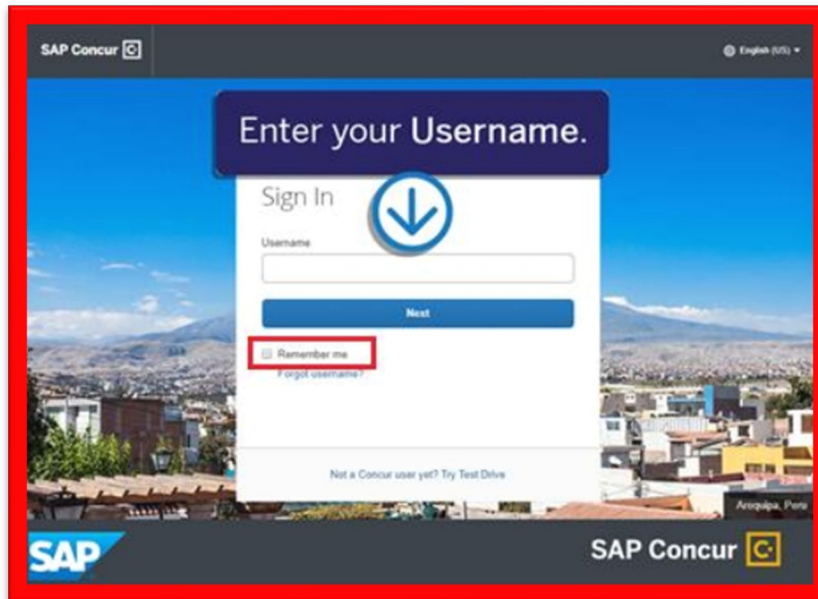


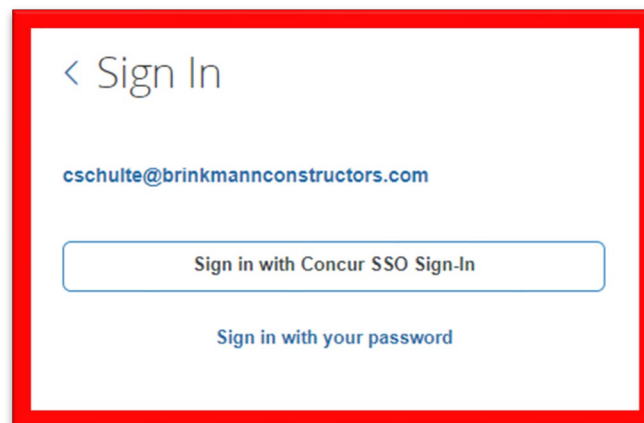
## Concur Expense Job Aid

Navigating to Concur (web): <https://www.concursolutions.com/>

1. Enter your Username (Business e-mail address, ex. [cschulte@brinkmannconstructors.com](mailto:cschulte@brinkmannconstructors.com)), Click “Next”

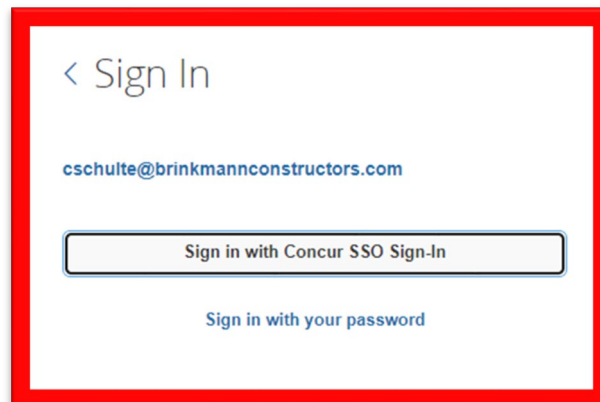


2. If you are connected to the Brinkmann network, click “Sign in with Concur SSO Sign-In”. You will be taken to the Concur Home page without any prompt for a password.

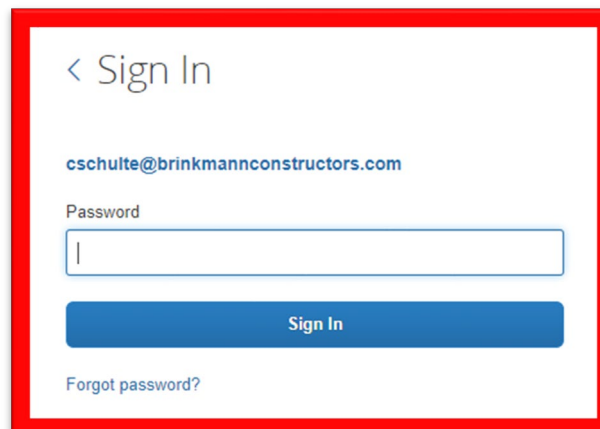


## Concur Expense Job Aid

3. Alternatively, if you are not connected to the Brinkmann network, click “Sign in with your password” and then enter your password. If this is your initial log in to Concur, enter your temporary password provided to you: welcome1
  - a. If the temporary password does not work, select “Forgot password?” and a password reset link will be sent to you.
  - b. If you have any issues with your log in, please reach out to Chris Schulte or another member of the accounting team.



The screenshot shows the Concur Sign In page. At the top, there is a back arrow and the text "Sign In". Below this, the email address "cschulte@brinkmannconstructors.com" is displayed. There are two sign-in options: a button labeled "Sign in with Concur SSO Sign-In" and a link labeled "Sign in with your password".



The screenshot shows the Concur Sign In page. At the top, there is a back arrow and the text "Sign In". Below this, the email address "cschulte@brinkmannconstructors.com" is displayed. There is a "Password" label above a text input field. Below the input field is a blue button labeled "Sign In". At the bottom, there is a link labeled "Forgot password?".

4. You can also access Concur through the following two methods:
  - a. Clicking on your desktop icon:



- b. Clicking on the Concur tile on the Sharepoint Home Page:



## Exploring the Concur Home Page (Expense)

### 1. Quick Task Bar: This section provides links so you can:

- Start a new report
- Open reports
- Manage available expenses

### 2. My Tasks: This section shows:

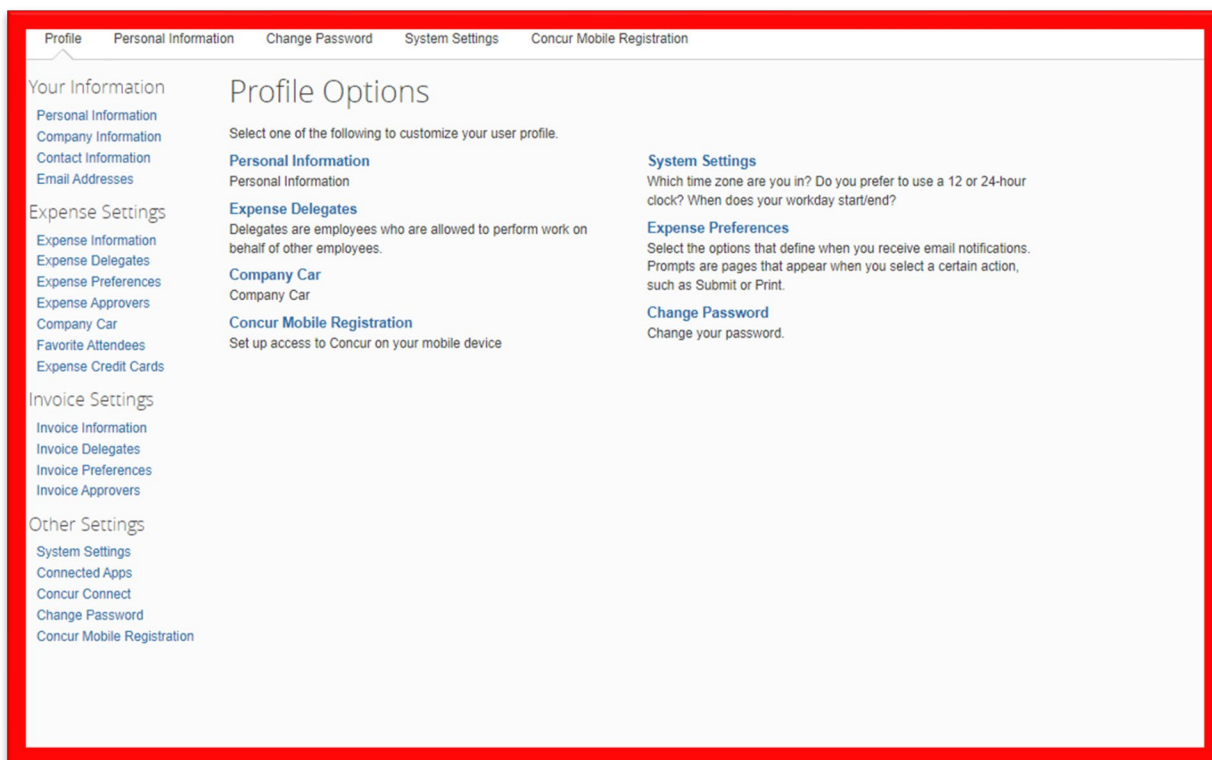
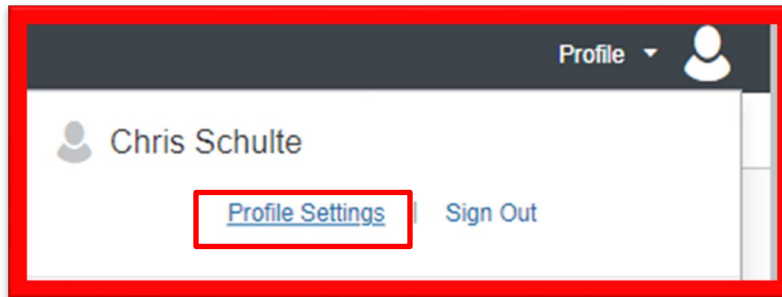
- Available expenses
- Open reports
- Approvals requiring attention

The screenshot displays the Concur Home Page for Brinkmann Constructors. The top navigation bar includes the company logo, a greeting "Hello, Chris", and a "Quick Task Bar" with five buttons: "+ New", "00 Required Approvals", "03 Invoices", "00 Available Expenses", and "00 Open Reports". Below this is the "MY TASKS" section, which contains three task cards. Each card has a blue square with "00", a title, a right-pointing arrow, a status message, and a circular checkmark icon.

Task Category	Count	Status
Required Approvals	00	Great! You currently have no approvals.
Available Expenses	00	You currently have no available expenses.
Open Reports	00	You currently have no open reports.

### Updating Your Expense Profile

1. Use the Profile Options page to set or change personal preferences:



- You can also add a personal email address if you want to email in receipts for transactions that aren't sent to your company email address (For example, an uber receipt is sent to your personal email).

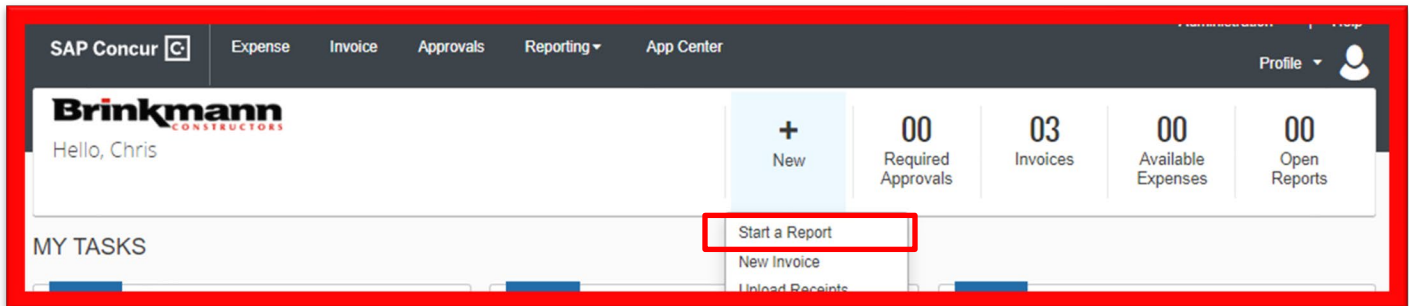
3. Under 'Expense Preferences', it will give you the option to sign up for Expense Assistant. The method selected should be NONE. The other option is 'By Month' which does not align with Brinkmann policy of submitting out of pocket expense reports weekly and credit card reports bi-weekly.

4. Email notifications can be managed under 'Expense Preferences' or 'Invoice Preferences'

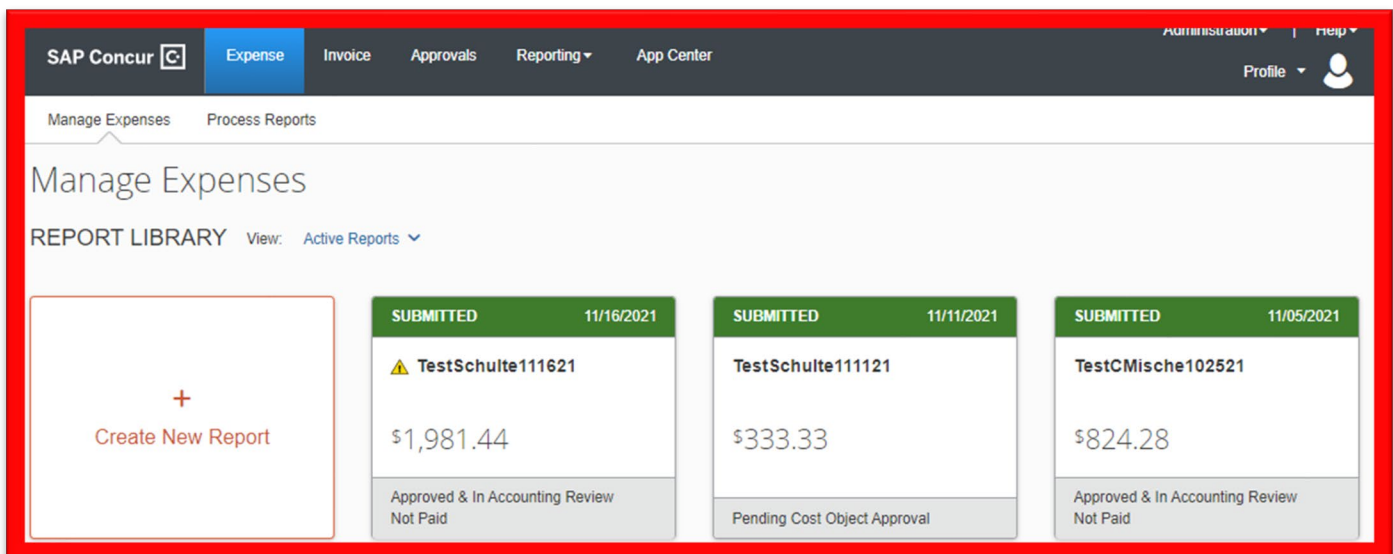
## Creating a New Expense Report

### 1. Either:

- On the Concur home page, on the Quick Task Bar, place your mouse pointer over New, and then click Start a Report.



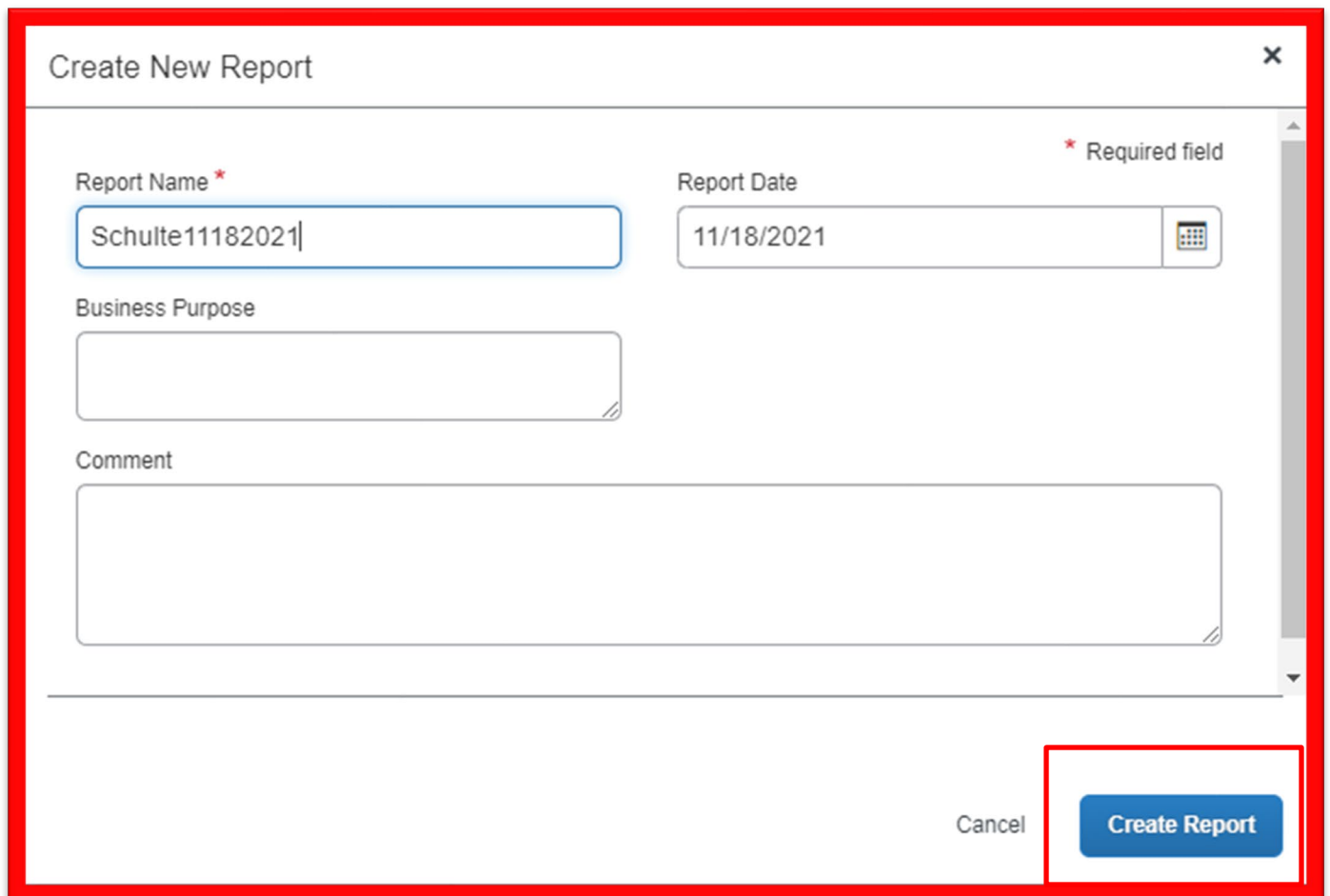
- On the Concur home page, from the Expense menu, on the Manage Expense tab, click the Create New Report tile.



### Creating a New Expense Report (Cont'd)

#### 2. A “Create New Report” window will pop up

- Fill in the Report Name (best practice is Last Name and the Date of Report, i.e., Schulte11182021)
- Fill in the Report Date (the date you are creating the report)
- Business Purpose and Comment are optional fields that can be used if additional information needs to be provided for the reviewer
- Click “Create Report”



The screenshot shows a 'Create New Report' dialog box. It has a title bar with a close button (X). The form contains the following fields:

- Report Name \***: A text input field containing 'Schulte11182021'. A red asterisk indicates it is a required field.
- Report Date**: A date input field containing '11/18/2021'. A red asterisk indicates it is a required field. A calendar icon is visible to the right of the field.
- Business Purpose**: A text input field.
- Comment**: A larger text input field.

At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Create Report'. The 'Create Report' button is highlighted with a red rectangle.

### Creating a New Expense Report (Cont'd)

3. You will then be able to add your expenses to your report by clicking add expense.

SAP Concur Expense

Manage Expenses Process Reports

Schulte11182021 \$0.00

Not Submitted

Report Details Print/Share Manage Receipts

**Add Expense** Edit Delete Copy Allocate Combine Expenses Move to

No Expenses  
Add expenses to this report to submit for reimbursement.

Submit Report

4. A new window will appear that will give you the option to either add an “Available Expense” or “Create New Expense”

a) “Available Expenses” appear in one of three ways:

- A picture of a receipt is taken using the Concur mobile app. The app will analyze the receipt for you and create an expense that can be added to a report
- A receipt is emailed to [receipts@expenseit.com](mailto:receipts@expenseit.com) (The receipt is then analyzed similarly to the app and key information is pulled off to create the expense such as vendor, amount, date, etc.)
- Users that have a Capital One company credit card will see their credit card transactions appear in available receipts.
  - **NOTE: For best practices, out of pocket expenses and company credit card transactions should be submitted on different reports.**

Add Expense

2 Available Expenses **+** Create New Expense

<input type="checkbox"/>	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ↑↓	Amount ↑↓
<input type="checkbox"/>	Out-of-Pocket	Overhead	Super Park St Louis, Missouri	11/06/2021	\$27.00
<input type="checkbox"/>	Out-of-Pocket	Overhead	Southwest Airlines Las Vegas, Nevada	09/30/2021	\$20.00

Displayed expenses: 2, Total: 2

Close **Add To Report**

### Creating a New Expense Report (Cont'd)

#### 5. There are four expense types that can be used when creating a new expense:

- **Job** = used for charging an expense to a Job – routes to the Project Manager on the job for approval, if >\$1,000 routes to the Project Director for secondary approval.
- **Mileage-Job** = same as job expense type except used specifically for mileage to be reimbursed for personal auto.
- **Overhead** = used for any expense not charged to a job – routes to the employee's default manager for approval (as assigned in UltiPro).
- **Mileage-Overhead** = same as Overhead expense type except used specifically for mileage to be reimbursed for personal auto.

The screenshot shows the 'Add Expense' window. At the top, there's a title bar 'Add Expense' with a close button. Below it, there are two tabs: '2 Available Expenses' (which is selected and highlighted in blue) and '+ Create New Expense'. Below the tabs, there's a search bar with the placeholder text 'Search for an expense type'. Under the search bar, there's a section 'Recently Used' with a dropdown arrow. Below that, there's a section '01. Expense Type' with a dropdown arrow. Under '01. Expense Type', there are four options: 'Job', 'Mileage-Job', 'Mileage-Overhead', and 'Overhead'.

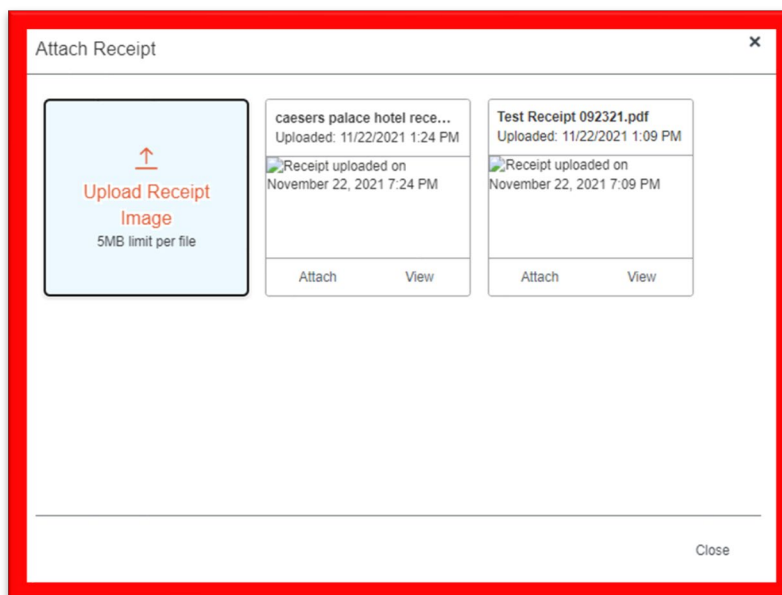
**Note:** Any combination of expense types and expenses for different jobs can be included on the same expense report. The report will route to each of the respective Project Managers or Overhead Manager for approval based on the individual expense line items.



### Creating a New Expense Report (Cont'd)

#### 6. To Add a Job Expense type, complete the form with the following:

- Transaction Date: Date the expense was incurred
- Expense Description: Short description of expense (i.e., flight for Job Site Visit)
- Vendor Description: Name of Vendor (i.e., Southwest)
- City of Purchase: ***This field will appear on the form; however, it is NOT a required field. This field may pre-populate with a city when taking a picture of a receipt using the mobile app. You can leave the pre-populated city. There is no need to edit it.***
- Payment Type: This will default as Out-of-Pocket. This is the correct and only option to use for reimbursements. If you are submitting a report for Company Credit Card transactions this will default as "Capital One Corporate MC"
- Amount: The dollar amount of the expense
- Currency: This must be US, Dollar
- Company: This will default to (1) Brinkmann Constructors
- Job #: Select the Job from the drop-down list
- Phase Code: Select the Phase Code from the drop-down list
- Cost Type: Select the Cost Type from the drop-down list
- Attach Receipt: **You must attach a receipt for each expense. If you do not have a receipt, then you must upload a pdf in place of a receipt that contains an explanation for the approver as to why a receipt is not available.**
  - i. When attaching a receipt, you will have the option to either upload a receipt image from your computer or to select one from your available receipts. You can email receipts to [receipts@concur.com](mailto:receipts@concur.com) (this option sends just the image but does not analyze it and create the expense for you – this is the best option for Company Credit Card transactions where the expenses will be automatically feed to each user profile)



## Creating a New Expense Report (Cont'd)

### 6. To Add a Job Expense type (cont'd):

- After all required fields are completed and a receipt is attached, click “Save Expense” or “Save and Add Another”

The screenshot shows the 'New Expense' form in the Concur system. The form is titled 'New Expense' and has tabs for 'Details' and 'Itemizations'. The 'Details' tab is active. The form contains several required fields marked with an asterisk (\*). The fields are: Expense Type (set to 'Job'), Transaction Date (set to '11/18/2021'), Expense Description (set to 'Flight for Job Site Visit'), Vendor Description (set to 'Southwest'), City of Purchase, Payment Type (set to 'Out-of-Pocket'), Amount, Currency (set to 'US, Dollar'), Company (set to '(1) Brinkmann Constructors'), Job # (set to 'Search by Text'), Phase Code, and Cost Type. The bottom of the form has three buttons: 'Save Expense', 'Save and Add Another', and 'Cancel'. A red box highlights these buttons. On the right side of the form, there is a 'Hide Receipt' button and a preview of a receipt titled 'Test Receipt 092321.pdf'.

**New Expense** Cancel Save Expense

Details Itemizations Hide Receipt

Allocate \* Required field

Expense Type \*  
Job

Transaction Date \*  
11/18/2021

Expense Description \*  
Flight for Job Site Visit

Vendor Description \*  
Southwest

City of Purchase

Payment Type \*  
Out-of-Pocket

Amount \*

Currency \*  
US, Dollar

Company \*  
(1) Brinkmann Constructors

Job # \*  
Search by Text

Phase Code \*

Cost Type \*

Save Expense Save and Add Another Cancel

Test Receipt 092321.pdf  
Detach

### Creating a New Expense Report (Cont'd)

#### 7. To Add an Overhead Expense type, complete the form with the following:

- Transaction Date: Date the expense was incurred
- Expense Description: Short description of expense (i.e., Hotel for Conference)
- Vendor Description: Name of Vendor (i.e., Marriott)
- City of Purchase: ***This field will appear on the form; however, it is NOT a required field. This field may pre-populate with a city when taking a picture of a receipt using the mobile app. You can leave the pre-populated city. There is no need to edit it.***
- Payment Type: This will default as Out-of-Pocket. This is the correct and only option to use for reimbursements. If you are submitting a report for Company Credit Card transactions this will default as "Capital One Corporate MC"
- Amount: The dollar amount of the expense
- Currency: This must be US, Dollar
- Company: This will default to (1) Brinkmann Constructors
- Location: Select the shared services department or office location from the drop-down list
  - **Shared Service employees will select one of the following locations:**
    - **92 – Accounting**
    - **93 – Legal**
    - **94 – Business Development/Marketing**
    - **95 – Safety**
    - **96 – IT**
    - **97 – Human Resources**
    - **98 – Executive**
    - **99 – General Administration**
  - **If you do not fall into one of the shared services departments above (i.e., operations, preconstruction, etc.), you will select your office location:**
    - **01 – St. Louis Office**
    - **02 – Colorado Office**
    - **03 – Kansas City Office**
    - **04 – Richmond Office**
- Expense Account: Select the General Ledger account from the drop-down list (See *separate GL account reference handout for help with coding of expenses*).
- Attach Receipt: **You must attach a receipt for each expense. If you do not have a receipt, then you must upload a pdf in place of a receipt that contains an explanation for the approver as to why a receipt is not available.**
  - When attaching a receipt, you will have the option to either upload a receipt image from your computer or to select one from your available receipts. You can email receipts to [receipts@concur.com](mailto:receipts@concur.com) (this option sends just the image but does not analyze it and create the expense for you – this is the best option for Company Credit Card transactions where the expenses will be automatically feed to each user profile)

## Creating a New Expense Report (Cont'd)

### 7. To Add an Overhead Expense type (Cont'd):

- After all required fields are completed and a receipt is attached, click “Save Expense” or “Save and Add Another”

**New Expense**

Cancel **Save Expense**

Hide Receipt

Allocate

\* Required field

Expense Type \*  
Overhead

Transaction Date \*  
11/18/2021

Expense Description \*  
Hotel for Conference

Vendor Description \*  
Marriott

City of Purchase  
City of Purchase

Payment Type \*  
Out-of-Pocket

Amount \*  
200.00

Currency \*  
US, Dollar

Company \*  
(1) Brinkmann Constructors

Location \*  
(04) Richmond Office

Expense Account \*  
(3060) T & E - Travel Costs

**Save Expense** **Save and Add Another** Cancel

Test  
Receipt - 092321 expense report

Test Receipt 092321.pdf

Detach

### Creating a New Expense Report (Cont'd)

#### 8. To Add a Mileage Expense type (both Job & Overhead):

- When adding a Mileage expense type the process is the same for both Job & Overhead except for coding to either a Job or General Ledger account – follow the steps above for either Job Expense or Overhead Expense for coding instructions.
- After selecting a Mileage expense type, a “Mileage Calculator” window appears. Here you will enter your starting and ending points for the trip and then select calculate route. Your mileage will be calculated for you.
- There are several other options you can choose on this screen such as:
  - i. Personal (check this box if a portion of your trip was personal)
  - ii. Make round trip (click this to double the mileage)
  - iii. Deduct commute (check this box to add in your home to office mileage)
- Once your satisfied with the Business mileage calculated, click “Add Mileage to Expense”

**Mileage Calculator**

☐ Avoid Tolls ☐ Avoid Highways

**Waypoints**

- A 16650 Chesterfield Grove Rd, Chesterfi
- B 5 Barn Rd, Defiance, MO 63341, USA

20.9 MI  
☒ Personal

Calculate Route Make Round Trip

**Directions**

Suggested routes:

- I-64 W, MO-94 W and Hwy F 21.0 mi. About 29 mins
- Hwy D 24.8 mi. About 35 mins

A 16650 Chesterfield Grove Rd, Chesterfield, MO 63005, USA

21.0 mi. About 29 mins

1. Head northwest on Chesterfield Grove Rd toward Baxter Rd 400 ft
2. Turn right onto Baxter Rd 98 ft
3. Turn left onto Chesterfield Airport Rd 1.2 mi

☒ Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
0.0 MI	20.9 MI

**Add Mileage to Expense** Cancel

### Creating a New Expense Report (Cont'd)

#### 8. To Add a Mileage Expense type (both Job & Overhead) (Cont'd):

- You will then fill out the remaining required fields in the form (similar to a Job or Overhead Expense type)
- The Distance will be populated from the "Mileage Calculator" (it is entered in whole numbers only)
- The Amount is calculated based on the mileage and the IRS reimbursement rate (which is noted on the screen)
- After completing the remaining fields, click "Save Expense" or "Save and Add Another"

The screenshot shows the 'New Expense' form in the Concur system. The form is titled 'New Expense' and has two tabs: 'Details' and 'Itemizations'. The 'Details' tab is active. The form is for a 'Mileage-Overhead' expense. The 'Expense Type' is set to 'Mileage-Overhead'. The 'Transaction Date' is '11/18/2021'. The 'Purpose of the Trip' is 'EE Event Setup'. The 'From Location' is '16650 Chesterfield Grove Rd, ...' and the 'To Location' is '5 Barn Rd, Defiance, MO 6334...'. The 'Payment Type' is 'Out-of-Pocket'. The 'Company' is '(1) Brinkmann Constr...'. The 'Location' is '(01) St. Louis Office'. The 'Expense Account' is '(3060) T & E - Travel C...'. The 'Distance' is '21'. The 'Amount' is '11.76'. The 'Currency' is 'US, Dollar'. The 'Reimbursement Rates' are 'USD 0.56 per mile'. The form has a red border. The 'Save Expense' and 'Save and Add Another' buttons are highlighted with a red box at the bottom left. The 'Cancel' button is at the bottom right. The 'Show Receipt' button is at the top right.

**New Expense** Cancel Save Expense

Show Receipt

Mileage Calculator | Allocate

**Expense Type \*** Mileage-Overhead **Transaction Date \*** 11/18/2021 **Purpose of the Trip \*** EE Event Setup

**From Location \*** 16650 Chesterfield Grove Rd, ... **To Location \*** 5 Barn Rd, Defiance, MO 6334... **Payment Type** Out-of-Pocket **Company \*** (1) Brinkmann Constr...

**Location \*** (01) St. Louis Office **Expense Account \*** (3060) T & E - Travel C... **Distance \*** 21

**Amount** 11.76 **Currency** US, Dollar **Reimbursement Rates** USD 0.56 per mile

Save Expense Save and Add Another Cancel

### Creating a New Expense Report (Cont'd)

#### 9. Submitting an expense report:

- Once you have added all your expenses to your report and there are no exception or error messages, you are ready to submit your expense report for approval
- Click submit report in the upper right-hand corner

Schulte11182021 \$236.76

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

**Add Expense** Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ▾	Requested ↑↓
<input type="checkbox"/>		Out-of-Pocket	Overhead	Marriott	11/18/2021	\$200.00
<input type="checkbox"/>		Out-of-Pocket	Job	Southwest	11/18/2021	\$25.00
<input type="checkbox"/>		Out-of-Pocket	Mileage-Overhead		11/18/2021	\$11.76
						\$236.76

- A new window will appear that provides a summary of the dollar amount to be reimbursed
- Click submit report again

Report Totals ×

<b>Company Pays</b> \$236.76 Employee		<b>Employee Pays</b> \$0.00 Company
Amount Total: \$236.76	Due Employee: \$236.76	Owed Company: \$0.00
Requested Amount: \$236.76	Total Paid By Company: \$236.76	Total Owed By Employee: \$0.00

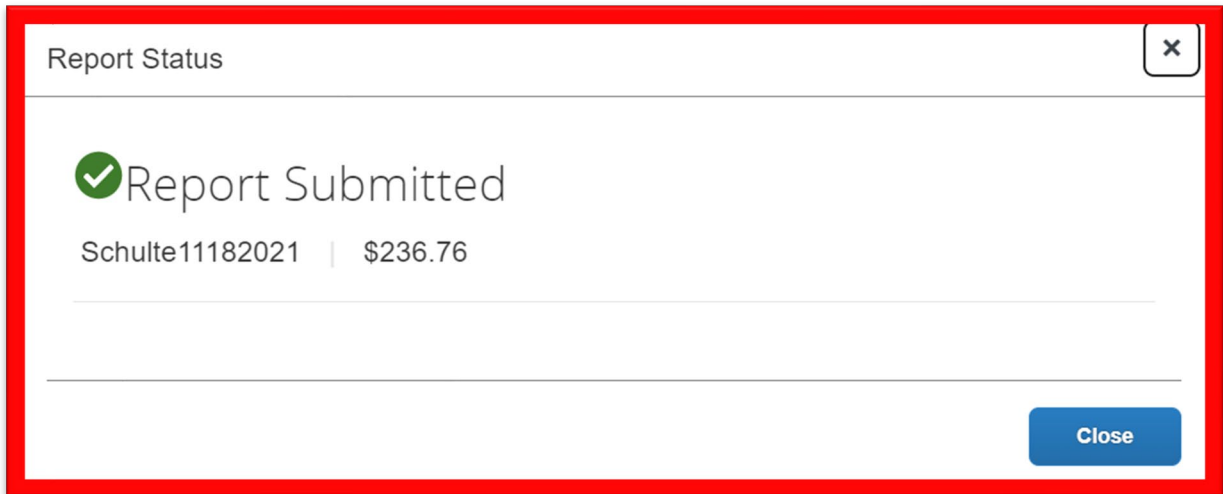
Cancel **Submit Report**



### Creating a New Expense Report (Cont'd)

#### 9. Submitting an expense report (cont'd):

- A final window will pop-up confirming that your expense report was submitted
- Your expense report will route to the designated approver based on Job & Overhead expenses





## Other Expense User Information:

### 1. Itemizations

- In each of the expense types, you will notice a tab titled "Itemizations". There is nothing to populate on this tab and it is not configured to be used for any of our expense types.

The screenshot shows the 'New Expense' form in the Concur system. The 'Itemizations' tab is highlighted with a red box. The form contains the following fields and sections:

- Expense Type \***: Job
- Transaction Date \***: 11/18/2021
- Expense Description \***: Flight for Job Site Visit
- Vendor Description \***: Southwest
- City of Purchase**: [Dropdown]
- Payment Type \***: Out-of-Pocket
- Amount \***: [Empty field]
- Currency \***: US, Dollar
- Company \***: (1) Brinkmann Constructors
- Job # \***: Search by Text
- Phase Code \***: [Empty field]
- Cost Type \***: [Empty field]

At the bottom of the form, there are buttons for 'Save Expense', 'Save and Add Another', and 'Cancel'. On the right side, there is a 'Hide Receipt' button and a preview of a receipt titled 'Test Receipt 092321.pdf'.

### Other Expense User Information:

#### 2. Allocations

- In each of the expense types, you will notice a link titled “Allocations”. This enables the user to allocate a single expense to either multiple jobs or general ledger accounts. This feature should not be used for out-of-pocket expenses. Instead, separate expenses should be created for the pro-rated amounts.
- For instances when a single Company Credit Card transaction needs to be allocated, please reach out to Chris Schulte or Jenna Schnelker to discuss.

The screenshot shows the 'New Expense' form in the Concur system. The 'Details' tab is active. A red box highlights the 'Allocate' link, which is represented by a circular icon with a plus sign and the word 'Allocate'. The form contains several required fields marked with an asterisk (\*):

- Expense Type \***: A dropdown menu currently showing 'Job'.
- Transaction Date \***: A date field showing '11/18/2021' with a calendar icon.
- Expense Description \***: A text field containing 'Flight for Job Site Visit'.
- Vendor Description \***: A text field containing 'Southwest'.
- City of Purchase**: A field with a globe icon and a dropdown arrow.
- Payment Type \***: A dropdown menu showing 'Out-of-Pocket'.
- Amount \***: A text input field.
- Currency \***: A dropdown menu showing 'US, Dollar'.
- Company \***: A dropdown menu showing '(1) Brinkmann Constructors' with a numbered badge '1'.
- Job # \***: A dropdown menu with 'Search by Text' and a numbered badge '2'.
- Phase Code \***: A text input field with a numbered badge '3'.
- Cost Type \***: A text input field with a numbered badge '4'.

At the bottom of the form are three buttons: 'Save Expense', 'Save and Add Another', and 'Cancel'. To the right of the form is a preview pane showing a receipt titled 'Receipt - 092321 expense report'. Below the preview pane, the text 'Test Receipt 092321.pdf' and a 'Detach' button are visible.

### Other Expense User Information:

#### 3. Copying an Expense Item

- You can copy an expense and then update the expense details to quickly enter a new expense. This is especially useful for recurring business expenses.
- To copy an expense:
  - i. With the expense report open, select the expense you want to copy
  - ii. Click 'Copy'

The screenshot shows the Concur Expense report interface for a report titled "TestSchulte111121" with a total amount of \$333.33. The interface includes a "Copy Report" button in the top right corner and a "Copy" button in the action bar. The "Copy" button is highlighted with a red box. Below the action bar, there is a table of expenses. The first row is highlighted with a red box, showing an expense of \$333.33, categorized as "Out-of-Pocket" with an "Expense Type" of "Job", from "Caesar's Palace" on "11/10/2021". The "Requested" amount is also \$333.33.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>	Out-of-Pocket	Job	Caesar's Palace	11/10/2021	\$333.33 Allocated
					\$333.33

- The new expense is created.
- The Expense Type and Amount are copied to the new line item.
- Note the following:
  - The original expense date is advanced by a day.
  - Coding, descriptions, expense-level comments from the original expense are copied to the new expense.
  - NOTE: Receipt images will not copy to the new expense. This type of information is generally associated with only one expense, so it is not copied to the new expense.
- To copy an entire report: With the expense report open, click "Copy Report" (see above).
- A new window appears, you will edit the report name and select your starting date for transactions in the new report.

The screenshot shows the "Copy Report" dialog box. It has a title bar "Copy Report" with a close button. The form contains a "New Report Name" field with the text "Copy: TestSchulte111121". Below it is a "Starting date for copied expenses. (Previous Date 11/10/2021)" field with a date picker showing "11/22/2021". At the bottom right, there are "Cancel" and "Create New Report" buttons.

### Other Expense User Information:

#### 4. Editing an Expense Report

- There are two ways to make changes to an expense report after it has been submitted.
  - If the report has not been approved, a report can be recalled. From “Manage Expenses”, click on the submitted report. With the report open, click on “Recall Report.”

Schulte11182021 \$236.76

Pending Cost Object Approval

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
	Out-of-Pocket	Overhead	Marriott	11/18/2021	\$200.00
	Out-of-Pocket	Job	Southwest	11/18/2021	\$25.00
	Out-of-Pocket	Mileage-Overhead		11/18/2021	\$11.76
					\$236.76

- Alternatively, the approver can send back the report to the employee. After the approver sends the report back, 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. Click the returned report tile to open the report, make the requested changes, and then click Submit Report.

### Manage Expenses

REPORT LIBRARY View: Active Reports ▾

RETURNED11/29/2017

Trip to Dallas

\$53.00

Sent Back to Employee  
John Smith

NOT SUBMITTED04/17/2018

Training Trip

\$602.70

NOT SUBMITTED04/17/2018

Training

\$349.00