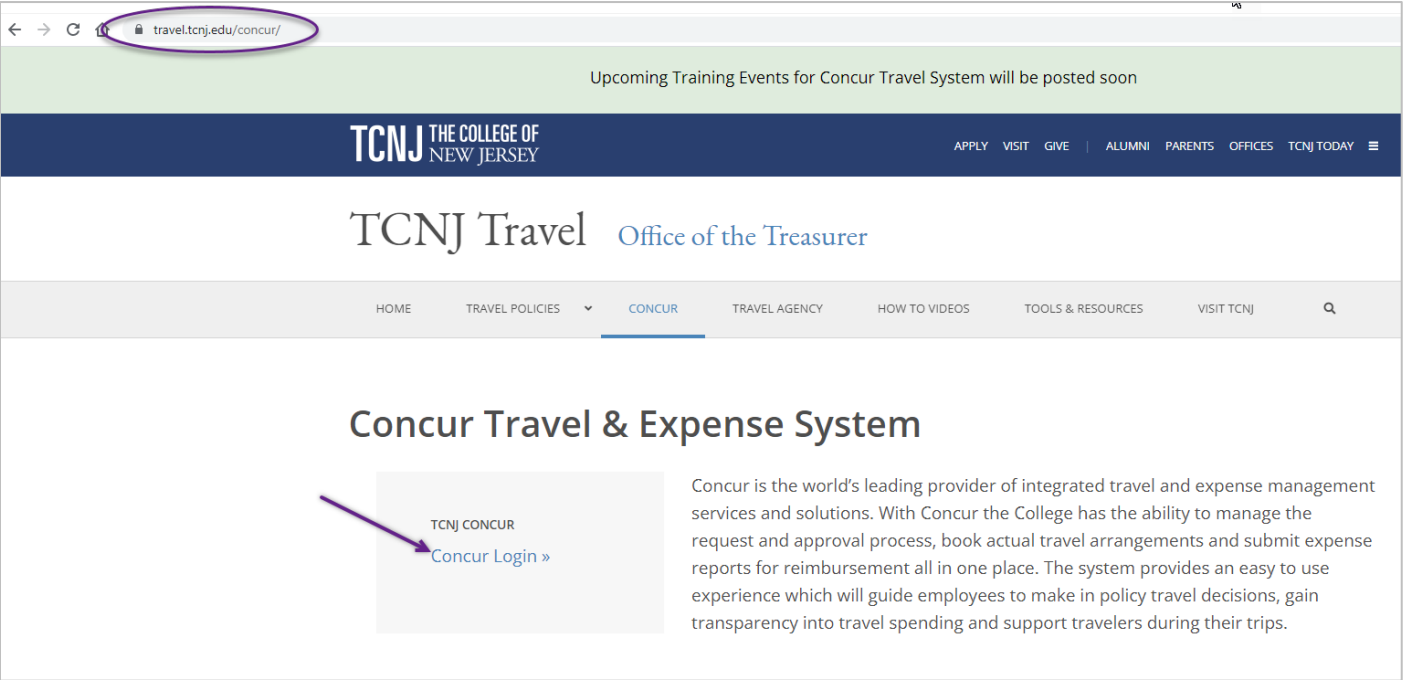
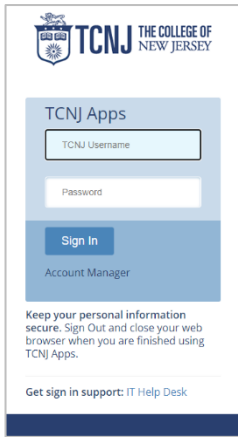
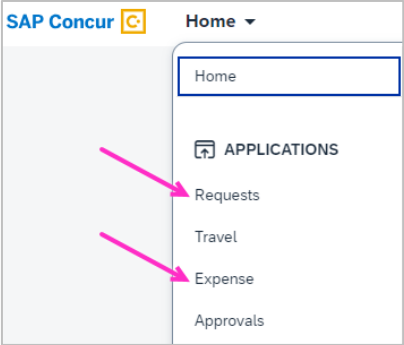
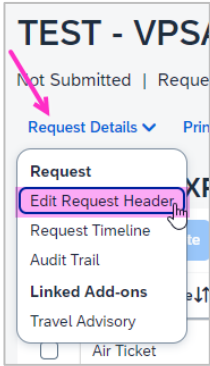
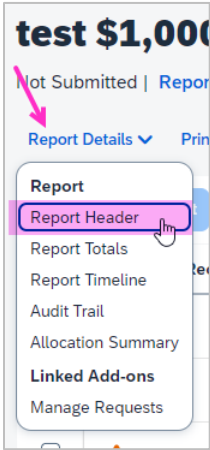


Process Name: Updating COAs or POETAFs

STEP	DETAIL
1	<div data-bbox="207 277 615 415"> <p>Sign in to Concur</p> <ul style="list-style-type: none"> - Navigate to travel.tcnj.edu - Click Concur from the menu - Click Concur Login </div> <div data-bbox="636 332 2030 1008">  <p>Upcoming Training Events for Concur Travel System will be posted soon</p> <p>TCNJ THE COLLEGE OF NEW JERSEY</p> <p>APPLY VISIT GIVE ALUMNI PARENTS OFFICES TCNJ TODAY</p> <p>TCNJ Travel Office of the Treasurer</p> <p>HOME TRAVEL POLICIES CONCUR TRAVEL AGENCY HOW TO VIDEOS TOOLS & RESOURCES VISIT TCNJ</p> <h3>Concur Travel & Expense System</h3> <p>TCNJ CONCUR Concur Login »</p> <p>Concur is the world's leading provider of integrated travel and expense management services and solutions. With Concur the College has the ability to manage the request and approval process, book actual travel arrangements and submit expense reports for reimbursement all in one place. The system provides an easy to use experience which will guide employees to make in policy travel decisions, gain transparency into travel spending and support travelers during their trips.</p> </div> <div data-bbox="207 1015 653 1049"> <p>Enter your TCNJ login information</p> </div> <div data-bbox="249 1062 485 1495">  <p>TCNJ THE COLLEGE OF NEW JERSEY</p> <p>TCNJ Apps</p> <p>TCNJ Username</p> <p>Password</p> <p>Sign In</p> <p>Account Manager</p> <p>Keep your personal information secure. Sign Out and close your web browser when you are finished using TCNJ Apps.</p> <p>Get sign in support: IT Help Desk</p> </div>

2	<p>Open the travel you need to edit. Either Requests prior to the trip or Expense after the trip.</p>  <p>The screenshot shows the SAP Concur Home page. A dropdown menu is open, showing options: Home, APPLICATIONS, Requests, Travel, Expense, and Approvals. Two pink arrows point to the 'Requests' and 'Expense' options.</p>
3	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Open the Header (Request or Report).</p> <p>Click Request Details Choose Edit Request Header</p>  <p>The screenshot shows the 'Request Details' menu for a request titled 'TEST - VPSA'. The 'Edit Request Header' option is highlighted with a pink box and a pink arrow points to the 'Request Details' dropdown.</p> </div> <div style="width: 48%;"> <p>Click Request Details Choose Report Header</p>  <p>The screenshot shows the 'Report Details' menu for a report titled 'test \$1,000'. The 'Report Header' option is highlighted with a pink box and a pink arrow points to the 'Report Details' dropdown.</p> </div> </div>

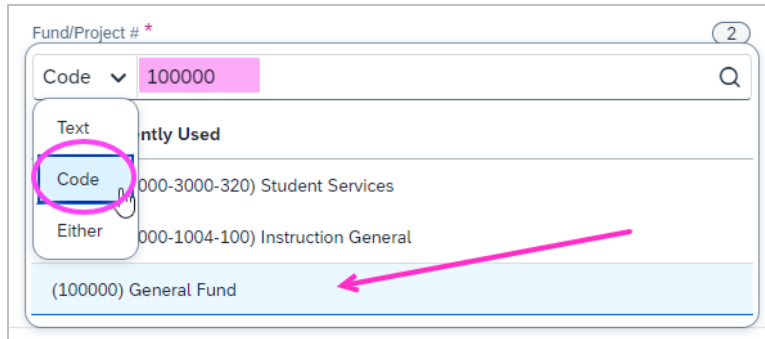
Entering COAs

- Entity should be **TCNJ**
- Fill out fields left to right. Every field should have a value that corresponds to your COA.
- Location should equal **0000** unless it is meaningful to your trip (i.e. Global Travel through CGE Department)

Choose **Code** from your search criteria.

Type in the COA value for the field.

Choose your value from the generated list.



Fund/Project # * (2)

Code ▾ 100000 🔍

Text Recently Used

Code (000-3000-320) Student Services

Either (000-1004-100) Instruction General

(100000) General Fund

4

Entity * (1) (TCNJ) The College of New Jersey X ▾	Fund/Project # * (2) (100000) General Fund X ▾	Organization/Task * (3) (3601) Finance Business Services X ▾
Category/Award & Funding Source * (4) (325) Institutional Services X ▾	Program (0000) Default Program X ▾	Activity (0000) Default Activity X ▾
Location * (0000) Default Location X ▾		

Click **Save**

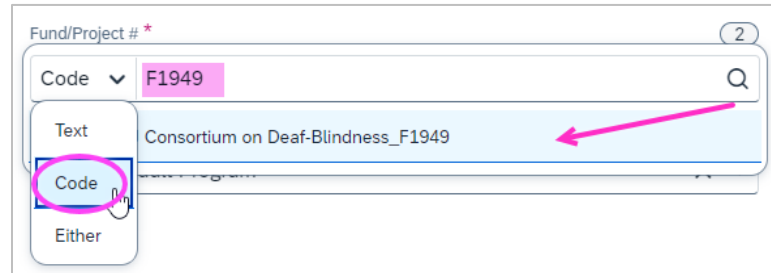
Entering POETAFs

- Entity should be **GRANT**
- Fill out fields left to right. You will only need to fill out fields 1-4.
- Fields 3 & 4 will only generate the value associated with the Grant or Project ID.
- Location should equal **0000**.

Choose **Code** from your search criteria.

Type in the Grant or Project ID for field 1.

Choose your value from the generated list.



Fund/Project # *

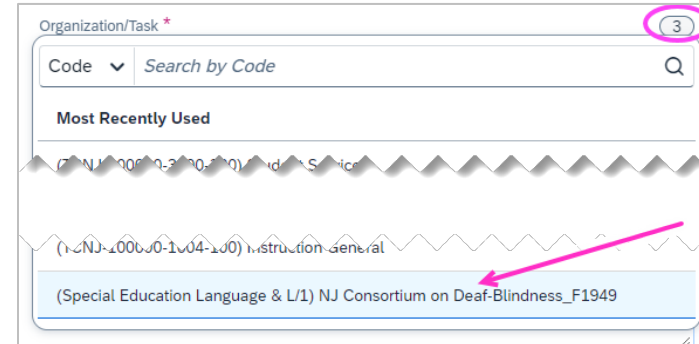
Code ▼ F1949

Text Consortium on Deaf-Blindness_F1949

Code

Either

Fields 3 & 4, choose the value generated below the grey line.



Organization/Task *

Code ▼ Search by Code

Most Recently Used

(NJ-0000-0-0000) Instructional Services

(NJ-0000-0-0000) Instructional Services

(Special Education Language & L/1) NJ Consortium on Deaf-Blindness_F1949

Click **Save**