Acquitting Visa Transactions in Concur

This document can be used by staff members who require instruction on acquitting Visa transactions in Concur. It can be used without any additional Concur training. Please see the Cash Advance Acquittal Guide for instructions on Cash Advance acquittals.

If the user has no prior experience in processing Concur Expense Reports, the Navigating Guide – Concur Travel & Expense will provide a starting point for all new users. This guide is available online: [http://finance.curtin.edu.au/forms/Navigating_Concur_Travel_%20Expense_Guide_2010.pdf](http://finance.curtin.edu.au/forms/Navigating_Concur_Travel_%20Expense_Guide_2010.pdf)

All Concur guides can be found under Forms & Guidelines on the Financial & Commercial Services website: [http://finance.curtin.edu.au/forms/index.cfm#corporate](http://finance.curtin.edu.au/forms/index.cfm#corporate). If any additional guidance is required, the user can request one-on-one training by calling x2319 or by emailing CorporateCards@exchange.curtin.edu.au. Queries regarding Corporate Cards and Concur should be addressed to the above contact details.

Note that the use and acquittal of Corporate Cards are governed by the Curtin University Purchasing Policy. This policy is available at the following web address: [http://www.policies.curtin.edu.au/policies/viewpolicy.cfm?id=6d21357b-f633-11dc-a3de-45785751f674](http://www.policies.curtin.edu.au/policies/viewpolicy.cfm?id=6d21357b-f633-11dc-a3de-45785751f674)

OVERVIEW

Concur is an Expense Management System used by Curtin University to manage Corporate Credit Card transactions. All transactions incurred on the Corporate Card are automatically imported into Concur. All Cardholders are required to properly acquit their Corporate Card transactions. The acquittal process is outlined below:

1. **Transactions Imported into Concur**
   - A Corporate Credit Card feed is imported into Concur on a daily basis

2. **Create & Prepare Expense Report**
   - The Cardholder is required to create a Concur Expense Report. All relevant information is inputted into the reports, including: cost centre, line items, etc.

3. **Submit Report for Approval**
   - When all relevant information has been inputted, receipts are attached and the Concur Expense Report is submitted for Approval

4. **Approver to Authorise Reports**
   - The Approver authorises and approves all Concur Expense Reports. All approved reports are sent to Financial Services for final approval and payment*

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* The Approver and Financial Services have the ability to return the Concur Expense Reports to the Cardholder if corrections are required.
INSTRUCTIONS

All Corporate Card transactions must be acquitted on a timely basis. Please see the Curtin University Purchasing Policy. All relevant information and receipts must be included in the Concur Expense Report.

The Cardholder creates, prepares and submits a Concur Expense Report. When a Concur Expense Report is submitted for approval, an auto-generated email is sent to the Approver. The Approver is required to check the Expense Report. If changes are required, the report is to be sent back to the Cardholder. If no changes are required, the report can be approved.

The steps below outline the acquittal process for Visa Transactions. Please see the Cash Advance Acquittal Guide for instructions on Cash Advance acquittals.

Step 1.
Log into Concur:
https://director.concursolutions.com/?entity=p0001332lqix

Login ID: Your Staff ID
Password: Must be at least 8 characters, with at least one numeric character

Step 2.
To create a new Concur Expense Report, click on ‘New Expense Report’.
Alternatively, if you have already created an Expense Report, click on any of your pending Expense Reports and go to Step 4.
Step 3.

Type in a Report Name then click ‘Next’.

Note that you are only required to complete the ‘Report Name’ field. The convention used for naming reports is:

Faculty or Division – School or Area – Cardholder’s Initials – Month – Year

For example:
- Faculty or Division: Curtin Business School
- School or Area: Economics and Finance
- Cardholder’s Name: Curtin University
- Month: January
- Year: 2010

Report Name: **CBS-ECF-CU-JAN-2010**

Another example of a Report Name is given when you hover over ?. Please ensure that Report Names are consistent.
Step 4.
Add Visa transactions into your Concur Expense Report.

The screen is divided into two panels. The left panel displays the current Expense Report. The right panel displays other information according to what is selected.

To add Visa transactions, click on ‘Add Card Charges’. This displays all unassigned Visa transactions. Select (by ticking) the Visa transactions you wish to assign to the current Expense Report, then click ‘Import’. You will notice that the selected Visa transactions have been added to the Expense Report and now appear on the left panel (see Screenshot in Step 5).

Step 5.
Selected Visa transactions are added to the current Expense Report. A red exclamation mark appears for all transactions that have missing/incomplete information.

Each Visa transaction needs to be acquitted individually and all relevant information needs to be inputted. To acquit, click on any Visa transaction in the current report.

Repeat Step 4 to import more Visa transactions to the report.
Step 6.

Once a Visa transaction has been selected, the right panel displays required fields. All fields highlighted with a red line are compulsory fields. Complete the required information, then click ‘Save’.

Repeat this step for all unacquitted Visa transactions.

Note:

- **Expense Type** relates to a line item. If a transaction requires more than one line item, please **Itemize** the transaction.

- Please type a brief description of the transaction in **F1 GL Narration**. This will appear in cost centre summaries, etc in FinanceOne.

- Check the **City** and **Receipt Status**.

- Please check the receipt to ensure that **GST** is properly claimed (tick ‘Is GST Included in Invoice?’ if GST should be claimed).

- If no receipt is available, please complete a **Missing Receipts Declaration** and tick the appropriate box. Usually, GST cannot be claimed if you do not have a valid tax invoice.

- If the transaction relates to a **Personal Expense**, please ensure that the tick box is selected. You cannot claim GST.

- Check to see if the transaction is allocated to the correct **Cost Centre**.

# Please see Appendix.
Step 7.

Once all transactions have been completed, all the red exclamation marks will disappear.

All Concur transactions/reports must be accompanied with appropriate receipts. To attach receipts, click on ‘Receipts’. A drop-down menu appears, click on ‘Attach Receipt Images’.

Step 8.

Scan the appropriate receipts/paperwork and save the file onto your computer. Click ‘Browse’ to search for the file. Once the correct file has been found, click ‘Attach’, then ‘Done’.
Step 9.
You may also want to attach the Curtin Detailed Report. This is not a compulsory part of the acquittal process, however the report may assist Approvers to review and check the transactions.

To print out the Curtin Detailed Report, click ‘Print’. A drop-down menu appears, click on ‘Curtin Detailed Report’.

Step 10.
The Curtin Detail Report appears in a window. Ensure that ‘Show Expenses’ and ‘Show Itemizations’ are ticked.

Click ‘Print’ and attach the report by repeating Step 7 and Step 8.
Step 11.
To ensure that the receipts have been attached properly, click on ‘Receipts’, then ‘Check Receipts’.
You may need to wait a few minutes for Concur to update the images.

Step 12.
When you are ready to submit the Concur Expense Report for approval, click on ‘Submit Report’.
Your Expense Report will be sent to the Approver.

Step 13.
File the associated paperwork. Note, the University is required to comply with the State Records Act 2000. All cardholders are required to keep corporate card related records.

--- End of Instructions for Acquiring Visa Transactions in Concur ---
APPENDIX

1. Allocation of Cost Centres
2. Itemizing Transactions
3. Missing Receipts Declaration
4. Personal Expenses
5. Valid Tax Invoice

1. Allocation of Cost Centres
All cardholders are allocated a default cost centre. This is the cost centre where most of the corporate card transactions will be charged. In certain situations, it may be required to charge a transaction to an alternative cost centre. By allocating the transaction, you can split the charge across multiple cost centres.

The steps below outline how to allocate transactions to a cost centre other than the default cost centre.

Step 1A.
Select the relevant transaction, then click ‘Allocate’.

Note, all required information must be inputted before attempting to allocate.
Note also, transactions should be itemized before allocation.
Note also, you can allocate more than one transaction at a time. This is only available if you are allocating multiple transactions to the same cost centre.

Select the relevant transactions, then click on ‘Allocate the selected expenses’.

Step 1B.

A pop-up window appears. Search for a cost centre in the ‘*Cost Centre’ column.

Note, type in the cost centre without any dashes (-), wait for Concur to process, then select the required cost centre from the drop-down list.

Allocate by ‘Percentage’ or by ‘Amount’. Click ‘Save’, ‘OK’ and ‘Done’.
Step 1C.

Your default cost centre appears on the right panel.

The symbol on the left panel indicates an allocated transaction. To view the allocated cost centre, click/hover over the symbol.
2. Itemizing Transactions
Where a transaction requires more than one line item, Concur has the ability to itemize the transaction. This basically means that you can split the transaction into multiple line items.

The steps below outline how to itemize a transaction.

Step 2A.
Select the relevant transaction, then click ‘Itemize’.

Note, all required information must be inputted before attempting to itemize. Note also, transactions should be itemized before allocation.
Step 2B.
On the left panel, you will notice an added row: ‘Adding New Itemization’. On the right panel, details of the itemization can be inputted.

Select a line item.

<table>
<thead>
<tr>
<th>New itemization row added</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details of itemisation</td>
</tr>
<tr>
<td>Select a line item</td>
</tr>
</tbody>
</table>

Step 2C.
Complete the required information, then click ‘Save’.

<table>
<thead>
<tr>
<th>Input information here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here</td>
</tr>
</tbody>
</table>
Step 2D.
Your default cost centre appears on the right panel.

The symbol on the left panel indicates an itemized transaction. To view the allocated cost centre, click the symbol. The blue arrow points downwards and the itemized row appears.
3. Missing Receipts Declaration

The instructions below outline the steps involved where a missing receipts declaration is required.

Step 3A.

Where there are no available receipts, please complete a Missing Receipts Declaration (see below for an example).

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To
From
Subject Unavailability of Receipts
Date
Copy
Reference

I hereby declare that the expenses detailed below were incurred by me, on the dates mentioned, in accordance with University policy. I am unable to produce receipts for this expenditure and therefore sign this memorandum as a substitute record for all expenditure.

<table>
<thead>
<tr>
<th>Date</th>
<th>Supplier’s Name and/or Details of Expenditure</th>
<th>Reason for Unavailability of Receipt</th>
<th>AUD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Signed:

Name:

Title:
Step 3B.

In Concur, please ensure that:

- ‘Receipt Status’ is set to ‘No Receipt’
- ‘Missing Receipts Declaration completed?’ is ticked
- GST is not claimed (untick ‘Is GST Included in Invoice’) 
- The Missing Receipts Declaration is attached as part of the receipts (see Steps 7 & 8)
4. Personal Expenses

Where a corporate card transaction relates to a Personal Expense, the cardholder is required to reimburse the University. The instructions below outline the procedure for acquittal of personal expenses.

Step 4A.

Repay the amount to Curtin University of Technology Cashier

1) Use the cost centre/line item: Z519000 0470 90144
2) Use GST code: NA
3) Narration must include the cardholder’s name and the text ‘personal expense’

Please do not repay monies directly to ANZ or to your credit card account. Note that no GST can be claimed.

Step 4B.

In Concur, please ensure that:

- ‘Personal Expense (do no reimburse)’ is selected
- GST is not claimed (untick ‘Is GST Included in Invoice’)
- The cashier’s receipt is attached as part of the receipts (see Steps 7 & 8)
5. **Valid Tax Invoice**

All corporate card transactions are to be accompanied with a valid tax invoice. The cardholder is required to keep all receipts/invoices and attach all relevant paperwork as part of the acquittal process. The information below outlines the criteria for a receipt to be considered a ‘valid tax invoice.

**Criteria for a valid tax invoice:**

1) The term ‘tax invoice’
2) Supplier’s ABN
3) GST inclusive/exclusive amount

**Tax rule:**

- Where a valid tax invoice cannot be produced, GST cannot be claimed.
- The exception is for amounts under $82.50. In these instances, a valid tax invoice is not required for GST to be claimed. A missing receipts declaration needs to be completed.