

Purchasing Guide:

Main methods of purchasing/reimbursements, must be submitted within 60 days of transaction:

1. B2P – charged directly to your account, do not need to pay upfront
2. RFPs – Request for Payments, no sales tax reimbursed, out of pocket
3. Travel reports - All travel must be submitted in Concur

-No Alcohol

-No first class travel

-All items purchased in B2P must be marked 'received' once you get the item

-Travel and RFPs with transaction dates over 60 days will not be approved

Department Policy requires Itemized Receipts for all purchases.

Common errors that people make when purchasing:

1. Leaving justification section “blank” when creating a requisition - **ALL** requisitions must have a justification, otherwise it'll not get approved.
2. For P-card and RFPs - Not indicating whether a meeting involved non-MIT affiliated people or all MIT affiliated. This will help us determine the correct G/L code to use when posting the charge

Buy to Pay (B2P)

Access the B2P system

Go to B2P to access requisitions, purchase orders, invoices, and reports. Any member of the MIT community with a Kerberos ID can access the system at <https://buying.mit.edu>.

Set your notification preferences and default settings

Go to [Your Name] in the upper right and select Settings.

- Under Notifications, select the online and email notifications you would like to receive, then click Save at the bottom of the screen.
- Under Address Book, choose your default mailing address.
- Under Billing Accounts, choose the default cost object you want to use for purchases.

Review training materials

The following online courses provide detailed information on how to use the B2P system. Each course takes approximately 10–30 minutes to complete (specific times noted below).

- [B2P: Basics](#)
Provides a general introduction to the MIT Buy-to-Pay (B2P) system for users new

to B2P.

Completion time: approximately 30 minutes

Complete B2P Basics before taking the following courses:

- [B2P: Shopping & Creating a Requisition](#)
Introduces you to shopping and creating a requisition in B2P.
Completion time: approximately 30 minutes
- [B2P: Tracking & Changing an Order](#)
Provides an overview of tracking and making changes to requisitions or orders in B2P.
Completion time: approximately 30 minutes
- [B2P: Tracking Invoices & Payment](#)
Provides an overview of how suppliers can submit invoices on B2P POs, as well as how to track invoice and payment status.
Completion time: approximately 20 minutes
- [B2P: Views](#)
Covers features of B2P Views.
Completion time: approximately 10 minutes

[B2P Quickcards](#) are another handy, printable reference for B2P users. Start with the quickcards under B2P Basics, then move on to topics useful to the work you do, whether it's submitting orders or approving requisitions and invoices.

Request for Payment (RFP)

RFPs are completed via the Atlas website (<https://atlas.mit.edu>).



From the Atlas home page, there is a customizable menu on the left. If you do not see an item called “Manage Reimbursements (RFPs)” then you will need to add it. Click

the edit button and the **Build Your Menu** screen will appear.



Look for the “Manage Reimbursements (RFPs)” box, click and drag it into the Menu on the left. Click Save & Exit at the top of the menu.

Now click on the Manage Reimbursements menu item and several options will appear to the right. Choose Reimbursement. (Note: If you are reimbursing a food expense, first complete the Meetings & Meals form – see below).

You will need to search for your name which should already be in the MIT directory.

On the next screen you will enter the details of the reimbursement. Next to Name this RFP, enter your name.

Below this you will need to enter the individual charges to be reimbursed.

Line items

1.	* Date of Service	* G/L Account	* Cost Object	* Amount
	mm/dd/yyyy			\$
	* Explanation			
	<div style="border: 1px solid black; height: 40px;"></div>			
	<input type="button" value="Add Line"/>			

You should use one line item per receipt (unless you are using multiple cost objects to split up a single receipt). If the person being reimbursed has submitted two or more receipts, for example, a receipt for food and a separate receipt for beverages, click the Add Line button. If you are using multiple accounts for one receipt, click the Add Line and enter the

same information, but change the Cost Objects and Amount.

For the Date of Service field, enter the date of the purchase that is listed on the receipt.

For the G/L (General Ledger) Account field, you will need to enter the six digit GL code that corresponds to what was purchased. See the end of this document for a list of commonly used GL codes.

For the Cost Object, enter the 7 digit account number that you were given that has the source of funds for the reimbursement.

The amount should be the total amount on the receipt, EXCEPT sales tax for non-food related purchases.

Most Common GLs Guide

420226 MATERIALS & SERVICES

- This GL is used for items that don't fall under any specific category. Always opt for a more specific GL if appropriate.

420258 OFFICE SUPPLIES

- Used for office furnishings under \$1,000.
- Items like folders, paper clips, markers, pens are categorized as office supplies.
- When charged to sponsored research, best practice is to be split proportionately among accounts. Ideally, office supplies should be charged to discretionary account(s).
- **Please note:** If an item that is an office supply is used in a lab it would fall under lab supplies. Always keep in mind the purpose of purchasing a supply.

421827 EQUIPMENT/MINOR

- Equipment and furnishings between \$1,000 and \$4,999. Not capitalized. (Includes laptops and computers.)

421900 COMPUTER SUPPLIES & PERIPHERALS

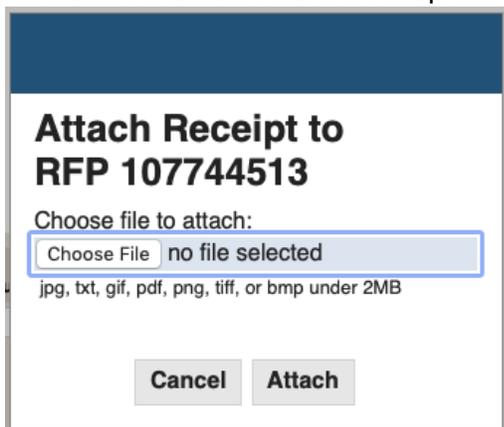
- Used for computer supplies and computer equipment costing less than \$1,000.
- Items like keyboards, adapters, monitors fall under this GL.

If you are reimbursing someone for something that is NOT 421000, or you are reimbursing them for several charges, and one of them is not 421000, enter a detailed explanation in the box for the non-421000 item(s).

- What was the reason for the purchase?
- Who is it for?
- Why was it purchased?
- Why is it appropriate to charge to this account?

Enter the appropriate G/L account. A list of common G/Ls and a cost object lookup can be found here on the VPF site: http://vpf.mit.edu/site/financial_accounting_reporting/resources

When you have filled out all of the Line Items, skip “Note to Central Office.” All of the details for the reimbursement should be kept in the Meetings and Meals form or the explanation box.



Click the Save & Continue button, and a pop-up window will appear for you to attach the receipt(s) or form.

Receipts MUST be itemized. Non-itemized receipts will not be reimbursed. If the place you bought something from does not provide an itemized receipt, you will need to create one yourself. If the person lost the itemized receipt, they will need to attain a new copy from the place of purchase. If you have an email or electronic copy of a receipt, that is generally preferred. All receipts should be legible. Please do not attach images that are upside-down or sideways. Taking a

photo of a receipt with your phone is fine, but if you can use an app that converts the image to document format, that's even better (iOS has a built-in feature to do this – see end of this document). The max file size for a receipt is 2 MB, which is smaller than the png or jpeg images many phones produce, in which case compressing these images or converting them into a document with a smaller file size is necessary.

After you attach the first receipt, if you need to attach more, click the Attach Receipt button in the upper-left corner.

After you have attached your receipts and the RFP is complete, click the Send To button at the bottom. This will bring up a new search box, and you should look for the name of the approver who will approve your RFP.

If there are extenuating circumstances, for example, you are submitting a receipt from many months ago, you can include an explanation for the delay here and the person approving your submission will read it.



Concur 2.0 – Guide for Submitters

To expense your travel card charges and claim out-of-pocket reimbursement for a business trip, you will need to create an expense report. The report submission process involves the following four basic steps.

1. Create a Report
2. Complete the Report
3. Attach Your Receipts
4. Submit the Report

Additional considerations:

- What if the traveler owes MIT money?
- Using a Guest Profile

For assistance:

Travel Services, Office of the Vice President for Finance

travelsupport@mit.edu

617-253-8366

1. Create a Report

To create your report, click **Start a Report**.

The screenshot shows the Concur user interface. At the top, there is a navigation bar with links for Home, Expense, Approvals, Reporting, and App Center. The user is logged in as Kathleen, and the interface displays several key metrics: 00 Required Approvals, 00 Available Expenses, and 08 Open Reports. The 'Start a Report' button is highlighted with a red box. Below the metrics, there is a 'COMPANY NOTES' section with an important notice about international travel. At the bottom, there is a 'MY TASKS' section with three cards: 'Required Approvals' (00), 'Available Expenses' (00), and 'Open Reports' (08). The 'Open Reports' card lists three reports: 'Edinburgh trip' (\$7,249.10), 'New Orleans Conference- Hotel' (\$1,000.00), and 'Denver Conference- APS' (\$255.26).

This will bring you to the report header. You will need to fill out all the fields that have a red tab on the left-hand side before you can click **Next**.

The screenshot shows the 'Create a New Expense Report' form in the Concur Expense Center. The form is titled 'Create a New Expense Report' and is part of the 'Process Reports' section. It includes a 'Report Header' section with the following fields:

- Policy: MIT US Expense Policy (dropdown)
- Report Date: 09/10/2014 (calendar icon)
- Report Name: (text input, highlighted as required)
- Report Key: (text input)
- Trip Purpose: (dropdown menu, highlighted as required)
- Cost Object: (dropdown menu, highlighted as required)
- Trip Start Date: (calendar icon, highlighted as required)
- Trip End Date: (calendar icon, highlighted as required)
- Destination: (text input, highlighted as required)
- Trip Classification: (dropdown menu, highlighted as required)
- Comment: (text area)

A yellow box labeled 'Required fields' has arrows pointing to the Report Name, Cost Object, Trip Start Date, Trip End Date, Destination, and Trip Classification fields. At the bottom right, there are 'Next >>' and 'Cancel' buttons.

Report Name: This is an open field. Please enter a combination of the trip purpose, destination and any other helpful, identifying text.

Trip Purpose: This is a drop-down menu. Select the most appropriate trip purpose. Some of the options map to the unallowable GL (general ledger) account and cannot be used with a sponsored cost object. These are fundraising, president travel, prospective student visit, resource development, and retreat. Two options are taxable: house hunting and relocation. All the other options are allowable and non-taxable.

Cost Object: Type in the appropriate cost object for your trip and then select it from the drop-down menu. If you need the report to be charged to more than one cost object, you may allocate it accordingly once you are in the body of the report.

Trip Start and End Dates: You can type the date in the format of 09/10/2014 or click on the calendar icon and select your start and end dates. These should be the departure and return dates from Boston or the city the traveler is based in.

Destination: Type in the city and either state (domestic) or country (international). If multiple cities were included, type them in the format: Dallas/San Francisco/Portland.

Trip Classification: Select domestic or international. If a trip has a domestic stop in addition to an international destination, select **international**.

Comment Field: Although this is not a required field, it is a good place to enter any additional information that should be in the record or that will help your approver or MIT Travel Services review the report.

Report Name:
Include the destination, purpose and any other useful information.

Trip Purpose: Click on the most appropriate selection from the drop-down menu.

The screenshot shows a web browser window with a navigation bar containing 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below the navigation bar are tabs for 'Manage Expenses' and 'Process Reports'. The main heading is 'Create a New Expense Report' with a sub-heading 'Report Header'. The form includes several fields: 'Policy' (MIT US Expense Policy), 'Report Date' (09/10/2014), 'Report Name' (Denver Conference- APS), 'Report Key' (crossed out with a blue X), 'Trip Purpose' (Conference), 'Cost Object' (16335), 'Trip Start Date', 'Trip End Date', 'Destination', and 'Trip Classification'. A search dropdown for 'Cost Object' is open, showing a list of codes and descriptions, with '(1633500) VPF-M&S' highlighted. At the bottom right, there are 'Next >>' and 'Cancel' buttons.

Cost Object: Type in the cost object and select it from the drop-down menu.

Trip Start and End Date: Type in or select using the calendar icon on the right side of the field.

Reporting App Center Administration Help Profile

Create a New Expense Report

Report Header

Policy: MIT US Expense Policy

Cost Object: (1633500) VPF-M&S

Report Date: 09/11/2014

Report Name: Denver Conference- APS

Trip Start Date: [Calendar Icon]

Trip End Date: [Calendar Icon]

Report Key: [Empty]

Destination: [Empty]

Trip Purpose: Conference

Trip Classification: Domestic

Comment: [Empty]

Next >> Cancel

Destination: Type in the city and either state (domestic) or country (international).

CONCUR Expense Center

Management Expenses Profile

Create a New Expense Report

Report Header

Policy: MIT US Expense Policy

Cost Object: 1 (1633500) VPF-M&S

Report Date: 09/10/2014

Trip Start Date: 09/02/2014

Trip End Date: 09/04/2014

Report Name: Denver Conference- APS

Report Key: [Empty]

Destination: Denver, CO

Trip Purpose: Conference

Trip Classification: Domestic

Comment: [Empty]

Next >> Cancel

Trip Classification: Select Domestic or International.

Once you have filled out the required fields, click Next.

2. Complete the Report

This will bring you to the body of your expense report. This is where you will **import** any travel card charges from your trip, **add** any out-of-pocket expenses, **edit/itemize/allocate** those expenses as needed, then attach receipts and **submit** your report.

To add travel card charges from this trip to your report, click **Add Card Charges**.

The screenshot shows the Concur Expense Center interface for a report titled "Denver Conference- APS". The "Add Card Charges" button is circled in red. A callout box points to this button with the text: "To add travel card charges from this trip to your report, click Add Card Charges." The interface shows a "New Expense" form on the right with a list of expense types, including "Recently Used Expense Types" and "All Expense Types". The bottom of the screen displays "TOTAL AMOUNT \$0.00" and "TOTAL REQUESTED \$0.00".

Expense	Amount	Requested
No Expenses Found		
Adding New Expense		
No Expenses Found		
TOTAL AMOUNT \$0.00		
TOTAL REQUESTED \$0.00		

Recently Used Expense Types

- Airfare
- Conference
- Personal Car Mileage
- Entertainment-Other
- Business Meeting/Meal (attendees)

All Expense Types

- A. Transportation**
 - Agency Fee
 - Airfare
 - Airline Change Fee
 - Baggage Fee
 - Bus
- ...E. Communications**
 - Long Distance
- F. Per Diem**
 - Domestic Per Diem
 - International Per Diem
- G. Business Promotions**

Denver Conference- APS

+ New Expense + Quick Expenses Add Card Charges Details Receipts Print

Expenses Move Deletes Copy View

Date Expense Amount Requested

Adding New Expense

Available Expenses

All Cards Import Delete

<input checked="" type="checkbox"/>	Expense Detail	Expense	Source	Date	Amount
<input checked="" type="checkbox"/>	U.S. Airways CHICAGO, IL	Airfare		08/28/2014	\$356.20
<input checked="" type="checkbox"/>	RAMADA POWAI MUMBAI	Hotel/Motel/B&B		08/28/2014	INR 3,969.00
<input checked="" type="checkbox"/>	AMRELI MUMBAI	Meals (Breakfast/Lun...		08/28/2014	INR 270.00
<input checked="" type="checkbox"/>	CHACARERO CHILEAN CUI...	Meals (Breakfast/Lun...		08/28/2014	\$10.76
<input checked="" type="checkbox"/>	BANK OF AMERICA	Undefined		08/28/2014	\$540.00
<input checked="" type="checkbox"/>	BANK OF AMERICA	Undefined		08/28/2014	\$500.00
<input checked="" type="checkbox"/>	AGENT FEE 8900624753242...	Airfare		08/28/2014	\$34.00
<input checked="" type="checkbox"/>	JETBLUE 2797489522653 C...	Airfare		08/28/2014	\$123.10
<input checked="" type="checkbox"/>	U.S. Airways CAMBRIDGE, MA	Airfare		08/28/2014	\$195.78
<input checked="" type="checkbox"/>	GOGOAIR.COM 877-350-00...	Undefined		08/29/2014	\$9.95
<input checked="" type="checkbox"/>	TAXICHARG WASHINGTON...	Taxi		08/29/2014	\$19.34

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Your available travel card charges will appear. If all the charges are from this trip, click the check box at the top to select them all at once.

Expense Center

CONCUR Expense Approvals App Center

Manage Expenses View Transactions Process Reports

Denver Conference- APS

New Expense Quick Expenses Add Card Charges Details Receipts Print

Expenses

Adding New Expense

Available Expenses

All Cards

Move Delete

Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/> United Airlines 800-932-2732, TX	Airfare		09/21/2014	\$169.00
<input type="checkbox"/> United Airlines 800-932-2732, TX	Airfare		09/21/2014	\$295.36
<input type="checkbox"/> AGENT FEE 8900625689524 T...	Airfare		09/21/2014	\$34.00
<input checked="" type="checkbox"/> United Airlines 800-932-2732, TX	Airfare		09/21/2014	\$337.00
<input type="checkbox"/> UBER 866-576-1039, CA	Taxi		09/21/2014	\$8.81
<input checked="" type="checkbox"/> UBER 866-576-1039, CA	Taxi		09/21/2014	\$16.63
<input type="checkbox"/> Uber Technologies Inc 866-576...	Taxi		09/21/2014	\$13.34
<input type="checkbox"/> Uber Technologies Inc 866-576...	Taxi		09/21/2014	\$19.34
<input type="checkbox"/> BERTUCCIS #002 CAMBRIDG...	Meals (Breakfast/Lunc...		09/21/2014	\$105.56
<input checked="" type="checkbox"/> DUNKIN #340212 Q35 E BOST...	Meals (Breakfast/Lunc...		09/21/2014	\$4.28
<input type="checkbox"/> DUNKIN #340212 Q35 E BOST...	Meals (Breakfast/Lunc...		09/21/2014	\$2.35
<input type="checkbox"/> DINE BOSTON GR00000653 E...	Meals (Breakfast/Lunc...		09/21/2014	\$27.41

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

If the charges are from multiple trips, select the ones from this trip and then click **Move**.

CONCUR Expense Approvals App Center

Denver Conference- APS

New Expense Quick Expenses Add Card Charges Details Receipts Print

Exceptions

Expense	Date	Amount	Exception
Meals (Breakfa...	09/21/2014	\$4.28	Missing rec...

Expenses

Adding New Expense

Date	Expense	Amount	Requested
09/21/2014	Airfare UNITED 0167494894220, 800-932-		
09/21/2014	Taxi UBER, 866-576-1039, CA	\$16.63	\$16.63
09/21/2014	Meals (Breakfast/Lunch/Dinner) DUNKIN #340212 Q35, E BOSTON	\$4.28	\$4.28
09/20/2014	Taxi UBER, 866-576-1039, CA	\$30.82	\$30.82

TOTAL AMOUNT \$388.73 TOTAL REQUESTED \$388.73

Smart Expenses

The selected items have been successfully imported as expenses.

Never show this prompt again

OK

The charges you selected will now move to your expense list.

When the charges are moved you may see red warning icons on some expense line items. This is something that needs to be edited before you can submit the report.

The screenshot shows the 'Denver Conference- APS' report in the Concur Expense Center. At the top, there are navigation tabs for 'Expense', 'Approvals', and 'App Center'. Below that, there are links for 'View Transactions' and 'Process Reports'. The main content area is titled 'Denver Conference- APS' and includes buttons for 'Delete Report', 'Submit Report', 'Add Card Charges', 'Details', 'Receipts', 'Print', and 'Hide Exceptions'. Below this is an 'Exceptions' table:

Expense	Date	Amount	Exception
Meals (Breakfa...	09/21/2014	\$4.28	Missing required field: Alcohol.

Below the exceptions table is an 'Expenses' table with columns for 'Date', 'Expense', 'Amount', and 'Requested'. The table lists several expense items, including Airfare, Taxi, and Meals. A red warning icon is visible next to the 'Meals (Breakfast/Lunch/Dinner)' entry.

In this example the warning says "Missing required field: Alcohol." You will need to confirm whether the meal included any alcohol and save the expense to remove the warning message.

This screenshot shows the 'Expense' detail form for the meal expense. The form includes fields for 'Expense Type' (Meals (Breakfast/Lunch/Dinner)), 'Transaction Date' (09/21/2014), 'Payment Type' (Bank of America - CBCP), 'Vendor Name' (DUNKIN #340212 Q35), and 'Amount' (\$4.28). There is a red warning icon next to the 'Alcohol' field, which is currently set to 'No'. The 'Save' button is circled in red.

To indicate whether the meal included alcohol, click on the line item to bring up the expense detail, then click the alcohol drop-down and select **No** or **Yes**. Then click **Save**.

Note: If you select **Alcohol-Yes**, you will need to itemize the alcohol. Instructions for itemizing are included later in this guide.

Once you have moved your travel card charges, you can begin entering any out-of-pocket expenses. To enter out-of-pocket expenses, click **New Expense**.

New Expense Window

Expense List

Expense Center

CONCUR Expense

Manage Expenses View Transaction

Denver Conference- APS

[New Expense](#) [Quick Expenses](#) [Add Card Charges](#) [Details](#) [Receipts](#) [Print](#)

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	09/24/2014	Airfare UNITED 0167494894220, 800-932-	\$337.00	\$337.00
<input type="checkbox"/>	09/21/2014	Taxi UBER, 866-576-1039, CA	\$16.63	\$16.63
<input type="checkbox"/>	09/21/2014	Meals (Breakfast/Lunch/Dinner) DUNKIN #340212 Q35, E BOSTON	\$4.28	\$4.28
<input type="checkbox"/>	09/20/2014	Taxi UBER, 866-576-1039, CA	\$30.82	\$30.82
			TOTAL AMOUNT	TOTAL REQUESTED
			\$388.73	\$388.73

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Meals (Breakfast/Lunch/Dinner)
- Airfare
- Entertainment-Other
- Conference
- Business Meeting/Meal (attendees)

All Expense Types

- A. Transportation**
 - Agency Fee
 - Airfare
 - Airline Change Fee
 - Baggage Fee
 - Bus
 - Car Rental
- ...E. Communications**
 - Long Distance
- F. Per Diem**
 - Domestic Per Diem
 - International Per Diem
- G. Business Promotions**
 - Misc. Promotional Expense

Type in the expense type and click on it or locate it by scrolling through the expense type list.

Expense Center

CONCUR Expense

Approvals Reporting App Center

Denver Conference- APS

[New Expense](#) [Quick Expenses](#) [Details](#) [Receipts](#) [Print](#)

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
			TOTAL AMOUNT	TOTAL REQUESTED
			\$0.00	\$0.00

New Expense

Expense ai

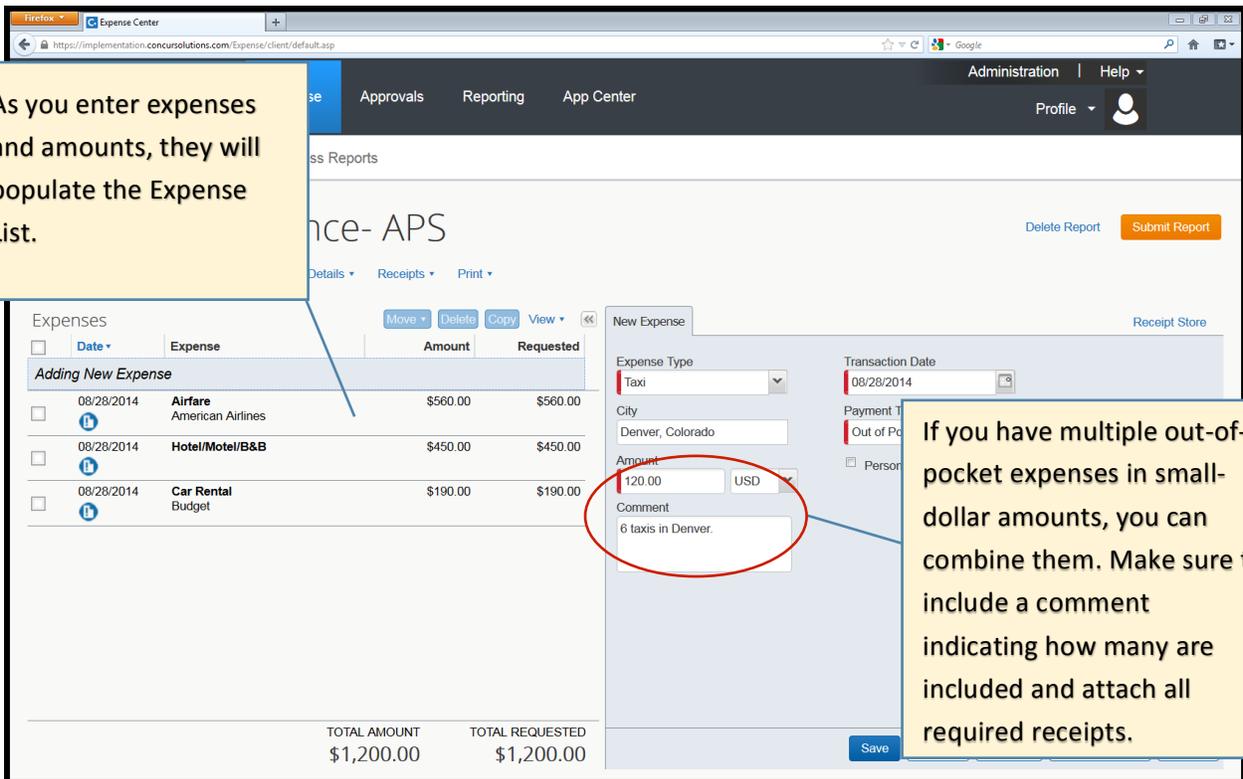
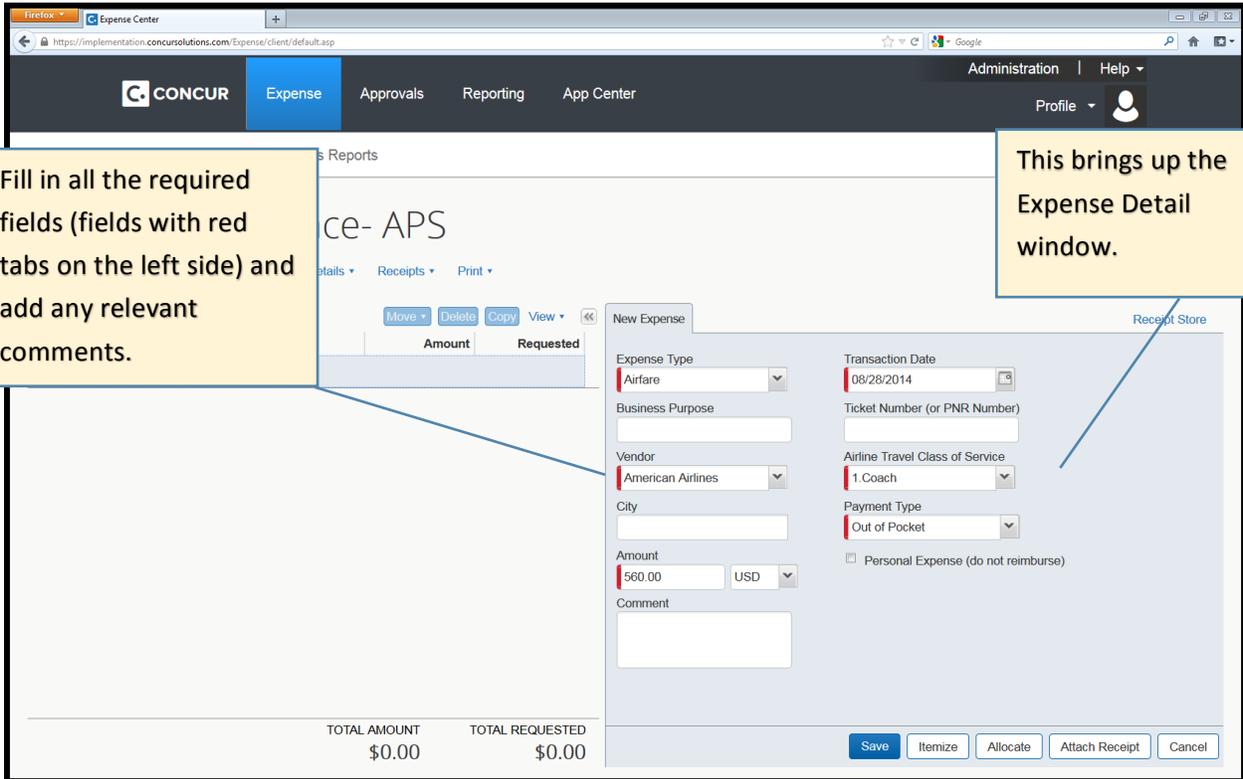
To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Airfare
- Meals (Breakfast/Lunch/Dinner)
- Business Meeting/Meal (attendees)
- Hotel/Motel/B&B
- Non Recoverable Expenses

All Expense Types

- A. Transportation**
 - Airfare
 - Airline Change Fee
 - Train
- D. Entertainment**
 - Entertainment-Other



After adding a comment to an expense, a comment icon will appear on that line item. Hover over it to see the comment.

The screenshot shows the Concur Expense Center interface. On the left, there is a table of expenses with columns for Date, Expense, Amount, and Requested. The table lists several expenses, including Airfare, Hotel/Motel/B&B, Car Rental, and Taxi. A comment icon (a speech bubble) is visible next to the Taxi expense. A pop-up window titled "Comment History" is open, showing a table with columns for Date, Entered By, and Comment Text. The comment text reads "6 taxis in Denver." The interface also includes navigation tabs like "New Expense" and "Quick Expenses", and a "Receipt Store" section on the right.

When you enter a meal, Concur will ask you to confirm whether there was alcohol. If there was, click **Alcohol-Yes**.

The screenshot shows the Concur Expense Center interface with the "New Expense" form open. The form includes fields for Expense Type, Transaction Date, Payment Type, Vendor Name, Amount, and Number of Meals. The "Alcohol" dropdown menu is highlighted with a red circle, and the value "Y" is selected. A callout box points to the "Alcohol" dropdown with the text "Then, click Itemize." The "Itemize" button is also highlighted with a red circle. The interface includes navigation tabs like "Reporting" and "App Center", and a "Receipt Store" section on the right.

Firefox Expense Center
 https://implementation.concursolutions.com/Expense/client/default.asp

CONCUR Expense Approvals Reporting App Center Administration Help

Manage Expenses Process Reports

Denver Conference- APS

+ New Expense + Quick Expenses Details Receipts Print

Exceptions

Expense	Date	Amount	Exception
Meals (Breakfa...	08/28/2014	\$50.00	You must itemize this expense and separate out the alcohol portion of the charge. (Note: Alcohol can not be charged to a WBS Account.)

Expenses

Date	Expense	Amount	Requested
08/28/2014	Hotel/Motel/B&B		
08/28/2014	Car Rental Budget		
08/28/2014	Taxi Denver, Colorado		
08/28/2014	Meals (Breakfast/Lunch/Dinner)		

Total Amount: \$50.00 | Itemized: \$50.00 | Remaining: \$0.00

Meals 40.00
 Breakfast/Lunch (Dinner)
 Alcohol 10.00

Save Itemizations Cancel

The Itemization Wizard will appear.

Enter the meal and alcohol totals so "Remaining" equals \$0.

Then, click Save Itemizations.

Firefox Expense Center
 https://implementation.concursolutions.com/Expense/client/default.asp

CONCUR Expense Approvals Reporting App Center Administration Help

Manage Expenses Process Reports

Denver Conference- APS

Quick Expenses Details Receipts Print

Expense	Amount	Requested
Fare American Airlines	\$560.00	\$560.00
Hotel/Motel/B&B	\$450.00	\$450.00
08/28/2014 Car Rental Budget	\$190.00	\$190.00
08/28/2014 Taxi Denver, Colorado	\$120.00	\$120.00
08/28/2014 Meals (Breakfast/Lunch/Dinner)	\$50.00	\$50.00
08/28/2014 Alcohol	\$10.00	\$10.00
08/28/2014 Meals (Breakfast/Lunch/Dinner)	\$40.00	\$40.00

Total Amount \$1,370.00 TOTAL REQUESTED \$1,370.00

Itemization

Expense Type: Alcohol
 Transaction Date: 08/28/2014
 Business Purpose:
 City:
 Amount: 10.00 USD
 Comment:

Save Allocate Cancel

This arrow indicates an itemized expense. Click on it to show or hide the itemizations.

If you entered a sponsored cost object in the report header, you will need to allocate the alcohol to a non-sponsored cost object. To do so, click Allocate.

This will open up the Allocation Window.

Allocations for Report: Denver Conference- APS

Expense List

Date	Expense	Group	Amount
08/28/2014	Airfare		\$560.00
08/28/2014	Hotel/Motel...		\$450.00
08/28/2014	Car Rental		\$190.00
08/28/2014	Taxi		\$120.00
Meals (Breakfast/Lunch/Dinner)			
08/28/2014	Meals (Bre...		\$40.00
08/28/2014	Alcohol		\$10.00

Allocations

Total: \$10.00 Allocated: \$10.00 (100%) Remaining: \$0.00 (0%)

Percentage	Cost Object	Code
100	VPF-M&S	1633500

Type to search by:

Text Code
(Code) Text

(1633540) TRAVEL/HQ

Save Cancel

TOTAL AMOUNT \$1,370.00 TOTAL REQUESTED \$1,370.00

Enter the cost object(s) you want to allocate the alcohol to. Then click Save.

Hover over the pie chart icon to view the cost object that you have allocated the line item to.

Expense Center

CONCUR Expense Approvals Reporting App Center

Manage Expenses Process Reports

Denver Conference- APS

Amount	Requested
\$560.00	\$560.00
\$450.00	\$450.00
\$190.00	\$190.00
\$120.00	\$120.00
\$50.00	\$50.00

Itemization

Total Amount: \$50.00 | Itemized: \$50.00 | Remaining: \$0.00

Expense Type: Alcohol

Transaction Date: 08/28/2014

Business Purpose:

Vendor Name:

City:

Payment Type: Out of Pocket

Amount: 10.00 USD

Comment:

Save Allocate Cancel

TOTAL AMOUNT \$1,370.00 TOTAL REQUESTED \$1,370.00

3. Attach Your Receipts

Once you have finished editing, itemizing and allocating your expenses, you can attach your receipts. To do so, click Receipts>Attach Receipt Images. You can also attach receipts to an individual line item if needed.

The screenshot displays the Concur Expense Center interface for a user named 'Denver Conference- APS'. The main navigation bar includes 'Expense', 'Approvals', 'Reporting', and 'App Center'. The user's profile is visible in the top right corner. The interface is divided into 'Manage Expenses' and 'Process Reports' sections. A callout box points to the 'Receipts' dropdown menu, which is open, showing options: 'Receipts Required', 'Check Receipts', 'Attach Receipt Images' (highlighted with a red circle), 'View Receipt Store', and 'Missing Receipt Affidavit'. The 'Attach Receipt Images' option is the focus of the instruction. The main content area shows a list of expenses for the date 08/28/2014, including Airfare, Hotel/Motel/B&B, Car Rental Budget, Taxi, and Meals (Breakfast/Lunch/Dinner). The 'Meals' line item is selected. The right-hand side of the screen shows the 'Expense' details form, including fields for Expense Type (Meals), Transaction Date (08/28/2014), Payment Type (Out of Pocket), Amount (\$50.00), and Vendor Name. The total amount for the selected item is \$50.00, and the remaining amount is \$0.00. The bottom of the screen shows the total amount and total requested amount, both at \$1,370.00.

Click 'Receipts'-
'Attach Receipt
Images'.

Date	Expense	Amount	Requested
08/28/2014	Airfare American Airlines		
08/28/2014	Hotel/Motel/B&B		
08/28/2014	Car Rental Budget	\$190.00	\$190.00
08/28/2014	Taxi Denver, Colorado	\$120.00	\$120.00
08/28/2014	Meals (Breakfast/Lunch/Dinner)	\$50.00	\$50.00
08/28/2014	Meals (Breakfast/Lunch/Dinner)	\$40.00	\$40.00
08/28/2014	Alcohol	\$10.00	\$10.00

TOTAL AMOUNT: \$1,370.00
TOTAL REQUESTED: \$1,370.00

This will open up the Receipt Upload window. The expenses that require receipts are listed within that window. To attach receipt images, click **Browse**, locate the receipt image(s) you need, and then click **Upload**.

Expense Center

Administration | Help

Expense Approvals Reporting App Center

Profile

Receipt Upload and Attach

According to company policy, you must provide receipts for the expenses listed below. You may attach scanned images to individual expenses or to the report.

To attach a file to an expense line item first select it, then choose and upload the file. Line item attachment should be used when the file is for a single expense line item. To attach at the report level, choose and upload up to 10 files, without selecting an expense line item.

Expense	Date	Amount
Airfare American Airlines	08/28/2014	\$560.00
Hotel/Motel/B&B	08/28/2014	\$450.00
Car Rental Budget	08/28/2014	\$190.00
Taxi Denver, Colorado	08/28/2014	\$120.00

For best results, scan images in black & white with a resolution of 300 DPI or lower.
No Receipt? Create a missing Receipt Affidavit [here](#).
Click Browse and select a **.png, .jpg, .jpeg, .pdf, .html, .tif or .tiff** file for upload. 5 MB limit per file.

Files Selected for uploading:

No files selected

Browse Upload

Close

\$1,370.00 \$1,370.00 Save Add Itemization Attach Receipt Cancel

Denver Conference

New Expense Quick Expenses

Expenses

08/28/2014 Airfare American Airlines

08/28/2014 Hotel/Motel/B&B

08/28/2014 Car Rental Budget

08/28/2014 Taxi Denver, Colorado

08/28/2014 Meals (Breakfast/Lunch)

08/28/2014 Meals (Breakfast/Lunch)

08/28/2014 Alcohol

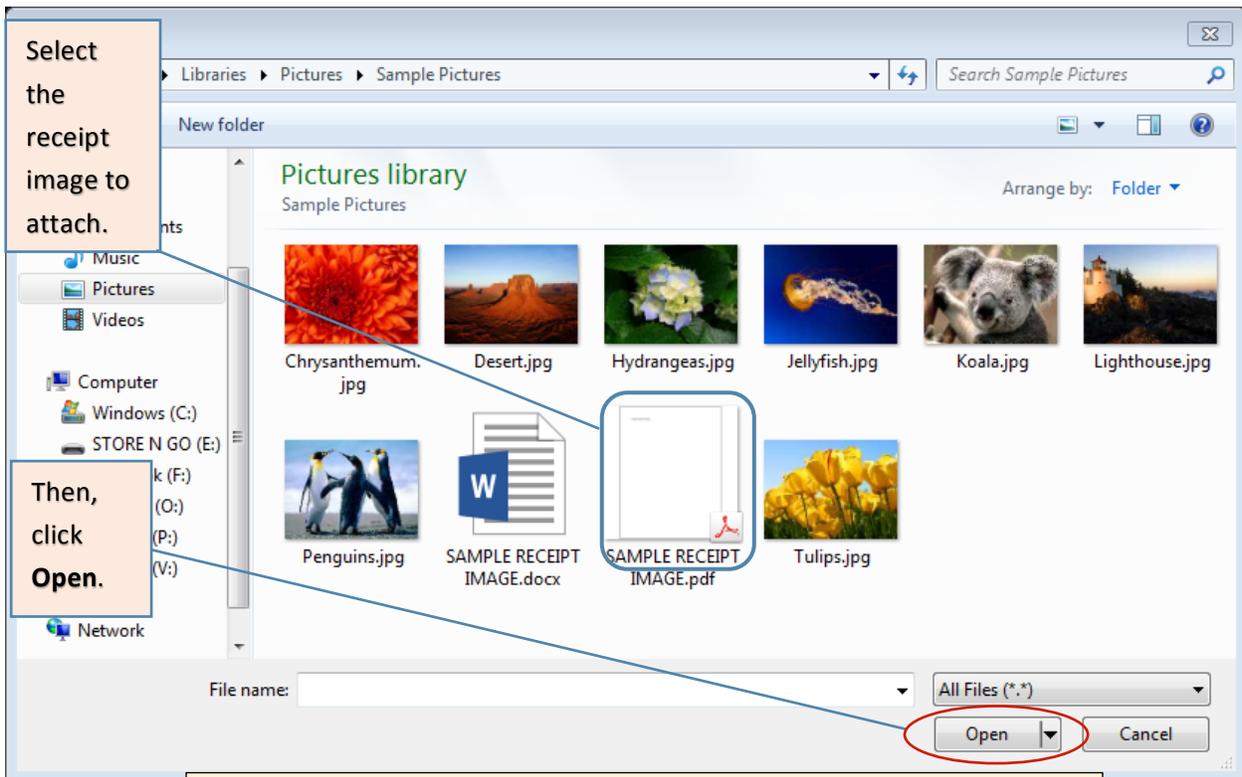
Receipt Store

\$50.00 | Itemized: \$50.00 | Remaining: \$0.00

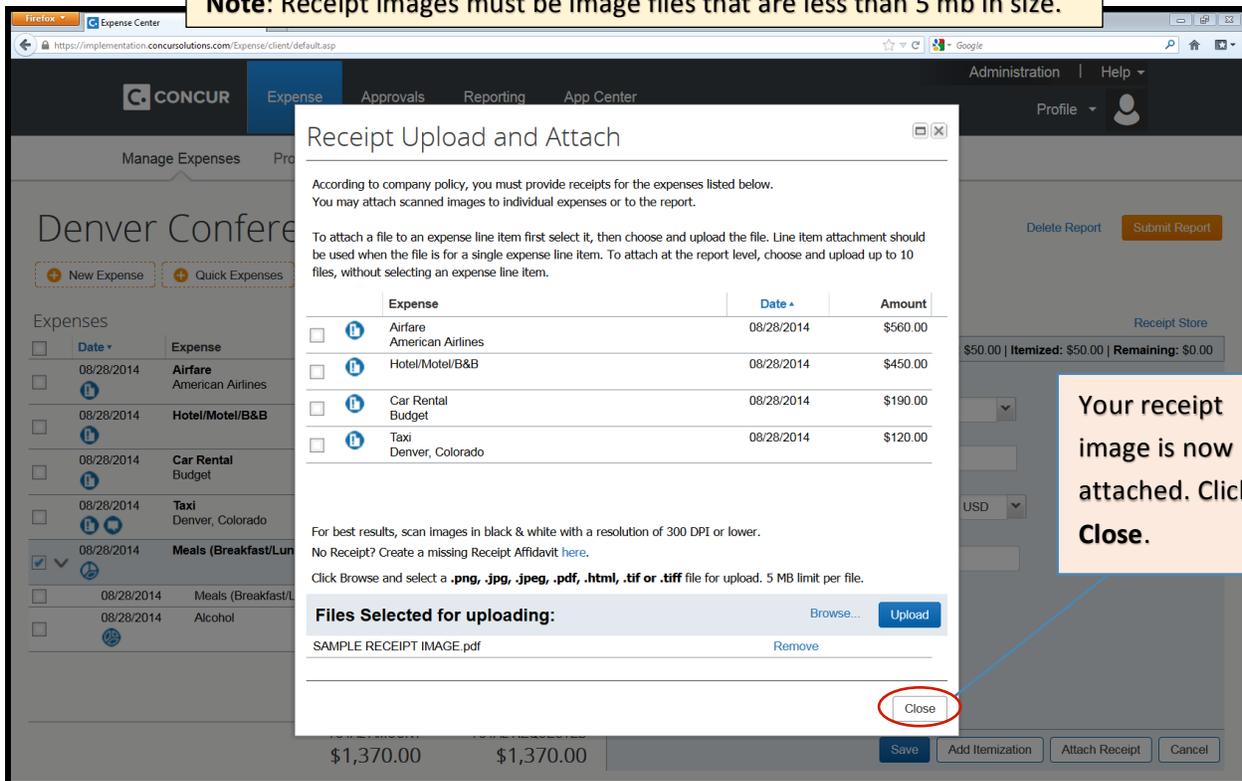
USD

Delete Report Submit Report

Click **Browse.**



Note: Receipt images must be image files that are less than 5 mb in size.



You're almost ready to submit! Just a few more steps.

The details button is very helpful. Click on it to double-check your report header, add general comments, view the totals, or to manually add an extra approver.

Denver Conference- APS

Administration | Help
Profile

Delete Report Submit Report

New Expense Quick Expenses Details Receipts Print

Expenses	Date	Expense	Amount	Requested
<input type="checkbox"/>	08/28/2014	Airfare American Airlines	0.00	\$560.00
<input type="checkbox"/>	08/28/2014	Hotel/Motel/B&B	0.00	\$450.00
<input type="checkbox"/>	08/28/2014	Car Rental Budget	0.00	\$190.00
<input type="checkbox"/>	08/28/2014	Taxi Denver, Colorado	0.00	\$120.00
<input checked="" type="checkbox"/>	08/28/2014	Meals (Breakfast/Lunch/Dinner)	\$50.00	\$50.00
<input type="checkbox"/>	08/28/2014	Meals (Breakfast/Lunch/Dinner)	\$40.00	\$40.00
<input type="checkbox"/>	08/28/2014	Alcohol	\$10.00	\$10.00

TOTAL AMOUNT \$1,370.00 TOTAL REQUESTED \$1,370.00

Expense Receipt Store

Total Amount: \$50.00 | Itemized: \$50.00 | Remaining: \$0.00

Expense Type: Meals (Breakfast/Lunch/Di) Alcohol: Y

Transaction Date: 08/28/2014 City:

Payment Type: Out of Pocket Amount: 50.00 USD

Vendor Name: Number of Meals:

Comment:

Save Add Itemization Attach Receipt Cancel

Make sure to double-check your report header details before submitting your report.

Report header for: Denver Conference- APS

Policy MIT US Expense Policy	Report Date 09/10/2014	Report Name Denver Conference- APS	Report Key 67872
Employee Name McGrath, Kathleen	Trip Purpose Conference	Report Id 6E2F1F133B084F38A44F	Report Currency US, Dollar
Approval Status Not Submitted	Payment Status Not Paid	Report Total 1,370.00	Personal Expenses 0.00
Cost Object (1633500) VPF-M&S	Trip Start Date 09/02/2014	Trip End Date 09/04/2014	Destination Denver, CO
Trip Classification Domestic	Comment		

Save Cancel

TOTAL AMOUNT \$1,370.00 TOTAL REQUESTED \$1,370.00

Save Add Itemization Attach Receipt Cancel

4. Submit Report

When you are ready to submit your report, click **Submit Report**.

Navigation: Approvals | Reporting | App Center | Administration | Help | Profile

Manage Expenses | Process Reports

Denver Conference- APS

Buttons: New Expense, Quick Expenses, Details, Receipts, Print

Expenses Table:

Date	Expense	Amount	Requested
08/28/2014	Airfare American Airlines	\$560.00	\$560.00
08/28/2014	Hotel/Motel/B&B	\$450.00	\$450.00
08/28/2014	Car Rental Budget	\$190.00	\$190.00
08/28/2014	Taxi Denver, Colorado	\$120.00	\$120.00
08/28/2014	Meals (Breakfast/Lunch/Dinner)	\$50.00	\$50.00

TOTAL AMOUNT: \$1,370.00 | TOTAL REQUESTED: \$1,370.00

Buttons: Delete Report, **Submit Report**

New Expense Form:

Expense: [Text Field]

Recently Used Expense Types:

- Alcohol
- Taxi
- Hotel/Motel/B&B
- Meals (Breakfast/Lunch/Dinner)
- Car Rental

All Expense Types:

- A. Transportation**: Agency Fee, Airfare, Airline Change Fee, Baggage Fee, Bus, Car Rental
- ...E. Communications**: Long Distance
- F. Per Diem**: Domestic Per Diem, International Per Diem
- G. Business Promotions**: Misc. Promotional Expense

Firefox Expense Center
 https://implementation.concursolutions.com/Expense/client/default.asp

CONCUR Expense Approvals Reporting App Center Administration Help Profile

Report Submit Status - Denver Conference- APS

This report was submitted successfully.
 Sent to: Cost Object Approval

Expense Report

Report Total :	\$1,370.00
Less Personal Amount :	\$0.00
Amount Due Employee :	\$1,370.00
Total Paid By Company :	\$1,370.00

Employee Disbursements

Amount Owed Company :	\$0.00
-----------------------	--------

Tell us how we are doing (optional)

Overall satisfaction with Concur: ★★★★★

Ease of completing tasks today: ★★★★★

Comments and suggestions: (Max. 1000 characters)

Sign me up to participate in future research studies.

Send Feedback

Close

Click Close.

Manage Expenses

Denver Conference- APS

New Expense Quick Expense

Expenses

Date	Expense	Amount
08/28/2014	Airfare American	\$1,370.00
08/28/2014	Hotel/Travel	\$0.00
08/28/2014	Car Rental Budget	\$0.00
08/28/2014	Taxi Denver, Colorado	\$0.00
08/28/2014	Meals (Breakfast)	\$0.00
08/28/2014	Meals (Breakfast)	\$0.00
08/28/2014	Alcohol	\$0.00

TOTAL AMOUNT \$1,370.00 TOTAL REQUESTED \$1,370.00

Save Add Itemization Attach Receipt Cancel

Firefox Expense Center
 https://implementation.concursolutions.com/Expense/client/default.asp

CONCUR Expense Approvals Reporting App Center Administration Help Profile

Process Reports

Your report is now marked "Submitted" within the Manage Expenses tab.

\$757.96 Warnings	\$7,249.10	\$950.00
NOT SUBMITTED test \$265.36	NOT SUBMITTED test15 \$142.96 Warnings	NOT SUBMITTED test \$260.92 Warnings
NOT SUBMITTED test \$602.80 Warnings	SUBMITTED 09/10/2014 Denver Conference-APS \$1,370.00 Pending Cost Object Approval	

If you forgot to add an expense or need to change anything after submitting, click into the report and click **Recall**.

Administration | Help

Approvals Reporting App Center Profile

Manage Expenses Process Reports

Denver Conference- APS

Summary Details Receipts Print

Expenses

Date	Expense	Amount	Requested
08/28/2014	Airfare American Airlines	\$560.00	\$560.00
08/28/2014	Hotel/Motel/B&B	\$450.00	\$450.00
08/28/2014	Car Rental Budget	\$190.00	\$190.00
08/28/2014	Taxi Denver, Colorado	\$120.00	\$120.00
08/28/2014	Meals (Breakfast/Lunch/Dinner)	\$50.00	\$50.00

TOTAL AMOUNT \$1,370.00 TOTAL REQUESTED \$1,370.00

Report Summary

Report Totals

Amount Due Company	Amount Due Employee
\$0.00	\$1,370.00

You can recall the report until it has been approved by Travel Services. After Travel Services has approved the report, the Recall button will no longer be visible.

Additional Considerations

What if the traveler owes MIT money?

In this case, the proper procedure is as follows:

- The submitter should note in the Report Header that a check for payment is on its way.
- The check should be payable to MIT. The check and a printout of the MIT Detailed Report (under Print/Email button within the report) should be sent to Travel Services, NE49-4037.

Using a Guest Profile

- Guest profiles are used to reimburse individuals who do not have an account on file with HR/Payroll.
- A guest profile may also be linked to your department's Travel Card. In this circumstance, you would use your guest profile to reconcile your department card charges and reimburse visitors and others who are not set up to receive a direct deposit from MIT.
- An expense report done in a guest profile creates a paper check. Due to this, the report header includes extra fields where you need to input the payee's name and address. NOTE: If you are sending the check to an MIT address, make sure to include 77 Massachusetts Avenue and then the MIT building and room number.

To create a report under your guest profile, first administer for that profile and click **Apply**.

The screenshot displays the Concur Expense Center interface. The main view shows an expense report for "Denver Conference- APS" with a table of expenses. A modal window is open for administering a guest profile for Kathleen McGrath. The modal includes fields for User Name, Email, and Employee ID, all set to "GUEST, TRAINING_". Below these fields is a search field for "Administer for another user..." with the value "kmcgr". A red circle highlights the "Apply" button in the modal.

Date	Expense	Amount	Requested
08/28/2014	Airfare American Airlines	\$560.00	\$560.00
08/28/2014	Hotel/Motel/B&B	\$450.00	\$450.00
08/28/2014	Car Rental Budget	\$190.00	\$190.00
08/28/2014	Taxi Denver, Colorado	\$120.00	\$120.00
08/28/2014	Meals (Breakfast/Lunch/Dinner)	\$50.00	\$50.00

Report Totals	Amount Due Company	Amount Due Employee
	\$0.00	\$1,370.00

TOTAL AMOUNT: \$1,370.00
TOTAL REQUESTED: \$1,370.00

When creating a new report under a guest profile, extra fields will appear in the report header. Everything from Guest Name onward is exactly what will print on a paper check.

Make sure that Guest Name is the payee's legal name and that the address fields list the address you want the check mailed to.

The image shows a screenshot of a web application interface for creating an expense report. The browser address bar shows 'default.asp'. The page title is 'Expense R...'. The user is logged in as 'Administer for GUEST, TRAINING_'. The form contains the following fields:

- Policy: MIT Guest User Expense Pr
- Report Date: 09/10/2014
- Report Name: [Text Field]
- Report Key: [Text Field]
- Guest Traveler Type: [Dropdown]
- Trip Purpose: [Dropdown]
- Cost Object: [Dropdown]
- Trip Start Date: [Text Field]
- Trip End Date: [Text Field]
- Destination: [Text Field]
- Trip Classification: [Dropdown]
- Guest Name: [Text Field]
- Guest Address: [Text Field]
- Guest Address 2: [Text Field]
- Guest City: [Text Field]
- Guest Country: [Dropdown]
- Guest State: [Dropdown]
- Postal (ZIP) Code: [Text Field]
- Comment: [Text Area]

At the bottom right, there are 'Next >>' and 'Cancel' buttons. Two callout boxes are present: a yellow one on the left explaining that fields from 'Guest Name' onwards will appear on a paper check, and a yellow one at the top center explaining that 'Guest Name' should be the payee's legal name and the address fields should be the mailing address. Blue arrows point from these boxes to the 'Guest Name' and 'Guest Address' fields.

Financial Record Retention in B2P

The Receiving feature of the B2P system allows you to:

- Mark items or services as “Partially Received” or “Received”
- Note quantity of items or dollar amount of services received
- Note date received
- Upload attachments (if desired; not required)



Available in B2P Spend History

Using B2P Receiving functionality to mark quantity and date received for items or services is record of receipt, and is a sufficient substitute for a paper or scanned packing slip or other record of receipt. When you Receive an item or service in B2P, you are creating an original electronic record through which you are confirming:

- ✓ The recorded quantity of items has been physically received on the date recorded, and the items are in good working order
- ✓ The recorded amount of services has been rendered satisfactorily by the date recorded

Because this electronic record of receipt is created and stored in B2P, VPF is responsible for maintaining the financial record once you have completed and saved the receipt details. **Note that if you choose not to make use of B2P Receiving as described above, you must retain the packing slip or other record of receipt per the Financial Record retention policy:** <http://vpf.mit.edu/8-00-financial-record-retention-for-dlcs>.

Example 1: Receiving an Order You Placed

When an order you placed is fulfilled (items are received or services are rendered), you can mark it Received through your Activity page.



1. Go to your name at the top right and click **Activity**.
2. Click **Advanced** to search for the B2P PO.

Req #	Requested By	Submitted On	Status	Items	Total	PO ID	Actions
409181	Christopher Durham (NE49-4097)	10/22/19	Ordered	1/0 Envelope #9 Window Tint 8.875 x 3.875 inches from FENWAY COMMUNICATIONS GROUP INC DBA AMBIT CREATIVE GROUP for 513.85 USD	513.85	#379921	[Icons]

3. Click the Receive icon to enter the Receiving screen.

Line	Item	Supplier	Qty	UOM	Price	Line Total	Used by	Received	PO Number	Receipt Date	Quick Receipt	Attachments
1	1/0 Envelope #9 Window Tint 8.875 x 3.875 inches Jet Press 99 Premium Window Envelope Black Tint Single Ink, Being Typesetting	FENWAY COMMUNICATIONS GROUP INC DBA AMBIT CREATIVE GROUP			513.85	513.85	None	0.00	379921	10/22/2019	<input type="checkbox"/>	Att File

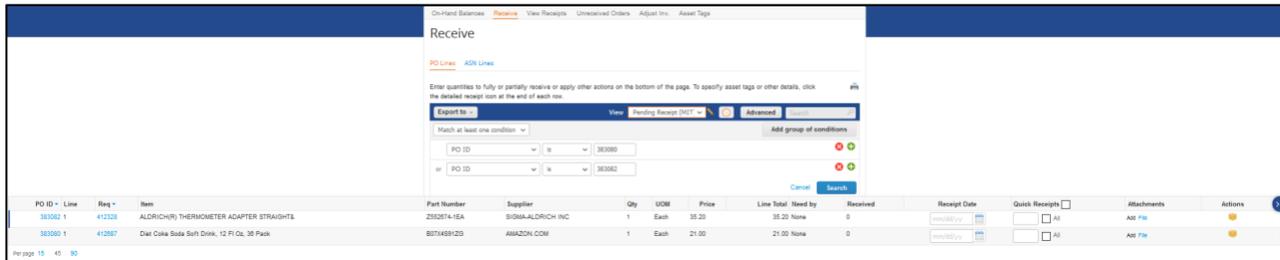
4. Select the date of receipt, mark the quantity or amount received (or select Receive All), upload packing slip if required, and click Save. If you want to attach a document you need to upload the file when receiving the line.
 - The receipt is saved and accessible via the **Activity > Receipts** tab.
 - If you mistakenly Receive an order, you can **Void** the receipt by going to **Activity > Receipts**, locating the receipt, and clicking Void under Actions.

Example 2: Receiving an Order Someone Else Placed

A graduate student has ordered materials through a catalog in B2P. When the order is shipped to the lab, the lab manager unpacks the box and finds the ordered items along with a packing slip with the B2P PO number on it.

Because the lab manager receives items that other people order, she has been granted the **B2P Central Receiving** role. This authorization allows her to view and receive orders for others.

1. Go to the **Inventory > Receive** tab and click **Advanced** to search for the B2P PO.
 - To Receive multiple orders at once, change the filter to **Match at least one condition** and click the  icon to search for other POs.
 - To create a saved, custom filter by cost object, PI name, or other criteria, go to the **View** dropdown and select **Create View**.

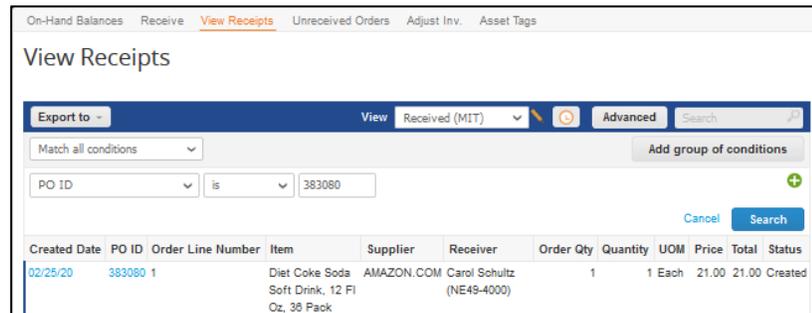


2. For each PO, enter a receipt date and quantity or amount received, or check All, and upload document if required.
3. Scroll down and click **Save**.

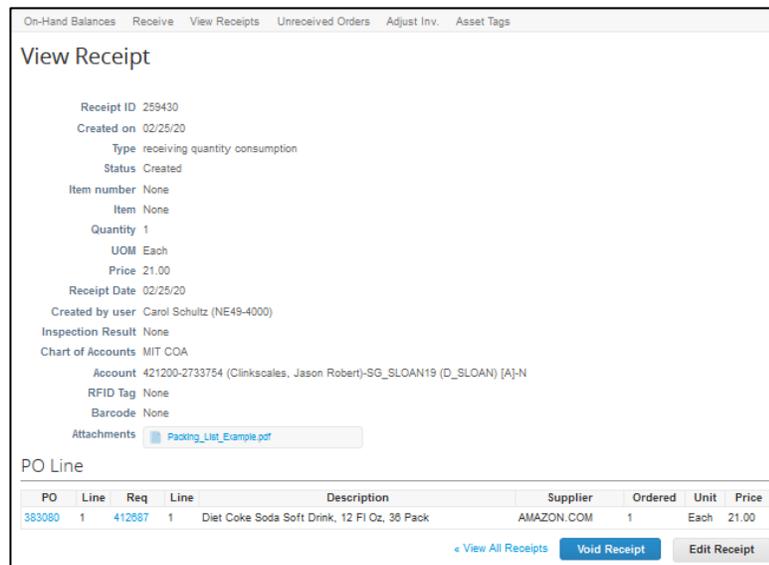


- The receipts are saved and accessible via the **Detailed Receipt** icon under Actions.

- If you mistakenly Receive an order, you can **Void** the receipt by going to Inventory > View Receipts tab, and locate the receipt by clicking **Advanced** to search for the B2P PO



- Click on the **Created Date**, and then **Void Receipt** at the bottom of the receipt details. Screenshot #



- The status of the receipt will change from Created to Voided.

Created Date	Status	PO ID	Order Line Number	Item	Supplier	Receiver	Order Qty	Quantity	UOM	Price	Total
02/25/20	Voided	383080	1	Diet Coke Soda Soft Drink, 12 Fl Oz, 36 Pack	AMAZON.COM	Carol Schultz (NE49-4000)	1	1	Each	21.00	21.00