

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.

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 *

Comment

Adding Transactions to an Expense Report

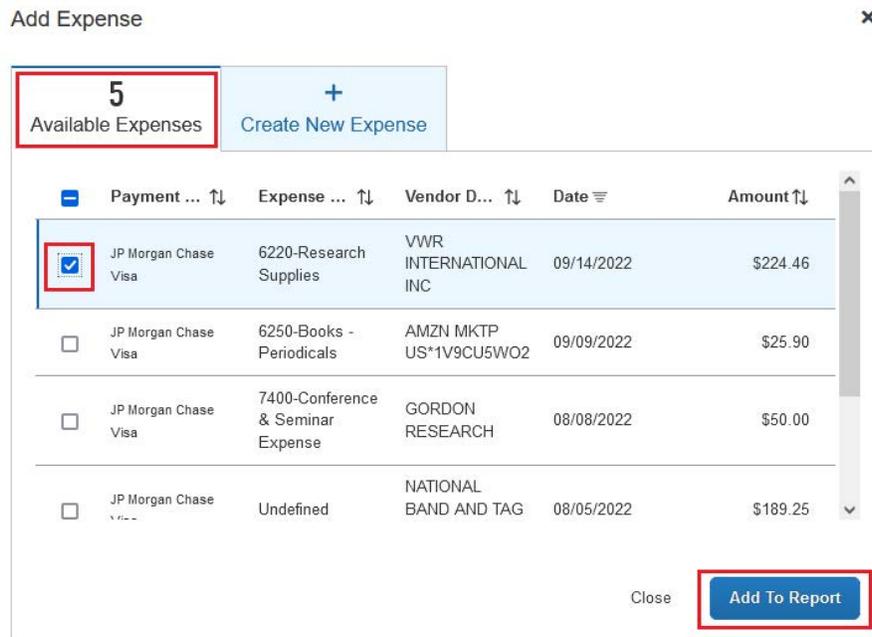
On the Concur home page Available Expenses section, view a list of your unassigned transactions.

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

A. From the open expense report



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.

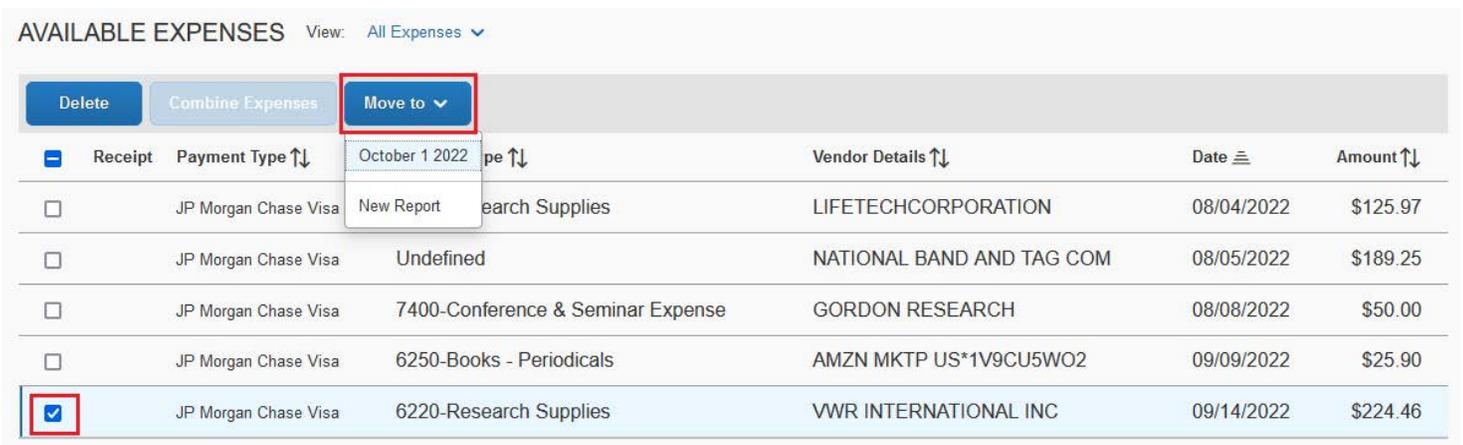


B. From the Manage Expenses section

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.



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 							Submit Report
Not Submitted							
Report Details Print/Share Manage Receipts							
Add Expense Edit Delete Copy Allocate Combine Expenses Move to							
<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 

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 							Submit Report
Not Submitted							
Report Details Print/Share Manage Receipts							
Add Expense Edit Delete Copy Allocate Combine Expenses Move to							
<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