

**SBF Concur Credit Card Reconciliation
QuickStart Guide**



SAP Concur
Technologies

April 1, 2024

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- Concur Expense
- Concur Travel
- Concur Request
- Concur Locate
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NOTE: The SAP Concur application is expressly for the use of Stony Brook employees using State, Research Foundation or Stony Brook Foundation funding for their travel expenses.


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Important Note for Users

In order to submit JPM Chase monthly credit card reconciliations through [CONCUR](#), employees must be set up as either an **account director, signatory delegate or a traveler** in the E-RAS System for the SBF department accounts where the credit card transactions will be expensed to.

The Account Director and Account Assistant can add someone as a Traveler in ERAS to their respective department account.


 Stony Brook University
Electronic Record of Authorized Signatures

Accounts ▾ Advanced ▾ Reports ▾ Help ▾ Contact Us Log Out

← Back to List ✓ Save and Confirm ← Previous Record → Next Record

Signatory Delegates (Active Record) [Effective as of 1/30/2024 9:35:21 AM]

Along with the **Account Director** listed above, the following **Signatory Delegates** have the authorization to encumber or commit account funds:

Signatory Delegate Name <small>✎ Add/Remove</small>	Stony Brook ID #	WolfMart Approver	Level of Authority <small>If left empty, full authority is assumed.</small>	Signature
Lois A Arens	123456789	Authorized		 A signature is on file for this individual

Other Account Users (Active Record) [Effective as of 1/30/2024 9:35:21 AM]

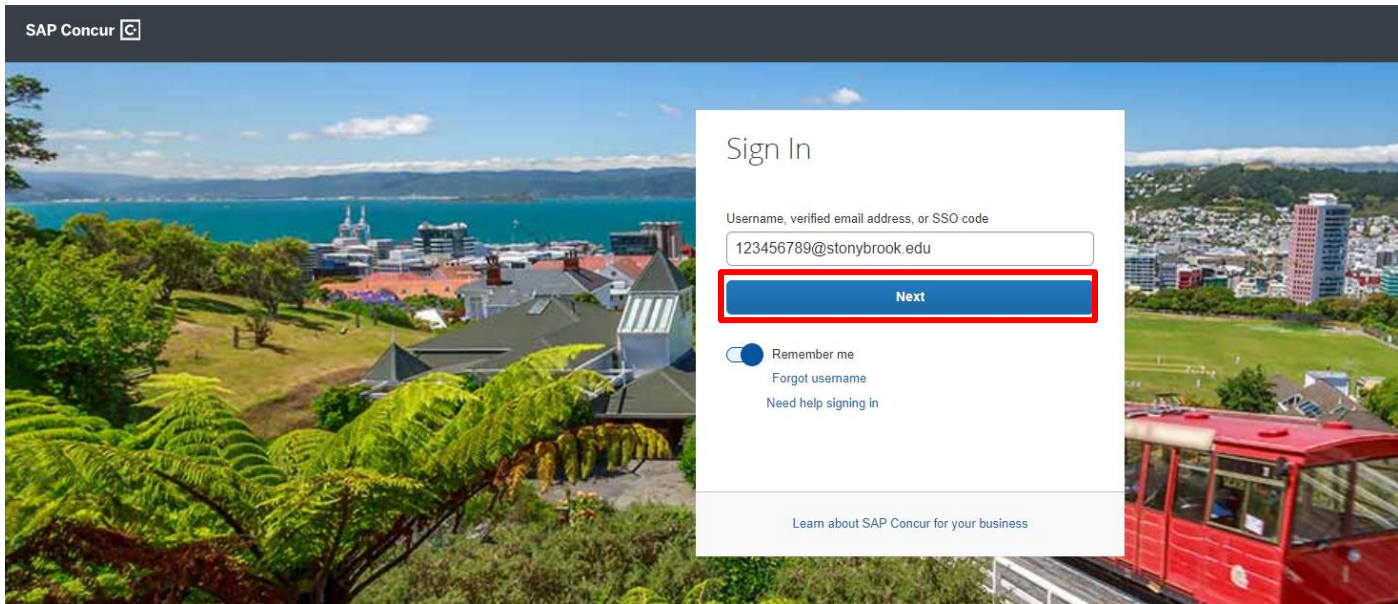
Please identify other account specific users here (e.g., [Account Assistant](#), [Report Recipient](#), [WolfMart Requester](#), [iLab User](#), [Property Control Coordinator](#), [Traveler](#)).

Full Name <small>✎ Add/Remove</small>	Stony Brook ID #	Account User Type
Lois A Arens	123456789	Account Assistant
Lois A Arens	123456789	Report Recipient
David J. Smith	987654321	Traveler

Signing in to SAP Concur

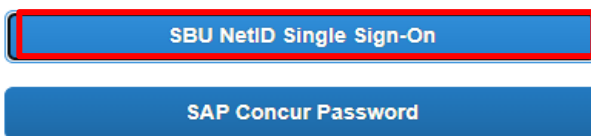
1. To sign in to SAP Concur, on the **Sign In** screen, enter **<your 9-digit Stony Brook ID number>@stonybrook.edu** (example: **123456789@stonybrook.edu**) in the field, and then click **Next**.

You can select the **Remember me** check box to store your username, so that you don't have to enter it the next time you sign in to SAP Concur from this device.



2. Select **Sign in with SBU NetID Single Sign On**.

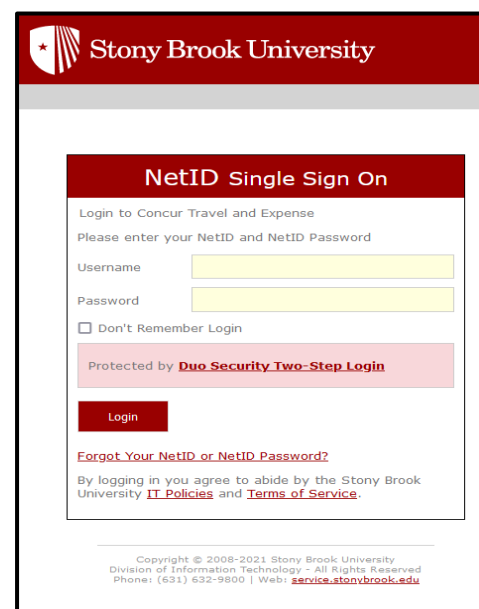
Sign in with:



3. Fill in your NetID **Username** and NetID **Password**.

NOTES:

- Your password is case sensitive.
- If you are not able to log in with your NetID, please visit: <https://it.stonybrook.edu/services/netid> for assistance.




Exploring the SAP Concur Home Page

The SAP Concur home page contains the following sections.

NOTE: To return to the SAP Concur home page from any other page, click the SAP Concur logo on the top left of the screen.

Section	Description
Quick Task Bar	<p>This section provides Quick Tasks (links) so you can:</p> <ul style="list-style-type: none"> Start a new expense report, travel request*, corporate card reconciliation etc. Open expense reports and requests. Manage available expenses. <p>* A request is an authorization for a travel expense made <i>before</i> incurring the travel costs. An expense report is the summation of all travel expenses <i>after</i> the costs are incurred. Required only for international travel if using SBF funds.</p>
My Tasks	This section shows your available expenses, open reports, and approvals requiring attention.
My Trips	This section lists your upcoming trips.
Alerts	This section displays informational alerts about Travel features.
Company Notes	Content is provided by the Procurement Travel Office.



SAP Concur Home ▾


Stony Brook University


+ Start a Request
 + Start a Report
 00 Required Approvals
 02 Authorization Requests
 00 Available Expenses
 10 Open Reports

Company Notes

Welcome to Concur Travel & Expense for Stony Brook University
 Please visit the SBU [Travel Website](#) for policy information.
 Direct any inquiries to: sbu_travel_expense@stonybrook.edu
 Safe Travels!

My Tasks

00 Required Approvals → Great! You currently have no approvals. 

00 Available Expenses → You currently have no available expenses. 

10 Open Reports →

- 02/05 Rome 10.23
- 02/05 SBF CARD STMT 23 02/05 - 03/04 \$2,250.00
- 01/30 Rome 10.23
- 01/30 Chicago \$1,675.00
- 01/08 Rome 10.23

Updating Your Expense Profile

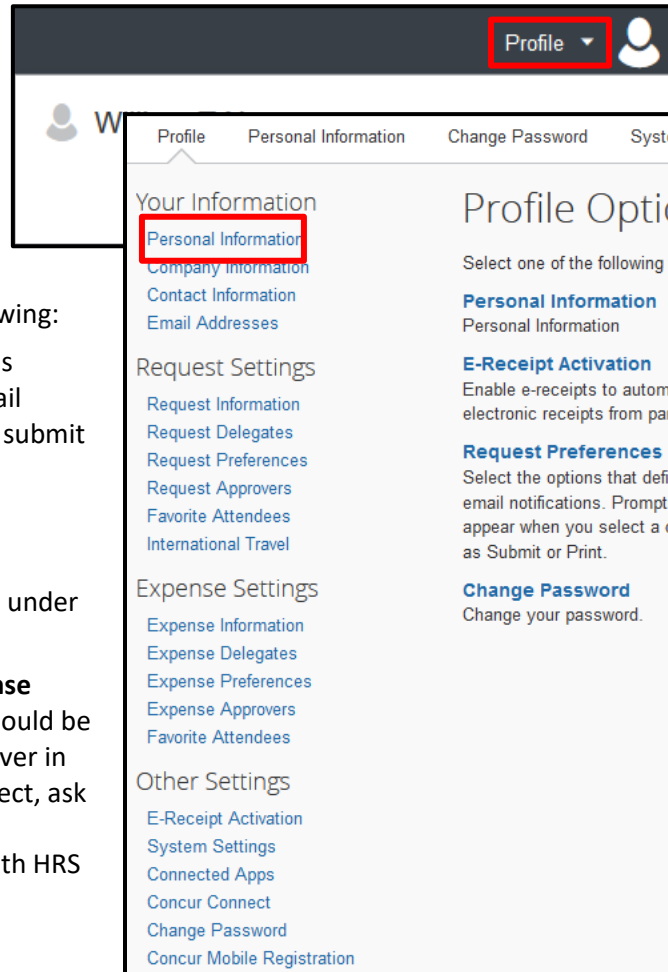
Use the **Profile Options** page to set or change your personal preferences. To avoid re-entering personal and permanent information about yourself, complete your profile after logging onto SAP Concur for the first time and review/update it whenever your information changes.

To access your profile information

1. Click **Profile > Profile Settings**.
The **Profile Options** page appears.
2. Click the appropriate option from the left-side menu.

At a minimum, you should do the following:

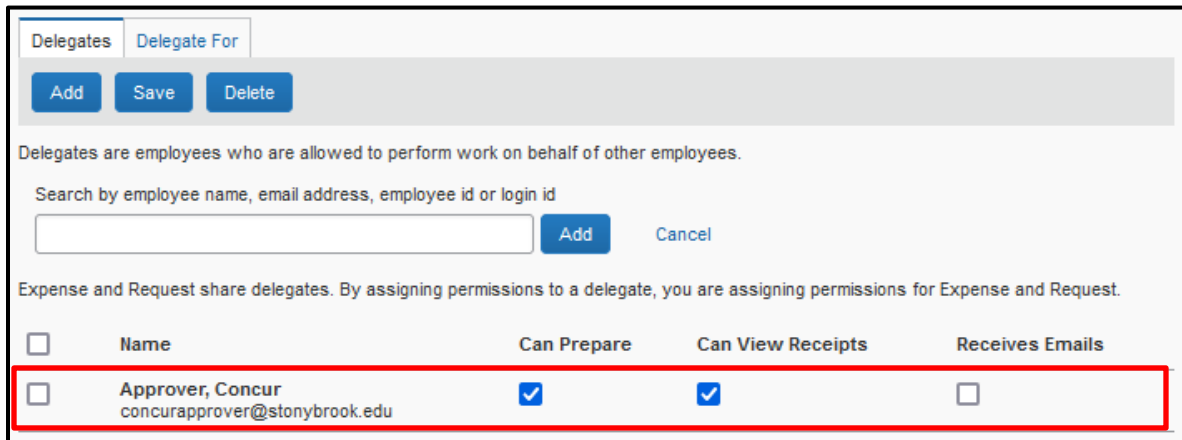
- Verify your primary email address is correct and add any additional email addresses that you will be using to submit receipts.
- Verify and update your **Personal Information**.
- Review the information is accurate under **Expense Information**.
- Verify that the name of your **Expense Approver** is correct. This person should be your supervisor and the first approver in your workflow. If the data is incorrect, ask your supervisor to contact the VP Coordinator to resolve the issue with HRS – Class & Comp.



Assigning a Delegate

To assign a delegate

1. Click **Profile > Profile Settings**. The Profile Options page appears.
2. Click **Expense Delegates** from the left-side menu, then **Add**.
3. Locate the appropriate employee using the **Search by...** field, then click **Add**.
4. Select the checkboxes to set the delegate's permissions.



Delegates Delegate For

Add **Save** **Delete**

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or login id

Add **Cancel**

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails
<input type="checkbox"/>	Approver, Concur concurapprover@stonybrook.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Can Prepare enables the delegate to prepare a report/request but not submit it.

5. After selecting the appropriate checkboxes, click **Save**.

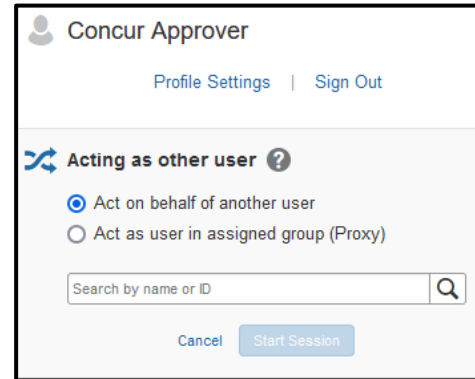
NOTE: Selecting **Can Prepare** automatically enables **Can View Receipts** because receipts are integral to preparing a report.

Acting as a Delegate

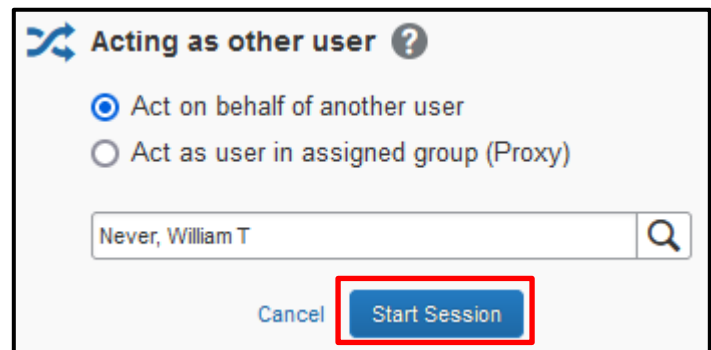
If you are a delegate, your delegator will define which tasks you can complete, such as preparing reports, receiving Concur-related notifications, etc.

To work as a delegate

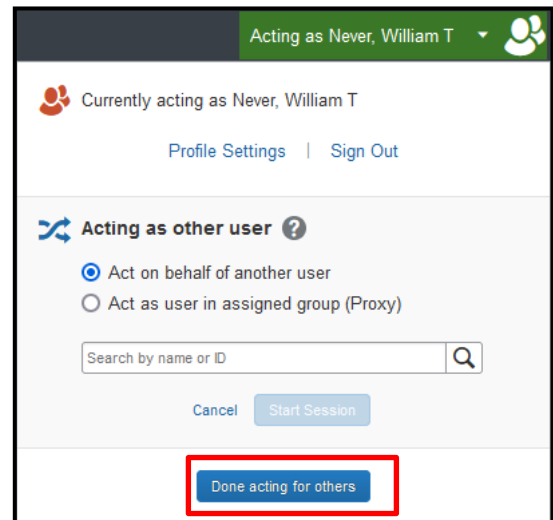
1. Click **Profile** then **Act on behalf of another user**.
2. Click on the magnifying glass icon to view a list of the employees that you have as their delegate.
3. Select the appropriate delegator's name from the list.
4. Click **Start Session**.



Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected.



5. You are now officially working on behalf of that person. Complete the normal processes for creating reports, printing, etc.
To select a different user, follow the same steps but click a different name.
6. To return to your own tasks, click **Acting as**, and then select **Done acting for others**.



Creating a New Expense Report for a JPM Credit Card Statement


To reconcile an existing credit card expense report:

1. On the SAP Concur home page, on the My Tasks Bar, click on the **SBF Card Statement period** you wish to work on.

My Tasks

00 Required Approvals →

Great! You currently have no approvals.



25 Available Expenses →

- 10/04 Correspondence Schools \$444.66
- 10/04 Direct Marketing – Travel Relate \$823.65
- 10/04 Office, Photographic, Photocopy, \$416.33
- 10/04 Fax services \$315.31
- 10/04 Furriers and Fur Shops \$686.49

04 Open Reports →

- 02/05 SBF CARD STMT 23 02/05 - 03/04 \$2,250.00
- 01/30 Chicago \$1,675.00
- 01/05 SBF CARD STMT 23 01/05 - 02/04 \$481.73
- 12/05 SBF CARD STMT 23 12/05 - 01/04 \$1,393.01

***Note: If you choose the current statement period you will be able to reconcile the expenses and add receipts, but you will not be able to submit the expense report until the period closes.**

2. You will see a full list of all the charges for the statement period.

SBF CARD STMT 23 12/05 - 01/04 \$1,393.01 Delete Report Submit Report

Not Submitted | Report Number: Y7SYIJ

Report Details Print/Share Manage Receipts View Available Receipts

Add Expense Edit Delete Allocate

<input type="checkbox"/>	Alerts↑↓	Comment↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↓↑	Requested↑↓
<input type="checkbox"/>				SBF Corporate Card	Undefined	DIALPAD MEETINGS	12/16/2023	\$21.73
<input type="checkbox"/>				SBF Corporate Card	Undefined	CATER LADY NYC LLC New York, New York	12/14/2023	\$634.54
<input type="checkbox"/>				SBF Corporate Card	Undefined	CATER LADY NYC LLC New York, New York	12/14/2023	\$590.22
<input type="checkbox"/>				SBF Corporate Card	Educational Supplies	WAL-MART #2915 East Setauket, New York	12/04/2023	\$8.66 <i>Allocated</i>
<input type="checkbox"/>				SBF Corporate Card	Misc/Others	BJS WHOLESALE #0011 East Setauket, New York	12/04/2023	\$137.86 <i>Allocated</i>
								\$1,393.01

- If some or all of the expenses are to be funded from the same department account, you can Click the **checkbox to the left** for these expenses and choose **Allocate**. This will **allocate** only these specific expenses to a department account.

<input type="checkbox"/>	Alerts↑	Comment↑	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑
<input type="checkbox"/>				SBF Corporate Card	Undefined	DIALPAD MEETINGS
<input checked="" type="checkbox"/>				SBF Corporate Card	Undefined	CATER LADY NYC LLC New York, New York
<input checked="" type="checkbox"/>				SBF Corporate Card	Undefined	CATER LADY NYC LLC New York, New York
<input type="checkbox"/>				SBF Corporate Card	Educational Supplies	WAL-MART #2915 East Setauket, New York
<input type="checkbox"/>				SBF Corporate Card	Misc/Others	BJS WHOLESALE #0011 East Setauket, New York

- To begin editing each expense (adding in department to be funded by, expense type, justification, and receipt) **click the checkbox to the left** and choose **Edit**

<input type="checkbox"/>	Alerts↑	Comment↑	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑	Date↑	Req
<input checked="" type="checkbox"/>				SBF Corporate Card	Undefined	DIALPAD MEETINGS	12/16/2023	
<input type="checkbox"/>				SBF Corporate Card	Business Meals & Entertainment	CATER LADY NYC LLC New York, New York	12/14/2023	
<input type="checkbox"/>				SBF Corporate Card	Business Meals & Entertainment	CATER LADY NYC LLC New York, New York	12/14/2023	

- The transaction & posted dates, vendor name and amount will populate. You will now need to add **Expense Type, Business Purpose and Add Receipt**.

SAP Concur Expense

Manage Expenses Card Transactions

← → **Undefined \$21.73** Cancel Delete Expense Save Expense

2/16/2023 DIALPAD MEETINGS Corporate Card

Details Itemizations Hide Receipt

Allocate

* Required field

Expense type
Undefined

Transaction Date: 12/16/2023 Posted Date: 2023-12-18

Enter Vendor Name: DIALPAD MEETINGS Amount: 21.73

Currency: US, Dollar (USD)

Business Purpose * 0/500

Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

- 6. Use the dropdown menu to choose the **Expense Type** and fill in the **Business Purpose** with free text. Be sure to **attach a receipt**.

Expense Type *

Search for an expense type

This field is missing required information.

Short Term Equipment Rental

Software <\$ 2,000

Subscription(s)

Telephone & Telecommunication Expense

Travel - Domestic

Travel - Foreign

Manage Expenses Card Transactions

Details Itemizations

Allocate

* Required field

Expense Type *

Telephone & Telecommunication Expense

Transaction Date 12/16/2023 Posted Date 2023-12-18

Enter Vendor Name DIALPAD MEETINGS Amount 21.73

Currency US, Dollar (USD)

Business Purpose * 48/500

Monthly fee for the department's conference line

Receipt

Add Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

- 7. For the expense to be charged to the correct department account, you must allocate the expense to the proper department number by hitting Allocate on the expense screen. Only do this for the expenses you did not “group allocate” in step # 3 above.

Details Itemizations

Allocate

* Required field

Expense Type *

Telephone & Telecommunication Expense

Transaction Date 12/16/2023 Posted Date 2023-12-18

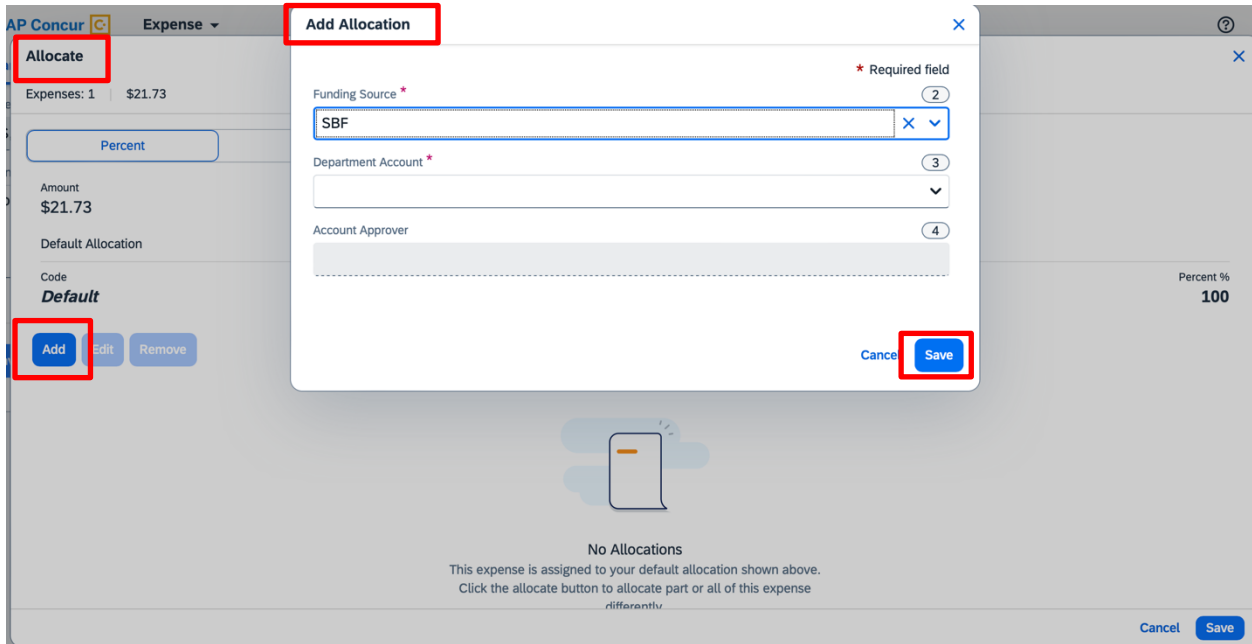
Enter Vendor Name DIALPAD MEETINGS Amount 21.73

Currency US, Dollar (USD)

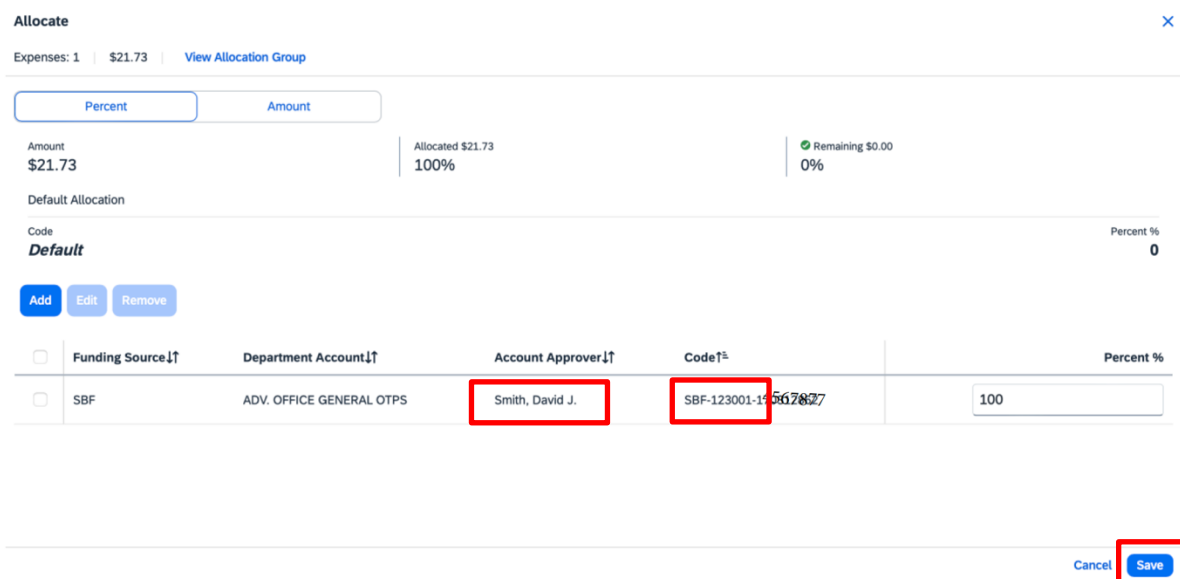
Business Purpose * 48/500

Monthly fee for the department's conference line

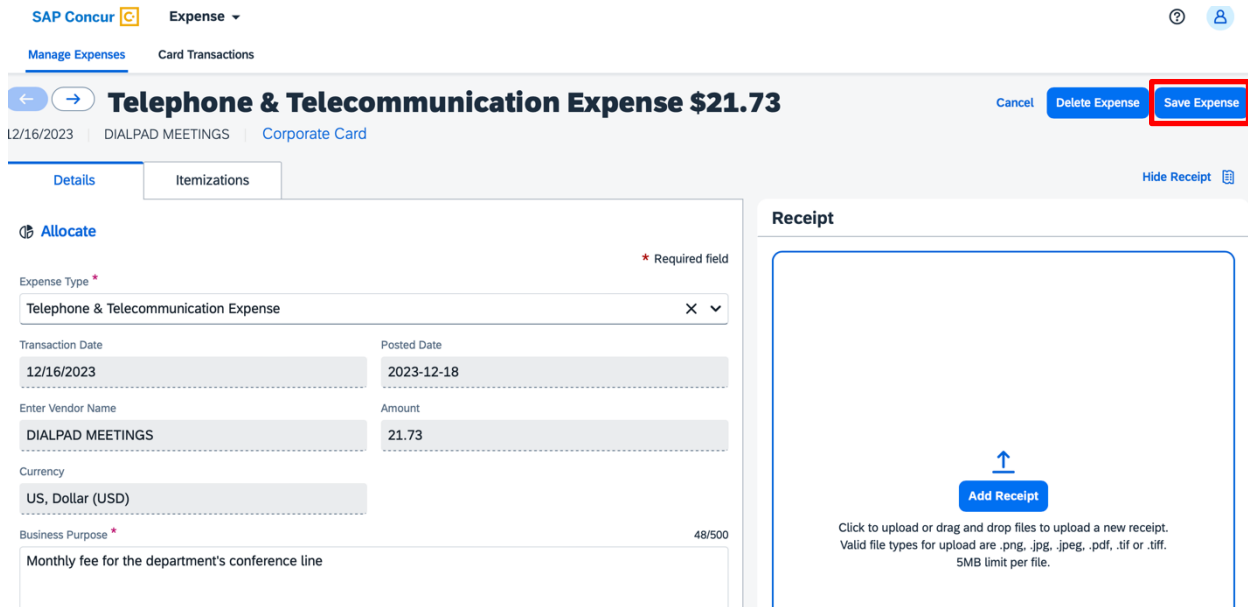
- The **Allocate** pop-up screen appears. When you click **Add** the **Add Allocation** pop up screen appears. In this screen you can add the Funding Source (SBF), Department Account (where you are a Traveler, Account Manager or Signatory Delegate) and Account Approver (which will be the Signatory Delegate for the Department Account you choose).
Once you fill in the form click **Save**.



- A new screen appears with the **Department Account** number and the **Account Approver's** name. Make sure all the information is correct and then hit **Save**.



- You will be brought back to the main page for this expense. Make sure your receipt is uploaded and all the data looks correct. Click **Save Expense**.



Telephone & Telecommunication Expense \$21.73

Cancel Delete Expense **Save Expense**

12/16/2023 DIALPAD MEETINGS Corporate Card

Details Itemizations Hide Receipt

Allocate * Required field

Expense Type * Telephone & Telecommunication Expense

Transaction Date 12/16/2023 Posted Date 2023-12-18

Enter Vendor Name DIALPAD MEETINGS Amount 21.73

Currency US, Dollar (USD)

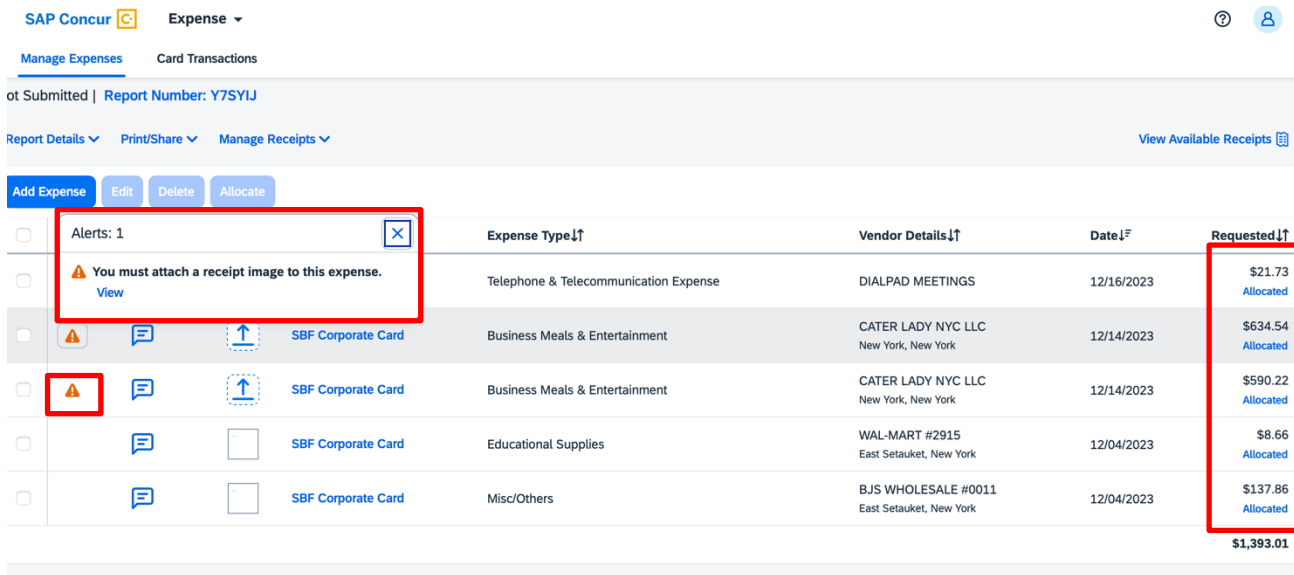
Business Purpose * Monthly fee for the department's conference line 48/500

Receipt

Add Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

- On the page which lists all your credit card expenses, you will be alerted to any issues which will prevent you from submitted a complete credit card expense report. Click the Alert Icon and a pop up will appear with the missing information. Notice on the right-hand side you will also see if you missed allocating an expense to a department account.



ot Submitted | Report Number: Y7SYIJ


Report Details Print/Share Manage Receipts View Available Receipts

Add Expense Edit Delete Allocate

	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Telephone & Telecommunication Expense	DIALPAD MEETINGS	12/16/2023	\$21.73 Allocated
<input type="checkbox"/>	Business Meals & Entertainment	CATER LADY NYC LLC New York, New York	12/14/2023	\$634.54 Allocated
<input type="checkbox"/>	Business Meals & Entertainment	CATER LADY NYC LLC New York, New York	12/14/2023	\$590.22 Allocated
<input type="checkbox"/>	Educational Supplies	WAL-MART #2915 East Setauket, New York	12/04/2023	\$8.66 Allocated
<input type="checkbox"/>	Misc/Others	BJS WHOLESALE #0011 East Setauket, New York	12/04/2023	\$137.86 Allocated
				\$1,393.01

Alerts: 1
You must attach a receipt image to this expense.
View


- After you have entered all expense information, addressed all alerts and reviewed the information for accuracy, you can now click **Submit Report**.

SAP Concur  Expense ▾ ? LA











[Manage Expenses](#) [Card Transactions](#)

SBF CARD STMT 23 12/05 - 01/04 \$1,393.01 [Delete Report](#) [Submit Report](#)

Not Submitted | Report Number: Y7SYJJ

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾ [View Available Receipts](#) 

[Add Expense](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Alerts↑↓	Comment↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↑↓	Requested↑↓
<input type="checkbox"/>			<input type="checkbox"/>	SBF Corporate Card	Telephone & Telecommunication Expense	DIALPAD MEETINGS	12/16/2023	\$21.73 <i>Allocated</i>
<input type="checkbox"/>			<input type="checkbox"/>	SBF Corporate Card	Business Meals & Entertainment	CATER LADY NYC LLC New York, New York	12/14/2023	\$634.54 <i>Allocated</i>
<input type="checkbox"/>			<input type="checkbox"/>	SBF Corporate Card	Business Meals & Entertainment	CATER LADY NYC LLC New York, New York	12/14/2023	\$590.22 <i>Allocated</i>
<input type="checkbox"/>			<input type="checkbox"/>	SBF Corporate Card	Educational Supplies	WAL-MART #2915 East Setauket, New York	12/04/2023	\$8.66 <i>Allocated</i>
<input type="checkbox"/>			<input type="checkbox"/>	SBF Corporate Card	Misc/Others	BJS WHOLESALE #0011 East Setauket, New York	12/04/2023	\$137.86 <i>Allocated</i>
								\$1,393.01

NOTE: You will not be able to submit a credit card expense report for the current month if you have not submitted the previous month's report. You must go back and complete and submit the previous month's report before attempting to submit the current month.

- The Final Review window appears. Review the User Electronic Agreement, and then click **Accept & Continue**.

***SBF-P-Card-User Electronic Agreement** ✕

I certify that the purchases and amounts listed on the completed Corporate Card Account Statement and Reconciliation are correct and beneficial to my department in fulfilling donor intent and account purpose, are in accordance with the Stony Brook Foundation Disbursement Guidelines and Travel and Expense Policy, and are not for my personal use and are not for items prohibited.

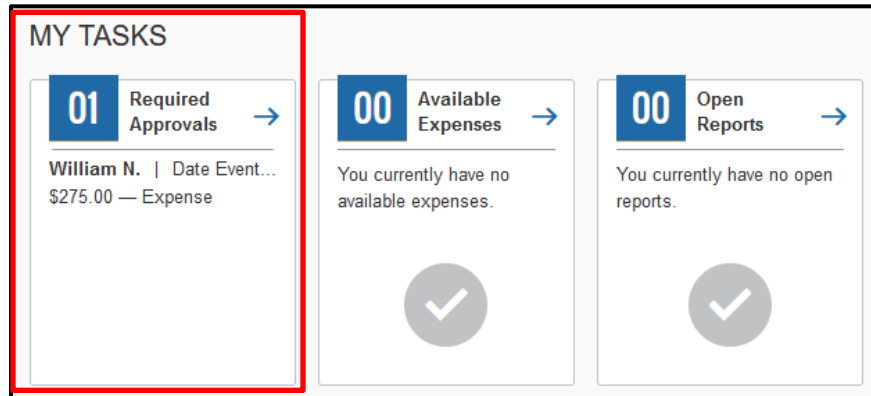
[Cancel](#)

[Accept & Continue](#)

Reviewing and Approving an Expense Report (for Approvers)

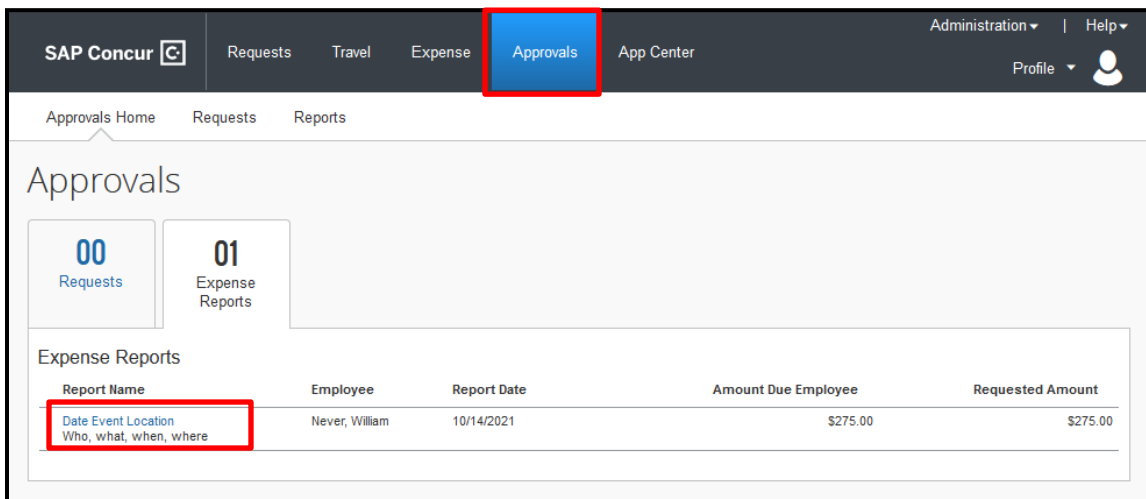
As an approver, you will need to review submitted reports and approve them for reimbursement.

On the SAP Concur home page, in the **My Tasks** section, you can view a list of reports waiting for your approval.



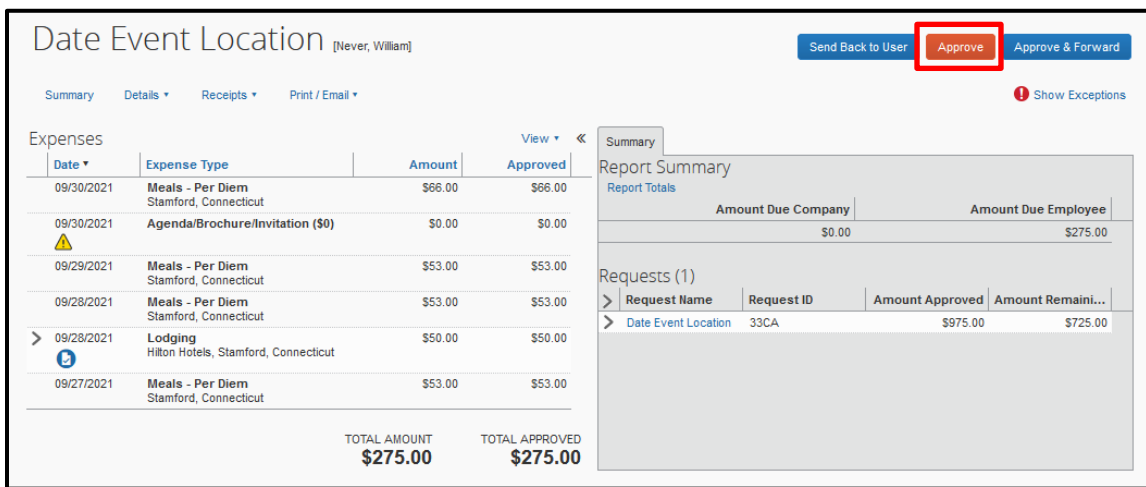
To review and approve an expense report

1. On the SAP Concur homepage, click the **Required Approvals** tab. The **Approvals** page appears.



Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Date Event Location Who, what, when, where	Never, William	10/14/2021	\$275.00	\$275.00

2. Select the report you wish to review.
3. Review the report details.



Date	Expense Type	Amount	Approved
09/30/2021	Meals - Per Diem Stamford, Connecticut	\$66.00	\$66.00
09/30/2021	Agenda/Brochure/Invitation (\$0)	\$0.00	\$0.00
09/29/2021	Meals - Per Diem Stamford, Connecticut	\$53.00	\$53.00
09/28/2021	Meals - Per Diem Stamford, Connecticut	\$53.00	\$53.00
09/28/2021	Lodging Hilton Hotels, Stamford, Connecticut	\$50.00	\$50.00
09/27/2021	Meals - Per Diem Stamford, Connecticut	\$53.00	\$53.00
		TOTAL AMOUNT	TOTAL APPROVED
		\$275.00	\$275.00

4. If the report is complete and correct, click **Approve**.