Concur | Procurement Card Expense Report

Creating a Procurement Card Expense Report

1. Access **Concur** URL (concur.ucsd.edu)

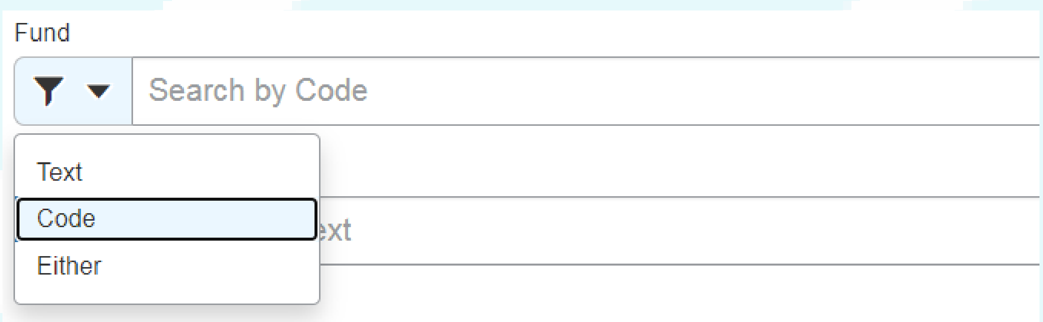
2. Login via Single Sign-On
    - If you are lab personnel reviewing transactions for the PI Cardholder, the PI will need to first assign you as a Delegate to his/her card. Follow these instructions on [How to Add an Expense Delegate.]
    - Once you are a Delegate, you will need to "act as the cardholder" in order to view the PI's expenses. Follow these instructions on [How to act as a Delegate in Concur].

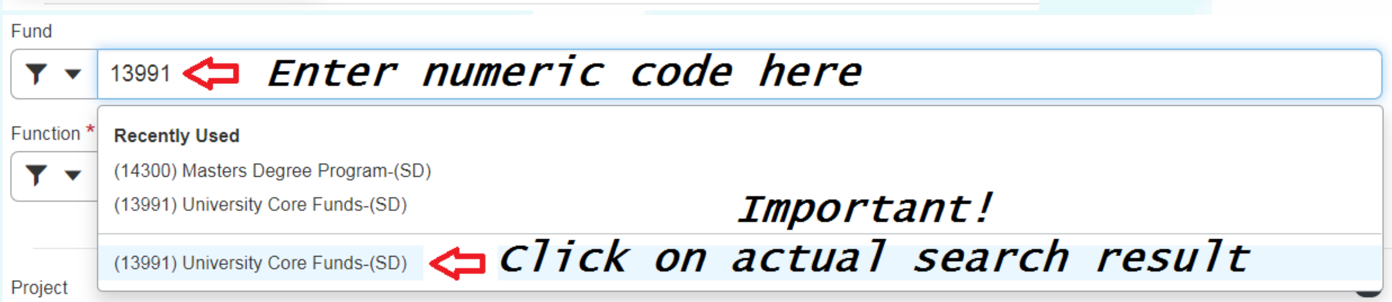
3. Mouse over the **+ New** tile at the top of the page

4. Click **Start a Report**

5. In Create New Report, enter the following information
    - **Report Type:** select **Procurement Card Expenses**
    - **Report Name:** (First Initial, Last Name) (Month, Year) "P-Card Report" (e.g. CDion July P-Card Report)

6. Enter in the applicable Chart of Accounts (COA) information. Search by **code** (for numerals) by clicking the filter icon to the left of each field and then clicking the actual displayed search result to select the correct funding source. *If you plan to assign multiple COA's to this report, use the COA that will be used the most.*





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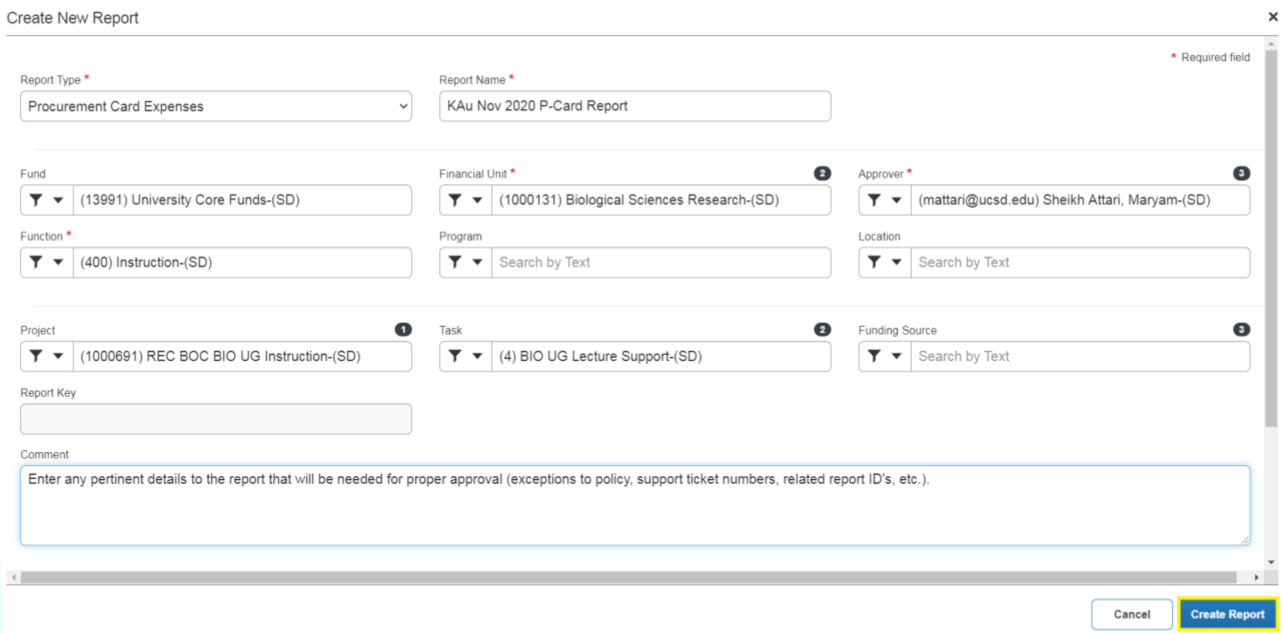
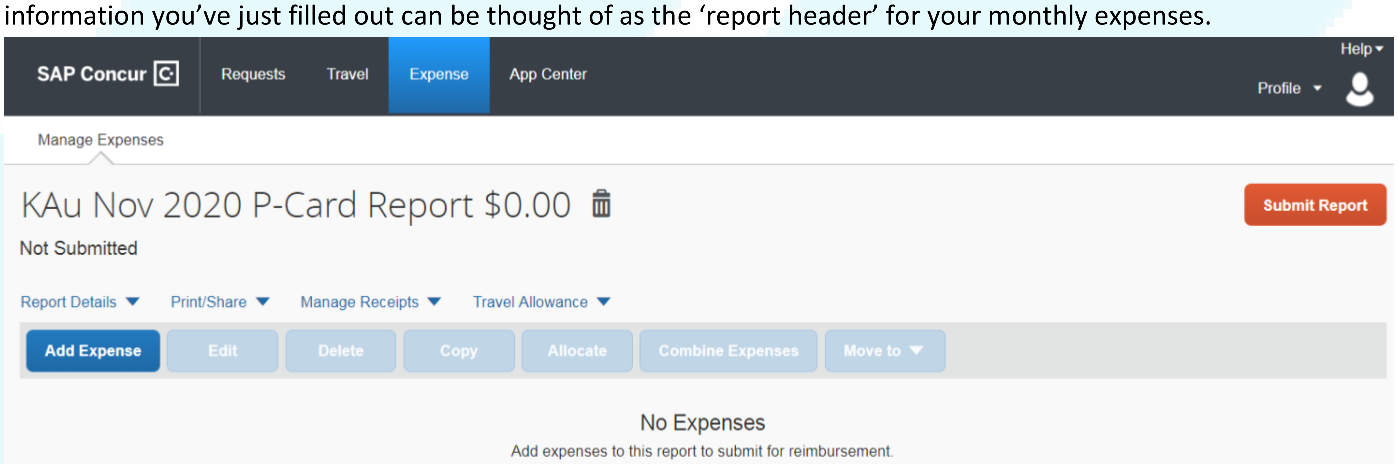


a. **Fund:**
b. **Financial Unit:**
c. **Function:**
d. **Project:**
e. **Task:**

(please refer to chart string info provided by fund managers – these five fields are always mandatory)

f. **Approver:** [Select fund manager who manages the chart string you are applying to the expense – this field is also mandatory]
g. **Program and location:** Leave blank
h. **Funding Source:** Leave blank if your funding source is 000 (internal UCSD funding); otherwise, if you are given a 7 digit number, enter funding source number (external funding).
i. **Comment**: Enter any other necessary information to be reviewed by the Procurement Card Team

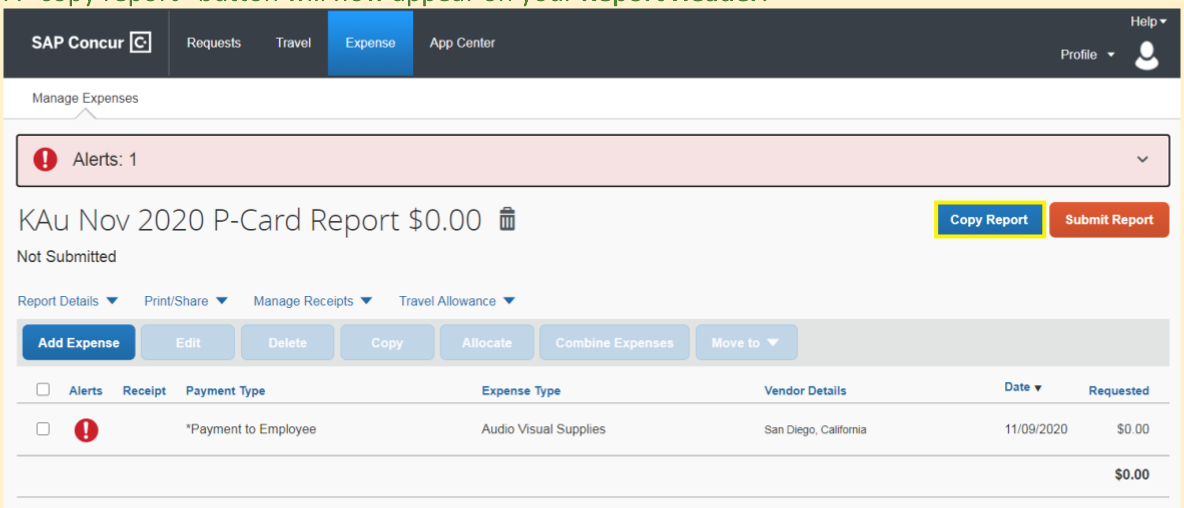
7. Click **Create Report** on the bottom right hand side of the console to generate your expense report. All of the information you've just filled out can be thought of as the 'report header' for your monthly expenses.



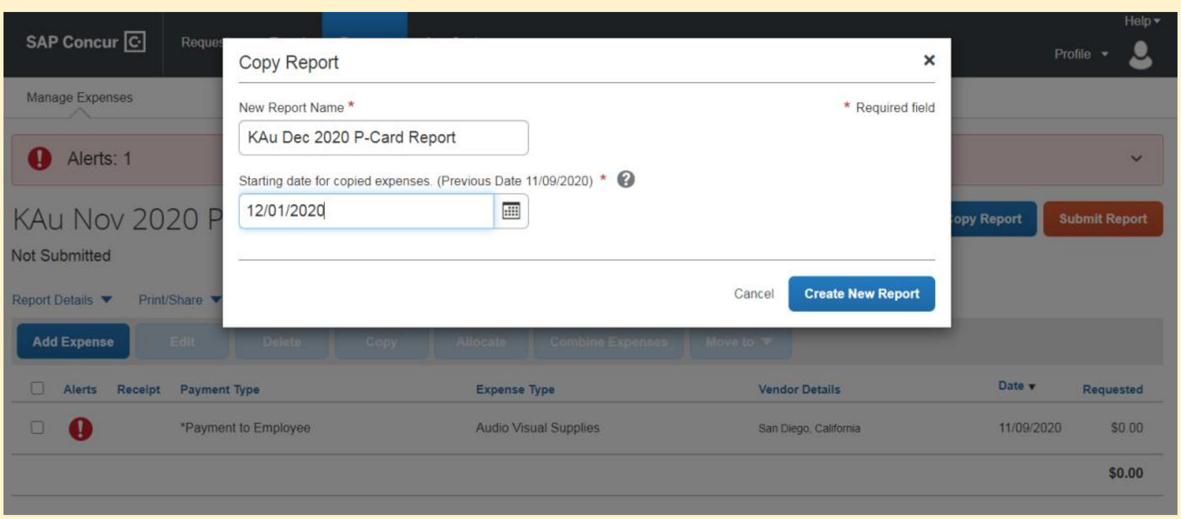
8. *(Optional) – Copy Report Function*

If you normally use the same funding source information every month, you can take advantage of the *'Copy Report'* function within Concur to save you some time with data entry.

a. On the **Report Header** screen, select **Add Expense.**
b. Click on '**+ Create New Expense'** and select any expense type.
c. Fill all mandatory fields with placeholder information, set the amount to $0.00, and set the tax to $0 – this will be deleted later, so it doesn't matter what you put into these fields otherwise. Click on save expense.
d. A "copy report" button will now appear on your **Report Header**:



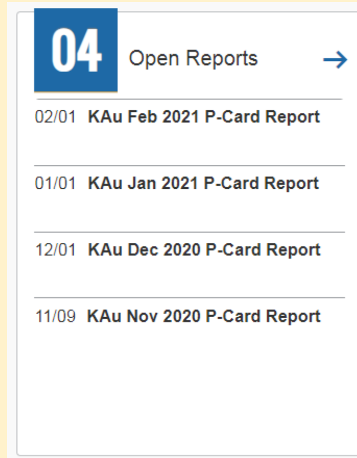
e. Click on **Copy Report,** enter a new report name and a new expense starting date, then click **Create New Report**. This process creates templates for subsequent months and can be done as many times as you would like. *This allows you to skip steps 3 – 7 after you generate your first expense report unless your funding source changes in the future.*



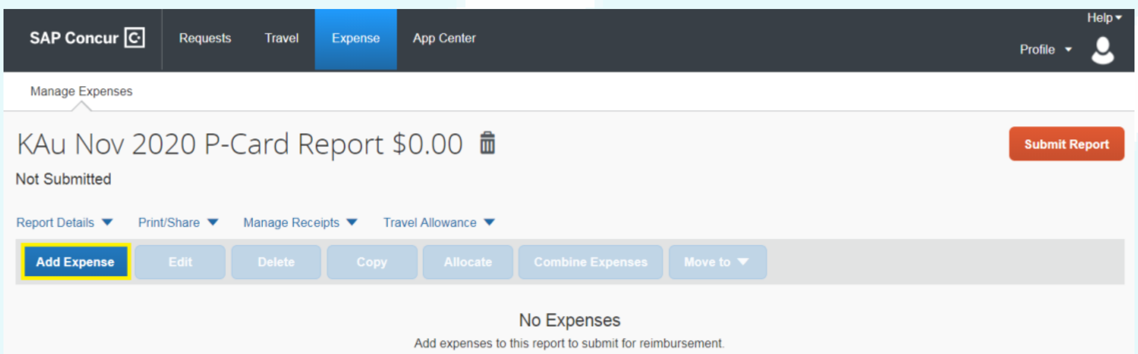
The new expense reports will sit on your Concur homepage awaiting expense entry at a later date under **Open Reports:**

You can click on any open report to be taken directly to that month's expense reporting.

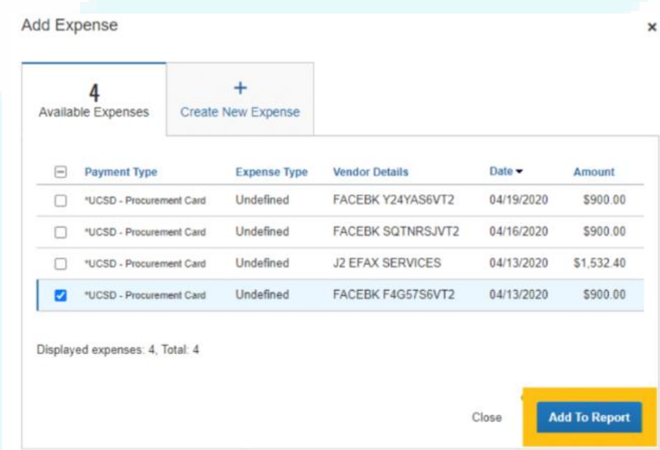
Be sure to delete your placeholder information before you start adding actual expenses to your report!



9. In the **Report Header** screen, select **Add Expense**

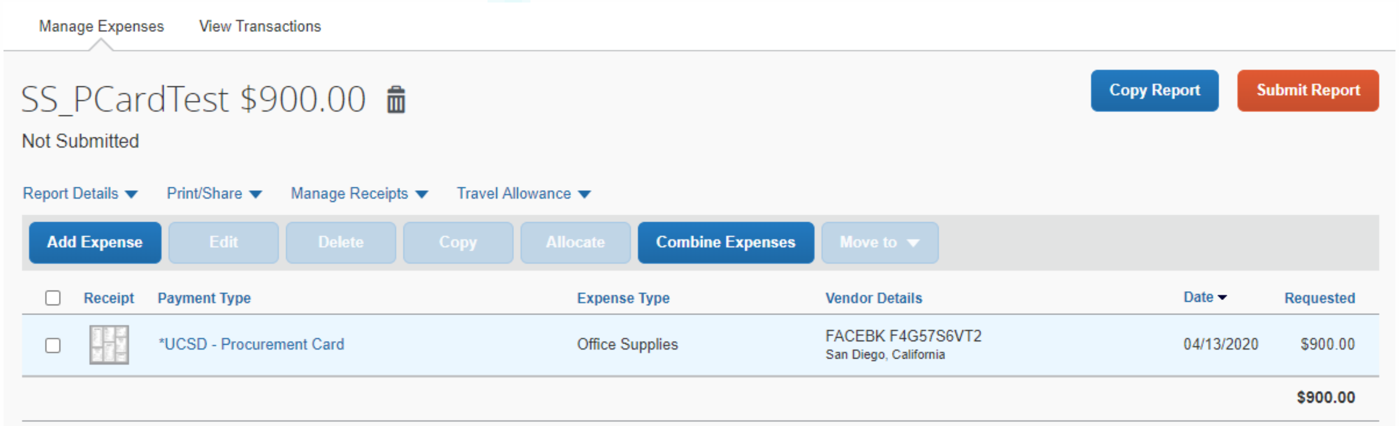


10. Under **Available Expenses**, select any available card transaction and click **Add To Report.** You can select any number of ****P-Card*** transactions that you would like to add to the report at this time.

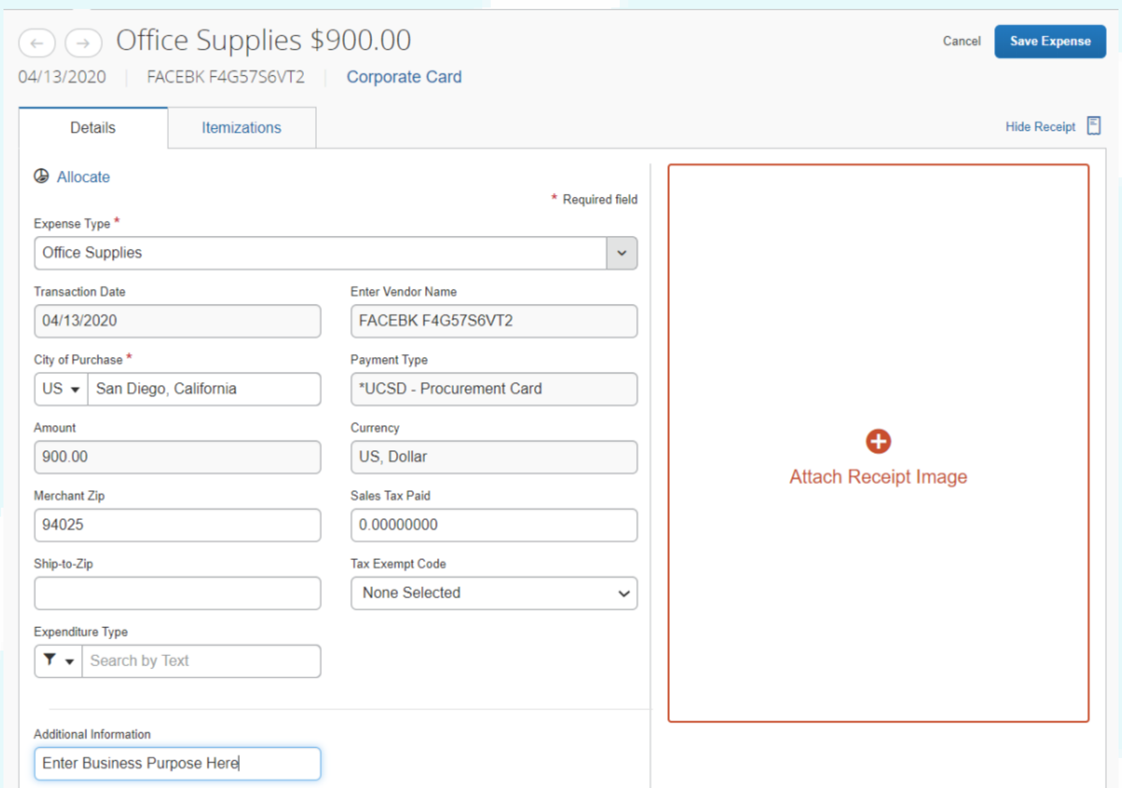


**If you also have been issued a Travel & Entertainment Card, be sure to reconcile those expenses in a separate report. Your faculty assistant can reconcile T&E Card transactions on your behalf. T&E Card Expenses must be pre-approved by submitting a Travel Request in Concur – contact your faculty assistant.*

11. Mouse over the expense to highlight it and click in the blank space in the highlighted region, *not on the hyperlink*. This will take you to the **Details** section.



12. Under **Details**, change the **Expense Type** to the most fitting Expense Type



13. For the **City of Purchase**, enter the city in which the item will be received and used in, most likely San Diego.

- This is used for the system to calculate any use tax that's needed to be added on.

14. Enter the **Expenditure Type.** This is different from the **Expense Type.** Change the filter to 'text' and try to search by the most relevant term (ie. 'lab supplies,' etc). Please refer to the OFC expenditure type spreadsheet provided by Melissa Zhang for more detailed expenditure types (by 'code' instead of 'text').

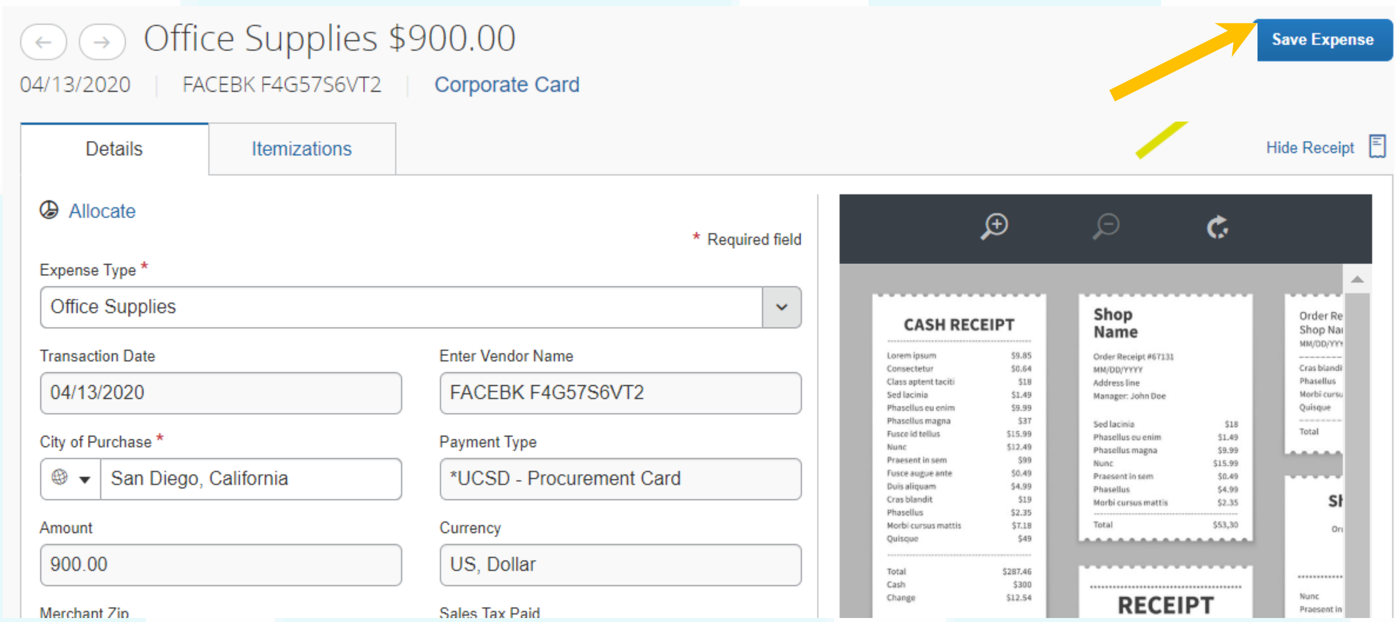
15. **Business Purpose/Additional Information**: enter the business purpose
    i. This *cannot* just be "lab supplies for X Lab." Please be as specific as possible. Examples:
        1. Test tubes for the research of ABC for X Lab
        2. Replacement chair for X Lab, Room Y, Building Z
        3. Paper towels to clean up spills for lab experiments for X Lab

16. Select **+ Attach Receipt Image** to add receipt.

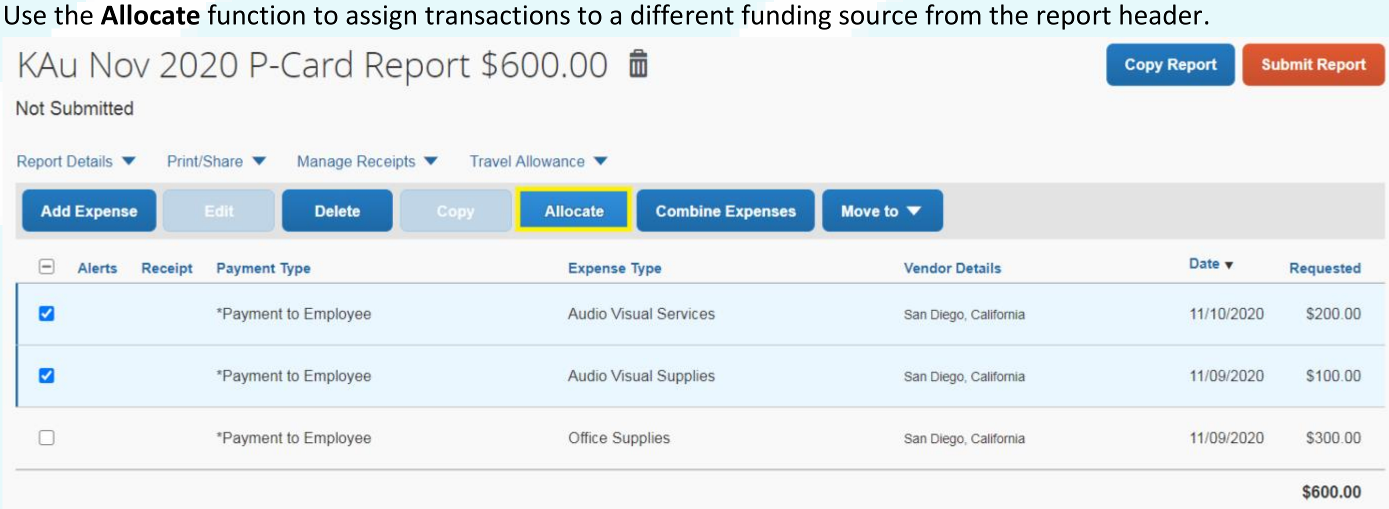
17. Select file to attach and click **Open** to upload the file.

18. If you have multiple receipts, use the **Append** function to add additional documentation.

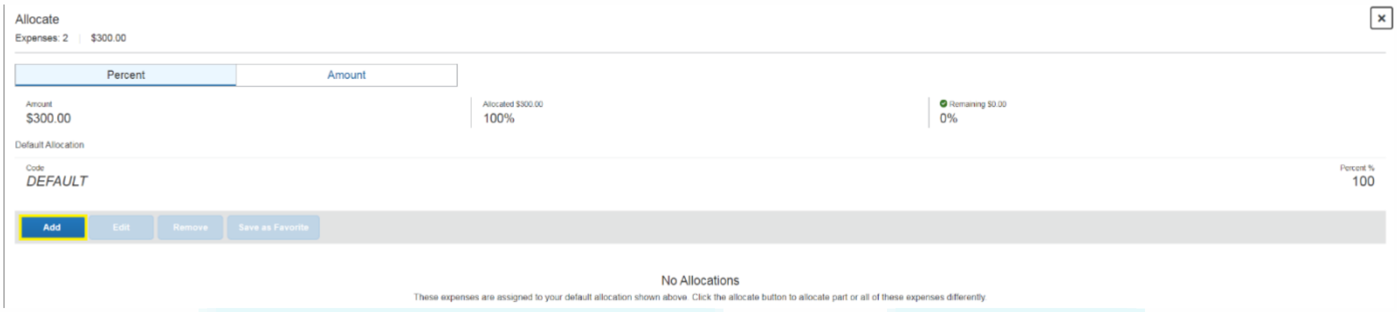
19. Click **Save Expense.** *Repeat steps 11-19 until all expenses have been added to the report.*



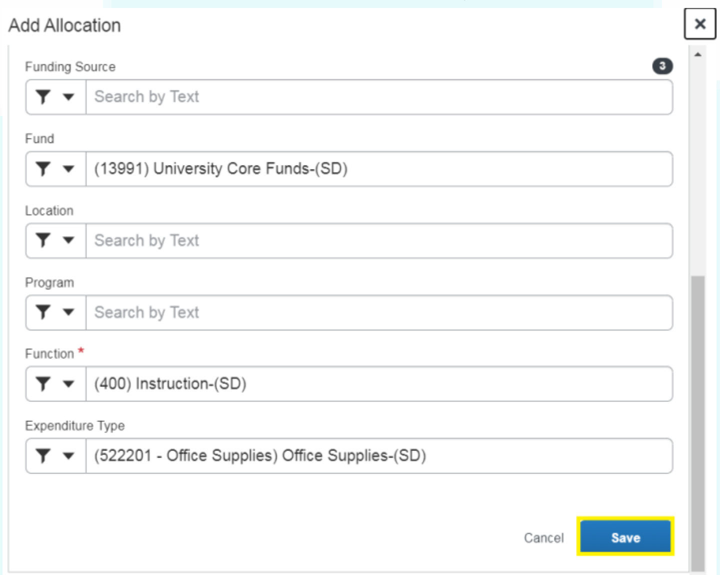
20. Use the **Allocate** function to assign transactions to a different funding source from the report header.



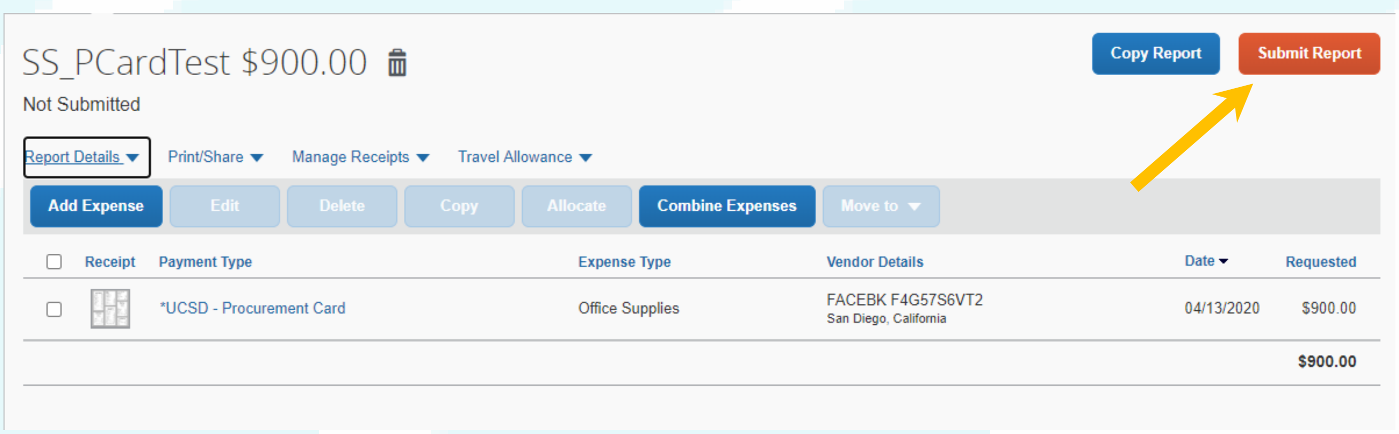
21. On the **Allocate** screen, click on **Add.**



22. Enter new funding information in the new dialogue screen and click on **Save**, and then save again when you are returned to the allocation summary screen.



23. Click **Submit Report**



- Keep in mind: while transactions are recommended to be reviewed on a daily basis, Expense Reports should be submitting on a semi-monthly or monthly basis by the last week of the month.