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GROUP

SAP Concur Expense Instructions

*Please refer to the user guides in Concurs top right HELP Section or contact Jen Knudsen.
Contact Jon Clark or Brittany White for technical issues. For Concur Travel, contact Kyle Hendricksen

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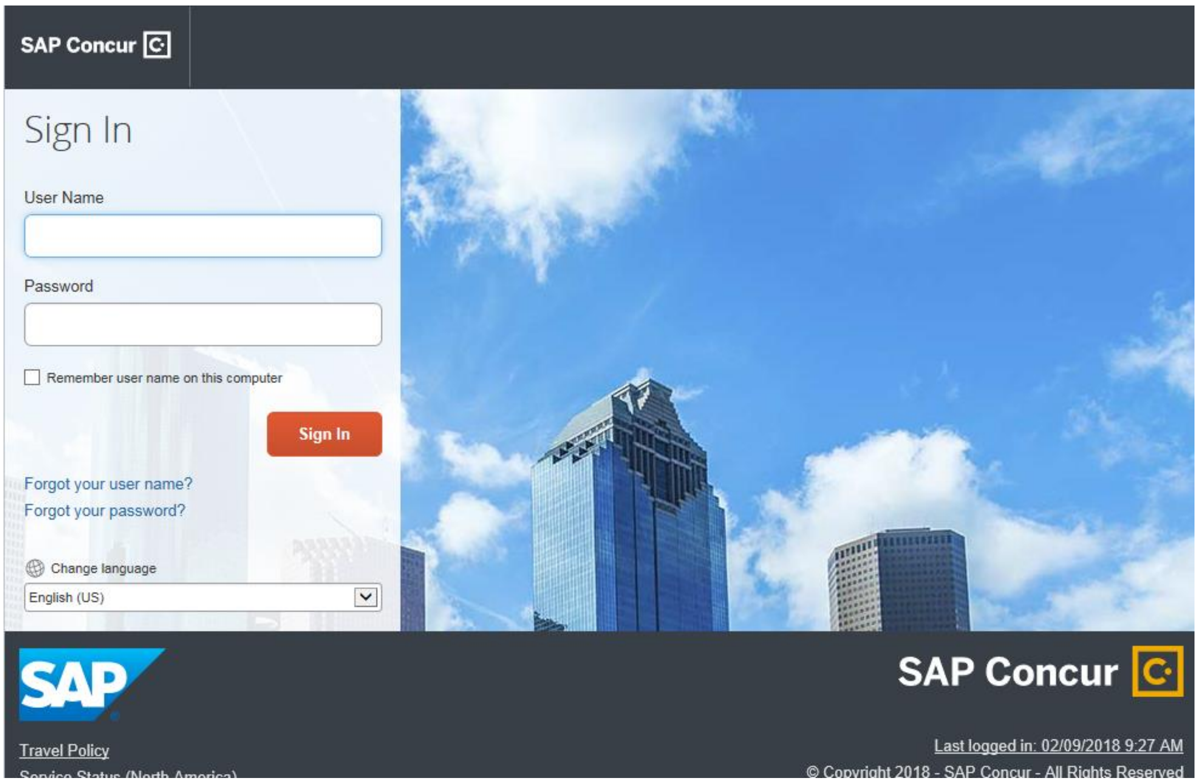
Logging on to SAP Concur

To Log on to SAP Concur: https://www.concursolutions.com/UI/SSO/p0084480ao7f

- **This is single sign on so we cannot reset passwords. Please make sure you have reached out to our team members to get set up for Concur, this is not automatically created as a new hire.**



Exploring the Home Page

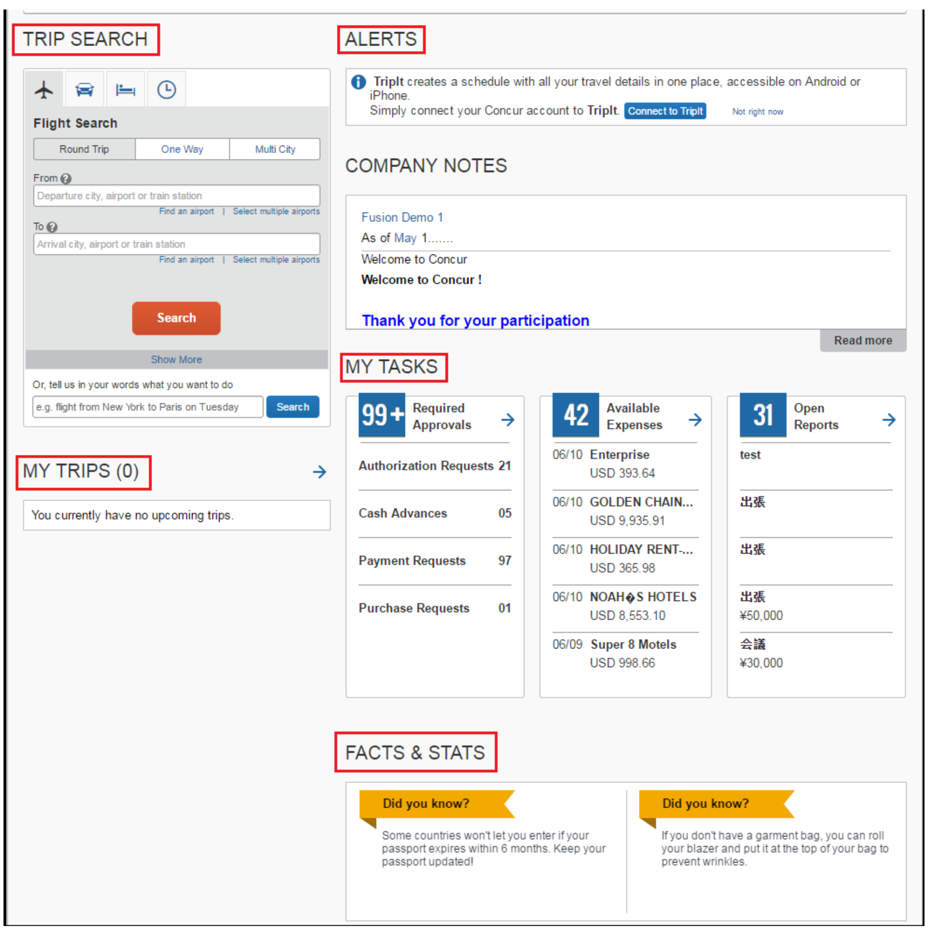
The home page contains the following sections.

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

Expense and Travel

Bridge uses Expense and Travel, you will see these sections:

Section	Description
Trip Search	This section provides the tools you need to book a trip with any or all of these: **Flight:** Use to book a flight. You can also book hotel and reserve a car at the same time. **Car**, **Hotel:** Use to book hotels, reserve rental cars, etc. if not including them while booking a flight (**Flight** tab). *These receipts will show as available for expense reimbursements once completed.
Alerts	This section displays informational alerts about Travel features.
Company Notes	Content is provided by your company administrator.
My Trips	This section lists your upcoming trips.
My Tasks	This section lists **Required Approvals, Available Expenses,** and **Open Reports**.

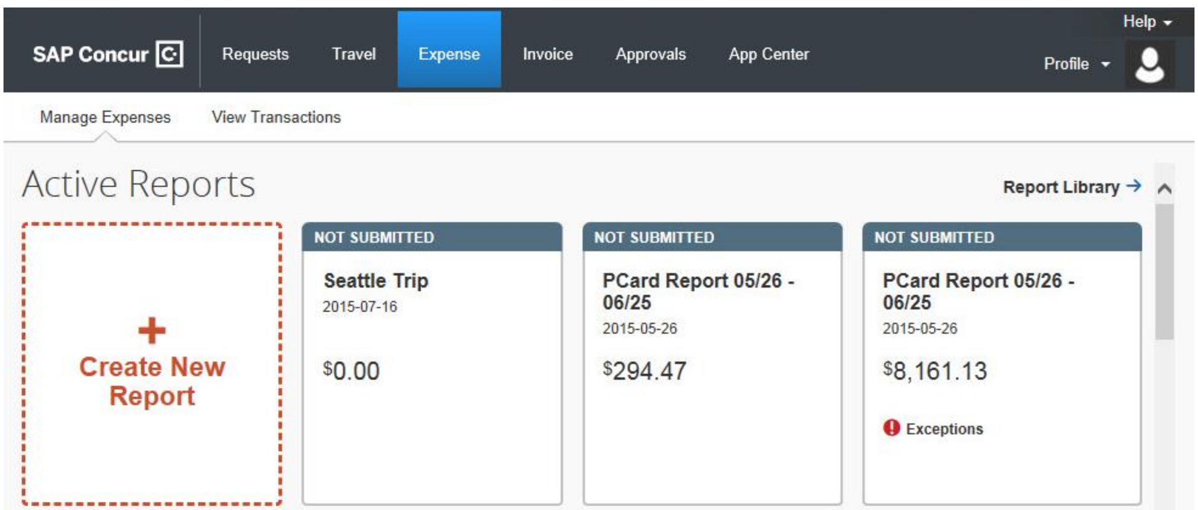


Creating a New Expense Report

To create a report:

1. Select from the following:
   - On the home page, on the Quick Task Bar, click **Start a Report**.
     - or –
   - On the home page, in the **My Tasks** section, click **Open Reports,** and then click the **Create New Report** tile.

     - or –
   - Click the **Expense Tab,** then click **Manage Expenses** (on the sub-menu), and then click the **Create New Report** tile.



2. Complete all required fields:
   - The Report name/business purpose
   - The paying entity is your **Main department**
   - The Cost object Type is **"Direct"**
   - The Cost object Value is **"Direct"**

   (If you do not fill these out on this main page, then you will have to fill them out on every expense. If an expense is for a different dept or property you will allocate it in a different area.)
3. Click **Next**.
4. At this point, you will either:
   - Add credit card transactions to your expense report.
   - Add a quick expense to your expense report.
   - Add expense from Travel booking

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When coding your receipts for the paying entity please use the following table:

*Please note: If doing things for different departments please select them as the paying entity on that receipt or allocate between necessary departments.

Find your entity- then select the following:	PAYING ENTITY	COST OBJECT TYPE	COST OBJECT VALUE
BSF (Always direct)	BSF - BDCM	DIRECT	DIRECT
BMFM Site Visit	BPM	PROPERTY	PROPERTY #
BMFM Due Diligence	BMFM	DIRECT	DIRECT
BAAD Site Visit/DD	BDSM	DIRECT	DIRECT
BMFM Operating Costs	BMFM	DIRECT	DIRECT
BMFM Org & Par Costs	BMFM	FUND #	FUND #
BPM Site Visit/DD	BPM	DIRECT	DIRECT
BPM (Not covered in management agreement)	BPM	PROPERTY	PROPERTY #
BSHM Site Visit (Owned Property excluding Somerby)	BSHM	PROPERTY	PROPERTY #
BSHM Site Visit (SSLS managed Property)	BSL	DIRECT	PROPERTY #
BSHM Operating Costs	BSHM	DIRECT	DIRECT
BSHM Org & Par Costs	BSHM	FUND #	FUND #
BSL Site Visit	SSLS	DIRECT	PROPERTY
BSL Operating Costs	SSLS	DIRECT	DIRECT
BDSM Site Visit	BDSM	PROPERTY	PROPERTY #
BDSM Due Diligence	BDSM	DIRECT	DIRECT
BDSM Operating Costs	BDSM	DIRECT	DIRECT
BDSM Org & Par Costs	BDSM	FUND #	FUND #
BOFM Site Visit	COMMPROP	PROPERTY	PROPERTY #
BOFM Due Diligence	BOFM	DIRECT	DIRECT
BOFM Operating Costs	BOFM	DIRECT	DIRECT
BOFM Org & Par Costs	BOFM	FUND #	FUND #
MF III Comm Prop	BMFM	FUND III	FUND III

BCRE Site Visit BCRE Op Costs	COMMPROP BCRE	PROPERTY DIRECT	PROPERTY # DIRECT
BDFM Site Visit BDFM Due Diligence BDFM Operating Costs BDFM Org & Par Costs	BDFM BDFM BDFM BDFM	PROPERTY DIRECT DIRECT FUND #	PROPERTY # DIRECT DIRECT FUND #
CMG	BFMH Respective fund managers (BMFM, BDSM, BOFM, BDFM, BSHM)	DIRECT DIRECT	DIRECT DIRECT
BIG Employees-Select you're Paying Entity	BIG BIGIT BIGHR BIGLEG BIGOPS BIGRM BFFS BIGTAX BIGCOM BIGTRE BIGASIA BIGESG BIGFAC BIGHRTM	DIRECT	DIRECT
BLNLFM Operating Costs BLNLFM Org & Par	BLNLFM BLNLFM	DIRECT FUND #	DIRECT FUND #
BLPFM Operating Costs BLPFM Org & Par BLPFM Site Visits	BLPFM BLPFM BLPFM	DIRECT FUND # PROPERTY	DIRECT FUND # PROPERTY #
Core plus Operating Costs Core plus Fund	BCFM BCFM	DIRECT Fund #	DIRECT Fund #

BSFR Operating Costs	BSFRPM BSFR	DIRECT Fund #	DIRECT Fund #
Newbury Operating Costs Newbury Fund	NPB NPB	DIRECT Fund #	DIRECT Fund #

Adding receipts from your email

If you have a receipt that was emailed to you, to make it appear in your available expenses email it to receipts@concur.com from a verified email address. (please note it make take up to 5 minutes for it to appear)

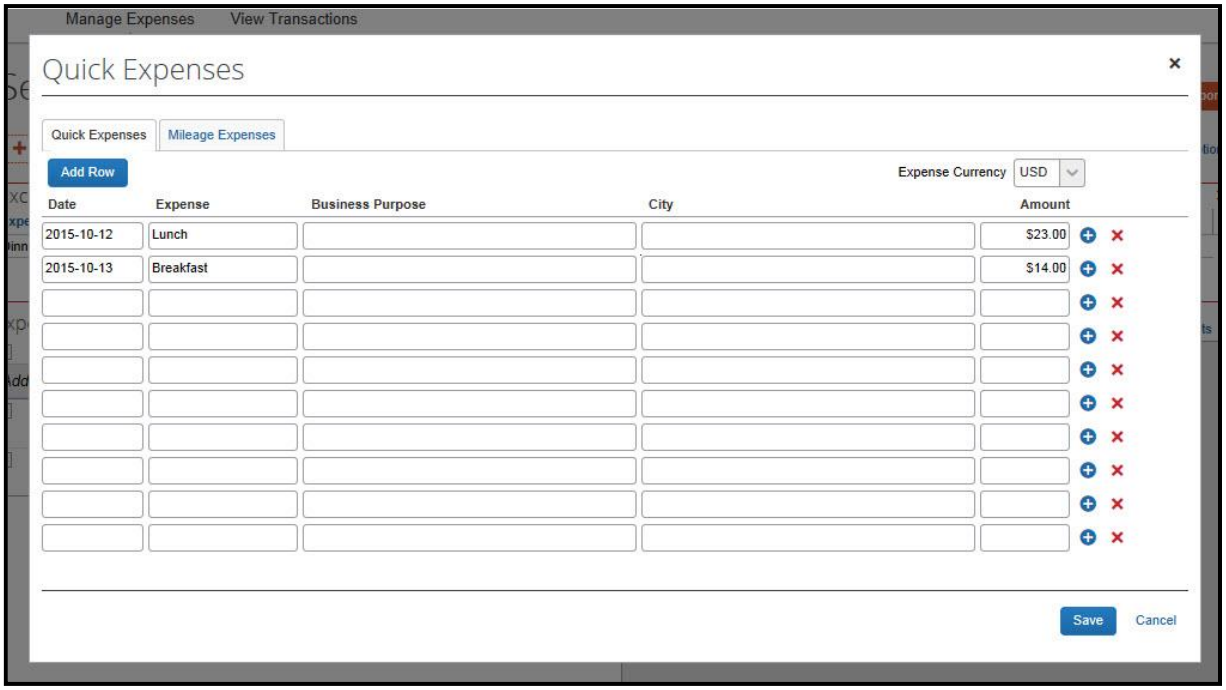
From the open expense report (this includes receipts from Expenseit, Concur booked travel, receipts emailed to receipts@concur.com and identified Lyft and Uber business trips)

Adding Quick Expenses (use this for all other expenses)

To add an expense to a report:

1. With the report open, click **Quick Expenses**. A quick-entry grid appears
2. For each row (expense):
   a. Enter the date (or use the calendar) the expense was incurred.
   b. Select the appropriate expense type. Please note that SNACKS are for the entire office not while traveling.
   c. Enter the business purpose.
   d. Enter the City it was purchased in
   e. Enter the amount.
3. To copy a row, click the blue plus icon at the right side of the row.
4. To delete a row, click the red X icon at the right side of the row.
5. To add more rows, click **Add Row**.
6. Click **Save**.

The expenses appear on the left side. From here you will select each one and make sure all the fields are completed, add receipts, allocate if necessary and save.



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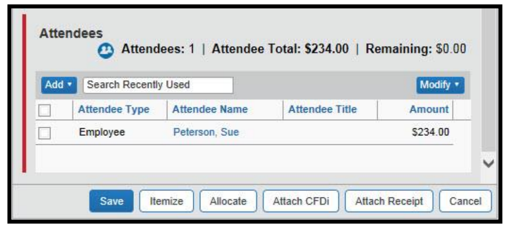
Adding Attendees to a Business Meal

Use the favorites field (the type-ahead field to the right of the **Favorites** button in the **Attendees** area):

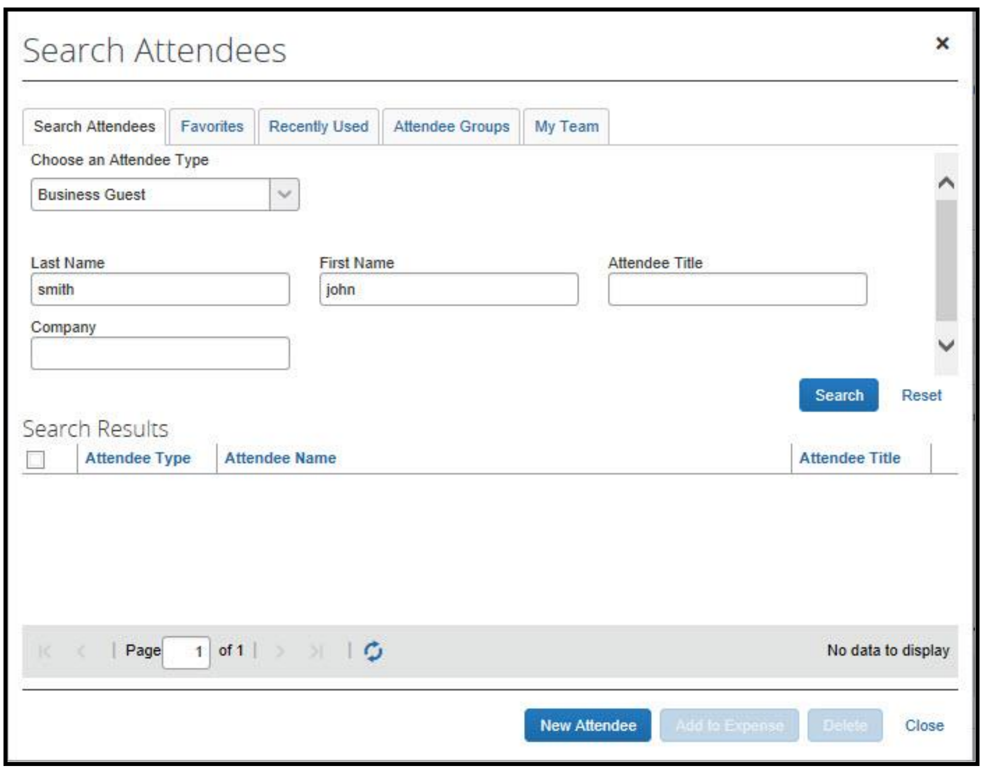
With the report open, to add an individual attendee to an expense:



1. In the field with the text *Search Recently Used*, type several letters of the first or last name.
   A list of attendees appears.
2. Select the appropriate attendee.

To search for an attendee who is not in your favorites list:

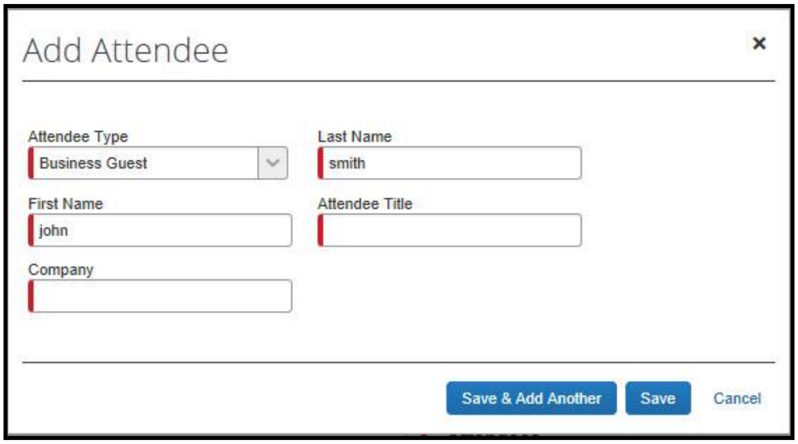
1. Click **Add**. The dropdown menu opens.
2. Select **Advanced Search**.
3. Select the appropriate tab for the search specifications.
4. Select the **Attendee Type** from the dropdown list.
5. Enter the appropriate information in the criteria fields.



6. Click **Search**.
   The search results appear.
7. Select the check box to the left of the appropriate attendee(s).
8. Click **Add to Expense**.

If you cannot locate the appropriate attendee in your favorites or by using search, you to add attendees:

1. Click **Add**.
2. Select **New Attendee** from the dropdown menu.
3. Complete the required information.
4. Click **Save**. If you need to add multiple new attendees, click **Save & Add Another**.



Allocating Expenses

The Allocations feature allows you to allocate expenses between departments or properties, which will be charged for those expenses. You can allocate a single expense or multiple expenses.

To allocate:

1. With the report open, to create or edit a *single* expense, click **Allocate** at the bottom of the **Expense** tab.

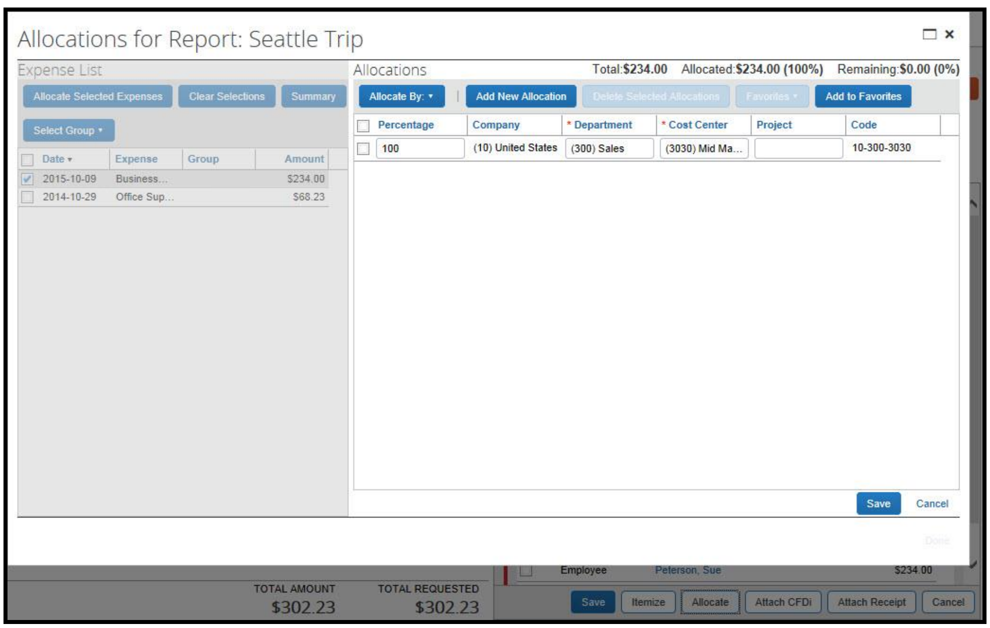
To allocate *multiple* expenses, select the appropriate expenses on the left side of the page, and then:

a. Click **Allocate the selected expenses** on the right side of the page.

- or -

b. Click **Details** > **Allocations**.

The **Allocations for Report** window appears. The total expense amount, the amount allocated, and the amount remaining appear in the **Allocations** section.



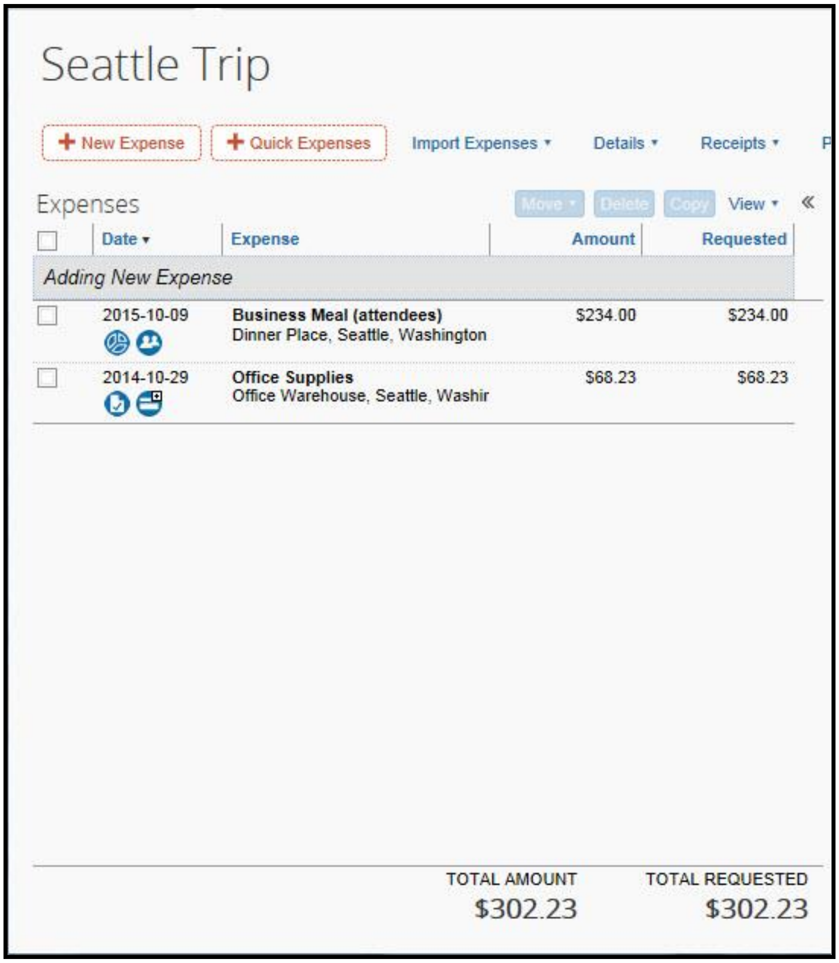
2. From the **Allocate By** dropdown list, select *Percentage* or *Amount*.
3. Add as many allocations as necessary.

You can adjust the amounts and percentages. The total amount must be allocated 100%, otherwise an audit rule is flagged, and you will not be able to submit the report.

Note: This is where you can allocate to different departments or properties

4. Click **Save**.
5. Click **Done**. The allocation icon appears with the expense.

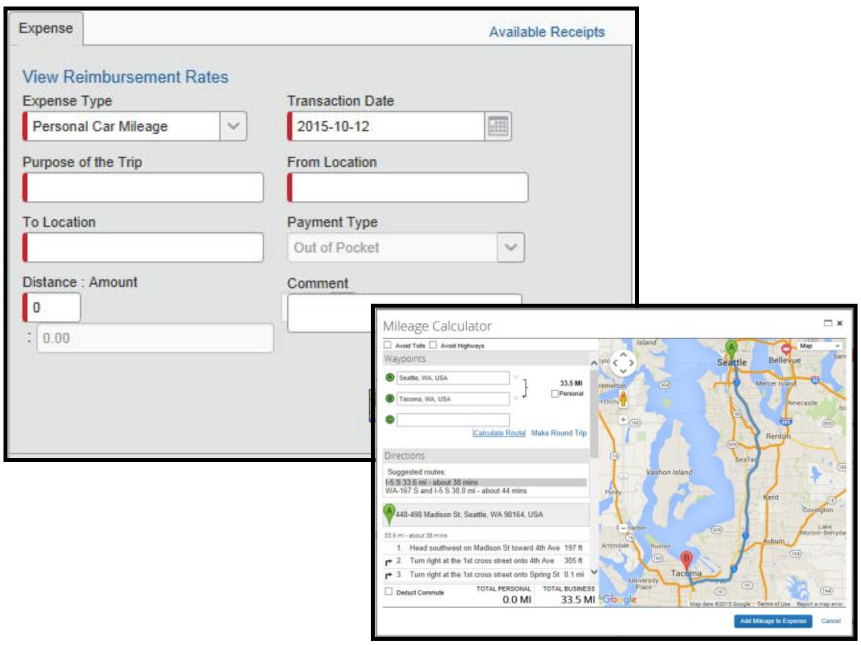
- If the expense is 100% allocated (fully allocated), the icon appears with the expense.
- If the expense is not 100% allocated (partially allocated), the icon appears with the expense.



Entering Personal Car Mileage

You might be using your personal car for business purposes. To create a car mileage expense:

- With the expense report open, on the **New Expense** tab, select the mileage expense type.
  The Google **Mileage Calculator** window automatically displays, and you can enter your point-to-point routes.
- When done, Expense calculates the reimbursement amount based on the miles and the reimbursement rate set by your company.
- Click **Save**.



Itemizing Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that they can be reimbursed correctly. Lodging Itemization allows you to quickly itemize recurring room rates and taxes. You can then itemize the remaining charges on your hotel bill and adjust for any rate changes during your stay.

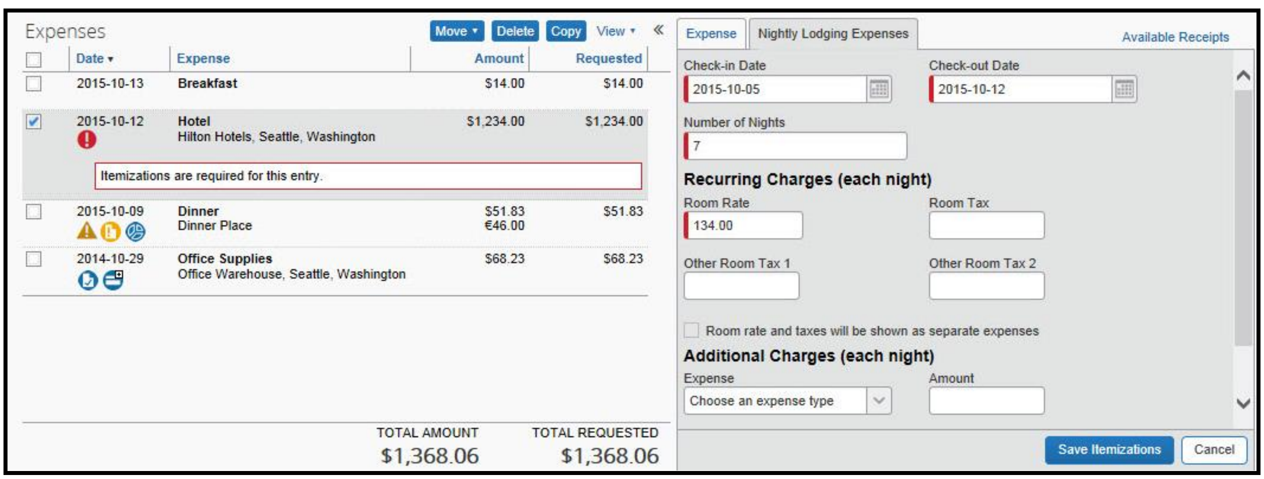
To create a lodging expense:

1. With the expense report open, on the **Expense** tab, select the lodging expense type. The page refreshes, displaying the required and optional fields for the selected expense type.
2. Click **Itemize**.

   The expense appears on the left side of the page; the **Nightly Lodging Expenses** tab appears on the right side of the page.
3. Use the calendar to select the check-in date.

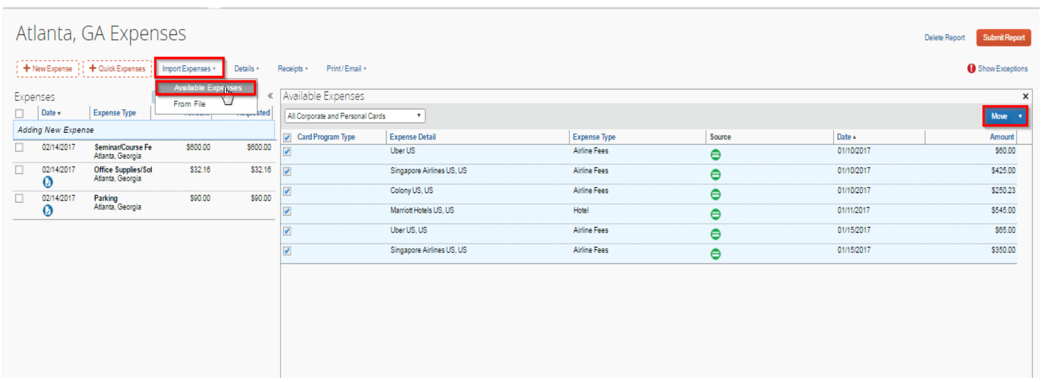
   The number of nights appears automatically.
4. Enter the **Room Rate** & **Room Tax**, and **Additional Charges**. (only if they are on every night's charge)
5. Click **Save Itemizations**.

If there is a remaining amount to be itemized (other charges, for example, for incidentals or room service), the remaining amount is displayed in the **Remaining** field on the right side of the **New Itemization** pane. Continue to itemize the amounts until the balance is $0.00.



To add card transactions within the open report:

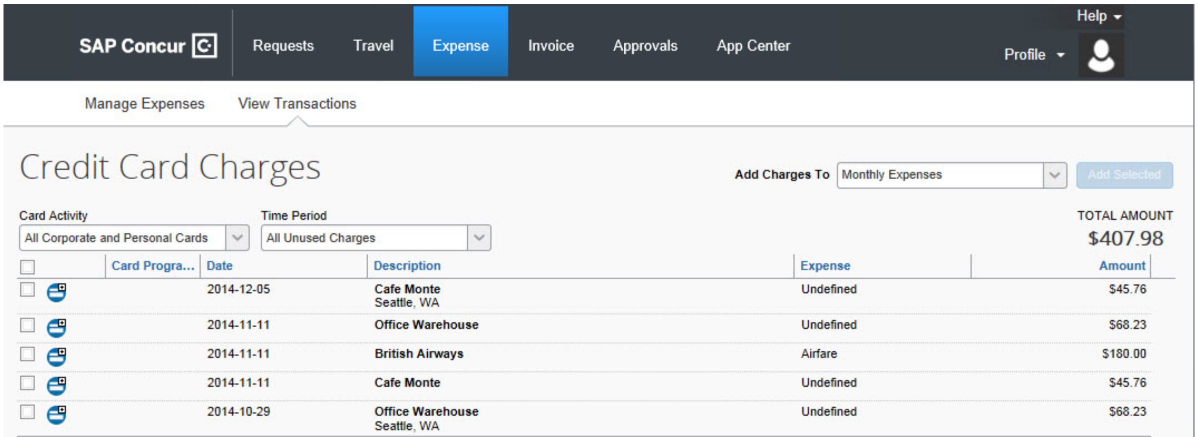
1. From the **Available Expenses** section on the left side of the screen, select the check box(es) for the appropriate expenses.
2. Select the transaction(s) that you want to assign to the current expense report.
3. Click **Move** (in the **Available Expenses** section). The expense is moved and appears on the left side of the page, with any applicable icons, such as company card or exception.
   - If you select **To Current Report**, the selected transactions are attached to the report.
   - If you select **To New Report**, the **Create a New Expense Report** page appears. Enter the report information as usual.



From the Credit Card Charges page

To assign one or more transactions to an expense report:

1. Click the **Expense Tab > View Transactions** on the sub-menu.
2. Select a check box next to each appropriate transaction.
   TIP: Select the **uppermost** check box to select all transactions.
3. Select an expense report from the **Add Charges To** dropdown list.
4. Click **Add Selected**.



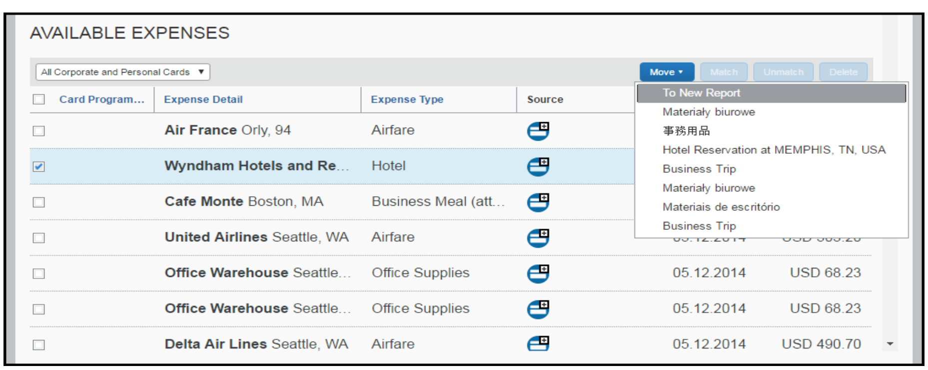
From the Available Expenses section

You can access the **Available Expenses** section in these ways:

- On the home page, on the Quick Task Bar, click the **Available Expenses** task.
- On the home page, in the **My Tasks** section, click the **Available Expenses** task.
- On the menu, click **Expenses** > **Manage Expenses** on the sub-menu. The **Available Expenses** section appears (you might need to scroll down).

To assign the transaction to a report:

1. Select a check box next to each appropriate transaction.
   TIP: Select the uppermost check box to select all transactions.
2. Click **Move**.
3. Select the name of the appropriate report or **To New Report**.
   - If you select an existing report, the report opens, and the selected transactions are attached to the report.
   - If you select **To New Report**, the **Create a New Expense Report** page appears. Enter the report information as usual.

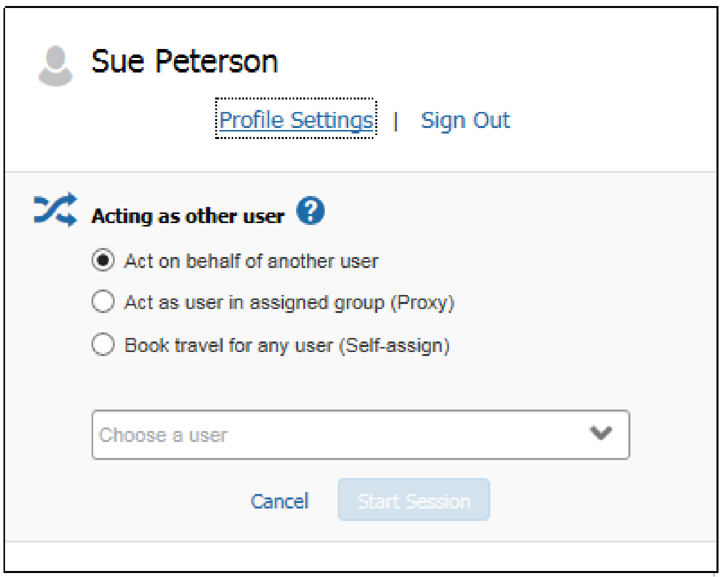


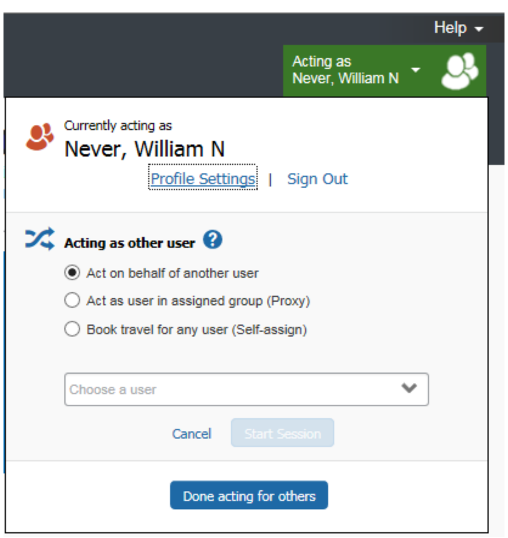
Acting as a Delegate

If you have been assigned to work as a delegate, you can do such things as preparing reports, submitting reports, and booking travel on behalf of another.

To work as a delegate:

1. Click **Profile** > **Act on behalf of another user**.
2. Select the appropriate user's name.
3. Click **Start Session**.
   NOTE: Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected.
4. You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.
   - To select a different user, follow the same steps but select a different name.
   - To return to your own tasks, click **Acting as**, and then click **Done acting for others**.
     NOTE: Notice that the **Profile** menu now appears.





Submitting an Expense Report

To submit your expense report

1. On the expense report page, click **Submit Report**. The **Final Review** window appears.
2. Click **Accept & Submit**.

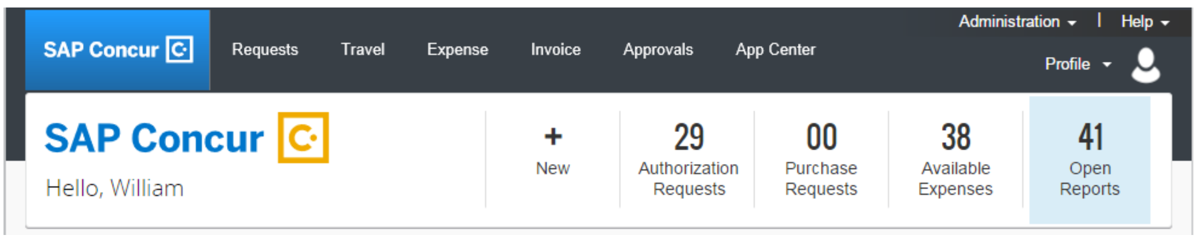
If you cannot successfully submit the report, a message appears describing the report error or exception. Correct the error, or if you require help to complete the task, contact your SAP Concur administrator.

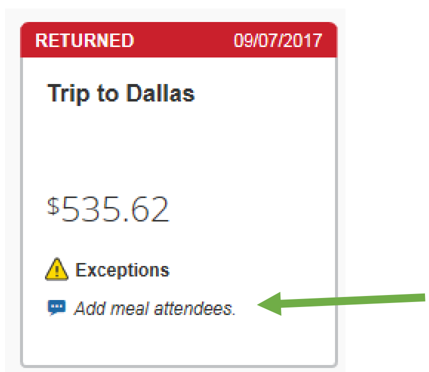
Correcting and Resubmitting an Expense Report

Your Expense approver might send a report back to you if an error is found. The approver will include a comment explaining why the report was returned to you.

To identify and correct expense reports requiring resubmission:

1. To open the report, on the home page, in the Quick Task Bar, click the **Open Reports** task. In the **Active Reports** section of the page, the report appears with **Returned** on the report tile. The approver's comment appears below the amount.





2. Click the report tile to open the report.
3. Make the requested changes.
4. Click **Submit Report**.

Reviewing and Approving an Expense Report

To approve a report "as is":

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports.** The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.
2. Review the report details:
   - The correct department is selected (refer to coding on page 6-7)
   - The amount and receipt are matching
   - The allocations are accurate for the expense
   - If a property visit was done, the property # is listed or selected
   - There are no duplicate charges
3. If all is accurate then click **Approve**.

Sending Back an Expense Report

To return the entire expense report to the employee for correction:

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports.** The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.
2. Click **Send Back to Employee**. The **Send Back Report** window appears.
3. Enter a **Comment** for the employee, explaining why you are returning the report.
4. Click **OK**.

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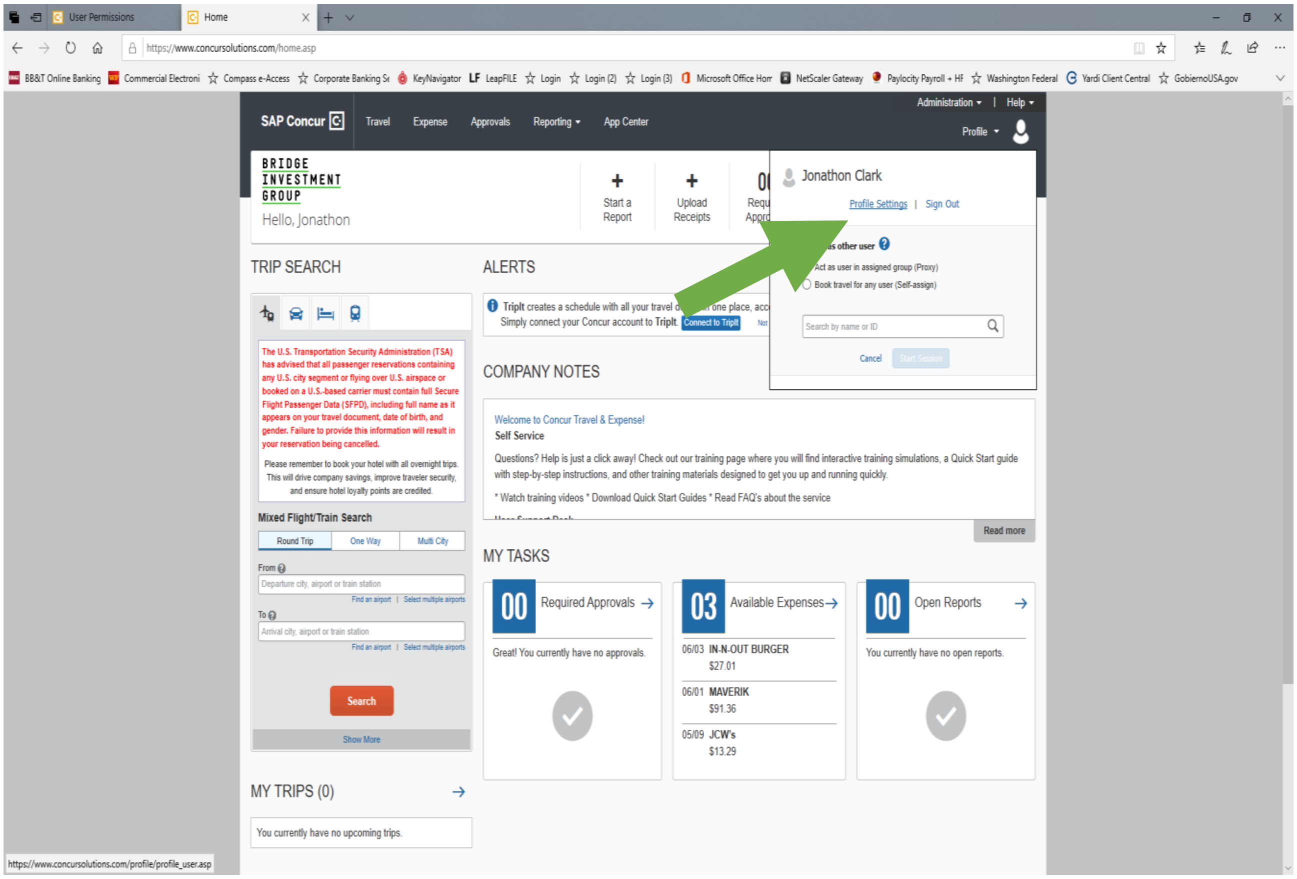
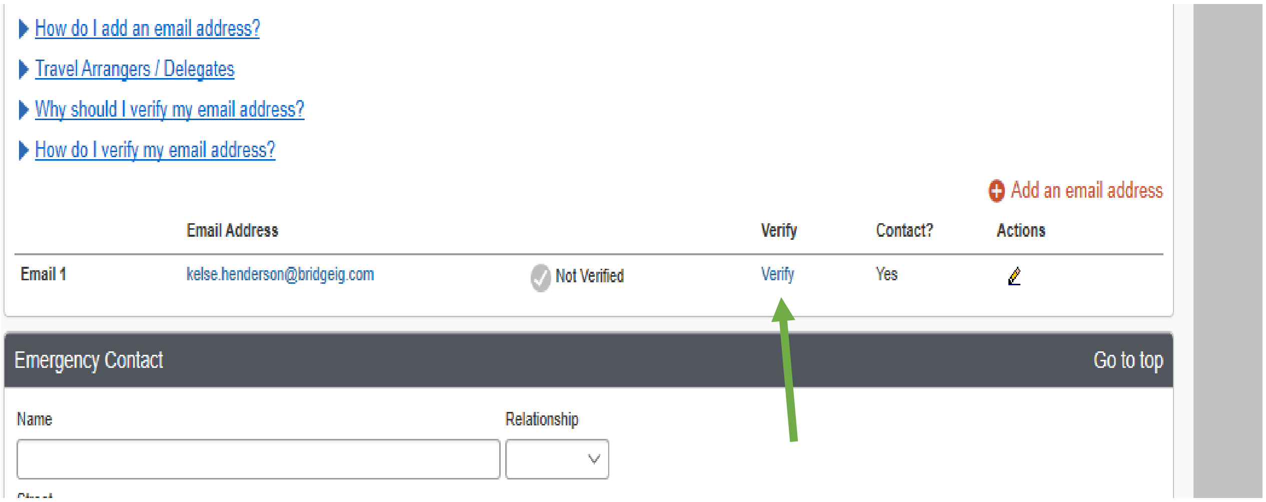
Setting up Concur Mobile

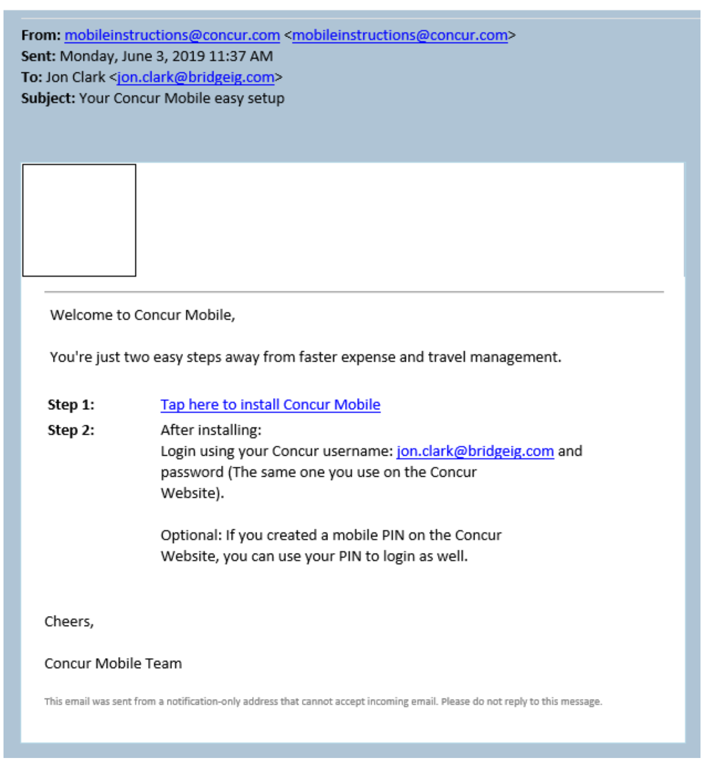
You will need to verify your email address to setup the mobile app. To do this click on the "Profile" drop down menu, then select the "Profile Settings" link.



- From the profile settings screen select the "Email Addresses" link on the upper left-hand side of the screen.
- Your email address should appear like the screenshot below. Click on the "Verify" link. Concur will send you an email. Follow the instructions from that email to complete the email verification process



- Once you have verified your email address from the "User Profile" page select the "Concur Mobile Registration" link on the bottom left-hand side of the screen.
- Enter your email address that you verified and hit the "Get Started" button. Concur will send you an email with instructions on how to complete the mobile app setup. *NOTE we do not have single sign on setup yet for Concur. The app will ask you if you have a PIN for this, please ignore that part and just enter your username and your password. The email from Concur mobile will look like this:



From: mobileinstructions@concur.com <mobileinstructions@concur.com>
Sent: Monday, June 3, 2019 11:37 AM
To: Jon Clark <jon.clark@bridgeig.com>
Subject: Your Concur Mobile easy setup

Welcome to Concur Mobile,

You're just two easy steps away from faster expense and travel management.

Step 1: Tap here to install Concur Mobile

Step 2: After installing:
Login using your Concur username: jon.clark@bridgeig.com and password (The same one you use on the Concur Website).

Optional: If you created a mobile PIN on the Concur Website, you can use your PIN to login as well.

Cheers,

Concur Mobile Team

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

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Phone User Guides

The following user guides will help you use Concur on your phone:

Expense it_Android.pdf

Expense it_iPhone.pdf

The following user guides will help you approve on your phone:

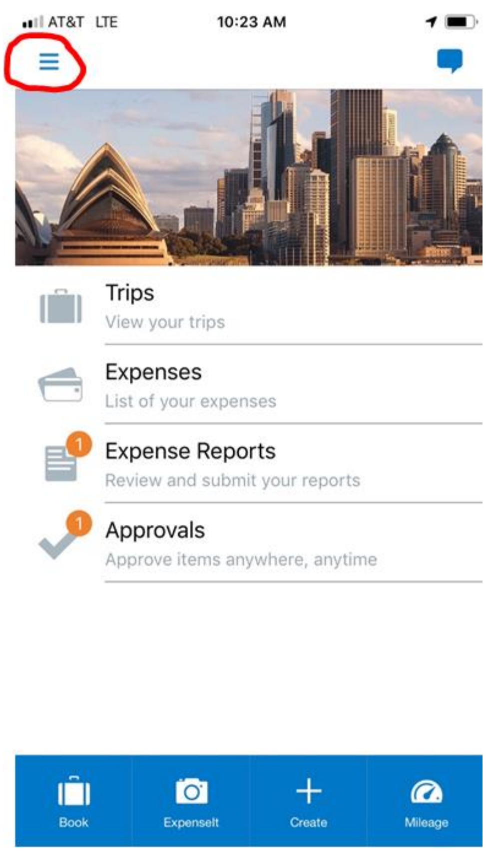
ApproveanExpenseReport_Android.pdf

ApproveExpenseReports_iPhone.pdf

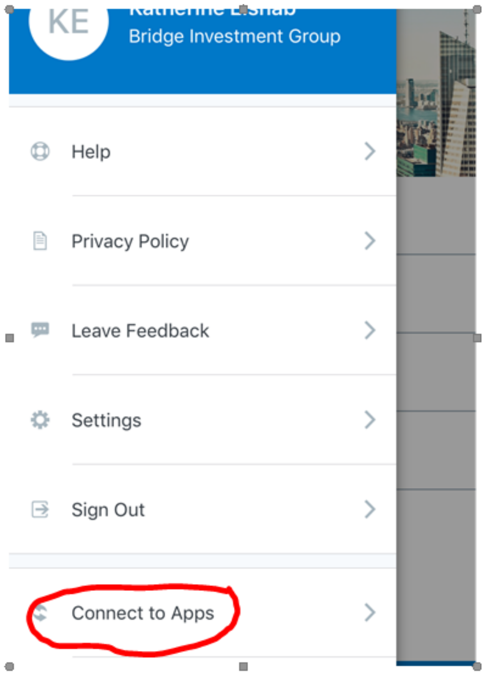
Connecting to Apps

Concur allows you to link certain apps, including Uber and Lyft to your Concur account. If you elect to do so, please follow the following steps:

Go to your Concur homepage and click on the three lines in the upper left corner:



Select Connect to Apps:



Select the apps that you want to link to your Concur account: