

PCard Training In Concur - Approver

This guide will assist staff who will be approving PCard Statements in Concur.

The instructions are listed in steps. Please follow each step in order to successfully approve monthly PCard Statements electronically.



Step 1: Log in to the MyYSU Portal from <https://my.yosu.edu> or <http://www.yosu.edu> with your MyYSU user name and password

Secure Access Login

User Name:

Password:

Unauthorized use of Youngstown State University computer and networking resources is prohibited. Any use of this system acknowledges your awareness of, and agreement with, the **Youngstown State University Acceptable Use Policy**. Any violators of this policy will be subject to disciplinary action, which may include prosecution.

First time here? [Click here for instructions.](#)

Having problems logging in? [Click here.](#)

e-Services for Faculty and Staff

- Banner Self Service
- eCIUE
- **Concur Travel & Expense**
- Enterprise/National Rental Program
- Internet Native Banner JPI (Sun Java Plugin)
- Download JPI Installer
- Library Services
- Blackboard Learn 9

Step 2: Click the link for **Concur Travel & Expense** under the **e-Services for Faculty and Staff** Section on the *left side* of the MyYSU Portal Page

Step 3: Approver Notification. Approvers will receive an email notification for statements that are awaiting approval. Login to Concur to review and electronically approve the Statement Report. (Be sure to make AutoNotification@concur solutions.com a Safe Sender in your Outlook email by copying this address, clicking on the Junk Email icon under the home button and pasting it into the "Never Block Senders Domain" box)

From: "AutoNotification@concur solutions.com" <AutoNotification@concur solutions.com>

Date: Monday, December 1, 2014 at 2:09 PM

To: Bill Wheelock <wwheelock@ysu.edu>

Subject: Expense Report Pending Your Approval



You have a report pending your approval.

Report From	Rhonda Lee Lucivjansky
Report Name	Statement Report 10/16 - 11/14
Report Purpose	Statement Report for Period 10/16 - 11/14
Requested Amount	7,099.10 USD

Link To Approve Report

<https://my.ysu.edu/cp/home/displaylogin>



Step 4: From the **Home** tab, the Approver will click on **Required Approvals** (either button will work).

Home Requests Travel Expense Approvals Reporting App Center Profile

Youngstown STATE UNIVERSITY
Hello, William

New 02 Required Approvals 00 Authorization Requests 00 Available Expenses 00 Open Reports

TRIP SEARCH

Travel Type

Booking for myself | Book for a guest

Flight Search

Round Trip One Way Multi-Segment

Departure City
CAK - Akron Canton Regional Arpt - Akron, OH

Arrival City

Search

Show More

Or, tell us in your words what you want to do
e.g. flight from JFK to Paris on Tuesday

MY TRIPS (0)

You currently have no upcoming trips.

Welcome back, Administrator.

58 DAYS remain until the Enhanced UI.

"I like the consistency of the interface. I like how responsive and easy it is to find things."
—Concur customer

Preview Settings

COMPANY NOTES

All travel must be in compliance with the University Travel Guidelines

1. Ask permission to travel. Complete and have the Request approved in Concur.
2. Book your travel through Traveline. (Required for domestic)

Read more

MY TASKS

02 Required Approvals →

Rhonda L. | Statement...
\$7,099.10 — Expense

Janet J. | Statement Re...
\$8,800.82 — Expense

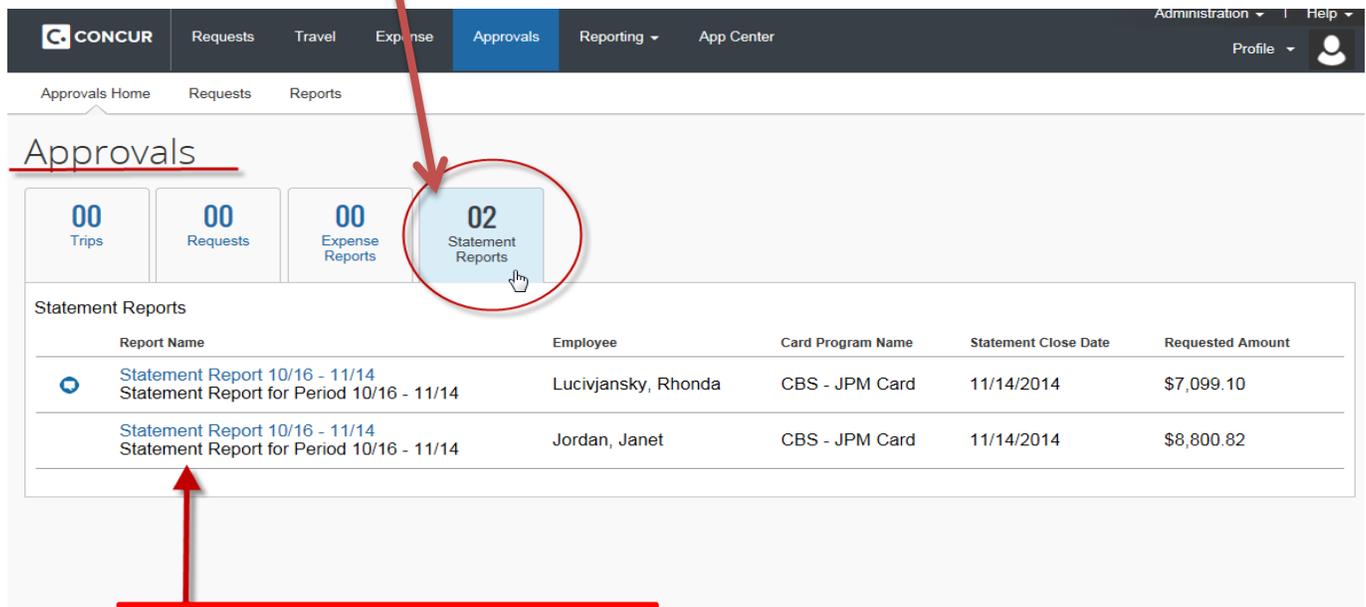
00 Available Expenses →

You currently have no available expenses.

00 Open Reports →

You currently have no active reports.

Step 5: From the **Approvals** tab, click the **Statement Reports** button. All reports requiring approval will display.



The screenshot shows the Concur web interface. The top navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', 'Approvals' (highlighted), 'Reporting', and 'App Center'. Below the navigation bar, there are tabs for 'Approvals Home', 'Requests', and 'Reports'. The main content area is titled 'Approvals' and contains four buttons: '00 Trips', '00 Requests', '00 Expense Reports', and '02 Statement Reports'. The '02 Statement Reports' button is circled in red. Below the buttons is a table titled 'Statement Reports' with the following data:

Report Name	Employee	Card Program Name	Statement Close Date	Requested Amount
Statement Report 10/16 - 11/14 Statement Report for Period 10/16 - 11/14	Lucivjansky, Rhonda	CBS - JPM Card	11/14/2014	\$7,099.10
Statement Report 10/16 - 11/14 Statement Report for Period 10/16 - 11/14	Jordan, Janet	CBS - JPM Card	11/14/2014	\$8,800.82

Step 6: Click on a **Statement Report** hyperlink. This will bring you to the **Reports** page.



Approval of the Statement Report by the Financial Manager indicates that each transaction was reviewed for the following:

- Appropriateness of expense, including allowability under PCard program.
- Compliance with University guidelines.
- Proper FOAP assignment.
- Existence of a receipt for **every** transaction, and other supporting documentation as required by [Payment Card \(PCard\) Guidelines](#)

Step 7: Click on an **Expense** to open and view it. The information displays to the right of the expense line. Here the Approver can review the vendor information, amount of the transaction, and the account code entered by the cardholder.

The screenshot shows the Concur system interface. At the top, there is a navigation bar with 'CONCUR' logo and tabs for 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main content area displays a 'Statement Report 10/16 - 11/14' for user 'Jordan, Janet'. Below this, there is an 'Exceptions' table and an 'Expenses' table. A red arrow points from the 'Expenses' table to a detailed view of an expense line. The detailed view shows fields for 'Expense Type', 'Transaction Date', 'Business Purpose', 'Payment Type', 'Amount', and 'Approved Amount'. The 'Amount' field is set to 6.93 USD. There are also buttons for 'Save', 'Allocate', and 'Attach Receipt'.

Expense	Date	Amount	Exception
701306-Official...	10/21/2014	\$297.69	This expense entry may be a duplicate of the following expense. Report: Statement Report 10/16 - 11/14, Expense: 10/21/2014, 701306-Official Business Travel, \$297.69
701306-Official...	10/21/2014	\$297.69	This expense entry may be a duplicate of the following expense.

Transaction Date	Expense Type	Enter Vendor...	Business Purpose	City of Purchase	Payment Type	Amount	Adjusted Clai.
11/07/2014	701315-Student Recruitment	ENTERPRISE...	Statement Rep...		JPM Pcard	\$6.93	\$6.93
11/06/2014	701310-Faculty Travel OEA	ENTERPRISE...	Statement Rep...		JPM Pcard	\$13.32	\$13.32
10/20/2014	701315-Student Recruitment	ENTERPRISE...	Statement Rep...		JPM Pcard	\$10.95	\$10.95
11/05/2014	701306-Official Business Tra...	ENTERPRISE...	Statement Rep...	Boardman, Ohio	JPM Pcard	\$81.98	\$81.98
11/05/2014	701315-Student Recruitment	ENTERPRISE...	Statement Rep...	Boardman, Ohio	JPM Pcard	\$30.61	\$30.61
11/05/2014	701306-Official Business Tra...	ENTERPRISE...	Statement Rep...	Austintown, Ohio	JPM Pcard	\$83.55	\$83.55
11/06/2014	701315-Student Recruitment	ENTERPRISE...	Statement Rep...	Newark, New J...	JPM Pcard	\$14.50	\$14.50
11/12/2014	701306-Official Business Tra...	ENTERPRISE...	Statement Rep...	Youngstown, Ohio	JPM Pcard	\$44.51	\$44.51
11/12/2014	701315-Student Recruitment	ENTERPRISE...	Statement Rep...	Youngstown, Ohio	JPM Pcard	\$308.32	\$308.32
11/08/2014	701307-Professional Develo...	ENTERPRISE...	Statement Rep...	Youngstown, Ohio	JPM Pcard	\$50.27	\$50.27
11/07/2014	701310-Faculty Travel OEA	ENTERPRISE...	Statement Rep...	Youngstown, Ohio	JPM Pcard	\$32.25	\$32.25
11/07/2014	701302-Team Travel Athletic...	ENTERPRISE...	Statement Rep...	Younostown, Ohio	JPM Pcard	\$105.93	\$105.93

TOTAL AMOUNT: \$8,800.82 TOTAL REQUESTED: \$8,800.82

Step 8: The computer icons displayed to the left of the expense are electronic hyperlinks that display further information needed to review the transaction.

	Date	Expense	Amount	Requested
	12/02/2014	701306-Official Business Travel ENTERPRISE RENT-A-CAR, Your	\$176.55	\$176.55
	12/01/2014	701306-Official Business Travel ENTERPRISE RENT-A-CAR, Aust	\$68.28	\$68.28
	11/26/2014	701315-Student Recruitment ENTERPRISE RENT-A-CAR, Ypsi	\$256.89	\$256.89

Step 8a: The user can activate the hyperlinks by hovering over the icon. Receipts are required for every transaction and each receipt needs to be reviewed by the approver. Receipt images can be viewed all at once, or at the expense line for each individual transaction (just a matter of user preference).

CONCUR Expense

Support | Help
Administer for Jordan, Janet M

Manage Expenses View Transactions

Statement Report 11/15 - 12/15

Delete Report Submit Report

Expenses	Date	Expense	Amount	Requested		
	12/02/2014	701306-Official Business Travel ENTERPRISE RENT-A-CAR, Your	\$176.55	\$176.55		
	12/01/2014	701306-Official Business Travel ENTERPRISE RENT-A-CAR, Aust	\$68.28	\$68.28		
	11/29/2014	This expense has been allocated.				
		Percentage	Fund	Organization	Program	Code
		100	(111000) 11100...	(141302) 14130...	(46) 46 Academ...	111000-141302...
	11/25/2014					
	11/24/2014					
	11/24/2014					
	11/24/2014	701315-Student Recruitment ENTERPRISE RENT-A-CAR, Your	\$-9.03	\$-9.03		
	11/24/2014	701306-Official Business Travel ENTERPRISE RENT-A-CAR, Your	\$-2.26	\$-2.26		
	11/23/2014	701310-Faculty Travel OEA ENTERPRISE RENT-A-CAR, Your	\$35.31	\$35.31		
	11/21/2014	701306-Official Business Travel ENTERPRISE RENT-A-CAR, Tallr	\$65.51	\$65.51		
	11/20/2014	701306-Official Business Travel ENTERPRISE RENT-A-CAR, Your	\$107.50	\$107.50		
			TOTAL AMOUNT	TOTAL REQUESTED		
			\$2,414.79	\$2,414.79		



= indicates that an expense entry has been allocated to a funding source other than the default. (All transactions automatically come into Concur expensed to the cardholder's default fund, org, and program accounts. During reconciliation, cardholders have the ability to allocate transactions to other funding sources).



= Receipt Image Available (displays the receipt).



= Indicates that an expense entry was from a credit card transaction.



= An expense entry has comments associated with it.



= Exception (Yellow): Receipt Image Required (receipts are required for **every** transaction).



= Exception (Red): Indicates that an expense entry has an exception associated with it that must be resolved before you can submit the Statement Report electronically.

Step 8b: Receipts (alternate views): An alternate method to view receipts is to click on the **Receipts** pull-down menu on the **Reports** page (above the Expense list), and choose to display all of the receipts at once. They are also available to view in the window to the right of the expense by clicking on **Receipt Image** button.

A hardcopy of the Statement Report is available to view or print. From the **Reports** page, click on **Print / Email** and select **YSU Detailed Report**.

The screenshot shows the Concur 'Statement Report 10/16 - 11/14' page. The 'Receipts' dropdown menu is open, showing options: 'Receipts Required', 'View Receipts in new window', 'View Receipts in current window', and 'Attach Receipt Images'. The 'View Receipts in new window' option is highlighted. A red circle highlights the 'Receipts' dropdown and the 'Receipt Image' button in the top right corner of the expense details panel.

Expense	Date	Amount	Exception
701306-Official...	10/24/2014	\$129.94	This expense entry may be a duplicate of the following expense: Report: Statement Report 10/16 - 11/14; Expense: 10/24/2014; 701306-Official Business Travel, \$130.54
701306-Official...	10/24/2014	\$130.54	This expense entry may be a duplicate of the following expense:

Transaction Date	Expense Type	Enter Vendor...	Business Purp...	City of Purchase	Payment Type	Amount	Adjusted Clai.
10/30/2014	701320-Team Travel Athletic Use Only	ENTERPRISE...	Statement Rep...	Akron, Ohio	JPM Pcard	\$-24.42	\$-24.42
11/02/2014	701315-Student Recruitment	ENTERPRISE...	Statement Rep...	Tampa, Florida	JPM Pcard	\$-16.95	\$-16.95
10/30/2014	701306-Official Business Travel	ENTERPRISE...	Statement Rep...	Solon, Ohio	JPM Pcard	\$-12.95	\$-12.95
11/03/2014	701315-Student Recruitment	ENTERPRISE...	Statement Rep...	Youngstown, Ohio	JPM Pcard	\$-9.03	\$-9.03

Step 9: Approve / Receipt Submission. Once review is complete, the Approver can click on the **Approve** button to submit the statement electronically. The Approver can also click on the **Send Back to Employee** button if there are corrections to be made before electronic submission. If required, the Approver can **Approve & Forward** to another Financial Manager for additional final Approval. This is necessary if the approver is not the FM over all FOAPs being charged on Statement. Include a comment to next approver to indicate the transaction(s) needing approval.

The screenshot shows the Concur interface with the 'Approve', 'Send Back to Employee', and 'Approve & Forward' buttons circled in red. A receipt image for an Enterprise rental agreement is displayed in a window on the right.

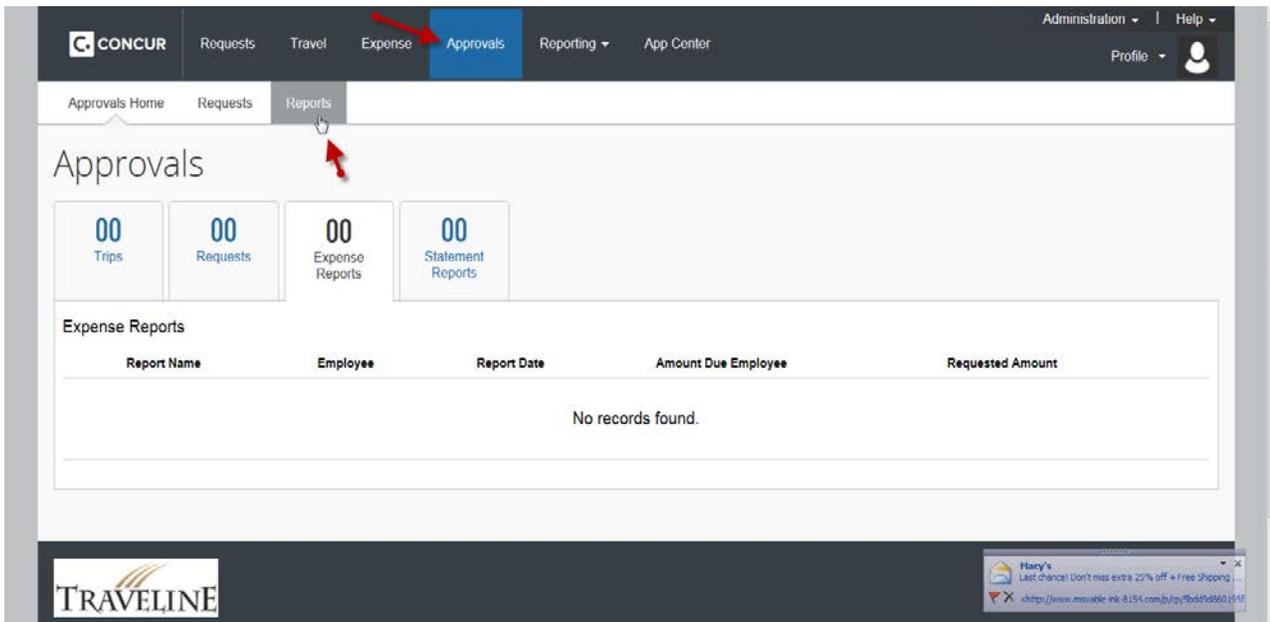
Expense	Date	Amount	Exception
701306-Official...	10/24/2014	\$129.94	This expense entry may be a duplicate of the following expense: Report: Statement Report 10/16 - 11/14; Expense: 10/24/2014; 701306-Official Business Travel, \$130.54
701306-Official...	10/24/2014	\$130.54	This expense entry may be a duplicate of the following expense:

Transaction Date	Expense Type	Enter Vendor...	Business Purp...	City of Purchase	Payment Type	Amount	Adjusted Clai.
10/30/2014	701320-Team T...	ENTERPRISE...	Statement Rep...	Akron, Ohio	JPM Pcard	\$-24.42	\$-24.42
11/02/2014	701315-Student...	ENTERPRISE...	Statement Rep...	Tampa, Florida	JPM Pcard	\$-16.95	\$-16.95
10/30/2014	701306-Official...	ENTERPRISE...	Statement Rep...	Solon, Ohio	JPM Pcard	\$-12.95	\$-12.95
11/03/2014	701315-Student...	ENTERPRISE...	Statement Rep...	Youngstown, Ohio	JPM Pcard	\$-9.03	\$-9.03

Expense Type	Transaction Date
701315-Student Recruitment	10/30/2014

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	4 DAY	31.96	127.84
FUEL SERVICE OPTION	1 Rnt	52.00	52.00
Subtotal			179.84
ALLEGHENY COUNTY RENTAL VE	4 DAY	2.00	8.00
PUBLIC TRANSPORTATION ASSIS	4 DAY	2.00	8.00
VEHICLE RENTAL TAX	PCT	2.00	2.56
ALLEGHENY COUNTY SALES TAX	PCT	1.00	1.28

Step 10: (optional/as needed): Concur's automated workflow process allows for a paperless filing system, and users have online visibility into their report status and submission history. To review pending and completed Approval requests, click on the **Approvals** tab and then click **Reports**.



Step 11: Click **View** and a drop-down list displays available report options. Click on a selection.

