

Personal Reimbursement Settlement

Begin by logging into “MyNMU” at mynmu.nmu.edu. You will need to have your 2-factor Authentication set up to proceed any further.

Enter your User ID and Password

NORTHERN MICHIGAN UNIVERSITY

User ID: cspecker

Password:

Login

**NMU Educational Access Network
Single Sign On Service**

AUTHENTICATION REQUIRED
The web site described below has asked you to log in:
MyNMU

By using this service you agree to adhere to the [NMU computing policies and guidelines](#). Please type your NMU "e-mail" User ID and password and click the "Login" button to continue.

To logout securely and completely, you must close your browser window when you are done.

[Forgot my password](#)
[Need help? Contact the Help Desk!](#)
[New to NMU? Activate your account](#)

Once logged in, click on the “Employee Services” tab

MyNMU
A link to your NMU information

cspecker Logout

Home Employee Services Student Services

Welcome
Welcome to the Northern Michigan University web portal.
MyNMU integrates many NMU web applications and online services into one convenient and secure location. After login, the system will recognize you as a student, faculty, or staff member and present you with links to resources relevant to your academic pursuits or job functions.
Questions and comments may be posted on the MyNMU Discussion forum at [share.nmu.edu](#)
NMU is switching to G Suite [Learn more...](#)
G Suite

Account Management
Manage Your User Account
View account status, change password, security options, and two factor authentication

Contact Information

| | |
|--|---|
| Admissions admissions@nmu.edu 906-227-2650 | NMU HelpDesk helpdesk@nmu.edu 906-227-2468 |
| Financial Aid fao@nmu.edu 906-227-2327 | Records and Registrar records@nmu.edu 906-227-2258 |
| Housing and Residence Life housing@nmu.edu 906-227-2620 | |

EduCat
NMU EduCat

NORTHERN MICHIGAN UNIVERSITY

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Powered by Drupal

Once in the “Employee Services” tab you will find the link to “Concur Settlement System”. Click on this link, it will bring you directly into the system. You will **not** need another password to access the system.

MyNMU
A link to your NMU information

cspecker Logout

Home Employee Services Student Services

Web For Employees

Main Menu
Use the following links to view & update addresses or phone numbers, set up direct deposit, process personnel changes, view leave balances, view pay information, access the position management and recruiting system, access performance evaluations, view tax information, record leave time, request the tuition benefit, and find information about name and SSN changes.

Addresses & Phone Numbers - view/update
[Compensation Statement](#)
[Direct Deposit](#)
[Employee Personnel Action \(EPAF\)](#)
[Flexible Spending Account \(FSA\) Enrollment](#)
[Foundation Giving - Payroll Deduction](#)
[Leave Balances](#)
[Name Change](#)
[Pay Information](#)
[Position Management and Recruiting](#)
[Performance Evaluations](#)
[SSN - information about changing SSN](#)
[Tax Information](#)
[Time Sheet](#)
[Tuition Benefit Request](#)

Concur Settlement System

Click here to:
Submit a Settlement report for travel or office purchases.

eBill Payment System

Click here to:
View account information, or pay your bill (credit/debit card or eCheck).

Students may also sign up for a payment plan.

International Travel Registration

Click here to:
Register faculty/staff international travel.

Police Department Services

[Bicycle Registration](#)
[Vehicle Registration & Citation Appeals](#)
[CSA Report Form](#)

Qualtrics

Click here to:
Access the Qualtrics Survey System.

Retirement Plan Information

Click here to:
Access investment and performance information about the defined contribution retirement plans at NMU.

Click here to:
Access the Human Resources Web page regarding retirement.

Safety Department Services

[Safety Department Training System](#)
[Key and Electronic Building Access Requests](#)
[Submit an Incident Report](#)

Scholarly Works Resource Site

Enter your scholarly activities including presentations, publications, exhibitions, performance art, and funded grants. Please send any new items to commons@nmu.edu as email attachments.

Starfish

Click here to:
Access your Starfish account: Manage your student lists, tracking items, office hours, and more.

Click here to:
View Starfish FAQ, how-to's and other resources.

UltraTime

Click here for:
Access to the UltraTime Timekeeping System.
Access to the UltraTime Timekeeping System.
Access to the UltraTime Mobile Website.

Administrative Reports

Click here to:
Access Finance, WorkStudy, and Labor reports.

Additional Employee Resources

- [A/P Career Path Workbook](#)
- [Employee Satisfaction Survey Results](#)
- [Policies, Procedures, Guidelines, Ordinances, Handbooks, Bylaws and Union Contracts](#)
- [Holiday/Seasonal Bonus Day Schedules](#)

- [ASNMU Dozing Discounts](#) from the Wyndham Hotel Group. [Read](#) about the Wyndham Hotel Group Discount and the ASNMU Dozing Discounts Program.
- [Handshake](#) Post a student job and register your department for job fairs.
- [Mental Health Resources](#) If a student comes to you for help with an emotional crisis or you believe a student needs assistance, use these resources to find information and help.
- [TAO Connect](#) NMU now offers a free service called TAO Connect, an app and online program that can help you feel happier, healthier and more productive when you're going through tough times.
- [Wildcat Express/Dining Services](#) View your CatCa\$h and Dining Dollar transactions/balances, report a lost card and deposit funds into your CatCa\$h account

Click here to access the system

This is the first "Concur screen, from here the next step is to:

SAP Concur | Requests | **Expense** | Invoice | Approvals | App Center

Administration | Help

Hello, Courtney

Click on "Expense" tab

+ New

00 Required Approvals

00 Invoices

01 Available Expenses

00 Open Reports

MY TASKS

00 Required Approvals →

Great! You currently have no approvals.

01 Available Expenses →

09/11 USPS PO 2558400538
\$25.50

00 Open Reports →

You currently have no open reports.


The "Expense" tab brings up this screen. You will want to click on "Create New Report"

Manage Expenses View Transactions Process Reports

Manage Expenses

REPORT LIBRARY View Active Reports

SUBMITTED
09/24/2019



Office Supplies - September 2019

\$605.23

Pending Cost Object Approval

Displayed reports: 1, Total: 1

AVAILABLE EXPENSES View All Expenses

Delete Combine Expenses Move to

| <input type="checkbox"/> | Receipt | Payment Type | Expense Type | Vendor Details | Date | Amount |
|--------------------------|---------|--------------|--------------|---|------------|---------|
| <input type="checkbox"/> | | Travel Card | Undefined | STAPLS7225972558000001 | 10/11/2019 | \$55.89 |
| <input type="checkbox"/> | | Travel Card | Undefined | USPS PO 2558400538 Marquette, Michigan | 10/10/2019 | \$4.65 |

Once you click on "Create New Report", the next screen you will see is the following:

Create New Report ✕

* Indicates required field

Policy *

Report Date

Business Purpose *

Comment

Travel Type *

Departure Date *

Organization Number

Report Name *

Return Date *

Cancel Create Report

You will need to select what policy you will be working under by clicking the "down arrow"

Concur is set up with **THREE** different policy types: Travel and Entertainment, Travel Authorization, and Purchasing

*******For this example we will be working with the PURCHASING policy*******

Create New Report x

* Indicates required field

| | | |
|---|--|---|
| Policy * | Report Name * | Report Date |
| <input type="text" value="Purchasing"/> | <input type="text"/> | <input type="text" value="09/26/2019"/> |
| Business Purpose * | Organization Number 2 | Travel Type * |
| <input type="text"/> | Controller <input type="text" value=""/> | <input type="text" value="Purchasing"/> |
| Comment | <input type="text"/> | |

Fill in the required "Report Name" and "Business Purpose". Then click on "Create Report"

Cancel

Once you click on "Create Report", you will come to this screen.

SAP Concur Administration | Help

Requests **Expense** Invoice Approvals Reporting App Center Profile

Manage Expenses View Transactions Process Reports

Specker, C Reimbursement Sample \$0.00

Not Submitted

Report Details Print Manage Receipts

Click on "Add Expense"

No Expenses
expenses to this report to submit for reimbursement.

SAP SAP Concur

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[Cookie Preferences](#) © Copyright 2019 - SAP Concur - All Rights Reserved

You will come to this screen, you will need to click on “Create New Expense”

The screenshot shows the SAP Concur interface with an 'Add Expense' dialog box open. The dialog box has a title bar with 'Add Expense' and a close button. Below the title bar, there is a section with '2 Available Expenses' and a button with a plus sign and the text 'Create New Expense', which is circled in red. Below this is a table with the following columns: Payment Type, Expense Type, Vendor Details, Date, and Amount. The table contains two rows of data:

| <input type="checkbox"/> | Payment Type | Expense Type | Vendor Details | Date | Amount |
|--------------------------|--------------|--------------|---|------------|---------|
| <input type="checkbox"/> | Travel Card | Undefined | STAPLS7225972558000001 | 10/11/2019 | \$55.89 |
| <input type="checkbox"/> | Travel Card | Undefined | USPS PO 2558400538 Marquette, Michigan | 10/10/2019 | \$4.65 |

At the bottom of the dialog box, there are 'Close' and 'Add To Report' buttons. The background shows the SAP Concur main interface with a user profile and navigation options.

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Service Status (North America)
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Add Expense



2

Available Expenses



Create New Expense

Search for an expense type

^ Recently Used

- 7191 Postage and shipping
- 7120 Office
- 7162 Memberships
- 7163 Advertising/Sponsorships
- 7141 Equipment rentals

^ Other

- 7140 Room rentals
- 7141 Equipment rentals
- 7142 Miscellaneous rentals

Select the "Expense Type" from the list or you can search for it



SAP Concur | Requests | **Expense** | Invoice | Approvals | Reporting | App Center | Administration | Help | Profile

Manage Expenses | View Transactions | Process Reports

New Expense

Cancel | **Save Expense** | Hide Receipt

Details | Itemizations

Allocate * Indicates required field

Expense Type *
7120 Office

Transaction Date * MM/DD/YYYY | Business Purpose Reimbursement Sample

Vendor Name * | City

Payment Type *
Cash/Personal Credit Card

Amount * | Currency * US, Dollar

Personal Expense (do not reimburse)

Comment

Save Expense | **Save and Add Another** | Cancel

+
Attach Receipt Image

You will need to fill in all the required fields, then click on "Save Expense"

This example, I have an "Alert", you can click on "View"

SAP Concur | Requests | **Expense** | Invoice | Approvals | Reporting | App Center | Administration | Help | Profile

Manage Expenses | View Transactions | Process Reports

Alerts: 1

EXPENSE | 7120 Office | 10/23/2019 | \$100.00

Alert: You must attach a receipt image to this expense. [View](#)

Specker, C Reimbursement Sample \$100.00 **More Actions** | **Submit Report**

Not Submitted

Report Details | Print | Manage Receipts

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

| Alerts | Receipt | Payment Type | Expense Type | Vendor Details | Date | Requested |
|--------------------------|---------|---------------------------|--------------|--------------------|------------|-----------------|
| <input type="checkbox"/> | | Cash/Personal Credit Card | 7120 Office | Sample-Vendor Name | 10/23/2019 | \$100.00 |
| | | | | | | \$100.00 |

By doing so, concur will take you to this screen. You will need to attach a receipt for your reimbursement as supporting documentation.

← → 7120 Office \$100.00 🗑️

Cancel Save Expense

10/23/2019 | Sample-Vendor NameHide Receipt 📄

Details

🔒 Allocate * Indicates required field

Expense Type *

Transaction Date * Business Purpose

Vendor Name * City

Payment Type *

Amount * Currency *

Personal Expense (do not reimburse)

Comment

Save Expense Cancel

+ Attach Receipt Image

Click here, select the file that you save receipt image as.

Success! You have cleared all alerts on this expense.

7120 Office \$100.00

Cancel Save Expense

10/23/2019 | Sample-Vendor Name

Details

Hide Receipt

Allocate

* Indicates required field

Expense Type *
7120 Office

Transaction Date *
10/23/2019
Business Purpose
Reimbursement Sample

Vendor Name *
Sample-Vendor Name
City

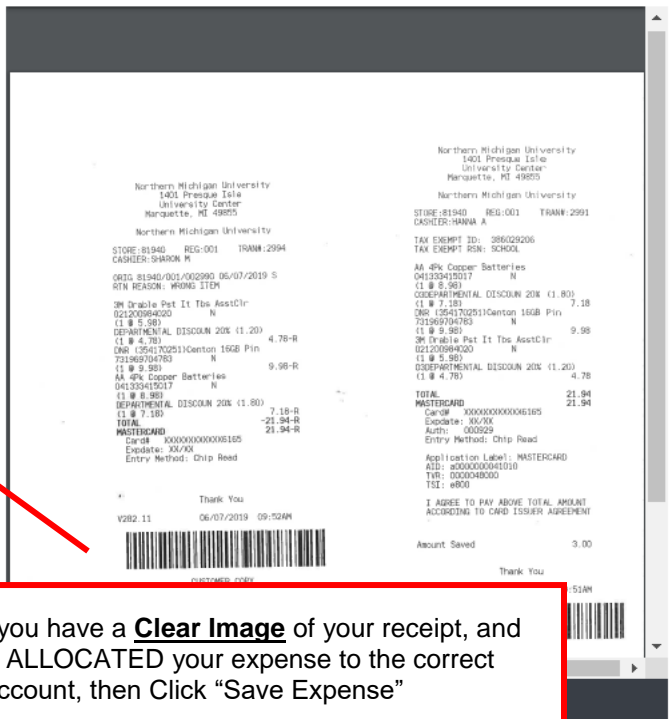
Payment Type *
Cash/Personal Credit Card

Amount *
21.94
Currency *
US, Dollar

Personal Expense (do not reimburse)

Comment

Save Expense Cancel



Make sure you have a **Clear Image** of your receipt, and you have **ALLOCATED** your expense to the correct account, then Click "Save Expense"

To **ALLOCATE** expenses, click on Allocate. Your default organization number is already selected, click save. You will then need to click "Save Expense"

Allocate x

Expenses: 1 | \$21.94

| Percent | Amount |
|---------|-------------------|
| Amount | Allocated \$21.94 |
| \$21.94 | 100% |
| | Remaining \$0.00 |
| | 0% |

Default Allocation

| Code | Percent % |
|------|-----------|
| 2-2 | 100 |

[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)

No Allocations

This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.

*****If you need to choose a different account, other than your default allocation, click on add, then choose the Organization Start and Organization Number*****

SAP Concur Administration | Help

Requests **Expense** Invoice Approvals Reporting - App Center Profile

Manage Expenses View Transactions Process Reports

Specker, C Reimbursement Sample \$21.94 [More Actions](#) [Submit Report](#)

Not Submitted

Report Details Print Manage Receipts

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

| Receipt | Payment Type | Expense Type | Vendor Details | Date | Requested |
|--------------------------|---------------------------|--------------|--------------------|------------|-----------|
| <input type="checkbox"/> | Cash/Personal Credit Card | 7120 Office | Sample-Vendor Name | 10/23/2019 | \$21.94 |
| | | | | | \$21.94 |

Once you have allocated and attached all receipts, Click on "Submit Report"

SAP AP Concur

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You will also need to click on "Accept and Continue"

User Submit



By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for Northern Michigan University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipts images have been attached to this report or have been submitted to Vendor Payments.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying Northern Michigan University in full for those expenses.

Cancel

Accept & Continue

Report Totals



Company Pays

\$21.94

Employee

Employee Pays

\$0.00

Company

Amount Total:
\$21.94

Due Employee:
\$21.94

Owed Company:
\$0.00

Requested Amount:
\$21.94

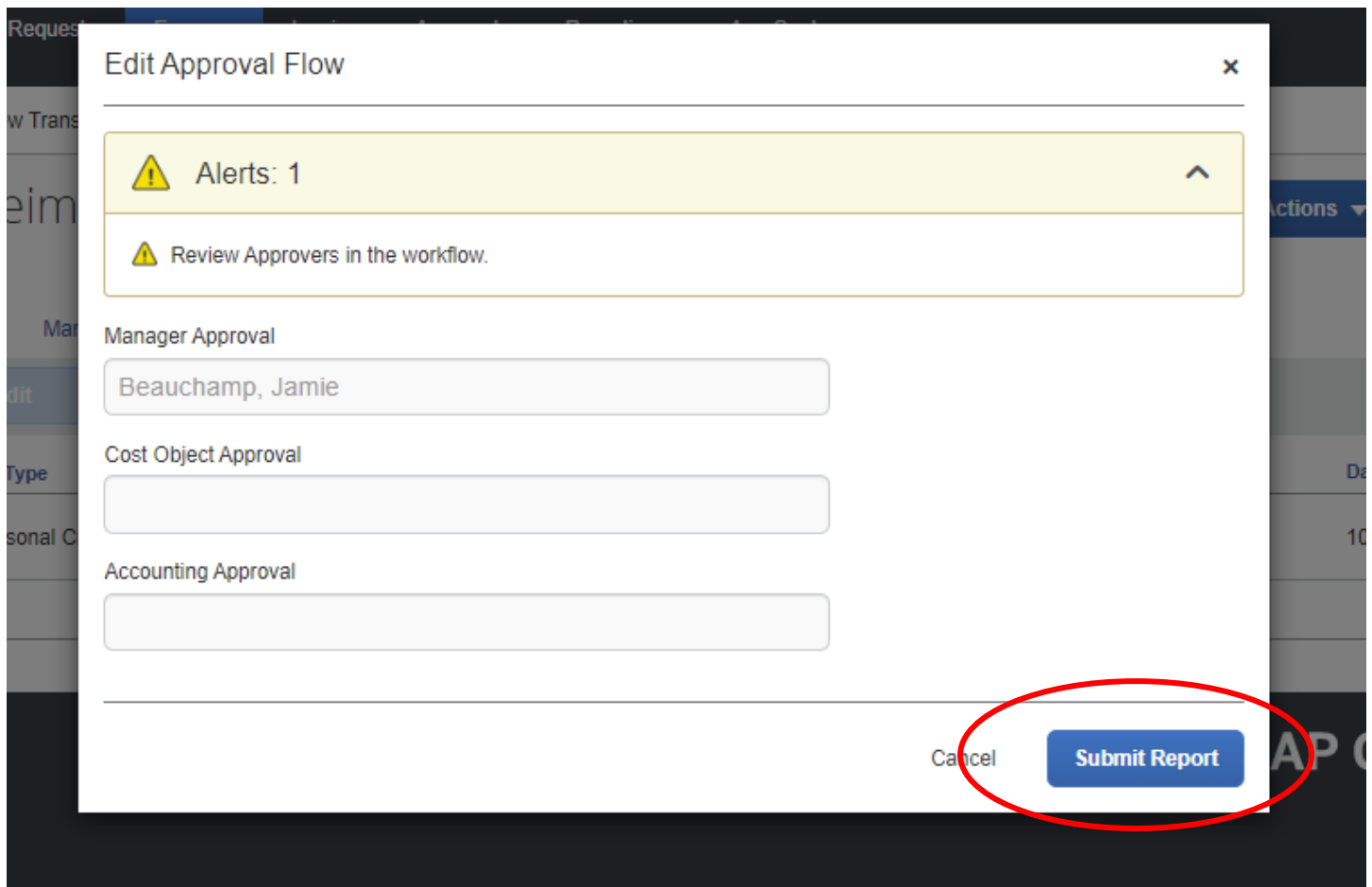
Total Paid By Company:
\$21.94

Total Owed By Employee:
\$0.00

Cancel

Submit Report

The final step is to click “Submit Report” for the Report Totals AND to click “Submit Report” for the Edit Approval Flow.



You will know your report has been successfully submitted when you get this screen, you can then click “Close”

