CONCUR FOR P-CARDS REFERENCE GUIDE

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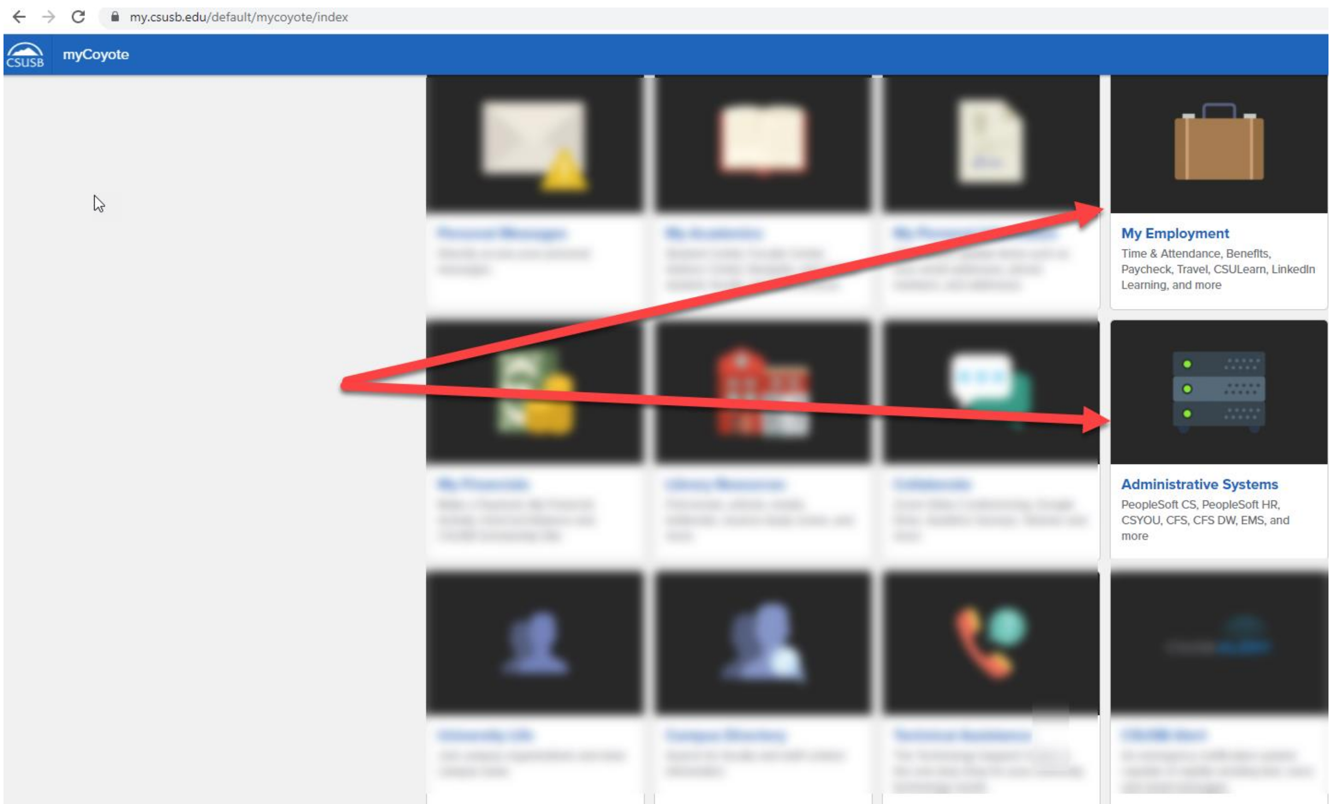
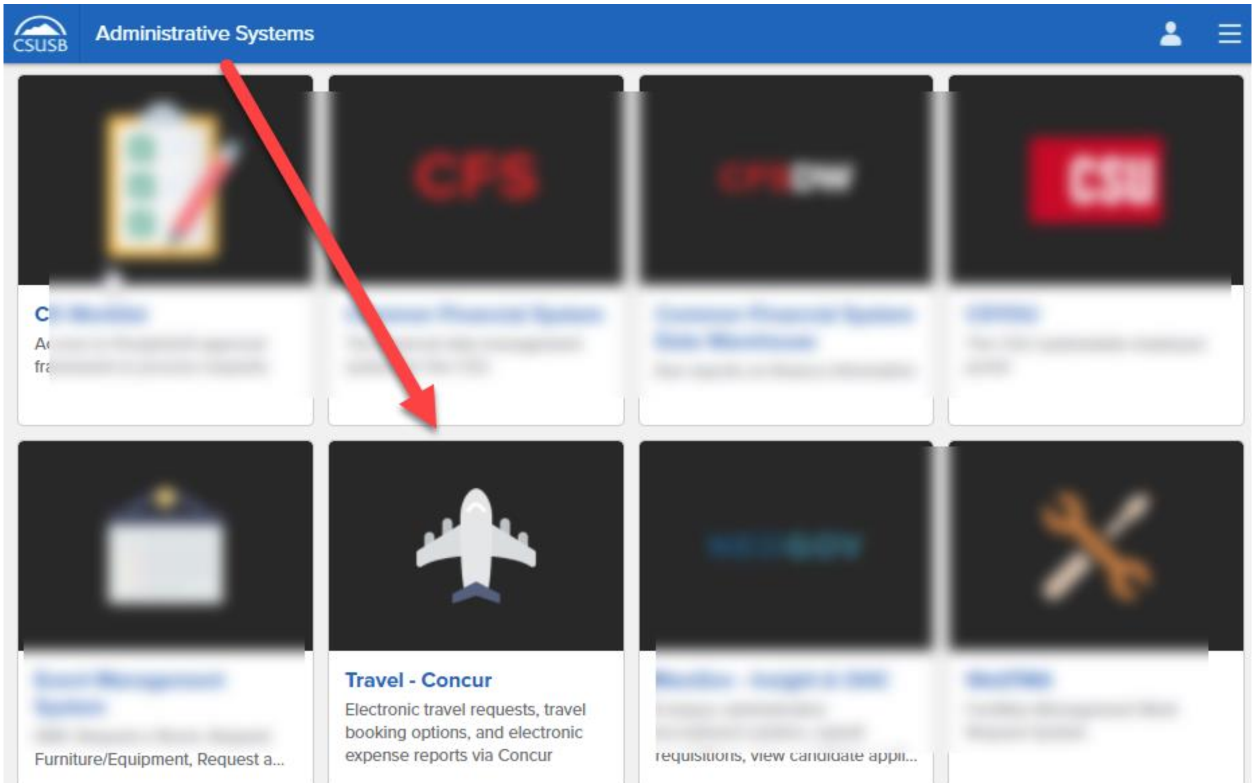
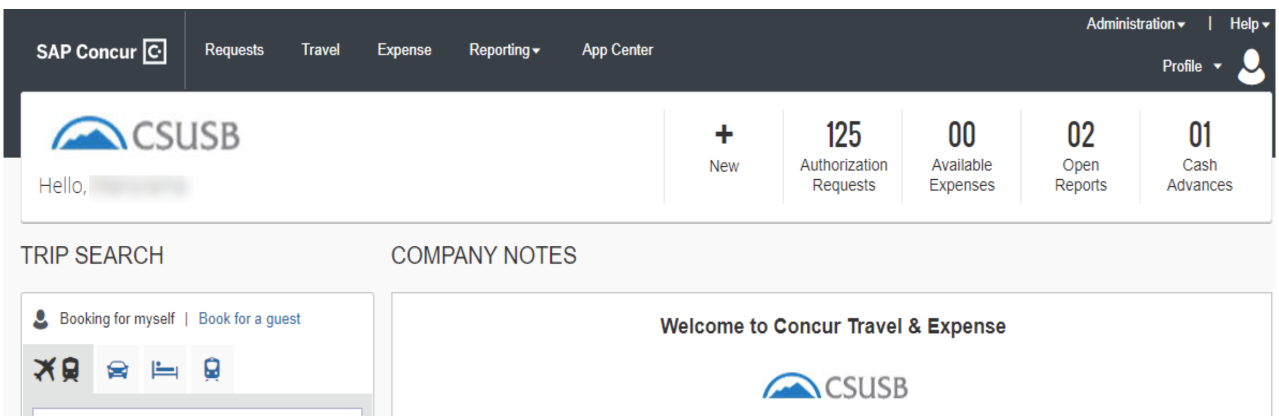
1. LOGIN TO CONCUR NAVIGATION

Concur can be accessed via MyCoyote

1. Log in to MyCoyote (https://csusb.edu/)
2. Go to either My Employment Tile, or, Administrative Systems Tile
3. Click on P-Card & Travel
4. You will be automatically signed in to Concur

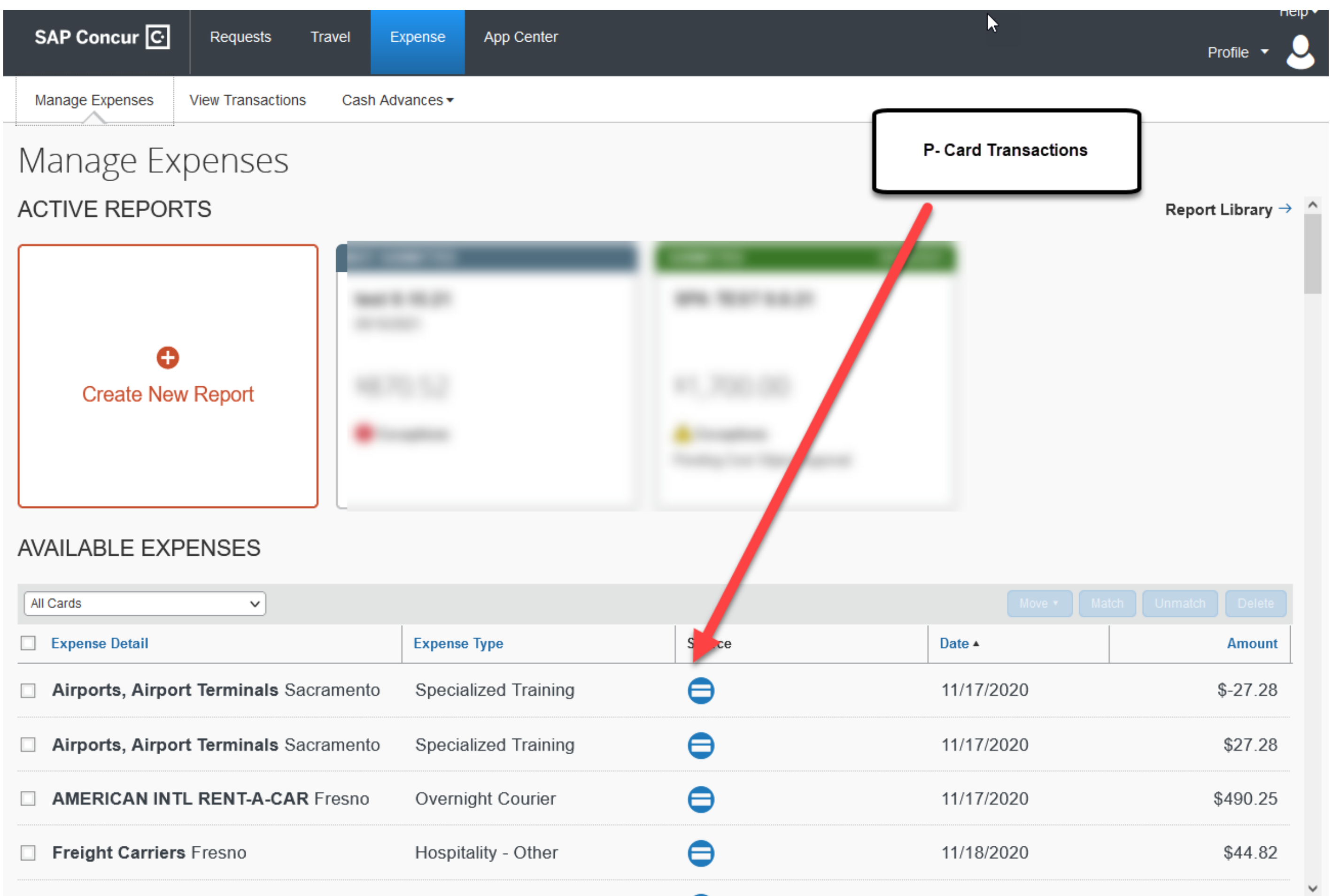



CSUSB
Administrative Systems
Travel - Concur
Electronic travel requests, travel booking options, and electronic expense reports via Concur
Furniture/Equipment, Request a...
requisitions, view candidate appli...


SAP Concur
Requests
Travel
Expense
Reporting
App Center
Administration
Help
Profile
CSUSB
Hello,
+
New
125
Authorization Requests
00
Available Expenses
02
Open Reports
01
Cash Advances
TRIP SEARCH
COMPANY NOTES
Booking for myself | Book for a guest
Welcome to Concur Travel & Expense
CSUSB

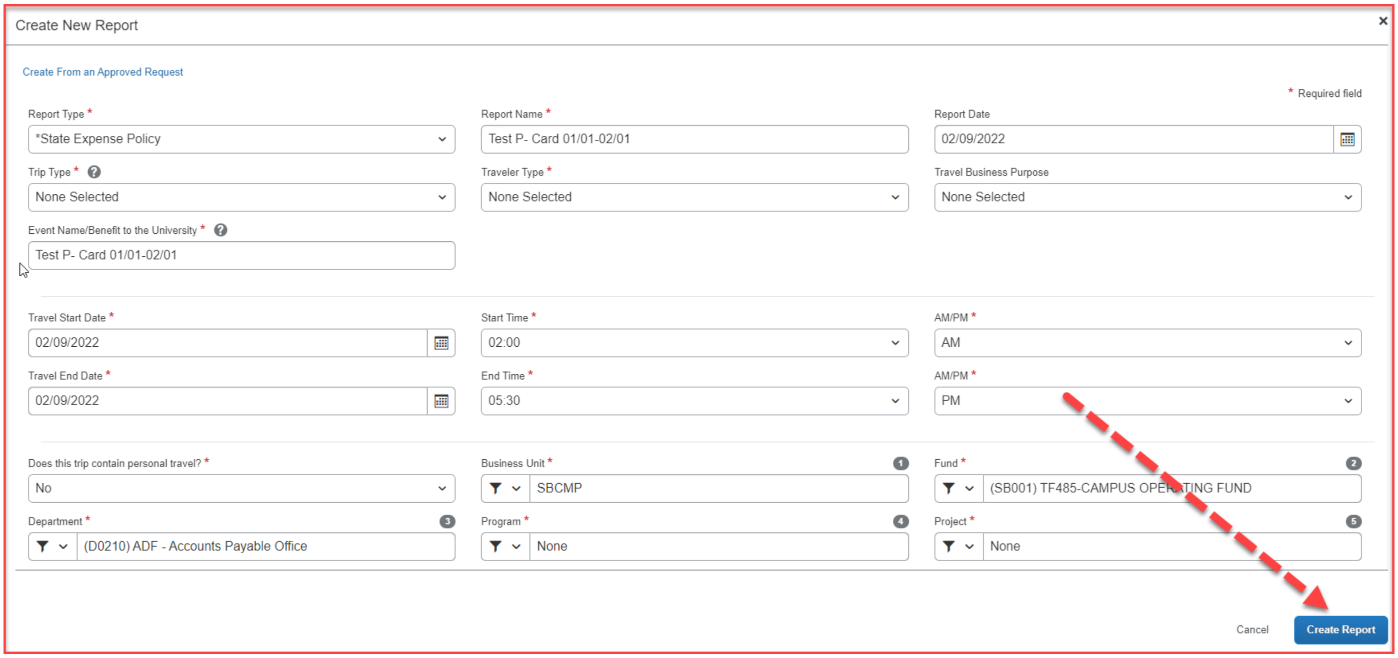
2. NAVIGATING EXPENSE PAGE

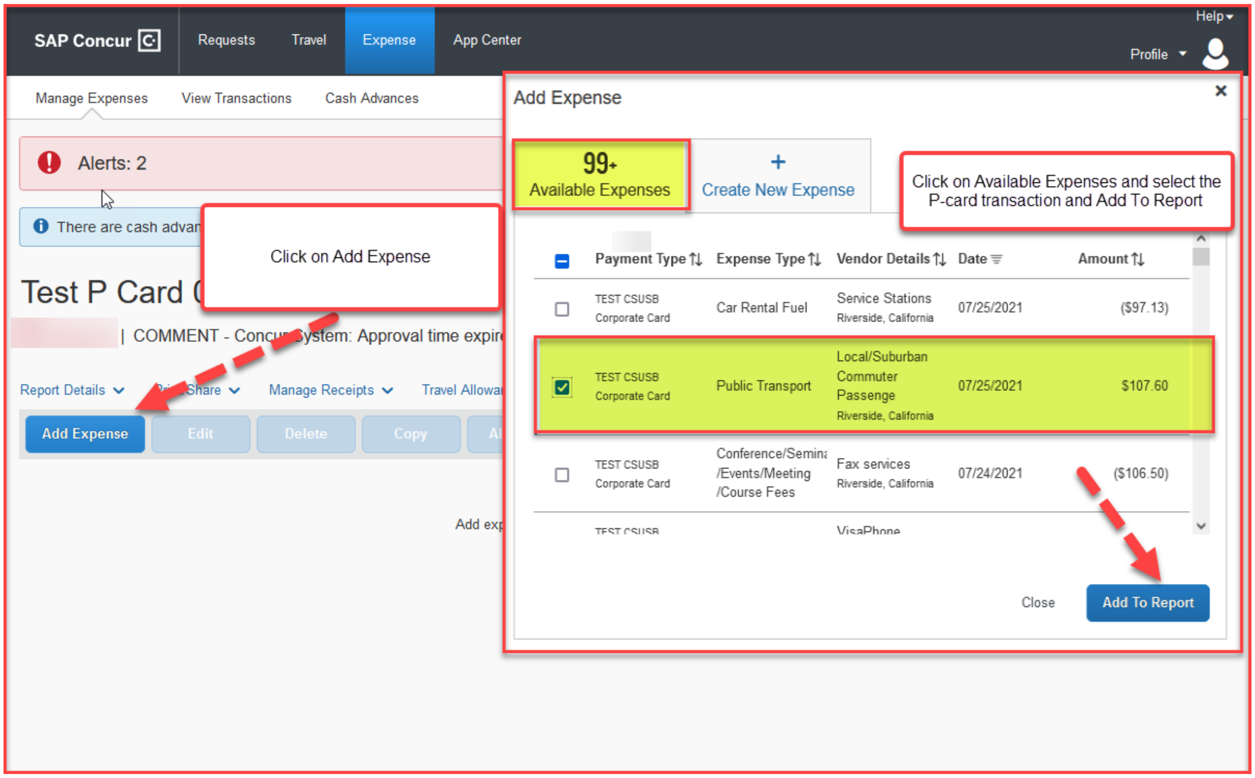
Once logged in to Concur, you will land on your Concur Home Page. From here, you can view your P-Card transactions, as well as Travel transactions done on the P-card.



3. CREATING P - CARD EXPENSE REPORTS

1. Click on Expense
2. Create New Report
3. Fill in the details on the Report header, then click Create Report
4. Import P - Card Transactions into the Report



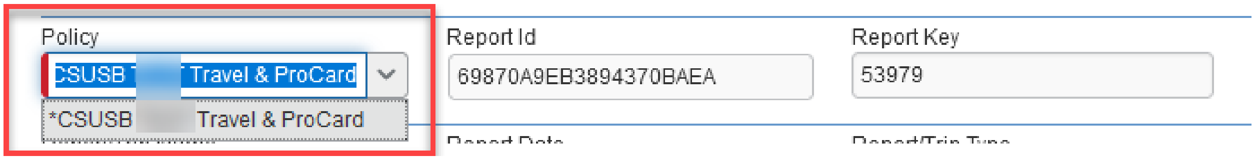

SAP Concur
Requests
Travel
Expense
App Center
Help
Profile
Manage Expenses
View Transactions
Cash Advances
Alerts: 2
There are cash advan
Test P Card
COMMENT - Concur System: Approval time expir
Report Details
Manage Receipts
Travel Allowa
Add Expense
Edit
Delete
Copy
Click on Add Expense
Add Expense
99+
Available Expenses
Create New Expense
Click on Available Expenses and select the P-card transaction and Add To Report
Payment Type
Expense Type
Vendor Details
Date
Amount
TEST CSUSB Corporate Card
Car Rental Fuel
Service Stations Riverside, California
07/25/2021
($97.13)
TEST CSUSB Corporate Card
Public Transport
Local/Suburban Commuter Passenge Riverside, California
07/25/2021
$107.60
TEST CSUSB Corporate Card
Conference/Semin /Events/Meeting /Course Fees
Fax services Riverside, California
07/24/2021
($106.50)
Close
Add To Report

4. REPORT HEADER DETAILS

Updating the Report Header correctly, and adding proper information in all the boxes is the key in getting the reconciliation report organize correctly.

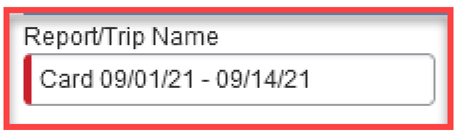
- POLICY

There is one combined policy called CSUSB Travel & Procard



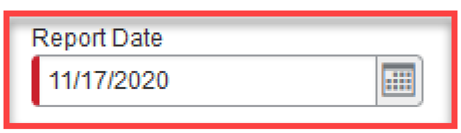
- REPORT/TRIP NAME

Please give a name that is meaningful, and something that is easier to reference later on.



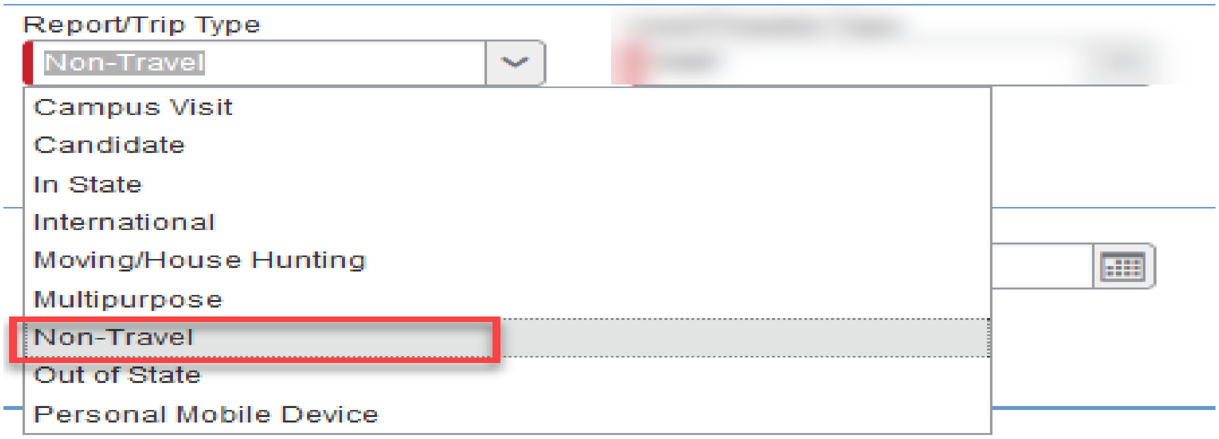
- REPORT DATE

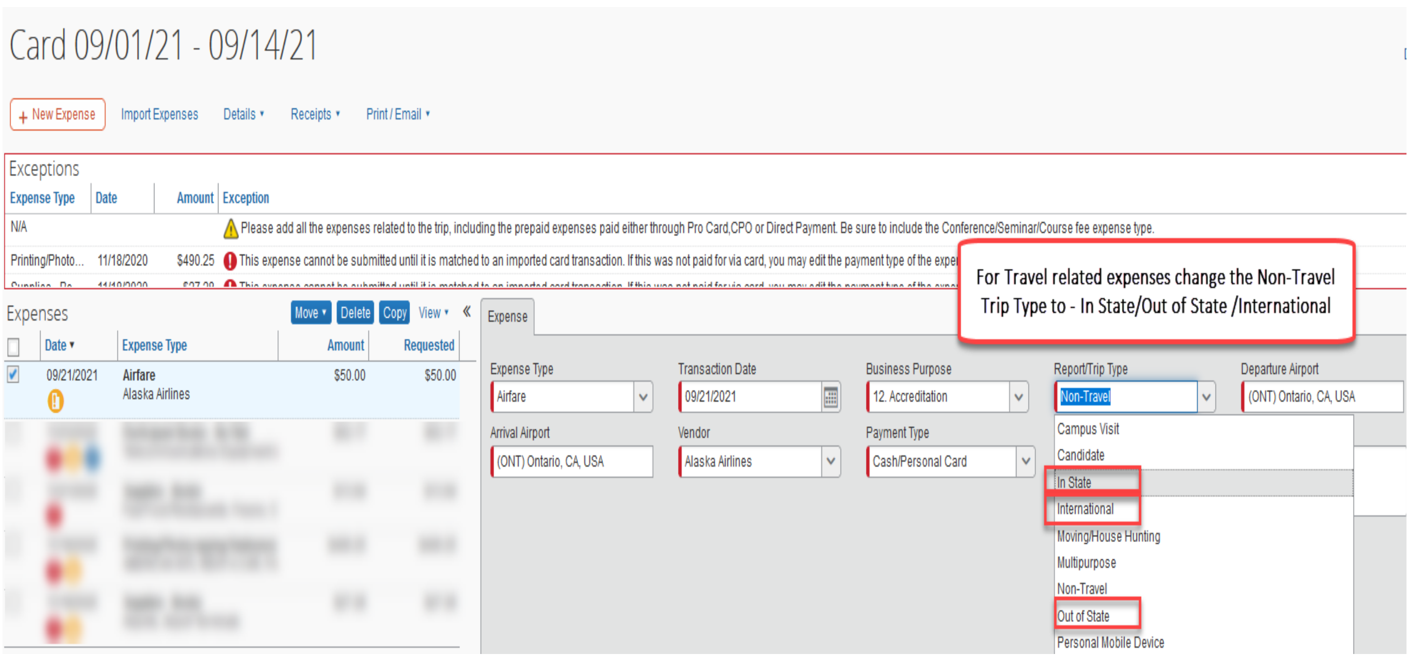
This will default to the date you are creating the expense report.



- REPORT/TRIP TYPE

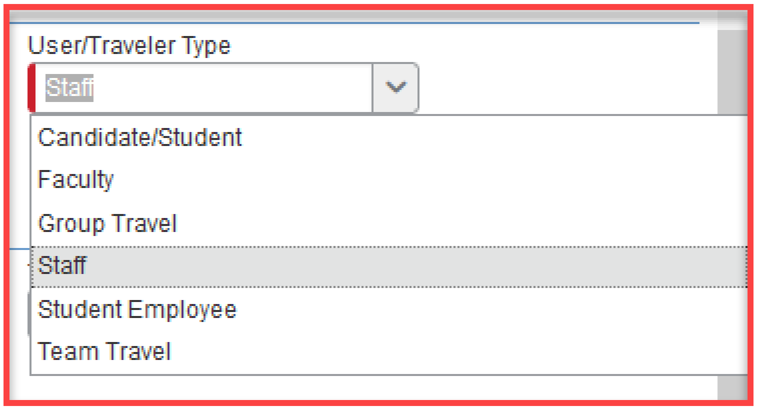
Please select the appropriate trip type related to your reconciliation, from the dropdown list. Note that if your expense report is only P-card related, you may choose Non-Travel. However, if you have a travel related expense purchased using the P-card, you will have to change the trip type to either, Instate, Out of State or International, on the expense line entry.





- USER/TRAVELER TYPE

There are about 6 different user/traveler types, to select from. If you are a delegate, and you are creating the report on behalf of another user, please be mindful and choose the correct option based on the user you are creating the report for. The user type – Group Travel is associated with Student Travel only, and Team Travel is used by Athletics Team.



- BUSINESS PURPOSE

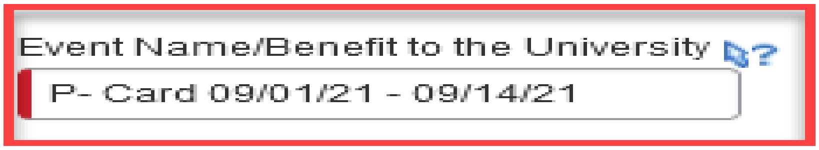
If you have multiple expenses done on the P-card for Travel and P-card related, choose the business purpose – 20. Corporate Card – Procard. At the expense line item, you will be required to change the business purpose and update the one that relates to your P-card reconciliation. Adding a Travel Business Purpose at the header, will allow the system to copy the same business purpose to the expense line item. In order for the accounting codes to appear correct, it is important that you add/change the most appropriate business purpose.

  - If your P-card reconciliation for the month, have expenses related to Accreditation only, then choose the business purpose -12. Accreditation at the Report Header level. In this case, you will not be required to change the business purpose at the expense level entry level.
  - If your P-card reconciliation for the month, have expenses related to Fundraising/Donor Cultivation only, then choose the business purpose – 15. Fundraising/Donor Cultivation at the Report Header level. In this case, you will not be required to change the business purpose at the expense level entry level.
  - If your P-card reconciliation for the month, is going to be a combination of Accreditation, Fundraising/Donor Cultivation, and Travel related expenses, then choose at the header level – 20. Corporate Card – Procard. In this case, you will be required to update the business purpose at the expense level entry level.

Note: Updating the correct business purpose at the expense entry level is extremely important to ensure that the accounting codes appear correctly on the GL.

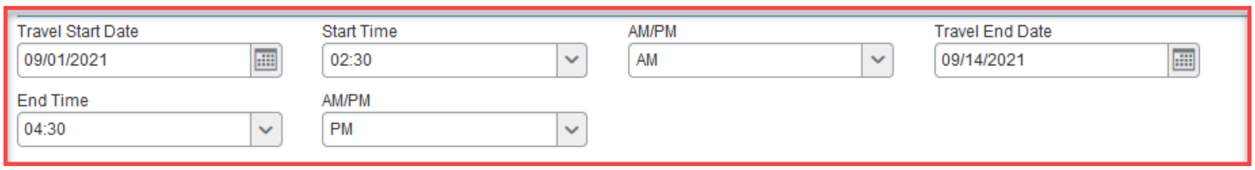
- EVENT NAME/BENEFIT TO THE UNIVERSITY

This can be the same as the Report name



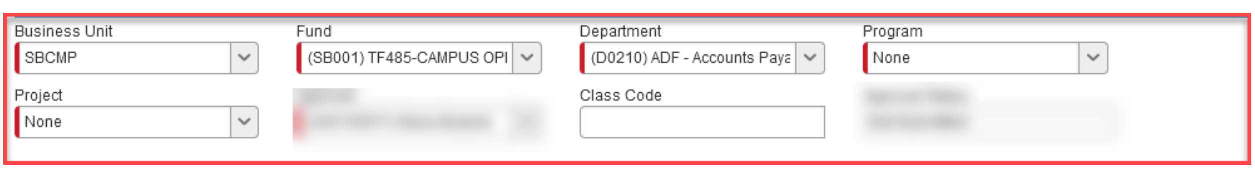
- TRAVEL START DATE, START TIME AND TRAVEL END DATE

The travel start date and end date, can be the reconciliation dates of the month. For example, if you are reconciling the statement for the month of September 2021, then choose the dates from that month.



- CHART FIELD STRING INFORMATION

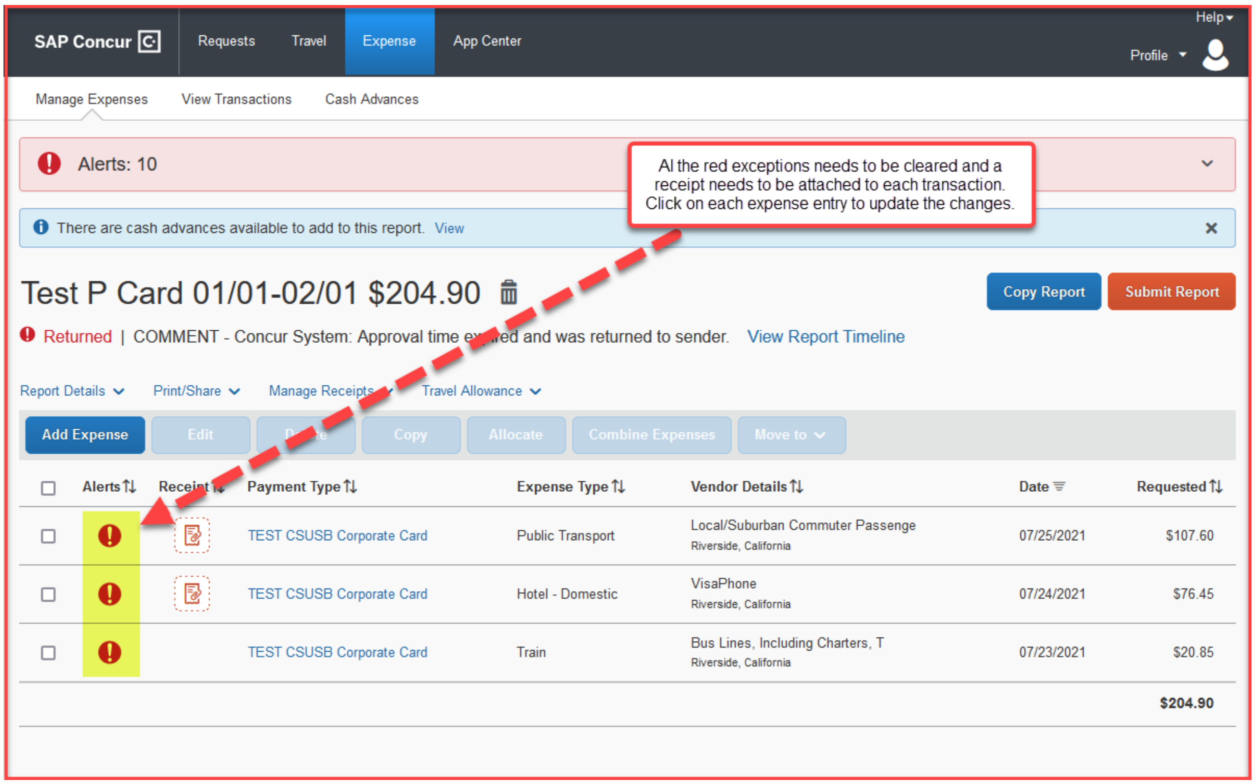
Please choose the account numbers of your department. At the header you can choose your core department account. However, if there are specific expenses that needs to be allocated to other departments, the same can be done at the expense entry level. The chart field string consists of – Business Unit, Fund, Department, Program, Project and Class Code. You will have to type the value in each of the boxes, and select from the dropdown list that appears below.

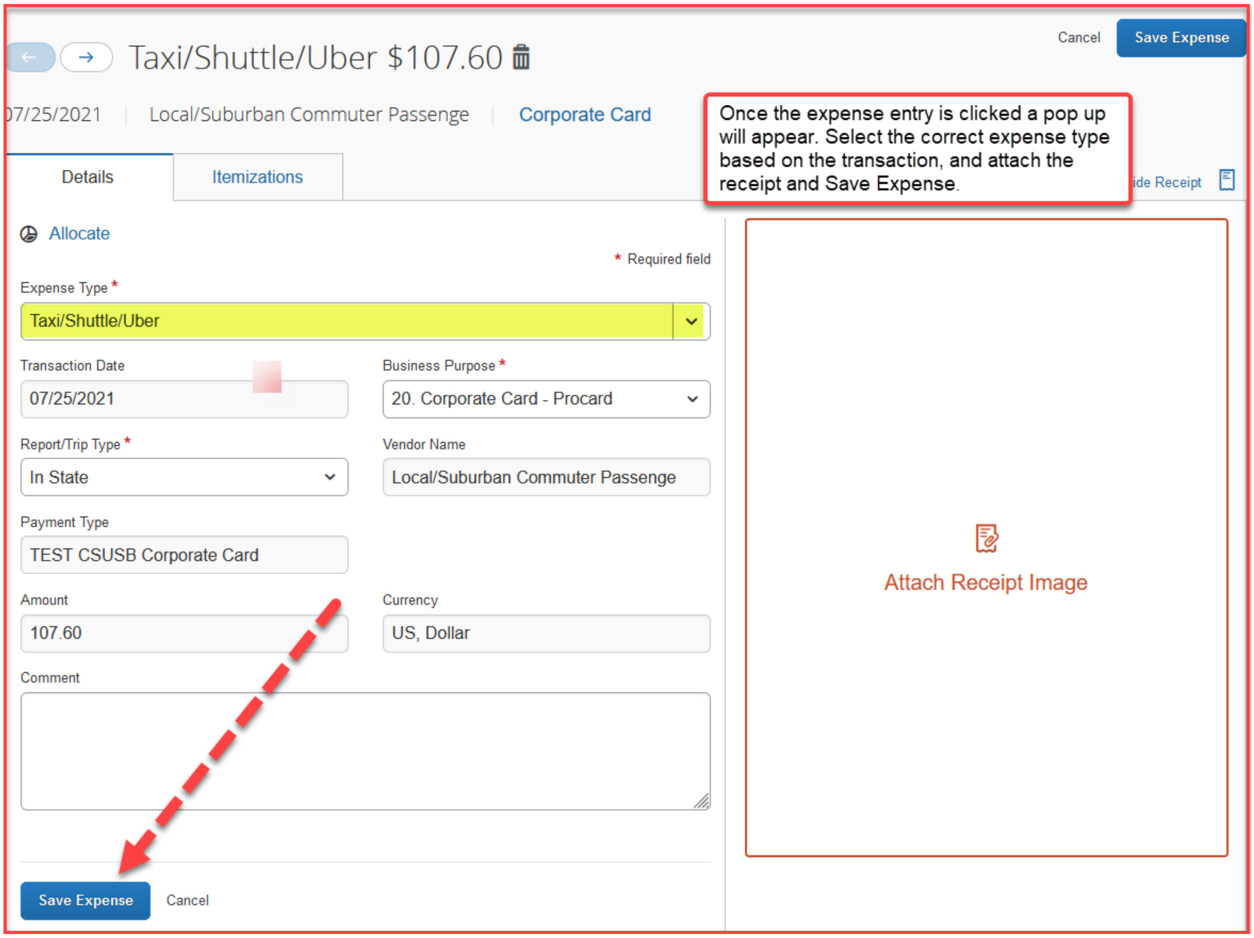


Once all the details are filled in, click Next below. The Report header is now completed.

5. RECONCILING P-CARDTRANSACTIONS AT THE EXPENSE ENTRY LEVEL

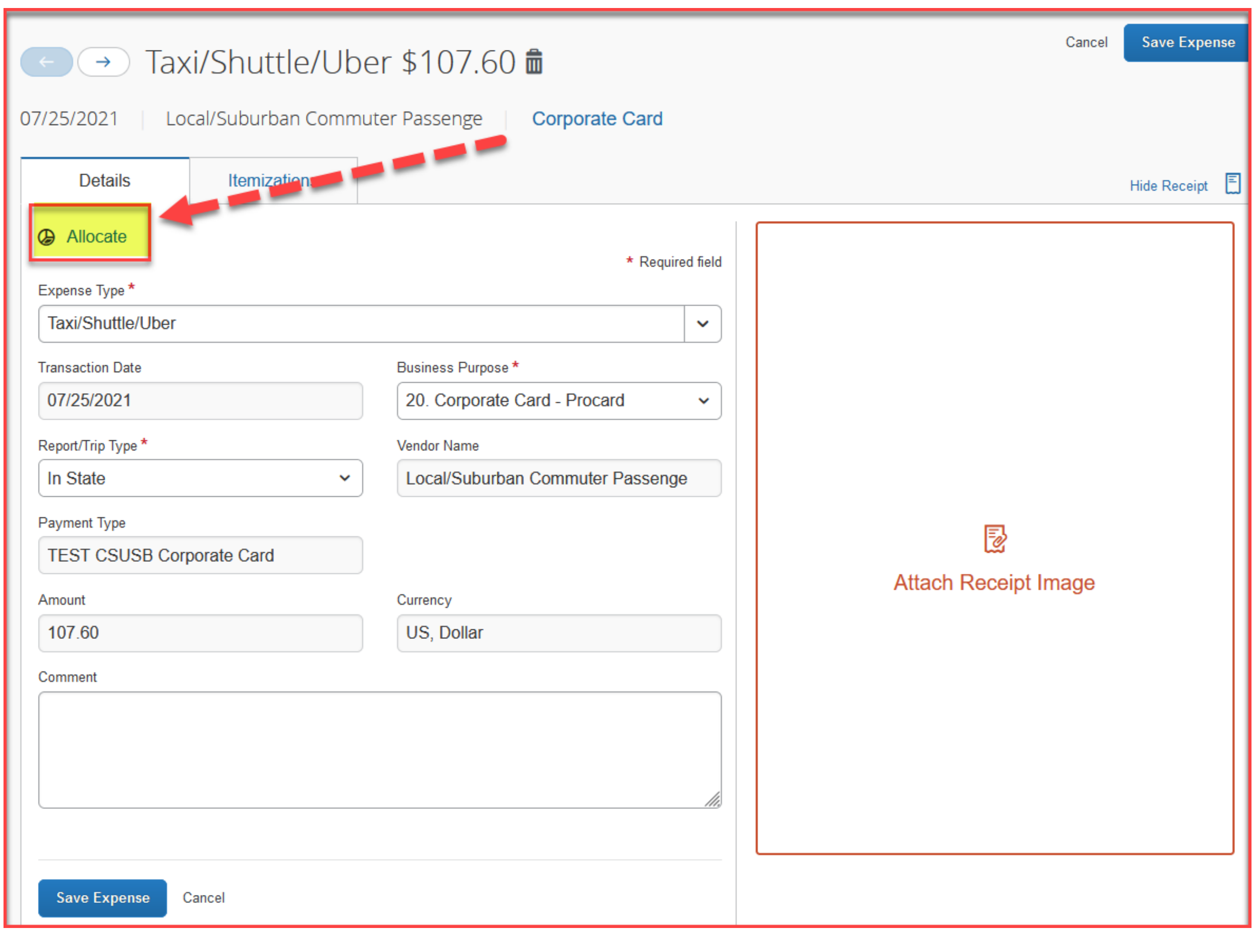
Once the P-Card expense report is created and the P-card transactions are imported, you will notice a list of exceptions in your expense report. To reconcile your expense report, you will need to clear all exceptions and attach a receipt for each transaction. Click on a listed expense on the left of your expense report to open the reconciliation page for that transaction and fill in all the fields with appropriate expense types etc. and finally attach the receipt and hit save.

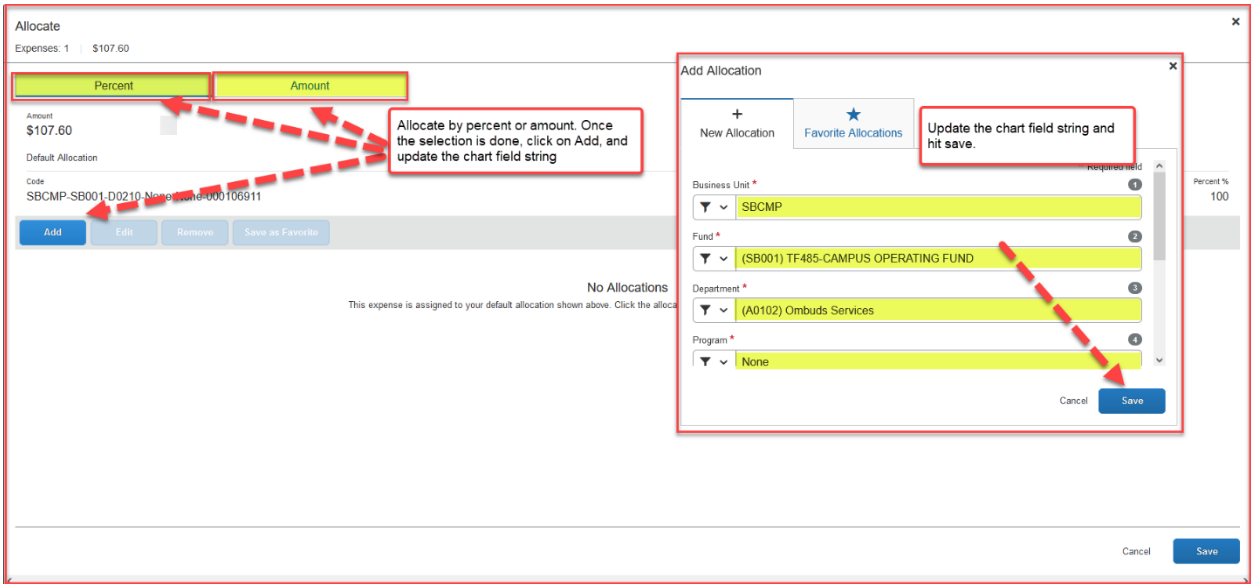


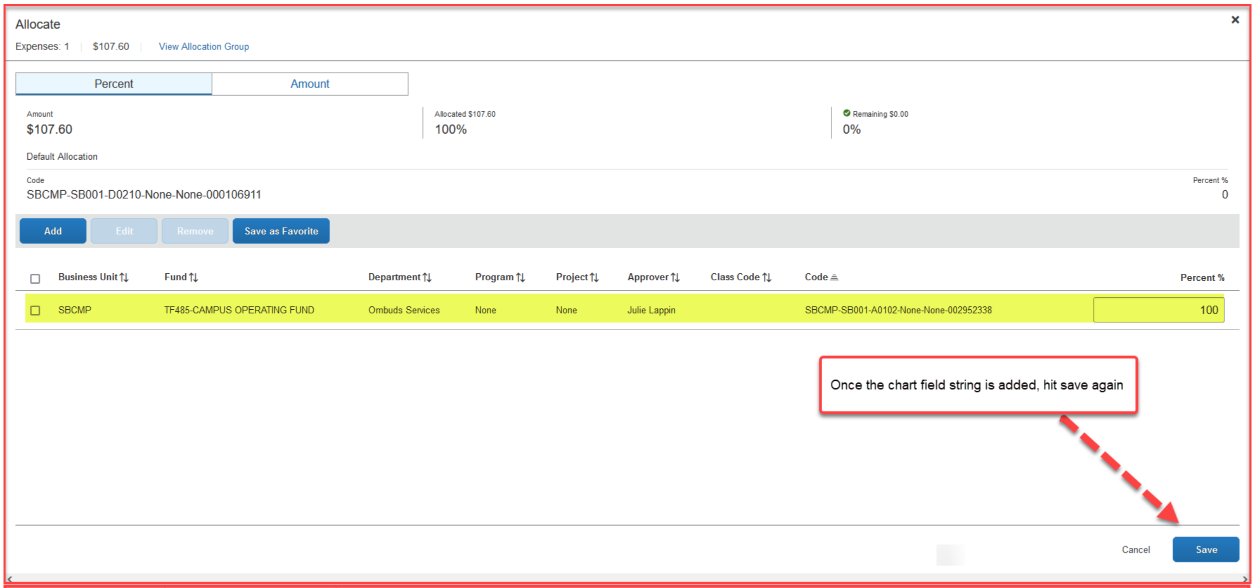

Cancel
Save Expense
Taxi/Shuttle/Uber $107.60
07/25/2021
Local/Suburban Commuter Passenge
Corporate Card
Once the expense entry is clicked a pop up will appear. Select the correct expense type based on the transaction, and attach the receipt and Save Expense.
Details
Itemizations
Allocate
* Required field
Expense Type *
Taxi/Shuttle/Uber
Transaction Date
07/25/2021
Business Purpose *
20. Corporate Card - Procard
Report/Trip Type *
In State
Vendor Name
Local/Suburban Commuter Passenge
Payment Type
TEST CSUSB Corporate Card
Amount
107.60
Currency
US, Dollar
Comment
Attach Receipt Image
Save Expense
Cancel

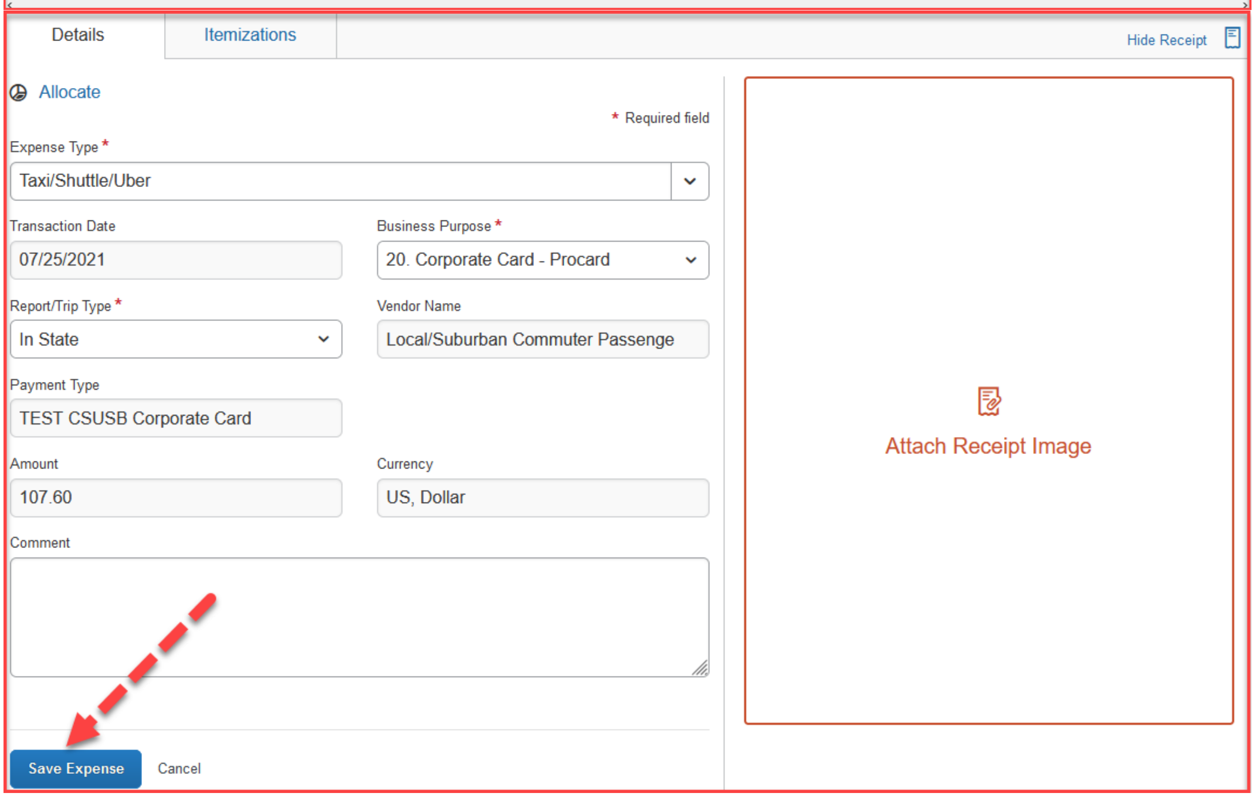
6. ALLOCATING EXPENSES

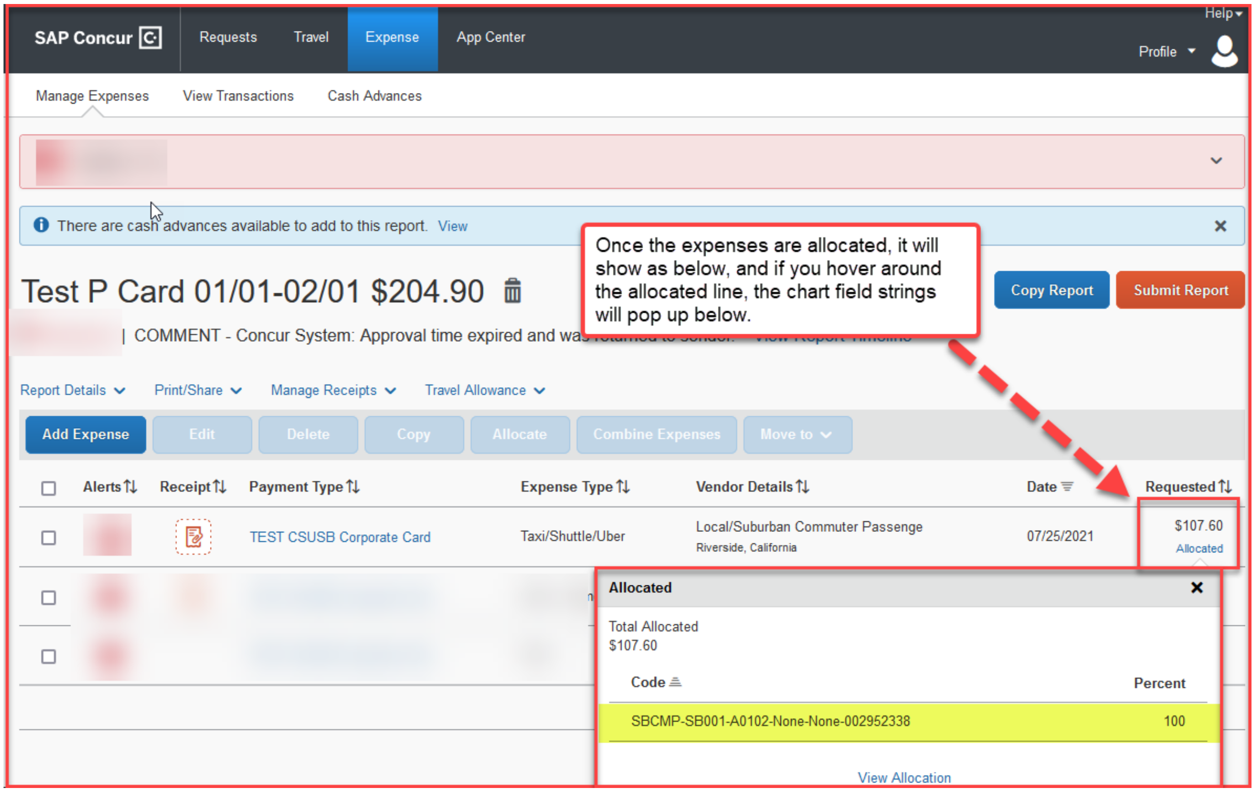
For allocating expenses, select the expense line item that you want to charge it to a different fund, and click on Allocate button, available on the left-hand side corner. There are two ways to allocate expenses – a) Allocate by Percentage b) Allocate by Amount. Once the selection is made, enter the Business Unit, Fund, Department, Program, Project and Class Code. The Approver box will prepopulate with the name.




Allocate
Expenses: 1 | $107.60
Percent
Amount
Amount
$107.60
Default Allocation
Code
SBCMP-SB001-D0210-None-None-000106911
Add
Edit
Remove
Save as Favorite
No Allocations
This expense is assigned to your default allocation shown above. Click the alloca
Allocate by percent or amount. Once the selection is done, click on Add, and update the chart field string
Add Allocation
New Allocation
Favorite Allocations
Update the chart field string and hit save.
Business Unit *
SBCMP
Fund *
(SB001) TF485-CAMPUS OPERATING FUND
Department *
(A0102) Ombuds Services
Program *
None
Cancel
Save
Percent %
100
Cancel
Save


Allocate
Expenses: 1 | $107.60 | View Allocation Group
Percent
Amount
Amount
$107.60
Allocated $107.60
100%
Remaining $0.00
0%
Default Allocation
Code
SBCMP-SB001-D0210-None-None-000106911
Percent %
0
Add
Edit
Remove
Save as Favorite
Business Unit
Fund
Department
Program
Project
Approver
Class Code
Code
Percent %
SBCMP
TF485-CAMPUS OPERATING FUND
Ombuds Services
None
None
Julie Lappin
SBCMP-SB001-A0102-None-None-002952338
100
Once the chart field string is added, hit save again
Cancel
Save


Details
Itemizations
Hide Receipt
Allocate
* Required field
Expense Type *
Taxi/Shuttle/Uber
Transaction Date
07/25/2021
Business Purpose *
20. Corporate Card - Procard
Report/Trip Type *
In State
Vendor Name
Local/Suburban Commuter Passenge
Payment Type
TEST CSUSB Corporate Card
Amount
107.60
Currency
US, Dollar
Comment
Save Expense
Cancel
Attach Receipt Image



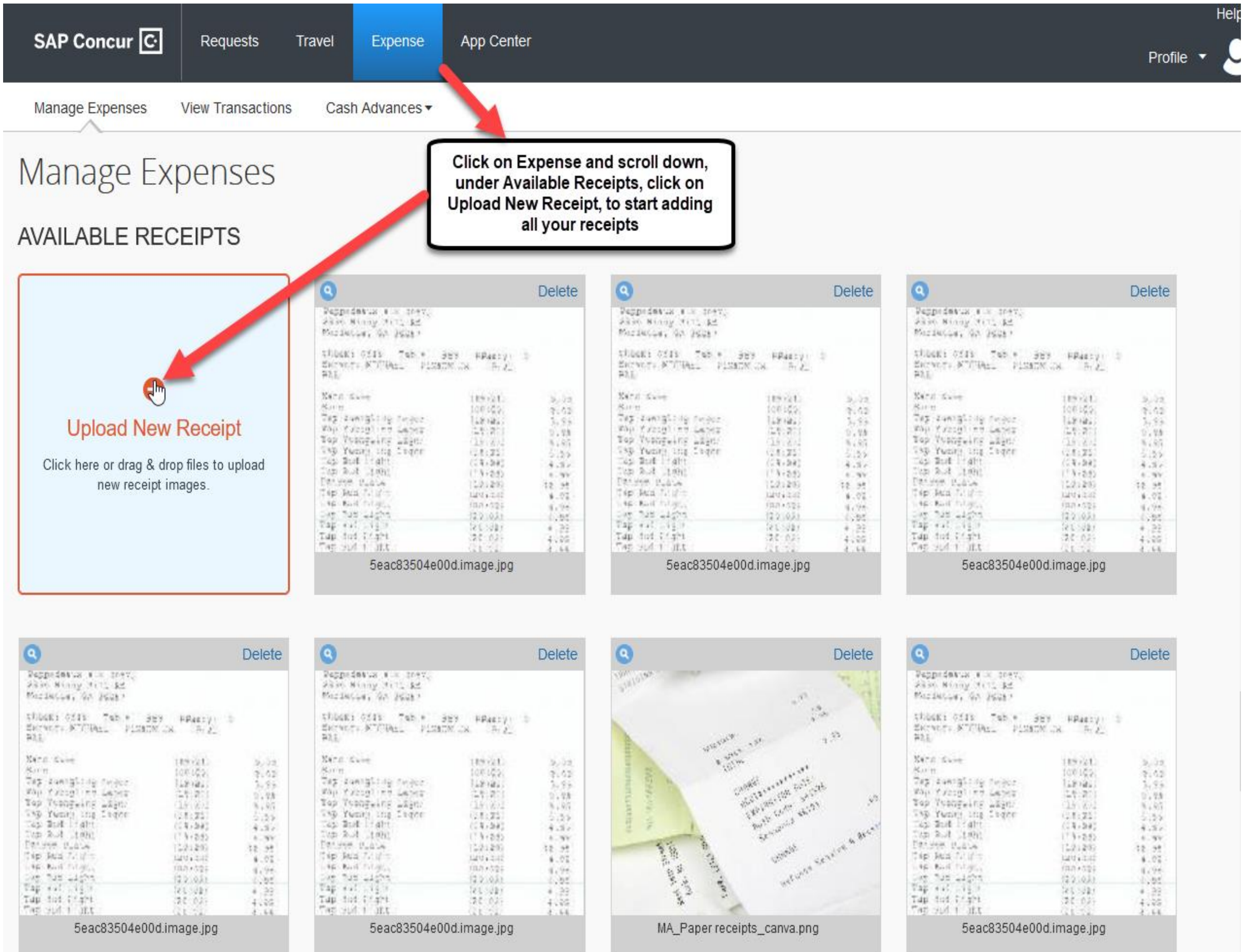
7. ATTACHING AND UPLOADING RECEIPTS

<u>Uploading Receipts to Concur</u>

There are two ways to upload receipts to your Concur profile: 1.) Uploading directly on the expense side or, 2.) Through the Available Receipts pool

1.) Uploading directly on the Expense side

Scan the required documentation and save the images to a folder on your computer. Go to Expense and scroll down to Available Receipts, and click on Upload New Receipt.



2.) THROUGH THE AVAILABLE RECEIPTS POOL

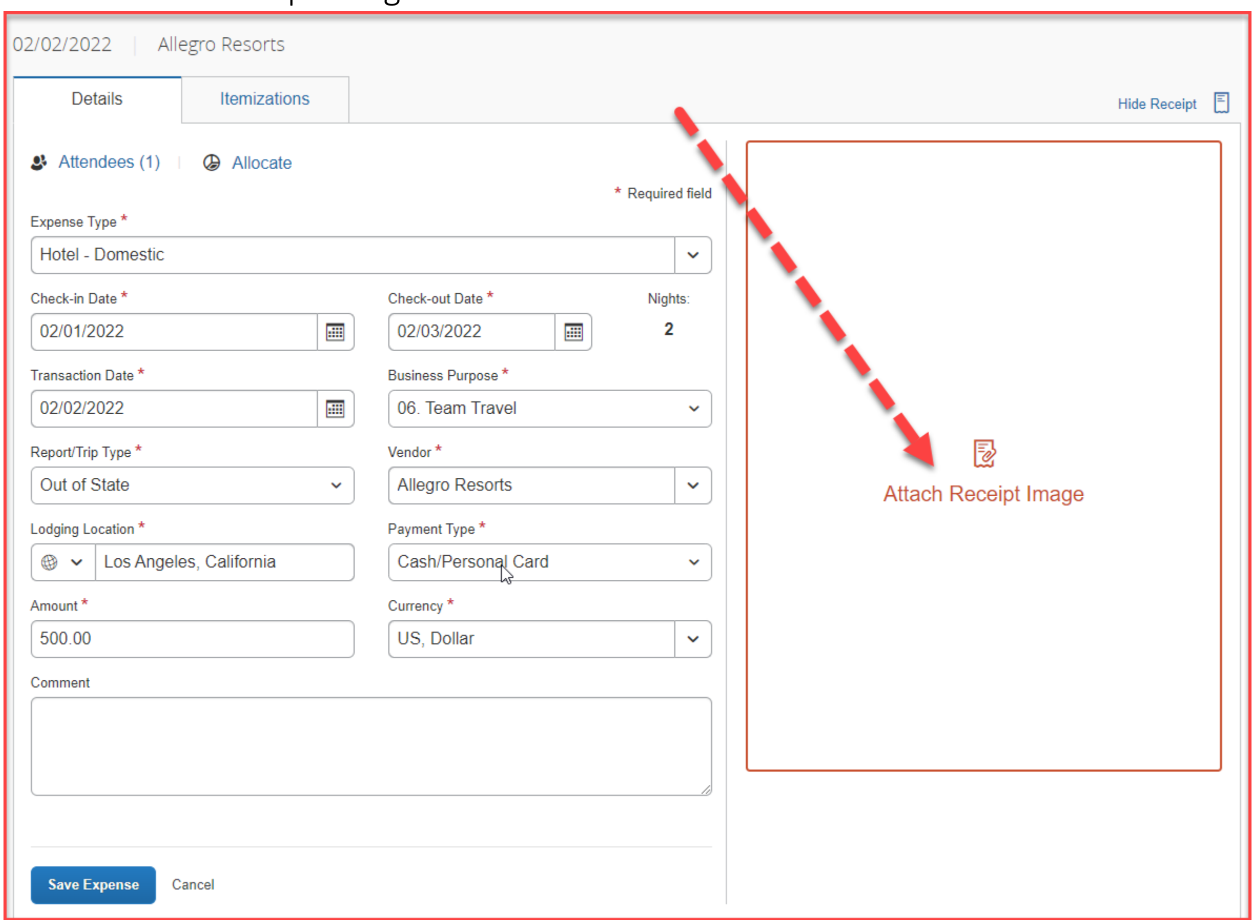
The Available Receipts pool is a feature within Concur that provides a document repository to which you can email or upload images. You can then use your Available Receipts pool to attach images to an individual expense. Use your mobile device to take pictures of receipts and email the pictures to receipts@concur.com. Before forwarding an email to receipts@concur.com, you must first verify your email address, in your profile. You can also use the Concur Mobile App to take pictures of receipts, which are then stored in your Available Receipts pool automatically.

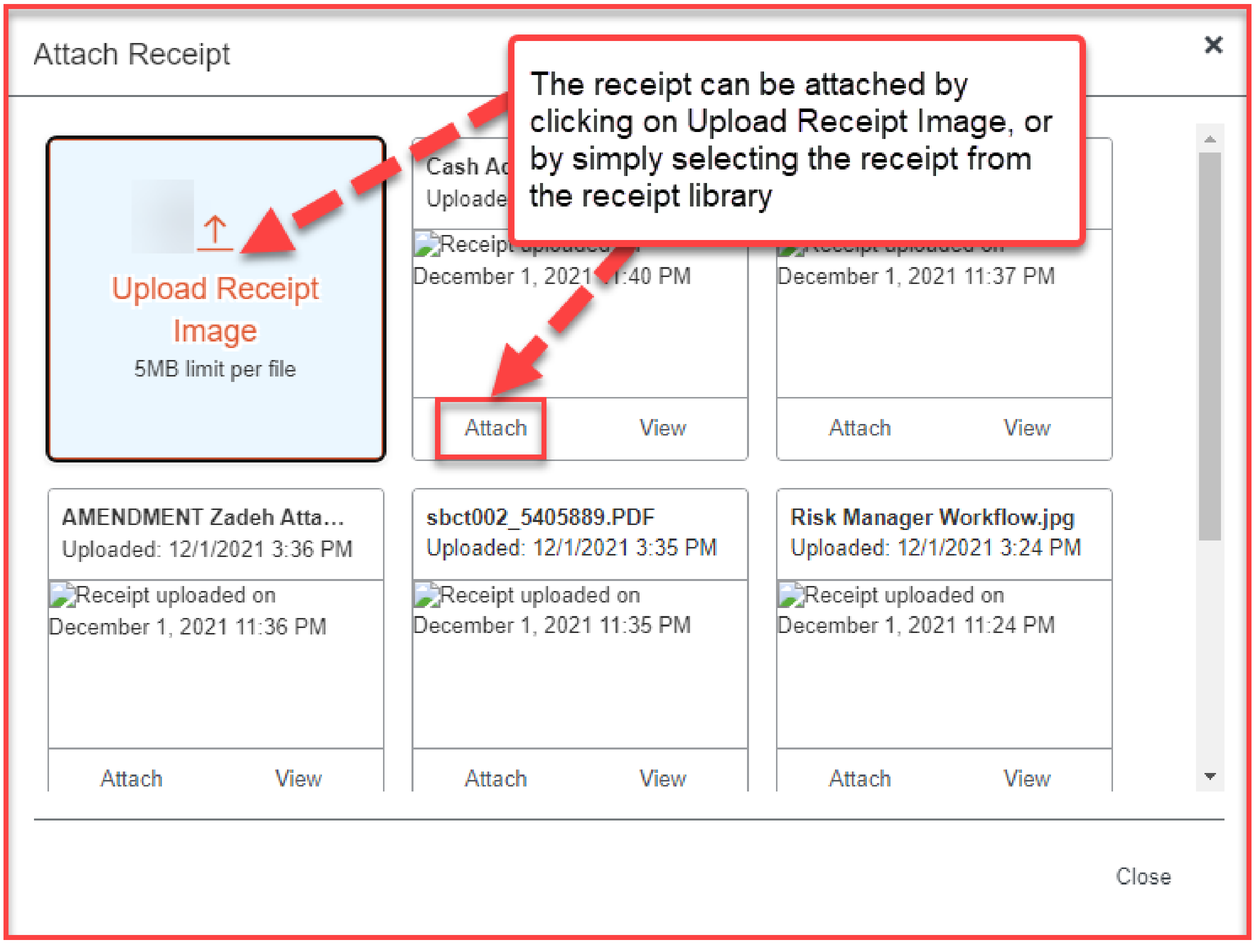
Attaching Receipts to individual expense

When you are ready to attach the images, select the expense you wish to attach a receipt to.

1. Select "Attach Receipt Image" located on the right-hand side of the report. A separate window will appear.
2. Click Upload Receipt Image. Locate and select the receipt image you would like to attach and click Open. You can also attach the receipt from the available receipt pool.
3. Once the receipt is attached, click on Save Expense.
4. Your receipt is now attached to your expense.

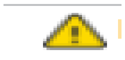
As a best practice, you should review the attached receipt images to ensure they are readable and are the correct images for that expense. To do this, select the Receipt Image tab.



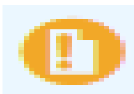

Attach Receipt
The receipt can be attached by clicking on Upload Receipt Image, or by simply selecting the receipt from the receipt library
Upload Receipt Image
5MB limit per file
Attach
View
December 1, 2021 11:37 PM
AMENDMENT Zadeh Atta...
Uploaded: 12/1/2021 3:36 PM
Receipt uploaded on December 1, 2021 11:36 PM
sbct002_5405889.PDF
Uploaded: 12/1/2021 3:35 PM
Receipt uploaded on December 1, 2021 11:35 PM
Risk Manager Workflow.jpg
Uploaded: 12/1/2021 3:24 PM
Receipt uploaded on December 1, 2021 11:24 PM
Close

8. ICONS/SYMBOLS

Some icons and symbols in Concur



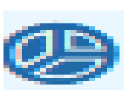
This symbol is for notification, that contains a soft message. The notification will remain even if the action has been completed, and will not restrict the report from submitting.



This orange round icon, indicates that a receipt needs to be attached to the expense item.

The orange icon above, turns into a blue icon, once a receipt is successfully attached.

This is an icon indicating that the P-card transaction is successfully imported into the expense line item.



This is an allocation icon, that indicates that the expense item is allocated to a specific chart field string.

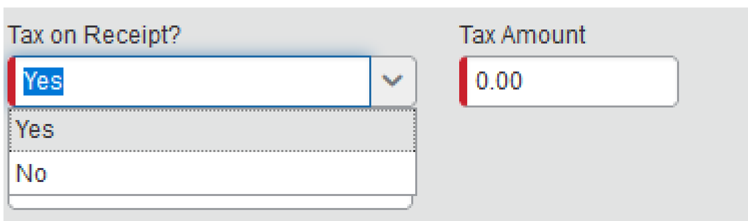
9. SALES TAX ON RECEIPT

In this section, you will learn about the sales tax questions you will find in the Concur Pro Card reconciliation module. The questions about sales tax, freight and deliver location is to assist us in our obligation for tax reporting. You must answer all questions on the form accordingly, following the information added to your sales receipt.

- TAX ON RECEIPT?

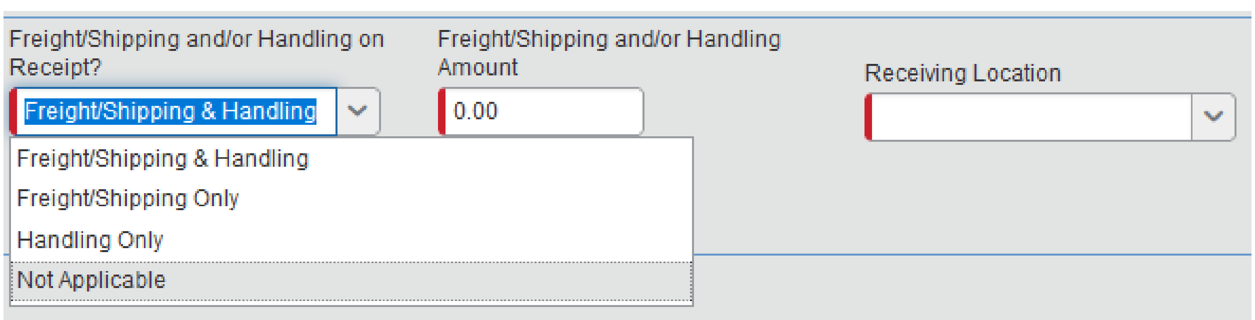
For some of the expenses, you will be prompted to answer the question, “Tax on Receipt”. You will need to select either “Yes” or “No”.

Choosing “Yes” in this drop-down menu will require you to specify how much sales tax was charged for this transaction. If you choose “No” to the previous question, you will not need to fill out any amount in the Tax Amount box. Just ensure that the box has a $0 value in it.



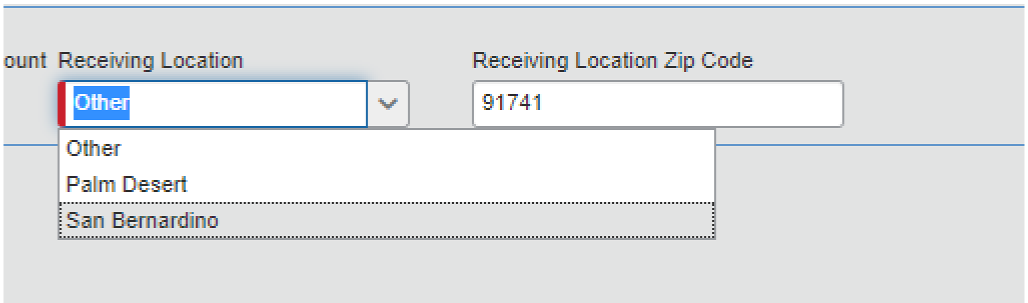
- Freight/Shipping and/or Handling on Receipt?

For Freight/Shipping and handling charges, you will have to select the appropriate options from the dropdown list. If no such charges appear on your receipt or apply, you may choose Not Applicable. Please enter the total value listed on your receipt as “freight”, “shipping”, “handling” or a combination of these.   Also, please choose an appropriate Receiving Location.



- Receiving Location

Please choose the appropriate campus location where items were delivered. Both the San Bernardino and Palm Desert campuses appear as well as an “other” location. The zip code is not required when choosing San Bernardino or Palm Desert. When choosing “other” it is necessary for you to enter the zip code of where the tangible goods were delivered. The reason for entering the zip code is so that we can validate that the correct tax rate was applied to your purchase, and if necessary, to accrue any difference owing to the taxing jurisdiction.



Note: Once all the fields are filled in, please save the transaction. Concur will not remember your selections if you don’t save your changes.