



Tips and Shortcuts

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Tips and Shortcuts

ALLOCATIONS

Allocating to a PTA

To allocate all transactions at one time (if all transactions are using the same PTA)

Select all expenses

Allocations for Report: August 2014

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group ▾

<input type="checkbox"/> Date ▾	Expense	Group	Amount
<input checked="" type="checkbox"/> 05/27/2014	Goods (sim...		\$114.13
<input checked="" type="checkbox"/> 05/22/2014	Services (s...		\$120.47
<input checked="" type="checkbox"/> 05/15/2014	Gift/Awards		\$138.00
<input checked="" type="checkbox"/> 05/11/2014	Other (simple)		\$70.73
<input checked="" type="checkbox"/> 05/11/2014	Fraudulent ...		\$136.48
<input checked="" type="checkbox"/> 01/05/2014	Entertainme...		\$30.45
Goods (itemized)			
<input checked="" type="checkbox"/> 05/22/2014	Goods		\$12.50
<input checked="" type="checkbox"/> 05/22/2014	Goods		\$5.11
<input type="checkbox"/> 05/22/2014	Sales Tax		\$6.86
<input type="checkbox"/> 05/22/2014	Freight		\$3.00
Other (itemized)			
<input checked="" type="checkbox"/> 01/28/2014	Other		\$12.51
<input checked="" type="checkbox"/> 01/28/2014	Other		\$5.00

Allocations

Allocate By: ▾ Add New Allocation Delete Selected Allocations Favorites ▾ Add to Favorites

Percentage Project/Task/... Federal/Not F... Expenditure Code

Save Cancel

Done

Z-Allocations (how to allocate Sales Tax and Freight)

Z-Allocations for sales tax and freight lines on a Goods Itemized

Allocations for Report: August 2014

Expense List

Date	Expense	Group	Amount
05/11/2014	Fraudulent ...	2	\$136.48
01/05/2014	Entertainme...	2	\$30.45
Goods (Itemized)			
05/22/2014	Goods	1	\$12.50
05/22/2014	Goods	1	\$5.11
05/22/2014	Sales Tax		\$6.86
05/22/2014	Freight		\$3.00
Other (Itemized)			
01/28/2014	Other	1	\$12.51
01/28/2014	Other	1	\$5.00
Services (Itemized)			
05/21/2014	Services	1	\$500.00
05/21/2014	Goods	1	\$51.95

Allocations Total: \$237.66 Allocated: \$237.66 (100%) Remaining: \$0.00 (0%)

Percentage	Project/Task/...	Federal/Not F...	Expenditure	Code
50	FIN.00006/1.2/...	Non-Federal	Supplies - Allo...	P197772-Non-F...
50	PMA.00005/13/...	Non-Federal	Supplies - Allo...	P359016-Non-F...

Buttons: Allocate Selected Expenses, Clear Selections, Summary, Add New Allocation, Delete Selected Allocations, Favorites, Add to Favorites, Save, Cancel, Done

After you have selected your Sales Tax and Freight lines please allocate them to Z_To_Be_Allocated_In_Oracle.

Expense List

Date	Expense	Group	Amount
05/11/2014	Fraudulent ...	2	\$136.48
01/05/2014	Entertainme...	2	\$30.45
Goods (Itemized)			
05/22/2014	Goods	1	\$12.50
05/22/2014	Goods	1	\$5.11
05/22/2014	Sales Tax		\$6.86
05/22/2014	Freight		\$3.00
Other (Itemized)			
01/28/2014	Other	1	\$12.51
01/28/2014	Other	1	\$5.00
Services (Itemized)			
05/21/2014	Services	1	\$500.00
05/21/2014	Goods	1	\$51.95

Allocations Total: \$247.52 Allocated: \$247.52 (100%) Remaining: \$0.00 (0%)

Percentage	Project/Task/...	Federal/Not F...	Expenditure	Code
100	z			P197772

Type to search by:
 Text Code
 Text (Code)
 Z_TO_BE_ALLOCATED_IN_ORACLE
 ZELLER.FELLOW/1/ENDOW.ZELLER (P1537214)
 ZGW.A00001/1/OAID.CITRESRCH (P337078)
 ZGW.ACSPRF/1/ACSPRF.53404 (P1419047)
 ZGW.CAT/1/KFUPM.RHG2014 (P1531208)
 ZGW.DIVFD2/1/GIFT.763240 (P781228)
 ZGW.DMREF/1/NSF.1335486 (P1427657)
 ZGW.DOWMASTER/1/OAID.DOWMASTER (P1414217)
 ZGW.JACOBS6/1/ENDOW.IMEM (P1235941)

Buttons: Allocate Selected Expenses, Clear Selections, Summary, Add New Allocation, Delete Selected Allocations, Favorites, Add to Favorites, Save, Cancel, Done

CardQuest

Select Z for Federal and Non-Federal and Z for Expenditure Type and Save.

Allocations for Report: August 2014

Expense List

Allocations Total: \$247.52 Allocated: \$247.52 (100%) Remaining: \$0.00 (0%)

Date	Expense	Group	Amount
05/11/2014	Fraudulent ...	2	\$136.48
01/05/2014	Entertainme...	2	\$30.45
Goods (itemized)			
05/22/2014	Goods	1	\$12.50
05/22/2014	Goods	1	\$5.11
05/22/2014	Sales Tax		\$6.86
05/22/2014	Freight		\$3.00
Other (itemized)			
01/28/2014	Other	1	\$12.51
01/28/2014	Other	1	\$5.00
Services (itemized)			
05/21/2014	Services	1	\$500.00
05/21/2014	Goods	1	\$51.95

Allocations

Percentage	Project/Task/...	Federal/Not F...	Expenditure	Code
100	Z_TO_BE_ALL...	Z		Z_TO_BE_ALL...

Type to search by:
Text Code
Text (Code)
Z

Save Cancel

Use Favorites folder for Z-tax and frequently used PTA

Add your Favorite or frequently used PTA to your Favorites

Allocations for Report: August 2014

Expense List

Allocations Total: \$247.52 Allocated: \$247.52 (100%) Remaining: \$0.00 (0%)

Date	Expense	Group	Amount
05/27/2014	Goods (sim...	1	\$114.13
05/22/2014	Services (s...	1	\$120.47
05/15/2014	Gift/Awards	1	\$138.00
05/11/2014	Other (simple)	3	\$70.73
05/11/2014	Fraudulent ...	3	\$136.48
01/05/2014	Entertainme...	3	\$30.45
Goods (itemized)			
05/22/2014	Goods	1	\$12.50
05/22/2014	Goods	1	\$5.11
05/22/2014	Sales Tax	3	\$6.86
05/22/2014	Freight	3	\$3.00
Other (itemized)			
01/28/2014	Other	1	\$12.51
01/28/2014	Other	1	\$5.00

Allocations

Percentage	Project/Task/...	Federal/Not F...	Expenditure	Code
100	Z_TO_BE_ALL...	Z	Z	Z_TO_BE_ALL...

Add to Favorites

Save Cancel

Done

Create your own favorite name and hit save

Add to Favorites ✕

Enter Allocation:

Favorite Name:

DELEGATES

How to add/delete a delegate

From the home page select the Profile drop down menu select Profile Settings

CONCUR Expense Approvals Reporting App Center Profile Help

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences

Profile Options

Select one of the following to customize your user profile.

Personal Information

Expense Delegates
Delegates are employees who are allowed to perform work on behalf of other employees.

System Settings
Which time zone
When does your

Expense Preferences
Select the options
are pages that a
Print.

Approver Approver
[Profile Settings](#) | [Sign Out](#)

Administer for another user...

Under Expense Settings, select Expense Delegates

CONCUR Expense App Center Profile

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

Expense Information

User Group: Reimbursement Currency: Project/Task/Award: PS Dept Code:

BI Manager:

You will be able to add or remove any delegates from this window

Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Approver, COA2 coa2approver@caltech.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Processor, Processor processor@caltech.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

How to administer for (Act As) another user

From the home page, select the Profile and use the drop down arrow to select user's name in Administer for another user field

Home Expense Administration App Center Profile

Hello, Holly

COMPANY NOTES

Message Date: September 2, 2014
Attention Testers,
Please do not login to CardQuest the week of September 15. Concur will be configuring our site. The site will be back available on September 22. Thank you!

MY TASKS

00 Available Expenses →
You currently have no available expenses

03 Open Reports →
09/09 August 2014

Administer for another user...

- Select a name
- Balcazar, Juan C
CardQuestHelp@caltech.edu (Email)
1440439 (Employee ID)
LoginId: jbalcaza@caltech.edu
EmpId: 1440439
- Marquez, Monica L
CardQuestHelp@caltech.edu (Email)
1278368 (Employee ID)
LoginId: mmarquez@caltech.edu
EmpId: 1278368
- Rowand, Cynthia B
CardQuestHelp@caltech.edu (Email)
1968278 (Employee ID)
LoginId: crowand@caltech.edu
EmpId: 1968278
- Sandoval, Muriel J
CardQuestHelp@caltech.edu (Email)
1177644 (Employee ID)
LoginId: msandova@caltech.edu
EmpId: 1177644

To return to your own profile, select End Admin session under the Administer for drop down menu


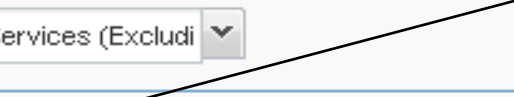
REPORTS

Report Naming Convention

To view report naming convention- hover over arrow on report name field

Report Header

Policy
*Goods & Services (Excludi

Report Name  

August 2014

Recalling a report

How to recall a report

From the home page, select Expense and select the report you want to recall

CONCUR Expense

Manage Expenses View Transactions Cash Advances

NOT SUBMITTED	NOT SUBMITTED	SUBMITTED 09/05/2014	SUBMITTED 08/17/2014
Caltech - Nov 15 2013 with charg \$1,375.80 Errors	Nov 15 2013 card charges \$208.01 Errors	August 2014 \$1,207.19 Submitted & Pending Approval	EAS.APMS-1.2-GB COA TESTING \$84.03 Approved & In Accounting Review Errors

Click Recall

August 2014

Summary Details Receipts Print / Email

Date	Expense	Amount	Requested
05/27/2014	Goods (simple) VWR INTERNATIONAL INC, 080093250C	\$114.13	\$114.13
05/22/2014	Goods (Remized) TFS COLEPARMERINSTRMNT, 800-323--	\$27.47	\$27.47
05/22/2014	Services (simple) TFS FISHERSCI ECOM CHI, 800-766-70C	\$120.47	\$120.47

Report Summary

Amount Due Company	Amount Due Company Card	Amount Due Employee
\$0.00	\$1,207.19	\$0.00

Recall Copy Report

How to check status of a report

The screenshot shows the CardQuest Expense Active Reports page. The navigation bar includes 'CONCUR' and 'Expense' tabs. Below the navigation bar are three report cards. The first two are 'NOT SUBMITTED' and the third is 'SUBMITTED' with a date of 09/05/2014. The 'SUBMITTED' report is highlighted with a red box. An arrow points from the 'Expense' tab to the 'Manage Expenses' link.

NOT SUBMITTED	NOT SUBMITTED	SUBMITTED 09/05/2014	SUBMITTED 08/17/2014
Caltech - Nov 15 2013 with charg	Nov 15 2013 card charges	August 2014	EAS.APMS-1.2-GB COA TESTING
\$1,375.80	\$208.01	\$1,207.19	\$84.03
Errors	Errors	Submitted & Pending Approval	Approved & In Accounting Review Errors

From the home page, Select Expense Active Reports will show report status

TRAVEL ALLOWANCE

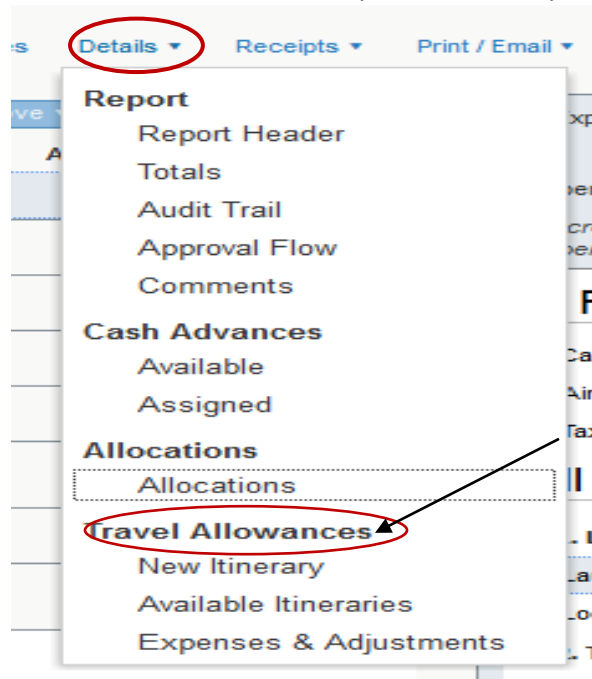
How to create a Travel Allowance (Per Diem)

Two ways to create a travel allowance.

One way is directly when you start a new expense report and the question whether the report will include Travel Per Diem appears:

The screenshot shows the 'Travel Allowances' dialog box. The dialog box has a title bar 'Travel Allowances' and a close button. Below the title bar is a question: 'Will this report include Travel Per Diem with an overnight stay?' with a question mark icon. At the bottom right are 'Yes' and 'No' buttons.

Or from the Details tab once you have already started your trip:



Enter all the required fields (indicated by the red line on the left side of each box) and hit Save

Travel Allowances For Report: Smith, Sep 5-10, 2014, Denver

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Smith, Sep 5-10, 2014, Denver

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Depart from (city)
Los Angeles, California

Date
09/05/2014

Time
10:00 AM

Arrive in (city)
Denver, Colorado

Date
09/05/2014

Time
1:00 PM

Save

Go to Single Day Itineraries Next >> Cancel

CardQuest

Enter your departure and arrival information and hit SAVE

Travel Allowances For Report: Smith, Sep 5-10, 2014, Denver

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name

Smith, Sep 5-10, 2014, Denver

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Los Angeles, California 09/05/2014 10:00 AM	Denver, Colorado 09/05/2014 01:00 PM	DENVER COUNTY, US-CO, US

New Itinerary Stop

Depart from (city)

Denver, Colorado

Date

09/10/2014

Time

3:00 PM

Arrive in (city)

Los Angeles, California

Date

09/10/2014

Time

5:00 PM

Save

Go to Single Day Itineraries

Next >>

Cancel

Per Diem is created click NEXT

Travel Allowances For Report: Smith, Sep 5-10, 2014, Denver

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name

Smith, Sep 5-10, 2014, Denver

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Los Angeles, California 09/05/2014 10:00 AM	Denver, Colorado 09/05/2014 01:00 PM	DENVER COUNTY, US-CO, US
<input type="checkbox"/>	Denver, Colorado 09/10/2014 03:00 PM	Los Angeles, California 09/10/2014 05:00 PM	LOS ANGELES COUNTY, US...

New Itinerary Stop

Depart from (city)

Los Angeles, California

Date

Time

Arrive in (city)

Date

Time

Save

Go to Single Day Itineraries

Next >>

Cancel

Choose your itinerary and click NEXT

Travel Allowances For Report: Smith, Sep 5-10, 2014, Denver

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Smith, Sep 5-10, 2014, Denver				
Los Angeles, California	09/05/2014 10:00 AM	Denver, Colorado	09/05/2014 01:00 PM	DENVER COUNTY, US-CO, US
Denver, Colorado	09/10/2014 03:00 PM	Los Angeles, California	09/10/2014 05:00 PM	LOS ANGELES COUNTY, US-...

Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: DOE, AUG 4-6, 2014, HANA, HI				
Los Angeles, California	08/04/2014 06:00 AM	Hana, Hawaii	08/04/2014 06:00 PM	HAWAII COUNTY, US-HI, US
Hana, Hawaii	08/06/2014 10:00 AM	Los Angeles, California	08/06/2014 05:00 PM	LOS ANGELES COUNTY, US-...

<< Previous Next >>

Verify Allowance and exclude any meals or days accordingly and select CREATE EXPENSES

Travel Allowances For Report: Smith, Sep 5-10, 2014, Denver

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	09/05/2014 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50
<input type="checkbox"/>	09/06/2014 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	09/07/2014 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	09/08/2014 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	09/09/2014 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	09/10/2014 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50

<< Previous Create Expenses Cancel