

# Expense Reporting Guide for Heimlich Maneuvers, Inc.

How to use CONCUR to submit your weekly expense reports

## Introduction

This document provides a step-by-step guide for employees at Heimlich Maneuvers, Inc. on how to use CONCUR, the expense management solution, to submit weekly expense reports. Expense reporting is an important part of your job, as it allows the company to track and reimburse your business-related expenses, as well as to bill the clients for the services you provide. Please follow the instructions in this document carefully and contact your manager or the finance department if you have any questions or issues.

## Accessing CONCUR

You can access CONCUR on your mobile devices or computer browsers. To access CONCUR on your mobile devices, you need to download the CONCUR app from the App Store or Google Play. To access CONCUR on your computer browsers, you need to visit the website [URL] and log in with your company email and password. You can use the same email and password for both the app and the website.

## Entering Expenses

You need to enter all your business-related expenses in CONCUR, regardless of the payment method (cash, credit card, company card, etc.). You can enter expenses manually or use the Smart Expense feature to scan your receipts and automatically populate the expense fields. To enter expenses manually, follow these steps:

- On the app, tap the plus icon on the bottom right corner and select Expense. On the website, click the New Expense button on the top right corner.
- Select the expense type from the drop-down menu. For example, Airfare, Hotel, Meals, Parking, etc.
- Enter the amount, date, and currency of the expense. If the currency is different from your default currency, CONCUR will automatically convert it based on the exchange rate.
- Enter a description of the expense. For example, the name of the vendor, the location, the purpose, etc.
- Select the appropriate expense policy from the drop-down menu. For example, Domestic Travel, International Travel, Non-Travel, etc.
- Select the appropriate allocation code from the drop-down menu. For example, the project code, the client code, the department code, etc.

- If the expense is billable to a client, check the box next to Billable and enter the client name and invoice number.
- If the expense is a meal expense, check the box next to Attendees and enter the names and titles of the individuals present, as well as their relationship to the company (employee, client, vendor, etc.).
- Attach a receipt image to the expense. You can either take a photo of the receipt with your device camera, or upload an image from your device gallery or computer files.
- Review the expense details and tap or click Save.

To enter expenses using the Smart Expense feature, follow these steps:

- On the app, tap the camera icon on the bottom right corner and select Scan Receipt. On the website, click the Receipts button on the top right corner and select Scan Receipt.
- Take a photo of the receipt with your device camera, or upload an image from your device gallery or computer files.
- Wait for CONCUR to scan the receipt and extract the expense information. You will see a preview of the expense on the screen.
- Edit the expense details if needed. You can change the expense type, amount, date, currency, description, policy, allocation, billable, attendees, and receipt image.
- Review the expense details and tap or click Save.

## Submitting Expense Reports

You need to submit your weekly expense reports by Monday at 10AM for the preceding week's expenses. To submit your expense reports, follow these steps:

- On the app, tap the Reports icon on the bottom left corner. On the website, click the Expense Reports button on the top left corner.
- Tap or click the Create New Report button.
- Enter a name for your report. For example, Weekly Expense Report 06/12/2024 - 06/18/2024.
- Select the appropriate report policy from the drop-down menu. For example, Weekly Expense Report.
- Enter a comment for your report. For example, the summary of your activities, the clients you visited, the issues you encountered, etc.
- Tap or click Next.
- Select the expenses you want to include in your report. You can filter the expenses by date, type, policy, allocation, billable, or attendees. You can also search for specific expenses by keywords.
- Tap or click Add to Report.
- Review the report details and make sure that all the expenses are correct and complete. You can edit, delete, or add expenses as needed.
- Tap or click Submit Report.
- Wait for the confirmation message that your report has been submitted successfully.

## Conclusion

This document has provided a step-by-step guide for employees at Heimlich Maneuvers, Inc. on how to use CONCUR, the expense management solution, to submit weekly expense reports. Please follow the instructions in this document carefully and contact your manager or the finance department if you have any questions or issues. Thank you for your cooperation and compliance with the company's expense reporting policy.