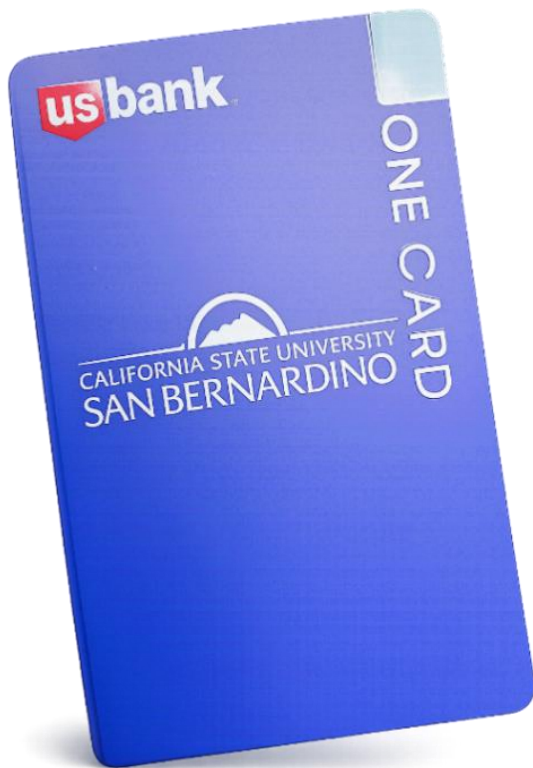


CSUSB Universal Card

Concur User Guide – Reconciliation



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UNIVERSAL CARD RECONCILIATION

Overview

Prior to making purchases on the Universal Card (U-Card), review and ensure you understand the CSUSB Universal Card Handbook. In Concur, the Universal Card expense (reconciliation) report is not automatically created. Cardholders must access their available expenses in Concur and manually move transactions into a report each month. When creating the report, cardholders are required to enter the statement cycle start and end dates in the report header fields. Cardholders may reconcile transactions throughout the month; however, submission is not permitted until all transactions for the cycle are included in the statement report.

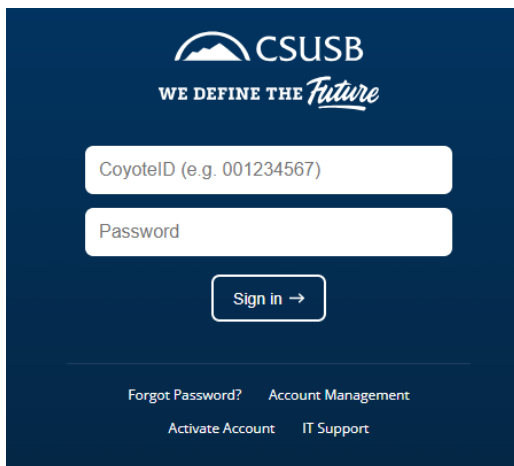
Logging into Concur

Note: The screen captures included in this document may look slightly different on-screen due to user interface changes made by campus.

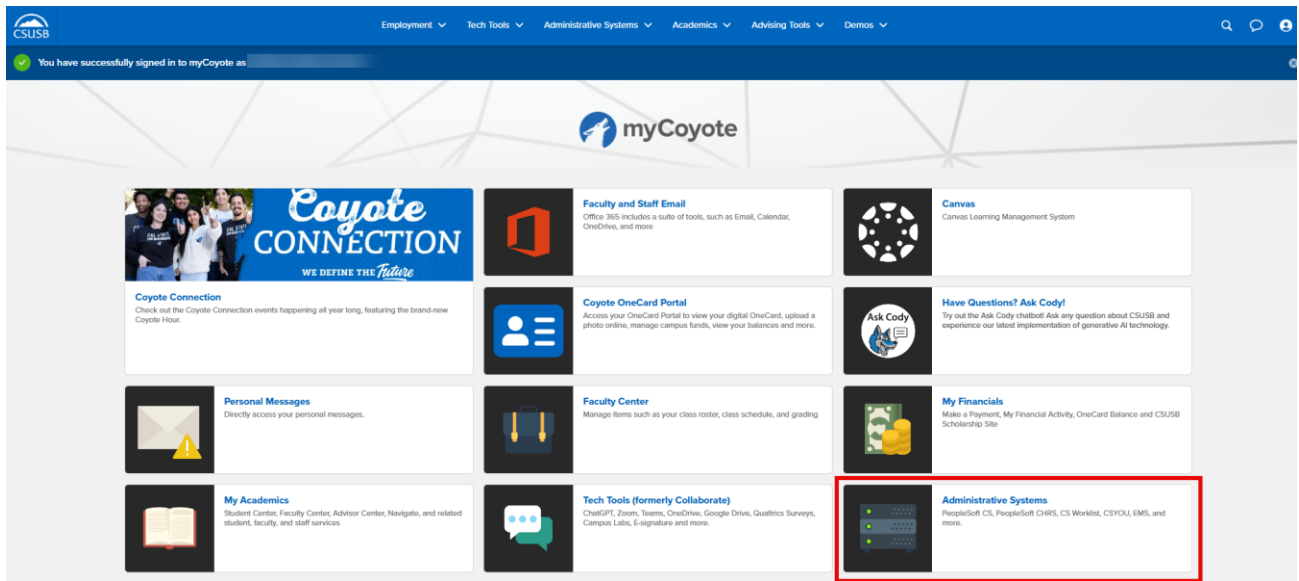
1. Navigation: Go to [CSUSB.edu](https://csusb.edu) and click on **myCoyote** in the upper right-hand corner of the main CSUSB website.



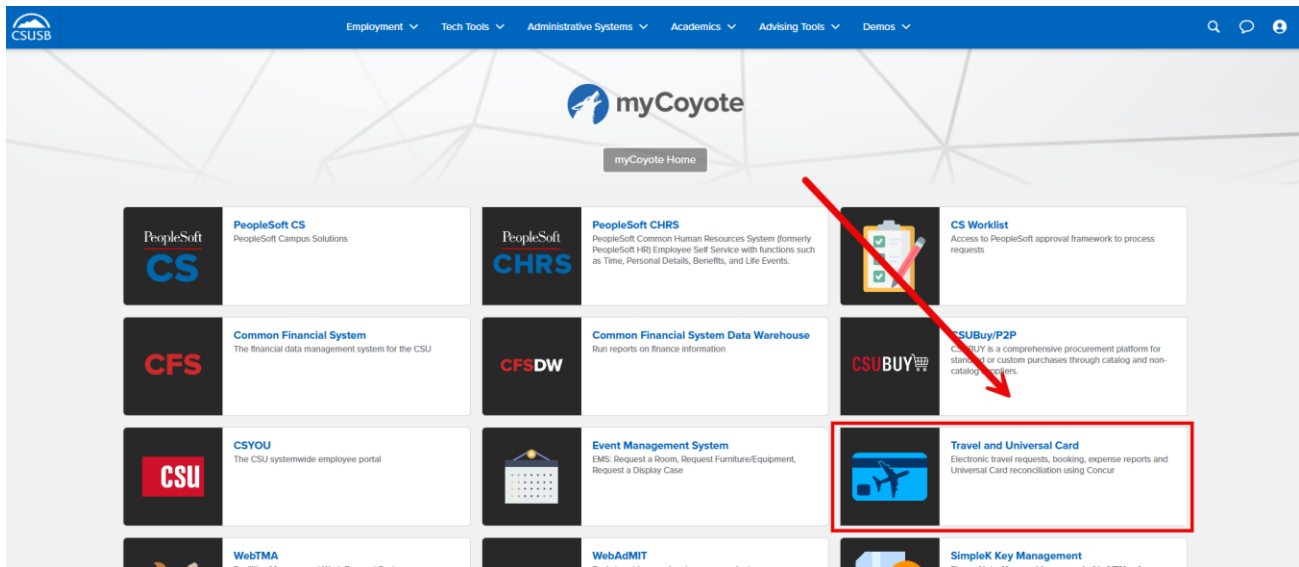
2. Sign in using your Single Sign On.



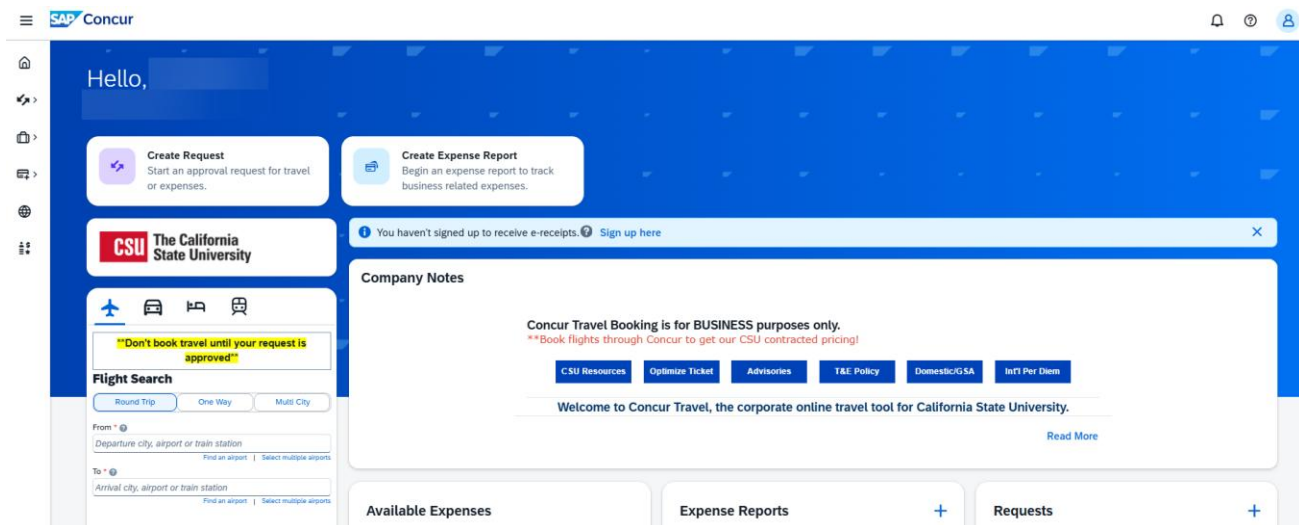
3. Click on the **Administrative Systems** tile.



4. Click on the **Travel and Universal Card** tile. You will be signed into Concur.



5. Once you have logged into Concur, you will be on the main landing page.



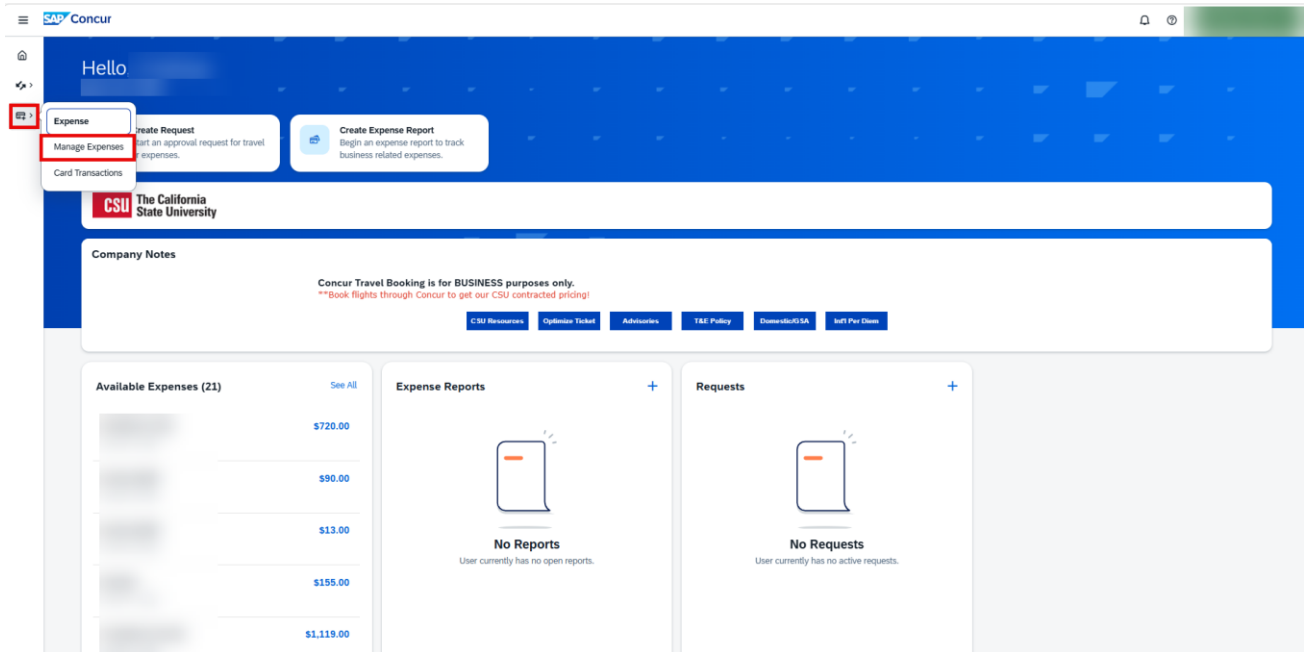
Moving Non-Travel Transactions into a New Report

Reconcile all non-travel-related expenses (e.g., supply purchases) on a single expense report each month, as they appear in your Available Expenses section.

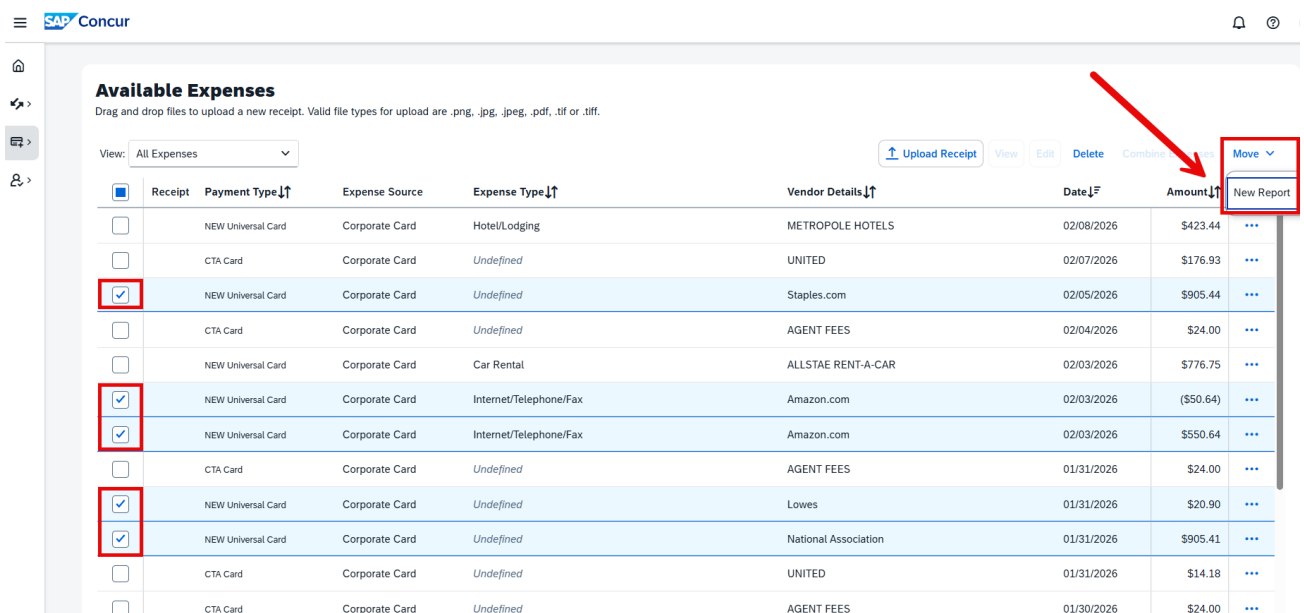
Travel-related expenses should be reconciled on a separate Travel expense report that corresponds to the associated travel request.

Selecting Universal Card Non-Travel Transactions

1. From the **Home** page, click on the **Expenses** in the left Navigation Panel and select **Manage Expenses**.



2. In the **Manage Expenses** window, select all Non-Travel transactions under your Available Expenses to move into a **New Report** (Employee Expense-Non-Travel Report).



- The **Create Expense Report** window opens up. Continue to the next section to create an Employee Expense (Non-Travel) report header.

Create Expense Report

Home / E

Ma

Ex

Create From an Approved Request

Required field *

Report Type *
Employee Expense - Travel

Report/Trip Name *

Trip Type *

Travel Start Date *
MM/DD/YYYY

Travel End Date *
MM/DD/YYYY

Traveler Type *

Trip Purpose *

Personal Dates of Travel-If none enter NA *

Business Unit * 2 Fund * 3 Department * 4 Project 5

Program 2 Class 2

Comments To/From Approvers/Processors 0/500

Travel Allowance

Next: Create report and add itinerary details for your travel allowances

Next **Cancel**

Available Expenses

Drag and drop files to upload a new receipt. Valid file types for upload are: png, jpg, jpeg, pdf, tif or tiff.

Creating an Employee Expense-Non-Travel Report Header

Entering Report Header Data

Ensure that all required information is accurately entered in the Report Header, as this is essential for properly organizing and processing the reconciliation report.

The screenshot shows the 'Create Expense Report' window in SAP Concur. The 'Report Type' dropdown is set to 'Employee Expense - Non-Travel'. Other fields include Report Name, Report Start Date, Report End Date, Business Unit, Fund, Department, Project, Program, and Class. A comments field is at the bottom.

Report Type

Note: In the **Create Expense Report** window, the **Request Header** defaults the **Report Type** to Employee Expense – Travel.

Click the drop-down in the **Report Type** field and select **Employee Expense - Non-Travel** for Universal Card Non-Travel report. This identifies the report as a monthly Universal Card Non-Travel report and applies the correct policies and audit rules.

The close-up screenshot shows the 'Report Type' dropdown menu. The dropdown is open, showing options: 'Employee Expense - Travel', 'Employee Expense - Non-Travel', 'Employee Expense - Travel (Local/Mileage)', 'Non-Employee Expense', and 'Employee Expense - Travel'. The 'Employee Expense - Non-Travel' option is highlighted with a red box.

Report Name

Enter the monthly naming convention for the report to include the **reconciliation month and year recon report** (e.g., April 2026 Recon Report) for easy tracking and auditing.

Create Expense Report

Create From an Approved Request

Required field *

Report Type *
Employee Expense - Non-Travel

Report Name *
May 2026 Recon Report

Report Start Date *
MM/DD/YYYY

Report End Date *
MM/DD/YYYY

Business Unit * 2
Fund * 3
Department * 4
Project 5

Program 2

Comments To/From Approvers/Processors 0/500

Report Name *
May 2026 Recon Report

Report Start Date

Enter the **beginning date of the reconciliation cycle**. This should match the first day of the billing cycle for the transactions included in the report.

Create Expense Report

Create From an Approved Request

Required field *

Report Type *
Employee Expense - Non-Travel

Report Name *
May 2026 Recon Report

Report Start Date *
04/24/2026

Report End Date *
MM/DD/YYYY

Business Unit * 2
Fund * 3
Department * 4
Project 5

Program 2

Comments To/From Approvers/Processors 0/500

Report Start Date *
04/24/2026

Report End Date

Enter the **ending date of the reconciliation cycle**. This should match the last day of the billing cycle.

Create Expense Report

Create From an Approved Request

Required field *

Report Type *
Employee Expense - Non-Travel

Report Name *
May 2026 Recon Report

Report Start Date *
04/24/2026

Report End Date *
05/23/2026

Business Unit * 2
Fund * 3
Department * 4
Project 5

Program 2

Comments To/From Approvers/Processors 0/500

Report End Date *
05/23/2026

Chartfield String

Select the appropriate chartfield string under which the majority of charges will be expensed. You can enter the most used chartfield string at the report header level so it will automatically flow to each expense line. You can then adjust individual line items as needed for expenses that should be allocated differently.

The chartfield string consists of the following components: Business Unit, Fund, Department, Program, Project, and Class Code. Enter the applicable value in each field and select the appropriate option from the dropdown list that appears. Please note that free text entry is not permitted; you must select from the dropdown list for the system to populate each field correctly.

1. **Business Unit** - Select the appropriate business unit that will be charged for the expenses. This value determines the organizational entity responsible for the costs.
2. **Fund** - Enter the funding source that will pay for the expenses. This ensures costs are allocated to the correct funding category.
3. **Department** - Enter the department responsible for the expenses. This is used for financial tracking and reporting within the organization.
4. **Project** - If applicable, enter the project ID associated with the expenses. Use this field when charges should be tracked to a specific project.
5. **Program** - If applicable, enter the program code associated with the expenses. This is used to further categorize expenses for reporting purposes.
6. **Class** - If applicable, enter the class code associated with the expenses. This field is used for additional financial classification and reporting.

Create Expense Report

[Create From an Approved Request](#)

Required field *

Report Type *	Report Name *	Report Start Date *	Report End Date *
Employee Expense - Non-Travel	May 2026 Recon Report	04/24/2026	05/23/2026

Business Unit *	Fund *	Department *	Project

Program	Class

Comments To/From Approvers/Processors 0/500

Comments To/From Approvers/Processors

Comments entered in the Report Header are intended for approvers and should include any relevant notes or explanations. For transaction-specific business justifications, comments must be entered on each corresponding transaction line.

Create Expense Report

[Create From an Approved Request](#)

Required field *

Report Type *	Report Name *	Report Start Date *	Report End Date *
Employee Expense - Non-Travel	May 2026 Recon Report	04/24/2026	05/23/2026

Business Unit *	Fund *	Department *	Project

Program	Class

Comments To/From Approvers/Processors 0/500

Comments entered here are intended for approvers and should include any relevant notes or explanations. For transaction-specific business justifications, please provide comments on each corresponding transaction line.

Review Fields and Create Report

1. Verify that all required header fields are completed accurately, then select **Create Report**.

Create Expense Report

Create From an Approved Request

Required field *

Report Type * Employee Expense - Non-Travel

Report Name * April 2026 Recon Report

Report Start Date * MM/DD/YYYY 03/24/2026

Report End Date * MM/DD/YYYY 04/23/2026

Business Unit * 2 Fund * 3 Department * 4 Project 5

Program 2 Class 2

Select the default chart field for this Reconciliation Report. This chart field will apply to each transaction in the statement report unless the transaction is allocated at the transaction line level. Click Save when complete.

Comments To/From Approvers/Processors 0/500

Enter any relevant notes or explanations for approvers or processors. Use this field to clarify unusual expenses, provide justifications, or communicate important information about the report.

Create Report Cancel

2. Once the report has been created, the **Expenses** window opens. Confirm that all non-travel-related transactions are included in the report and proceed to define each expense and allocate each individual transaction as needed, ensuring expenses are correctly categorized and assigned.

< Expense Reports

May 2026 Recon Report \$950.98

Not Submitted Report number: F7RZCA

View Alerts Submit Report

Report Details Print/Share Manage Receipts

Expenses (3) View: Standard Add Expense Edit Delete Duplicate Allocate Combine Expenses Move

<input type="checkbox"/>	Alerts ↓↑	Date ↓↑	Receipt ↓↑	Attributes	Expense Type ↓↑	Vendor Details ↓↑	Payment Type ↓↑	Requested ↓↑	Actions
<input type="checkbox"/>	⊗	02/05/2026	↑		Undefined	SQ *1100 COYOTE BOOKSTOR	NEW Universal Card	\$905.44	⋮
<input type="checkbox"/>	⊗	01/31/2026	↑		Undefined	TARGET.COM *	NEW Universal Card	\$20.90	⋮
<input type="checkbox"/>	⊗	01/29/2026	↑		Meals and Refreshments (NON-ALCOHOLIC)	Starbucks	NEW Universal Card	\$24.64	⋮

\$950.98

Reconcile Universal Card Transactions at Expense level

Universal Card transactions are loaded into the **Available Expenses** throughout the billing cycle. It is highly recommended to reconcile transactions as they are available. This helps ensure timely submission and approval of the **Employee Expense -Non-Travel Report**.

Define the Expense Type for each Transaction Line

Note: Some **Expense Types** may not be permitted for the University and an alert will display when the transaction is saved to inform users and delegates.

1. From the **Expenses** screen, select the transaction to reconcile.

May 2026 Recon Report \$950.98 View Alerts Submit Report ...

Not Submitted Report number: T1A9Q8

Report Details Print/Share Manage Receipts

Expenses (3)	View: Standard	Add Expense	Edit	Delete	Duplicate	Allocate	Combine Expenses	Move	Download
Alerts	Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions	
<input type="checkbox"/>	02/05/2026			General Supplies	SQ *1100: COYOTE BOOKSTOR	NEW Universal Card	\$905.44	...	
<input type="checkbox"/>	01/31/2026			General Supplies	TARGET.COM *	NEW Universal Card	\$20.90	...	
<input type="checkbox"/>	01/29/2026			Meals and Refreshments (NON-ALCOHOLIC)	Starbucks	NEW Universal Card	\$24.64	...	

\$950.98

2. When the transaction opens, first select the **Expense Type** that best suits the transaction.

Undefined \$905.41 View Alerts Save Expense ...

Corporate Card

Details Itemizations

Allocate Required field *

Expense Type *
Undefined

Transaction Date * 01/31/2026 City of Purchase

Payment Type NEW Universal Card Enter Vendor Name National Association

Amount * 905.41 Currency US, Dollar (USD)

Last Name First Name

Add a receipt below.

Upload or drag-and-drop your receipts here.

Upload New Receipt

Choose From Available Receipts

3. The form fields updates based on the **Expense Type** selected. Complete the required fields.

Undefined \$905.41 Save Expense ...

Corporate Card

Details Itemizations

Allocate Required field *

Expense Type *
General Supplies

Quick Tips
For example, IT-related supplies (software and hardware) should be charged to the appropriate object code in the 616XXX series.
[Show Less](#)

Transaction Date * 01/31/2026 City of Purchase

Payment Type NEW Universal Card Enter Vendor Name National Association

Amount * Currency

Add a receipt below.

Upload or drag-and-drop your receipts here.

Upload New Receipt

Choose From Available Receipts

- If a receipt is added later, click **Save Expense** to return to the Expenses list. View and correct any additional alerts on the transaction. Then, proceed to the next transaction to be reconciled.

Undefined \$905.41 ← → Save Expense | ▾ ⋮

Corporate Card

Details Itemizations

Allocate Required field *

Expense Type *

General Supplies ▾ ✕

Quick Tips
For example, IT-related supplies (software and hardware) should be charged to the appropriate object code in the 616XXX series.
[Show Less](#)

Transaction Date * City of Purchase

01/31/2026 ▾

Payment Type Enter Vendor Name

NEW Universal Card National Association

Amount * Currency

⚠ Add a receipt below.

Upload or drag-and-drop your receipts here. ?

Upload New Receipt

Choose From Available Receipts

Add Business Purpose/Justification in Comment field

All purchases must include sufficient justification and comply with applicable campus policies. If a purchase does not include adequate justification, the expense reconciliation report may be returned for clarification.

When entering expenses, in the **Comments** section, provide detailed explanations rather than vague descriptions. For example, instead of writing “Office Supplies,” state: “Purchase of printer ink and paper for faculty research materials in [Department Name].”

General Supplies \$905.44 ← → Save Expense | ▾ ⋮

Details Itemizations

Amount * Currency

905.44 US, Dollar (USD)

Last Name First Name

Email Address Request ID

Purpose and Travel Dates

Comments To/From Approvers/Processors 0/500

Clear Purpose - Why was this purchase necessary?
Who Benefited - Was it for a department, an event, or a specific project?
How it Supports University Business - Direct connection to CSUSB activities.

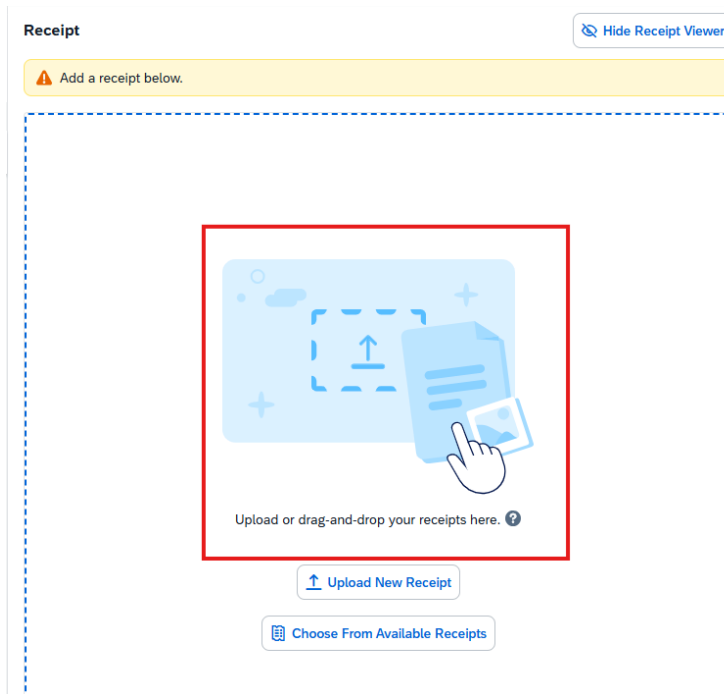
Test.pdf

Remove Add Open

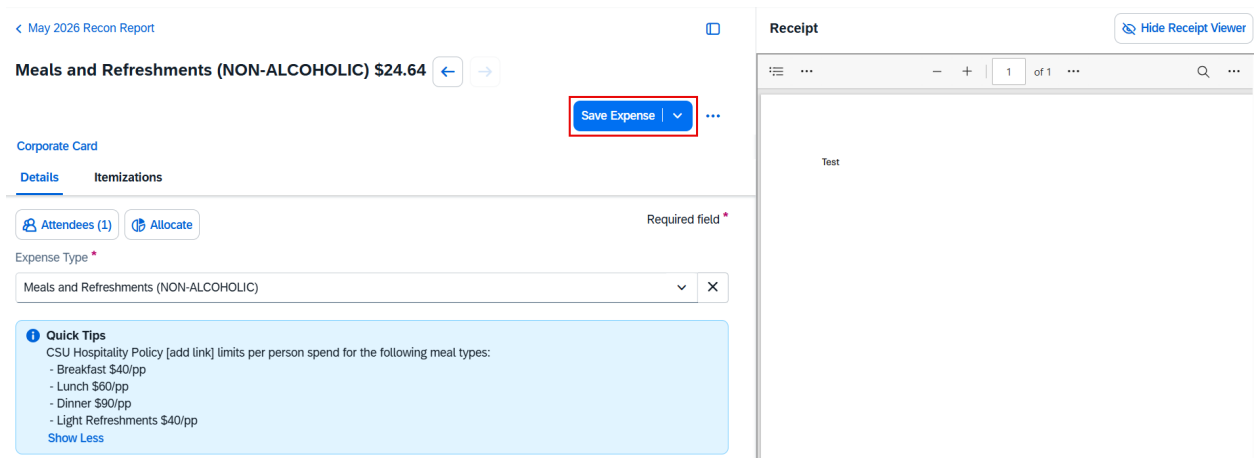
Add Itemized Receipt in each Transaction Line

Add Receipt - Drag and Drop

1. Navigate to the location of the receipt, select and drag the file over to transaction receipt window and drop the file.

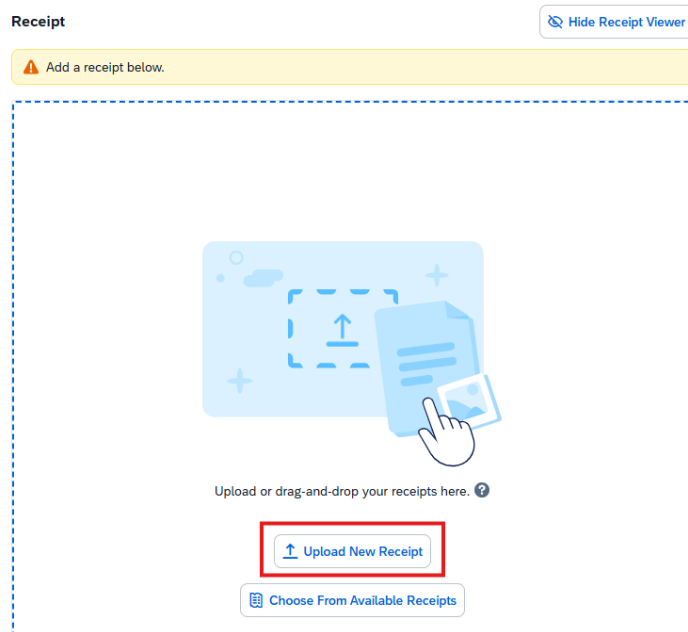


2. Once the attached receipt is visible in the **Receipt** window, click **Save Expense**.

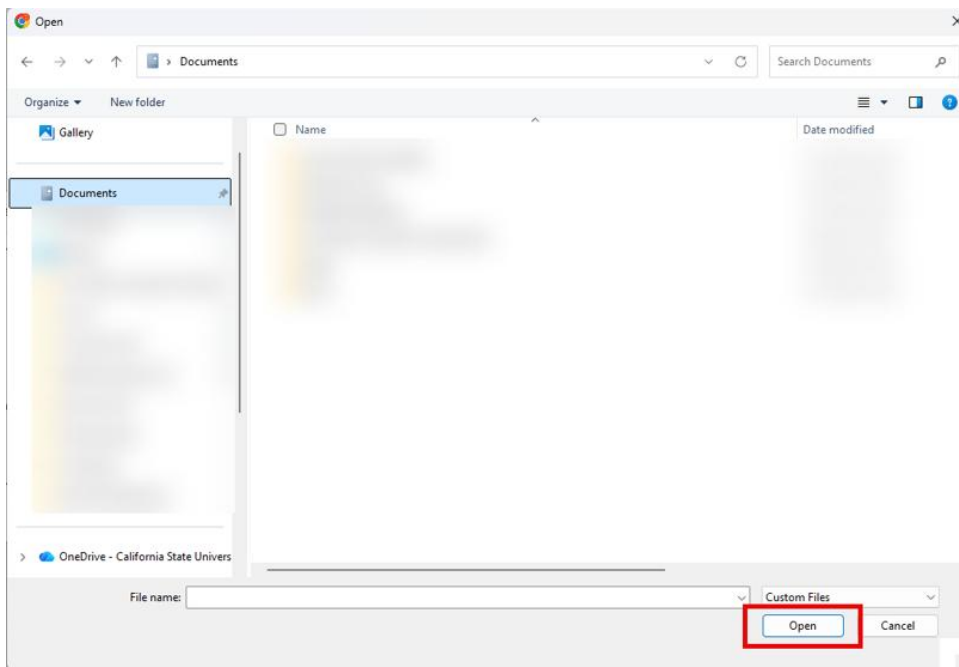


Add Receipt – Upload New Receipt (Alternative Option)

1. In the **Attach Receipt** window, click **Upload New Receipt** if the desired receipt is not already displayed.



2. Once you select **Upload New Receipt** it will open your desktop file browser. Navigate to the location of your supporting documents, select the required receipt(s), and then click **Open** to attach them to your report.



3. Once the attached receipt is visible in the **Receipt** window, click **Save Expense**.

May 2026 Recon Report

Meals and Refreshments (NON-ALCOHOLIC) \$24.64

Save Expense

Corporate Card

Details Itemizations

Attendees (1) Allocate

Expense Type *

Meals and Refreshments (NON-ALCOHOLIC)

Quick Tips
CSU Hospitality Policy [add link] limits per person spend for the following meal types:
- Breakfast \$40/pp
- Lunch \$60/pp
- Dinner \$90/pp
- Light Refreshments \$40/pp
[Show Less](#)

Receipt

Hide Receipt Viewer

Test

Add Missing Receipt Declaration – DO NOT USE

The **Missing Receipt Declaration** feature in Concur must **not be used** for Universal Card transactions. If a required receipt has been misplaced or is unavailable, the cardholder must instead complete and attach a [Lost Receipt Affidavit Request Form](#) to the transaction.

Use the official Lost Receipt Affidavit Request Form: <https://www.csusb.edu/accounts-payable/forms-documents>. The completed form must include detailed business purpose, and an explanation of why the receipt is unavailable. Attach the signed affidavit in Concur in place of the missing receipt. Additional supporting documentation (if available) should also be included to substantiate the expense.

Failure to provide appropriate documentation may result in delays, rejection, or non-compliance with Chancellor's Office policy.

Allocate Expense

The **Allocate** feature can be used to designate different chart fields for expenses. This feature may be used when an expense needs to be split across multiple accounts or business units. This feature allows you to split the charged amount at the level of exact costs or percentages depending on your preference.

To view the default chartfield in the Report Header, select the **Report Details** drop down to open the **Report Header**.

May 2026 Recon Report \$1,556.39

Not Submitted

Report number: T1A9Q8

Report Details

Print/Share

Manage Receipts

Report

Report Header

Standard

1. To **Allocate** an expense line to a different chartfield or business unit from the default that is in the **Report Header**, select the transaction line that you want to change.

May 2026 Recon Report \$950.98

View Alerts

Submit Report

Not Submitted

Report number: T1A9Q8

Report Details

Print/Share

Manage Receipts

Expenses (3)

View: Standard

Add Expense

Edit

Delete

Duplicate

Allocate

Combine Expenses

Move

Download

<input type="checkbox"/>	Alerts	Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
<input type="checkbox"/>		02/05/2026			General Supplies	SQ *1100: COYOTE BOOKSTOR	NEW Universal Card	\$905.44	...
<input type="checkbox"/>		01/31/2026			General Supplies	TARGET.COM *	NEW Universal Card	\$20.90	...
<input type="checkbox"/>		01/29/2026			Meals and Refreshments (NON-ALCOHOLIC)	Starbucks	NEW Universal Card	\$24.64	...

\$950.98

2. Once the transaction is opened, select the **Allocate** button.

General Supplies \$20.90



Save Expense

Corporate Card

Details

Itemizations

Allocate

Required field *

Expense Type *

3. In the **Allocate** window, click **+Add**.

Allocate

Expenses: 1 | \$20.90

Percent | Amount

Amount \$20.90	Allocated \$20.90 100%	Remaining \$0.00 0%
-------------------	---------------------------	------------------------

Default Allocation

Code: SBCMP-SB001-D0820 | Percent %: 100

Allocations (0)

+Add | Edit | Remove | Save as Favorite

4. In the **Add Allocation** window, select the desired chartfield in the order the segments are presented. The valid values of a segment are dependent on the value of the prior segment and thus must be selected in order. Only segments with an asterisk (*) are required.
 - a. Select the **Business Unit (BU) ***.
 - b. Select **Fund***.
 - c. Select **Department***.
 - d. Select **Program, Project, Class**, if needed.

[+ New Allocation](#) [★ Favorite Allocations](#)

Required field *

Business Unit * 2

(COCSU) CSU Office of the Chancellor
▼
✕

Fund * 3

(44101) PaCE Operations
▼
✕

Department * 4

(1005) CO Accounts Payable
▼
✕

Project 5

Note: Most Recently Used chartfield will display at the top of the dropdown list, if available. Selecting a recently used chart field will fill in each of the segments as previously selected.

5. Click **Save** to add the allocation.

Add Allocation

[+ New Allocation](#) [★ Favorite Allocations](#)

Required field *

Business Unit * 2

(COCSU) CSU Office of the Chancellor
▼
✕

Fund * 3

(44101) PaCE Operations
▼
✕

Department * 4

(1005) CO Accounts Payable
▼
✕

Project 5

Save

Cancel

- From the **Allocate** window, add additional allocations as desired. The distribution defaults to **Percent %**, but can be distributed by amount by selecting **Amount \$** in the upper left. If a percentage or amount of the distribution needs to include the original **Default Allocation**, adjust the **Percent %** or **Amount \$** of each added allocation to the desired value.

Allocate

Expenses: 1 | \$577.46 | [View Allocation Group](#)

Percent
Amount

Amount: \$577.46 | Allocated \$577.46 (100%) | Remaining \$0.00 (0%)

Default Allocation

Code: **Default** | Percent %: **50**

Allocations (1) Add Edit Remove Save as Favorite

<input type="checkbox"/>	Business Unit	Fund	Department	Project	Program	Class	Code	Percent %	
<input type="checkbox"/>	CSU Office of the Chancellor	PaCE Operations	CO Accounts Payable				COCSU-44101-1005	50	...

Save
Cancel

- In the **Allocate** window, click **Save** to return to the expense form.
- From the expense form, click **Save Expense** to return to the **Expenses** list.

Subscription/Publication (non-IT) \$577.46 Save Expense

Corporate Card

Details Itemizations

Allocate Required field *

Expense Type *

Subscription/Publication (non-IT) X

Receipt

1 / 1 - 77% +

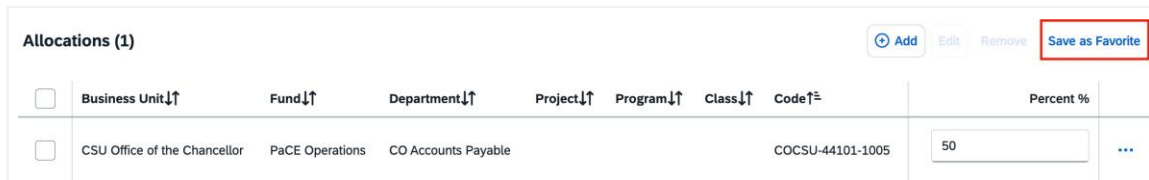
- In the **Expenses** list, the pie chart icon indicates that the transaction has successfully created an **Allocation Summary**

Expenses (4) View: Standard Add Expense Edit Delete Duplicate Allocate Combine Expenses Move

<input type="checkbox"/>	Alerts	Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Amount	Requested	Actions
<input type="checkbox"/>	✖	02/05/2026	-		General Supplies	SO *1100: COVOTE BOOKSTOR	NEW Universal Card	\$905.44	\$605.44	...
<input type="checkbox"/>	✖	01/31/2026	↑		Undefined	National Association	NEW Universal Card	\$905.41	\$905.41	...
<input type="checkbox"/>	⚠	01/31/2026	↑	📊	General Supplies	TARGET.COM *	NEW Universal Card	\$20.90	\$20.90	...
<input type="checkbox"/>	✖	01/29/2026	-		Meals and Refreshments (NON-ALCOHOLIC)	Starbucks	NEW Universal Card	\$24.64	\$24.64	...
								\$1,556.39	\$1,556.39	

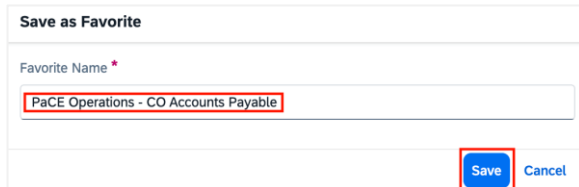
Allocation (Save as Favorite)

1. In the **Allocate** window, to save a new allocation as a favorite to be used in the future, select the **Save as Favorite** link.



Allocations (1)							Add	Edit	Remove	Save as Favorite
<input type="checkbox"/>	Business Unit↓↑	Fund↓↑	Department↓↑	Project↓↑	Program↓↑	Class↓↑	Code↑↓	Percent %		
<input type="checkbox"/>	CSU Office of the Chancellor	PaCE Operations	CO Accounts Payable				COCU-44101-1005	50	...	

2. In the **Save as Favorite** window, enter a **Favorite Name** (pick something that will be easy to recognize in a list of favorites such as 'PaCE Operations – CO Accounts Payable') and click **Save**.



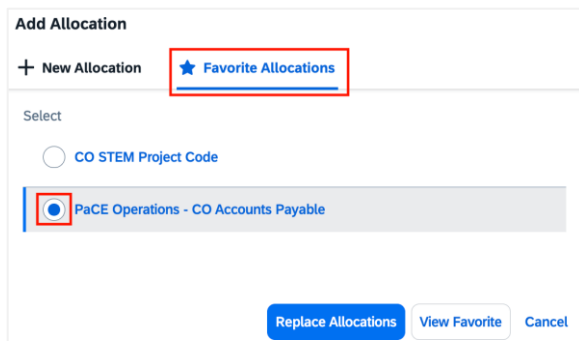
Save as Favorite

Favorite Name *

PaCE Operations - CO Accounts Payable

[Save](#) [Cancel](#)

3. Next time the **Add Allocation** window is displayed, click on the **Favorite Allocations** tab to see saved favorites. Select the desired saved **Favorite Allocations**.



Add Allocation

[+ New Allocation](#) [★ Favorite Allocations](#)

Select

CO STEM Project Code

PaCE Operations - CO Accounts Payable

[Replace Allocations](#) [View Favorite](#) [Cancel](#)

4. Click **Replace Allocations** to use the saved favorite allocation. Or click **View Favorite** to view the allocation or delete it from the Favorite Allocations.

Itemize Expense

The **Itemize** feature allows a transaction to be split into multiple **Expense Types**. This can be used in any transaction that may require splitting the Expense Types (which subsequently may charge the amount to a different account code).

1. Open a transaction to reconcile. After the required fields in the expense form have been completed, select the **Itemizations** tab.

General Supplies \$905.44 ← → View Alerts Save Expense ⌵ ⋮

Corporate Card

Details **Itemizations**

Allocate Required field *

Expense Type *

General Supplies ⌵ ×

Quick Tips
For example, IT-related supplies (software and hardware) should be charged to the appropriate object code in the 616XXX series.
[Show Less](#)

Transaction Date * City of Purchase

02/05/2026 ⌵

2. Click **+ Add Itemization**.

General Supplies \$905.44 ← → Save Expense ⌵ ⋮

Corporate Card

Details **Itemizations**

Amount	Itemized	Remaining
\$905.44	\$0.00	\$905.44

Itemizations + Add Itemization

3. Select the first **Expense Type**.

Add Itemization

Amount	Itemized	Remaining
\$905.44	\$0.00	\$905.44

Required field *

Expense Type *

Search for an expense type ⌵

4. Update any of the information (e.g., Business Justification) as needed and enter the **Allocation**.
5. Review and complete all required fields and any optional fields, as desired.
6. If there is an amount **Remaining**, click **+ Add Itemization** to add another **Expense Type** and **Amount**.

General Supplies \$905.44 ← → View Alerts Save Expense ⌵ ⋮

Corporate Card

Details **Itemizations**

Amount	Itemized	Remaining
\$905.44	\$605.00	\$300.44

Itemizations (1) + Add Itemization Edit Delete Duplicate Allocate Select All ⌵

General Supplies 02/05/2026 \$605.00 ⋮

7. Click **Save Itemization** and repeat the above step until the amount **Remaining** is **\$0.00**.

General Supplies \$905.44

Corporate Card

Details **Itemizations**

Amount \$905.44 Itemized \$905.44 **Remaining \$0.00**

Itemizations (2)

- General Supplies 02/05/2026 \$605.00
- Subscription/Publication (non-IT) 02/05/2026 \$300.44

8. Click **Save Expense**.

General Supplies \$905.44

Corporate Card

Details **Itemizations**

Amount \$905.44 Itemized \$905.44 **Remaining \$0.00**

Itemizations (2)

- General Supplies 02/05/2026 \$605.00
- Subscription/Publication (non-IT) 02/05/2026 \$300.44

9. In the **Expenses** list, the clipboard icon indicates that the transaction has successfully created an **Itemization Summary**.

May 2026 Recon Report \$1,856.39

Not Submitted Report number: T1A9Q8

Report Details Print/Share Manage Receipts

Expenses (4) View: Standard

Alerts	Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
	02/05/2026	-		General Supplies	SQ *1100: COYOTE BOOKSTOR	NEW Universal Card	\$905.44	...

Submit Universal Card Recon Report

Universal Card Reconciliation Reports must be submitted no later than the 30th of each month to ensure all non-travel transactions for the billing cycle are included. Once all transactions have been fully reconciled and any outstanding alerts or exceptions have been resolved, the report may be submitted. At fiscal year-end, submission deadlines may be modified in accordance with Chancellor’s Office closing timelines and requirements.

Audit Alerts

Alerts are messages triggered by certain criteria in your Report. There are different types of alerts.

1. In the **Expense Window**, under **Alerts**, select the **X** to review the error message and correct any alerts or errors that must be resolved before the report can be submitted.

The screenshot shows the SAP Concur interface for an expense report. At the top, it says "Expense Reports" and "May 2026 Recon Report \$950.98". Below that, it indicates "Not Submitted" and "Report number: F7RZCA". There are options for "Report Details", "Print/Share", and "Manage Receipts". The main section is titled "Expenses (3)" with a "View: Standard" dropdown. A table lists three expenses with columns for "Alerts", "Date", "Receipt", and "Attributes". The first two rows have red 'X' icons in the Alerts column, which are highlighted with red boxes. A third row has an orange warning icon. An "Alerts" modal window is open, showing a summary of "All 1 Error 1 Warning" and two detailed messages: an error about an unpermitted expense type and a warning about missing a receipt image.

Alerts	Date	Receipt	Attributes
✖	01/29/2026		
✖	01/31/2026		
⚠			

Alerts

All ✖ 1 ⚠ 1

✖ **Error:** ACTION REQUIRED: This expense type is not permitted for your University. Please select a different Expense Type and save the entry. [View](#)

⚠ **Warning:** You must attach a receipt image to this expense. [View](#)

- a. **Error:** If an alert displays in **red**, it is displaying an error. This means an action must be taken before the Report can be submitted.
- b. **Warning:** An **orange** alert displays communication related to your Report components advising you to read and take action. **Note:** Some orange warnings will not clear; however, they will not prevent the user from submitting the Report.

Review of all Non-Travel Transactions

Review all non-travel transactions within the monthly reconciliation expense report to confirm that each transaction is fully reconciled, supported by appropriate receipts and documentation, includes a clear business justification, and contains no error alerts (red stop signs).

1. Once everything has been reviewed, click **Submit Report**.

The screenshot shows the SAP Concur interface for an expense report. At the top, it says "Expense Reports" and "May 2026 Recon Report \$1,831.75". There is a "Not Submitted" status and a report number "F7RZCA". A "Submit Report" button is highlighted with a red box. Below this, there are options for "Report Details", "Print/Share", and "Manage Receipts". A table of expenses is shown with columns for Date, Receipt, Attributes, Expense Type, Vendor Details, Payment Type, and Requested amount. The total amount is \$1,831.75.

Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
02/05/2026	-		General Supplies	SQ *1100: COYOTE BOOKSTOR	NEW Universal Card	\$905.44	...
01/31/2026	-		Memberships (Non-Travel)	National Association	NEW Universal Card	\$905.41	...
01/31/2026	-		General Supplies	TARGET.COM *	NEW Universal Card	\$20.90	...

Total: \$1,831.75

2. In the **Report Totals** window, click **Submit Report**.

The screenshot shows the "Report Totals" window. It is divided into two main sections: "Company Payments" and "Employee Payments".

Company Payments: \$0.00 Employee | \$1,831.75 NEW Universal Card

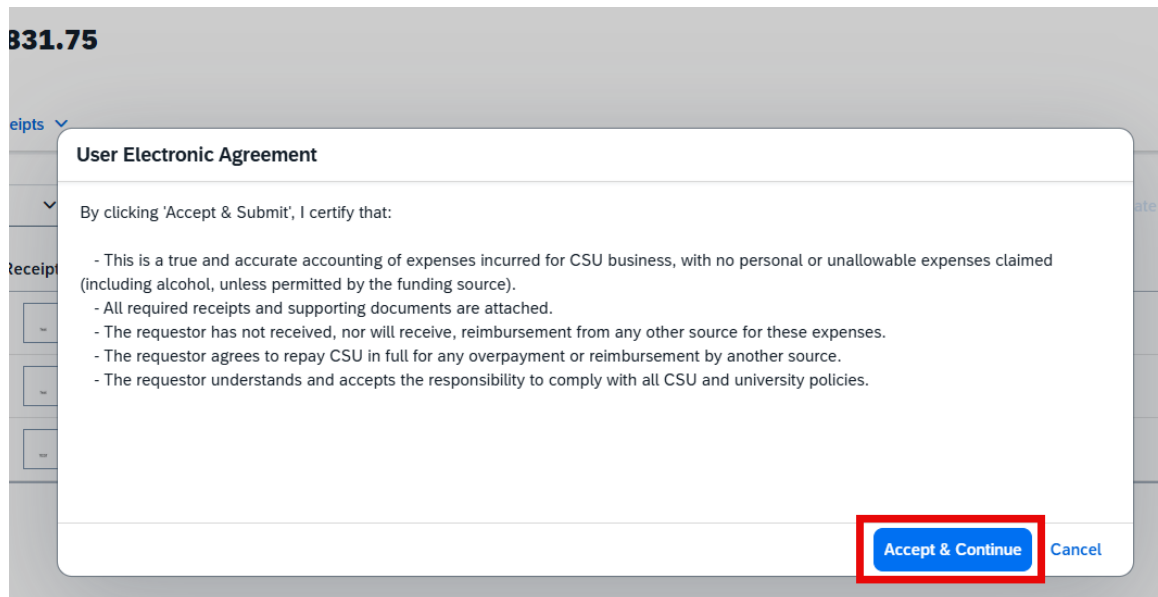
Employee Payments: \$0.00 Company

Summary of amounts:

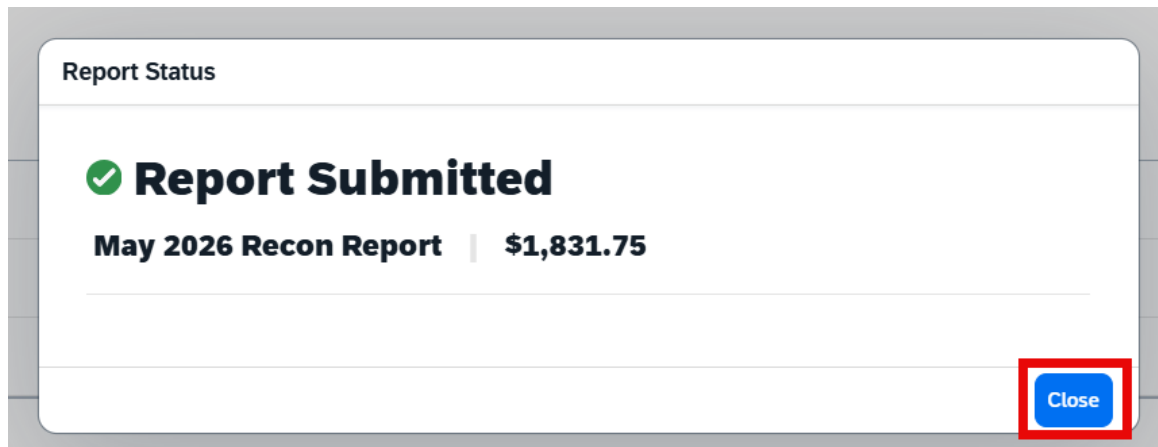
Category	Amount
Amount Total	\$1,831.75
Due Employee	\$0.00
Owed Company	\$0.00
Amount Due (NEW Universal Card)	\$1,831.75
Requested Amount	\$1,831.75
Total Paid By Company	\$1,831.75
Total Owed By Employee	\$0.00

At the bottom right, there is a "Submit Report" button highlighted with a red box and a "Cancel" button.

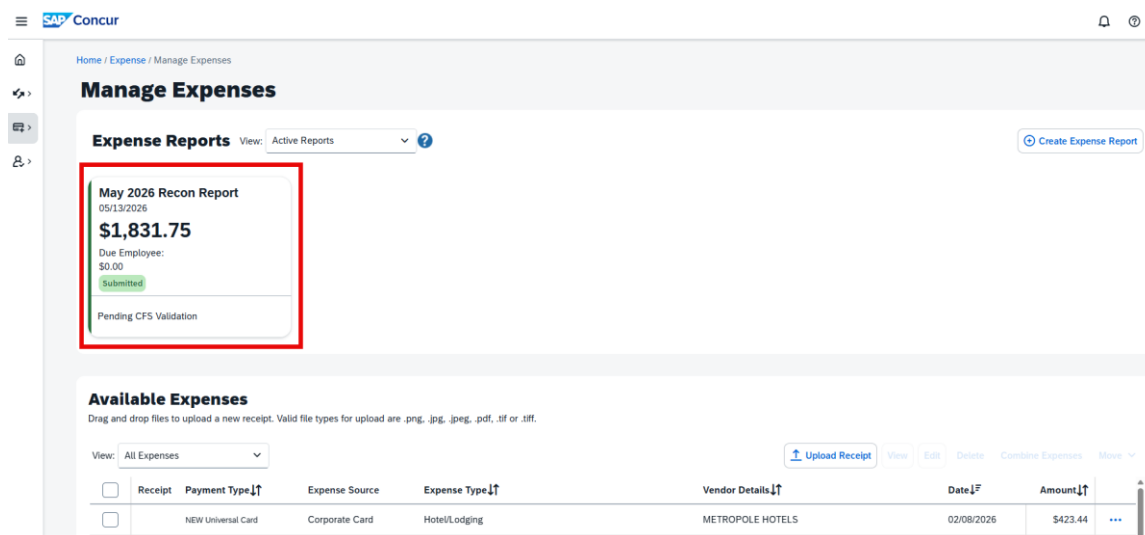
3. In the **User Electronic Agreement** window, review the details and click **Accept & Continue**.



4. In the **Report Status** window, click **Close**.



5. The Universal Card Recon Report is submitted and displayed in the **Manage Expenses**.



6. To review the approval flow, see the [View Report Timeline](#) section below for guidance.

Report Details

Report Header

1. Select **Report Details**, then choose **Report Header** or select the **Report Number** to open the Report Header.

The screenshot shows the SAP Concur interface for an Expense Report. At the top, it says "May 2026 Recon Report \$1,831.75". Below this, there are buttons for "Recall Report" and "Duplicate Report". A "Report number: F7RZCA" is displayed. A dropdown menu is open, showing "Report Details" selected. The main table displays report details with columns for Receipt, Attributes, Expense Type, Vendor Details, Payment Type, Requested, and Actions. The total amount is \$1,831.75.

Report	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
Report Header	Standard						
Report Totals	Receipt		General Supplies	Staples.com	NEW Universal Card	\$905.44	>
Report Timeline	-		Memberships (Non-Travel)	National Association	NEW Universal Card	\$905.41	>
Audit Trail	-		General Supplies	Lowes	NEW Universal Card	\$20.90	>
Allocation Summary							
Linked Add-ons							
Manage Requests						\$1,831.75	
Manage Cash Advances							

View Report Timeline

The timeline displays the approval workflow and identifies the steps which have been completed or are outstanding.

1. Select **Report Details**, then choose **Report Timeline** to view the status and history of the report.

The screenshot shows the SAP Concur interface for an Expense Report. At the top, it says "May 2026 Recon Report \$1,831.75". Below this, there are buttons for "Recall Report" and "Duplicate Report". A "Report number: F7RZCA" is displayed. A dropdown menu is open, showing "Report Details" selected. The main table displays report details with columns for Receipt, Attributes, Expense Type, Vendor Details, Payment Type, Requested, and Actions. The total amount is \$1,831.75.

Report	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
Report Header	Standard						
Report Totals	Receipt		General Supplies	Staples.com	NEW Universal Card	\$905.44	>
Report Timeline	-		Memberships (Non-Travel)	National Association	NEW Universal Card	\$905.41	>
Audit Trail	-		General Supplies	Lowes	NEW Universal Card	\$20.90	>
Allocation Summary							
Linked Add-ons							
Manage Requests						\$1,831.75	
Manage Cash Advances							

2. A typical **Approval Flow** for Universal Card Recon Report displays. This may differ slightly depending on the business unit.

Report Timeline

May 2026 Recon Report | \$1,831.75



Audit Trail

The audit trail will display the timestamp of certain actions taken on the report.

1. Select **Report Details**, then choose **Audit Trail** to view a detailed record of all actions taken on the

The screenshot shows the SAP Concur interface for an expense report. The report title is "May 2026 Recon Report \$1,831.75" with report number "F7RZCA". A left-hand navigation menu is open, with "Audit Trail" highlighted. The main table displays the following data:

Report	Report Header	Standard						
Report Totals	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions	
Report Timeline	-	☰	General Supplies	Staples.com	NEW Universal Card	\$905.44	>	
Audit Trail	-	☰	Memberships (Non-Travel)	National Association	NEW Universal Card	\$905.41	>	
Allocation Summary	-	☰	General Supplies	Lowes	NEW Universal Card	\$20.90	>	
Linked Add-ons							\$1,831.75	
Manage Requests								
Manage Cash Advances								

2. The date/time of the **Action** and the **Updated By** names will display.

The screenshot shows the "Audit Trail" window for the report. It contains two tables:

Report Level			
Date/Time	Updated By	Action	Description
05/13/2026 11:54 AM	User3 (SB) Test	Confirmation Agreement Acceptance	*NEW CSU User Submit Agreement-Non-Travel

Entry Level			
Date/Time	Updated By	Action	Description
05/13/2026 11:33 AM	User3 (SB) Test	Receipt Image Detached	Expense Type: IT Software; Date: 01/31/2026 User detached receipt image from this expense entry.

A "Close" button is located at the bottom right of the window.

Allocation Summary

If a line has an allocation, the **Allocation Summary** displays a summary of any chart field split that might have been added to the request expenses.

1. Select Report Details, then choose **Allocation Summary** to view the detailed allocation information.

The screenshot shows the SAP Concur interface for an expense report. The report title is "May 2026 Recon Report \$1,831.75". A navigation menu on the left is open, with "Allocation Summary" highlighted in a red box. The main table displays the following data:

Report	Report Header	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
	Standard	-		General Supplies	Staples.com	NEW Universal Card	\$905.44	>
		-		Memberships (Non-Travel)	National Association	NEW Universal Card	\$905.41	>
		-		General Supplies	Lowes	NEW Universal Card	\$20.90	>
							\$1,831.75	

2. The Allocation Summary window displays.

The Allocation Summary window displays the following information:

May 2026 Recon Report | \$1,831.75 The sum of allocation amounts may not exactly match the expense amount due to rounding.

Code	Amount
SBCMP-SB001-D0820	\$1,831.75
CSU San Bernardino - TF485-CAMPUS OPERATING FUND - FAS - Procurement & Contracts	

A red box highlights the table content. A "Close" button is visible in the bottom right corner.

Attachments

Additional documentation can be added at the Report level.

1. Select **Manage Receipts**, then choose **Manage Attachments** to view all attachments in the report.

The screenshot shows the SAP Concur interface for an expense report titled "May 2026 Recon Report \$1,831.75". The report number is F7RZCA. A dropdown menu is open under "Manage Receipts", with "Manage Attachments" highlighted. Below the menu is a table of expenses with columns for Date, Attributes, Expense Type, Vendor Details, Payment Type, Requested, and Actions.

Date	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
02/05/2026		General Supplies	Staples.com	NEW Universal Card	\$905.44	>
01/31/2026		Memberships (Non-Travel)	National Association	NEW Universal Card	\$905.41	>
01/31/2026		General Supplies	Lowes	NEW Universal Card	\$20.90	>

Total: \$1,831.75

2. In the **Report Attachments** window, select **Add** to browse, open, and attach supporting document(s), if needed. All required receipts must be attached at the individual expense line level (not at the report level).

The screenshot shows the "Report Attachments" window. It features a document viewer displaying a document titled "Test". At the bottom of the viewer, there is an "Add" button (highlighted with a red box) and an "Open" button. A "Close" button is located at the bottom right of the window.

3. Click **Close** once files have been added.

The screenshot shows the "Report Attachments" window, identical to the previous one, but with the "Close" button at the bottom right highlighted with a red box.