

## PCard Training In Concur - **Cardholder**

This guide will assist cardholders with processing their PCard activity in Concur. Cardholders can take advantage of single-sign on by using the MyYSU portal to access Concur. They will be able to track the status of their statements via electronic workflow. Receipts and support documents can be scanned and attached to Statement Reports, and once approved the statements and receipts will be electronically submitted to the Controller's Office, thus eliminating the need for paper submission.

The instructions are listed in steps. Please follow each step in order to successfully process and submit a PCard Statement Report.



**Step 1:** Log in to the MyYSU Portal from <https://my.yzu.edu> or <http://www.yzu.edu> with your MyYSU user name and password

**Secure Access Login**

User Name:

Password:

Unauthorized use of Youngstown State University computer and networking resources is prohibited. Any use of this system acknowledges your awareness of, and agreement with, the **Youngstown State University Acceptable Use Policy**. Any violators of this policy will be subject to disciplinary action, which may include prosecution.

First time here? [Click here for instructions.](#)

Having problems logging in? [Click here.](#)

### e-Services for Faculty and Staff



- Banner Self Service
- eCUBE
- **Concur Travel & Expense**
- Enterprise/National Rental Program
- Internet Native Banner JPI (Sun Java Plugin)
- Download JPI Installer
- Library Services
- Blackboard Learn 9

**Step 2:** Click the link for **Concur Travel & Expense** under the **e-Services for Faculty and Staff** Section on the *left side* of the MyYSU Portal Page.

**Cardholder Notification.** Cardholders will receive an email notification that they have transactions to review. (Be sure to make [AutoNotification@concur.com](mailto:AutoNotification@concur.com) a Safe Sender in your Outlook email by copying this address, clicking on the Junk Email icon under the home button and pasting it into the "Never Block Senders Domain" box).

**From:** AutoNotification@concur.com [mailto:AutoNotification@concur.com]  
**Sent:** Saturday, December 06, 2014 7:45 PM  
**To:** Lisa J Mudryk  
**Subject:** Company Card Notification for Lisa Mudryk



**Lisa Mudryk has received updated Company Card Transactions.**

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**New company card transactions have been appended to an existing statement report.**

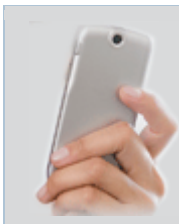
**Report Name**

Statement Report 11/15 - 12/15

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**Link To Expense:**

<https://my.ysu.edu/cp/home/displaylogin>



**Make your life easier with Concur's mobile solution.**  
This is what smartphones were made for. [Click here to learn more.](#)

Each billing cycle that a cardholder has transactions, a Statement Report is automatically generated. The report will be auto-named with the billing cycle dates for easy reference. New transactions will be added to the report throughout the month.

**Step 3:** Simply log onto Concur's **Home** page to view the cardholder's 'to do' tasks located on the **Quick Task Bar**. Click **Open Reports** in the *Tasks* area to open a Statement Report.

*(Note: Cardholder's name is displayed on the Home page. When reviewing for other cardholders, it is important to verify that the correct cardholder name is displayed on the left side of the screen).*

Home Requests Expense Take a Tour Support Help

Youngstown STATE UNIVERSITY

<Jordan, Janet M>

+ Start a Request + Start a Report + Upload Receipts 00 Authorization Requests 01 Available Expenses 02 Open Reports

Welcome back, Administrator. 72 DAYS remain until the Enhanced UI. "This seems cleaner, easier to navigate." —Concur customer Preview Settings

COMPANY NOTES

All travel must be in compliance with the University Travel Guidelines

1. Ask permission to travel. Complete and have the Request approved in Concur.  
2. Book your travel through Traveline. (Required for domestic travel.) Read more

TASKS

<b>00</b> Open Requests User currently has no active requests.	<b>01</b> Available Expenses 10/23 U SAVE AUTO RENTAL \$99.99	<b>02</b> Open Reports 11/15 Statement Report 11/15 - 12/15 \$1,299.85 10/16 Statement Report 10/16 - 11/14 \$8,800.82
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**Step 4:** The Statement Report opens on the **Expense** page.  
**NOTE:** Each cardholder's profile comes with a default fund/org/program (i.e. 111000-120611-63). The default fund/org/program can be viewed from the Statement Report screen by clicking **Details** drop-down and choosing **Report Header** (see the Report Header screen below). The cardholder should verify that the defaults are correct when logging in for the first time. Email [ljmudryk@ysu.edu](mailto:ljmudryk@ysu.edu) with any changes. Click on **Cancel** to return to the Statement Report.

Statement Report 10/16 - 11/14

Report header for: Statement Report 10/16 - 11/14

Report Name	Report Date	Business Purpose	Report Id
Statement Report 10/16 - 11/14	10/16/2014	Statement Report for Period 10	34902C1E7CA14C078443
Report Currency	Approval Status	Comment	
US, Dollar	Not Submitted		
Fund	Organization	Program	Policy
((111000) 111000 General Fu	120611 Procurement Ser	63 General Administration	*CBS Expense Policy

TOTAL AMOUNT \$34,497.4

Save Cancel

Transactions for review

**Step 5: Reconciliation:** Click on an **Expense** to open and view it for legitimacy. The information displays to the right of the expense line. Here the cardholder can review the vendor information, amount of the transaction, and enter an account code that best describes the purchase. Concur remembers previously entered account codes for vendors. If the Expense type (YSU account code) is already populated, verify that it is correct. If it is not populated or needs to be changed, click on the down-arrow and choose the appropriate account code from the drop-down list. The Comment Box is optional and can be used for transaction information.

If allocating to a different fund/org/program than the default funding source, see next step. However, if the transaction is being reconciled to the default, click **Save** and continue to **Step 9**. Repeat this step for each expense transaction. Receipts can be attached during reconciliation or at any other time during the billing cycle. (See **Step 10: Attaching Receipts**).

The screenshot displays the Concur Expense interface. At the top, there are navigation tabs for 'Manage Expenses' and 'View Transactions'. The main heading is 'Statement Report 10/16 - 11/14'. Below this, there is a table of expenses with columns for Date, Expense, Amount, and Requested. A red arrow points from the 'Expense Type' dropdown in the detailed view to the 'Allocate' button at the bottom right.

Date	Expense	Amount	Requested
11/12/2014	701105-Office Supplies and Sma YSU CATERING 25276627, Young	50.25	50.25
11/12/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$168.75	\$168.75
11/12/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$531.40	\$531.40
11/12/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$65.50	\$65.50
11/12/2014	701145-Subscriptions Books and YSU CATERING 25276627, Young	\$170.00	\$170.00
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$297.40	\$297.40
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$04.75	\$04.75
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$64.65	\$64.65
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$401.25	\$401.25
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$395.00	\$395.00
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$23.60	\$23.60
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$280.00	\$280.00
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$243.55	\$243.55
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$1,086.00	\$1,086.00
TOTAL AMOUNT		\$34,497.47	\$34,497.47
TOTAL REQUESTED			

The detailed view on the right shows the following information:

- Expense Type: 701330-Business Related
- Transaction Date: 11/10/2014
- Business Purpose: Statement Report for Period 10
- Enter Vendor Name: YSU CATERING 25276627
- Payment Type: JPM Pcard
- Amount: 297.40 USD
- Comment: (empty)

At the bottom right, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. A red circle highlights the 'Allocate' button, with a red arrow pointing to it from the 'Expense Type' dropdown in the detailed view.

**Step 6 Allocating a Transaction (optional):** If it is necessary to allocate an expense transaction to something other than the default fund/org/program, first reconcile to the appropriate Expense Type (account code) in **Step 5** then click the **Allocate** button.

**Step 6a: Allocating a Transaction.** Use the drop-down boxes to search for the correct fund/org/program combination. In order to select a new fund, for example, type the fund number into the fund box. A search window will display with a list of fund selections. **Double-click** your choice from the drop-down box. Repeat the process for the organization and program boxes if necessary. (If the transaction needs to be split between funding sources, see **Step 8** before saving the allocation). Once the allocation is complete, click **Save**, click **Ok**, then click **Done**. This will return you to the **Statement Report** screen where you can continue with the reconciliation.

The screenshot shows the 'Allocations for Report: Statement Report 10/16 - 11/14' dialog box. The 'Expense List' table on the left contains the following data:

Date	Expense	Group	Amount
11/12/2014	701330-Bu...	7	\$8.25
11/12/2014	701330-Bu...	8	\$168.75
11/12/2014	701330-Bu...		\$331.40
11/12/2014	701330-Bu...	9	\$65.50
11/12/2014	701145-Su...	10	\$170.00
11/10/2014	701330-Bu...		\$287.40
11/10/2014	701330-Bu...		\$94.75
11/10/2014	701330-Bu...	4	\$64.65
11/10/2014	701330-Bu...		\$401.25
11/10/2014	701330-Bu...		\$385.00
11/10/2014	701330-Bu...	5	\$23.60
11/10/2014	701330-Bu...		\$280.00
11/10/2014	701330-Bu...		\$243.55
11/10/2014	701330-Bu...		\$1,986.00
11/10/2014	701330-Bu...		\$478.00
11/10/2014	701330-Bu...		\$130.00
11/10/2014	701330-Bu...		\$400.00
11/10/2014	701330-Bu...		\$130.00
11/10/2014	701330-Bu...		\$196.50
11/10/2014	701330-Bu...		\$308.60
11/10/2014	701330-Bu...		\$526.00
11/10/2014	701330-Bu...		\$94.75
11/10/2014	701330-Bu...	6	\$65.70

The 'Allocations' table shows the following data:

Percentage	Fund	Organization	Program	Code
100	111000, 110000	(120600) 1206...	(46) 46 Acade...	111000-120600...

The search window is open over the 'Fund' column, showing the following search results:

- (111000) 111000 General Fund
- (244501) 244501 STEM Restricted Gifts
- (252004) 252004 Edward J DeBartolo Endow
- (222012) 222012 Choose OH 1st Sch Match FY14 & FY15
- (115000) 115000 Technology/Lab Materials Fees
- (247001) 247001 YSUF Eynon Beyer Memorial Chair
- (218291) 218291 Senior Youth Mentorship Program
- (123001) 123001 Unrestricted Gifts
- (112004) 112004 Community Education
- (244301) 244301 Coll of Creative Arts&Com Restr Gft

The 'TOTAL AMOUNT' is \$34,497.47 and the 'TOTAL REQUESTED' is \$34,497.47.

**Step 7: Splitting a Transaction (optional - as needed).** If the transaction requires monies to be taken from different funding sources, the transaction can be split among different fund/org/programs. **However**, the Expense type (account code entered on the first screen) **has** to be the same for split transactions. Click on the **Add New Allocation** box for as many FOP lines as needed. A new line is added to insert additional fund/org/program combinations. Allocations can be split by Percentage or dollar Amount. Once the allocation is completed, click **Save**, click **OK**, then click **Done** in order to return to the **Statement Report** screen where you can continue with the reconciliation.

Allocations for Report: Statement Report 10/16 - 11/14

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

Date	Expense	Group	Amount
11/12/2014	701330-Bu...	7	\$8.25
11/12/2014	701330-Bu...	8	\$168.75
11/12/2014	701330-Bu...		\$331.40

Allocations

Total: \$168.75 Allocated: \$168.75 (100%) Remaining: \$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	* Fund	* Organization	* Program	Code
90	(111000) 1110...	(120611) 1206...	(63) 63 Gener...	111000-120611...
10	(123001) 1230...	(110731) 1107...	(15) 15 Instruc...	123001-110731...

Submit Report

Available Receipts

**Step 8: The computer icons displayed to the left of the expense transaction are electronic hyperlinks that display further information needed to review the transaction.**

	Date	Expense	Amount	Requested
	12/02/2014	701306-Official Business Travel ENTERPRISE RENT-A-CAR, You	\$176.55	\$176.55
	12/01/2014	701306-Official Business Travel ENTERPRISE RENT-A-CAR, Aust	\$68.28	\$68.28
	11/26/2014	701315-Student Recruitment ENTERPRISE RENT-A-CAR, Ypsi	\$256.89	\$256.89

**Step 9a: The user can activate them by hovering over the icon. For example, Receipts are required for every transaction (see Step 10: Attaching Receipts) and each receipt will be reviewed by an approver. All exceptions must be cleared before electronically submitting the Statement Report.**

Statement Report 11/15 - 12/15

Expense	Amount	Requested
701306-Official Business Travel ENTERPRISE RENT-A-CAR, You	\$176.55	\$176.55
701306-Official Business Travel ENTERPRISE RENT-A-CAR, Aust	\$68.28	\$68.28
701315-Student Recruitment ENTERPRISE RENT-A-CAR, You	\$-0.03	\$-0.03
701306-Official Business Travel ENTERPRISE RENT-A-CAR, You	\$-2.26	\$-2.26
701310-Faculty Travel OEA ENTERPRISE RENT-A-CAR, You	\$35.51	\$35.51
701306-Official Business Travel ENTERPRISE RENT-A-CAR, Tallr	\$65.51	\$65.51
701306-Official Business Travel ENTERPRISE RENT-A-CAR, You	\$107.50	\$107.50
<b>TOTAL AMOUNT</b>	<b>\$2,414.79</b>	<b>TOTAL REQUESTED \$2,414.79</b>



= indicates that an expense entry has been allocated to a funding source other than the default. (All transactions automatically come into Concur expensed to the cardholder's default fund, org, and program. During reconciliation, cardholders have the ability to allocate transactions to other funding sources).



= Receipt Image Available (displays the receipt).



= Indicates that an expense entry was from a JPM PCard credit card transaction.



= An expense entry has comments associated with it.



= Exception (Yellow): Receipt Image Required (receipts are required for **every** transaction).



= Exception (Red): Indicates that an expense entry has an exception associated with it that must be resolved before you can submit the Statement Report electronically.



**Step 9: Attaching Receipts.** Receipts must first be scanned to your PC before they can be uploaded. Receipts can be attached by using the drop-down **Receipts** menu at the top of the screen. Receipts can also be added by clicking the **Attach Receipts** button on any individual transaction.

The screenshot displays the Concur Expense Processor interface. At the top, there is a navigation bar with 'CONCUR' logo and tabs for 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. Below this, there are sub-tabs for 'Manage Expenses', 'View Transactions', and 'Processor'. The main heading is 'Statement Report 10/16 - 11/14'. A 'Receipts' dropdown menu is open, showing options: 'Receipts Required', 'View Receipts in new window', 'View Receipts in current window', 'Attach Receipt Images' (highlighted in yellow), 'View Available Receipts', and 'Delete Receipt Images'. A red circle highlights this menu, and a red arrow points from the top of the page to it. At the bottom right, there is a row of buttons: 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. A red arrow points to the 'Attach Receipt' button. The main area shows a list of expenses with columns for Date, Expense, Amount, and Business Purpose. The total amount is \$34,497.47.

Date	Expense	Amount	Business Purpose
11/12/2014	701330-Business Related Expen YSU CATERING 25276627, Youn		
11/12/2014	701330-Business Related Expen YSU CATERING 25276627, Youn	\$331.40	
11/12/2014	701330-Business Related Expen YSU CATERING 25276627, Youn	\$65.50	
11/12/2014	701145-Subscriptions Books and YSU CATERING 25276627, Youn	\$170.00	
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Youn	\$287.40	
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Youn	\$94.75	
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Youn	\$64.65	
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Youn	\$401.25	
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Youn	\$385.00	
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Youn	\$23.60	
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Youn	\$280.00	
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Youn	\$243.55	
TOTAL AMOUNT		\$34,497.47	
TOTAL REQUESTED		\$34,497.47	

**Step 10:** After clicking the **Attach Receipt** button for a given expense transaction, either click **Browse** and go to the folder on your PC that contains the receipt, or click on an image file from the Receipt Store Images. Once the image is selected, click on **Attach** to upload to the transaction. The icon located to the left of the expense transaction changes from Yellow (Receipt Image Required) to Blue (view the Receipt).

The screenshot displays the Concur Expense Processor interface. On the left, a table lists expenses with columns for Date, Expense, Amount, and Requested. The expense list includes various transactions from 11/10/2014 to 11/12/2014, all categorized as 'Business Related Expens' from 'YSU CATERING 25276627, Youn'. An 'Attach Receipt' dialog box is open on the right, featuring a 'Browse' button circled in red. The dialog also includes an 'Attach' button and a 'Cancel' button at the bottom right.

Expenses	Date	Expense	Amount	Requested
<input type="checkbox"/>	11/12/2014	701330-Business Related Expens YSU CATERING 25276627, Youn	\$0.25	\$0.25
<input checked="" type="checkbox"/>	11/12/2014	701330-Business Related Expens YSU CATERING 25276627, Youn	\$166.75	\$166.75
<input type="checkbox"/>	11/12/2014	701330-Business Related Expens YSU CATERING 25276627, Youn	\$331.40	\$331.40
<input type="checkbox"/>	11/12/2014	701330-Business Related Expens YSU CATERING 25276627, Youn	\$65.50	\$65.50
<input type="checkbox"/>	11/12/2014	701145-Subscriptions Books and YSU CATERING 25276627, Youn	\$170.00	\$170.00
<input type="checkbox"/>	11/10/2014	701330-Business Related Expens YSU CATERING 25276627, Youn	\$287.40	\$287.40
<input type="checkbox"/>	11/10/2014	701330-Business Related Expens YSU CATERING 25276627, Youn	\$94.75	\$94.75
<input type="checkbox"/>	11/10/2014	701330-Business Related Expens YSU CATERING 25276627, Youn	\$64.65	\$64.65
<input type="checkbox"/>	11/10/2014	701330-Business Related Expens YSU CATERING 25276627, Youn	\$401.25	\$401.25
<input type="checkbox"/>	11/10/2014	701330-Business Related Expens YSU CATERING 25276627, Youn	\$385.00	\$385.00
<input type="checkbox"/>	11/10/2014	701330-Business Related Expens YSU CATERING 25276627, Youn	\$23.60	\$23.60
<input type="checkbox"/>	11/10/2014	701330-Business Related Expens YSU CATERING 25276627, Youn	\$200.00	\$200.00

**Step 11: Important Note.** In some instances, PCard charges may not attach to an open Statement Report and must be imported manually by the cardholder. To do this, while in your Statement Report on the **Expense** page, click on the **Import** button.

CONCUR Expense

Support | Help

Administer for Lucivjansky, Rhonda L

Manage Expenses View Transactions

### Statement Report 11/15 - 12/15

Delete Report Submit Report

Now Expense Quick Expenses **Import** Details Receipts Print / Email

Expenses	Date	Expense	Amount	Requested
<input type="checkbox"/>	11/26/2014	701306-Official Business Travel USAIRWAY 0377542116110, Willc	\$260.10	\$260.10
<input type="checkbox"/>	11/26/2014	701306-Official Business Travel AGNT FEE 8900634572832, TRA	\$25.00	\$25.00
<input checked="" type="checkbox"/>	11/24/2014	701306-Official Business Travel AGNT FEE 8900634572692, TRA	\$50.00	\$50.00
<input type="checkbox"/>	11/24/2014	701306-Official Business Travel UNITED 0167542115961, 800-932	\$914.20	\$914.20
<input type="checkbox"/>	11/24/2014	701306-Official Business Travel UNITED 0167542115962, 800-932	\$914.20	\$914.20
<input type="checkbox"/>	11/24/2014	701310-Faculty Travel OEA SOUTHWES 5262463170297, 800	\$358.70	\$358.70
<input type="checkbox"/>	11/24/2014	701306-Official Business Travel SOUTHWES 5262463170297, 800	\$144.20	\$144.20
TOTAL AMOUNT			\$15,850.84	\$15,850.84

Expense

Expense Type: 701306-Official Business Transaction Date: 11/24/2014

Business Purpose: Statement Report for Period 11/ Enter Vendor Name: AGNT FEE 8900634572692

Payment Type: JPM Pcard Amount: 50.00 USD

Comment: Request 37T6

Save Itemize Allocate Attach Receipt Cancel

**Step 13:** To import **Available Expenses**, select **JPM PCard** from the drop-down box in order view the PCard charges that have not been assigned to a Statement Report. **Note:** The PCard charges can be identified by a **purple** icon.

CONCUR Expense

Administer for Lucivjansky, Rhonda L

Manage Expenses View Transactions

### Statement Report 11/15 - 12/15

Delete Report Submit Report

Now Expense Quick Expenses Import Details Receipts Print / Email

Expenses	Date	Expense	Amount	Requested
<input type="checkbox"/>	11/26/2014	701306-Official Business Travel USAIRWAY 03775	\$260.10	\$260.10
<input type="checkbox"/>	11/26/2014	701306-Official Business Travel AGNT FEE 8900634572832, TRA	\$25.00	\$25.00
<input type="checkbox"/>	11/24/2014	701306-Official Business Travel AGNT FEE 8900634572692, TRA	\$50.00	\$50.00
<input type="checkbox"/>	11/24/2014	701306-Official Business Travel UNITED 0167542115961, 800-932	\$914.20	\$914.20
<input type="checkbox"/>	11/24/2014	701306-Official Business Travel UNITED 0167542115962, 800-932	\$914.20	\$914.20
<input type="checkbox"/>	11/24/2014	701310-Faculty Travel SOUTHWES 5262463170297, 800	\$358.70	\$358.70
TOTAL AMOUNT			\$15,850.84	\$15,850.84

Available Expenses

JPM Pcard - 1534

Expense	Source	Date	Amount
JPMorgan MasterCard - 9522	JPM Pcard - 1534		
Southwest Airlines 800-435...	Airfare	12/01/2014	\$419.20
Southwest Airlines 800-435...	Airfare	12/01/2014	\$373.70
American Airlines DUBLIN,...	Airfare	12/03/2014	\$201.10
AGNT FEE 890063457328...	Airfare	12/05/2014	\$25.00
AGNT FEE 890063457329...	Airfare	12/05/2014	\$35.00
AGNT FEE 890063457328...	Airfare	12/05/2014	\$25.00
AGNT FEE 890063457328...	Airfare	12/05/2014	\$25.00
AGNT FEE 890063457328...	Airfare	12/05/2014	\$25.00
AGNT FEE 890063457328...	Airfare	12/05/2014	\$25.00
Southwest Airlines 800-435...	Airfare	12/05/2014	\$280.20
Southwest Airlines 800-435...	Airfare	12/05/2014	\$260.20

Import Unmatch Delete

**Step 14:** Compare the date of the credit card transaction to the Statement Report date range. If they fall within the same date range, import the card transaction into the Statement Report. Select the credit card transaction by placing a check-mark beside each individual transaction, or select all as a group by placing a check-mark by Expense Detail. Click on the **Import** drop-down box and select **'To Current Report'**.

The screenshot shows the Concur Expense Statement Report for the period 11/15 - 12/15. On the left, a list of expenses is shown with columns for Date, Expense, and Amount. On the right, the 'Available Expenses' panel is open, displaying a list of transactions with columns for Expense Detail, Expense, Source, Date, and Amount. The 'Import' dropdown menu is open, and 'To Current Report' is selected. A red arrow points from the text in Step 14 to the 'To Current Report' option.

Expense Detail	Expense	Source	Date	Amount
<input checked="" type="checkbox"/>	Southwest Airlines 800-435-9792, TX	Airfare	12/01/2014	\$373.70
<input checked="" type="checkbox"/>	American Airlines DUBLIN, OH	Airfare	12/03/2014	\$201.10
<input checked="" type="checkbox"/>	AGNT FEE 8900634573284 TRAVELI...	Airfare	12/05/2014	\$25.00
<input checked="" type="checkbox"/>	AGNT FEE 8900634573294 TRAVELI...	Airfare	12/05/2014	\$35.00
<input checked="" type="checkbox"/>	AGNT FEE 8900634573282 TRAVELI...	Airfare	12/05/2014	\$25.00
<input checked="" type="checkbox"/>	AGNT FEE 8900634573283 TRAVELI...	Airfare	12/05/2014	\$25.00
<input checked="" type="checkbox"/>	AGNT FEE 8900634573286 TRAVELI...	Airfare	12/05/2014	\$25.00
<input checked="" type="checkbox"/>	Southwest Airlines 800-435-9792, TX	Airfare	12/05/2014	\$260.20
<input checked="" type="checkbox"/>	Southwest Airlines 800-435-9792, TX	Airfare	12/05/2014	\$260.20

**Step 15:** The screen below appears which indicates that the selected expenses have been successfully imported into the Statement Report. Click **OK**. These expenses can now be edited and reconciled as in **Steps 5 – 10** above.

The screenshot shows the same Concur Expense Statement Report interface, but with a 'Smart Expenses' dialog box open in the foreground. The dialog box contains the message: 'The selected items have been successfully imported as expenses.' and an 'OK' button. The background interface is dimmed, showing the 'Available Expenses' panel and the 'Exceptions' table.

Expense	Date	Amount	Exception
Undefined	12/01/2014	\$419.20	<input checked="" type="checkbox"/> The er

**Note:** Steps 12-15 above illustrate one way to attach unassigned expenses to a Statement Report. This training video link ([http://www.concurtraining.com/resources/adding\\_cc\\_to\\_an\\_ER.htm](http://www.concurtraining.com/resources/adding_cc_to_an_ER.htm)) provides another way.

**Important:** Statement Reports cannot be submitted until the billing cycle ends in order to ensure that all charges for that statement period are included. After the billing cycle end date, it can take an additional 3 to 5 days for all charges pertaining to that billing cycle to be imported into Concur. Therefore, 5 days after the billing cycle ends, the PCard Administrator will email all cardholders a reminder to review their monthly Statement Report to verify that all charges have been imported into Concur.

**Step 16:** Once all of the expenses have been reconciled to the Statement Report, click the **Submit Report** button in order to send the Statement Report to the Approver step.

Statement Report 11/15 - 12/15

Expenses	Date	Expense	Amount	Requested
<input type="checkbox"/>	12/01/2014	701306-Official Business Travel ENTERPRISE RENT-A-CAR, Aust	\$69.20	\$69.20
<input checked="" type="checkbox"/>	11/28/2014	701315-Student Recruitment ENTERPRISE RENT-A-CAR, Ypsil	\$296.89	\$296.89
<input type="checkbox"/>	11/25/2014	701315-Student Recruitment ENTERPRISE RENT-A-CAR, Bos	\$30.61	\$30.61
<input type="checkbox"/>	11/24/2014	701310-Faculty Travel OEA ENTERPRISE RENT-A-CAR, Aust	\$131.01	\$131.01
<input type="checkbox"/>	11/24/2014	701320-Team Travel Athletic Use ENTERPRISE RENT-A-CAR, Alro	\$361.74	\$361.74
<input type="checkbox"/>	11/24/2014	701315-Student Recruitment ENTERPRISE RENT-A-CAR, You	\$ 9.03	\$ 9.03
<input type="checkbox"/>	11/24/2014	701306-Official Business Travel ENTERPRISE RENT-A-CAR, You	\$-2.26	\$-2.26
<input type="checkbox"/>	11/22/2014	701310-Faculty Travel OEA ENTERPRISE RENT-A-CAR, You	\$35.31	\$35.31
<input type="checkbox"/>	11/21/2014	701306-Official Business Travel ENTERPRISE RENT-A-CAR, Tal	\$85.51	\$85.51
<input type="checkbox"/>	11/20/2014	701306-Official Business Travel ENTERPRISE RENT-A-CAR, You	\$107.50	\$107.50
<input type="checkbox"/>	11/20/2014	701320-Team Travel Athletic Use ENTERPRISE RENT-A-CAR, Chic	\$-104.58	\$-104.58
<input type="checkbox"/>	11/18/2014	701307-Professional Develop wll ENTERPRISE RENT-A-CAR, Aust	\$-12.82	\$-12.82
<input type="checkbox"/>	11/19/2014	701315-Student Recruitment ENTERPRISE RENT-A-CAR, Bos	\$-2.26	\$-2.26
<input type="checkbox"/>	11/18/2014	701320-Team Travel Athletic Use ENTERPRISE RENT-A-CAR, Bos	\$-2.14	\$-2.14
			TOTAL AMOUNT	TOTAL REQUESTED
			\$2,238.24	\$2,238.24

Expense Type: 701315-Student Recruitm  
Transaction Date: 11/26/2014  
Business Purpose: Statement Report for Period 11  
Enter Vendor Name: ENTERPRISE RENT-A-CAR  
Payment Type: UPM Pcard  
Amount: 256.89 USD  
Comment: STEVEN HALL 11/19 thru 26

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

**Step 17: Final Review.** This gives the cardholder the opportunity to perform a final review before submitting the report. Receipt images can also be attached at this time. Click on Submit Report to forward to Approver.

**Final Review**

**Reminder: Receipts Required!**  
 According to company policy, you must provide receipts for the expenses listed below. You may attach scanned images to individual expenses or to the report. To view the receipts that are already associated with this report, click **View Receipts**. If you need to fax or attach more, click **Print Fax Cover**.

Expense	Date	Amount
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/15/2014	\$233.60
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/15/2014	\$530.10
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/15/2014	\$26.50
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/15/2014	\$711.00
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/15/2014	\$333.75
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/15/2014	\$795.25
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/21/2014	\$995.00
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/21/2014	\$462.00
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/21/2014	\$1,540.00
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/21/2014	\$349.80
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/21/2014	\$163.50
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/21/2014	\$90.79
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/21/2014	\$356.40
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/21/2014	\$259.50
701330-Business Related Expense YSU CATERING 25276627, Youngstown, Ohio	10/21/2014	\$191.00

TOTAL AMOUNT  
\$34,497.47

**Step 18: Confirmation screen.** Cardholder will receive a message confirming that the Report was Successfully Submitted. Click **Close**.

The screenshot displays the Concur Expense Reporting interface. At the top, there is a navigation bar with 'CONCUR' logo and tabs for 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. Below this, there are sub-tabs for 'Manage Expenses', 'View Transactions', and 'Processor'. The main content area is titled 'Statement Report 10/16 - 11/14' and includes buttons for 'New Expense', 'Quick Expenses', 'Import', 'Details', 'Receipts', and 'Print / E'. A table of expenses is shown with columns for 'Date', 'Expense', 'Amount', and 'Requested'. A confirmation dialog box titled 'Report Successfully Submitted' is overlaid on the right side of the screen, showing the report details and a 'Close' button.

Date	Expense	Amount	Requested
11/12/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$8.25	\$8.25
11/12/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$168.75	\$168.75
11/12/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$331.40	\$331.40
11/12/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$65.50	\$65.50
11/12/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$170.00	\$170.00
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$401.25	\$401.25
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$385.00	\$385.00
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$23.60	\$23.60
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$280.00	\$280.00
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$243.55	\$243.55
11/10/2014	701330-Business Related Expen YSU CATERING 25276627, Young	\$1,986.00	\$1,986.00
<b>TOTAL AMOUNT</b>		<b>\$34,497.47</b>	<b>\$34,497.47</b>
<b>TOTAL REQUESTED</b>		<b>\$34,497.47</b>	<b>\$34,497.47</b>

**Report Successfully Submitted** ✕

Statement Report 10/16 - 11/14  
Approver: Wheelock, William H.

**Expense Report**

Report Total :	\$34,497.47
Less Personal Amount :	\$0.00
<b>Amount Claimed :</b>	<b>\$34,497.47</b>
Amount Rejected :	\$0.00

**Company Disbursements**

Amount Due Employee :	\$0.00
Amount Due JPM Pcard :	\$34,497.47
<b>Total Paid By Company :</b>	<b>\$34,497.47</b>

**Employee Disbursements**

Amount Owed Company :	\$0.00
<b>Total Owed By Employee :</b>	<b>\$0.00</b>

Close

Step 19: Once submitted, the status of a Statement Report can be tracked. To see which processing step it is currently on, from the **Home** screen, click the **right-arrow** in the **Open Reports** *Tasks*.

Home Expense Support Help  
 Administrator for Lucivjansky, Rhonda L.

**Youngstown STATE UNIVERSITY**  
 <Lucivjansky, Rhonda L>

+ Start a Report + Upload Receipts 02 Available Expenses 02 Open Reports

**ALERTS**  
 You haven't signed up to receive e-receipts. Sign up here

Welcome back, Administrator.  
**57 DAYS** remain until the Enhanced UI. "It was a simpler workflow to me, and it presented useful options when I need them." —Concur customer Preview Settings

**COMPANY NOTES**  
 All travel must be in compliance with the University Travel Guidelines  
 1. Ask permission to travel. Complete and have the Request approved in Concur.  
 2. Book your travel through Traveline. (Required for domestic travel.)

**TASKS**

**02** Available Expenses →

12/01	Southwest Airlines	\$419.20
12/01	Southwest Airlines	\$373.70

**02** Open Reports →

11/15	Statement Report 11/15 - 12/15	\$15,850.84
11/06	columbus 6-25	\$1,119.30 Returned

Step 20: The Active Reports screen opens. Click on **All Reports**.

CONCUR Expense Support Help  
 Administrator for Lucivjansky, Rhonda L.

Manage Expenses View Transactions

**Active Reports**

Create New Report

**RETURNED** 11/06/2014  
 columbus 6-25  
 \$1,119.30 Exceptions

**NOT SUBMITTED**  
 Statement Report 11/15 - 12/15  
 \$15,850.84

**Available Expenses**

Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/> Southwest Airlines 800-435-9792, TX	Airfare		12/01/2014	\$419.20
<input type="checkbox"/> Southwest Airlines 800-435-9792, TX	Airfare		12/01/2014	\$373.70

**Available Receipts**

Upload New Receipt  
 Click here to select and upload new receipt images.

All reports →



**Step 21:** The **Active Reports** screen opens to show the **Status** of all Active Reports.

Expense Home

### Active Reports

View | Create & Edit | Import

Report Type	Report Name	Comments	Status	Payment Status	Report Date	Total	Requested Amount
Statement	Statement Report 11/15 - 12/15 Statement Report for Period 11/15 - 12/15		Not Submitted	Not Paid	11/15/2014	\$15,850.84	\$15,850.84
Expense	columbus 6-25 luc conference		Sent Back to Employee - Ludvigjansky, Rhonda L.	Not Paid	11/06/2014	\$1,119.30	\$1,119.30
Statement	Statement Report 10/16 - 11/14 Statement Report for Period 10/16 - 11/14	Report's approval time expired and it was sent to another manager.	Approved	Sent for Payment	10/16/2014	\$7,069.10	\$7,069.10

**Step 22:** Click on the **View** drop-down box in order to see the status of a variety of different Statement Reports. Select **All Reports**.

Expense Home

### Active Reports

View | Create & Edit | Import

- Unsubmitted Reports
- Active Reports
- Recent Reports
- Pending Reports
- Approved Reports
- Processed Reports
- Paid Reports
- Payment Cleared Reports
- All Reports
- Reports for this Month
- Reports for last Month
- Reports for this Quarter
- Reports for last Quarter
- Reports for this Year
- Reports for last Year

Report Name	Comments	Status	Payment Status	Report Date	Total	Requested Amount
Statement Report 11/15 - 12/15 Statement Report for Period 11/15 - 12/15		Not Submitted	Not Paid	11/15/2014	\$15,850.84	\$15,850.84
columbus 6-25 luc conference		Sent Back to Employee - Ludvigjansky, Rhonda L.	Not Paid	11/06/2014	\$1,119.30	\$1,119.30
Statement Report 10/16 - 11/14 Statement Report for Period 10/16 - 11/14	Report's approval time expired and it was sent to another manager.	Approved	Sent for Payment	10/16/2014	\$7,069.10	\$7,069.10

**Step 23:** The status of all the reports that the cardholder has submitted is now displayed.

CONCUR Expense
Support | Help  
Administer for  
Lucivjansky, Rhonda L

[Manage Expenses](#)   [View Transactions](#)

Expense Home [Delete Report](#)

## All Reports

[View](#) [Create & Edit](#) [Import](#)

<input type="checkbox"/>	Report Type	Report Name	Comments	Status	Payment Status	Report Date	Total	Requested Amount
<input type="checkbox"/>	Statement	Statement Report 11/15 - 12/15 Statement Report for Period 11/15 - 12/15		Not Submitted	Not Paid	11/15/2014	\$15,850.84	\$15,850.84
<input type="checkbox"/>	Expense	columbus 6-25 iuc conference		Sent Back to Employee - Lucivjansky, Rhonda L	Not Paid	11/06/2014	\$1,119.30	\$1,119.30
	⚠ This report has one or more entry level exceptions.							
<input type="checkbox"/>	Statement	Statement Report 10/16 - 11/14 Statement Report for Period 10/16 - 11/14	Report's approval time expired and it was sent to another manager.	Approved	Sent for Payment	10/16/2014	\$7,096.10	\$7,096.10
	⚠ This report has one or more entry level exceptions.							
<input type="checkbox"/>	Statement	Statement Report 09/16 - 10/15 Statement Report for Period 09/16 - 10/15		Approved	Sent for Payment	09/16/2014	\$10,058.13	\$10,058.13
	⚠ This report has one or more entry level exceptions.							
<input type="checkbox"/>	Statement	Statement Report 08/16 - 09/15 Statement Report for Period 08/16 - 09/15		Approved	Sent for Payment	08/16/2014	\$20,944.95	\$20,944.95
	⚠ This report has one or more entry level exceptions.							