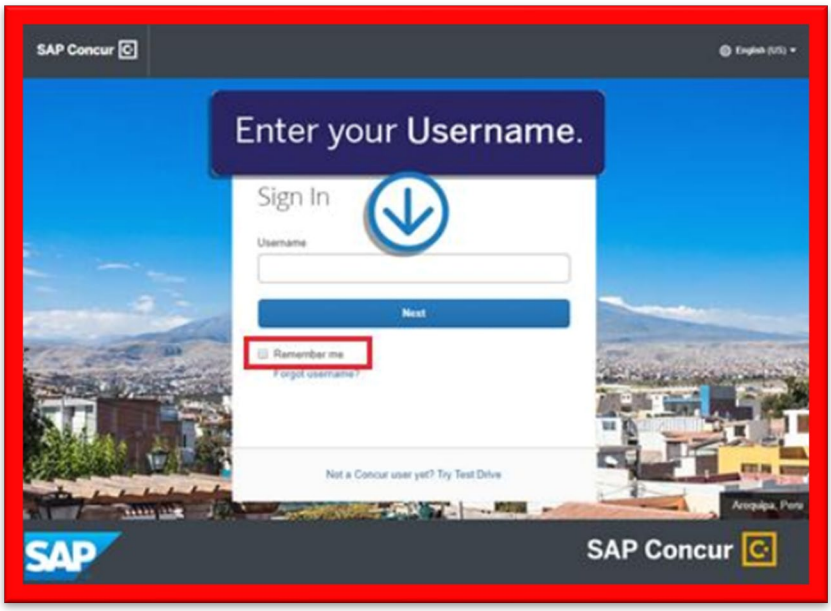
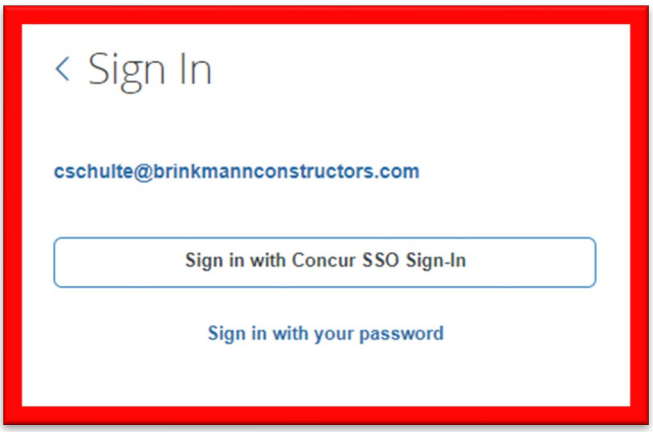
Concur Corporate Credit Card Job Aid

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

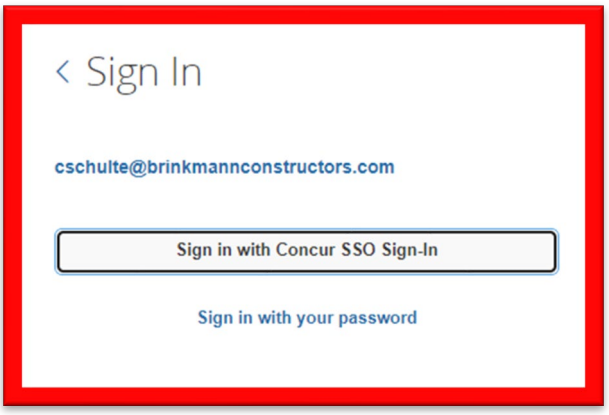
1. **Enter your Username (Business e-mail address, ex. cschulte@brinkmannconstructors.com), Click "Next"**

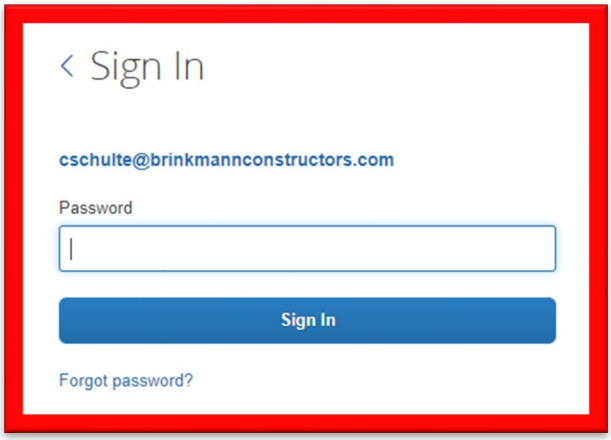


2. **If you are connected to the Brinkmann network, click "Sign in with Concur SSO Sign-In". You will be taken to the Concur Home page without any prompt for a password.**



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:**

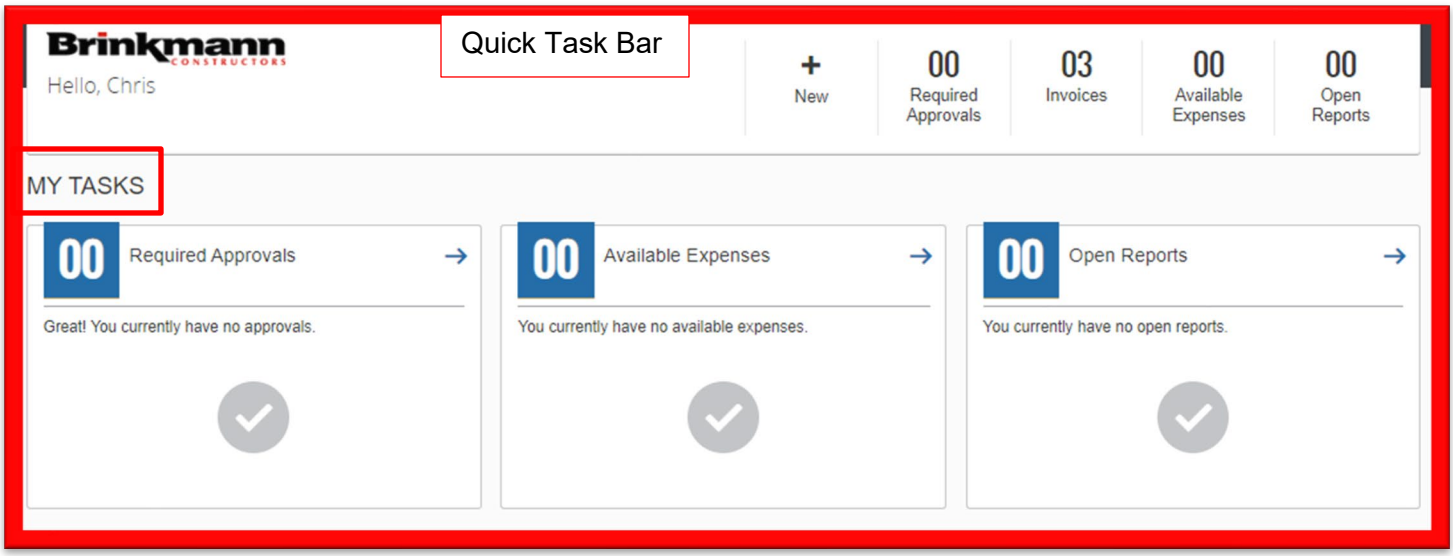
    b. **Clicking on the Concur tile on the Sharepoint Home Page:**

Concur Corporate Credit Card Job Aid

Exploring the Concur Home Page (Expense)

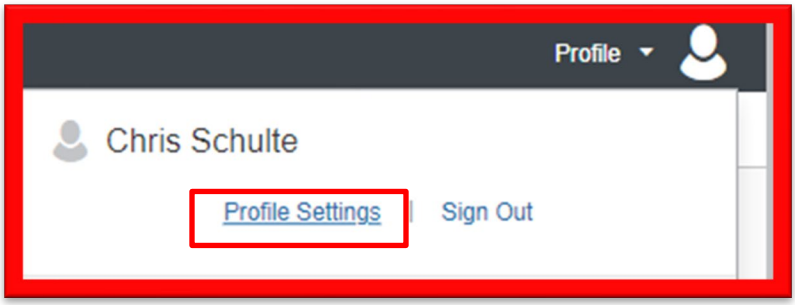
1. **Quick Task Bar: This section provides links so you can:**
   - Start a new report
   - Open reports
   - Manage available expenses

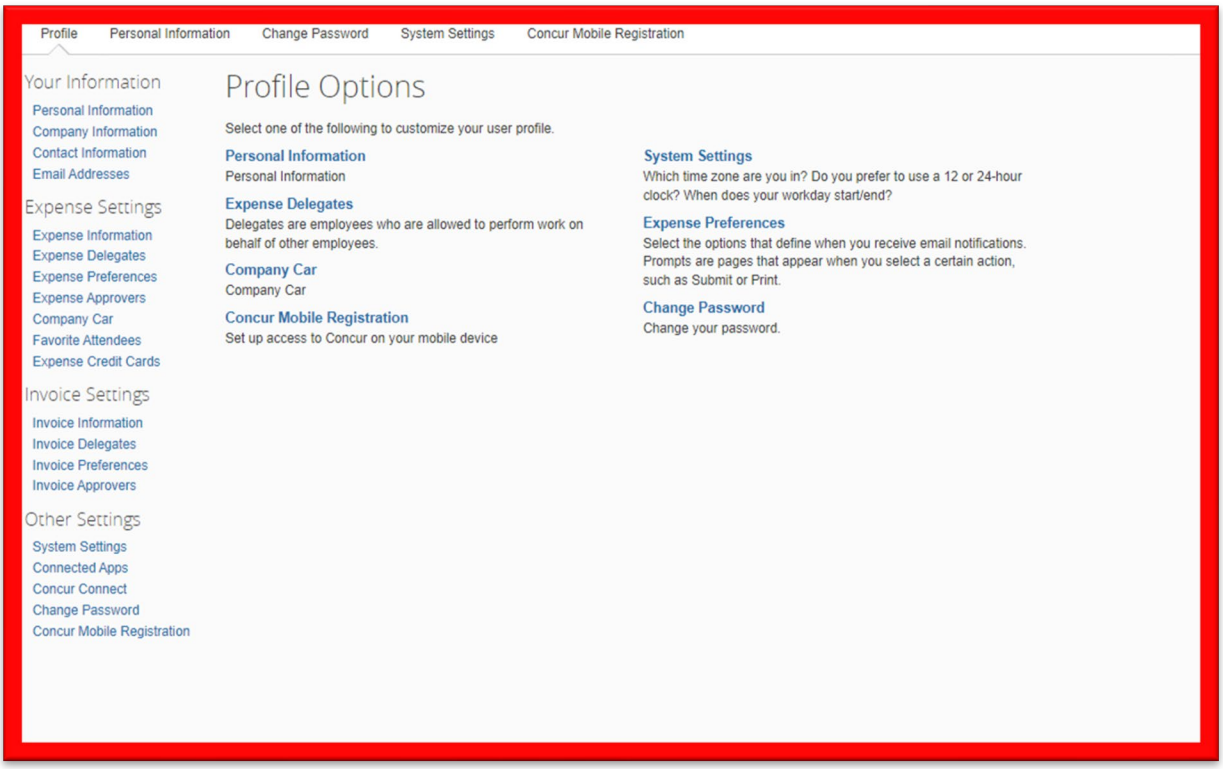
2. **My Tasks: This section shows:**
   - Available expenses
   - Open reports
   - Approvals requiring attention



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).

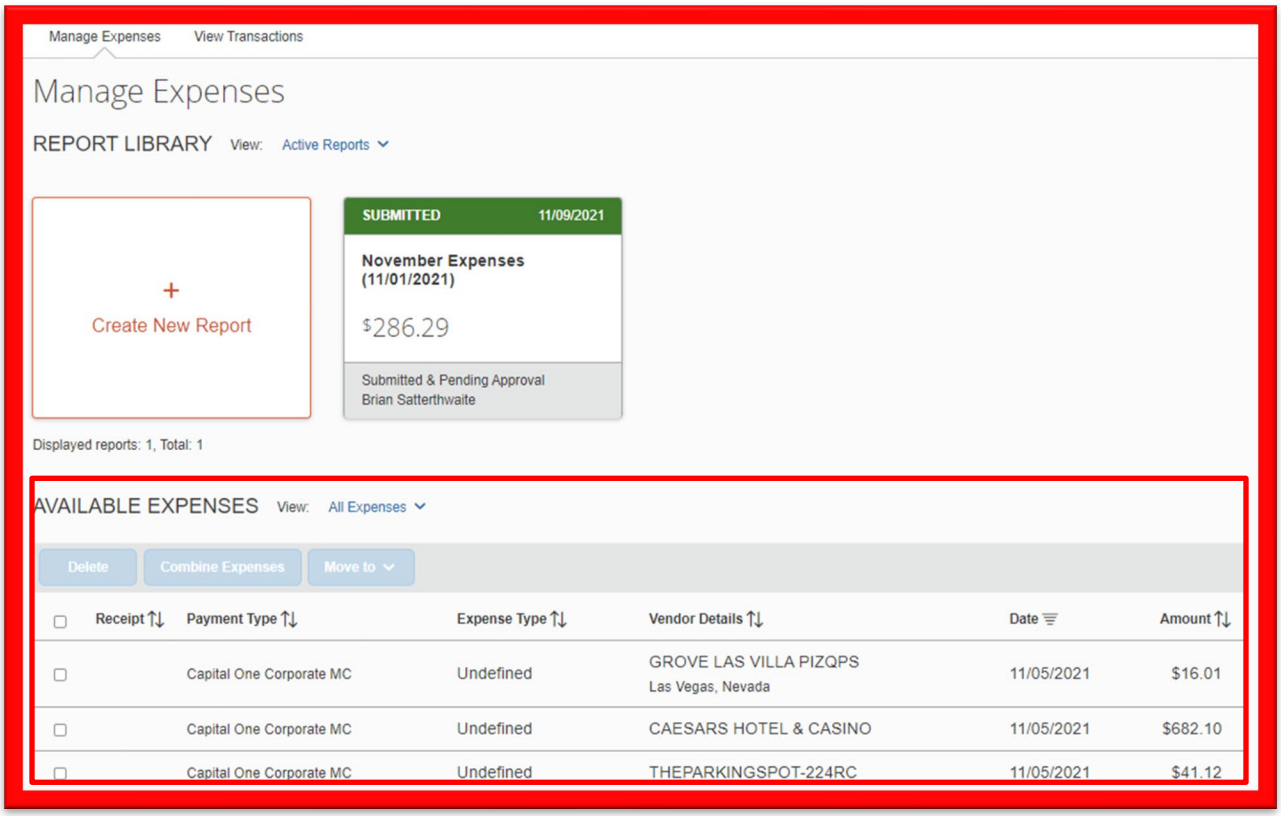
3. **Under 'Expense Preferences', it will give you the option to sign up for Expense Assistant. The method selected should be NONE. The other option is 'By Month' which does not align with Brinkmann policy of submitting out of pocket expense reports weekly and credit card reports bi-weekly.**

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

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”



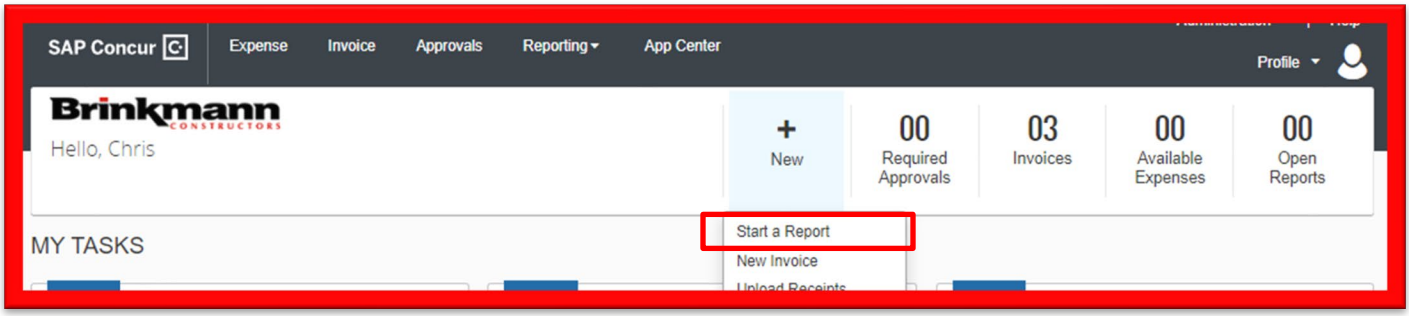
3. To code and submit credit card transactions, employees will prepare an expense report and submit their credit card transactions covering the two-week statement cycle. See “Capital One Statement Periods” handout for dates of each cycle as well as the submit and approval due dates.

   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.

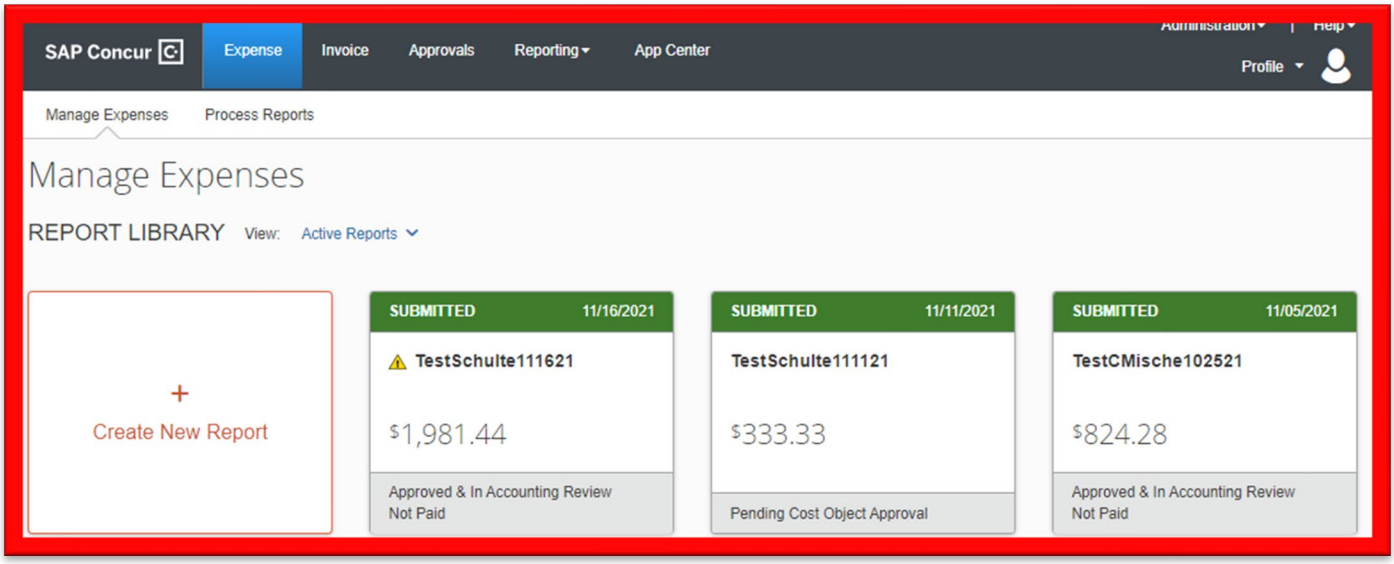
4. Expense reports for credit cards should only contain expenses with the payment type of “Capital One Corporate MC”. Expenses with the payment type of Out-of-Pocket should be submitted on a separate report for reimbursement to the employee.

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.

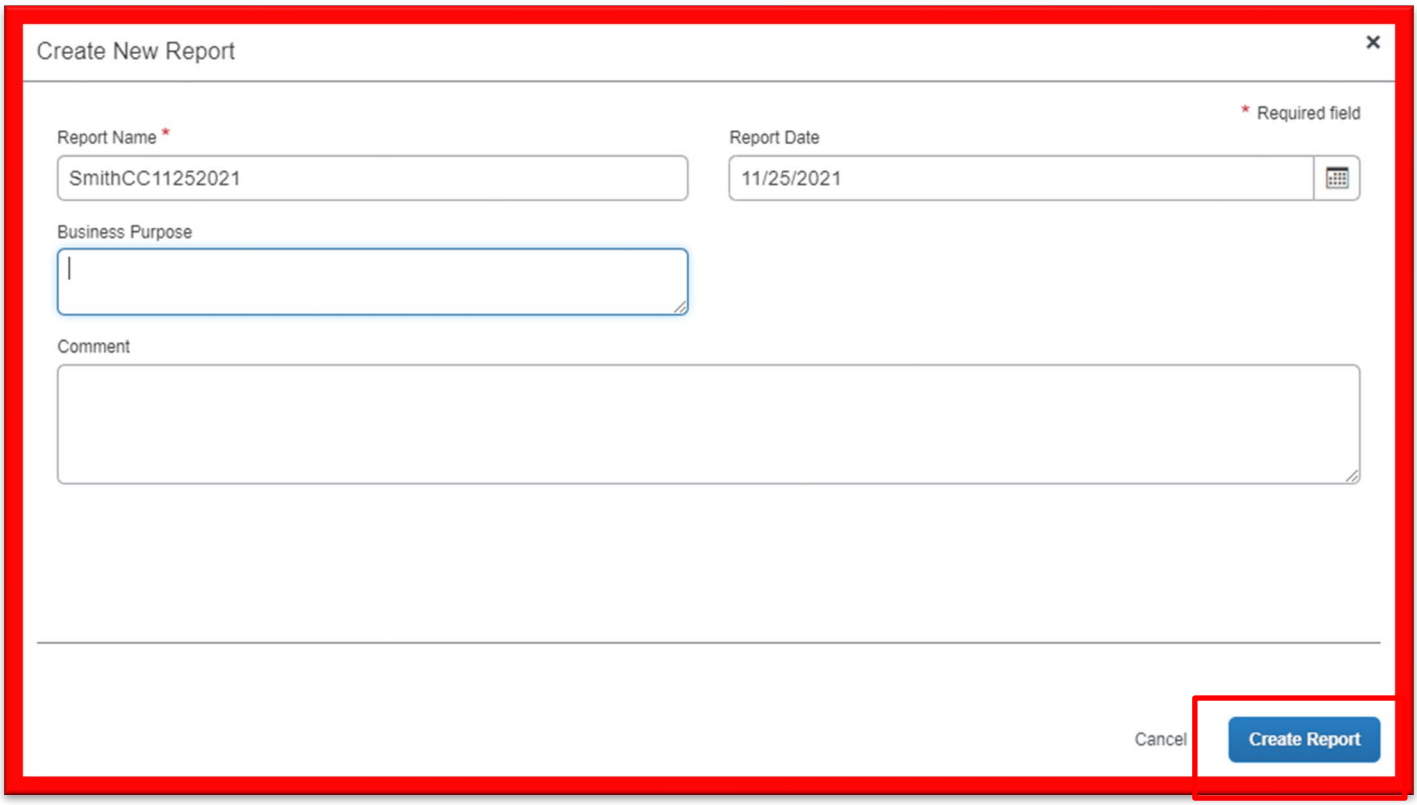


   - On the Concur home page, from the Expense menu, on the Manage Expense tab, click the Create New Report tile.



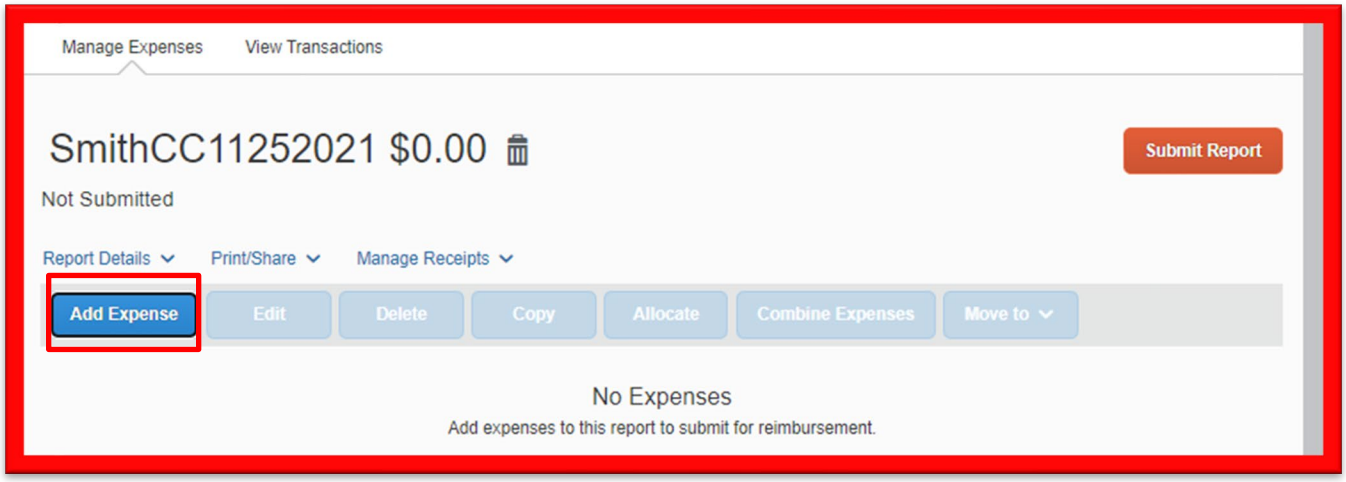
Creating an Expense Report (Credit Cards) (Cont'd)

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"

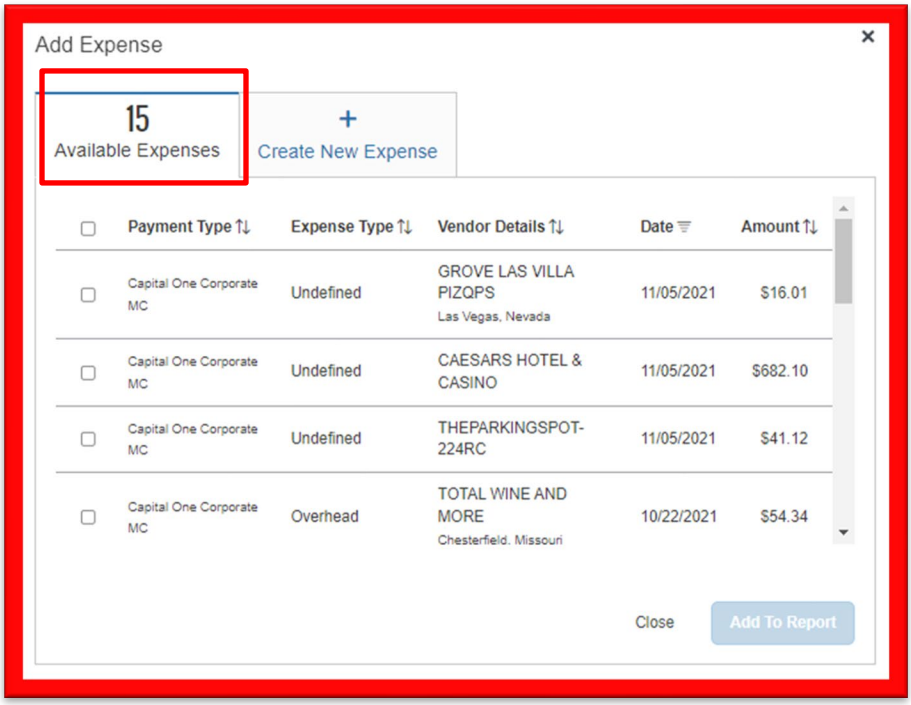


Creating an Expense Report (Credit Cards) (Cont'd)

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

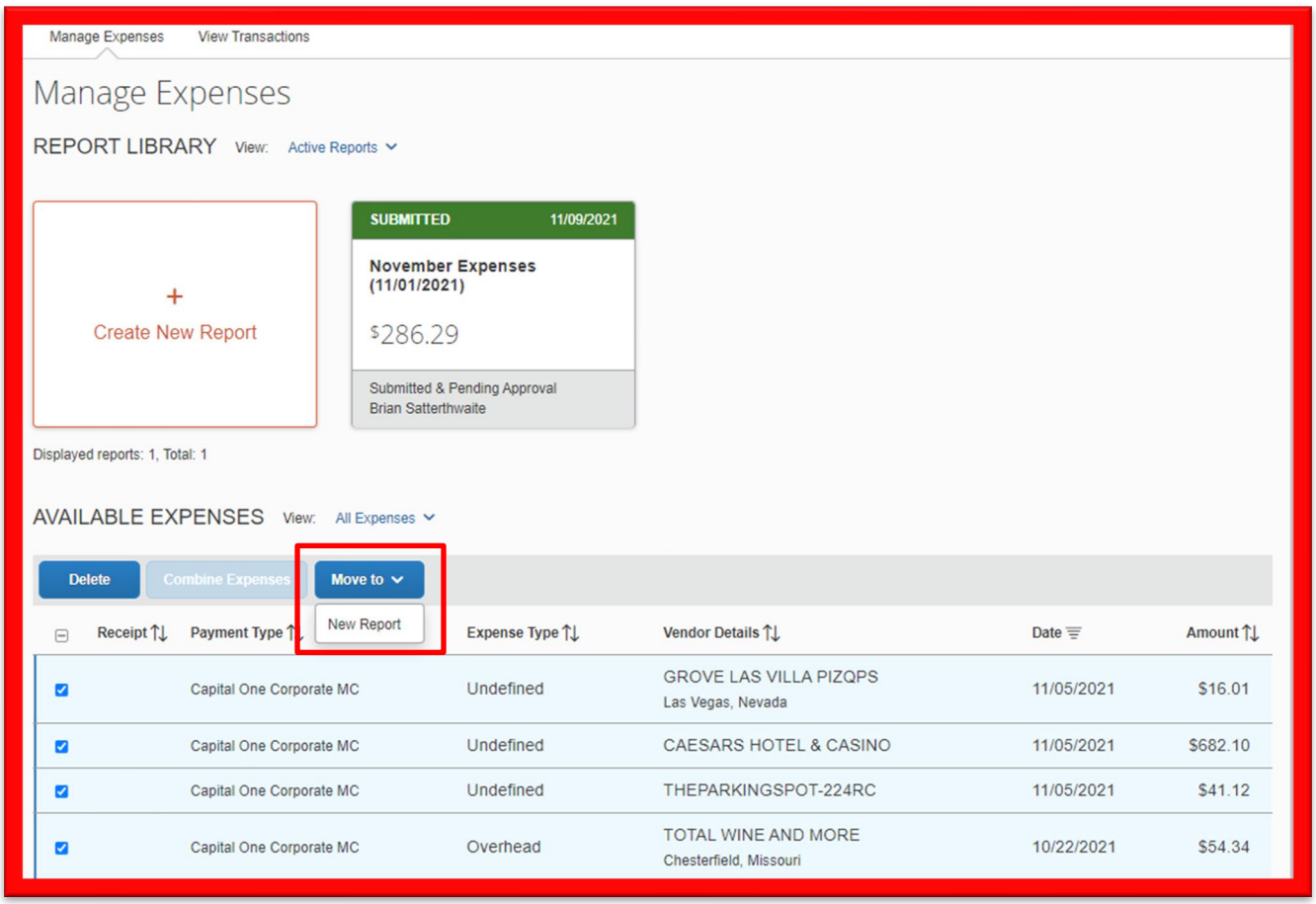


4. **A new window will appear that will give you the option to either add an "Available Expense" or "Create New Expense"**
   - For a credit card expense report, you must select the transactions that have automatically fed from Capital One that appear in your "Available Expenses".



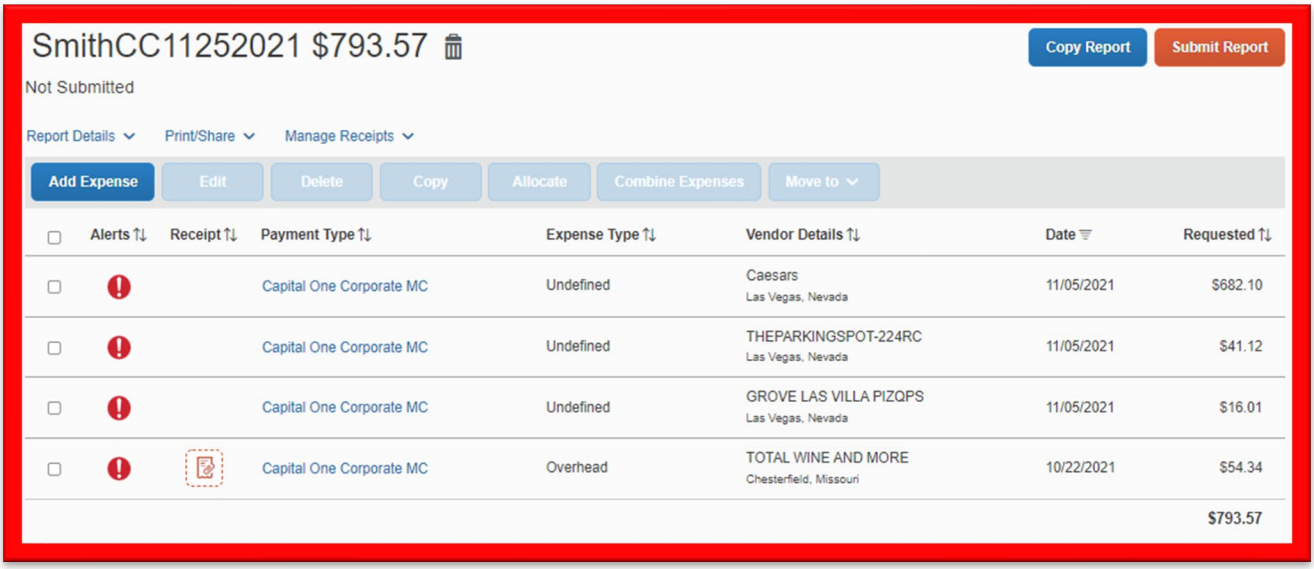
Creating an Expense Report (Credit Cards) (Cont'd)

5. **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.**

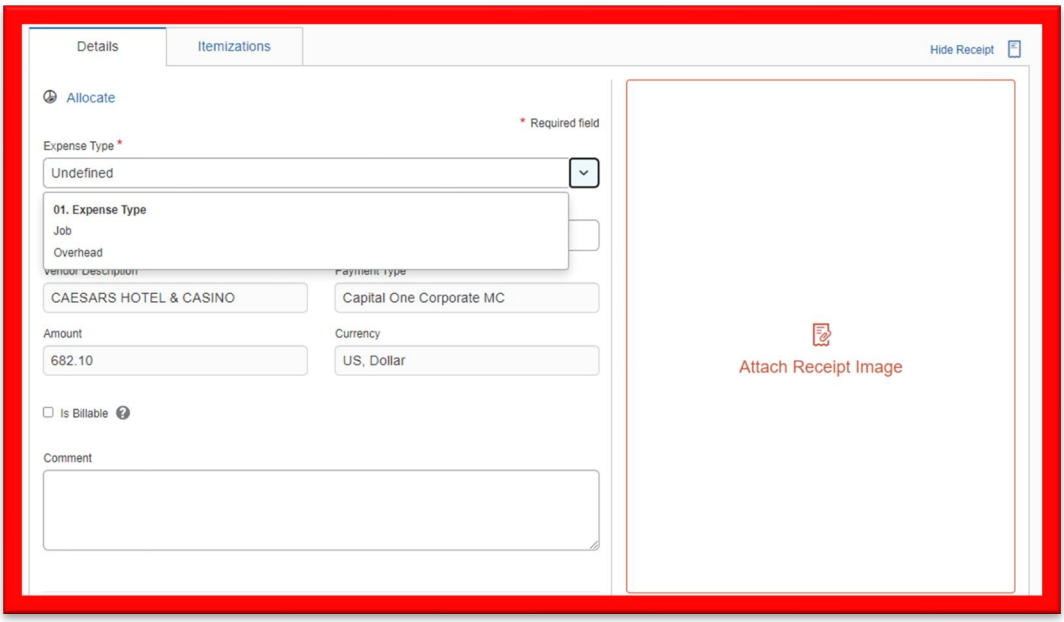


Creating an Expense Report (Credit Cards) (Cont'd)

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



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



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

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

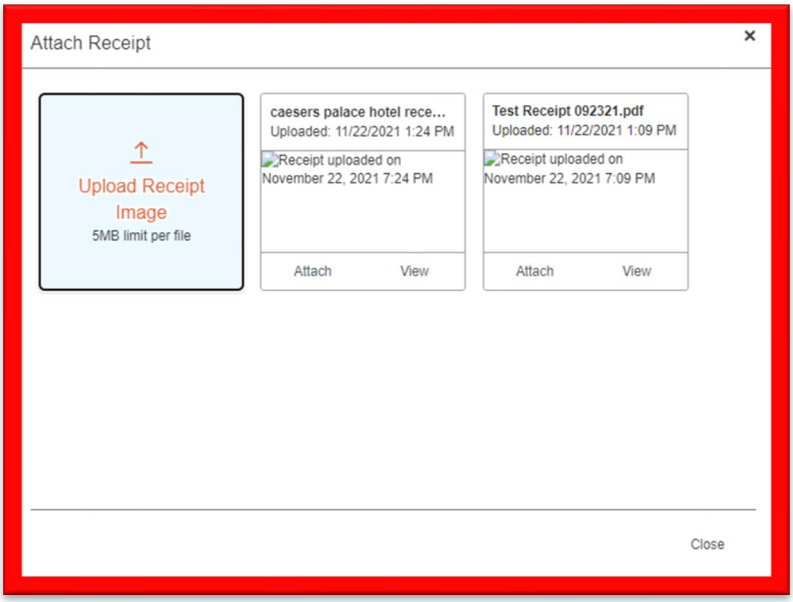
- **Job =** used for charging an expense to a Job – routes to the Project Manager on the job for approval, if >$1,000 routes to the Project Director for secondary approval.
- **Overhead =** used for any expense not charged to a job – routes to the employee's default manager for approval (as assigned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

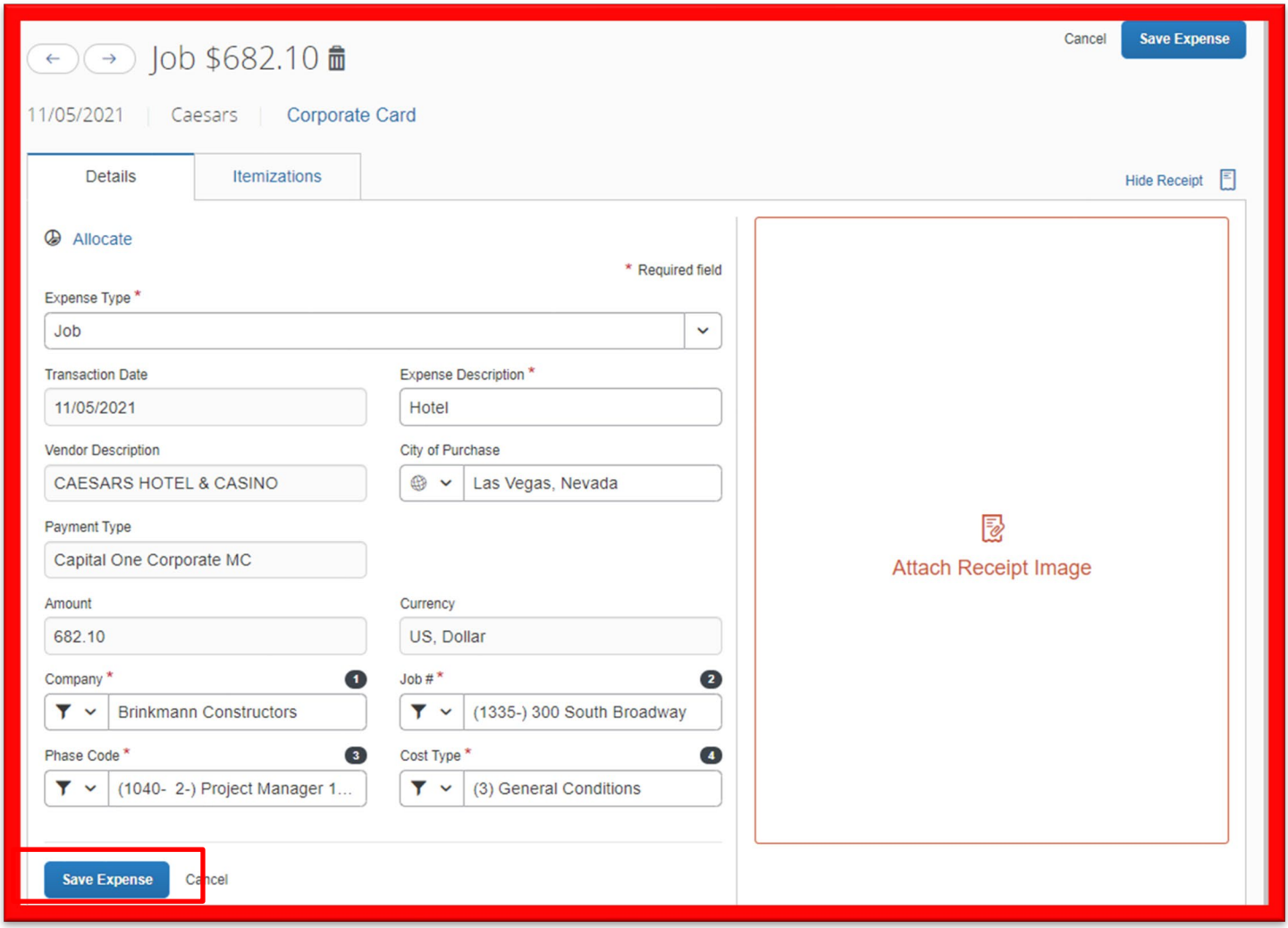
- Transaction Date: Pre-populated, this field cannot be edited.
- Expense Description: Short description of expense (i.e., flight for Job Site Visit)
- Vendor Description: Pre-populated, this field cannot be edited.
- City of Purchase: ***This field will appear on the form; however, it is NOT a required 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)



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



Creating a New Expense Report (Cont'd)

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

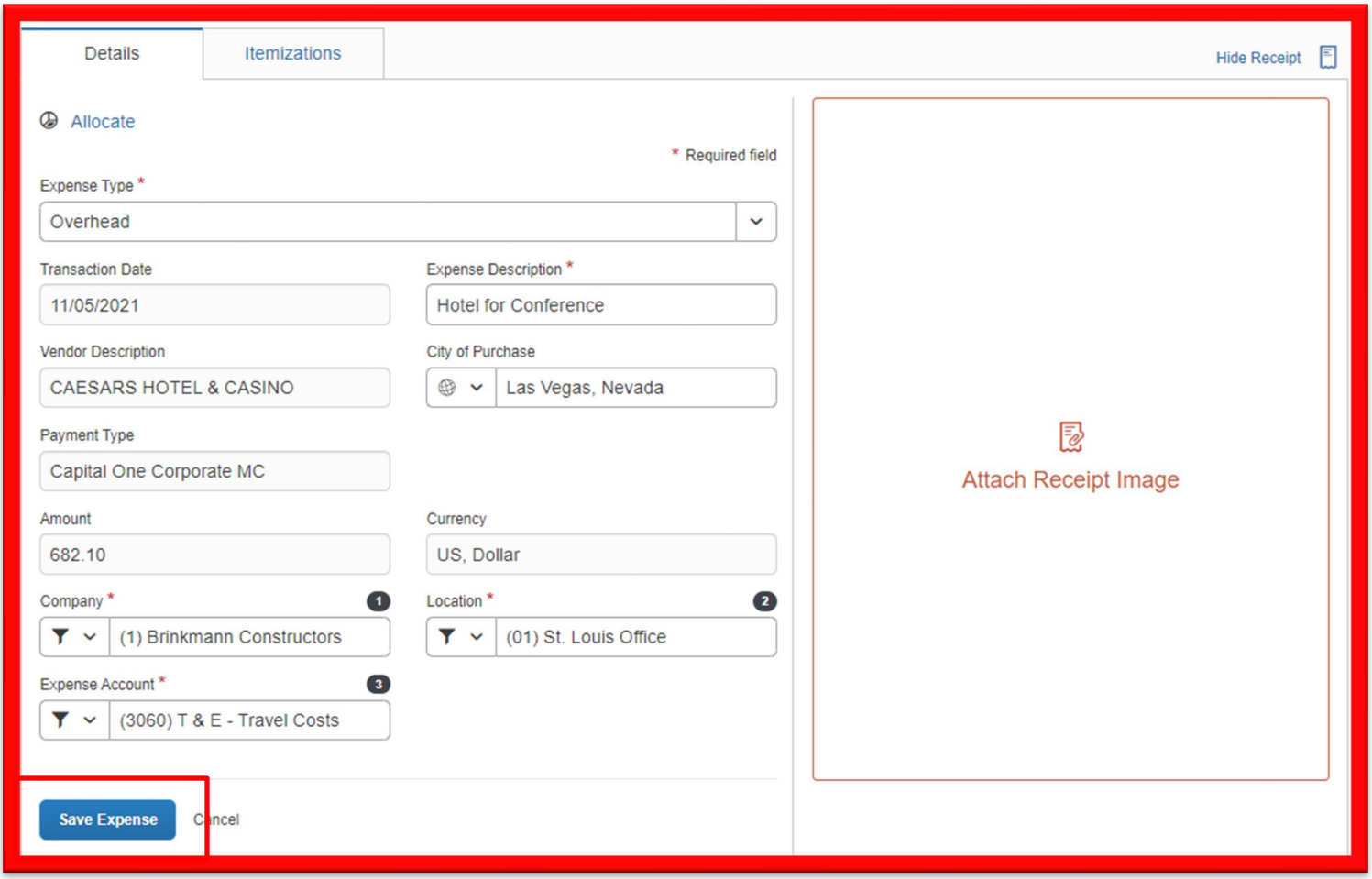
- Transaction Date: Pre-populated, this field cannot be edited.
- Expense Description: Short description of expense (i.e., Hotel for Conference)
- Vendor Description: Pre-populated, this field cannot be edited.
- City of Purchase: ***This field will appear on the form; however, it is NOT a required field. 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"

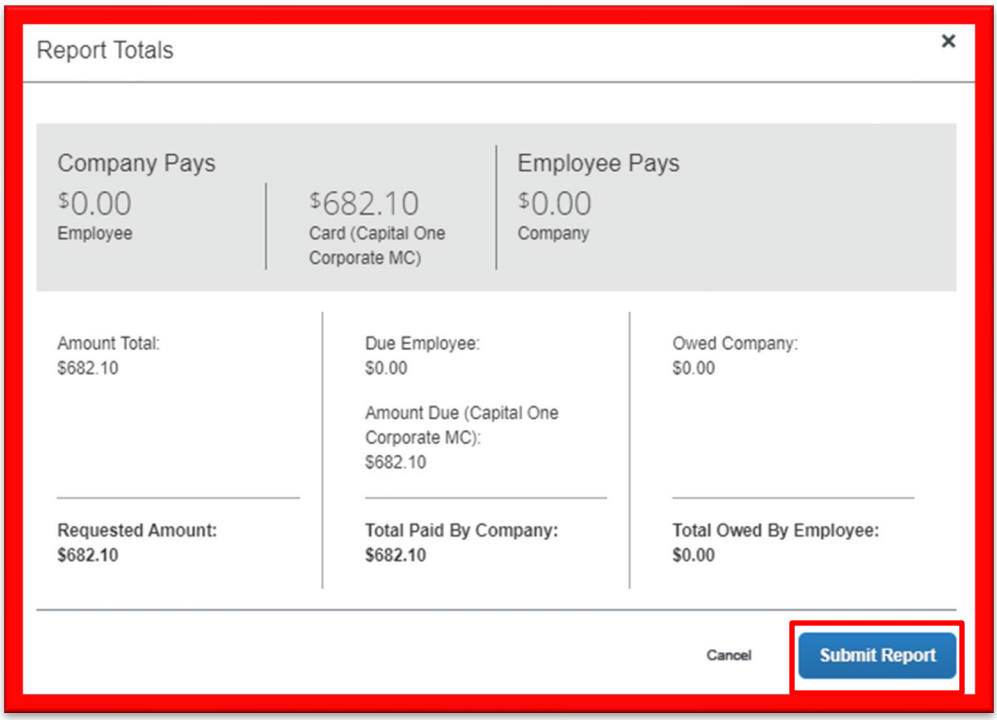


Creating a New Expense Report (Cont'd)

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

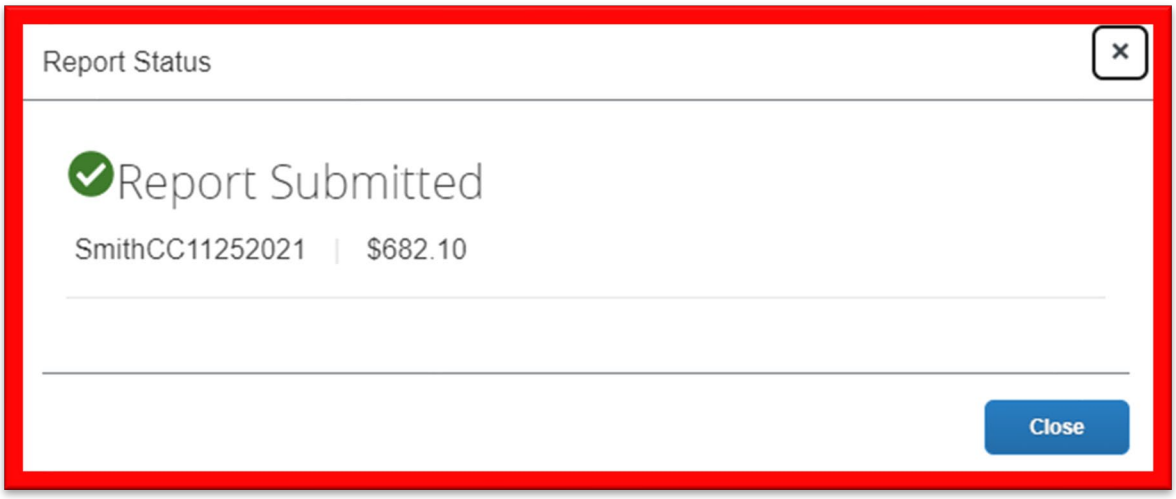
- A new window will appear that provides a summary of the dollar amount to be reimbursed
- Click submit report again



Creating a New Expense Report (Cont'd)

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

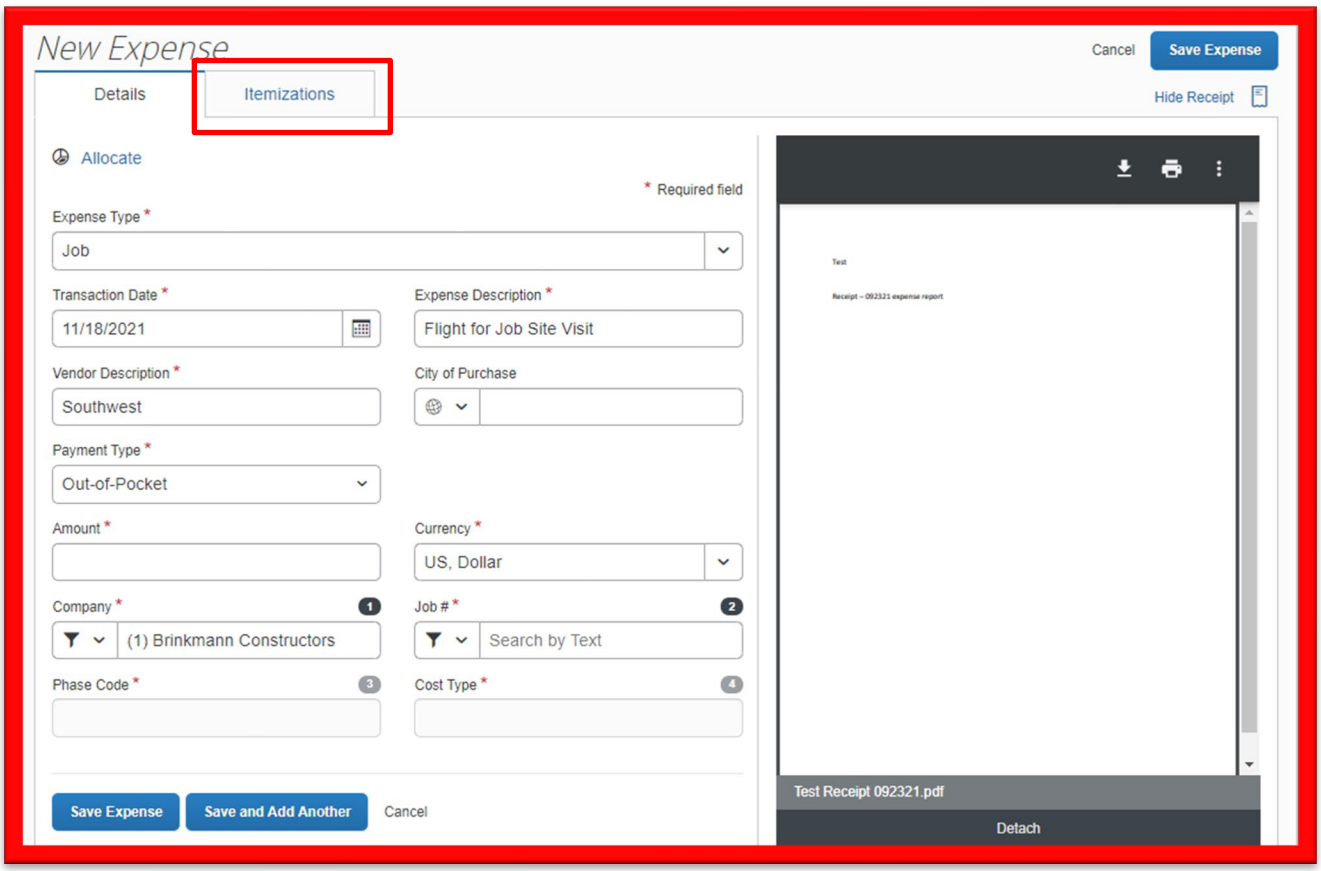
- A final window will pop-up confirming that your expense report was submitted
- Your expense report will route to the designated approver based on Job & Overhead expenses



Other Expense User Information:

1. Itemizations

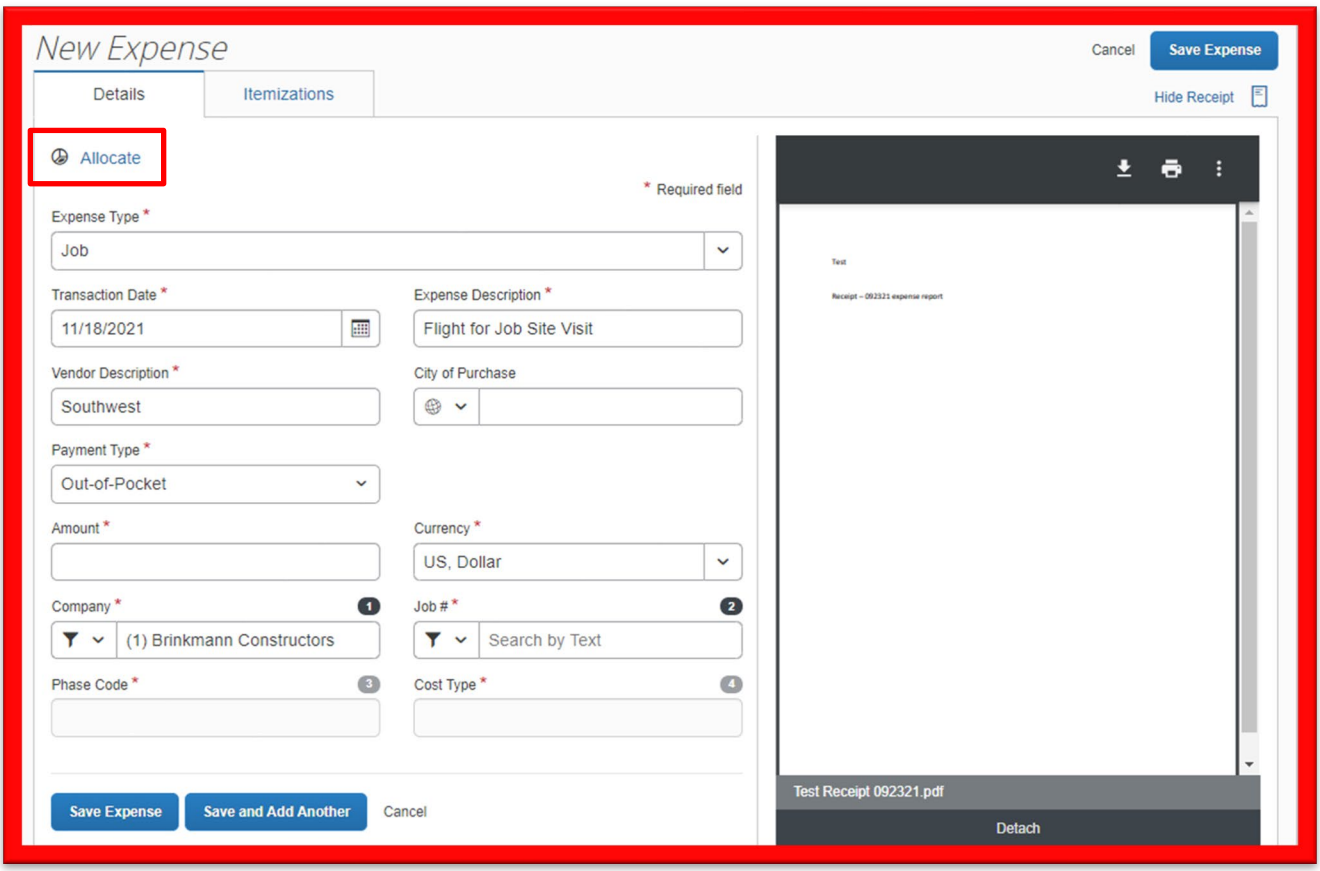
- In each of the expense types, you will notice a tab titled “Itemizations”. There is nothing to populate on this tab and it is not configured to be used for any of our expense types.



Other Expense User Information:

2. Allocations

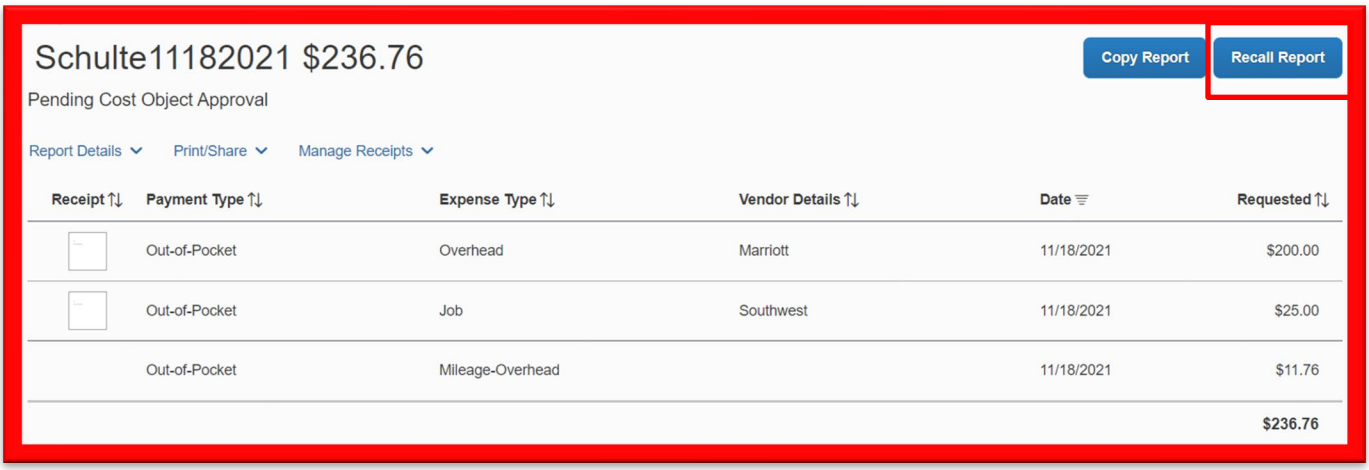
- In each of the expense types, you will notice a link titled “Allocations”. This enables the user to allocate a single expense to either multiple jobs or general ledger accounts.
- For instances when a single Company Credit Card transaction needs to be allocated, please reach out to Chris Schulte or Jenna Schnelker to discuss.



Other Expense User Information:

3. 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.