Access ProCard Reconciliation Report

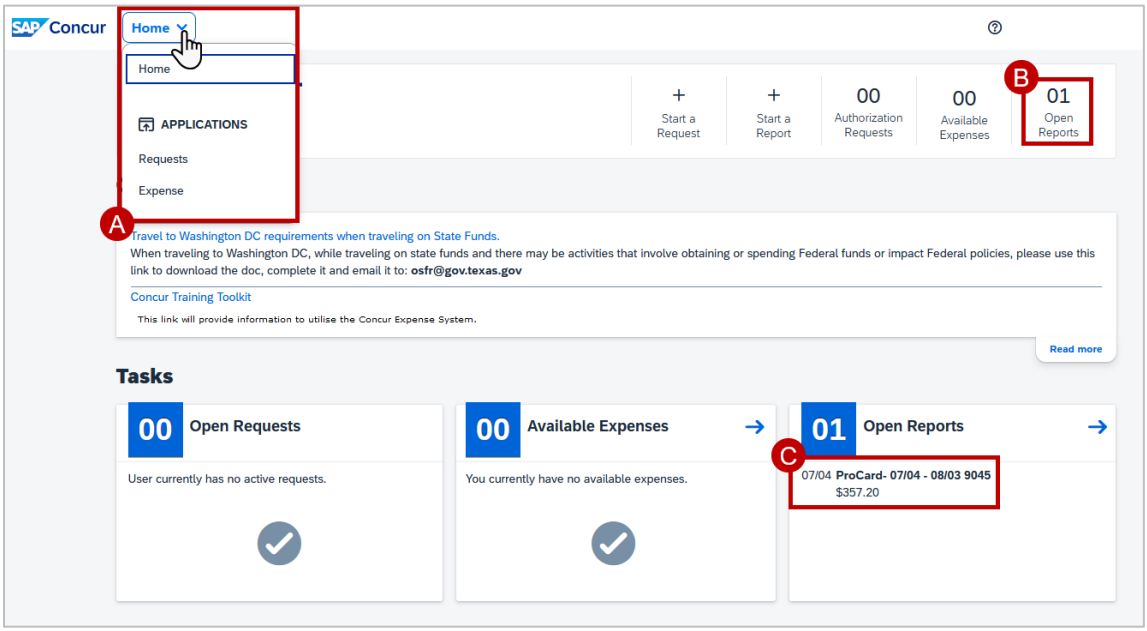
ProCard Reconciliation Reports will be automatically created on the monthly cycle, aggregating all posted transactions within the period. There are three ways for the user to access ProCard Reconciliation Reports in Concur:

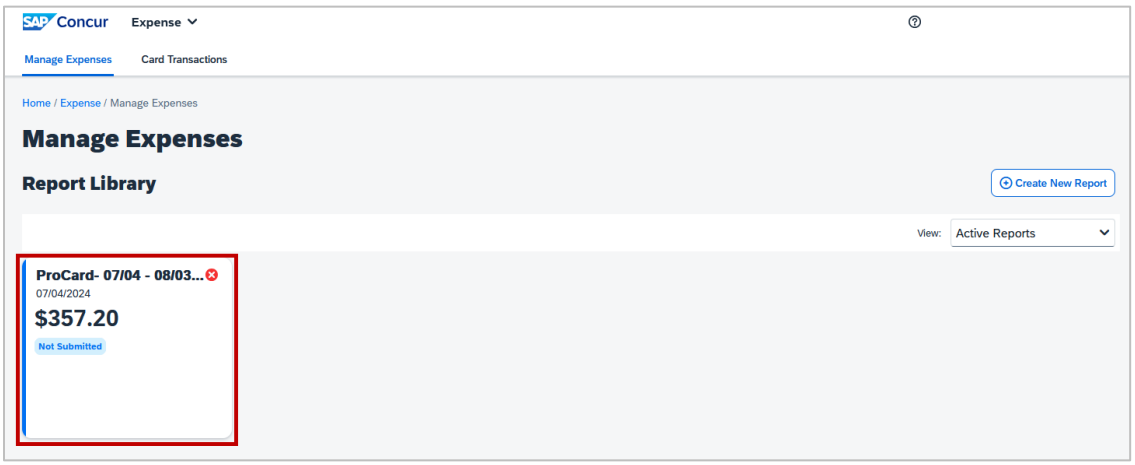
A. Click **Home** in the top left corner, then click **Expense** under Applications. Click the available ProCard Reconciliation Report.

B. Click **Open Reports** at the top right or bottom right of the Concur homepage. Once the Expense page opens, users will be able to click on the available ProCard Reconciliation Report.

C. Click the available Report under **Open Reports** at the bottom right of the Concur homepage.

Note: *ProCard Reconciliation Reports will always be titled "ProCard- DATE RANGE / LAST 4 DIGITS OF CARD NUMBER / TOTAL STATEMENT BALANCE."*





Update ProCard Transactions

Alerts

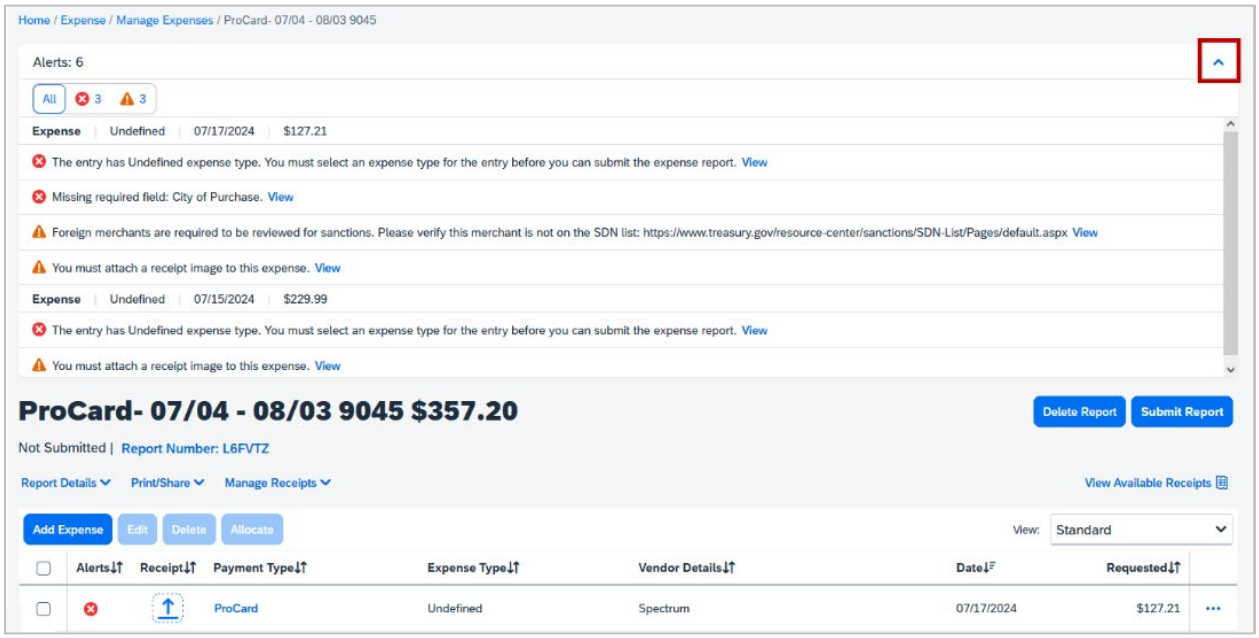
When a ProCard Report is first loaded into the system, multiple Alerts may appear for each line. These Alerts include both Errors and Warnings. Common standard Alerts include:

- Undefined expense type
- Missing required field: City of Purchase
- Receipt-related alerts

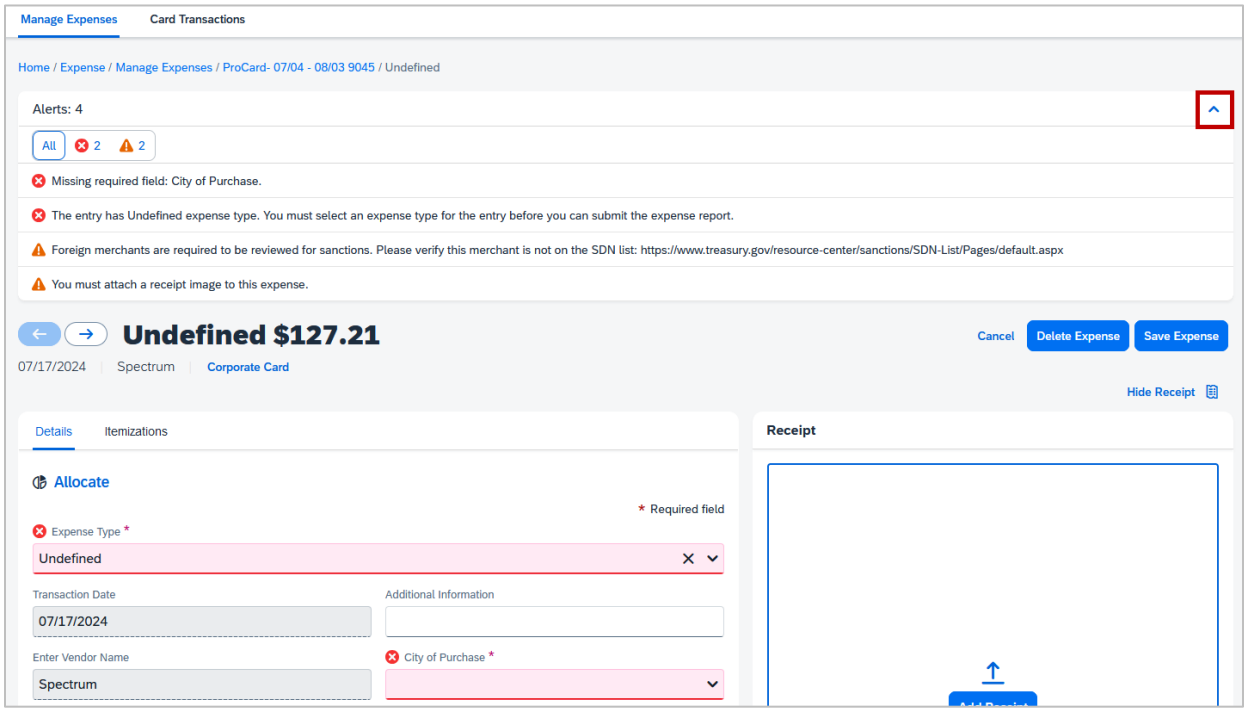
As the Report is completed, Errors will clear, while Warnings may remain depending on the context. Alerts can be reviewed anytime from the Alerts section at the top of the Report screen. Alerts related to specific expenses can be viewed at the top of the expense screen.

Note: *The user must click the carat to the right of the Alerts box to expand the menu.*

Example of Alerts from the Procard Reconciliation Report:



Example of Alerts from the Expense Transaction Screen:


Manage Expenses
Card Transactions
Home / Expense / Manage Expenses / ProCard- 07/04 - 08/03 9045 / Undefined
Alerts: 4
All
2
2
Missing required field: City of Purchase.
The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Foreign merchants are required to be reviewed for sanctions. Please verify this merchant is not on the SDN list: https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx
You must attach a receipt image to this expense.
Undefined $127.21
Cancel
Delete Expense
Save Expense
07/17/2024
Spectrum
Corporate Card
Hide Receipt
Details
Itemizations
Receipt
Allocate
* Required field
Expense Type *
Undefined
Transaction Date
07/17/2024
Additional Information
Enter Vendor Name
Spectrum
City of Purchase *

Expenses

Every ProCard Expense must be appropriately categorized to an Expense Type. Depending on the Expense Type and metadata from the credit card transaction, additional information may be necessary.

- **Expense Type**: Update the Expense Type as needed. Expenses may be listed as Undefined if there was insufficient information based on the vendor to default to a different expense type.

  Note: *The Expense Type list can be searched by keyword or can be scrolled through to select. Please contact Disbursements or Accounting Services if assistance is needed to identify the appropriate expense type.*

- **Additional Information**: Most Expense types will trigger an Additional Information field. If this field is populated, a brief description should be applied to define what the specific purchase was for.

- **City of Purchase**: Confirm City of Purchase. If no City was populated, update it to match the vendor address based on the receipt.

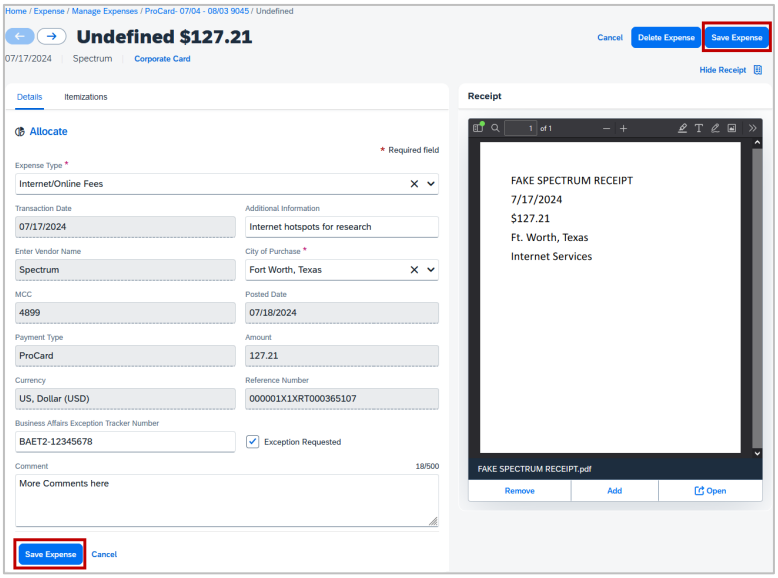
- **Report/Trip Purpose**: Some Expense types will trigger a Report/Trip Purpose (generally Travel Expense related). An appropriate option must be selected related to the charge.

- **Comment**: The Comment field at the bottom of the Details fields can be used to provide additional information about the expense.

- **Business Affairs Exception Tracker Number**: If the expense requires a Business Affairs Exception, **Check the Exception Requested box**, and enter the BAET# in the Business Affairs Exceptions Tracker Number field.

- **Attendees:** If Entertainment - NT or Alcohol Beverages is selected, an **Attendees** button will appear in the top left. Click this to add the list of attendees present in lieu of completing an Official Occasion Expense Form.

Once all necessary fields have been completed, click **Save Expense** in the bottom left or top right corner.



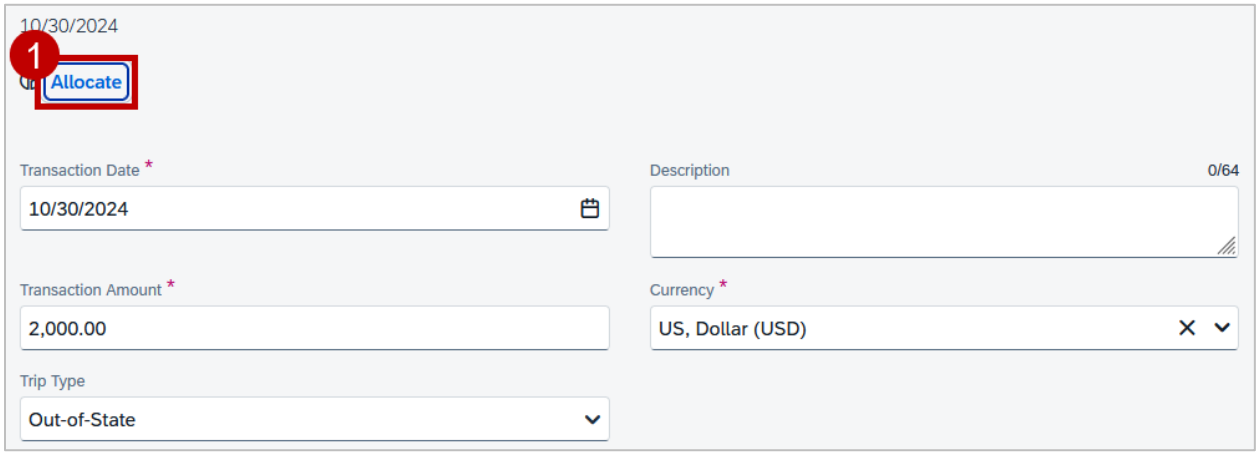
Update Allocations

Allocations will default to the Allocation specified on the Request or Report Header. If changes are needed to specific expenses, or if the allocations need to be split among multiple funding sources, reference the sections below. For ProCard Reconciliation Reports, there are no default allocations from the Report Header

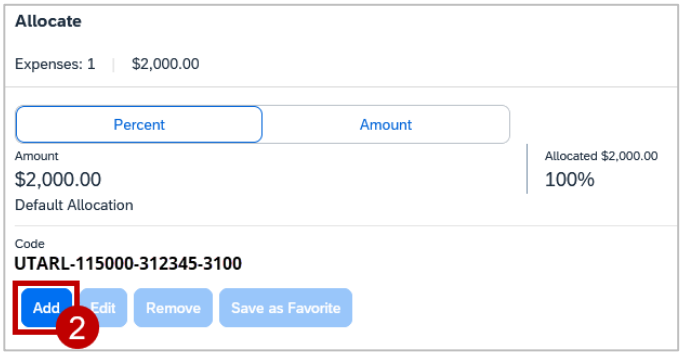
Note: *Allocation update functionality works uniformly across Travel Requests, Expense Reports, and ProCard Reconciliation Reports.*

Single Expected Expense - Single Funding Source

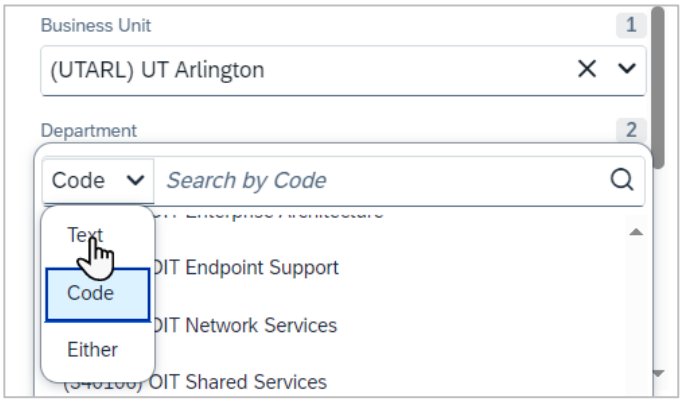
1. After opening the Expense line, click **Allocate** in the top left corner.



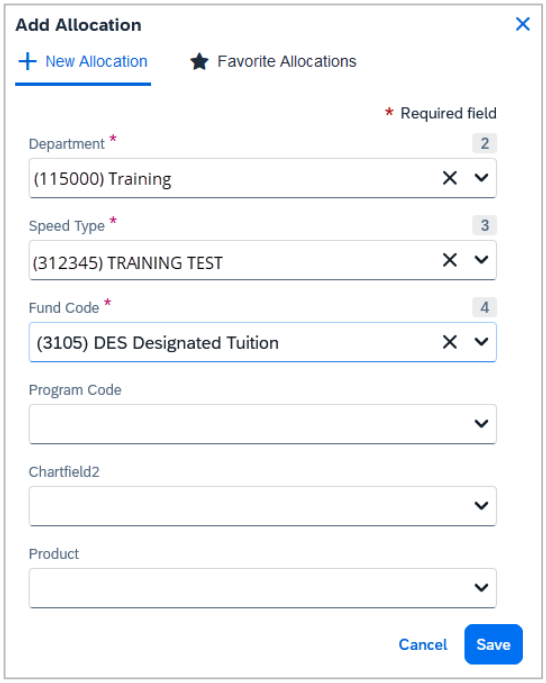
2. The Allocation from the Request or Report Header will be displayed under Code. Click **Add** on the left side of the screen to change the Allocation.



Note: All Allocation fields default to search by Code (i.e., the numerical value of the field). To search by description, click on a given field. Then, on the Code drop-down menu, click on **Text**.



Complete the following fields in order:



I. Select the department that owns the funding source. To search by department name instead of number, Click **Code** and select Text.

II. Once the department is selected, the Speed Type list will be populated with all Cost Centers and Projects that belong to that department. To search by the account name instead of number, Click **Code** and select Text.

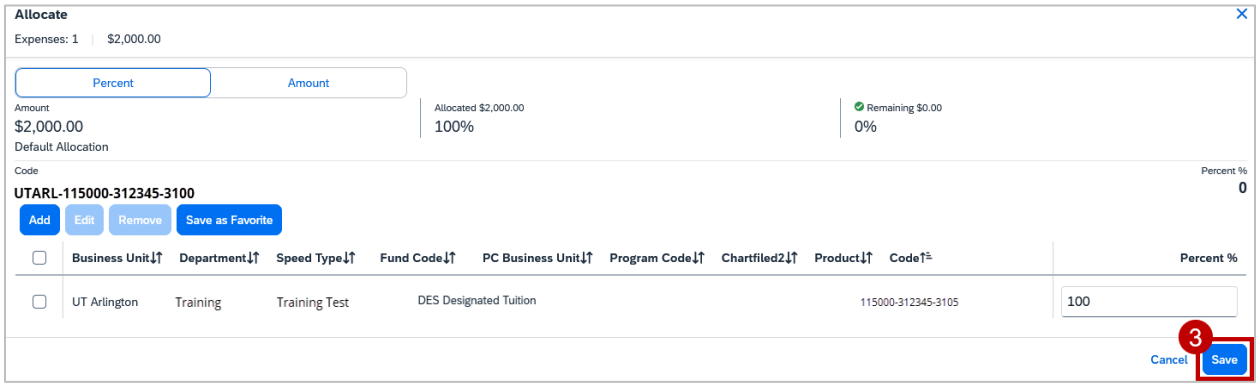
III. Once the Speed Type is selected, the Fund Code field can be selected. Each Speed Type only has one associated Fund Code to select.

Note: *Most Recently Used Department/SpeedType/Fund Code combinations will appear at the top of the dropdown list. Do not utilize these unless that is the desired combination.*

IV. If needed, complete the Program Code, Chartfield 2, and Product fields. These fields can all also be searched by Text instead of Code.

V. Click **Save**.

3. The updated Allocation will be displayed. Click **Save** in the bottom right corner.



Video Demo: A Single Expected Expense Funded by A Single Funding Source

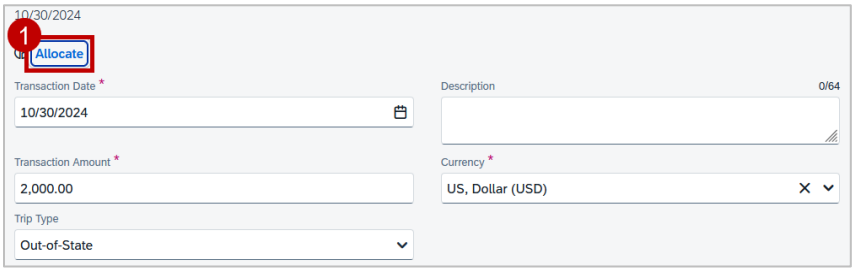
Update Allocations

Allocations will default to the Allocation specified on the Request or Report Header. If changes are needed to specific expenses, or if the allocations need to be split among multiple funding sources, reference the sections below. For ProCard Reconciliation Reports, there are no default allocations from the Report Header

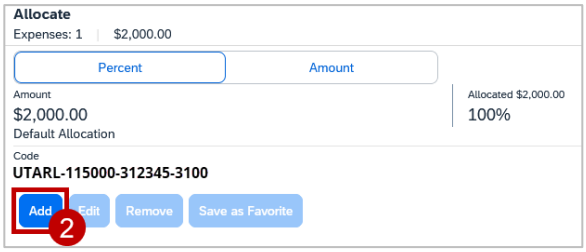
Note: *Allocation update functionality works uniformly across Travel Requests, Expense Reports, and ProCard Reconciliation Reports.*

Single Expected Expense - Multiple Funding Sources

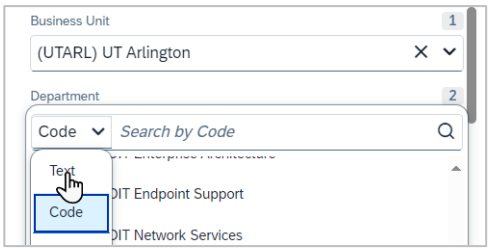
1. After opening the Expense line, click **Allocate** in the top left corner.



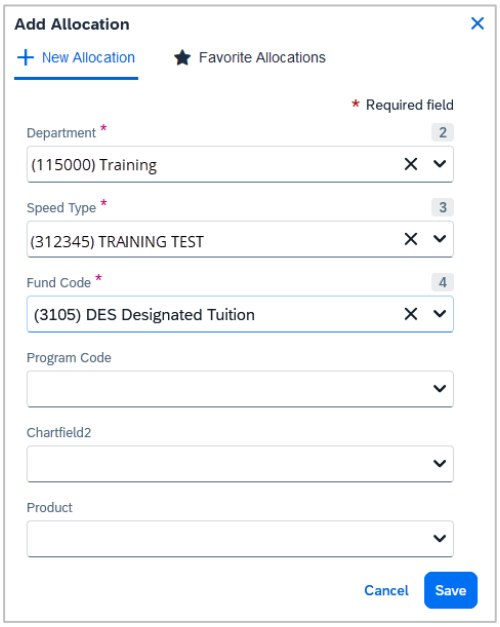
2. The Allocation from the Request or Report Header will be displayed under Code. Click **Add** on the left side of the screen to change the Allocation.



Note: All Allocation fields default to search by Code (i.e., the numerical value of the field). To search by description, click on a given field. Then, on the Code drop-down menu, click on **Text**.



Complete the following fields in order:



I. Select the department that owns the funding source. To search by department name instead of number, Click **Code** and select Text.

II. Once the department is selected, the Speed Type list will be populated with all Cost Centers and Projects that belong to that department. To search by the account name instead of number, Click **Code** and select Text.

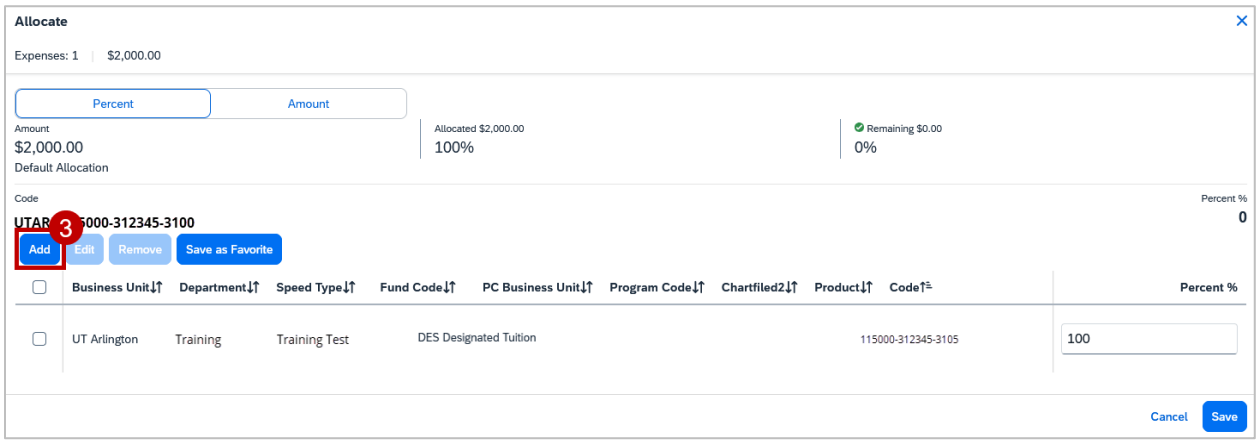
III. Once the Speed Type is selected, the Fund Code field can be selected. Each Speed Type only has one associated Fund Code to select.

Note: *Most Recently Used Department/SpeedType/Fund Code combinations will appear at the top of the dropdown list. Do not utilize these unless that is the desired combination.*

IV. If needed, complete the Program Code, Chartfield 2, and Product fields. These fields can all also be searched by Text instead of Code.

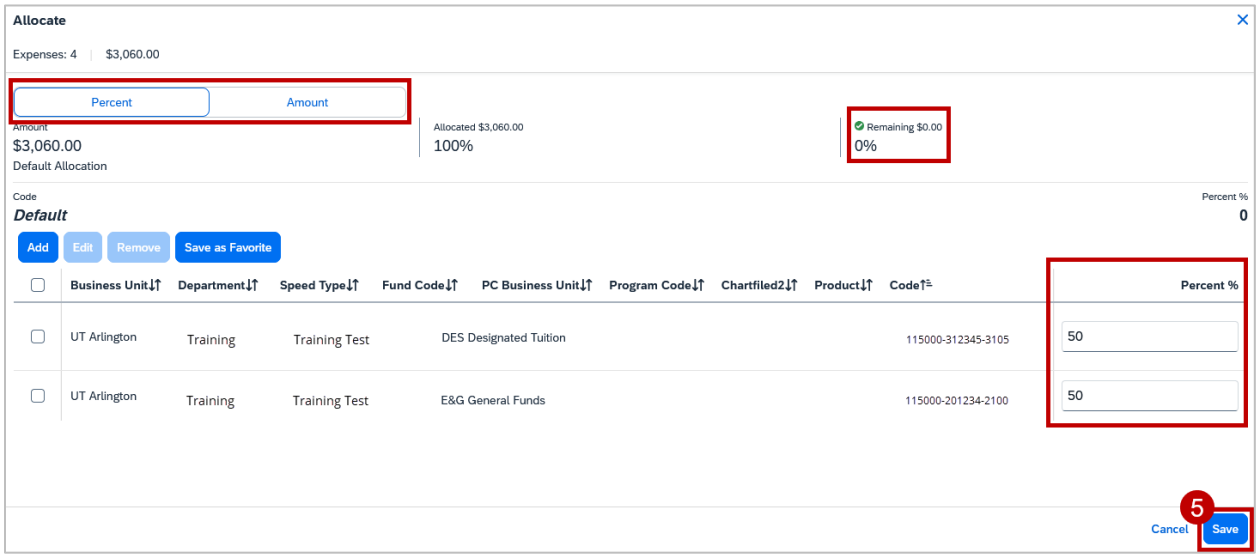
V. Click **Save**.

3. The updated Allocation will be displayed. Click **Add** on the left side of the screen to create additional Allocations.



4. Repeat Step 2 as many times as necessary to add all Allocations.

5. Once multiple funding sources are displayed, modify the Percent % fields to add up to 100. Alternatively, click the Amount tab in the top left corner and modify the Amount fields to add up to the total of the expense. Click **Save**.



Video Demo: A Single Expected Expense Funded by Multiple Funding Sources

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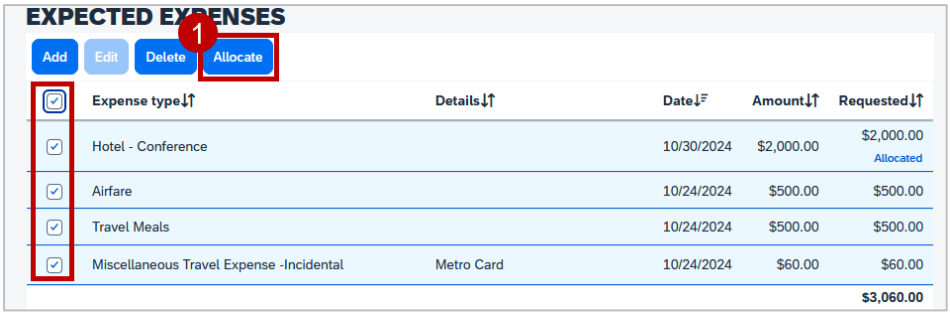
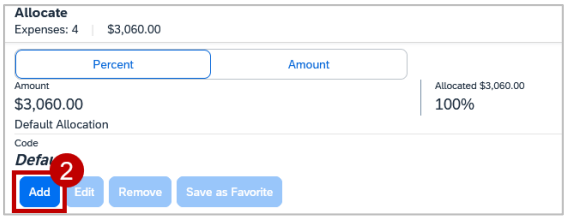
Note: *Allocation update functionality works uniformly across Travel Requests, Expense Reports, and ProCard Reconciliation Reports.*

Multiple Expected Expenses - Single Funding Source

1. If multiple expenses need to be charged to the same funding source, they can be **selected using the check marks** to the left of the expected expenses, then click **Allocate** above the Expenses.



2. The total number and amount of expenses will be displayed. Click Add on the left side of the screen to change the Allocation.



Note: All Allocation fields default to search by Code (i.e., the numerical value of the field). To search by description, click on a given field. Then, on the Code drop-down menu, click on **Text**.

Complete the following fields in order:

I. Select the department that owns the funding source. To search by department name instead of number, Click Code and select Text.

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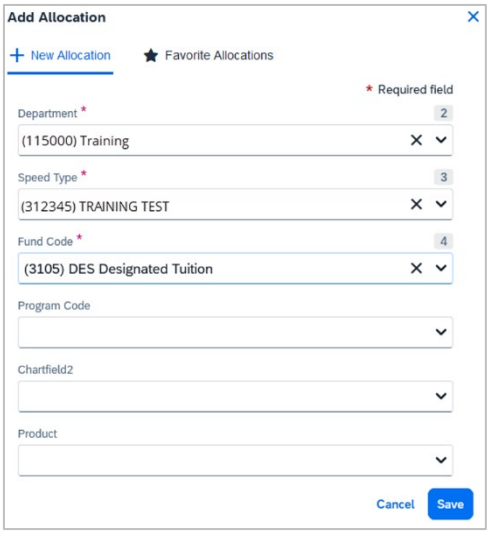
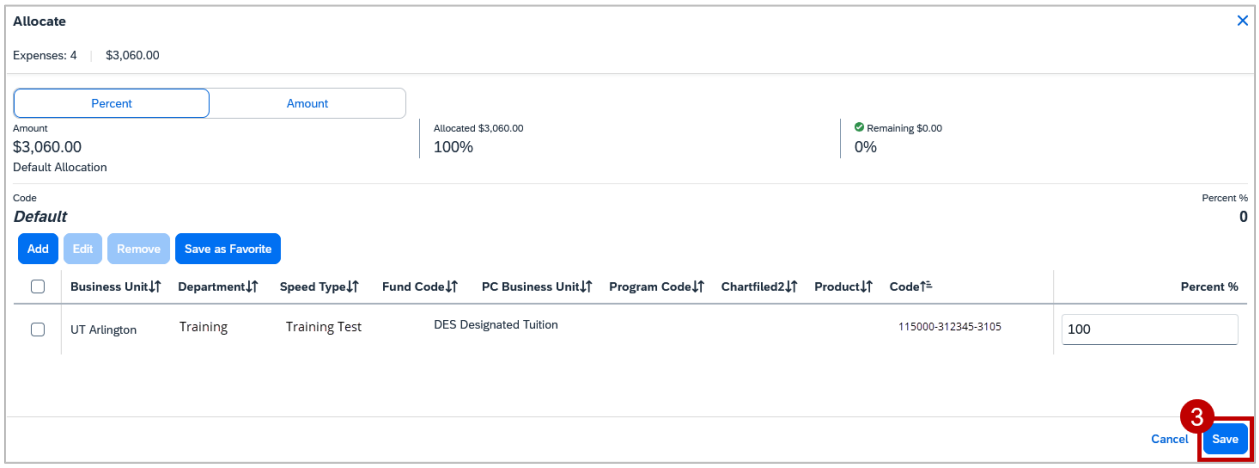


IV. If needed, complete the Program Code, Chartfield 2, and Product fields. These fields can all also be searched by Text instead of Code.

V. Click **Save**.

3. The updated Allocation will be displayed. Click **Save** in the bottom right corner.



[Video Demo: Multiple Expenses Funded by A Single Funding Source]

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Multiple Expected Expenses - Multiple Funding Sources

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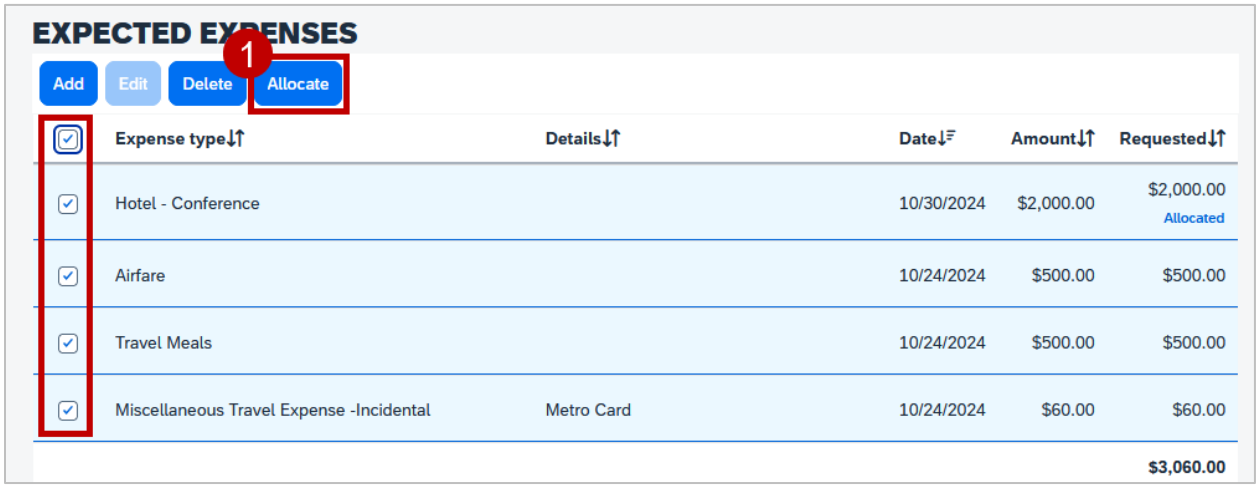
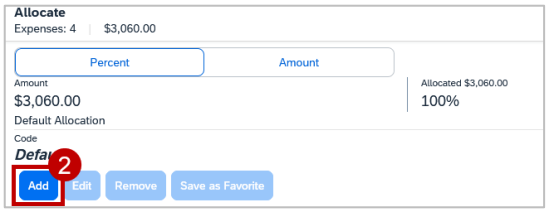
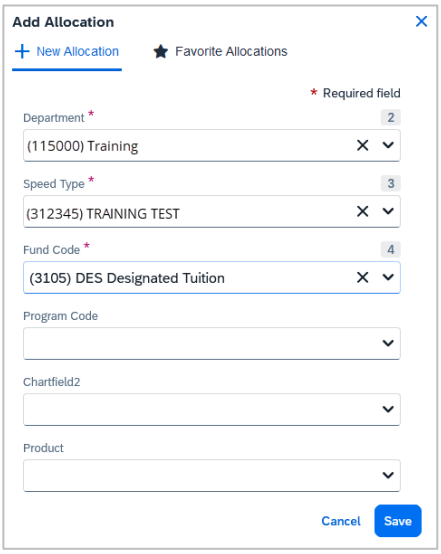


2. The total number and amount of expenses will be displayed. Click **Add** on the left side of the screen to change the Allocation.



Note: All Allocation fields default to search by Code (i.e., the numerical value of the field). To search by description, click on a given field. Then, on the Code drop-down menu, click on **Text**.

Complete the following fields in order:



I. Select the department that owns the funding source. To search by department name instead of number, Click **Code** and select Text.

II. Once the department is selected, the Speed Type list will be populated with all Cost Centers and Projects that belong to that department. To search by the account name instead of number, Click **Code** and select Text.

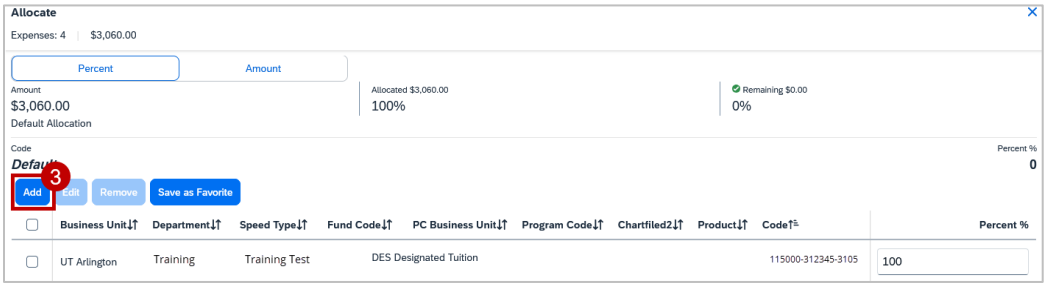
III. Once the Speed Type is selected, the Fund Code field can be selected. Each Speed Type only has one associated Fund Code to select.

Note: *Most Recently Used Department/ SpeedType/Fund Code combinations will appear at the top of the dropdown list. Do not utilize these unless that is the desired combination.*

IV. If needed, complete the Program Code, Chartfield 2, and Product fields. These fields can all also be searched by Text instead of Code.

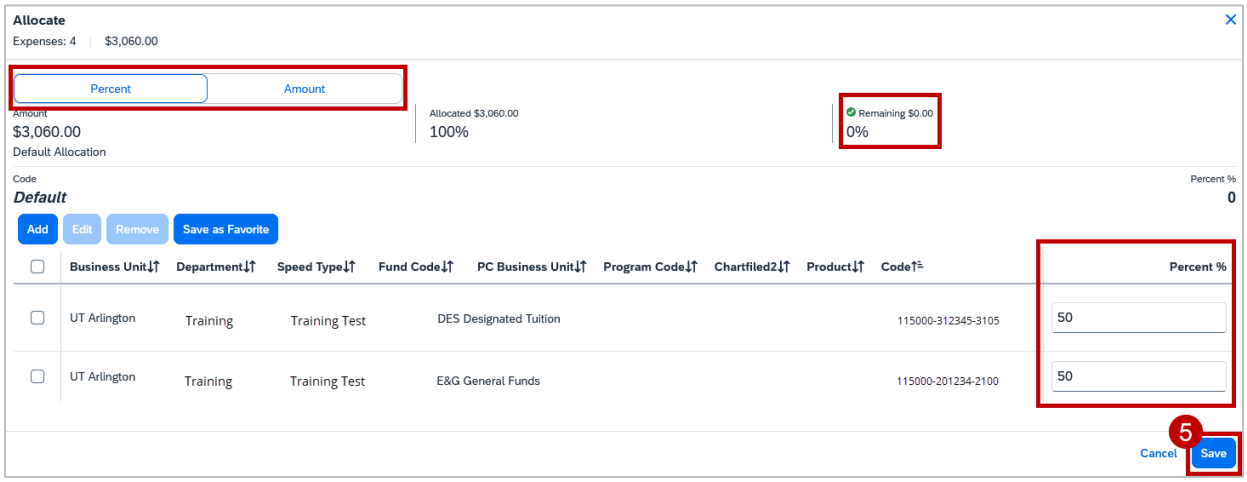
V. Click **Save**.

3. The updated Allocation will be displayed. Click **Add** on the left side of the screen to create additional Allocations.



4. Repeat Step 2 as many times as necessary to add all Allocations.

5. Once multiple funding sources are displayed, modify the Percent % fields to add up to 100. Alternatively, click the Amount tab in the top left corner and modify the Amount fields to add up to the total of the expense. Click **Save**..



Video Demo: Multiple Expenses Funded by Multiple Funding Sources

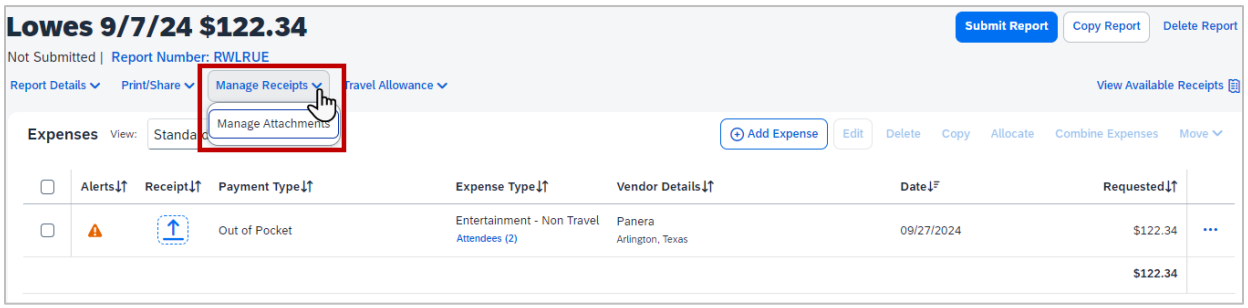
Add Attachments

Receipts and other required support documentation must be attached to the Expense Report. These can be added in two ways: Report Level or Expense Level.

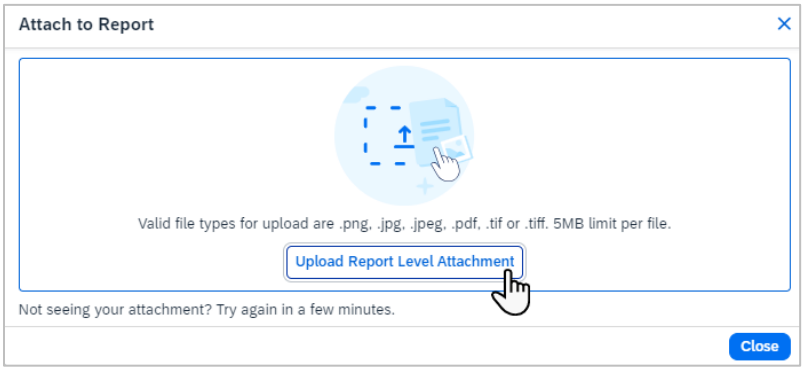
Report Level Attachments

Report Level Attachments should be used for support documentation that is relevant to the Expense Report overall, and not associated to a specific expense.

1. Click **Manage Receipts**, then **Manage Attachments.**

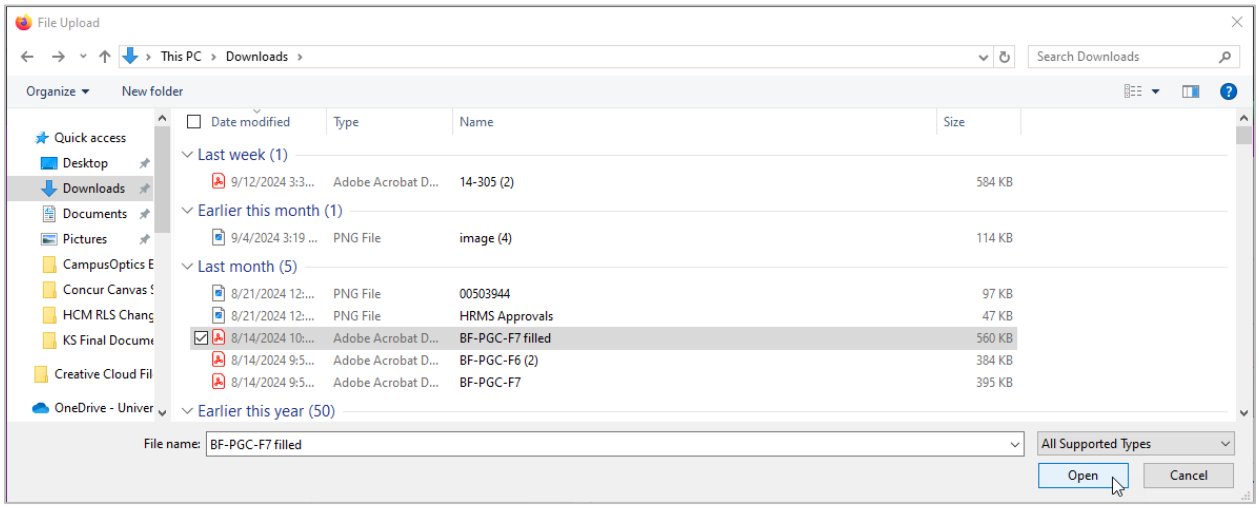


2. Click **Upload Report Level Attachment.**



3. Add a file, such as a receipt relevant to multiple transactions.

   Note: *Report Level Attachments cannot be pulled from Available Receipts, these must be manually added from the device.*



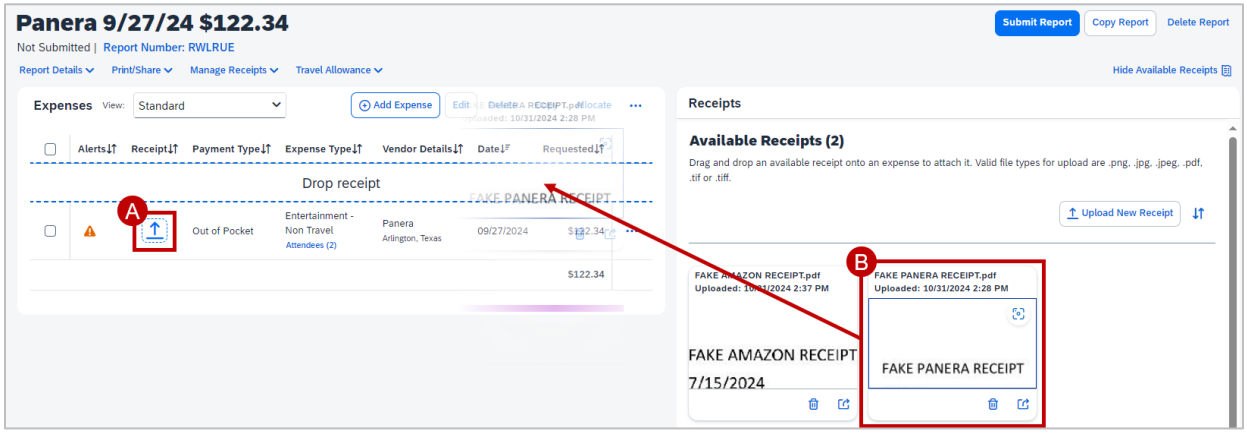
Expense Level Attachments

Individual transaction receipts and associated support documentation should be added to the specific Expense.

From the **Report** screen:

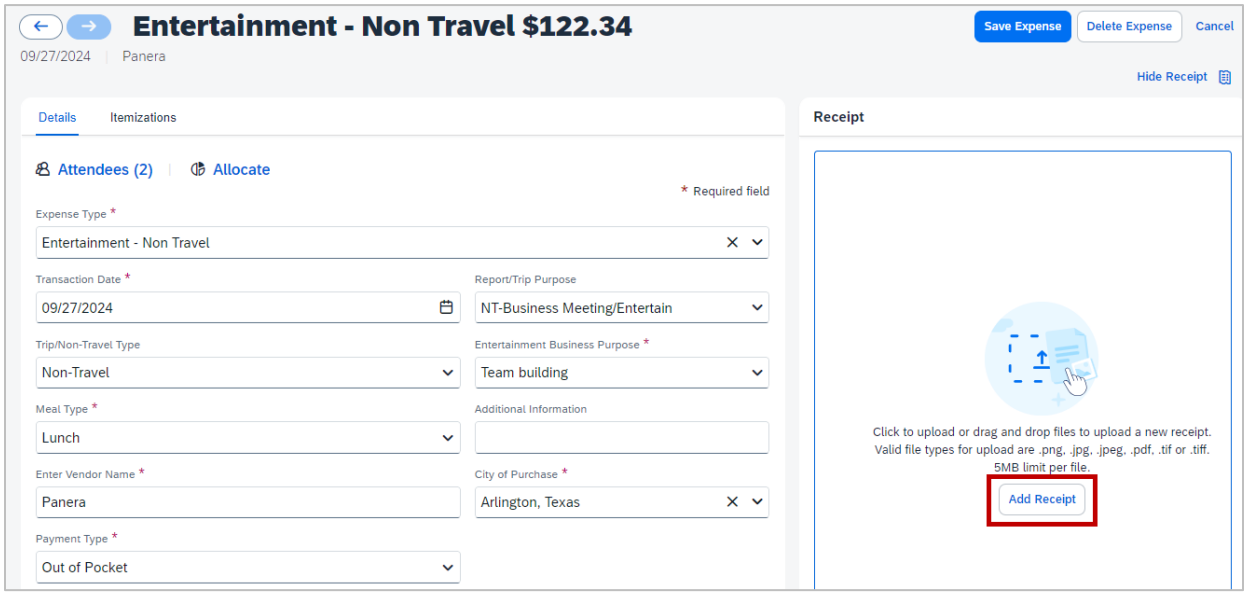
A. Click the **Upload Icon** in the Receipt column. Select the receipt from the available receipts list or click **Upload New Receipt** in the top right corner.

B. Drag and drop a receipt to the expense line from the **Available Receipts** menu.

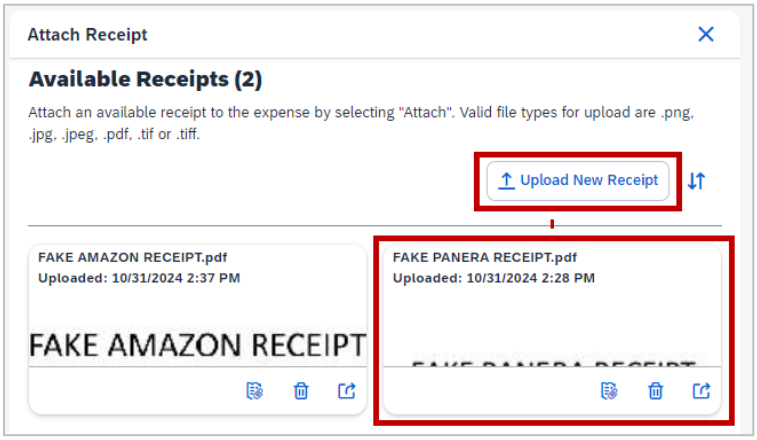


From the **Expense** screen:

A. Click **Add Receipt** on the right side of the screen.



B. Then select the receipt from the available receipts list or click **Upload New Receipt** above the **Receipts** section.



Once receipts have been added, the upload section will be replaced with a document preview.

[Video Demo: Adding an Attachment]

Submit ProCard Reconciliation Report

Once all necessary support documentation has been attached, expense lines have been updated, and allocations have been confirmed, the Cardholder must submit the ProCard Reconciliation Report.

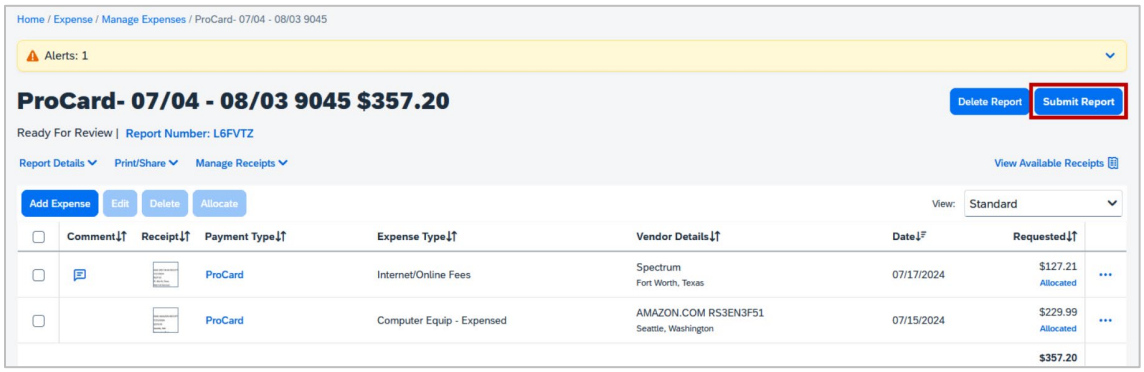
Note: *The ProCard Reconciliation Report must be submitted by the cardholder due to the legal requirement that they actually certify the document. Delegation is not allowed.*

If a Delegate has updated the ProCard Reconciliation Report, they must notify the Cardholder that it is ready for submission.

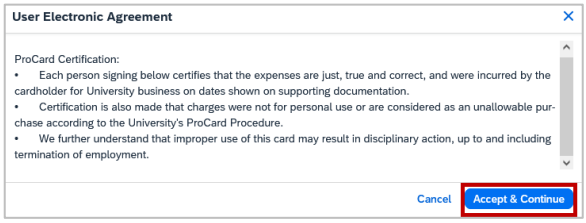
1. Access the ProCard Report following the instructions on Access ProCard Reconciliation Report.

2. Review all expense lines, attachments, and allocations for accuracy.

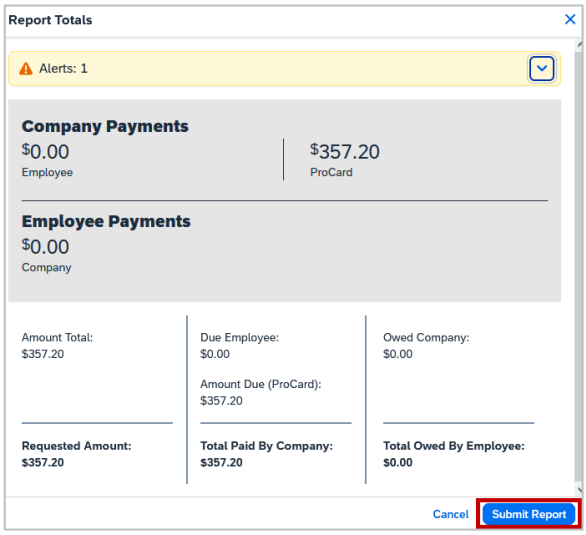
3. Click **Submit Report** in the top right corner.



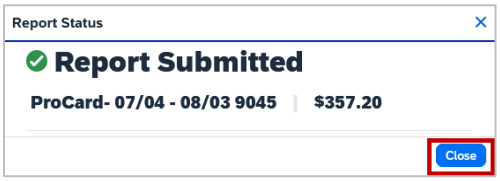
4. Review the User Electronic Agreement by scrolling to the bottom of the statement and click **Accept & Continue**.



5. Review the final Report Totals and click **Submit Report**.



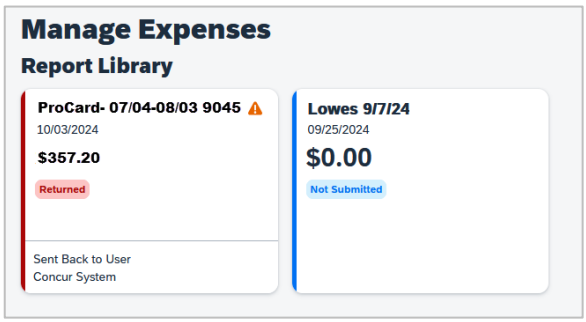
4. A Report Status message will appear, click **Close.**



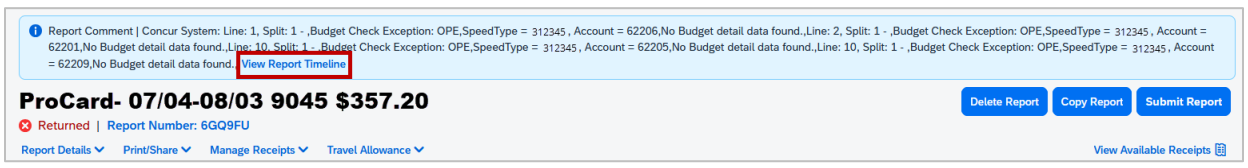
Report Validation

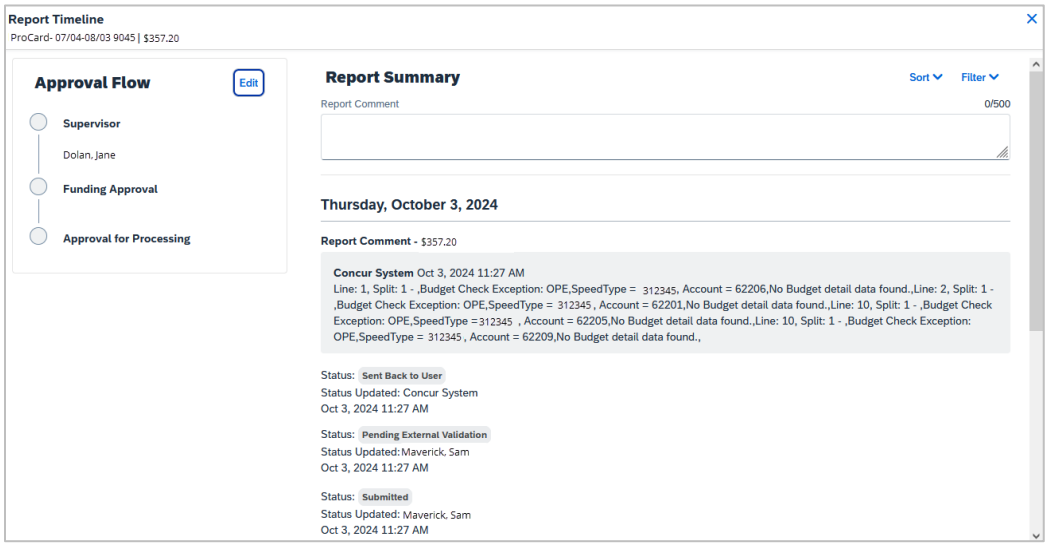
After an ProCard Expense Report is submitted it will be "Pending External Validation" before it submits to workflow. This process generally only takes a few minutes. If any errors between Concur and UTShare are flagged, the ProCard Expense Report will be Returned with the status "Sent back to user Concur System."

If any errors between Concur and UTShare are flagged, the Request will be **Returned** with the status "Sent back to User."



After Accessing the Report a detailed notification will appear at the top of the Report. Click **View Report Timeline** to see additional information.

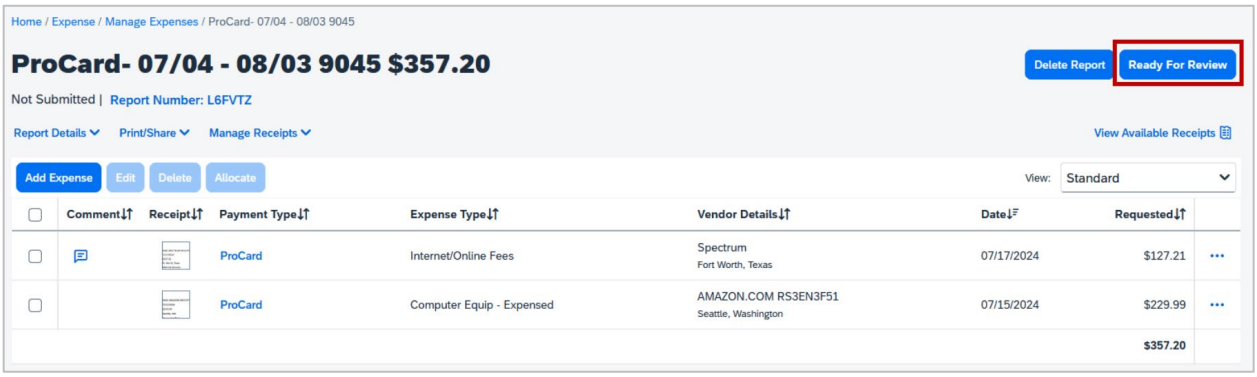




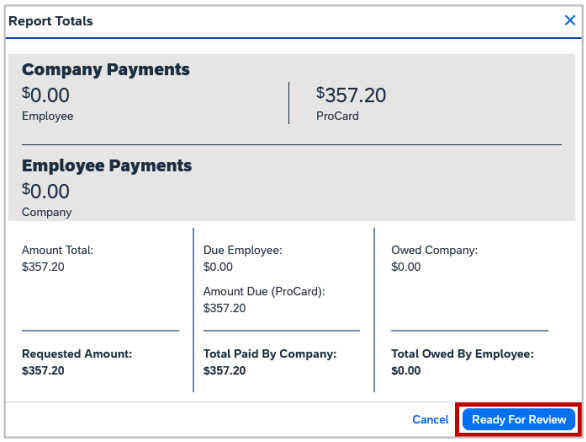
Notify Cardholder

If a Delegate has updated the Expense Report, they must notify the recipient that it is ready for submission.

1. Access the ProCard Report following the instructions on Access ProCard Reconciliation Report.
2. Confirm all expense lines, attachments, and allocations have been appropriately updated.
3. Click **Ready for Review** in the top right corner.



4. Verify Report Totals and click **Ready for Review** at the bottom of the pop-up window.



5. The following notification will appear: "An email notification to review this report has been sent to the employee." If changes are necessary, click **Not Ready For Review.** The Report may be modified further as needed.