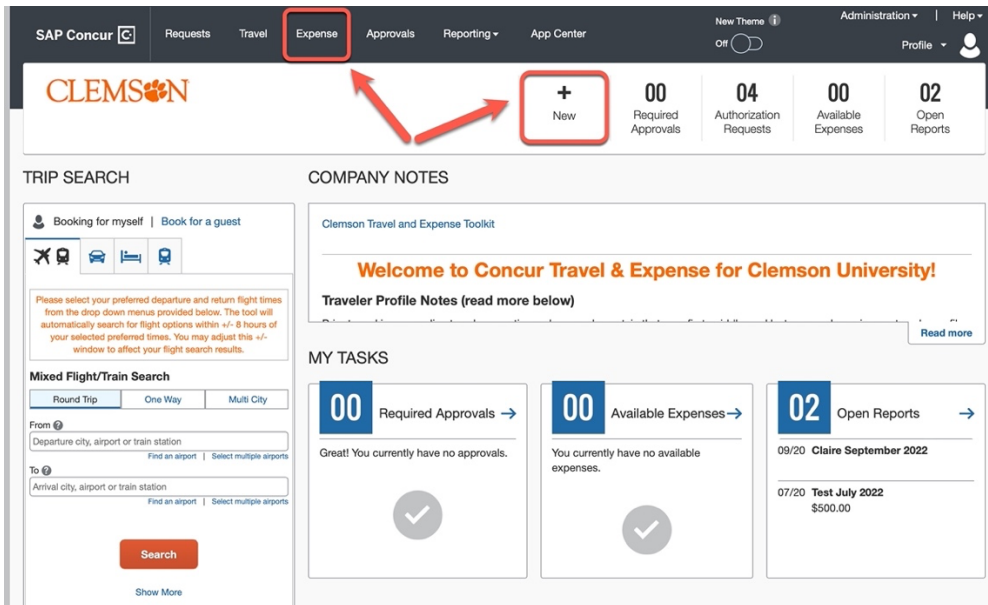


## Creating a Non-Travel P-Card Expense Report

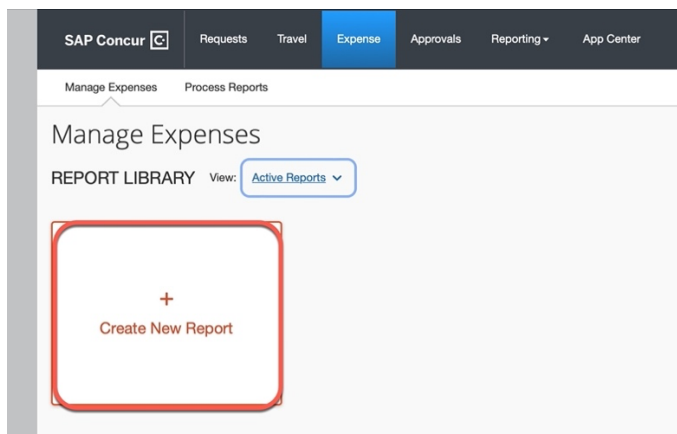
**Overview:** This step-by-step guide will show you how to create and submit your Non-Travel P-Card Expenses in Concur. This report should only contain P-Card charges that have been made and posted during that month's billing cycle. All non-travel P-Card charges should be included on this report unless you are purchasing travel expenses for someone other than yourself.

Step One: Log into [Concur](#) and click the Expense tab in the toolbar at the top of the page.



The screenshot shows the SAP Concur Expense page. The 'Expense' tab is highlighted in the top navigation bar. A red box highlights the 'Expense' tab, and a red arrow points to a '+ New' button in the top right corner. Below the navigation bar, there are several sections: 'TRIP SEARCH' with a 'Mixed Flight/Train Search' form, 'COMPANY NOTES' with a 'Welcome to Concur Travel & Expense for Clemson University!' message, and 'MY TASKS' with three task cards: '00 Required Approvals', '00 Available Expenses', and '02 Open Reports'. The 'Open Reports' card shows a report for '09/20 Claire September 2022' with a value of '\$500.00'.

Step Two: Click Create Report



The screenshot shows the SAP Concur Manage Expenses page. The 'Expense' tab is highlighted in the top navigation bar. Below the navigation bar, there are two tabs: 'Manage Expenses' and 'Process Reports'. The 'Manage Expenses' tab is active. Below the tabs, there is a 'REPORT LIBRARY' section with a 'View: Active Reports' dropdown. A red box highlights a '+ Create New Report' button in the center of the page.

**Step Three:** From the **Report Type** dropdown choose **Non-Travel Pcard Report**. Enter a **Report Name** to the left (ex. *Your Name Pcard Month & Year*). Click **Create Report** when finished.

Create New Report x

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Create From an Approved Request \* Required field

Report Type \* Report Name MM/YYYY \*

\*\*TEST 2. Non-Travel PCard Report

Claire Pcard October 2022

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Additional Information

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Cancel **Create Report**

**Step Four:** Click **Add Expense** to begin adding P-card charges to your report. **Note:** P-Card charges are downloaded nightly from Bank of America to Concur.

Claire Pcard October 2022 \$0.00 Submit Report

Not Submitted

Report Details Print Manage Receipts

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to

No Expenses

Add expenses to this report to submit for reimbursement.

**Step Five:** In the list of **Available Expenses** click the checkboxes next to each CUPcard charge that you would like to add. Click **Add to Report** when finished. **Note:** The payment type *Pending Card Transaction* identifies receipts that have been uploaded into the system, they are NOT P-Card charges.

Add Expense >

**96**

Available Expenses

**+**

Create New Expense

<input checked="" type="checkbox"/>	TEST CU PCard	Undefined	Fax services Anderson, Indiana	05/09/2022	\$93.23
<input type="checkbox"/>	TEST CU PCard	Undefined	Eating places and Restaurants Anderson, Indiana	05/08/2022	\$45.10
<input checked="" type="checkbox"/>	TEST CU PCard	Undefined	Computer Software Stores Anderson, Indiana	05/08/2022	\$26.62
<input checked="" type="checkbox"/>	TEST CU PCard	Printing/Photocopy	Stationery, Office Supplies, Pri Anderson, Indiana	05/07/2022	\$32.90

Close **Add To Report**

**Step Six:** To begin editing and correcting your selected charges, click anywhere in the expense line item to open the individual expense. **Note:** Don't look at the Alerts banner until you have edited and corrected each line item. Once you've completed those actions then go back and address the outstanding Alerts.

Alerts: 6

Claire Pcard October 2022 \$152.75

Not Submitted

Report Details | Print | Manage Receipts

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
!		TEST CU PCard	Undefined	Fax services Anderson, Indiana	05/09/2022	\$93.23
!		TEST CU PCard	Undefined	Computer Software Stores Anderson, Indiana	05/08/2022	\$26.62
!		TEST CU PCard	Printing/Photocopying/Stationery	Stationery, Office Supplies, Pri Anderson, Indiana	05/07/2022	\$32.90
						\$152.75

Don't look at these Alerts until you have edited and corrected each expense line

Copy Report | Submit Report

**Step Seven:** Review the pre-filled information on the screen and fill out the required fields marked with a red asterisk. **Note:** By answering the tax questions on this form Concur will calculate Use Tax if required behind the scenes. There is no need to break out taxes from the charge.

Attendees (0) | Allocate

\* Required field

Expense Type \*  
Printing/Photocopying/Stationery

Transaction Date \*  
05/07/2022

Vendor  
Stationery, Office Supplies, Pri

Payment Type  
TEST CU PCard

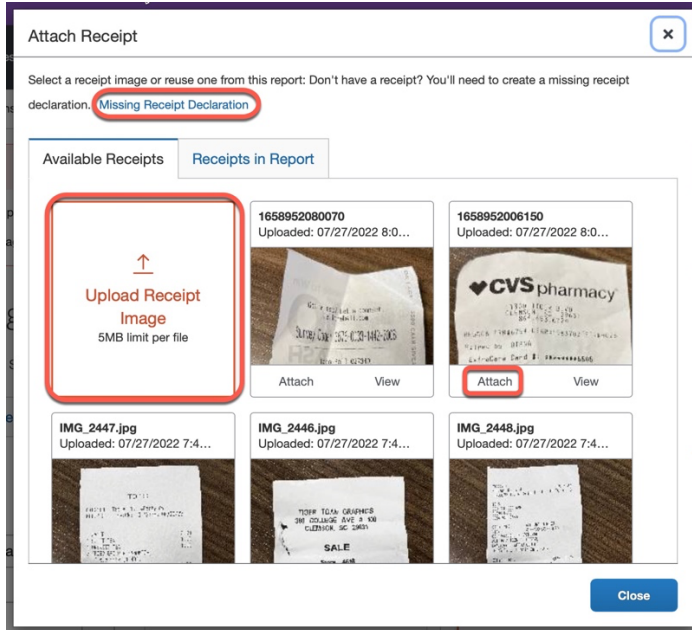
Is the purchase taxable? \*  
None Selected

Amount  
32.90

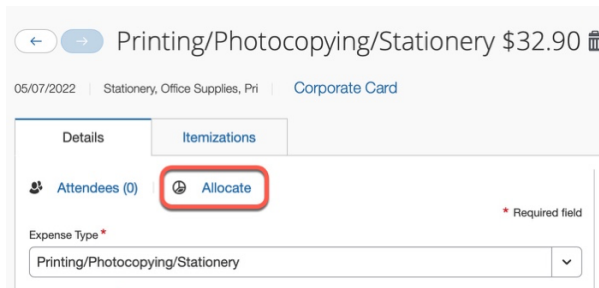
Currency  
US, Dollar

Comment

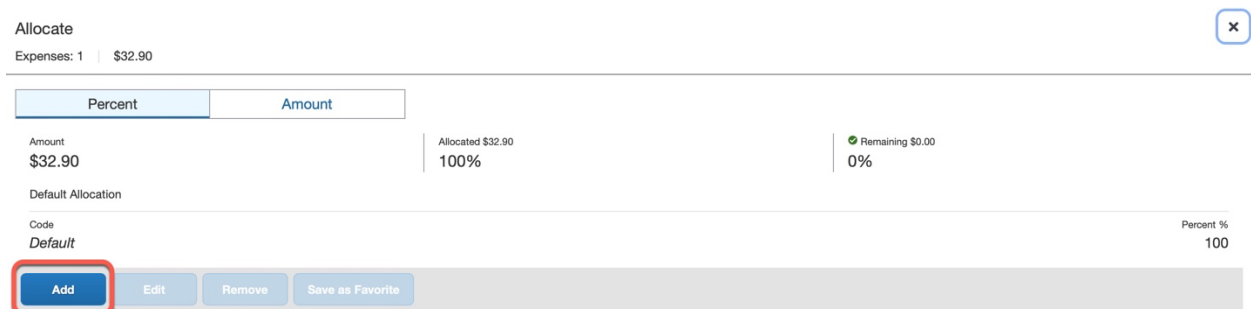
**Step Eight:** Upload Receipt Image by clicking the box outline in red to the right. You can either choose to attach from the **Available Receipts** that you've already uploaded or click **Upload Receipt Image** to choose a file from your computer. You can also fill out a **Missing Receipt Declaration** if you have lost your receipt.



**Step Nine:** Once all the required fields are filled out and the receipt is attached, the last step is to **Allocate**. Above the **Expense Type** there is an **Allocate** button, click to open the allocation screen.



**Step Ten:** Once the allocation screen is open click **Add** to choose your chartfield strings. **Note:** There are **NO** defaults in Concur.



**Step Eleven:** Begin filling in the fields you see by either clicking in the box and scrolling through the list or typing your selection. If you click the **Filter** option to the left of the text box you can choose to search by Code, Text, or Either. **Note:** CUF cannot be selected as a Business Unit on the P-Card report.

Add Allocation ×

+ New Allocation
★ Favorite Allocations

\* Required field

Business Unit\* 1

▼ Search by Code

Department\* 2

Fund\* 3

Program\*

▼ Search by Code

Cancel Save

**\*Helpful Tip:** Saving allocations for future use is a huge timesaver! If you would like to save your selected chartfield string, click the **Check Box** on the left and then click **Save as Favorite**. Type in a name that best fits your needs and **Save**. The next time you need to add an allocation you can select from the **Favorite Allocations** tab.

Add
Edit
Remove
Save as Favorite

<input checked="" type="checkbox"/>	Business Unit ↓	Department ↓	Fund ↓	Program ↓	Class ↓	Project/Grant ↓	Code ▲	Percent %
<input checked="" type="checkbox"/>	Clemson University	Procurement and Business Svs	E&G Non-State Univ Generated	Inssp: Fiscal Operations	E&G and Deptl Revenues	Departmental Default	CU-5365-15-602-130-1500000	100

**Step Twelve:** Continue to repeat steps 6 – 11 until all expenses for that billing cycle are completed. If any alerts are showing at the top of the report, you can click the banner to view which errors remain. Once you have cleared all Red Alerts, click **Submit Report**.

### P-Card Report Workflow

Cardholder Submits Report > External Validation (reads for compliance/errors) > Liaison Approval > Budget Approver