Creating a New Expense Claim

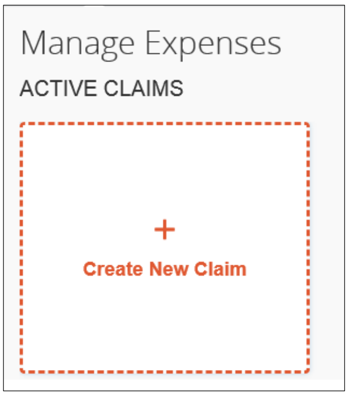
1. Overview

An Expense Claim groups together transactions, and their receipts, for Approval.

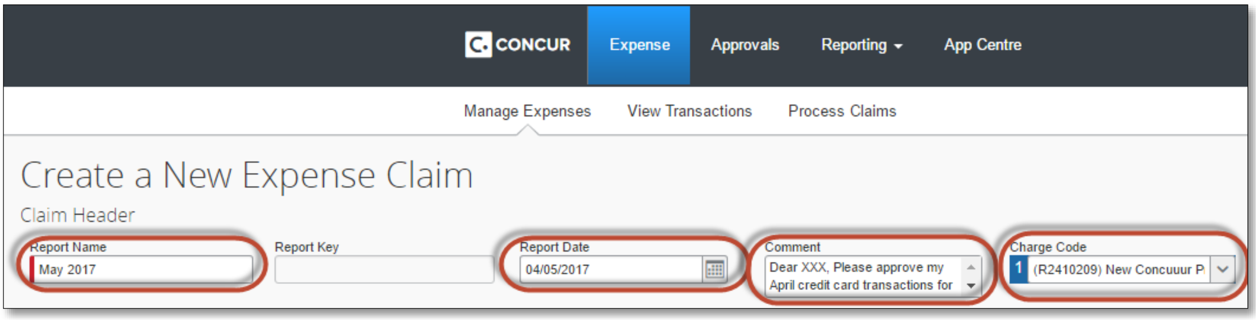
Note: Any unauthorised transactions, charged to your ANU Purchase Card, must be disputed as soon as possible. Refer to Disputed Transactions for the process for lodging a Dispute with the Bank.

2. Create a New Claim

Click on Create New Claim



Complete Claim Header Details



Field	Description	Sample
Report Name	Format: Month Year Used to describe the transactions grouped together in this claim	May 2017
Report Date	Defaults to today's date, no need to change	04/05/2017
Comment	Optional, additional information that could assist with communicating with the Approver	Dear XXX, Please approve my April credit card transactions…
Charge Code	Optional, if entered here the value will default to all transactions added to the report – the value is then able to be updated at the Line level	(R2410209) New Concur

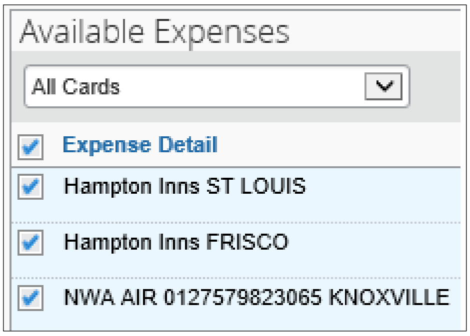
Select 

Transactions with receipts matched will display these 2 icons beside the transaction details. 

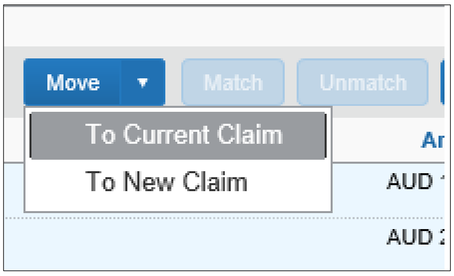
Refer to the Receipt Management Guides for details on working with Receipts. If you see a Receipt in your list which is not already matched to a transaction, to perform the matching and include it in the same claim refer to Receipt Matching within this document.

Choose Available Expenses to Move to Current Claim

Select available expenses

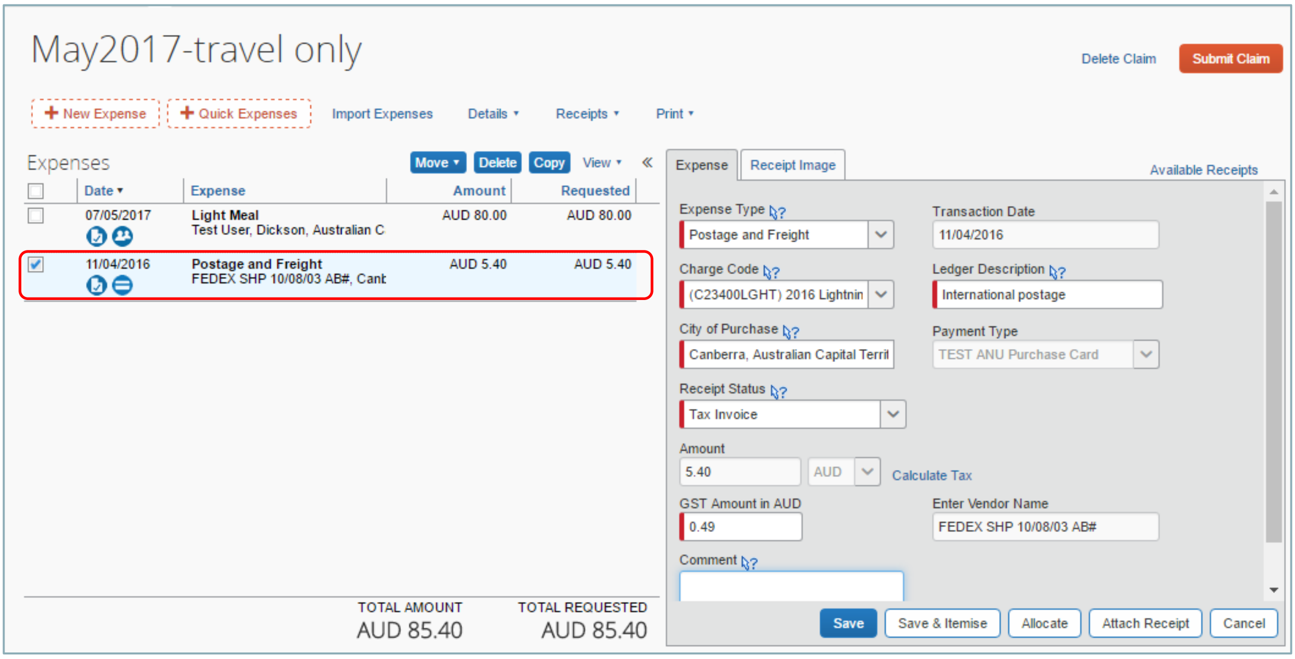


Click Move > To Current Claim



Update transactions details

Select a transaction from the Expense table. The details to be reviewed and/or updated will display on the right.



Fields marked with | are Mandatory

Note: many fields will auto populate from the Bank Transaction Data, some are unable to be modified e.g. Amount, Date, Vendor (Merchant), Payment Type

3. The following fields should be reviewed/updated:

Field	Description	Sample
Expense Type	Categorises 'what' the expense is. Review and update if required Some Expense Types require additional fields	Fuel/Petrol/Gas/Diesel
Charge Code	A charge code determines 'where' the expense will be allocated: comprising of Fund, Department and project (if applicable) If a transaction needs the charge code to be split between different Fund/Dept/Projects then see the user guide on Allocating Expenses.	(C23400LGHT) 2016 Lightning
Ledger Description	This information will appear on finance transactional reports e.g. FMR, CIFR - consider including details such as Who-Why-What-Where-When of the goods/services that have been purchased. Note: 30 character limit	International Postage
Receipt Status	**All** Purchase Card transactions require a Receipt 1. **Tax Invoice** – detailed receipt (not from EFTPOS Terminal) includes ATO required details such as Seller's Name, ABN, GST Amount 2. **Receipt** – Select if you do not have a Tax Invoice but have evidence of the goods purchased 3. **No Receipt** – if you have misplaced your receipt and have no proof of purchase – this will require an online completion of Missing Receipt Affidavit For transactions > $82.50 AUD only those with Receipt Status = Tax Invoice enable the claiming back of the GST, others will include the GST as an Expense. Details on Tax Invoice requirements can be found at Tax Invoices.	Tax Invoice
GST Amount AUD	GST is calculated for Transactions as defined by the City of Purchase Click on Calculate Tax Compare the GST Amount calculated to what appears on your Tax Invoice, if necessary overwrite the amount calculated. Some purchases e.g. Woolworths include items which are GST Free and therefore you will need to adjust the GST Amount. Refer to the Guide GST on imported services and digital products on how to process these transactions and claim the GST.	

4. Check that there are no warning messages/issues that need resolving

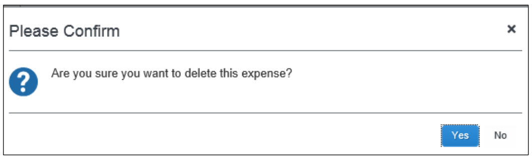
Those flagged with  will prevent you from Submitting your Claim. You will need to resolve these issues.

Those flagged with  should be reviewed prior to Submitting your Claim.

5. How to remove a Transaction from an Expense Claim

If you need to remove a transaction from this Expense Claim – Select the transaction on the left then Click on 

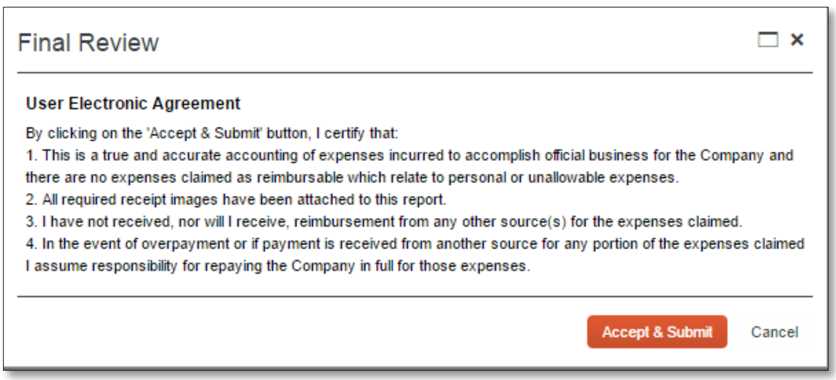
To confirm that the transaction should be deleted Click on 

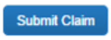


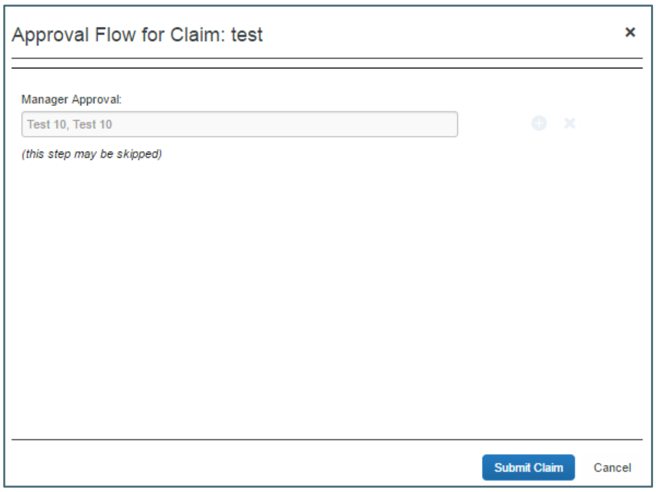
Note: The transaction is not actually deleted. It is returned to your list of Available Expenses ready to include in a future Expense Claim.

6. Once all transactions have been completed

Click on  and select  if ready to send for Approval.

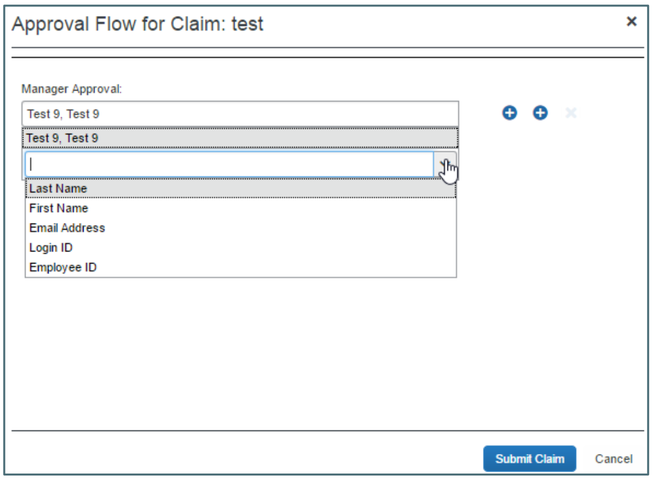


Review the default approver and click 



For certain system users (such as Students and Visitors and Honorary Appointments), select the appropriate approver if the default approver is not correct.

e.g. Select 'Last Name' search field and search for the Approver by Last Name.

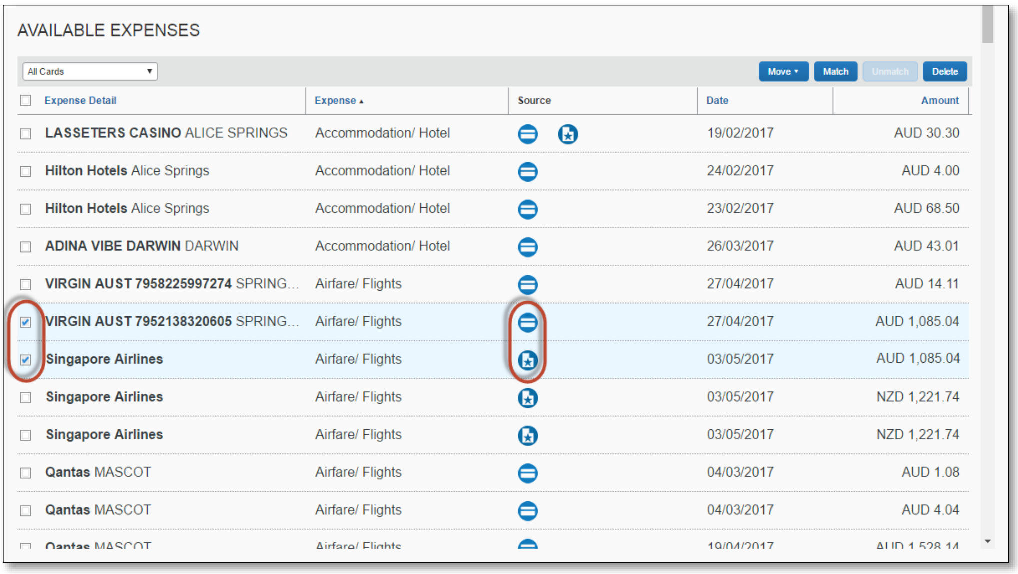


7. Receipt Matching

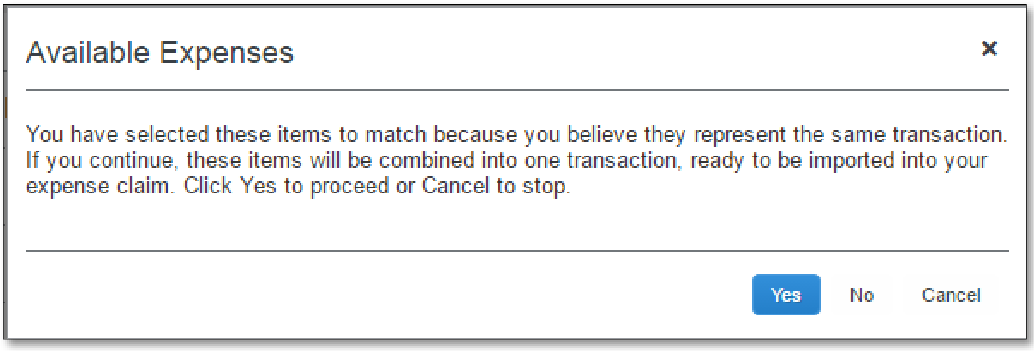
Identifies a transaction without a receipt matched

Identifies a Receipt uploaded but not yet matched

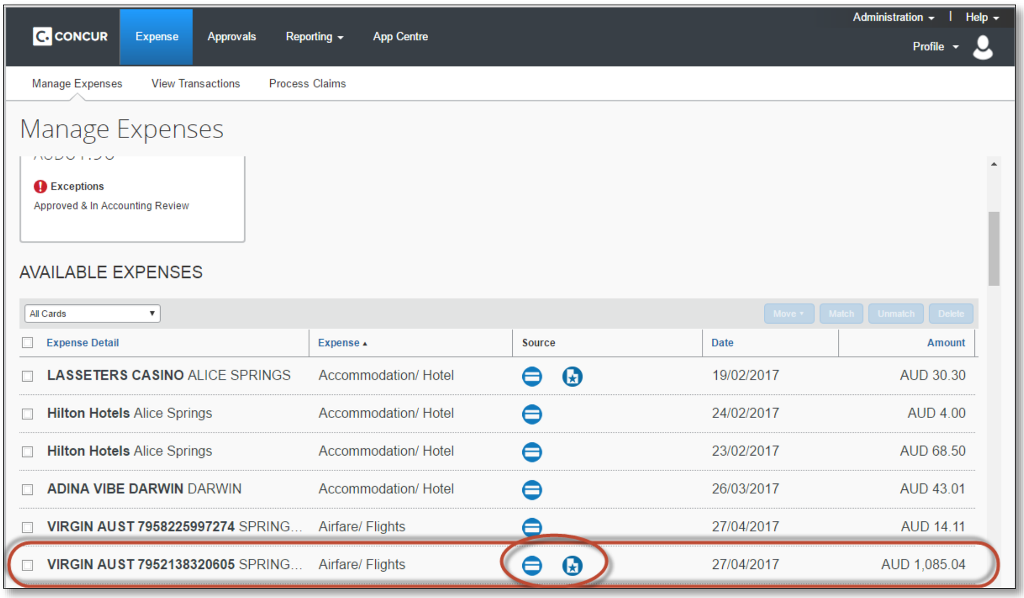
Select the checkboxes beside both the expense transaction and the receipt that you want to match



Select Match, a confirmation message will appear, Click Yes to Match.

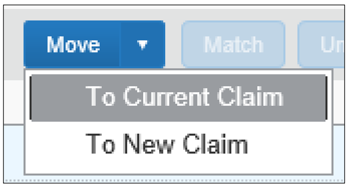


The transaction will display with the matched receipt



In order for this expense transaction and receipt to remain matched you need to Move it to a Claim.

Select the transaction and choose either Move to Current Claim to add to an existing Claim or Move to New Claim to create a new Expense Claim.



8. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

https://services.anu.edu.au/information-technology/software-systems/concur-expense-management