University Purchasing Card Transactions
Allocation Procedure

Introduction:

All university purchasing card transactions will automatically feed into the cardholders profile in Concur within 2-3 days after the post date. All expenses will need to be processed on an expense report in Concur. Once an expense report has been submitted and approval workflow complete, the expense(s) will feed into Banner.

All university purchasing card holders and their assigned delegate(s) will receive an email notification from EmailReminderService@concursolutions.com when there are available credit card transactions in the cardholder's account. All transactions will need to be allocated and entered on an expense report on a monthly basis. Email notifications may be changed in Profile Options – Expense Preferences.

The cardholder's university purchasing card charges will show up on the home page of Concur under 'Available Expenses'.

We are recommending that cardholder's submit <u>one expense report a month</u> rather than do numerous small-charge reports. Our corporate card billing cycle runs from the 28th to the 27rd of the following month. Please complete a purchasing card report for all completed transactions available.

Eventually, cardholders will no longer receive credit card statements.

Setting up Expense Delegates:

The reallocator function on the university purchasing card will no longer be in effect. If the cardholder would like to have another Michigan Tech employee review the credit card transactions and/or prepare an expense report they will need to set that employee up as a delegate. A Concur user can have multiple delegates. If someone else will be preparing an expense report the cardholder MUST assign that individual as an Expense Delegate.

- Log into Concur using your SSO
- Select the 'profile' tab
- Select the 'Expense Delegates' section
- Click the ADD button
- Search for the employee you would like to select as your delegate Click ADD

** "Can Prepare" must be selected to allow a delegate access.

**If a delegate wants to receive e-mails about an expense report then the cardholder must check the "Receives Emails" too.

The delegate can ONLY create an expense report. **The cardholder MUST still review and submit the expense report**. No one can be assigned to do that.

The delegate cannot see any of the cardholder's personal information in the profile.

Creating a purchasing card expense report:

Header Information:

All expense reports require a header to be filled out prior to adding expenses to the report. Please use the guidelines below for purchasing card expense reports.

- Click 'New – Start a Report'
    - Note: If you have already started a Pcard Report for the month, go to Open Reports and click on the correct report to open
- Select Policy: Michigan Tech Purchasing Card
- Report Name: ***IMPORTANT*** the report name should always include the Last 4 digits of the card along with the month and year (example: 1234 – 04/2019). In the rare instance that a cardholder has more than one card, you may combine all expenses onto one report and add an asterisk to the card number in the report name (example: 1234* - 04/2019).
- Start date and End date: Please use the month start and end dates in these fields: example: purchasing card expense report for April would have the dates of 04/01/2019 and 04/30/2019.
- Index: will default from your Profile Expense Information. *(See the Concur QuickStart Guide Updating Your Expense Profile)*
- Click 'Create Report' in the bottom right corner

Adding expenses to an expense report:

There are three ways to add the un-expensed purchasing card charges to a new expense report:

A. From the Concur home page:
1. From the Concur home page, select '+New'-'Start a Report'
2. Complete the Header Information, click 'Create Report'
3. Select 'Add Expense'
4. Select the available expenses by clicking on the box next to each transaction and click 'Add To Report'.

B. From the Expense tab-View Transactions:
1. From the Concur home page, select the 'Expense Tab'
2. Select the 'View Transactions'
3. Select the available expenses by clicking on the box next to each transaction
4. On the right, drop down the arrow on 'Add Charges To'. Either select a 'New Expense Report' or select an expense report in progress.
5. Click 'Add Selected'. This will automatically add them to the expense report.

C. From an existing report:
1. From the Concur home page, select 'Open Reports'
2. In the Report Library, select an expense report that is not submitted
3. Add un-expensed purchasing card charges following steps A or B.

Choosing the appropriate expense type/attaching receipts:

Each purchase transaction will need to have the appropriate expense type associated with this. The expense type drives the account codes in banner.

1. Open up the expense by clicking
2. Details of the purchasing card charge will appear
3. Select the appropriate expense type from the drop down. Note: to search, type the account code (if known) or the name of the expense.
4. Select the Account Code
5. **'Business Purpose' is required.** For any **travel expenses made on behalf of another**, include **the who/when/where/why** description.
6. The Index will default from the Header. Select the dropdown to change.
7. Comments are not required but may be used to add additional notes to the expense.
8. Click 'Save Expense'

University purchasing cards cannot be used for personal use. If a personal purchase has been made on the card unintentionally, select Account Code <u>A127C-Personal, non-reimbursable expense</u> and note personal in the Business Purpose. Financial Services & Operations will invoice the cardholder for the amount. Take a copy of your invoice along with payment to the Cashier's office.

 ALL PURCHASE EXPENSES REQUIRE A DETAILED RECEIPT. Please attach the receipt at the line item level. An example of a detailed receipt is located at the end of this procedure.

1. Attaching a receipt at the **line item** level
    a. Click on the Receipt icon
    b. Select from your Available Receipts or Upload Receipt Image from your computer
    c. Click 'Attach'

Allocating expenses:

All credit card transactions will automatically default to the INDEX you have assigned in your Concur Profile Option. If a transaction needs to be allocated to a different INDEX there are two ways to perform this function:

1. Allocating expenses to a *single* index
    a. Select the expense from the report
    b. The expense detail information will populate on the left hand side of the screen
    c. Select 'Allocate' located under the Details tab
    d. Use the 'Edit' button to allocate by either amounts or percentages
    e. Click 'Add'. Add as many allocations (indexes) as necessary. You can adjust the amounts and percentages. The total amount must be allocated 100%
    f. Click 'Save' in the bottom right corner

2. Allocating expenses to *multiple* indexes
   a. Select the expenses on the left side of the page, and then click Allocate
   b. The Allocate window appears. The total expense Amount, the amount Allocated, and the amount Remaining are listed
   c. Use the 'Edit' button to allocate by either amounts or percentages. The total amount must be allocated 100%
   d. Click 'Add'. Add as many allocations (indexes) as necessary. You can adjust the amounts and percentages. The total amount must be allocated 100%
   e. Click 'Save' in the bottom right corner

At times, fraudulent activity occurs. If you have a fraudulent expense, call the credit card company to report the expense(s). Allocate the fraudulent expense(s) to E995 Disputed Charge. Once the credit card company credits the fraudulent expense(s), allocate the credit to E995 Disputed Charge to clear the account.

Itemizing expenses:

Use the Itemizations tab to account for receipts that include two or more account codes to ensure that each of your expenses is accounted for correctly.

1. Itemizing an expense
   a. Select the expense from the report
   b. The expense detail information will populate on the left hand side of the screen
   c. Select the 'Itemizations' tab
   d. The total expense Amount, the amount Itemized, and the amount Remaining are listed
   e. Click 'Create Itemization'
   f. Select the Expense Type that applies to the first itemization from the dropdown list. The page refreshes, displaying the required and optional fields for the selected expense type.
   g. Complete the required fields
   h. Click 'Save Itemization'
   i. For each additional itemization, on the 'Itemizations' tab, click 'Create Itemization', select the appropriate expense type and complete the required fields.
      Note: You can also Copy itemizations to save time with similar entries.
   j. Once you have itemized the Remaining amount of the charge, an alert displays a green Success checkmark.
   k. Click 'Save Expense'

Submitting an expense report for approval:

Once the purchasing card expense report has been completed, please submit the report for approval.

IMPORTANT Please remember that an expense delegate cannot submit the report on behalf of the cardholder; only prepare it for the cardholders submittal.

1. Click the 'Submit Report' button in the top right hand corner of the screen
2. A pop up box will appear with a disclaimer. Please agree to the disclaimer and submit your report
3. The expense report will flow to your supervisor for approval, and then the report will flow to the financial manager of the index(s) for approval.
4. Once the expense report is submitted and approved, the transactions will post to banner

Example of detailed receipt

An appropriate receipt should include:

Name of Merchant

Address/Phone #/website (at least one way to contact the merchant)

Description of each item purchased

Price for each item purchased

Shipping charges

Grand Total

Date of Purchase

Shipping Address (if applicable)

Method of Payment (last 4 digits of pcard)

amazon.com

Final Details for Order #113-2156130-4069819
Print this page for your records.

Order Placed: June 21, 2017
PO number: DoreenSwetich
Amazon.com order number: 113-2156130-4069819
Order Total: $395.00

Shipped on June 21, 2017

Items Ordered	Price
1 of: *VARIDESK - Height-Adjustable Standing Desk - Pro Plus 36 - Black* Sold by: VARIDESK (seller profile) Business Price Condition: New	$395.00

Shipping Address:
Maureen Anton
1400 TOWNSEND DR
LAKESHORE BLDG 200
HOUGHTON, MI 49931-1295
United States

Shipping Speed:
Standard Shipping

Item(s) Subtotal: $395.00
Shipping & Handling: $0.00

Total before tax: $395.00
Sales Tax: $0.00

Total for This Shipment:$395.00

Payment information

Payment Method:
Visa | Last digits: 4499

Billing address
Maureen Anton
1400 TOWNSEND DR
LAKESHORE BLDG 200
HOUGHTON, MI 49931-1295
United States

Credit Card transactions

Item(s) Subtotal: $395.00
Shipping & Handling: $0.00

Total before tax: $395.00
Estimated tax to be collected: $0.00

Grand Total:$395.00

Visa ending in 4499: June 21, 2017:$395.00

To view the status of your order, return to Order Summary.

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Example of non-detailed receipt

amazonbusiness

Order Confirmation

PO# DoreenSwetich

Purchase Summary

Wednesday, June 21, 2017

Est. Delivery: Tuesday, June 27

Maureen Anton
1400 TOWNSEND DR
LAKESHORE BLDG 200
HOUGHTON, MI 49931-1295
United States

TOTAL	**$395.00**
Item	$395.00
Shipping & Handling	$0.00
Estimated Tax	$0.00

View or manage order

Order Details | Order #113-2156130-4069819

VARIDESK - Height-Adjustable Standing Desk - Pro Plus 36 - Black
$395.00 | Qty : 1 | Sold by VARIDESK
Condition: New

$395.00

To learn more about ordering, go to Ordering from Amazon.com.
If you want more information or need more assistance, go to Help.

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