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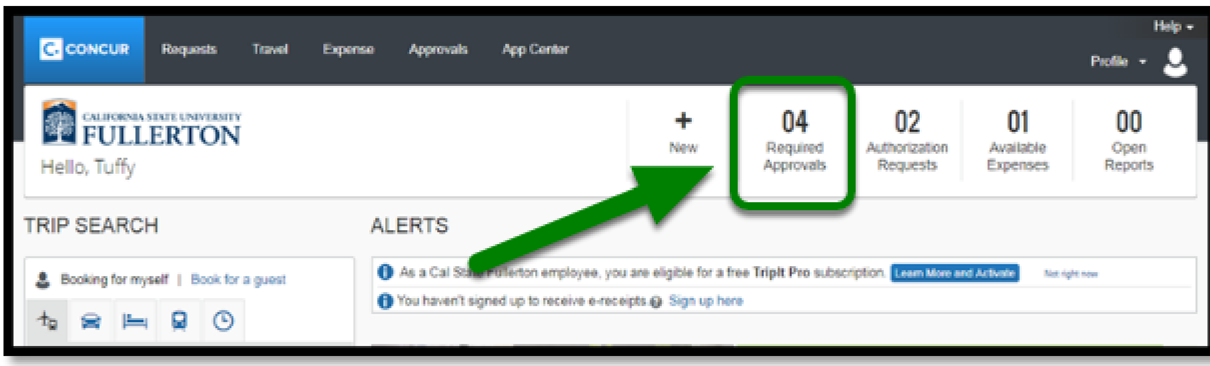
If you need assistance with logging into Concur, please go to [Logging into Concur.]

Accessing Required Approvals

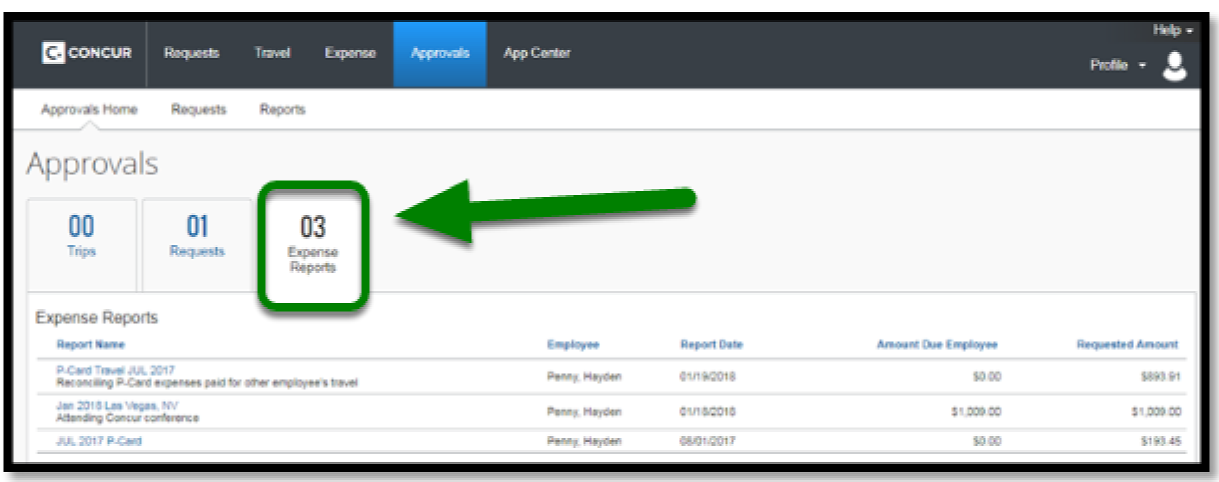
Step 1: You will see your Concur dashboard, along with the number of approvals that are required to be approved by you as an Approver.

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**.

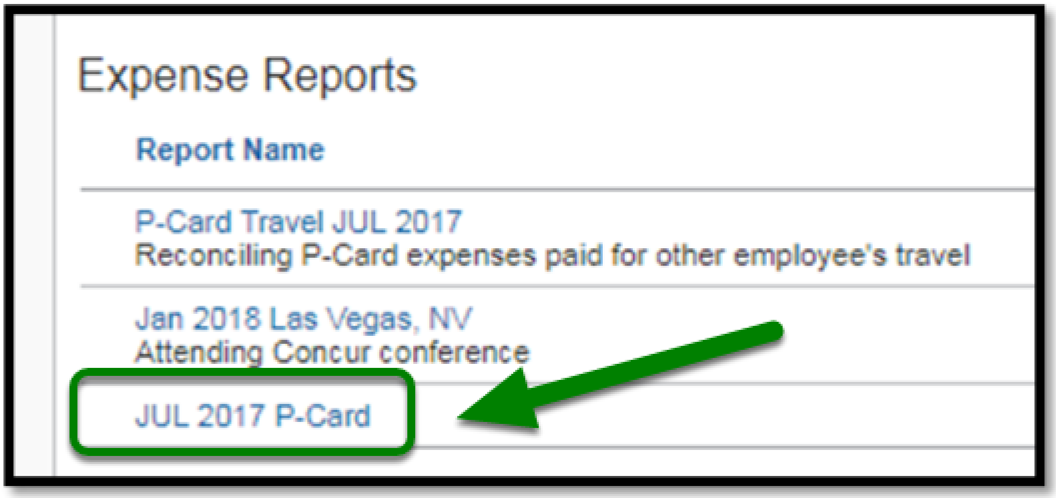


Step 3: In the **Expense Reports tab**, you will see Expense Reports that have been submitted to you for approval.

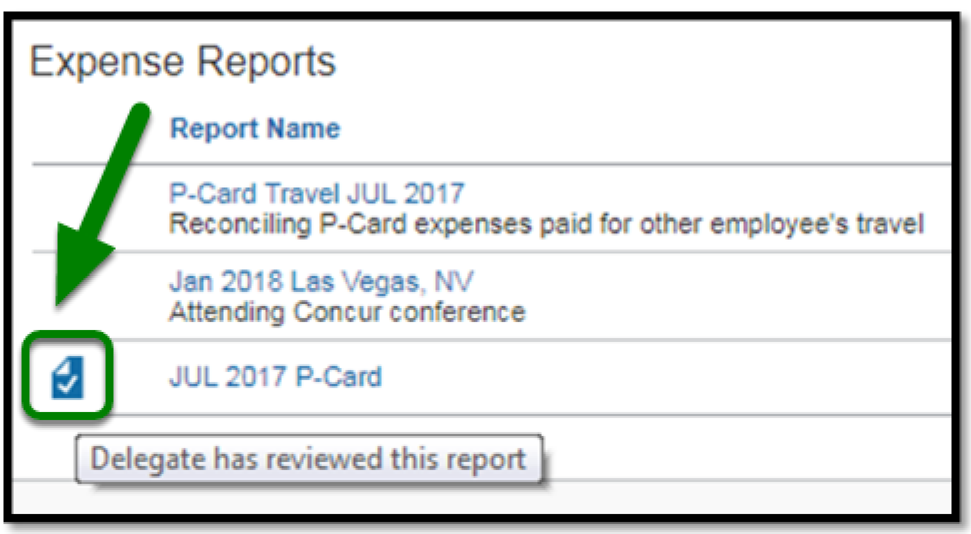
Click on the appropriate item.

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

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

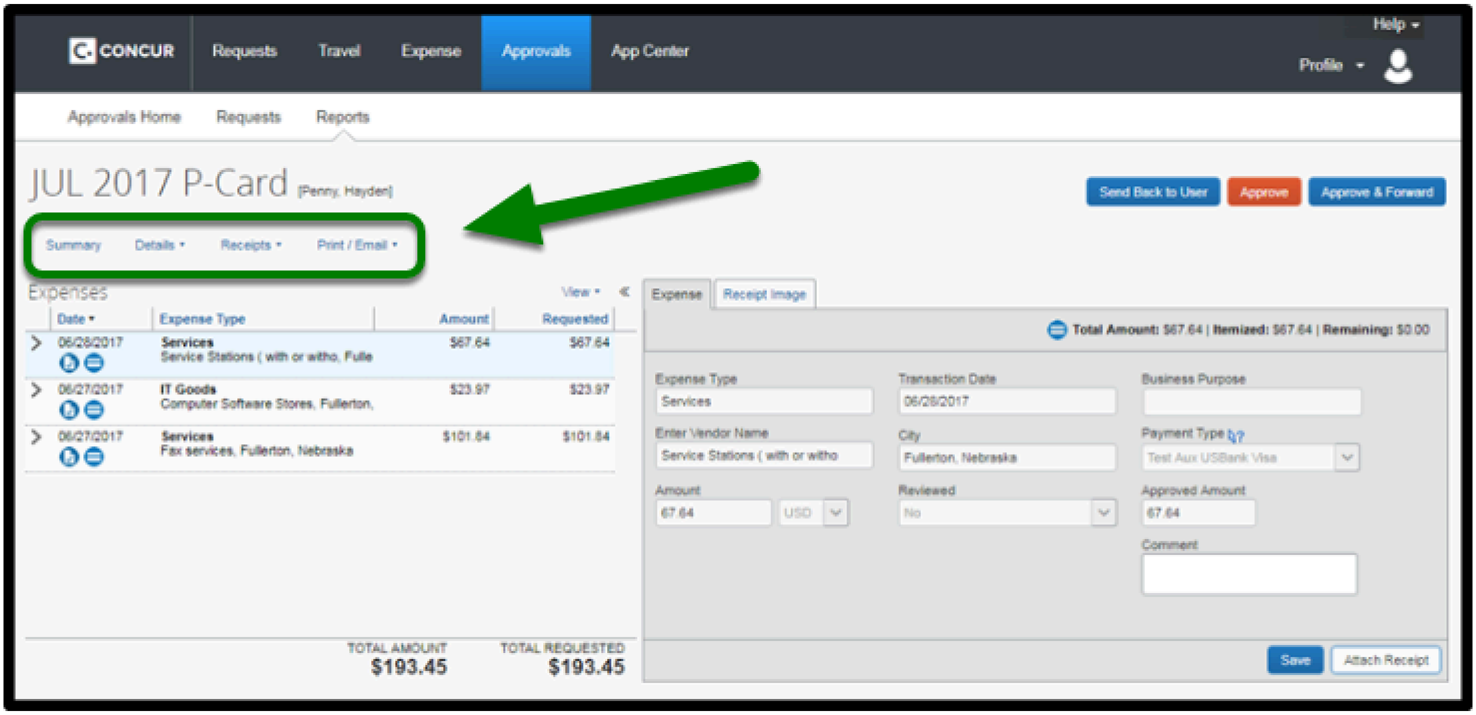


Step 4: If you have a delegate set-up to preview expense reports, you will see a checkmark listed next to the report indicating that it is ready for you to review.



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**.



Reviewing Expenses

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

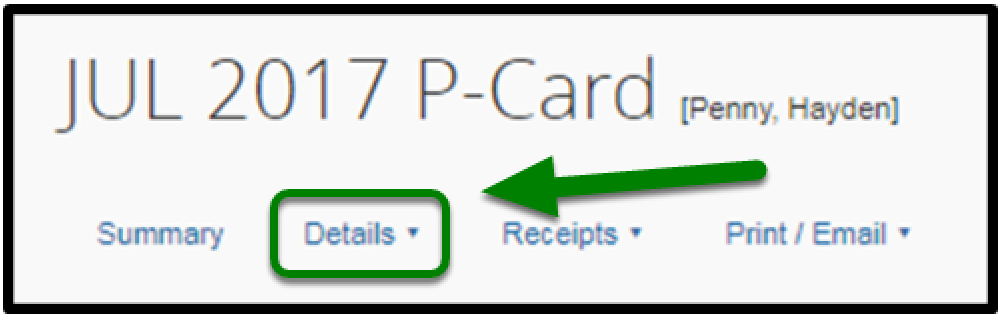
- Details
- Report Header
- Expenses
- Line Item
- View Receipts

All expenses should be reviewed for the following:

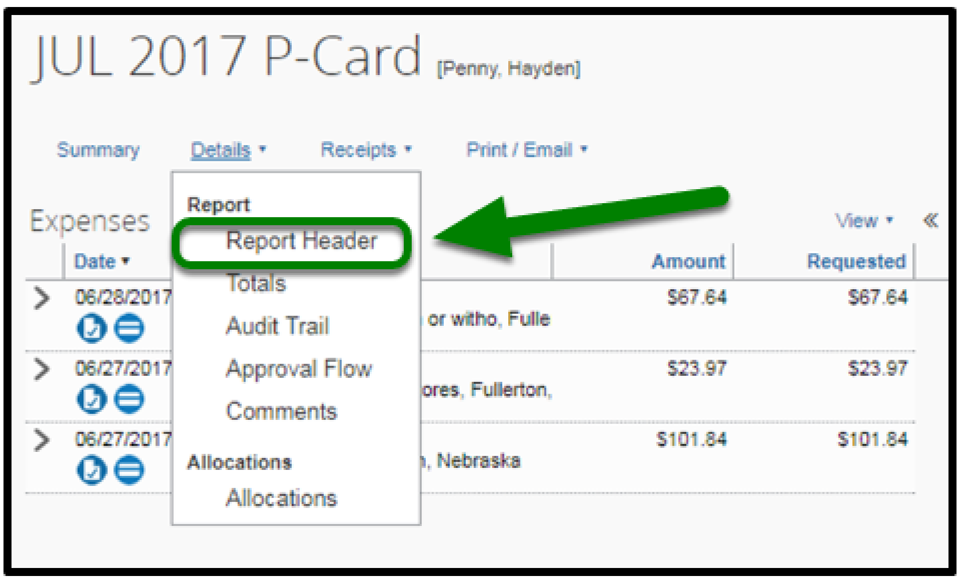
- P-Card expense amount was selected appropriately
- P-Card expense amount is within the department's budget
- Expense(s) have been itemized and match with the amount spent
- Receipts are attached to every expense

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.

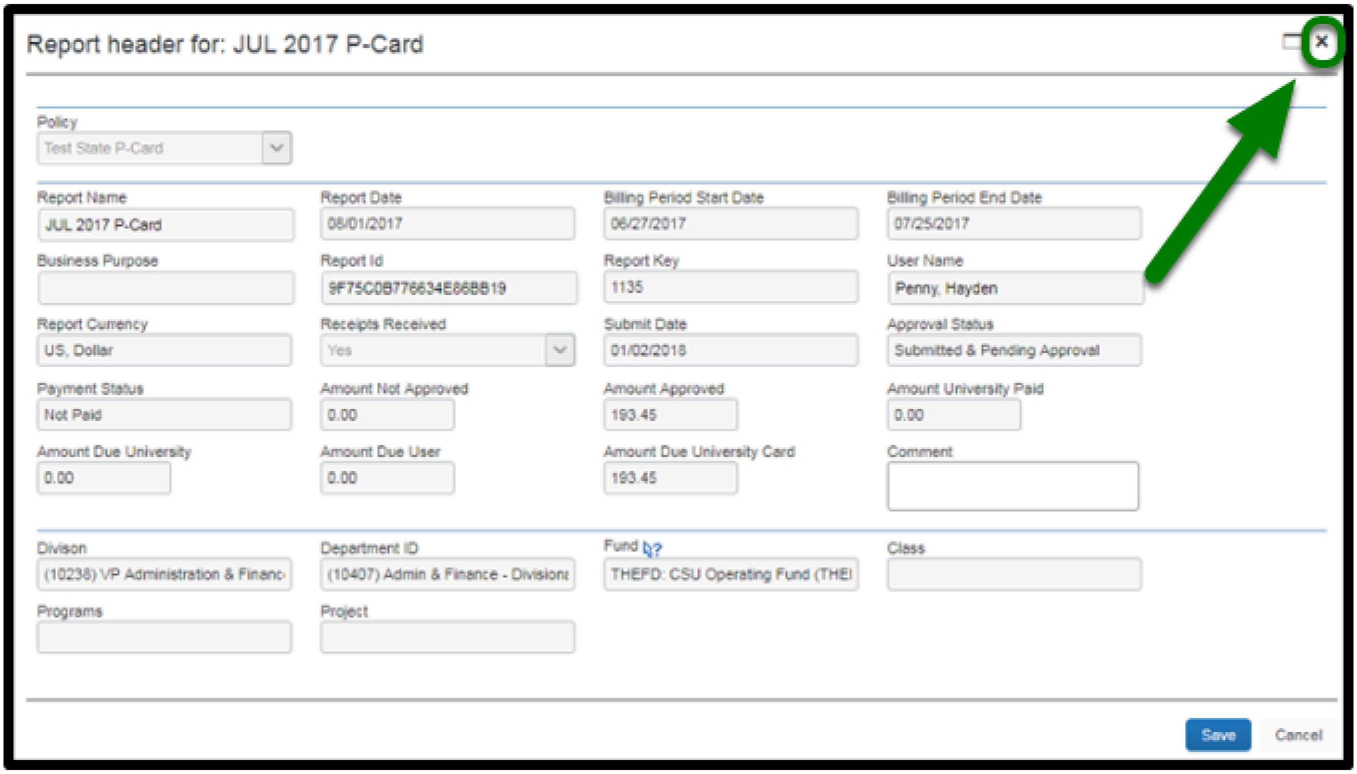
You will see the **Report Header** of the Expense Report.

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**.



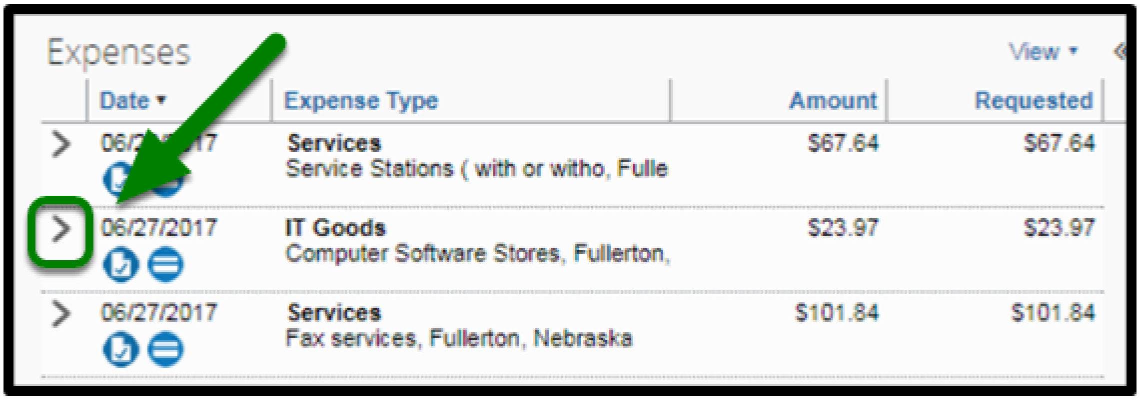
Expenses: Line Item

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

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

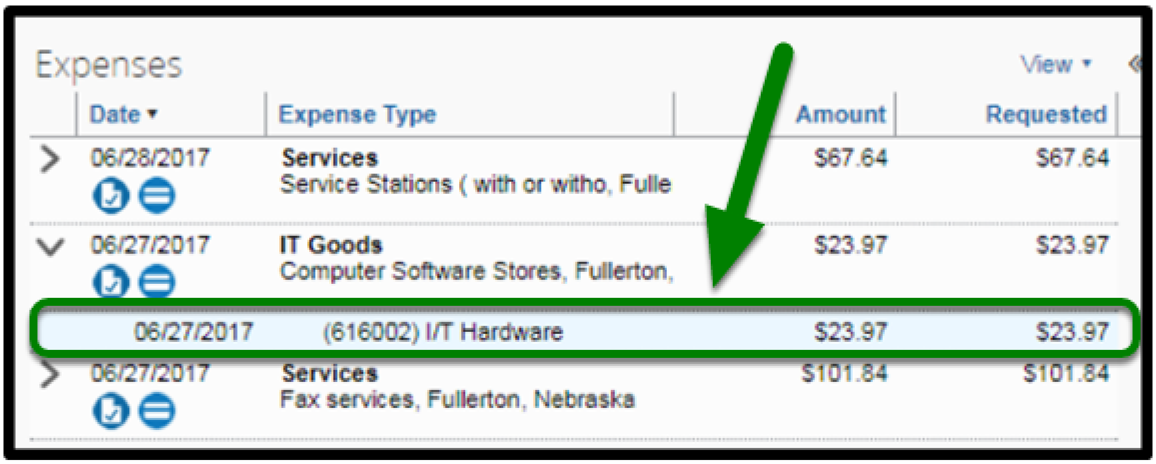
Then click on the drop-down arrow next to the expense.

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



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

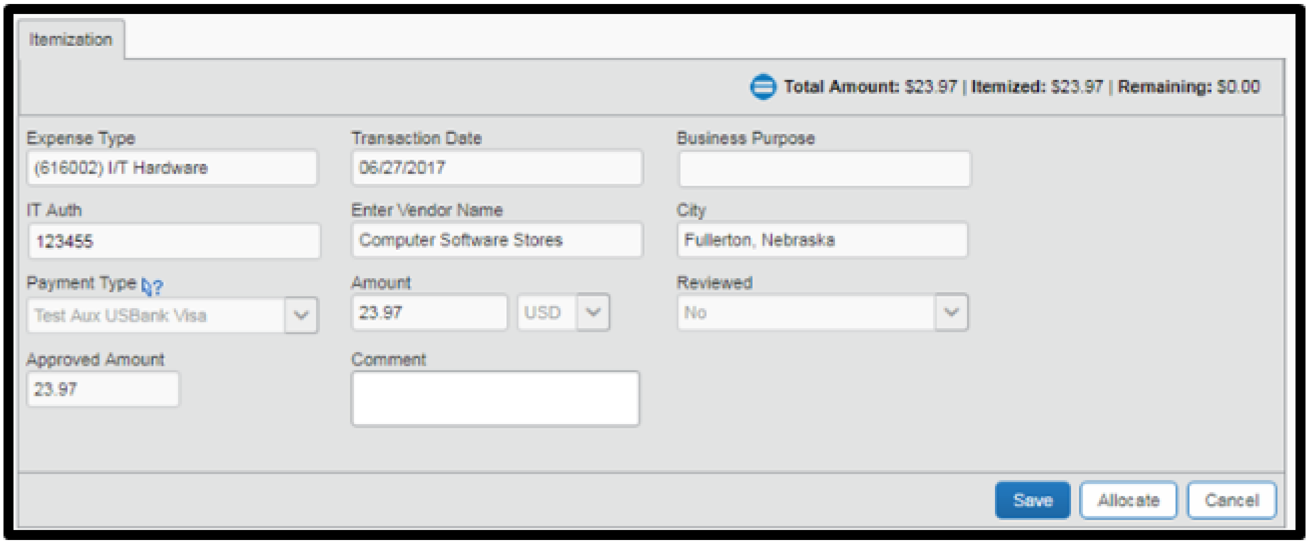
Click on that itemization.



Step 1b: An **Itemization** tab will appear on the right side of the Expense Report.

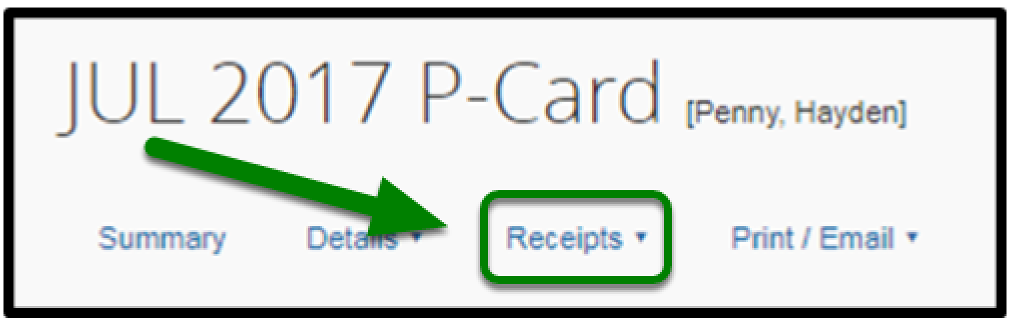
Review the fields to ensure correct information was entered.

Once you are done reviewing the itemization, proceed to do the same process on other expenses.



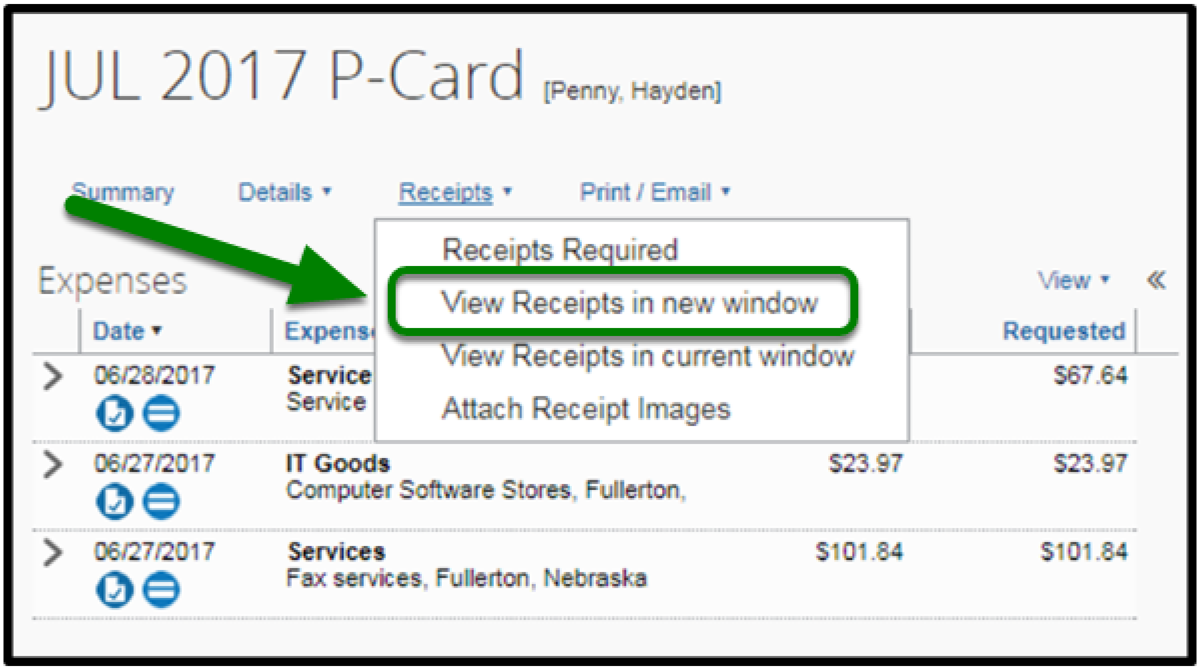
Expenses: View Receipts

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**.

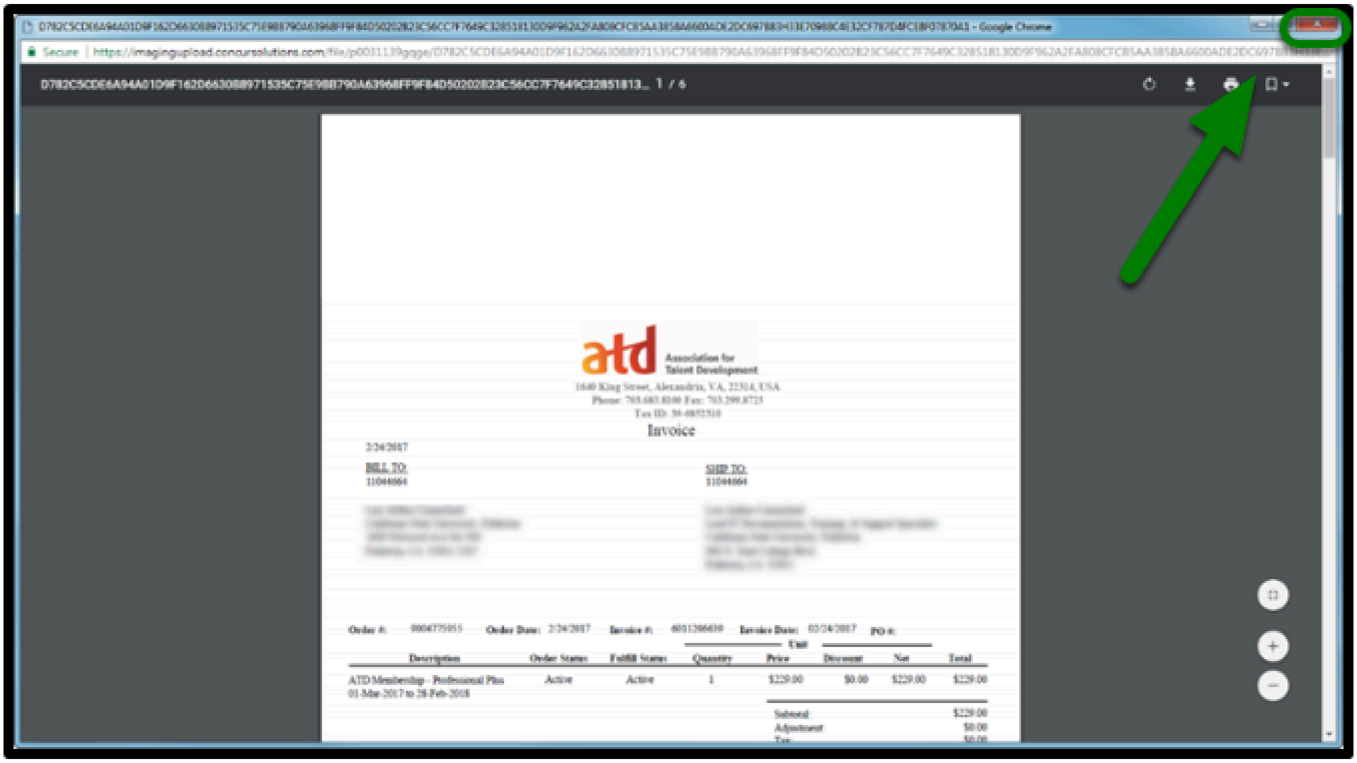


Step 1b: A pop-up window will appear.

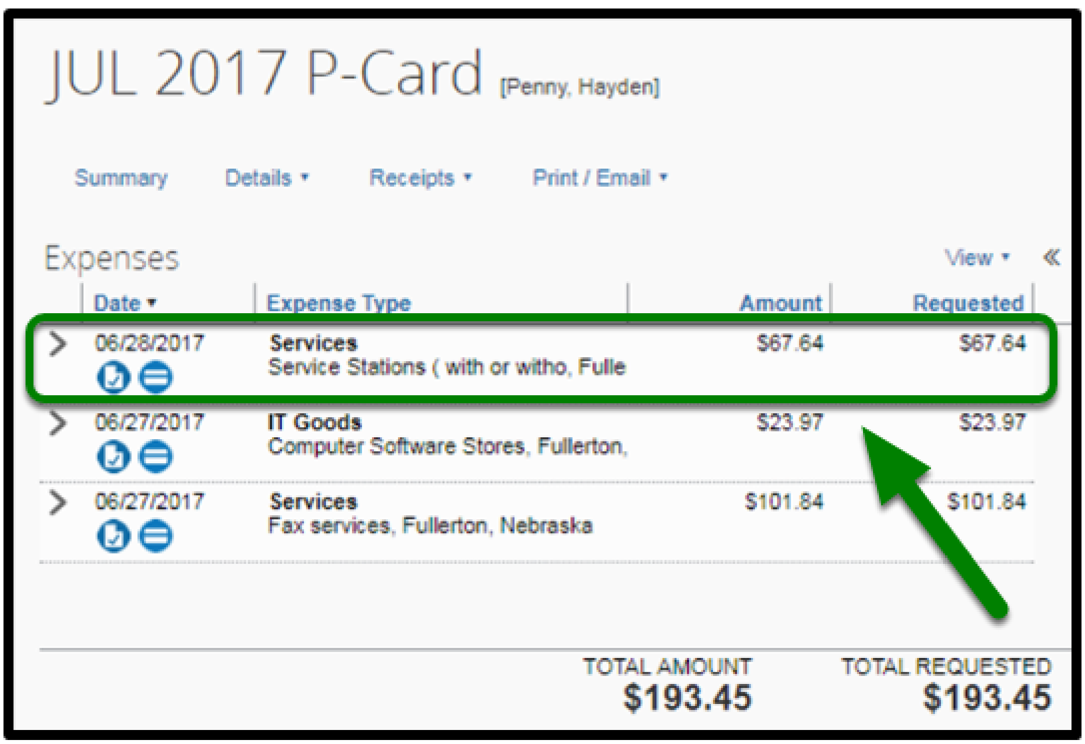
You will see all of the receipts attached to the Expense Report.

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.



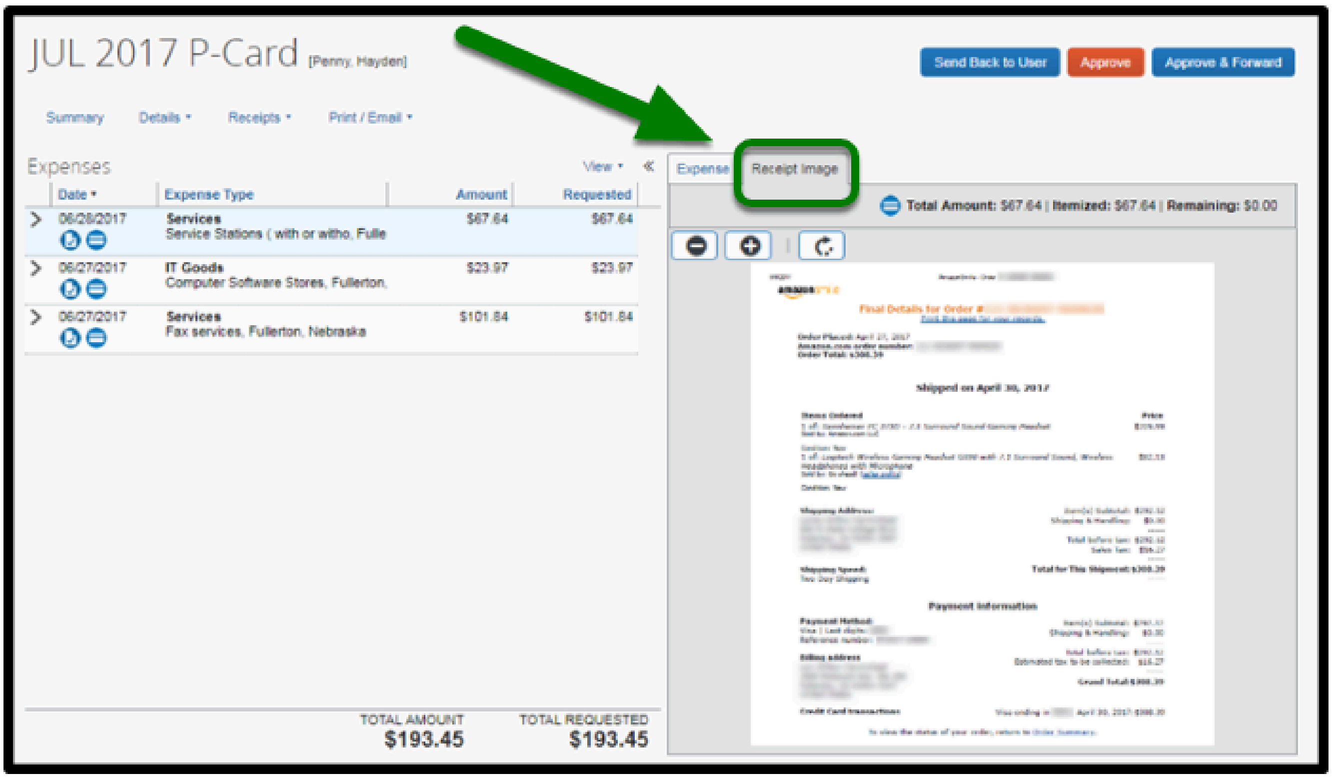
Step 1d: Next, click on the **Receipt Image** tab.

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



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).

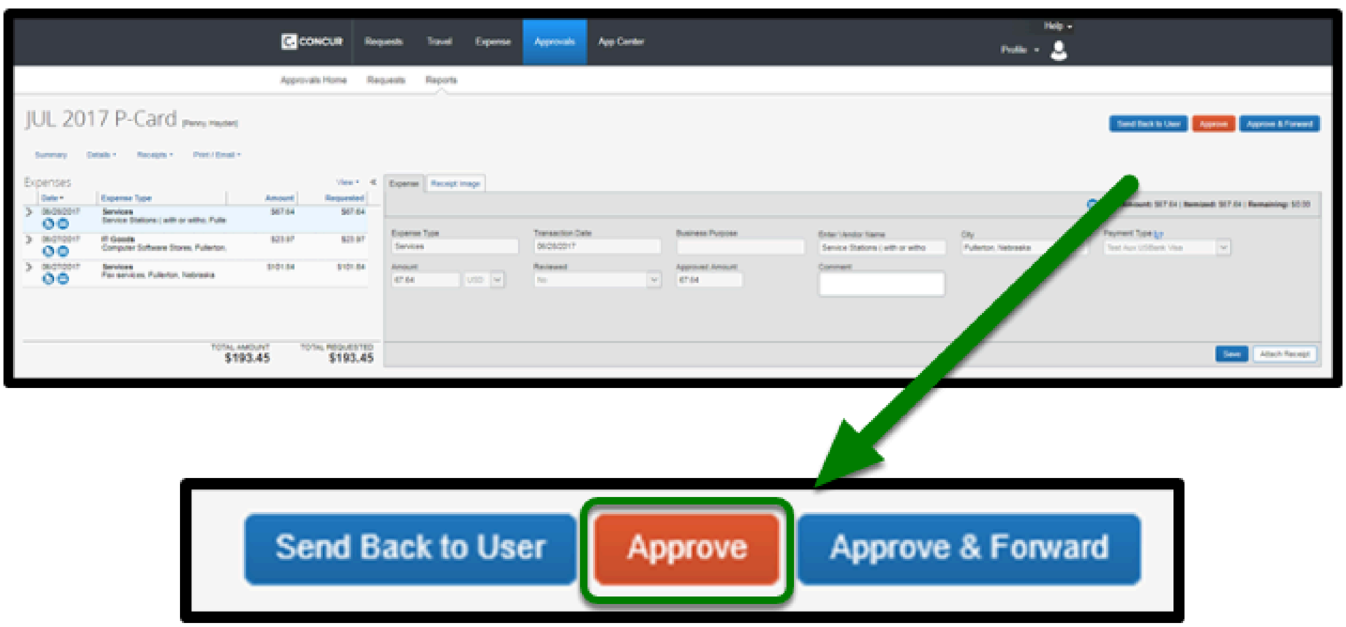
- This option is best for situations where another department is paying for your employee's expenses.
- If you are the Approver for your employee, but another department is paying for your employee's expenses, proceed to Approving & Forwarding.

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.

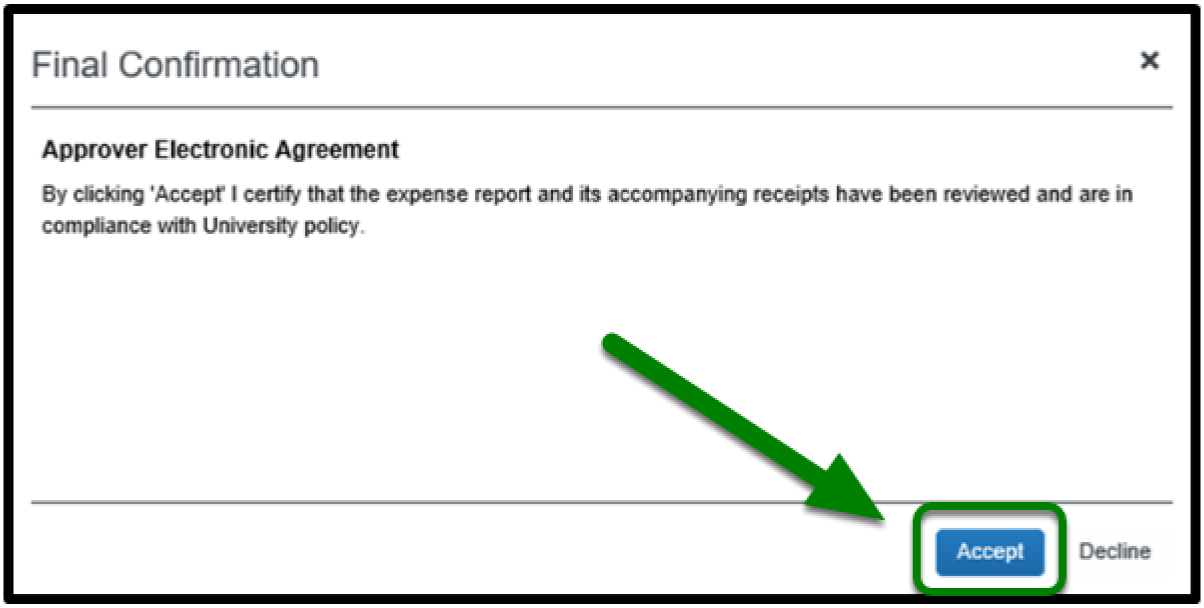
Approving

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



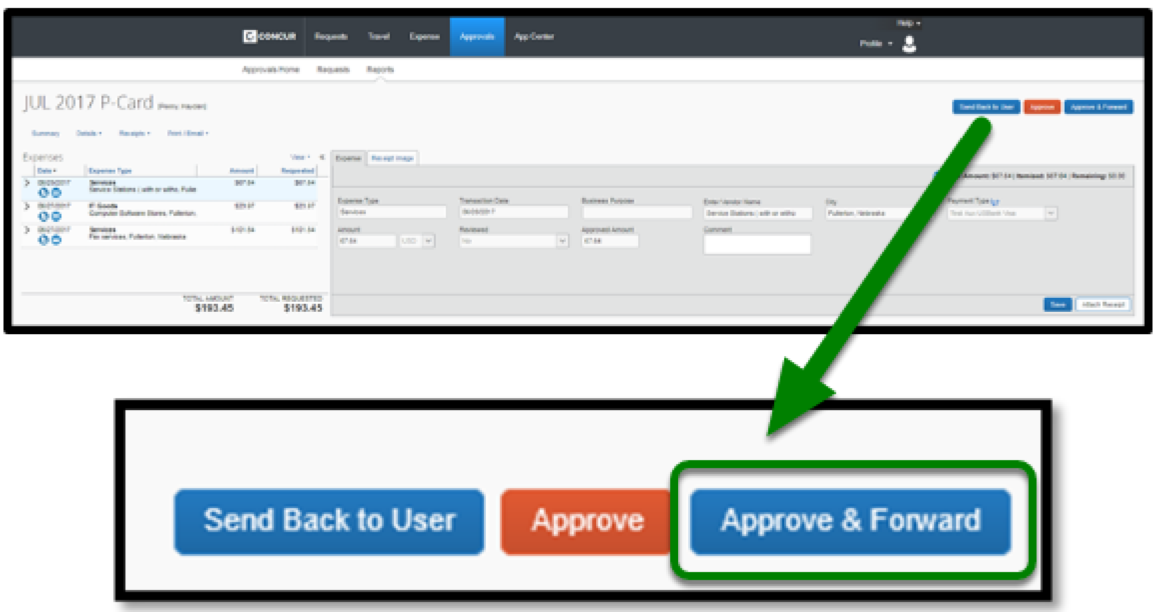
Step 1a: A confirmation window will pop-up, asking you to accept or decline the Approver Electronic Agreement. Please read and respond.

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



Approving and Forwarding

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

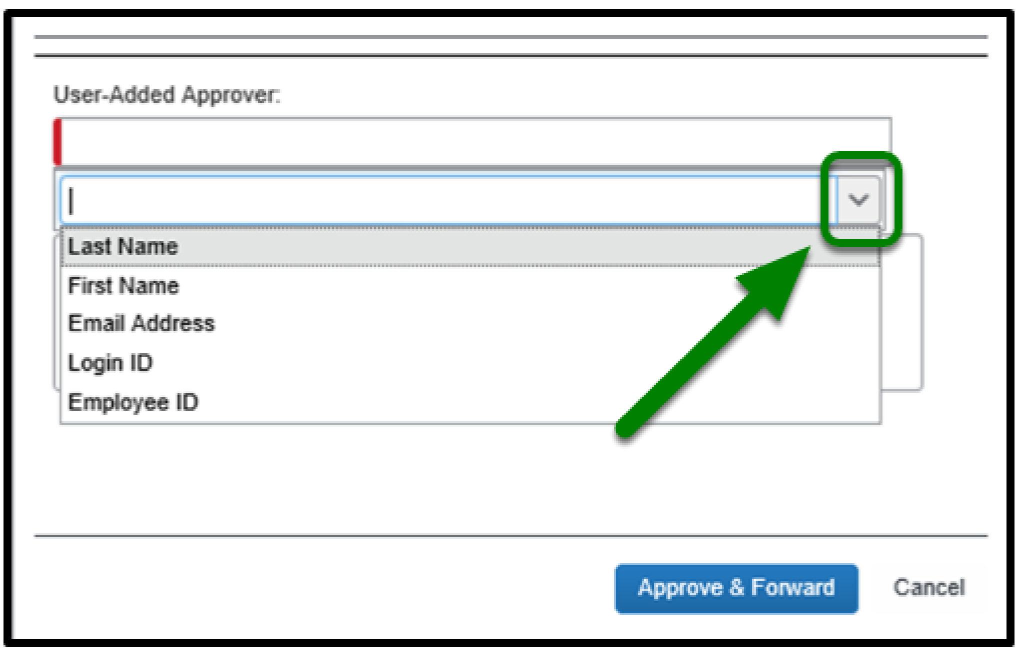


Step 1a: After you click on the **Approve & Forward**, a pop-up window will appear (as shown on the right).

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.

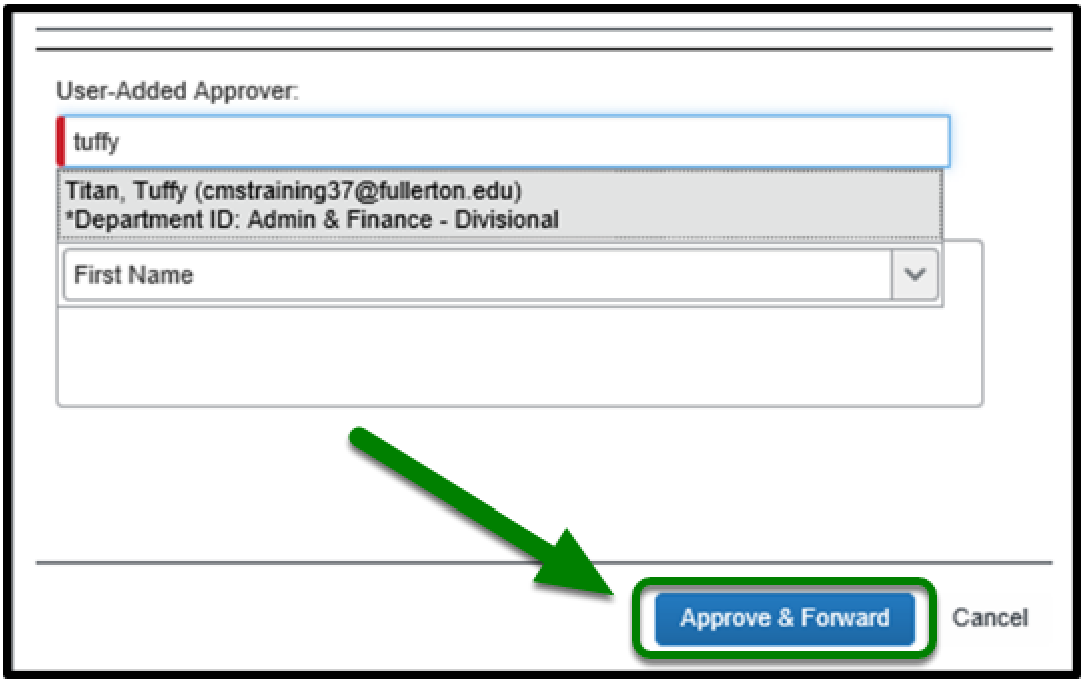
Click on the drop-down arrow by that field.



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

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

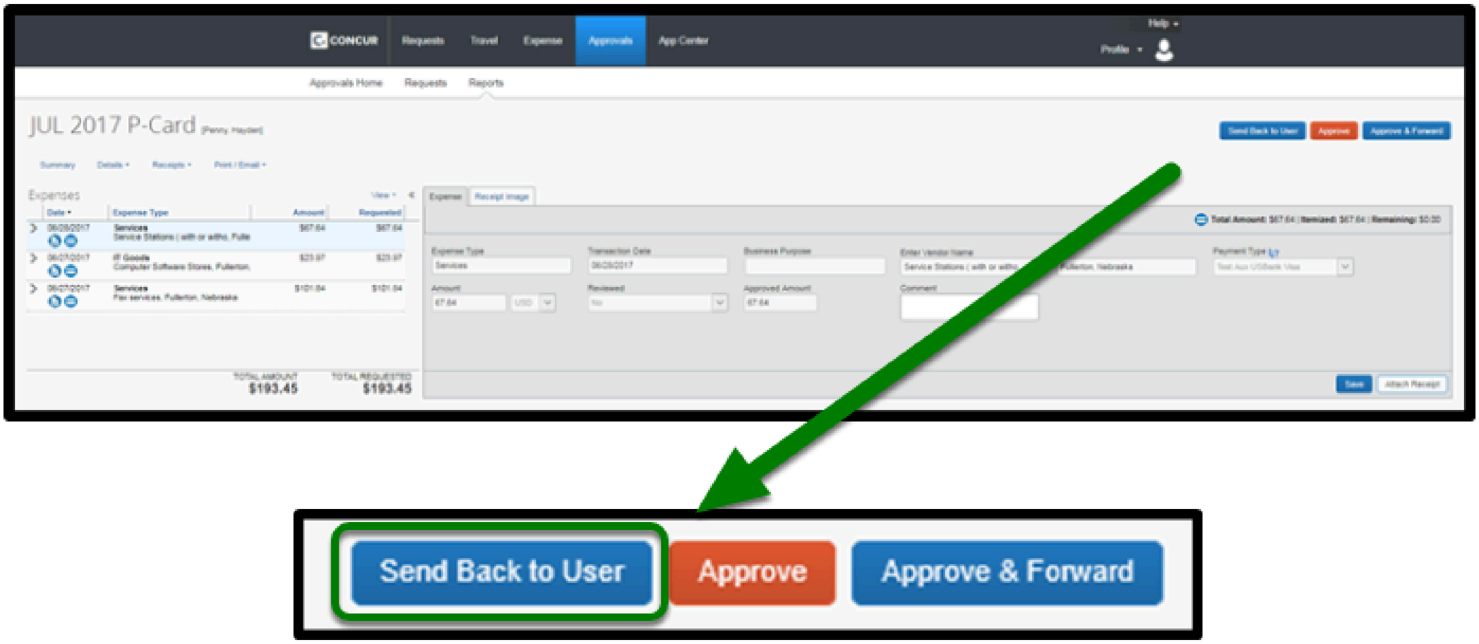
Click **Approve & Forward.**



Send Back to User

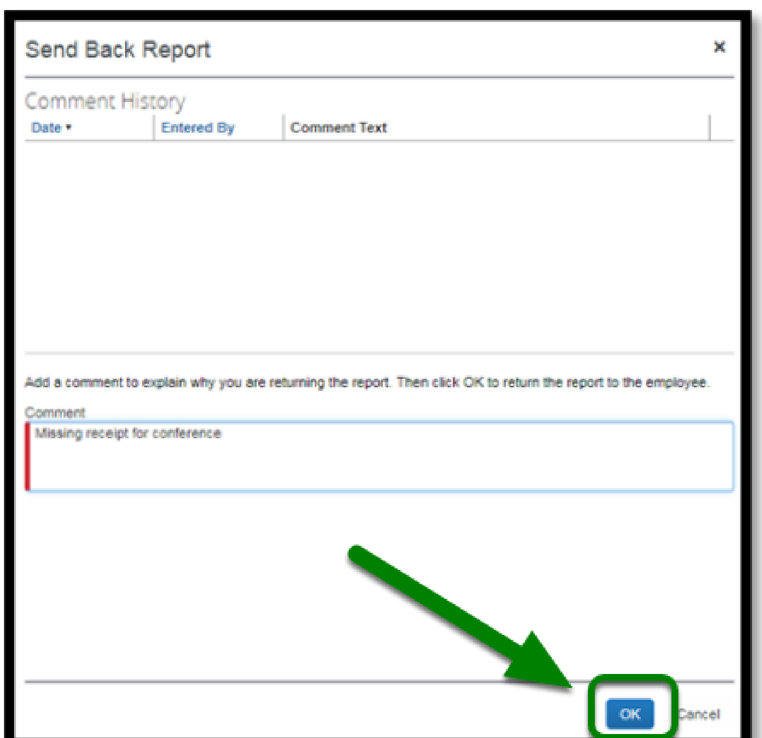
Step 1: Select **Send Back to User** button when there are red exceptions, such as:

- 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



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

Then click **OK**.



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.