

Universal Card Reconciliation for Grant PI's/PD's

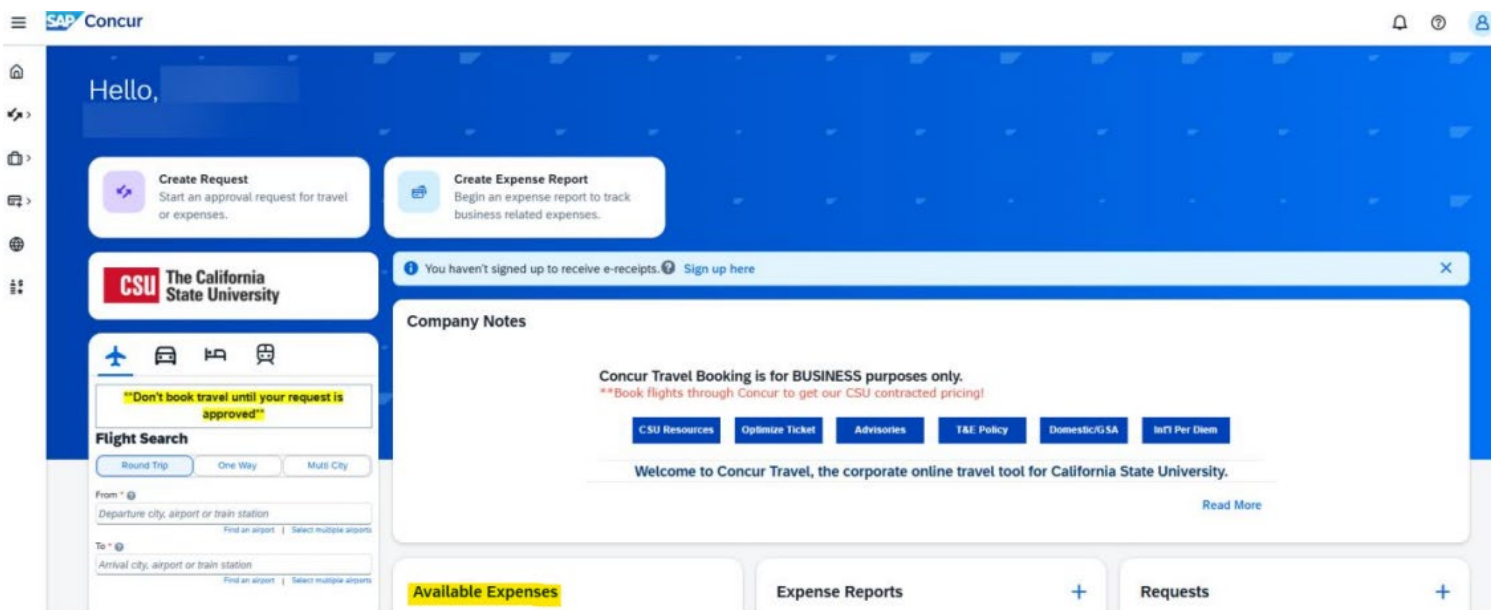
Card holders are required to reconcile their Universal Card expenses on a monthly basis. This short step by step guide is intended for PIs/PDs, you can find the full guide provided by Procurement here: [CSUSB Universal Card Reconciliation Guide](#).

Every month you will receive an email reminder from UniversalCard@csusb.edu reminding you to reconcile your corporate card expenses for the billing cycle. Please make sure to submit the reconciliation prior to the deadline provided in the email reminder, this is usually during the last week of the month.

- To access your universal card expenses in Concur please follow these steps: log in to your myCoyote > click on Administrative Systems icon > Travel and Corporate Card icon.



- Once you log into Concur you will be on the main landing page. You can access the expenses under the Available Expenses section. Click on “see all” in the available expenses section to see all expenses listed.



- Select all the non-travel transactions that will be reconciled in the report; then click on move > new report > move the expenses over to a new reconciliation report.

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

View: All Expenses

Upload Receipt View Edit Delete Combine Expenses Move

Receipt	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount	
☒	Universal Card	Corporate Card	Undefined	QIAGEN LLC	07/01/2026	\$444.88	New Report

- Create Expense Report window will open up. Click on the drop-down report type field and select **Employee Expense – Non-Travel** option, this will identify the report as the monthly Universal Card non travel reconciliation report. (Please note that travel charges on universal card should be reconciled separately)

Create Expense Report

Create From an Approved Request

Required field *

Report Type * Report Name * Report Start Date * Report End Date *

Employee Expense - Non-Travel

Business Unit * Fund * Department * Project *

Program * Class *

Comments To/From Approvers/Processors 0/500

- Now enter the report name using the monthly naming convention for easy tracking to include the reconciliation month and year, followed by Recon Report (ex: **July 2026 Recon Report**)
 - Enter the reconciliation start and end dates. Please note that this should match the billing cycle for the month of the report. First date of the report will fall on the 24th of the previous month and last day will fall on the 23rd of the current month. (ex: **Start date: 6/24/2026, End date: 7/23/2026**)

Create Expense Report

Create From an Approved Request

Required field *

Report Type * Report Name * Report Start Date * Report End Date *

Employee Expense - Non-Travel July 2026 Recon Report 06/24/2026 07/23/2026

Business Unit * Fund * Department * Project *

Program * Class *

Comments To/From Approvers/Processors 0/500

- In the Business Unit drop-down select **(SBFDN) University Enterprises Corp.** for your grant. Now you can enter the **Fund**, **Dept ID**, and **Project ID** for your grant chartfield. Please note that when you begin to type these details in the respective sections the drop-down option will filter for what you have typed so far, please select the correct option matching your details. (Program and Class are usually not used unless your chartfield includes it)

Create Expense Report

Create From an Approved Request

Required field *

Report Type *
Employee Expense - Non-Travel

Report Name *
July 2026 Recon Report

Report Start Date *
06/24/2026

Report End Date *
07/23/2026

Business Unit *
(SBFDN) University Enterprises Corp.

Fund *

Department *

Project *

Program

Class

Comments To/From Approvers/Processors

0/500

- Review all the details entered to ensure they are correct, once verified you can now click on the Create Report button on the bottom right corner. This will open a new expense report window with all the transactions you selected. You will now have to open each transaction to reconcile.

< Expense Reports

July 2026 Recon Report \$444.88

Not Submitted Report number: TG2112

Report Details Print/Share Manage Receipts

Expenses (1) View: Standard

Add Expense Edit Delete Duplicate Allocate Combine Expenses Move

Date	Comment	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
07/01/2026				Lab/Scientific Supplies	QIAGEN LLC	Universal Card	\$444.88	...

\$444.88

- Select the Expense Type that best fits the transaction. Once you make your selection it will update the form fields accordingly depending on the expense type selected. You will notice that some fields are already prefilled and greyed out, please make sure to complete the remaining required fields marked with the red asterisk.
- In the comments section please make sure to provide a justification for the expense that provides a clear purpose, who it benefited, and how it supports the university business.

- Upload the receipt for the transaction on the right hand side. You can also easily drag and drop the selected file.
- Once all sections have been completed and the receipt has been attached you can now click **Save Expense**.

Undefined \$331.70 Save Expense

Details **Itemizations**

Expense Type
Lab/Scientific Supplies

Transaction Date
07/29/2026

City of Purchase
San Bernardino, California

Payment Type
Universal Card

Enter Vendor Name
REDKAP

Amount
331.70

Currency
US, Dollar (USD)

Last Name

First Name

Email Address

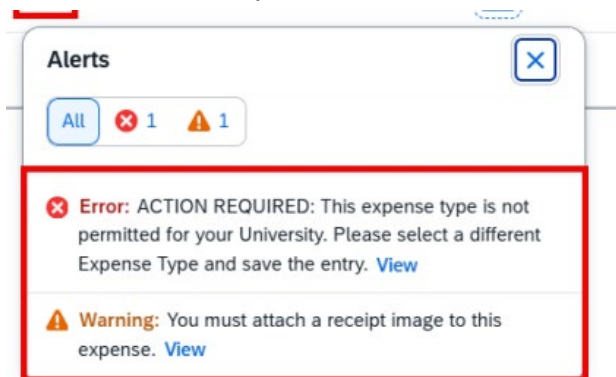
Request ID

Purpose and Travel Dates

Comments To/From Approvers/Processors

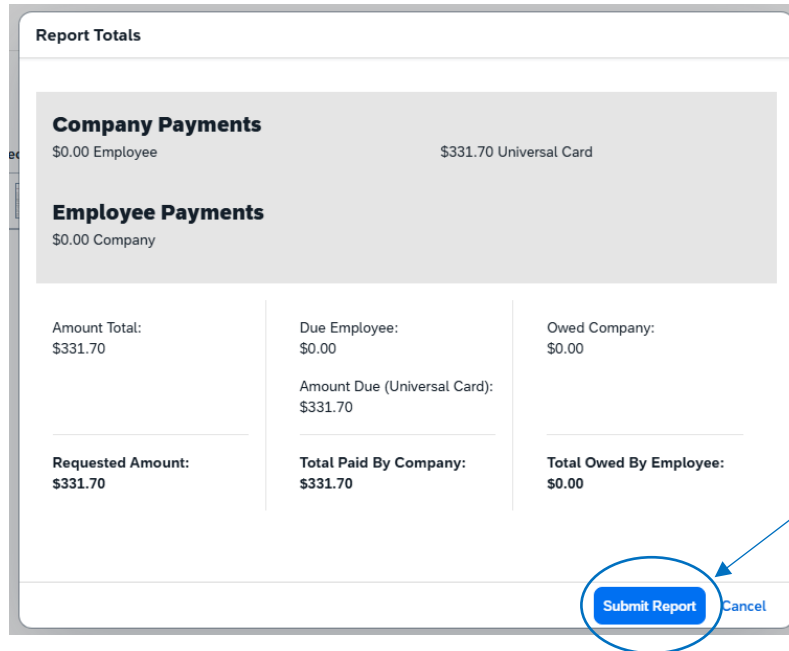
Receipt Upload Area:
Add a receipt below.
Upload or drag-and-drop your receipts here.
[Upload New Receipt](#)
[Choose From Available Receipts](#)

- Review all expenses reconciled to ensure there isn't any **Error** or **Warning** alerts.
 - **Error** alerts must be resolved before you can submit the report.
 - **Warning** alerts provide advice related to a particular expense. Some may require action others may just be reminders. Please note that some warning alerts may not clear and remain on the report even if addressed; they will not prevent the submission of the report.



- Once everything has been reviewed and report is ready to be submitted you can go ahead and click on **Submit Report** displayed in the top right corner of the report.

- A **Report Totals** window will open up. Review the totals and click on **Submit Report** once again. This will now open up the **User Electronic Agreement**, review agreement, then click on **Accept & Continue**. The report will now be routed for review and approvals.



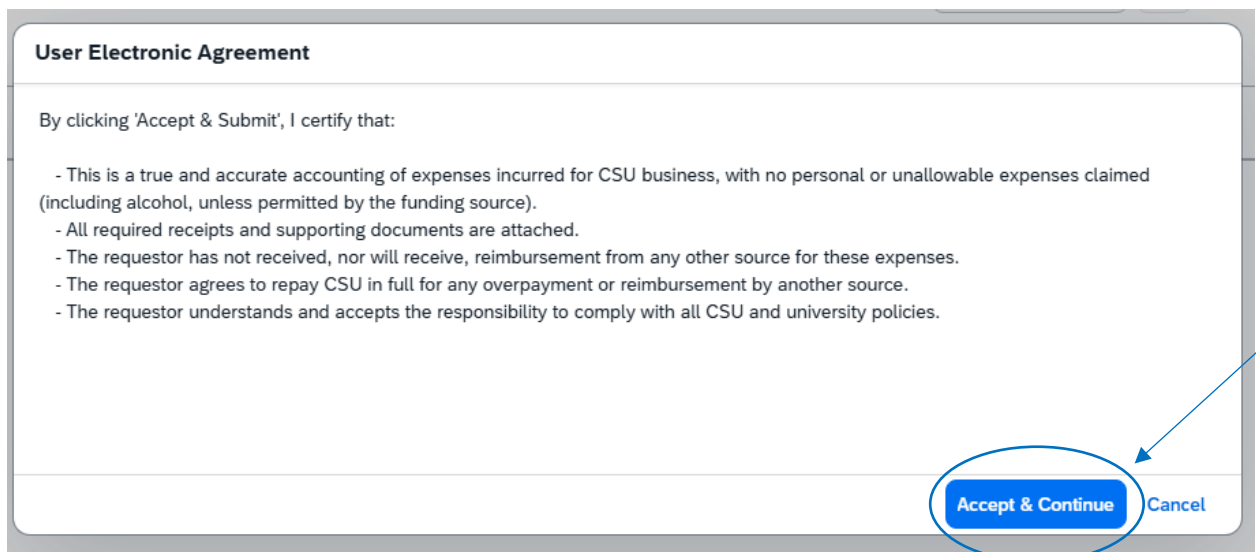
Report Totals

Company Payments	
\$0.00 Employee	\$331.70 Universal Card

Employee Payments	
\$0.00 Company	

Amount Total: \$331.70	Due Employee: \$0.00	Owed Company: \$0.00
	Amount Due (Universal Card): \$331.70	
Requested Amount: \$331.70	Total Paid By Company: \$331.70	Total Owed By Employee: \$0.00

Submit Report Cancel



User Electronic Agreement

By clicking 'Accept & Submit', I certify that:

- This is a true and accurate accounting of expenses incurred for CSU business, with no personal or unallowable expenses claimed (including alcohol, unless permitted by the funding source).
- All required receipts and supporting documents are attached.
- The requestor has not received, nor will receive, reimbursement from any other source for these expenses.
- The requestor agrees to repay CSU in full for any overpayment or reimbursement by another source.
- The requestor understands and accepts the responsibility to comply with all CSU and university policies.

Accept & Continue Cancel