

Table of Contents

[Signing in to Concur](#)

[Creating Non-Travel Expense Reports \(Credit Card Clean-up\)](#)

[Importing Travel Credit Card Charges](#)

[Concur Mobile App](#)

[Downloading & Signing in](#)

Signing in to Concur

1. Navigate to travel.tcnj.edu/concur/
2. Click on **Concur Login** from the menu at the top or the **Access Concur Travel System** icon.
3. Your login will be your TCNJ username & password
 - a. If you've forgotten your TCNJ login, go to account.tcnj.edu.



TCNJ Apps

[Account Manager](#)

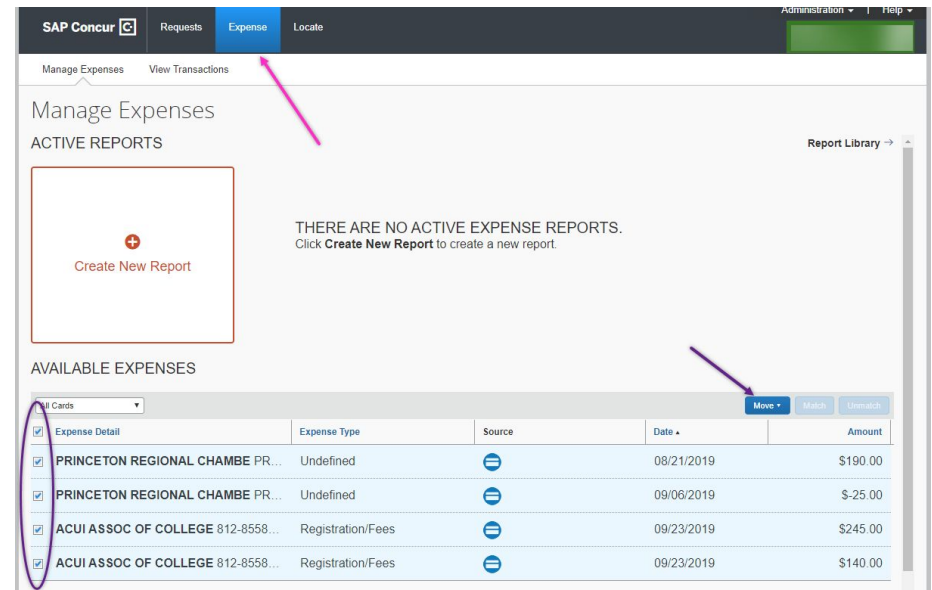
Keep your personal information secure. Sign Out and close your web browser when you are finished using TCNJ Apps.

Get sign in support: [IT Help Desk](#)

Creating Non-Travel Expense Reports (Credit Card Clean-up)

1. Log in to Concur
2. Click **Expense** from the menu on the top.
3. Click **the check box next to all Non-travel or Non-personal expenses** from the Expenses list.
4. Click **Move → To New Report**.

Note: Complete this Credit Card “Clean-up” after each semester



Manage Expenses Manage Expenses

ACTIVE REPORTS

THERE ARE NO ACTIVE EXPENSE REPORTS.
Click **Create New Report** to create a new report.

AVAILABLE EXPENSES

Expense Detail	Expense Type	Source	Date	Amount
<input checked="" type="checkbox"/> PRINCETON REGIONAL CHAMBE PR...	Undefined	⊖	08/21/2019	\$190.00
<input checked="" type="checkbox"/> PRINCETON REGIONAL CHAMBE PR...	Undefined	⊖	09/06/2019	-\$25.00
<input checked="" type="checkbox"/> ACUI ASSOC OF COLLEGE 812-8558 ...	Registration/Fees	⊖	09/23/2019	\$245.00
<input checked="" type="checkbox"/> ACUI ASSOC OF COLLEGE 812-8558 ...	Registration/Fees	⊖	09/23/2019	\$140.00

5. Fill out all Report Header Information marked in **RED**. For Trip Name, Start Date & End Date enter information as in the example below.

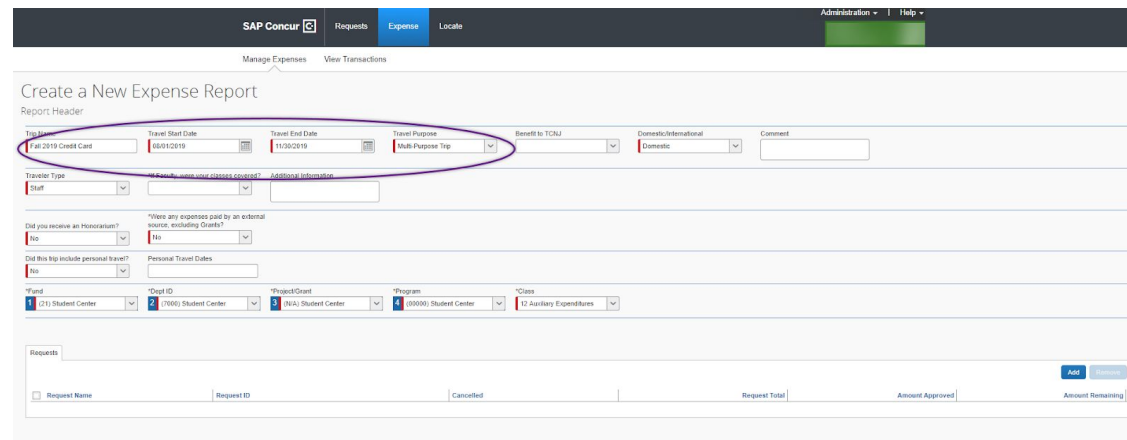
Trip Name: Spring or Fall **Year** Credit Card - ex) Fall 2019 Credit Card

Travel Start Date: Date of the 1st transaction you are reconciling

Travel End Date: Date of the last transaction you are reconciling

Travel Request Purpose: Multi-Purpose

6. Click **Next** button.



Create a New Expense Report

Report Header

Trip Name: **Fall 2019 Credit Card** Travel Start Date: **08/21/2019** Travel End Date: **11/30/2019** Travel Purpose: **Multi-Purpose Trip** Benefit to TCNJ: **Domestic** Domestic/International: **Domestic** Comment:

Traveler Type: **Staff**

Did you receive an Honorarium? **No** Were any expenses paid by an external source, excluding Grants? **No**

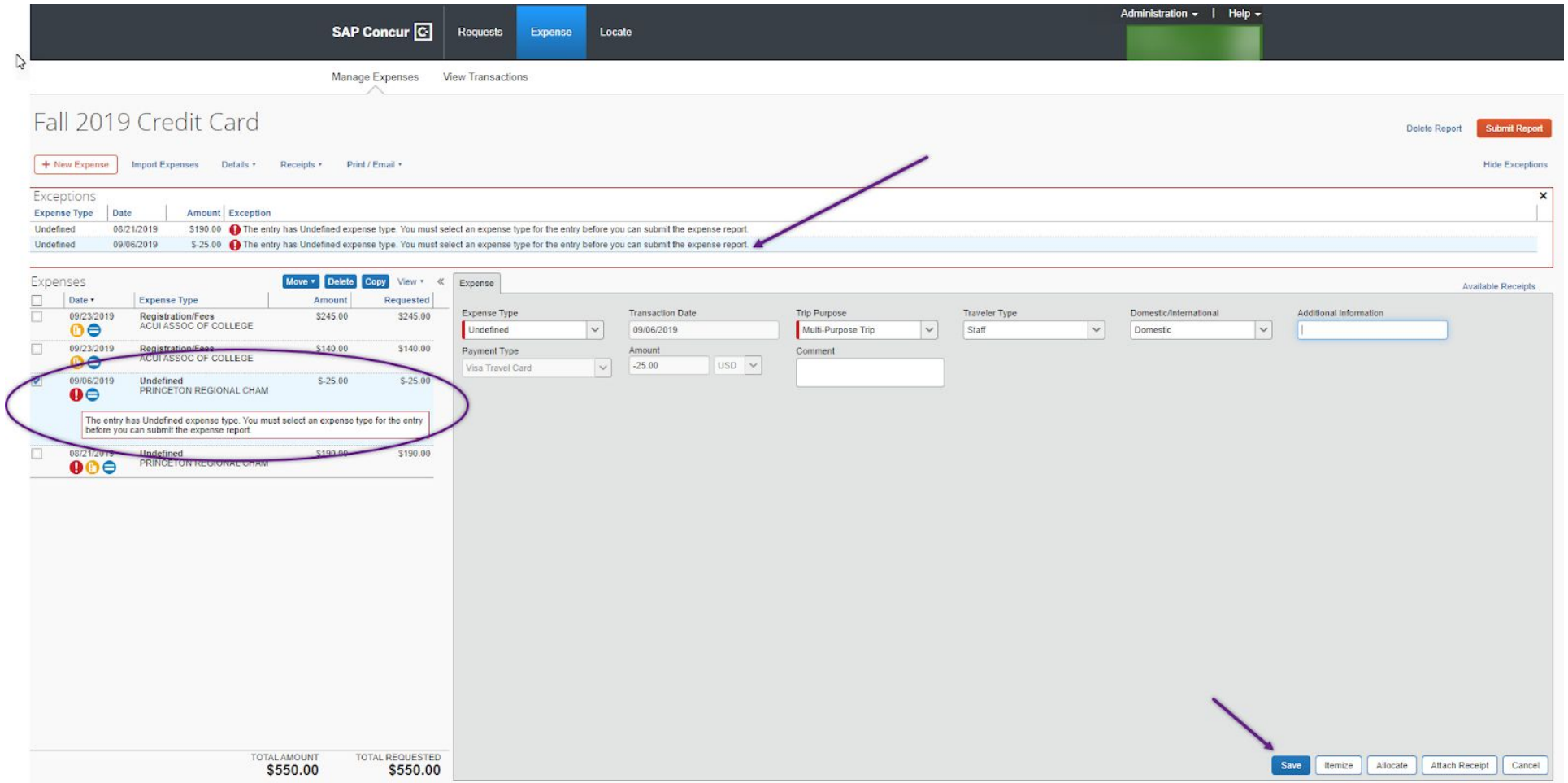
Did this trip include personal travel? **No** Personal Travel Dates:

*Fund: **1 (21) Student Center** *Dept ID: **2 (7800) Student Center** *Project/Grant: **3 (N/A) Student Center** *Program: **4 (00000) Student Center** *Class: **ID Auxiliary Expenditures**

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining

7. Correct any errors associated with the imported credit card transactions.
Note: The highlighted error message is associated with the checked transaction.
8. Add receipts to each transaction.
9. Click **Save** after correcting each error & attaching the receipts to each transaction.
10. Click **Submit Report**.



The screenshot shows the SAP Concur Expense report interface. At the top, there are navigation tabs for 'Requests', 'Expense', and 'Locate'. The main header displays 'Fall 2019 Credit Card' and includes buttons for 'Delete Report' and 'Submit Report'. Below the header, there are options for '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. A table titled 'Exceptions' shows two entries with error messages: 'The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.' A purple arrow points to the first error message. Below the exceptions table is a table of 'Expenses' with columns for Date, Expense Type, Amount, and Requested. The third row is highlighted in blue and circled in purple, showing an error message: 'The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.' To the right of the expense table is a detailed form for the selected expense, including fields for Expense Type, Transaction Date, Trip Purpose, Traveler Type, Domestic/International, and Amount. At the bottom right, a purple arrow points to the 'Save' button.

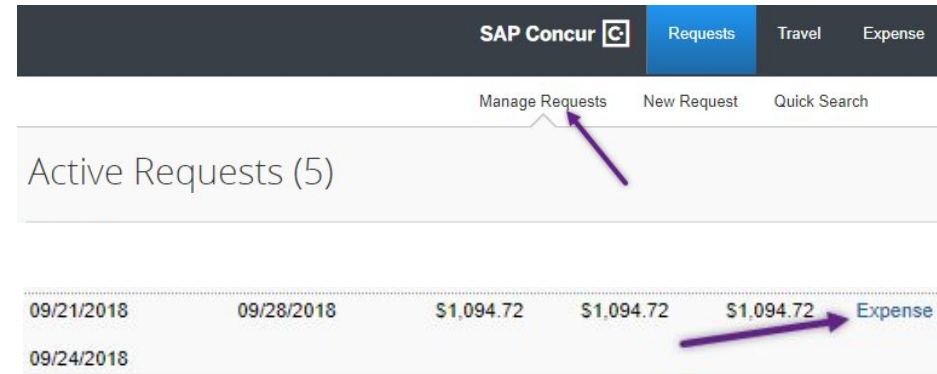
Expense Type	Date	Amount	Exception
Undefined	08/21/2019	\$190.00	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Undefined	09/06/2019	-\$25.00	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.


Expense Type	Date	Amount	Requested
RegistrationFees ACUI ASSOC OF COLLEGE	09/23/2019	\$245.00	\$245.00
RegistrationFees ACUI ASSOC OF COLLEGE	09/23/2019	\$140.00	\$140.00
Undefined PRINCETON REGIONAL CHAM	09/06/2019	-\$25.00	-\$25.00
Undefined PRINCETON REGIONAL CHAM	08/21/2019	\$190.00	\$190.00

TOTAL AMOUNT: \$550.00
TOTAL REQUESTED: \$550.00

Importing Travel Credit Card Charges

1. Log into Concur
2. Begin your Expense Report as normal.



SAP Concur  Requests Travel Expense

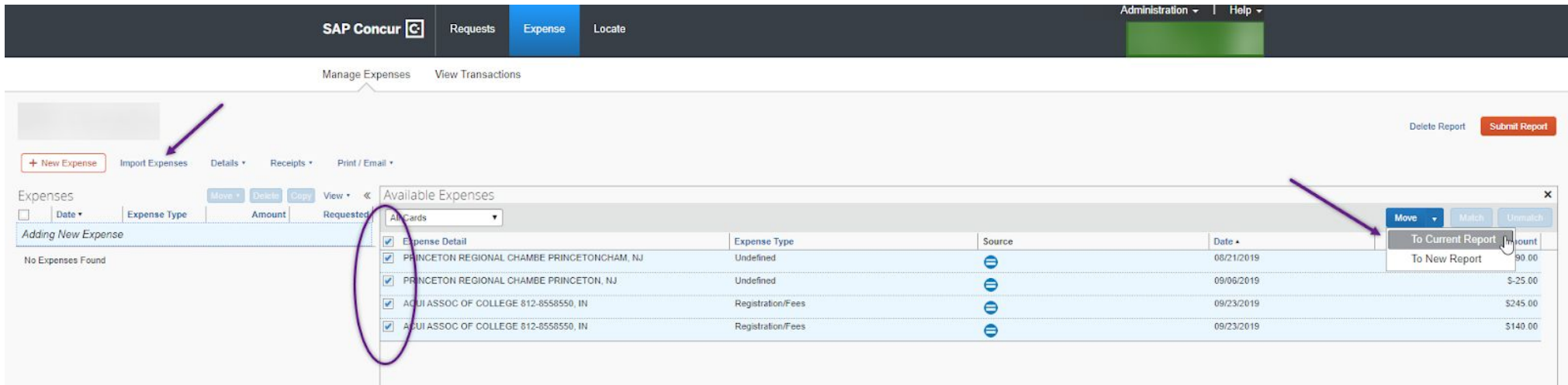
Manage Requests New Request Quick Search


Active Requests (5)

09/21/2018	09/28/2018	\$1,094.72	\$1,094.72	\$1,094.72	Expense
09/24/2018					

Import Credit Card Transactions:

3. Click **Import Expenses**. This will show all unassigned transactions.
4. Check the box next to all of the transactions associated with your travel. This includes Anthony Travel transactions (flights & agent fees).
5. Click **Move → To Current Report**.



SAP Concur  Requests Expense Locate Administration - Help -

Manage Expenses View Transactions

+ New Expense Import Expenses Details Receipts Print / Email

Expenses Date Expense Type Amount Requested View

Adding New Expense

No Expenses Found

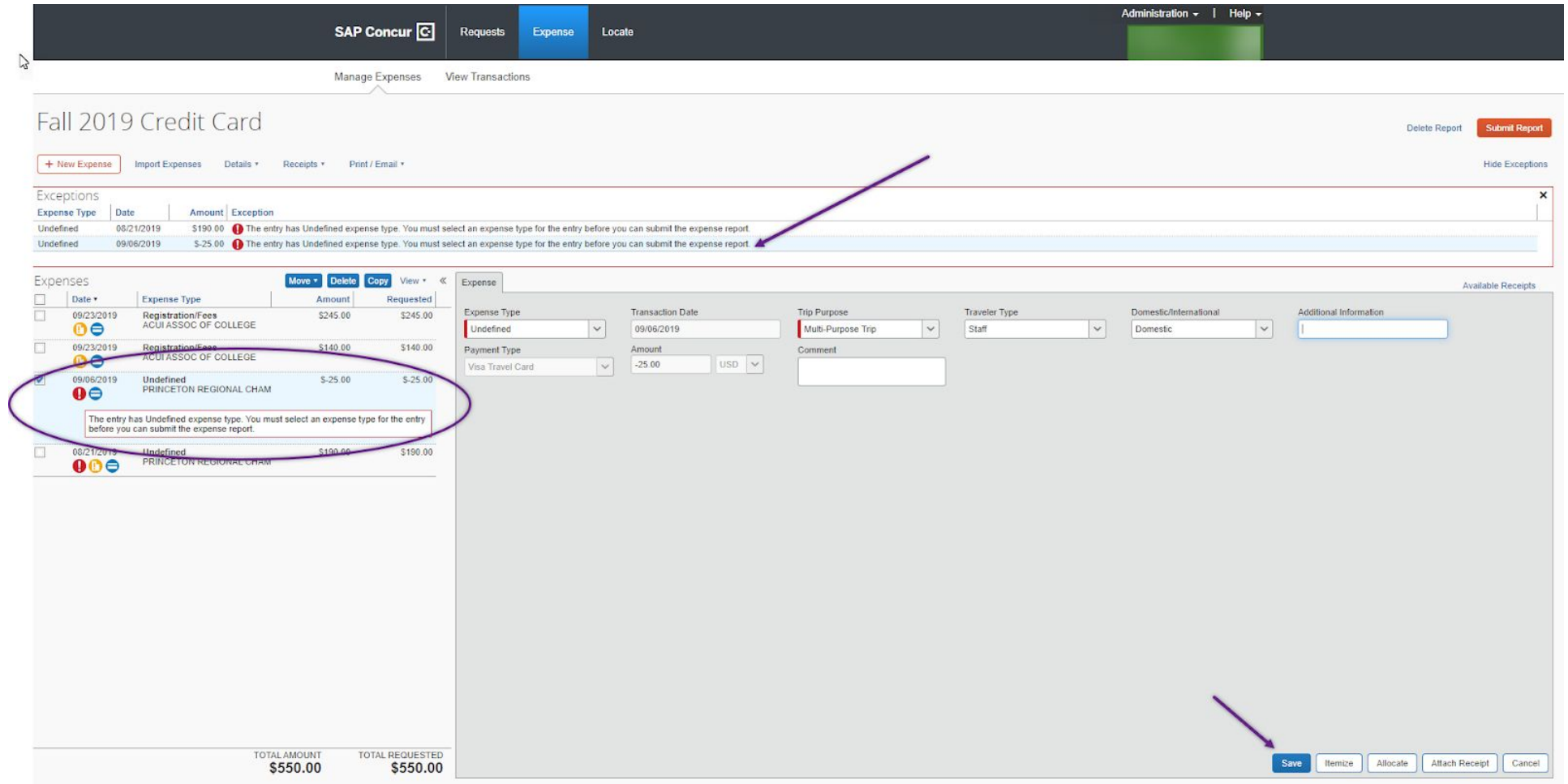
Available Expenses

Expense Detail	Expense Type	Source	Date	Amount
<input checked="" type="checkbox"/> PRINCETON REGIONAL CHAMBE PRINCETONCHAM, NJ	Undefined		08/21/2019	90.00
<input checked="" type="checkbox"/> PRINCETON REGIONAL CHAMBE PRINCETON, NJ	Undefined		09/06/2019	\$-25.00
<input checked="" type="checkbox"/> ACUI ASSOC OF COLLEGE 812-8558550, IN	Registration/Fees		09/23/2019	\$245.00
<input checked="" type="checkbox"/> ACUI ASSOC OF COLLEGE 812-8558550, IN	Registration/Fees		09/23/2019	\$140.00

Move Match Unmatch

To Current Report To New Report

6. Correct any errors associated with the imported credit card transactions.
Note: The highlighted error message is associated with the checked transaction.
7. Add receipts to each transaction.
8. Click **Save** after correcting each error & attaching the receipts to each transaction.
9. Click **Submit Report** after adding all other travel expenses.

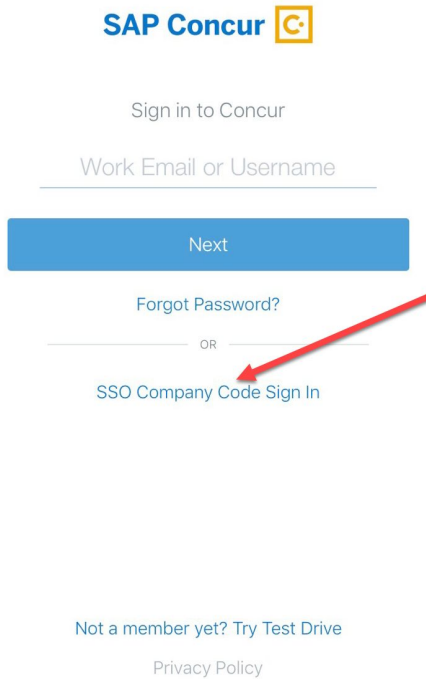



The screenshot shows the SAP Concur Expense report interface. At the top, there are navigation tabs for 'Requests', 'Expense', and 'Locate'. The main header displays 'Fall 2019 Credit Card' and includes buttons for 'Delete Report' and 'Submit Report'. Below the header, there are options for '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. An 'Exceptions' table is visible, listing two entries with error messages: 'The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.' A purple arrow points to the first error message in this table. Below the exceptions, an 'Expenses' table lists transactions with columns for Date, Expense Type, Amount, and Requested. The entry for '09/06/2019' with an 'Undefined' expense type and amount of '\$-25.00' is circled in purple. A tooltip for this entry displays the same error message. To the right, the 'Expense' form is shown with fields for Expense Type (set to 'Undefined'), Transaction Date (09/06/2019), Trip Purpose (Multi-Purpose Trip), Traveler Type (Staff), Domestic/International (Domestic), and Payment Type (Visa Travel Card). At the bottom right of the form, a purple arrow points to the 'Save' button. The bottom of the interface shows a summary with 'TOTAL AMOUNT \$550.00' and 'TOTAL REQUESTED \$550.00'.

Concur Mobile App

Downloading & Signing in

1. Download the SAP Concur mobile app from the Google Play Store or Apple App Store.
2. Open the app & choose **SSO Company Code Sign In**.
3. Enter the TCNJ company ID **UJE9L5**.
4. Sign into the app using your TCNJ Username & Password.



SAP Concur 

Sign in to Concur

Work Email or Username

Next

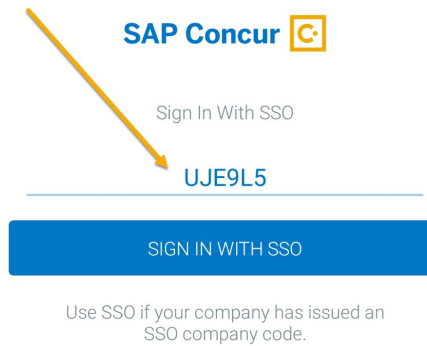
Forgot Password?


OR

SSO Company Code Sign In

Not a member yet? Try Test Drive

[Privacy Policy](#)



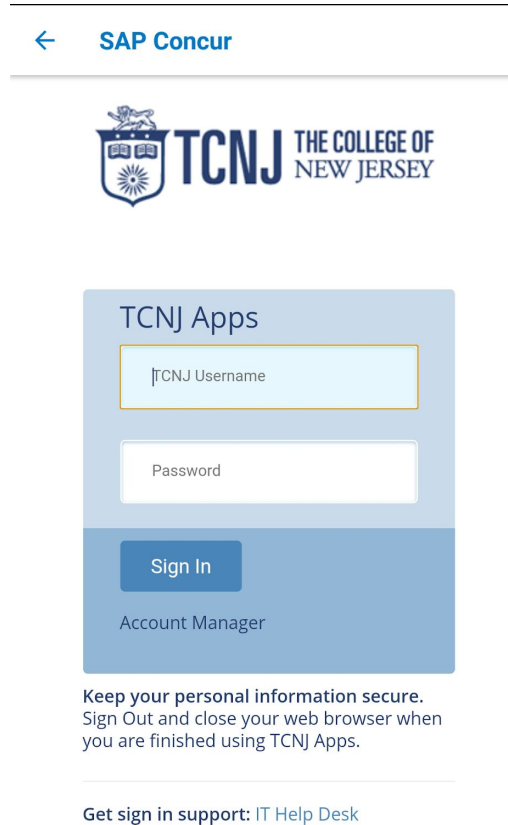
SAP Concur 

Sign In With SSO


UJE9L5

SIGN IN WITH SSO

Use SSO if your company has issued an SSO company code.



← SAP Concur

 **TCNJ** THE COLLEGE OF
NEW JERSEY

TCNJ Apps

TCNJ Username

Password

Sign In

Account Manager

Keep your personal information secure.
Sign Out and close your web browser when you are finished using TCNJ Apps.

Get sign in support: [IT Help Desk](#)