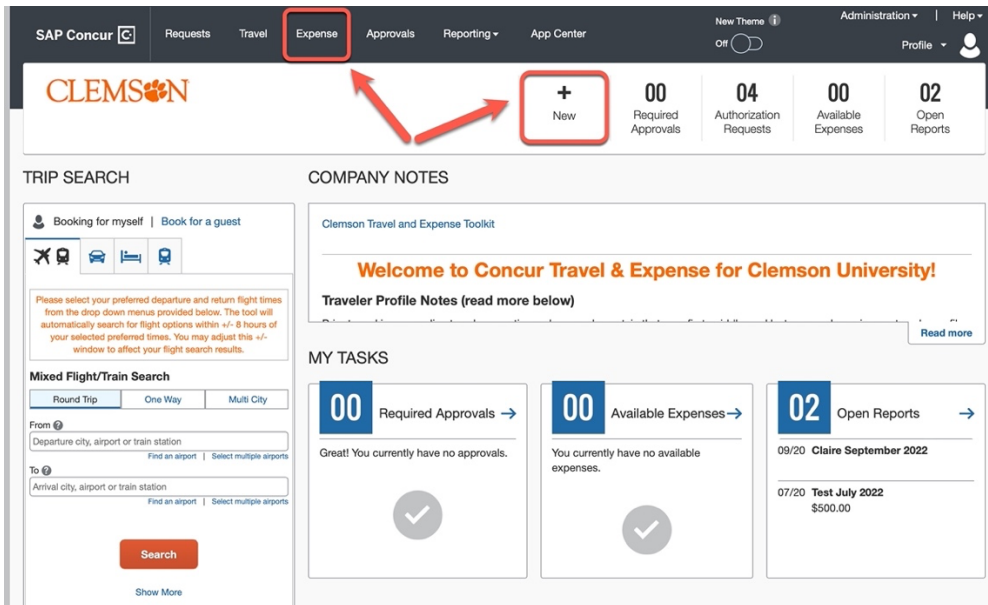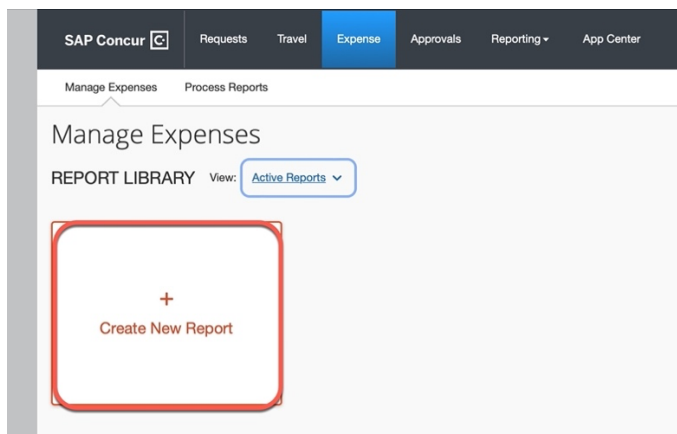## Creating a Non-Travel P-Card Expense Report

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.

Step Two: Click Create Report

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   ×

Create From an Approved Request

                                                                                                    * Required field

Report Type *   Report Name MM/YYYY * ❓

**TEST 2. Non-Travel PCard Report   ▾   Claire Pcard October 2022

Additional Information

                                                          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

                              Anderson, Indiana

☑ TEST CU PCard   Undefined   Fax services   05/09/2022 $93.23
                                 Anderson, Indiana

☐ TEST CU PCard   Undefined   Eating places   05/08/2022 $45.10
                                 and Restaurants
                                 Anderson, Indiana

☑ TEST CU PCard   Undefined   Computer   05/08/2022 $26.62
                                 Software Stores
                                 Anderson, Indiana

☑ TEST CU PCard   Printing/Photocopy Stationery, Office   05/07/2022 $32.90
                                 Supplies, Pri
                                 Anderson, Indiana

                              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**.

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.

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.
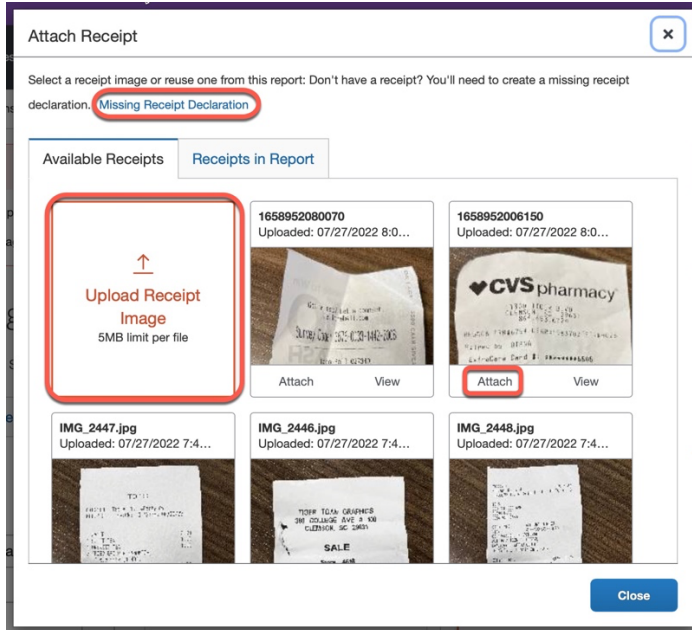
Step Nine: Once all the required fields are filled out and the receipt is attached, the last step is to **Allocate**. Above the **Expense Type** there is an **Allocate** button, click to open the allocation screen.
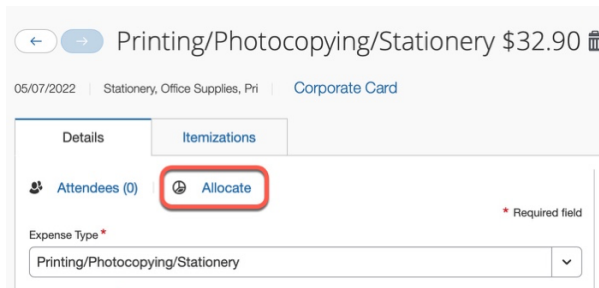
Step Ten: Once the allocation screen is open click **Add** to choose your chartfield strings. **Note:** There are **NO** defaults in Concur.
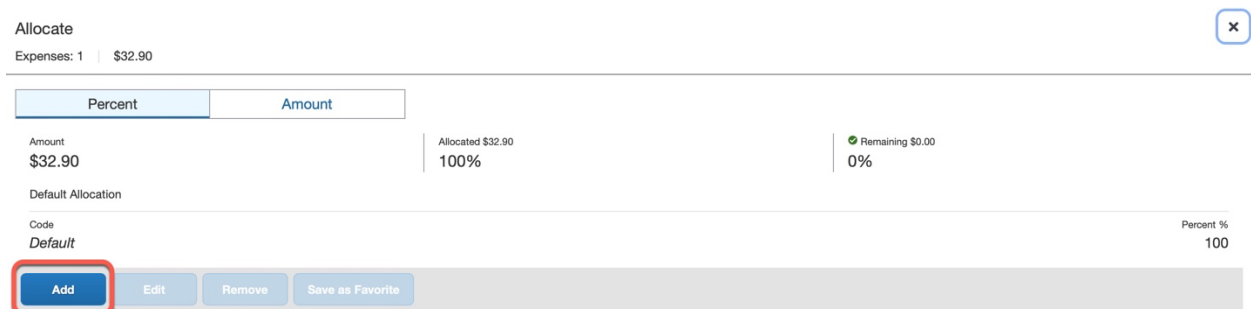
Step Eleven: Begin filling in the fields you see by either clicking in the box and scrolling through the list or typing your selection. If you click the **Filter** option to the left of the text box you can choose to search by Code, Text, or Either. **Note:** CUF cannot be selected as a Business Unit on the P-Card report.

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.

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