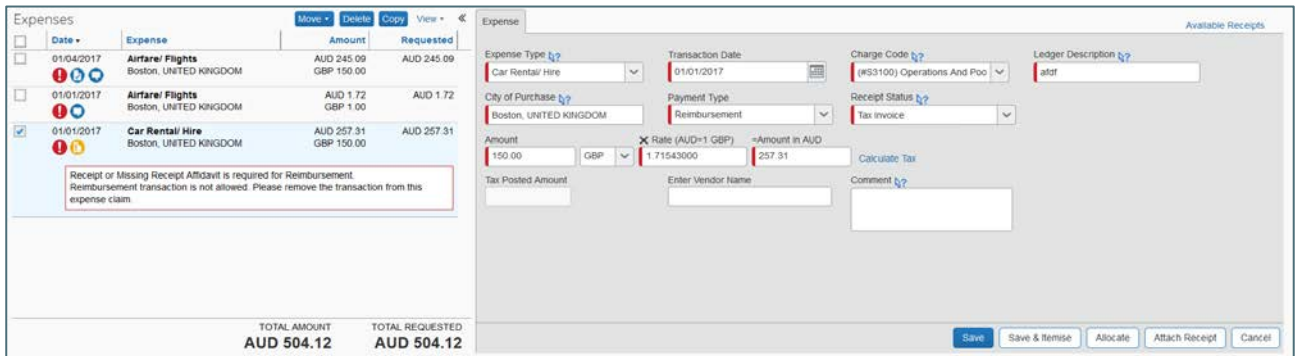


1. Overview

Concur allows users to upload receipts directly from their computer to a transaction within an Expense Claim.

2. Upload receipt directly to purchase card transaction (Within an Expense Claim)

1) Select a transaction from the Expenses Table



Date	Expense	Amount	Requested
01/04/2017	Airfare/ Flights Boston, UNITED KINGDOM	AUD 245.09 GBP 150.00	AUD 245.09
01/01/2017	Airfare/ Flights Boston, UNITED KINGDOM	AUD 1.72 GBP 1.00	AUD 1.72
01/01/2017	Car Rental/ Hire Boston, UNITED KINGDOM	AUD 257.31 GBP 150.00	AUD 257.31

Expense Entry Form:

Expense Type: Car Rental/ Hire
Transaction Date: 01/01/2017
Charge Code: #S3100 Operations And Poo
Ledger Description: aldrf

City of Purchase: Boston, UNITED KINGDOM
Payment Type: Reimbursement
Receipt Status: Tax Invoice

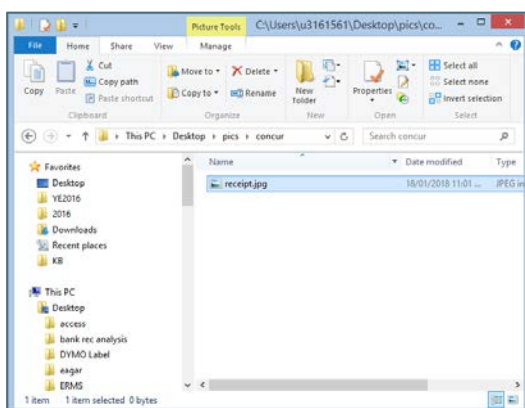
Amount: 150.00 GBP
Rate (AUD=1 GBP): 1.71543000
Amount in AUD: 257.31

Tax Posted Amount: []
Enter Vendor Name: []
Comment: []

TOTAL AMOUNT: AUD 504.12
TOTAL REQUESTED: AUD 504.12

2) Open File Explorer.

- Press Win+E on your Keyboard, or
- Use the File Explorer on the taskbar. It is in the form of a folder. Click or tap on it and File Explorer opens.



3) From **File Explorer** click on the receipt then drag and drop it anywhere in the grey Expense entry box.

The screenshot shows the Concur Expense Centre interface. The main header includes the Concur logo and navigation tabs for 'Expense', 'Reporting', and 'App Centre'. The user is logged in as 'testing'. The interface displays a list of expenses with columns for Date, Amount, and Exception. A red box highlights the 'Expense' details form for a selected transaction. The form includes fields for Expense Type (Airfare/ Flights), Transaction Date (01/01/2017), Charge Code (063100 Operations And Poo), Ledger Description (Trip to las vegas), Travel Type, City of Purchase (Boston, UNITED KINGDOM), Payment Type (Reimbursement), Receipt Status (Tax Invoice), Amount (1.00 GBP), and Rate (1.71543000). The form also has a 'Comment' field with the text 'THIS IS A TRIP' and a 'Move' button. At the bottom of the form, there are buttons for 'Save', 'Save & Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'.

Expense	Date	Amount	Exception
Airfare/ Flights	01/01/2017	GBP 1.00	Receipt or Missing Receipt Affidavit is required for Reimbursement.
Airfare/ Flights	01/01/2017	GBP 1.00	Reimbursement transaction is not allowed. Please remove the transaction from this expense claim.
Airfare/ Flights	01/01/2017	GBP 1.00	Missing required field: Travel Type.

Date	Expense	Amount	Requested
01/04/2017	Airfare/ Flights Boston, UNITED KINGDOM	AUD 245.09 GBP 150.00	AUD 245.09
01/01/2017	Airfare/ Flights Boston, UNITED KINGDOM	AUD 1.72 GBP 1.00	AUD 1.72
01/01/2017	Car Rental/ Hire Boston, UNITED KINGDOM	AUD 257.31 GBP 150.00	AUD 257.31

TOTAL AMOUNT: AUD 504.12
TOTAL REQUESTED: AUD 504.12

4) The receipt will be attached to your Purchase Card transaction.

3. 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>