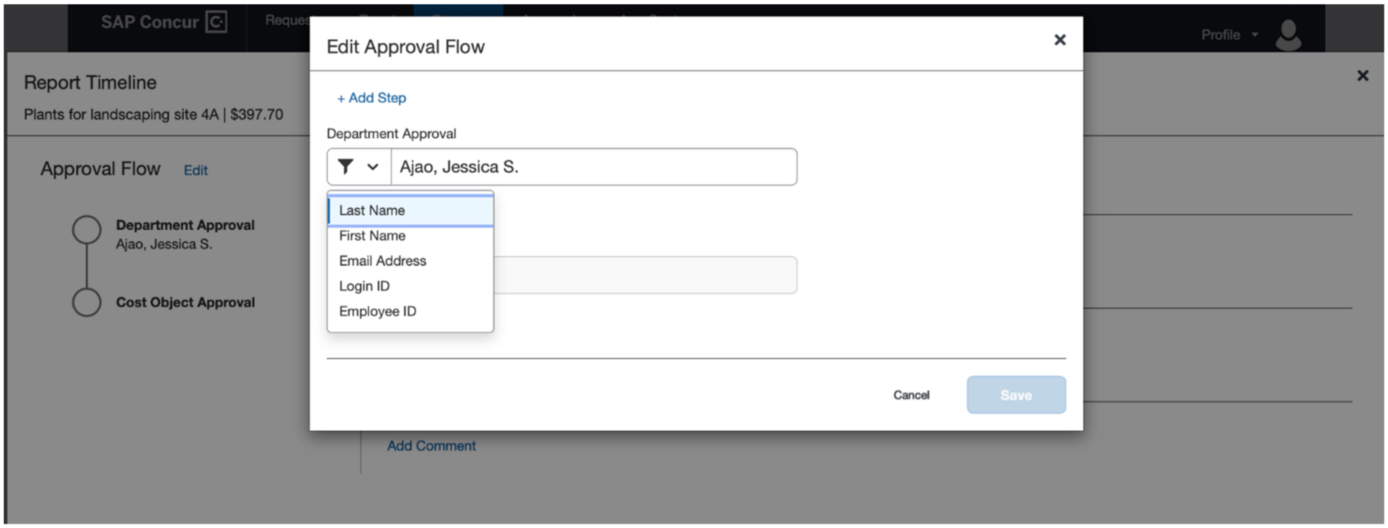
17. To check the allocations, click the “Allocated” link under each expense and the funding split will be displayed. This information can also be found in the Report Details drop down menu above the Add Expense Button.



18. **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.







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

- **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