

CONCUR CBS P-CARD EXPENSE REPORT GUIDE

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Getting Started

1. To review monthly Concur CBS (Company Billed Statements) P-Card Expense Reports:
Option 1: Navigate to www.acu.edu/concur
Option 2: Login to my.acu.edu and navigate to Quicklinks and select **CONCUR**

Review a Monthly CBS P-Card Expense Report

P-Card CBS reports are auto-generated in Concur Expense and p-card transactions auto-populate within a monthly Concur CBS report. **Please note: users do not create a new expense report for p-card expenses.**

1. Click the **Expense** tab
2. The status of the expense report will show at the top of the report box in blue. *Example: Not Submitted, Submitted*
3. Open the monthly CBS p-card expense report that is auto-generated with the following naming format: **YYYY CBS P-Card MM/DD – MM/DD XXXX**
4. Please **do not delete a p-card transaction** from a **CBS report**.


Allocate vs. Itemizations

Allocate an expense in Concur to edit the Fund, Org, Program, or Activity codes of the budget allocation per p-card transaction.

Itemizations can be added on the expense level to split the expense type allocation to multiple account codes. **Account codes** are determined by the **expense type** per transaction.

Default CBS Expense Report Allocation

By default, all expenses will be allocated to the FOAP allocation in the Expense Report Header of the CBS Concur expense report.

1. On the expense report level, select **Report Details > Report Header**

 - a. If the default Fund, Org, Program, and or Activity codes are **correct**, no further changes are needed.
 - b. If the Fund, Org, Program, or Activity codes **need to be updated** for all p-card transactions that are not allocated individually, click in the field to **remove the text** and **start typing the correct code number**. Fields are text recognized in Concur, so **select the correct code option** from the suggested code(s) that populate in the results drop-down


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box. To allocate **all** expenses to one Fund, Org, Program, or Activity code, navigate to **Report Details>Report Header** to update the Fund, Org, Program, or Activity code. **Save** changes to update the allocation for all expenses in the report that are not itemized.

To update the default FOAP code on file, email pcard@acu.edu with the correct default FOAP information for future CBS p-card expense reports.

Allocate per P-Card Transaction

If a user needs to allocate a specific transaction to a FOAP code other than the expense report header FOAP, they can allocate per transaction.

1. On the expense transaction level, select the **Allocate** option

2. To change the allocation code, click **Add**
3. In the Add Allocation window, users can **edit the Fund, Org, Program, or Activity** codes by clicking into the allocation field and selecting the correct code from the results
4. Select **Save**
5. Review that the new code is correct and choose **Save** to save the allocation for the transaction
6. **Save Expense** after adding the business purpose and uploading the corresponding receipt
7. On the expense report level, below the Requested amount, there will be a blue **Allocated** link for transactions that are allocated to a FOAP other than the default FOAP in the expense report header

Batch Allocate Multiple Transactions (Optional)

1. On the expense report level, select the check boxes next to transactions with the **same FOAP allocation** and click **Allocate**
2. Click **Add**

3. In the Add Allocation window, users can **edit the Fund, Org, Program, or Activity** codes by clicking into the allocation field and selecting the correct code from the results
4. Select **Save**
5. Review the new code allocation and select **Save**

Batch Itemization for Multiple Expenses (Optional)

1. On the expense report level, select the check box next to transactions with the **same expense type** or **business purpose** and click **Edit**
2. Search for the correct expense type or select the expense type from the drop-down list
3. Users can also update the business purpose – expense description for multiple expenses with the **Edit** option
4. Select **Next** and **Save**

Split FOAP Allocation

To allocate to multiple FOAPs per transaction and split the allocation:

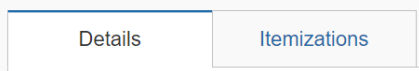
1. On the expense report level, **select the checkbox** next to the p-card transaction that requires a split allocation
2. Select **Allocate**
3. Split the allocation by percentage or amount
4. Click **Add** to add multiple **split allocation** FOAP lines
5. Within the Add Allocation window, users can **edit the Fund, Org, Program, or Activity** codes by clicking into the allocation field and selecting the correct code from the results
6. Select **Save**
7. Once multiple FOAP lines are added, fill in the partial Percentage or Amount to the right of each allocation line
8. Select **Save**
9. On the expense report level, below the Requested amount, there will be a blue **Allocated** link for transactions that are allocated to a FOAP other than the default FOAP in the expense report header

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Split Account Code/ Expense Type Itemization

To split the account code itemization to multiple expense types per transaction:

1. On the expense transaction level, select the Itemizations Tab



2. Select **Create Itemization**
Please note: If you need to also split the FOAP allocation, you would select Allocate to update the FOAP information for each Itemization
3. Select the first **Expense Type** to determine the split account code
4. Type in the partial allocation **Amount** for the expense type account code
5. Select **Save Itemization**
6. Select **Create Itemization**
7. Select the second **Expense Type** to determine the split account code
8. Type in the partial allocation **Amount** for the expense type account code
9. Select **Save Itemization**
10. Review itemization totals before selecting **Save Expense**
11. On the expense report level, for itemized expenses, there will be an Itemized title under the Requested amount.

Attach Receipts

Receipts must be attached to each transaction.

To upload scanned receipt images:

1. **Scan** your receipts and **save** the receipt copy file(s) to your computer.
2. Click the **Attach Receipt** symbol per p-card transaction
3. **Upload Receipt Image**
4. Click **Browse** to locate the file on your computer
5. Select **Open**
6. The **receipt image** can be viewed by clicking on the image icon

- To **add additional images** to a receipt if needed, click on the receipt image and select Append to upload an additional receipt copy from files on your computer

Concur Mobile App Option:

- Within the **Concur mobile app**, use the camera icon to take a picture of your receipt. The receipt will create a receipt copy to attach to the credit card transaction once the p-card transaction posts in Concur.

Missing Receipt Affidavit

Missing Receipt Affidavits are not permitted for lodging, airfare, car rentals, and conference registrations. If a receipt amount exceeds \$75.00, contact the vendor for a copy of the receipt. Please Note: Expense delegates cannot create a Missing Receipt Affidavits.

1. From your expense report, click **Manage Receipts** then **Missing Receipt Declaration**
2. Select the expense for which you are missing a required receipt.
3. Review the attestation then click **Accept & Create**.

Meal Expenses

1. When submitting individual meal expenses use expense type **Individual Meals w/Receipts**.
2. Complete all required fields and attach an **Itemized Receipt** for each meal expense.

Group Meals/Entertainment <10 Attendees

1. Select the Expense type **Group Business Meal <10 Attendees**.
2. Complete all required fields and attach an **Itemized Receipt** for each meal expense.
3. Click **New Attendee**. Complete required information. Use **Advanced Search** to select Attendee Type, Faculty/Staff.
4. Click **Save**, or **Save & Add Another** to add multiple attendees.

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Review Report Alerts

1. On the expense report level, select the **down arrow** to view alerts shown in red or yellow at the top of the expense report
2. Users can review what is causing the alert or warning by selecting the blue **View** link next to the alert. Common alerts are missing business purpose, attach a receipt image, missing expense type, etc.

To Submit a Report

1. Once the expenses are allocated and receipts have been uploaded, select the **Submit Report** button
Please Note: Delegates cannot submit reports. If you are a Delegate, click **Notify Employee**. Employee can then go in and **Submit Report**.

To Recall a Report

1. Submitted reports display on the **Expense** page
2. Click the **Expense Report name** to open the report
3. Click **Recall**
4. Recalled reports can be **modified and resubmitted**

Returned Reports

Please note: Expense report approvers cannot modify reports, but can return them for corrections.

1. In Expense, **select the returned Expense Report** to open the report
2. **Apply** the requested changes
3. Click **Submit Report**
Note: If a report was entered by a delegate, and is returned by the approver, both the employee and Delegate will receive email notification, and either user will be able to modify the returned report.

Review Past Expense Reports

1. Select **Expense**
2. Under Manage Expenses, next to Report Library View, select the blue link that says **Active Reports**
3. **Select the timeframe** you would like to see expense reports for
4. Past expense reports will populate for review

For further assistance:

Contact the Accounts Payable Office P-Card Team:

Email: pcard@acu.edu

Phone: 325-674-6167

P-Card Website: www.acu.edu/pcard