

ADA-Funded Volunteer Concur Expense Report Instructions

DTS Virtual Activities

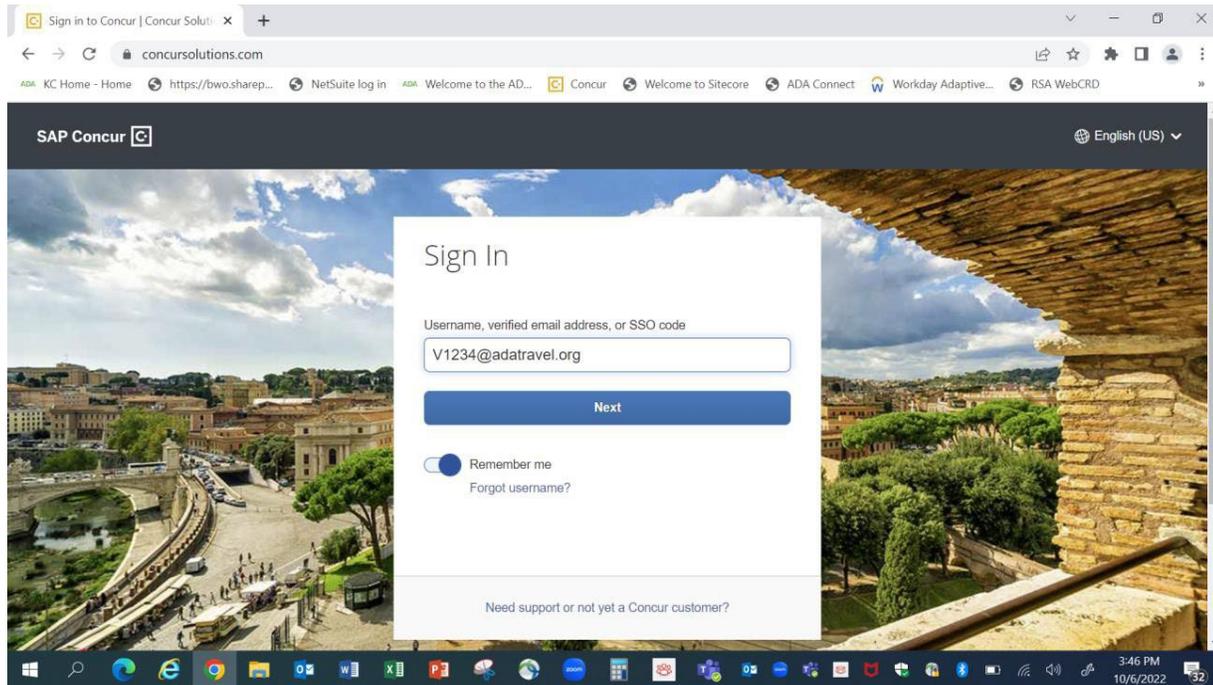
Go to [concursolutions.com](https://us2.concursolutions.com/) via the internet. <https://us2.concursolutions.com/>. The screen below will appear.

Concur has put 2FA (Two-Factor Authentication), in place for an additional layer of security protection.

New Concur Login Procedure:

- **If you do not have an authenticator app on your phone, please add this first.** You can download from your app store if you do not have one already. Microsoft and Google both have authenticators
- Log-in to Concur as usual
- A QR Code will appear asking you to use an authenticator app to set up an authentication code.
- Open App, click + sign and scan QR code – if it does not give you a scan area, please look for a tab that may say verified ID's. You will scan with this, **not your camera phone.**
- Authenticator provides 6-digit code that you add to log-in screen in Concur
- Concur opens as usual
- There should be a 6-digit code available on your authenticator app every time you open it.

IF YOU DO NOT HAVE A LOG IN OR PASSWORD OR CAN'T REMEMBER IT, PLEASE REACH OUT TO mackeyc@ada.org TO BE RESET.



This is where you will set up your header page. You type in your meeting name, travel dates, business purpose (can be the same as meeting name), cost center and project id (also called program). This will then default to all your expense lines. Your cost center and project ID will be provided to you by your ADA meeting planner. After entering, please hit the create report button at bottom right.

If you need to charge something to be billed to another cost center or project id (program) than your usual defaults, please use drop downs at left side of each field to select a different cost center or project id (program).

The screenshot shows the 'Create New Report' form in SAP Concur. The form is titled 'Create New Report' and contains several fields for entering report details. The fields are: Report Name (Business Purpose) with the value 'Simile-Con 2022'; Report Date with the value '09/21/2022'; Business Purpose of Expense with the value 'Simile-Con 2022'; Travel Expense Start Date with the value '10/07/2022'; Travel Expense End Date with the value '10/15/2022'; Business Unit with the value 'ADA (2)'; Cost Center with the value 'Accounting Department NS (1400050000)'; and Project ID with the value 'Transaction Accounting (81401200)'. There is also a 'Message from Accounting' field and a 'Comment' field. At the bottom right, there are 'Cancel' and 'Create Report' buttons. The 'Create Report' button is highlighted in yellow.

On the next page you will click "add expense." This will bring up the list of expense types you can scroll through to find the expense type you need to enter.

The screenshot shows the 'Add Expense' dialog box in SAP Concur. The dialog box is titled 'Add Expense' and contains a search bar for an expense type. Below the search bar, there is a list of available expense types: General Travel, Air Fare, Airfare Baggage Fees, Auto Expense (mileage calculation), Auto Expense-Parking, Auto Expense-Tolls, and Hotel. The 'Add Expense' button on the main report page is highlighted in yellow, and a red arrow points to it.

Choose the **Honoraria** expense type from the list. Enter the transaction date (last day of the meeting) and the total amount of the honorarium (\$75 for each day of the activity attended)

For electronically mediated/online meetings, please note that you will need to file for an “**Honorarium**” (not a “Per Day Stipend”).

New Expense

General Travel	Local Ground Transportatio
AirFare	Other Travel-Site Visit
Airfare Baggage Fees	SV-Airfare
Auto Expense (mileage calculation)	SV-Airfare Baggage Fees
Auto Expense-Parking	SV-Auto Expense (Mileag
Auto Expense-Tolls	SV-Auto Expense-Parkin
Honoraria	SV-Auto Expense-Tolls
Hotel	SV-Hotel
Hotel (former hotel)	SV-Miscellaneous Travel
Meals	SV-Other Transportation
Meals-Business Meals/Hospitality/Entertainment	SV-Other Transportation-
Miscellaneous Travel Expenses	SV-Other Transportation-

Since your Honorarium will be more than \$50, Concur will require that you submit a receipt for this expense, as indicated by the yellow icon that will appear next to the expense.

04/11/2022



Upload the Wrap Up email from your activity as your receipt. You can do this by:

- Forwarding your Wrap-Up email to receipts@concur.com and then select it as the receipt for this expense.
- You may also browse your desktop to attach pictures of receipts, or upload pictures through the Concur Mobile App.

FINISHING YOUR REPORT

If your report looks like this, you are **NOT** done. All those yellow and red alerts mean you have not attached receipts or need to add items to an expense line. You can click on each line to upload or attach receipts or correct field that are not entered, and those alerts should go away. You can click on the image next to the expense line to see the image to double-check that the correct receipt is attached. If incorrect, you can click on picture and hit detach receipt button at bottom and you can then attach the correct receipt. You may then submit your report using the button on the top right.

The screenshot shows the SAP Concur Expense report interface. At the top, there is a navigation bar with tabs for 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below this, there is a summary section for 'SmileCon 2022 \$1,816.96' with a 'Submit Report' button. A red alert banner indicates 'Alerts: 6'. Below the summary, there is a table of expense lines with columns for Alerts, Receipts, Payment Type, Expense Type, Vendor Details, Date, Amount, and Requested. The table contains four rows of expense data, each with a red alert icon and a receipt icon. The total amount is \$1,816.96.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
⚠️	📄	Out of Pocket	Auto Expense-Parking	Chicago, Illinois	10/15/2022	\$75.00	\$75.00
⚠️	📄	Out of Pocket	Hotel	Chicago, Illinois	10/15/2022	\$1,842.96	\$1,577.96 Reimbursed
⚠️	📄	Out of Pocket	Auto Expense-Parking		10/09/2022	\$90.00	\$90.00
⚠️	📄	Out of Pocket	Other Transportation Expense-Taxi/Car Service/Shuttle		10/09/2022	\$74.00	\$74.00
						\$1,816.96	\$1,816.96

If everything looks good - you do not have any alerts, click on **SUBMIT REPORT.**

You will see a couple of other screens and just click through them.

FORGOT AN EXPENSE AND YOUR REPORT HAS BEEN SUBMITTED

Log-in to Concur via the above procedures. Click the EXPENSE tab and you should see your submitted report. If the report status does not say 'extracted for payment' you can open the report by double-clicking it.

A **RECALL** button will appear on the upper right side. Click on **RECALL** so that you can add the missing expense (and receipt if over \$50) and resubmit your report.

If your report status is 'extracted for payment,' you will need to do a new addendum expense report for the missing expense. 'Extracted for Payment' indicates that your report has been approved and your reimbursement has been successfully processed.

STATUS E-MAILS FROM CONCUR

As your report goes through the various stages of approval you will receive an e-mail from Concur. Also, if a report needs to be returned to you for correction you will receive an e-mail outlining the changes that need to be made. You will then open your expense report, make the required changes, and resubmit your report.

CONCUR APP

You can download the concur app from your app store. This will allow you to take pictures of your receipts and attach them to your expense lines. You can enter your reports on your phone and submit your expense report from your phone as well. If you do your report on your phone you will use the same log-in and password as noted above.

Questions about using Concur Expense?

Christine Mackey /Finance – mackeyc@ada.org /312.440.2636

Kimberly Banks /Finance – banksk@ada.org /312.440.2606

Or your ADA /CODA meeting organizer will also be happy to assist!

Updated: October 2023

Christine Mackey