

## **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.  
- or -
- From the Expense menu, select Manage Expenses (on the Expense sub-menu), and then select the Create New Report tile.

+

Start a Report

+

Upload Receipts

01

Available Expenses

00

Open Reports

Manage Expenses

View Transactions

### Manage Expenses

REPORT LIBRARY View: Active Reports

+

Create New Report

NOT SUBMITTED

09/25/2022

October 1 2022

\$0.00

2. Complete all required fields (marked with red asterisks).

3. Select Create Report.

Create New Report



\* Required field

Report Name (MM.DD.YY Report) \*

Report Date \*

10/01/2022

Comment

Cancel


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


PSRY# & Date \$0.00 

Not Submitted


Report Details  Print/Share  Manage Receipts 







**Add Expense**    

1. 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 Add To Report.

Add Expense 

5 Available Expenses

 Create New Expense

|  | Payment ...  | Expense ...  | Vendor D...  | Date  | Amount  |
|---|---|---|---|--|--|
| <input checked="" type="checkbox"/>   | JP Morgan Chase Visa  | 6220-Research Supplies  | VWR INTERNATIONAL INC   | 09/14/2022   | \$224.46   |
| <input type="checkbox"/>  | JP Morgan Chase Visa  | 6250-Books - Periodicals  | AMZN MKTP US*1V9CU5WO2  | 09/09/2022   | \$25.90  |
| <input type="checkbox"/>  | JP Morgan Chase Visa  | 7400-Conference & Seminar Expense   | GORDON RESEARCH   | 08/08/2022   | \$50.00  |
| <input type="checkbox"/>  | JP Morgan Chase Visa  | Undefined   | NATIONAL BAND AND TAG   | 08/05/2022   | \$189.25   |


Close **Add To Report**

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.

AVAILABLE EXPENSES View: All Expenses 

Delete

Combine Expenses


**Move to** 

|  | Receipt | Payment Type  | October 1 2022  | Expense  | Vendor Details  | Date  | Amount  |
|---|---------|--|--|---|--|--|--|
| <input type="checkbox"/>  |         | JP Morgan Chase Visa   | New Report   | Research Supplies   | LIFETECHCORPORATION  | 08/04/2022   | \$125.97   |
| <input type="checkbox"/>  |         | JP Morgan Chase Visa   | Undefined  |   | NATIONAL BAND AND TAG COM  | 08/05/2022   | \$189.25   |
| <input type="checkbox"/>  |         | JP Morgan Chase Visa   |  | 7400-Conference & Seminar Expense   | GORDON RESEARCH  | 08/08/2022   | \$50.00  |
| <input type="checkbox"/>  |         | JP Morgan Chase Visa   |  | 6250-Books - Periodicals  | AMZN MKTP US*1V9CU5WO2   | 09/09/2022   | \$25.90  |
| <input checked="" type="checkbox"/>   |         | JP Morgan Chase Visa   |  | 6220-Research Supplies  | VWR INTERNATIONAL INC  | 09/14/2022   | \$224.46   |




## 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.

October 1 2022 \$27.42 

Not Submitted


Report Details  Print/Share  Manage Receipts 

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to !\[\]\(ac37c3ddc10c8278deade1a2da5fb4c2\_img.jpg\)](#)

| <input type="checkbox"/> | Alerts  | Receipt  | Payment Type  | Expense Type  | Vendor Details  | Date  | Requested  |
|--------------------------|--|---|--|--|--|--|---|
| <input type="checkbox"/> |         |          | JP Morgan Chase Visa   | Undefined  | AMZN MKTP US*143P90PT1   | 10/02/2022   | \$27.42   |
|                          |  |   |  |  |  |  | \$27.42   |

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.

**Details** [Itemizations](#) [Hide Receipt !\[\]\(fda0ff34b2d3397ea4bab79510e07b70\_img.jpg\)](#)

 [Allocate](#)

\* Required field

Expense Code to be Charged \*

PCard


Expense Code \*

6200-Office Supplies General

Transaction Date

10/02/2022

RF Account # (PRSY) to be Charged \*

 Search by Text

Business Purpose of Expenditure \*

office supplies

Vendor Name

AMZN MKTP US\*143P90PT1

Payment Type

JP Morgan Chase Visa

Amount


27.42

Currency


US, Dollar

Comment




[Save Expense](#) [Cancel](#)

 Upload Receipt Image








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

October 1 2022 \$27.42 

Not Submitted

Report Details  Print/Share  Manage Receipts 

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to !\[\]\(188066839ceba3501feaf9733663f17c\_img.jpg\)](#)

| <input type="checkbox"/> | Receipt  | Payment Type  | Expense Type  | Vendor Details  | Date  | Requested  |
|--------------------------|---|--|--|--|--|---|
| <input type="checkbox"/> |          | JP Morgan Chase Visa   | PCard  | AMZN MKTP US*143P90PT1   | 10/02/2022   | \$27.42   |
|                          |   |  |  |  |  | \$27.42   |