
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

SAP Concur Expense Reporting App Center Administration | Help Profile

HARVARD UNIVERSITY
Hello, Stacey

+ Start a Report
+ Upload Receipts
08 Available Expenses
04 Open Reports

COMPANY NOTES

WELCOME!
IMPORTANT: Concur has migrated to a new payment processor (Bambora) for "out of pocket" direct deposit payments. You must complete a one-time opt-in process to continue to receive your out-of-pocket reimbursements. The opt-in process authorizes Bambora to make deposits using your existing banking information in Concur. For complete instructions click here

For current Travel and Reimbursement Guidance (updated January 5, 2022) click here

Read more

MY TASKS

08 Available Expenses →

- 03/02 Sal's Express Pizza \$17.51
- 02/26 Trader Joe's \$47.52
- 02/22 Ac & T G \$36.90
- 02/21 Cheddar's Scr \$72.54
- 02/19 Sq *morgantov \$34.82

04 Open Reports →

- 11/12 PCard 11/12 - 12/11 0504 \$562.96
- 02/01 Test Report \$284.48
- 01/19 New UI Test \$20.24

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

The screenshot shows the Concur user interface. At the top, there is a navigation bar with the Concur logo and menu items: Expense, Approvals, App Center, Administration, and Help. The 'Profile' menu item is circled in red. Below the navigation bar, there is a sub-navigation bar with options: Profile, Personal Information, Change Password, System Settings, and Mobile Registration. The main content area is titled 'Profile Options' and includes a list of settings categories on the left and a list of options on the right. The options on the right are: Personal Information, Bank Information, Expense Preferences, Mobile Registration, System Settings, Expense Delegates, and Change Password. A green box highlights the following text:

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

Manage Expenses

REPORT LIBRARY View: Active Reports

NOT SUBMITTED 11/12/2022
PCard 11/12 - 12/11 0504
\$562.96

NOT SUBMITTED 02/01/2022
Test Report
\$284.48

NOT SUBMITTED 01/19/2022
New UI Test
\$30.34

NOT SUBMITTED 01/10/2022
New UI Test
\$385.00

Displayed reports: 4, Total: 4

AVAILABLE EXPENSES View: All Expenses

Receipt	Payment Type	Expense Type	Vendor Details
<input type="checkbox"/>	Out of Pocket	Allowance	Sal's Express
<input type="checkbox"/>	Out of Pocket	Allowance Meal	Sal's Express
<input type="checkbox"/>	Out of Pocket	Allowance Meal	Trader Joe's
<input type="checkbox"/>	Out of Pocket	Undefined	Trader Joe's
<input type="checkbox"/>	Out of Pocket	Allowance Meal	Cheddar's Scratch Kitch

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

SAP Concur Expense Approvals Administration Help Profile

Report Header
PCard 11/12 - 12/11 0504 | \$562.96

Report Name* PCard 11/12 - 12/11 0504 Statement Start Date 11/12/2022 Statement End Date 12/11/2022

Report Id 255BC2C2E992490CBF4D Policy *HU PCard Report Date 11/12/2022

Report Currency US, Dollar Approval Status Not Submitted Report Total 562.96

TUB (610) CADM^Central Administration ORG (55623) CADM^Central Finance and Administration FUND (000001) Unrestricted Undesignated

ACTIVITY (780008) CADM^(A6) General Admin+General Expense SUB-ACTIVITY (0000) 780008^Unspecified ROOT (00000) Unspecified

Report Name 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.**

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

Preparing Statement Reports

PCard 11/12 - 12/11 0504 \$562.96 Delete Report Submit Report

Not Submitted | Report Number: ZEGHWL

Report Details ▾ Print ▾ Manage Receipts ▾

Add Expense Edit Delete Allocate

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ▾	Requested ↑↓
<input type="checkbox"/>			HU PCard	Other Professional Services, GENERAL-(7980)	REV.COM Atlanta, Georgia	12/05/2022	\$99.00
<input type="checkbox"/>			HU PCard	Office Supplies, GENERAL-(6640)	Amazon web services Atlanta, Georgia	12/03/2022	\$1.05
<input type="checkbox"/>			HU PCard	Undefined	Amazon web services Atlanta, Georgia	12/03/2022	\$76.35
<input type="checkbox"/>			HU PCard	Photography, Printing & Reprographic Supplies, GENERAL-(6650)	CKO WWW.ISTOCKPHOTO.CO Atlanta, Georgia	11/29/2022	\$12.00
<input type="checkbox"/>			HU PCard	Postage, Express Mail & Shipping, GENERAL-(8700)	MailChimp Atlanta, Georgia	11/25/2022	\$281.58
<input type="checkbox"/>			HU PCard	Training, GENERAL-(8620)	REV.COM Atlanta, Georgia	11/22/2022	\$93.00
							\$562.96

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

Entering Transaction Details

SAP Concur Expense

Manage Expenses View Transactions

Postage, Express Mail & Shipping, GENERAL-(8700) \$281.56

11/25/2022 MailChimp Corporate Card

Details Itemizations

Allocate

Expense Type * Postage, Express Mail & Shipping, GENERAL-(8700)

Transaction Date 11/25/2022 Enter Vendor Name MailChimp

Vendor MailChimp City of Purchase * Atlanta, Georgia

Posted Date 11/25/2022 Business Purpose * Postage for CADM Survey

Payment Type HU PCard

Amount 281.56 Currency US, Dollar

Comment

Save Expense Cancel

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

The screenshot shows the SAP Concur Expense report interface. At the top, there is a navigation bar with 'SAP Concur' and 'Expense' tabs. Below this, there are tabs for 'Manage Expenses' and 'View Transactions'. A red banner at the top indicates 'Alerts: 5'. The main header shows 'PCard 11/12 - 12/11 0504 \$562.96' and 'Not Submitted | Report Number: ZEGHWL'. There are buttons for 'Delete Report' and 'Submit Report'. Below the header, there are options for 'Report Details', 'Print', and 'Manage Receipts'. A row of action buttons includes 'Add Expense', 'Edit', 'Delete', and 'Allocate'. The main content is a table with columns: Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The table contains several rows of transactions. A green box highlights the 'Alerts' column, and a green arrow points from a text box to the alert icons in this column.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
⚠	📄	HU PCard	Other Professional Services, GENERAL-(7980)	REV.COM Atlanta, Georgia	12/05/2022	\$99.00
❗		HU PCard	Office Supplies, GENERAL-(6640)	Amazon web services Atlanta, Georgia	12/03/2022	\$1.05
❗	📄	HU PCard	Undefined	Amazon web services Atlanta, Georgia	12/03/2022	\$76.35
		HU PCard	Photography,Printing & Reprographic Supplies, GENERAL-(6650)	CKO WWW.ISTOCKPHOTO.CO Atlanta, Georgia	11/29/2022	\$12.00
	📄	HU PCard	Postage, Express Mail & Shipping, GENERAL-(6700)	MailChimp	11/05/2022	\$204.55
⚠	📄	HU PCard	Training, G			

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.

Details | Itemizations

Attendees (0) | Allocate

* Required field

Expense Type *
Business Meals & Entertainment-(7655)

Transaction Date: 12/03/2022

Enter Vendor Name: Amazon web services

Vendor: Amazon web services

City of Purchase * ? : Atlanta, Georgia

Posted Date: 12/05/2022

Business Purpose * ? : Team Dinner

Payment Type: HU PCard

Amount: 76.35

Currency: US, Dollar

Any Alcohol purchased?? * ?
None Selected

This field is missing required information.

None Selected

No

Yes

Save Expense | Cancel

Add Receipt

Click here or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Adding Supporting Details - Attendees

ⓘ Action: Please itemize this expense to account for Alcoholic Beverages.

ⓘ All Business Meals must include attendees other than yourself. Click on the 'New Attendees', 'Advanced Search' or 'Favorites' buttons to add attendees.

Business Meals & Entertainment-(7655) \$76.35

12/03/2022 | Amazon web services | Corporate Card

Details | Itemizations

Attendees (1) | Allocate

* Required field

Expense Type *
Business Meals & Entertainment-(7655)

Transaction Date
12/03/2022

Enter Vendor Name
Amazon web services

Vendor
Amazon web services

City of Purchase *
Atlanta, Georgia

Posted Date
12/05/2022


Business Purpose *
Team Dinner

Payment Type
HU PCard

Amount
76.35

Currency
US, Dollar

Any Alcohol purchased?? *
Yes



Remaining
\$0.00

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Company	Attendee Type	Attendee Count	Amount
<input type="checkbox"/>	Clifton, Stacey M			Faculty/Staff	1	36.27
<input type="checkbox"/>	Fernandez, Albert	Donor		Other	1	36.27

Cancel Save

Business Meals require the names of the attendees

Attendee Name

Itemizing Expenses

Office Supplies, GENERAL-(6640) \$93.00

11/22/2022 | REV.COM | Corporate Card

Cancel Delete Expense Save Expense

Details **Itemizations** Hide Receipt

Amount \$93.00 Itemized \$93.00 Remaining \$0.00

Create Itemization More Actions

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	11/22/2022	Office Supplies, GENERAL-(6640)	\$50.00
<input type="checkbox"/>	11/22/2022	Training, GENERAL-(8620)	\$43.00

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

Allocating Expenses

SAP Concur Expense Reporting App Center Administration Help Profile

Allocate

Expenses: 1 | \$50.00 | [View Allocation Group](#)

Code: 610-56430-000001-780008-0000-00000 Percent %: 0

[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)

<input type="checkbox"/>	TUB ↑↓	ORG ↑↓	FUND ↑↓	ACTIVITY ↑↓	SUB-ACTIVITY ↑↓	ROOT ↑↓	Code ≡	Percent %
<input type="checkbox"/>	CADM^Central Administration	CADM^Global Support Services	Unrestricted Undesignated	CADM^(A6) General Admin+General Expense	780008^Unspecified	Unspecified	610-55761-000001-780008-0000-00000	<input type="text" value="50"/>
<input type="checkbox"/>	CADM^Central Administration	CADM^Fin Vice Pres Ofc VPF	Unrestricted Undesignated	CADM^(A6) General Admin+General Expense	780008^Unspecified	Unspecified	610-56430-000001-780008-0000-00000	<input type="text" value="50"/>

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.

Viewing Allocated Expenses

← → Audio Visual Collections, GENERAL-(7010) \$93.00 Cancel Delete Expense Save Expense

11/22/2022 | REV.COM | Corporate Card

Details Itemizations Hide Receipt

[Allocate](#) * Required field

Expense Type *
Audio Visual Collections, GENERAL-(7010) ▼

Transaction Date 11/22/2022 Enter Vendor Name REV.COM

Vendor REV.COM City of Purchase * ? Atlanta, Georgia

Posted Date 11/23/2022

Payment Type HU PCard

Amount 93.00

Comment

↑ Add Receipt

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

The screenshot displays the SAP Concur Expense interface. At the top, there are tabs for 'Manage Expenses' and 'View Transactions'. Below this, a summary for a PCard is shown: 'PCard 11/12 - 12/11 0504 \$562.96', with a status of 'Not Submitted' and 'Report Number: ZEGHWL'. A 'Report Details' dropdown menu is open, showing options like 'Add Expense', '*HU-Detailed Report with Summary Data', and 'Print'. A blue box highlights the '*HU-Detailed Report with Summary Data' option, with a red arrow pointing to a larger, detailed view of a transaction on the right.

***HU-Detailed Report with Summary Data**

ACTIVITY : CADM(A6) General Admin+General Expense
*SUB-ACTIVITY : 780008*Unspecified
*ROOT : Unspecified
Approval Status : Not Submitted

Transaction Date	Expense Type	Object Code	Business Purpose	Vendor	City of Purchase	Payment Type
12/05/2022	Other Professional Services, GENERAL-(7980)	7980	Classroom transcripts	REV.COM	Atlanta	HU PCard
Allocations :		100% (\$99.00) 610-55623-000001-780008-0000-00000-18200				
12/03/2022	Business Meals & Entertainment-(7655)	7655	Team Dinner	Amazon web services	Atlanta	HU PCard
Allocations :		100% (\$76.35) 610-55623-000001-780008-0000-00000-18200				
12/03/2022	Office Supplies, GENERAL-(6640)	6640	test	Amazon web services	Atlanta	HU PCard
Allocations :		100% (\$1.05) 610-55623-000001-780008-0000-00000-18200				

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

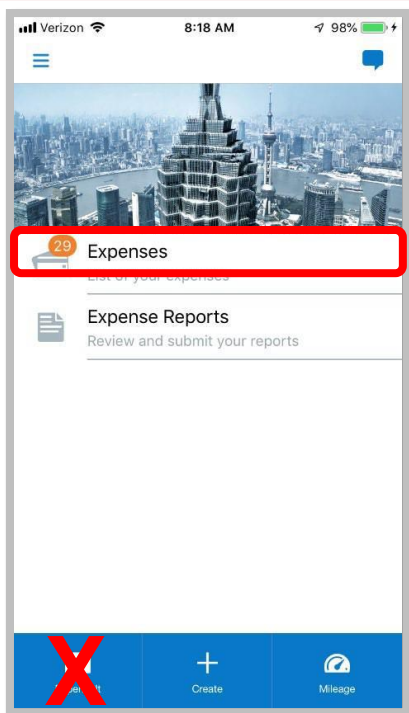


2. In the **Username** field, enter the email address associated with your account (**Harvard e-mail address** or **HUID@harvard.edu**)

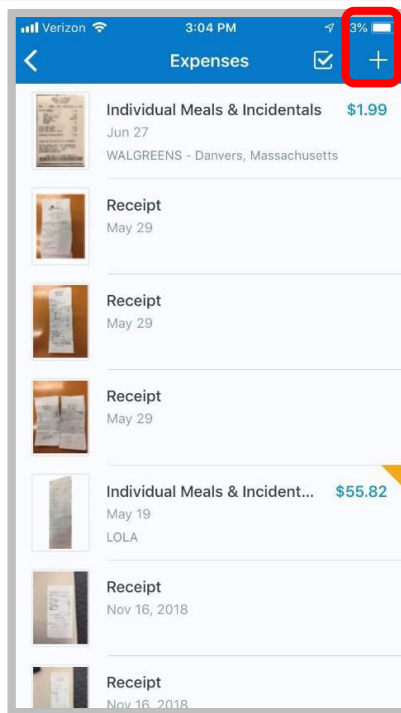
3. You will then be prompted to **log in with your Harvard Key**

- **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 Expense Reports for PCard receipt images



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



Click **Done** to finish or **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](#)

Attaching Receipts to Expenses

The screenshot displays the SAP Concur Expense form for an expense titled "Individual Meals & Incidentals \$29.22" dated 03/11/2022. The form includes fields for Expense Type, Description, Transaction Date, Business Purpose, Vendor Name, Payment Type, Amount, and Currency. A receipt from Subway is attached to the form, showing a total amount of \$29.22. The receipt is titled "SUBWAY" and lists items such as "Medium Roast Beef", "12\" data-bbox="39 127 634 922"/>

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

SAP Concur Expense

Manage Expenses View Transactions



PCard 11/12 - 12/11 0504 \$562.96

Not Submitted | Report Number: ZEGHWL

Delete Report Submit Report

Report Details Print Manage Receipts

Add Expense Edit Manage Attachments View Receipts in New Window

<input type="checkbox"/>	Receipt ↑↓	Payment type ↑↓	Expense type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓	▼
<input type="checkbox"/>		HU PCard	Other Professional Services, GENERAL-(7980)	REV.COM Atlanta, Georgia	12/05/2022	\$99.00	
<input type="checkbox"/>		HU PCard	Office Supplies, GENERAL-(6640)	Amazon web services Atlanta, Georgia	12/03/2022	\$1.05	
<input type="checkbox"/>		HU PCard	Business Meals & Entertainment-(7655) Attendees (2)	Amazon web services Atlanta, Georgia	12/03/2022	\$76.35	
<input type="checkbox"/>		HU PCard	Photography,Printing & Reprographic Supplies, GENERAL-(6650)	CKO WWW.ISTOCKPHOTO.CO Atlanta, Georgia	11/29/2022	\$12.00	

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

SAP Concur Expense Help Profile



Manage Expenses View Transactions

PCard 11/12 - 12/11 0504 \$562.96 Delete Report Submit Report

Not Submitted | Report Number: ZEGHWL

Report Details Print Manage Receipts

Add Expense Edit Delete Allocate

<input type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ☰	Requested ↑↓	▼
<input type="checkbox"/>		HU PCard	Other Professional Services, GENERAL-(7980)	REV.COM Atlanta, Georgia	12/05/2022	\$99.00	
<input type="checkbox"/>		HU PCard	Office Supplies, GENERAL-(6640)	Amazon web services Atlanta, Georgia	12/03/2022	\$1.05	
<input type="checkbox"/>		HU PCard	Business Meals & Entertainment-(7655) Attendees (2)	Amazon web services Atlanta, Georgia	12/03/2022	\$76.35	
<input type="checkbox"/>		HU PCard	Photography,Printing & Reprographic Supplies, GENERAL-(6650)	CKO WWW.ISTOCKPHOTO.CO Atlanta, Georgia	11/29/2022	\$12.00	

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 than 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

The screenshot displays the SAP Concur interface for submitting an expense report. A modal dialog titled "User Electronic Agreement" is open, requiring the user to agree to the following terms:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for Harvard University and there are no expenses which relate to personal or unallowable expenses.
2. All required receipt images, forms or other required documentation have been attached to this report.
3. Any expenses to be reimbursed through sponsored or restricted funds comply with the terms and conditions of the award, University policy and federal regulations if applicable.
4. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
5. In the event payment is received from any other source for any portion of the expenses claimed, I assume responsibility for repaying Harvard University in full for those expenses.

The dialog box includes "Cancel" and "Accept & Continue" buttons. In the background, the "Submit Report" button is highlighted with a red box.

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
- Once the report is created, the Cardholder must log into Concur to submit their reports
 - This acts as the electronic signature to ensure policy compliance

Profile Settings: Assigning a Delegate

The screenshot shows the 'Expense Delegates' settings page in the Concur system. The page has a navigation bar at the top with 'CONCUR', 'Expense', and 'App Center' on the left, and 'Support', 'Help', and 'Profile' on the right. Below the navigation bar, there are tabs for 'Profile', 'Personal Information', 'System Settings', and 'Mobile Registration'. The main content area is titled 'Expense Delegates' and has sub-tabs for 'Delegates' and 'Delegate For'. There are three buttons: 'Add', 'Save', and 'Delete'. Below the buttons, there is a table of delegates with the following columns: 'Name', 'Can Prepare', 'Can View Receipts', 'Can Use Reporting', and 'Receives Emails'. Two delegates are listed, both with 'Can Prepare', 'Can View Receipts', and 'Receives Emails' checked. The 'Add', 'Save', and 'Delete' buttons are highlighted with blue boxes, and the 'Can Prepare', 'Can View Receipts', and 'Receives Emails' columns are highlighted with blue boxes. Two green arrows point from the text box below to the 'Can Prepare' and 'Receives Emails' columns.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails
<input type="checkbox"/>	HUDELEGATE1, HUDELEGATE1 HUDELEGATE1@HARVARD.EDU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	HUDELEGATE2, HUDELEGATE2 HUDELEGATE2@HARVARD.EDU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.

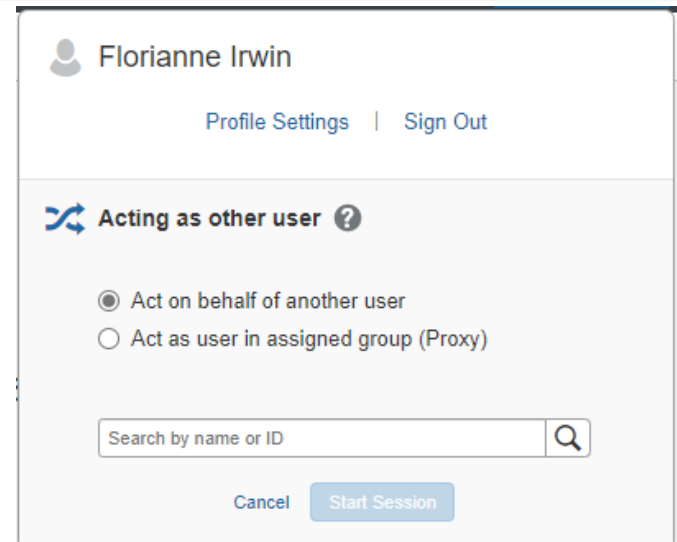


Delegate Access

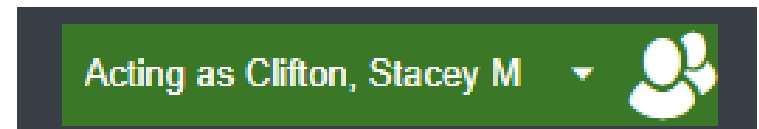
Delegates log into Concur as themselves, then click on their profile to act as a different user.

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.



The screenshot shows the user profile menu for Florianne Irwin. At the top, there is a user icon and the name "Florianne Irwin". Below this are links for "Profile Settings" and "Sign Out". A section titled "Acting as other user" with a question mark icon contains two radio button options: "Act on behalf of another user" (which is selected) and "Act as user in assigned group (Proxy)". Below these options is a search input field labeled "Search by name or ID" with a magnifying glass icon. At the bottom of the menu are "Cancel" and "Start Session" buttons.



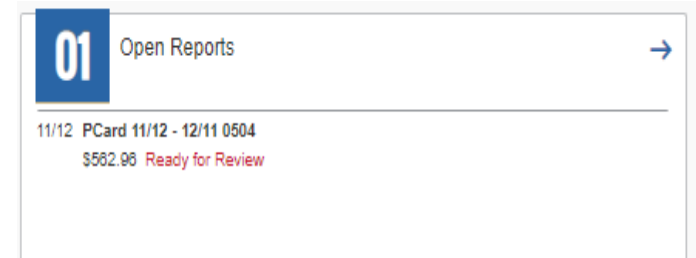
Notify Employee

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.



Submit Report

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

The screenshot displays the SAP Concur interface for an approver. At the top, there are navigation tabs for 'SAP Concur', 'Expense', 'Approvals', and 'Admin'. Below this, the page title is 'PCard 10/12 - 11/11 8265 [Clifton, Stacey]'. A callout box with a green border and a green arrow pointing to the 'Expense' tab contains the text: 'Approvers can review the details of a statement report in a number of ways'. The main content area is divided into two sections. On the left, there is a table of expenses with columns for 'Date' and 'Expense Type'. The table lists several expense lines, including 'Business Meals & Entertainment-(765)', 'Office Supplies, GENERAL-(6640)', 'Photocopying & Duplicating-(8540)', and 'Postage, Express Mail & Shipping, GE'. On the right, there is a detailed view of an expense line. This view includes fields for 'Expense Type' (Office Supplies, GENERAL-(6640)), 'Transaction Date' (10/11/2022), 'Enter Vendor Name' (DOLLAR TREE), 'Vendor', 'City of Purchase' (Somerville, Massachusetts), 'Posted Date' (10/12/2022), 'Business Purpose' (Craft supplies for office), 'Payment Type' (HU PCard), 'Amount' (6.64 USD), and 'Approved Amount' (6.64). A 'Show Exceptions' button is visible in the top right corner.

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.

Approver: Viewing Receipts

Chicago

Summary

Expenses

Date
04/05/2016
04/05/2016

Receipt

La Patisserie
20 Church St.
Winchester, MA 01890
781-726-9441
La-Patisserie.com

Order: 1937 02/06/16-A 9:30am
Guests: 1 Michelle Tabla (STANGEE)

1 Almond Croissant	3.14
1 Croissant	2.52
1 8" Chat Torte	29.50
Items	32.16
Tax (on 5.66)	-.40
TOTAL	32.56

Customer Copy

THANK YOU
COME AGAIN!

Report Summary

Report Totals	Amount Due Company	Amount Due Employee
	\$0.00	\$88.50

TOTAL AMOUNT TOTAL REQUESTED

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

PCard 10/12 - 11/11 8265

Send Back to User Approve Approve & Forward

Summary Details Receipts Print / Email

Expenses

View Summary

Percentage	TUB	ORG	FUND	ACTIVITY	SUB-ACTIVITY	ROOT	Code
100	(610) CADM*C...	(55850) CADM...	(000001) Unre...	(780302) CAD...	(0000) 780302...	(00000) Unspe...	610-55850-000...

Amount Due Employee \$88.50

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

The screenshot displays the Concur Expense system interface. At the top, there are navigation tabs for 'Manage Expenses', 'View Transactions', and 'View Cash Advances'. The main header shows 'PCard 10/12 - 11/11 8265' with 'Delete Report' and 'Submit Report' buttons. Below this, there are buttons for '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. A blue box highlights the 'Print / Email' dropdown menu, which is open to show the option '*HU-Detailed Report with Summary Data'. A green arrow points from this option to a detailed view of a transaction.

The detailed view shows the following information:

- Expense Type: Individual Meals
- Meal Type: 2. Lunch
- Transaction Date: 04/26/2016
- Business Purpose: EduComp 4/27-4/29
- Enter Vendor Name: Domino's Pizza
- City of Purchase: Chicago, Illinois
- Payment Type: Out of Pocket
- Amount: 3.42 USD
- Personal Expense (do not reimburse)
- Comment: [Empty text box]

The background shows a list of transactions with columns for Transaction Date, Expense Type, Object Code, Business Purpose, Vendor, City of Purchase, Payment Type, and Amount. The first transaction is dated 04/06/2016, for Business Meals, with an amount of \$129.25. The second transaction is dated 04/01/2016, for Business Meals, with an amount of \$164.50. The third transaction is dated 04/01/2016, for Alcohol (including tax and tip), with an amount of \$24.00. The fourth transaction is dated 04/01/2016, for Business Meals, with an amount of \$140.50.

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

CONCUR Expense Approvals Reporting App Center Help Profile

Approvals Home Reports

PCard 10/12 - 11/11 8265

Summary Details Receipts Print / Email

Expenses

Date	Expense Type	Amount	Requested
04/05/2016	Individual Meals Chicago, Illinois	\$38.50	\$38.50
04/05/2016	Ground Transportation Chicago, Illinois	\$50.00	\$50.00

View <<

Summary

Report Summary

Report Totals

Amount Due Company	Amount Due Employee
\$0.00	\$88.50

Send Back to User Approve Approve & Forward

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>