

# PCard Holder & Approver Training

# Learning Objectives

- Be familiar with the Roles & Responsibilities of the UNT PCard Holder
- Understand when to use Pcard vs creating a Requisition
- Understand the Rules & Policies regarding the use of UNT Pcard
- Know where to find additional Information and Resources

# PCard Holders are part of the Purchasing Team!

PCard Holders, by receiving a UNTS PCard, are accepting the terms and conditions that are required for its use.

PCard Holders are a select group of individuals who exercise buying power on behalf of UNT for their Department.

The PCard allows the Holder to make discretionary purchases as needed without prior approval which would be required when making purchases using the Requisition process. For this reason, PCard Holders must take their Purchasing responsibilities seriously and just like any member of the Purchasing Team, PCard users must be familiar with UNT's Purchasing Policies and all State, System/Institutional, or Departmental Guidelines.

# PCard Payment or Requisition?

***Always*** create a requisition if:

- The vendor requires an agreement or contract
  - *Exemptions:* Click-wrap agreements, Standard agreements (e.g. hotels)
- If using HEAF Funds (Higher Education Assistance Funds)

UNTS PCard purchase will require an **Exemption Form** if:

- Purchasing a restricted item
  - **No exemptions:** gift cards/certificates, some controlled goods (Safety Office/Risk Management will determine permissible controlled goods)
- Purchase exceeds the PCard purchasing limit: Standard limits are 2k transactional and 10k monthly.

Note: A. Employee travel is done through UNT System Travel, not a PCard.

B. Food cannot be purchased using Appropriated Funds (State Funds – 105/106)

# PCard Program Roles

**Cardholder** – Responsible for making purchases following Purchasing Guidelines and ensuring timely monthly reconciliations of transactions in Concur Module.

**Approver** – Responsible for reviewing allocations of purchases made by the Cardholder in Concur Pcard Module system to ensure transactions are coded properly and Dept ID/Proj ID information is correct.

**COA Approver** – Responsible for authorizing the use of PCards in their department(s).  
Ensures all Purchasing guidelines are followed when using the Pcard.  
Ensures sufficient funds are available for all purchases.  
Approvers have budget authority on Dept Ids/Proj Ids for which approval is made.

**PCard Program Coordinator** - Administers the PCard Program for all institutions within the UNT System.  
Conducts periodic reviews of Pcard transactions and maintains documentation for the PCard activities within the UNT System in Concur Module.

# PCard Holder Responsibilities

- Follow all Purchasing Guidelines, including Bid Requirements
- Chart strings can be entered as soon the transaction posts
- Assign the appropriate description of items in the Expenditure field.
- Allocate expenditures to the appropriate chart string, watching for proper allocation of state and local funds.
- PCard Holders must review their transactions to safeguard against fraud
- PCard Holders must submit reconciled transactions including receipts for Approval not later than the 10<sup>th</sup> of each month for timely statement approval
  - Standard PCard Holder Submission dates: the 6<sup>th</sup> to the 10<sup>th</sup> of each month
  - PCard statements should be completely approved by the 20<sup>th</sup> of each month.

*PCard Holders should always compare pricing among several vendors, including HUB vendors to obtain the best value for their Department and the University.*

# PCard Approver Responsibilities

- Participate in initial PCard training
- Participate in PCard refresher training each year
- Ensure all PCard transactions are allocated to the appropriate chart string by verifying Dept ID/Proj ID information
- Ensure the appropriate description of items purchased have been assigned (no blanks or “unknown” descriptions)
- Approve PCard Holder transactions in the Concur PCcard Module
- Report any possible fraudulent activity to the Office of Internal Audit and the PCard Program Coordinator
- Approve statements as soon as they are received to ensure final approval by the 20<sup>th</sup> of each month
  - 1<sup>st</sup> level approver: 10-13/14 of each month
  - 2<sup>nd</sup> level approver (DeptID Holder): 13/14-16/17 of each month

# Departmental Record Maintenance Responsibilities

- Each department is responsible for maintaining records of PCard Purchases for the past five (5) fiscal years plus the current.
- PCard Administration, Records Retention, and Internal Audit consider Concur as the repository for purchasing records since the implementation of Concur in October 2018.
- PCard Holders who used the Citibank General Card Management System (GCMS) for reconciling should have electronic or physical records kept from fiscal years before Fiscal Year 19 within the five year maintenance requirement.
- New PCard Holders will use Concur as their records repository.
- Note: Follow any specific departmental record maintenance as instructed.



# PCard Limitations

Beyond the convenience of using a PCard, PCard Holders should know that there are limitations and restrictions to using a PCard. The Purchasing Card Guide lists the limitations and restrictions in detail in appendices A, B & C.

Important points to note:

- All cards have a single transaction dollar limit.
- Monthly transactional dollar limits also apply – know your PCard limits.
- The PCard may be used in-store, via mail, via telephone, via fax or over the internet using secured sites.

The PCard may **never** be used for personal purchases. In the event of an error, contact the PCard team immediately. Multiple errors could result in PCard sanctions and/or institutional/departmental disciplinary action.

- Restrictions refer to prohibited purchases by either the State, System, or Institution. The transaction may not decline; however, that does not mean that the transaction is sanctioned. An exception form **MUST** be completed and approved before making any restricted purchase.

# Bid Requirements Overview

All Funds (Total Amount)	Procurement Method	Bid Requirements	Estimated Processing Time for Purchase Order
\$0 to \$5,000.00	One (1) verbal or written bid/quote	Department selects the best value. Price comparisons are encouraged. <b>*** Any Purchase Over \$500 Requires Doing a Vendor Hold Search ***</b>	3-5 business days
\$5,000.01 to \$25,000.00	Three (3) informal written bids/quotes	Department solicits at least 3 written informal bids/quotes, including at least 2 Historically Underutilized Business (HUB) vendors. These should be entered on the bid tab. All bids/quotes must be attached to the ePro requisition.  Documentation must be included when HUB vendors are not available or "No bid" quotes are received.  Dept. must complete bid tab.	3-5 business days
\$25,000.01 and over	Formal bid	Procurement Services completes formal bidding process.  A completed Formal Solicitation form must be attached to the requisition.	Varies, up to 60 days, based on type of purchase.
\$100,000.01 and over	All methods	In addition to the formal bid process, Historically Underutilized Business (HUB) Subcontracting Plans are required.	Add 7 business days to estimated processing time listed above.

# Exceptions to Bid Requirements

**Sole Source:** Supplier is the only source of good/service due to patent, licensing restrictions, contract restrictions, or lack of competitor(s).

**Proprietary:** Supplier has exclusive rights to trade information OR consistent, continued use of supplier's goods/services is required to maintain integrity of UNT System research, etc.

**Co-operative Contract:** Supplier is quoting from one of the co-operatives of which UNT System is a member. Quote must list the name of the co-operative and contract number.

**State or UNT System Contract:** Supplier is quoting from an existing state contract, or there is a UNT System-negotiated contract already in place.

# HUB Program – State of Texas

- What is a HUB - Historically Underutilized Businesses?
  - Business majority owned by a minority, woman, or a service-disabled veteran
  - Business owner is a Texan who actively controls the business
  - Business is State certified/registered
  
- The State establishes procurement “goals” not quotas for all its agencies and institutions.
  
- Each member institution Leader (University President/CFO or Chancellor) must justify if there is a failure to meet HUB utilization goals.

# Informal Bid Assistance

Purchases between \$5K and \$25K **require** informal bids/quotes

- Attempts to gather bids from HUB vendors must meet the State's Good Faith Effort guidelines.
- Seek bids **BEFORE** selecting a vendor and submitting requisition
- Bids to include vendors who actually do the service/sell the product
- Bids to include vendors from the local area
- Allow sufficient/equitable time to respond

*Contact [HUB@UNTSysstem.edu](mailto:HUB@UNTSysstem.edu) for assistance*

# Protect yourself and the Purchasing Card!

Take care to protect against accidental use of the card.

Helpful Hints:

- **Use the card sleeve provided**
- Place the card in your wallet or purse in a location different from any personal credit or debit cards.
- Cards left at work should be in a secured place that only you can access.
- Do not let coworkers use your card.
- Create separate online accounts for the PCard use.
- Ensure the Purchasing Card is used appropriately and with intent, each and every time.

Accidental usage of the Purchasing Card for a personal purchase is a violation of the program guidelines and may result in **permanent revocation**.

The PCard Administration Team should be notified as soon as a violation is realized, and restitution should be made immediately.

# Declined Transaction(s)

If a transaction declines, contact the PCard Team immediately and they will assist in resolving the purchase transaction.

Typical reasons for a card to decline include:

- not activating the card
- exceeding the card transaction or monthly limit
- not having an approved exemption
- vendor has set up under a restricted vendor code

Tip: hotels and restaurants are common places for declined transactions, even with an exemption. We recommend running a charge on the card *before* payment.

If Citibank closes the users PCard account due to suspicious or unauthorized charges, and issues a new Purchasing card, the Cardholder should notify the PCard Team immediately to ensure appropriate user set up in Concur.

# When the PCard Holder departs or transfers out of the Department

First, stop using the card, reconcile all outstanding transactions, then contact the Pcard Administrator in order for the PCard Account to be closed immediately.

Exit review to be conducted by the PCard Team for the last accounting period

- If the PCard Holder has already exited, the department will be required to reconcile and submit outstanding PCard expenditures in Concur.
- Complete a new PCard Assignment Form to replace any Approvers and email to [pcard@untsystem.edu](mailto:pcard@untsystem.edu).

Ensure all records in the Concur PCard Module have been updated.

Ensure all records are retained electronically for the current fiscal year plus five additional years for auditing purposes.

If your new department wants you to have a PCard, submit a new application. It is not necessary to re-attend training.



# Purchasing Card Fraud

Purchasing Card Fraud is a deception deliberately practiced in order to secure unfair or unlawful personal gain. It is a premeditated, calculated act intended to defraud the institution. Fraud can occur from a moment of bad judgment.

## **What does fraud look like?**

- Services are paid for, but not received by the University (usually two individuals are involved)
- Personal purchases made and removed from the University and/or shipped to another location  
Tip: Advise approvers when you ship items to a different location (e.g.. off-site faculty/staff)
- Personal purchases made in combination with authorized goods and services

*Approvers are the University's first line of defense against Purchasing Card fraud.  
Cardholders are less likely to take the risk if they know transactions are carefully reviewed and approved in Concur by the Reconciler.*

# Purchasing Card Negligence

Purchasing Card Negligence occurs as a result of sloppy recordkeeping or inattention to detail. PCard users will be sanctioned whenever negligence occurs.

## Examples of Negligence:

- Unsecured Purchasing Card
- Missing Receipts
- Lack of transaction documentation
- Blank or Unknown Expenditure Descriptions
- Approver neglecting to approve purchases in Concur
- Expenditure reconciliation not completed in Concur by deadline
- Inappropriate use of HEAF Funds
- Use of the PCard for a personal purchases
- Purchase of food using Appropriated Funds

# Sanctions

## LEVEL ONE SANCTION – NOTIFICATION

An email notification outlining infraction(s) will be sent to the Cardholder, Reconciler, Approver, and Internal Audit, as appropriate. The cardholder will be **required** to make any appropriate changes to become compliant and a follow-up review will be completed by the PCard Team **within 90 days**.

**Examples of a level one sanctions (first time occurrences) include, but are not limited to:**

- Purchase of logo/branding/spirit mark items
- Restaurant dine-in meals
- Purchasing items with terms/conditions not pre-approved
- ‘Splitting’ of purchases
- Entertainment expenditures
- Insurance purchases
- Purchase of cylinder gases
- Telecommunication equipment
- Missing receipts
- Advertisements/job postings
- Purchasing food on appropriated funds
- Postage Stamps (exemption form needed)

# Sanctions - continued

## LEVEL TWO SANCTION — SUSPENSION

Cardholder privileges will be suspended for **at least thirty (30) days** from the date that the sanction was issued and additional PCard training must be completed successfully before suspension will be lifted. A follow-up review will be completed **within 90 days**. Future infractions of the same nature within a fiscal year or in consecutive reviews/audits **will result in a higher level sanction being issued**.

**Examples of a level two sanction (first time occurrences) include, but are not limited to:**

- Purchase of alcoholic beverages, ammunition, weapons, controlled substances/prescription drugs, gift cards, gift certificates, restricted chemicals, and radioactive materials
- Purchasing items for personal use
- Losing the Purchasing Card two times
- Second occurrence of a level one sanction within a fiscal year or in consecutive reviews/audits

# Sanctions - continued

## LEVEL THREE SANCTION – ACCOUNT CLOSURE

Purchasing Card Accounts will be closed, which may include the Cardholder no longer being eligible to obtain a Purchasing Card through the University.

Level three sanctions are typically a result of **multiple instances** of lower level sanctions found in consecutive reviews/audits or **within the same fiscal year**.

*Note: These are PCard use sanctions only. They do not represent the possibility of institutional or departmental disciplinary action.*

# Chart of Accounts (COA) Questions

## Budget Office Contact Phone Numbers

UNT Dallas  
**Contact: 972.338.1095**

UNT Health Science Center  
**Contact: 817.735.2630**

UNT Denton  
**Contact: 940.565.3231**

UNT System  
**Contact: 940.369.5559**

**Questions about the Chart of Accounts?**

[CoA@untsystem.edu](mailto:CoA@untsystem.edu)

# Concur Pcard Module Expenditure Reconciliation

# Learning Objectives

- Sign into Concur Pcard Module
- Add a delegate to user profile
- Allocate and split transactions
- Itemize transactions
- Add attachment to transaction: receipts, vendor status report approved PCard exception form and other documents.
- Warnings Icons that stay with your transaction.
- Automated Approval Work Flow
- Contacts Pcard





# Single Sign On

## my.untssystem.edu

A screenshot of the login page for the UNT SYSTEM. The page features the "UNT SYSTEM" logo at the top left. Below the logo are two input fields: "EUID" and "Password". To the right of these fields are two links: "> Forgot your password?" and "> Need Help?". Below the input fields is a checkbox labeled "Don't Remember Login" and a green "Login" button. At the bottom of the page, there is a grey footer containing a disclaimer: "This system is the property of the University of North Texas System and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. Usage may be subject to security testing and monitoring. Users have no expectation of privacy except as otherwise provided by applicable privacy laws."/>

UNT SYSTEM™

EUID

Password

Don't Remember Login

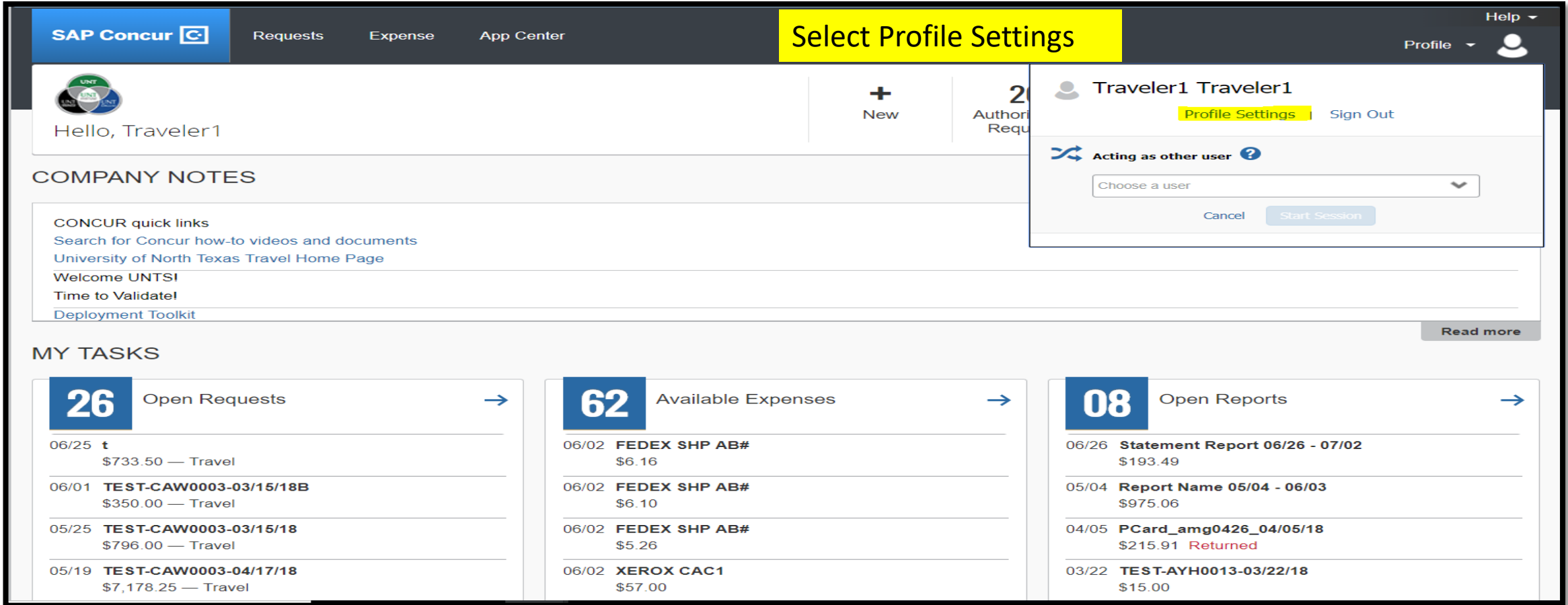
Login

> Forgot your password?

> Need Help?

This system is the property of the University of North Texas System and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. Usage may be subject to security testing and monitoring. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.

# Adding a Delegate



The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo, 'Requests', 'Expense', and 'App Center' tabs. A yellow highlight is placed over the 'Select Profile Settings' button. On the right, a user profile dropdown is open for 'Traveler1 Traveler1', showing options for 'Profile Settings' and 'Sign Out'. Below this, there is an 'Acting as other user' section with a dropdown menu and 'Cancel' and 'Start Session' buttons.

The main content area is divided into sections: 'COMPANY NOTES' with quick links, and 'MY TASKS' with three task cards:

- 26 Open Requests** (with arrow):
  - 06/25 t \$733.50 — Travel
  - 06/01 TEST-CAW0003-03/15/18B \$350.00 — Travel
  - 05/25 TEST-CAW0003-03/15/18 \$796.00 — Travel
  - 05/19 TEST-CAW0003-04/17/18 \$7,178.25 — Travel
- 62 Available Expenses** (with arrow):
  - 06/02 FEDEX SHP AB# \$6.16
  - 06/02 FEDEX SHP AB# \$6.10
  - 06/02 FEDEX SHP AB# \$5.26
  - 06/02 XEROX CAC1 \$57.00
- 08 Open Reports** (with arrow):
  - 06/26 Statement Report 06/26 - 07/02 \$193.49
  - 05/04 Report Name 05/04 - 06/03 \$975.06
  - 04/05 PCard\_amg0426\_04/05/18 \$215.91 Returned
  - 03/22 TEST-AYH0013-03/22/18 \$15.00

# Adding a Delegate

The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo and links for 'Requests', 'Expense', and 'App Center'. On the right, there is a 'Profile' dropdown menu with a user icon. Below this is a secondary navigation bar with 'Profile', 'Personal Information', 'Change Password', 'System Settings', and 'Concur Mobile Registration'. The main content area is titled 'Profile Options' and contains a list of settings. The 'Expense Delegates' option is highlighted in yellow, and a yellow callout box points to it with the text 'Select Expense Delegates'. Other options include 'Personal Information', 'System Settings', 'Request Preferences', and 'Change Password'.

**SAP Concur** Requests Expense App Center Help

Profile Personal Information Change Password System Settings Concur Mobile Registration

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees
- International Travel

Expense Settings

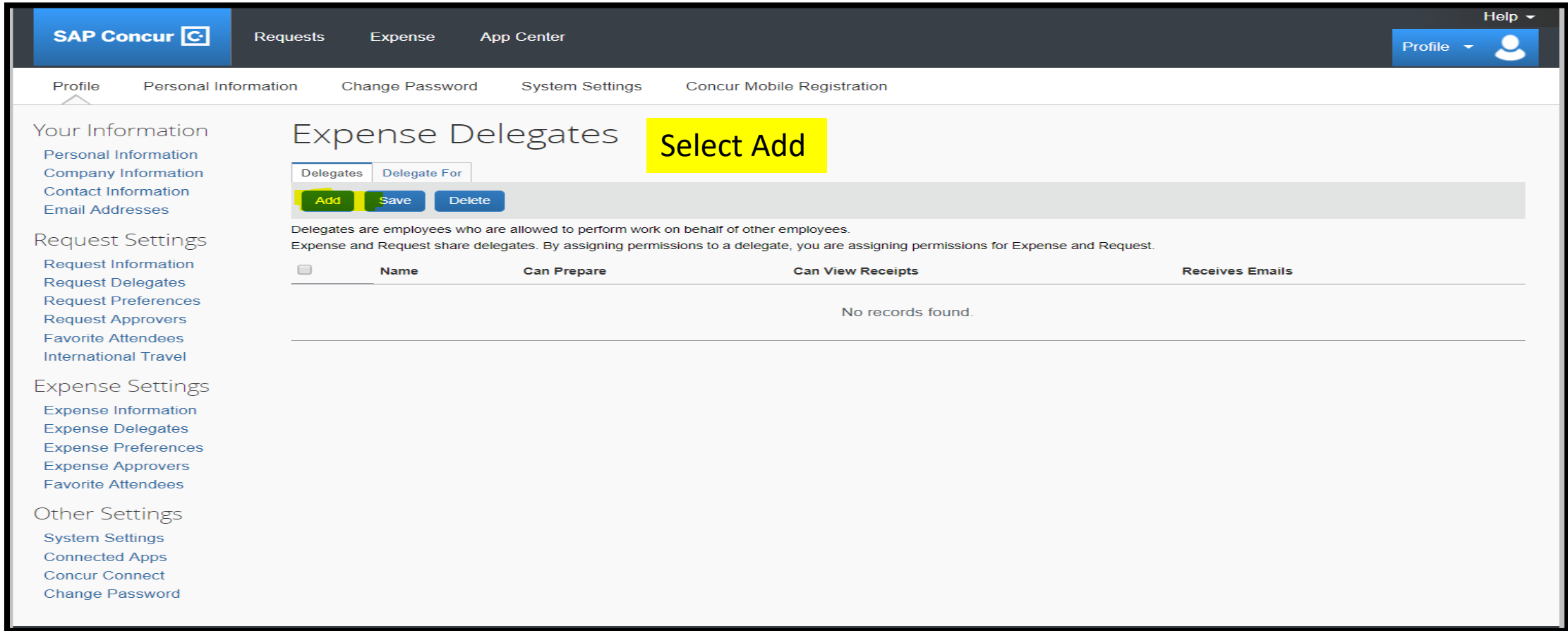
## Profile Options

Select one of the following to

- Personal Information**  
Personal Information
- Expense Delegates**  
Delegates are employees who are allowed to perform work on behalf of other employees.
- Expense Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- System Settings**  
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
- Request Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Change Password**  
Change your password.

**Select Expense Delegates**

# Adding a Delegate

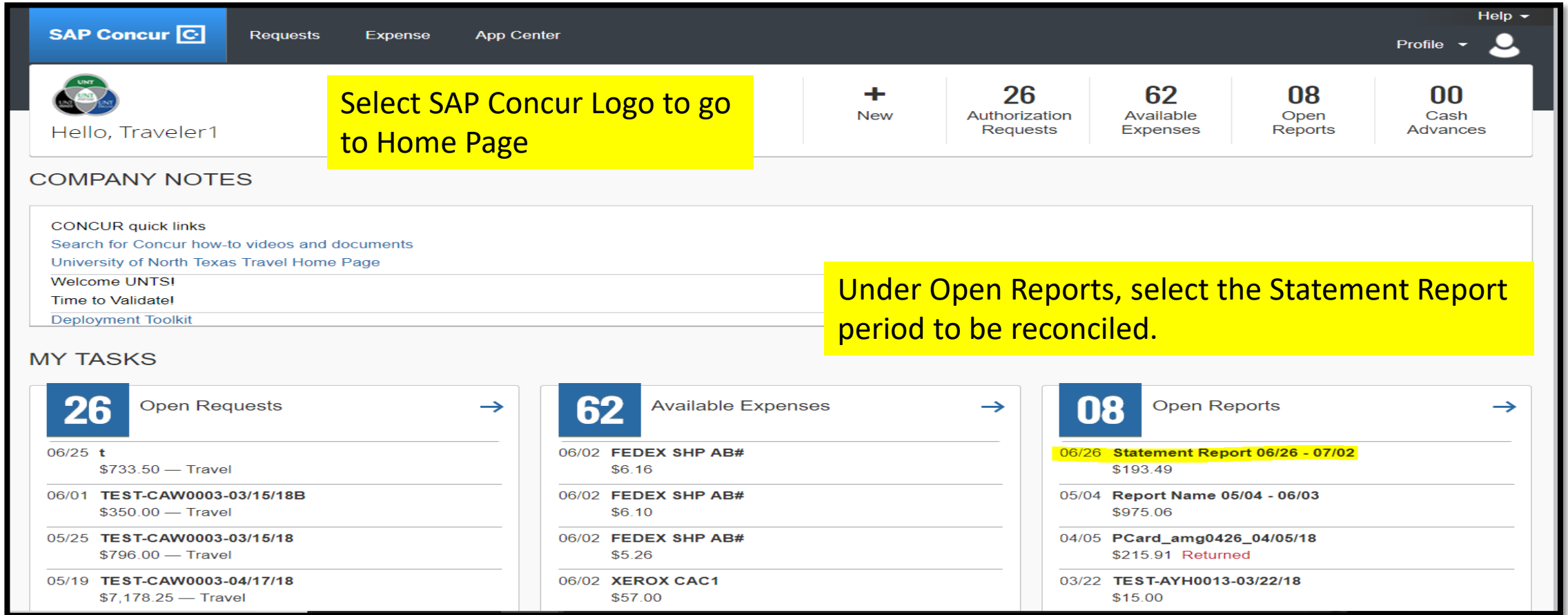


The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Expense', and 'App Center'. On the right, there are 'Help', 'Profile', and a user icon. Below this is a secondary navigation bar with links for 'Profile', 'Personal Information', 'Change Password', 'System Settings', and 'Concur Mobile Registration'. The main content area is titled 'Expense Delegates' and features a yellow callout box with the text 'Select Add'. Below the title, there are tabs for 'Delegates' and 'Delegate For', and three buttons: 'Add', 'Save', and 'Delete'. A descriptive paragraph states: 'Delegates are employees who are allowed to perform work on behalf of other employees. Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.' Below this is a table with columns: 'Name', 'Can Prepare', 'Can View Receipts', and 'Receives Emails'. The table is currently empty, displaying 'No records found.' A left-hand sidebar contains various settings categories: 'Your Information', 'Request Settings', 'Expense Settings', and 'Other Settings', each with a list of sub-links.

# Adding a Delegate

The screenshot shows the SAP Concur user interface. At the top, there are navigation tabs for 'Requests', 'Expense', and 'App Center'. The user's profile is visible in the top right corner. The main content area is titled 'Expense Delegates' and includes a search bar and a list of delegates. A yellow callout box highlights the search input field with the text 'Type in last name of delegate and select Add.' The search dropdown is open, showing a list of names: Sullenberger, Barry; Sullivan, Erin; Sullivan, Jenna; Sullivan, John; and Sullivan, Kristen. The first entry, 'Sullenberger, Barry', is selected and highlighted in yellow. Below the search results, there are columns for 'Can View Receipts' and 'Receives Emails', and a message 'No records found.' is displayed.

# Allocation of Transactions



The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' and 'Requests', 'Expense', and 'App Center' tabs. On the right, there are links for 'Profile' and 'Help'. Below the navigation bar, a dashboard displays a 'Hello, Traveler1' message, a SAP Concur logo, and a yellow callout box: 'Select SAP Concur Logo to go to Home Page'. To the right of the logo are five summary cards: '+ New', '26 Authorization Requests', '62 Available Expenses', '08 Open Reports', and '00 Cash Advances'. Below this is a 'COMPANY NOTES' section with links for 'CONCUR quick links', 'Search for Concur how-to videos and documents', 'University of North Texas Travel Home Page', 'Welcome UNTSI', 'Time to Validate!', and 'Deployment Toolkit'. A yellow callout box points to this section: 'Under Open Reports, select the Statement Report period to be reconciled.' Below the notes is a 'MY TASKS' section with three main cards: '26 Open Requests', '62 Available Expenses', and '08 Open Reports'. Each card lists transactions with dates, amounts, and descriptions. In the '08 Open Reports' card, the entry '06/26 Statement Report 06/26 - 07/02' is highlighted in yellow.

**26** Open Requests →

- 06/25 t \$733.50 — Travel
- 06/01 TEST-CAW0003-03/15/18B \$350.00 — Travel
- 05/25 TEST-CAW0003-03/15/18 \$796.00 — Travel
- 05/19 TEST-CAW0003-04/17/18 \$7,178.25 — Travel




**62** Available Expenses →

- 06/02 FEDEX SHP AB# \$6.16
- 06/02 FEDEX SHP AB# \$6.10
- 06/02 FEDEX SHP AB# \$5.26
- 06/02 XEROX CAC1 \$57.00

**08** Open Reports →

- 06/26 **Statement Report 06/26 - 07/02** \$193.49
- 05/04 Report Name 05/04 - 06/03 \$975.06
- 04/05 PCard\_amg0426\_04/05/18 \$215.91 Returned
- 03/22 TEST-AYH0013-03/22/18 \$15.00

# Allocation of Transactions

SAP Concur  Requests Expense App Center Help  Profile 


Manage Expenses View Transactions

## Statement Report 06/26 - 07/02

Delete Report Submit Report

+ New Expense Import Expenses Details ▾ Receipts ▾ Print / Email ▾ Hide Exceptions

Exceptions ✕

Expense Type	Date	Amount	Exception
N/A			 WARNING: PLEASE CONTACT ENTITY@UNTSYSTEM.EDU TO ENSURE YOUR ACCOUNTS PAYABLE VENDOR PROFILE IS CREATED AND YOUR EFT INFORMATION UP TO DATE.

Expenses Available Receipts

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$11.36	\$11.36
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$4.78	\$4.78
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$4.84	\$4.84
TOTAL AMOUNT			<b>\$31.68</b>	TOTAL REQUESTED
				<b>\$31.68</b>

Select the expense for allocation.

# Allocation of Transactions

SAP Concur | Requests | Expense | App Center | Help | Profile

Statement R Delete Report | Submit Report

The Expense Type field is based on the Merchant Code provided by Citibank, but can be edited.

+ New Expense | Import Expenses | Details | Receipts | Print / Email | Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
N/A			⚠ WARNING: PLEASE CONTACT ENTITY@UNTSYSTEM.EDU TO ENSURE YOUR ACCOUNTS PAYABLE VENDOR PROFILE IS CREATED AND YOUR EFT INFORMATION UP TO DATE.

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Event Food & Beverage-55353 FEDEX SHP AB#, Memphis, Ter	\$11.36	\$11.36
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.78	\$4.78
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.84	\$4.84
TOTAL AMOUNT			<b>\$31.68</b>	TOTAL REQUESTED
				<b>\$31.68</b>

Expense Type: **Express Mail Delivery Service** | Transaction Date: 06/30/2018

- Athletic Schlp-Books-54603
- 108. Other Operating (Allowable)**
- Books RefrNC Mtrls-NonCap-55413
- Event Food & Beverage-55353
- Express Mail Delivery Services-55075
- 200. Professional Services (BSC Buyer or with Exception)**
- Accreditation Fees-51337
- Advertising-Employee-51211
- Advertising-PR/Advncmnt-51231
- Advertising-Public Info-51201
- Appraisal Services-51637
- Architectural/Engineering Svc-51501
- Business Consulting Services-51331
- Consilting Services-Info Tech-51001
- Court Costs-51405
- Data Processing Services-51005

Warning: Expense Types listed under a heading starting with a "0" or "1" are allowable Pcard expense. If you select an Expense Type starting with a "2" you will be prompted to attach your an approved Pcard Exception Request Form.

javascript:if (CNOR && CNOR.currentPage == 'expense') && CNOR.e...



# Allocation of Transactions

SAP Concur | Requests | **Expense** | App Center | Help | Profile

Manage Expenses | View Transactions

## Statement Report 06/26 - 07/02

Delete Report | **Submit Report**

+ New Expense | Import Expenses | Details | Receipts | Print / Email | Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
N/A			WARNING: PLEASE CONTACT ENTITY@UNTSYSTEM.EDU TO ENSURE YOUR ACC

**Populate highlighted fields then select Allocate.**

Expenses	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Event Food & Beverage-55353 FEDEX SHP AB#, Memphis, Ter	\$11.36	\$11.36
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$4.78	\$4.78
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$4.84	\$4.84

TOTAL AMOUNT: **\$31.68** | TOTAL REQUESTED: **\$31.68**

Expense

Expense Type: Accreditation Fees-51337

Transaction Date: 06/30/2018

Business Purpose: [highlighted]

Enter Vendor Name: FEDEX SHP AB#

City of Purchase: Memphis, Tennessee

Payment Type: \*CITI-Pcard

Amount: 5.35 USD

Vendor Status Check: [highlighted]

Exception Allowed?: [highlighted]

Comment: [highlighted]

**All fields require data**

Save | Itemize | **Allocate** | Attach Receipt | Cancel

# Allocation of Transactions

You are currently logged into a test instance of Concur

SAP Concur | Requests | Expense | App Center | Help

Allocations for Report: Statement Report 06/26 - 07/02

Expense List | Allocations | Total: \$5.35 | Allocated: \$5.35 (100%) | Remaining: \$0.00 (0%)

Allocate Selected Expenses | Clear Selections | Summary | Allocate By: | Add New Allocation | Delete Selected Allocations | Favorites | Add to Favorites

Percentage	Department	* Project	* Fund Cat	* Fund	* Function	Program	Purpose
100							

Type to search by:

Text  Code  
(Code) Text

- (516000-NONE-202-885000-400-NONE-NONE-NONE-NONE)
- (513250-NONE-200-830001-500) Student Services
- (300200-RN7062-400-190001-200-NONE-NONE-NONE-HGR)
- (100000) Office of the President
- (100001) OMBUDSMAN
- (100003) Pres-Gen
- (100004) Pres Events Management

NOTE-The ex... Please verify...

TOTAL AMOUNT \$31.68 | TOTAL REQUESTED \$31.68

Save | Itemize | Allocate | Attach Receipt | Cancel

Select Department by searching by Code or typing in Dept Number.  
A selection is required in the first five fields. If not Using a Project select "NONE".  
Then select Save.

# Allocation of Transactions

You are currently logged into a test instance of Concur

SAP Concur | Requests | Expense | App Center | Help

Allocations for Report: Statement Report 06/26 - 07/02

Expense List | Allocations | Total: \$5.35 | Allocated: \$5.35 (100%) | Remaining: \$0.00 (0%)

Allocate Selected Expenses | Clear Selections | Summary | Allocate By: | Add New Allocation | Delete Selected Allocations | Favorites | Add to Favorites

Select Group

Date	Expense T...	Group	Amount	
<input checked="" type="checkbox"/>	06/30/2018	Accreditati...	1	\$5.35
<input type="checkbox"/>	06/30/2018	Event Foo...		\$11.36
Express Mail Delivery Services-55075				
<input type="checkbox"/>	06/30/2018	Express M...		\$5.35
<input type="checkbox"/>	06/30/2018	Express M...		\$4.78
<input type="checkbox"/>	06/30/2018	Express M...		\$4.84

Percentage	Department	* Project	* Fund Cat	* Fund	* Function	Program	Purpose
<input type="checkbox"/>	50	(134000) Colle...	NONE	(202) Designat...	(830003) Bus ...	(400) Academi...	
<input checked="" type="checkbox"/>	50						

By changing the Percentage the transaction can be split adding a second or third chart string. Then select save.

Save | Cancel | Done

TOTAL AMOUNT \$31.68 | TOTAL REQUESTED \$31.68 | Save | Itemize | Allocate | Attach Receipt | Cancel

# Allocation of Transactions

You are currently logged into a test instance of Concur

SAP Concur | Requests | Expense | App Center | Help

Allocations for Report: Statement Report 06/26 - 07/02

Expense List

Allocate Selected Expenses | Clear Selections | Summary

Select Group

Date	Expense T...	Group	Amount
Express Mail Delivery Services-55075			
<input type="checkbox"/> 06/30/2018	Express M...	1	\$5.35
<input type="checkbox"/> 06/30/2018	Express M...		\$11.36
<input type="checkbox"/> 06/30/2018	Express M...		\$5.35
<input type="checkbox"/> 06/30/2018	Express M...		\$4.78
<input type="checkbox"/> 06/30/2018	Express M...		\$4.84

Allocations

Allocate By: | Add New Allocation | Delete Selected Allocations | Favorites | Add to Favorites

Percentage	Department	* Project	* Fund Cat	* Fund	* Function	Program	Purpose

Save | Cancel

**Review Allocations, then Select Done.**

**Done**

TOTAL AMOUNT: **\$31.68** | TOTAL REQUESTED: **\$31.68**

# Itemize a Transaction

SAP Concur | Requests | **Expense** | App Center | Help | Profile

Manage Expenses | View Transactions

Statement Report 06/26 - 07/02 | Delete Report | Submit Report

+ New Expense | Import Expenses | Details | Receipts | Print / Email | Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
N/A			WARNING: PLEASE CONTACT ENTITY@UNTSYSTEM.EDU TO ENSURE YOUR ACCOUNTS HAVE VENDOR PROFILES CREATED AND YOUR EMPLOYMENT INFORMATION UP TO DATE.

Expenses	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Event Food & Beverage-55353 FEDEX SHP AB#, Memphis, Ter	\$11.36	\$11.36
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$4.78	\$4.78
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$4.84	\$4.84
			<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>
			<b>\$31.68</b>	<b>\$31.68</b>

Expense

Expense Type: Express Mail Delivery Service

Transaction Date: 06/30/2018

Business Purpose: [ ]

Enter Vendor Name: FEDEX SHP AB#

City of Purchase: Memphis, Tennessee

Payment Type: \*CITI-Pcard

Amount: 5.35 USD

Vendor Status Check: [ ]

Comment: [ ]

Available Receipts: [ ]

Save | **Itemize** | Allocate | Attach Receipt | Cancel

Select Itemize if the transaction requires splitting by Expense Types.

# Itemize a Transaction

Manage Expenses    View Transactions

Statement Report 06/26 - 07/02 Delete Report    **Submit Report**

[+ New Expense](#)    [Import Expenses](#)    [Details](#) ▾    [Receipts](#) ▾    [Print / Email](#) ▾ [Hide Exceptions](#)

Exceptions ✕

Expense Type	Date	Amount	Exception
N/A <span style="color: orange;">⚠</span> WARNING: PLEASE CONTACT ENTITY@UNTSYSTEM.EDU TO ENSURE YOUR ACCOUNTS PAYABLE VENDOR PROFILE IS CREATED AND YOUR EFT INFORMATION UP TO DATE.			

Expenses <span style="float: right;"><a href="#">Move</a> ▾    <a href="#">Delete</a>    <a href="#">Copy</a>    <a href="#">View</a> ▾    &lt;&lt;</span>				
<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input type="checkbox"/>	06/30/2018	<b>Express Mail Delivery Services</b> FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<i>Adding New Itemization</i>				
<input type="checkbox"/>	06/30/2018	<b>Event Food &amp; Beverage-55353</b> FEDEX SHP AB#, Memphis, Ter	\$11.36	\$11.36
<input type="checkbox"/> >	06/30/2018	<b>Express Mail Delivery Services</b> FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/> >	06/30/2018	<b>Express Mail Delivery Services</b> FEDEX SHP AB#, Memphis, Ter	\$4.78	\$4.78
<input type="checkbox"/> >	06/30/2018	<b>Express Mail Delivery Services</b> FEDEX SHP AB#, Memphis, Ter	\$4.84	\$4.84
TOTAL AMOUNT			<b>\$31.68</b>	TOTAL REQUESTED
				<b>\$31.68</b>

Available Receipts

📄 Total Amount: \$5.35 | Itemized: \$0.00 | Remaining: **\$5.35**

Expense Type

Choose an expense type ▾

To itemized based on Expense Type, first select the an Expense Type to be used.

[Save](#)    [Cancel](#)

# Itemize a Transaction

SAP Concur
Requests Expense App Center
Help Profile

Manage Expenses View Transactions

Note: Track the "Total Amount" of your Itemization

Delete Report Submit Report

Statement Report 06/26 - 07/02

Click to edit report name and other details

+ New Expense Import Expenses Details Receipts Print / Email

Exceptions

Expense Type	Date	Amount	Exception
N/A			WARNING: PLEASE CONTACT ENTITY@UNTSYSTEM.EDU TO ENSURE YOUR ACCOUNTS PAYABLE VENDOR PROFILE IS CREATED AND YOUR EFT INFORMATION UP TO DATE.

Expenses	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
Adding New Itemization				
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$4.84	\$4.84
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$11.36	\$11.36
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$4.78	\$4.78
			TOTAL AMOUNT	TOTAL REQUESTED
			\$21.68	\$21.68

New Itemization

Available Receipts

Total Amount: \$5.35 | Itemized: \$0.00 | Remaining: \$5.35

Expense Type Supplies-Office-53001	Transaction Date 06/30/2018	Business Purpose Supplies from Fed ex	Enter Vendor Name FEDEX SHP AB#
City of Purchase Memphis, Tennessee	Payment Type *CITI-Pcard	Amount 3.00 USD	Vendor Status Check No
Comment Fedex envelopes			

Populate fields: Amount should be the portion of the total that needs to be charged to the selected expense type. Then select Save.

Save Allocate Cancel

# Itemize a Transaction

SAP Concur | Requests | Expense | App Center | Help | Profile

Manage Expenses | View Transactions

## Statement Report 06/26 - 07/02

Delete Report | Submit Report

+ New Expense | Import Expenses | Details | Receipts | Print / Email | Hide Exceptions

Expense Type	Date	Amount	Exception
N/A			WARNING: PLEASE CONTACT ENTITY@UNTSYSTEM.EDU TO ENSURE YOUR ACCOUNTS PAYABLE VENDOR PROFILE IS CREATED AND
Supplies-Office...	06/30/2018	\$3.00	WARNING: You have selected Office Supplies for your Expense Type. Please verify all items purchased are Office Supplies. If not please select a

Note: Track the "Total Amount" of your transaction

Expenses	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$5.35	\$3.00
<b>Adding New Itemization</b>				
<input type="checkbox"/>	06/30/2018	Supplies-Office-53001	\$3.00	\$3.00
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.84	\$4.84
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$11.36	\$11.36
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.78	\$4.78
			<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>
			<b>\$29.33</b>	<b>\$29.33</b>

Available Receipts

Total Amount: \$5.35 | Itemized: \$3.00 | Remaining: \$2.35

Expense Type: Choose an expense type



Select the second Expense type to be used.

Save | Cancel

https://implementation.concursolutions.com/Expense/Client/default.asp#



# Itemize an Transaction

SAP Concur  Requests Expense App Center Help Profile 

Manage Expenses View Transactions

## Statement Report 06/26 - 07/02

Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email Hide Exceptions

Exceptions			
Expense Type	Date	Amount	Exception
N/A			WARNING: PLEASE CONTACT ENTITY@UNTSYSTEM.EDU TO ENSURE YOUR ACCOUNTS PAYABLE VENDOR PROFILE IS CREATED AND YOUR EFT IN
Supplies-Office...	06/30/2018	\$3.00	WARNING: You have selected Office Supplies for your Expense Type. Please verify all items purchased are Office Supplies. If not please select appropriate Exp
Express Mail D...	06/30/2018	\$5.35	The itemization amounts do not add up to the expense amount.

Expenses				
	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$5.35	\$3.00
<b>Adding New Itemization</b>				
<input type="checkbox"/>	06/30/2018	Supplies-Office-53001	\$3.00	\$3.00
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.84	\$4.84
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$11.36	\$11.36
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.78	\$4.78
			<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>
			<b>\$29.33</b>	<b>\$29.33</b>

**Total Amount: \$5.35 | Itemized: \$3.00 | Remaining: \$2.35**

Expense Type: Advertising-Employee-51211 Transaction Date: 06/30/2018 Business Purpose: Job Ad Enter Vendor Name: FEDEX SHP AB#

City of Purchase: Memphis, Tennessee Payment Type: \*CITI-Pcard Amount: 2.35 USD Vendor Status Check: No




Exception Allowed?: Yes

Comment: Job ad mailing

Note: Track the "total Amount of your transaction"

Populate fields: Amount should be the remaining portion of total. Select Save.

# Itemize a Transaction

SAP Concur  Requests Expense App Center Help  Profile 

Manage Expenses View Transactions

## Statement Report 06/26 - 07/02

Delete Report [Submit Report](#)

[+ New Expense](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#) [Hide Exceptions](#)

Exceptions



Expense Type	Date	Amount	Exception
N/A			⚠ WARNING: PLEASE CONTACT ENTITY@UNTSYSTEM.EDU TO ENSURE YOUR ACCOUNTS PAYABLE VENDOR PROFILE IS CREATED AND YOUR EFT INFORMATION UP TO DATE.
Supplies-Office...	06/30/2018	\$3.00	⚠ WARNING: You have selected Office Supplies for your Expense Type. Please verify all items purchased are Office Supplies. If not please select appropriate Expense Type.

Expenses Available Receipts

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Supplies-Office-53001	\$3.00	\$3.00
<input type="checkbox"/>	06/30/2018	Advertising-Employee-51211	\$2.35	\$2.35
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$4.84	\$4.84
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$11.36	\$11.36
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$4.78	\$4.78
TOTAL AMOUNT			<b>\$31.68</b>	<b>\$31.68</b>
TOTAL REQUESTED				

Itemization is now visible for review and validation.

# Attachments to Transactions

SAP Concur  Requests Expense App Center Help Profile 

Manage Expenses View Transactions

Statement Report 06/26 - 07/02 Delete Report [Submit Report](#)

[+ New Expense](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#) [Hide Exceptions](#)

Exceptions ✕

Expense Type	Date	Amount	Exception
Advertising-Em...	06/30/2018	\$2.35	⚠ NOTE-The expense type you selected requires a completed Pcard Exception Form. Please verify form is attached with receipt..
Express Mail D...	06/30/2018	\$5.35	⚠ This itemized entry has sub-entries with one or more exceptions.

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	06/30/2018	<b>Express Mail Delivery Services</b> FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
		This itemized entry has sub-entries with one or more exceptions.		
<input type="checkbox"/>	06/30/2018	Supplies-Office-53001	\$3.00	\$3.00
<input type="checkbox"/>	06/30/2018	Advertising-Employee-51211	\$2.35	\$2.35
<input type="checkbox"/>	06/30/2018	<b>Express Mail Delivery Services</b> FEDEX SHP AB#, Memphis, Ter	\$4.84	\$4.84
<input type="checkbox"/>	06/30/2018	<b>Express Mail Delivery Services</b> FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	<b>Express Mail Delivery Services</b> FEDEX SHP AB#, Memphis, Ter	\$11.36	\$11.36
<input type="checkbox"/>	06/30/2018	<b>Express Mail Delivery Services</b> FEDEX SHP AB#, Memphis, Ter	\$4.78	\$4.78
<b>TOTAL AMOUNT</b>			<b>\$31.68</b>	<b>\$31.68</b>

Expense

Expense Type: Express Mail Delivery Service

Transaction Date: 06/30/2018

City of Purchase: Memphis, Tennessee

Payment Type: \*CITI-Pcard

Comment: Mail Grant Proposal

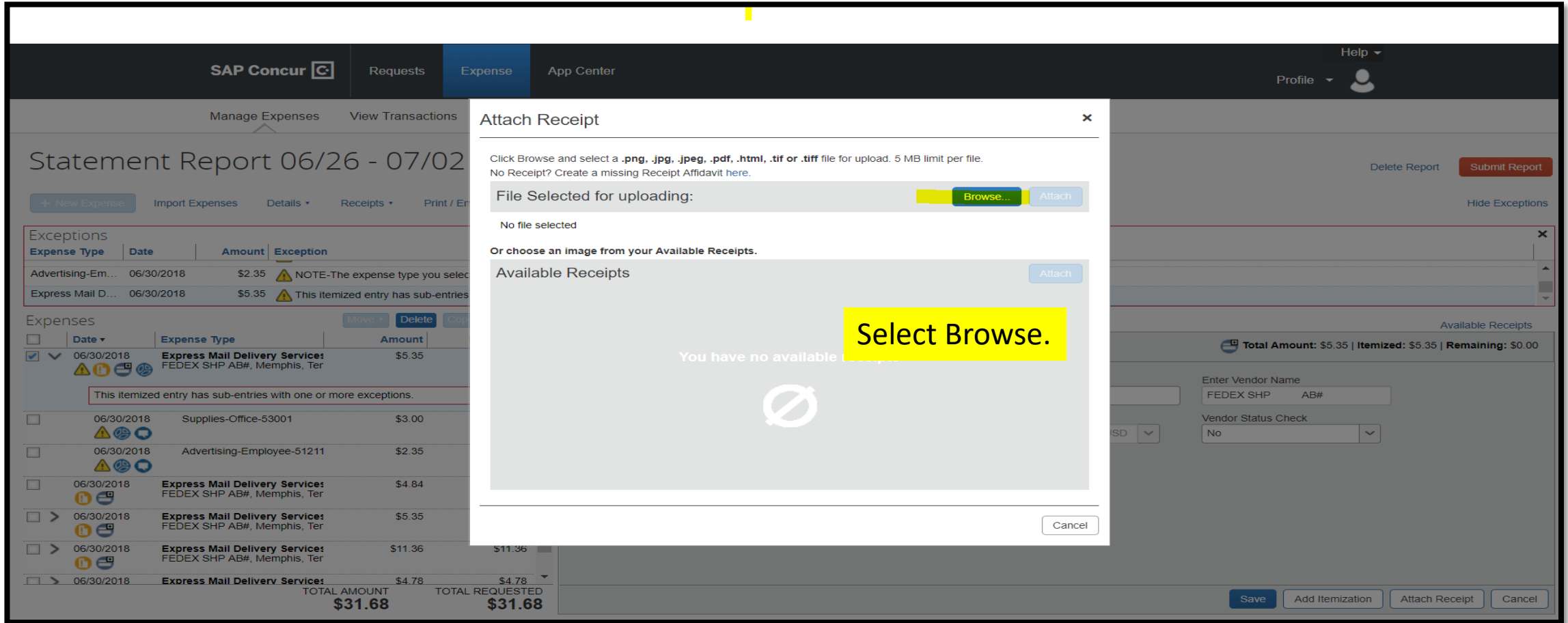
Available Receipts

Total Amount: \$5.35 | Used: \$5.35 | Remaining: \$0.00

[Save](#)
[Add Itemization](#)
[Attach Receipt](#)
[Cancel](#)

Select Attach Receipt.  
Including: Receipts, Vendor Status Report and Approved Pcard Exception Request Form.

# Attachments to Transactions



The screenshot shows the SAP Concur 'Expense' page with a 'Statement Report 06/26 - 07/02' open. An 'Attach Receipt' dialog box is displayed in the foreground. The dialog contains instructions for file uploads and options to browse for a file or select from available receipts. A yellow box highlights the 'Select Browse.' text in the 'Available Receipts' section.

**Attach Receipt**

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.  
 No Receipt? Create a missing Receipt Affidavit [here](#).

File Selected for uploading: Browse... Attach

No file selected

Or choose an image from your Available Receipts.

Available Receipts Attach

Select Browse.

You have no available receipts.

Cancel

**Statement Report 06/26 - 07/02**

Manage Expenses | View Transactions

Exceptions

Expense Type	Date	Amount	Exception
Advertising-Em...	06/30/2018	\$2.35	NOTE-The expense type you select
Express Mail D...	06/30/2018	\$5.35	This itemized entry has sub-entries

Expenses

Date	Expense Type	Amount
06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$5.35
06/30/2018	Supplies-Office-53001	\$3.00
06/30/2018	Advertising-Employee-51211	\$2.35
06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.84
06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$5.35
06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$11.36
06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.78

TOTAL AMOUNT: \$31.68 | TOTAL REQUESTED: \$31.68

Available Receipts

Total Amount: \$5.35 | Itemized: \$5.35 | Remaining: \$0.00

Enter Vendor Name: FEDEX SHP AB#

Vendor Status Check: No

Save Add Itemization Attach Receipt Cancel

# Attachments to Transactions

The screenshot shows the SAP Concur web interface. At the top, there's a navigation bar with 'SAP Concur', 'Requests', 'Expense', and 'App Center'. A yellow callout box with the text 'Select attachment from computer.' points to the 'Expense' tab. Below the navigation bar, there's a 'Statement Report 06/26 - 07/02' section. In the center, an 'Attach Receipt' dialog box is open, displaying instructions: 'Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file. No Receipt? Create a missing Receipt Affidavit here.' Below this, a file explorer window is open, showing the 'This PC > Desktop > Pcard Receipts' path. The file explorer lists several files, with 'Adams-Basped, Sydney 05-01-18 sponso...' selected. The background interface shows a table of 'Exceptions' and 'Expenses'.

Expense Type	Date	Amount	Exception
N/A			WARNING: PLEASE...
Express Mail D...	06/30/2018	\$5.35	This itemized entry...

Date	Expense Type	Amount
06/30/2018	Advertising-Employee-51211	
06/30/2018	Supplies-Office-53001	
06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.78
06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.78
06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.78
06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.78

TOTAL AMOUNT: \$31.68      TOTAL REQUESTED: \$31.68

# Attachments to Transactions

The screenshot shows the SAP Concur 'Expense' section. A 'Statement Report 06/26 - 07/02' is displayed. An 'Attach Receipt' dialog box is open, showing a file selection process. The file 'Adams-Basped, Sydney 05-01-18 sponsorship.pdf' is selected. A yellow callout box highlights the text: 'Document Name selected will be visible. Select Attach.' The background shows a table of expenses with columns for Date, Expense Type, and Amount.

Expense Type	Date	Amount	Exception
N/A			WARNING: PLEASE CONTACT E...
Express Mail D...	06/30/2018	\$5.35	This itemized entry has sub-entries
Supplies-Office...	06/30/2018	\$3.00	

Expenses	Date	Expense Type	Amount
<input checked="" type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$5.35
<input type="checkbox"/>	06/30/2018	Advertising-Employee-51211	\$2.35
<input type="checkbox"/>	06/30/2018	Supplies-Office-53001	\$3.00
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.84
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$5.35
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$11.36
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.78
		TOTAL AMOUNT	\$31.68
		TOTAL REQUESTED	\$31.68

# Attachments to Transactions

SAP Concur | Requests | Expense | App Center | Help | Profile

Manage Expenses | View Transactions

## Statement Report 06/26 - 07/02

Exceptions			
Expense Type	Date	Amount	Exception
Advertising-Em...	06/30/2018	\$2.35	NOTE-The expense type you selected
Express Mail D...	06/30/2018	\$5.35	This itemized entry has sub-entries with

Expenses				
<input type="checkbox"/>	Date	Expense Type	Amount	Re
<input checked="" type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$5.35	
This itemized entry has sub-entries with one or more exceptions.				
<input type="checkbox"/>	06/30/2018	Advertising-Employee-51211	\$2.35	\$2.35
<input type="checkbox"/>	06/30/2018	Supplies-Office-53001	\$3.00	\$3.00
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$4.84	\$4.84
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services FEDEX SHP AB#, Memphis, Ter	\$11.36	\$11.36
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services	\$4.78	\$4.78
			<b>TOTAL AMOUNT</b>	<b>\$31.68</b>
			<b>TOTAL REQUESTED</b>	<b>\$31.68</b>

**Please Confirm**

There is already an image associated with this expense. Choose Yes to append a new image or No to cancel.

Add a second document by repeating the process.  
 Note: Confirmation Message will appear after attaching each document.

Total Amount: \$5.35 | Itemized: \$5.35 | Remaining: \$0.00

# Attachments to Transactions

Manage Expenses View Transactions

Statement Report 06/26 - 07/02 Delete Report Submit Report

[+ New Expense](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#) Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Advertising-Em...	06/30/2018	\$2.35	NOTE-The expense type you selected requires a completed Pcard Exception Form. Please verify form is attached with receipt.
Express Mail D...	06/30/2018	\$5.35	This item...

Note: Blue Icon with check mark shows that document has been attached. Roll over with cursor to see document.

Expenses

<input type="checkbox"/>	Date	Expense Type		
<input checked="" type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter		
<input type="checkbox"/>	06/30/2018	Advertising-Employee-51211	\$2.35	\$2.35
<input type="checkbox"/>	06/30/2018	Supplies-Office-53001	\$3.00	\$3.00
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$4.84	\$4.84
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	\$11.36	\$11.36
<input type="checkbox"/>	06/30/2018	Express Mail Delivery Services:	\$4.78	\$4.78
			TOTAL AMOUNT	TOTAL REQUESTED
			\$31.68	\$31.68

Note: Yellow icon means document has not been attached to that transaction.

Available Receipts

Total Amount: \$5.35 | Itemized: \$5.35 | Remaining: \$0.00

Business Purpose: Mail Grant Proposal

Enter Vendor Name: FEDEX SHP AB#

City of Purchase: Memphis, Tennessee

Payment Type: \*CITI-Pcard

Amount: 5.35 USD






Vendor Status Check: No

Comment: Mail Grant Proposal

Save Add Itemization Attach Receipt Cancel



# Icons and Warnings on Transactions

	<p><b>WARNING:</b> Alert of Potential issue; a required element may be missing from the transaction.          Note - Warning message will stay with the transaction (even after resolved).</p>
	<p>Receipts or other required documents attached.          Move the mouse over the Icon to view the attachments.</p>
	<p>Missing Receipt.</p>
	<p>Transaction information provided by Citibank. Move the mouse over the Icon to view allocation details.</p>
	<p>Transaction has been allocated. Move the mouse over the Icon to view allocation details.</p>

# Transactional Icons and Warnings

Manage Expenses
View Transactions

## Statement Report 06/26 - 07/02

Delete Report
Submit Report

+ New Expense
Import Expenses
Details ▾
Receipts ▾
Print / Email ▾

Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Advertising-Em...	06/30/2018	\$2.35	⚠ NOTE-The expense type you selected requires a completed Pcard Exception Form. Please verify form is attached with receipt.
Express Mail D...	06/30/2018	\$5.35	⚠ This itemized entry has sub-entries with one or more exceptions.

### Expenses

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input type="checkbox"/>	06/30/2018	<b>Express Mail Delivery Services:</b> FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	Advertising-Employee-51211	\$2.35	\$2.35
<input checked="" type="checkbox"/>	06/30/2018	Supplies-Office-53001	\$3.00	\$3.00
<input type="checkbox"/>	06/30/2018	<b>Express Mail Delivery Services:</b> FEDEX SHP AB#, Memphis, Ter	\$4.84	\$4.84
<input type="checkbox"/>	06/30/2018	<b>Express Mail Delivery Services:</b> FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input type="checkbox"/>	06/30/2018	<b>Express Mail Delivery Services:</b> FEDEX SHP AB#, Memphis, Ter	\$11.36	\$11.36
<b>TOTAL AMOUNT</b>			<b>\$31.68</b>	
<b>TOTAL REQUESTED</b>			<b>\$31.68</b>	

Total Amount: \$5.35 | Itemized: \$5.35 | Remaining: \$0.00

Expense Type:

Transaction Date:

Business Purpose:

Enter Vendor Name:

City of Purchase:

Payment Type:

Amount:

Vendor Status Check:

Comment:

See list of exception and warning messages at the top of the page. These correspond with the Warnings in the transaction detail.

Save
Allocate
Cancel

TOTAL AMOUNT **\$31.68**

TOTAL REQUESTED **\$31.68**

# Approval Workflow

SAP Concur 
Help

Requests
Expense
App Center

Manage Expenses
View Transactions

## Statement Report 06/26 - 07/02

+ New Expense
Import Expenses
Details ▾
Receipts ▾
Print / Email ▾

Delete Report
Submit Report

Exceptions

Expense Type	Date	Amount	Exception
Legal Services...	06/30/2018	\$4.84	NOTE-The expense type you selected requires a completed Pcard Exception Form. Please verify form is attached with receipt.
Supplies-Office...	06/30/2018	\$5.35	WARNING: You have selected Office Supplies for your Expense Type. Please verify all items purchased are Office Supplies. If not please select appropriate Expense Type.

Expenses

<input checked="" type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	06/30/2018	<b>Express Mail Delivery Services</b> FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input checked="" type="checkbox"/>	06/30/2018	<b>Legal Services-51401</b> FEDEX SHP AB#, Memphis, Ter	\$4.84	\$4.84
<input checked="" type="checkbox"/>	06/30/2018	<b>Supplies-Office-53001</b> FEDEX SHP AB#, Memphis, Ter	\$5.35	\$5.35
<input checked="" type="checkbox"/>	06/30/2018	<b>Books RefrNC Mtris-NonCap-5</b> FEDEX SHP AB#, Memphis, Ter	\$11.36	\$11.36
<input checked="" type="checkbox"/>	06/30/2018	<b>Express Mail Delivery Services</b> FEDEX SHP AB#, Memphis, Ter	\$4.78	\$4.78

**You have selected multiple expenses. What would you like to do?**

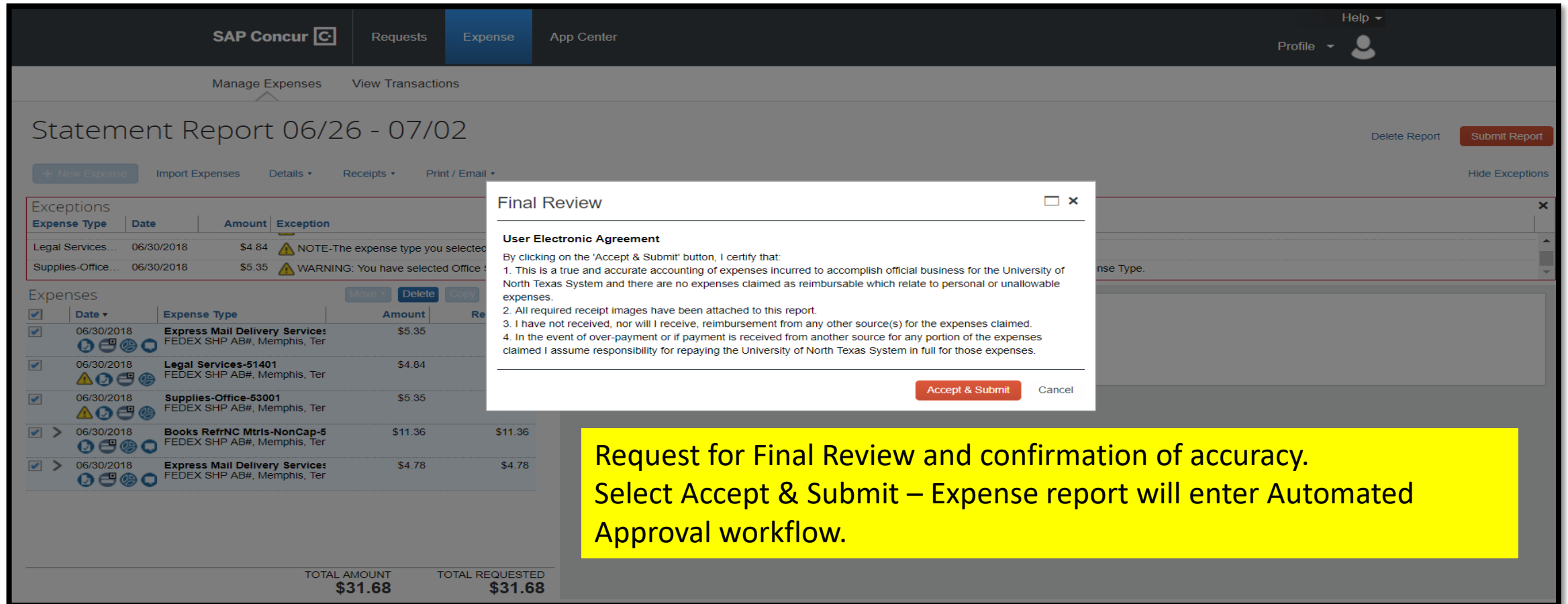
1. Delete the selected expenses
2. Allocate the selected expenses
3. Edit one or more fields for the selected expenses

TOTAL AMOUNT	TOTAL REQUESTED
\$31.68	\$31.68

javascript:if (CNQR && CNQR.currentPage && (CNQR.currentPage == 'expense') && CNQR.e...

Select Submit Report when Expenditures are ready for Approval – Expense Allocations are completed and documents have been attached.

# Approval Workflow



The screenshot shows the SAP Concur 'Expense' report interface. A 'Final Review' dialog box is open, containing a 'User Electronic Agreement' section. The background shows a 'Statement Report 06/26 - 07/02' with a table of expenses and a summary at the bottom.

Expense Type	Date	Amount	Exception
Legal Services...	06/30/2018	\$4.84	NOTE-The expense type you selected is not allowed for this report.
Supplies-Office...	06/30/2018	\$5.35	WARNING: You have selected Office Supplies which is not allowed for this report.

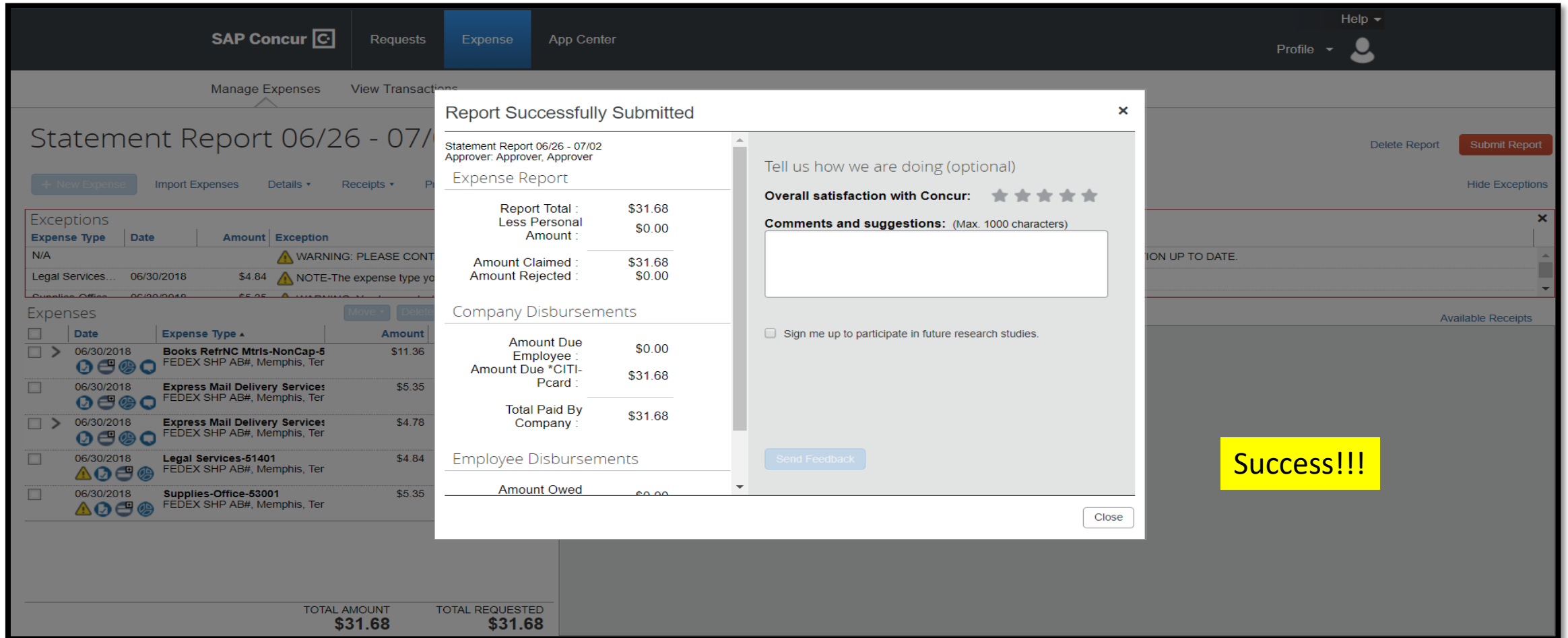
Expense Type	Date	Amount	Reimbursed
Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	06/30/2018	\$5.35	
Legal Services-51401 FEDEX SHP AB#, Memphis, Ter	06/30/2018	\$4.84	
Supplies-Office-53001 FEDEX SHP AB#, Memphis, Ter	06/30/2018	\$5.35	
Books RefrNC Mtrls-NonCap-5 FEDEX SHP AB#, Memphis, Ter	06/30/2018	\$11.36	\$11.36
Express Mail Delivery Services: FEDEX SHP AB#, Memphis, Ter	06/30/2018	\$4.78	\$4.78

TOTAL AMOUNT	TOTAL REQUESTED
<b>\$31.68</b>	<b>\$31.68</b>

Request for Final Review and confirmation of accuracy.  
 Select Accept & Submit – Expense report will enter Automated Approval workflow.

# Approval Workflow



The screenshot displays the SAP Concur Expense Report interface. A modal window titled "Report Successfully Submitted" is open, showing the following details:

- Statement Report 06/26 - 07/02**
- Approver: Approver, Approver
- Expense Report Summary:**
  - Report Total: \$31.68
  - Less Personal Amount: \$0.00
  - Amount Claimed: \$31.68
  - Amount Rejected: \$0.00
- Company Disbursements:**
  - Amount Due Employee: \$0.00
  - Amount Due \*CITI-Pcard: \$31.68
  - Total Paid By Company: \$31.68
- Employee Disbursements:**
  - Amount Owed: \$0.00

The modal also includes a feedback section with a 5-star rating and a "Send Feedback" button. A yellow box with the text "Success!!!" is overlaid on the bottom right of the modal.

In the background, the main interface shows a "Statement Report 06/26 - 07/02" with a table of expenses:

Expense Type	Date	Amount	Exception
N/A			WARNING: PLEASE CONT...
Legal Services...	06/30/2018	\$4.84	NOTE-The expense type yo...
Supplies-Office...	06/30/2018	\$5.35	WARNING: PLEASE CONT...

At the bottom of the main interface, the following totals are displayed:

TOTAL AMOUNT	TOTAL REQUESTED
\$31.68	\$31.68

# Approval Workflow

The screenshot shows the SAP Concur Expense report management interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense' (highlighted), and 'App Center'. The main content area is titled 'Manage Expenses' and 'ACTIVE REPORTS'. A 'Create New Report' button is highlighted with a red box. Several report cards are displayed, each with a status (NOT SUBMITTED or SUBMITTED), report name, dates, amount, and an 'Exceptions' indicator. A yellow box highlights the 'Expense' menu item and the 'Statement Report 06/26 - 07/02' card. Another yellow box highlights the 'Statement Report 06/26 - 07/02' card and the 'Submitted & Pending Approval' status. A third yellow box highlights the 'Statement Report 06/19 - 06/25' card. A fourth yellow box highlights the 'Statement Report 06/26 - 07/02' card and the 'Submitted & Pending Approval' status.

To track the Expense report through the Approval workflow – Select Expense.

To make Edits to a Report - Select the Report to Recall.

# Approval Workflow

SAP Concur 
Help

Requests
Expense
App Center

Profile

Manage Expenses    View Transactions

## Statement Report 06/26 - 07/02

[Summary](#)    [Details](#)    [Receipts](#)    [Print / Email](#)

**Exceptions**

Expense Type	Date	Amount	Exception
N/A			WARNING: PLEASE CONTACT ENTITY@UNTSYSTEM.EDU TO ENSURE YOUR ACCOUNTS PAYABLE VENDOR PROFILE IS CREATED AND YOUR EFT INFORMATION UP TO DATE.
Legal Services...	06/30/2018	\$4.84	NOTE-The expense type you selected requires a completed Pcard Exception Form. Please verify form is attached with receipt..

Select Recall to edit report and make appropriate changes.

Recall

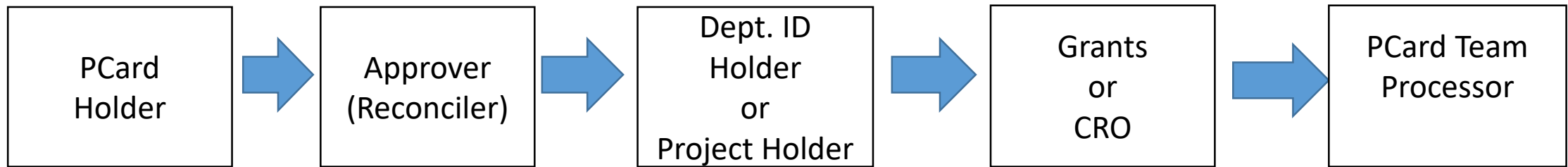
**Expenses**

Date	Expense Type	Amount	Requested
06/30/2018	<b>Express Mail Delivery Services-55C</b> FEDEX SHP AB#, Memphis, Tennes:	\$5.35	\$5.35
06/30/2018	<b>Legal Services-51401</b> FEDEX SHP AB#, Memphis, Tennes:	\$4.84	\$4.84
06/30/2018	<b>Supplies-Office-53001</b> FEDEX SHP AB#, Memphis, Tennes:	\$5.35	\$5.35
> 06/30/2018	<b>Books RefrNC Mtrls-NonCap-5541C</b> FEDEX SHP AB#, Memphis, Tennes:	\$11.36	\$11.36
> 06/30/2018	<b>Express Mail Delivery Services-55C</b> FEDEX SHP AB#, Memphis, Tennes:	\$4.78	\$4.78
<b>TOTAL AMOUNT</b>		<b>\$31.68</b>	<b>\$31.68</b>

**Report Summary**

Report Totals	Amount Due Company	Amount Due Company Card	Amount Due Employee
	\$0.00	\$31.68	\$0.00

# PCard Approval Workflow





# Concur - Important Dates

- Cardholder Training – September 18 to October 4, 2018
- Concur go-live and available for Expenditure Reconciliation - October 4, 2018
- Complete Reconciling Transaction for October Statement by October 10, 2018  
*Transactional Dates: September 4 to October 3, 2018*
- Citibank GCMS Access will be available until October 30, 2018

# Concur PCard Contacts

✧ Concur User Support Desk (Questions regarding Concur System)

✧ Phone

✧ PCard Administrative Team

✧ Phone 940.369.5500 X 5

✧ Email [pcard@untsystem.edu](mailto:pcard@untsystem.edu)