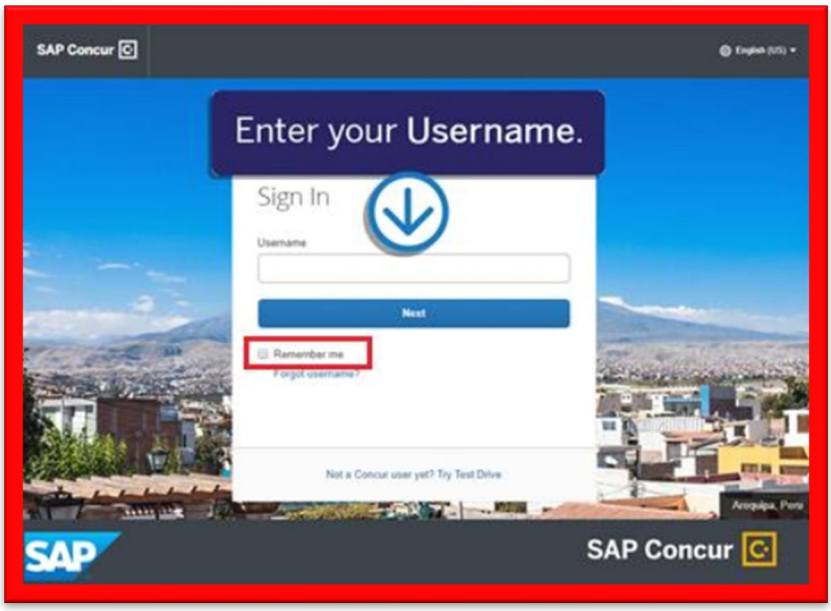
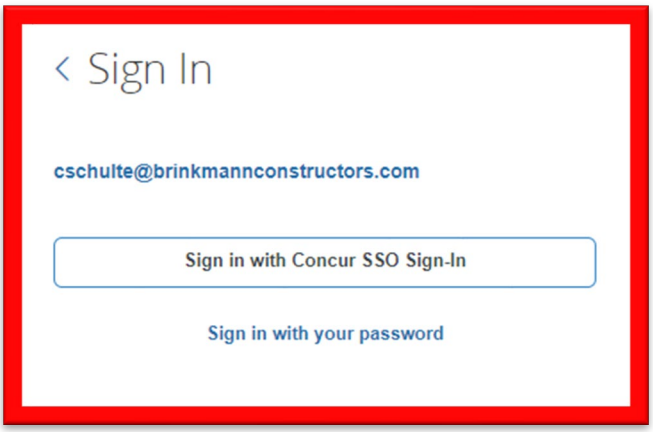
Concur Expense Job Aid

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

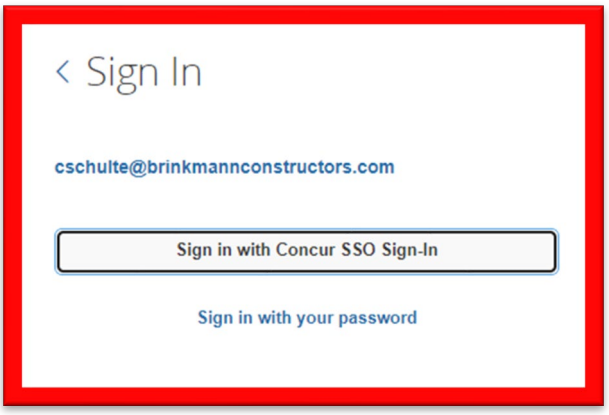
1. **Enter your Username (Business e-mail address, ex. cschulte@brinkmannconstructors.com), Click "Next"**

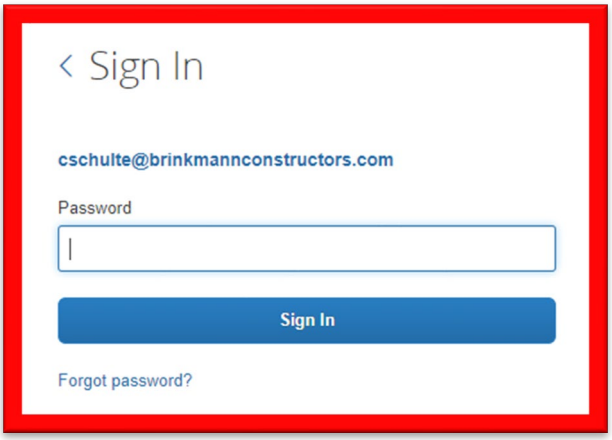


2. **If you are connected to the Brinkmann network, click "Sign in with Concur SSO Sign-In". You will be taken to the Concur Home page without any prompt for a password.**



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.





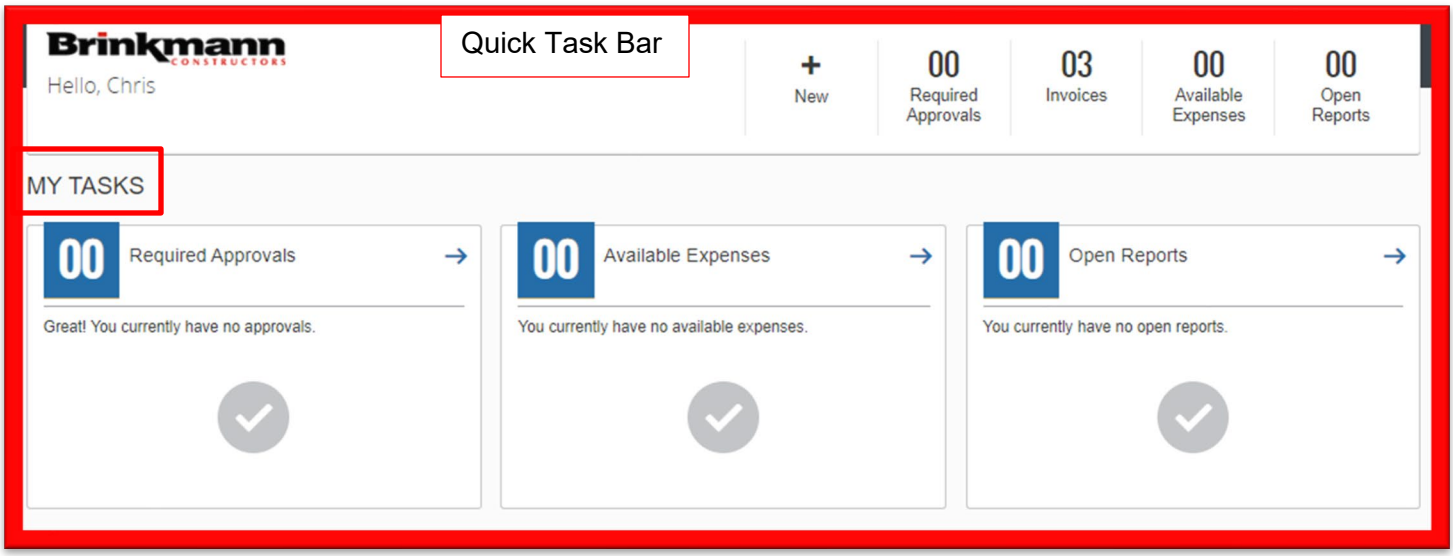
4. **You can also access Concur through the following two methods:**
    a. **Clicking on your desktop icon:**

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

Exploring the Concur Home Page (Expense)

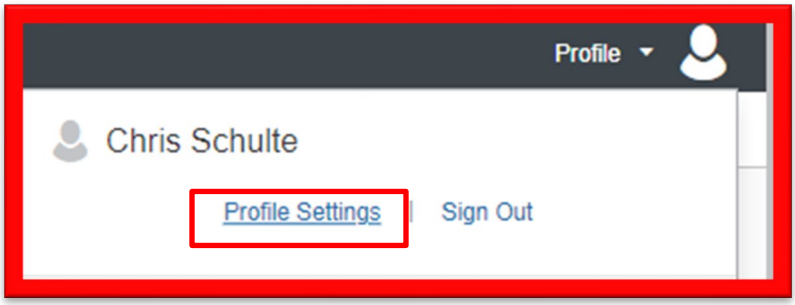
1. **Quick Task Bar: This section provides links so you can:**
   - Start a new report
   - Open reports
   - Manage available expenses

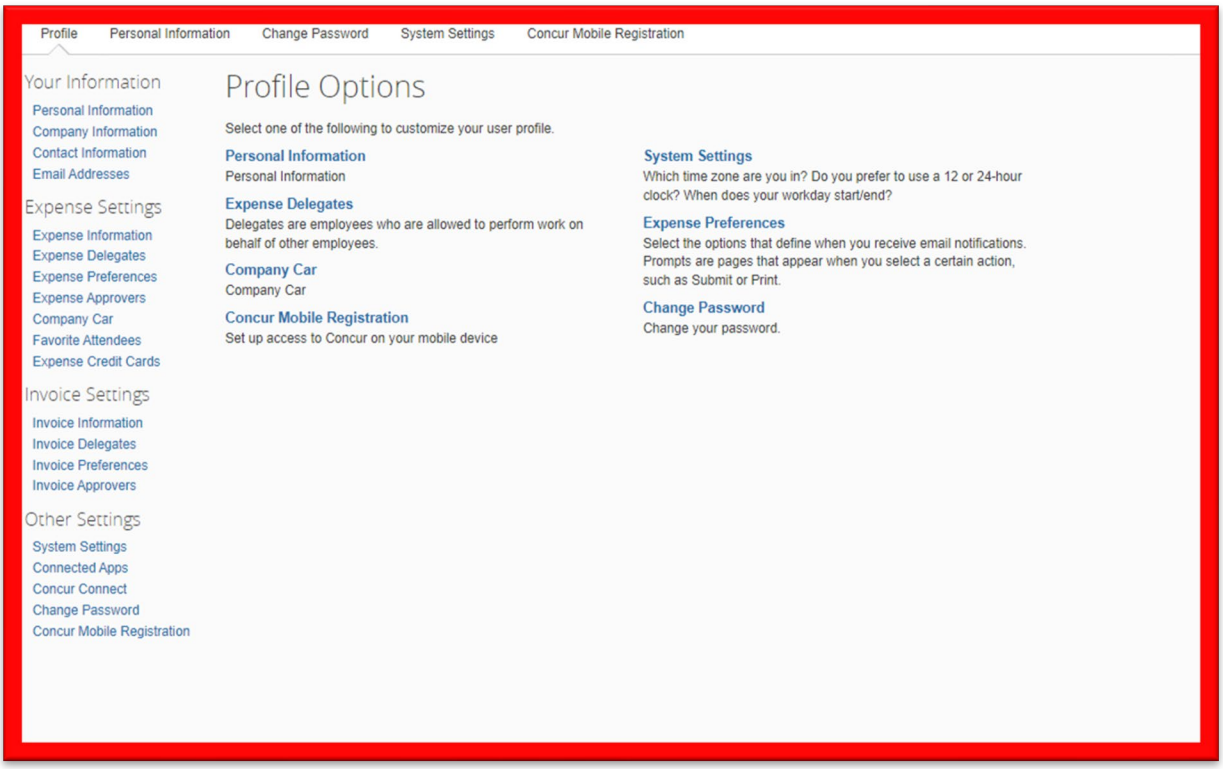
2. **My Tasks: This section shows:**
   - Available expenses
   - Open reports
   - Approvals requiring attention



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).

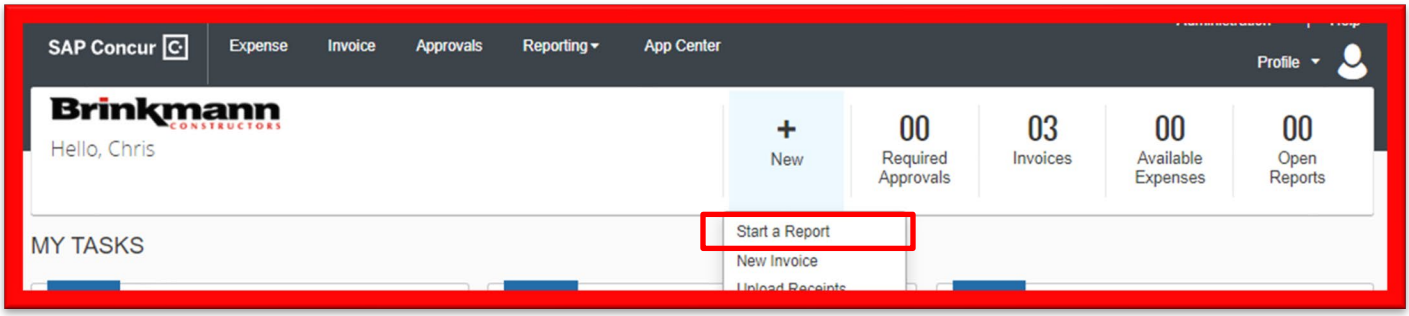
3. **Under 'Expense Preferences', it will give you the option to sign up for Expense Assistant. The method selected should be NONE. The other option is 'By Month' which does not align with Brinkmann policy of submitting out of pocket expense reports weekly and credit card reports bi-weekly.**

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

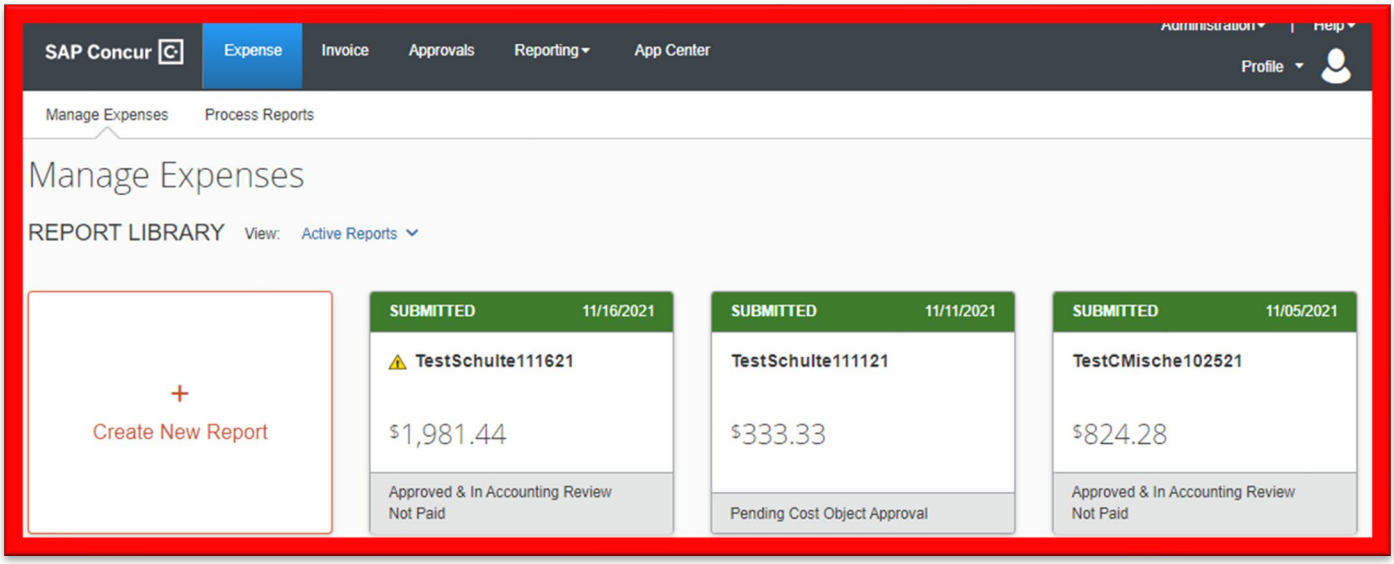
Concur Expense Job Aid

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.

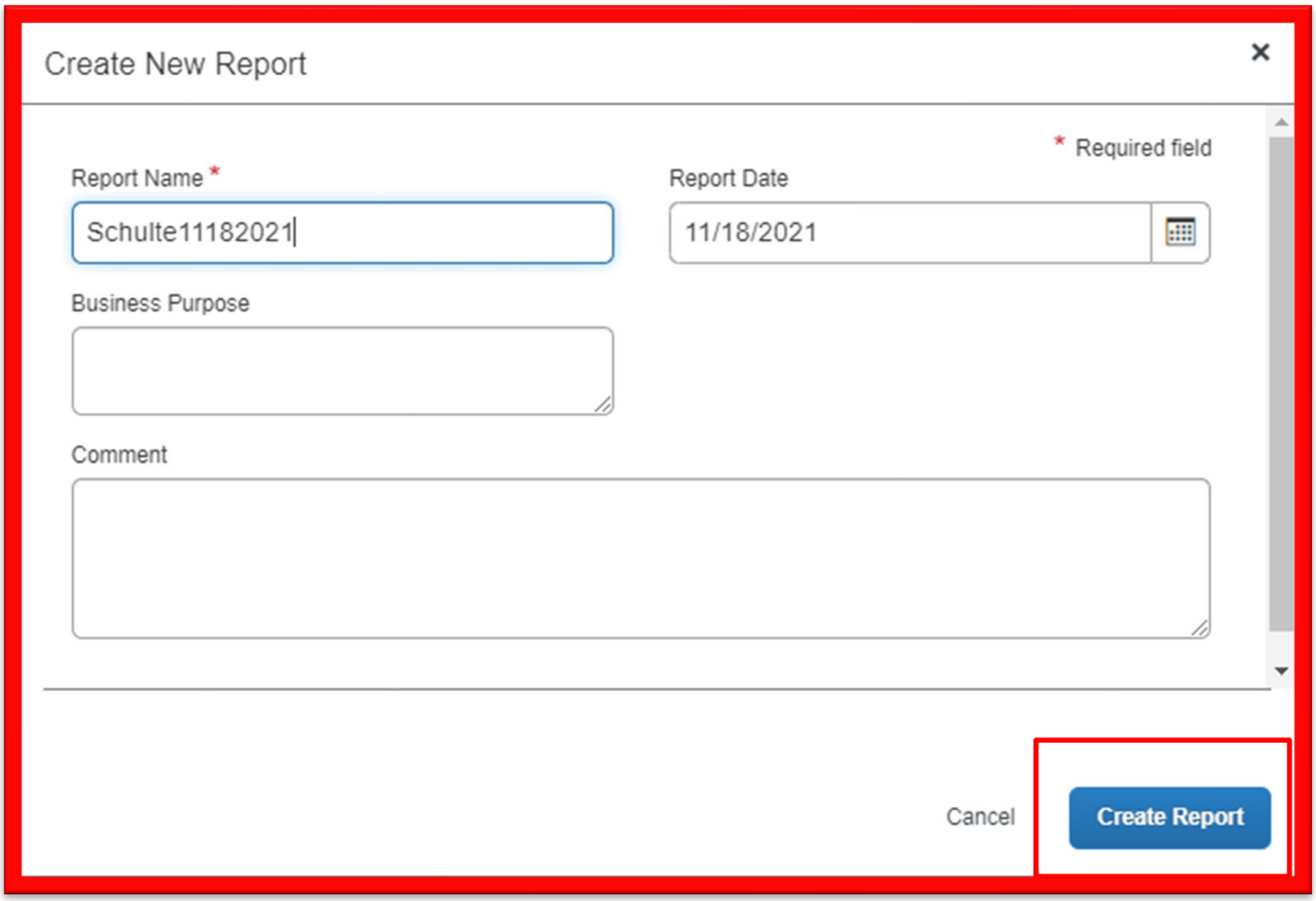


   - On the Concur home page, from the Expense menu, on the Manage Expense tab, click the Create New Report tile.



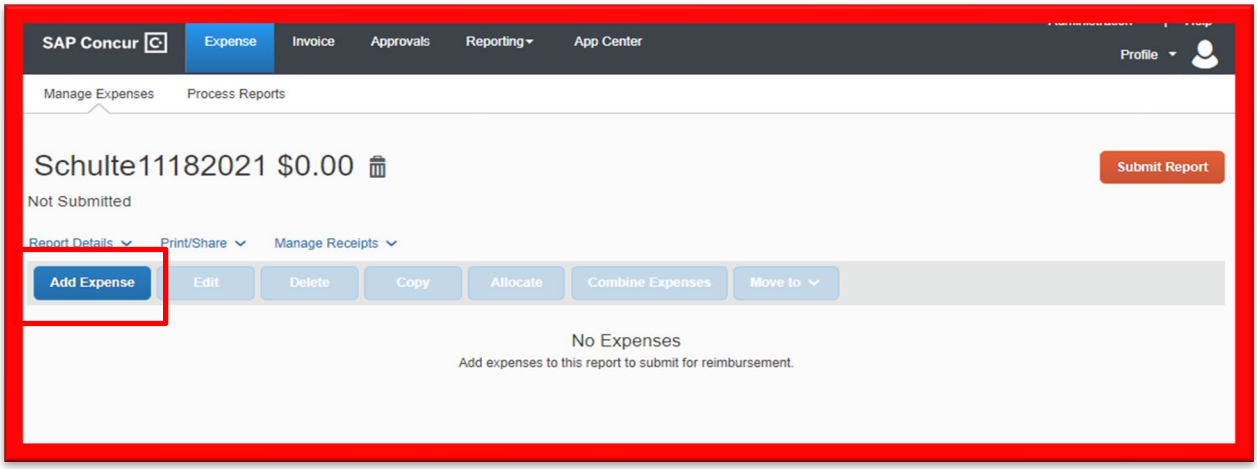
Creating a New Expense Report (Cont'd)

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"

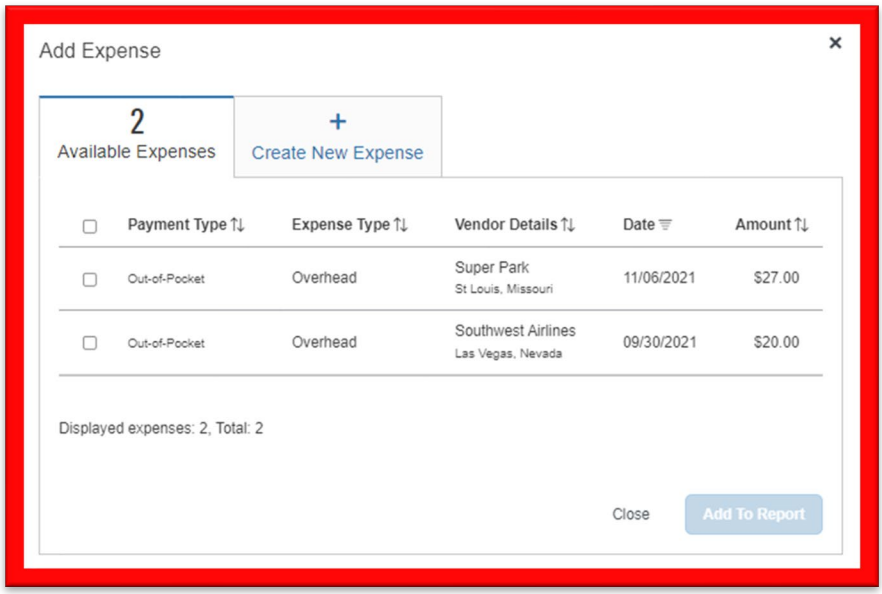


Creating a New Expense Report (Cont'd)

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

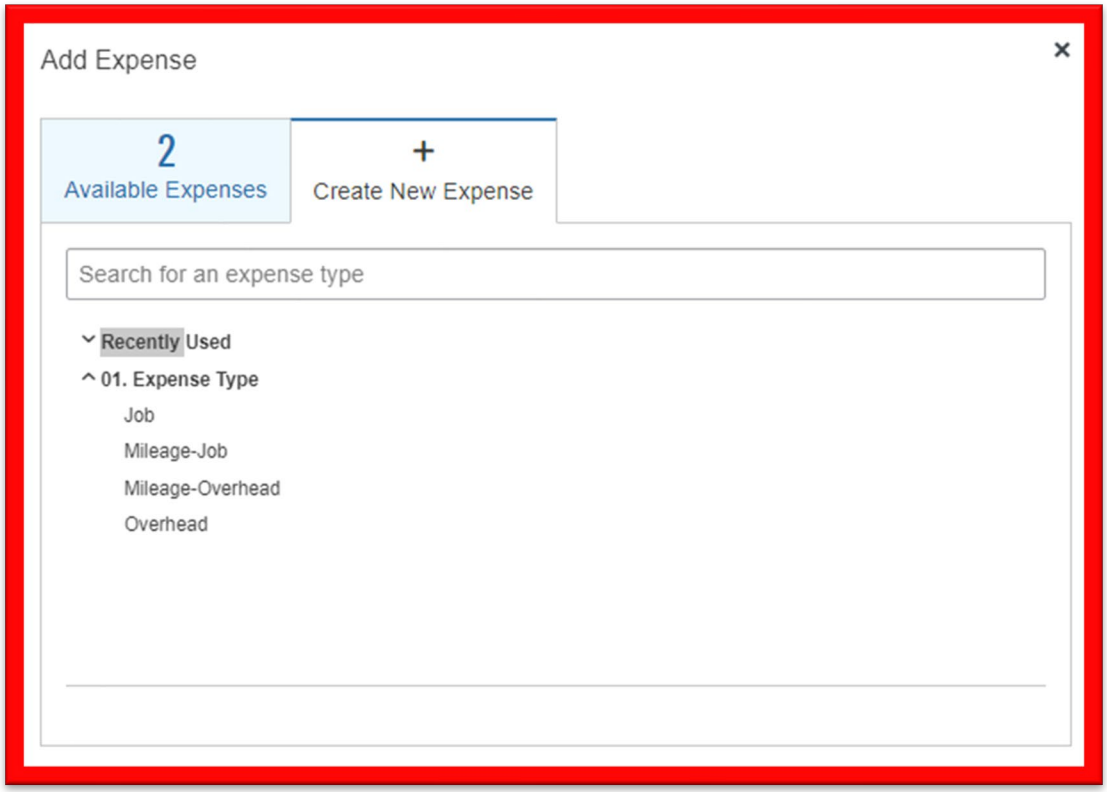


4. **A new window will appear that will give you the option to either add an "Available Expense" or "Create New Expense"**
   a) "Available Expenses" appear in one of three ways:
      - A picture of a receipt is taken using the Concur mobile app. The app will analyze the receipt for you and create an expense that can be added to a report
      - A receipt is emailed to receipts@expenseit.com (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.**



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.

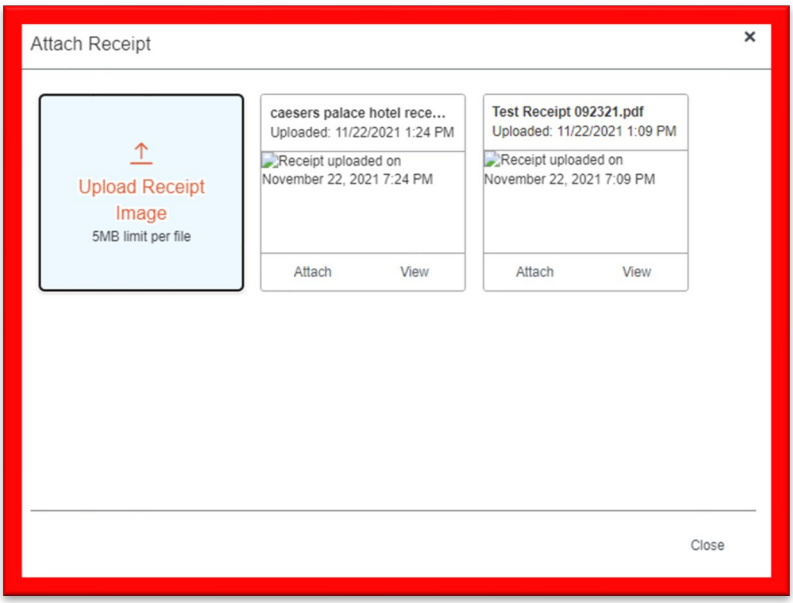


Note: Any combination of expense types and expenses for different jobs can be included on the same expense report. The report will route to each of the respective Project Managers or Overhead Manager for approval based on the individual expense line items.

Creating a New Expense Report (Cont'd)

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

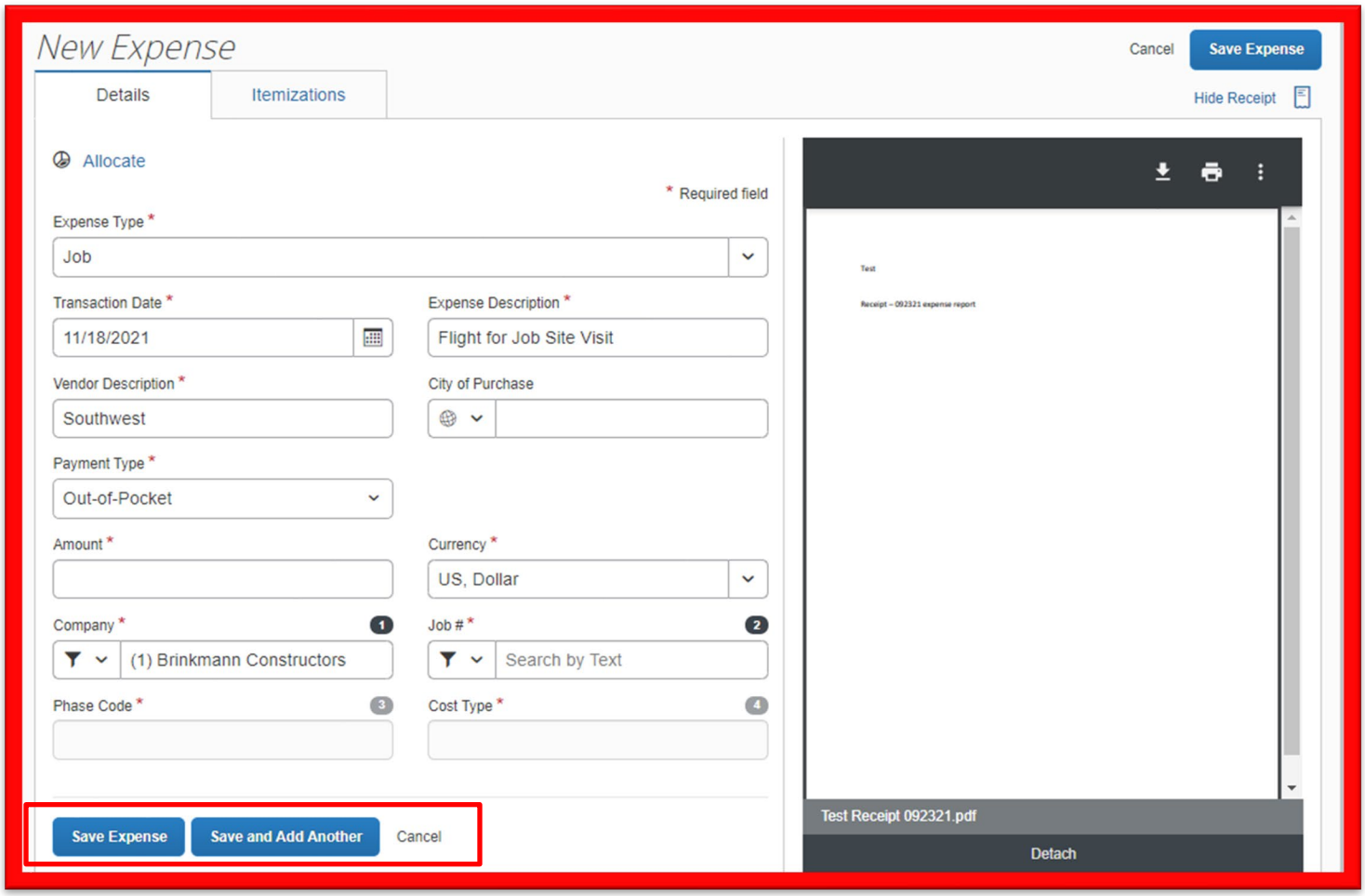
- Transaction Date: Date the expense was incurred
- Expense Description: Short description of expense (i.e., flight for Job Site Visit)
- Vendor Description: Name of Vendor (i.e., Southwest)
- City of Purchase: ***This field will appear on the form; however, it is NOT a required field. This field may 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 (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"



Creating a New Expense Report (Cont'd)

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

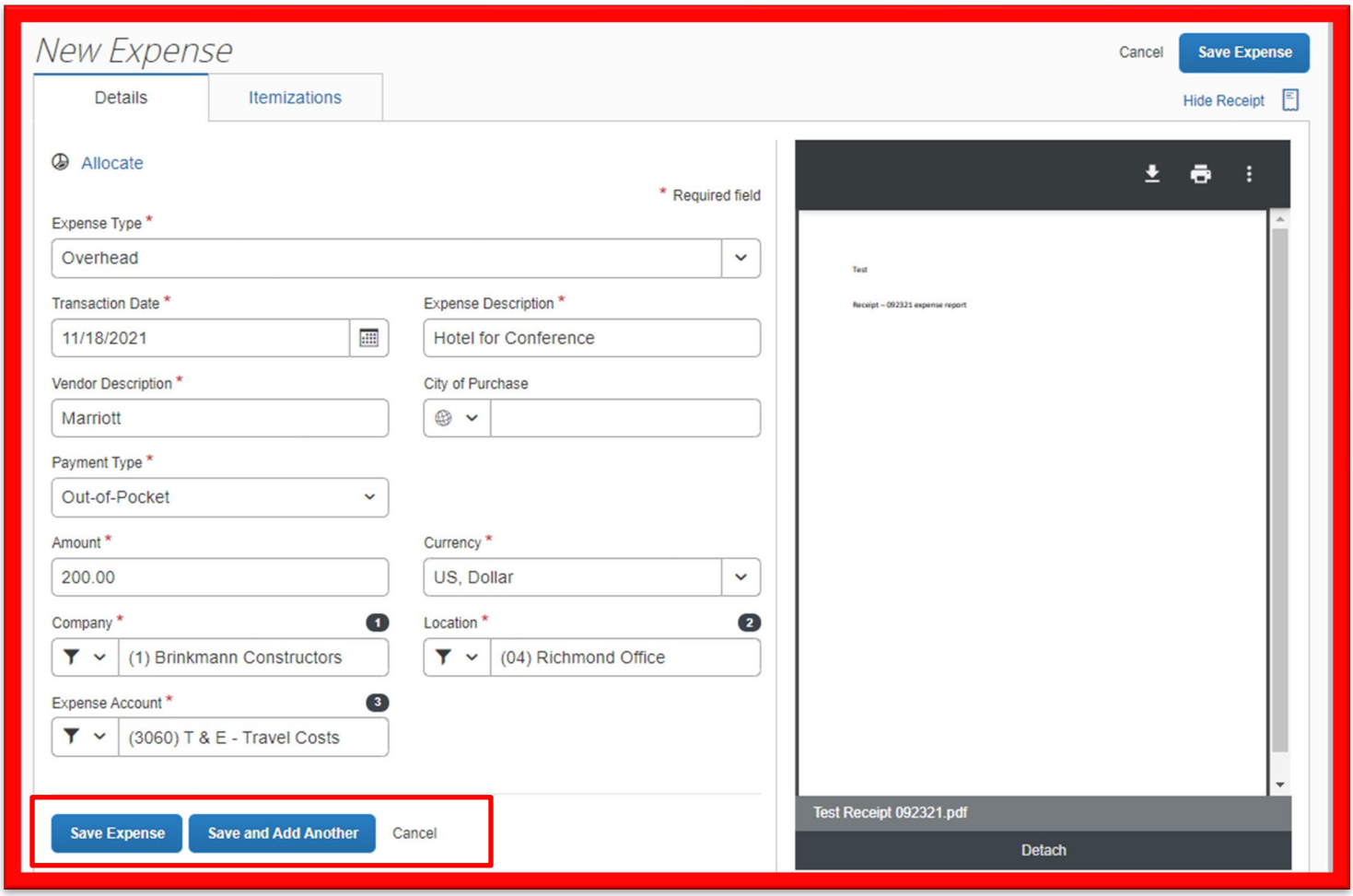
- Transaction Date: Date the expense was incurred
- Expense Description: Short description of expense (i.e., Hotel for Conference)
- Vendor Description: Name of Vendor (i.e., Marriott)
- City of Purchase: ***This field will appear on the form; however, it is NOT a required field. This field may pre-populate 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 (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):

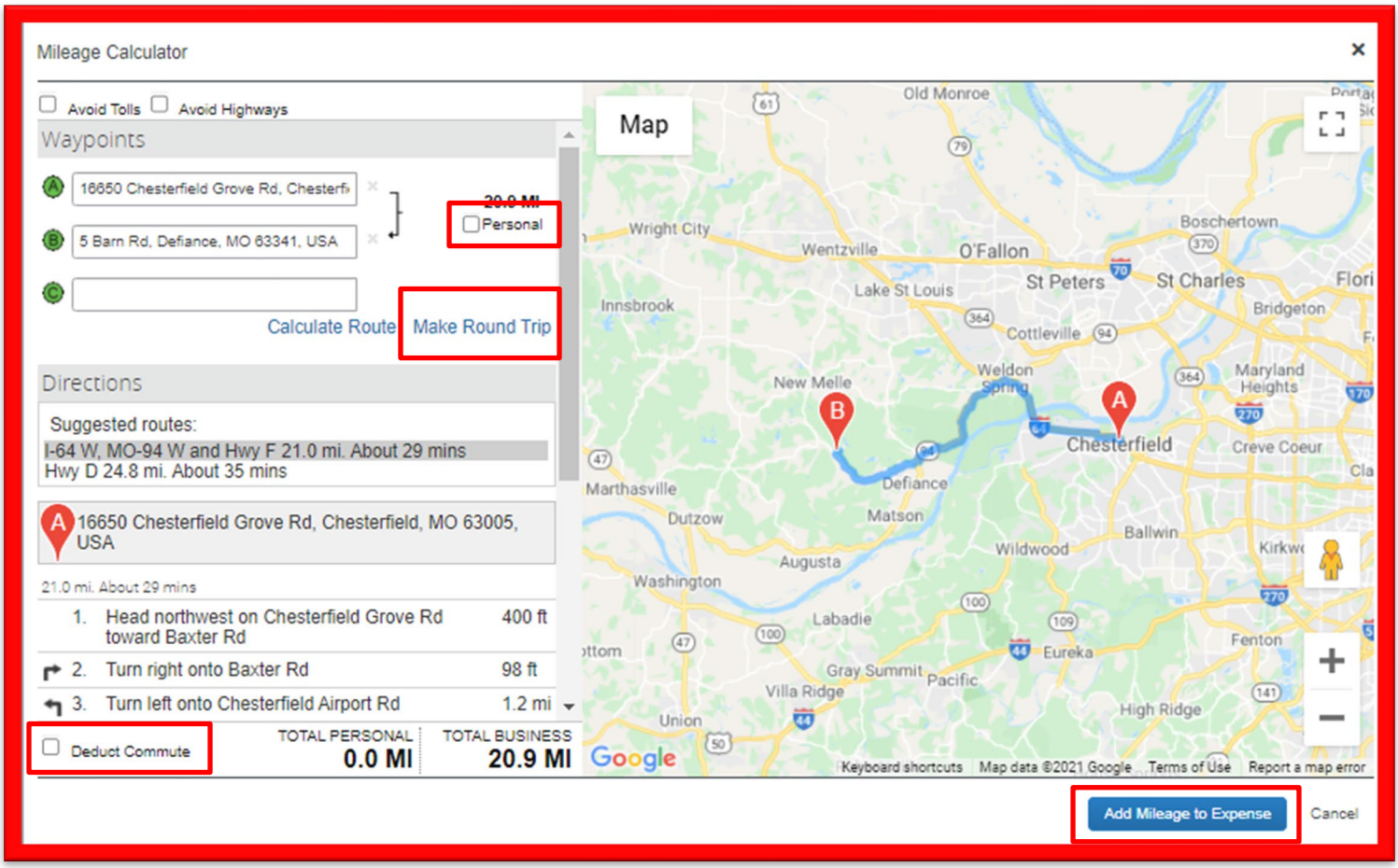
- After all required fields are completed and a receipt is attached, click "Save Expense" or "Save and Add Another"



Creating a New Expense Report (Cont'd)

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

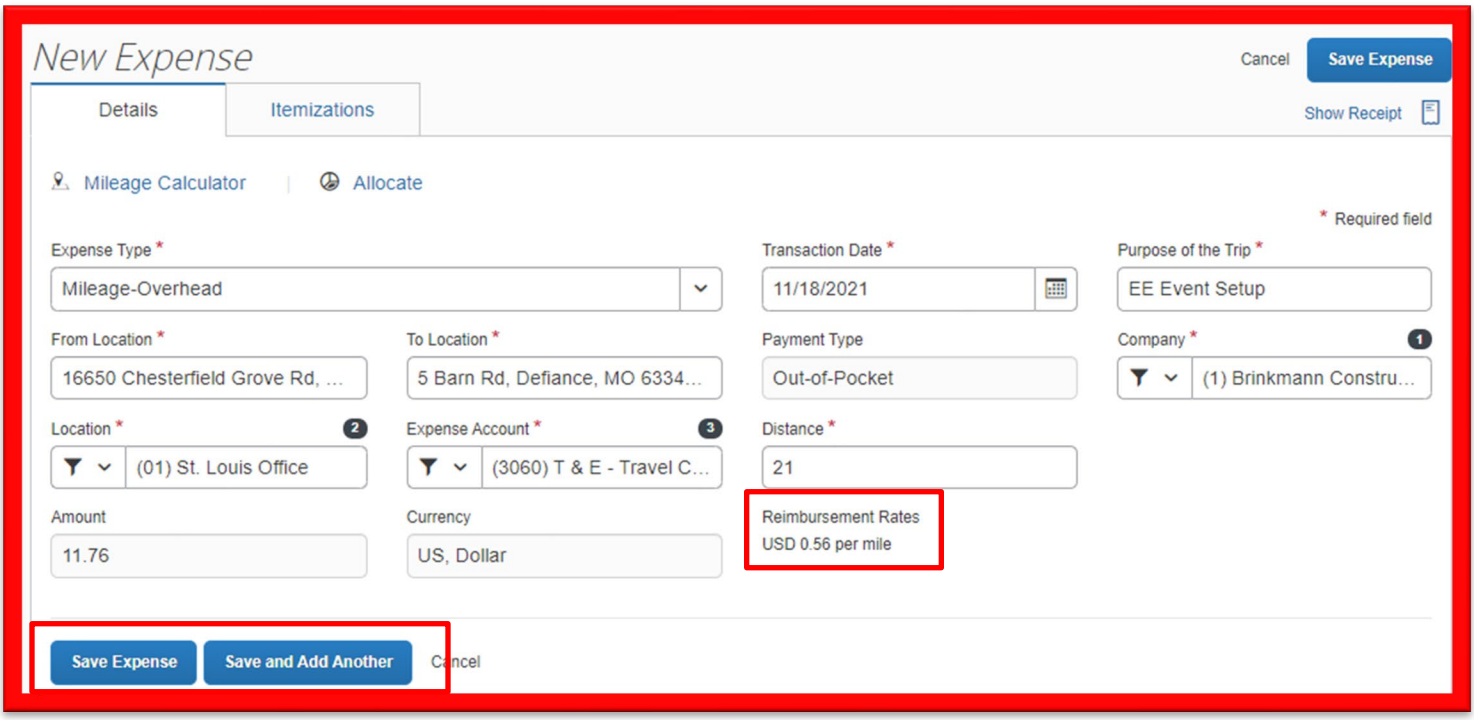
- When adding a Mileage expense type the process is the same for both Job & Overhead except for coding to either a Job or General Ledger account – follow the steps above for either Job Expense or Overhead Expense for coding instructions.
- After selecting a Mileage expense type, a "Mileage Calculator" 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"



Creating a New Expense Report (Cont'd)

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

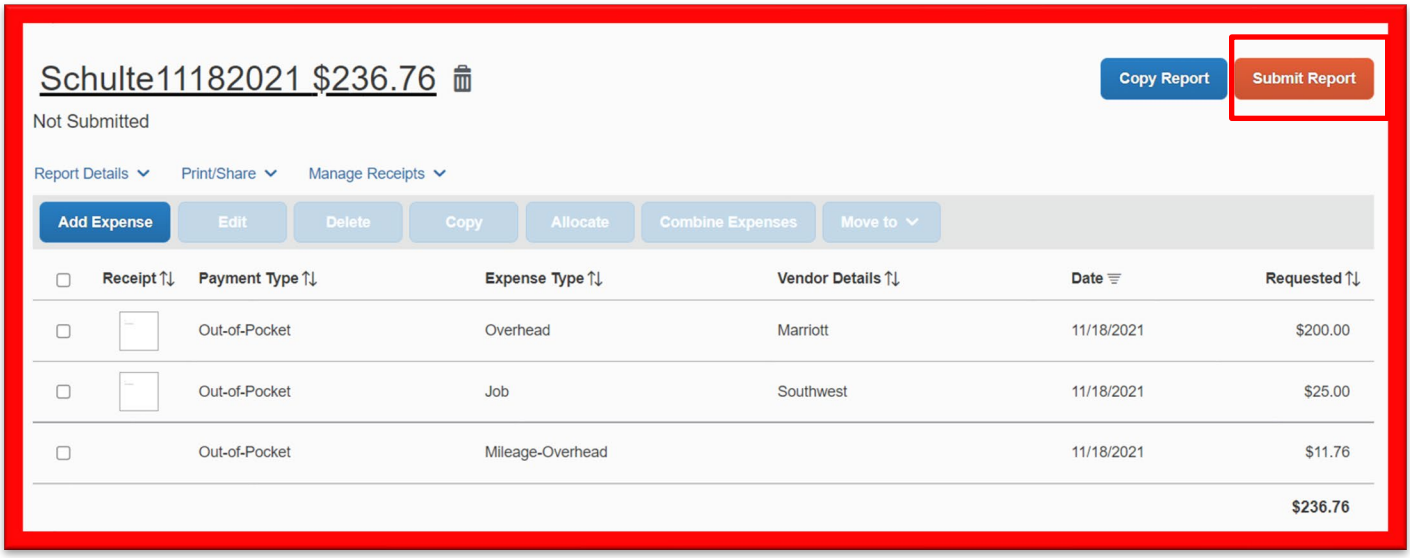
- You will then fill out the remaining required fields in the form (similar to a Job or Overhead Expense type)
- The Distance will be populated from the "Mileage Calculator" (it is entered in whole numbers only)
- The Amount is calculated based on the mileage and the IRS reimbursement rate (which is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



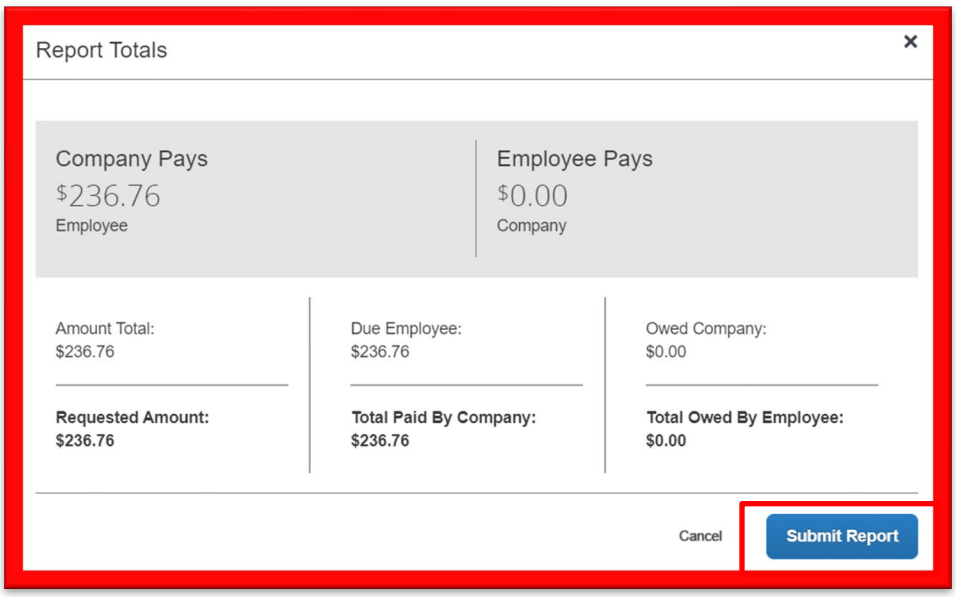
Creating a New Expense Report (Cont'd)

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



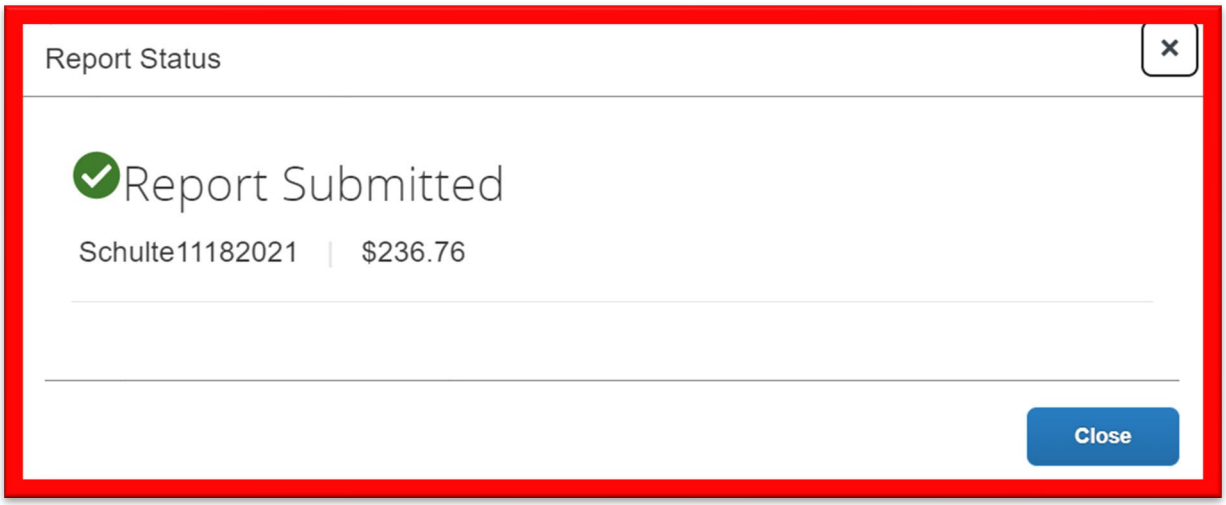
- A new window will appear that provides a summary of the dollar amount to be reimbursed
- Click submit report again



Creating a New Expense Report (Cont'd)

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

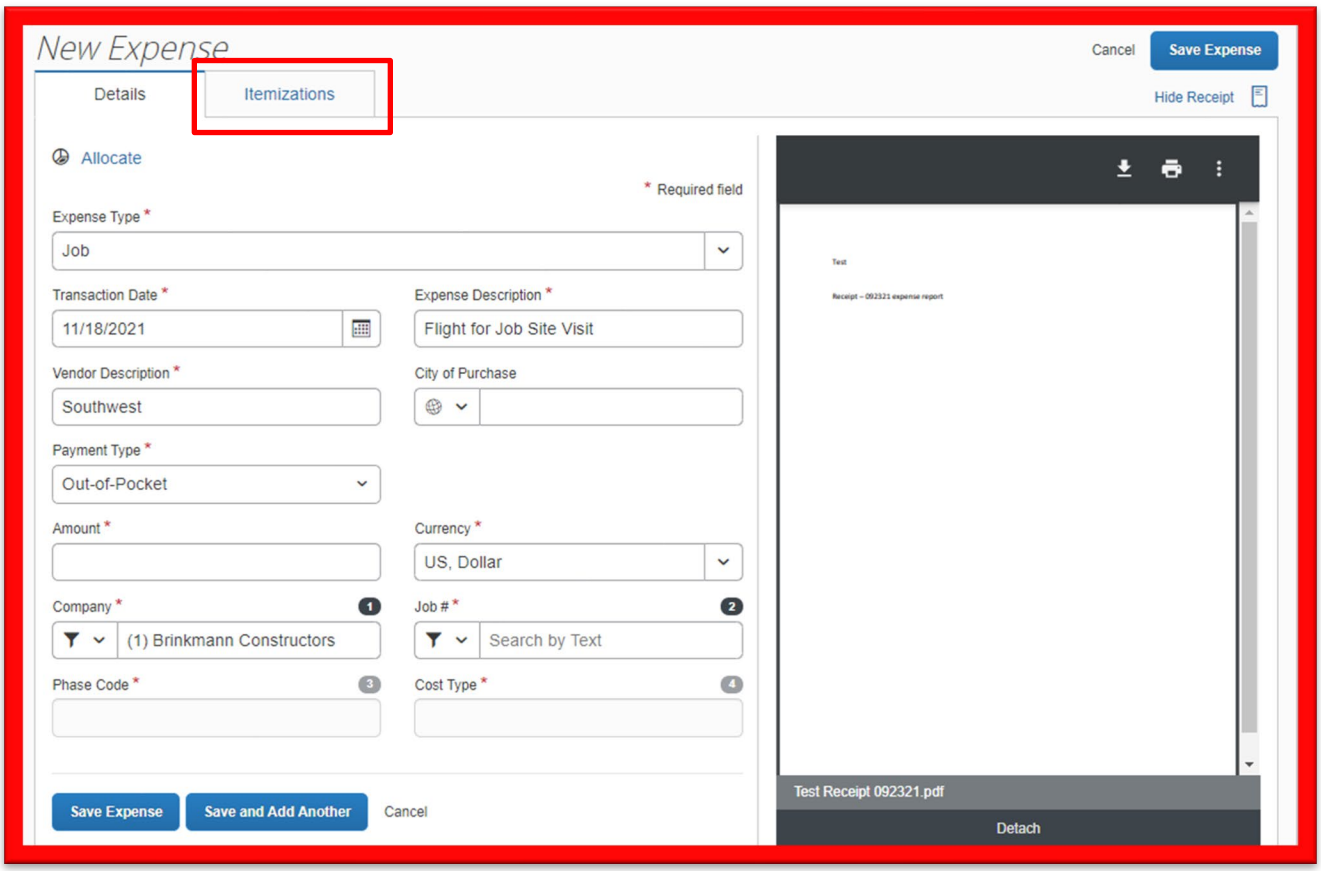
- A final window will pop-up confirming that your expense report was submitted
- Your expense report will route to the designated approver based on Job & Overhead expenses



Other Expense User Information:

1. Itemizations

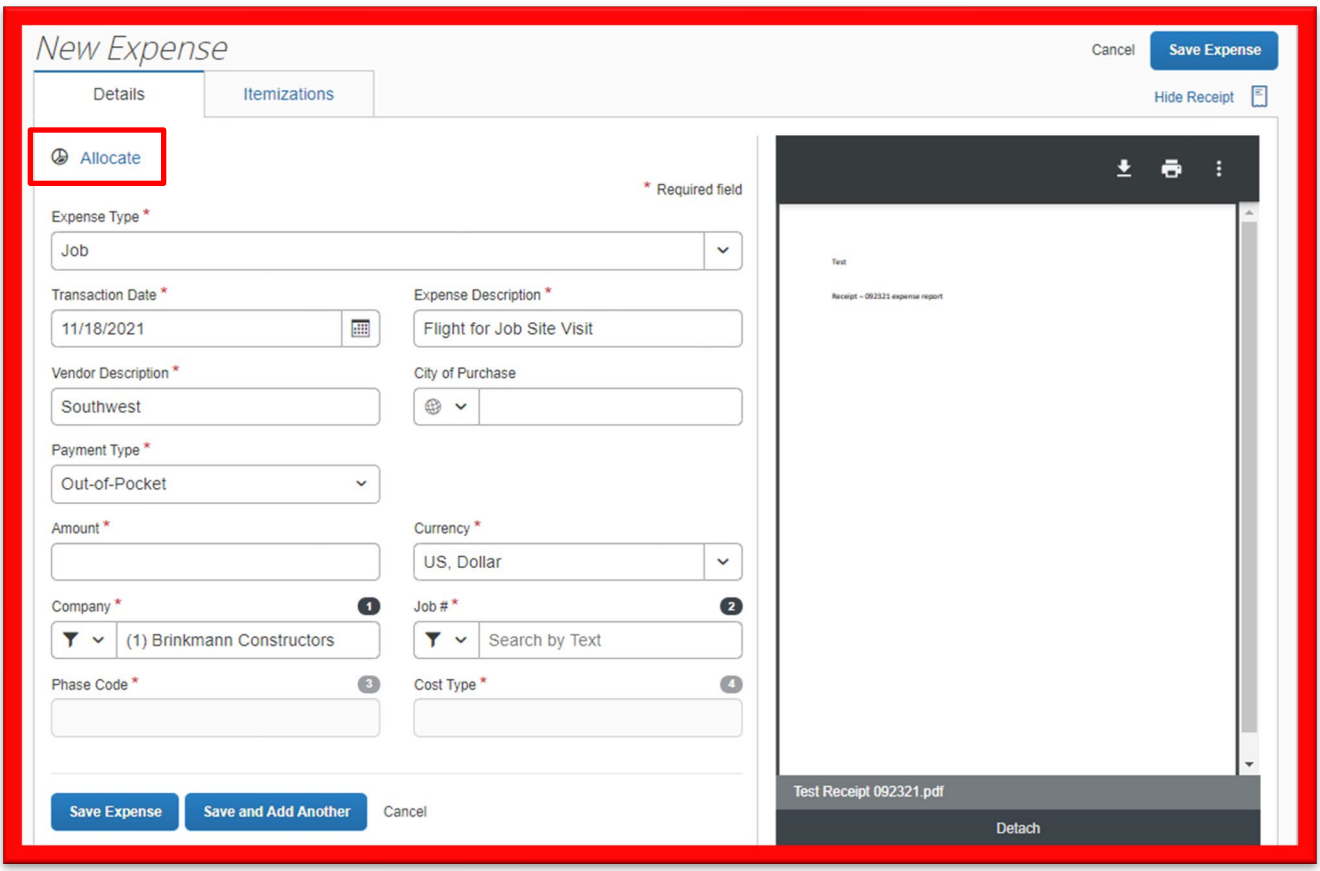
- In each of the expense types, you will notice a tab titled “Itemizations”. There is nothing to populate on this tab and it is not configured to be used for any of our expense types.



Other Expense User Information:

2. Allocations

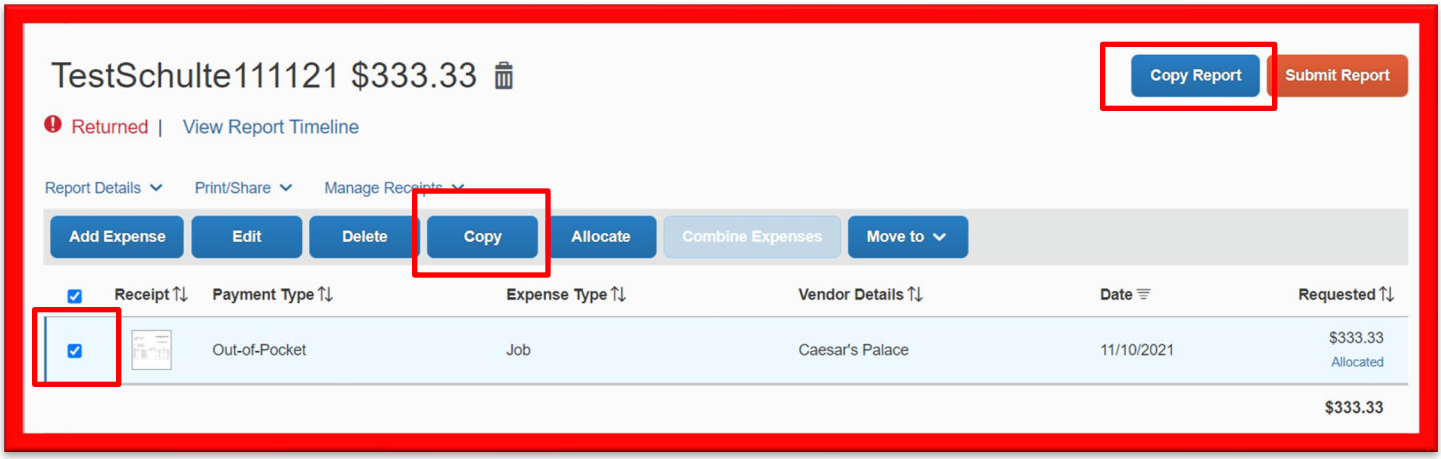
- In each of the expense types, you will notice a link titled “Allocations”. This enables the user to allocate a single expense to either multiple jobs or general ledger accounts. This feature should not be used for out-of-pocket expenses. Instead, separate expenses should be created for the pro-rated 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.



Other Expense User Information:

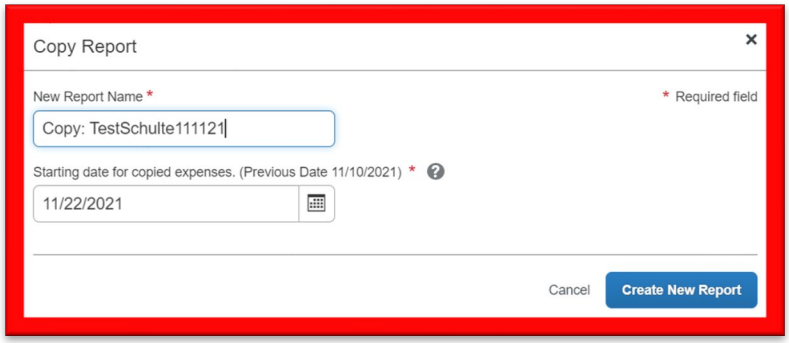
3. Copying an Expense Item

- 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 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.

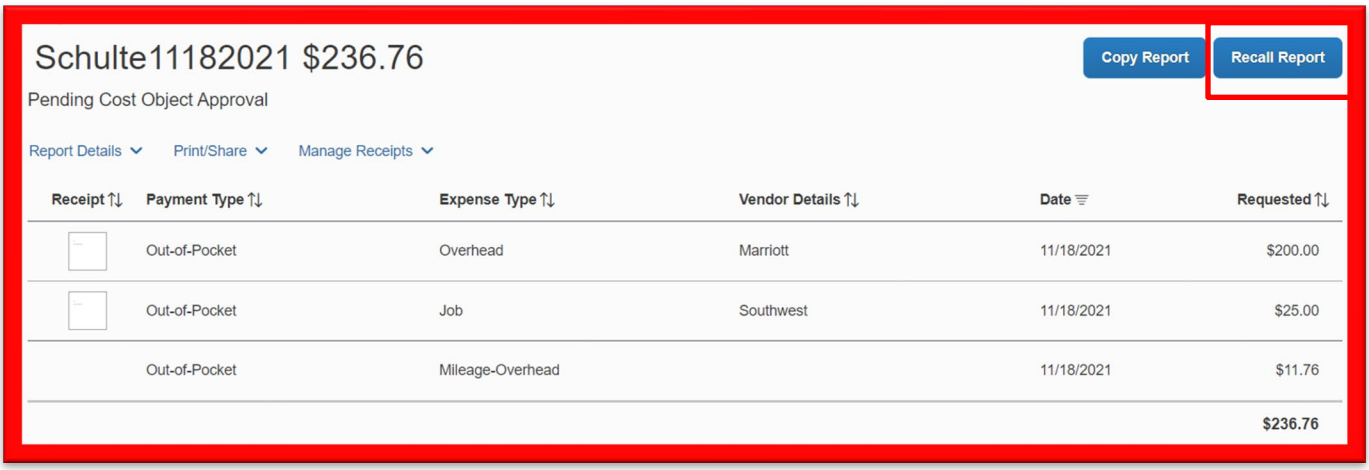
- To copy an entire report: With the expense report open, click "Copy Report" (see above).
- A new window appears, you will edit the report name and select your starting date for transactions in the new report.



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.
  i. 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.



  ii. 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.