RESEARCH FOUNDATION CUNY

# RFCO Concur Expense QuickStart Guide

# HOW TO CREATE A REPORT

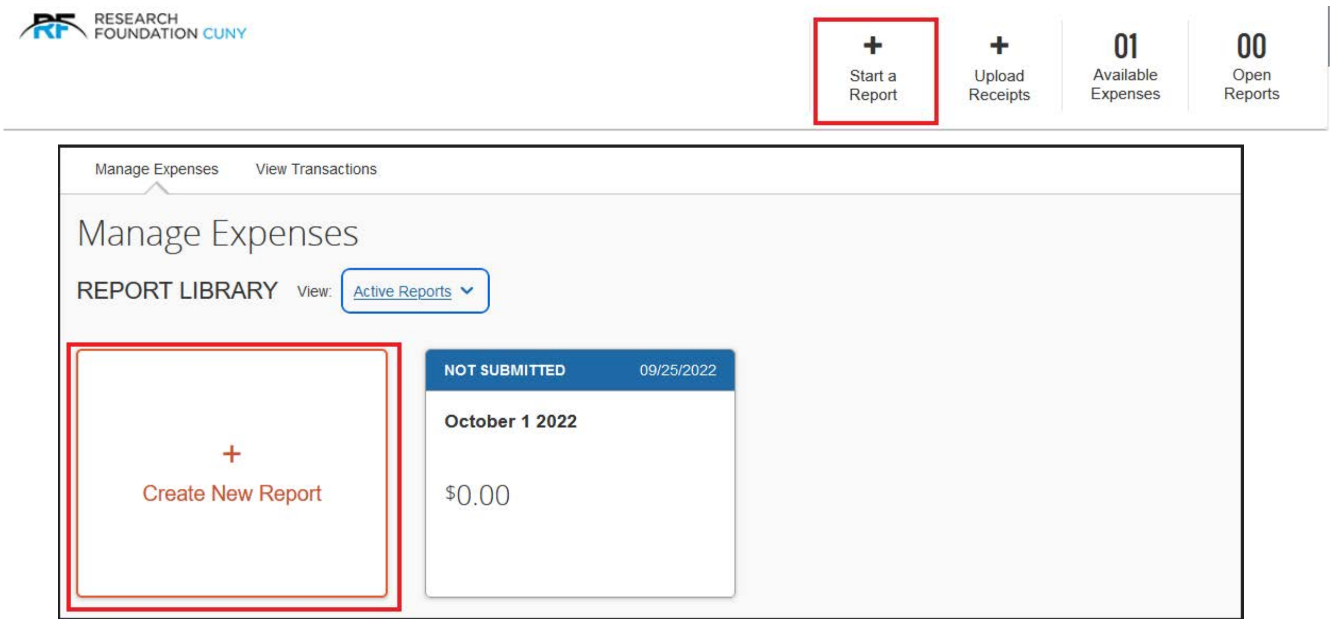
1. Log on to the RF CUNY website using the URL http://www.rfcuny.org
In the Username and Password fields, enter your 3-character user ID and Password, then select Log In.

2. Hover over Electronic Tools in the tool Bar, then select P-Card Reconciliation System from the drop-down menu.

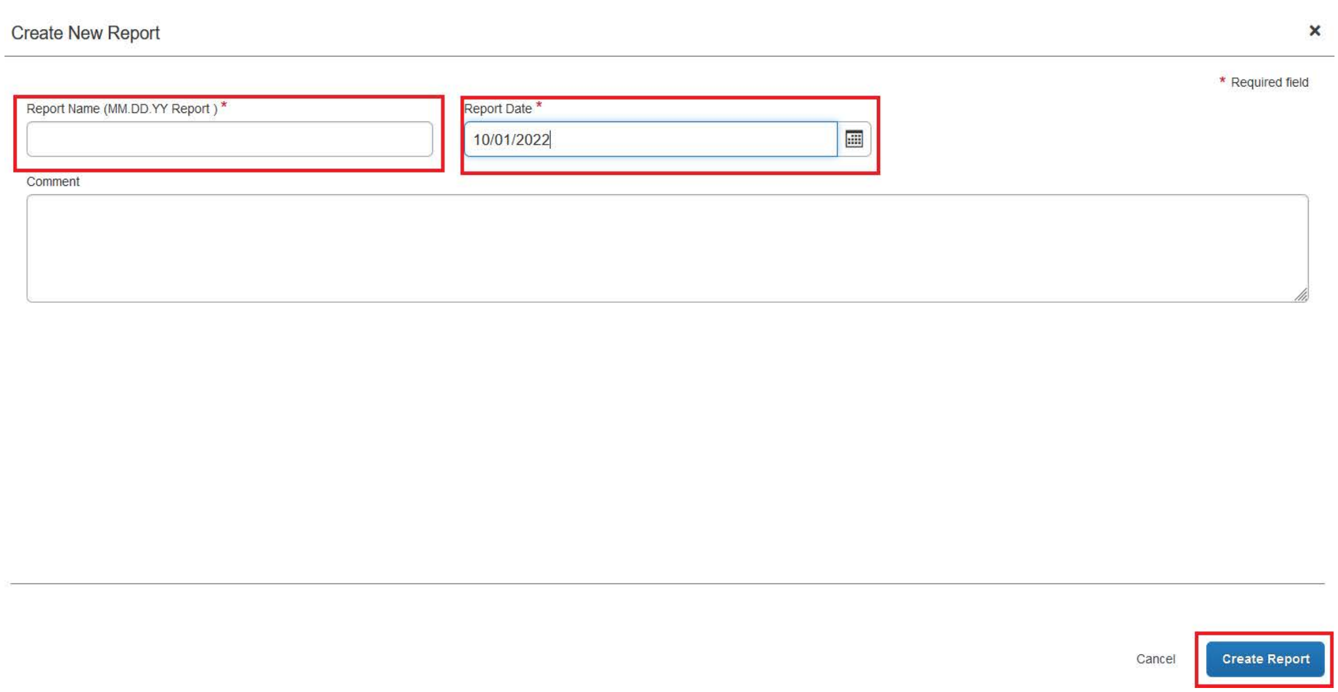
# Creating a New Expense Report

**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.




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

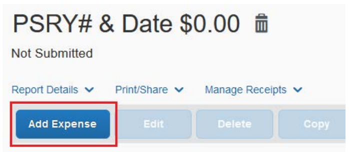


# Adding Transactions to an Expense Report

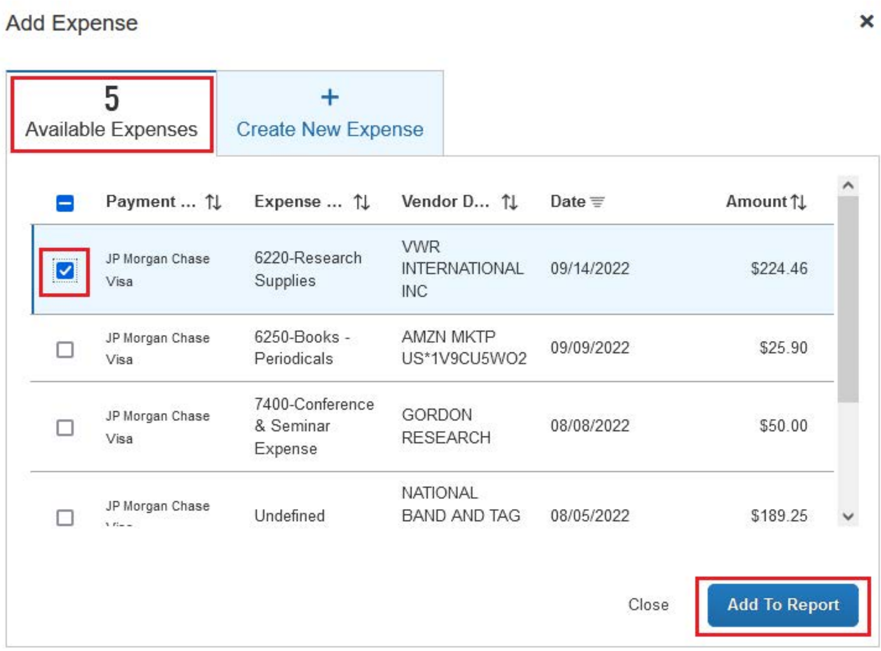
On the Concur home page Available Expenses section, view a list of your unassigned transactions.

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

A. From the open expense report




1. Select <u>Add Expense</u>.
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>.

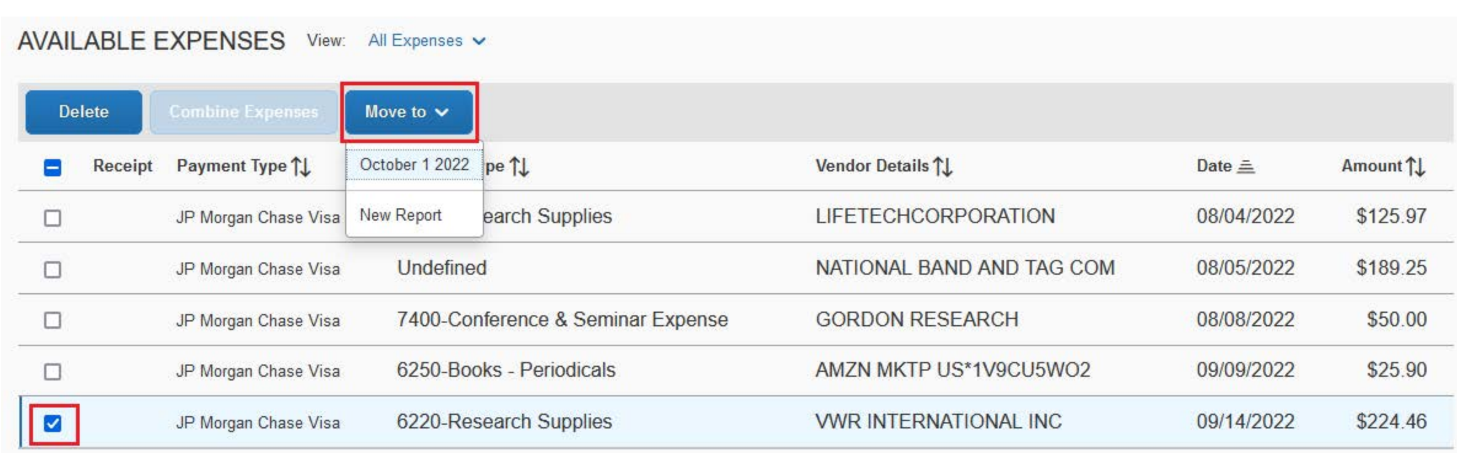



B. From the Manage Expenses section

1. Select a check box next to each appropriate transaction (you might need to scroll down)

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

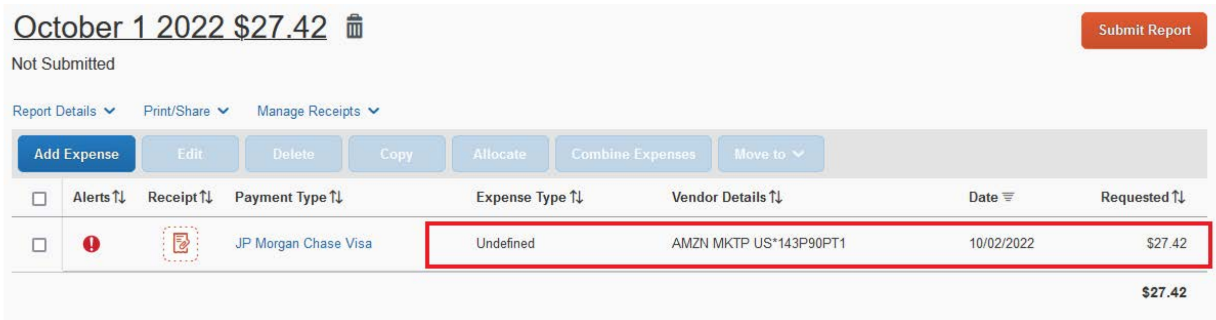
- If selecting an existing report, the report opens and the transaction is attached to the report.
- If selecting New Report, the Create New Report page appears. Enter the report information as usual.



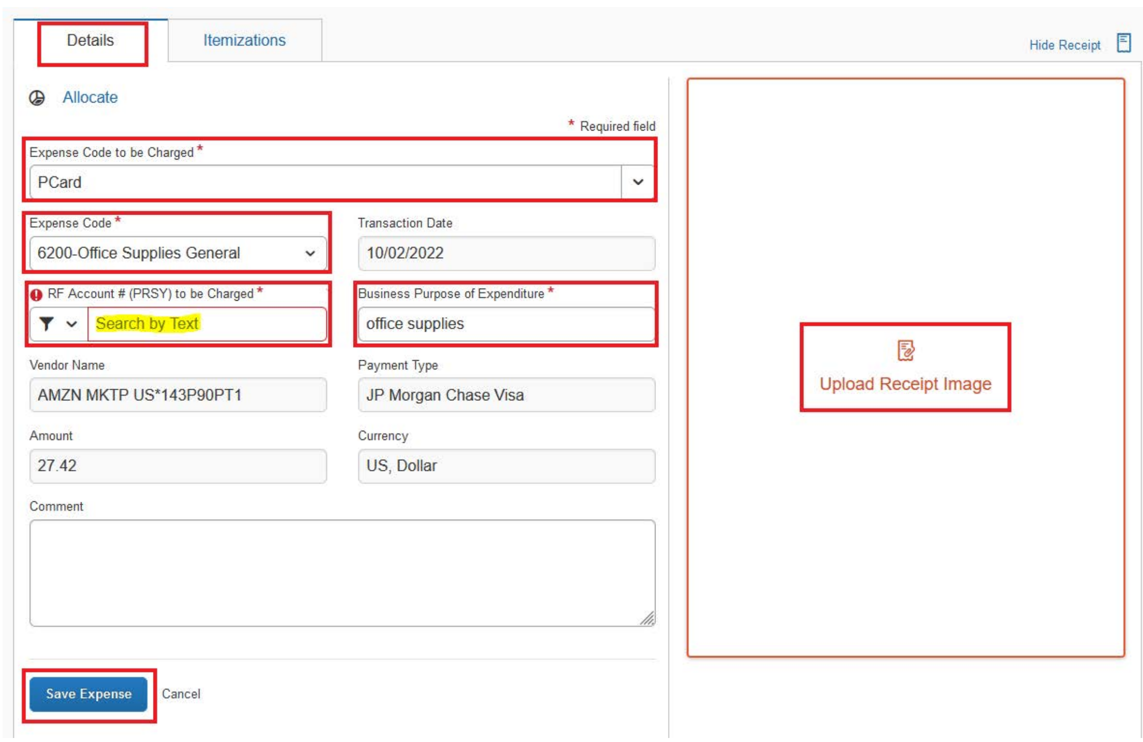
## Details Tab- Required Fields & Submitting Report

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.




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. 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.