SBF Concur Credit Card Reconciliation
QuickStart Guide

SAP Concur

Technologies

April 1, 2024
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NOTE: The SAP Concur application is expressly for the use of Stony Brook employees using State, Research Foundation or Stony Brook Foundation funding for their travel expenses.
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Important Note for Users

In order to submit JPM Chase monthly credit card reconciliations through CONCUR, employees must be set up as either an account director, signatory delegate or a traveler in the E-RAS System for the SBF department accounts where the credit card transactions will be expensed to.

The Account Director and Account Assistant can add someone as a Traveler in ERAS to their respective department account.
Signing in to SAP Concur

1. To sign in to SAP Concur, on the Sign In screen, enter <your 9-digit Stony Brook ID number>@stonybrook.edu (example: 123456789@stonybrook.edu) in the field, and then click Next.

   You can select the Remember me check box to store your username, so that you don’t have to enter it the next time you sign in to SAP Concur from this device.

2. Select Sign in with SBU NetID Single Sign On.

3. Fill in your NetID Username and NetID Password.

   NOTES:
   • Your password is case sensitive.
   • If you are not unable to log in with your NetID, please visit: https://it.stonybrook.edu/services/netid for assistance.
Exploring the SAP Concur Home Page

The SAP Concur home page contains the following sections.

**NOTE:** To return to the SAP Concur home page from any other page, click the SAP Concur logo on the top left of the screen.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Task Bar</td>
<td>This section provides Quick Tasks (links) so you can:</td>
</tr>
<tr>
<td></td>
<td>• Start a new expense report, travel request*, corporate card reconciliation etc.</td>
</tr>
<tr>
<td></td>
<td>• Open expense reports and requests.</td>
</tr>
<tr>
<td></td>
<td>• Manage available expenses.</td>
</tr>
<tr>
<td></td>
<td>* A request is an authorization for a travel expense made <em>before</em> incurring the travel costs. An expense report is the summation of all travel expenses <em>after</em> the costs are incurred. Required only for international travel if using SBF funds.</td>
</tr>
<tr>
<td>My Tasks</td>
<td>This section shows your available expenses, open reports, and approvals requiring attention.</td>
</tr>
<tr>
<td>My Trips</td>
<td>This section lists your upcoming trips.</td>
</tr>
<tr>
<td>Alerts</td>
<td>This section displays informational alerts about Travel features.</td>
</tr>
<tr>
<td>Company Notes</td>
<td>Content is provided by the Procurement Travel Office.</td>
</tr>
</tbody>
</table>
Updating Your Expense Profile

Use the Profile Options page to set or change your personal preferences. To avoid re-entering personal and permanent information about yourself, complete your profile after logging onto SAP Concur for the first time and review/update it whenever your information changes.

To access your profile information

1. Click Profile > Profile Settings.
   The Profile Options page appears.
2. Click the appropriate option from the left-side menu.
   At a minimum, you should do the following:
   - Verify your primary email address is correct and add any additional email addresses that you will be using to submit receipts.
   - Verify and update your Personal Information.
   - Review the information is accurate under Expense Information.
   - Verify that the name of your Expense Approver is correct. This person should be your supervisor and the first approver in your workflow. If the data is incorrect, ask your supervisor to contact the VP Coordinator to resolve the issue with HRS – Class & Comp.
Assigning a Delegate

To assign a delegate

1. Click Profile > Profile Settings. The Profile Options page appears.
2. Click Expense Delegates from the left-side menu, then Add.
3. Locate the appropriate employee using the Search by... field, then click Add.
4. Select the checkboxes to set the delegate’s permissions.

<table>
<thead>
<tr>
<th>Delegates</th>
<th>Delegate For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Save</td>
</tr>
</tbody>
</table>

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or login id

<table>
<thead>
<tr>
<th>Name</th>
<th>Can Prepare</th>
<th>Can View Receipts</th>
<th>Receives Emails</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver, Concur</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:concurapprover@stonybrook.edu">concurapprover@stonybrook.edu</a></td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

Can Prepare enables the delegate to prepare a report/request but not submit it.

5. After selecting the appropriate checkboxes, click Save.

NOTE: Selecting Can Prepare automatically enables Can View Receipts because receipts are integral to preparing a report.
Acting as a Delegate

If you are a delegate, your delegator will define which tasks you can complete, such as preparing reports, receiving Concur-related notifications, etc.

To work as a delegate

1. Click Profile then Act on behalf of another user.
2. Click on the magnifying glass icon to view a list of the employees that you have as their delegate.
3. Select the appropriate delegator's name from the list.
4. Click Start Session.

Notice that the Profile menu now displays Acting as and shows the name you just selected.

5. You are now officially working on behalf of that person. Complete the normal processes for creating reports, printing, etc.

To select a different user, follow the same steps but click a different name.

6. To return to your own tasks, click Acting as, and then select Done acting for others.
Creating a New Expense Report for a JPM Credit Card Statement

To reconcile an existing credit card expense report:

1. On the SAP Concur home page, on the My Tasks Bar, click on the SBF Card Statement period you wish to work on.

*Note: If you choose the current statement period you will be able to reconcile the expenses and add receipts, but you will not be able to submit the expense report until the period closes.

2. You will see a full list of all the charges for the statement period.
3. If some or all of the expenses are to be funded from the same department account, you can click the checkbox to the left for these expenses and choose Allocate. This will allocate only these specific expenses to a department account.

4. To begin editing each expense (adding in department to be funded by, expense type, justification, and receipt) click the checkbox to the left and choose Edit.

5. The transaction & posted dates, vendor name and amount will populate. You will now need to add Expense Type, Business Purpose and Add Receipt.
6. Use the dropdown menu to choose the **Expense Type** and fill in the **Business Purpose** with free text. Be sure to **attach a receipt**.

- Telephone & Telecommunication Expense
- Travel - Domestic
- Travel - Foreign

7. For the expense to be charged to the correct department account, you must allocate the expense to the proper department number by hitting Allocate on the expense screen. Only do this for the expenses you did not “group allocate” in step #3 above.
8. The **Allocate** pop-up screen appears. When you click **Add** the **Add Allocation** pop-up screen appears. In this screen you can add the Funding Source (SBF), Department Account (where you are a Traveler, Account Manager or Signatory Delegate) and Account Approver (which will be the Signatory Delegate for the Department Account you choose).

Once you fill in the form click **Save**.

9. A new screen appears with the **Department Account** number and the **Account Approver’s** name. Make sure all the information is correct and then hit **Save**.
10. You will be brought back to the main page for this expense. Make sure your receipt is uploaded and all the data looks correct. Click **Save Expense**.

11. On the page which lists all your credit card expenses, you will be alerted to any issues which will prevent you from submitting a complete credit card expense report. Click the Alert Icon and a pop up will appear with the missing information. Notice on the right-hand side you will also see if you missed allocating an expense to a department account.
12. After you have entered all expense information, addressed all alerts and reviewed the information for accuracy, you can now click **Submit Report**.

![Expense Report Screen](image)

**SBF CARD STMT 23 12/05 - 01/04 $1,393.01**

**NOTE:** You will not be able to submit a credit card expense report for the current month if you have not submitted the previous month’s report. You must go back and complete and submit the previous month’s report before attempting to submit the current month.

13. The Final Review window appears. Review the User Electronic Agreement, and then click **Accept & Continue**.

**SBF-P-Card-User Electronic Agreement**

I certify that the purchases and amounts listed on the completed Corporate Card Account Statement and Reconciliation are correct and beneficial to my department in fulfilling donor intent and account purpose, are in accordance with the Stony Brook Foundation Disbursement Guidelines and Travel and Expense Policy, and are not for my personal use and are not for items prohibited.
Reviewing and Approving an Expense Report (for Approvers)

As an approver, you will need to review submitted reports and approve them for reimbursement.

On the SAP Concur home page, in the My Tasks section, you can view a list of reports waiting for your approval.

To review and approve an expense report

1. On the SAP Concur homepage, click the Required Approvals tab. The Approvals page appears.

2. Select the report you wish to review.

3. Review the report details.

4. If the report is complete and correct, click Approve.