Libraries Concor Procard:

Process and Expectations

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THE UNIVERSITY OF TEXAS AT ARLINGTON

Libraries Concor Procard:
Process and Expectations

- **Cardholders**
  - **The cardholder is responsible for submitting reconciling their Procard transactions completely, accurately, on-time, with all the required signatures for the Procard Attestation Form, with the correct cost centers, and the require documents.**

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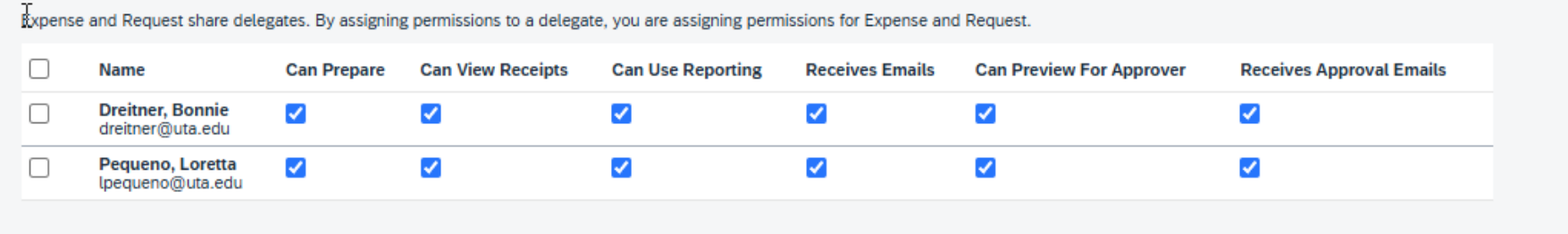
- **Training**
  - **To access Concur, Canvas training is required to be completed. Once you have completed the Concur training you must enter Bonnie Dreitner and Loretta Pequeno as an Expense and Request Delegates in your Concur profile.**
  - **Check all the boxes**


Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

	Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Preview For Approver	Receives Approval Emails
☐	**Dreitner, Bonnie** dreitner@uta.edu	☑	☑	☑	☑	☑	☑
☐	**Pequeno, Loretta** lpequeno@uta.edu	☑	☑	☑	☑	☑	☑

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- **Organizational Operations**
  - **The Organizational Operations Accounting team will provide customer support, coaching, and Final Review before Final Approval. Having access to your account will facilitate the OO teams troubleshooting and Final Review process.**
    - **It is strongly encouraged to engage the OO team about account codes, cost centers, policy questions, etc. in advance of completing the Procard log.**

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Process and Expectations

- **Supervisors**
  - **Supervisors are to hold the cardholder accountable for submitting and reconciling their Procard transactions completely, accurately, on-time, with all the required signatures for the Procard Attestation Form, with the correct cost centers, and the require documents. If there are any questions work with the OO department in advance.**

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Process and Expectations

- **Attestation Form and Concur Monthly Transaction Statement :**
  - **Complete the Procard Attestation Form each month.**
  - **Download the relevant monthly transactions statement from Concur.**
  - **The Supervisor signs as the Reviewer.**
  - **The cardholder sign as the Cardholder.**

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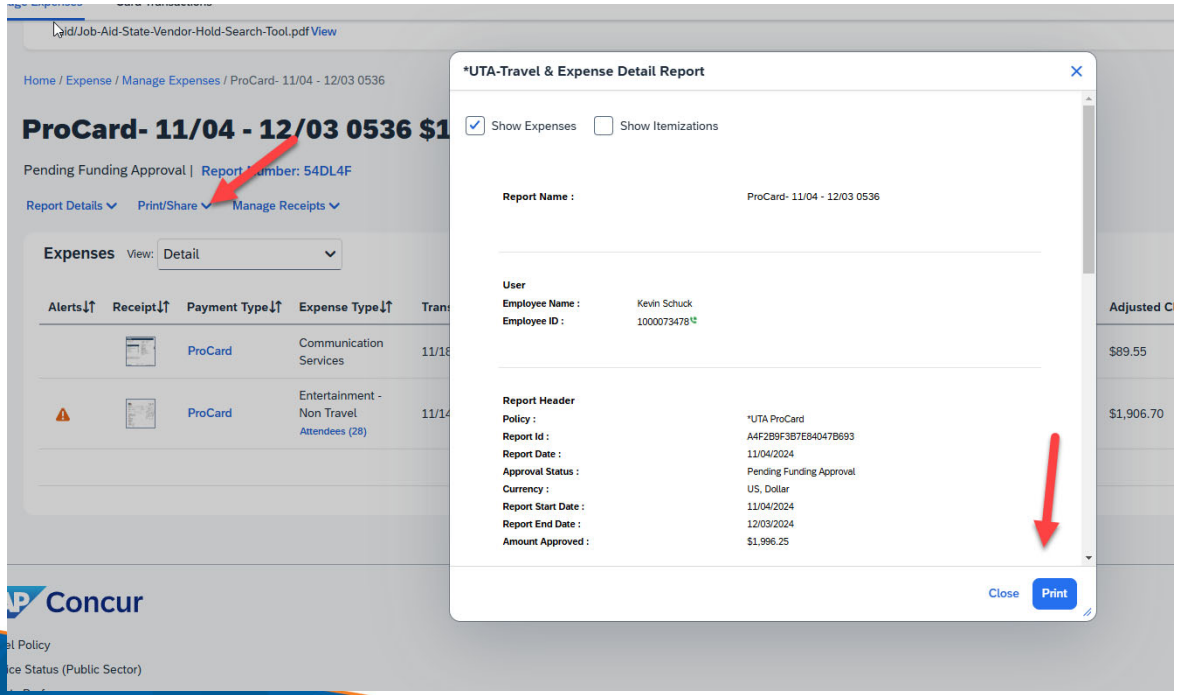
- **Concur Monthly Transaction Statement :**



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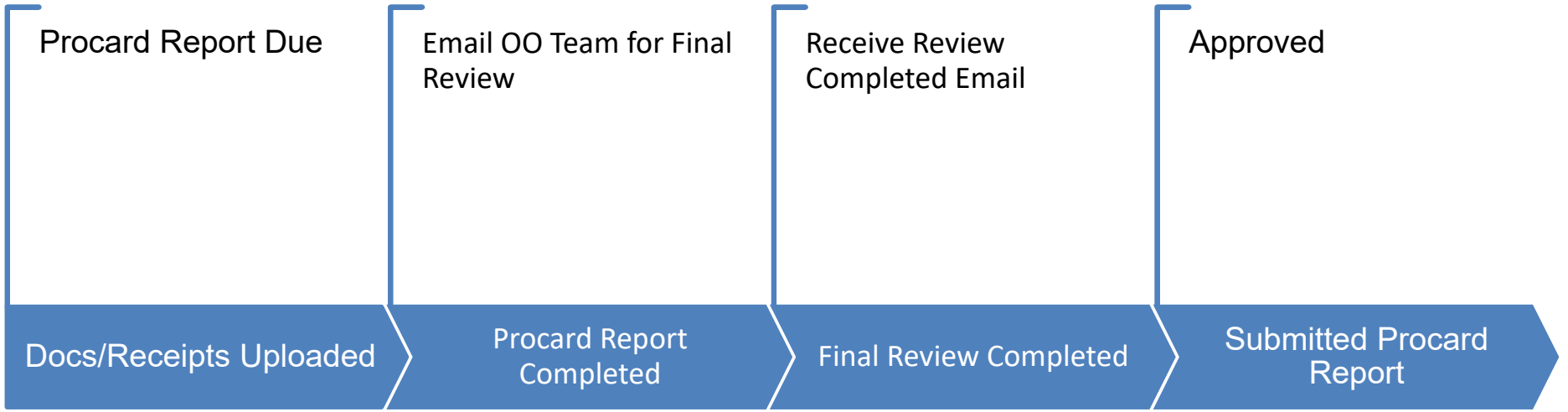
- Process Flow Overview



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- **Important Information**
  - Concur Job Aids are available for the Procard Reconciliation Report.
  - Expense Account Codes
  - Concur Expense Type to Account code_as of 11_1_2024.xlsx
  - Libraries Department Number: 510015
  - FY 25 Cost Centers.pdf
    - Speedtype = Cost Center

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Process and Expectations

- Upload and attach the correct receipt to each purchase.
  - If any other documentation agenda, BAET or TAP is needed for the purchase make sure you upload it with the receipt, so everything is attached to the purchase line. Each document should be an individual receipt. Very important.
  - Warrant Holds – Any purchase, no matter the location of the organization, of $500 or more require a Warrant Hold search to be conducted no more than 7 days before the purchase. A screenshot must be included with the receipts. It is important to include both wild characters (the " and the %) on both sides of the name. "%Amazon%"
    - The TINS number for Amazon is 91-01646860 , use this for your vendor hold search and not the name with too many results will be showing.

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- Due Date
  - When Knowledge Services sends out the email that all transactions for that billing period have been posted you will need to upload any remaining receipts/documents needed and attach them to the correct purchase.
  - OO will send out a due date for Final Review to all Cardholders and their Supervisors.

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Process and Expectations

- Final Review Process
  - The OO team will review all the transaction lines and the attached documentation for each.
  - If any items need to be corrected or missing documents need to be added, the OO team will advise the Cardholder and the Supervisor. The Cardholder is responsible for making the correction in a timely manner and communicating the correction for review verification.
  - The OO team will notify the Cardholder the Final Review is complete and approved to move to the be submitted for Final Approval.

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Process and Expectations

- Procard Violation Findings and Actions:
  - These ae violations findings found by the Payment Card Services department during routine and regular audits every month.
  - Level 1: These are minor errors and could have been made due to oversight. Errors that can easily be corrected by completing a form, missing a signature, etc. These are also errors that were made that were corrected by the cardholder in a timely fashion.
  - Level 2: These result in a purchase that violates Procard use and/or oversight.
- Level 3: These are instances where fraud or misuse has been attempted or has occurred.
- Matrix for multiple levels of violations. Libraries Procard cardholders that earn a second offense are not likely to be a privileged cardholder to earn the third offense.

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- FAQ
  - International purchases are automatically converted to US dollars when Citibank transactions are imported into Concur.
  - Warrant Hold screenshot is uploaded with the receipt/s of the purchase on the transaction line. The related warning will remain. **If you have not completed a Warrant Hold Search, you must do so.**
    - State Vendor Hold Search Tool Job Aid
  - The Procard Attestation Form and the Concur Statement is uploaded to Report Header via Manage Receipts/Manage Attachments/Add
  - Can I upload my Procard Attestation Form before my Supervisor sign it. NO!!! You are responsible for uploading COMPLETE documents!

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- FAQ Con't
  - How do I add the Cost Center Information? Select Allocations. Dept # 510015
    - Cost Centers = Speedtype
  - What are Expense Type?
    - Expense Account Codes
    - Concur Expense Type to Account code_as of 11_1_2024.xlsx
  - How do I separate different Expense Types on the same receipt?
    - Itemization – Example: Screwdriver, hard drive, and yarn

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- FAQ Con't
  - Do I need to submit an Official Occasion Form?
    - No for Concur. Concur uses the build-in form.
    - Who do I add Attendees?
  - When I submit my Procard Report does it go to Bonnie and Lorretta?
    - No. You email Bonnie and Lorretta to let them know your Procard Report is ready for Final Review.
    - Clicking the Submit Button send the Procard Report to me for Approval.
      - I check the Audit Trail to see if one of the OO team has Reviewed the Report.