TOASTMASTERS INTERNATIONAL

Concur Instructions

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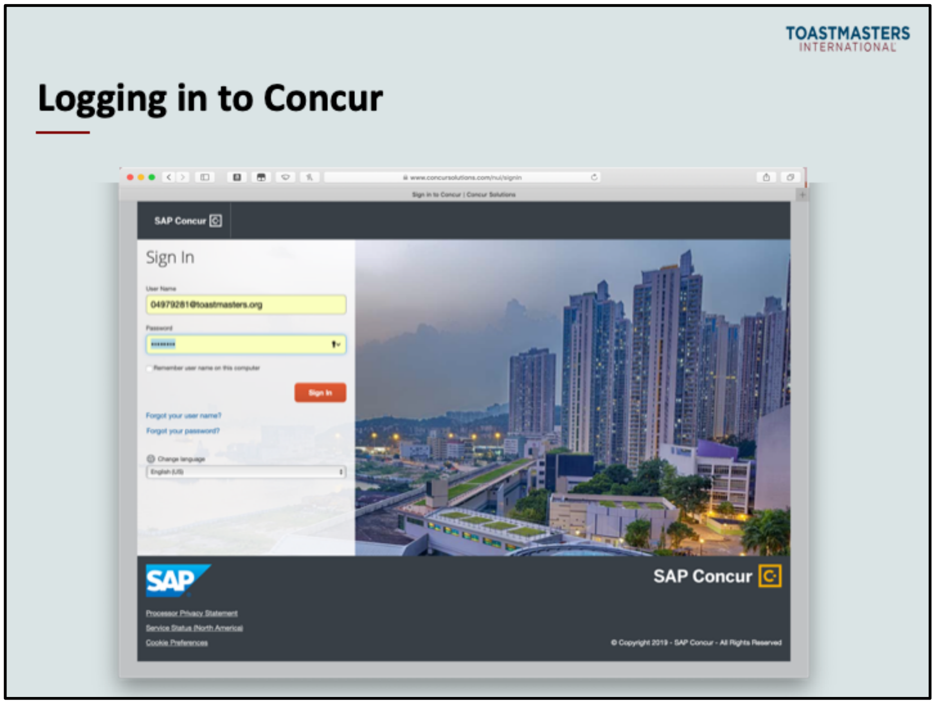
District 35 - Finance Manager 2017 - 2019

Revised: June 2019

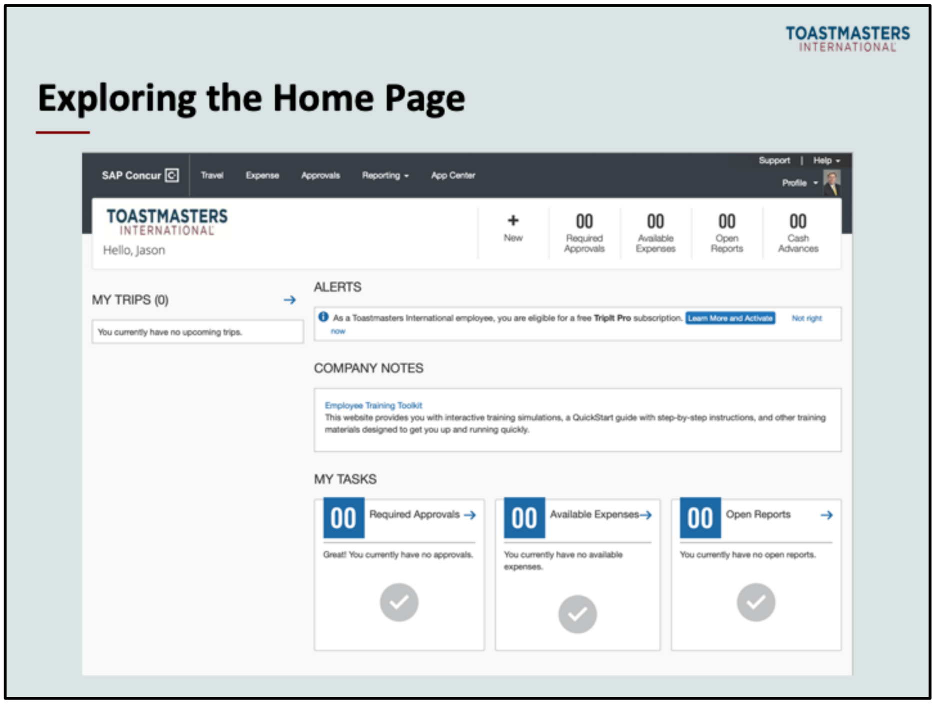


www.concursolutions.com

The bottom left of each page has a link to bring you to the home page. Here you can enter your username and password to log in

Your username will be your membership number @ toastmasters.org with a few exceptions. If your member number is less than 8 digits, you will need to add leading zeros to equal to 8 digits. So if your membership number was 1-2-3-4-5-6. You would add two zeros to the front making your number 0-0-1-2-3-4-5-6.

The initial password is the same for everyone, “welcome”



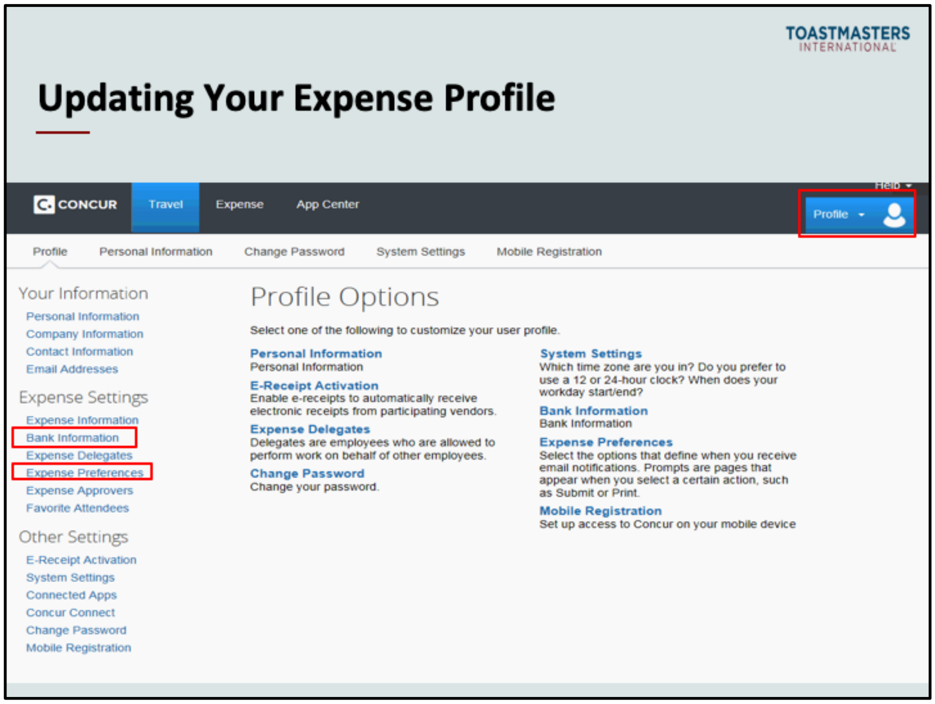
Now we are going to start by exploring the home page. Once you log in, this is the screen you will see.

To return to the home page from any page, click the Concur logo on the top left of the screen.

The New expense button is the only one of two things we will be concerned with.

The second is our profile.

The other links related to features we are not using.



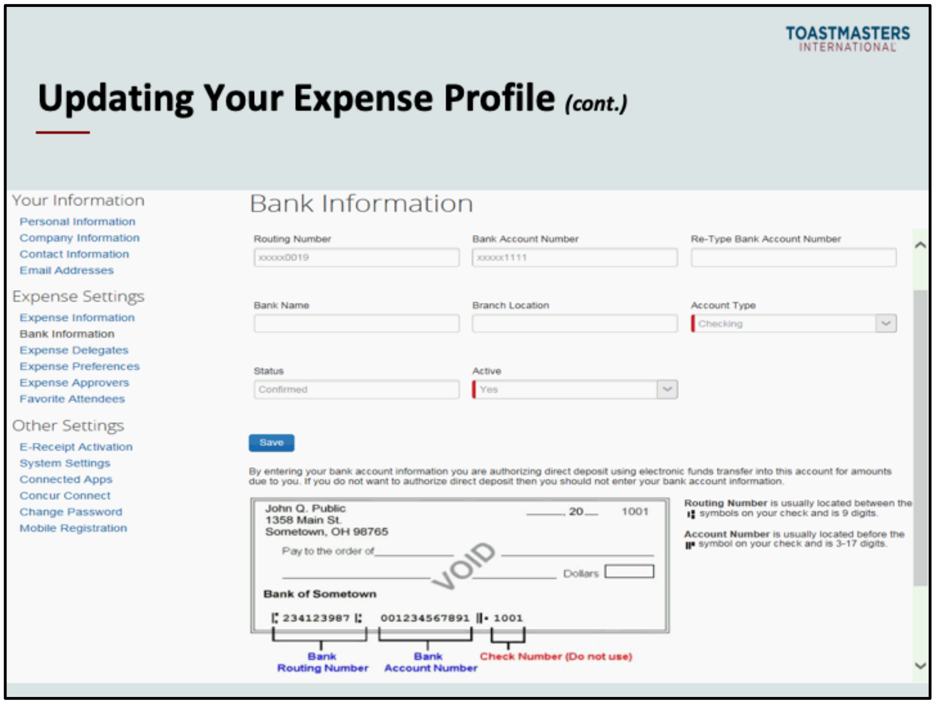
In order to use the system the first time you will need to update your expense profile

On the top right of your page you will see an icon that says “profile.” Click here and then “profile settings” to get to the profile page where you can set or change your personal preferences. Please double check your personal information and make any relevant updates.

Under the expense preferences section, you can update your email notifications to dictate what types of notifications you would like to receive. This is an important section to ensure you are being updated on your expense as well as turn off notifications you don’t want.

This is also the section where you will add your banking information. Click on “Bank information” on the left of the screen to start this process. The expense pay service through concur is designed for electronic payments. Setting up your banking information allows you to receive ACH payments directly from Concur. This is a secure set up that WHQ and Concur will not be able to access. Only you will be able to edit or enter your banking information.

This must be done and confirmed prior to the system allowing your first report

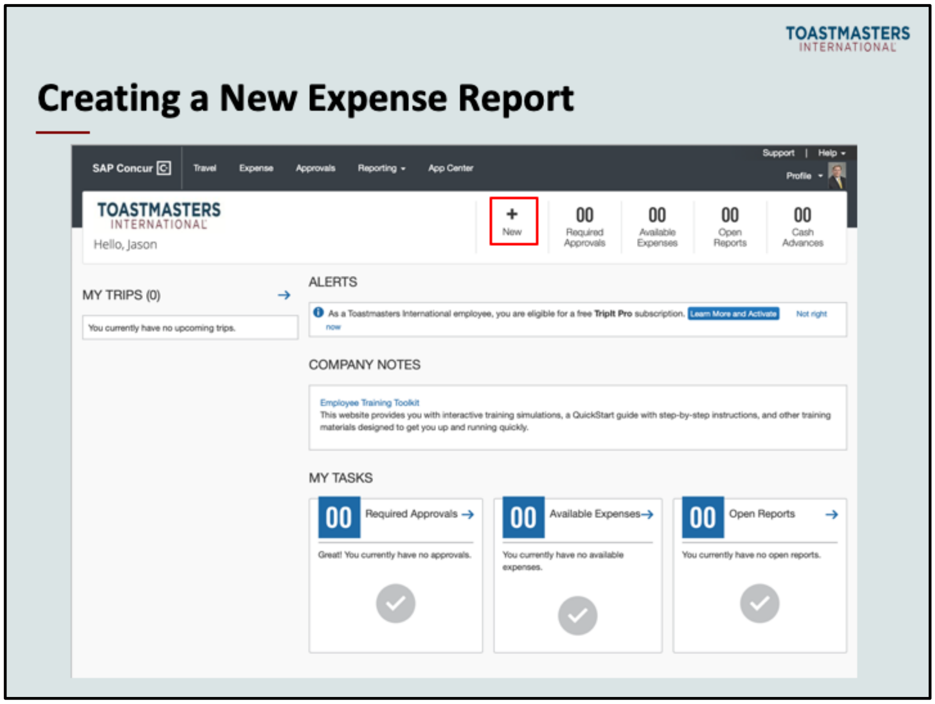


After you click on bank information you will be brought to this screen.

Adding your banking information is a key component of using Concur. The system will not allow you to enter an expense without entering your banking information.

If you are unsure of your correct banking information, the check example at the bottom of this page should help in this area. You can also contact your bank directly to ask for this information.

Once you complete the required fields and hit save, the status will be "unconfirmed." Then a test transaction for a penny will be sent to your account and then removed once the account is verified. After your account has been verified, you will be able to start entering your expense reports.



Okay now we are going to go over some examples of creating an expense report

To start an expense report, click on “start a report” on the quick task bar

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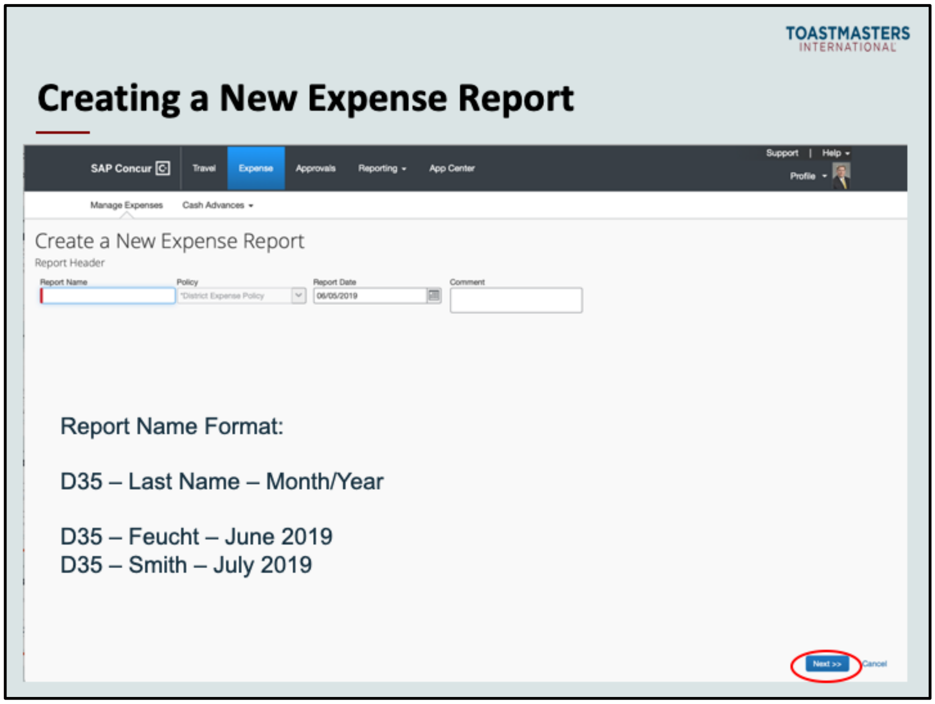
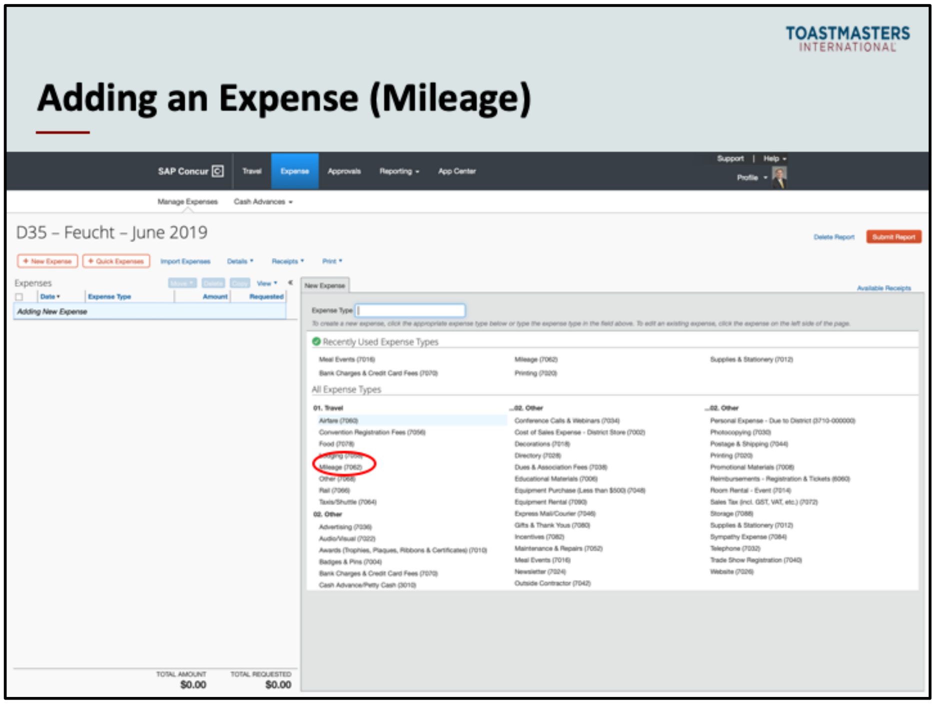


After you begin the new report you will be brought to this screen. Here is the first section on creating your expense report. For this screen, the only required field is the "Report Name" field.

Click next



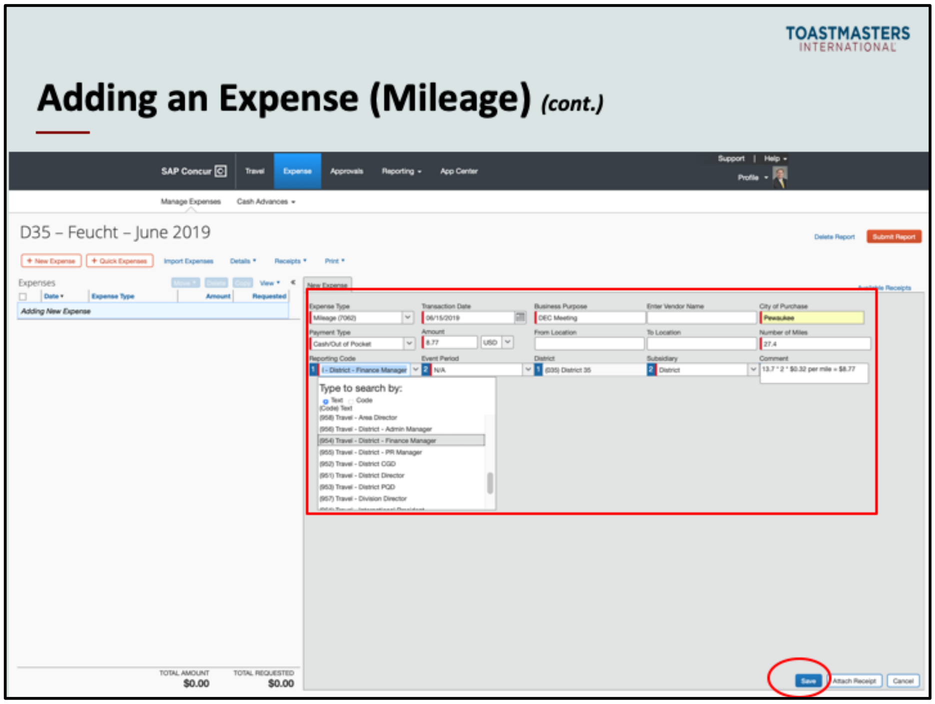
Next you will get to select from the list of available expense types. The expense types are in alphabetical order and are categorized by travel and other.

With the exception of the Trio, Finance Manager, PR Manager, or if you are assisting with a District Event such as a Convention you will typically use only a few of these codes I will demonstrate 2 entries with the 2 codes that you will use more than 99% of the time. If you think your expense is for something other than this, talk with the finance manager to determine the correct code.

Most used code by the DEC is mileage,

I'll file a report for my mileage to todays DEC meeting.

First we select mileage



Once you select a given expense type, please populate the required information. All required fields will have a red bar on the left side.

Please select the date the transaction took place, for example, if your receipt shows the date of October 1st, but you are creating your expense report on October 6th, you would use October 1st as the transaction date.

You also need to enter a business purpose, so why are you requesting reimbursement

The City of purchase for Mileage is your home city, if your home city cannot be found pick a large city that is nearby.

The Payment type will always populate to “cash/out of pocket” for an out of pocket expense claim.

For the amount, please enter the amount you are expecting to be reimbursed, even if your supporting documents are for a different total. (you can always be reimbursed LESS than your receipts.)

For mileage to produce documentation leverage a site like Google maps to show your trip and get the mileage. You can save this as a PDF to upload to the system as your receipt.

Put in the comments your math, and note if you are requesting less reimbursement for some reason, or to explain why the route you chose for reimbursement is different than the “Shortest Route”

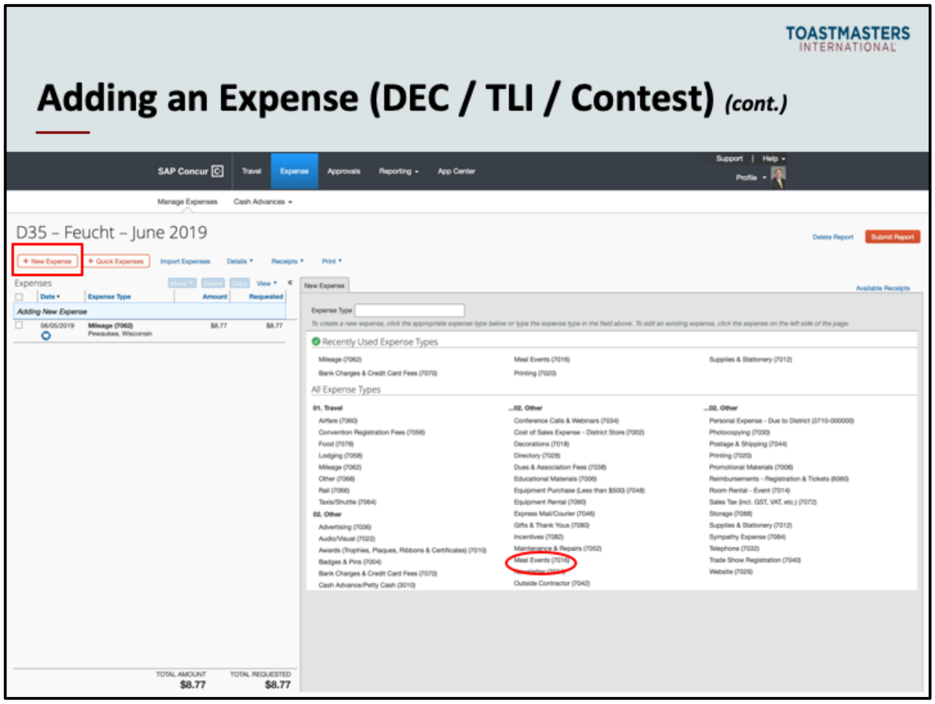
In the mileage box, enter the amount of mileage you are requesting to be reimbursed for, this is typically round trip.

For Mileage, regardless of the reason for Mileage, your reporting code is ALWAYS Travel and your role

For Mileage Event period is always N/A (if you get something else your reporting code is wrong.

The subsidiary should always be “district.”

When all the information is inputted, click save to save the expense.



Expense Reports can have multiple expenses within the same report, so you do not need to submit one report per expense.
It is a best practice to submit multiple expenses in one report.
Please add as many expenses to each report as needed.
The “new expense” button towards to top left allows you to utilize this feature.

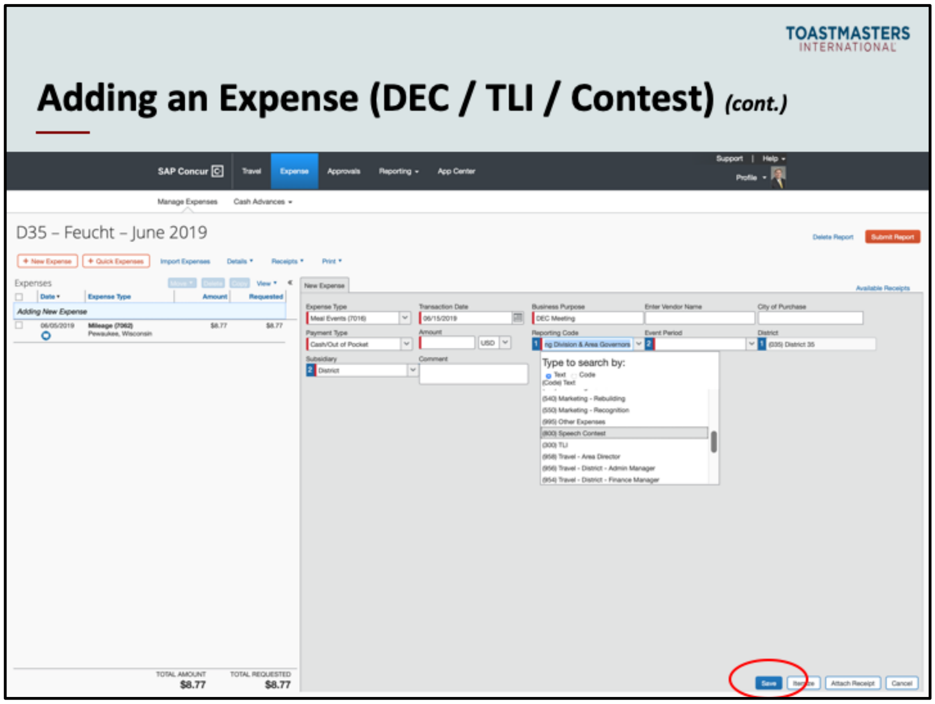
The second most common Expense Type is “Meal Event”

As the normal expenses of “Events” are food, this is the code we use for Expenses Related to:

DEC Meetings
Division TLI’s
Area & Division Contests

Other types of expenses for these events are RARE, and if you believe you have some, discuss with the finance manger.

NOTE: It is important to not select the code “Food”. That code is for travel expenses, if you select that, an “Attendees” section will appear, if it does that you know you picked the wrong code.



Each new expense has similar required information, and will always be highlighted by the red bar on the left side.

For DEC Meetings, Division TLI's and Contests:

Expense Type: Meal Events
Transaction Date: Date of Event
Business Purpose: What was it? (DEC Meeting / DFAB TLI / Division D Contest, etc.
Vendor Name: Not Required
City of Purchase: Not Required
Payment Type: Always Cash/Out of Pocket
Amount: Amount you wish to be reimbursed, if it is more than the allocation, approval is required from the district director PRIOR to submitting the request (Note; you can always be reimbursed LESS than the receipts)
--- NOTE: if you charged for your event, and brought in CASH, subtract any cash receipts from your expenses and requires reimbursement for the difference. IE. You spent $250 on food for your TLI, you brought in $200 in cash at the door, you can reimburse yourself the $200 in cash and request reimbursement via concur for the $50 difference. Please put your math in the comments. IE. $250 - $200 Cash collected = $50

--- NOTE 2: If you brought in MORE than you spend any remaining funds must be returned to the Finance Manager for Deposit in the District Account. You cannot hold "Profits" from an event to allow more spending on a future event.

Reporting Code:

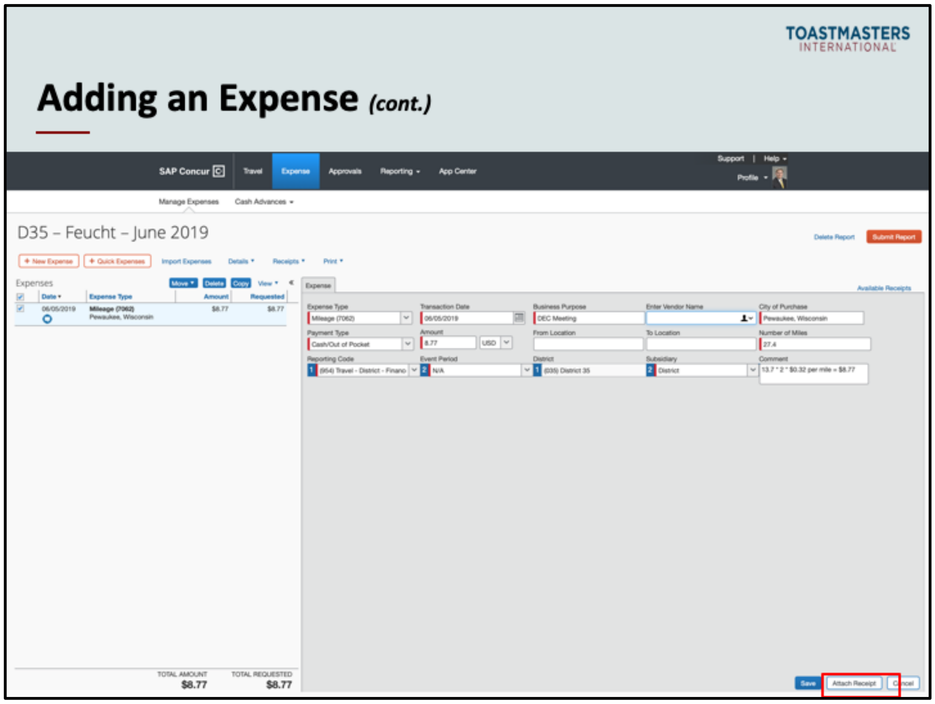
- If the Event is a DEC meeting – Choose "ET – Training Division & Area Governors"
- If the Event is a TLI Choose "TLI"
- If the Event is a Speech Contest Choose "Speech Contest"
- Generally you should not have any normal reason to choose any other reporting code than these. If you think you do, please contact the Finance Manager prior to using the codes.

Event Period

- For DEC Meeting Choose "N/A'
- For TLI & Speech Contest, choose the year and month the event occurred.

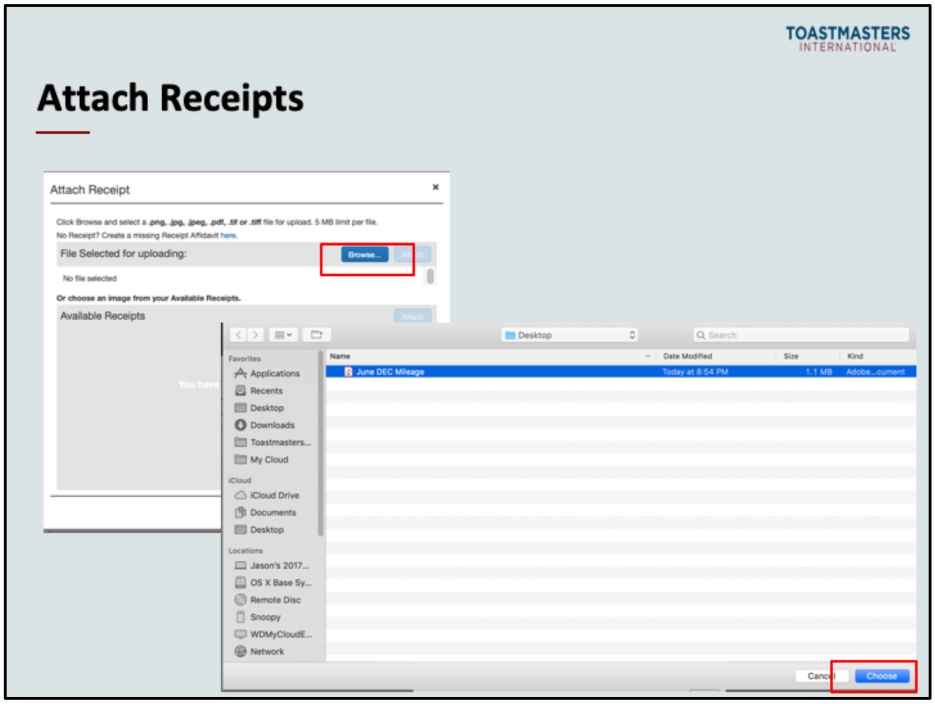
Subsidiary is ALWAYS District

Once Complete hit Save



After you have completed the details of your expense report, the next step are to attach the receipts. All expense reports require proper supporting documentation. This would be an invoice or receipt related to the expense or a google map for mileage..

We will now add the receipt before submitting our report. The receipt can be added a few different ways. The most efficient is when within the expense click the "Attach Receipt" button

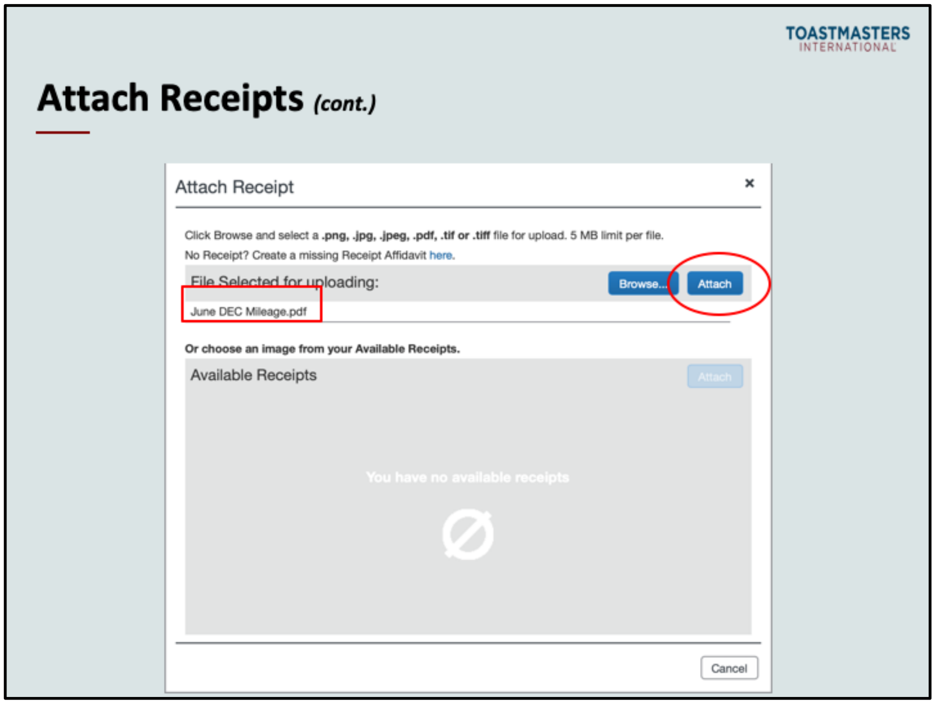


Click ”Browse” to locate the receipt on your computer.

We recommend saving your receipt image to your desktop or a folder that is easily accessible. This makes it easy to use this upload feature.

in this case the file we created was a PDF that was saved to our desktop titled “June DEC Mileage,” and then click “Open”….

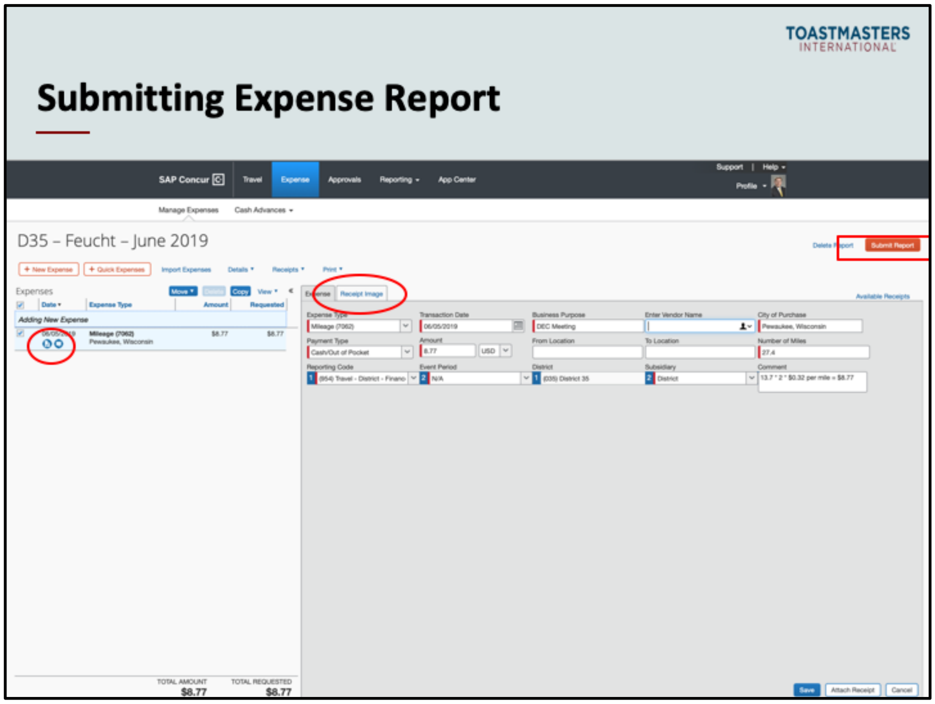
Scanned PDF’s are ideal for your receipts if you have access to a scanner.
If not, not take a picture with your smart phone and upload that.
Please ensure your receipts are legible.



Once you have located the receipt, please click “Attach”

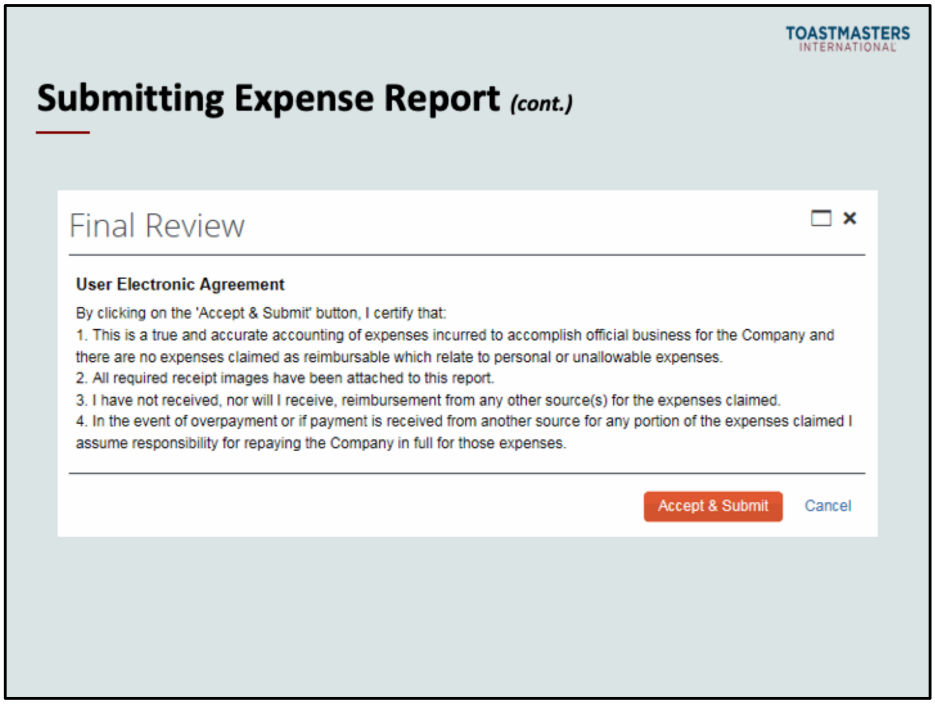
If you have more than one receipt for this specific expense you can repeat these steps.

If you have additional expense lines, you Must match the receipts / documentation to the correct expense line.

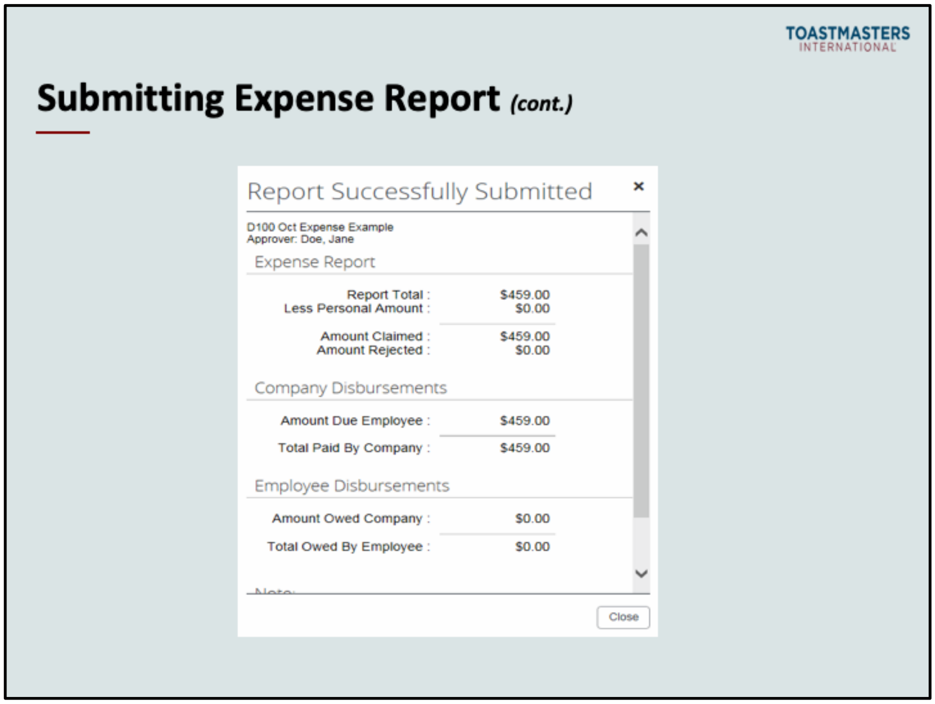


As you can now see a blue image now appears that verifies that the receipt uploaded. You can also view your receipt under the "receipt image" section.
Now that we have entered all required information and uploaded a receipt, you can now click "submit report".

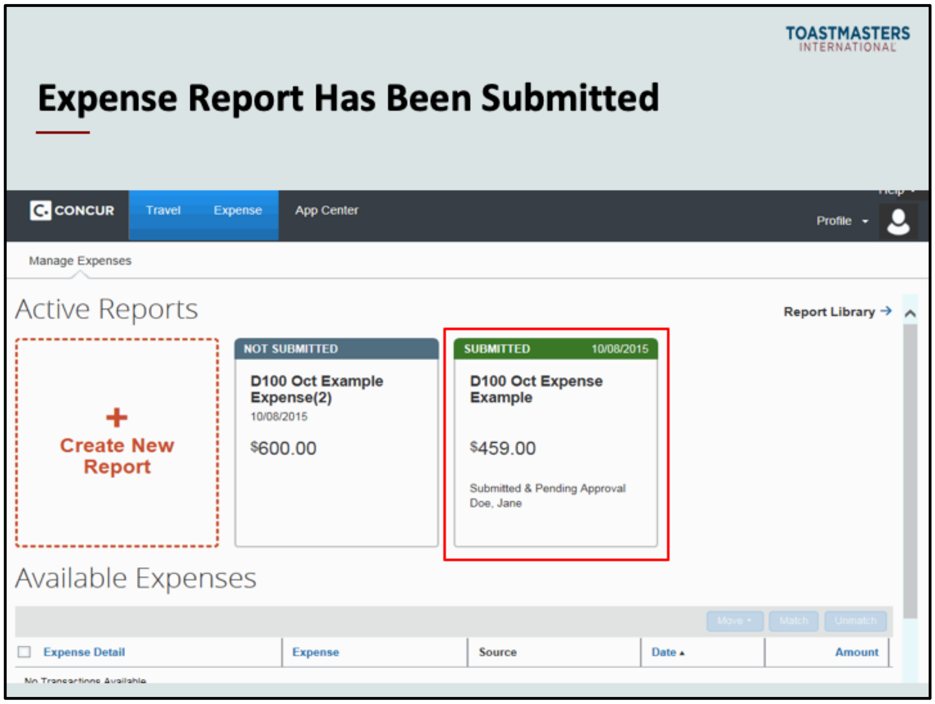
We do recommend double checking the details of your report before hitting submit report. You can do this by clicking on your reports on the left one by one, this will have all the details of your report populate on the right side of the screen



After you submit your expense claim, A final Review screen with a user agreement will populate asking you to verify what you are submitting to the approver. Please click "Accept & Submit" once you are comfortable that your report is complete

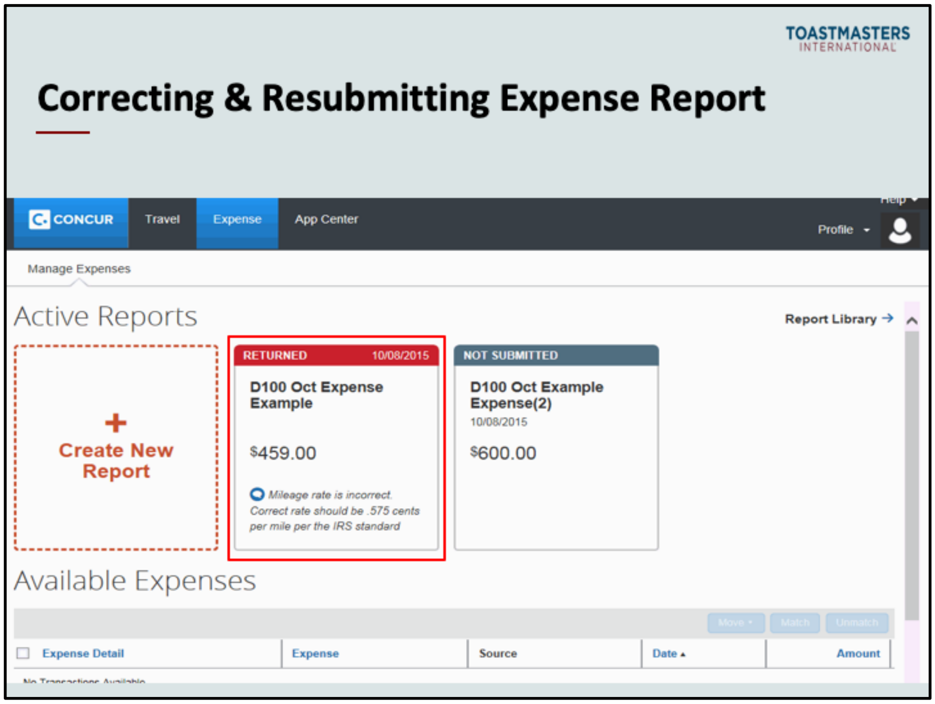


Once you click “accept and submit” you will see this high level overview of the expense…



Once you close the overview screen you will be taken to your active reports screen. Here you can now see that the Expense has been submitted and pending approval from your given approvers. This area will also allow you to create a new expense report or continue working on an expense report that has not been submitted.

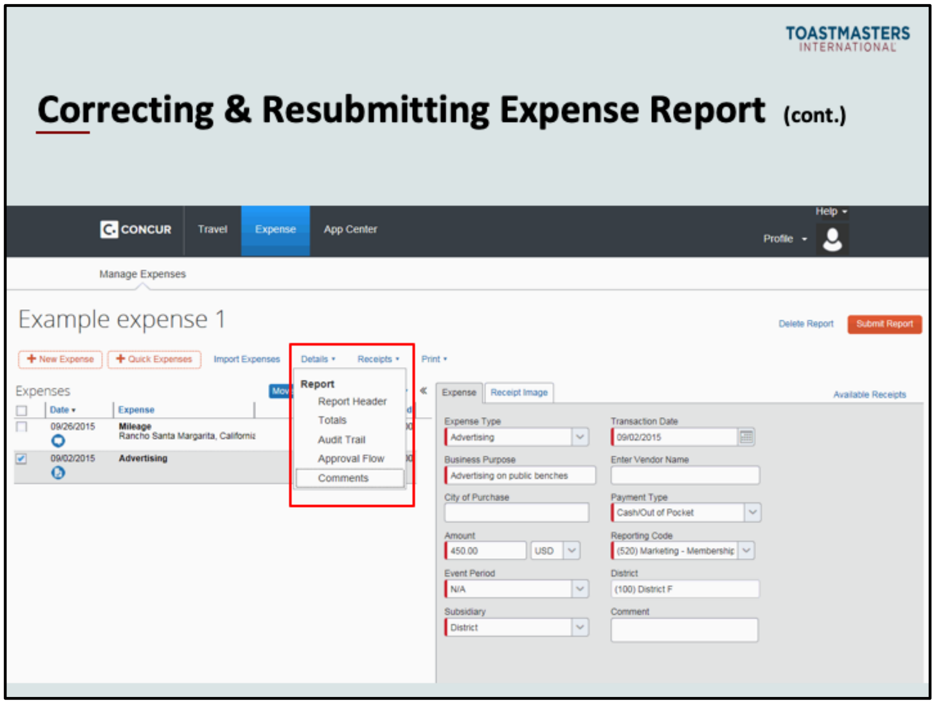
A blue bar at the top means an expense claim has been created, but not submitted.
A green bar at the top means an expense claim has been submitted and pending approval
A red bar at the top means an expense claim has been returned for updates



There is always a chance that Your Expense approver may send a report back to you if an update needs to be made. The Finance Manager will try to correct whatever they can however certain things they are not able to correct, which requires them to send the report back.

The approver will include a comment explaining why the report was returned to you. Make sure you look for the comment if your transaction is not approved, this will give you details on what needs to be done before resubmitting.

To make the necessary updates to the report, please click on the report.



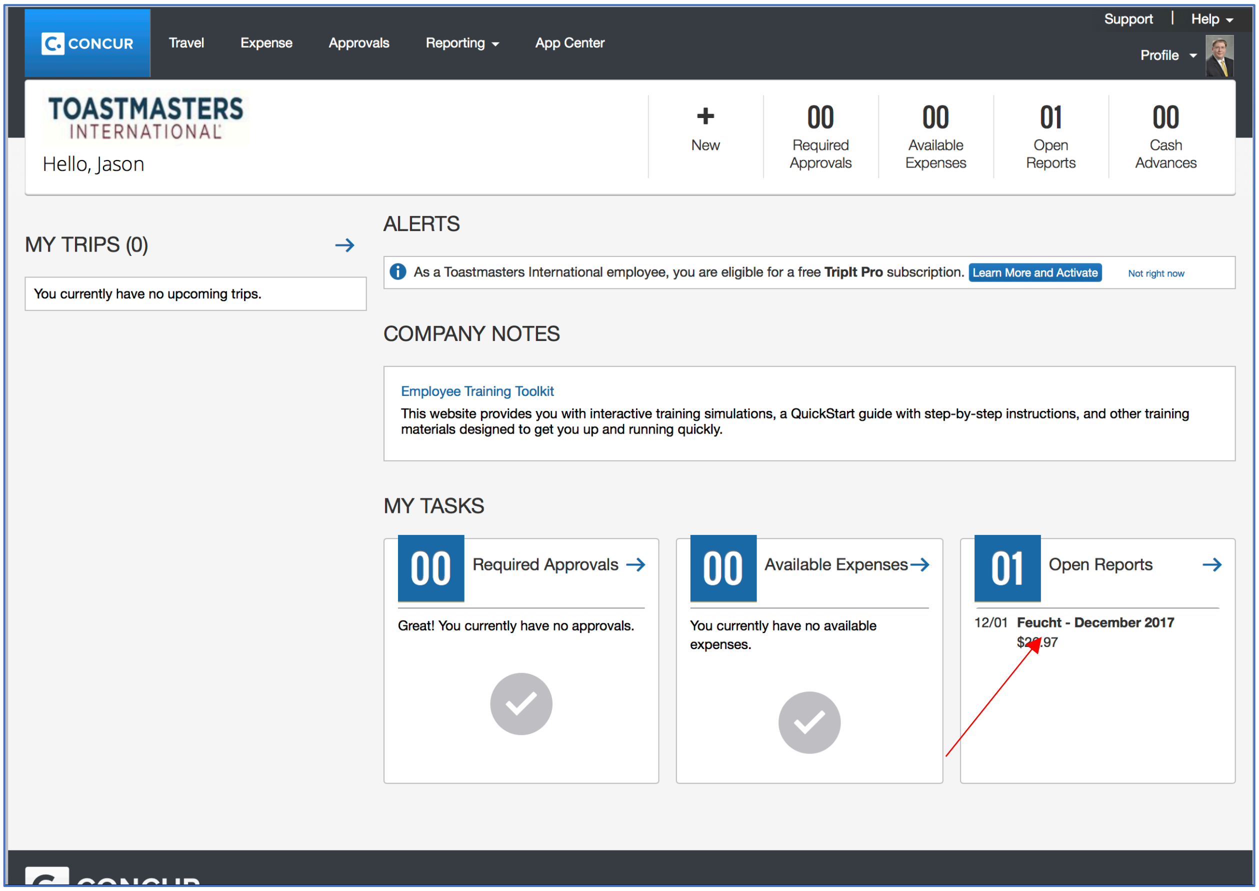
Once you click on the report you will be brought to the original expense claim screen to make the necessary updates.

Click on details, then comments, to review the entire comment that was sent to you. This is also an area where you can add in your own comment.

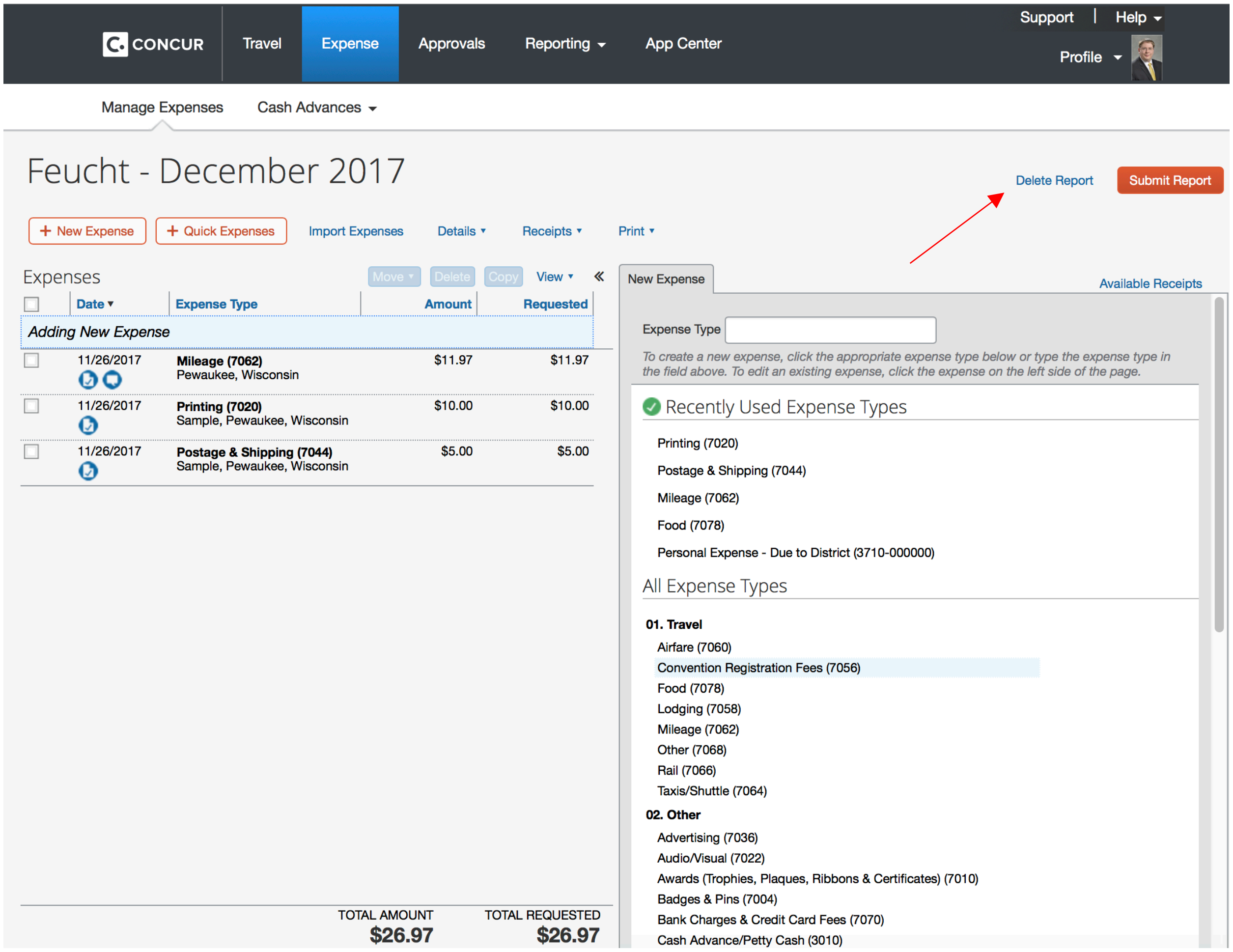
Once you make the updates, click submit report towards the top right of the screen for approval.

Open Report

To Delete an Open Report:



Click on “Open Report” name.



Click On Delete Report

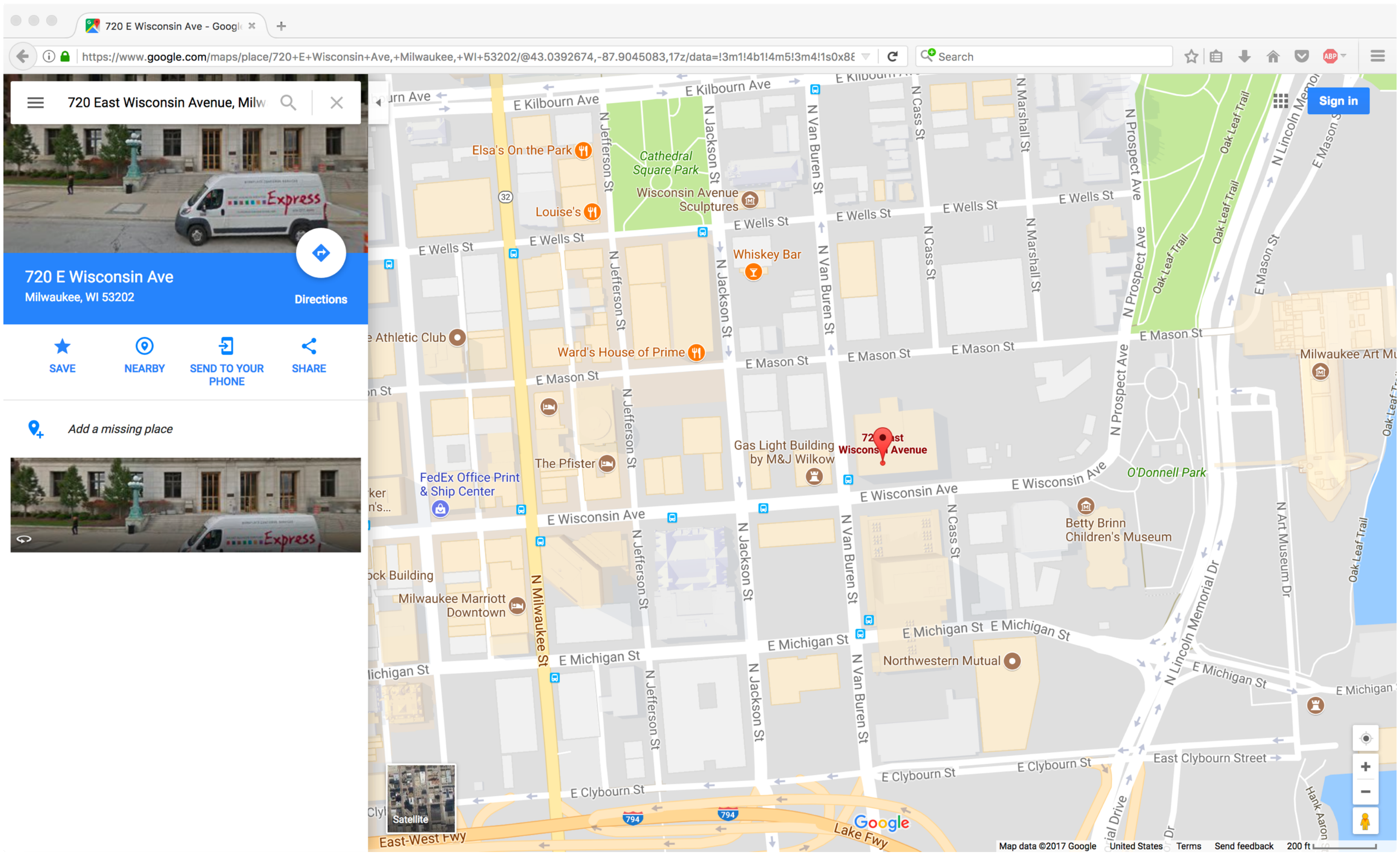
Say yes at the “Are you Sure” Screen

Repeat for any other unused open reports

Using Google Maps for Mileage Expenses

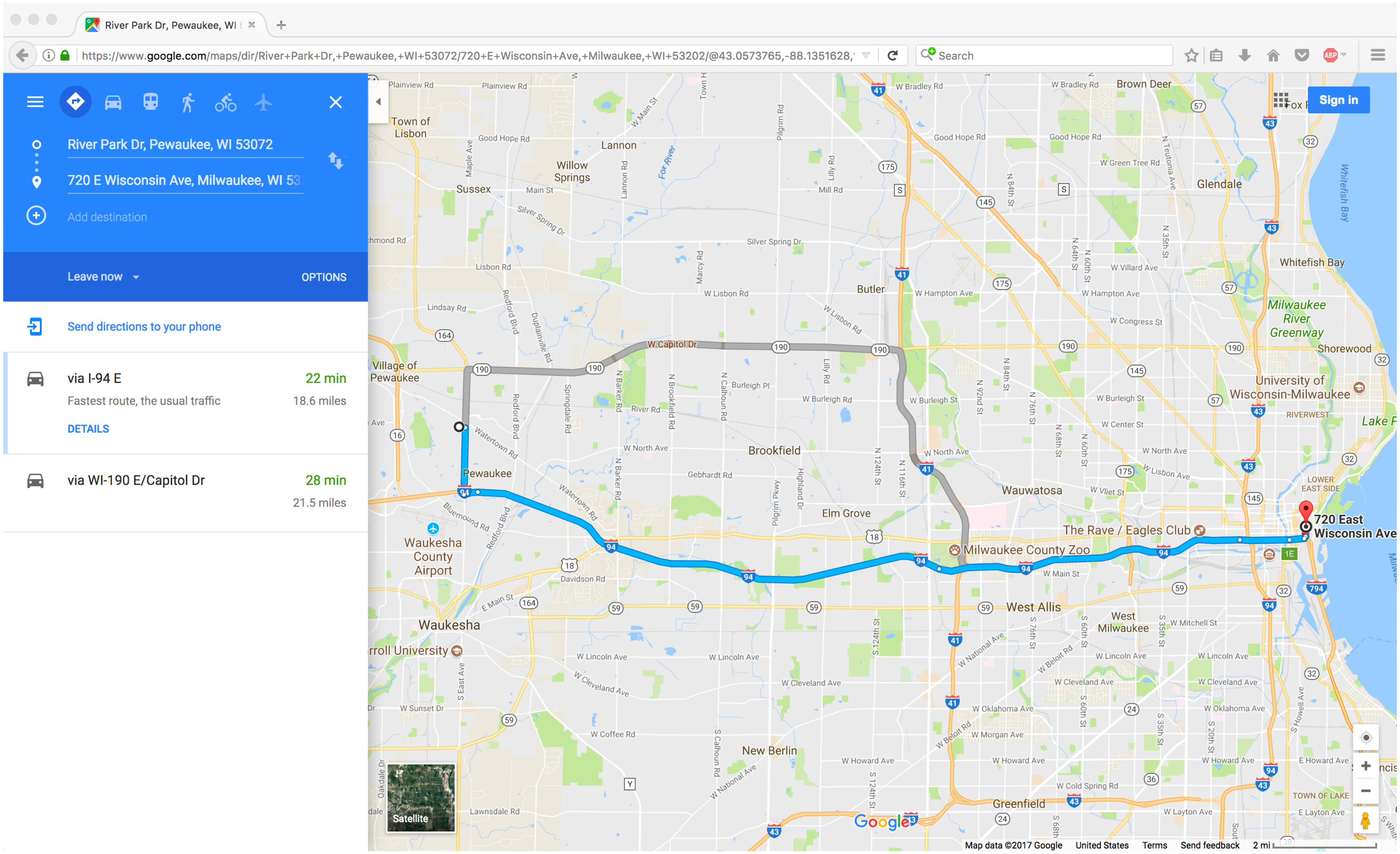
1. go to: https://maps.google.com

2. Enter the destination address in the “Search Google Maps” box and hit enter (I entered my work address as an example) the map should update to the address you entered.



3. Click the directions button near the address you just entered (upper left)

4. On the new line that appears, enter the address of where you started your trip (I entered my home address as an example)



5. The approved mileage is the “Fastest Route” which is selected by default (18.6 miles in this example.)

6. Capture this image, this is the image needed in Concur as your Receipt

You can:

- Print to PDF
- Take a Screenshot (Hit Print Screen and Paste into Word)
- Take a picture of your screen with your phone’s camera
- Pretty much any way you can think of capturing this is what is needed, I’ve seen all of them.
- What needs to be clear in the image is the mileage.

7. Attach that image to Concur as your receipt.

8. Assuming you traveled round trip, multiply the mileage shown by 2 to get round trip miles traveled (37.2 in this example)

9. Multiply that amount by $0.32 the Toastmasters Mileage rate ($11.90 in this example)

10. Post all these items in Concur.

Concur – Common Mistakes

- Missing documentation
  - All reimbursements **MUST** have supporting documentation (receipt, map for mileage, etc.)
    - This is Toastmasters International Policy
- Overspending – Be aware of your total allocated amounts
  - Can you / should you spend?
  - Partner with Rozaline prior to spending
  - Budgets may run out
- Round trip mileage
- Coding mistakes

Concur – Common Mistakes *(cont.)*

- Coding Mistakes
  - Mileage
    - Expense Type is ALWAYS "Mileage"
    - Reporting Code is ALWAYS Travel & your Role
      - ✓ Travel – District – Area Director
      - ✓ Travel – District – Division Director
      - ✓ Travel – District – Finance Manger
      - ✓ Etc.
    - Event period is always N/A
      - ✓ If Something else comes up, you probably made a mistake

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Concur – Common Mistakes *(cont.)*

- Coding Mistakes
  - Events (DEC Meetings / Division TLIs / Contests)
    - Expense Type is ALWAYS “Meal Events”
    - Reporting Code is:
      - ✓ DEC Meetings = “ET – Training Division & Area Governors”
      - ✓ Division TLIs = “TLI”
      - ✓ Contests – “Speech Contests”
    - Event period
      - ✓ DEC meetings = N/A
      - ✓ TLIs & Speech contests, the year & month of the event
  - For all reports, subsidiary ALWAYS = District