

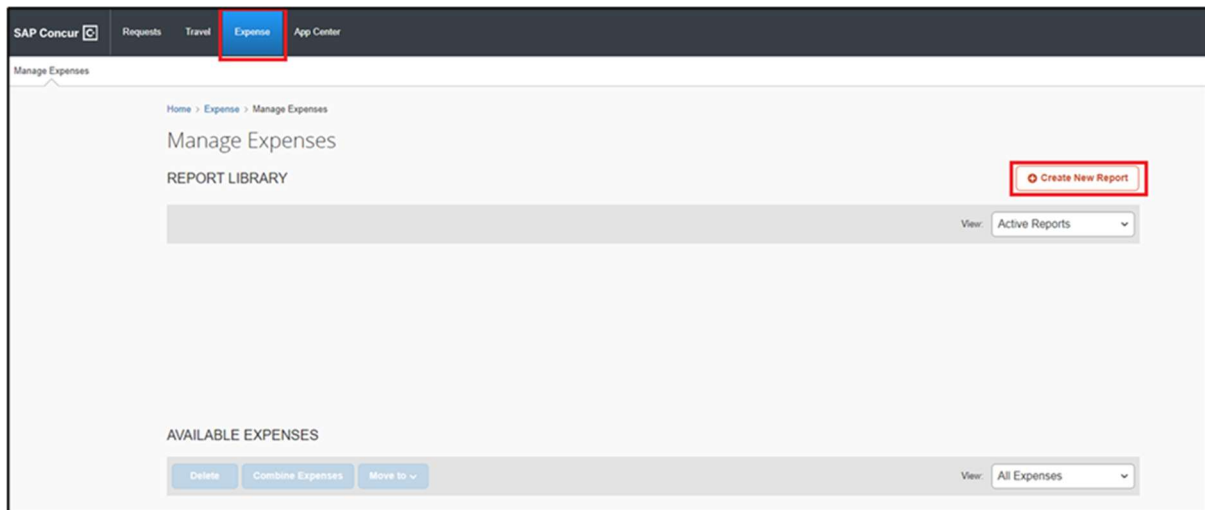
General guide for submitting URECA project reimbursement claim through SAP Concur

Important Note:

Please submit your URECA project consumables for reimbursement claim as per the usual procedure via SAP Concur for faculty and staff. This guide serves as a general instruction to guide you on how to enter the URECA project consumable charging details and the approving routing details.

To Create A New Expense Report:

1. On the menu, click **Expense > Manage Expenses** (on the sub-menu). Click the **Create New Report** tab.



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2. Complete all required fields that marked with a red asterisk.
 - a. Policy – select NTU Regular Expense Policy
 - b. Report Name – Input your choice of report name
 - c. Report Date – select the report date
 - d. Company – select (NTU) Nanyang Technological University
 - e. Business Area – select claimant’s school
 - f. Cost Object Type – select (CC) Cost Center
 - g. Cost Object Code – select claimant’s school cost object code

3. Click **Create Report**. The expense report page appears, ready for you to add expenses.

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4. Click **Add Expense**. The New Expense page appears, ready for you to add expenses details.

The screenshot shows the 'New Expense' form in SAP Concur. The form is titled 'New Expense' and has a breadcrumb trail: Home > Expense > Manage Expenses > Testing > New Expense. The form is divided into two tabs: 'Details' (selected) and 'Itemizations'. The 'Details' tab contains the following fields:

- Allocate** (icon)
- Expense Type *** (Required field): Teaching materials/Lab and research consumables
- Transaction Date *** (Required field): DD/MM/YYYY
- Business Purpose**: (Empty text field)
- City of Purchase *** (Required field): (Empty dropdown)
- Payment Type *** (Required field): Cash
- Amount *** (Required field): (Empty text field)
- Currency *** (Required field): Singapore, Dollar (SGD)
- Receipt Status *** (Required field): No Receipt
- Calculate Tax** (checkbox)
- Comment**: (Empty text area, 0/500 characters)

At the bottom of the form are three buttons: 'Save Expense', 'Save and Add Another', and 'Cancel'. On the right side, there is a 'Receipt' section with a large red-bordered box containing an 'Add Receipt' button and the following text: 'Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.'

5. Complete all required fields that marked with a red asterisk.
 - a. Expense Type – select Teaching materials/Lab and research consumables
 - b. Transaction Date – select the transaction date
 - c. Business Purpose – input 'URECA project consumables – Survey Expenses'
 - d. City of Purchase – select the city of purchase
 - e. Payment Type – select the payment type
 - f. Amount – input the total claim amount
 - g. Currency – select Singapore, Dollar (SGD) by default
 - h. Receipt Status – select receipt status accordingly
 - i. Add Receipt – Upload the receipt for claim
6. Click **Save Expense** or **Save and Add Another**.

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7. Then on the **Manage Expenses** page, select the added claim by checking the box.

The screenshot shows the SAP Concur 'Manage Expenses' interface. At the top, there are navigation tabs for 'Requests', 'Travel', 'Expense', and 'App Center'. The main header indicates the current page is 'Manage Expenses' and the specific report is 'Testing SGD 100.00'. Below the header, there are buttons for 'Delete Report', 'Copy Report', and 'Submit Report'. A table of expenses is displayed with columns for 'Alerts', 'Receipt', 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Requested'. The first row shows a 'Cash' payment for 'Teaching materials/Lab and research consumables' with a 'Requested' amount of 'SGD 100.00 Allocated'. A red box highlights the checkbox in the 'Alerts' column for this row. Below the table, there are buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The 'Allocate' button is highlighted with a red box.

8. Click on **Allocate** tab.

This screenshot is identical to the previous one, showing the 'Manage Expenses' page for 'Testing SGD 100.00'. In this view, the 'Allocate' button in the top navigation bar is highlighted with a red box.

9. On the Allocate page, click **Add** tab.

The screenshot shows the 'Allocate' page in SAP Concur. The page title is 'Allocate' and it shows 'Expenses: 1 | SGD 100.00 | View Allocation Group'. There are two tabs: 'Percent' and 'Amount'. The 'Amount' tab is selected. The page displays the following information: 'Amount: SGD 100.00', 'Allocated SGD 100.00 (100%)', and 'Remaining SGD 0.00 (0%)'. Below this, there is a 'Default Allocation' section with a 'Code' field and a 'Percent %' field set to '0'. At the bottom, there are buttons for 'Add', 'Edit', 'Remove', and 'Save as Favorite'. The 'Add' button is highlighted with a red box.

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10. On the Add Allocation page, key in the charging account details by following the steps below:

- a. Company – select (NTU) Nanyang Technological University (by default)
- b. Business Area – select claimant’s school
- c. Cost Object Type – select (CC) Cost Center
- d. Cost Object Code – Select the Cost Centre (e.g. CXXXXXXXX) that matches the Cost Center printed on your verified URECA reimbursement claim form as shown below.

(* Tax Code - For Finance's use only)
Kindly charge the amount to the account no: CXXXXXXXX- 7XXXXXXXX
Please indicate the ADM - URECA Internal Order(IO) number: 5XXXXXX
Total No. of Receipt: 1
Part III: Certified by URECA Supervisor
The above claims and receipts and/or quotations are certified by:
Part IV: Verified by URECA Office

- e. IO-Business Area - select claimant’s school IO-business area (e.g. for ADM, select (CXXX) School of Arts, Design and Media)
- f. Internal Order (IO) - Select the Internal Order number (e.g. (5XXXXXX) that matches the Internal Order number printed on your verified URECA reimbursement claim form as shown below.

(* Tax Code - For Finance's use only)
Kindly charge the amount to the account no: CXXXXXXXX- 7XXXXXXXX
Please indicate the ADM - URECA Internal Order(IO) number: 5XXXXXX
Total No. of Receipt: 1
Part III: Certified by URECA Supervisor
The above claims and receipts and/or quotations are certified by:
Part IV: Verified by URECA Office

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11. Click **Save**.

12. On the Allocate page. Click **Save** again.

Allocate

Expenses: 1 | SGD 100.00 | View Allocation Group

Amount: SGD 100.00 | Allocated SGD 100.00 (100%) | Remaining SGD 0.00 (0%)

Default Allocation Code: NTU-C440-CC-C440021000

Buttons: Add, Edit, Remove, Save as Favorite

Company %	Business Area %	Cost Object Type %	Cost Object Code %	IO-Business Area %	Internal Order (IO) %	Code %	Percent %
<input type="checkbox"/>	Nanyang Technological Uni	Cost Center			URECA		100

Cancel Save

13. On the **Manage Expenses** page, select **Report Timeline** from the Report Details menu.

SAP Concur | Requests | Travel | Expense | App Center

Manage Expenses

Home > Expense > Manage Expenses > Testing

Alerts: 4

Testing SGD 100.00 | Not Submitted | Report Number: Q10E7Y

Buttons: Delete Report, Copy Report, Submit Report

Report Details menu: Report, Report Header, Report Totals, Report Timeline (selected), Audit Trail, Allocation Summary, Linked Add-ons, Manage Requests

Receipt %	Payment Type %	Expense Type %	Vendor Details %	Date %	Requested %
	Cash	Teaching materials/Lab and research consumables	Singapore, SINGAPORE	11/12/2023	SGD 100.00 Allocated

SGD 100.00

14. Click **Edit**.

Report Timeline

Testing | SGD 100.00

Approval Flow

- Verifier
- Manager: Wen Binbin Wenny
- DOA Approver (Please select: enter **** for DOA dropdown)

Report Summary

Edit

No Summary. This report has not been submitted.

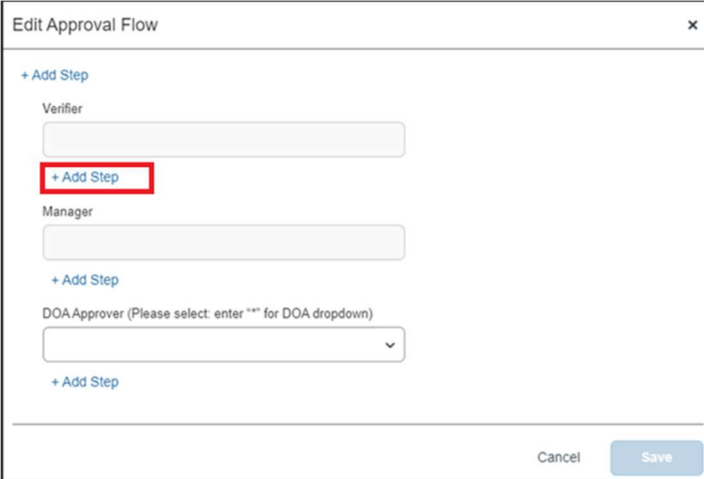
Add Comment

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15. Please add your URECA school coordinator as the second level of approving officer (**i.e. after the verifier**). Click on the '+ Add Step' to add the URECA school coordinator. You can search the URECA school coordinator by Last Name, First Name, Email Address, Login ID or Employee ID.

Notes:

- The 'Verifier' field is for NSS Finance staff / designated Admin staff (by Default).
- The 'Manager' field is for your Reporting Officer (by Default).
- The DOA Approver is for designated approver (Assoc Chair/Dean/HoD) to approve the URECA funding for claim.



Edit Approval Flow

+ Add Step

Verifier

+ Add Step

Manager

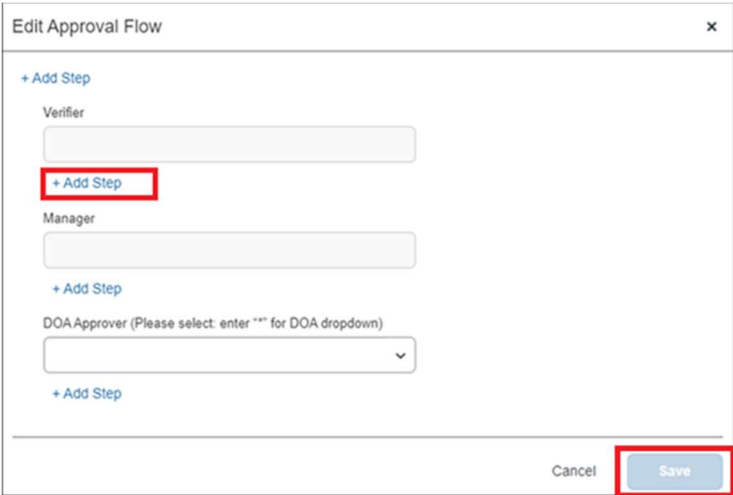
+ Add Step

DOA Approver (Please select. enter *** for DOA dropdown)

+ Add Step

Cancel Save

16. Click **Save**.



Edit Approval Flow

+ Add Step

Verifier

+ Add Step

Manager

+ Add Step

DOA Approver (Please select. enter *** for DOA dropdown)

+ Add Step

Cancel Save

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17. Click **Close**.



18. Check your claim details. Then click **Submit Report** tab to submit your claim.

