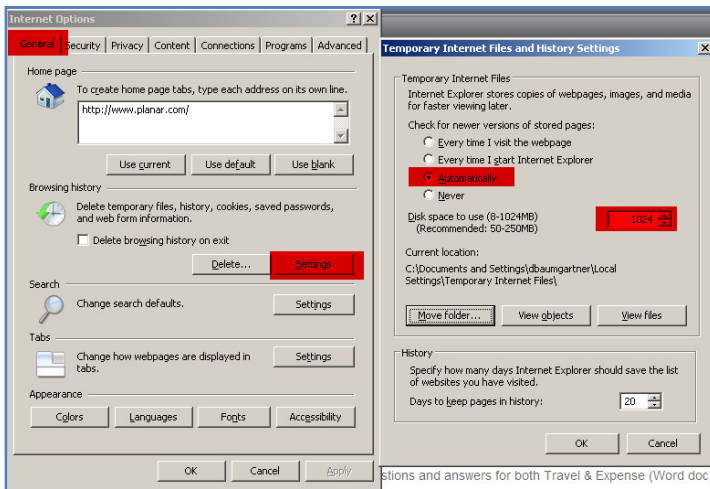


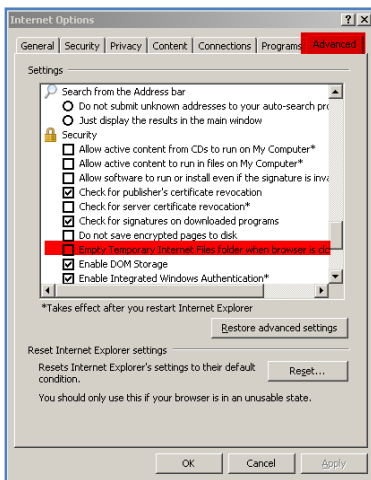
Step 1: Update Internet Browser Settings

Your browser should already be set up to use Concur, but the following steps will ensure that your system is set to the optimal settings for Concur.

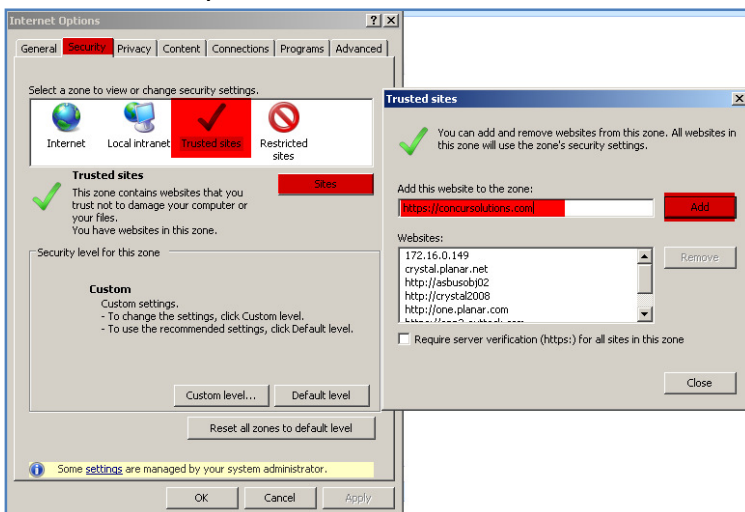
In Internet Explorer select **Tools—Internet Options** and within the **General Tab** then select the **Settings** button in the **Browsing History**. Then select **Automatically** in the “check for newer settings” section. The recommended cache size is 1024.



In the **Advanced Tab** ensure that the **Empty Temporary Internet Files** option is **not** selected.



Next, select the **Security Tab** select **Trusted Sites** and then select the **Sites** button. Enter <https://concurolutions.com> in the box provided and then select **Add**.



Questions?

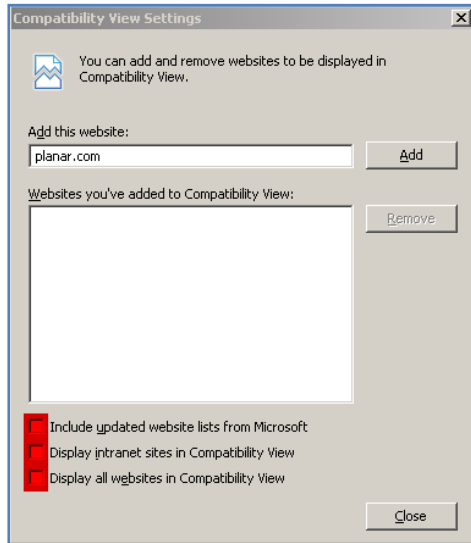
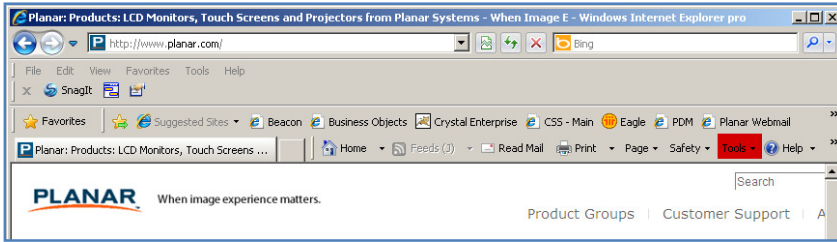
Contact [Jenny Shoykhet](mailto:Jenny.Shoykhet@concur.com) or [Tina Dennis](mailto:Tina.Dennis@concur.com) with Concur questions.

Access Concur Tutorials, Guides, and FAQ at <http://www.concurtraining.com/customers/corpedtraining/index.asp>

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Select **Close** and then **OK**. Finally, select **Tools** in Internet Explorer toolbar and then select **Compatibility View Settings** make sure that all 3 boxes at the bottom of the dialogue box are **unchecked**.

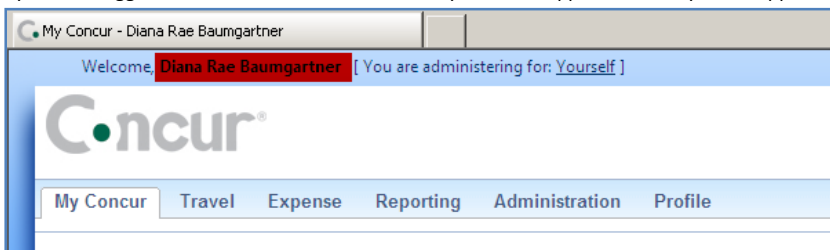


Step 2: Log into Concur

Cliqbook and Concur are now 'connected' and so you can access them from one URL: ConcurSolutions.com. The previous Cliqbook log in URL (www.MyOuttask.com) will also continue to work and provide access to the combined Concur/Cliqbook website. Your log in information is the same for both websites.

Go to ConcurSolutions.com to log in to the system. Your user name is your Planar email address. The password for all users is **Welcome1** (case sensitive). Even if you have previously used the Cliqbook website, your password has been reset to **Welcome1**. When you log in the first time, you will be prompted to change your password.

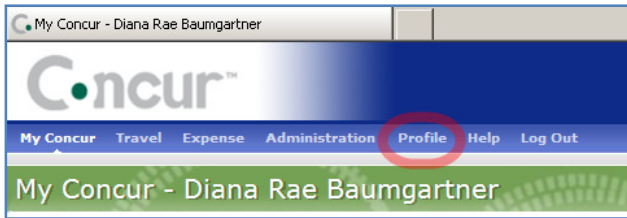
After you have logged in for the first time, confirm that your name appears correctly in the upper left hand corner.



Step 3: Set up Direct Deposit Information

Concur allows you to enter your expense reports quickly and Accounting to reimburse you more quickly, by directly depositing your reimbursements to a bank account of your choice. **The system will not allow you to submit an expense report until you enter your banking information.**

To enter your banking information select **Profile**, then select **Banking Information**. Enter your bank's routing number, account number, and account type. Select **yes** in the **Active** box. You only need to enter this information once—you do not need to enter this each time you have a new expense report.



Once you have entered your banking information, the system will perform a “pre-note” process and deposit a penny into your account to confirm that the banking information is correct. The penny should show up in your bank account within 3 business days.

Date	Description	Withdrawals	Deposits
11/15/2010	CONCUR -EXPENSE		\$ 0.01

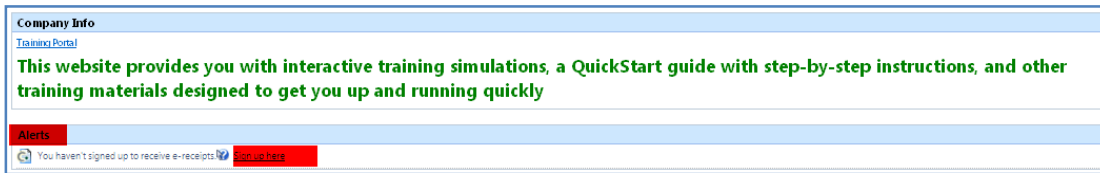
After a successful pre-note, the status of your bank account will show as **confirmed** in the **Banking Information** screen.

Routing Number	Bank Account Number	Account Type	Activity	Description
[REDACTED]	[REDACTED]	Checking	Confirmed	The account is eligible to receive payments.

You will not be able to submit an expense report until your banking status is shown as Confirmed. Because the pre-note process required to reflect a **confirmed** status can take up to 3 business days, you should enter your banking information now—even if you don't have expenses—so that the information is there and confirmed when you have an expense report you need to submit.

Step 4: Activate E-Receipts

In the **Alerts** window on your **My Concur** page, click the **Sign up here** link to activate E-Receipts.



Select **E-Receipt Activation** and then accept the terms and conditions by selecting **I Accept**.



Questions?

Contact Jenny Shoykhet or Tina Dennis with Concur questions.

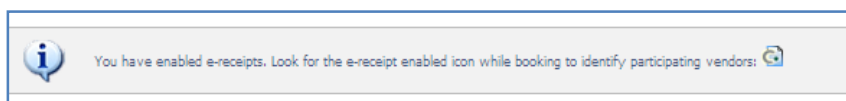
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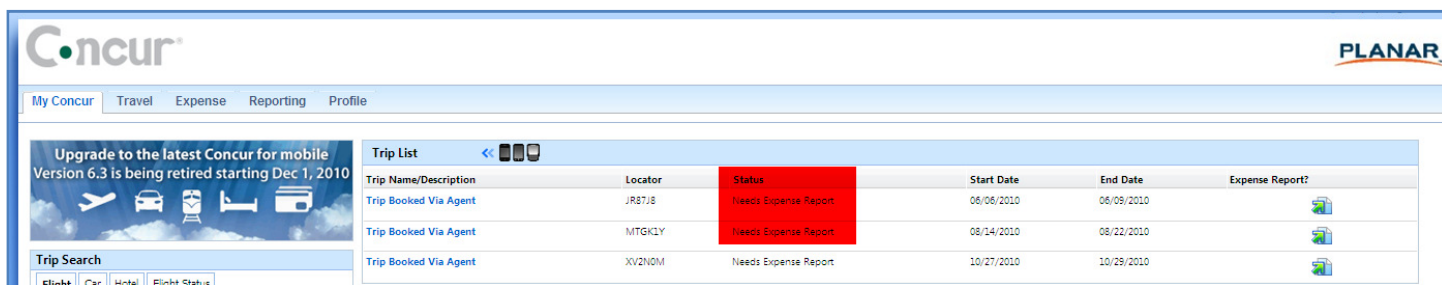
A confirmation screen will confirm that the activation is complete



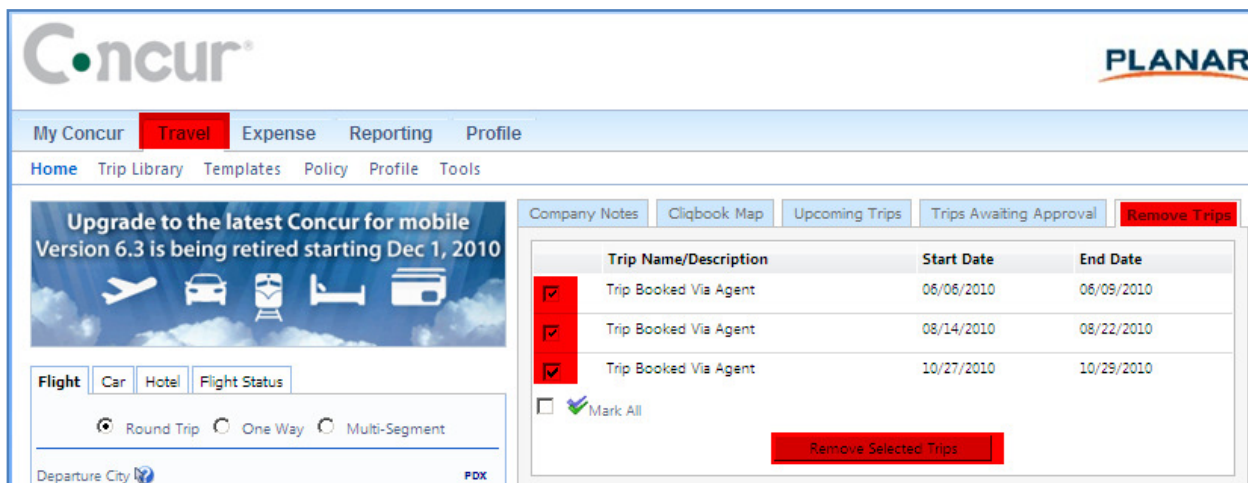
Once you complete the e-receipt activation, the e-receipts generated by your transaction with a participating supplier will be automatically collected and matched with your itineraries and expense reports. You can access and print these e-receipts at any time from your Trip Library. Your e-receipts will be automatically matched with your itineraries and expense reports, so you can avoid the manually entering these expenses and attaching a receipt to your expense report. **See further discussion of E-Receipts in Step 8 below.**

In Cliqbook, suppliers that participate in the e-receipt program are identified by this icon during the online booking process: 

When you log in to Concur for the first time, your trip list may indicate that an old trip needs an expense report.



You are not required to submit a Concur expense reports for trips that have already been submitted via the previous, paper expense report method. To remove these trips from your list select the **Travel** menu and then select the **Remove Trips** tab. Select the trips you would like to remove (ie: those old trips for which you've already submitted an expense report) and then select **Remove Selected Trips**.



Questions?

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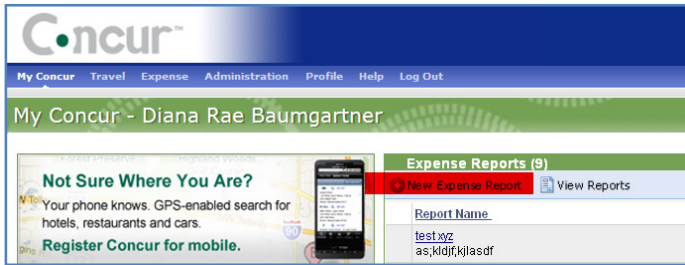
Access Concur Tutorials, Guides, and FAQ at <http://www.concurtraining.com/customers/corpedtraining/index.asp>

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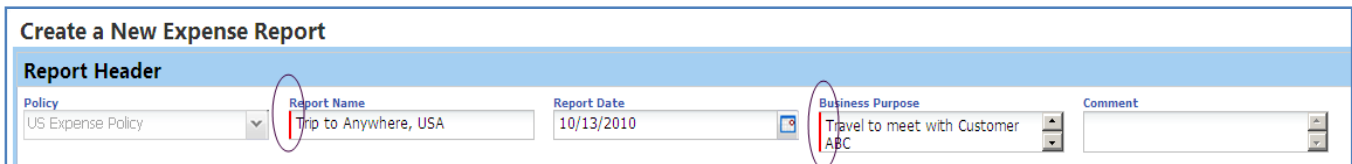
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Step 5: Create a New Expense Report

On the **My Concur** page, select **+New Expense Report** in the **Expense Reports** window on the **My Concur** page

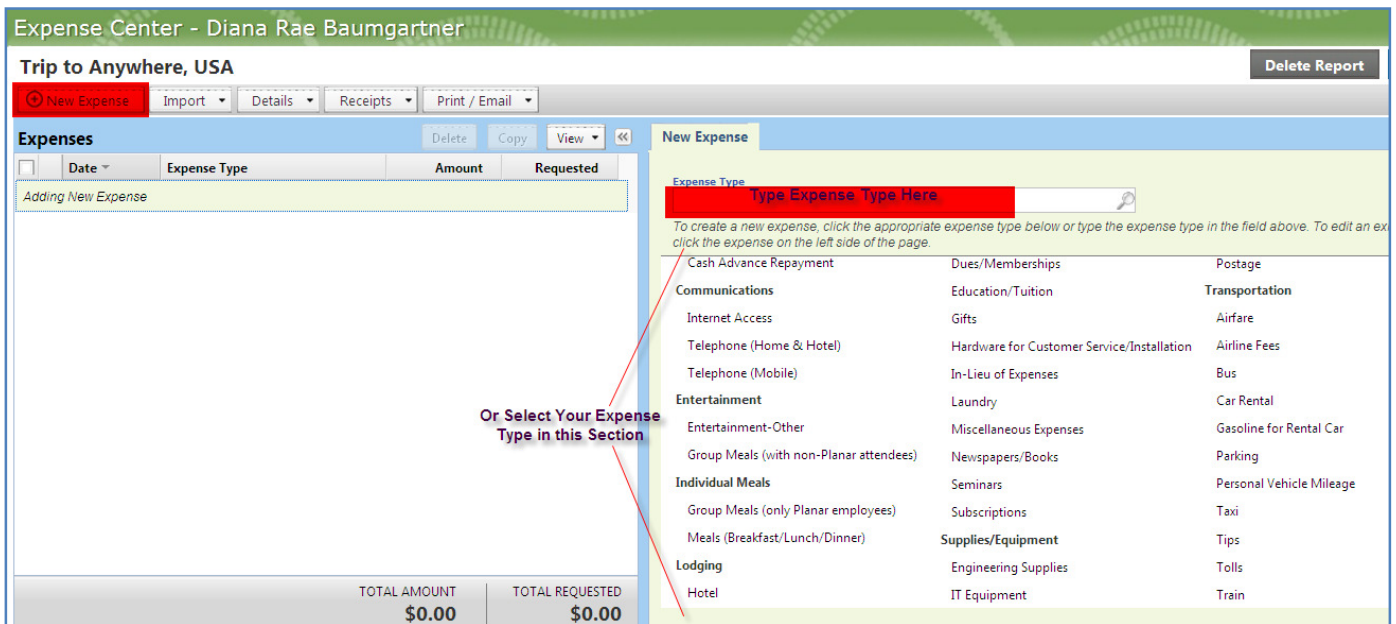


Enter a report name and business purpose. Fields with a red-bar on the left side are required. Those without red-bars are optional. Once complete, select **Next**

The screenshot shows the 'Create a New Expense Report' form. The 'Report Header' section has several fields: 'Policy' (US Expense Policy), 'Report Name' (Trip to Anywhere, USA), 'Report Date' (10/13/2010), 'Business Purpose' (Travel to meet with Customer), and 'Comment' (ABC). Red vertical bars are present on the left side of the 'Report Name' and 'Business Purpose' fields, indicating they are required. The 'Report Date' field has a calendar icon, and the 'Business Purpose' field has a dropdown arrow.

Step 6: Add Expenses to an Expense Report

Select **New Expense** and then enter your **Expense Type** by either A) typing the expense type into the Expense Type box or B) selecting from the list of expense types below the Expense Type box.

The screenshot shows the 'Expense Center - Diana Rae Baumgartner' interface. The main heading is 'Trip to Anywhere, USA'. Below it, there's a 'New Expense' button and a list of actions: 'Import', 'Details', 'Receipts', and 'Print / Email'. The 'Expenses' table is empty, with a 'Adding New Expense' row. To the right, there's a 'New Expense' section with an 'Expense Type' input field (containing 'Type Expense Type Here') and a list of expense types. A red arrow points from the text 'Or Select Your Expense Type in this Section' to the list of expense types. The list is organized into columns: Cash Advance Repayment, Dues/Memberships, Postage, Communications, Education/Tuition, Transportation, Internet Access, Gifts, Airfare, Telephone (Home & Hotel), Hardware for Customer Service/Installation, Airline Fees, Telephone (Mobile), In-Lieu of Expenses, Bus, Entertainment, Laundry, Car Rental, Entertainment-Other, Miscellaneous Expenses, Gasoline for Rental Car, Group Meals (with non-Planar attendees), Newspapers/Books, Parking, Individual Meals, Seminars, Personal Vehicle Mileage, Group Meals (only Planar employees), Subscriptions, Tax, Meals (Breakfast/Lunch/Dinner), Supplies/Equipment, Tips, Lodging, Engineering Supplies, Tolls, Hotel, IT Equipment, Train. At the bottom, there are 'TOTAL AMOUNT' and 'TOTAL REQUESTED' fields, both showing '\$0.00'.

Complete the required fields for the expense type you selected. Fields with a red-bar on the left side are required. Those without red-bars are optional.

Concur will automatically enter the department to which you are assigned. If a particular expense should be charged to a different department, select the appropriate department from the drop-down list.

Expenses can be entered in all major world currencies—the conversion is calculated automatically using the exchange rate for the transaction date entered. When all fields are complete, select **Save**.

Questions?

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New Expense

Expense Type: Parking | Transaction Date: 10/15/2010 | Business Purpose: Travel to meet with Customer ABC

Vendor Name: Acme Parking Company | City: Seattle, Washington | Payment Type: Out of Pocket

Amount: 8.00 USD | Personal Expense (do not reimburse) | Comment: Parking at Customer ABC

Department: (717000) Corp Finance/Accounting

Expenses can be entered in USD or other major currencies

Your assigned department is automatically selected. Use the drop-down menu to change.

Save | Itemize | Cancel

The expense is then entered into your expense report, as shown in the **Expense Window**

Expense Center - Diana Rae Baumgartner

Trip to Anywhere, USA

Expenses

Date	Expense Type	Amount	Requested
10/15/2010	Parking Acme Parking Company, Seattle, Wash	\$8.00	\$8.00
TOTAL AMOUNT		\$8.00	\$8.00
TOTAL REQUESTED		\$8.00	\$8.00

Select a new expense type, and enter your next expense

New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Cash Advance Repayment	Dues/Memberships	Postage
Communications	Education/Tuition	Transportation
Internet Access	Gifts	Airfare
Telephone (Home & Hotel)	Hardware for Customer Service/Installation	Airline Fees
Telephone (Mobile)	In-Lieu of Expenses	Bus
Entertainment	Laundry	Car Rental
Entertainment-Other	Miscellaneous Expenses	Gasoline for Rental Car
Group Meals (with non-Planar attendees)	Newspapers/Books	Parking
Individual Meals	Seminars	Personal Vehicle Mileage

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When entering personal vehicle mileage you can calculate the distance travelled on your own, or you can use the **Mileage Calculator** which is linked to Google Maps.
Note: Concur only allows whole miles—no partial mileage should be entered.

New Expense

[View Reimbursement Rates](#)

Expense Type: Personal Vehicle Mileage | Transaction Date: 10/15/2010 | Purpose of the Trip: Travel to meet with Customer ABC

From Location: Planar Beaverton Office | To Location: Seattle, Washington | Payment Type: Out of Pocket

Distance: Amount: 0 | 0.00 | USD | Comment: | Department: (717000) Corp Finance/Accounting

Mileage Calculator

Mileage Calculator

Waypoints: 1195 NW Compton Drive, Beaverton, OR | 184.0 MI | Seattle, WA, USA

Calculate Route | Make Round Trip

Add your travel locations and select "Calculate Route" or "Make Round Trip"

Deduct Commute | TOTAL PERSONAL: 0.0 MI | TOTAL BUSINESS: 184.0 MI

Map | Satellite | Hybrid

Add Mileage to Expense | Cancel

When mileage is entered, select **Save** and the expense is then entered into your expense report, as shown in the **Expense Window**. The total for the expense report is updated

Expense Center - Diana Rae Baumgartner

Trip to Anywhere, USA

New Expense | Import | Details | Receipts | Print / Email

Expenses			
Date	Expense Type	Amount	Requested
Adding New Expense			
<input type="checkbox"/> 10/15/2010	Parking Acme Parking Company, Seattle, Wash	\$8.00	\$8.00
<input type="checkbox"/> 10/15/2010	Personal Vehicle Mileage	\$184.00	\$184.00
TOTAL AMOUNT		\$192.00	TOTAL REQUESTED
			\$192.00

Step 7: Add a Group Meal to an Expense Report (if applicable)

- For group meals where non-Planar employees are in attendance use the **Group Meals (with non-Planar attendees)** expense type.
- For group meals with only Planar employees in attendance use the **Group Meals (only Planar employees)** expense type.

New Expense

Expense Type: Group Meals (with non-Planar attendees) | Transaction Date: 10/15/2010 | Business Purpose: Travel to meet with Customer ABC

Vendor Name: Yummy Restaurant | City: Seattle, Washington | Payment Type: Out of Pocket

Amount: 95.00 USD | Personal Expense (do not reimburse) | Comment:

Department: (717000) Corp Finance/Accounting

Attendees Attendees: 1 | Attendee Total: \$95.00 | Remaining: \$0.00

Attendee Name	Attendee Title	Company	Attendee Type	Attendee Count	Amount
Baumgartner, Diana			This Employee	1	\$95.00

When entering a group meal, you are automatically entered as an attendee at the meal. You must enter the other attendees or groups of attendees. To add an attendee, select the **arrow button** and then select **New Attendee**. Enter the attendee details in the pop-up window.

Attendees Attendees: 1 | Attendee Total: \$95.00 | Remaining: \$0.00

Attendee Name	Attendee Title	Company	Attendee Type	Attendee Count	Amount
Baumgartner, Diana			This Employee	1	\$95.00

Edit Attendee Details

Attendee Type: Business Guest | Last Name: Doe

First Name: Jane | Attendee Title: Engineer

Company: Customer ABC

Attendees Attendees: 3 | Attendee Total: \$95.00 | Remaining: \$0.00

Attendee Name	Attendee Title	Company	Attendee Type	Attendee Count	Amount
Smith, John	Purchasing Mana...	Customer ABC	Business Guest	1	\$31.66
Doe, Jane	Engineer	Customer ABC	Business Guest	1	\$31.67
Baumgartner, Diana			This Employee	1	\$31.67

Enter multiple attendees by adding a group, or adjusting attendee count

Questions?

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Step 8: Attach Receipts to an Expense Report

When an expense is greater than \$25, employees are required to attach an appropriate receipt to the expense report (personal vehicle mileage does not require a receipt). To review which items on your expense report require a receipt, select the **Receipts** button and **Receipts Required**. The pop-up window will summarize which expenses require a receipt.

The screenshot shows the Expense Center interface for Diana Rae Baumgartner. The main window displays a list of expenses for a trip titled "Trip to Anywhere, USA". The "Receipts" menu is open, showing options: "Receipts Required" (highlighted in red), "Check Receipts", and "Attach Receipt Images".

Date	Expense Type	Amount	Requested
10/15/2010	Parking Acme Parking Company, Seattle, Wash	\$8.00	\$8.00
10/15/2010	Personal Vehicle Mileage	\$184.00	\$184.00
10/15/2010	Group Meals (with non-Planar attend Yummy Restaurant, Seattle, Washingto	\$95.00	\$95.00

The "Receipt Review" pop-up window is open, displaying a "Reminder: Receipts Required!" message. It lists the expense requiring a receipt:

Expense Type	Date	Amount
Group Meals (with non-Planar attendees) Yummy Restaurant, Seattle, Washington	10/15/2010	\$95.00

Concur offers a variety of way to attach your receipts, offering you flexibility and convenience:

Option A: Attach a PDF

Scan your receipts and save to your hard drive. Select the **Receipts** button and then select **Attach Receipt Images**.

This screenshot shows the Expense Center interface with the "Receipts" menu open. The "Attach Receipt Images" option is highlighted in red.

Select **Browse** and locate your file. Then select **Attach** (You can scan multiple receipts into one attachment—each receipt does not need to be in its own file)

The dialog box shows the "Step 1" instruction: "Click **Browse** and select a PDF, JPG, TIFF, PNG or GIF file (5 MB limit per file) for upload". A "Browse" button is visible.

Step 2: Add or remove files before clicking **Attach**

Files Selected for uploading:

Filename	Status	Remove
No files selected		

Buttons for "Cancel" and "Attach" are at the bottom.

When the file is uploaded, select **Done**

The dialog box shows the "Step 2" instruction: "Add or remove files before clicking **Attach**". It displays "1 of 10 files selected for upload".

Step 2: All files successfully uploaded

Filename	Status	Remove
1. Receipts 10.15.2010.pdf	Received	✕

A "Done" button is at the bottom right.

Questions?

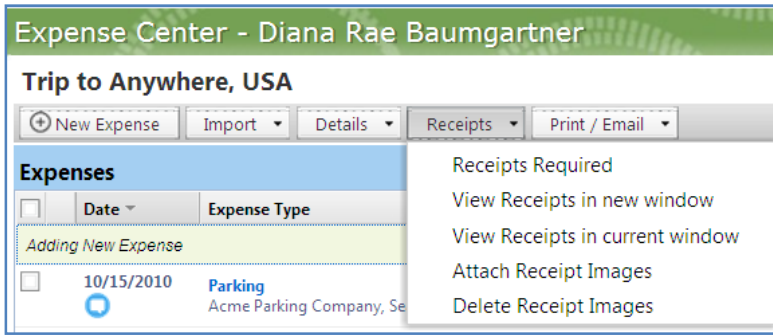
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To review, modify, or delete your receipt attachments, select the **Receipts** button and choose the appropriate selection



Option B: Attach a picture using Concur Mobile

Take a picture on your Smart Phone and upload it to your expense report using the Concur Mobile App.

For detailed instructions on how to use Concur Mobile, see Planar's *Concur Mobile Quick-start Guide* available at PlanarSystems.com/Concur

Option C: E-Receipts

When you book your airline, lodging, or rental car reservations through Cliqbook and/or River City Travel, E-Receipt vendors will automatically send a copy of your receipt to Concur. When you log into your Concur account, the receipt will show up in your expense window, All you need to do is review the expense type automatically selected by Concur (Lodging, Meals, Car rental, etc), modify (if necessary), and select **Save**.

All major airlines, and most major hotel chains, and rental car agencies are E-Receipt vendors. Expenses for non E-Receipt vendors must be manually entered into Concur. **E-Receipts will only work when your reservations are booked through Cliqbook and/or River City Travel.** Please remember that Planar's travel policy requires that air, hotel, and rental car arrangements be booked using Cliqbook and/or River City Travel.

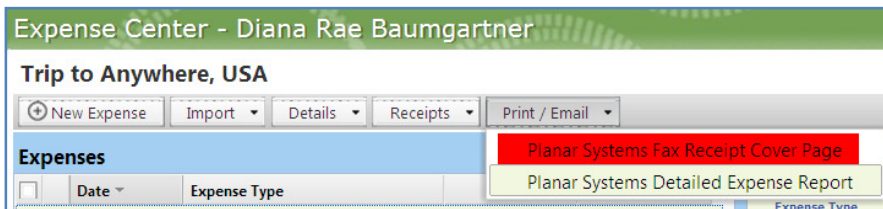
Learn more about E-Receipts, by viewing the following video from Concur:

<http://www.concurtraining.com/customers/concur/TrainingToolkit/demos/trav&exp/EReceipts-EU-WorkingWith/EReceipts-EU-WorkingWith.htm>

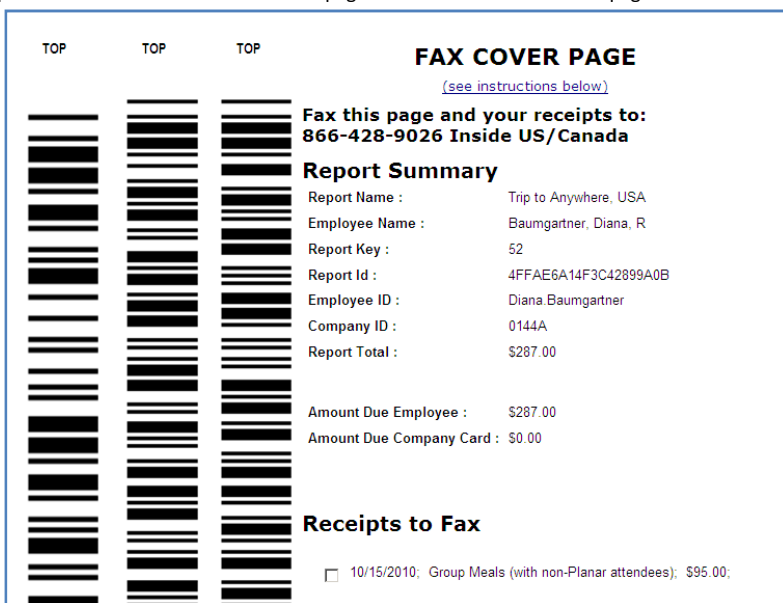
(please note that the demonstration refers to "credit card charges" this refers to corporate credit cards—which is not applicable to Planar)

Option D: Fax receipts

Select the **Print/Email** button and then Select **Fax Receipt Cover Page**



A Fax cover page will then open in a new window. This cover page is unique to *you and to this specific expense report*. Use this as a cover page and fax all of your receipts to the number listed on the cover page. The barcode on the cover page will automatically link to your expense report.



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Step 9: Submit an Expense Report

Note: Once you've attached receipts, it can take Concur up to 30 minutes to 'recognize' a receipt as being attached to your expense report. If you experience problems submitting an expense report right after attaching receipts, wait 30 minutes and then submit the expense report. Some users avoid this issue by attaching receipts first (step 7), and then entering receipts (step 6).

When all receipts have been attached to your report, select **Submit** to send your report to your manager.

Review the certifications on the **Final Review** screen, and select **Accept & Submit**

Step 10: Wait for Review and Approval of Expense Report and Get Reimbursed!

When you submit your expense report it is automatically routed to your manager. He or she will receive an email notification that an expense report is waiting for approval. You can see the approval status and payment status of your report at any time on your **My Concur** page.

Once the payment status of your report shows "Extracted for Payment" funds will be deposited into your bank account within 72 hours (3 business days). The cash deposited to your account will have "Concur-Expense" in the description field.

Questions?

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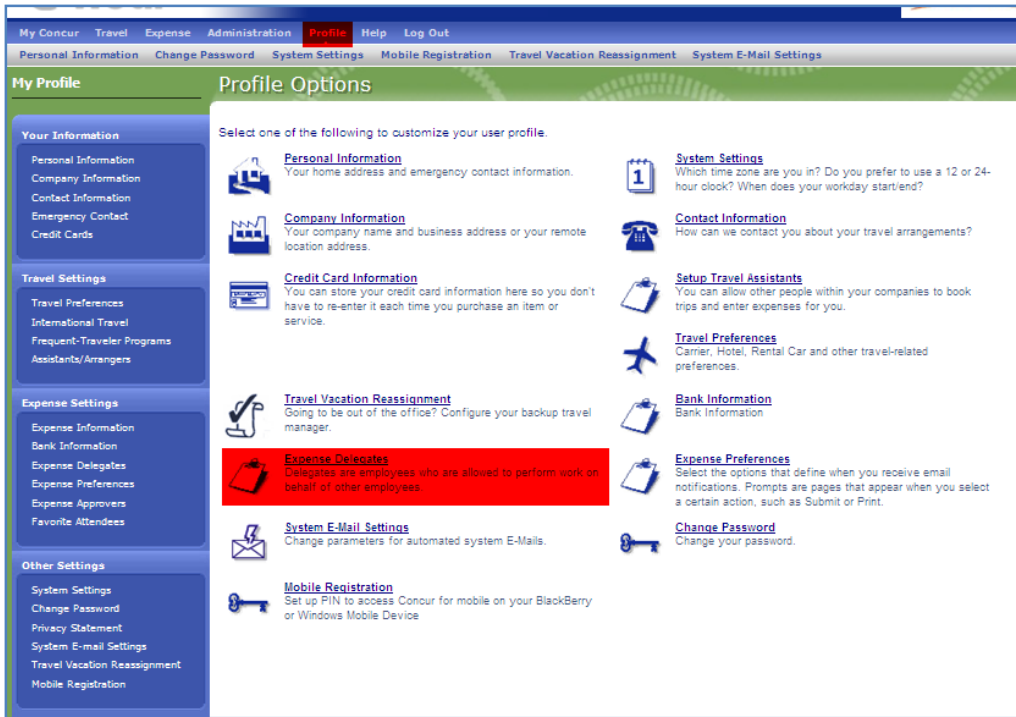
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Other Considerations: Delegate Expense Reporting to another Employee

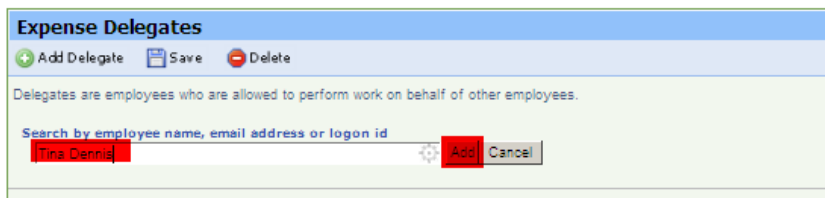
You can delegate authority to enter and submit expense reports on your behalf to your assistant. To delegate this authority, log into Concur and select **Profile** and then select **Expense Delegates**



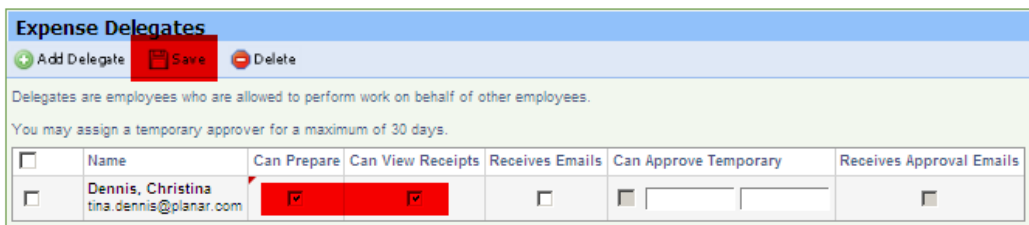
In the **Expense Delegates** window select **+Add Delegate**



Type the name of the Planar employee to whom you are delegating authority and then select add. All Planar employees that are authorized to enter expense reports are available in the system.



Once the delegate is added, check the **Can Prepare** and **Can View Receipts**. Select **Save**



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