CONCUR P-CARD RECONCILATION

For Cardholders/Liaisons

A comprehensive guide for the cardholder and liaison users of Arkansas State University's Concur P-Card module

Updated November 2019

Contents

INTRODUCTION

Welcome to the Concur P-Card module at Arkansas State University! We are excited to introduce this system to you, which is a result of the partnership between A-State and SAP Concur.

The software will import transactions from US Bank and feed them into the cardholder's profile in Concur. The monthly Statement Report will be automatically generated and the transactions assigned to it for the statement period. The Delegate (Liaison) or Cardholder will access the Statement Report to reconcile the P-Card transactions and submit the Report for approval through a workflow in Concur (separate from the travel workflow). When the transactions post to Banner, each transaction will post to the appropriate account code rather than the generic P-Card expense account.

Throughout this guide, you will find instructions to lead you through the entire P-Card Reconciliation process, from logging into the system to submitting your report and approving the reports submitted to you.

IMPORTANT: Before you start the reconciliation process, login to US Bank and print your statement. Use the statement to make sure all transactions are reconciled in Concur. Also, staple the statement to the front of the physical receipts that the Cardholder or Delegate keeps.

LOGGING INTO CONCUR

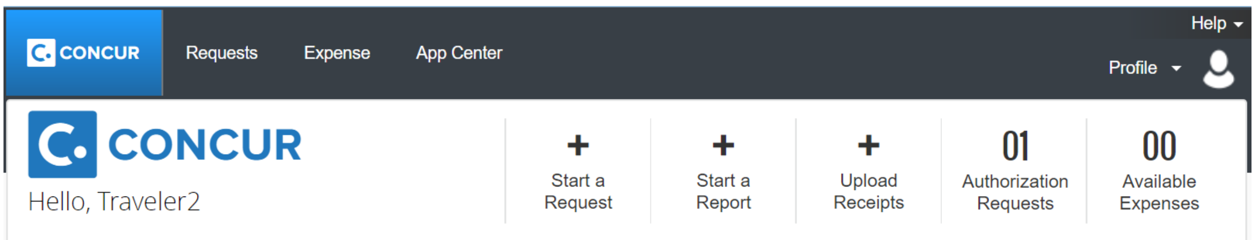
- Login to my.AState: https://my.AState.edu
- Click on the P-Card icon.
- Concur should automatically log you into the system.
- Alternatively, you can navigate to www.concursolutions.com and type in your e-mail address in the User Name field and your Concur password in the Password field.
- If you cannot login, please contact our Security Administrators at cpi-security@astate.edu.

MAIN MENU FOR CARDHOLDERS & DELEGATES

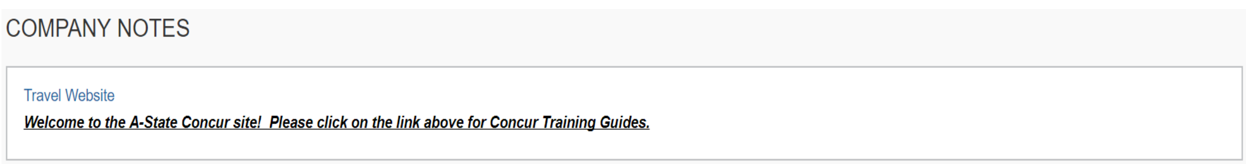
The main menu in Concur allows the user to access request reports, expense reports, and upload receipts. In this guide, we will focus on the Expense portions for P-Card Reconciliation.

The main menu is divided into 3 sections –

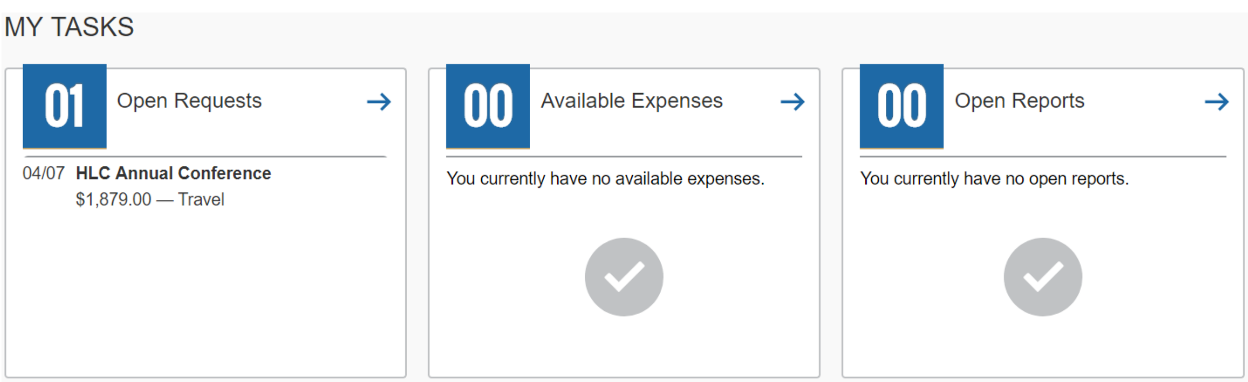
The top section gives you quick access to start an Expense Report by clicking on “Start a Report” or look at your active Expense Report list by clicking on “Expense”.



The second section gives you a message from A-State’s Travel Office. This message can change, but there will be a link to the Travel Office website.

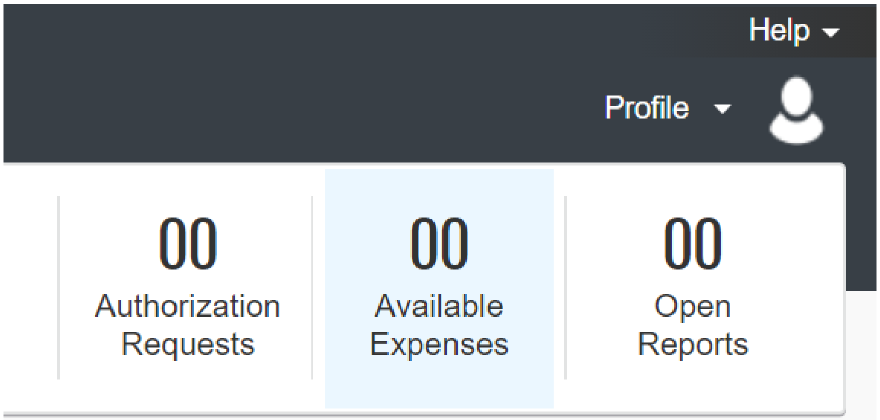


The third section shows you the open requests that have not been changed into expense documents yet, unassigned credit card transactions (T-Card, Department Card, and P-Card), and any open expense reports that haven’t been submitted yet.

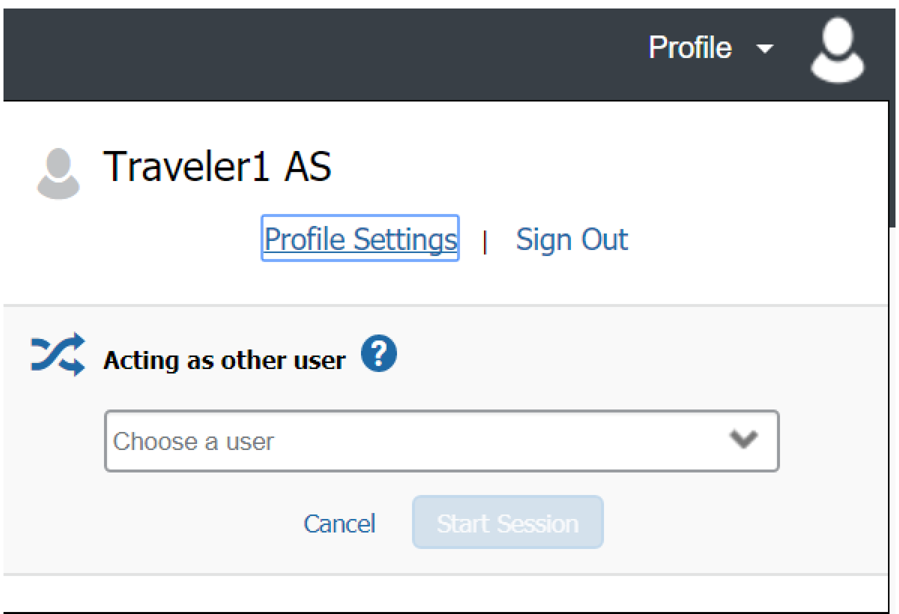


HOW TO START A SESSION AS A DELEGATE

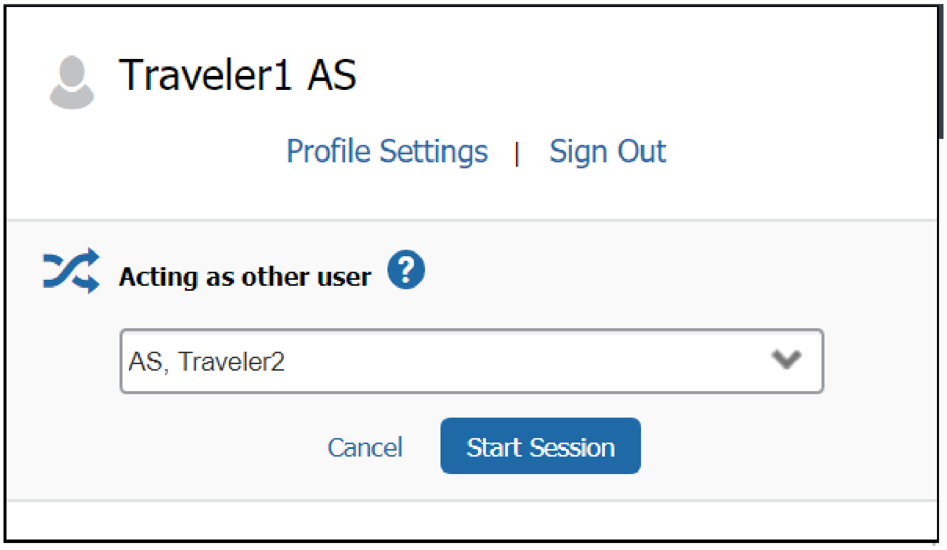
At the top of the main menu, click on the Profile drop down arrow:



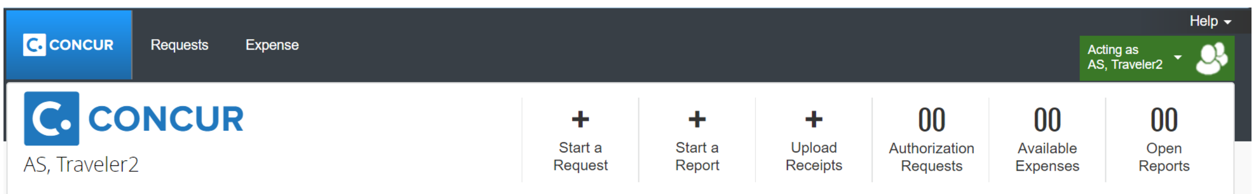
Concur will bring up a space for you to use the drop down to search or type in the name of the P-Card holder:



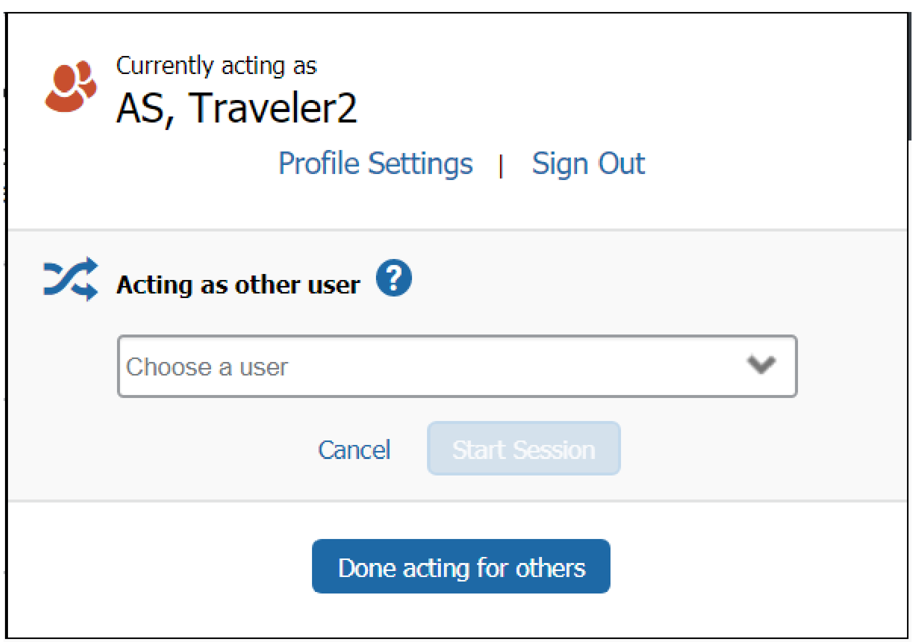
Choose the appropriate P-Card holder, and click the "Start Session" button:



Your screen will now show that you are working as another person:

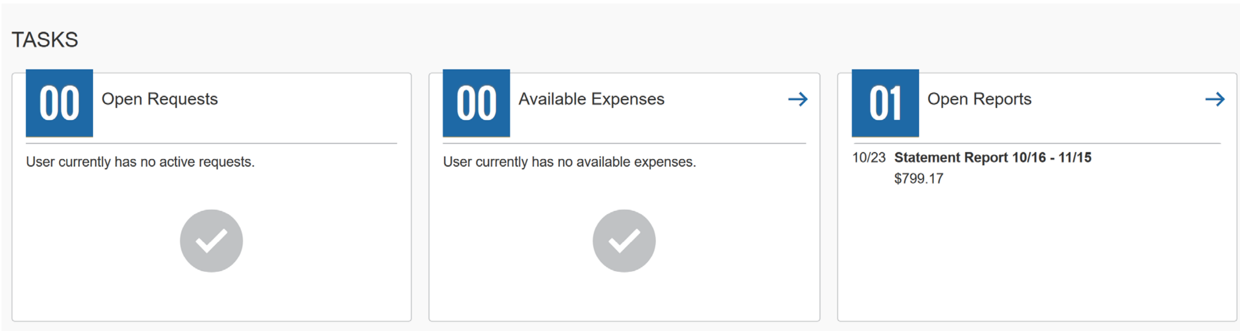


When you are ready to stop being a delegate for the P-Card holder, click on the green button, and choose "Done acting for others".



ACCESSING THE P-CARD STATEMENT REPORT

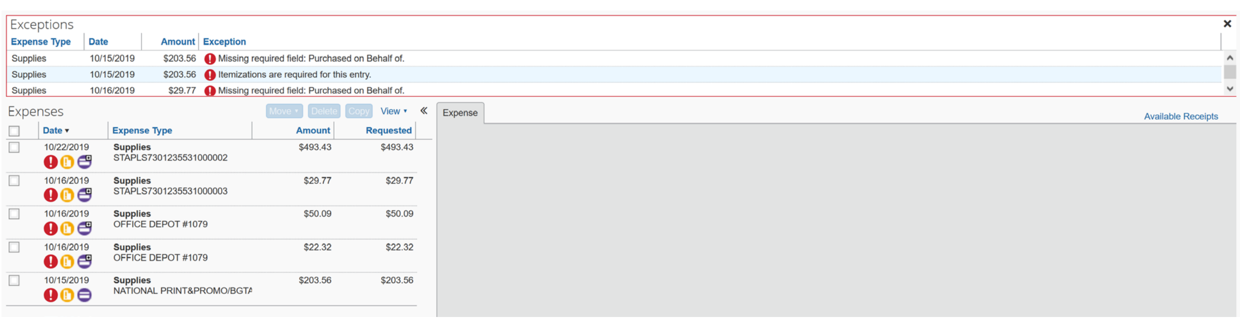
After you login to Concur, click on the Statement Report for the open statement period, which will be in the Open Reports area. P-Card transactions will automatically be assigned to the open Statement Report unless the system is unable to match a MCC (Merchant Category Code). If this happens see the View Transitions section.



The Statement Report title will always be Statement Report XX/XX – XX/XX, to represent the start and end date of the statement period. The Statement Report will open to the Expenses Screen.

EXPENSES SCREEN

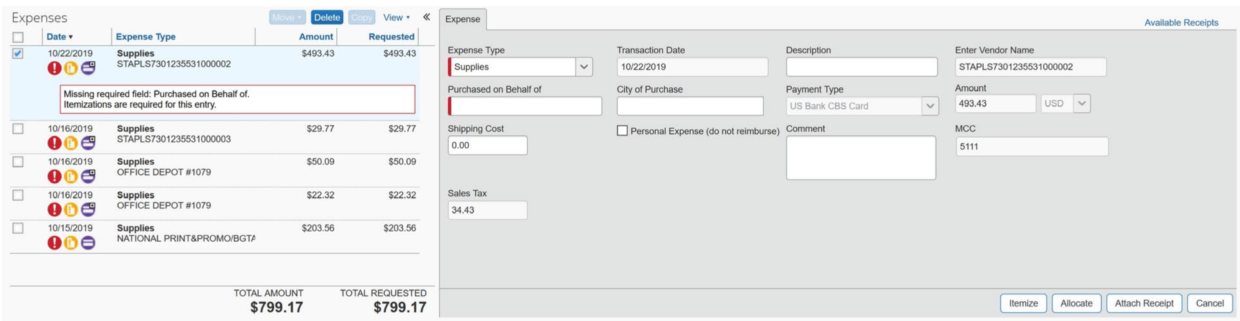
The expenses screen will list the P-Card transactions under Expenses. It will also show the other transactions under Available Expenses, if there are any (ignore these).



Click on each transaction in the Expenses list to update and attach appropriate receipts. Each transaction will have a parent category for the expense type and need to be itemized to the appropriate Banner Account Code. Receipts are required for all P-Card transactions.

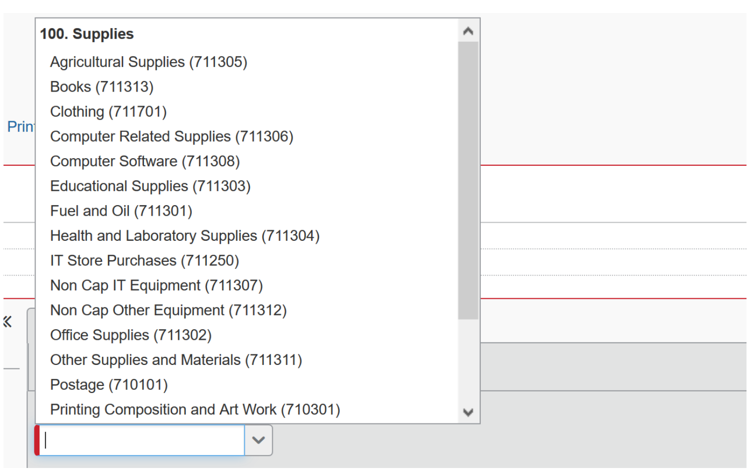
Any field on the Expense tab with a red line on the left side is required. Some fields are grayed out because they feed in from US Bank and cannot be updated. If the vendor provides the itemized breakdown of the purchases to US Bank that information can be viewed by hovering over the purple credit card icon. If Shipping Cost and Sales Taxes were provided those will show up in the designated fields. Enter the Shipping Cost into the field if it is on the invoice or receipt and did not feed into Concur.

Please note, the Amount field is the total of the transaction, including shipping and sales tax.

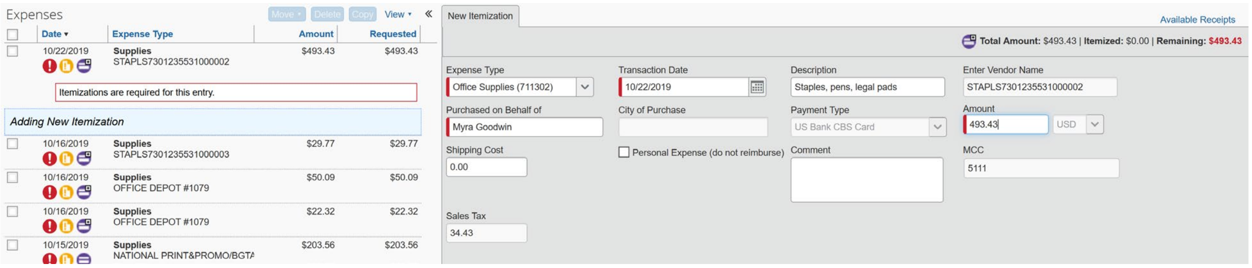


Enter the employee name(s) (first and last) that the item(s) were purchased for in the Purchased on Behalf of field. Enter additional information about the credit card charge in the Description field. Enter the location of goods information in the Comments field, if necessary. Audit requires you to list the location of tangible items such as a new computer monitor. Location of goods is not required for consumables and software, for example.

Click the Itemize button and choose the appropriate Expense Type under the parent category.



Enter the total amount into the Amount field on the New Itemization tab, unless the transaction needs to be broken up between multiple Account Codes.

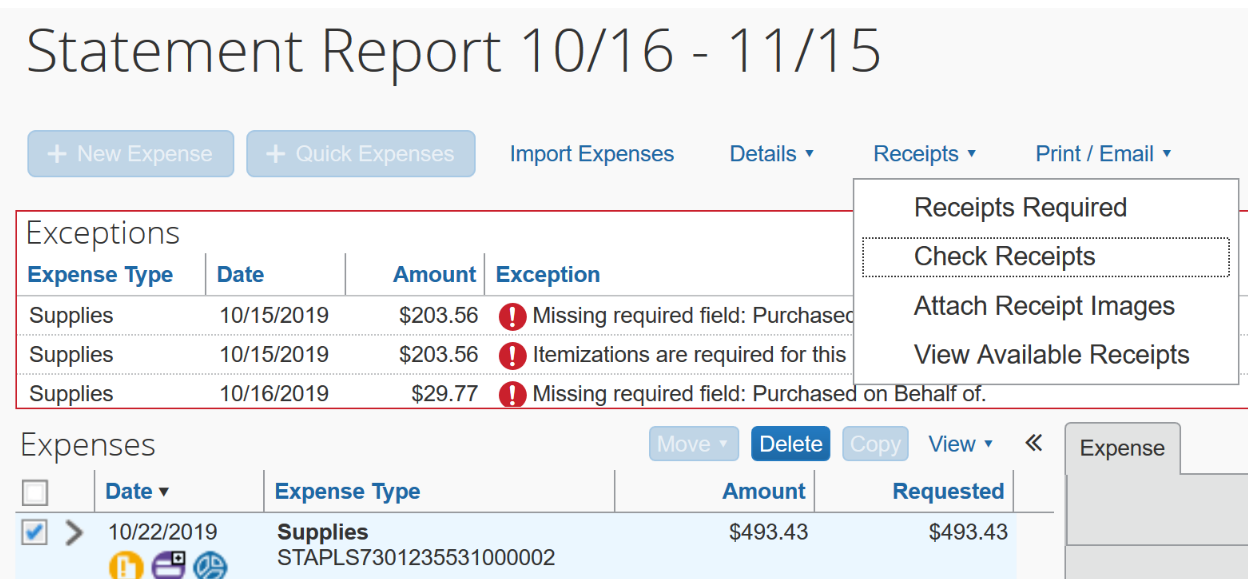


Click the Save button, and Concur will bring you back to the main Expense tab.

ADDING RECEIPTS

All expenses that require a receipt will have the  icon. There are several ways to add receipts to Concur, and this guide is going to show the methods for adding receipts.

Uploading Receipts through the Web Application:
Click on the Receipts dropdown, then click on "View Available Receipts"

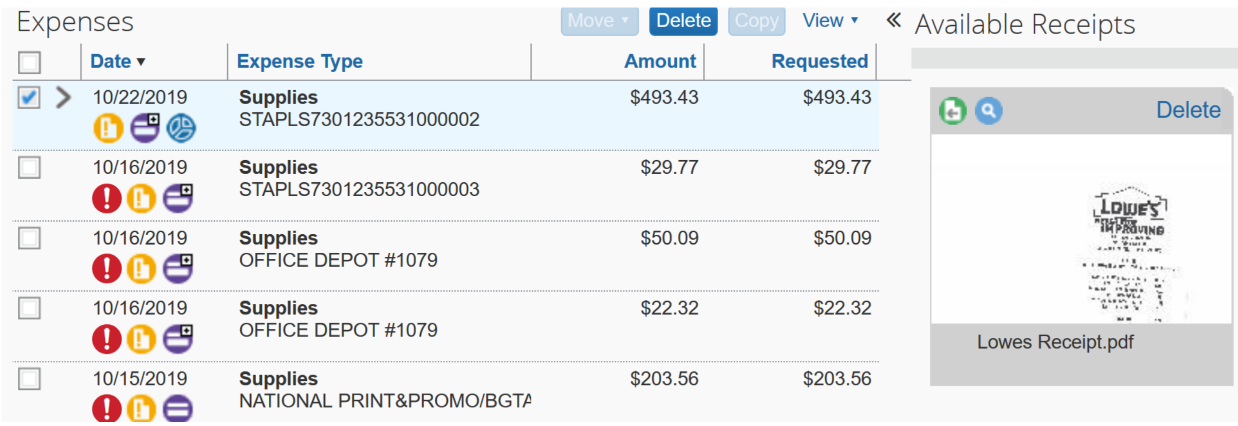


Concur will open a window that will include all of the receipts you have uploaded. In order to load files from your computer into Concur, follow the following steps:

- Click on the "Upload" button.

- Click the “Browse” button, then choose a document that is on your computer.
- Click the “Open” button.
- Click on the “Upload” button.
- The document will show up on the list with the word “Uploaded” to the side.
- You can attach up to 10 documents.
- Click on the “Close” button once you are done.

Once you have uploaded your document, drag and drop the receipt onto the expense:



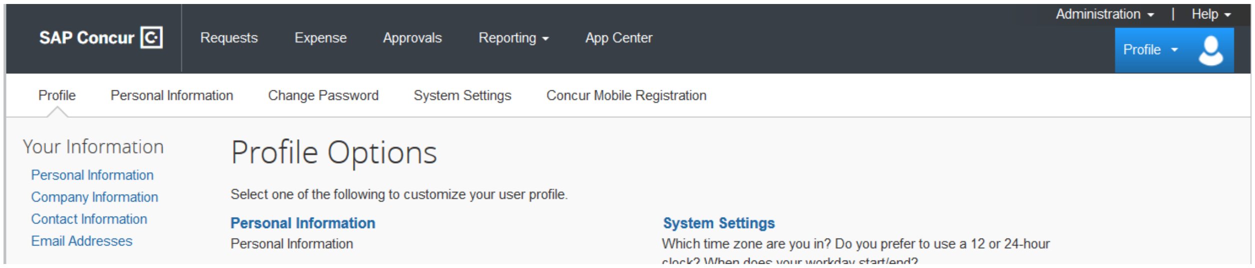
Once the receipt is attached, the yellow icon will change to . To review your receipts, hover the mouse cursor over the receipt icon.

Please do not attach receipts in a batch and either leave them attached to the document as a whole or attach the entire batch to each expense type.

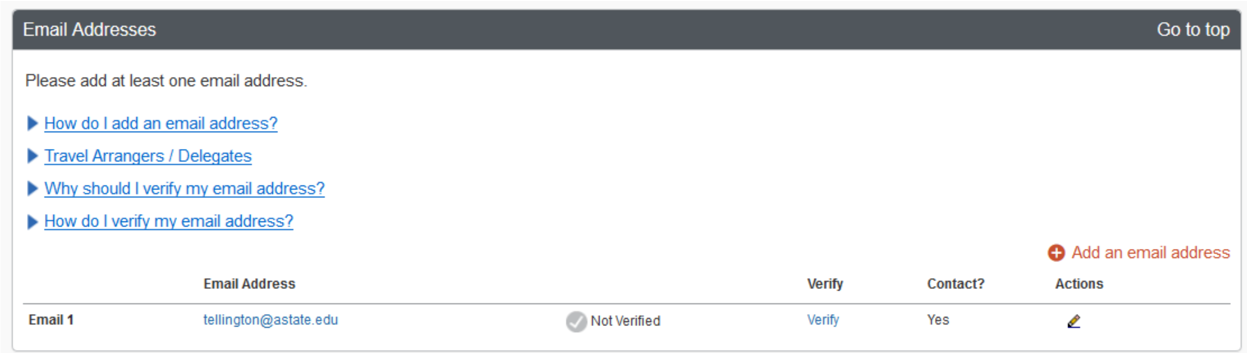
Uploading Receipts by email:

Concur allows the Cardholder to email receipts from up to 3 verified email addresses to receipts@concur.com. The receipt can be the email itself or an attachment.

- Click on the Profile and select on the Profile Setting option. On the left side of the settings window, select Email Addresses.



- The A-State email will be 'Email 1', click the Verify link and follow the instructions to verify the email address.

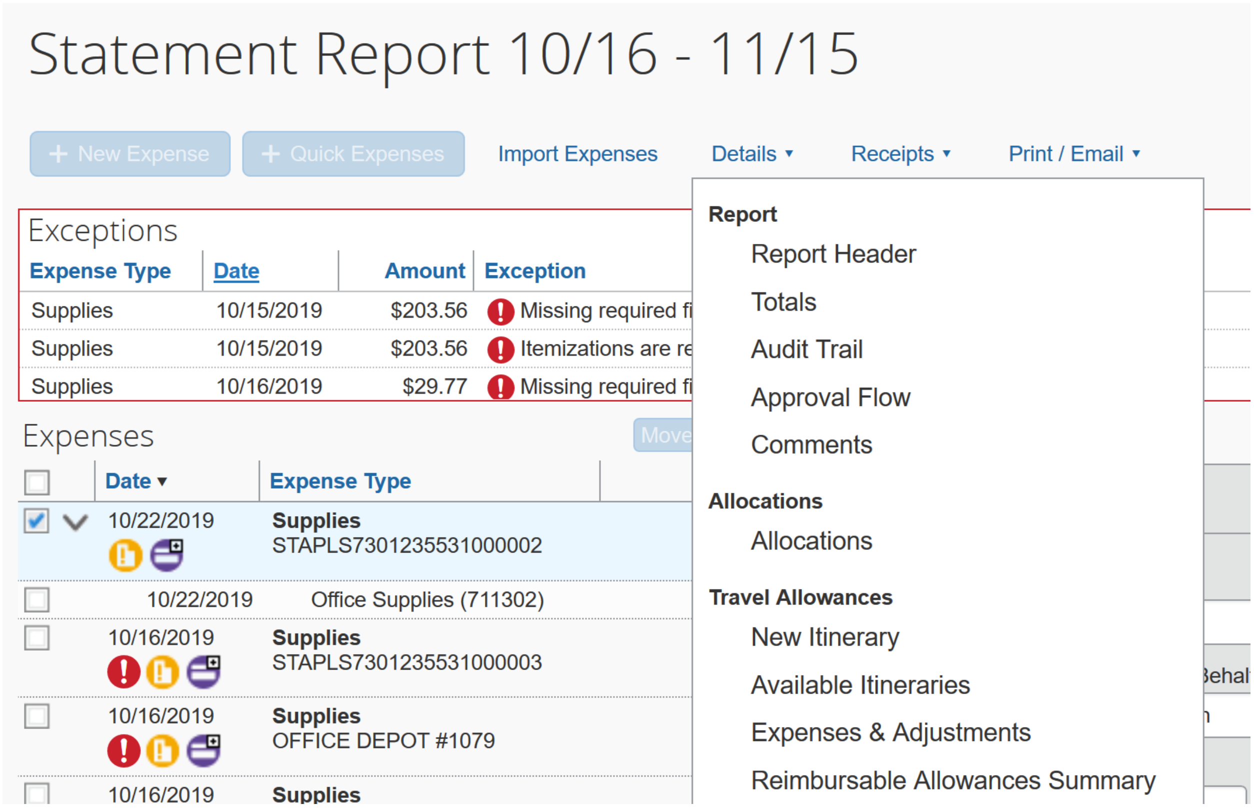


- Once the email has been verified the P-Card holder can send receipts by email to receipts@concur.com and the receipts will appear in the Available Receipts list.

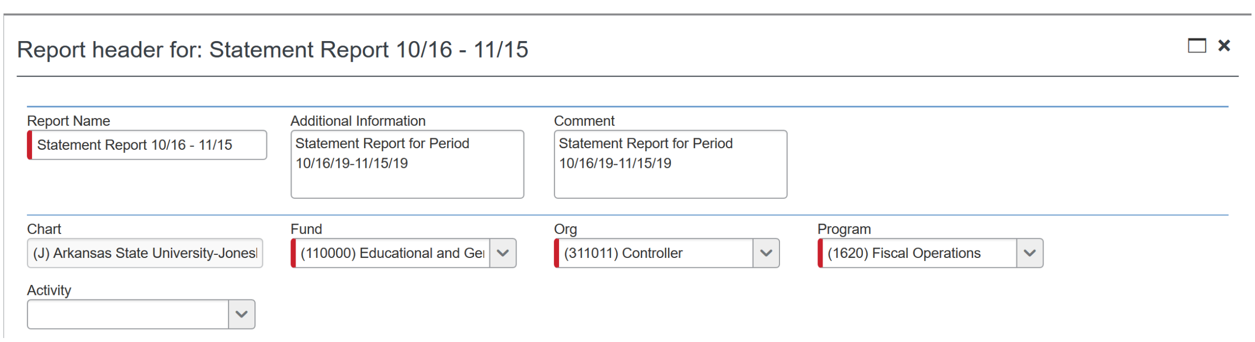
OPTIONAL: HEADER TAB-UPDATING THE FOAP

Access of the Report Header from the Details drop down. Update the Fund, Organization, and Program if **all** the transactions need to come out of a different Fund, Organization, and Program than the Cardholder's Profile default.

If transactions are being split between multiple FOAPs that will have to be done at the Expense level, see Allocating An Expense section.



To change the FOAP, type over the Fund or click on the drop down arrow. Often used FOAPs will appear at the top of the drop down list. When typing in a new Fund, you must select it from the available list of results. If you do not see the Fund, contact cpi-security@astate.edu.



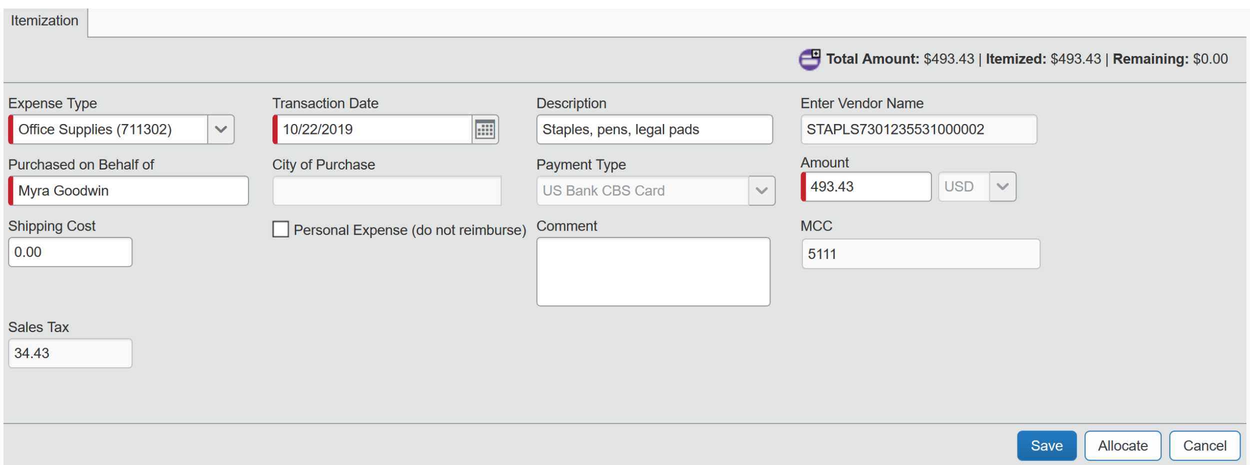
<u>**OPTIONAL: ALLOCATING AN EXPENSE**</u>

There are some expenses that might need to be charged to more than one FOAP. In order to record them, you will need to allocate your expenses. There are two ways to allocate, while updating each expense or selecting the expenses on the allocation screen.

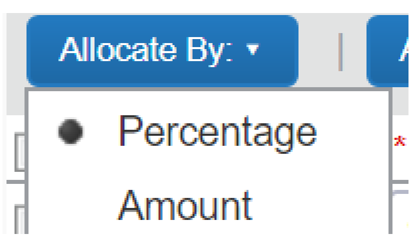
Note: Do not allocate a P-Card transaction before itemizing it. If this is done the allocation will be lost.

Method One

Click on the Allocate button at the bottom of the Itemization tab before clicking the "Save" button.

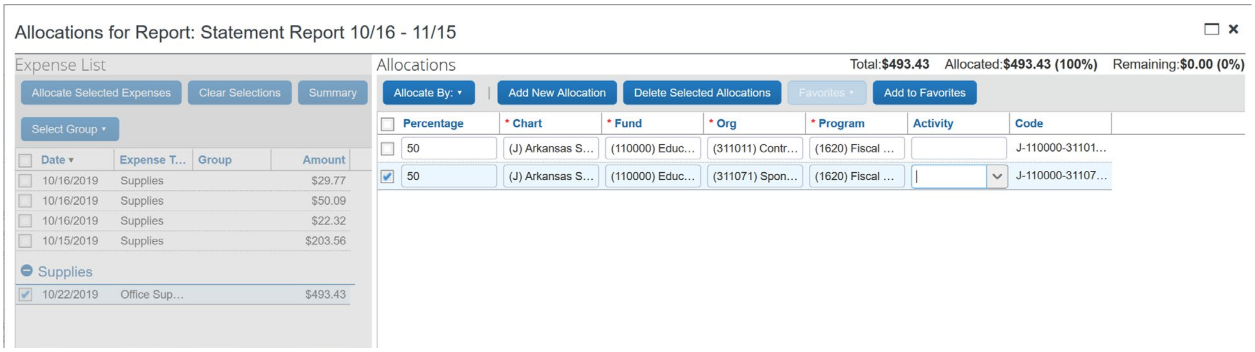


Choose whether you would like to allocate by percentage or amount by clicking on the "Allocate By:" drop down button:

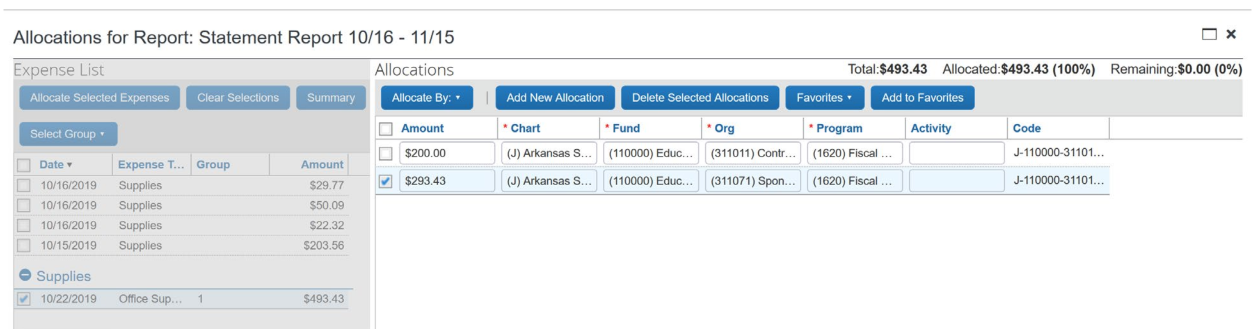


- To allocate by percentage (default):
  - Type in the percentage amount for the first default FOAP, and then tab over to the next field. Concur will automatically add another line for the next FOAP.
  - Tab through to the next line, and add a new percentage and FOAP.
  - Concur will keep adding lines until you allocate 100%.

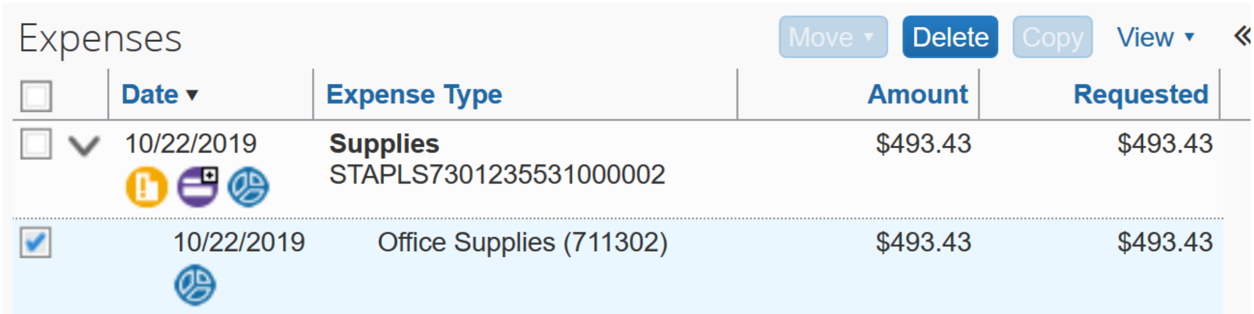
- Click the “Save” button to retain your changes, click “OK” on the saved successful message, and click “Done” to return to your document.



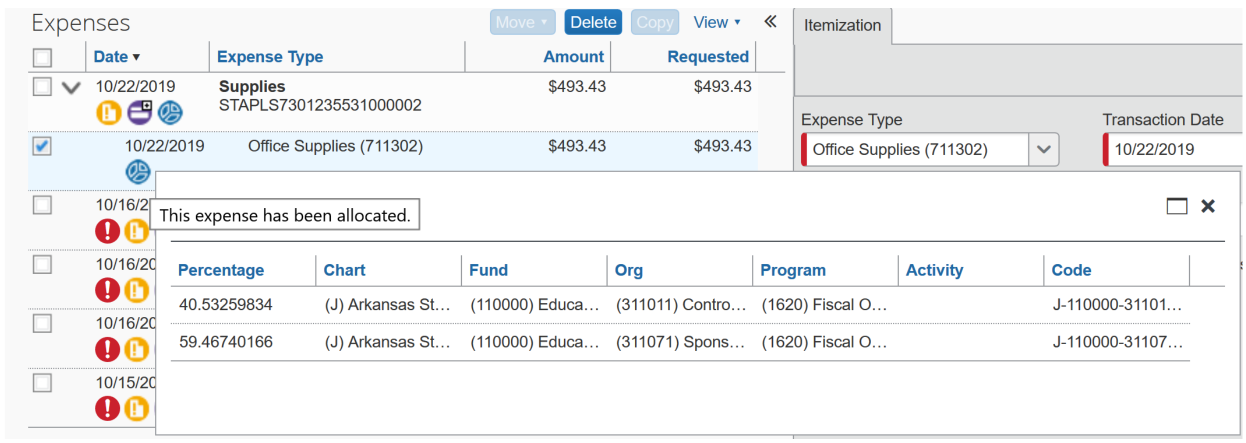
- To allocate by dollar amount:
  - Type in the dollar amount for the first default FOAP, and then tab over to the next field. Concur will automatically add another line for the next FOAP.
  - Tab through to the next line, and add a new dollar amount and FOAP.
  - Concur will keep adding lines until you allocate 100% of the expense.
    - Concur will keep track of the total for you at the top right of the screen.
  - Click the “Save” button to retain your changes, click “OK” on the saved successful message, and click “Done” to return to your document.



In order to see which expenses have been allocated, look for the allocation icon, which looks like a pie chart:



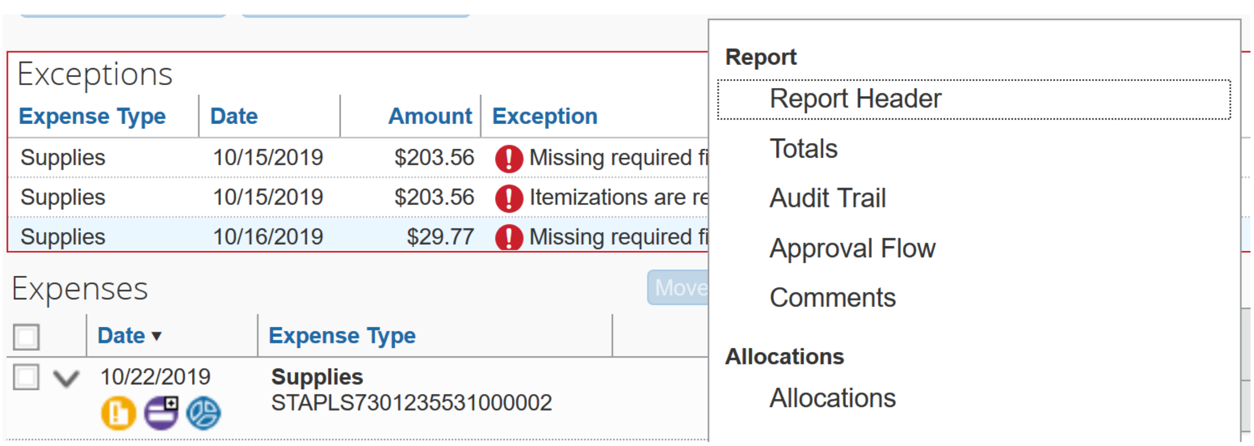
When you hover over the icon, Concur will bring up the allocation for your review:



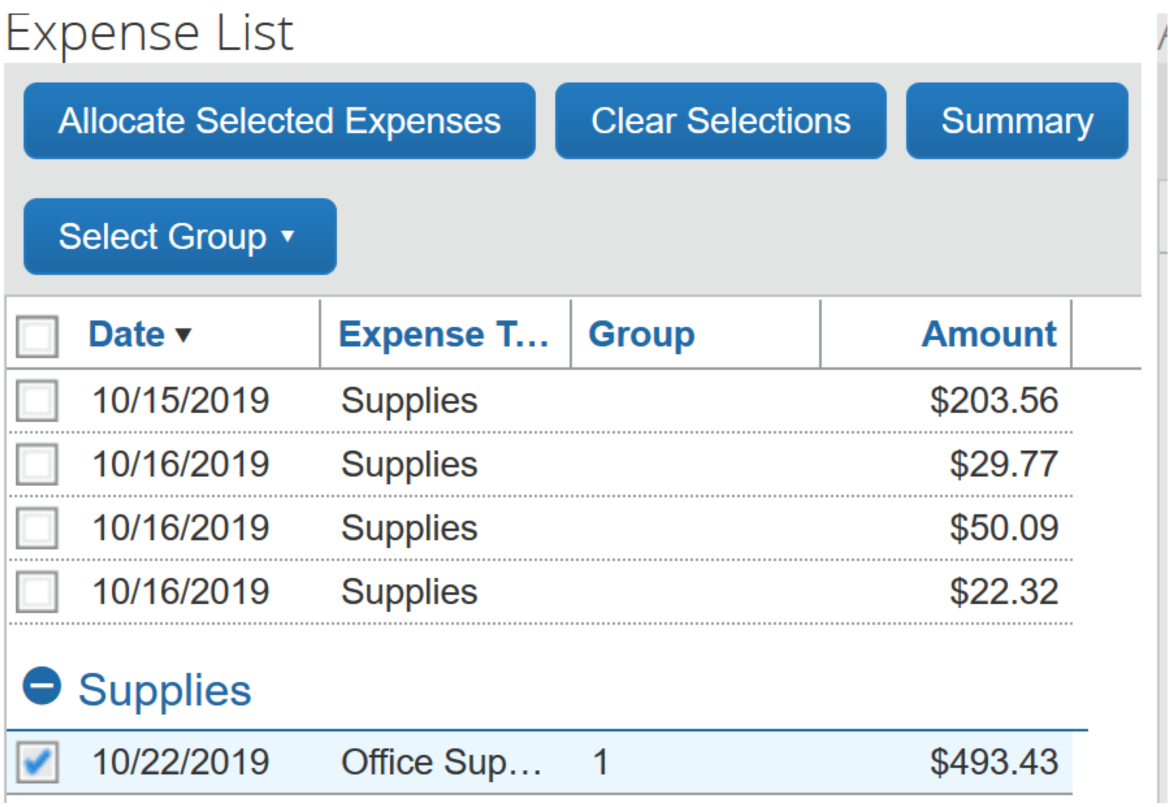
Method Two

After you enter all the expenses, access the Allocations from the Details drop down.

Note: to select multiple transactions within the allocation window do not have any Expense boxes selected before going to the Details drop down.



In the allocations window select the transactions that need to be reallocated. Click the “Allocate Selected Expenses” button and follow the allocation steps in method one.

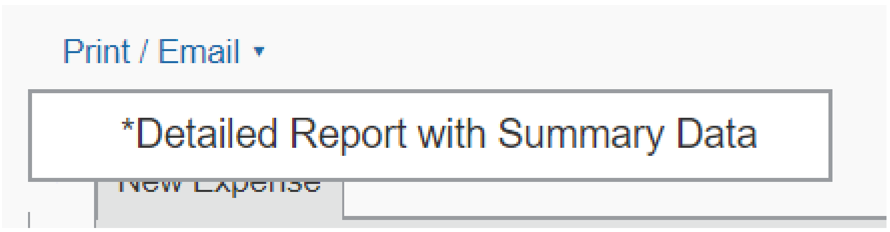


OPTIONAL: PRINTING YOUR DOCUMENT

There is no requirement to print your Expense document, but you can if you would like to keep a copy that shows the allocation breakdown for each transaction.

To print a copy of the Request:

- Click on the “Print/Email” dropdown
- Click on *Detailed Report with Summary Data

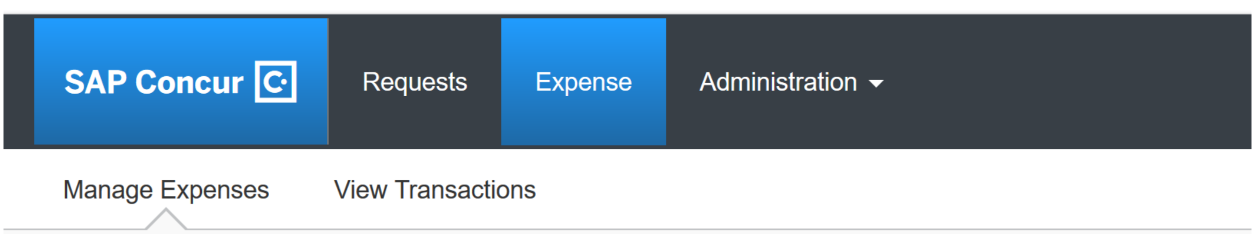


- Concur brings up a printable document that includes the information from the Expense Header and Expense tabs.
- Choose the “PDF” button if you would like to create a PDF you can e-mail or save to your computer.
- Choose the “Print” button if you would like to print the document.

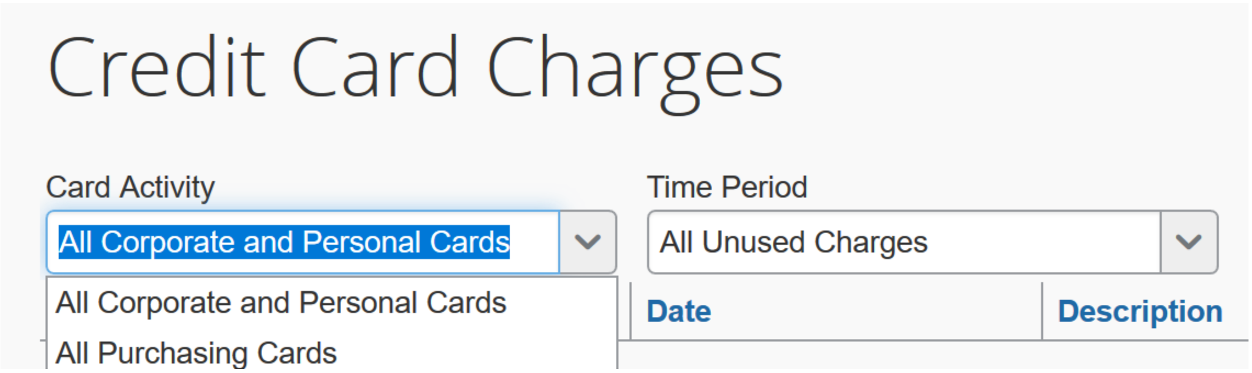
VIEW TRANSACTIONS

On occasion a transaction may be accidently deleted from a Statement Report or the transaction may not feed automatically into the Statement Report and have to be manually assigned. When this happens, access the View Transactions.

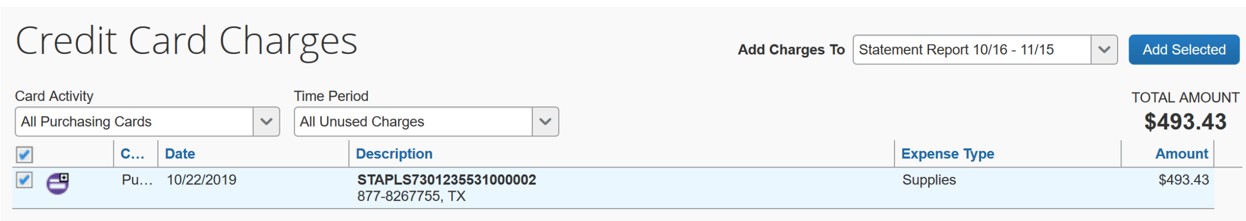
Click on the Expense on the top menu bar, then click View Transactions.



Under Credit Card Charges, click on the Card Activity drop down and select All Purchasing Cards or the US Bank CBS Card (last 4 digits of card number).



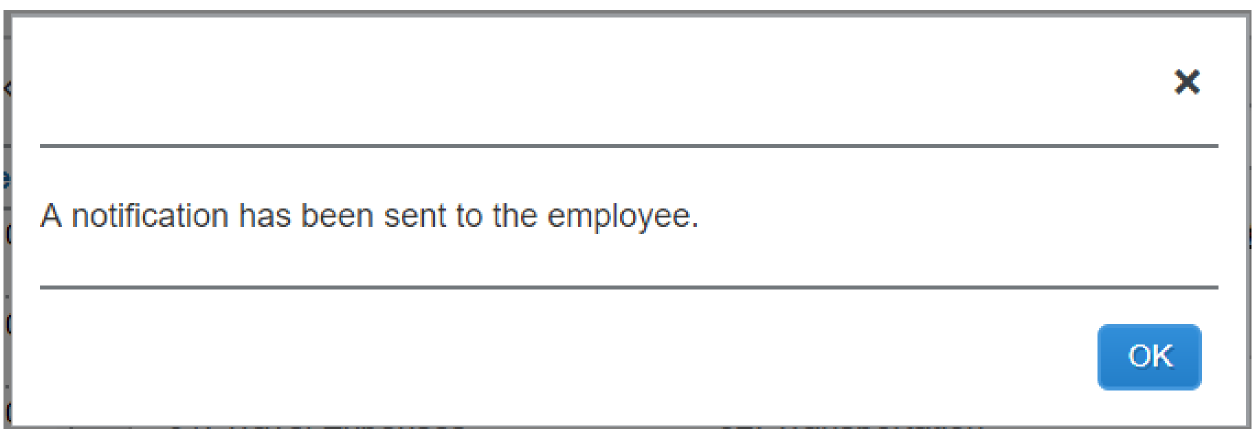
Select the card transaction(s) then click the Add Selected button to add it to the open Statement Report.



SUBMIT THE EXPENSE

Submitting as a Delegate

- Click on the “Notify Employee” button.
- You will receive this message:

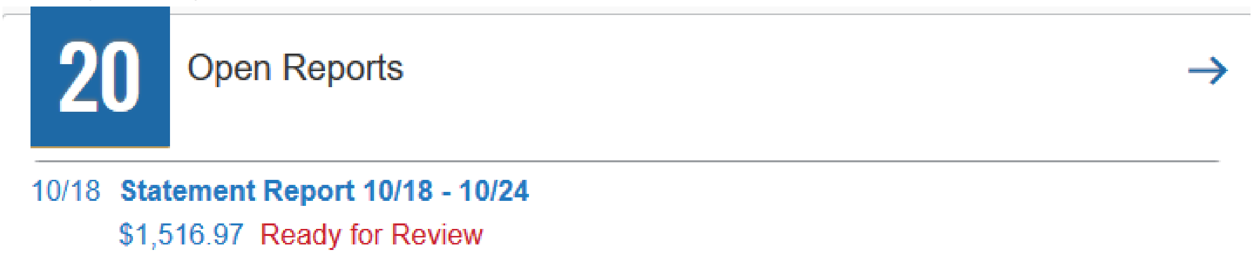


- Click “OK”

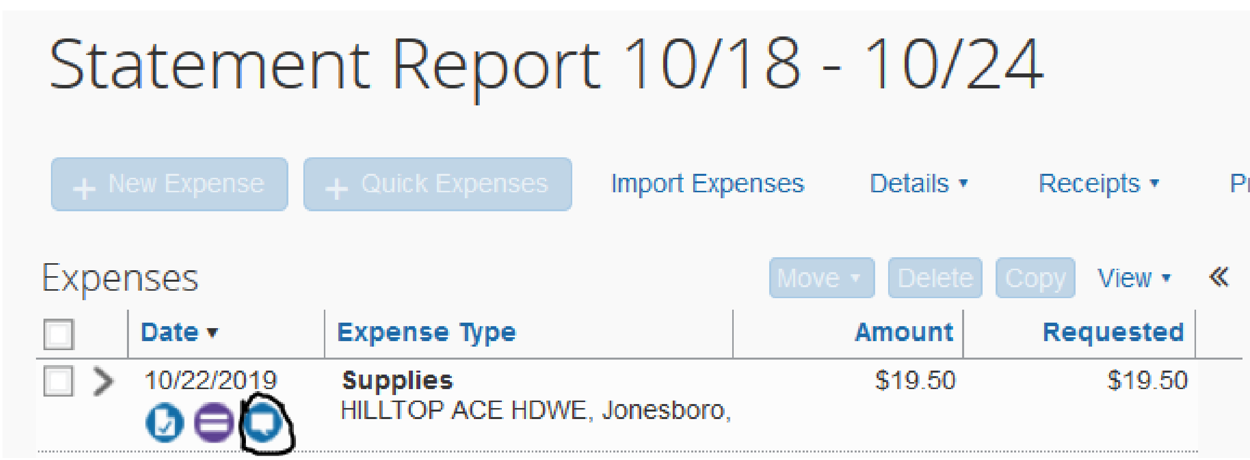
- Concur will take you back to the “Manage Expense” page, which will show you the available expense and any open Expense Reports. The Report Library will show all Reports for the last 90 days, including the Report Name, Report ID, Comments, Status, Payment Status, Report Date (after the cardholder submits the document), and the total dollar amount of the document.

Submitting as a P-Card holder with a Delegate

- You will receive an e-mail when your document is ready to submit.
- On the main menu, Concur will put documents awaiting your submission in the Open Reports section:

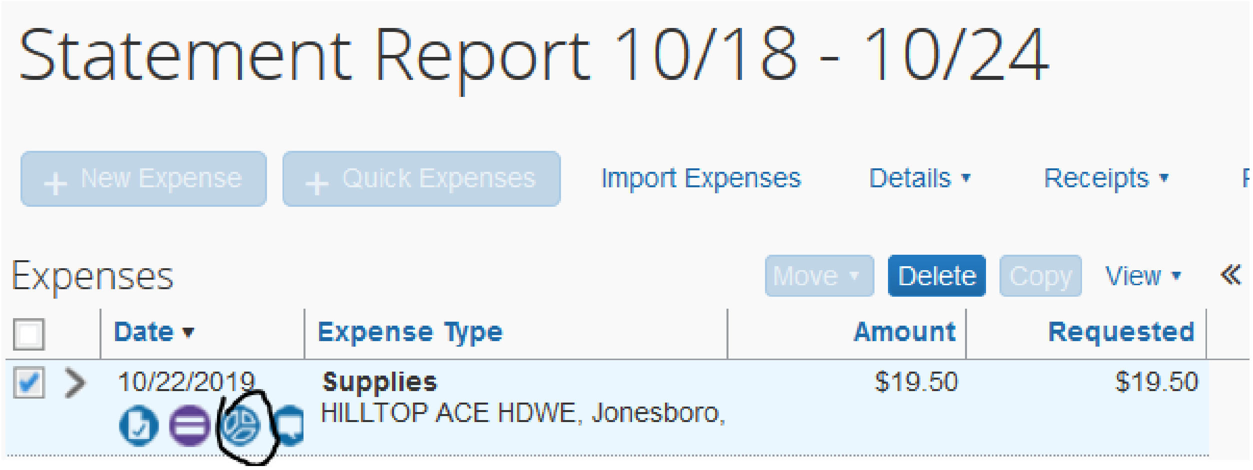


- Click on the report title and review the p-card transaction information.
- If any field is incorrect, you can change the information and click “Save” in the bottom right corner.
- You can see any comments your delegate entered by hovering your cursor over any of the blue circle comment icons:



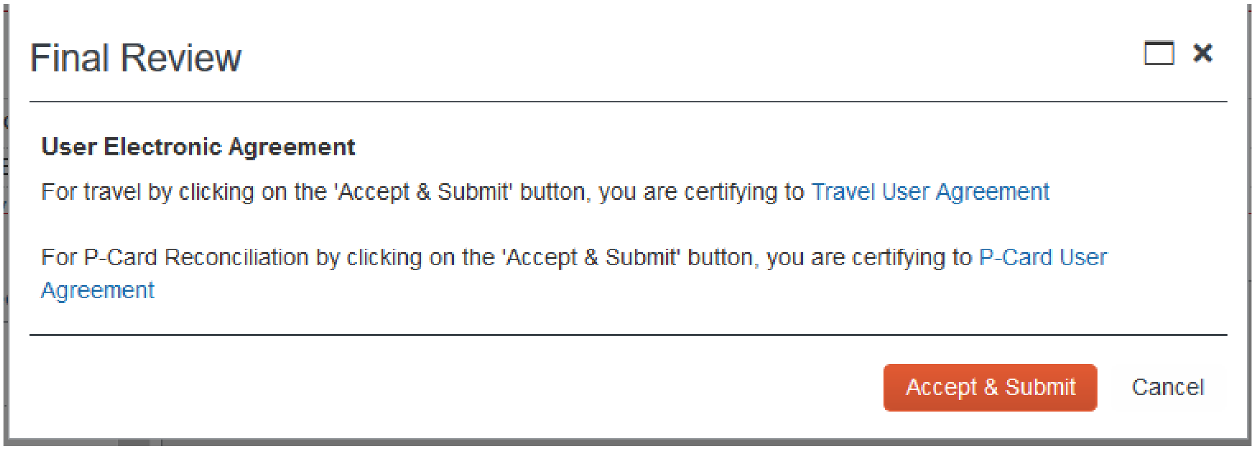
- You can see the attached receipts by hovering the cursor over the blue circle checkmark icon:

- You can review any FOAP reallocations by hovering the cursor over the blue allocation icon:



- Once you have reviewed the report and agree that it is correct, click the “Submit Report” button.

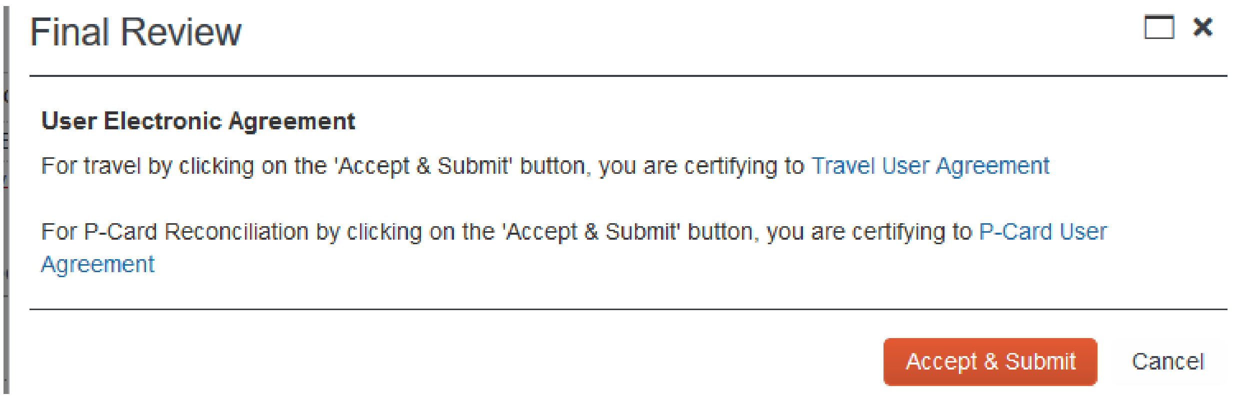
- You will receive the following message:



- Click the "Accept & Submit" button if you agree with the user agreement.
- Click "Cancel" if you do not and make appropriate changes.
- Once you submit for approval, Concur will give you a snapshot of your Expense Report total.

Submitting Request as a P-Card holder (no Delegate)

- Once you are done entering in the expenses, click the “Submit Request” button.
- You will receive the following message:

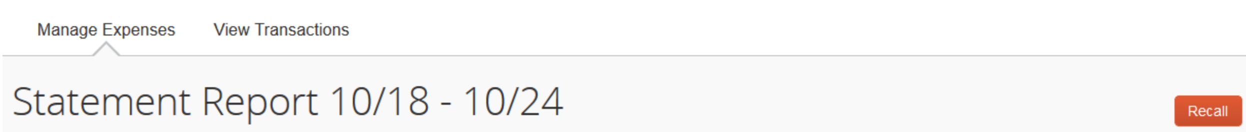


- Click the “Accept & Submit” button if you agree with the statement.
- Click “Cancel” if you do not and make appropriate changes.
- Once you submit for approval, Concur will give you a snapshot of your Expense Report total.

<u>HOW TO RECALL A REPORT</u>

At any time in the approval process, the P-Card holder (not the delegate) can recall the Request document to make a change.

- Once you login to Concur, click on the “Expense” link in the top left corner.
- Concur will list your active report - click on the document you would like to recall.
- Click on the “Recall” button in the top right corner of the screen.



- Click the “Yes” button when the confirmation pop-up appears.
- You will receive a confirmation message that the document has been recalled and you can now make appropriate changes and resubmit.
- The recalled document will have to go through the entire approval queue again.

APPENDIX: EXPENSE TYPES

Parent Category	Itemized Expense Type	Account Code
100.Supplies		
100.Supplies	Agricultural Supplies	711305
100.Supplies	Books	711313
100.Supplies	Clothing	711701
100.Supplies	Computer Related Supplies	711306
100.Supplies	Computer Software	711308
100.Supplies	Educational Supplies	711303
100.Supplies	Fuel and Oil	711301
100.Supplies	Health and Laboratory Supplies	711304
100.Supplies	IT Store Purchases	711250
100.Supplies	Non Cap IT Equipment	711307
100.Supplies	Non Cap Other Equipment	711312
100.Supplies	Office Supplies	711302
100.Supplies	Other Supplies and Materials	711311
100.Supplies	Postage	710101
100.Supplies	Printing Composition and Art Work	710301
100.Supplies	Promotional Materials	711309
100.Supplies	Subscriptions and Publications	711310
101.Services		
101.Services	Advertising	710303
101.Services	Binding	710302
101.Services	Contract Labor	711002
101.Services	Film Processing	710304
101.Services	Freight and Delivery Service	710102
101.Services	Honorariums	710807
101.Services	Laboratory and Diagnostic Services	710806
101.Services	Laundry and Uniform Service	711001
101.Services	Other Contracted Services	711004
101.Services	Practice Teaching	711003
101.Services	Referees and Officials	710808
101.Services	Telecommunications	710201
101.Services	Veterinary Services	711701
102.Utilities		
102.Utilities	Chilled Water	710505
102.Utilities	Electricity	710501
102.Utilities	Heated Water	710506
102.Utilities	Natural Gas and Other Fuels	710503

102.Utilities	Other Utilities	711701
102.Utilities	Utilities-Requisitioned	710504
102.Utilities	Water Sewage and Garbage	710502
103.Fees		
103.Fees	Conference and Seminar Fees	710702
103.Fees	Engineering and Architect Fees	710803
103.Fees	Fees for Professional Services	710801
103.Fees	Legal Fees	710804
103.Fees	Licenses Permits and Fees	711104
103.Fees	Medical Fees	710805
103.Fees	Membership and Association Dues	710701
103.Fees	Other Administrative Fees	710802
103.Fees	Other Permits and Fees	711105
103.Fees	Tuition and Fees	711103
103.Fees	Workshop Fees	710812
104.Food		
104.Food	Food Drink Catering	711400
105.Maintenance		
105.Maintenance	Bldgs and Grounds Repair and Maint	710401
105.Maintenance	Equipment Repair and Maintenance	710402
105.Maintenance	Other Maintenance	711701
105.Maintenance	Vehicle Repair and Maintenance	710403
106.Rentals		
106.Rentals	Other Rentals	710604
106.Rentals	Rent of Facilities	710601
106.Rentals	Rent of Office Equipment	710602
106.Rentals	Rent of Transportation Equipment	710603
107.Insurance		
107.Insurance	Buildings and Contents Insurance	710903
107.Insurance	Other Insurance	710906
107.Insurance	Student Accident Insurance	710905
107.Insurance	Vehicle Insurance	710902
108.Miscellaneous		
108.Miscellaneous	Other Expenses and Services	711701