Concur Quick Reference Guide: Getting Set Up

Profile

- Logon to Concur using your FedUni single sign on credentials (username and password) via the *Travel and expense system link* on the FedUni Staff page (under Staff resources).

  Tip: Add this to your browser Favourites.

- If you are unable to logon, please log a ServiceNow job with subject title: "Concur login access".

- When logged in, concur will open to your **Dashboard**.

- Set up your profile by clicking on the *Profile > Profile Settings* in top right-hand corner of your Dashboard.

- Select **Personal Information** and complete all data fields. In Email Addresses please ensure you verify your email address, as this will ensure you receive expense notifications from Concur.

- If you are processing expenses on behalf of another staff member, that person needs to set you up as a delegate. They can do this by logging on and going to *Profile > Profile Settings > Expense Delegates*.

Downloading the SAP Concur app

- For staff who have a Smartphone there is a free mobile app called SAP Concur. This app works directly with Concur to help manage your receipts. Use the app to take a photo, and it will read and upload the image and associated data into Concur, automatically creating an expense entry. This is a highly recommended method of capturing all your receipts in the system.

- To download SAP Concur go to your mobile app store and search for "SAPConcur"

- To access the app with a PIN, go to your Profile > Profile settings and select the Mobile Registration link (it is the last one) from the menu on the left. You will be taken to a set up screen where you can input and verify your PIN.

- Your login access to SAPConcur will now be:

  o Username: your email address

  o Password: your PIN