

Approving P-Card Expense Report

These instructions will cover how to approve a P-Card Expense Report. To determine what is considered goods & services, please refer to the link below for more information.

- <http://finance.fullerton.edu/Procurement/PCard/Forms/P-CardReconciliationChecklist.pdf>

At the end of the instructions, there are reminders on what to check as an approver.

A **P-Card Goods/Services Expense Report** will be required for any goods and/or service purchases made on your P-Card. This Expense Report will serve the same purpose as the P-Card Reconciliation Packet.

Click on any of the links below to skip ahead to that section.

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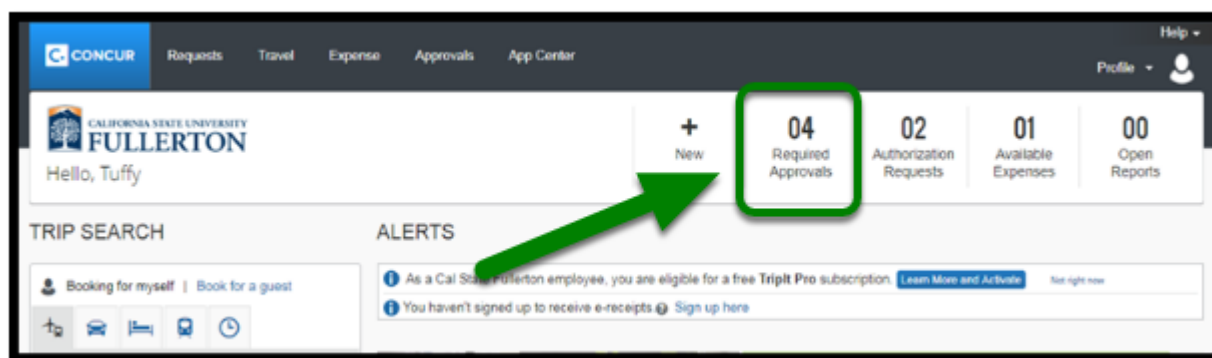
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💡 If you need assistance with logging into Concur, please go to [Logging into Concur](#).

Accessing Required Approvals

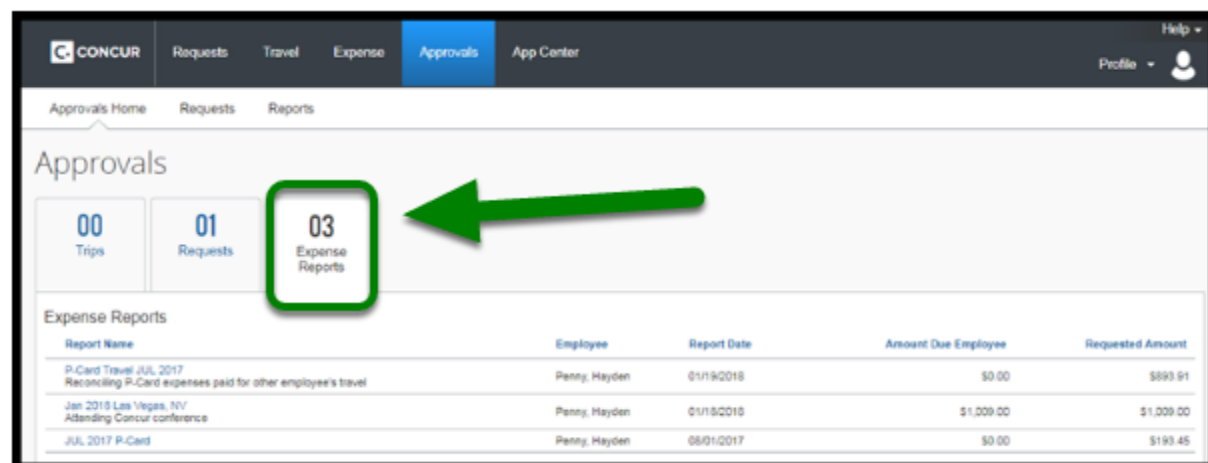
Step 1: You will see your Concur dashboard, along with the number of approvals that are required to be approved by you as an Approver.

Click on **Required Approvals**.



Step 2: You will see three tabs: **Trips**, **Requests**, and **Expense Reports**. You will also see the number of approvals you need to approve for each tab.

Select **Expense Reports**.

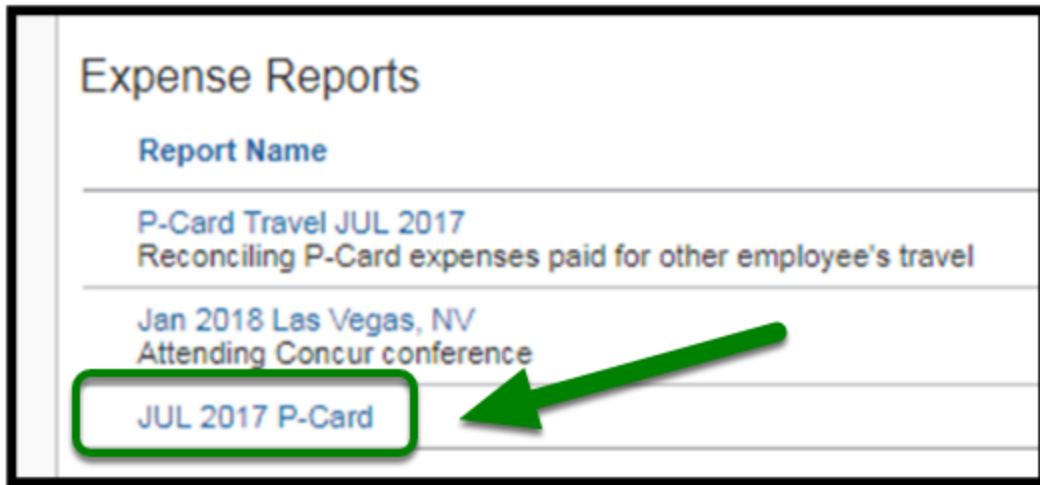


Step 3: In the **Expense Reports** tab, you will see Expense Reports that have been submitted to you for approval.

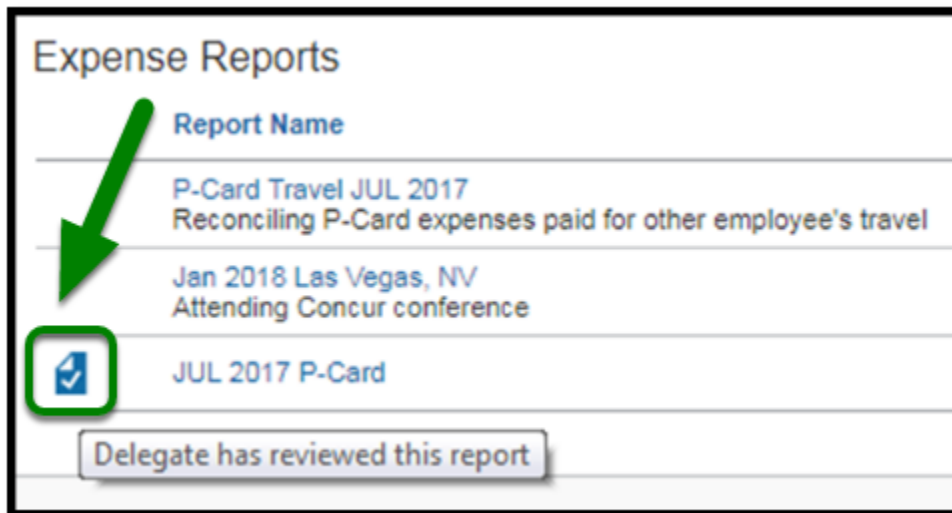
Click on the appropriate item.

In this example, **JUL 2017 P-Card** is selected.

- i** When reviewing Expense Reports, select Expense Reports that have the **[Month] [Year] Pcard** as the naming convention.



Step 4: If you have a delegate set-up to preview expense reports, you will see a checkmark listed next to the report indicating that it is ready for you to review.



Step 5: After you click on the Expense Report, you can review **Details** and **Receipts** by clicking on any of the dropdowns. You can also download a PDF version of the Expense Report by clicking on **Print/Email**.

See **Reviewing Expenses** for a more detailed explanation on what to review in **Details** and **Receipts**.

JUL 2017 P-Card [Penny, Hayden]

Summary Details Receipts Print / Email

Date	Expense Type	Amount	Requested
06/28/2017	Services Service Stations (with or witho, Full	\$67.64	\$67.64
06/27/2017	IT Goods Computer Software Stores, Fullerton,	\$23.97	\$23.97
06/27/2017	Services Fax services, Fullerton, Nebraska	\$101.64	\$101.64

TOTAL AMOUNT: \$193.45 TOTAL REQUESTED: \$193.45

Expense Receipt Image

Total Amount: \$67.64 | Itemized: \$67.64 | Remaining: \$0.00

Expense Type: Services Transaction Date: 06/28/2017 Business Purpose:

Enter Vendor Name: Service Stations (with or witho City: Fullerton, Nebraska Payment Type: Test Aux USBank Visa

Amount: 67.64 USD Reviewed: No Approved Amount: 67.64

Comment:

Save Attach Receipt

Reviewing Expenses

While reviewing expenses, it is highly recommended to review the entire Expense Report, with particular attention to:

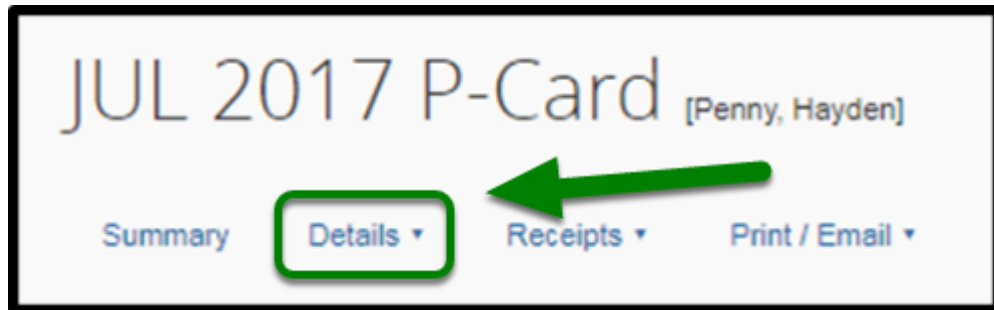
- Details
- Report Header
- Expenses
- Line Item
- View Receipts

All expenses should be reviewed for the following:

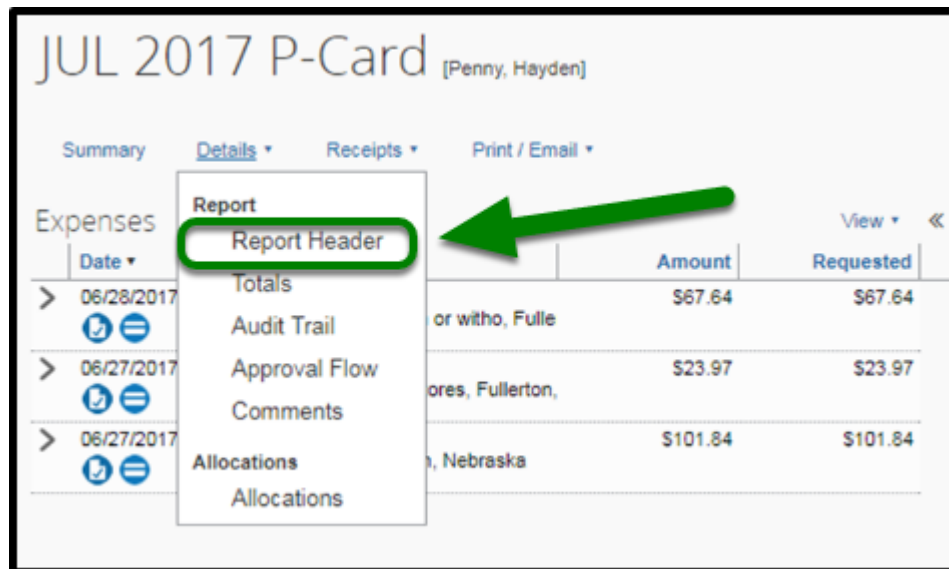
- P-Card expense amount was selected appropriately
- P-Card expense amount is within the department's budget
- Expense(s) have been itemized and match with the amount spent
- Receipts are attached to every expense

Report Header

Step 1: To review the **Report Header**, click on **Details** in your Expense Report.



Step 1a: Click on **Report Header** under the Report section.



Step 1b: A pop-up window will appear.

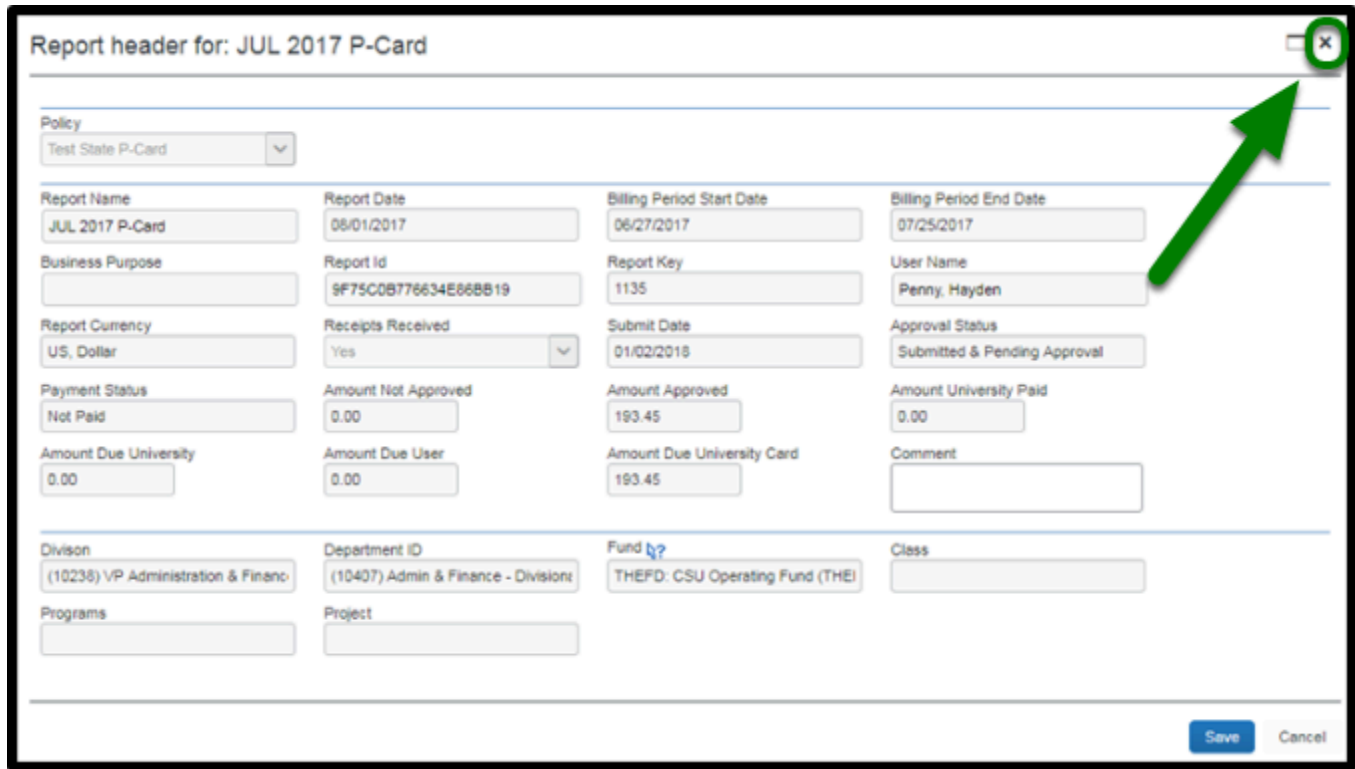
You will see the **Report Header** of the Expense Report.

💡 While reviewing the Report Header, check the areas for the following:

- Correct naming convention
- Correct billing cycle dates
- Appropriate options were selected on all fields

If any of the information needs to be changed, refer to [Send Back to User](#) for instructions on sending feedback of the report back to the user.

Once you are done, click on the **X**.



Report header for: JUL 2017 P-Card

Policy
Test State P-Card

Report Name JUL 2017 P-Card	Report Date 06/01/2017	Billing Period Start Date 06/27/2017	Billing Period End Date 07/25/2017
Business Purpose	Report Id 9F75C0B776634E66BB19	Report Key 1135	User Name Penny Hayden
Report Currency US, Dollar	Receipts Received Yes	Submit Date 01/02/2018	Approval Status Submitted & Pending Approval
Payment Status Not Paid	Amount Not Approved 0.00	Amount Approved 193.45	Amount University Paid 0.00
Amount Due University 0.00	Amount Due User 0.00	Amount Due University Card 193.45	Comment
Division (10238) VP Administration & Finance	Department ID (10407) Admin & Finance - Division	Fund THEFD: CSU Operating Fund (THEI	Class
Programs	Project		

Save Cancel







Expenses: Line Item

Step 1: Each P-Card expense is required to be itemized.

To review the expenses, determine an expense you want to review.

Then click on the drop-down arrow next to the expense.







i Example: Click on the drop-down arrow in IT Goods.

Expenses		View ▾	⌵
Date ▾	Expense Type	Amount	Requested
> 06/27/2017  	Services Service Stations (with or witho, Fulle	\$67.64	\$67.64
> 06/27/2017  	IT Goods Computer Software Stores, Fullerton,	\$23.97	\$23.97
> 06/27/2017  	Services Fax services, Fullerton, Nebraska	\$101.84	\$101.84

Step 1a: You will see P-Card transactions that were itemized under IT Goods.
Click on that itemization.

Expenses

View ▾

Date ▾	Expense Type	Amount	Requested
> 06/28/2017  	Services Service Stations (with or witho, Fulle	\$67.64	\$67.64
▼ 06/27/2017  	IT Goods Computer Software Stores, Fullerton,	\$23.97	\$23.97
06/27/2017	(616002) I/T Hardware	\$23.97	\$23.97
> 06/27/2017  	Services Fax services, Fullerton, Nebraska	\$101.84	\$101.84

Step 1b: An **Itemization** tab will appear on the right side of the Expense Report.
Review the fields to ensure correct information was entered.
Once you are done reviewing the itemization, proceed to do the same process on other expenses.

Itemization

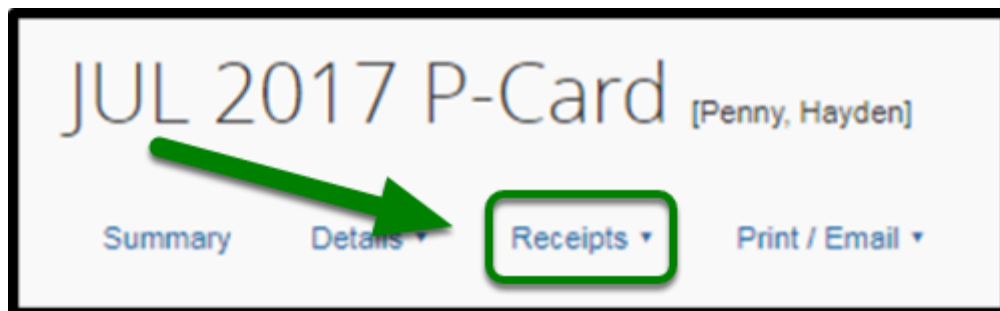
Total Amount: \$23.97 | Itemized: \$23.97 | Remaining: \$0.00

Expense Type (616002) I/T Hardware	Transaction Date 06/27/2017	Business Purpose
IT Auth 123455	Enter Vendor Name Computer Software Stores	City Fullerton, Nebraska
Payment Type Test Aux USBank Visa	Amount 23.97 USD	Reviewed No
Approved Amount 23.97	Comment	

Save
Allocate
Cancel

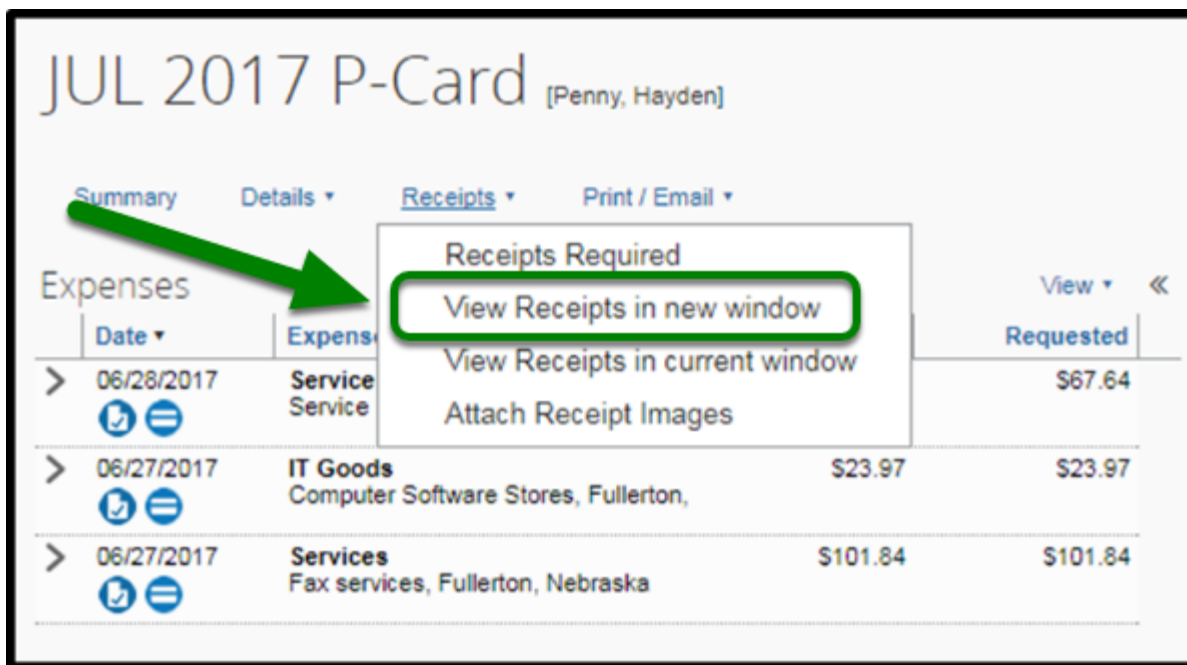
Expenses: View Receipts

Step 1: To review the **Receipts**, click on **Receipts** in your Expense Report.



Step 1a: You can select either **View Receipts in new window** or **View Receipts in current window**, depending on your preference.

In this example, select **View Receipts in new window**.

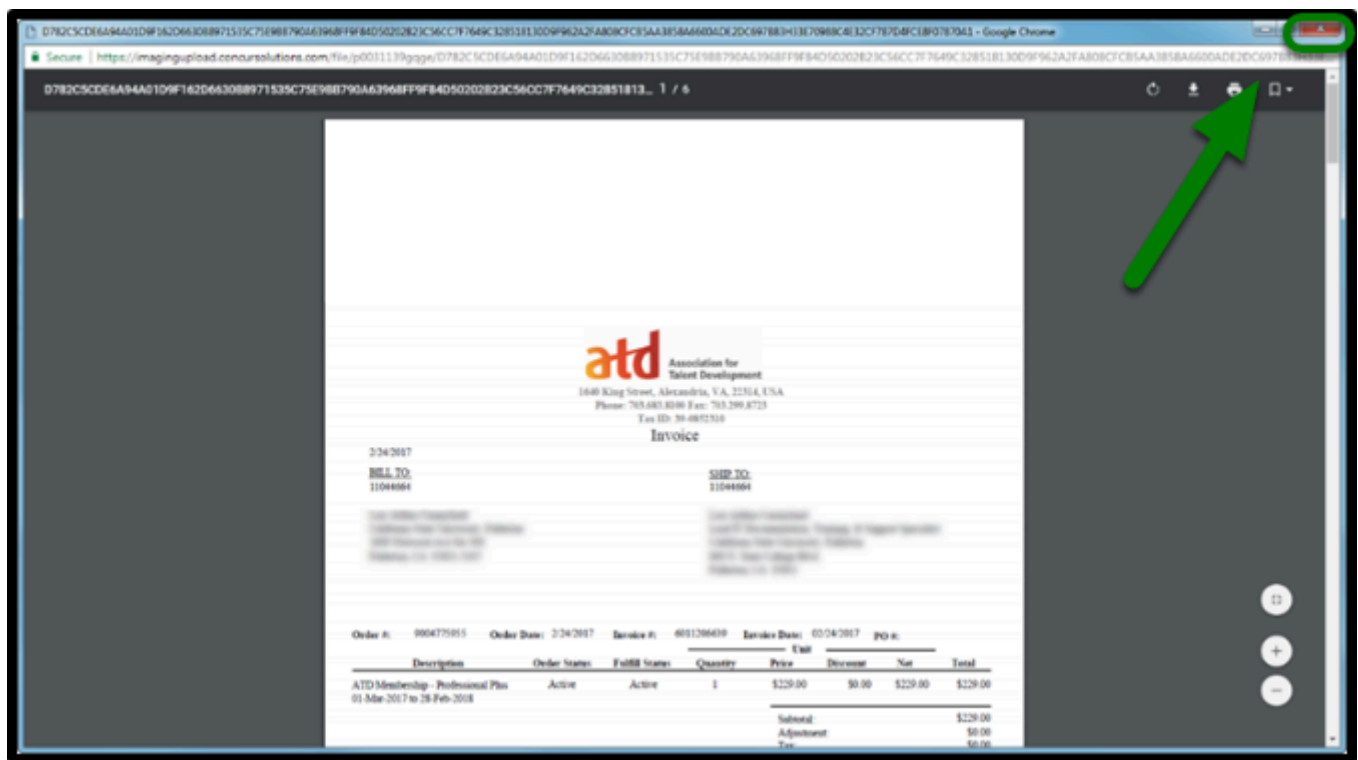


Step 1b: A pop-up window will appear.

You will see all of the receipts attached to the Expense Report.

💡 It is recommended to select each expense to review the receipts individually.

Once you are done, click on the **X**.



Step 1c: To review the receipts individually, click on one of the expenses.

JUL 2017 P-Card [Penny, Hayden]				
Summary Details ▾ Receipts ▾ Print / Email ▾				
Expenses View ▾ <<				
Date ▾	Expense Type	Amount	Requested	
> 06/28/2017 👍 =	Services Service Stations (with or witho, Full	\$67.64	\$67.64	
> 06/27/2017 👍 =	IT Goods Computer Software Stores, Fullerton,	\$23.97	\$23.97	
> 06/27/2017 👍 =	Services Fax services, Fullerton, Nebraska	\$101.84	\$101.84	
TOTAL AMOUNT		\$193.45	TOTAL REQUESTED	
			\$193.45	

Step 1d: Next, click on the **Receipt Image** tab.

This will show an image of your receipt of the expense.

Make sure the expense amount matches with the receipt.

! Ensure there are attachments for the following expenses:

- IT Authorization # / Email Confirmation
- Directive 11 (D11)
- Q# / Email Confirmation
- Membership Justification Form
- Lost/Missing Receipt Form
- Receipts

JUL 2017 P-Card [Penny, Hayden]

Summary Details * Receipts * Print / Email *

Expenses

Date *	Expense Type	Amount	Requested
> 06/26/2017	Services Service Stations (with or witho, Full	\$67.64	\$67.64
> 06/27/2017	IT Goods Computer Software Stores, Fullerton,	\$23.97	\$23.97
> 06/27/2017	Services Fax services, Fullerton, Nebraska	\$101.84	\$101.84

TOTAL AMOUNT \$193.45 TOTAL REQUESTED \$193.45

Expense Receipt image

Total Amount: \$67.64 | Itemized: \$67.64 | Remaining: \$0.00

Amazon.com order summary

Order Placed: April 27, 2017
Amazon.com order number: [redacted]
Order Total: \$308.39

Shipped on April 30, 2017

Items Ordered	Price
1 of: Logitech G510 - 2.8 Surround Sound Gaming Headset	\$179.99
1 of: Logitech Wireless Gaming Headset G500 with 7.1 Surround Sound, Wireless	\$80.00
1 of: Logitech Wireless Gaming Headset G500 with 7.1 Surround Sound, Wireless	\$80.00
Shipping Address:	
Shipping Method:	Two Day Shipping
Payment Method:	Card
Order address:	
Credit Card transactions:	

Grand Total: \$308.39

Approving Options

After reviewing all the tabs, you will see three options:

- **Approve**
- **Approve & Forward**
- **Send Back to User**

The **Approve** button will approve the Expense Report, and move it to the next approver or notify the employee that the report has been approved.

- If you do not need to add additional approvers, proceed to [Approving](#).

The **Approve & Forward** button will approve the Expense Report on your end and will forward the approval request to the next Approver (that you will designate).

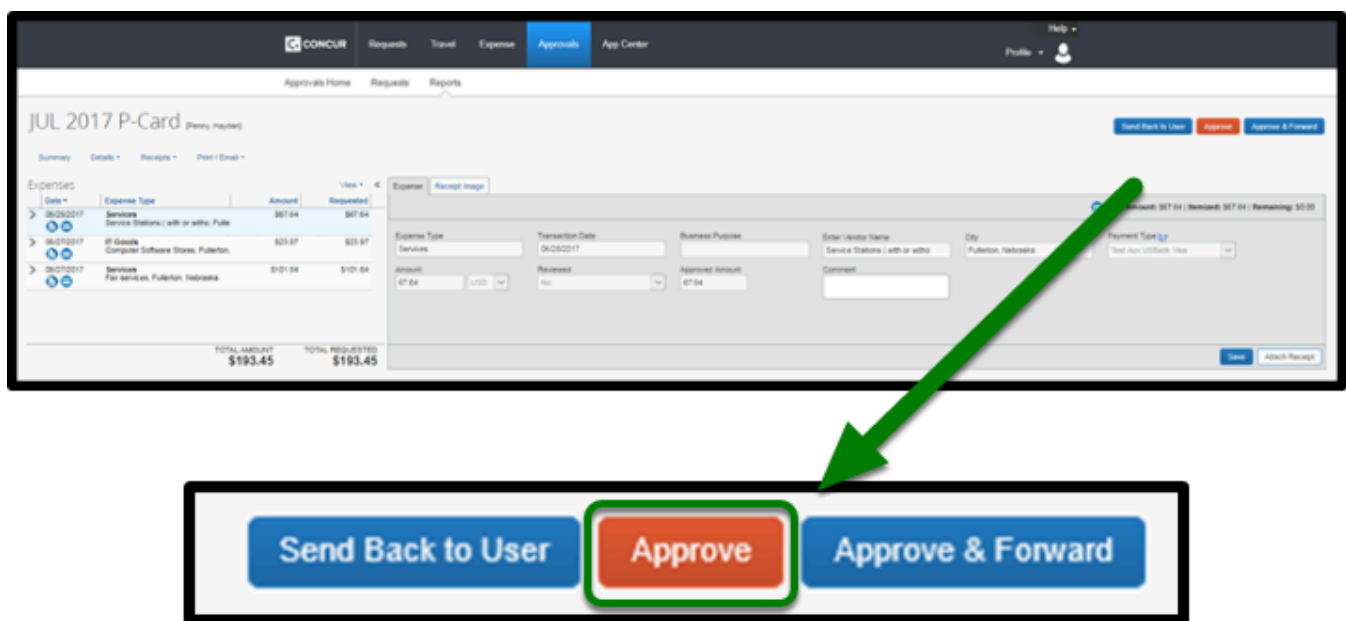
- This option is best for situations where another department is paying for your employee's expenses.
- If you are the Approver for your employee, but another department is paying for your employee's expenses, proceed to [Approving & Forwarding](#).

The **Send Back to User** button will send the Expense Report back to the user.

- Select this option if the employee needs to make corrections on the Expense Report.
- If you are sending the Expense Report back, proceed to [Send Back to User](#).

Approving

Step 1: After you reviewed the employee's Expense Report, select **Approve**.



Step 1a: A confirmation window will pop-up, asking you to accept or decline the Approver Electronic Agreement. Please read and respond.

Click on the **Accept** button to approve the Expense Report.

Final Confirmation
✕

Approver Electronic Agreement

By clicking 'Accept' I certify that the expense report and its accompanying receipts have been reviewed and are in compliance with University policy.

Accept

Decline

Approving and Forwarding

Step 1: After you reviewed the employee's Expense Report, select **Approve & Forward**.

CONCUR

Requests Travel Expense Approvals App Center

Approvals Home Requests Reports

JUL 2017 P-Card

Showing: 1/2017

Send Back to User

Approve

Approve & Forward

Expenses

Expense Type

Amount

Required

7/1/2017

Services

Office Supplies (with or without P-Card)

\$27.34

\$27.34

7/1/2017

Services

Office Supplies (with or without P-Card)

\$21.17

\$21.17

7/1/2017

Services

Office Supplies (with or without P-Card)

\$10.94

\$10.94

TOTAL AVAILABLE

\$193.45

TOTAL REQUESTED

\$193.45

Expense

Expense Type

Transaction Date

Business Purpose

Expense Center Name

Expense Station (with or without P-Card)

City

Amount

Required

Approved Amount

Comment

Services

7/1/2017

Office Supplies (with or without P-Card)

7/1/2017

Office Supplies (with or without P-Card)

Fullerton, California

\$27.34

Yes

\$27.34

Amount: \$27.34

Remaining: \$27.34

Remaining: \$10.94

Send Back to User

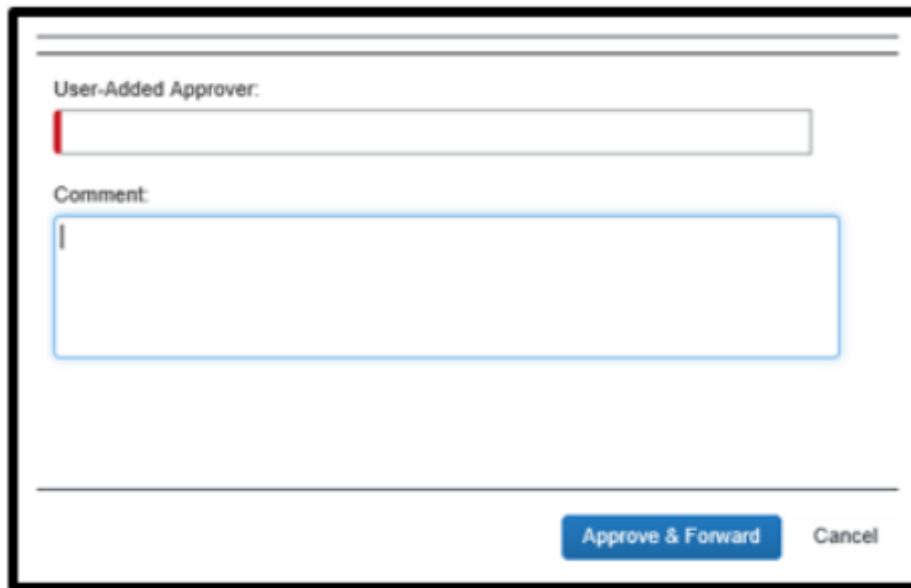
Approve

Approve & Forward

Step 1a: After you click on the **Approve & Forward**, a pop-up window will appear (as shown on the right).

Approving P-Card Expense Report // Downloaded: 08-31-2023 // Disclaimer: This document is only valid as of the day/time when it is downloaded. Please view the original web document for the current version.

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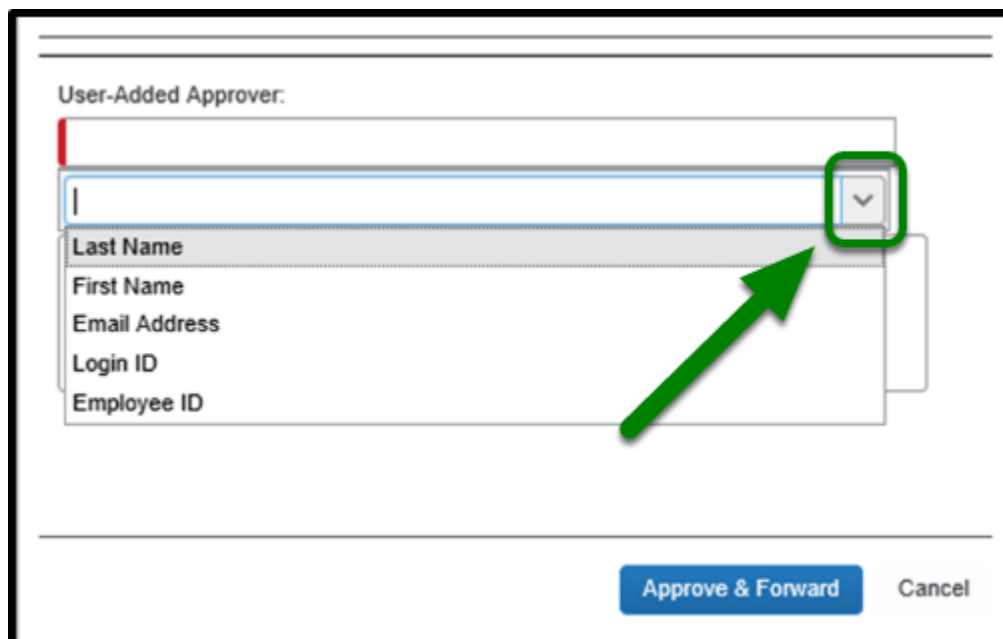


User-Added Approver:

Comment:

Approve & Forward Cancel

Step 1b: Click in the **User-Added Approver** field, and another field will appear below. The field below is where you can determine what category you would like to search by. Click on the drop-down arrow by that field.



User-Added Approver:

Last Name
First Name
Email Address
Login ID
Employee ID

Approve & Forward Cancel

Step 1c: In this step, **First Name** was selected.

Do not forget to add a short comment to notify the alternate approver.

Click **Approve & Forward**.

User-Added Approver:

tuffy

Titan, Tuffy (cmstraining37@fullerton.edu)
*Department ID: Admin & Finance - Divisional

First Name

Approve & Forward Cancel

Send Back to User

Step 1: Select **Send Back to User** button when there are red exceptions, such as:

- Receipts/attachments are not attached to certain expenses
- Wrong naming convention
- Expenses not identified
- Expense amount is unreasonable (comments need to be added)
- Incorrect billing cycle dates

JUL 2017 P-Card (Penny Hoyer)

Summary Details Receipts Post / Email

Date	Expense Type	Amount	Requested
06/08/2017	Services	\$67.64	\$67.64
06/07/2017	IT Goods	\$23.87	\$23.87
06/07/2017	Services	\$101.94	\$101.94
TOTAL AMOUNT		\$193.45	\$193.45

Expense Receipt Image

Expense Type: Services Transaction Date: 06/08/2017 Business Purpose: Service Stations (with or without) Fullerton, Nebraska

Amount: 67.64 USD Reversed: No Approved Amount: 67.64

Comment:

Total Amount: \$67.64 Itemized: \$67.64 Remaining: \$0.00

Buttons: Send Back to User, Approve, Approve & Forward

Buttons: Send Back to User, Approve, Approve & Forward

Step 1a: Type in the reason you are sending the Expense Report back to the user in the comment section.

Then click **OK**.

Send Back Report

Comment History

Date	Entered By	Comment Text
------	------------	--------------

Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

Comment

Missing receipt for conference

Buttons: OK, Cancel

Approving P-Card Goods and Services Expense Report Checklist



If you would like to use a checklist, click on [Approving P-Card Goods and Services Expense Report Checklist](#).

Need more help?



Contact Concur Support at concur@fullerton.edu or at 657-278-3600.