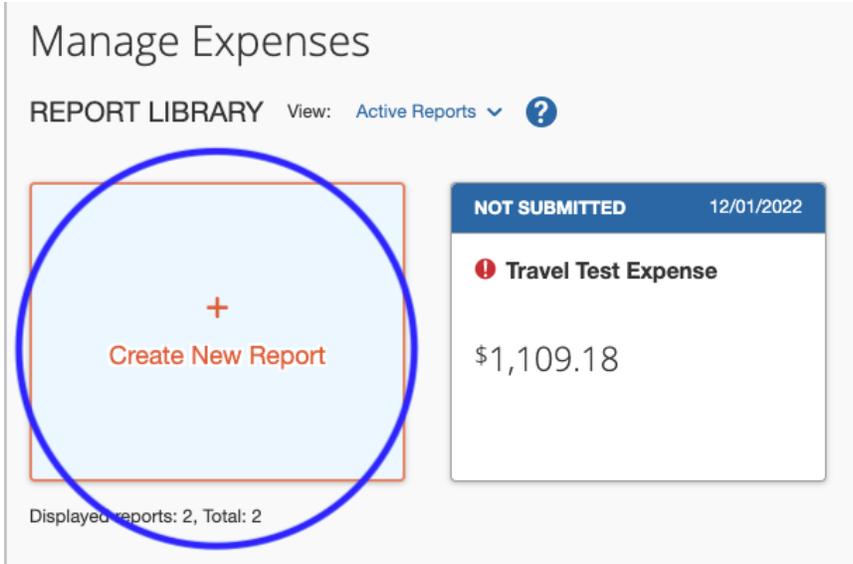
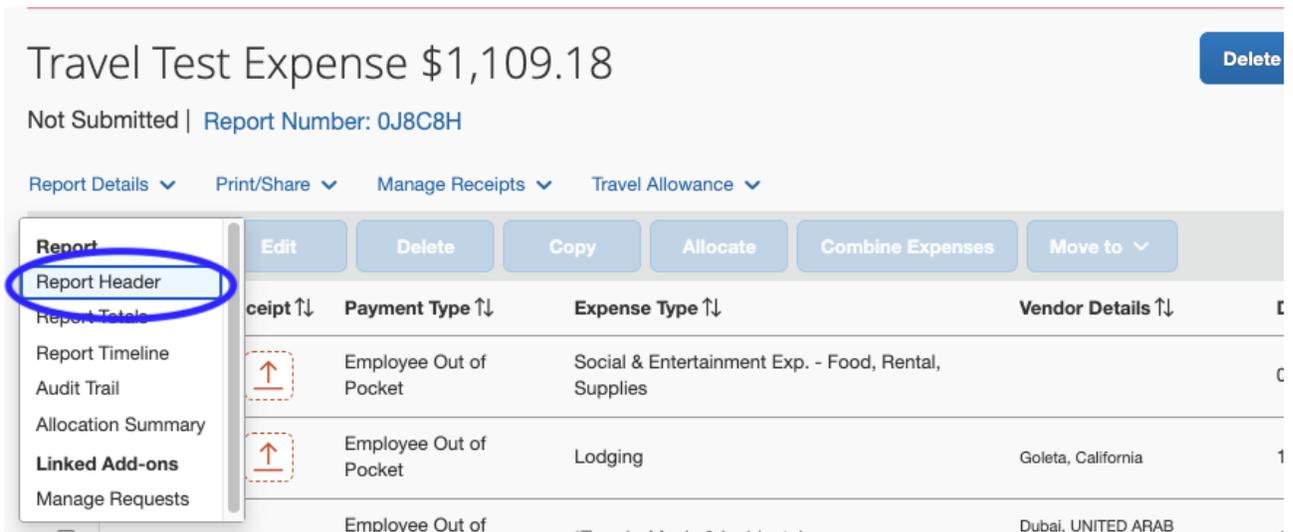
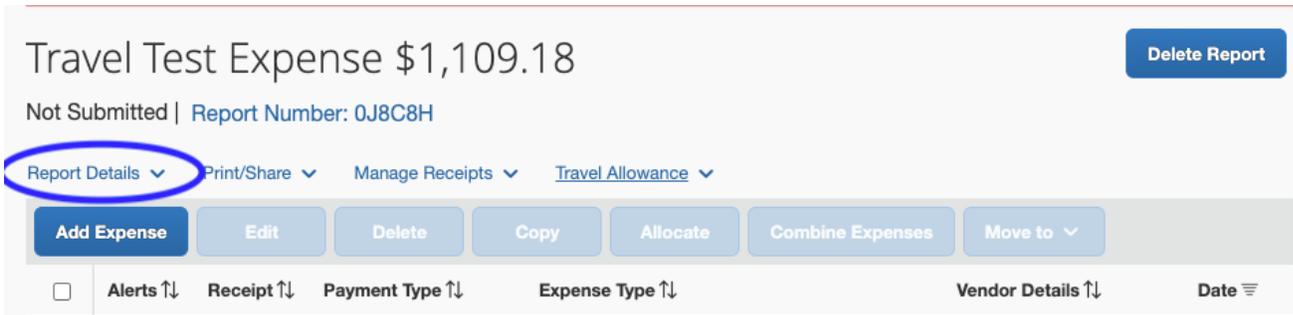


How to Locate FAU in Concur

1a) If you are creating a new expense report, simply click on “Create New Report”.



1b) If you have already created a report, click on “Report Details” and then click on “Report Header” in the dropdown menu.



2) Fill out the mandatory fields labeled with an asterisk (*). You'll first need to select the department of which the funds are coming from. Click the dropdown menu and select "Either." From there type in the department code/name in the search bar. Click the department name as it appears in the result's dropdown menu.

The image displays a form with three sections, each containing several input fields:

- Section 1:**
 - Group Travel * (dropdown menu, value: No)
 - Any travel to AB 1887 restricted states? * (?) (dropdown menu, value: No)
 - Personal Days/Justification (?) (text input field)
 - Dept * (dropdown menu, value: Search by Text, circled in blue)
 - FAU * (text input field, circled in blue)
 - Sub Account * (dropdown menu, value: None Selected)
- Section 2:**
 - Group Travel * (dropdown menu, value: No)
 - Any travel to AB 1887 restricted states? * (?) (dropdown menu, value: No)
 - Personal Days/Justification (?) (text input field)
 - Dept * (dropdown menu, value: COMS)
 - FAU * (text input field)
- Section 3:**
 - Dept * (dropdown menu, value: COMS, circled in blue with a red error icon)
 - FAU * (text input field)
 - Text (dropdown menu, value: Either, circled in blue with a blue arrow pointing to it)
 - Code (dropdown menu)

Group Travel * Any travel to AB 1887 restricted states? * ?

No No

Personal Days/Justification ?

Dept * FAU * 2

COMS Report Total

Sub Account 1 2

None Selected

Host Name

Comments

This field is missing required information.

- (COMS-DEPT-CHSS82-8-402525-18082)
- COMS/LOTTERY FDS-NEW EQ/IS SUP
- (COMS-COMS-ECWW23-8-402525-41923) ,
- 99991231, MELLICHAMP ACAD INTIATIVE PROF
- (COMS-DEPT-CSBERU-8-442525-19900)
- COMPUTER SCIENCE RES / STATE GENERAL FUNDS
- (COMS) COMPUTER SCIENCE

3) Next, click the FAU dropdown menu and select "Code" or "Either." (For this example, we will be selecting the "Either" filter).

Group Travel * Any travel to AB 1887 restricted states? * ?

No No

Personal Days/Justification ?

Dept * FAU * 2

(COMS) COMPUTER SCIENCE Search by Either

Sub Account *

None Selected

Host Name (for Entertainment Expenses)

Report Total

Comments (Approver Use Only)

FAU *

- Text
- Code
- Either

4) Once the filter has been selected, type in **an asterisk (*)** before typing out the FAU code as shown below. Scroll down to the bottom of the suggested codes and the FAU should pop up. Click on the result line with the desired FAU code.

***If the FAU still does not appear, please email the financial administrator of your department to confirm the FAU is available in the Concur system ***

For the Computer Science Department, please email purchasing@cs.ucsb.edu

Group Travel *
No

Any travel to AB 1887 restricted states? * ?
No

Personal Days/Justification ?
[Empty text box]

Dept * 1
(COMS) COMPUTER SCIENCE

Sub Account *
None Selected

Host Name (for Entertainment Expenses)
[Empty text box]

Comments (Approver Use Only)
[Empty text box]

FAU * 2
*CSFEEX
(COMS-DEF 1-CR3302-0-402525-10002)
COMS/LOTTERY FDS-NEW EQ/IS SUP
(COMS-COMS-ECWW23-8-402525-41923) ,
99991231, MELLICHAMP ACAD INITIATIVE PROF
(COMS-DEPT-CSBERU-8-442525-19900)
COMPUTER SCIENCE RES / STATE GENERAL
FUNDS
(DEPT-CSFEEX-8-402525-20300) COMS/UNEX-
FEE INCOME

Additional Tip:

When selecting a "Sub Account":

- For Entertainment/Social Meetings - Select 3
- For Traveling - Options
 - Travel In-State - Select 5
 - In-State means traveling to and/or in California, this includes virtual conferences
 - Out-of-State means traveling outside of California
 - Travel Foreign - Select 7