Essential Tips & Tricks to Optimize Concur

Concur Procurement Reconciliation

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CSUF | Academic Financial Services
ADMINISTRATION AND FINANCE

CSUF | Contracts and Procurement
ADMINISTRATION AND FINANCE

Agenda

1. Re-Cap Types of Concur Expense Reports
2. P-Card Basics: Tips and Tricks
3. Preparation
4. AFIT Chart: Expense vs. Itemization
5. **Common Pitfalls**
6. Networking Activity, Quiz, Q & A

1

Types of Concur Expense Reports

How many types of *Concur Expense Reports are there?*

Types of Concur Expense Reports

How many campuses are on Concur?

19 Campuses on the Single-Instance of Concur

Chancellor's Office Version

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4 Campus' on a Campus Specific Instance

CSU Business Conference 2025 Announced that for shared services: Concur will roll-out to the remaining 4 Campuses. Timeline TBD.

CSUF is on a Campus-Specific Instance

Concur - Single Instance

- Bakersfield
- Chancellor's Office
- Chico
- Dominguez Hills
- Humboldt
- Los Angeles
- Maritime
- Sacramento
- San Francisco
- San Luis Obispo
- San Marcos
- Sonoma
- Transition In Progress...
    - Channel Islands
    - Monterey Bay
    - San Diego

Concur - Campus Specific Instance

- Fresno
- Fullerton
- Pomona
- San Bernardino
- Stanislaus

Other Solutions

- East Bay
- Long Beach
- Northridge
- San Jose

Types of Concur Expense Reports

How many types are there?

3 Types of Travel Expense Reports

1 P-card Expense Report

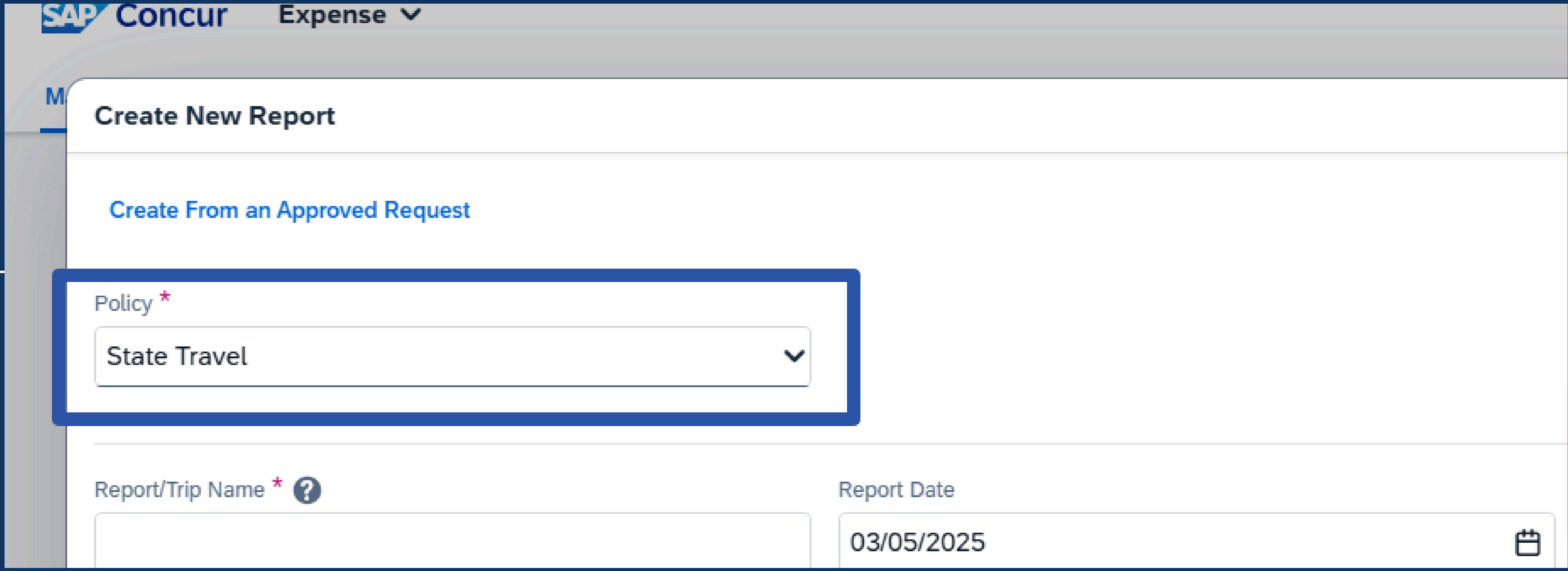
1. Travel Report
2. P-Card Travel for Others
3. Blanket Travel
4. P-Card Expense Report

Types of Concur Expense Reports ✳

How many types are there?

1 Travel Report

When do I use this?



A. To Reconcile your Travel Expense or someone else's as a delegate

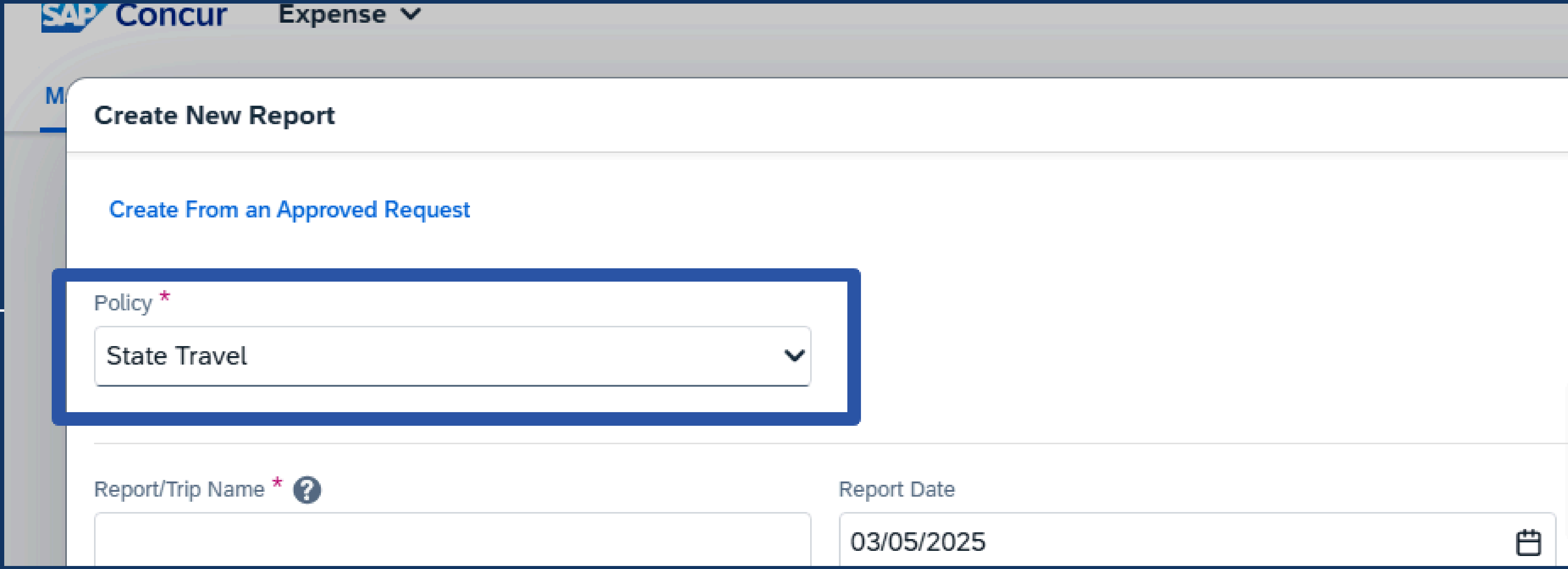
B. ***If you are a Traveler with a P-Card***-use your P-Card to procure (Hotel, Taxis, Airfare, etc.) **for yourself.** These charges will be reconciled on your own Travel Expense report.

Types of Concur Expense Reports

How many types are there?

1

Travel Report
Naming Convention



How do I use this?

Example for **Domestic Travel**: Sep 2025 San Diego, CA
Month Year Destination (City, State)

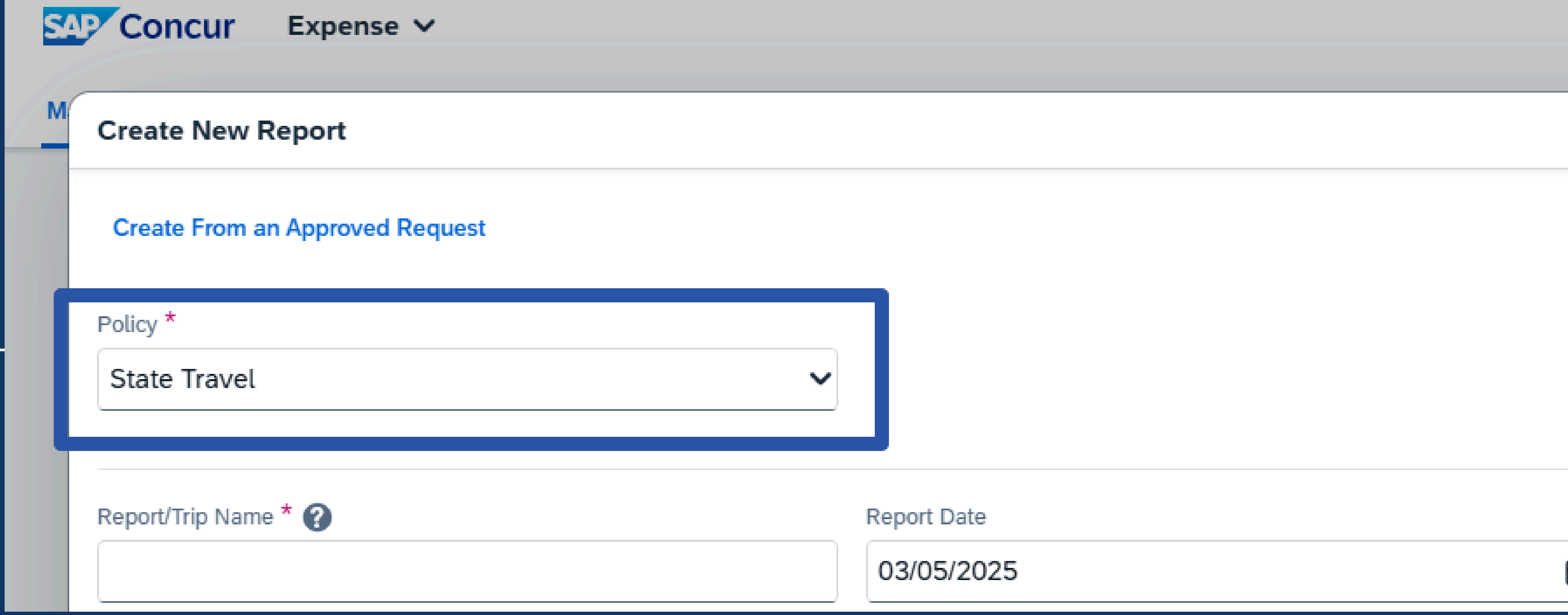
Example for **International Travel**: Sep 2025 France
Month Year Destination (Country)

Types of Concur Expense Reports ✳

How many types are there?

2 P-Card Travel for Others

When do I use this?

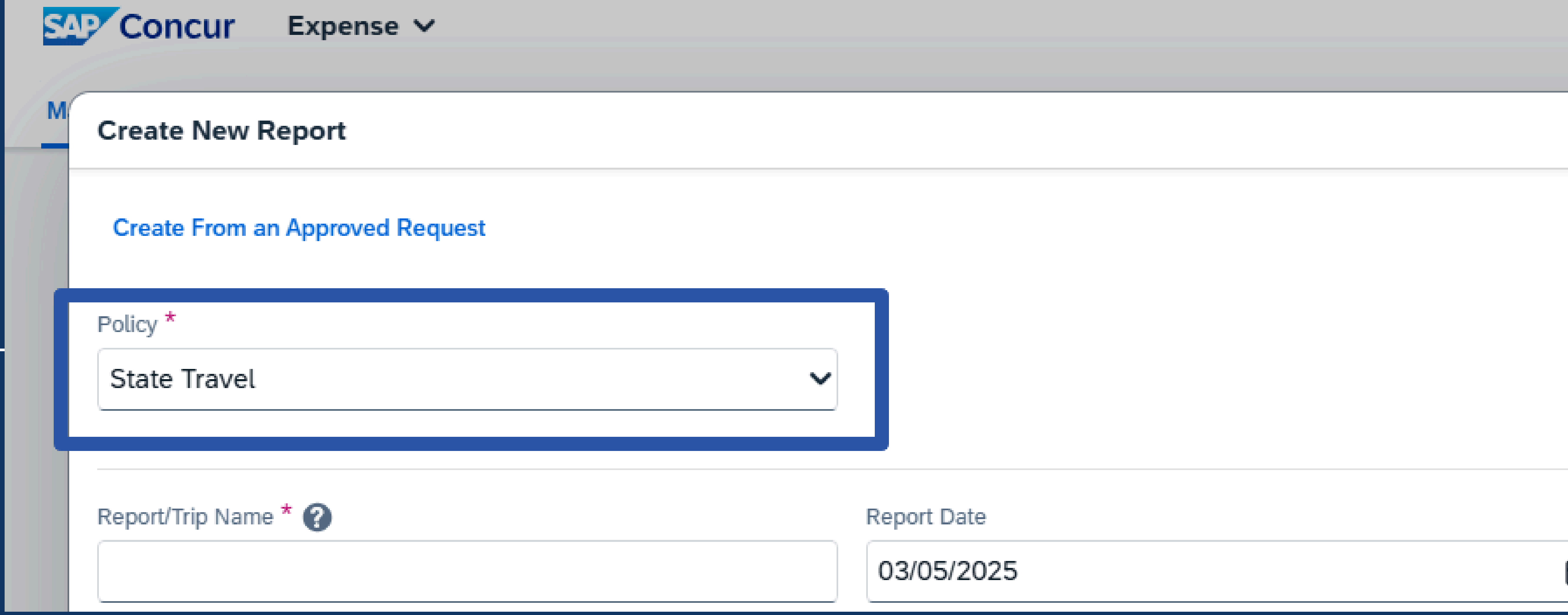


As a P-Card Holder -if you use your P-Card to procure (Hotel, Taxis, Airfare, etc.) ***for others***, you will reconcile the expenses into this Travel Category.

Types of Concur Expense Reports

How many types are there?

2 P-Card Travel for Others Naming Conventions



How do I use this?

Use P-Card Billing Cycle Dates

Naming Convention for Pcard Travel Expense Report:

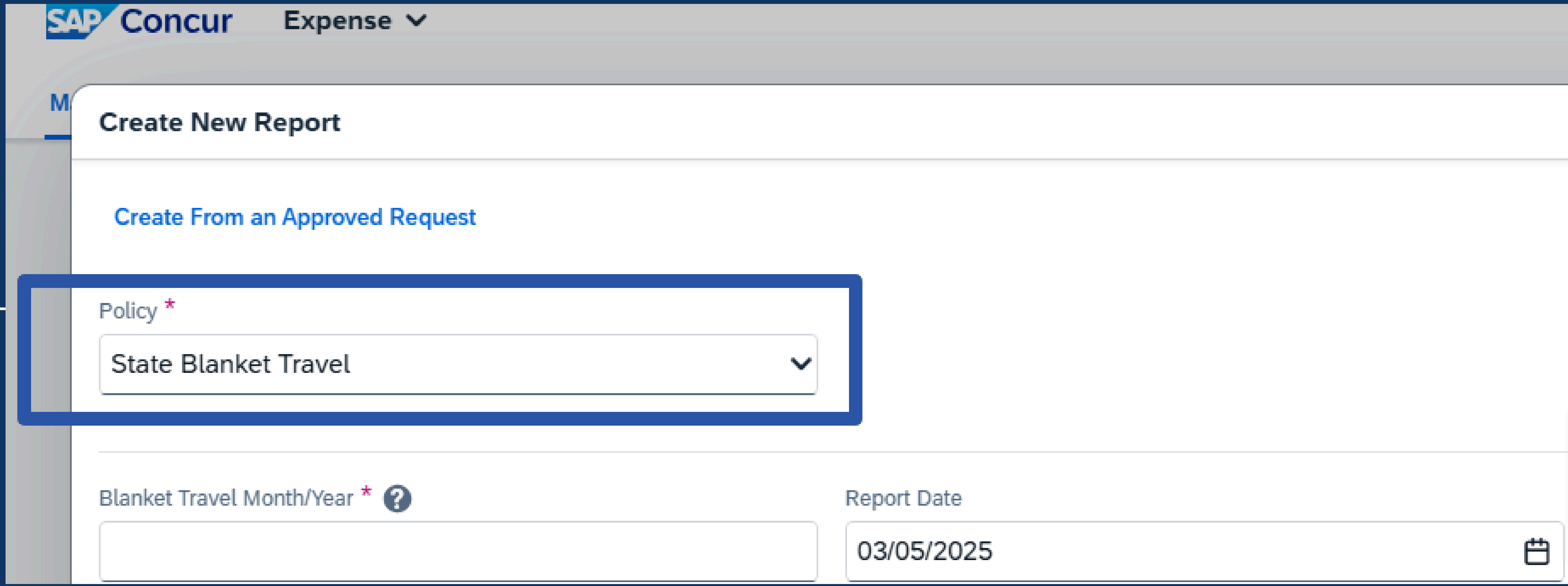
- *Pcard Travel Month Year*
- *Example: Pcard Travel Sep 2023*

Types of Concur Expense Reports

How many types are there?

3 Blanket Travel

When do I use this?



Used for Parking and Mileage in CA only

Requested for the Fiscal Year (July 1-June 30)

***If there is a registration fee for a conference, use the Travel Expense Claim**

***Must have defensive driver's training on file.**

***STD 261, Should be completed annually and on file with the employee's department**

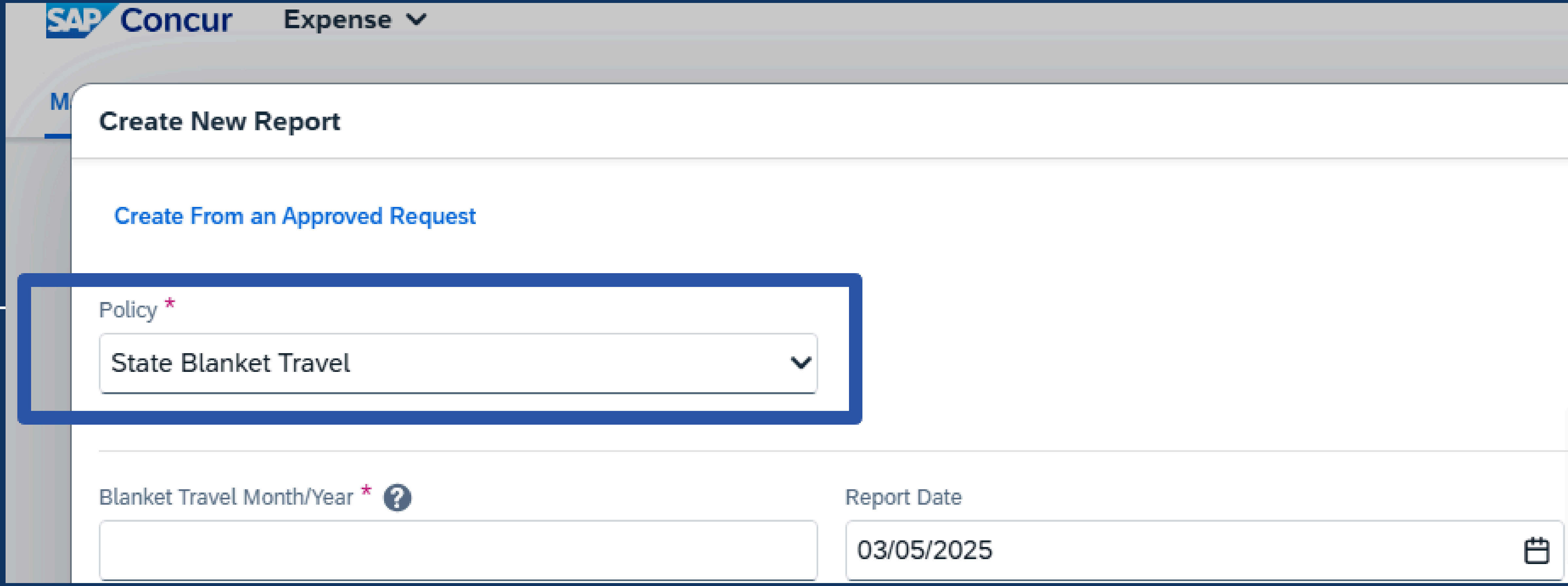
***INF 254, Driving Record with the Police Department**

Types of Concur Expense Reports

How many types are there?

3 Blanket Travel Naming Conventions

How do I use this?



Travel Request (Blanket Travel)
Example: Blanket Travel FY 2024-2025
Blanket Travel FY Year-Year (Current Fiscal Year is 2024-2025)

Expense Report (Blanket Travel)
Example: Blanket Travel Sep 2025

Blanket Travel Month Year (submitted monthly for travel dates in that month)

Report start and end dates must match the travel month

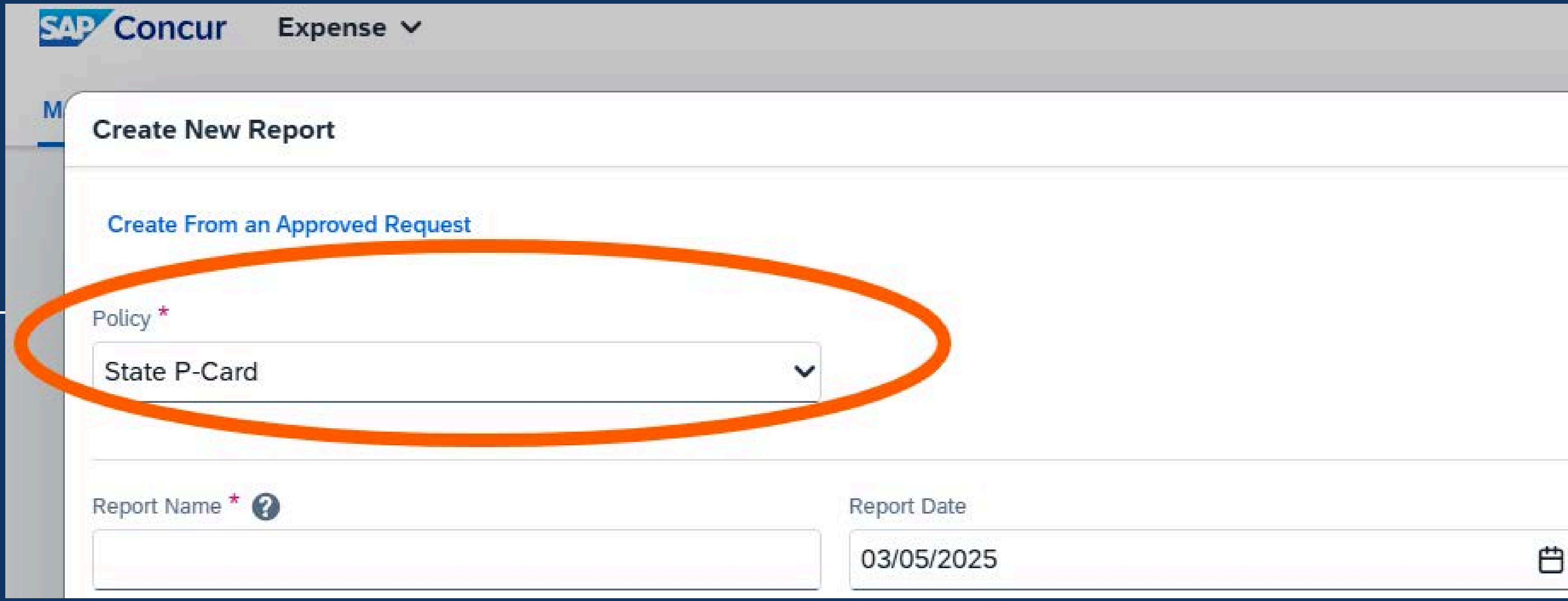
Select Blanket Travel (Mileage and Parking) for "Report/Trip Purpose" on the Concur Expense Report (blanket travel)

Types of Concur Expense Reports

How many types are there?

4 P-Card

How do I use this?

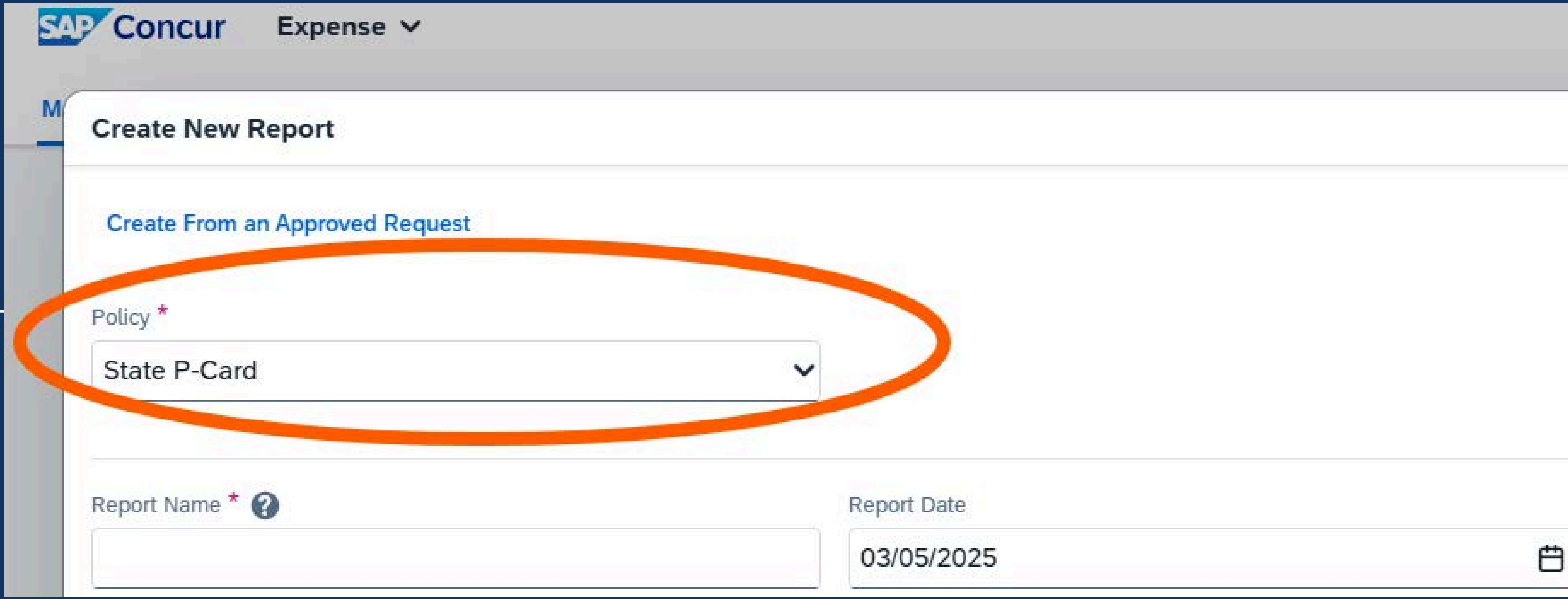


If you are a P-Card Holder, and use your P-Card to purchase goods and services.

Types of Concur Expense Reports ✳

How many types are there?

4 P-Card
Naming Conventions



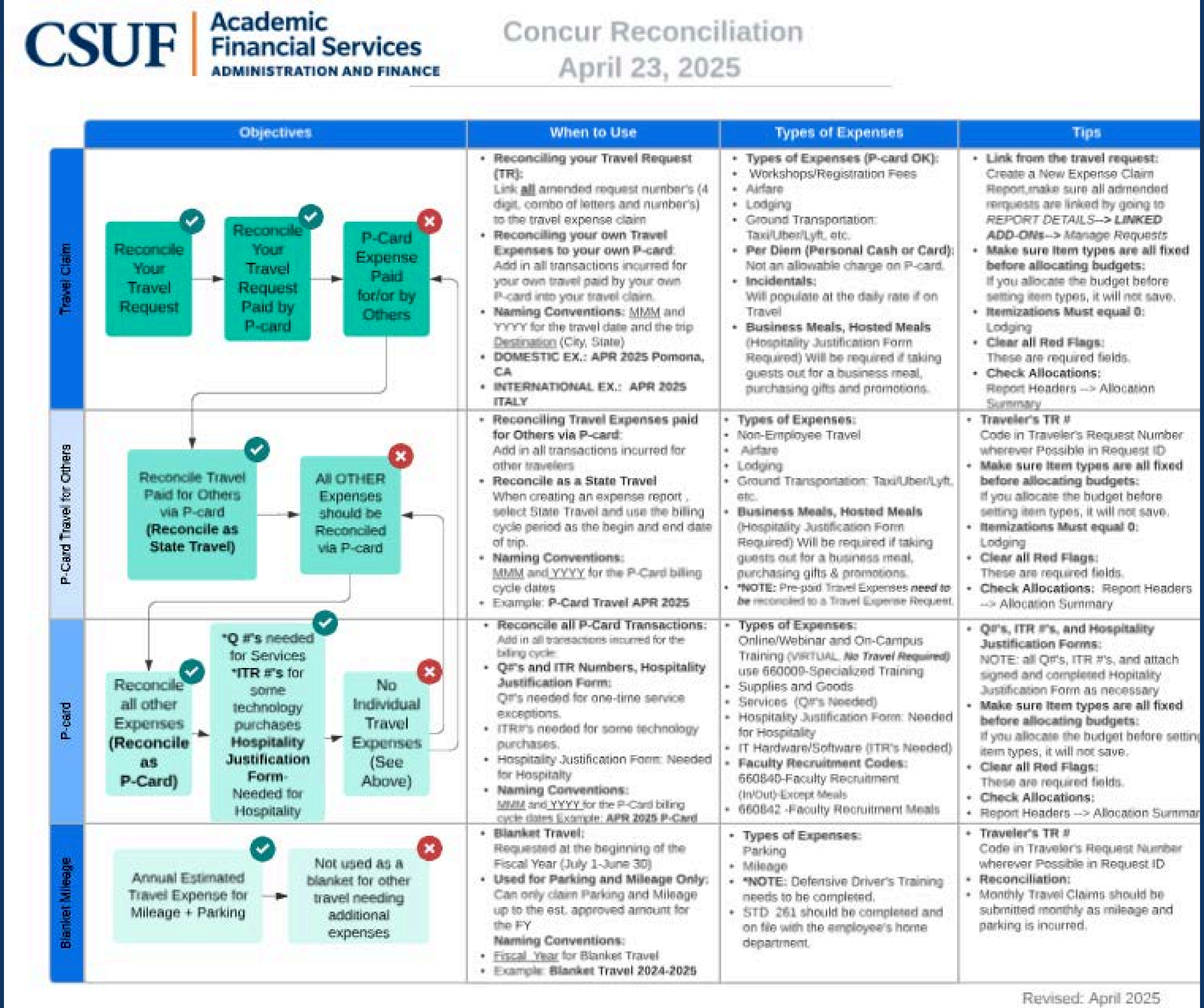
How do I use this?

Naming Convention for P-Card Expense Report:

- Month [MMM- first three letters only] Year [YYYY] P-Card
- Example: Sep 2023 P-Card

Types of Concur Expense Reports ✳

One Page Guide



CSUF | Academic Financial Services
ADMINISTRATION AND FINANCE

Concur Reconciliation
April 23, 2025

	Objectives	When to Use	Types of Expenses	Tips
Travel Claim	Reconcile Your Travel Request → Reconcile Your Travel Request Paid by P-card → P-Card Expense Paid for/or by Others	• **Reconciling your Travel Request (TR):** Link **all** amended request number's (4 digit, combo of letters and number's) to the travel expense claim • **Reconciling your own Travel Expenses to your own P-card:** Add in all transactions incurred for your own travel paid by your own P-card into your travel claim. • **Naming Conventions:** MMM and YYYY for the travel date and the trip Destination (City, State) • **DOMESTIC EX.: APR 2025 Pomona, CA** • **INTERNATIONAL EX.: APR 2025 ITALY**	• **Types of Expenses (P-card OK):** • Workshops/Registration Fees • Airfare • Lodging • Ground Transportation: Taxi/Uber/Lyft, etc. • **Per Diem (Personal Cash or Card):** Not an allowable charge on P-card. • **Incidentals:** Will populate at the daily rate if on Travel • **Business Meals, Hosted Meals** (Hospitality Justification Form Required) Will be required if taking guests out for a business meal, purchasing gifts and promotions.	• **Link from the travel request:** Create a New Expense Claim Report,make sure all admended rerquests are linked by going to *REPORT DETAILS--> **LINKED ADD-ONs**--> Manage Requests* • **Make sure item types are all fixed before allocating budgets:** If you allocate the budget before setting item types, it will not save. • **Itemizations Must equal 0:** Lodging • **Clear all Red Flags:** These are required fields. • **Check Allocations:** Report Headers --> Allocation Summary
P-Card Travel for Others	Reconcile Travel Paid for Others via P-card **(Reconcile as State Travel)** → All OTHER Expenses should be Reconciled via P-card	• **Reconciling Travel Expenses paid for Others via P-card:** Add in all transactions incurred for other travelers • **Reconcile as a State Travel** When creating an expense report , select State Travel and use the billing cycle period as the begin and end date of trip. • **Naming Conventions:** MMM and YYYY for the P-Card billing cycle dates • Example: **P-Card Travel APR 2025**	• **Types of Expenses:** • Non-Employee Travel • Airfare • Lodging • Ground Transportation: Taxi/Uber/Lyft, etc. • **Business Meals, Hosted Meals** (Hospitality Justification Form Required) Will be required if taking guests out for a business meal, purchasing gifts & promotions. • ***NOTE:** Pre-paid Travel Expenses ***need to be*** reconciled to a Travel Expense Request.	• **Traveler's TR #** Code in Traveler's Request Number wherever Possible in Request ID • **Make sure item types are all fixed before allocating budgets:** If you allocate the budget before setting item types, it will not save. • **Itemizations Must equal 0:** Lodging • **Clear all Red Flags:** These are required fields. • **Check Allocations:** Report Headers --> Allocation Summary
P-card	Reconcile all other Expenses **(Reconcile as P-Card)** → *Q #'s needed for Services *ITR #'s for some technology purchases **Hospitality Justification Form-** Needed for Hospitality → No Individual Travel Expenses (See Above)	• **Reconcile all P-Card Transactions:** Add in all transactions incurred for the billing cycle. • **QF's and ITR Numbers, Hospitality Justification Form:** QF's needed for one-time service exceptions. • ITR#'s needed for some technology purchases. • Hospitality Justification Form: Needed for Hospitality • **Naming Conventions:** MMM and YYYY for the P-Card billing cycle dates Example: **APR 2025 P-Card**	• **Types of Expenses:** Online/Webinar and On-Campus Training (VIRTUAL, ***No Travel Required***) use 660009-Specialized Training • Supplies and Goods • Services (QF's Needed) • Hospitality Justification Form: Needed for Hospitality • IT Hardware/Software (ITR's Needed) • **Faculty Recruitment Codes:** 660840-Faculty Recruitment (In/Out)-Except Meals • 660842 -Faculty Recruitment Meals	• **QF's, ITR #'s, and Hospitality Justification Forms:** NOTE: all QF's, ITR #'s, and attach signed and completed Hopitality Justification Form as necessary • **Make sure item types are all fixed before allocating budgets:** If you allocate the budget before setting item types, it will not save. • **Clear all Red Flags:** These are required fields. • **Check Allocations:** • Report Headers --> Allocation Summar
Blanket Mileage	Annual Estimated Travel Expense for Mileage + Parking → Not used as a blanket for other travel needing additional expenses	• **Blanket Travel:** Requested at the beginning of the Fiscal Year (July 1-June 30) • **Used for Parking and Mileage Only:** Can only claim Parking and Mileage up to the est. approved amount for the FY **Naming Conventions:** • Fiscal Year for Blanket Travel • Example: **Blanket Travel 2024-2025**	• **Types of Expenses:** Parking • Mileage • ***NOTE:** Defensive Driver's Training needs to be completed. • STD 261 should be completed and on file with the employee's home department.	• **Traveler's TR #** Code in Traveler's Request Number wherever Possible in Request ID • **Reconciliation:** • Monthly Travel Claims should be submitted monthly as mileage and parking is incurred.

Revised: April 2025

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P-Card Basics: Tips and Tricks

Fundamentals for Successful P-card Reconciliations

Transaction Management

P-Card Basics: Tips and Tricks

P-Card Monthly Billing Cycles

When is the P-Card Monthly Billing Cycle?

- *The P-Card billing cycle typically runs from the 26th of the month (cycle start date) until the 25th of the following month (cycle end date)*

- *These dates will change when they fall on a non-business day.*

- *A list of the P-Card Monthly Billing Cycle for the FY can be found on:*

  •C&P Website

  •Concur Homepage – under Company Notes

P-Card Basics: Tips and Tricks

P-Card Due Dates

When is the P-Card Due?

- *10th day or the next business day if the 10th falls on a non-business day of every month.*

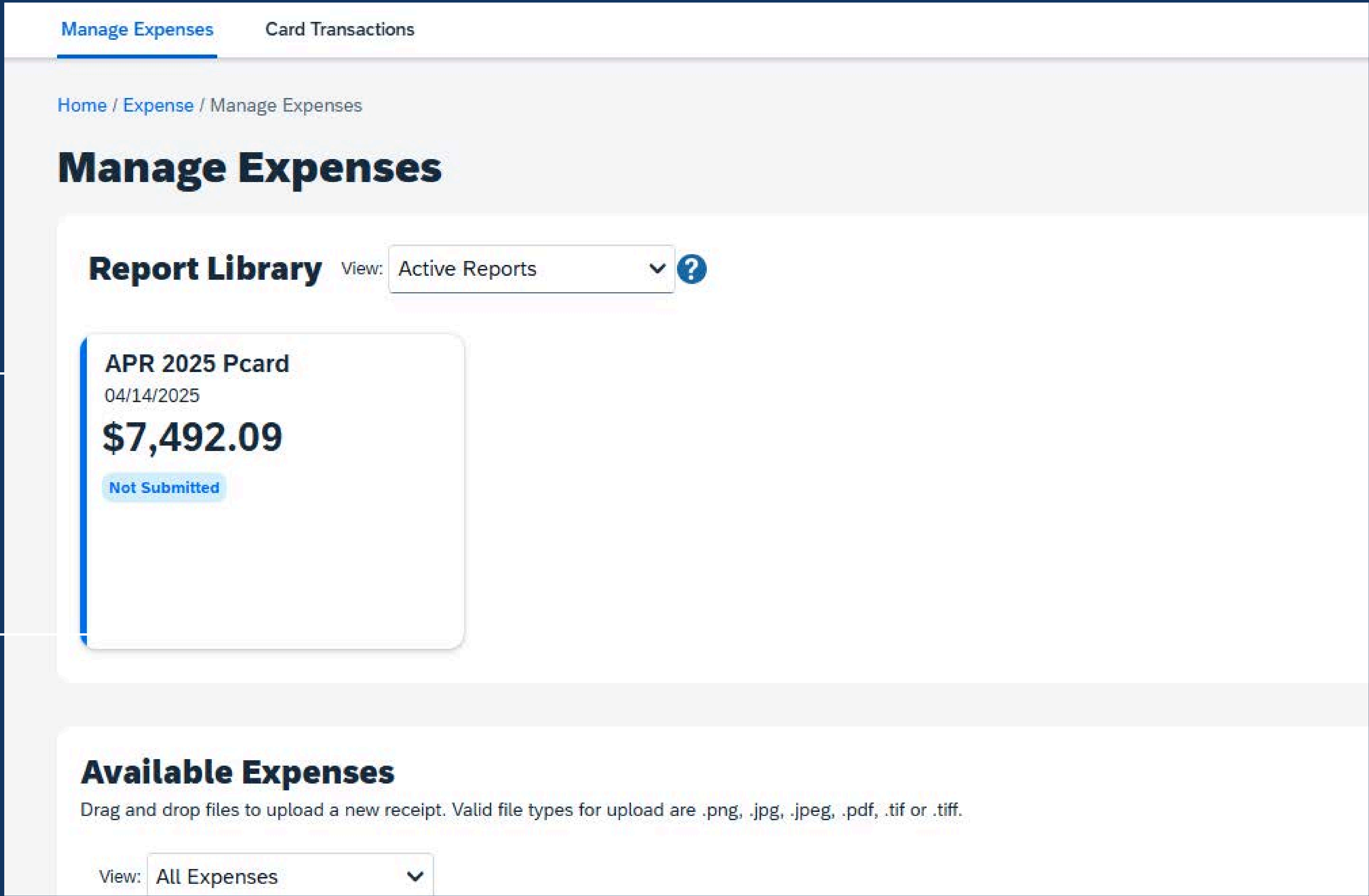
P-Card Basics: Tips and Tricks

P-Card Transactions

Review your "Available Expenses" on Concur and assign it to a Report as soon as possible

Upload your receipts to your transactions to stay ahead of reconciling

**Tip: Moving your "Available Expenses" to a report as you are working on reconciling will avoid infraction notices*

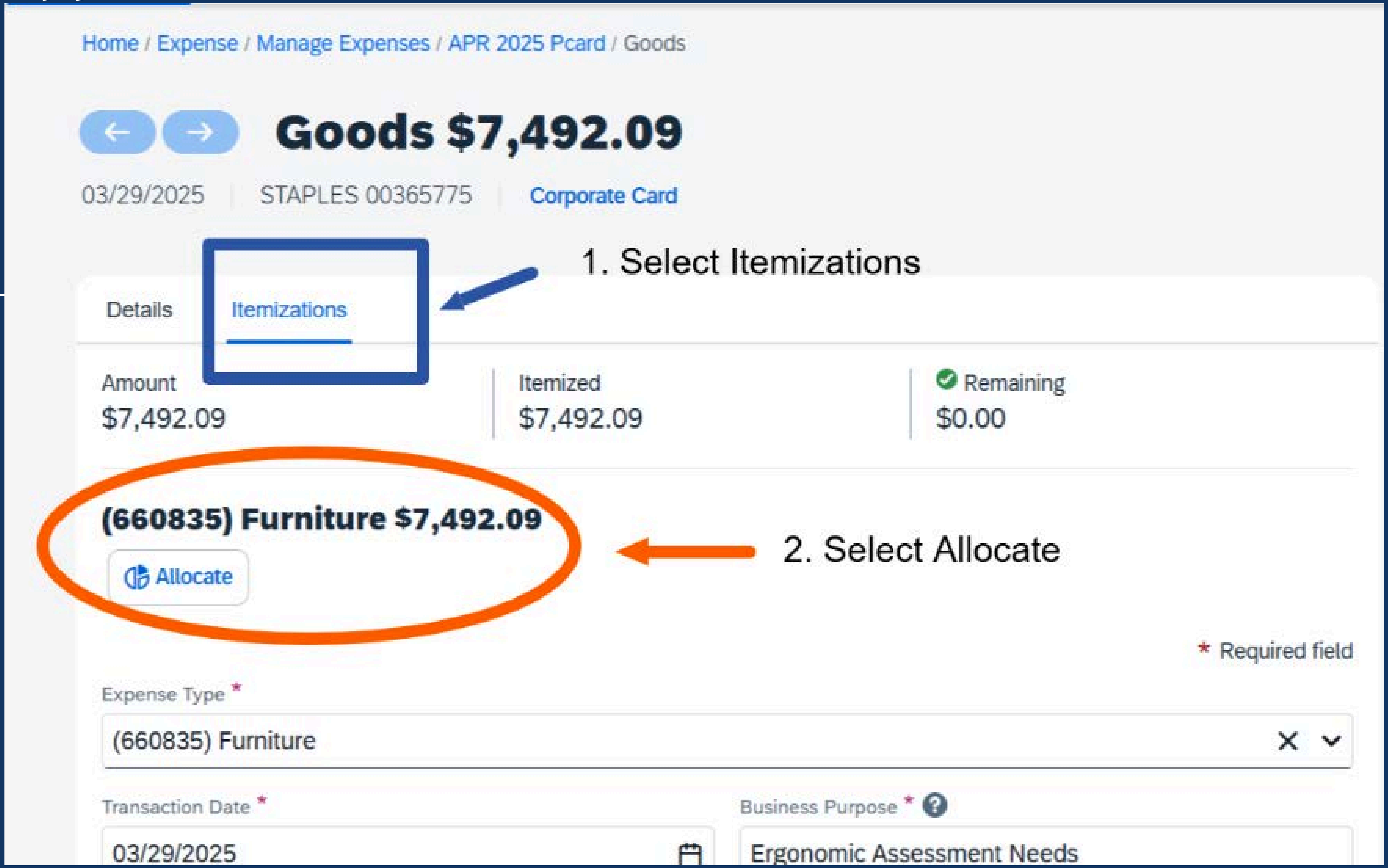


P-Card Basics: Tips and Tricks

Allocating Different Funds

Select "Itemizations"

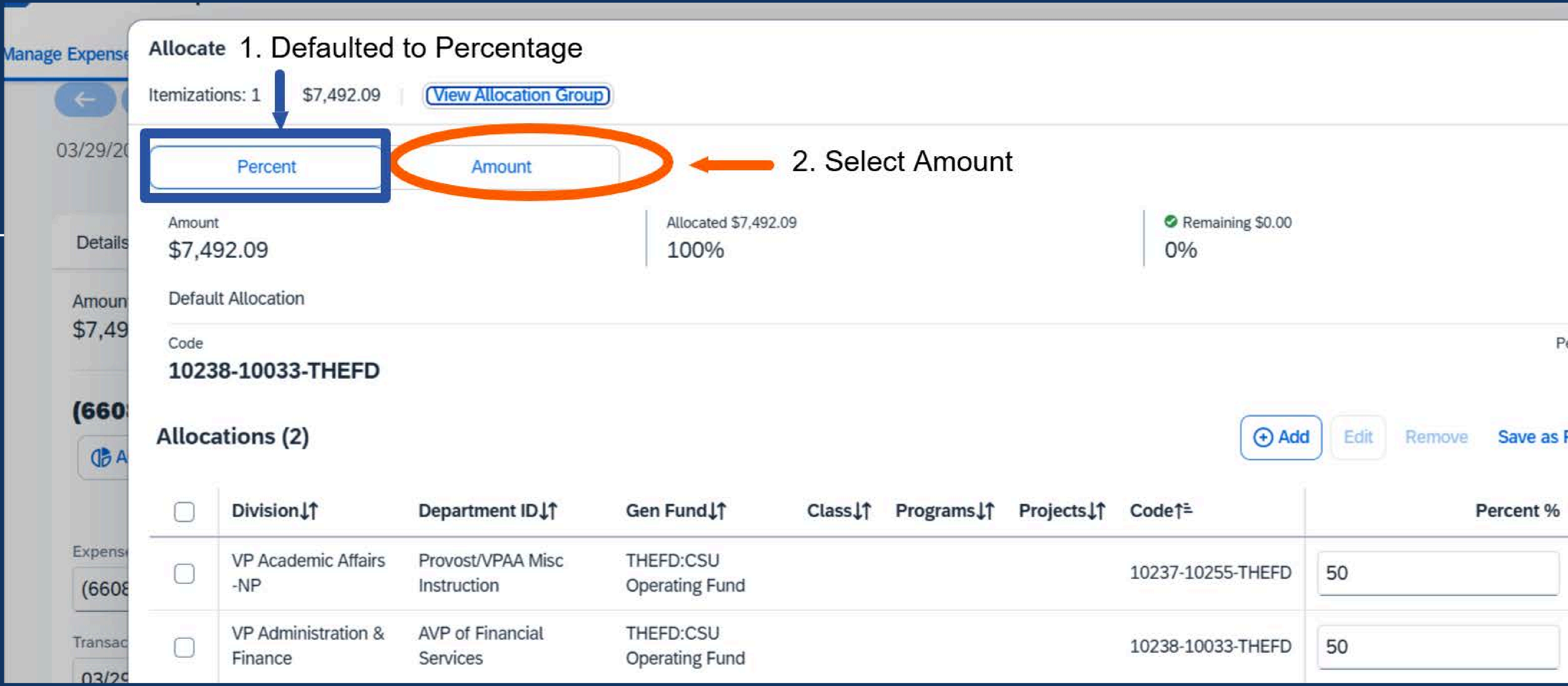
Select "Allocate"



P-Card Basics: Tips and Tricks ✳

Allocating Different Funds

- *The Default will be Percentage*
- *Select "Amount"*



P-Card Basics: Tips and Tricks
Allocating Different Funds

Default allocations are automatically mapped to your home dept.

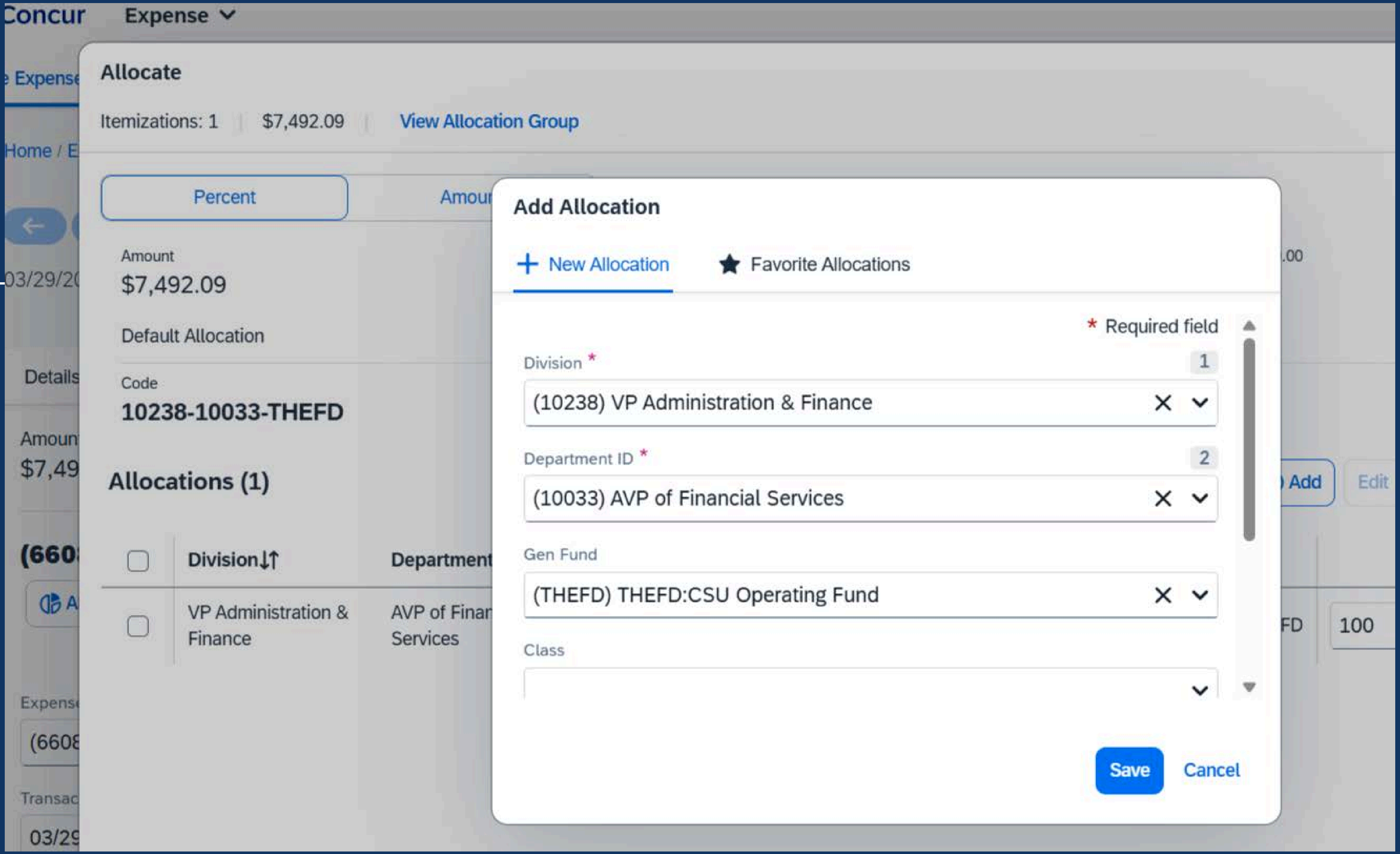
Select "Add"

P-Card Basics: Tips and Tricks

Allocating Different Funds

Select "Allocate"

Add "New Chartfields" for allocation

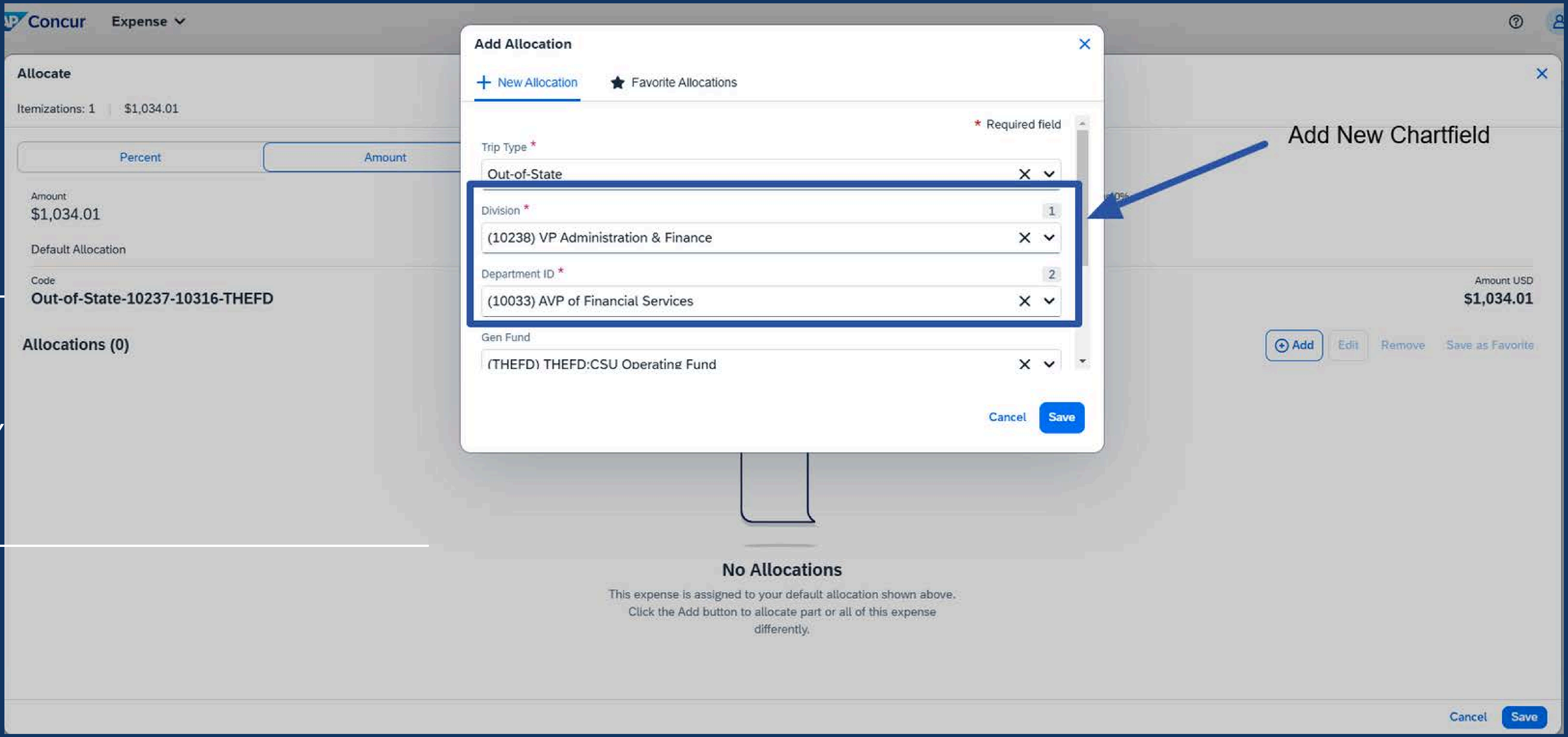


P-Card Basics: Tips and Tricks
Allocating Different Funds

Select "Division"

Select "Department ID"

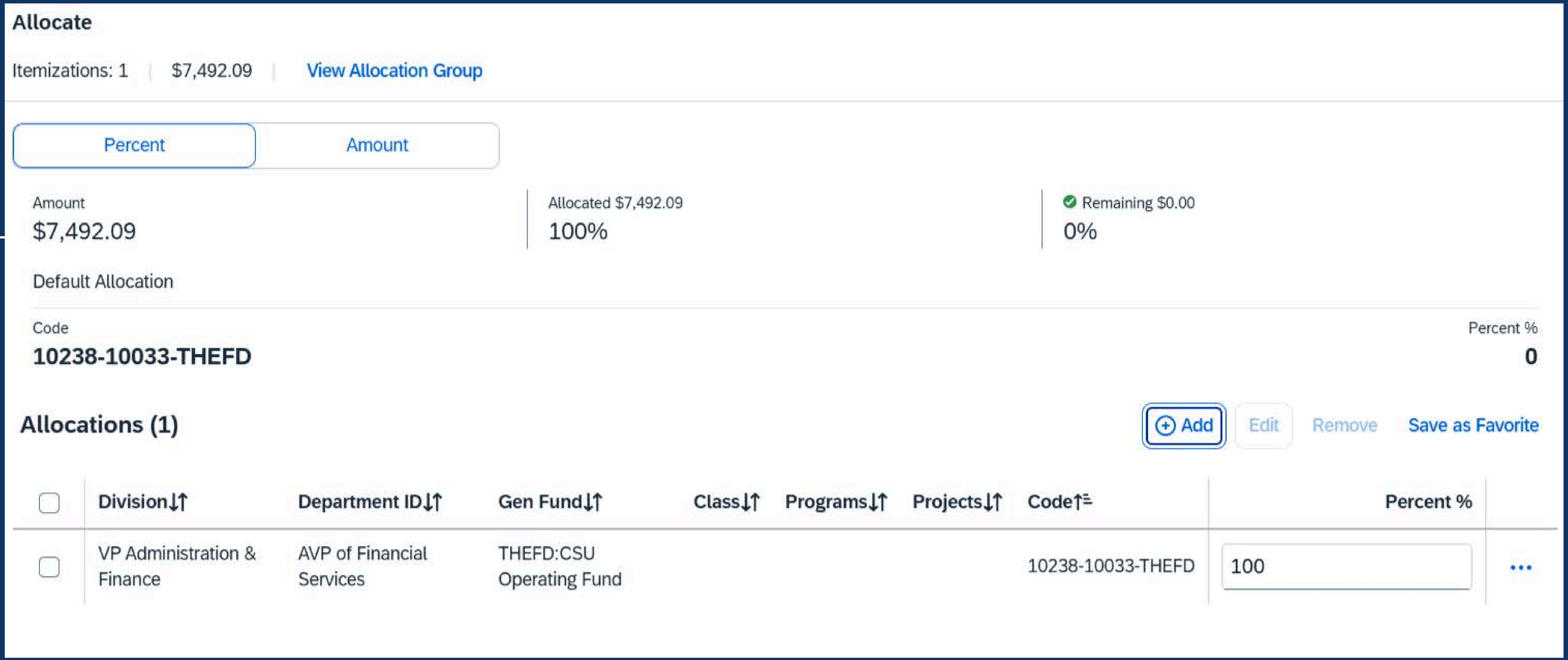
Select "Fund", "Class", and "Program", if necessary



P-Card Basics: Tips and Tricks

Allocating Different Funds

New Chartfield is added

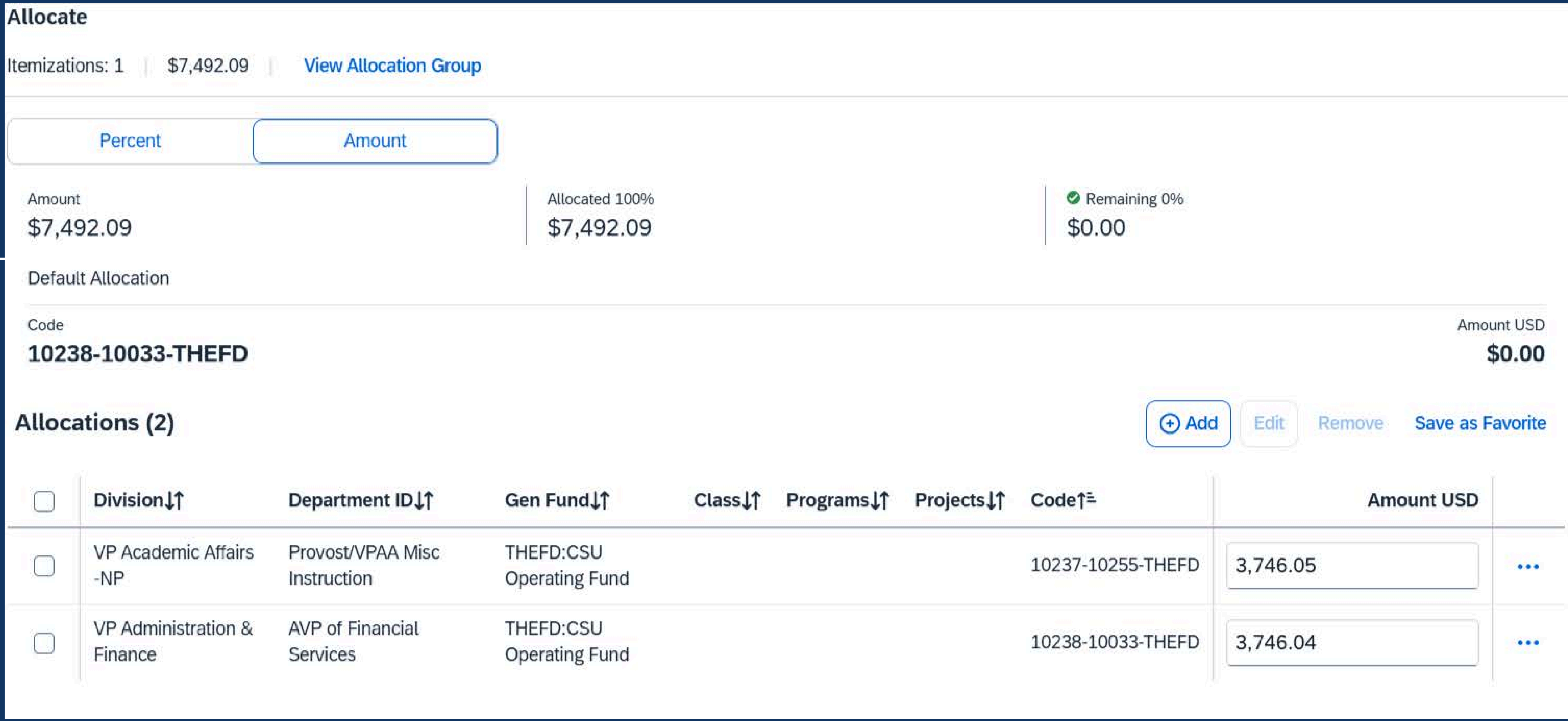


P-Card Basics: Tips and Tricks

Allocating Different Funds

Add in the amount for the different fund allocation

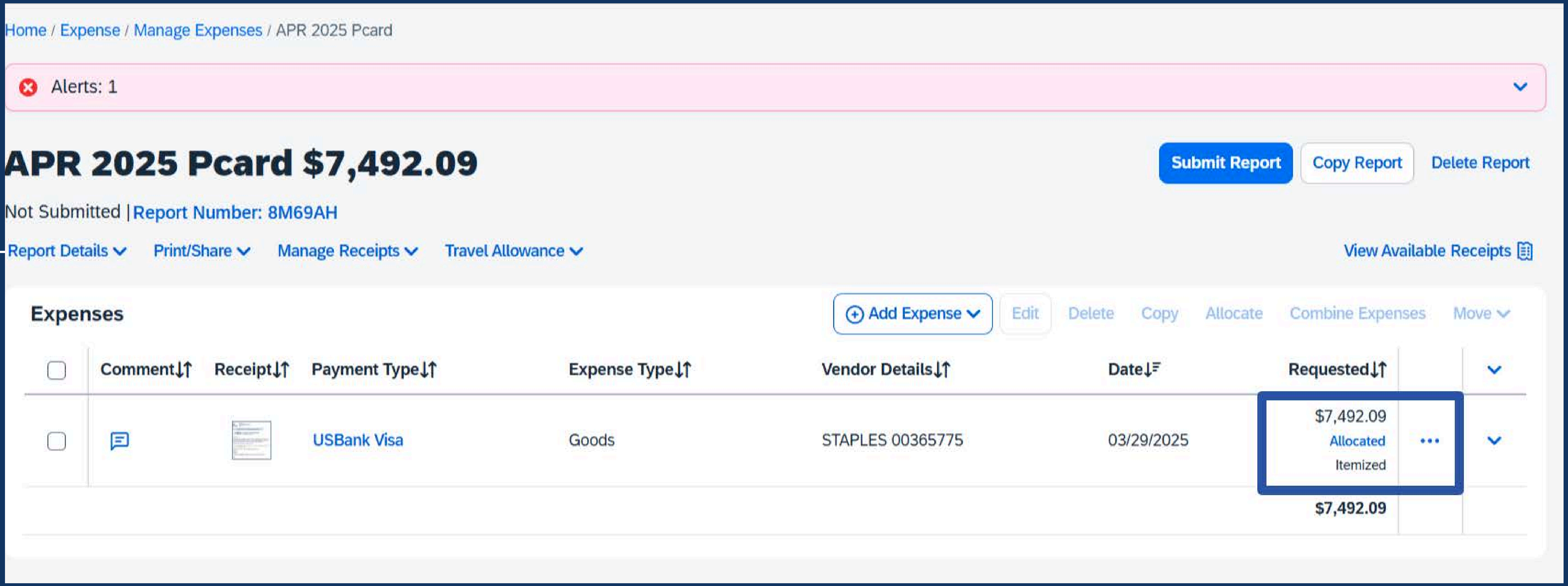
Automatically total the remaining balance to the default



P-Card Basics: Tips and Tricks
Allocating Different Funds

Blue "Allocated" means that the funds are allocated

Double-Clicking the Blue "Allocated" will open up the different funded allocations

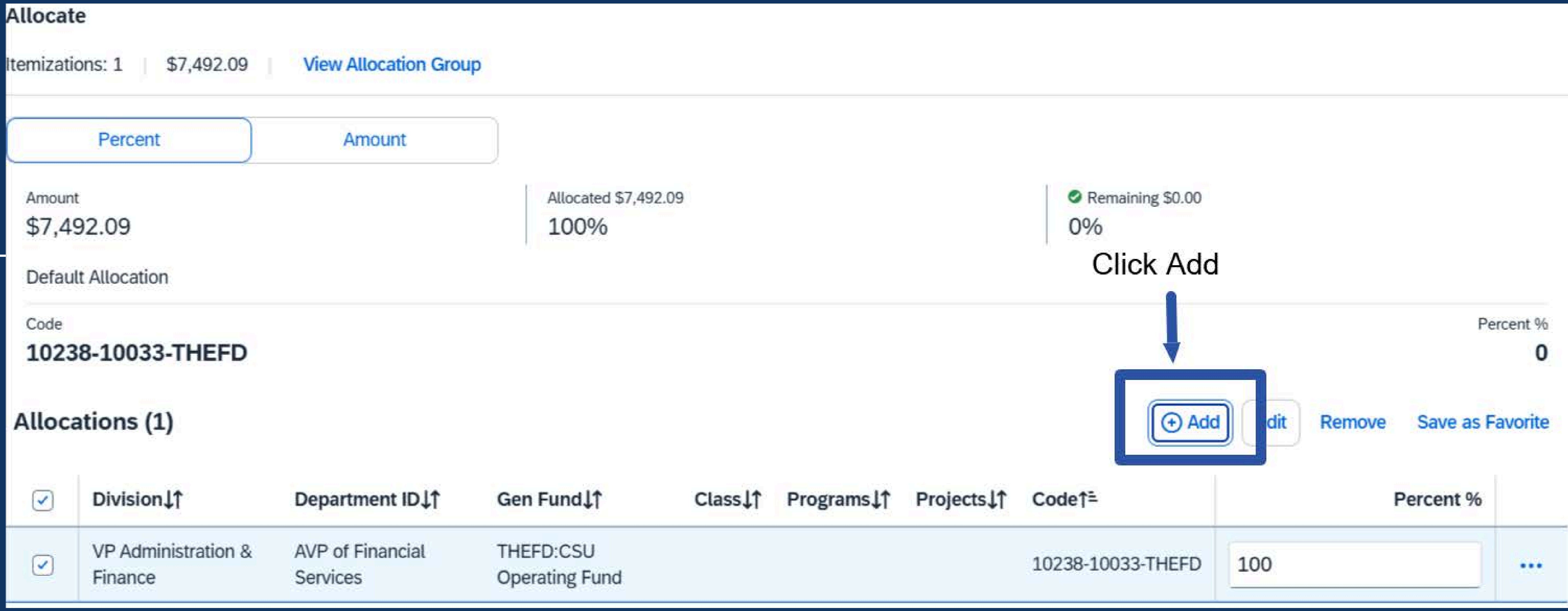


P-Card Basics: Tips and Tricks

Saving Frequently Used Allocations

You can save time by adding frequently used Allocations, i.e. IRA Chartfields, etc.

Click "Add" under Allocate

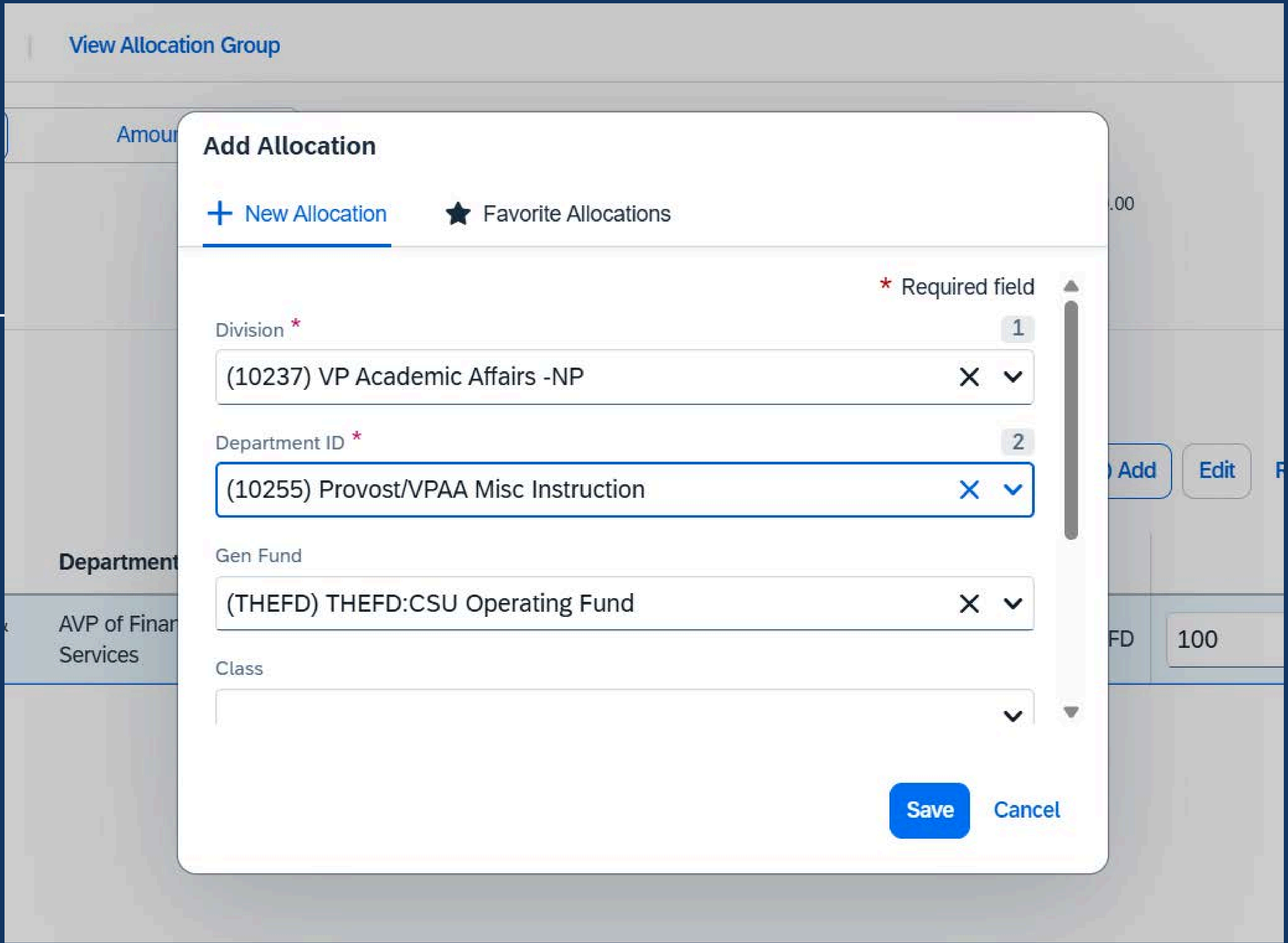


P-Card Basics: Tips and Tricks

Saving Frequently Used Allocations

Select Chartfields for Allocation

Click "Save"

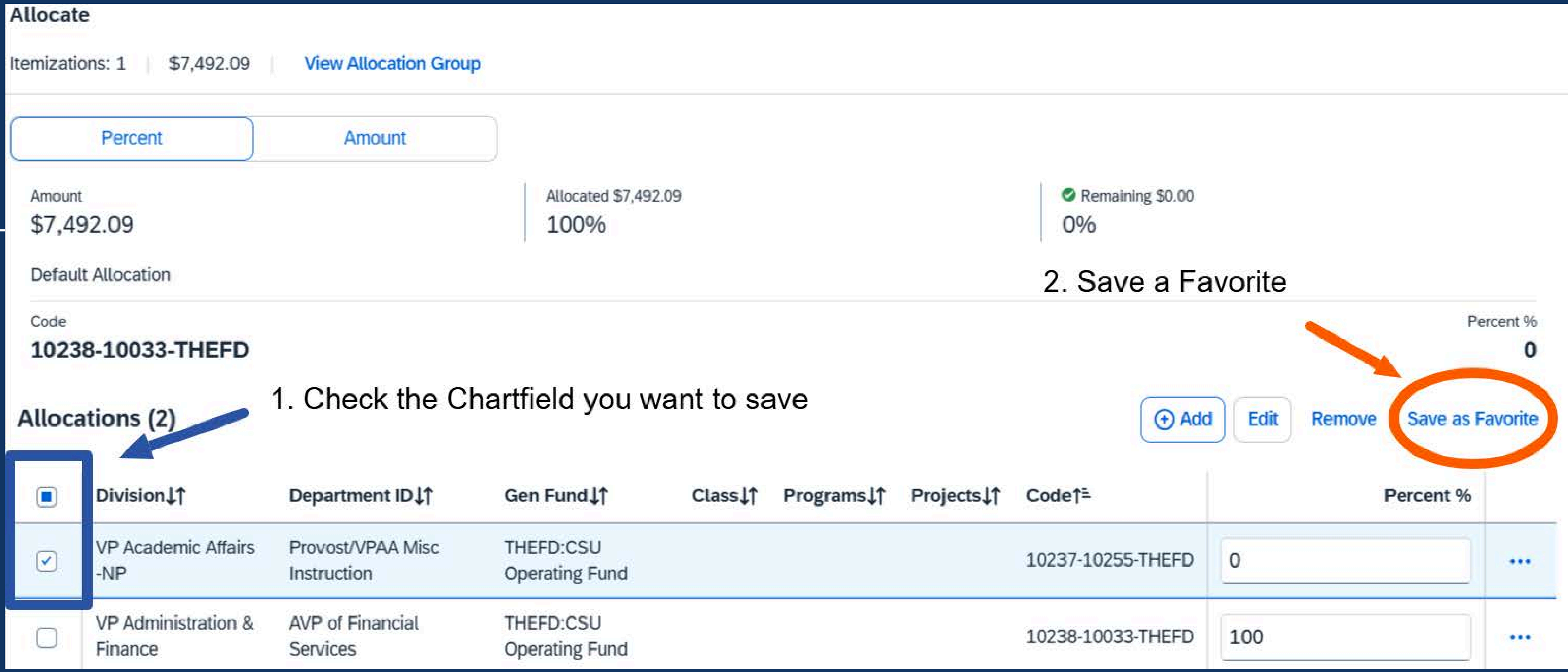


P-Card Basics: Tips and Tricks ✳

Saving Frequently Used Allocations

Check the Chartfield you want to "Save"

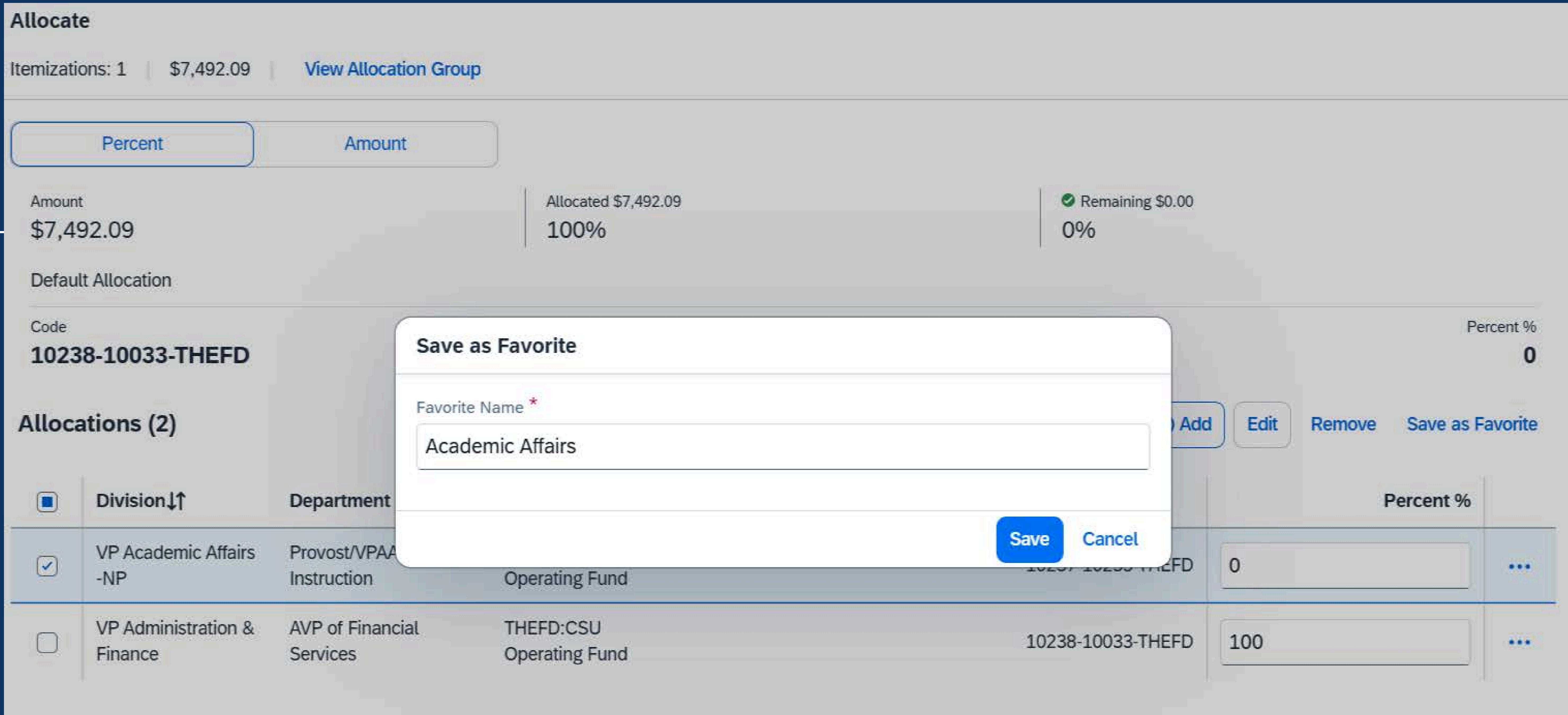
Click "Save as Favorite"



P-Card Basics: Tips and Tricks
Saving Frequently Used Allocations

Favorite Name your Chartfield

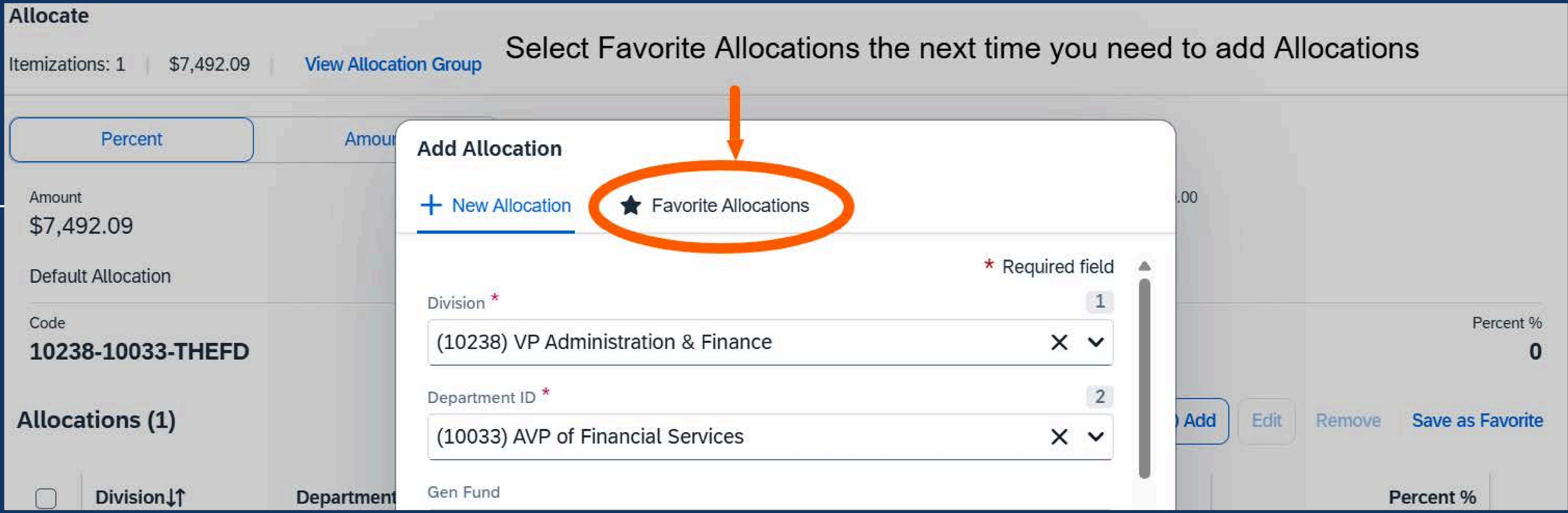
Click "Save"



P-Card Basics: Tips and Tricks

Saving Frequently Used Allocations

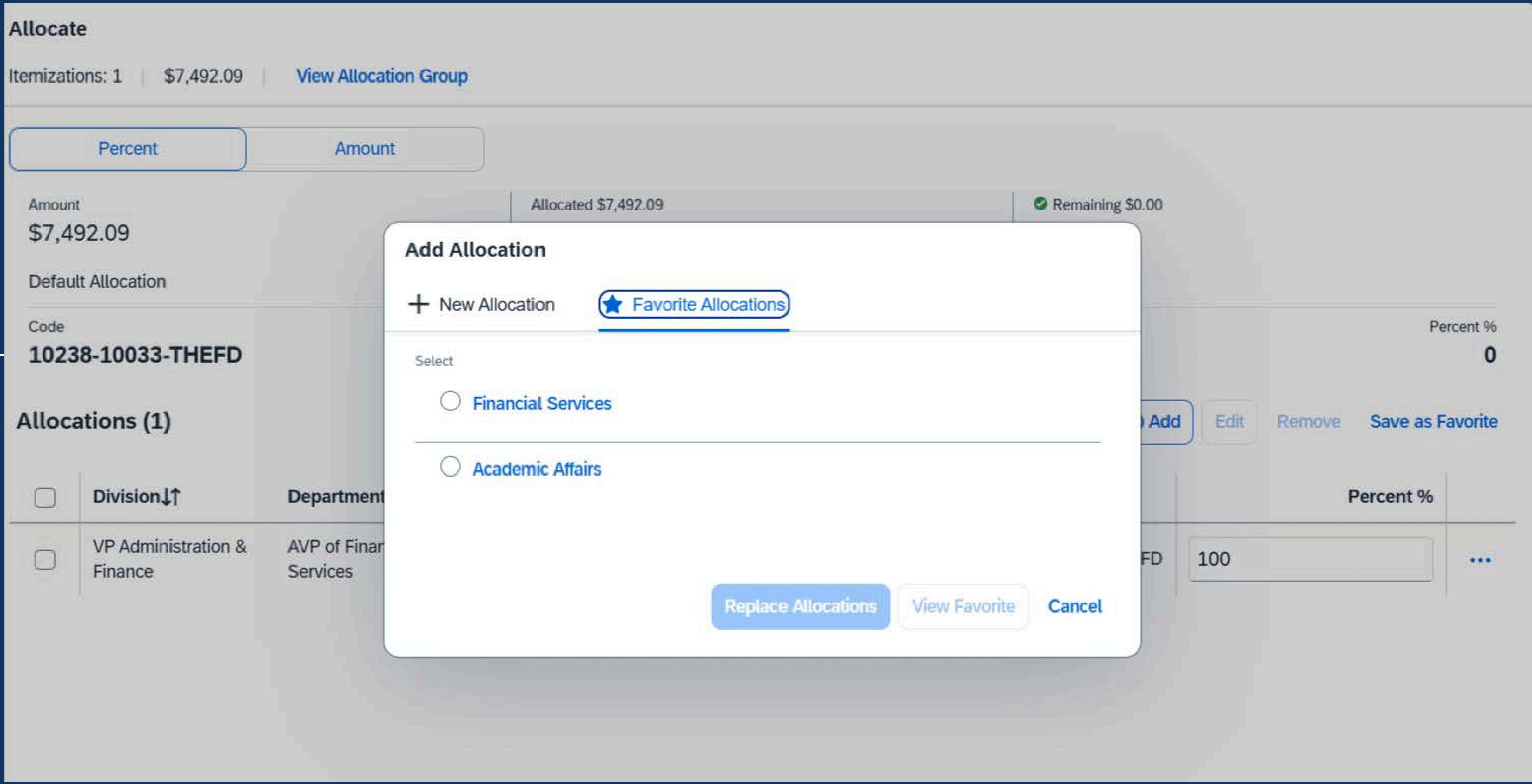
Next time you allocate, you can go to "Favorite Allocations"



P-Card Basics: Tips and Tricks

Saving Frequently Used Allocations

Select your "Favorite Allocations" and it will apply the Chartfield, once you selectthe one you want

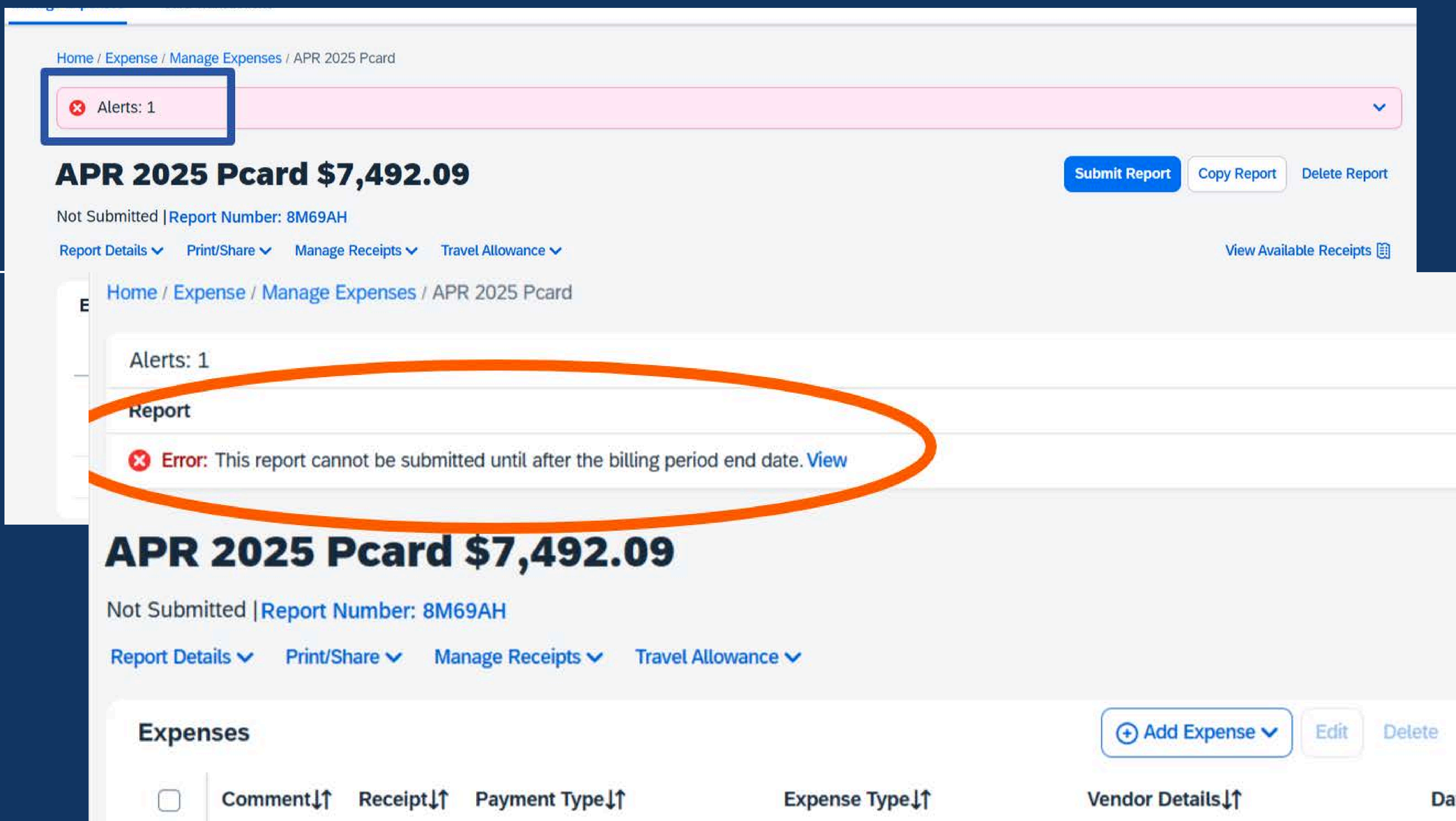


P-Card Basics: Tips and Tricks

Checking Alerts and Warnings

Red Alert-Cannot submit until cleared

Red Error-Report cannot be submitted until after the billing cycle date is closed. I can only submit after the 26th



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Preparation

Important to submit Successfully
know what to provide

Preparation
P-Card Reconciliation

What is needed in Preparation of a P-Card Reconciliation?

- *US Bank Monthly Statement (recommended but not required)*
- *Receipts/Invoices*
- *Compliance Documentation*
- *Detailed Business Purpose (who, what, when, where, and why)*
- *Chartfield and, if applicable, Disallowed Expenses and Fraud Transactions*

Preparation

US Bank Monthly Billing Statement

Having the US Bank Monthly Billing Statement readily available ensures that:

- *All transactions within the monthly billing statement are captured in Concur.*
- *All transactions in the monthly billing statement are reconciled to the correct billing cycle.*
- *Aids in identifying P-Card vs. Travel expenses.*

Who has access to the US Bank Monthly Statement?

- *Cardholders who have created an Access Online Account when they received their P-Card pick-up email notification.*
- *Delegates who have submitted the US Bank Delegation of Authority Form.*

Preparation

US Bank Monthly Billing Statement

How to create a US Bank Access Online Account:

- *Click on the hyperlinked US Bank or browse: access.usbank.com*
- *Click "Register Online" (toward the bottom of the page), and when prompted, enter the following information:*
  - *Short Name: CSUCA*
  - *Account Number: This is the number found on the actual P-Card.*
  - *Account Expiration Date: This is the expiration date on the actual P-Card.*
- *Delegates and other personnel may submit a completed US Bank Delegation of Authority Form to gain access to a Cardholder's Online Account.*

Preparation ✳

US Bank Monthly Billing Statement

How to access monthly billing statement:

Click on the hyperlinked US Bank or browse: access.usbank.com and log in to US Bank Access Online Account

Click "View Current Statement" and verify:

- *Billing Cycle Dates on the statement*
- *All transactions correlate with those in Concur.*
  - *If transactions recorded in the US Bank billing statement are missing from Concur, please email Concur@fullerton.edu immediately.*

Tips:

- *Review the billing statement to determine which transactions are P-Card vs. Travel Policy expenses.*
- *The Statement Total (under Account Summary) must match the total expense report amount(s).*

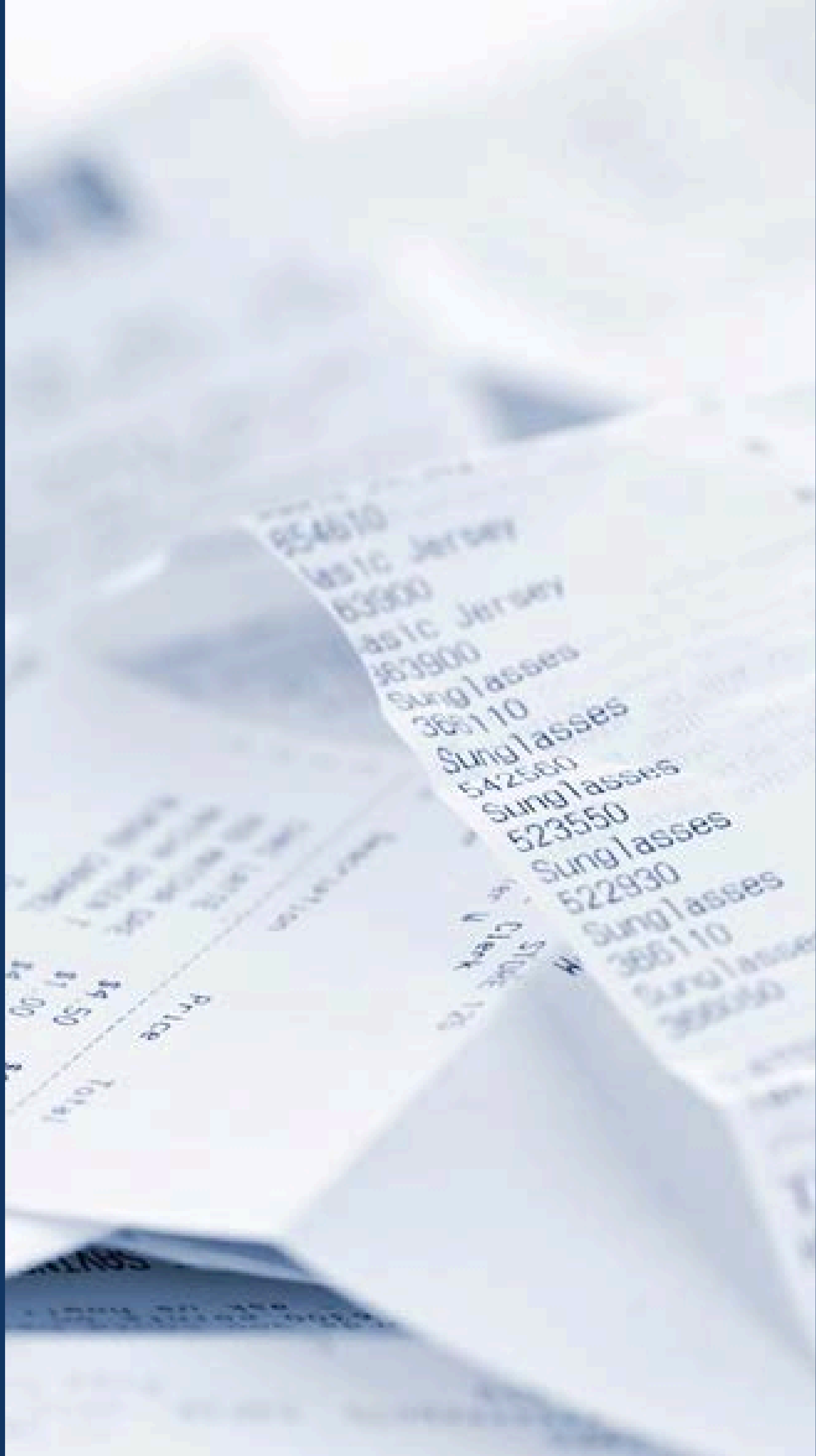
Preparation
Receipts/Invoices

A receipt or invoice must include the following information:

- *Vendor's name and date of purchase*
- *Quantity and price/cost per unit*
- *Legible itemized receipt/invoice identifies each item purchased*
- *Shipping charges (if applicable), sales tax, and total amount*
- *Payment by credit card (preferably showing the last four digits of the card number)*

What to do if a receipt/invoice is missing information or has been misplaced:

- *Contact the vendor for the missing information (in writing) or obtain a duplicate receipt/invoice*
- *If the vendor is unable or refuses to assist, complete the Lost/Missing Receipt Verification form*



Preparation
Compliance Documentation

What is compliance documentation, and why is it needed?

- *Compliance documentation is specific records and documents of information required to verify the compliance implementation of a policy.*

What compliance documentation is needed for P-Card reconciliation?

- *Compliance documentation that requires preapproval or additional approvals. Examples include:*
  - *Hospitality Justification Form*
  - *IT Authorization*
  - *Membership Justification Form*
  - *Branding approval email or form*
  - *EHS Preapproval Purchase email*
  - *Q# authorization*

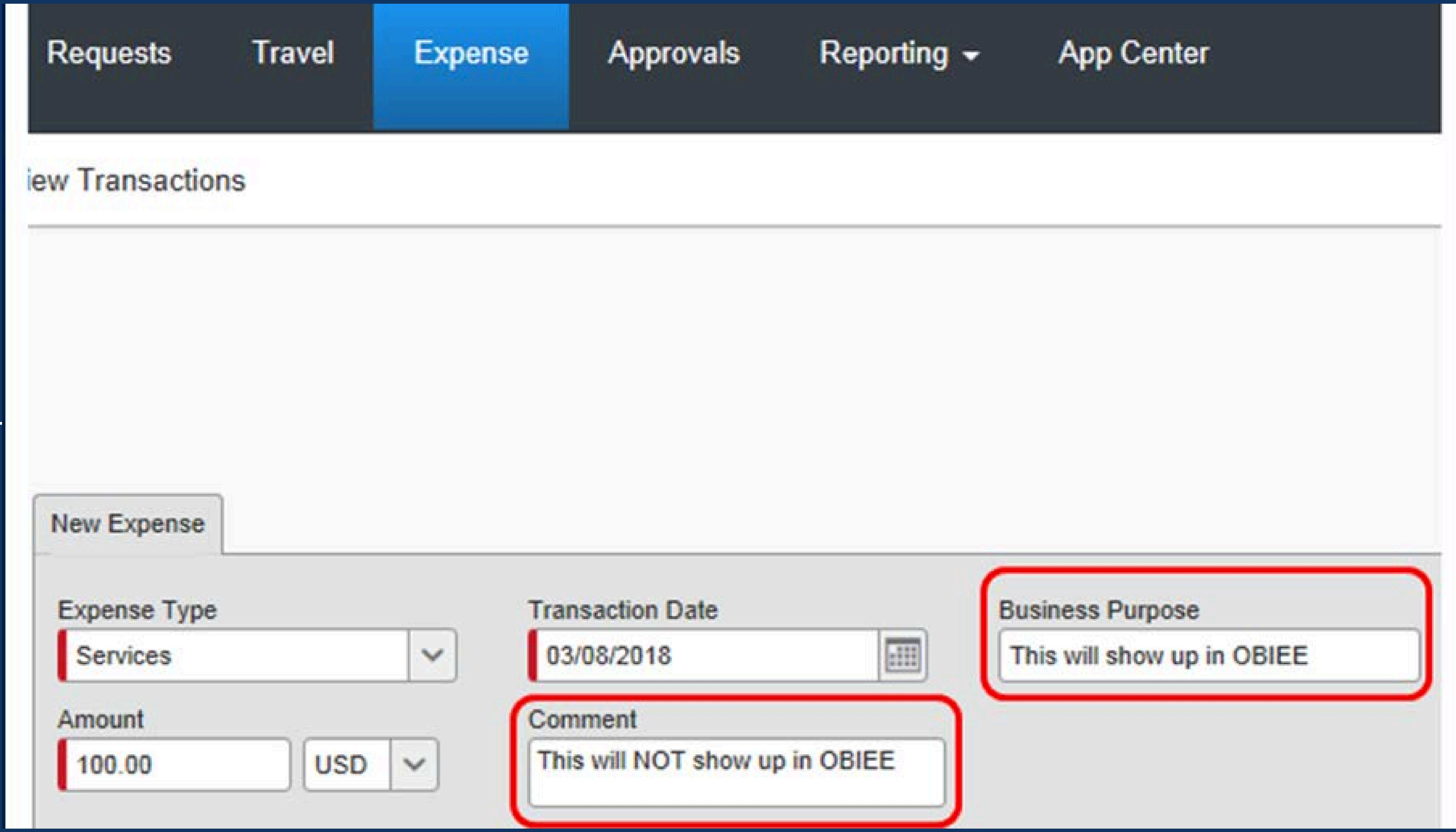
Preparation
Detailed Business Purpose

What constitutes a detailed business purpose:

- *Detailed business purposes must provide enough specifics for a third-party reviewer to understand the nature of the purchase/transaction.*
- *Details must include who, what, when, where, and why.*
- *Abbreviations or acronyms should not be used for a detailed purpose.*

Tips

- *A detailed business purpose must be given for every line-item purchase on a receipt or invoice.*
- *Allocate each line item if applicable.*
- *The Concur Business Purpose field is for text to help identify the expenditure in OBIEE.*
- *The Concur Comment field is for a detailed justification (who, what, when, where, and why).*



Preparation ✳

Detailed Business Purpose Examples

Poor Examples of a Business Purpose

[Order #6448] (February 20, 2025)

Product	Quantity	Price
National Debate Tournament	1	$200.00
NDT At-large Bid Application Fee	1	$100.00
AFA One Year Individual or Institutional Membership	1	$85.00
Subtotal:		$385.00
Payment method:		PayPal
Total:		$385.00

Tournament and Membership Fees

What is the business purpose missing?

- ***Who –*** *Identifies the individuals or groups for whom the expense is meant.*
- ***What –*** *Describes the action, event, or expense items being purchased.*
- ***When –*** *Specifies the time or date of the event or action, if applicable*
- ***Where –*** *Indicates the location or place where the event or action took place, if applicable.*
- ***Why –*** *Explains the reason or motivation behind the expense.*
- *Abbreviations or acronyms shouldn't be used.*

Preparation

Detailed Business Purpose Examples

Better Examples of a Business Purpose

[Order #6448] (February 20, 2025)

Product	Quantity	Price
National Debate Tournament	1	$200.00
NDT At-large Bid Application Fee	1	$100.00
AFA One Year Individual or Institutional Membership	1	$85.00
Subtotal:		$385.00
Payment method:		PayPal
Total:		$385.00

660848 - Registration

660801 - Membership

$200 tournament fee and $100 bid application fee for the 2025 spring semester debate student team(s) to participate in the American Forensics Association (AFA) National Debate Tournament (NDT). A $85 AFA membership fee was required to participate in the tournament.

What are the 5Ws:

- ***Who*** – *Debate student team(s)*
- ***What*** – *Tournament, application, and membership fees*
- ***When*** – *2025 spring semester*
- ***Where*** – *N/A*
- ***Why*** – *To participate in the American Forensics Association (AFA) National Debate Tournament (NDT).*

Preparation ✳

Chartfields and Disallowed Expenses

Chartfields

What is a chartfield and where do I get this information?

- *A chartfields is only associated with State Funds, which will always include an Account, Fund, and Department ID (Program, Class, and Project are optional fields.)*
- *A default chartfield is identified on the P-Card application and is used when expenses are unreconciled.*
- *Chartfields are tied to an area/department budget, so the person who oversees the area/department or the budget folks for a college or division will have the chartfield information.*

Disallowed Expense

What is a disallowed expense?

Anything that falls under Section 6: Prohibited Expenditures.

What should be done if there's a disallowed expense?

The cardholder must reimburse the University out of pocket or potentially reimburse with Auxiliary funds. This is done using the Deposit or Reimbursement to University Account (PCD) Form.

When reconciling the expense in Concur, allocate it to account: 660898 - Disallowed.

Preparation
Fraud Transaction

Fraud Transactions

What should be done if there's a fraud charge?

The Cardholder must call US Bank at (800) 523-9078 immediately and report the fraudulent activity. The Cardholder will need to provide:

   - *Card Address: 2600 Nutwood Ave., Suite 300, Fullerton, CA 92831*
   - *Phone # and Credit Limits: indicated on the P-Card application*
   - *Social Security #: Cardholder's CWID*
- *US Bank will mail a Fraud Statement that must be uploaded to the Concur expenses.*
- *The Concur expense must be allocated to: 660999 – Unreconciled.*

Preparation ✳
Reconciliation Reminders

- *Ensure the current compliance forms are used.*
- *Monthly transactions must be reconciled and submitted by the 10th of the month as a single P-Card Expense Report.*
- *All Concur Available Expenses must be assigned to a report. This includes travel transactions that do not need to be immediately submitted.*
- *Expenses may be reconciled as soon as they are loaded to Concur, and P-Card Expense Reports may be submitted for review and approval as soon as the billing cycle closes (usually the 26th of the month).*
- *Per Policy, P-Card Expense Reports must be approved by an Approving Official to be considered submitted.*

4

AFIT CHART: Expense Type vs. Itemization

What's the Difference?

Expense Type vs. Itemization

AFIT Chart: Expense Type vs. Itemization

P-Card Expense Type Definitions

Expense Type in Concur is the Category in which the P-Card Module was designed

Itemizations are important because they tie to the Account Codes on OBIEE

**NOTE: It is important to detail what the exact item is.*

- Concur (General) 7
- Concur Profile Set-up 5
- Travel Request 10
- Travel Expense Report 11
- Blanket Travel Request 2
- Blanket Travel Expense Report 3
- P-Card Expense Report 5
- Approving in Concur 5
- International Travel 2
- Concur Mobile Apps 2
- Concur Reporting 3
- Checklists 16

Last Updated

Dec 12, 2023

Author: Administrative Systems

Generate Article PDF

Generate Manual PDF

Print Article

To Print or get PDF of the Definitions Click Here

P-Card Expense Types Definition

The list below provides a summary of the different expense types that belong to the P-Card Goods and Services Expense Report and when they are used.

- Services
- Goods
- D11 with Services
- D11 without Services
- IT Software and Services
- IT Goods
- Membership
- Accounts Payable
- Fraud
- Disallowed
- Uncleared Collection and Liability

back to top

Need more help?

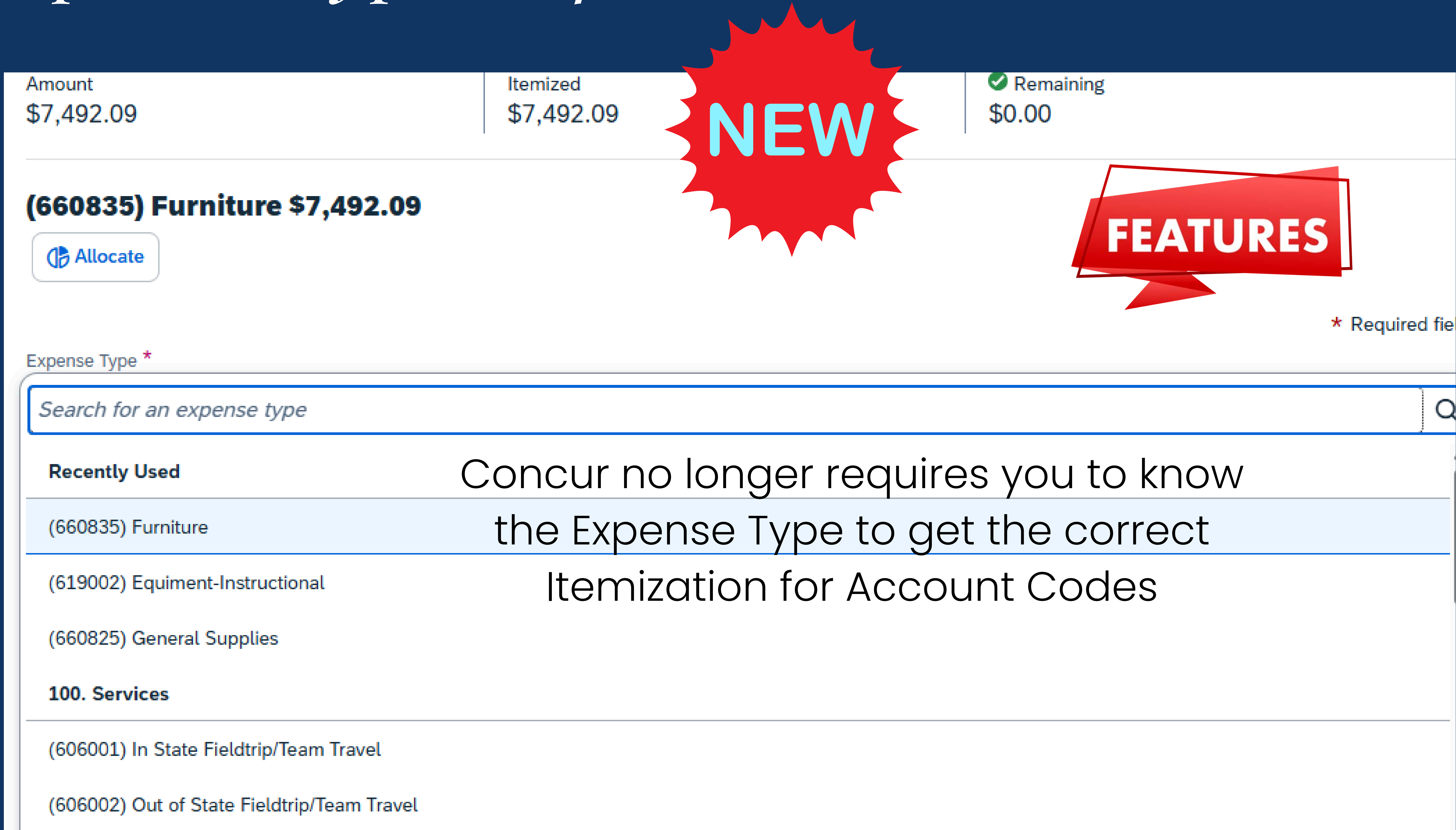
Contact Concur Support at concur@fullerton.edu.

Prev: Defining P-card Expenses

Next: Submitting P-Card Expense Report

AFIT Chart: Expense Type vs. Itemization

P-Card Expense Type Definitions



AFIT Chart: Expense Type vs. Itemization

P-Card Expense Type Definitions

(660009) Specialized Training (Only use for online/webinar and on-campus training)- VIRTUAL, NO TRAVEL

619002 Equipment - INSTRUCTIONAL will be inactivated, effective 7/1/2025. Per the Chancellor’s Office, the account will be made obsolete beginning 7/1/2025

5

Common Pitfalls

What did I do wrong now?

Avoid these common Errors

Common Pitfalls

How to avoid them

1. *Monthly Billing Cycle Dates*
2. *Receipts/Invoices*
3. *Compliance Documentation*
4. *Not moving Available Expenses to a report early*
5. *Not reconciling in a Timely Manner or at all*
6. *Creating multiple reports for different chartfield expenses or not creating for a single transaction*

Common Pitfalls

Procurement Guidelines

CSUF | Academic Financial Services
ADMINISTRATION AND FINANCE

Procurement Card Guidelines

1. Header Naming Convention

- Use the format "[MMM-FIRST 3 LETTERS ONLY] [YYYY] P-Card" (e.g., "JUL 2017 P-Card")

2. Billing Cycle

- Use the Correct Monthly P-Card Billing Cycle Dates
- Submit by the 10th of each month. Approving Official must approve to be considered submitted

3. Business Purpose

Your business purpose must clearly answer:

- How does it support the institutional goals or the department?

- **Who** - Identifies the individuals or groups for whom the expense is meant.
- **What** - Describes the action, event, or expense items being purchased.
- **When** - Specifies the time or date of the event or action, if applicable
- **Where** - Indicates the location or place where the event or action took place, if applicable.
- **Why** - Explains the reason or motivation behind the expense.
- Abbreviations or acronyms shouldn't be used.

Common Pitfalls

Procurement Guidelines

3. Business Purpose (Cont.)

Poor Business Purpose Examples:

- Tournament and membership fees

Better Business Purpose Examples:

- $200 tournament fee and $100 bid application fee for the 2025 spring semester debate student team(s) to participate in the American Forensics Association (AFA) National Debate Tournament (NDT). A $85 AFA membership fee was required to participate in the tournament.

4. Receipts and Documentation

- Itemized Receipt (includes date, vendor, items, and totals)
- Proof of Payment (credit card confirmation, paid invoice etc., with Itemized purchases)
- **NOTE:** Totals should match the receipts

Common Pitfalls

Procurement Guidelines

5. Pre-Approved Documentation

Approved Hospitality Justification Form (formerly known as D-11) for Food, Entertainment, Gifts, Promotional Materials (etc.):

- Hospitality Justification Form

For a quick guide, use the ***Hospitality Requestor Checklist***

When a valid exception occurs outside the hospitality policy: **Hospitality Authorization for Exception to Policy Form**

IT Authorization Number is provided for technology/software purchases.

- Check requirements Accessible Technology Initiative (ATI) Compliance and Review.
- May REQUIRE: ATI REVIEW- Click here for a list of Consumables
- **ATI REVIEW- Click here**
- REQUIRES: Click here to learn more about Q #

Q#'s can be obtained by emailing: Ebusiness@fullerton.edu

Approved Service Providers and Approved Caterers List

Lost/Missing Receipts submit the **Lost/Missing Receipt Verification Form**

Common Pitfalls ✳

Procurement Guidelines

6. Check for Correct Chartfields

- Check for Correct Chartfields
- Allocate Different Fund Sources (if necessary)
- Ensure Purchases are Itemized.

7. Clear all Red Errors and review Yellow Warnings

- Clear all Red Errors (or else you cannot submit)
- Check all yellow warning signs, and this will not prevent you from submitting, but it will warn you to be aware of discrepancies.
- Submit for Approval When Ready

Tips and Tricks

- Use the Comments Box to add any additional info to provide clarity on items that are not clear to help expedite the process and a detailed business purpose.
- Be proactive, reach out to the team for best business practice or best solutions before purchasing.
- Include itemized receipts or provide the lost/missing justification form, if vendor cannot be reached.

6

Networking Activity, Quiz, Q &A

Let the fun begin...

connecting with each other

Networking Activity ✳
Connecting with Others

1. *Who considers themselves proficient in Concur?*
2. *Who is the newest to the CSU?*

Find someone you do not know, College, Department, or in another Division (get their contact info)

Fun Quiz

Join Menti.com: 9760 5070

Q & A

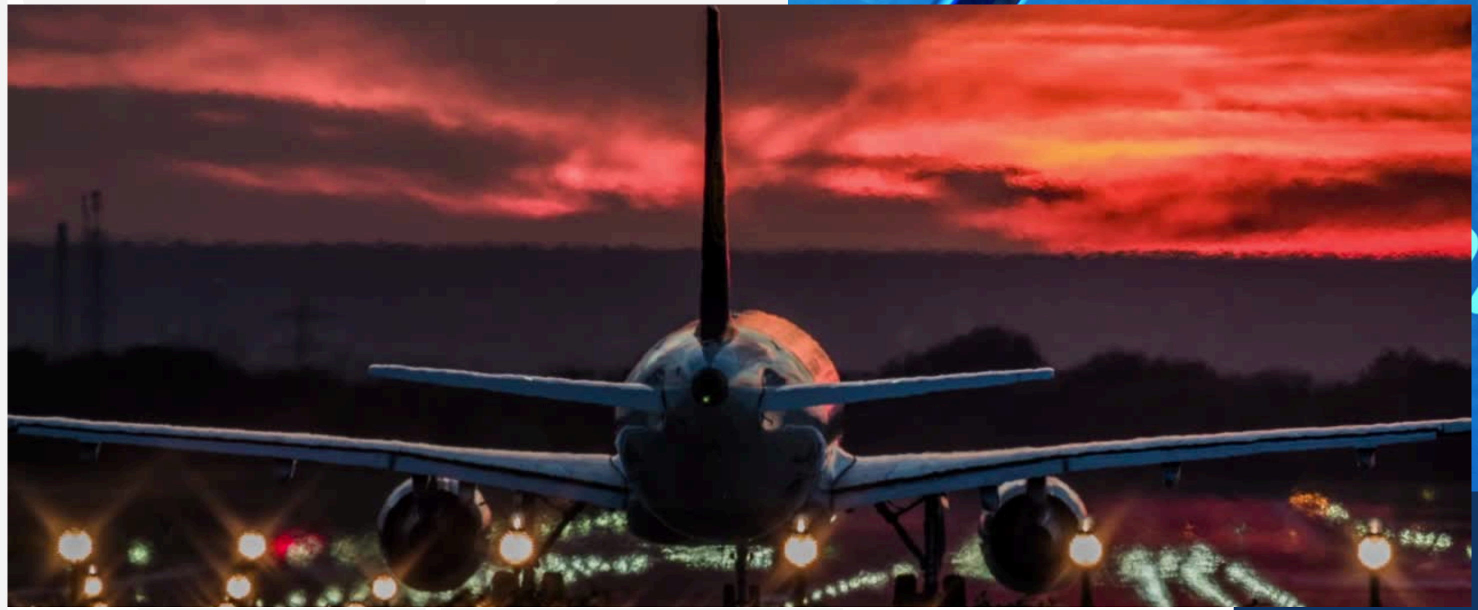
Questions?

Upcoming Training

Continue the Learning Journey (In-Person)

https://financialservices.fullerton.edu/training/

Mastering Concur and P-Card Reconciliation:
Thursday, May 8
10-11:30 am



Staying Connected
and Thank You

Academic Financial Services
AFS@Fullerton.edu

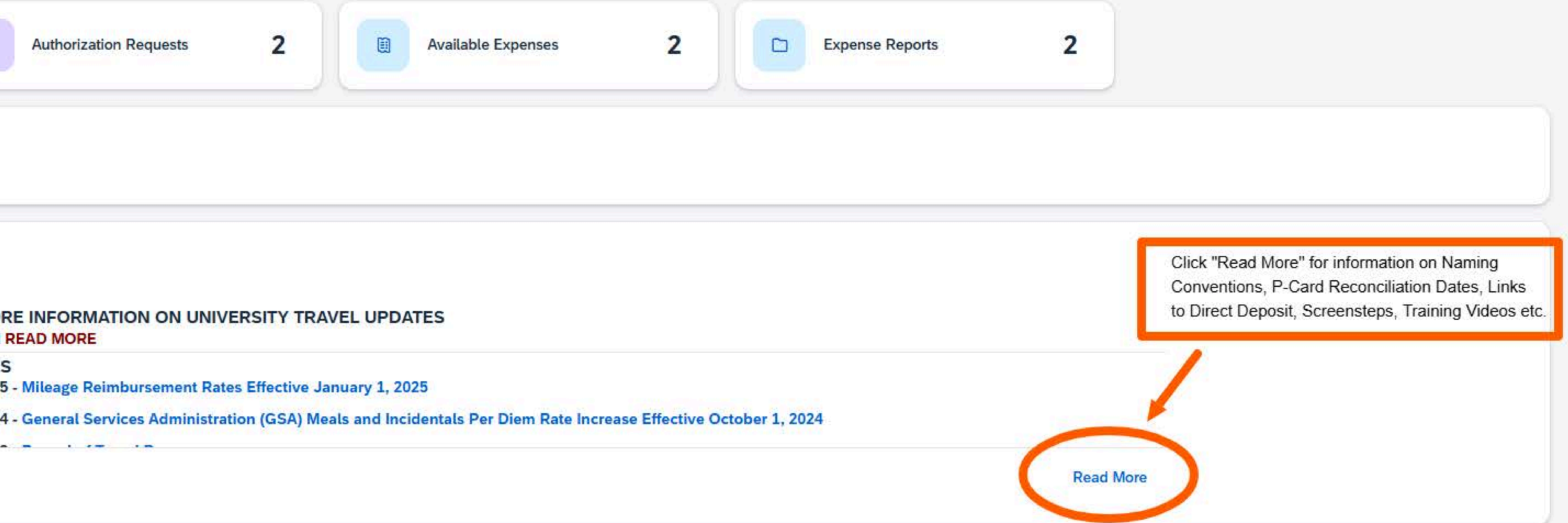
Contracts & Procurement
ebusiness@fullerton.edu
DL-C_and_P@fullerton.edu
Concur Technical Support
Concur@fullerton.edu

Additional Resources

- Different Fund Allocations and Adding Approvers
- Tips and Tricks to Save Time

Tips and Tricks *to Save Time*

"Read More" on the home screen give you a wealth of information in one place



Tips and Tricks *to Save Time*

Available Expenses

Available Expenses

Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

View: All Expenses

Upload Receipt | View | Edit | Delete | Combine Expenses | Move

Receipt	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount
	Pending Card Transaction	ExpenseIt	Lodging	HILTON GARDEN INN SANTA Santa Barbara, California	08/08/2024	$1,024.32
	P-Card Paid Travel by/for Others	ExpenseIt	Lodging	Palazzo Las Vegas, Nevada	03/19/2024	$1,034.01

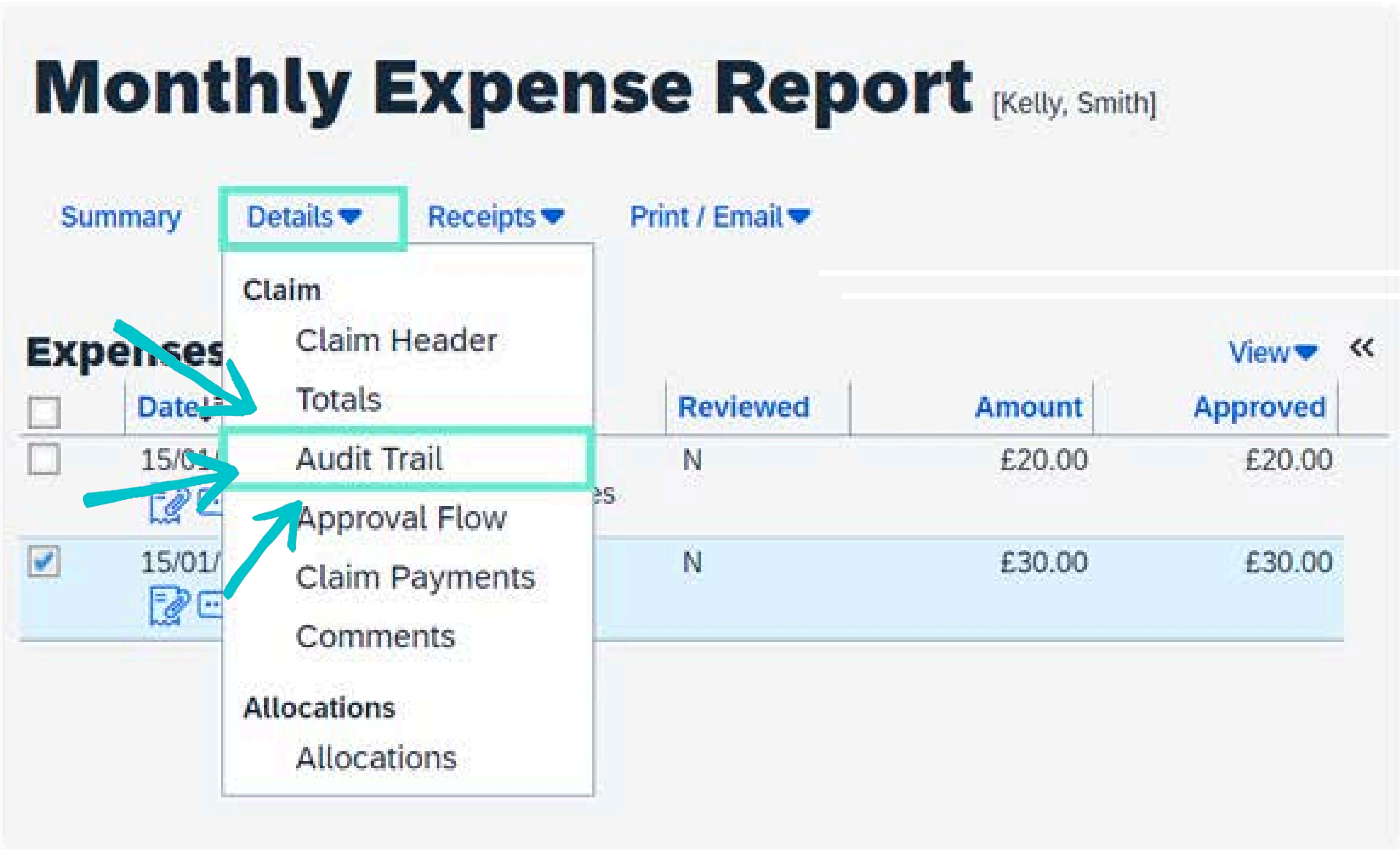
To find missing transactions: Card Transactions

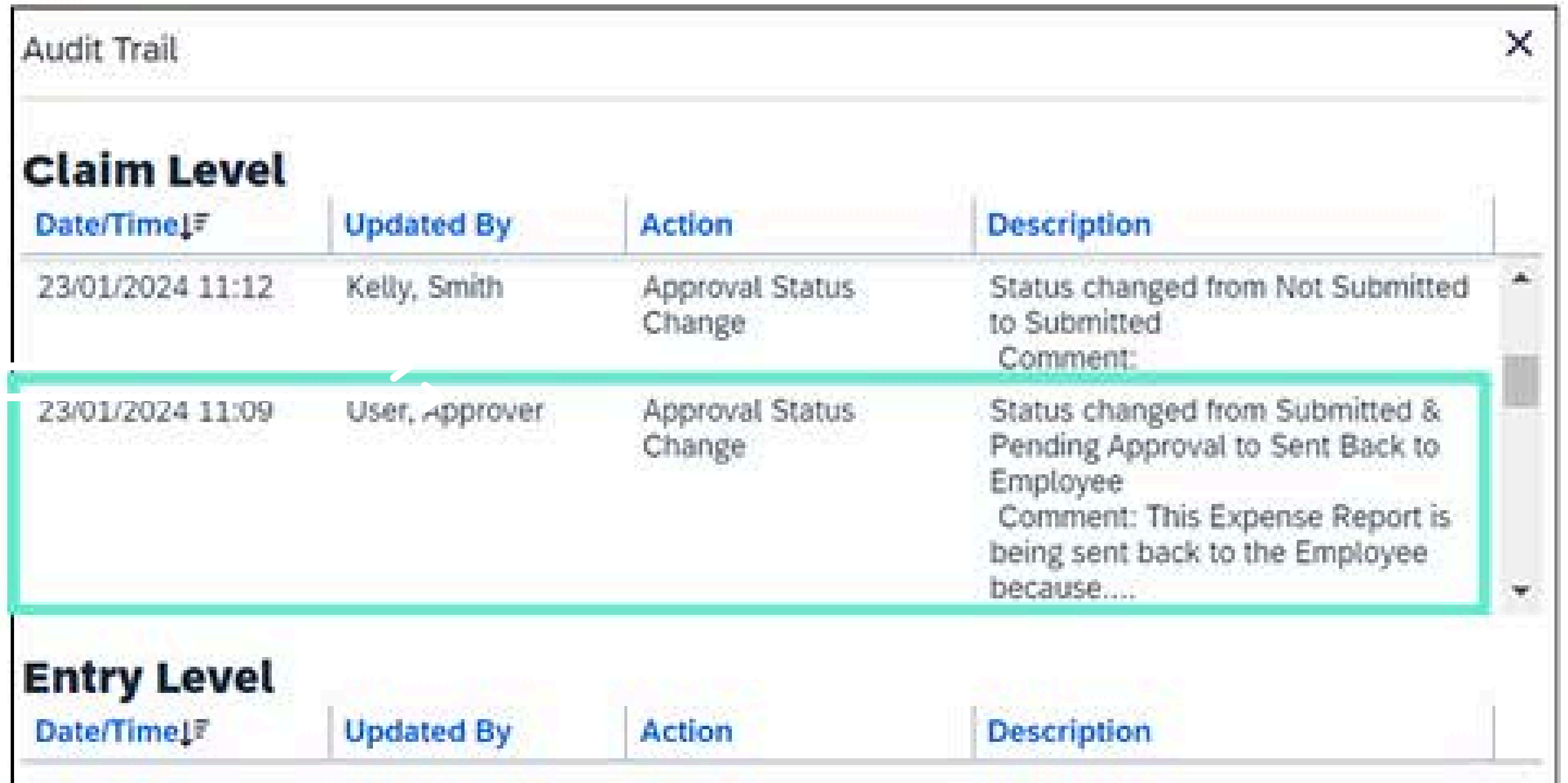
TIP: Start Early!

By adding available expenses to P-Card Reports you avoid the billing cycle notices on being delinquent.

Tips and Tricks ✳ *to Save Time*

Where's my Report? Real-Time Tracking



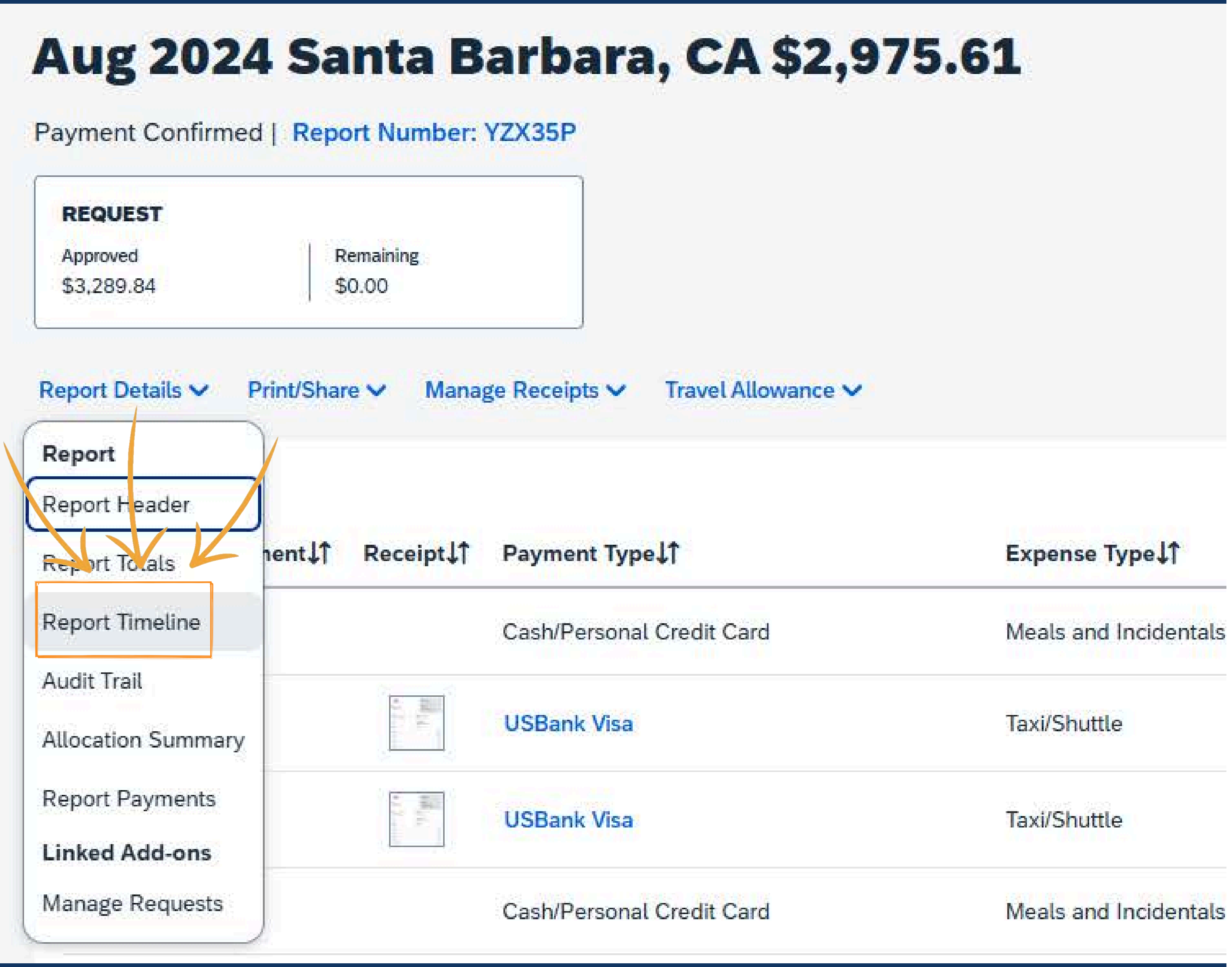


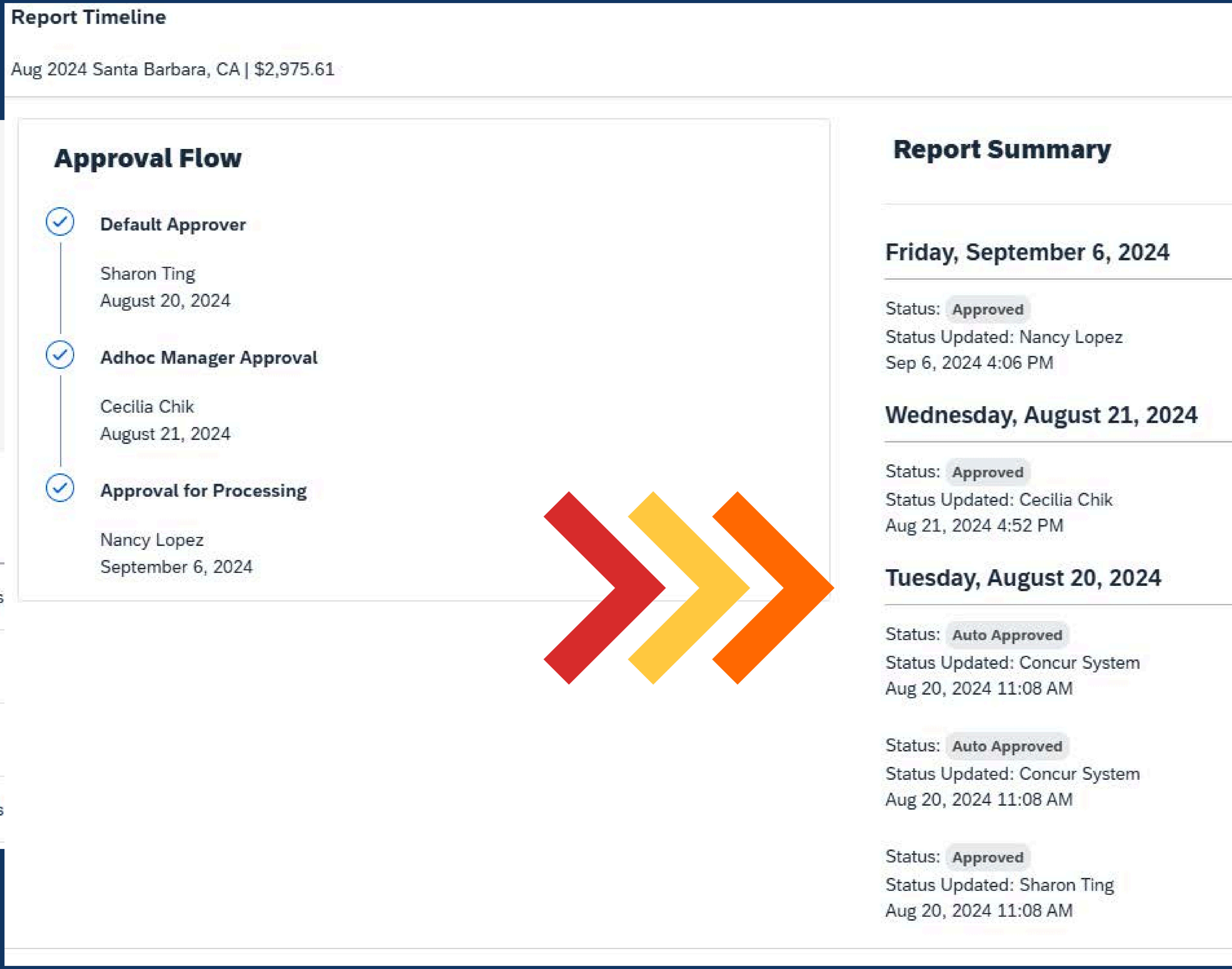
Check comments and actions taken

Processors can view the Audit Trail to view all the details within the Expense Report.

Tips and Tricks ✳ *to Save Time*

Report Timeline Who Approved?

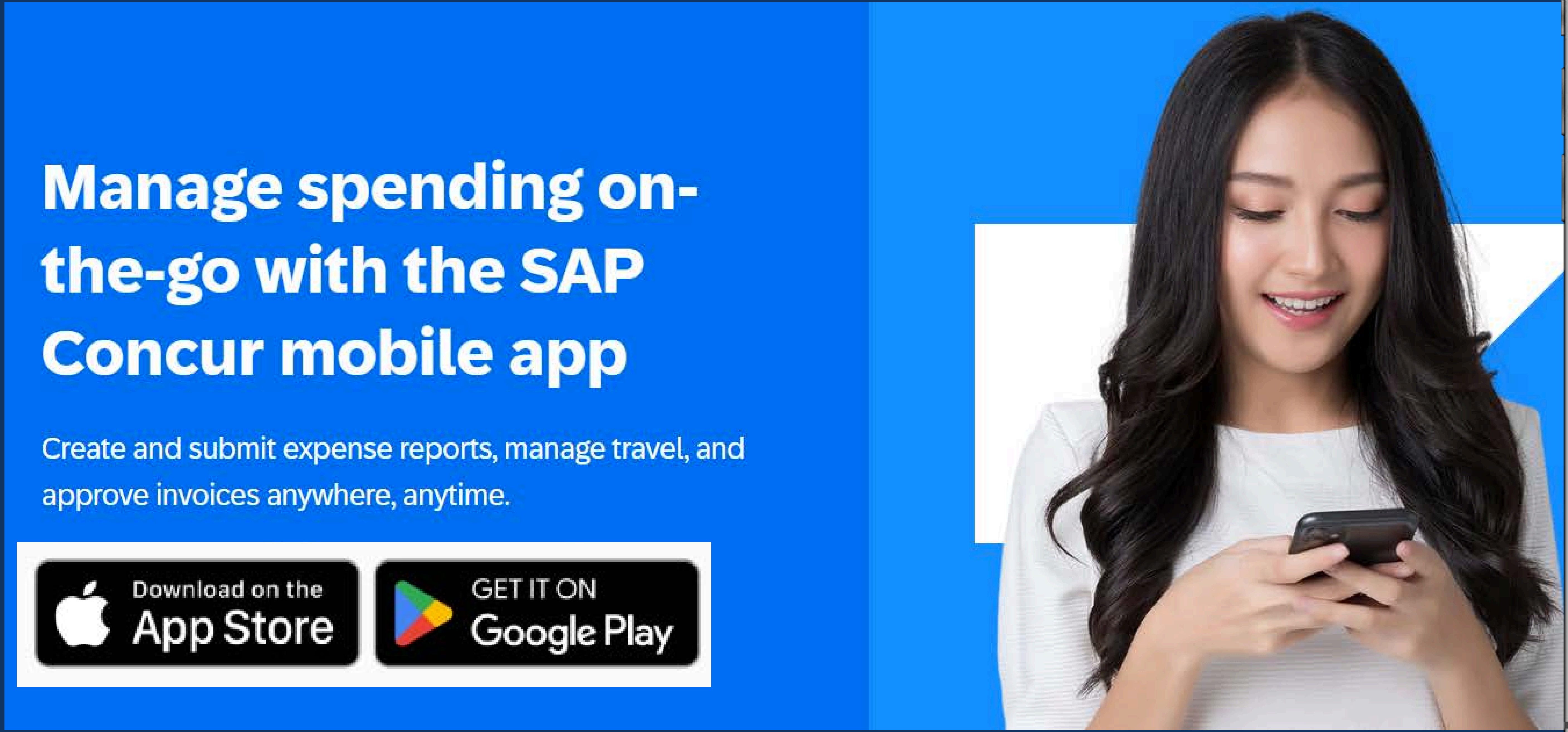




Tips and Tricks *to Save Time*

Concur Mobile App

SAP Concur



Tips and Tricks *to Save Time*

Alert Signs-Are a way of letting you know to double-check on an entry (This will not prevent you from submitting)

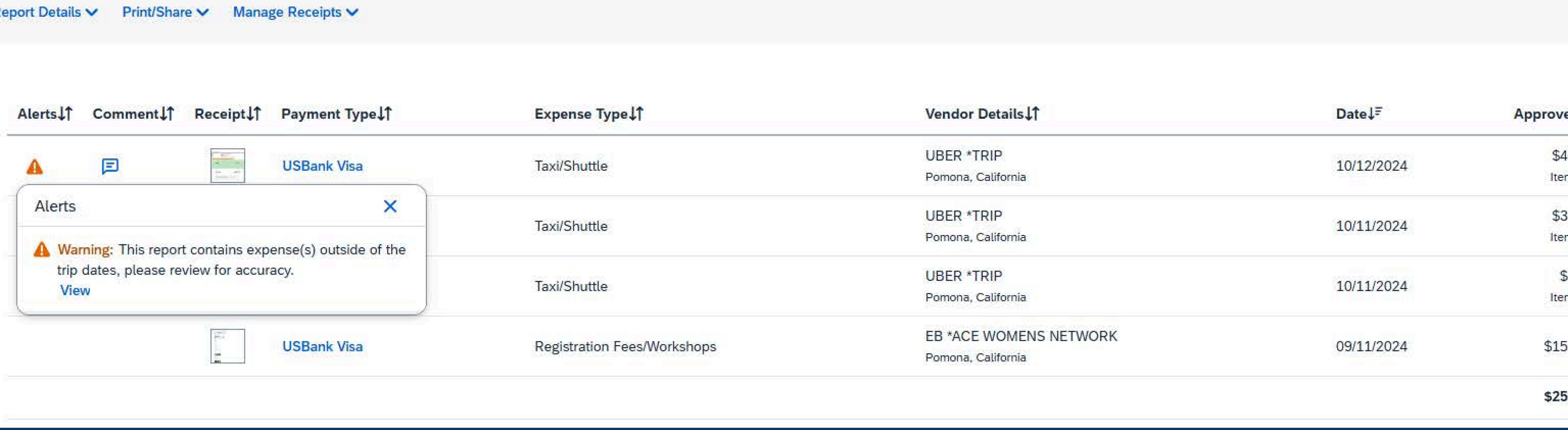
Exceptions must be resolved before submission. (All Exceptions must be cleared before submitting)

SAP Concur User Interface Icons

Icon	Name	Description
	Success	Indicates that all required approvals have been processed.
	Add	Indicates that the user can add a new item.
	Delete	Indicates the ability to delete an object.
	Exception	Indicates an exception must be resolved before submission.
	Question	Indicates a question that does not prevent submission.
	Information	Indicates an exception that does not prevent submission.
	Alert	Indicates an exception that does not prevent submission.
	Calendar	Indicates that the user can click the icon to access the calendar popup.
	View Image	Indicates that the user can click the icon to view an image.

Tips and Tricks
to Save Time

Alert Signs-Are a way of letting you know to double-check on an entry (This will not prevent you from submitting)



Tips and Tricks
to Save Time

Adding Comments help the approvers understand the warnings. (This will not prevent you from submitting, but helps speed up the process)

Sent for Payment | Report Number: OYX9UX

REQUEST

Approved	Remaining
$309.00	$0.00

Report Details ⌄ Print/Share ⌄ Manage Receipts ⌄

Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Approved
⚠			USBank Visa	Taxi/Shuttle	UBER *TRIP Pomona, California	10/12/2024	$49.92 Itemized
				Taxi/Shuttle	UBER *TRIP Pomona, California	10/11/2024	$37.94 Itemized
				Taxi/Shuttle	UBER *TRIP Pomona, California	10/11/2024	$5.00 Itemized
			USBank Visa	Registration Fees/Workshops	EB *ACE WOMENS NETWORK	09/11/2024	$159.00

Comments: 1

Return Trip was completed on 10/11/24, however, this posting date is on 10/12/24.

Bonnie Li Victorino 10/16/2024