

RFCO Concur Expense QuickStart Guide

HOW TO CREATE A REPORT

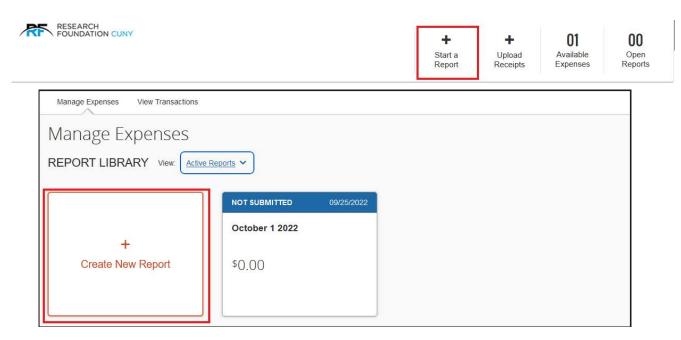
- 1. Log on to the RF CUNY website using the URL http://www.rfcuny.org In the Username and Password fields, enter your 3-character user ID and Password, then select Log In.
- 2. Hover over Electronic Tools in the tool Bar, then select P-Card Reconciliation System from the drop-down menu.



Creating a New Expense Report

To create a new expense report

- 1. Either:
 - On the Concur home page Quick Task Bar, select Start a Report.
 - From the Expense menu, select Manage Expenses (on the Expense sub-menu), and then select the Create New Report tile.



- 2. Complete all required fields (marked with red asterisks).
- 3. Select Create Report.





Adding Transactions to an Expense Report

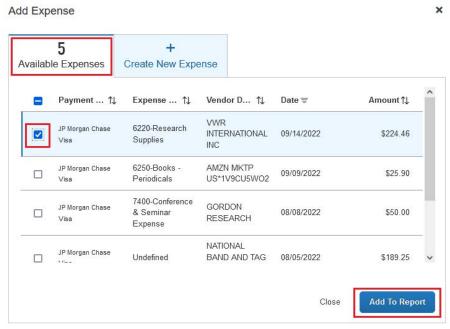
On the Concur home page Available Expenses section, view a list of your unassigned transactions.

Add a transactions to an expense report in the following ways:

A. From the open expense report



- Select Add Expense.
- 2. Next, from the Available Expenses tab, check the box(es) for the appropriate expenses by using the scroll bar, then select <u>Add To Report</u>.



- B. From the Manage Expenses section
 - 1. Select a check box next to each appropriate transaction (you might need to scroll down)

Choose Move to, and then select the name of the appropriate report or New Report.

- If selecting an existing report, the report opens and the transaction is attached to the report.
- If selecting New Report, the Create New Report page appears. Enter the report information as usual.

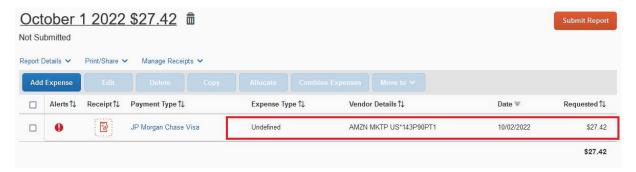
Delete	Combine Expenses	Move to ✓				
Receipt	t Payment Type ↑↓	October 1 2022	pe ↑ ↓	Vendor Details ↑↓	Date <u>=</u>	Amount ↑↓
	JP Morgan Chase Visa	New Report	earch Supplies	LIFETECHCORPORATION	08/04/2022	\$125.97
	JP Morgan Chase Visa	Undefined		NATIONAL BAND AND TAG COM	08/05/2022	\$189.25
	JP Morgan Chase Visa	7400-Cor	nference & Seminar Expense	GORDON RESEARCH	08/08/2022	\$50.00
	JP Morgan Chase Visa	6250-Boo	oks - Periodicals	AMZN MKTP US*1V9CU5WO2	09/09/2022	\$25.90



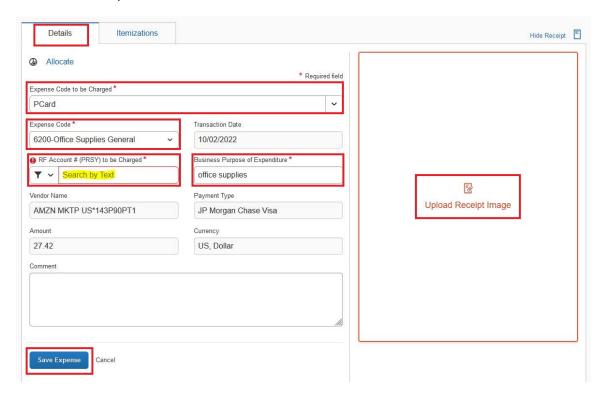
Details Tab-Required Fields & Submitting Report

Once the expense is in a report, you are required to complete the fields with marked with red asterisks* Expense code (2), Business Purpose, RF Account, Attached Receipt.

To view the Details Tab, click the anywhere on the line of the expense.



- 1. The Details Tab will auto populate, then you may complete the required fields.
- 2. Please note, for the account field, click "Search by Text" and the accounts will auto populate.
- 3. Attach Receipt by clicking on Upload Receipt image.
- 4. Select Save Expense.



5. <u>To submit report</u>, on the report home page, select <u>Submit Report</u>, User Electronic Agreement appears, select Accept & Continue. Report Totals window appears, select Submit report.

