

SAP Concur Overview and General Information

SAP Concur is a software system for integrated travel, expense, and invoice management. Washburn University has purchased the Request and Expense modules. These modules include on-line travel requests/authorizations, travel expense reports, and University's p-card reconciliations. The system also allows a traveler to monitor where their request or expense is in the approval/payment process.

Implementation Team

Accounting and ITS staff assisted with the implementation of the software. Team members consisted of:

Alex Deters, Accounting
Eileen Brouddus, ITS
Linda Griffin, ITS
Sam Hopper, ITS
Brett Kinsey, ITS
Laura Lawrence, ITS
Tammy Parsons, Accounting
Blaine Smith, ITS
Bob Stoller, ITS
Debbie White, Finance

Testing Team

Nineteen (19) users across campus have done a great job in assisting with testing the software and recommending modifications to meet Washburn's needs. The team consisted of:

Jennifer Bixel, School of Business
Andrea Clifton, School of Nursing
Michelle Connolly, Center Student Success and Retention
Kolby Davis, Athletics
Jamie Diers, Transfer Recruitment, Undergraduate Recruitment and Admissions
Katy Etzel, School of Education
Irene Foreman, Washburn Tech Dean's Office
Abby Fulton, School of Law
Marie Hall, Washburn Tech Dean's Office
Megan Johnston, Washburn Tech Accounting
Toni Lewis, College of Arts & Sciences
Alicia Moulden, School of Applied Studies
Lesley Ostmeyer, KTWU
Tammy Parsons, Accounting
Amy Schmidlein, Accounting
Christa Smith, Strategic Analysis Research and Reporting
Heidi Staerkel, International Programs for Student Services
Peyton White, Undergraduate Recruitment and Admissions
Theresa Young, College of Arts & Sciences

Multiple Products

SAP Concur offers multiple products, but please note we did not purchase their “travel” or “invoice” modules. The travel module allows for booking trips within Concur and Washburn did not purchase this at this time. Invoice management allows processing of invoices. Washburn will continue to use Dynamic Forms for processing of invoices, plus for Student Organization travel.

Single Sign On

Single sign on will be utilized for Concur.

Replacement of Current Forms/Processes

Travel authorization process, if desired.

Excel travel expense report will not be used after July 31, 2024.

U.S. Bank portal for p-card reconciliation for transactions after July 25, 2024.

Continue use of Dynamic Forms

Travel for trips funded by a Student Organization.

Travel for WU Guests, such as candidate for jobs/athletic recruits/speakers and lecturers.

Payments against a Purchase Order, either partial or full.

Payments of vendor invoices.

Payments of utilities

Reimbursements for purchases not related to travel and not paid for with a p-card.

Accounts Payable (AP) Reviews Each Report in Concur

AP does not have the ability to make any revisions to a report. Therefore, if AP has any questions or revisions are needed, the report will be sent back to the User.

Email Notifications

Users and Approvers may set up email notification in their Profile within SAP Concur when they have an item to review or approve.

Fund, Organization, Account, Program, Activity, and Location (FOAPAL)

Travelers will not enter the Account in SAP Concur, but rather select an expense type which is automatically assigned to the correct Account. The Account number is shown at the beginning of each expense type. When splitting funding (allocate) for an expense, the user will enter all funding needed for the appropriate split.

Delegate

Travelers may set up a delegate who can access the traveler’s on-line receipts, p-card transactions, travel request (authorizations) and create an expense (reimbursement) report.

Delegator

Traveler who grants access to another individual to act on their behalf. The delegator will define which tasks the delegate may complete on their behalf. This may be assigned for a limited period of time while someone must be away from the office.

First Day Travel

Employees will be reimbursed 50% of the daily meal and incidental per diem regardless of departure time, less any meals provided.

Header Records

Each module in SAP Concur contains a header record which can be updated after being created. This is considered a summary or cover sheet containing the report details. Users will enter the FOAPAL on the header record, excluding the Account. Items can be split funded (allocated) when the expense type is selected.

Meals and Incidentals

Found in “Travel Allowance” and assigned based on the date and location listed. These will now appear as separate amounts. There will be one line for meals for each day and one line for incidentals for each day. These amounts are automatically added as an expense for the “travel allowance” and should not be added manually as an expense. Travelers may still indicate meals provided by clicking the appropriate box for the meal provided by date.

- **First Day Travel** - Employees will be reimbursed 50% of the daily meal and incidental per diem regardless of departure time, less any meals provided.
- **Last Day Travel** - Employees will be reimbursed 75% of the daily meal and incidental per diem regardless of return time, less any meals provided.
- **Same Day Travel** – Employees on official university business travel for over 5 hours on the same day will be reimbursed 50% of the daily meal and incidental per diem, less any meals provided.

Hotel/Lodging

There are two types of lodging within SAP Concur.

1. GSA per diem - select Expense Type: (700510) Hotel/Lodging.
2. Conference – select (700510) Conference Hotel and Lodging (WU/TECH)

Personal Vehicle Mileage

Concur has a mileage calculator once you select the Personal Vehicle Mileage expense type. This will allow travelers to input their destination, including multiple locations, and the system will calculate the mileage. It also allows travelers to select round trip to calculate the appropriate mileage for round trips.

Payment Types

There are four payment types in SAP Concur:

1. Out of Pocket – used for anything not purchased with a p-card.
2. Pending Card Transaction – temporary, use if you add a p-card charge before you can see it in SAP Concur.
3. P-card – charges will automatically be the payment type when a charge comes into SAP Concur from U.S. Bank.
4. University Paid – used on an expense report (reimbursement) when the item was previously charged and paid with the University p-card prior to traveling.

Expense Report Types

There are two expense report types (policies) in SAP Concur:

1. Travel Policy – used to request reimbursement after traveling on official University business.
2. Pcard/Prepaid Travel – used to reconcile p-card transactions during the month of the expense, including prepaid travel occurring prior to the month of the actual travel.

Traveler Types

There are six traveler types in SAP Concur:

1. Administrator
2. Athletics
3. Faculty
4. Group
5. Staff
6. Student

Student Travel

Students will utilize SAP Concur for all travel except when the travel is paid for by a Student Organization. Student travel utilizing student organization funds should be submitted on the “Payment Voucher (Dynamic Form).”

Student travelers utilizing SAP Concur will need to enter a complete and valid mailing address which is where their reimbursement check will be mailed. These reimbursements will be processed as a one-time payment in Banner and payment details will be found in Concur rather than in Banner vendor history.

Alerts, Audit Rules, and Tool Tips

There are multiple alerts, audit rules, and tool tips which will appear on your report as you enter information.

- Alerts provide information in reference to an expense item you have entered.
- Audit rules provide rules in place which must be followed.
- Tool tips provide helpful information based on the expense type you have selected.

Approvals

There are multiple types of approvers:

1. Direct Report/Supervisor – direct supervisor for whom the report is being created.
2. Cost Object Approver (COA) – individual who has authority to approve funding on reports.
3. User Added Approver – at any step in the process of submitting a report, an additional approver can be added.
4. Cash Advance Approver – individual who reviews and approves all cash advances.
5. Grant Approver – individual who reviews and approves all grant expenditures.

Processing of Reimbursements/Payments

SAP Concur will feed transactions into Banner nightly. Accounting will continue to process reimbursements and payments, typically on Tuesdays and Thursdays, but may change due to holidays or unforeseen circumstances. Items entered on Tuesdays or Thursdays will not be processed until the next processing day.

Training

Training opportunities are available on the SAP Concur home screen by clicking on “Concur Training Toolkit.” Please note screens may look slightly different due to Washburn customization and/or system upgrades.

System Time Out

The system will automatically log you out after 30 minutes of **inactivity**. After 15 minutes of **inactivity**, the system will start a countdown clock for the remaining 15 minutes. If you begin using the system prior to the 30 minutes of inactivity the system will not log you out.