CONCUR UTILITIES

Adding or Removing FOAPALS on CONCUR and getting Expense Reports
In TUPortal.temple.edu, click on “Staff Tools” and under “Finance Applications” you will find Concur Utilities application. Click on icon.

On right side of screen you can add or remove FOAPALs.

To Add – Enter in “Fund” field the fund number and in “Organization” field enter organization number. Click on “Submit” and you will see the FOAP appear in the list below with “Pending Access”.

To Delete – Click on the red box under “Delete” column next to the FOAP you want to remove.

Requests usually take 24 hours to process before it will appear in Concur!
Getting Expense Report

On the left side of the screen you can query reimbursement reports submitted. In the red field you can query a range of dates by clicking on the Calendar icon.

To pull down a report, move your mouse over the boxed information and an Adobe icon will appear on the right. Click on the Adobe icon and a report will pop-up as a separate window.

The report will provide a detailed list of all expense claimed on that specific report.

Under “Reimbursable Expenses” you will see what FOAP the expense was charged including the account code.