LAUSD UNIFIED

SAP Concur

PROCUREMENT SERVICES DIVISION

End-USER Training

How to Submit a Retro Expense Report

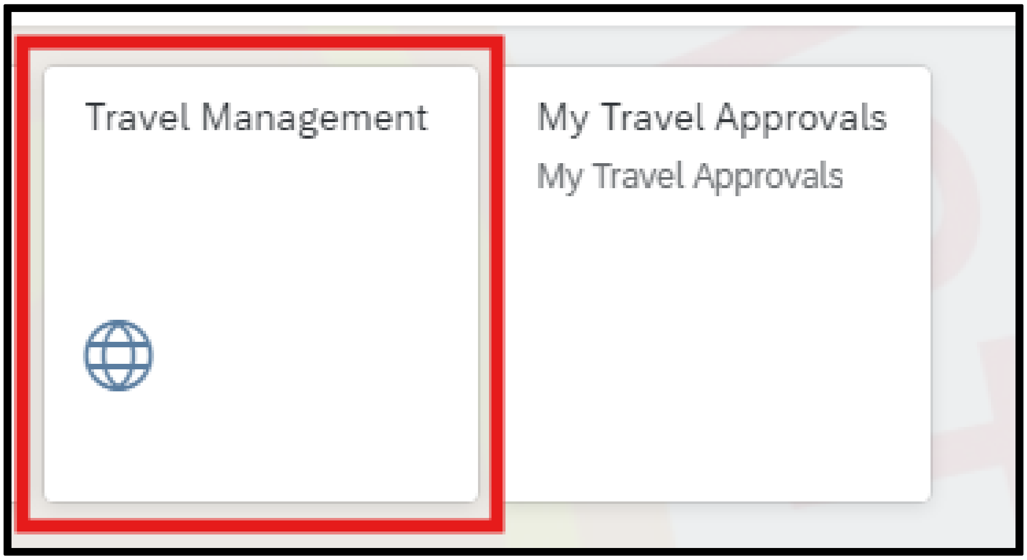
The purpose of this job aid is to show how to submit a retroactive expense report in Concur.

1

To access Concur Travel, log in to your ESS (https://ess.lausd.net/) using your SSO (Single Sign On).

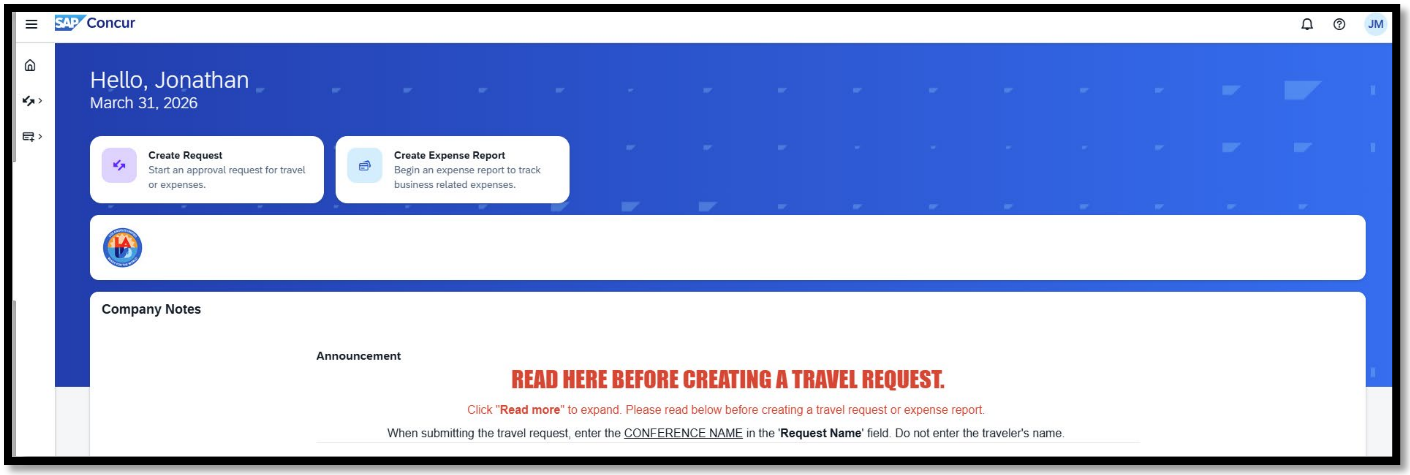
2

Click on the **Travel Management** tile.



3

You will be directed to the Concur Travel home page. Display may look different depending on your view settings.



4

Click **Create Expense Report**.

5

Fill in all required fields (*). Double check the **Job Assignment** & **Job Assignment Cost Center** fields for accuracy.

- **Report Name** – Name of the conference
- **Report Start/End date** – Travel start & end dates

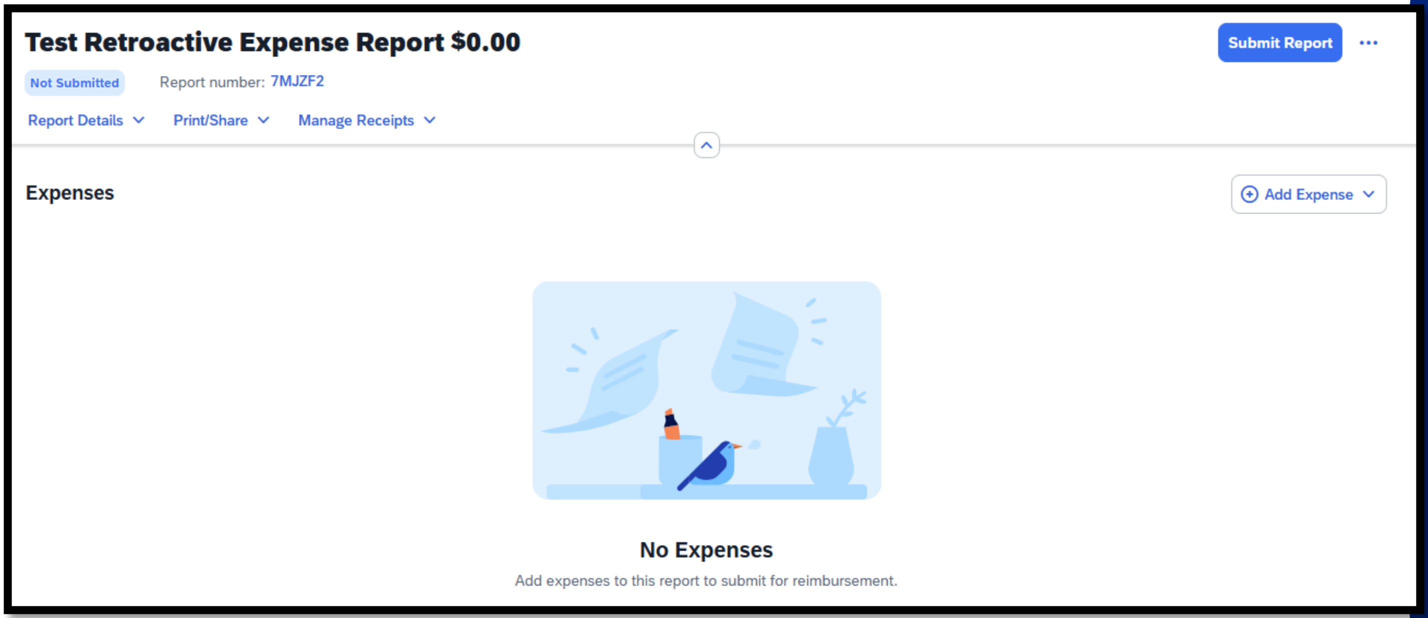
6

Select **Yes** in the field below to enable the report to follow the **retroactive workflow**.

Click **Create Report** to generate the **retroactive expense report**.

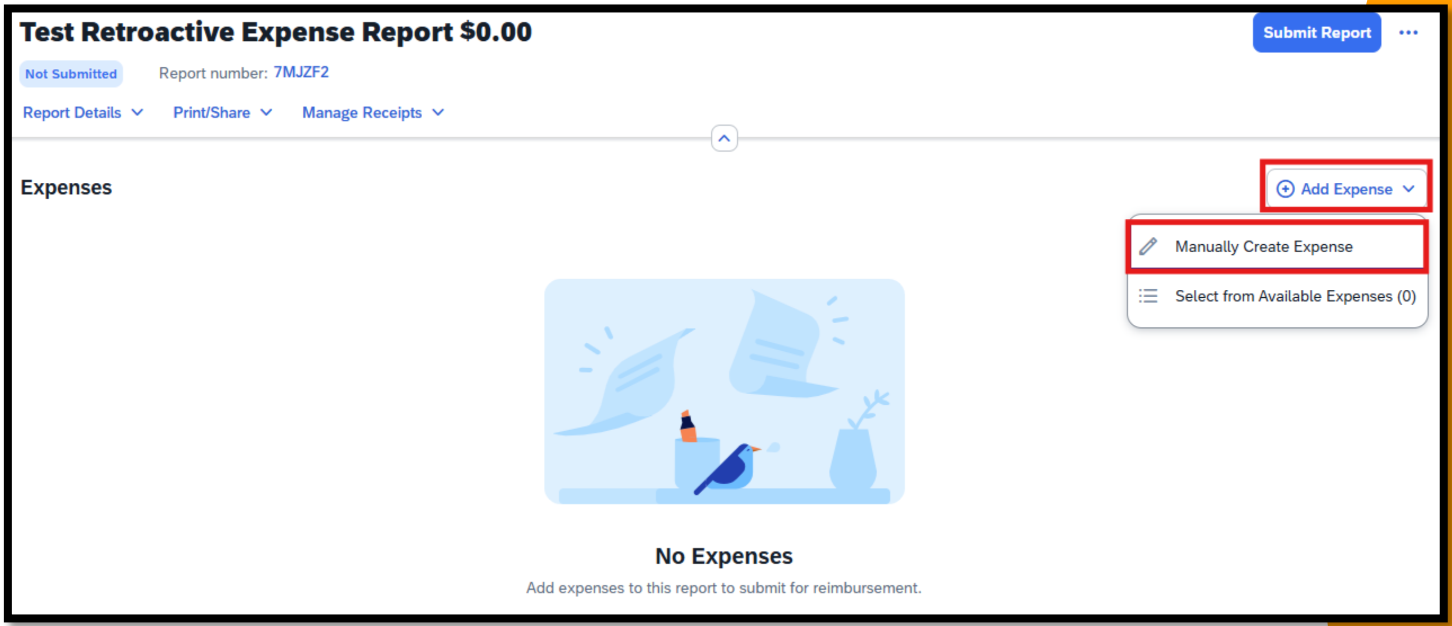
7

A **retroactive expense** report will generate.



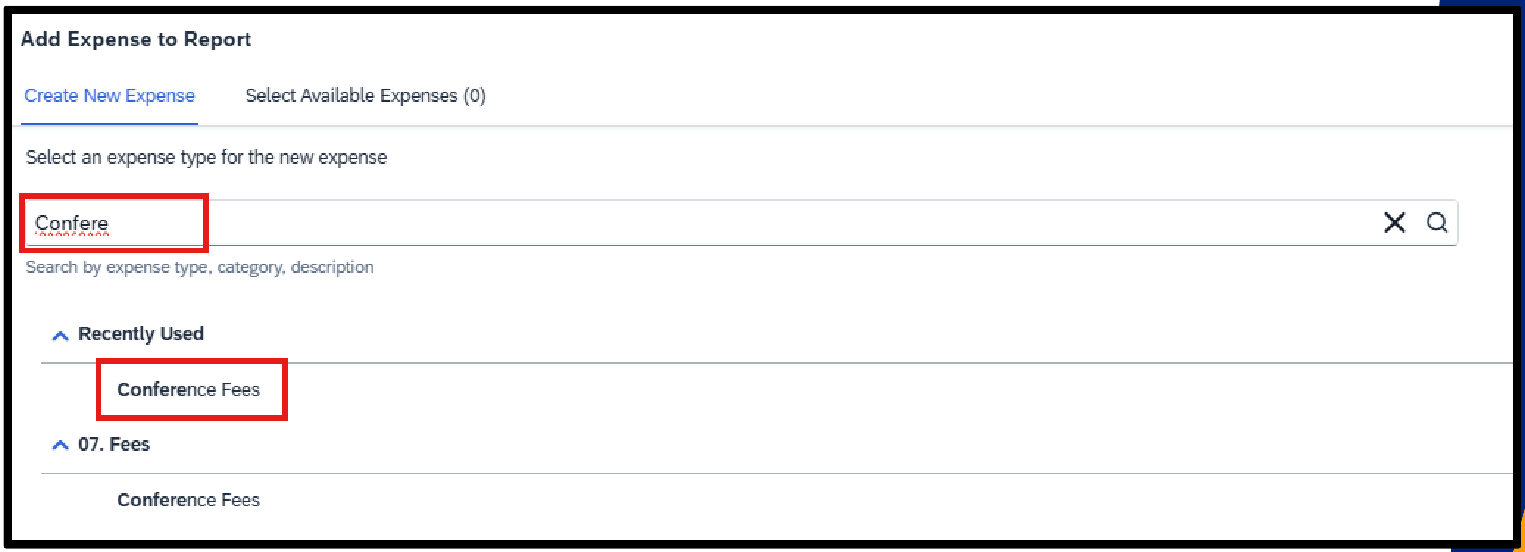
8

Click **Add Expense → Manually Create Expense** to add an expense type.



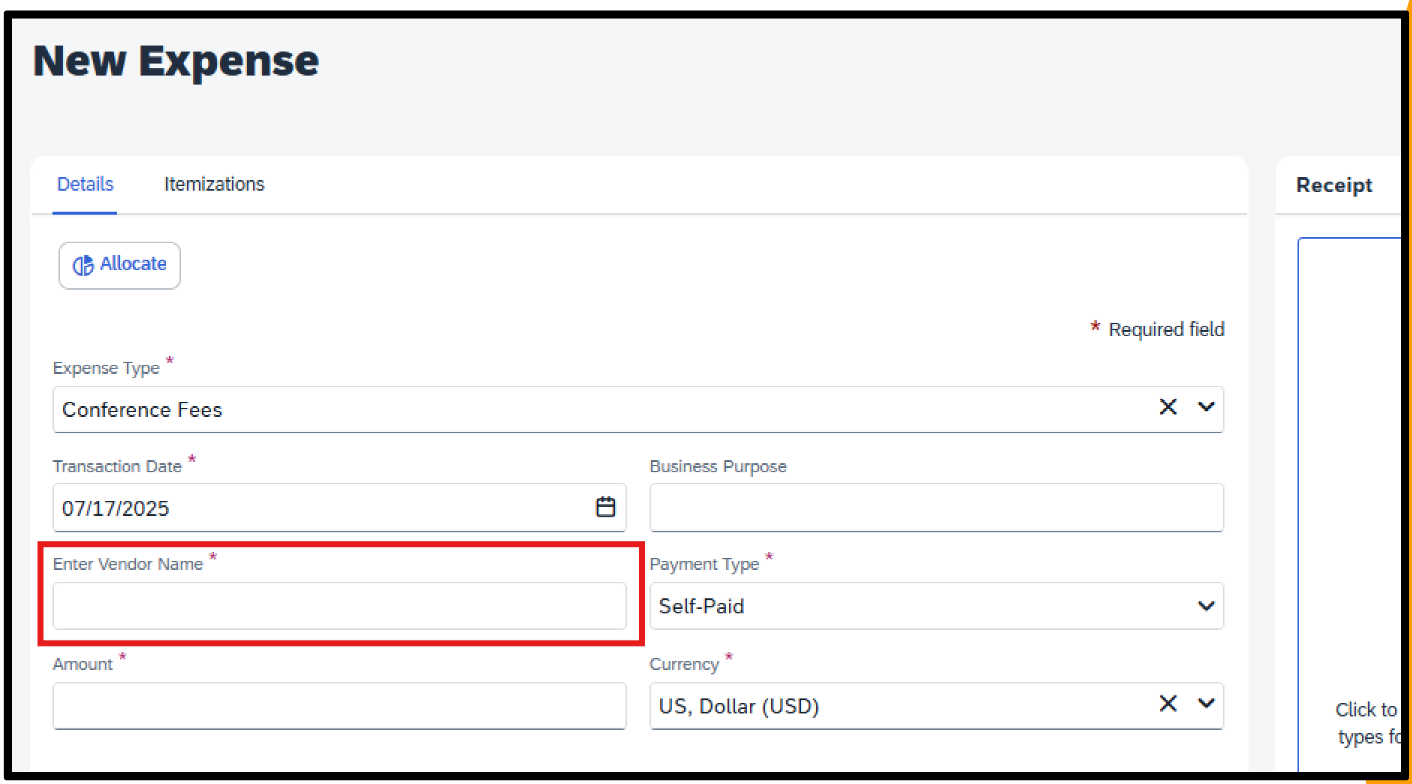
9

To enter a Conference Fee, type in Conference fee, then select **Conference Fees.**



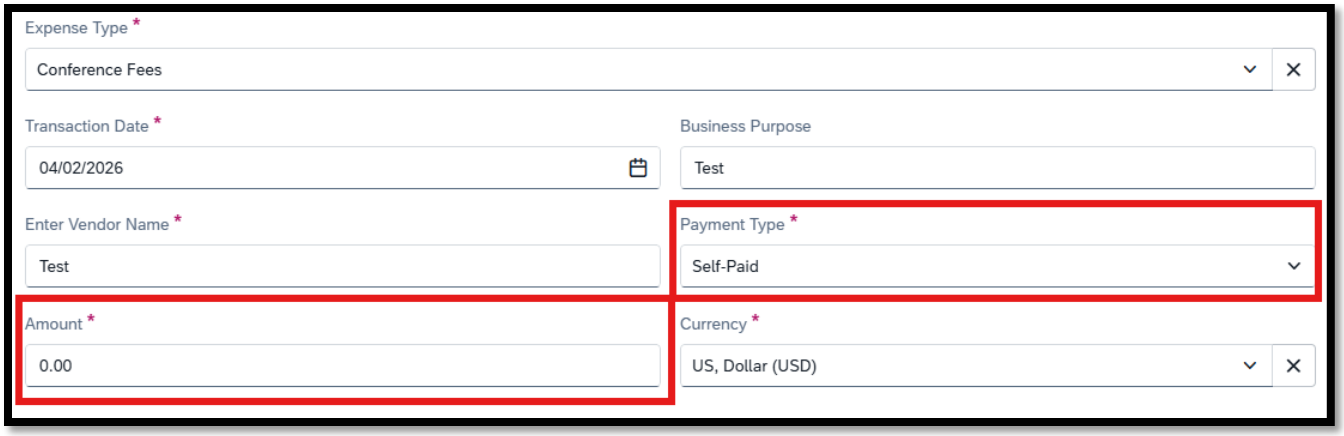
10

Enter the conference **Vendor Name**.



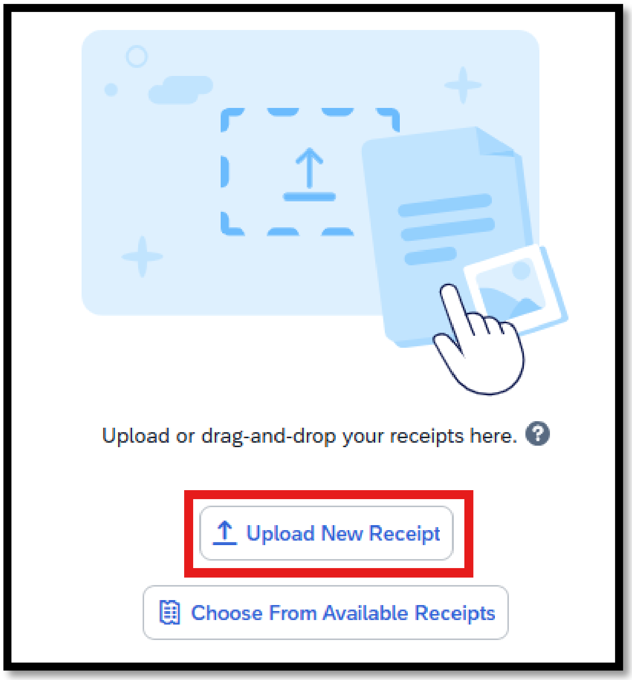
11

Update the **Payment Type** to the actual payment method used for each expense. Update the **Amount** to reflect the actual costs as well. Repeat for all expenses.



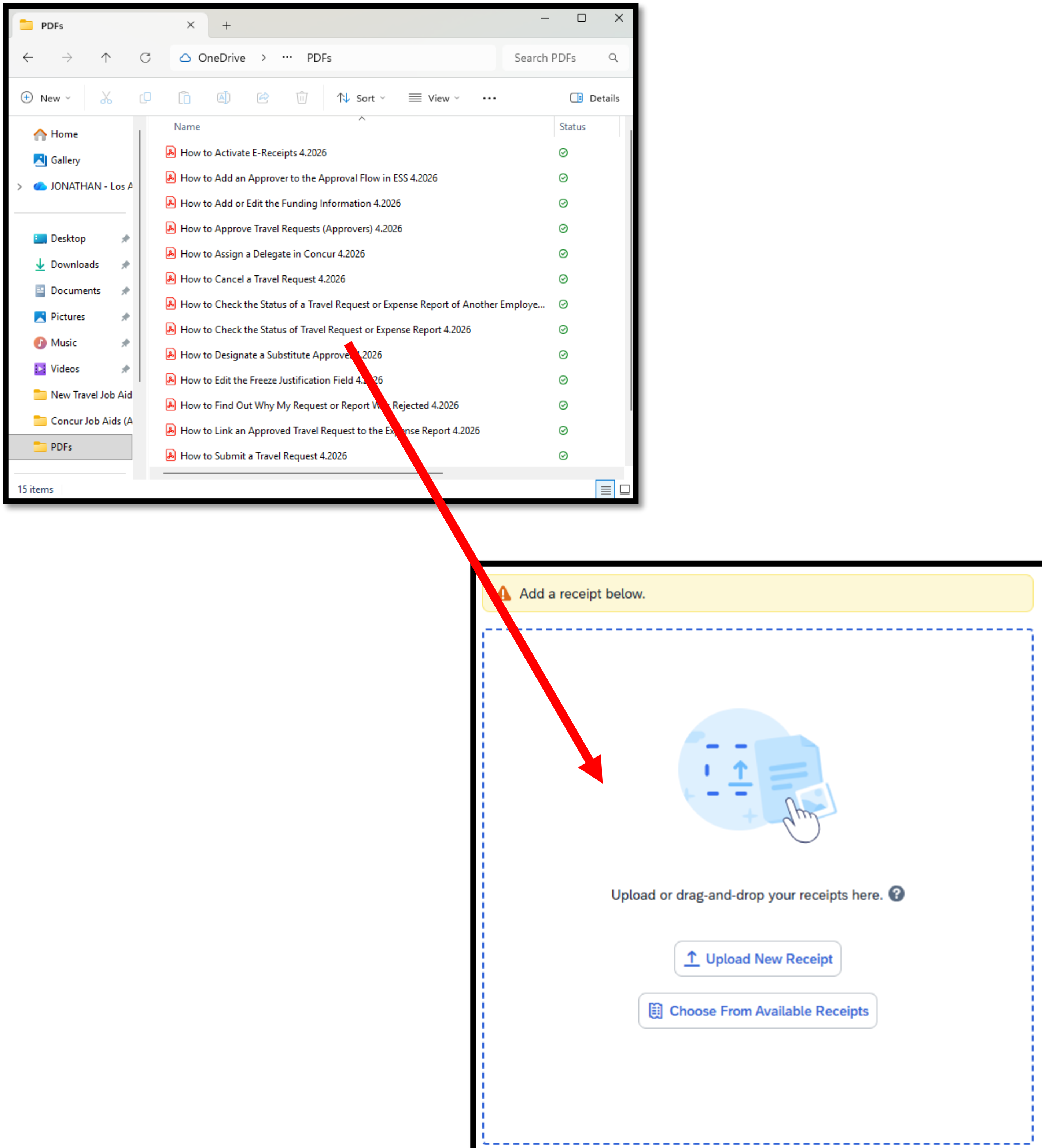
12

Click **Upload New Receipt** to upload the receipt for each expense directly from your desktop. *Alternate method in step 13.*



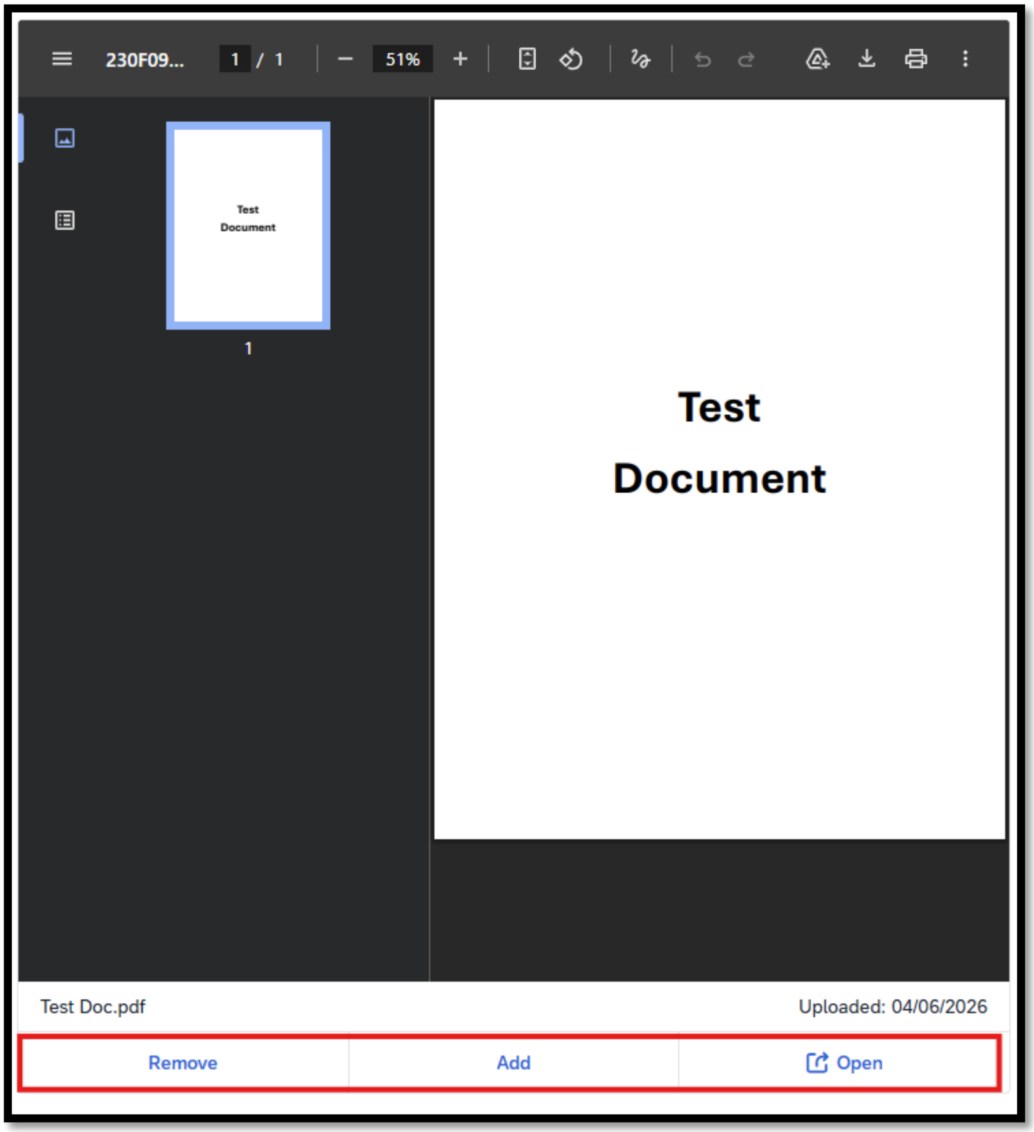
13

You can also drag & drop your **receipt** directly into the box.



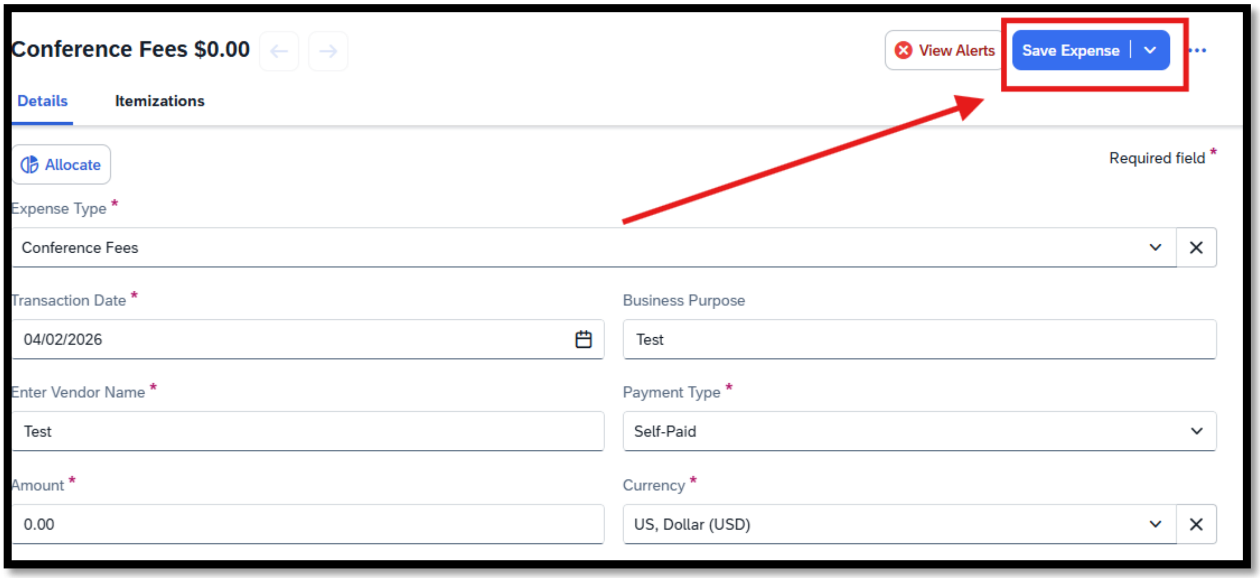
14

Once a document is attached, you can use the **Remove** button to delete, the **Add** button to attach additional documents or the **Open** button to view those attachments in a separate window. Receipts should contain the last 4 digits on the card used. Bank statements may be attached. For questions on what receipts to use, contact Accounts Payable.



15

Click **Save Expense**.



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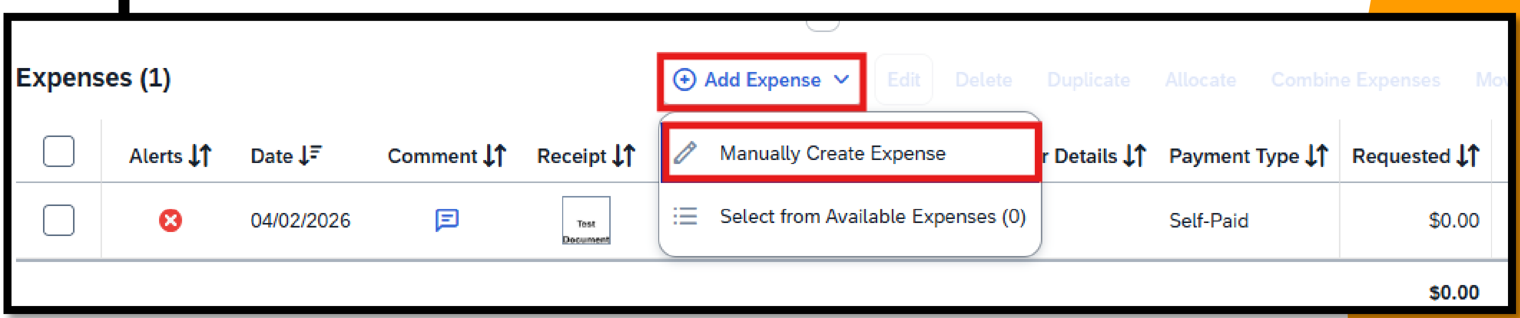
If you are seeking **mileage reimbursement**, click **Add Expense → Manually Create Expense**.



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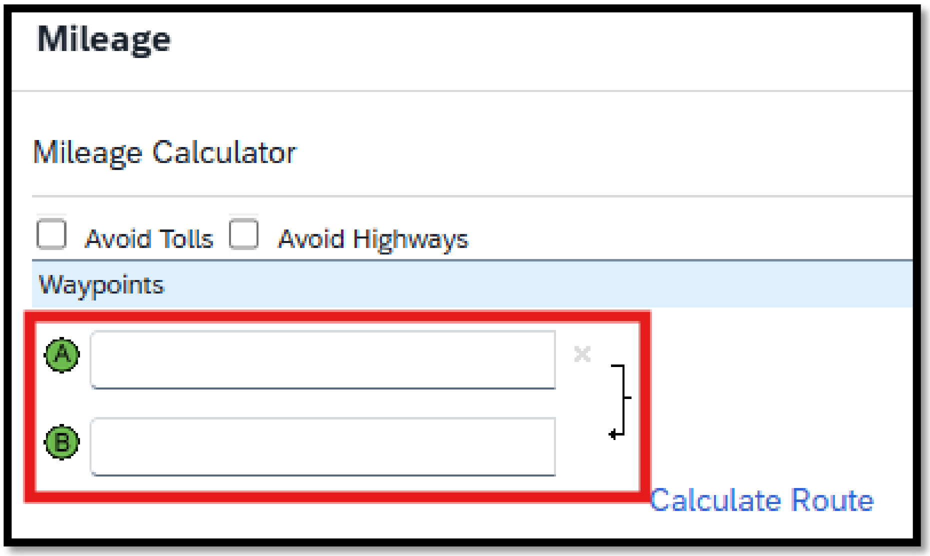
Search for the expense type by typing **Personal Car Mileage** in the search bar. Select the expense.

18

The mileage calculator will appear.

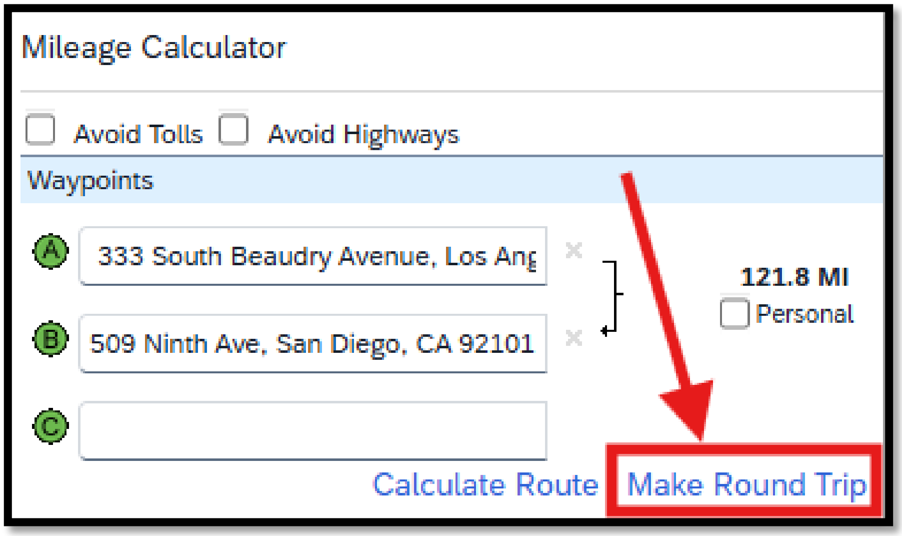
A = Worksite Location

B= Conference Location.



19

To calculate a round trip, click **Make Round Trip**.



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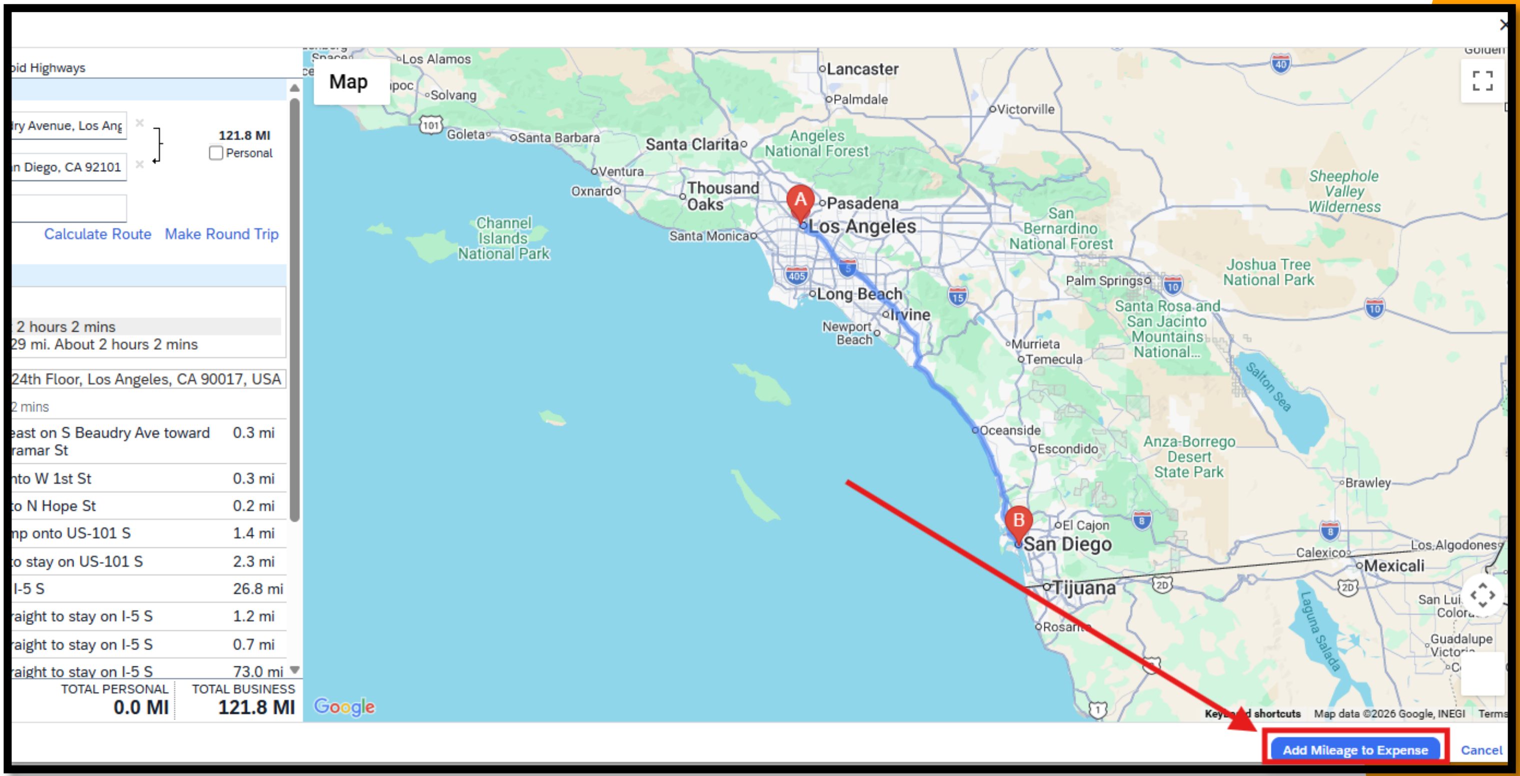
Click **Add Mileage to Expense**.



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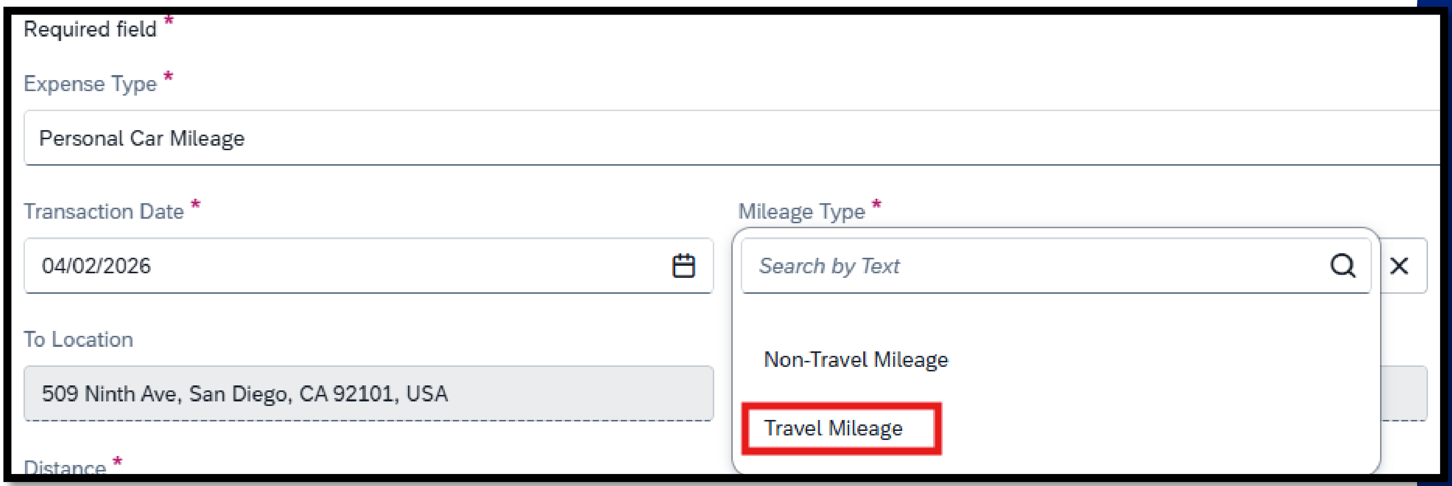
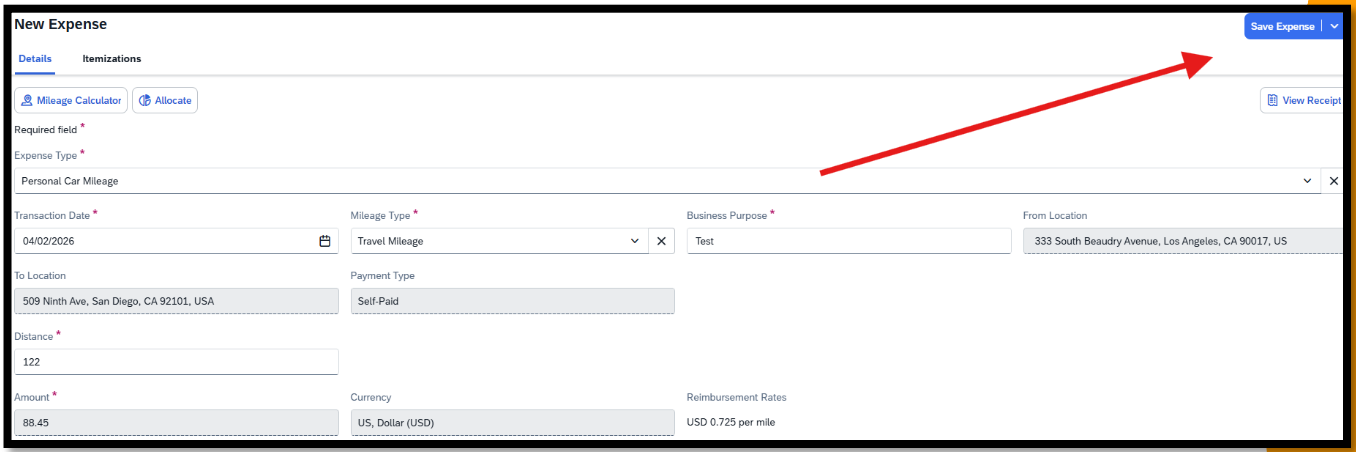
For **Mileage Type**, select **Travel Mileage**.



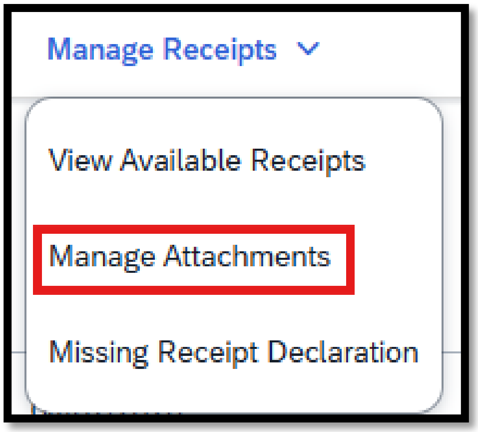
22

Click **Save Expense**.



23

To attach **non-receipt** attachments to the **expense report**, click **Manage Receipts → Manage Attachments**.



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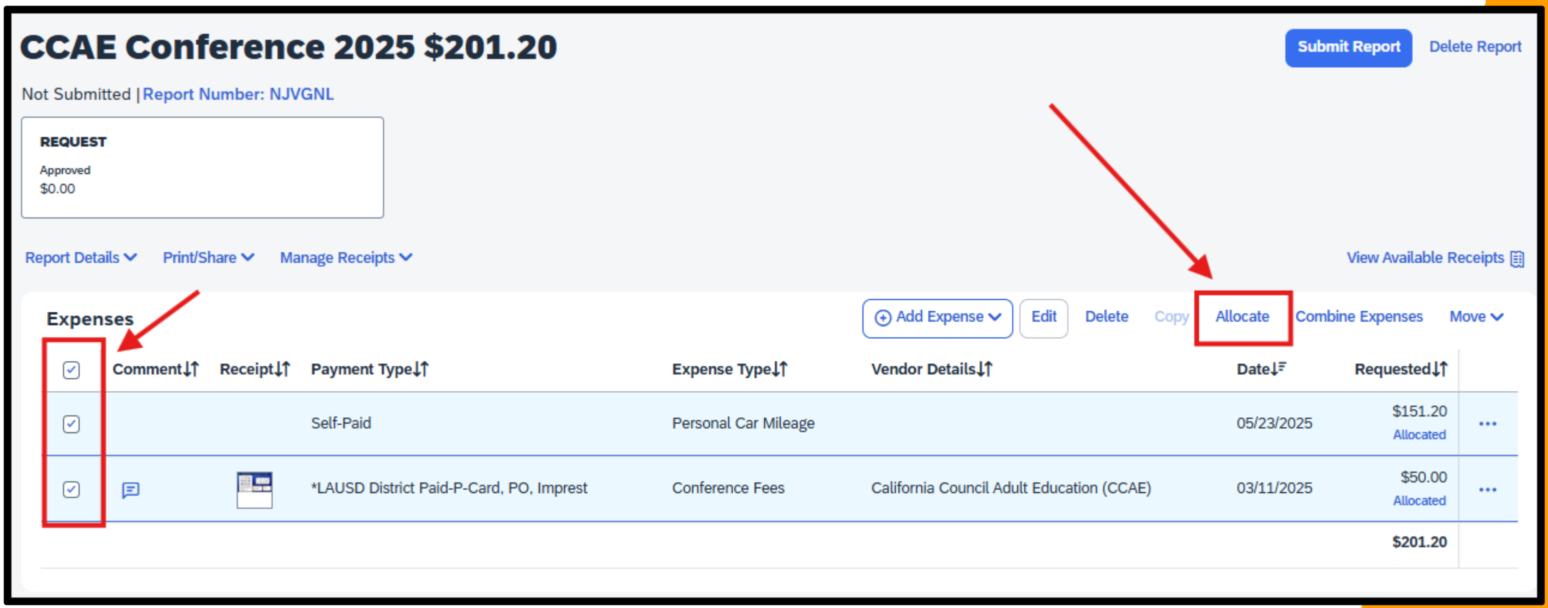
You can drag & drop the document in the box or click on **Upload and Attach** to search for & attach your file.

Once you add all your expenses, you will need to allocate a valid funding line with sufficient funding allocated in GL 52002 to process your expense report.

To allocate a funding line to the report, select all the checkboxes next to the expenses and then click **Allocate**.

Your Department or school provides the funding line, not the Travel Desk.



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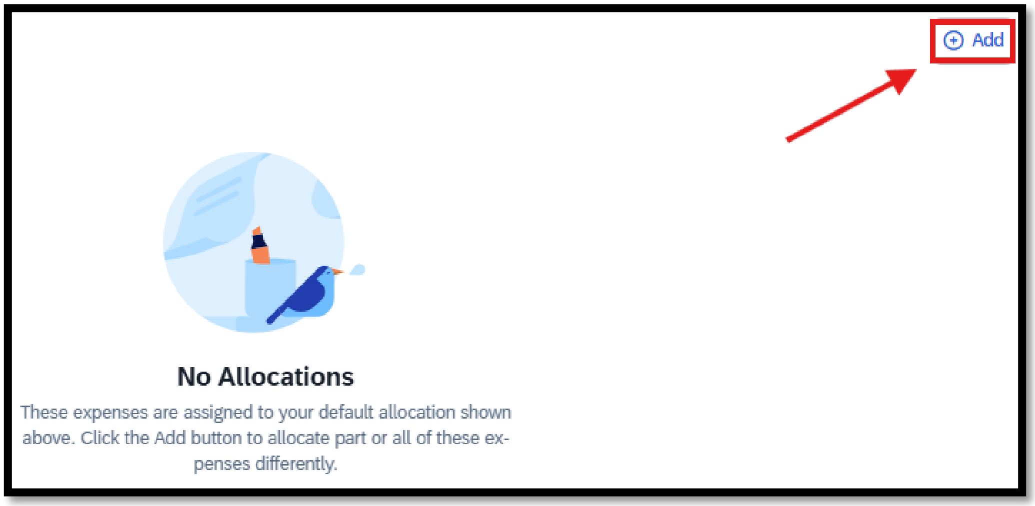
Click the **Add** button to enter a **new funding line**.



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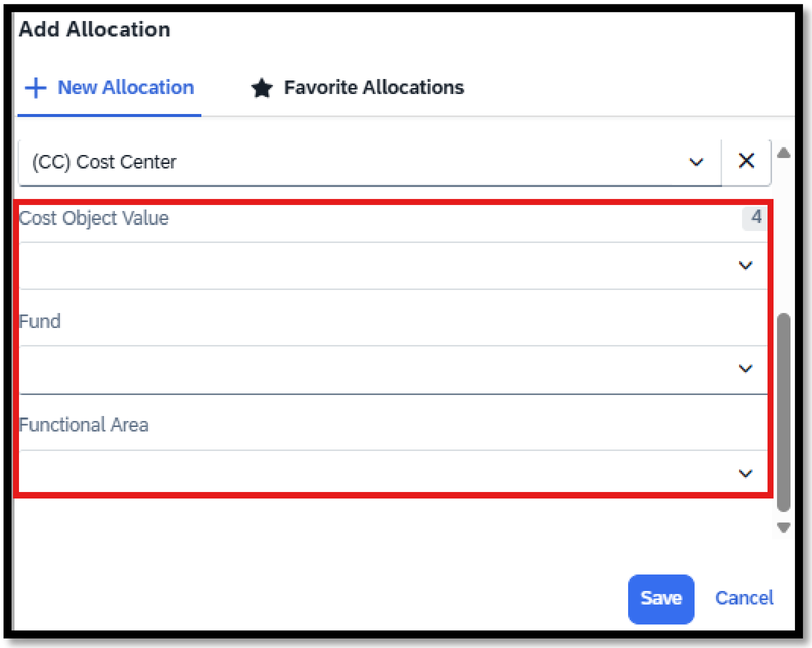
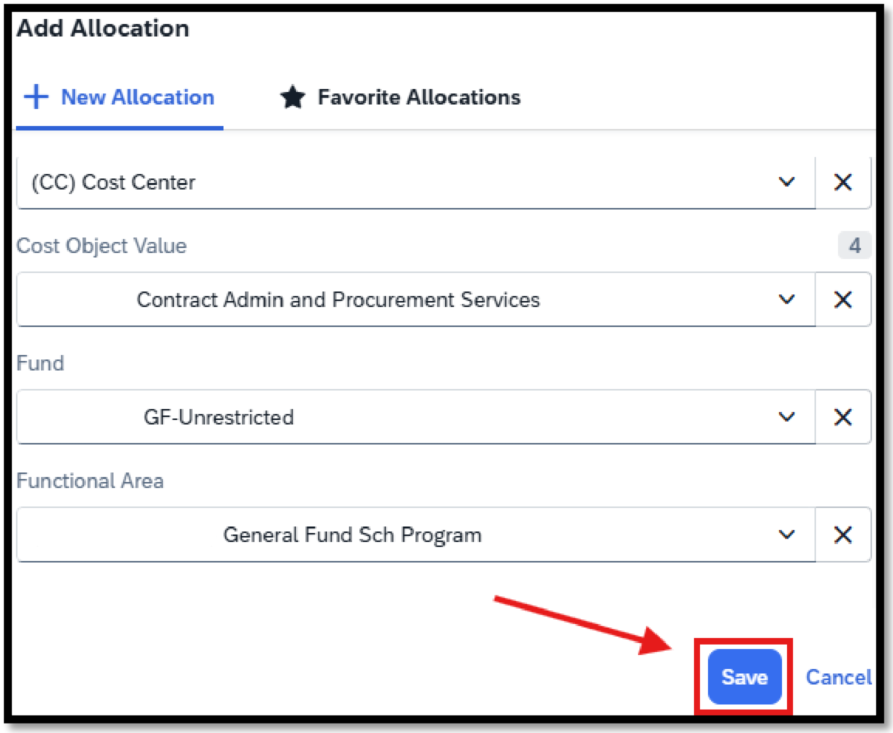
Scroll down & fill out the last three fields; **Cost Object Value (Location Code)**, **Fund**, & **Functional Area.** Include the hyphens.



28

Click **Save**.



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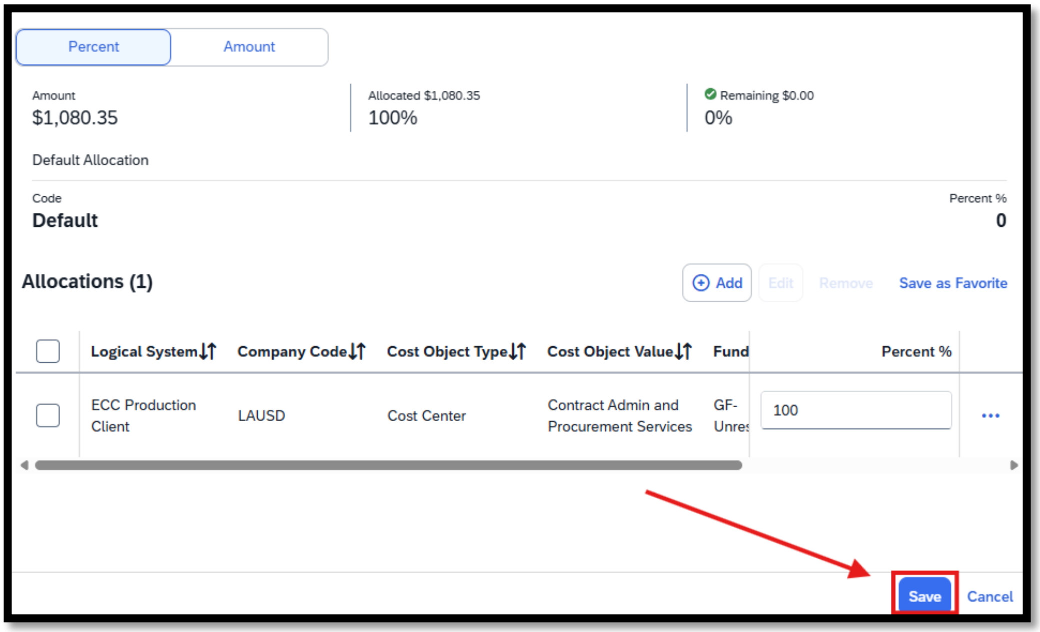
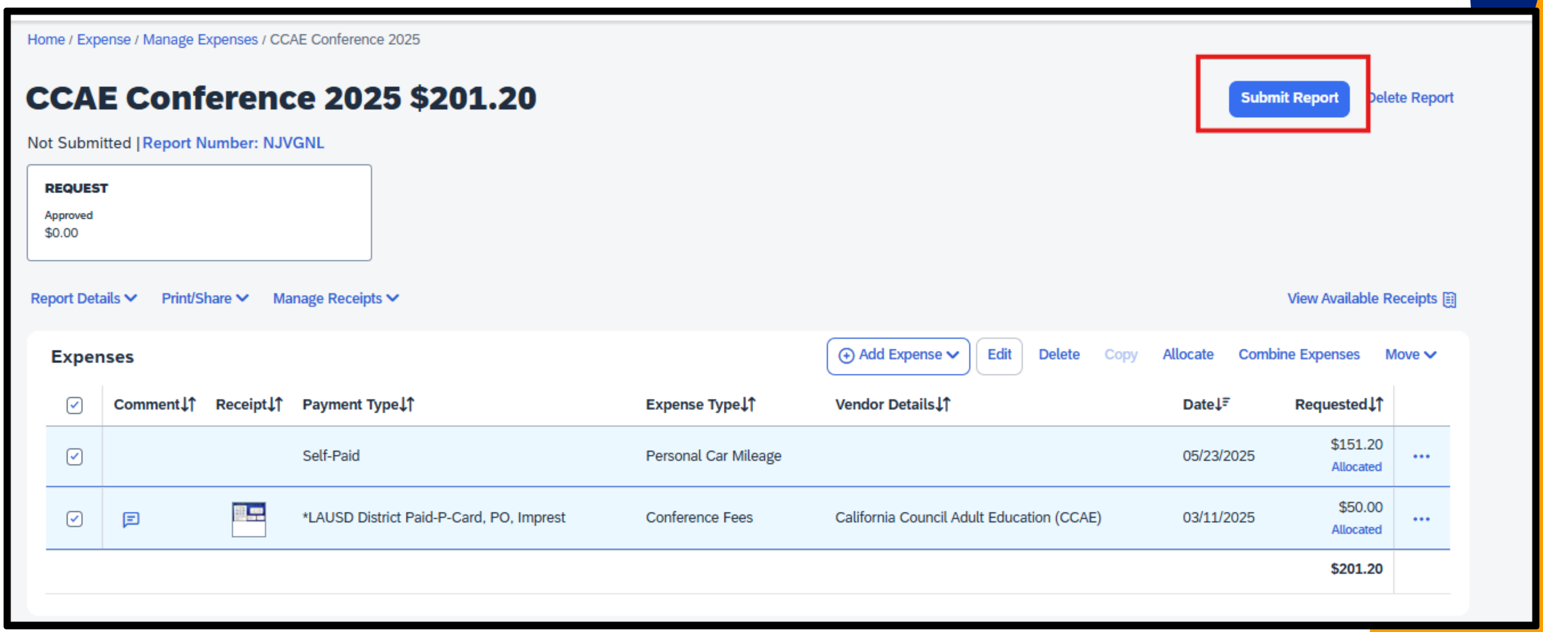
Click **Save** again in the **Allocations** window.



30

Ensure all expenses are accounted for. When ready, click **Submit Report**.



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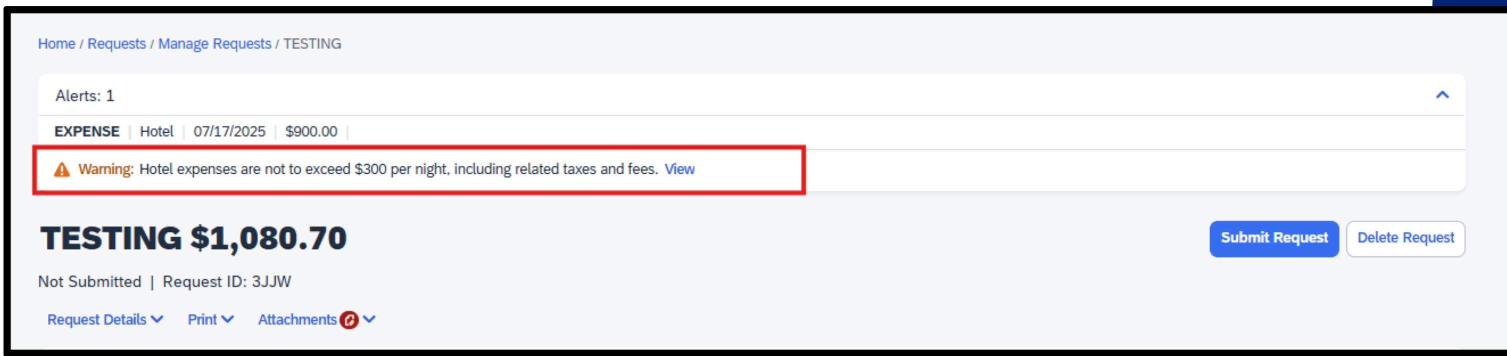
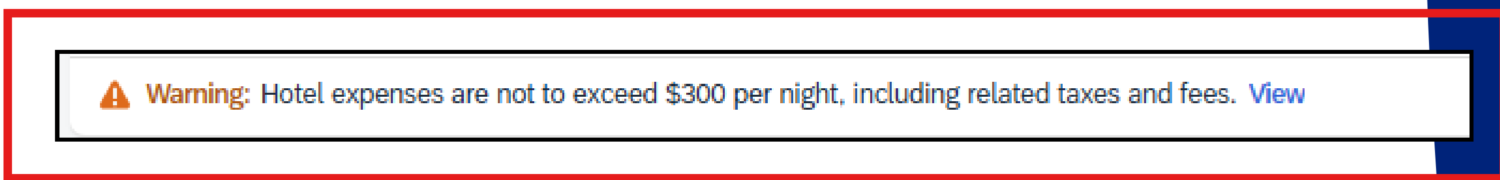
Yellow Warning sign will <u>not</u> prohibit you from submitting your report.





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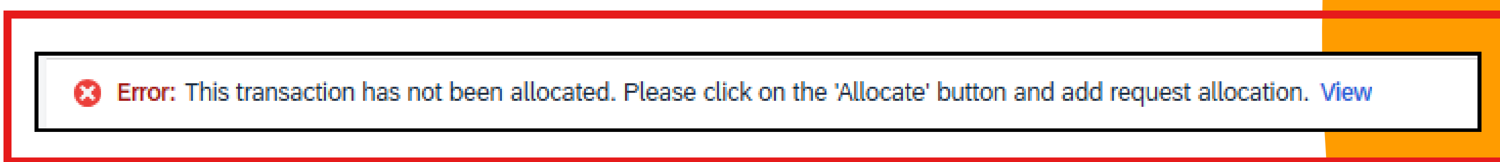
Red Error message will prohibit you from submitting your report. You will need to correct the error before submitting your report.



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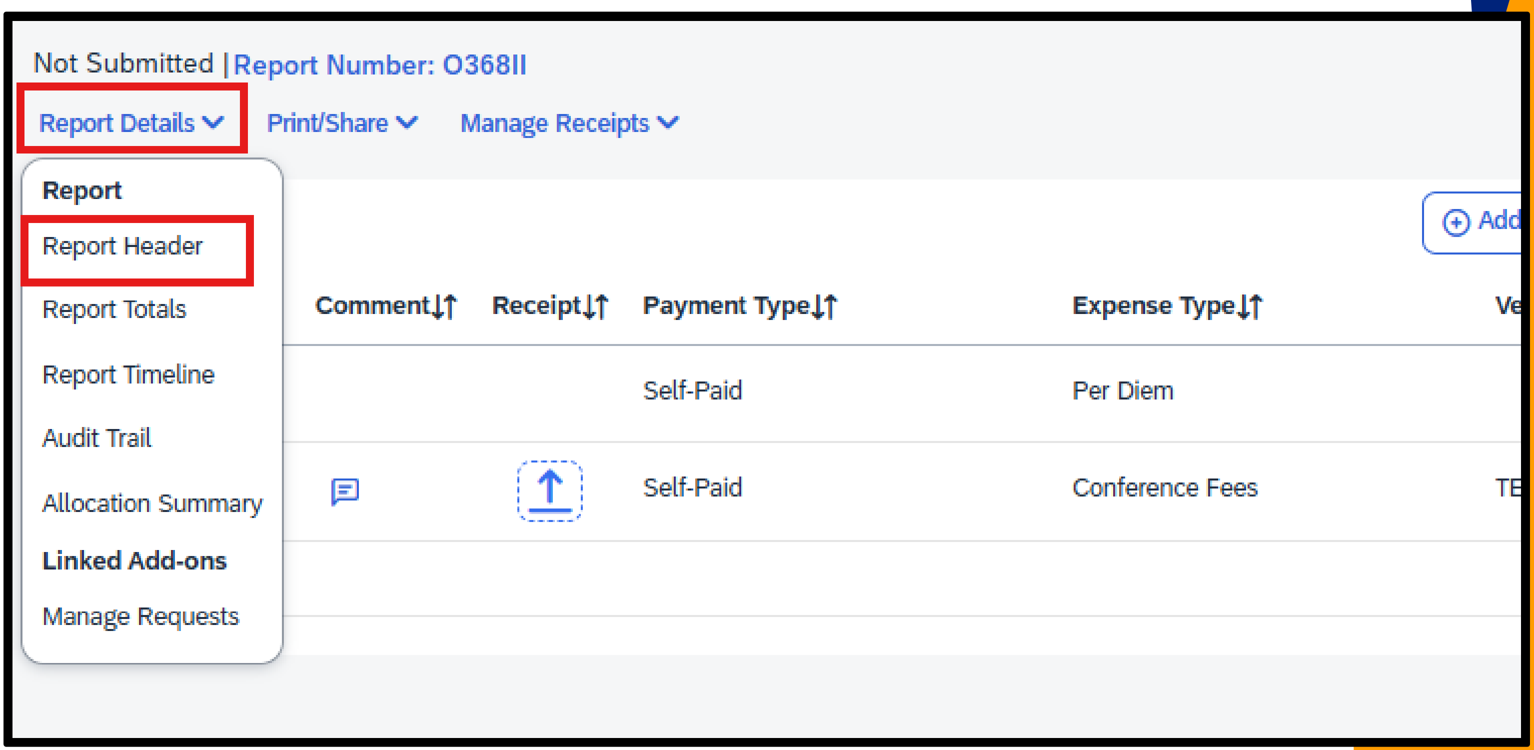
If the **report** goes through **budget check** successfully, the system will indicate who the report is **pending with**. Budget check should take 2-5 minutes. Go to **Report Details → Edit Report Header.**

If the report fails **budget check**, the report will be rejected (sent back to the traveler).



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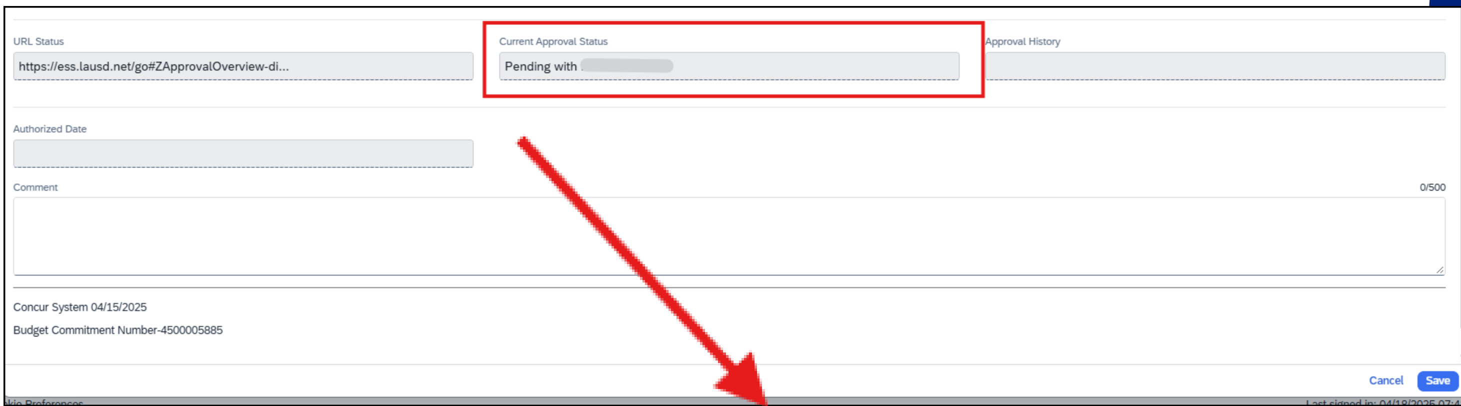
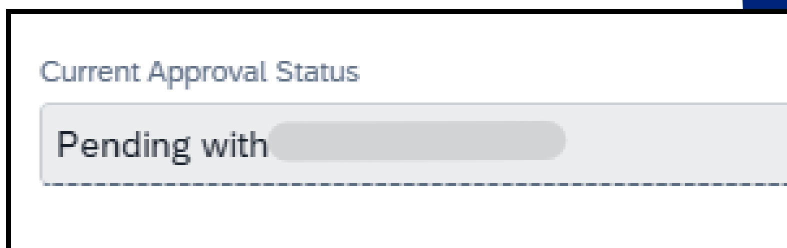
Scroll down to **Current Approval Status**. It will state the name of the approver.





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