P-Card in *Concur* **Quick Reference Guide**

Required Information per Transaction	Each P-Card Transaction will require the User to provide the following Information: • Expense Type • Account • Transaction Receipt • Description in the Comment section
Delegates	Cardholders can assign delegates, who are allowed to allocate charges and prepare expense reports in Concur on their behalf. • Click Profile • Profile Settings • **Expense** Delegates • Click Add • Assign the task • Save
Creating an Expense Report	All cardholders are responsible for ensuring their charges are allocated as per the monthly billing cycle schedule. Access your P-Card transactions via Concur through Single Sign On (SSO). **Start a Report:** Create a Monthly P-Card Expense Report as follows: • Click the "Expense" tab at the top of the screen • Click the "+New Report" icon • Under "Policy" – select Payment Card • Name your Report Name – i.e. Sept 2018 – Last Four of Card # • Under "Policy" – select Payment Card • Complete all required fields: a. System Member – select (17) TAMUK b. Dept/Sub Dept c. Account Number d. Account Attributes (Local or State) e. Click Next
Selecting Available Expenses	• Under Available Expenses, Select Payment Card • Select all your ***transactions for the billing period** and drag, or click move, to current report. • Classify with the correct expense type. *The Citibank website is still available for cardholders to run an expense report for a billing cycle to use as a guide on what transactions to include for the current Concur expense reports.

Expense Type and Business Purpose	The **Expense Type** describes the category of the expenditure. There is a drop-down menu of Expense Types that describe the transaction. A description of each P-Card transaction is **required** – The field should include all relevant information supporting the use of University resources for the expenditure. • To assign the Expense Type, click on the expense within the Expense Report. • The **Expense Tab** on the right side panel will display the charge detail. • Select the appropriate **Expense Type** from the dropdown menu. (can be searched by description, or by object code) • Enter a comment if required. • Click Save when finished.
Itemizing an Expense	Itemizing is necessary when more than one expense types exists on one charge. If you wish to split a transaction using **different expense (object) codes**, you will use the **Itemize** function to split at the Expense Type level. • Click the expense you wish to itemize from the expense list. Before you can itemize, a parent Expense type must be selected from the Expense tab. • Complete all required fields • Click **Itemize** near the lower right-hand corner of the expense entry form. The new itemization expense entry form will open. • Select the new **Expense Type** and object code from the drop-down list, enter the amount that needs to be itemized to the new expense type, complete any other required fields. • Adjust expense amounts (the totals will adjust accordingly) • Click **Save.** • Repeat steps until the **Remaining Amount** equals $0. • Click **Save.**
Allocating an Expense	The Allocation feature allows you to redirect and/or split transactions between multiple accounts, departments, or system members. • Click the expense you wish to allocate from the Expense list. • Complete all required fields. • Click **Allocate** near the lower right-handed corner of the expense entry form. • From the **Allocate By** drop-down menu, choose either **Percentage** or **Amount.** • If you want to **split** a transaction among multiple accounts, click **Add New Allocation** to add a new line**.** • Once you have all allocation lines needed, you may change the amount or percentage, the system member, department, account, or account attribute. • Repeat steps 4-6 for each new allocation. • Click **Save**, then **OK.** • Click **Done.** The expense will have an icon showing it has been allocated.

Submitting an Expense Report	To submit your expense report: • On the expense report page, click **Submit Report** button. • All RED exception flags must be cleared before the expense report can be submitted. • To see who is approving your expense report, go to the **Details** button and click **Approval Flow.**
Reviewing and Approving an Expense Report	To approve a report "as is": • On the Concur home page, in the Required Approvals tile of My Tasks, click Expense Reports. Select the report you want to open. • Review the report details, and click Approve.
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