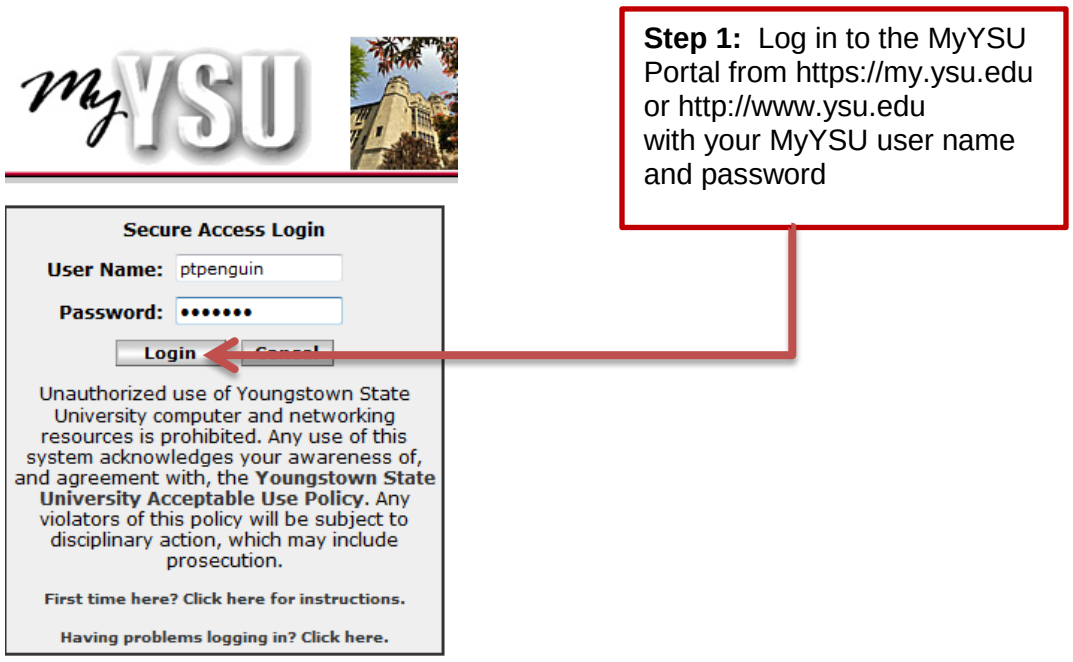
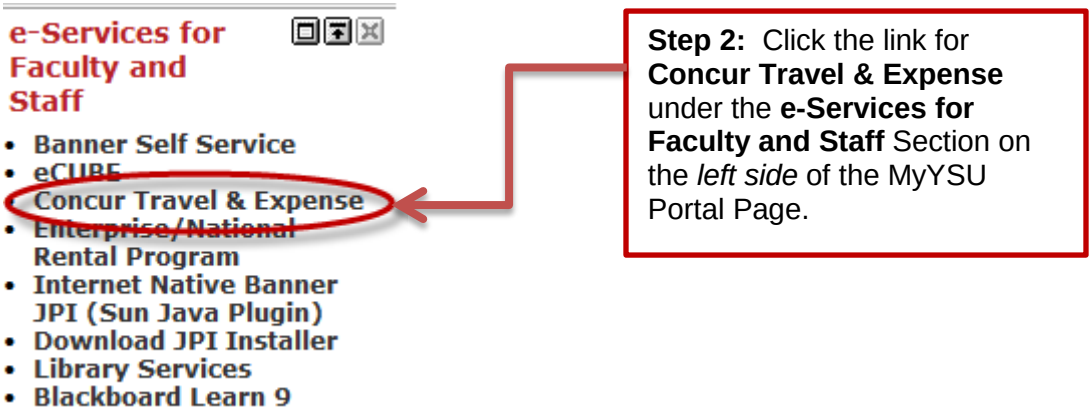
Youngstown
STATE UNIVERSITY
One University Plaza • Youngstown, Ohio 44555

PCard Training In Concur - Cardholder

This guide will assist cardholders with processing their PCard activity in Concur. Cardholders can take advantage of single-sign on by using the MyYSU portal to access Concur. They will be able to track the status of their statements via electronic workflow. Receipts and support documents can be scanned and attached to Statement Reports, and once approved the statements and receipts will be electronically submitted to the Controller's Office, thus eliminating the need for paper submission.

The instructions are listed in steps. Please follow each step in order to successfully process and submit a PCard Statement Report.





Cardholder Notification. Cardholders will receive an email notification that they have transactions to review. (Be sure to make AutoNotification@concursolutions.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@concursolutions.com [mailto:AutoNotification@concursolutions.com]
Sent: Saturday, December 06, 2014 7:45 PM
To: Lisa J Mudryk
Subject: Company Card Notification for Lisa Mudryk

CONCUR

Lisa Mudryk has received updated Company Card Transactions.

New company card transactions have been appended to an existing statement report.

Report Name

Statement Report 11/15 - 12/15

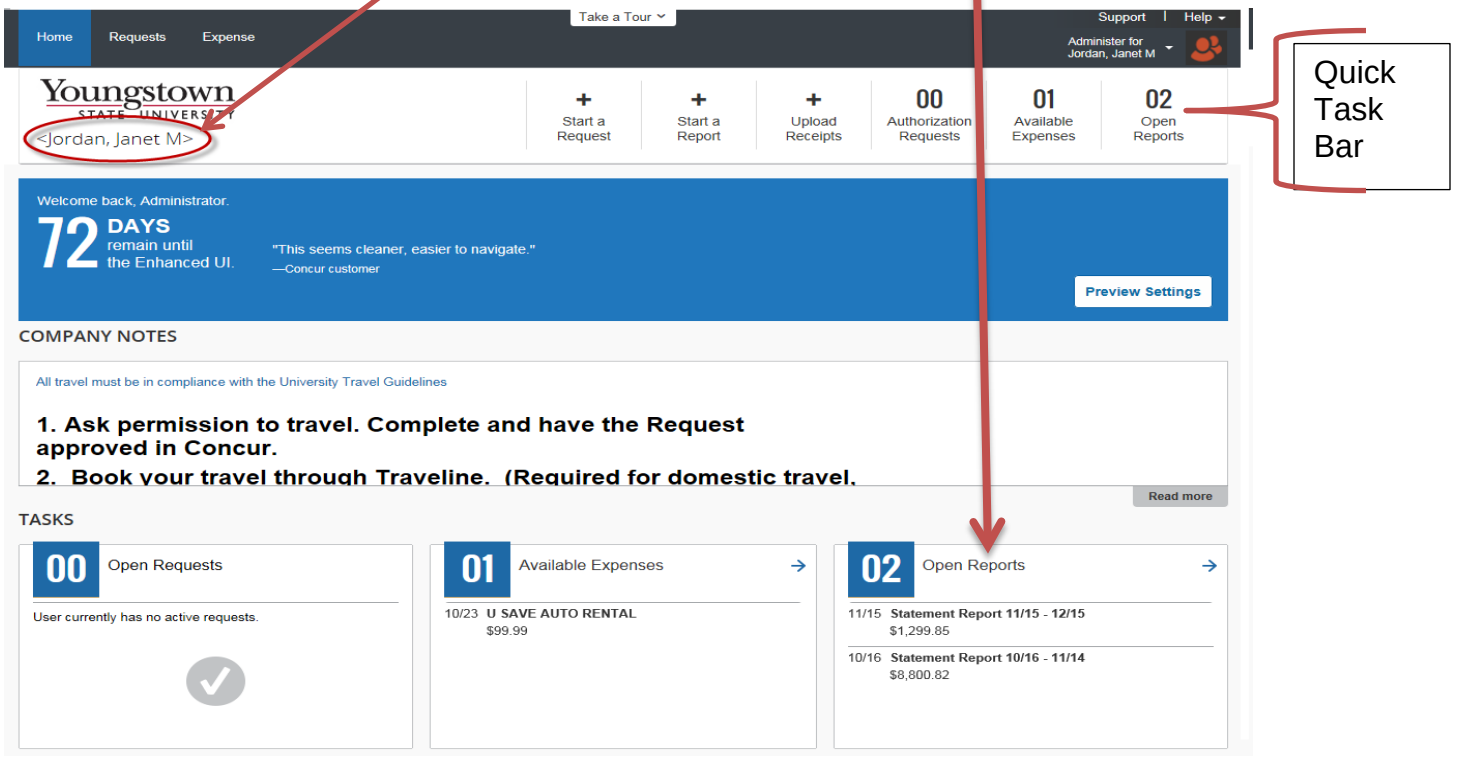
Link To Expense:
https://my.ysu.edu/cp/home/displaylogin

Make your life easier with Concur's mobile solution.
This is what smartphones were made for. **Click here to learn more.**

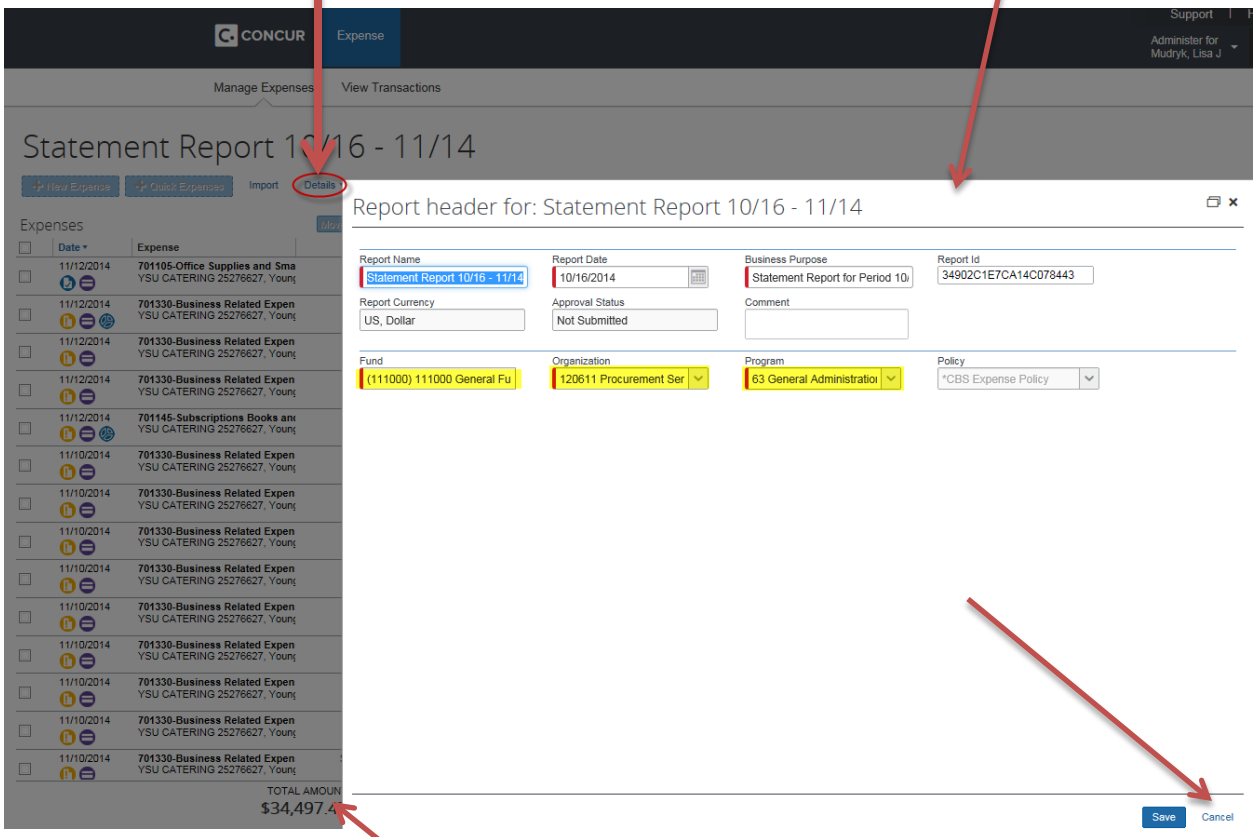
Each billing cycle that a cardholder has transactions, a Statement Report is automatically generated. The report will be auto-named with the billing cycle dates for easy reference. New transactions will be added to the report throughout the month.

Step 3: Simply log onto Concur's **Home** page to view the cardholder's 'to do' tasks located on the **Quick Task Bar.** Click **Open Reports** in the *Tasks* area to open a Statement Report.

*(**Note:** Cardholder's name is displayed on the **Home** page. When reviewing for other cardholders, it is important to verify that the correct cardholder name is displayed on the left side of the screen).*



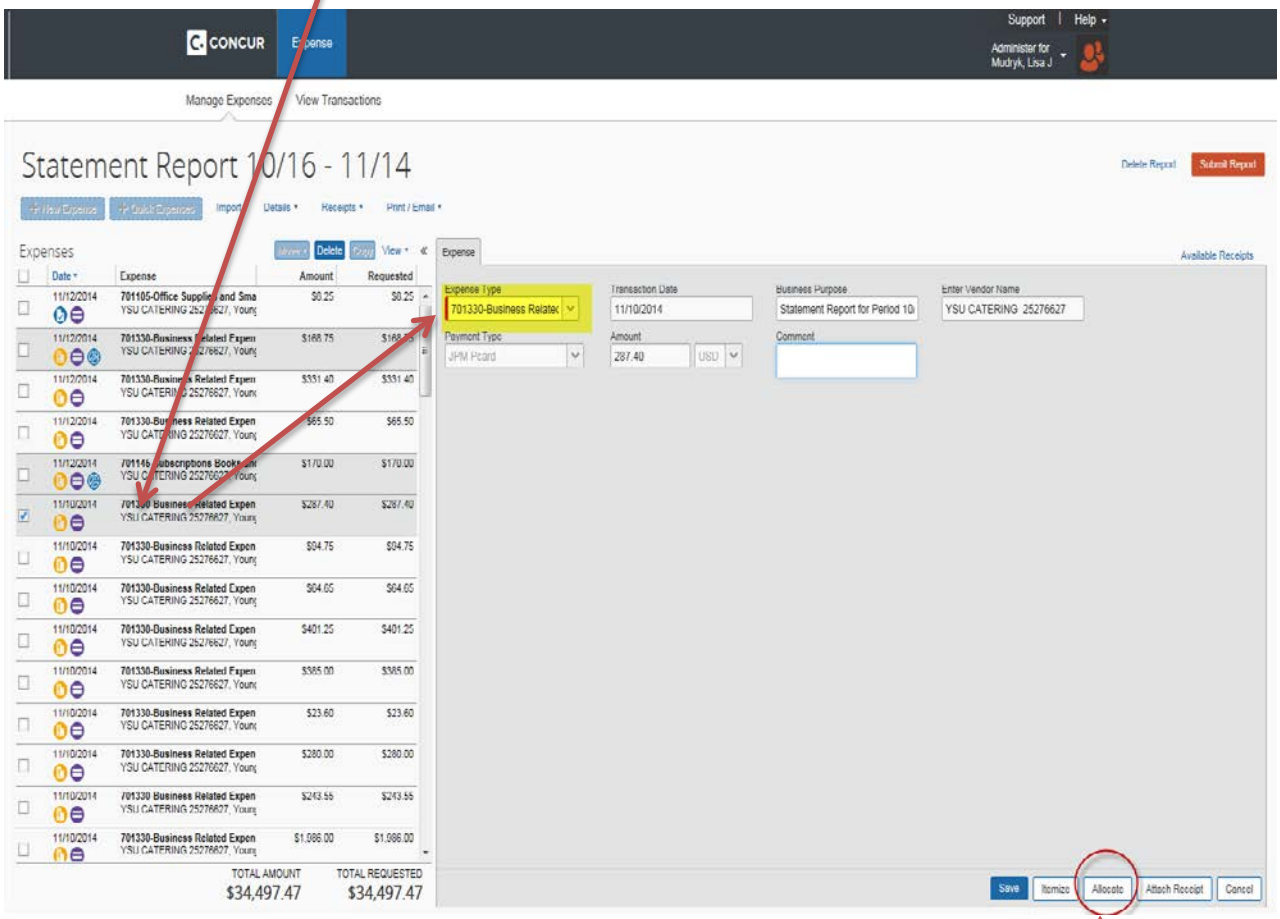
Step 4: The Statement Report opens on the **Expense** page.
NOTE: Each cardholder's profile comes with a default fund/org/program (i.e. 111000-120611-63). The default fund/org/program can be viewed from the Statement Report screen by clicking **Details** drop-down and choosing **Report Header** (see the Report Header screen below). The cardholder should verify that the defaults are correct when logging in for the first time. Email ljmudryk@ysu.edu with any changes. Click on **Cancel** to return to the Statement Report.



Transactions for review

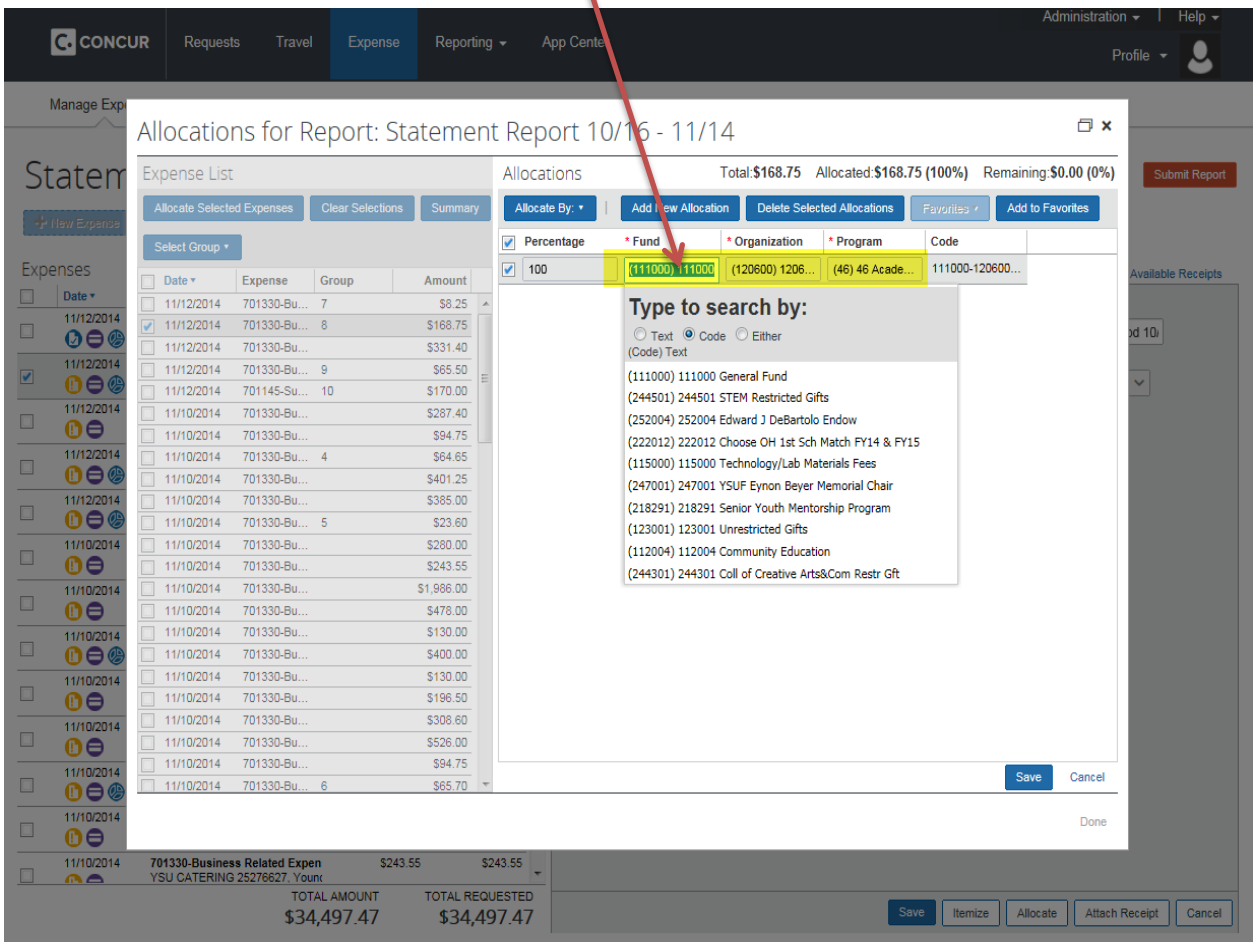
Step 5: Reconciliation: Click on an **Expense** to open and view it for legitimacy. The information displays to the right of the expense line. Here the cardholder can review the vendor information, amount of the transaction, and enter an account code that best describes the purchase. Concur remembers previously entered account codes for vendors. If the Expense type (YSU account code) is already populated, verify that it is correct. If it is not populated or needs to be changed, click on the down-arrow and choose the appropriate account code from the drop-down list. The Comment Box is optional and can be used for transaction information.

If allocating to a different fund/org/program than the default funding source, see next step. However, if the transaction is being reconciled to the default, click **Save** and continue to **Step 9.** Repeat this step for each expense transaction. Receipts can be attached during reconciliation or at any other time during the billing cycle. (See **Step 10**: Attaching Receipts).

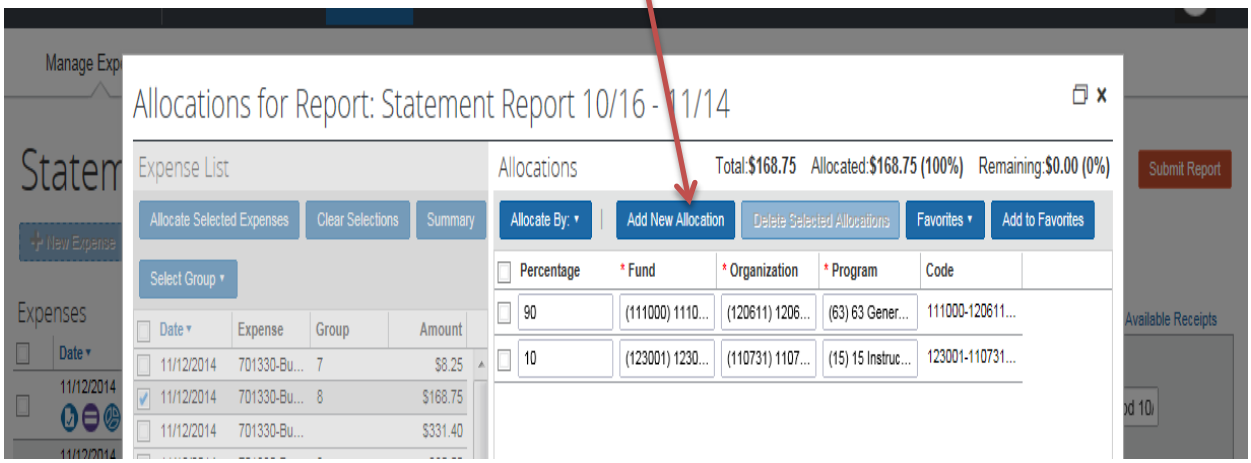


Step 6 Allocating a Transaction (optional)**:** If it is necessary to allocate an expense transaction to something other than the default fund/org/program, first reconcile to the appropriate Expense Type (account code) in **Step 5** then click the **Allocate** button.

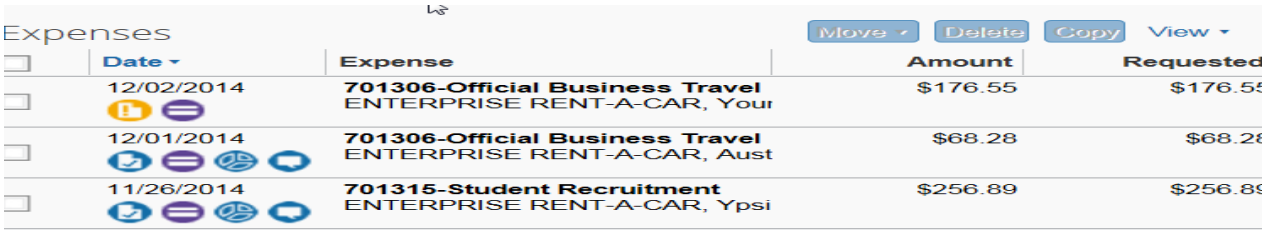
Step 6a: Allocating a Transaction. Use the drop-down boxes to search for the correct fund/org/program combination. In order to select a new fund, for example, type the fund number into the fund box. A search window will display with a list of fund selections. **Double-click** your choice from the drop-down box. Repeat the process for the organization and program boxes if necessary. (If the transaction needs to be split between funding sources, see **Step 8** before saving the allocation). Once the allocation is complete, click **Save**, click **Ok**, then click **Done**. This will return you to the **Statement Report** screen where you can continue with the reconciliation.



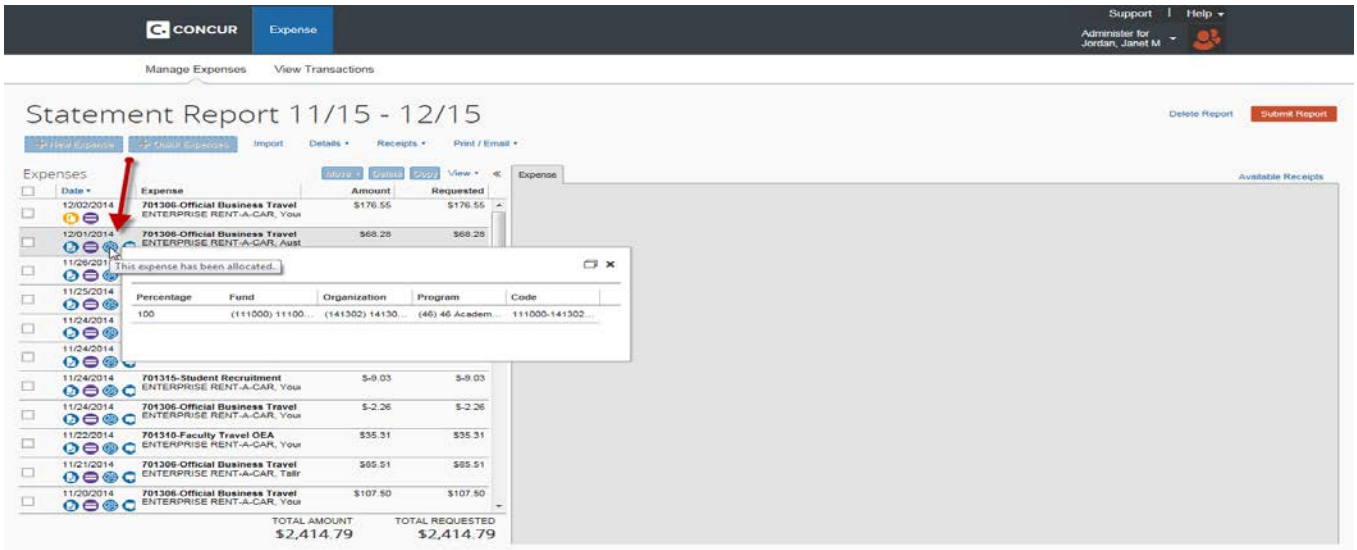
Step 7: Splitting a Transaction (optional - as needed). If the transaction requires monies to be taken from different funding sources, the transaction can be split among different fund/org/programs. **However,** the Expense type (account code entered on the first screen) **has** to be the same for split transactions. Click on the **Add New Allocation** box for as many FOP lines as needed. A new line is added to insert additional fund/org/program combinations. Allocations can be split by Percentage or dollar Amount. Once the allocation is completed, click **Save**, click **OK**, then click **Done** in order to return to the **Statement Report** screen where you can continue with the reconciliation.



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



Step 9a: ***The user can activate them by hovering over the icon.*** ***For example,*** **Receipts are required for every transaction (see Step 10: Attaching Receipts) and each receipt will be reviewed by an approver. All exceptions must be cleared before electronically submitting the Statement Report.**



= 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. During reconciliation, cardholders have the ability to allocate transactions to other funding sources).

= Receipt Image Available (displays the receipt).

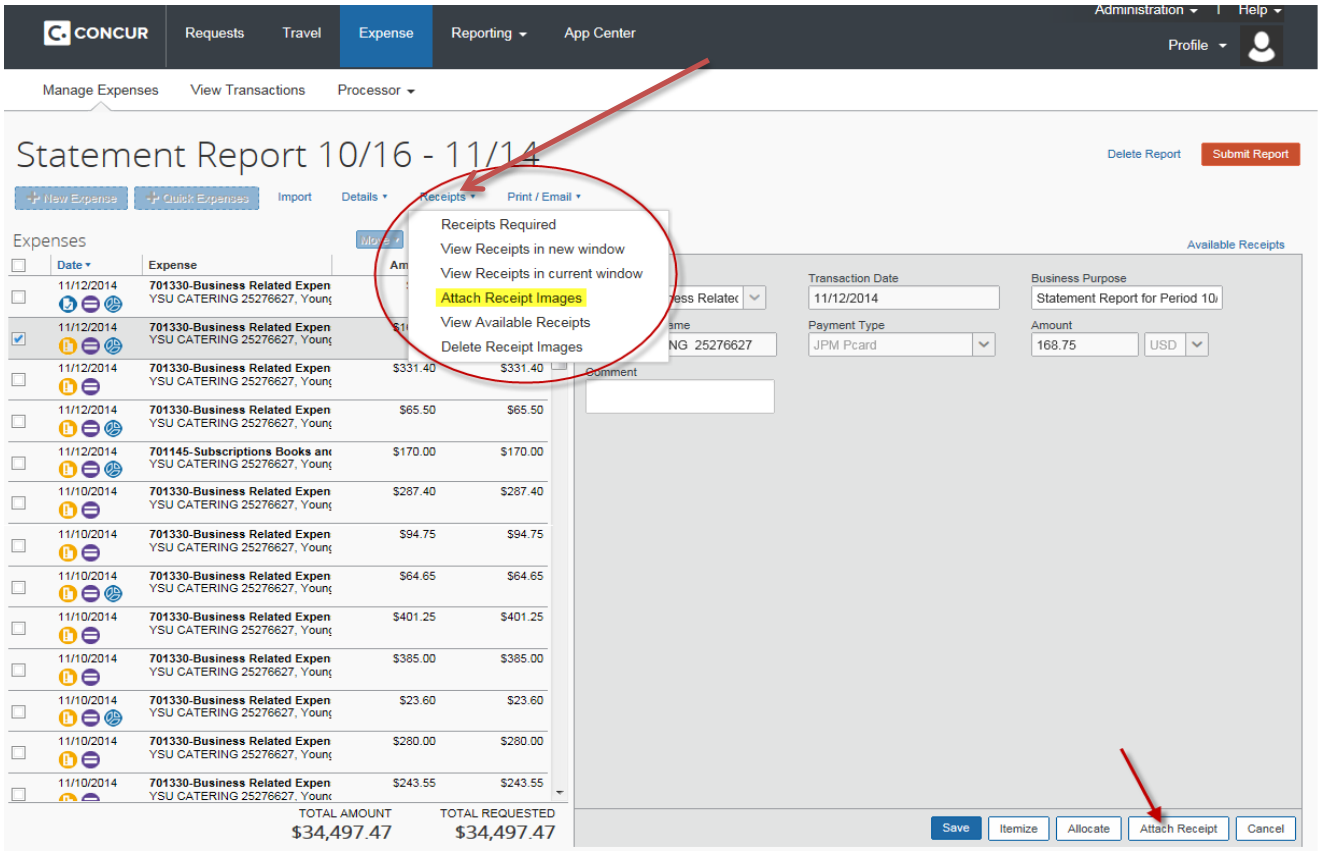
= Indicates that an expense entry was from a JPM PCard credit card transaction.

= An expense entry has comments associated with it.

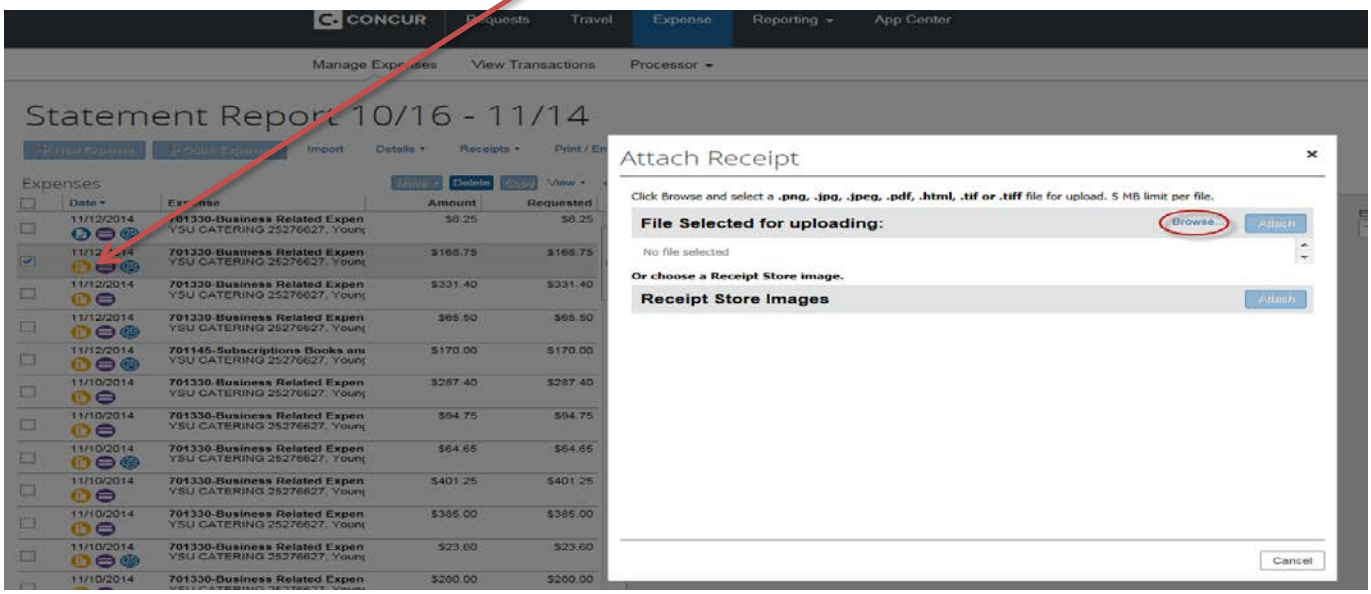
= Exception (Yellow): Receipt Image Required (receipts are required for **every** transaction).

= 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.

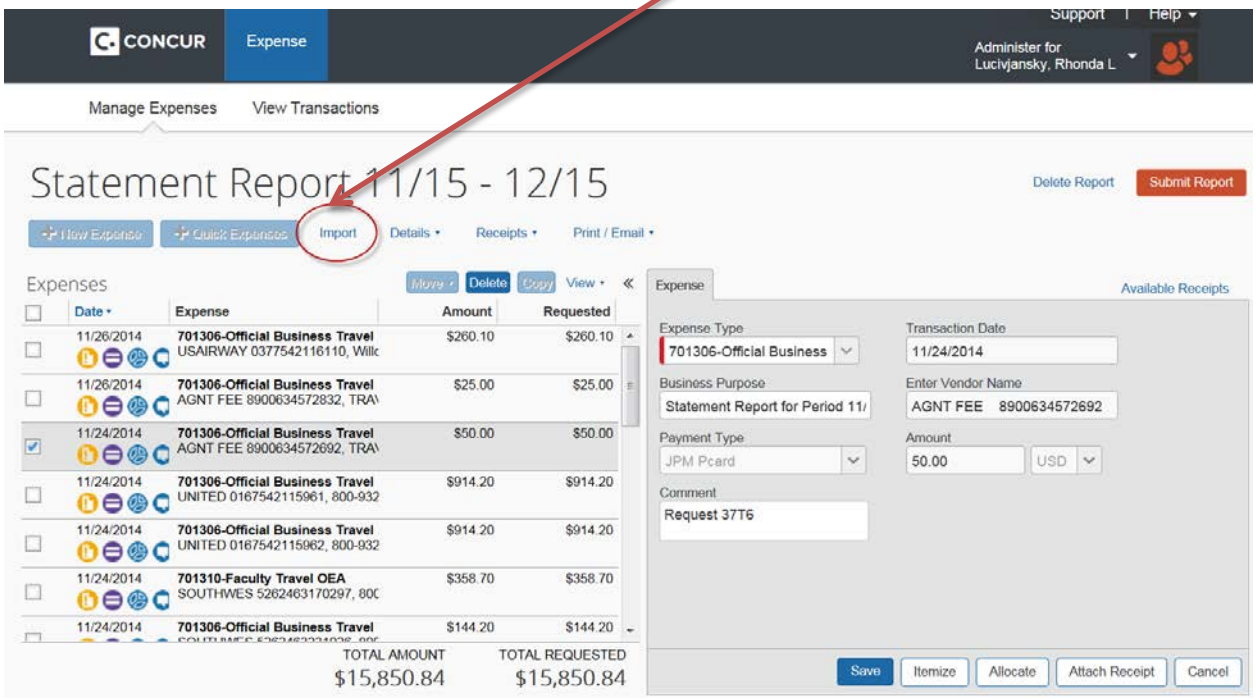
Step 9: Attaching Receipts**.** Receipts must first be scanned to your PC before they can be uploaded. Receipts can be attached by using the drop-down **Receipts** menu at the top of the screen. Receipts can also be added by clicking the **Attach Receipts** button on any individual transaction.



Step 10: After clicking the **Attach Receipt** button for a given expense transaction, either click **Browse** and go to the folder on your PC that contains the receipt, or click on an image file from the Receipt Store Images. Once the image is selected, click on **Attach** to upload to the transaction. The icon located to the left of the expense transaction changes from Yellow (Receipt Image Required) to Blue (view the Receipt).



Step 11: Important Note. *In some instances*, PCard charges may not attach to an open Statement Report and must be imported manually by the cardholder. To do this, while in your Statement Report on the **Expense** page, click on the **Import** button.



Step 13: To import **Available Expenses,** select **JPM PCard** from the drop-down box in order view the PCard charges that have not been assigned to a Statement Report. **Note:** The PCard charges can be identified by a **purple** icon.

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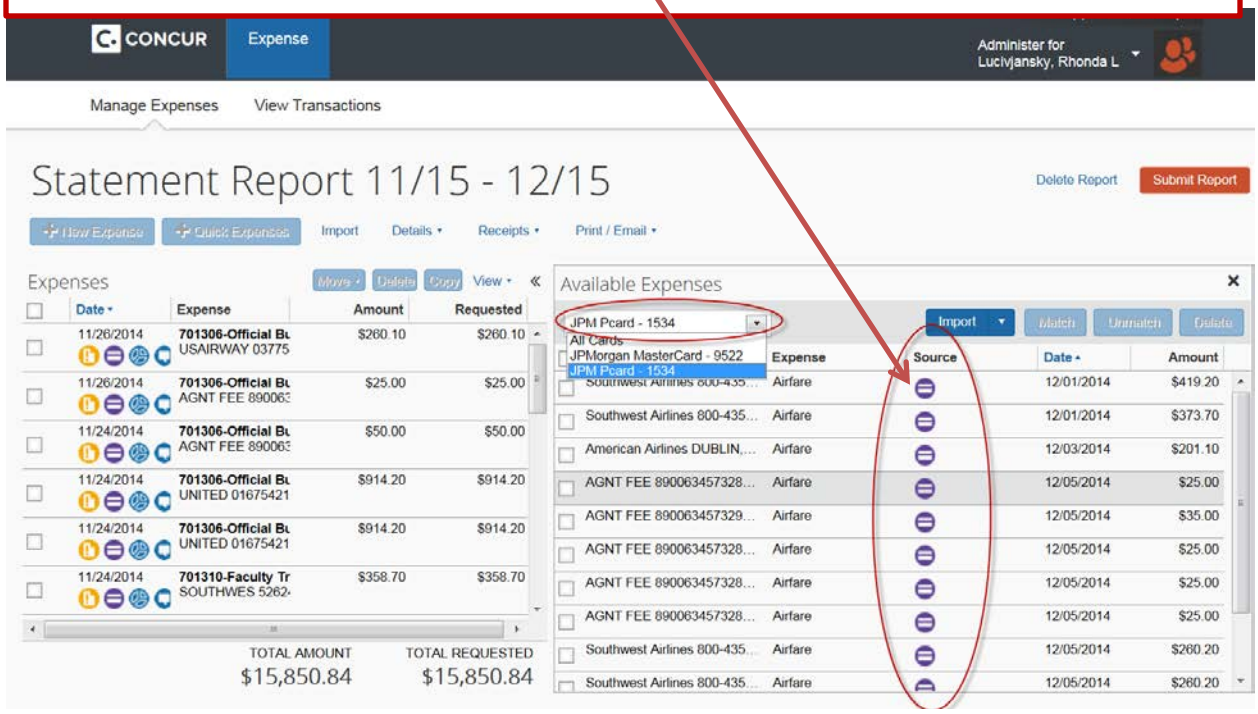
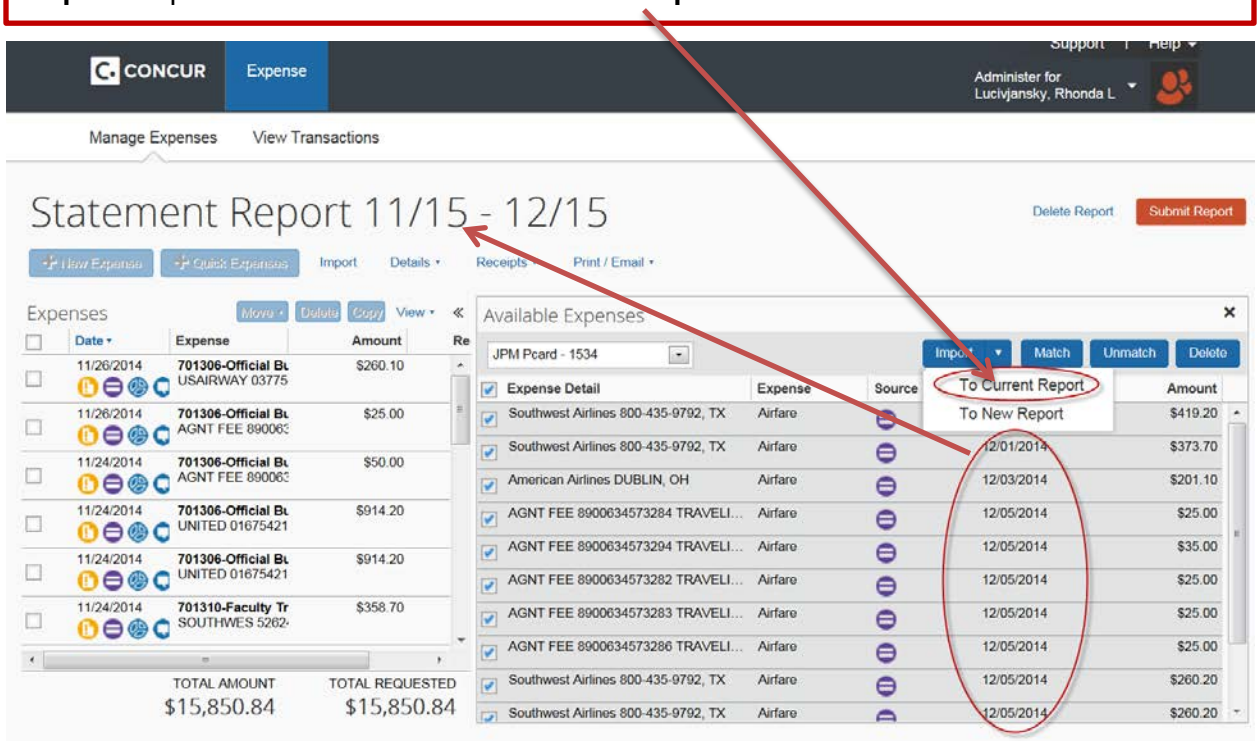
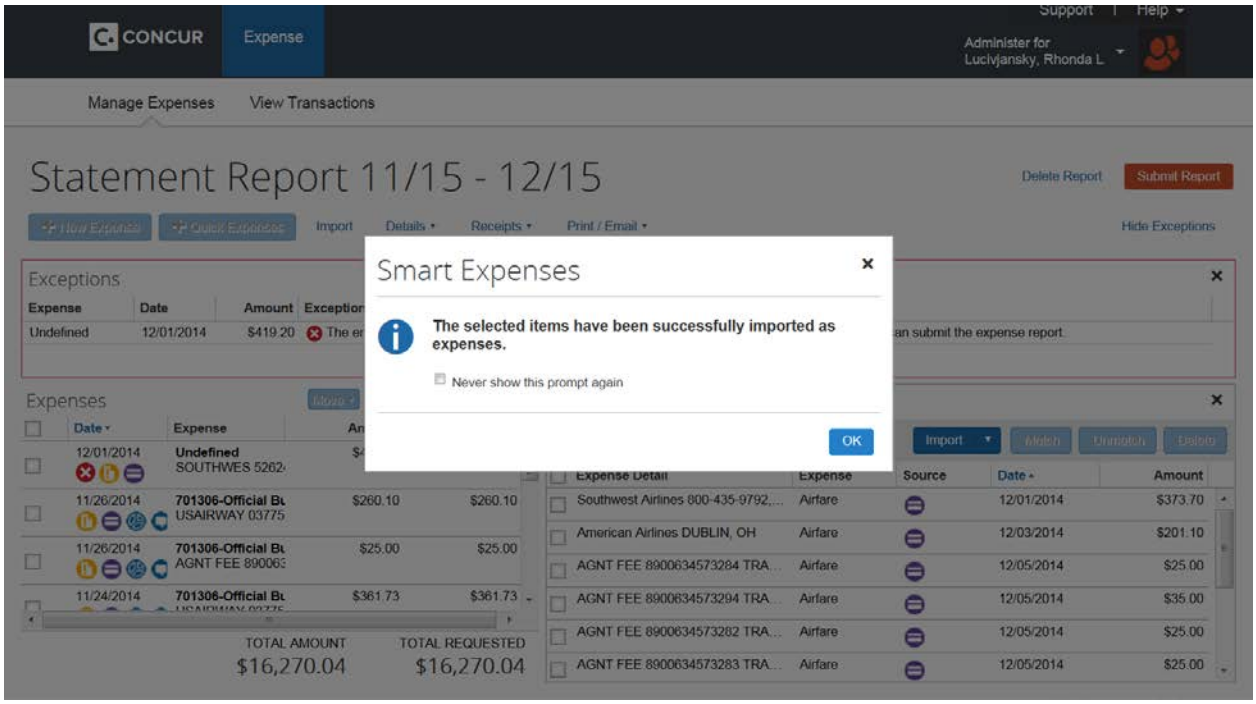


Step 14: Compare the date of the credit card transaction to the Statement Report date range. If they fall within the same date range, import the card transaction into the Statement Report. Select the credit card transaction by placing a check-mark beside each individual transaction, or select all as a group by placing a check-mark by Expense Detail. Click on the **Import** drop-down box and select '**To Current Report'**.



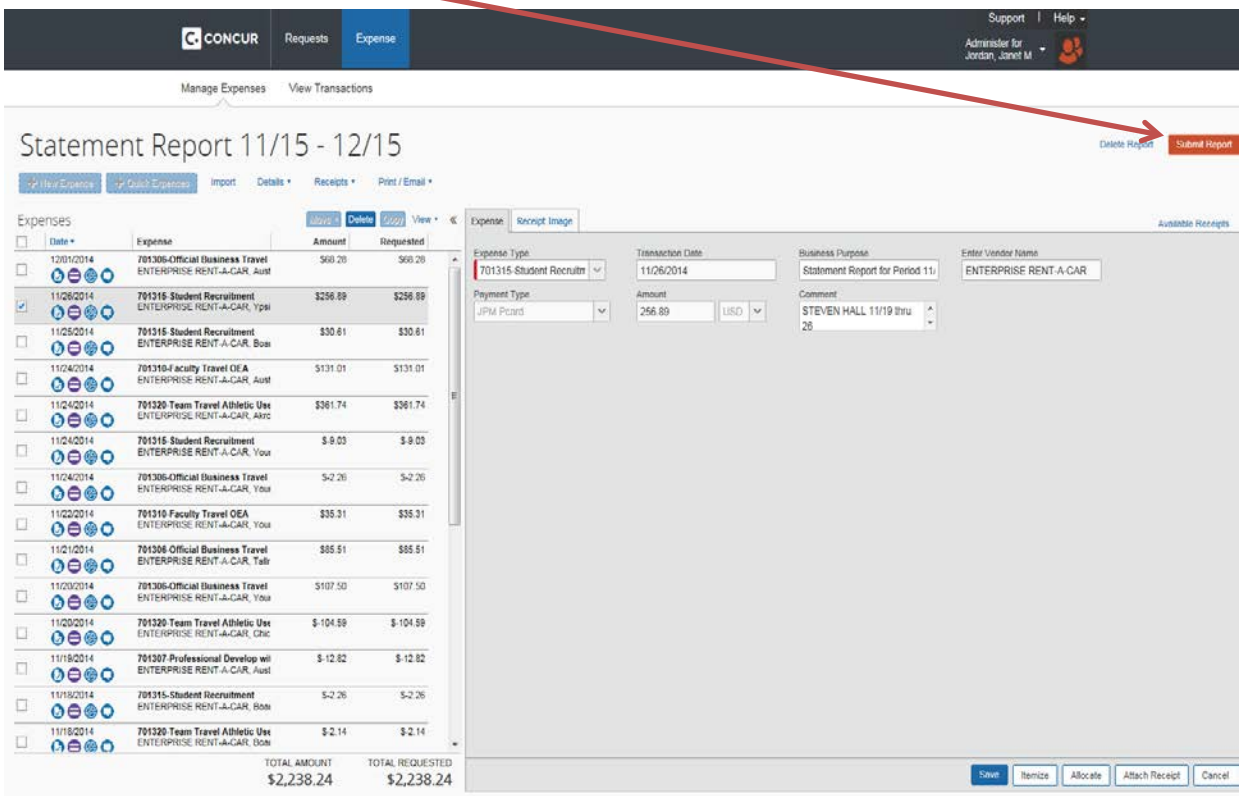
Step 15: The screen below appears which indicates that the selected expenses have been successfully imported into the Statement Report. Click **OK**. These expenses can now be edited and reconciled as in **Steps 5 – 10** above.



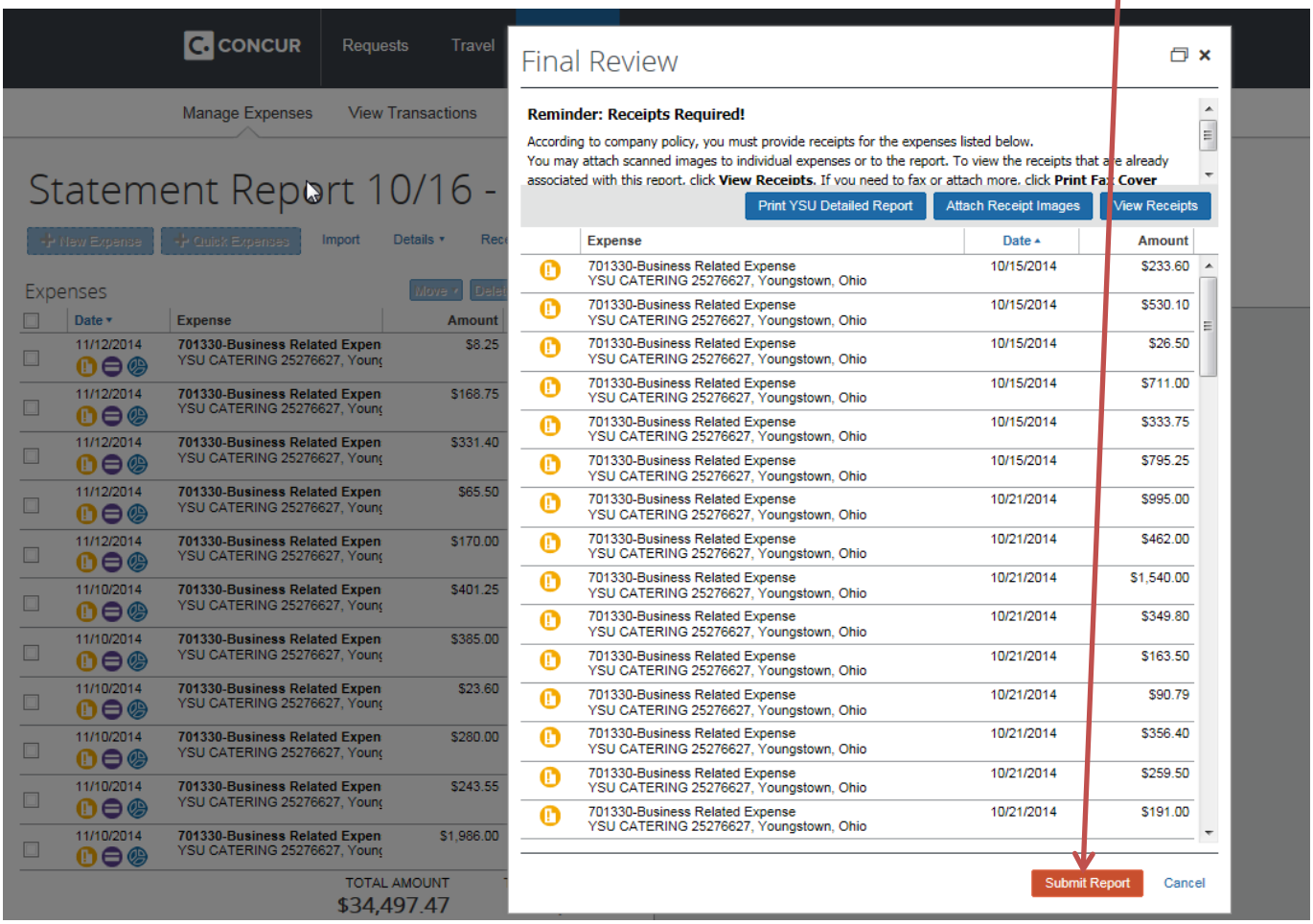
Note: Steps 12-15 above illustrate one way to attach unassigned expenses to a Statement Report. This training video link (http://www.concurtraining.com/resources/adding_cc_to_an_ER.htm) provides another way.

Important: ***Statement Reports cannot be submitted until the billing cycle ends in order to ensure that all charges for that statement period are included. After the billing cycle end date, it can take an additional 3 to 5 days for all charges pertaining to that billing cycle to be imported into Concur. Therefore, 5 days after the billing cycle ends, the PCard Administrator will email all cardholders a reminder to review their monthly Statement Report to verify that all charges have been imported into Concur.***

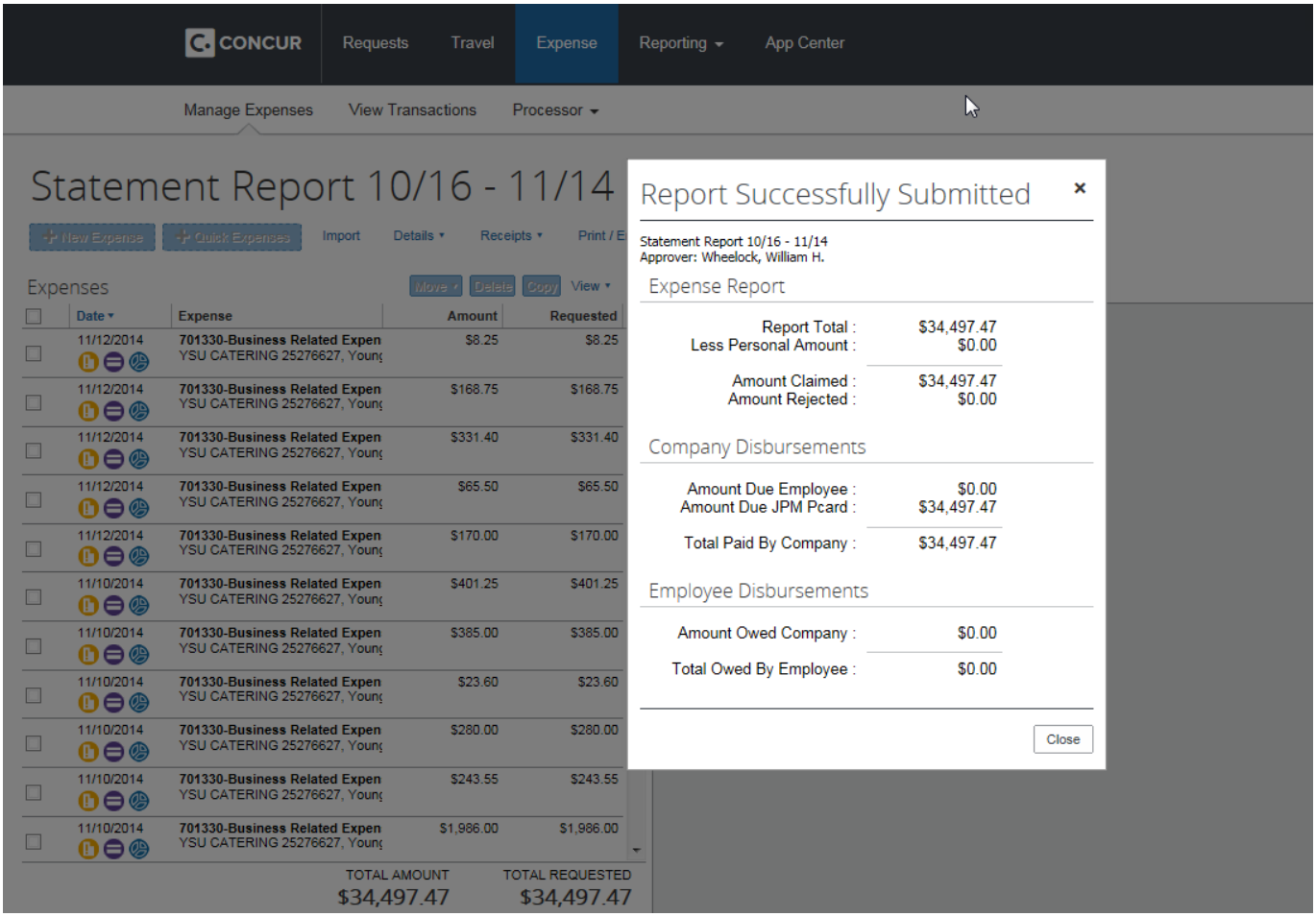
Step 16: Once all of the expenses have been reconciled to the Statement Report, click the **Submit Report** button in order to send the Statement Report to the Approver step.



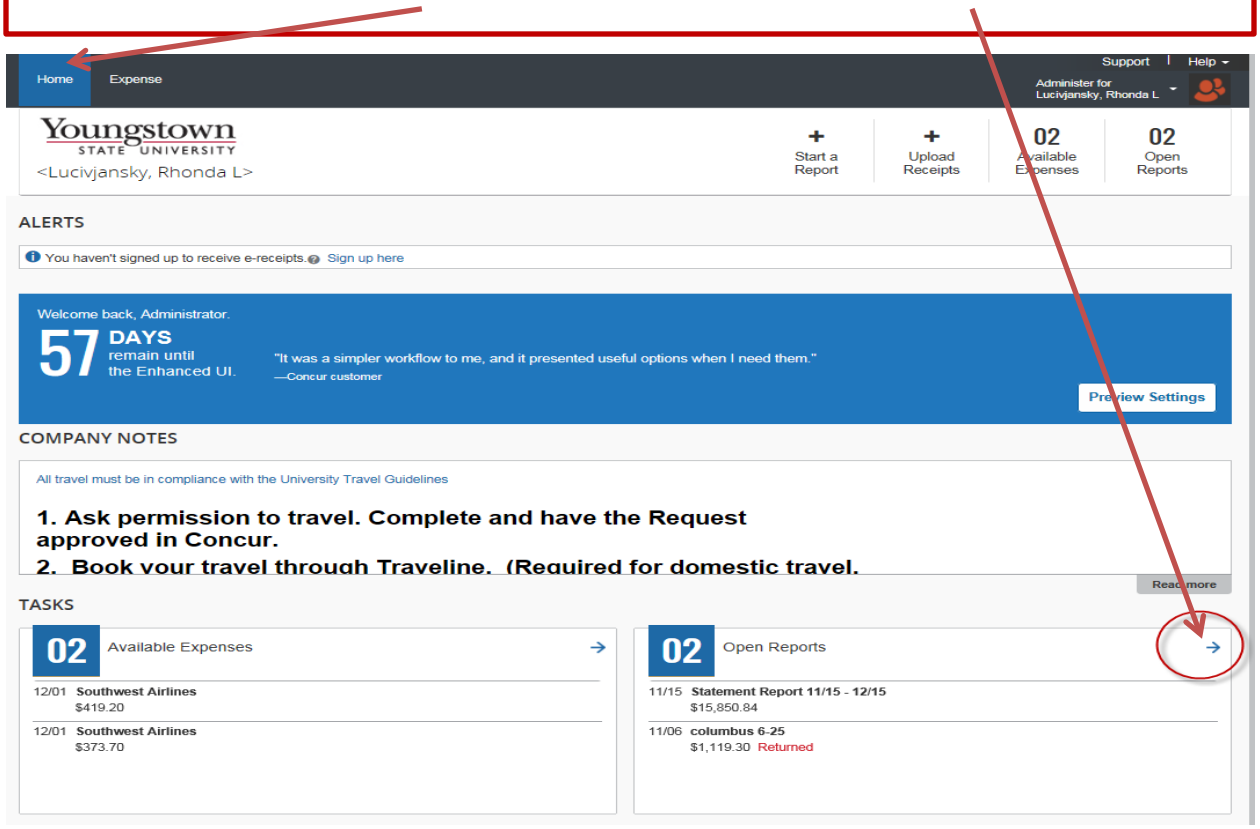
Step 17: **Final Review**. This gives the cardholder the opportunity to perform a final review before submitting the report. Receipt images can also be attached at this time. Click on Submit Report to forward to Approver.



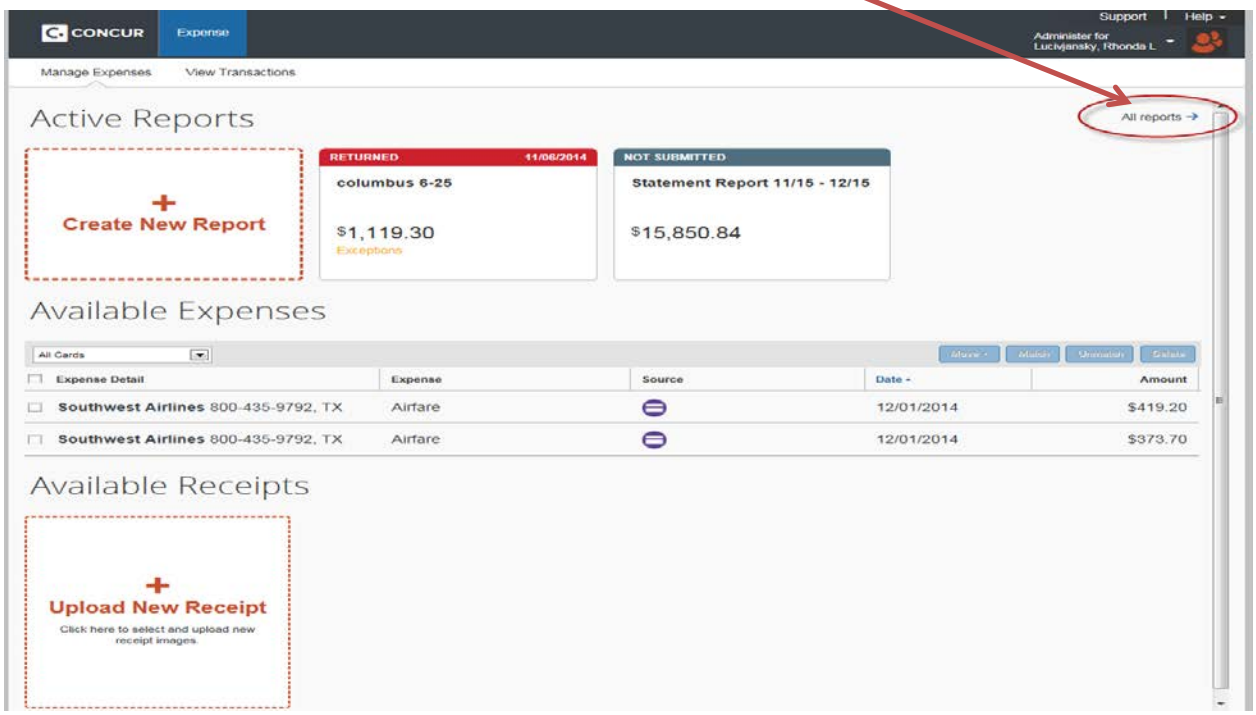
Step 18: Confirmation screen. Cardholder will receive a message confirming that the Report was Successfully Submitted. Click **Close.**



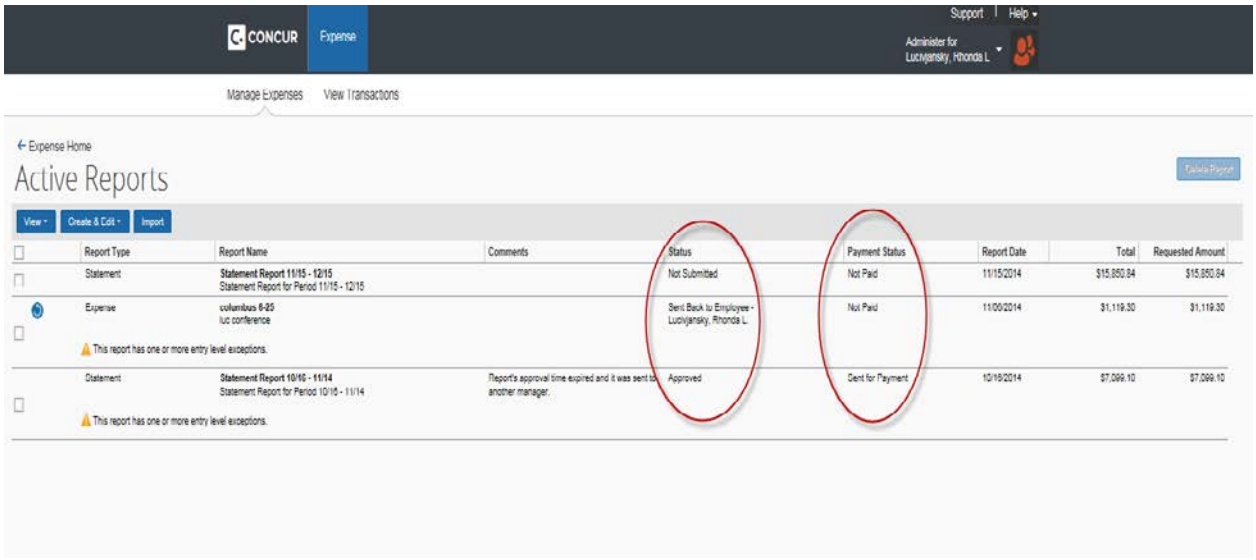
Step 19: Once submitted, the status of a Statement Report can be tracked. To see which processing step it is currently on, from the **Home** screen, click the **right-arrow** in the **Open Reports** *Tasks*.



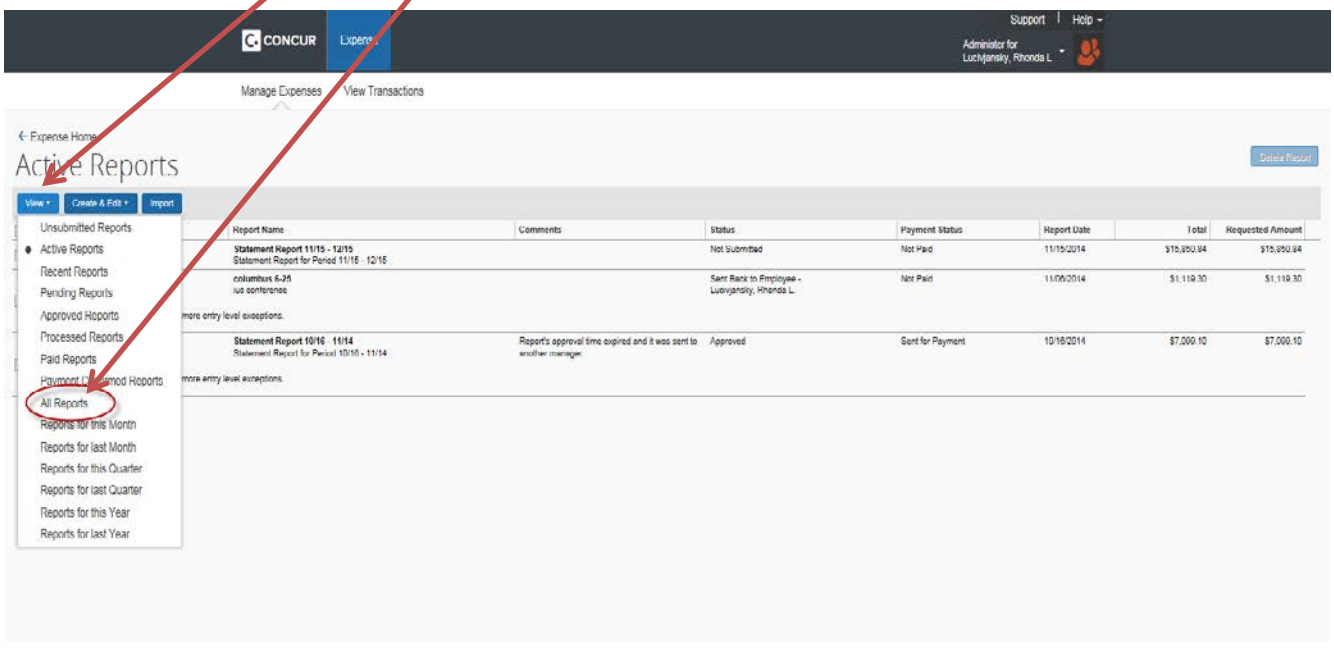
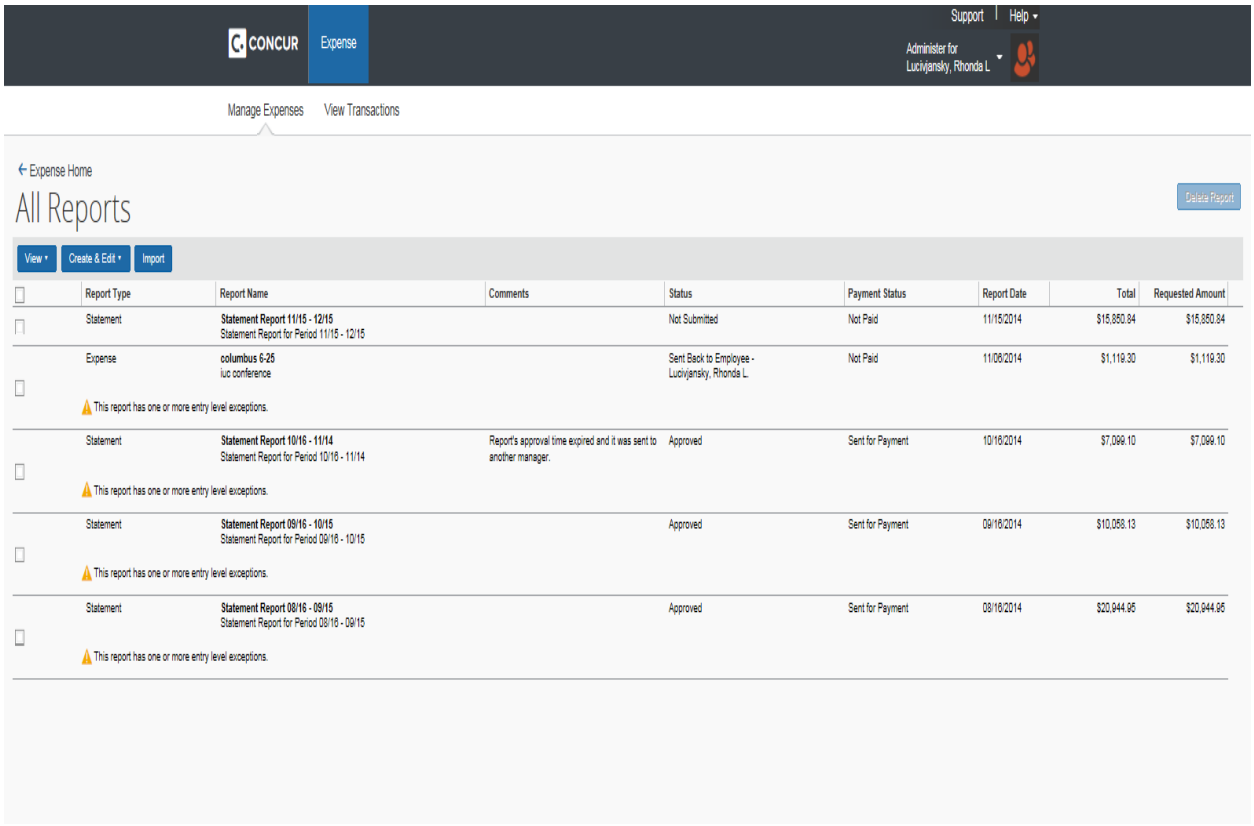
Step 20: The Active Reports screen opens. Click on **All Reports**.



Step 21: The **Active Reports** screen opens to show the **Status** of all Active Reports.



Step 22: Click on the **View** drop-down box in order to see the status of a variety of different Statement Reports. Select **All Reports**.



Step 23: The status of all the reports that the cardholder has submitted is now displayed.