Purchasing Card Statement Reports With Concur

Harvard Travel Services - Concur

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Concur

****Effective January 30, 2023, PCard is moving from the Settlement System to Concur****

Concur will be used to process Corporate Card & Out of Pocket Reimbursements AND Purchasing Card Transactions.

Concur Expense – continue to be used to process Corporate Card and Out of pocket reimbursements for Employees

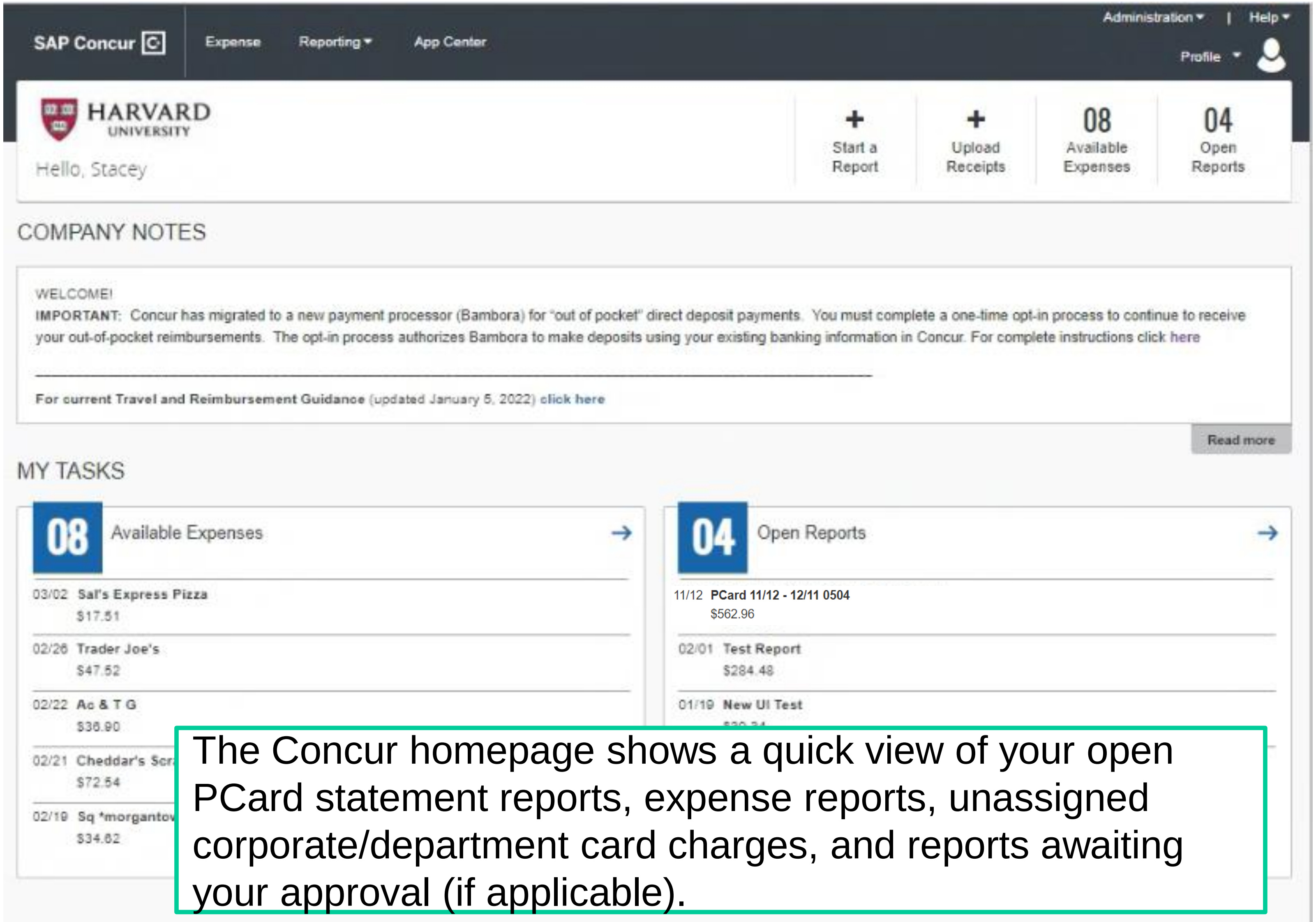
Concur PCard - used to process monthly Statement reports for Purchasing Card transactions

Click to Access Concur

Click to view the Concur Service Status Dashboard

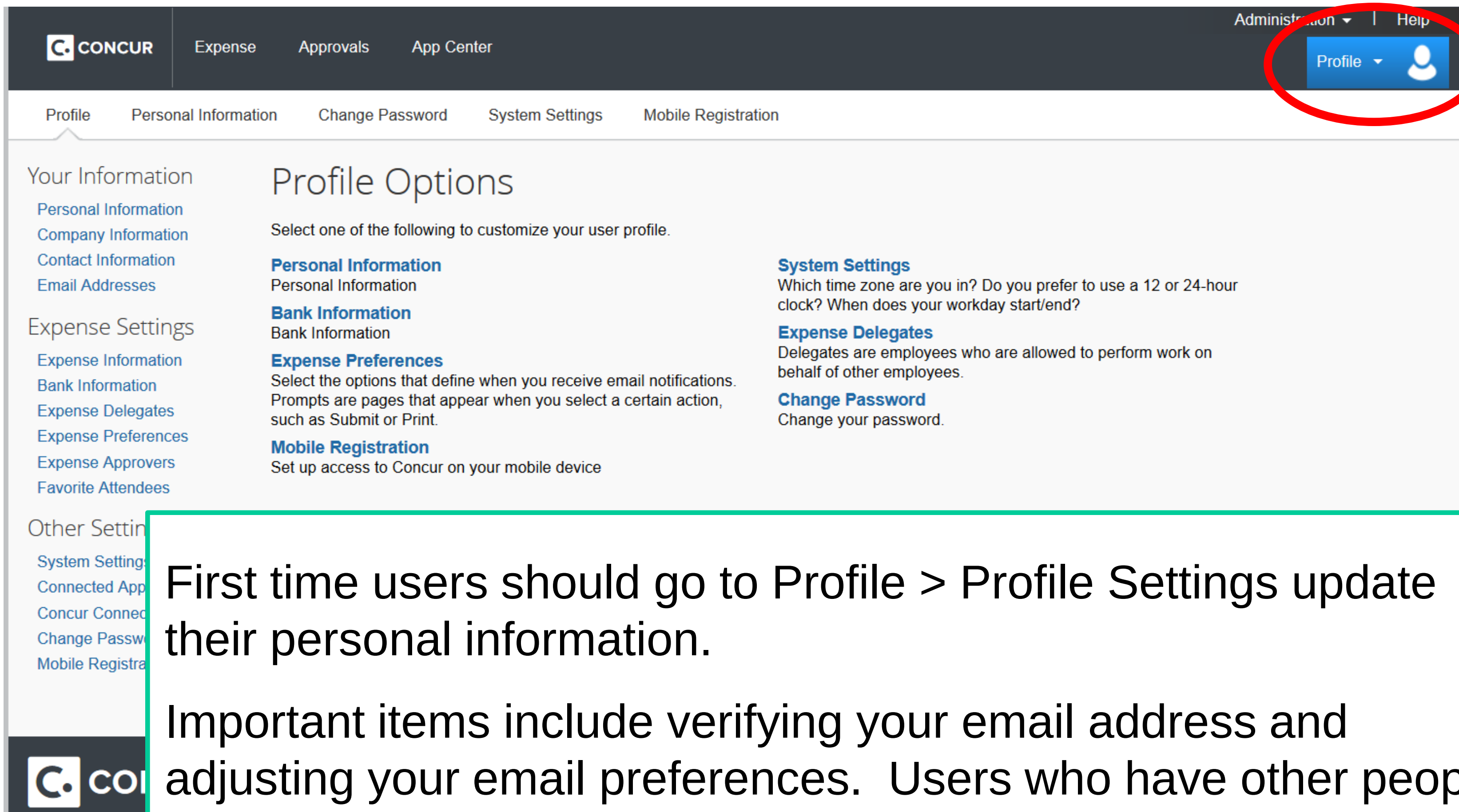
Training materials, FAQs, support info and more are available at: http://travel.harvard.edu/concur

Concur Dashboard



The Concur homepage shows a quick view of your open PCard statement reports, expense reports, unassigned corporate/department card charges, and reports awaiting your approval (if applicable).

Concur – Profile Settings

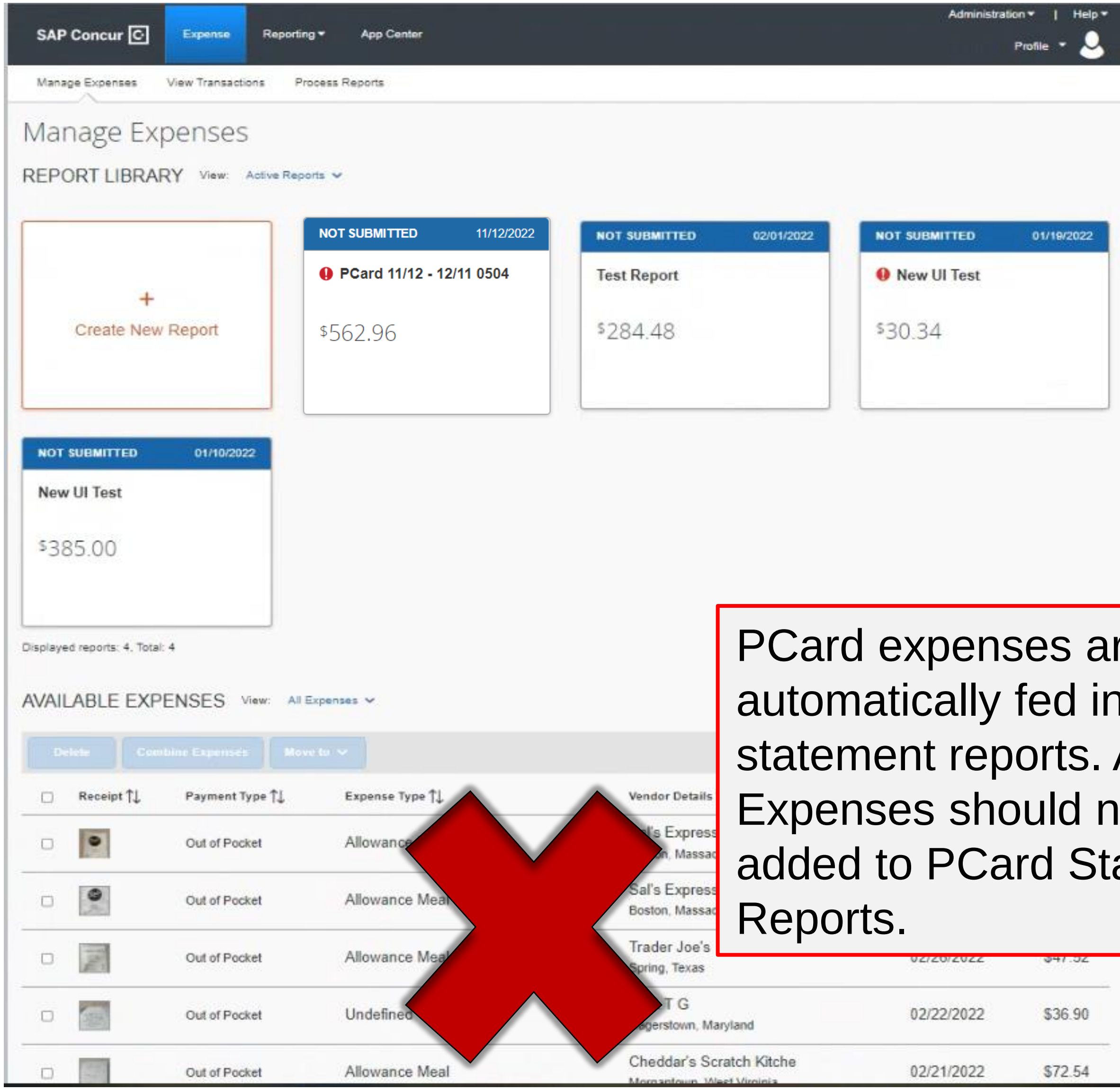


First time users should go to Profile > Profile Settings update their personal information.

Important items include verifying your email address and adjusting your email preferences. Users who have other people create reports for them will also need to assign an expense delegate.

PREPARING PCARD STATEMENT REPORTS

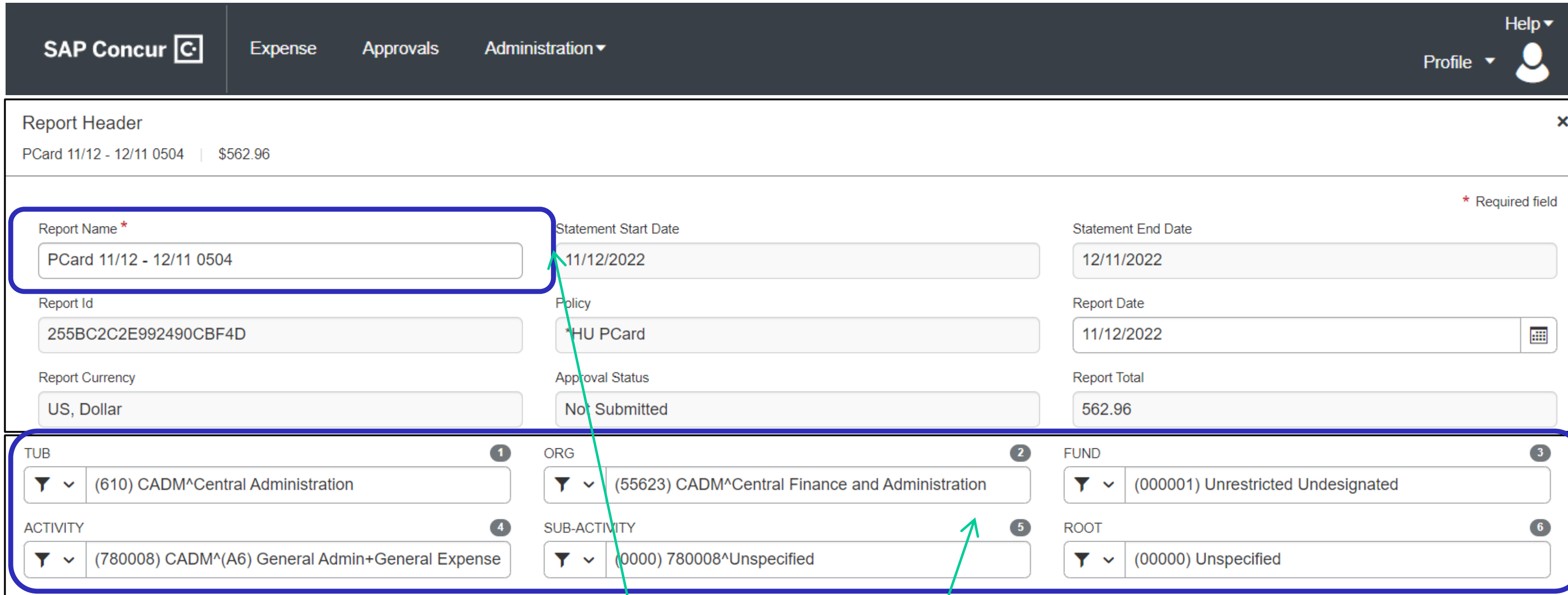
Concur Report Dashboard



This dashboard allows access open or returned reports, view or recall submitted reports, and view or copy older reports through the Report Library.

PCard expenses are automatically fed into statement reports. Available Expenses should not be added to PCard Statement Reports.

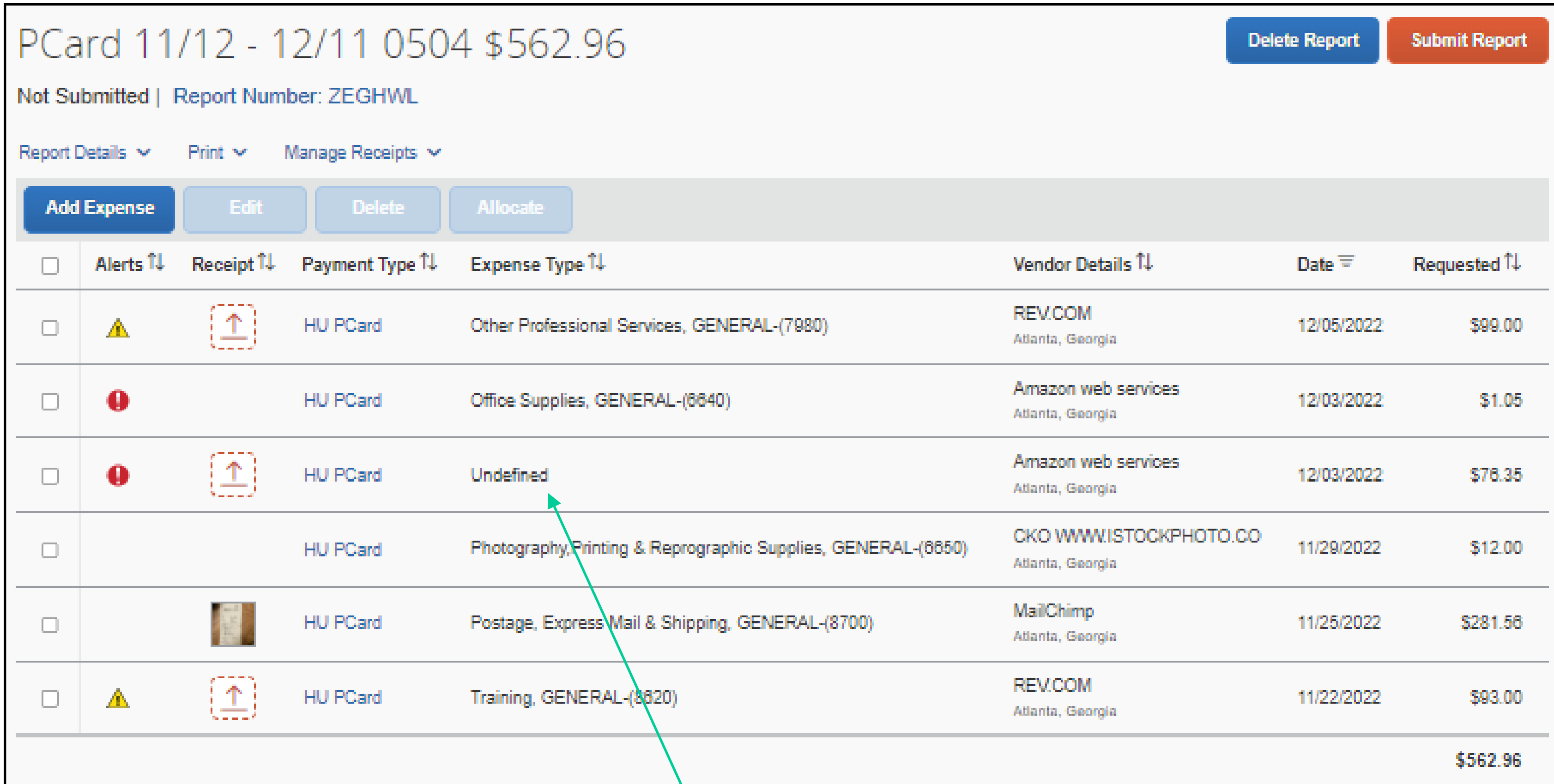
Statement Report Header



<u>Report Name</u> is auto generated based on statement period and will appear in Concur and on emails notifications for this statement report. **The statement report name should not be changed**.

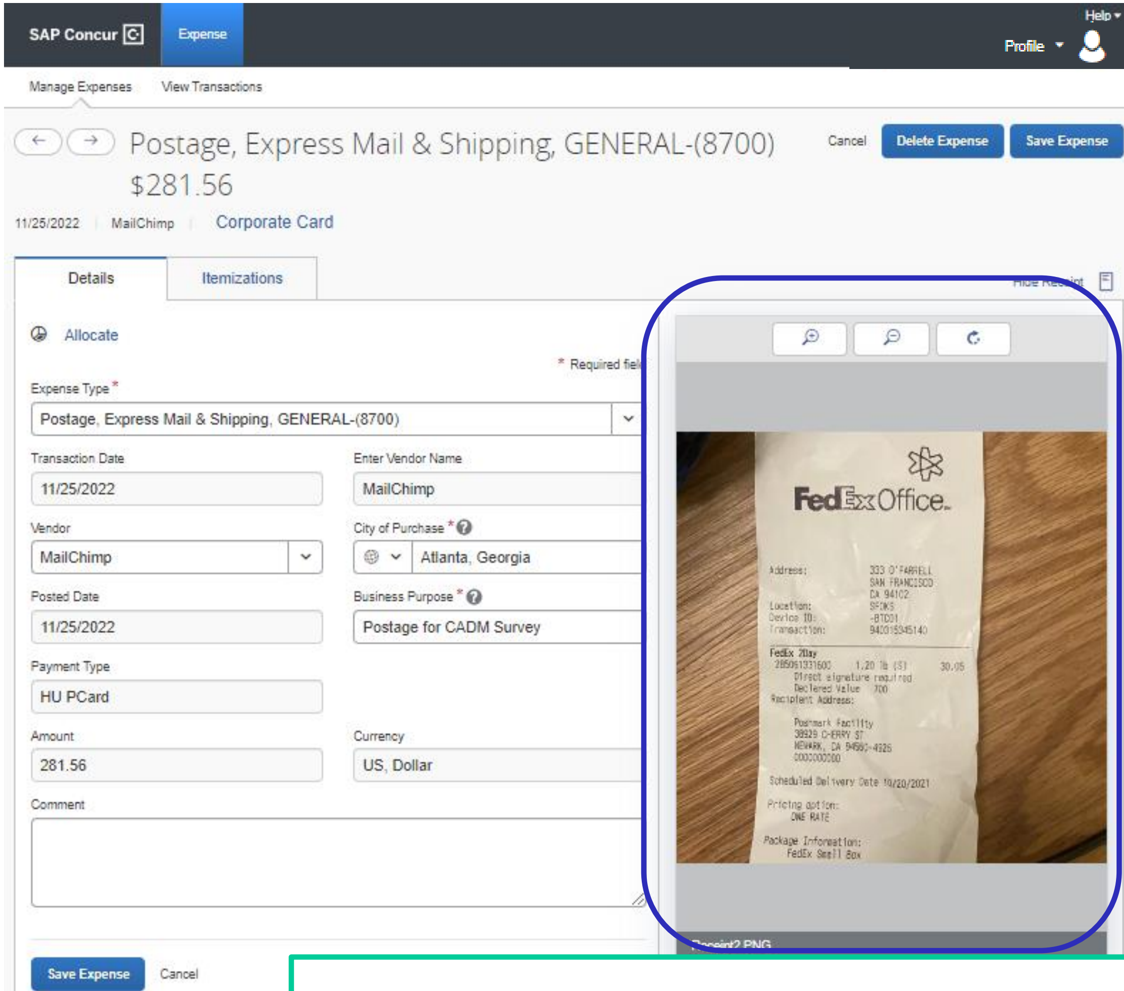
<u>Default Coding</u> will apply to all transactions on the statement report unless updated at the line level.

Preparing Statement Reports



Alerts will prompt the user for required fields. Click the **expense type** column to edit line level details for the purchase.

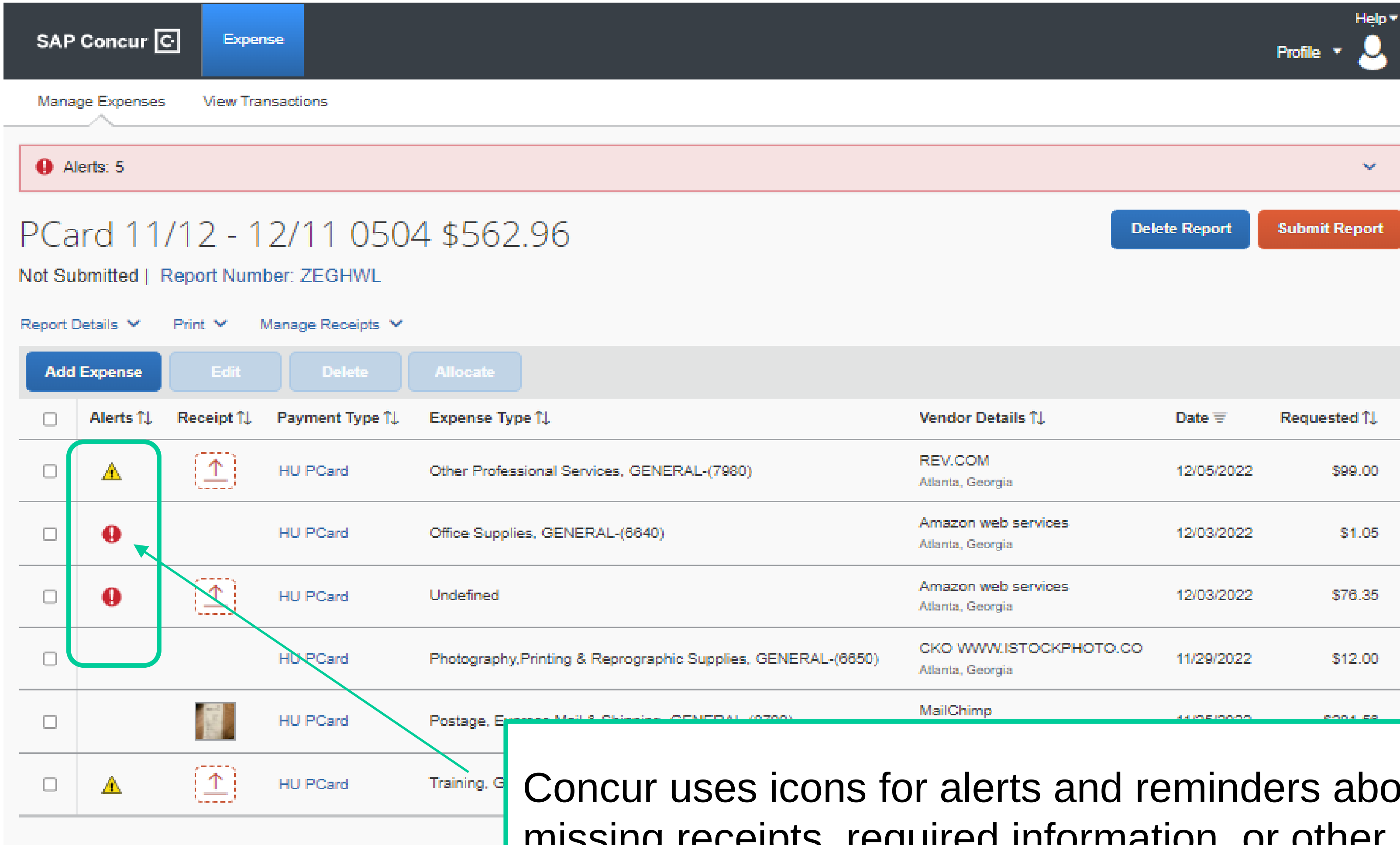
Entering Transaction Details



After adding the required information, you can save the expense and attach a receipt from your Receipts library.

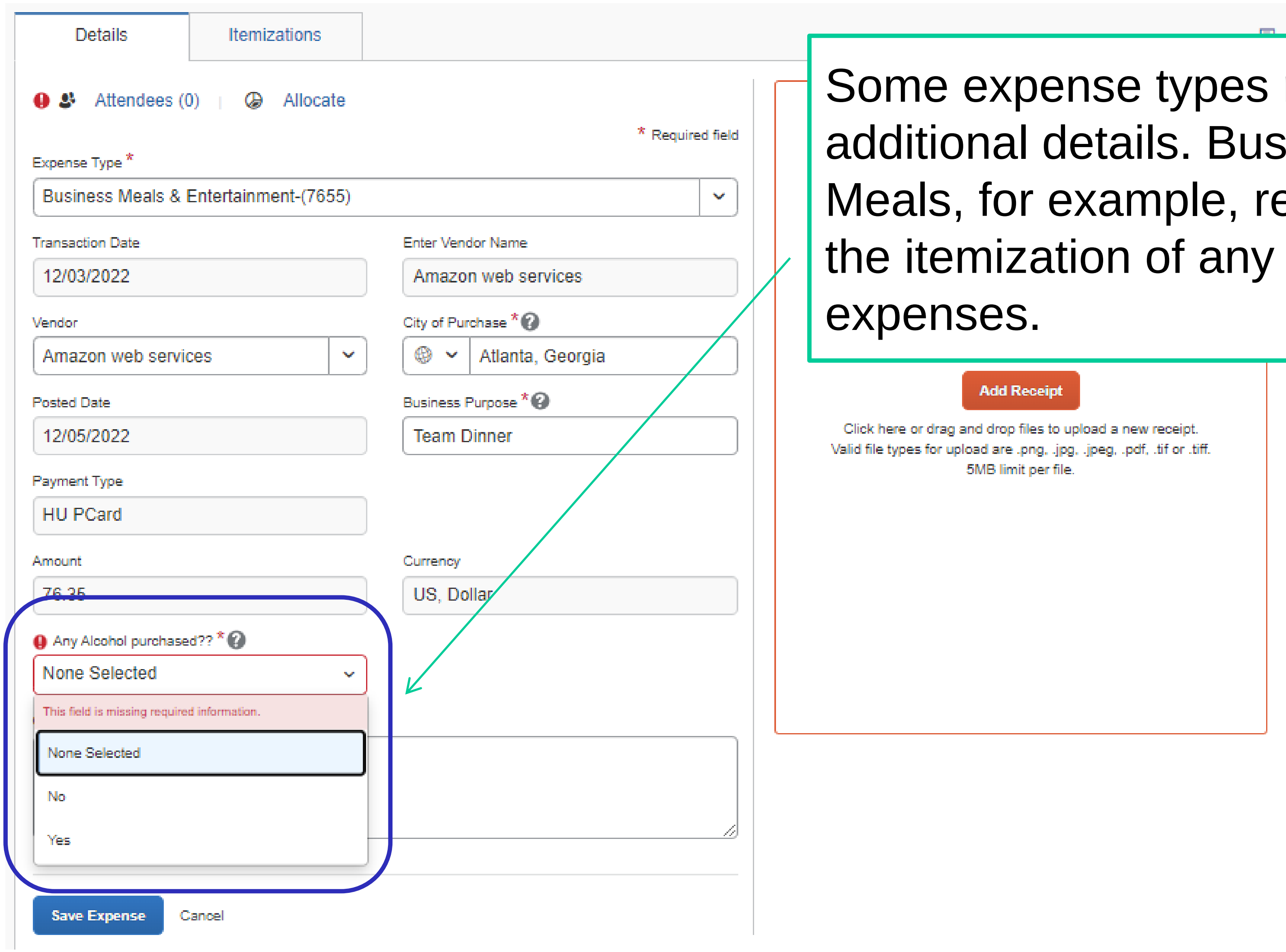
Expense types may require different details, but the system will prompt you accordingly. Fields may fill in automatically based on the other expenses you've already entered.

System Alerts and Reminders



Concur uses icons for alerts and reminders about missing receipts, required information, or other details. Hovering your mouse over the alert icon will open a pop-up with an explanation.

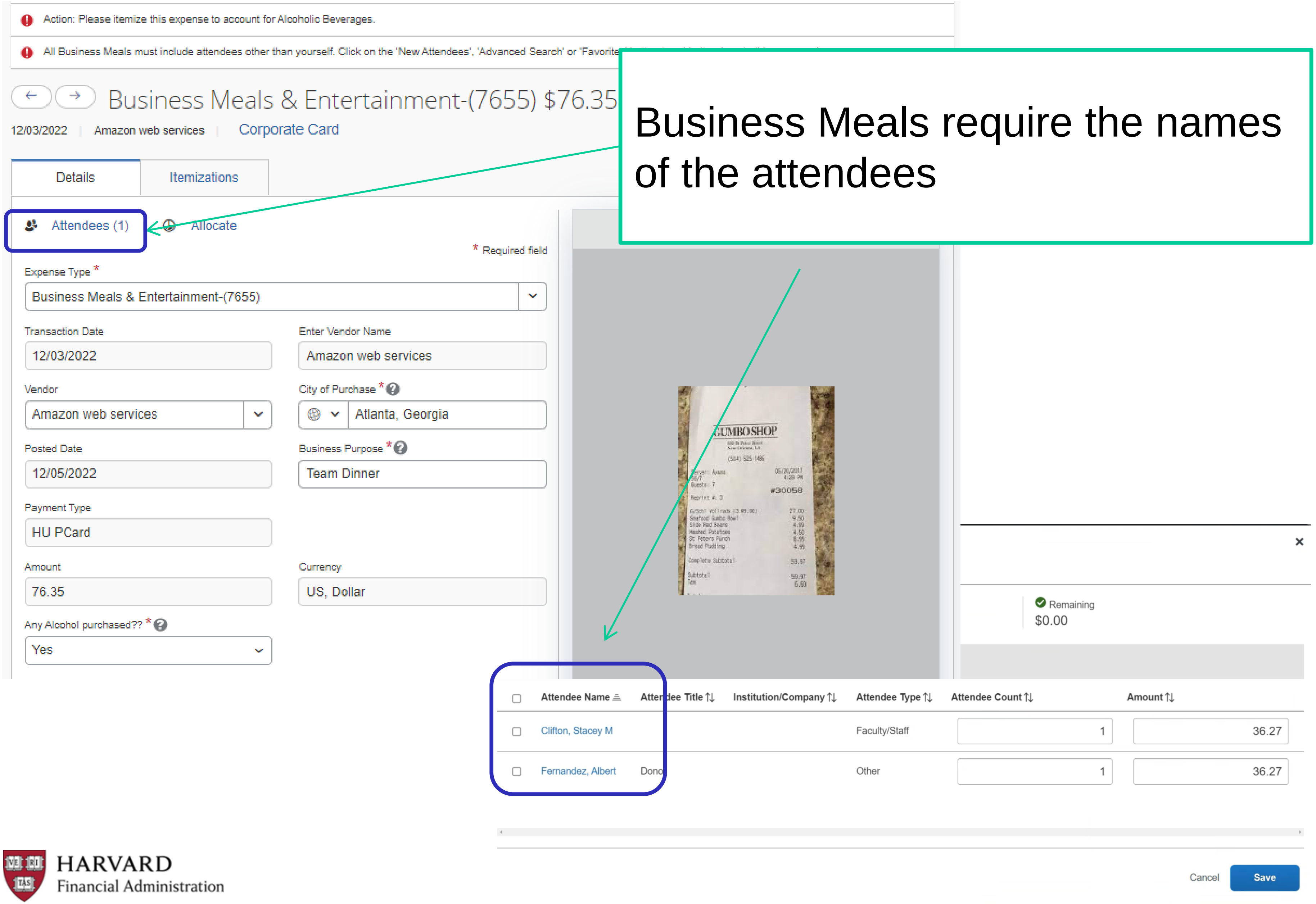
Adding Supporting Details



Some expense types require additional details. Business Meals, for example, requires the itemization of any alcohol expenses.

Adding Supporting Details - Attendees

Business Meals require the names of the attendees



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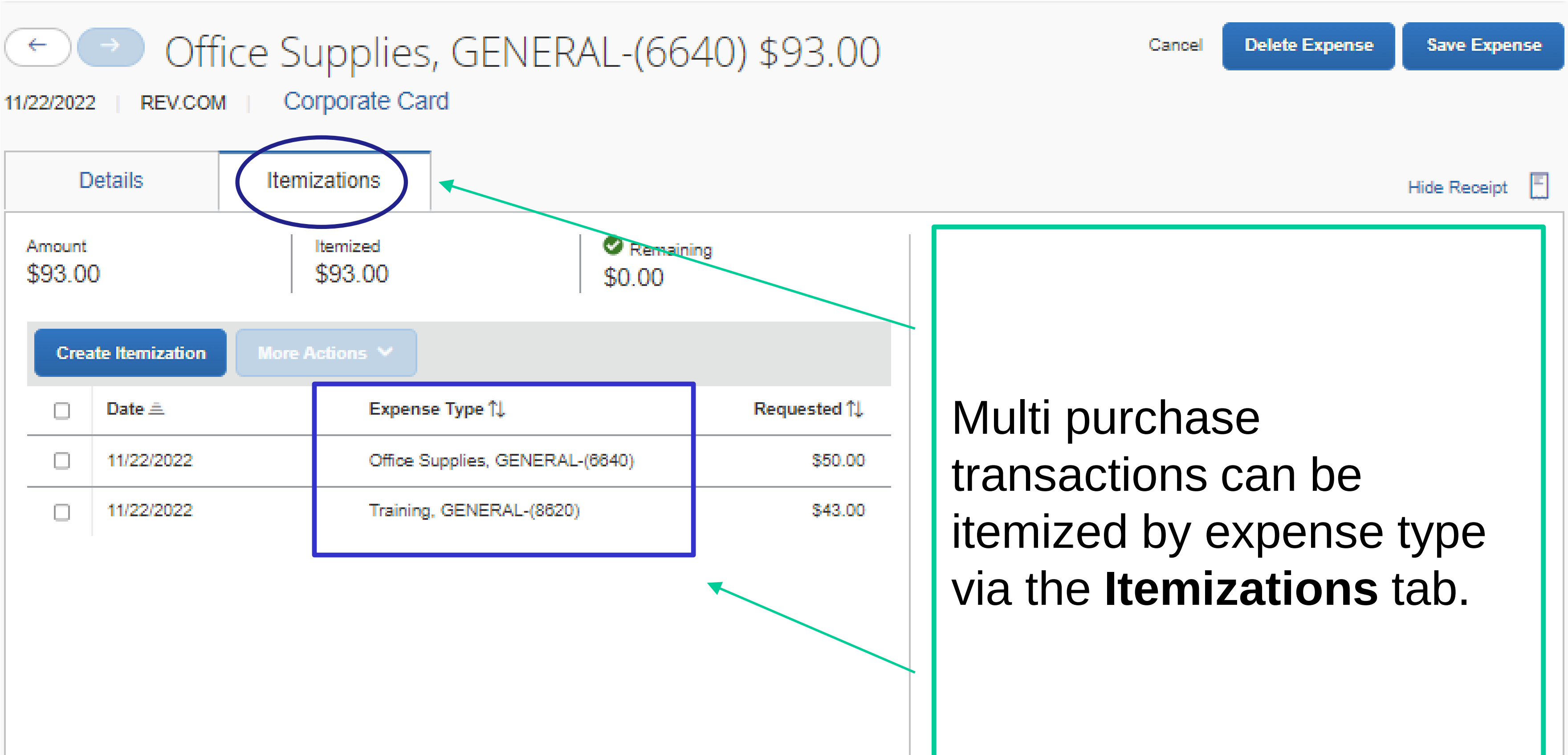
Itemizing Expenses



Multi purchase transactions can be itemized by expense type via the **Itemizations** tab.

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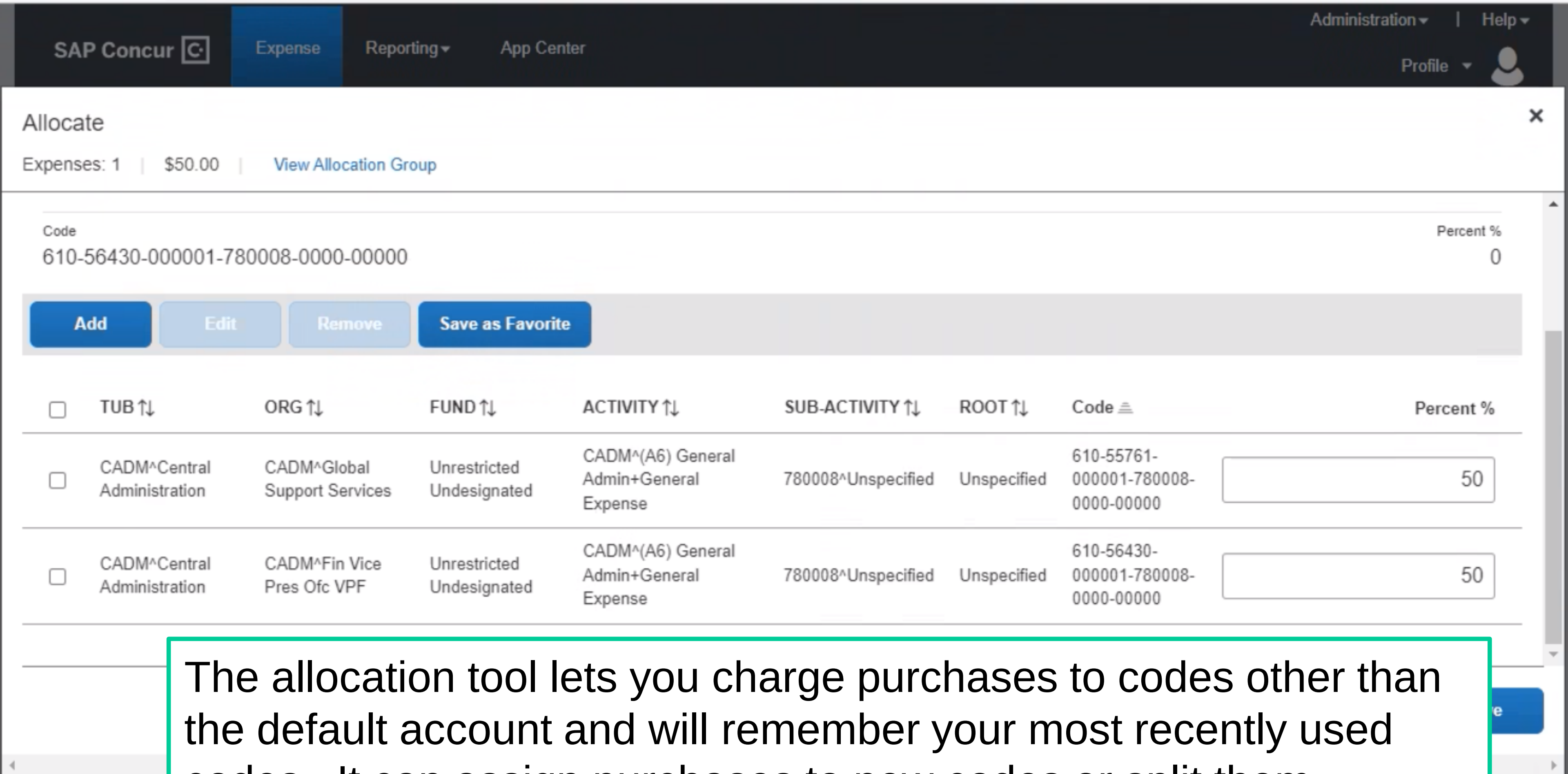
Allocating Expenses



The allocation tool lets you charge purchases to codes other than the default account and will remember your most recently used codes. It can assign purchases to new codes or split them between multiple codes. You can save favorite allocations for quick access.

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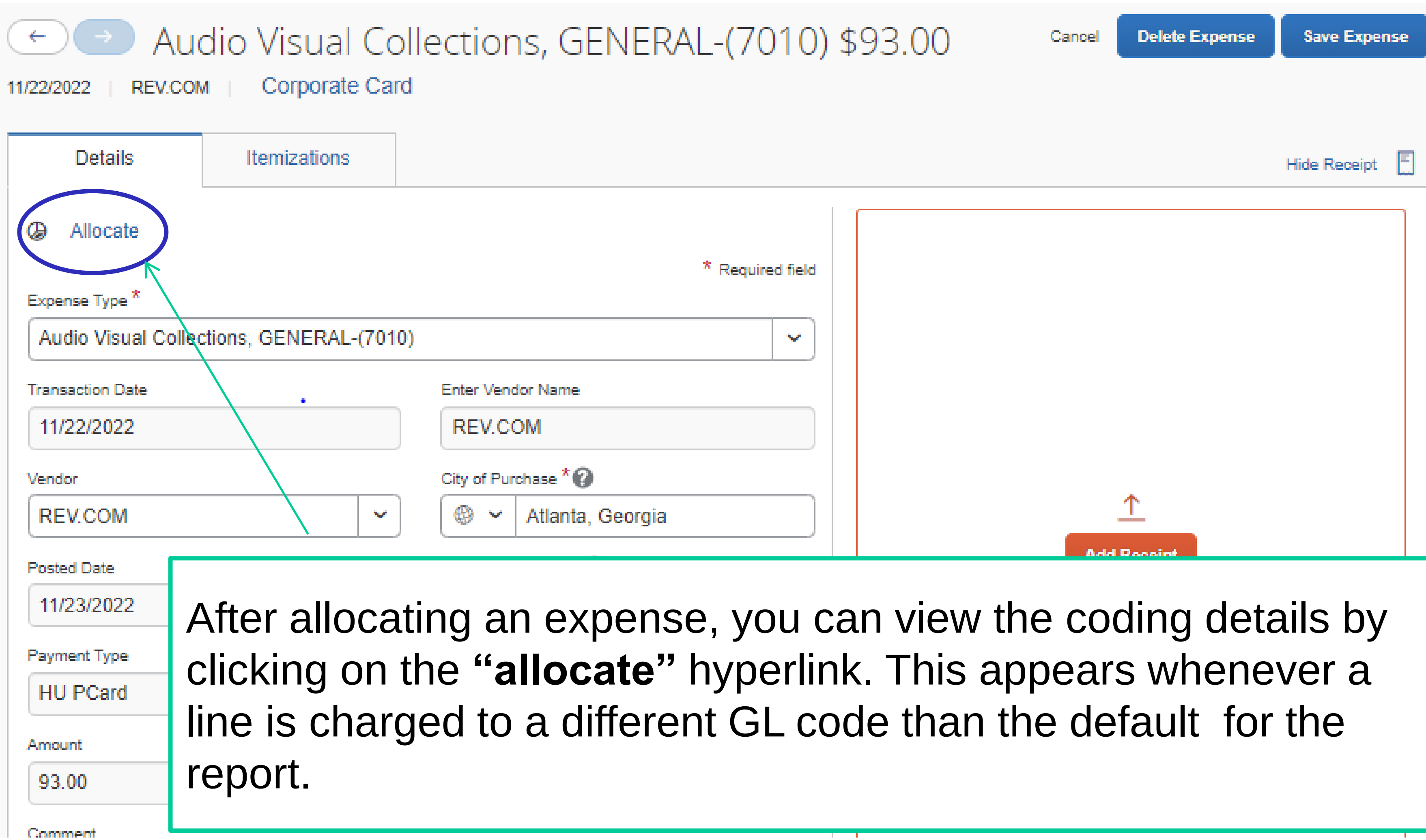
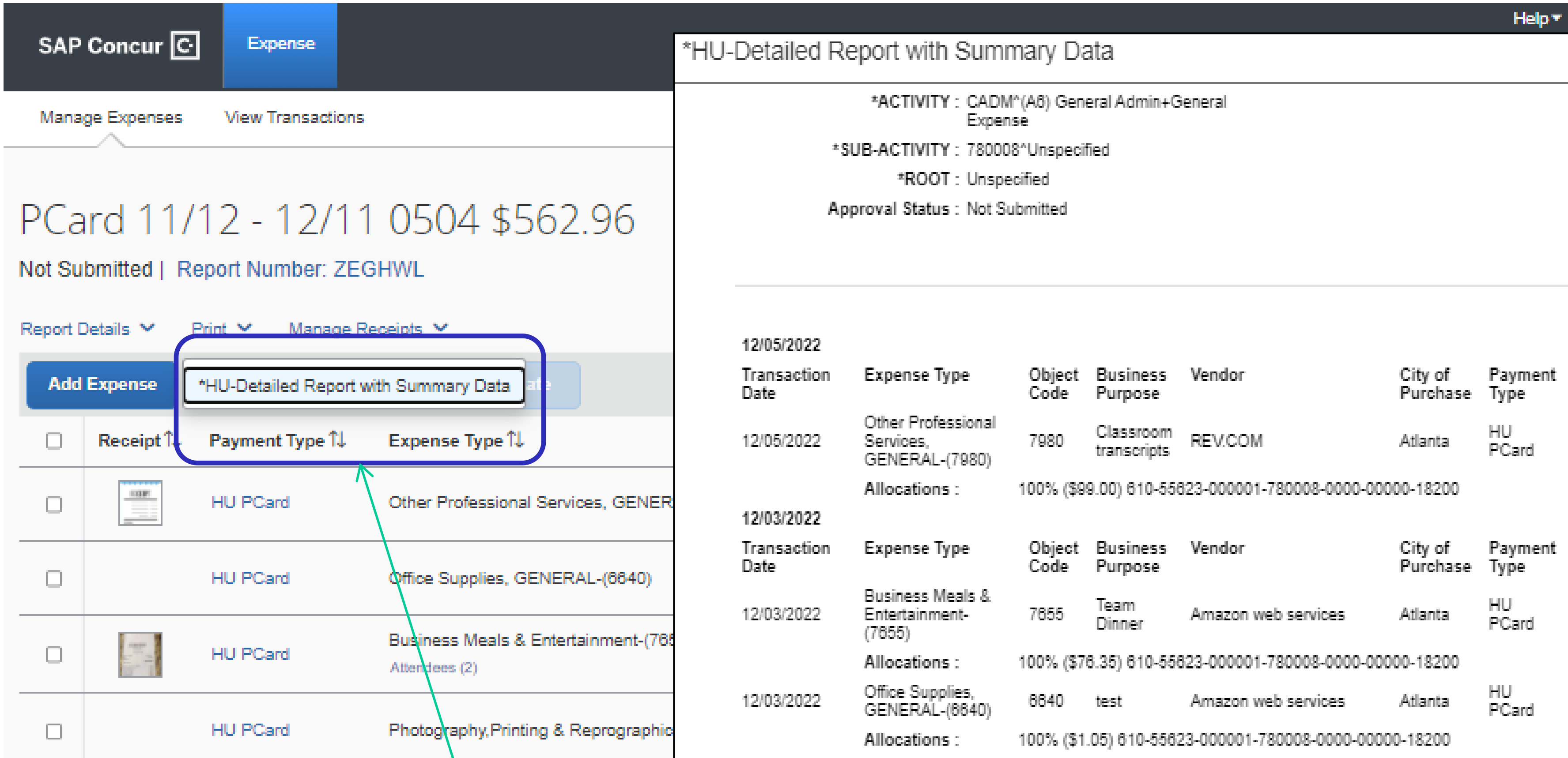
Viewing Allocated Expenses



After allocating an expense, you can view the coding details by clicking on the **"allocate"** hyperlink. This appears whenever a line is charged to a different GL code than the default for the report.

Viewing Full Report Details



Complete coding details for an expense report can be viewed by clicking Print/Share and selecting **“HU-Detailed Report with Summary Data”.**

Miscellaneous Information

- Concur will assign object codes based on the expense type

- Expenses requiring additional information:
  - Business and Individual Meals
  - City of Purchase and Vendor Name are required for many expenses

- Comments can always be added to provide additional details

- Personal charges that appear on a PCard:
  - Immediately contact your local PCard Administrator. In some cases, the vendor may be able to credit the Purchasing Card for the amount charged in error and accept a personal credit card instead.
  - Must be paid directly via check payable to Harvard University for the full amount of the charge. Contact your Tub Card Administrator for details on the check process.
  - Do not remove the personal charge from your PCard Statement Report. Code this charge to Expense Type “Personal (8450)’ and include a detailed explanation in the comments section. Attach copies of supporting documentation showing that the University was reimbursed in full.
- Expense Charges (line items) default to the account coding used in the report header but can be allocated to a different account or split between multiple codes

CAPTURING RECEIPTS

Options for Adding Receipts

- Use the Concur mobile app to take picture of receipts
  - Photos are uploaded to your User profile
  - Fastest way to upload receipts
- Send the receipt via email to receipts@concur.com
  - The email must come from a verified address (profile settings)
    - Files are uploaded to the account associated with that email
    - Emails sent "on behalf of" will be uploaded to the reimbursee's account
  - Photos, PDFs, forwarded emails, and other docs can all be sent
- Upload receipt images or other supporting documents from your desktop while you create your report

Log into Concur Mobile App

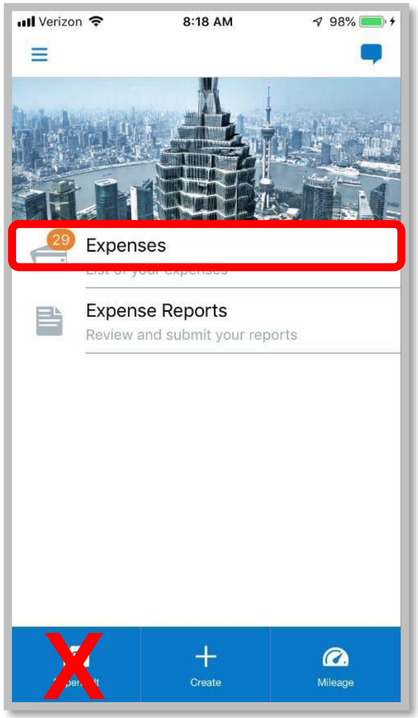
1. Download the **Concur Mobile App** from the App Store

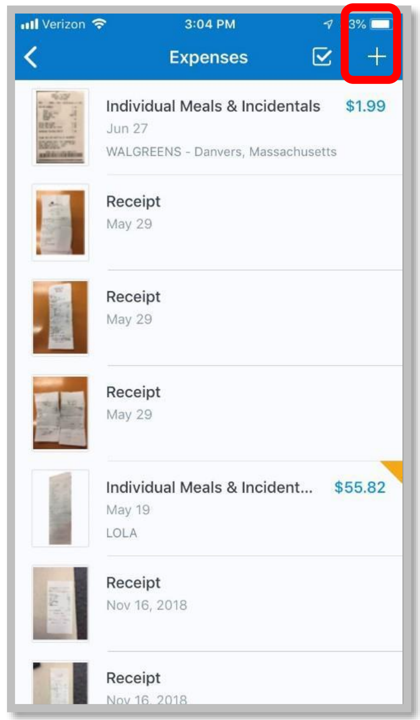
2. In the **Username** field, enter the email address associated with your account **(Harvard e-mail address or HUID@harvard.edu)**

3. You will then be prompted to **log in with your Harvard Key**

- **Note: If you have not verified your Harvard e-mail address in your Concur profile, you will need to log in using your HUID@harvard.edu.**

Capturing Receipts with the Concur App for PCard





Open the app and click **Expenses**. Do not choose ExpenseIt for PCard receipt images

Select the **+** sign and select **Take Photo** or **Upload Photo**

Click **Done** to finish <u>or</u> **Retake** to take another image. Then select **Done.**

Receipts added via the mobile app are available in the cardholders **Available Receipts** pool on using the desktop version of Concur.

Tip Sheet: [Using the Concur Mobile App for PCard]

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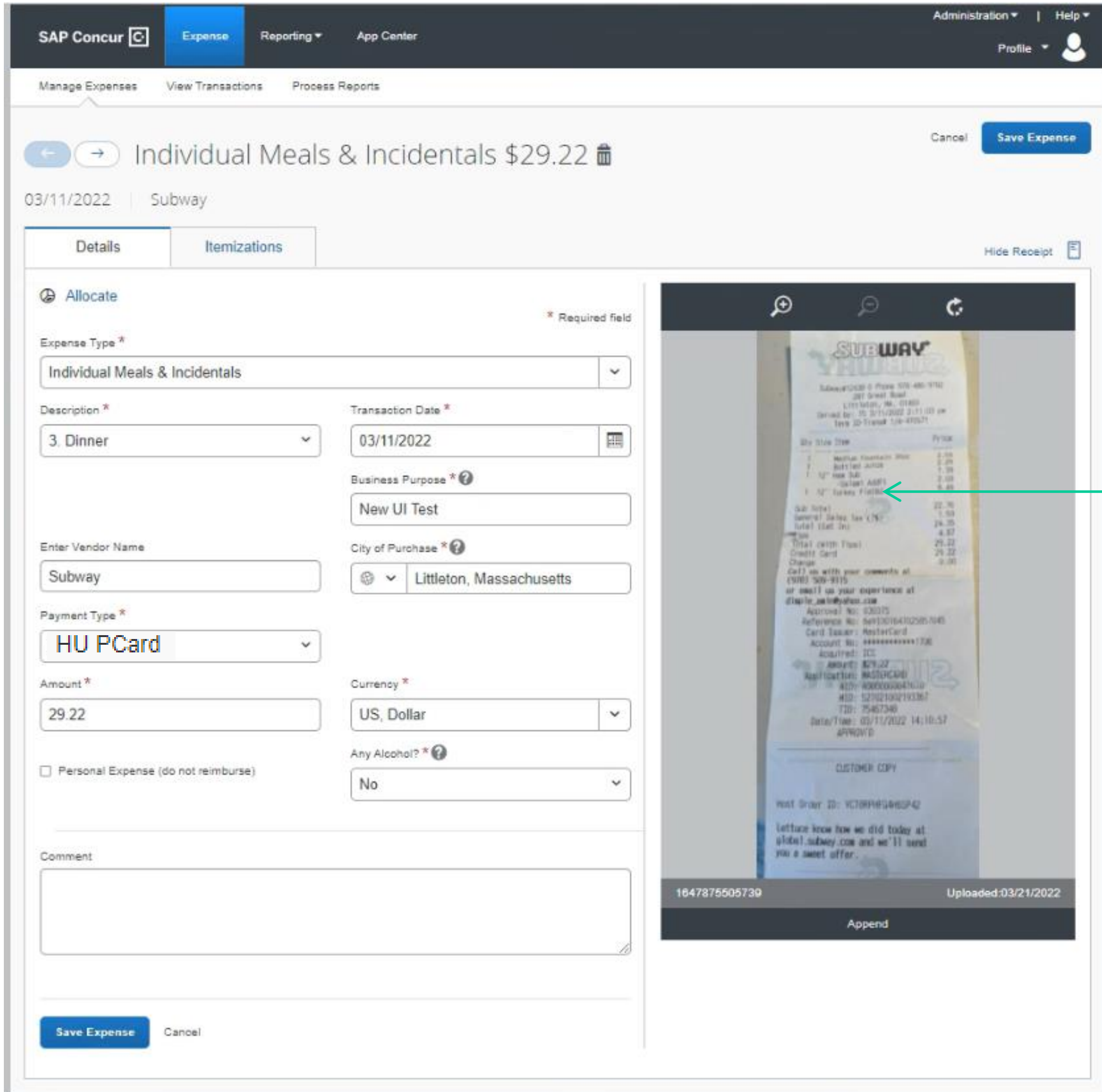
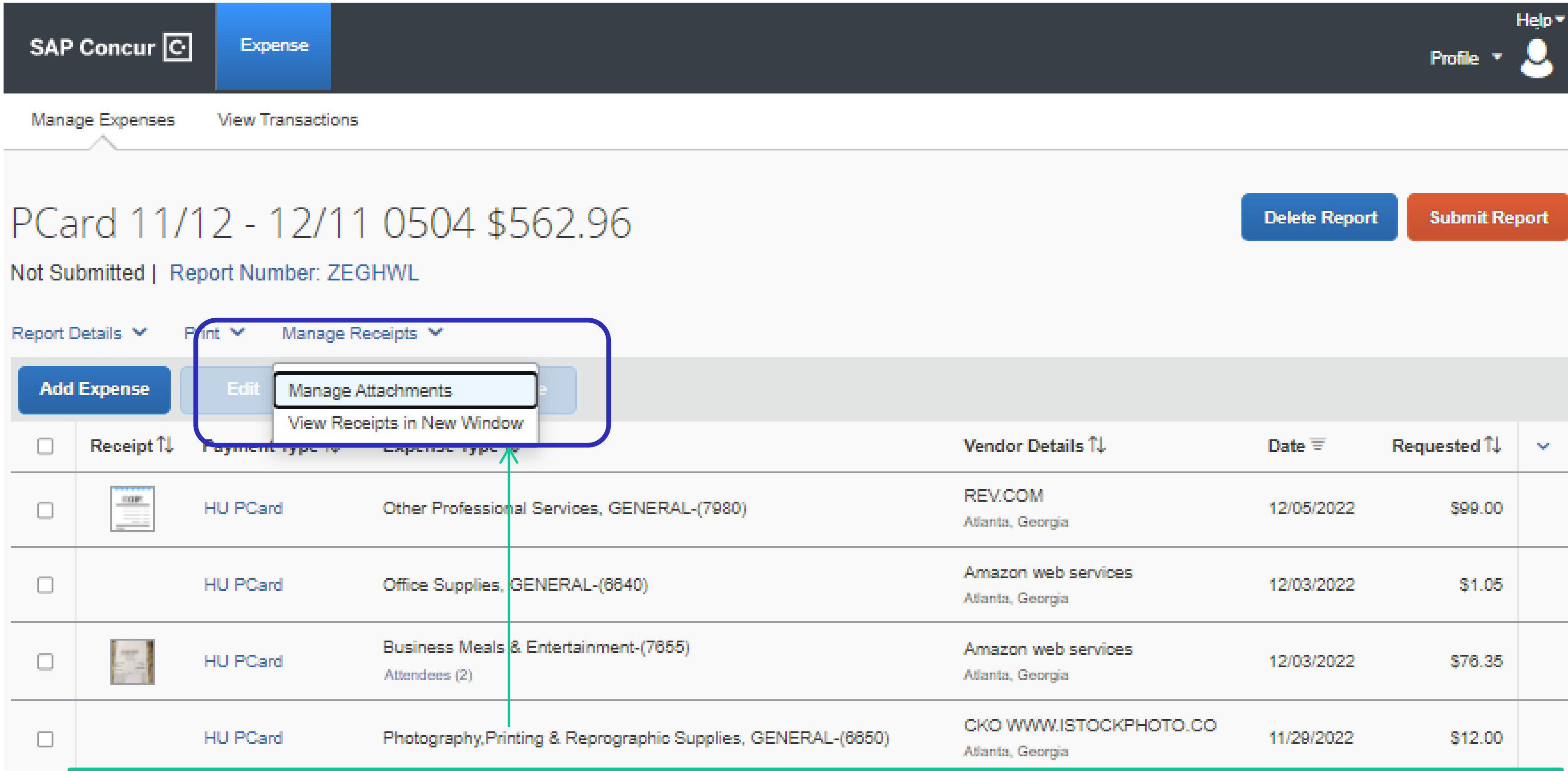
Attaching Receipts to Expenses



You can attach receipts or other documents that have been uploaded to your library or you can upload new ones from your desktop.

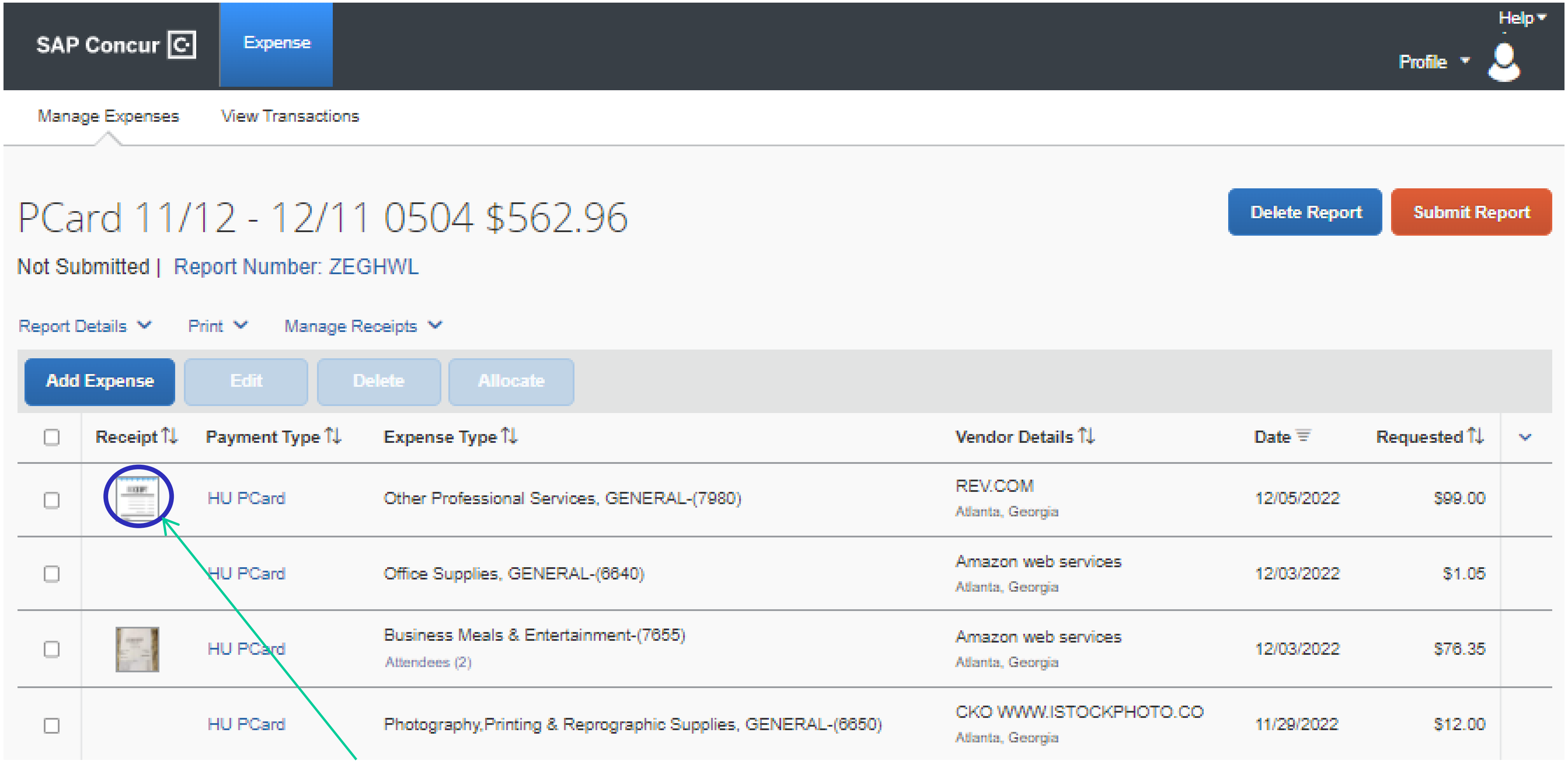
Multiple receipts can be attached to an expense when necessary.

Viewing all Receipts



Under “Manage Receipts” select “Manage Attachments” to attach receipts/documents from your desktop or to view all receipts/documents. Select “Missing Receipt Declaration” if you are missing required receipts.

Viewing a Receipt



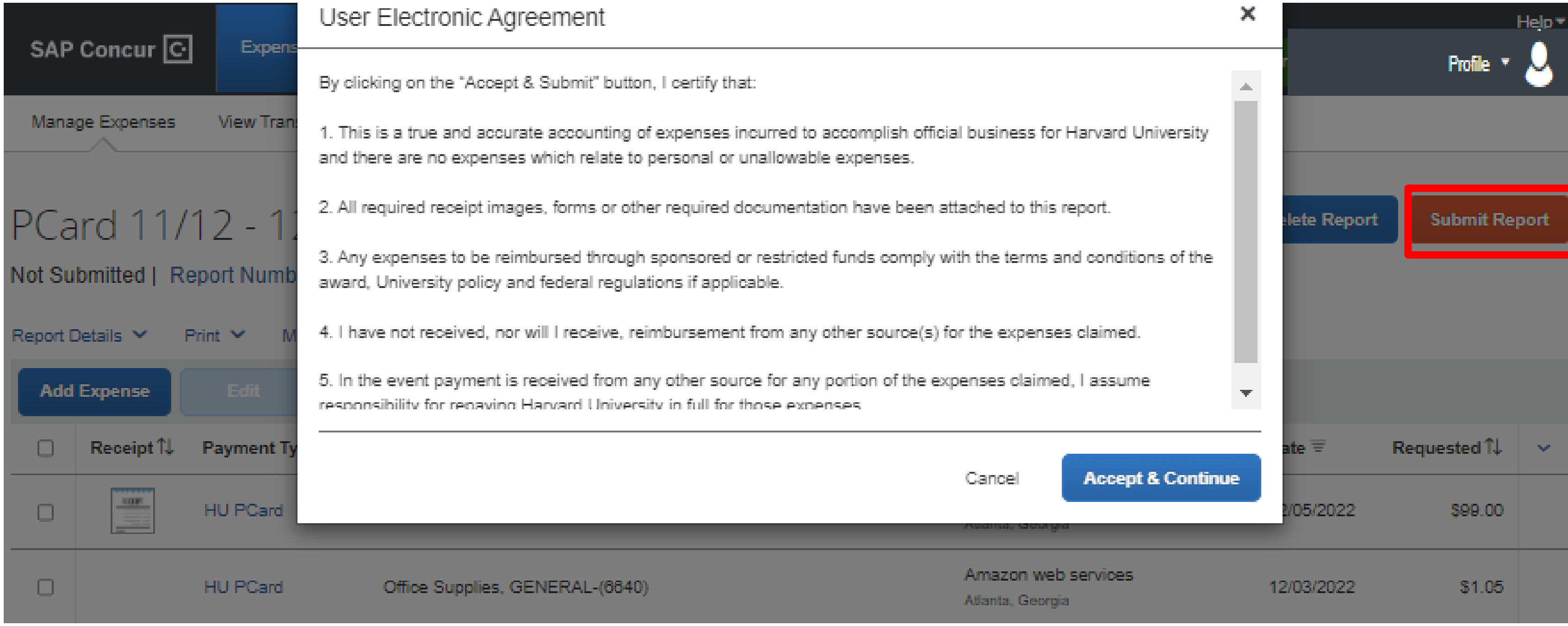
Once attached to a transaction, you can quickly view a receipt by clicking the small thumbnail of the receipt

Receipts

- Required for expenses that are greater then or equal to $75
  - Schools / units may require receipts for expenses under $75 (confirm with your school/unit)
  - Concur will only alert you to missing receipts when the charge is $75 or greater
- Itemized receipts are required whenever possible
  - Cardholders are encouraged to note the tip amount, names of guests, and other useful information directly on the receipt
- Missing Receipt Declaration can be filled out in the system by the traveler or forms can be scanned and uploaded

Refer to the Harvard Card Policy for more details.

Submitting Reports



Once complete, click Submit Report

- Reports are available to be submitted on the 14th of each month. It is recommended to submit within 3-5 days of the 14th.
- A confirmation appears with reminders about financial responsibility
- Concur will alert you to any exceptions that need to be fixed
- You will also be able to change which approver will receive the report

Email Notifications

Cardholder:

- The PCard statement report is ready for submission due to statement period ending. This email is sent on the 14th of each month.
- Reminders if statement report is not submitted in a timely manner sent on the 28th of each month

Approver:

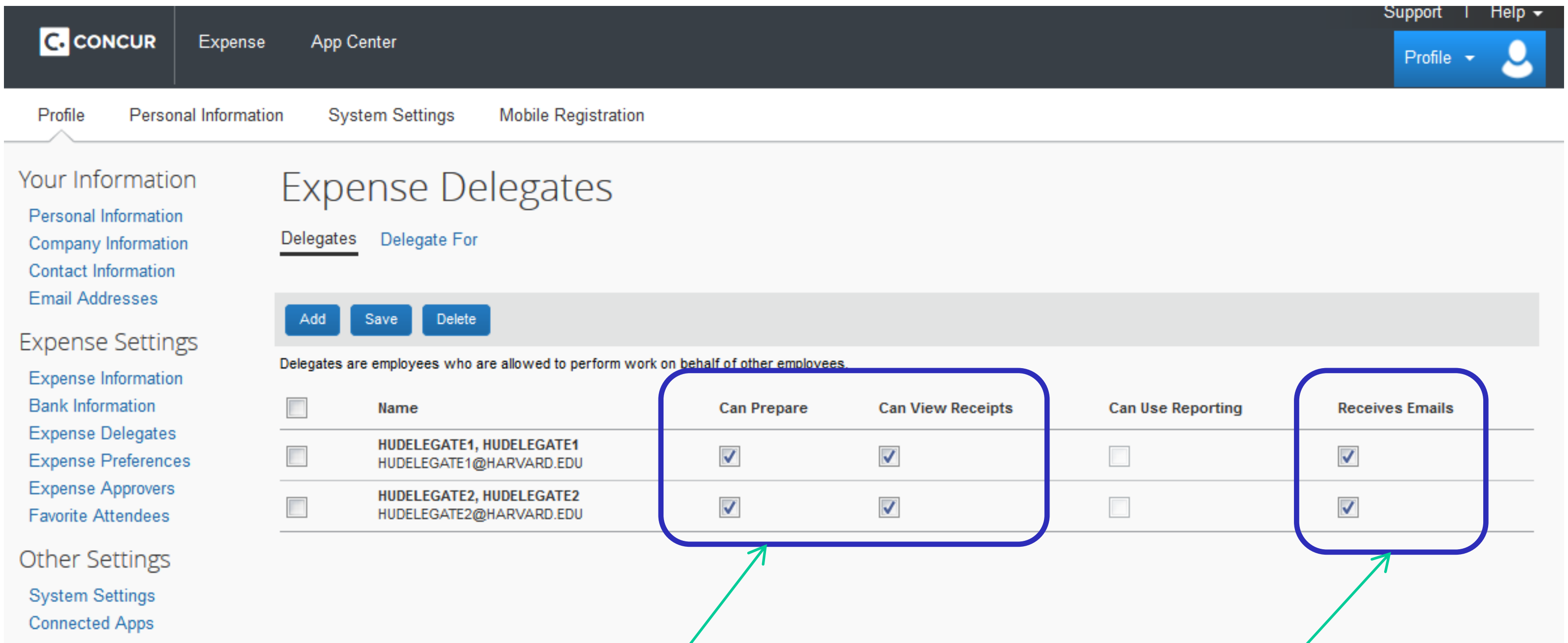
- Upon submission, a notification is sent to the approver to alert them of the report

THE DELEGATE PROCESS

Delegates

- Create a report on behalf of another user:
  - You must first be set up as a Delegate for that user (the Cardholder) in their profile settings
  - Upload receipts to their Cardholders’ accounts
  - May add additional required details
- After a Delegate creates a report, a notice is sent to the Cardholder letting them know that it’s ready to be reviewed and submitted
- <u>Once the report is created, the Cardholder must log into Concur to submit their reports</u>
  - This acts as the electronic signature to ensure policy compliance

Profile Settings: Assigning a Delegate

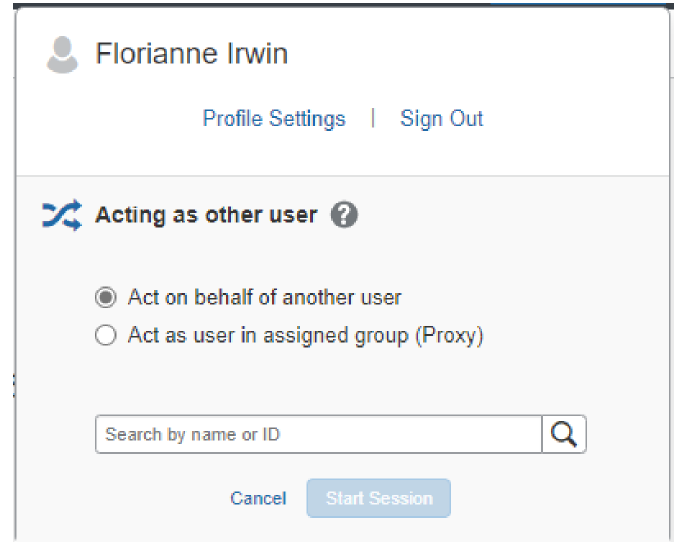


Adding a Delegate must be done in the Cardholder's profile settings. Use these settings to allow a Delegate to prepare reports, view receipts, and receive email notifications on behalf of the Cardholder.

Cardholder's can have multiple people as their Delegates and Delegates can prepare reports for multiple Cardholders.

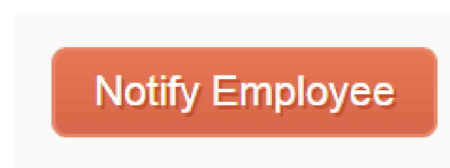
Delegate Access

Delegates log into Concur as themselves, then click on their profile to act as a different user.



Their profile icon then changes to show that they’re acting as a Delegate and are now creating reports for another person.

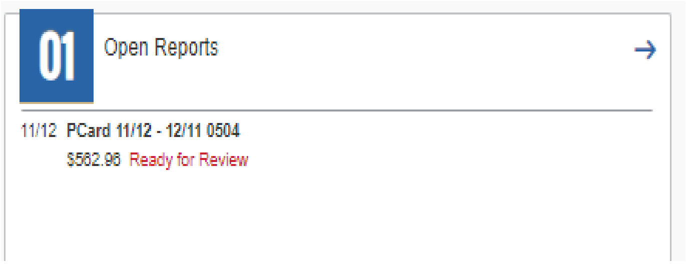
When finished, the Delegate clicks “Notify Employee” to let the Cardholder know that a report is ready for them to submit.



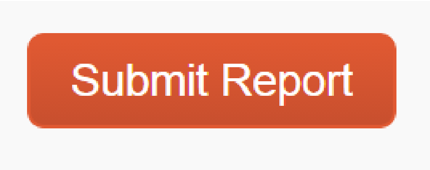
Submitting a Delegated Report

The Cardholder is sent an email to let them know a report is ready for them to submit. The email includes the report name and a link to Concur.

On their Concur Homepage, the Cardholder will see the report marked "Ready for Review" under Open Reports.



The Cardholder should review the report details and then click "Submit Report" to send it to their approver.



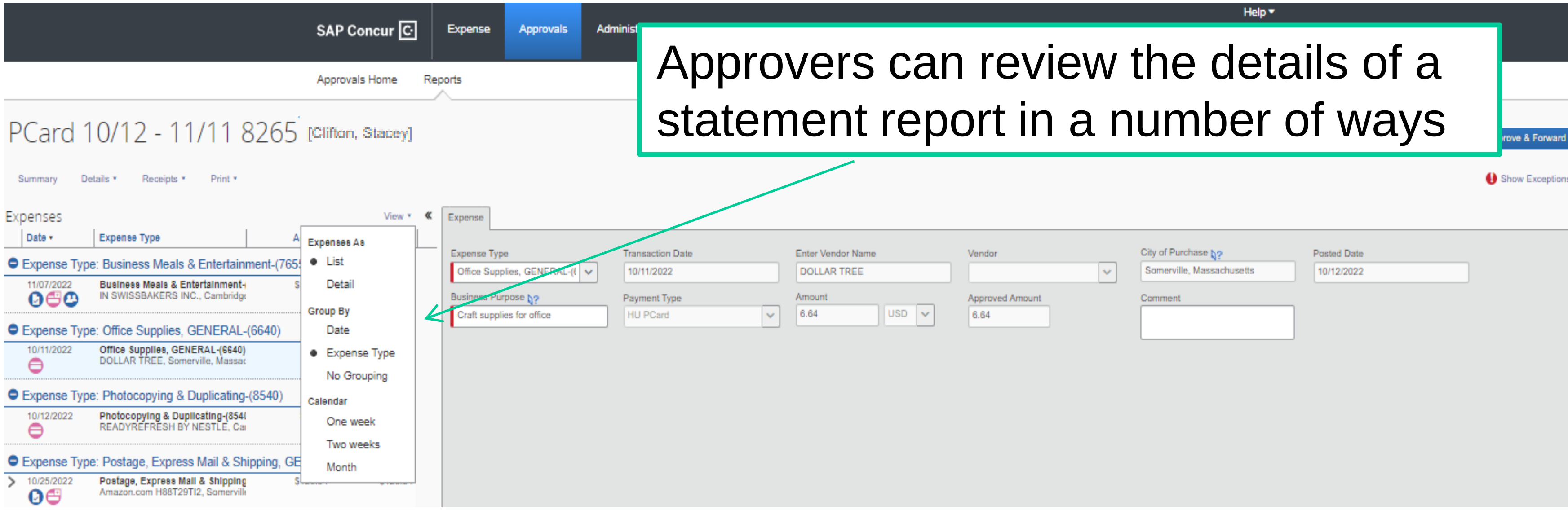
APPROVING REPORTS

Approving Reports

- Approvers receive an email when a report is submitted for their approval
  - A PDF showing the coding for each line is attached to the email
  - Approvers have **7 calendar days** to take action on a PCard statement report
- Approvers should:
  - Review the report details and any exception notices
  - ***Check that the account coding is correct***
  - Confirm that all necessary receipts are included and that they match the expenses
  - Ensure that all expenses are in accordance with policy

Online training on ROPPA (Responsibilities of Purchasers, Preparers, and Approvers) is available at: http://policies.fad.harvard.edu/

Approver Screen



Approvers can review the details of a statement report in a number of ways

Approvers can edit the expense type, account coding or business purpose of each line. They can also attach additional documents. For other changes, they can send the report back to the preparer with a note explaining what needs to be fixed before it can be approved.

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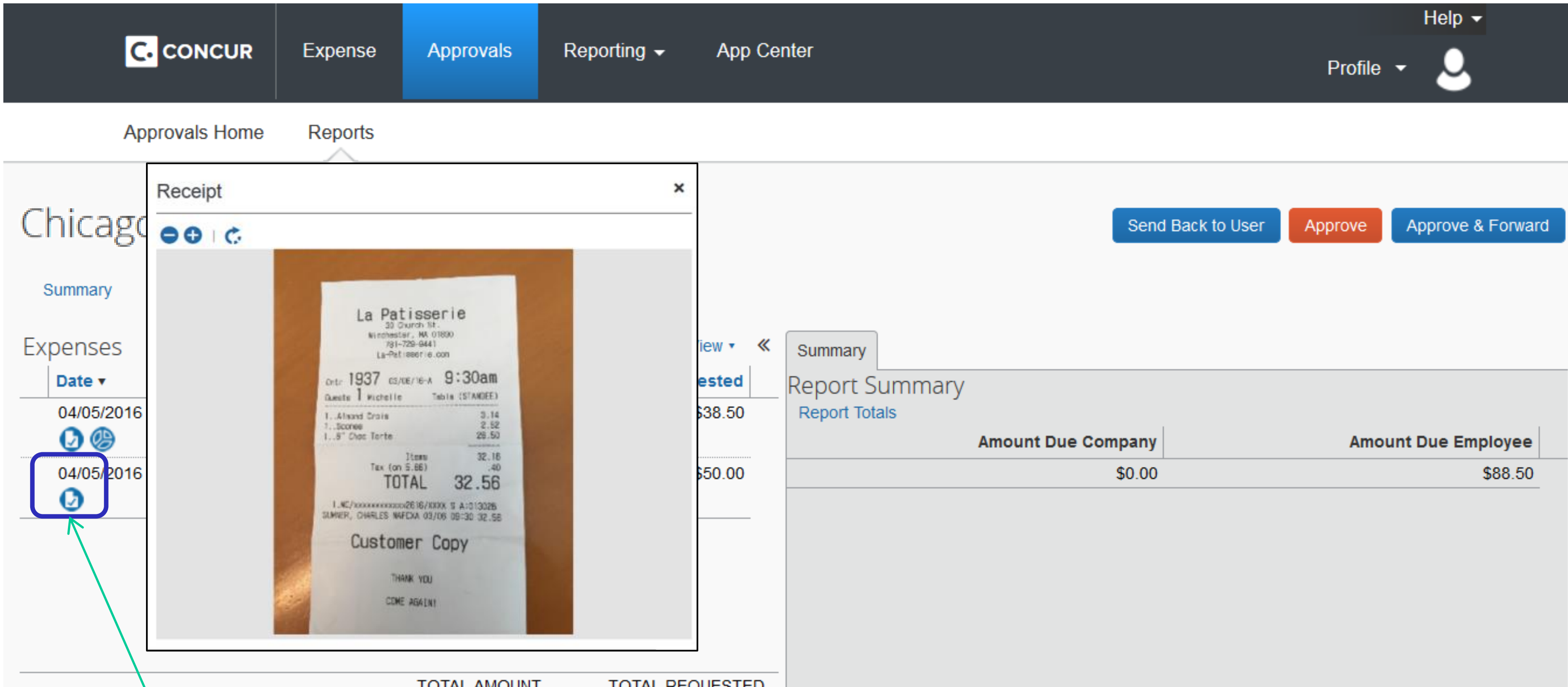
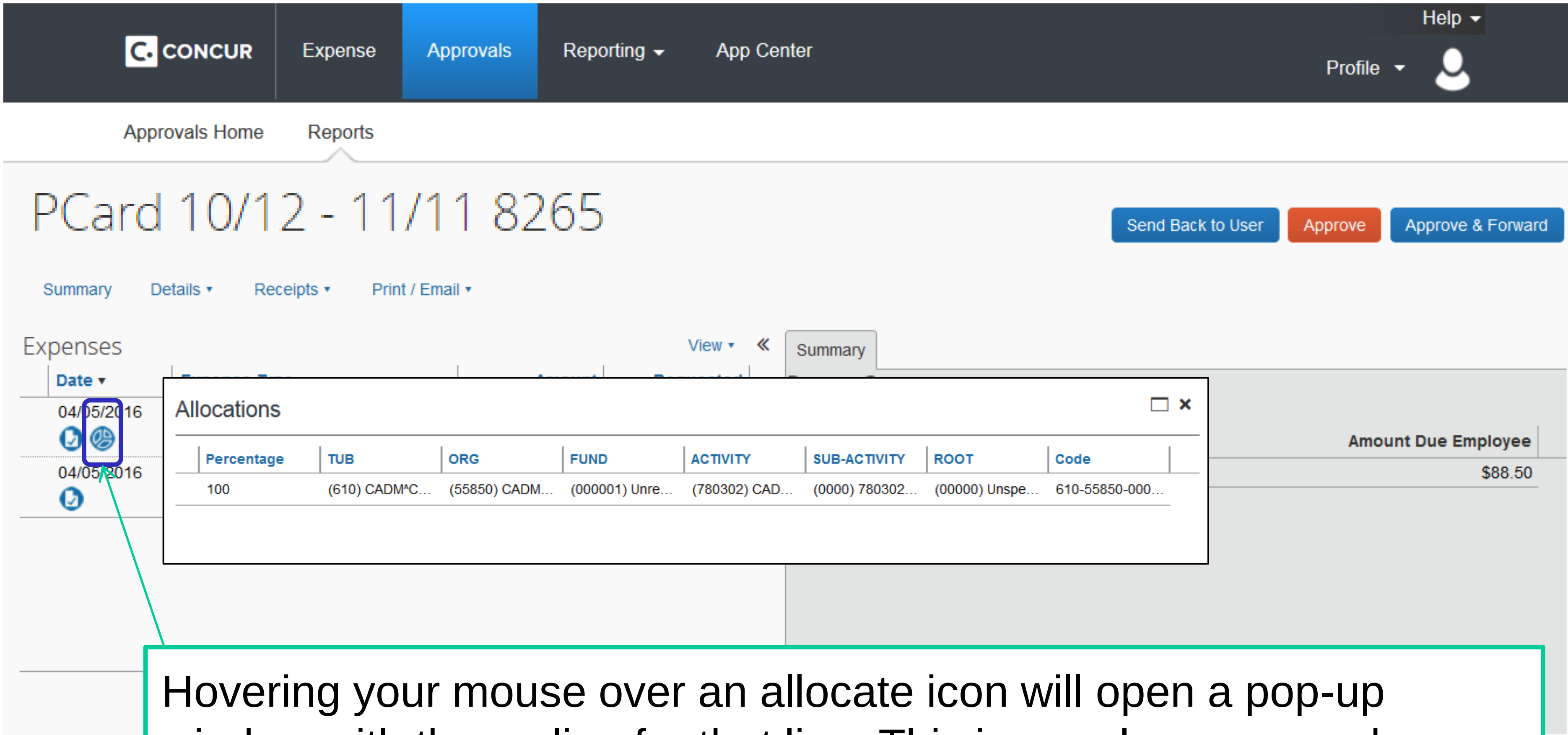
Approver: Viewing Receipts



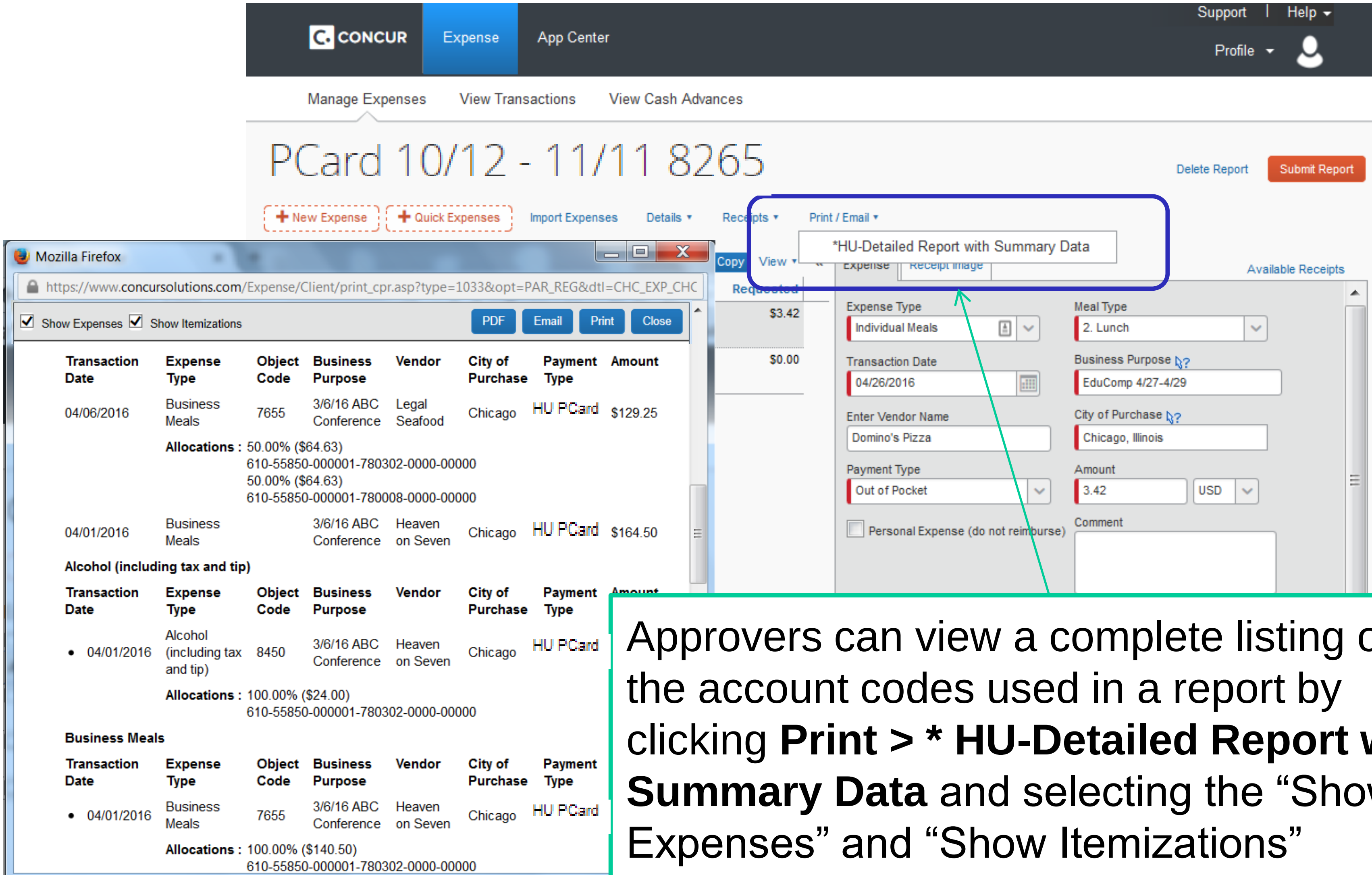
Approvers can view receipts individually by hovering their mouse over the receipt icon or view all attachments at once through **Manage Receipts > Manage Attachments**.

Approver: Viewing Allocations



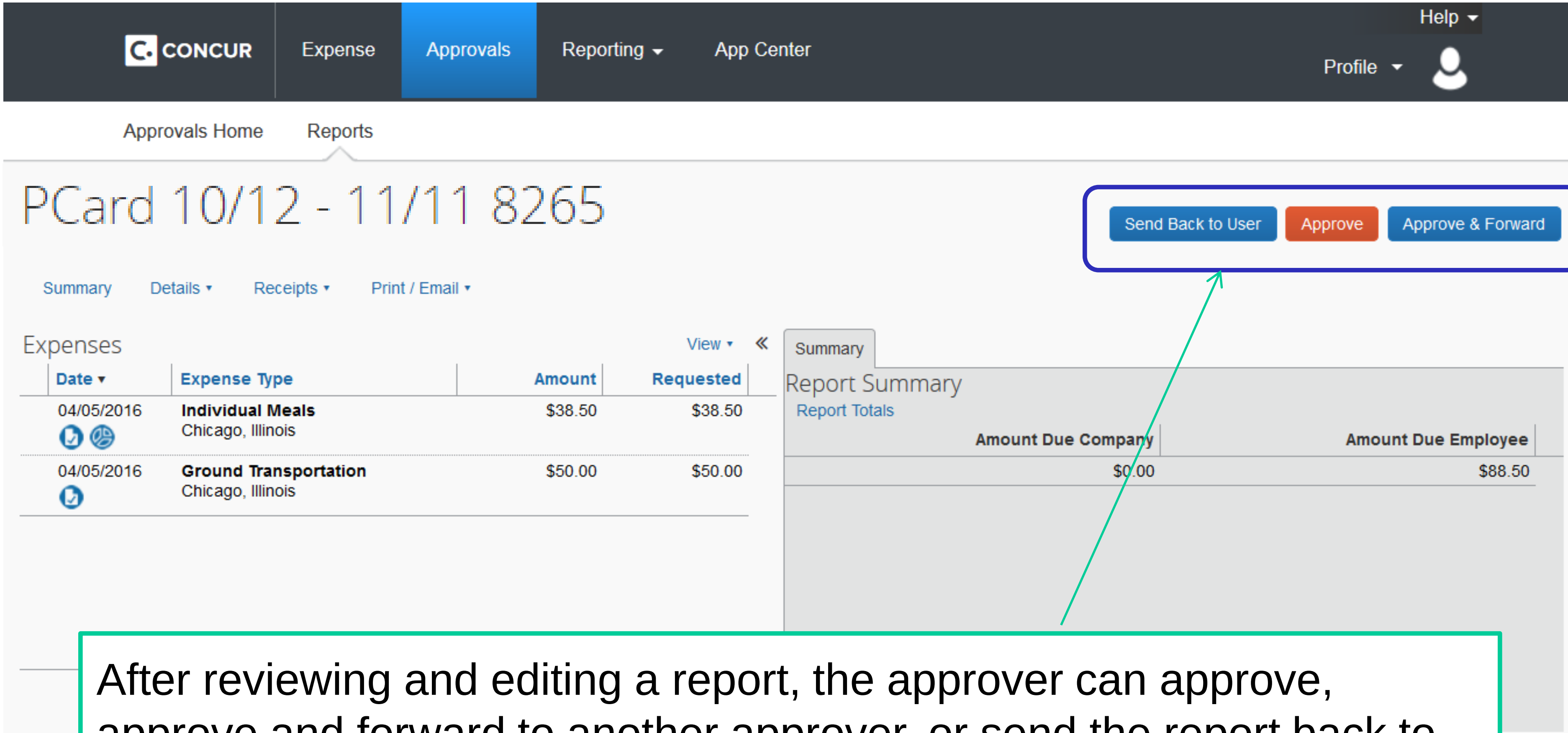
Hovering your mouse over an allocate icon will open a pop-up window with the coding for that line. This icon only appears when an expense is charged to something other than the default coding for the report.

Approver: Viewing Full Details



Approvers can view a complete listing of all the account codes used in a report by clicking **Print > * HU-Detailed Report with Summary Data** and selecting the “Show Expenses” and “Show Itemizations” checkboxes.

Approve, Forward, or Send Back



After reviewing and editing a report, the approver can approve, approve and forward to another approver, or send the report back to the preparer with a note explaining why it wasn't approved and what changes are needed.

SUPPORT

Concur User Support

- Contact Harvard’s Reimbursements & Card Services at:
  - 617-495-8500, option 2
  - concurhelp@harvard.edu
- Check with your local finance office for any Tub-specific guidelines or policies
- Concur Tip Sheets, Video Tutorials, and FAQs are found at: http://travel.harvard.edu/concur
- Online courses on ROPPA (Responsibilities of Purchasers, Preparers, and Approvers) https://trainingportal.harvard.edu