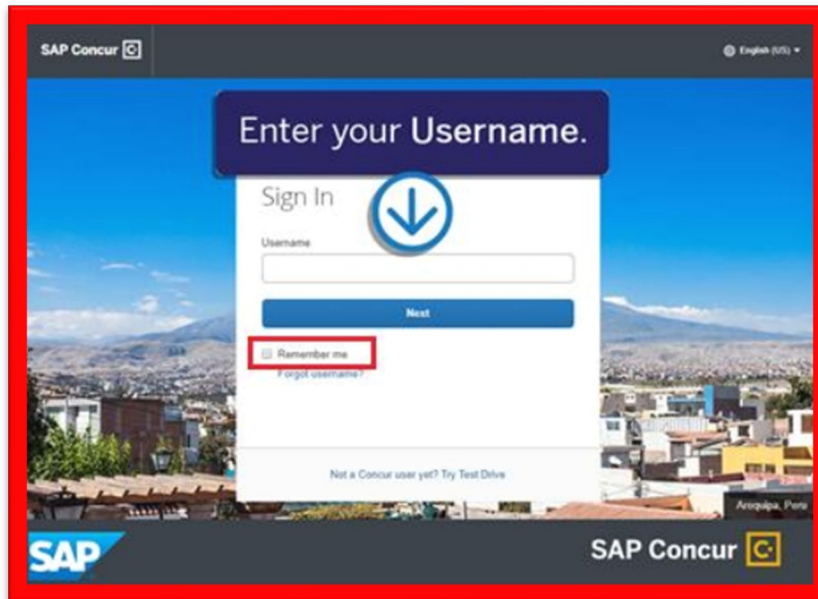


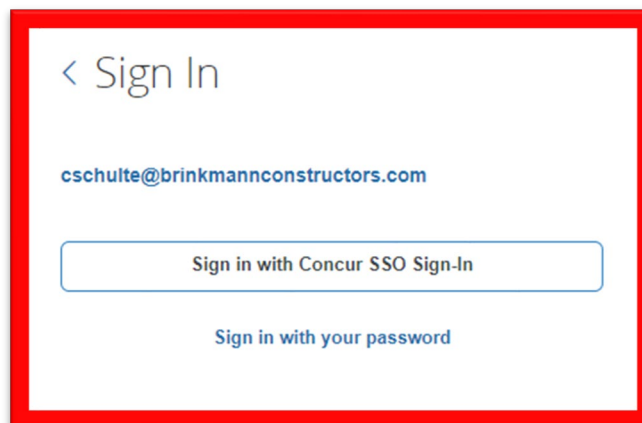
Concur Corporate Credit Card Job Aid

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.

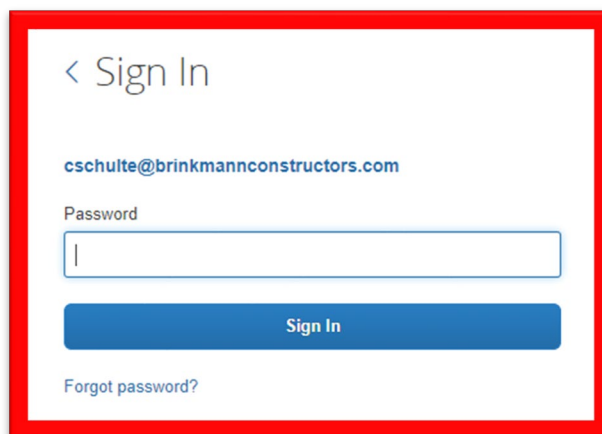


Concur Corporate Credit Card Job Aid

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 buttons: a light blue button labeled "Sign in with Concur SSO Sign-In" and a blue 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 blue 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 (Expense) interface. At the top left, the Brinkmann Constructors logo is visible, followed by the greeting "Hello, Chris". To the right of the greeting is a "Quick Task Bar" containing five items: a "+" icon labeled "New", "00 Required Approvals", "03 Invoices", "00 Available Expenses", and "00 Open Reports". Below the Quick Task Bar is a section titled "MY TASKS" which contains three task cards. Each card has a blue square with "00" in the top left corner, a title, a right-pointing arrow, a status message, and a circular checkmark icon at the bottom. The first card is titled "Required Approvals" with the message "Great! You currently have no approvals." The second card is titled "Available Expenses" with the message "You currently have no available expenses." The third card is titled "Open Reports" with the message "You currently have no open reports."

Brinkmann
CONSTRUCTORS

Hello, Chris

Quick Task Bar

- + New
- 00 Required Approvals
- 03 Invoices
- 00 Available Expenses
- 00 Open Reports

MY TASKS

00 Required Approvals →

Great! You currently have no approvals.

✓

00 Available Expenses →

You currently have no available expenses.

✓

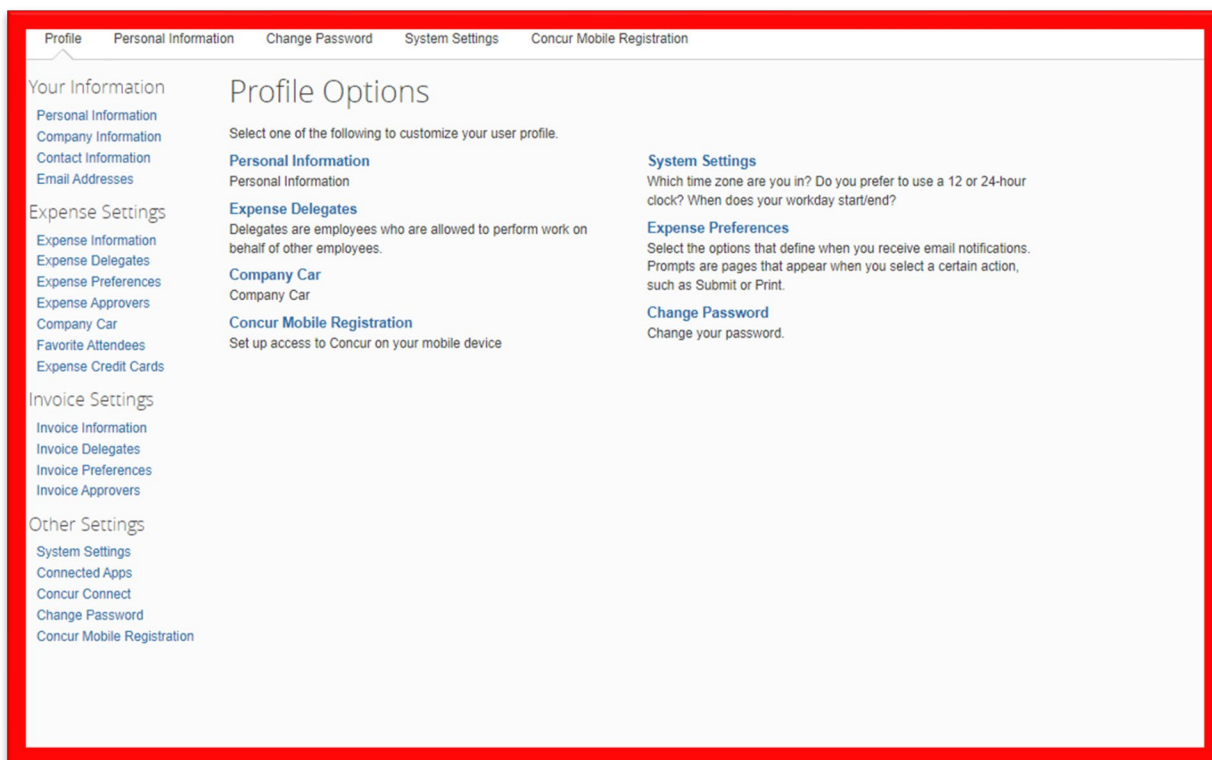
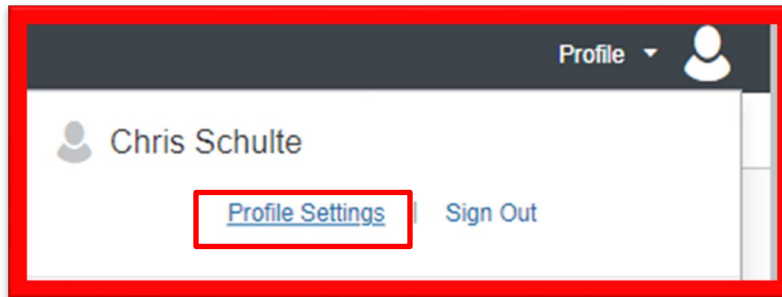
00 Open Reports →

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'

Concur Corporate Credit Card Job Aid

Brinkmann Company Credit Card Policies

1. Employees with Brinkman Capital One credit cards will have their cards linked to their Concur User profiles. As their cards are used, the transactions are automatically fed from Capital One to Concur. These transactions cannot be deleted.
2. Transactions will appear in the “Available Expenses” section of their Expense profile under “Manage Expenses”

The screenshot displays the 'Manage Expenses' section of the Concur interface. At the top, there are tabs for 'Manage Expenses' and 'View Transactions'. Below the tabs, the 'Manage Expenses' title is followed by a 'REPORT LIBRARY' section with a 'View: Active Reports' dropdown. A 'Create New Report' button is visible. A 'SUBMITTED' report for 'November Expenses (11/01/2021)' is shown with a total of \$286.29, submitted on 11/09/2021, and pending approval from Brian Satterthwaite. Below this, the 'AVAILABLE EXPENSES' section is highlighted with a red box. It includes a 'View: All Expenses' dropdown and buttons for 'Delete', 'Combine Expenses', and 'Move to'. A table lists three transactions from Capital One Corporate MC, all dated 11/05/2021, with amounts of \$16.01, \$682.10, and \$41.12. The table columns are Receipt, Payment Type, Expense Type, Vendor Details, Date, and Amount.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	Capital One Corporate MC	Undefined	GROVE LAS VILLA PIZQPS Las Vegas, Nevada	11/05/2021	\$16.01
<input type="checkbox"/>	Capital One Corporate MC	Undefined	CAESARS HOTEL & CASINO	11/05/2021	\$682.10
<input type="checkbox"/>	Capital One Corporate MC	Undefined	THEPARKINGSPOT-224RC	11/05/2021	\$41.12

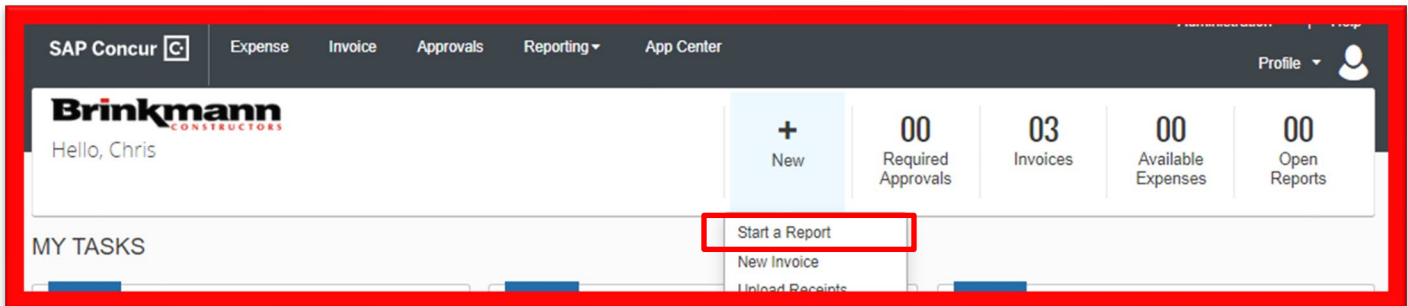
3. To code and submit credit card transactions, employees will prepare an expense report and submit their credit card transactions covering the two-week statement cycle. See “Capital One Statement Periods” handout for dates of each cycle as well as the submit and approval due dates.
If a credit card transaction has not been assigned to a report after 14 days, you will receive an email notification that you have overdue credit card transactions to submit.
4. Expense reports for credit cards should only contain expenses with the payment type of “Capital One Corporate MC”. Expenses with the payment type of Out-of-Pocket should be submitted on a separate report for reimbursement to the employee.

Concur Corporate Credit Card Job Aid

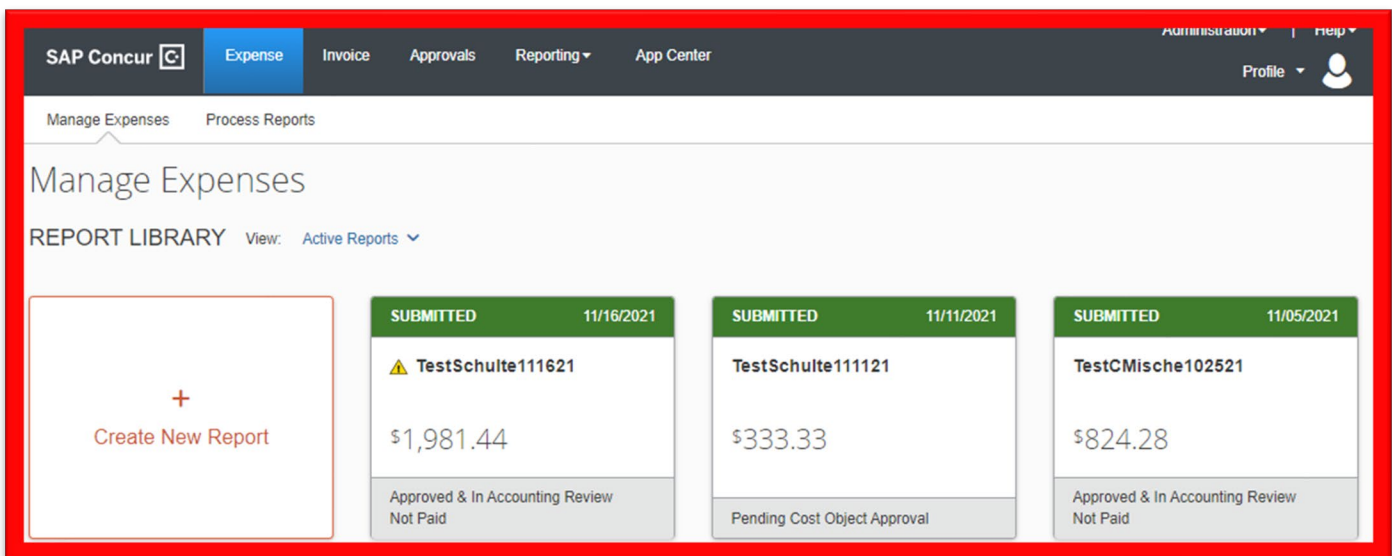
Creating an Expense Report (Credit Cards)

1. Create a New Report by 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 an Expense Report (Credit Cards) (Cont'd)

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

- Fill in the Report Name (best practice is Last Name, “CC” and the Ending Date of the statement cycle, i.e., SmithCC11252021)
- Fill in the Report Date (the ending date of the statement cycle)
- Business Purpose and Comment are optional fields that can be used if additional information needs to be provided for the reviewer
- Click “Create Report”

Create New Report

Report Name * * Required field

SmithCC11252021

Report Date

11/25/2021

Business Purpose

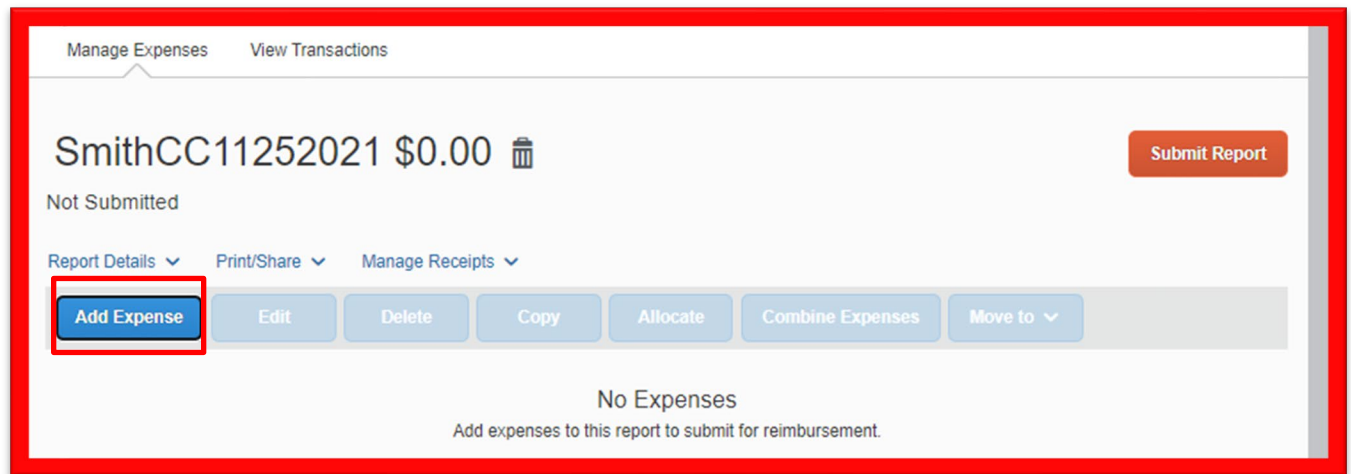
Comment

Cancel Create Report

Concur Corporate Credit Card Job Aid

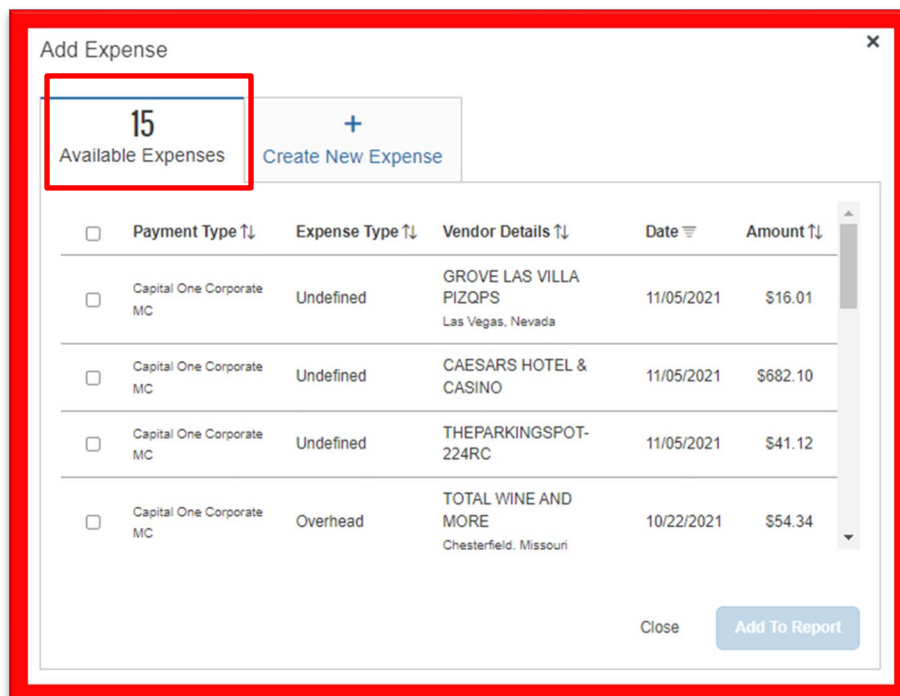
Creating an Expense Report (Credit Cards) (Cont'd)

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



The screenshot shows the 'Manage Expenses' tab for a report titled 'SmithCC11252021' with a total of '\$0.00'. The status is 'Not Submitted'. A red box highlights the 'Add Expense' button in the top navigation bar. Other buttons include 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. Below the buttons, it says 'No Expenses' and 'Add expenses to this report to submit for reimbursement.' A 'Submit Report' button is in the top right corner.

4. A new window will appear that will give you the option to either add an “Available Expense” or “Create New Expense”
 - For a credit card expense report, you must select the transactions that have automatically fed from Capital One that appear in your “Available Expenses”.



The 'Add Expense' window shows two tabs: 'Available Expenses' (selected and highlighted with a red box) and 'Create New Expense'. Below the tabs is a table of available expenses.

<input type="checkbox"/>	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date	Amount ↑↓
<input type="checkbox"/>	Capital One Corporate MC	Undefined	GROVE LAS VILLA PIZQPS Las Vegas, Nevada	11/05/2021	\$16.01
<input type="checkbox"/>	Capital One Corporate MC	Undefined	CAESARS HOTEL & CASINO	11/05/2021	\$682.10
<input type="checkbox"/>	Capital One Corporate MC	Undefined	THEPARKINGSPOT-224RC	11/05/2021	\$41.12
<input type="checkbox"/>	Capital One Corporate MC	Overhead	TOTAL WINE AND MORE Chesterfield, Missouri	10/22/2021	\$54.34

At the bottom right of the window are 'Close' and 'Add To Report' buttons.

Concur Corporate Credit Card Job Aid

Creating an Expense Report (Credit Cards) (Cont'd)

- Alternatively, you can also create an expense report for credit cards by selecting your available expenses from “Manage Expenses” and then selecting “Move to” and “New Report”. You will then follow the same process for naming and dating the report.

The screenshot displays the 'Manage Expenses' interface. At the top, there are tabs for 'Manage Expenses' and 'View Transactions'. Below the tabs, the title 'Manage Expenses' is followed by a 'REPORT LIBRARY' section with a 'View: Active Reports' dropdown. A 'Create New Report' button is visible. A 'SUBMITTED' report for 'November Expenses (11/01/2021)' with a total of '\$286.29' is shown, submitted by 'Brian Satterthwaite' on 11/09/2021. Below this, the 'AVAILABLE EXPENSES' section shows a table of expenses. The 'Move to' button in the table's header is highlighted with a red box, and a 'New Report' button is shown below it.

Manage Expenses View Transactions

Manage Expenses

REPORT LIBRARY View: Active Reports

+

Create New Report

SUBMITTED 11/09/2021

November Expenses (11/01/2021)

\$286.29

Submitted & Pending Approval
Brian Satterthwaite

Displayed reports: 1, Total: 1

AVAILABLE EXPENSES View: All Expenses

Delete Combine Expenses Move to

New Report

	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>		Capital One Corporate MC	Undefined	GROVE LAS VILLA PIZQPS Las Vegas, Nevada	11/05/2021	\$16.01
<input checked="" type="checkbox"/>		Capital One Corporate MC	Undefined	CAESARS HOTEL & CASINO	11/05/2021	\$682.10
<input checked="" type="checkbox"/>		Capital One Corporate MC	Undefined	THEPARKINGSPOT-224RC	11/05/2021	\$41.12
<input checked="" type="checkbox"/>		Capital One Corporate MC	Overhead	TOTAL WINE AND MORE Chesterfield, Missouri	10/22/2021	\$54.34

Concur Corporate Credit Card Job Aid

Creating an Expense Report (Credit Cards) (Cont'd)

6. After creating the report, you will then need to code each transaction. Click on transaction you want to code.

SmithCC11252021 \$793.57

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to ▾](#)

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ▾	Requested ↑↓
<input type="checkbox"/>			Capital One Corporate MC	Undefined	Caesars Las Vegas, Nevada	11/05/2021	\$682.10
<input type="checkbox"/>			Capital One Corporate MC	Undefined	THEPARKINGSPOT-224RC Las Vegas, Nevada	11/05/2021	\$41.12
<input type="checkbox"/>			Capital One Corporate MC	Undefined	GROVE LAS VILLA PIZQPS Las Vegas, Nevada	11/05/2021	\$16.01
<input type="checkbox"/>			Capital One Corporate MC	Overhead	TOTAL WINE AND MORE Chesterfield, Missouri	10/22/2021	\$54.34
							\$793.57

- A new screen will appear for coding. Select your Expense Type from the drop-down list.

Details Itemizations [Hide Receipt](#)

[Allocate](#)

* Required field

Expense Type *
Undefined ▾

01. Expense Type
Job
Overhead

Vendor Description: CAESARS HOTEL & CASINO Payment Type: Capital One Corporate MC

Amount: 682.10 Currency: US, Dollar

☐ Is Billable

Comment

Attach Receipt Image

Creating an Expense Report (Credit Cards) (Cont'd)

There are two expense types that can be used when coding credit card expenses:

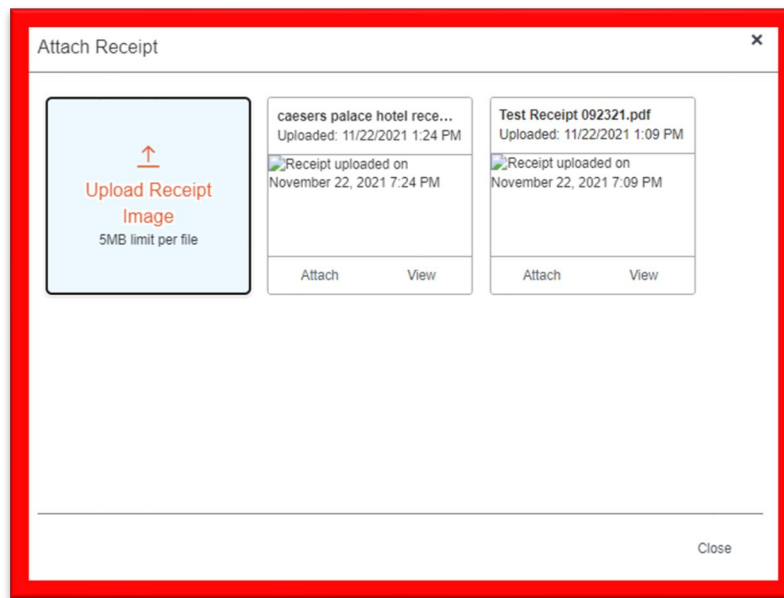
- **Job** = used for charging an expense to a Job – routes to the Project Manager on the job for approval, if >\$1,000 routes to the Project Director for secondary approval.
- **Overhead** = used for any expense not charged to a job – routes to the employee's default manager for approval (as assigned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

Note: Both Job and Overhead expenses can be included on the same expense report for credit cards and transactions for multiple jobs can also be included on the same 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 an Expense Report (Credit Cards) (Cont'd)

7. For a Job Expense type, complete the form with the following:

- Transaction Date: Pre-populated, this field cannot be edited.
- Expense Description: Short description of expense (i.e., flight for Job Site Visit)
- Vendor Description: Pre-populated, this field cannot be edited.
- 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. You can leave the pre-populated city. There is no need to edit it.***
- Payment Type: This will default as “Capital One Corporate MC”, this field cannot be edited.
- Amount: Pre-populated, this field cannot be edited.
- Currency: Pre-populated as US, Dollar, this field cannot be edited.
- 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 fed to each user profile)



Concur Corporate Credit Card Job Aid

Creating a New Expense Report (Cont'd)

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

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

Job \$682.10

11/05/2021 | Caesars | Corporate Card

Details | Itemizations

Allocate

* Required field

Expense Type *

Job

Transaction Date

11/05/2021

Expense Description *

Hotel

Vendor Description

CAESARS HOTEL & CASINO

City of Purchase

Las Vegas, Nevada

Payment Type

Capital One Corporate MC

Amount

682.10

Currency

US, Dollar

Company *

Brinkmann Constructors

Job # *

((1335-) 300 South Broadway

Phase Code *

((1040- 2-) Project Manager 1...

Cost Type *

((3) General Conditions

Attach Receipt Image

Save Expense | Cancel

Creating a New Expense Report (Cont'd)

8. For an Overhead Expense type, complete the form with the following:

- Transaction Date: Pre-populated, this field cannot be edited.
- Expense Description: Short description of expense (i.e., Hotel for Conference)
- Vendor Description: Pre-populated, this field cannot be edited.
- 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. You can leave the pre-populated city. There is no need to edit it.***
- Payment Type: This will default as “Capital One Corporate MC”, this field cannot be edited.
- Amount: Pre-populated, this field cannot be edited.
- Currency: Pre-populated as US, Dollar, this field cannot be edited.
- Company: This will default to (1) Brinkmann Constructors
- Location: Select the shared services department or office location from the drop-down list
 - i. **Shared Service employees will select one of the following locations:**
 - a. **92 – Accounting**
 - b. **93 – Legal**
 - c. **94 – Business Development/Marketing**
 - d. **95 – Safety**
 - e. **96 – IT**
 - f. **97 – Human Resources**
 - g. **98 – Executive**
 - h. **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:**
 - i. **01 – St. Louis Office**
 - j. **02 – Colorado Office**
 - k. **03 – Kansas City Office**
 - l. **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.**
 - 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)

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

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

Details

Itemizations

Hide Receipt

Allocate

* Required field

Expense Type *
Overhead

Transaction Date
11/05/2021

Expense Description *
Hotel for Conference

Vendor Description
CAESARS HOTEL & CASINO

City of Purchase
Las Vegas, Nevada

Payment Type
Capital One Corporate MC

Amount
682.10

Currency
US, Dollar

Company *
(1) Brinkmann Constructors

Location *
(01) St. Louis Office

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

Attach Receipt Image

Save Expense

Cancel

Concur Corporate Credit Card Job Aid

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

The screenshot shows the Concur expense report interface for report ID SmithCC11252021 with a total amount of \$682.10. The status is 'Not Submitted'. In the top right corner, there are two buttons: 'Copy Report' and 'Submit Report'. The 'Submit Report' button is highlighted with a red rectangle. Below the buttons, there are tabs for 'Report Details', 'Print/Share', and 'Manage Receipts'. A row of action buttons includes 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A table below lists the expenses with columns for Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested amount. One expense is listed: Capital One Corporate MC, Job, Caesars Las Vegas, Nevada, 11/05/2021, \$682.10.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Capital One Corporate MC	Job	Caesars Las Vegas, Nevada	11/05/2021	\$682.10

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

The 'Report Totals' window displays a summary of the expense report. It is divided into three main sections: 'Company Pays', 'Employee Pays', and a summary section. The 'Company Pays' section shows \$0.00 for the Employee and \$682.10 for the Card (Capital One Corporate MC). The 'Employee Pays' section shows \$0.00 for the Company. The summary section includes 'Amount Total: \$682.10', 'Due Employee: \$0.00', 'Owed Company: \$0.00', 'Amount Due (Capital One Corporate MC): \$682.10', 'Requested Amount: \$682.10', 'Total Paid By Company: \$682.10', and 'Total Owed By Employee: \$0.00'. At the bottom right, there are 'Cancel' and 'Submit Report' buttons. The 'Submit Report' button is highlighted with a red rectangle.

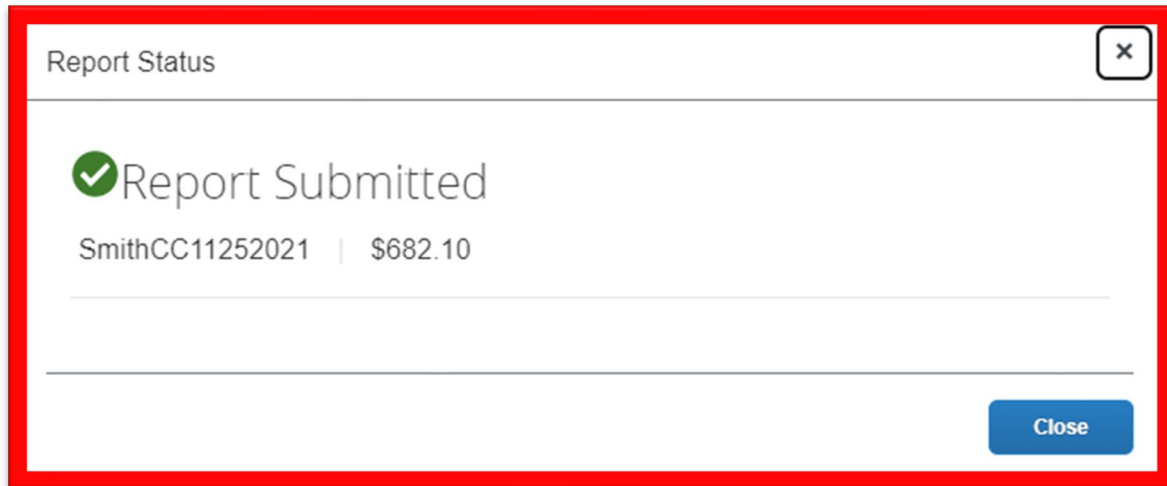
Company Pays		Employee Pays
\$0.00	\$682.10	\$0.00
Employee	Card (Capital One Corporate MC)	Company

Amount Total:	Due Employee:	Owed Company:
\$682.10	\$0.00	\$0.00
	Amount Due (Capital One Corporate MC):	
	\$682.10	
Requested Amount:	Total Paid By Company:	Total Owed By Employee:
\$682.10	\$682.10	\$0.00

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



Concur Corporate Credit Card Job Aid

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 displays the 'New Expense' form in the Concur system. The form is titled 'New Expense' and has a 'Cancel' button and a 'Save Expense' button in the top right corner. The form is divided into two tabs: 'Details' and 'Itemizations'. The 'Itemizations' tab is highlighted with a red box. The 'Details' tab contains the following fields:

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

At the bottom of the form, there are three buttons: 'Save Expense', 'Save and Add Another', and 'Cancel'. To the right of the form, there is a preview of a receipt titled 'Test Receipt 092321.pdf' with a 'Detach' button below it.

Concur Corporate Credit Card Job Aid

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.
- 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 right-pointing arrow. The form contains several required fields marked with an asterisk (*):

- Expense Type: Job
- Transaction Date: 11/18/2021
- Expense Description: Flight for Job Site Visit
- Vendor Description: Southwest
- City of Purchase: (dropdown menu)
- 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'. To the right of the form, there is a 'Receipt' section with a 'Hide Receipt' link and a 'Test Receipt 092321.pdf' file.

Other Expense User Information:

3. 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 ▾

RETURNED 11/29/2017
Trip to Dallas
\$53.00
Sent Back to Employee
John Smith

NOT SUBMITTED 04/17/2018
Training Trip
\$602.70

NOT SUBMITTED 04/17/2018
Training
\$349.00