How to reconcile a p-card in Concur

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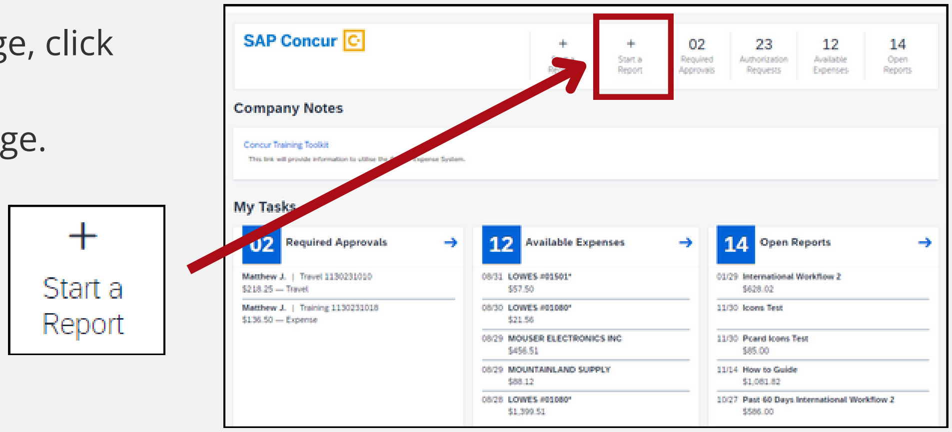
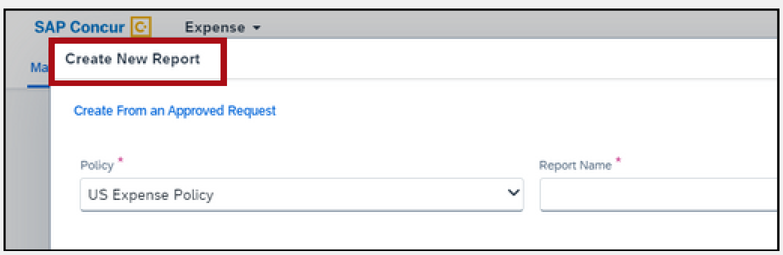
Create a p-card reconciliation

There are 2 ways to create a p-card reconciliation: from the Concur home page or the manage expense screen.

Option 1: Start your reconciliation from the Concur home page

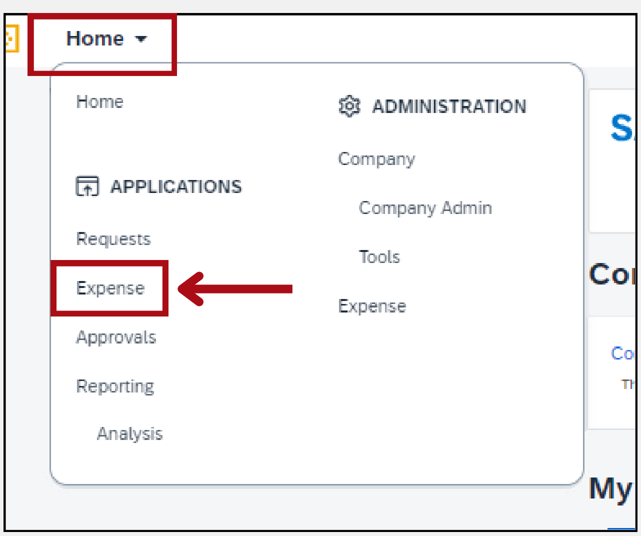
From the home page, click **Start a Report** at the top of the page.





You'll see a window labeled Create New Report. This is the report header. Go to [page 4](#) to learn how to fill it in.

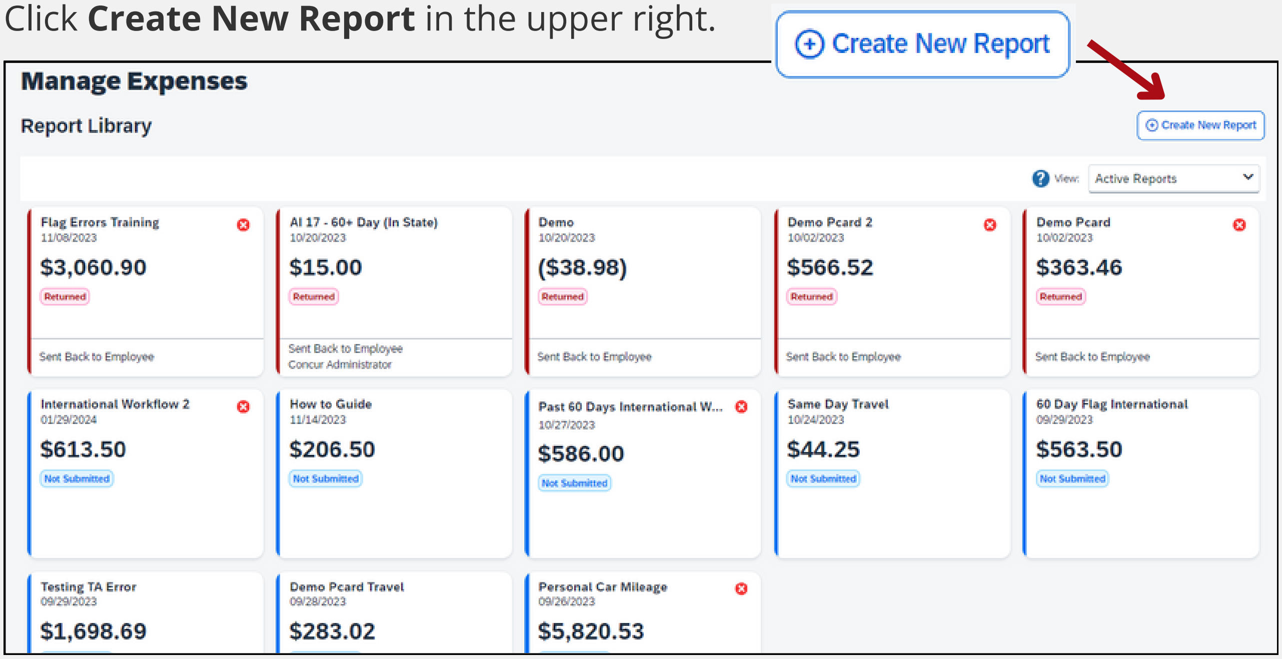
Option 2: Start your reconciliation from the manage expenses screen

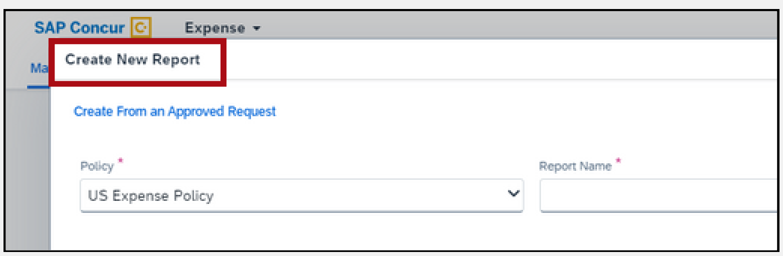


From the home page, click the **Home** drop-down menu in the upper-left corner.

Click **Expense.**

Click **Create New Report** in the upper right.

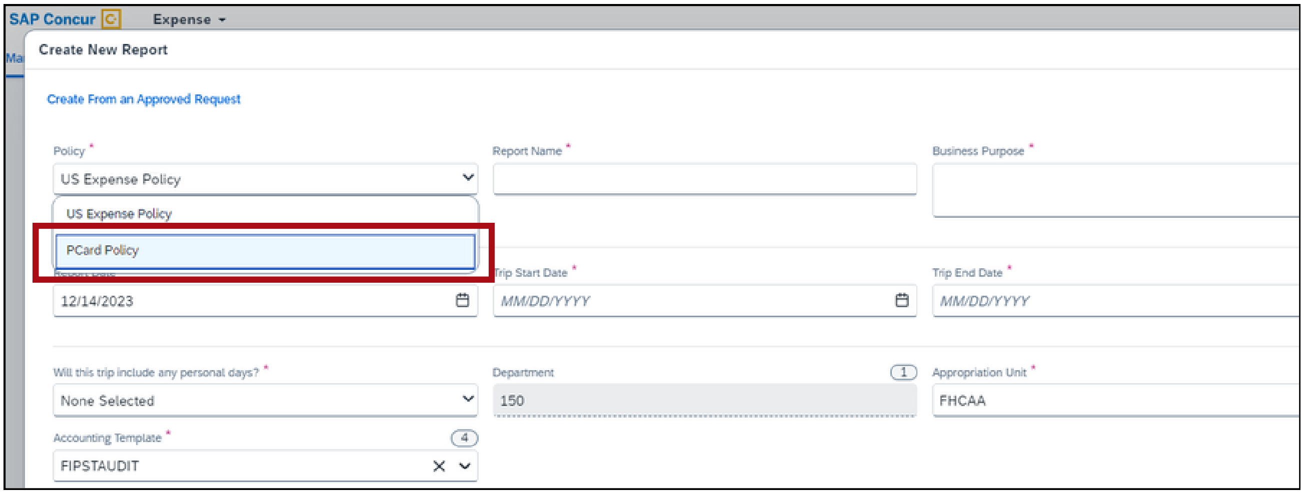




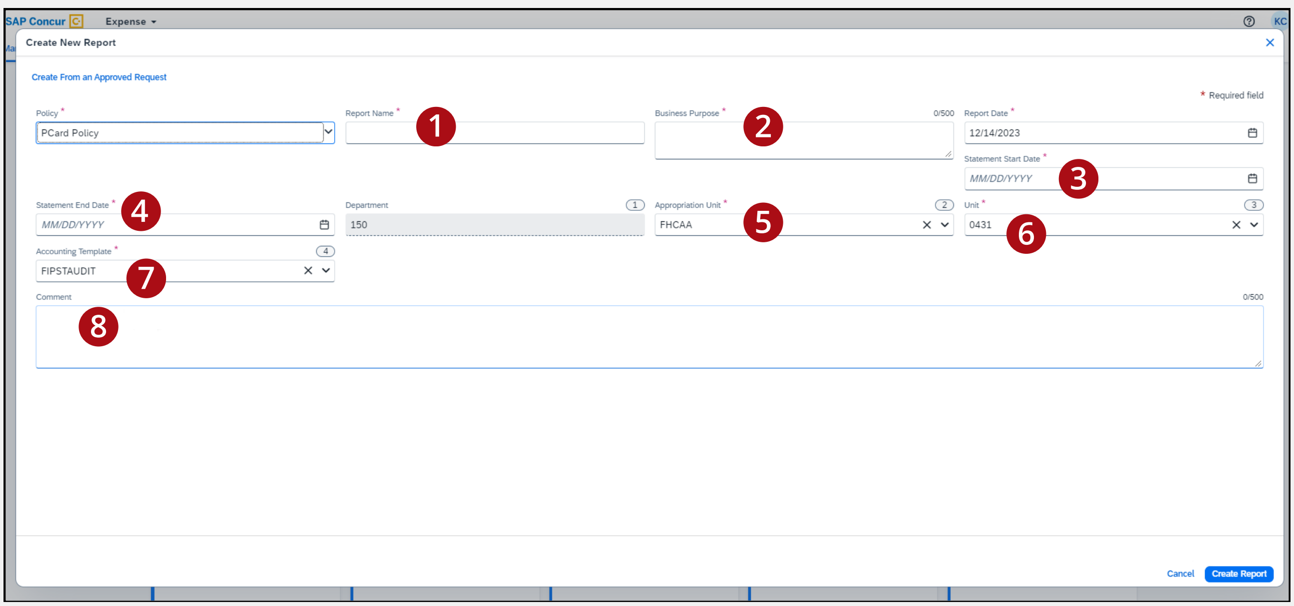
You'll see a window labeled Create New Report. This is the report header. Go to page 4 to learn how to fill it in.

Fill in the report header

From the **Policy** drop-down menu, select **PCard Policy**.



Fill in the rest of the fields.



1. In the **Report Name** field, name the report. Follow your agency's guidance on how to name reports.

2. In the **Business Purpose** field, write your business purpose. For example, "Purchased office supplies, software, and personal protective equipment for the department."

3. In the **Statement Start Date** field, enter the date of the first transaction that will be reconciled.

4. In the **Statement End Date** field, enter the date of the last transaction that will be reconciled.

5. From the **Appropriation Unit** drop-down menu, select the correct coding. Only change this if the default coding is not covering the expected expenses. Ask your supervisor if you're not sure.

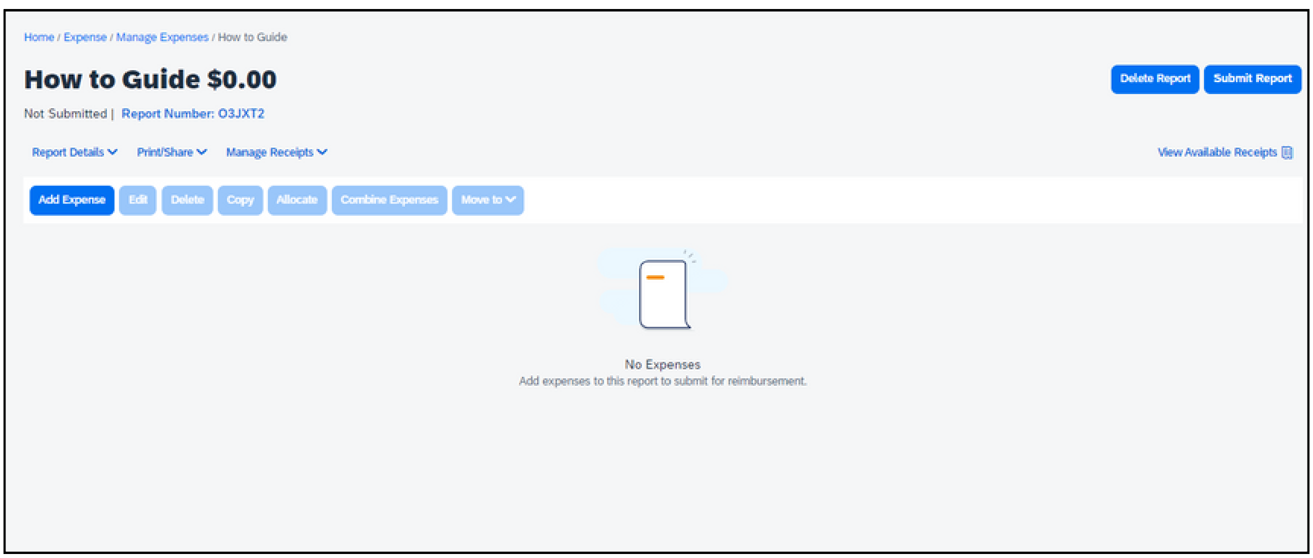
6. From the **Unit** drop-down menu, select the correct code. Only change this if the default coding is not covering the expected expenses. Ask your supervisor if you're not sure.

7. From the **Accounting Template** drop-down menu, select the correct template. Only change this if the default coding is not covering the expected expenses. Ask your supervisor if you're not sure.

8. In the **Comment** field, write any comments you'd like the approvers to see. This is field is optional. Follow your agency's guidance for how to fill in the Comment field.

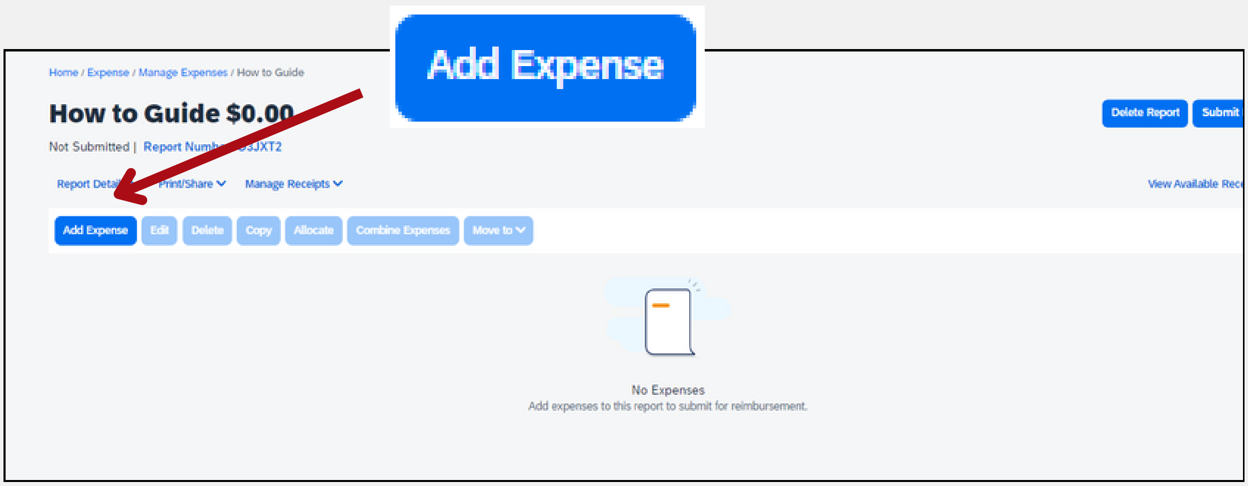
When you've filled in all the fields, click the blue button **Create Report** in the bottom-right corner.

You'll see the Add Expense screen. Now you can add your p-card expenses. Go to page 6 to learn how.

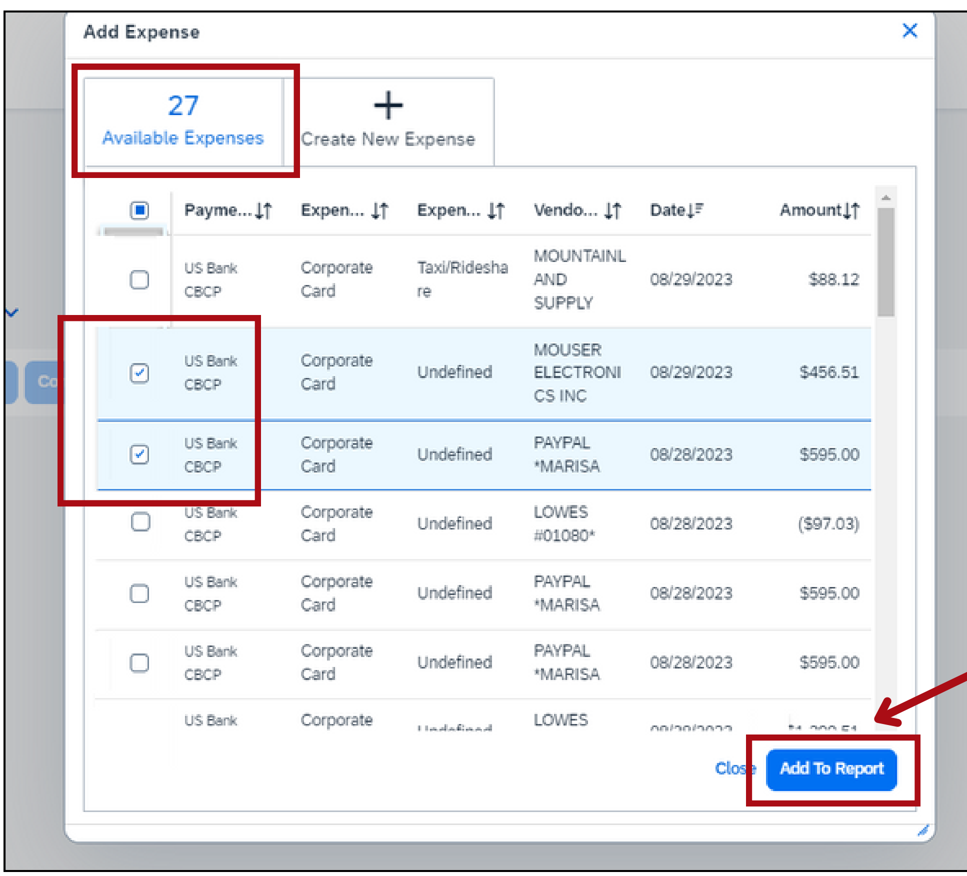


Add your p-card expenses

From the Add Expense screen, click the blue button **Add Expense**.

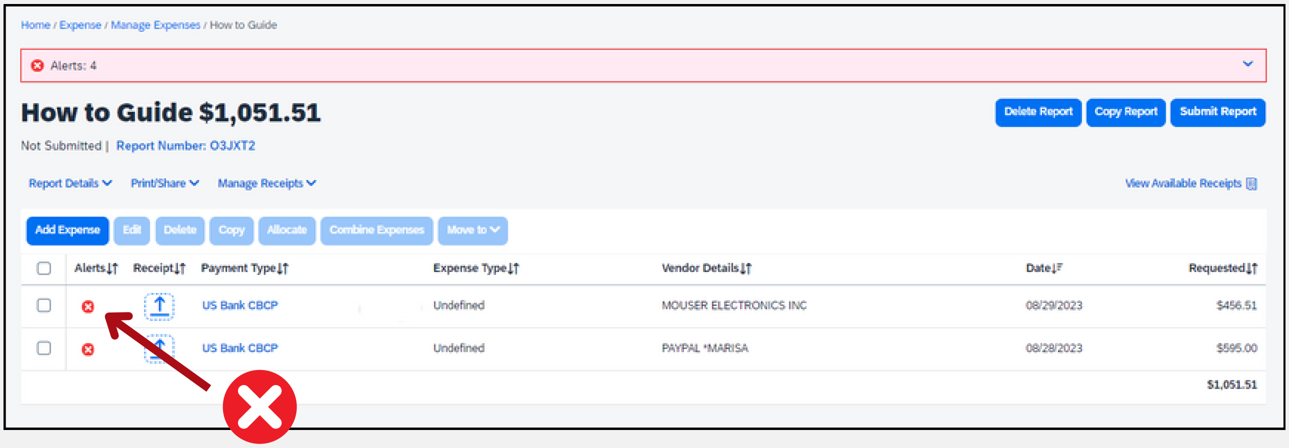


Click the **Available Expenses** tab and then select the expenses you want to add to your reconciliation.

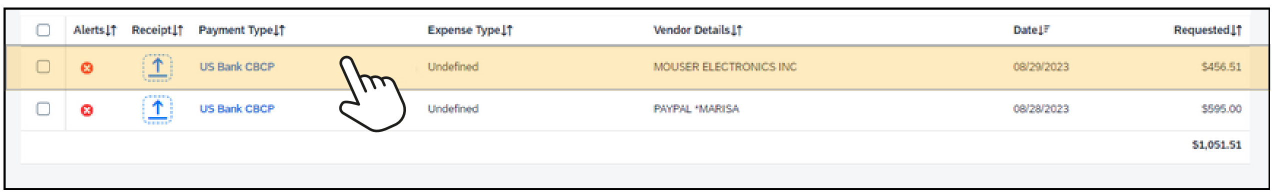


Click the blue button **Add to Report** in the bottom right.

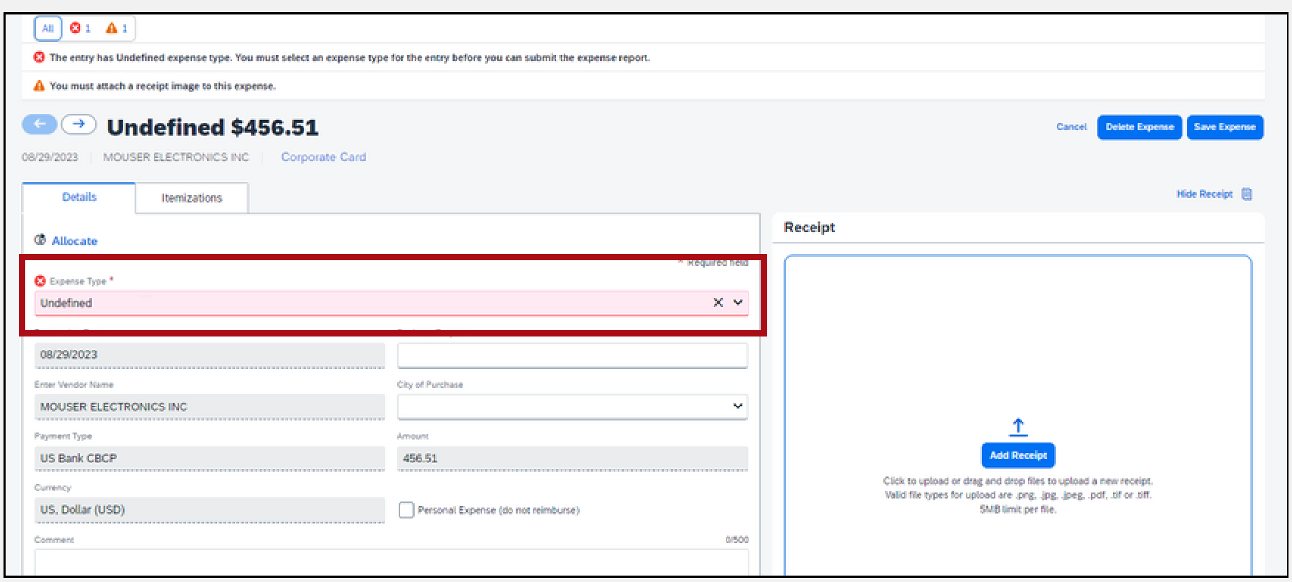
The expenses are added but have red x icons next to them, which means there are errors. You need to add more details to the expenses to fix the errors.



Click anywhere on the expense line to open the data entry screen.

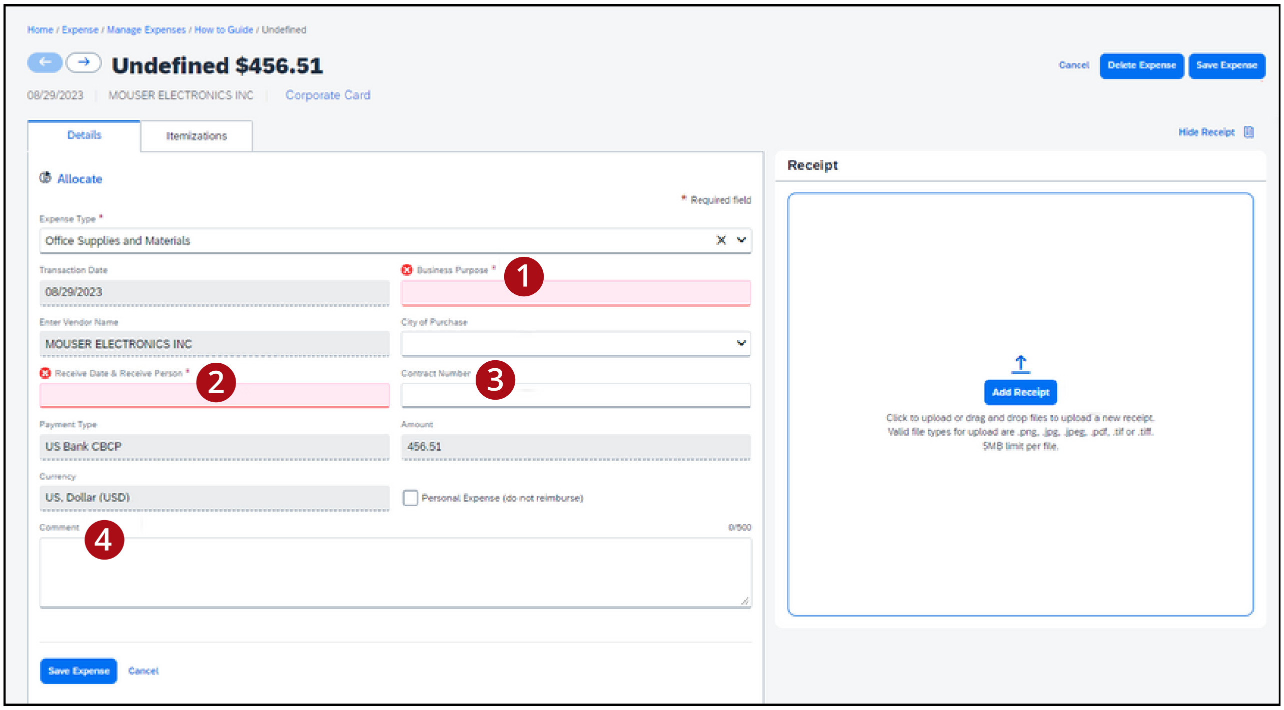


Under **Expense Type**, select the correct expense from the drop-down menu. For this example, we'll select **Office Supplies and Materials**.



Make sure you choose the correct expense type when you add an expense to your p-card reconciliation. If the expense type isn’t correct, it will have the wrong object code when it’s uploaded to the state’s accounting system. If you’re not sure what expense type to choose, ask your supervisor.

Fill in the rest of the fields.



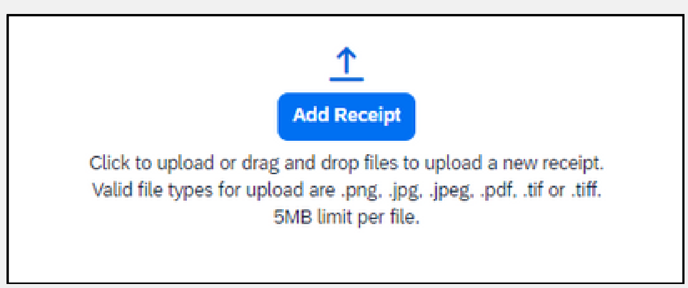
1. In the **Business Purpose** field, write the reason your made this purchase.

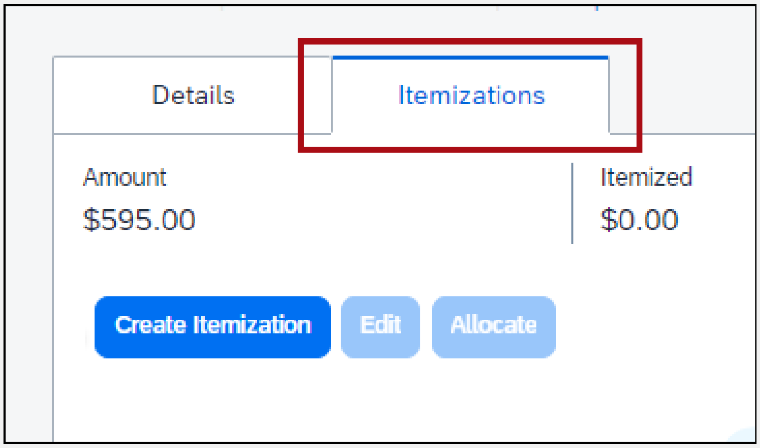
2. In the **Receive Date & Receive Person** field, enter the date the item was received at the office and the person who received the item.

3. If the state has a contract with the vendor, enter the contract number in the **Contract Number** field.

4. In the **Comment** field, write any comments you’d like the approvers to see. This is field is optional. Follow your agency’s guidance for how to fill in the Comment field.

Add the receipt.
Go to page 11 to learn how.





Itemize the expense if items on the receipt have different expense types.

For example, if you bought office supplies and personal protective equipment at the same time, you need to itemize the expense.

Go to page 15 to learn how.

Allocate the expense if it needs to be assigned to multiple accounting templates.

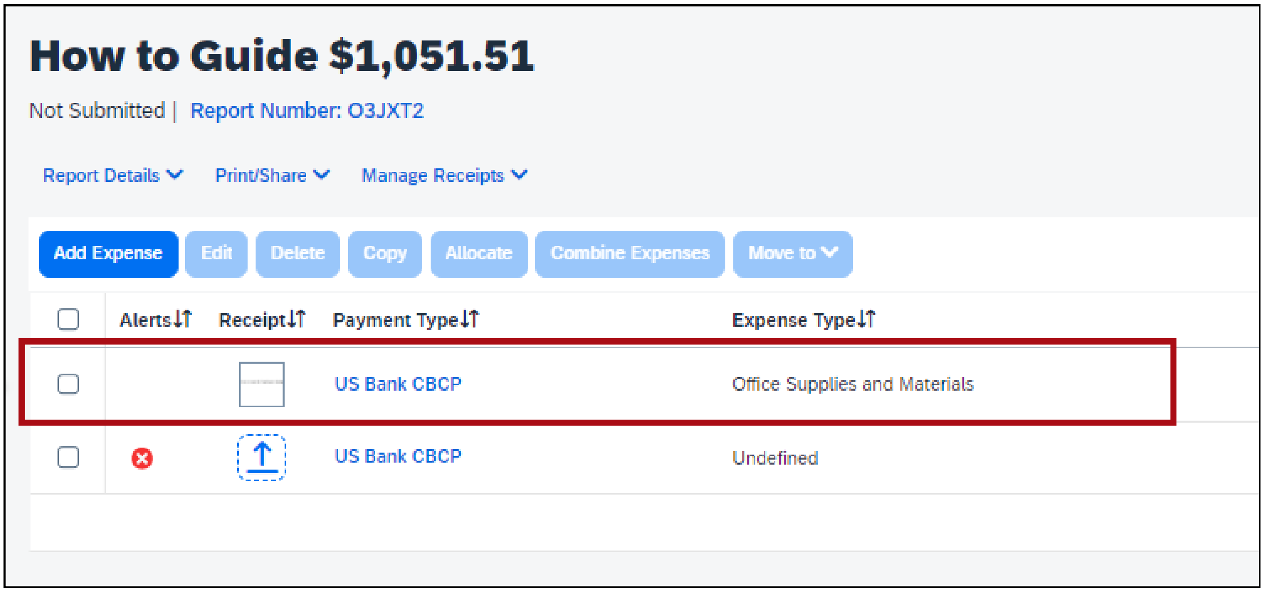
For example, if the expense needs to be divided between 2 divisions, you need to allocate the expense.

template Go to page 20 to learn how.

When the expense is complete, click **Save Expense**.

You can click **Save and Add Another** if you need to add another expense to your p-card reconciliation.

Back at the Add Expense screen, you'll see the error is gone and the expense is now labeled correctly. The square icon shows that a receipt is attached. Repeat the same steps with all your expenses.



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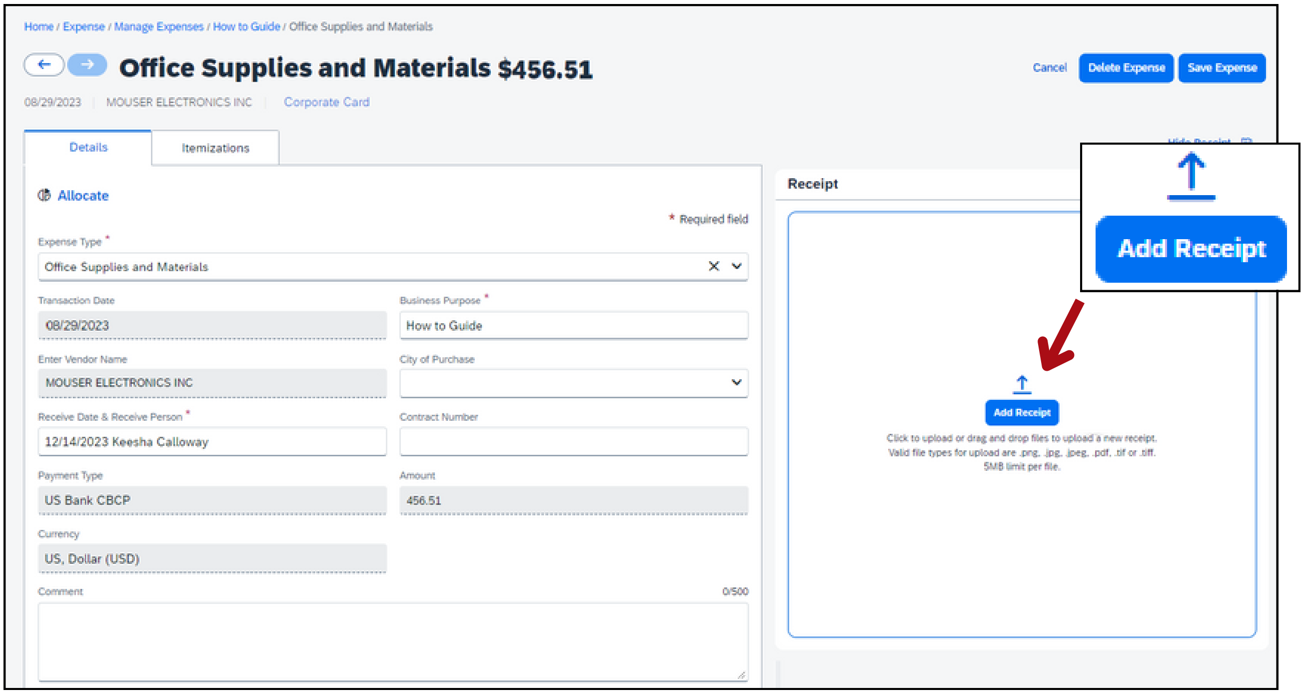
How to attach a receipt

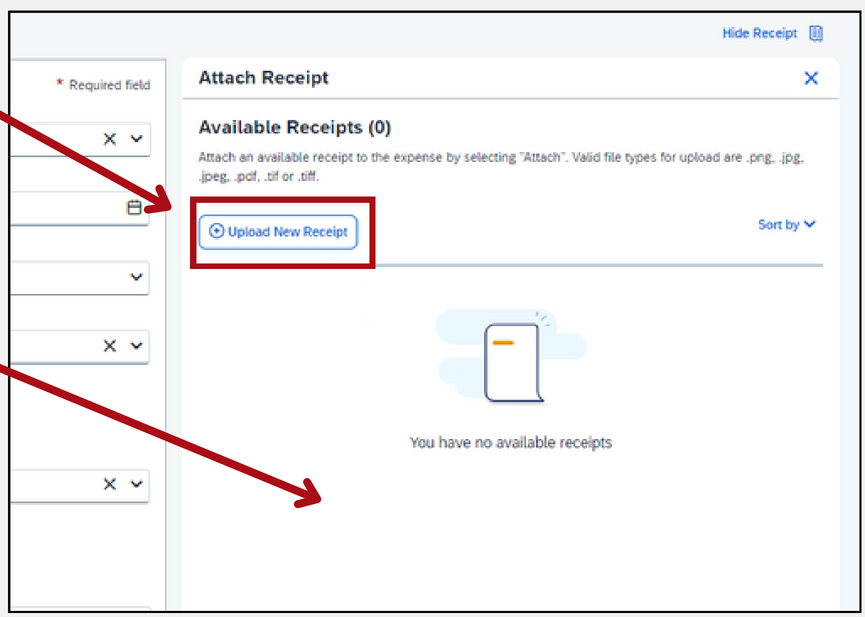
You need to attach an itemized receipt to each expense in your p-card reconciliation. If you don’t have an itemized receipt, see page 13 to learn how to use the missing receipt affidavit.

After adding the expense details, click the blue button **Add Receipt**.

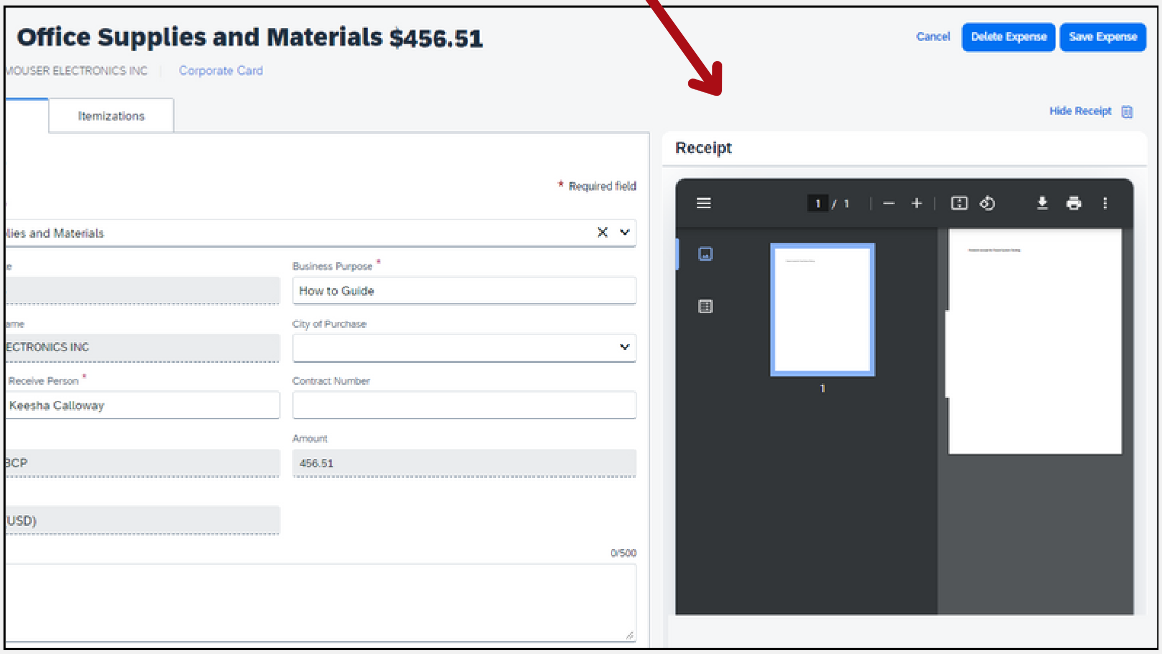


Click the button **Upload New Receipt** to browse your files for the image.

Or drag and drop the image into the blank space under the button.

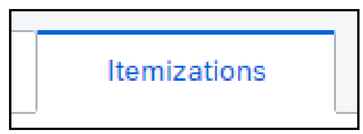


When the receipt is attached, you'll see it displayed in the **Receipt** box.

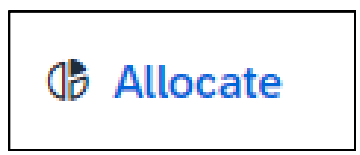


After you attach the receipt, itemize or allocate the expense if you need to.

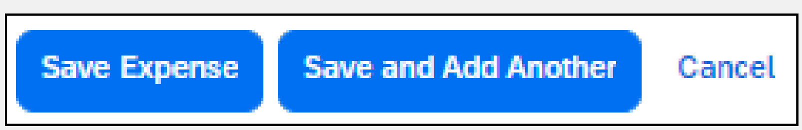
If items on a receipt have different expense types, you need to itemize the expense. Go to [page 15](#) to learn how.



If an expense needs to be assigned to multiple accounting templates, you need to allocate the expense. Go to [page 20](#) to learn how.



If this expense is complete, click **Save Expense**.



You can click **Save and Add Another** if you need to add another expense to your p-card reconciliation.

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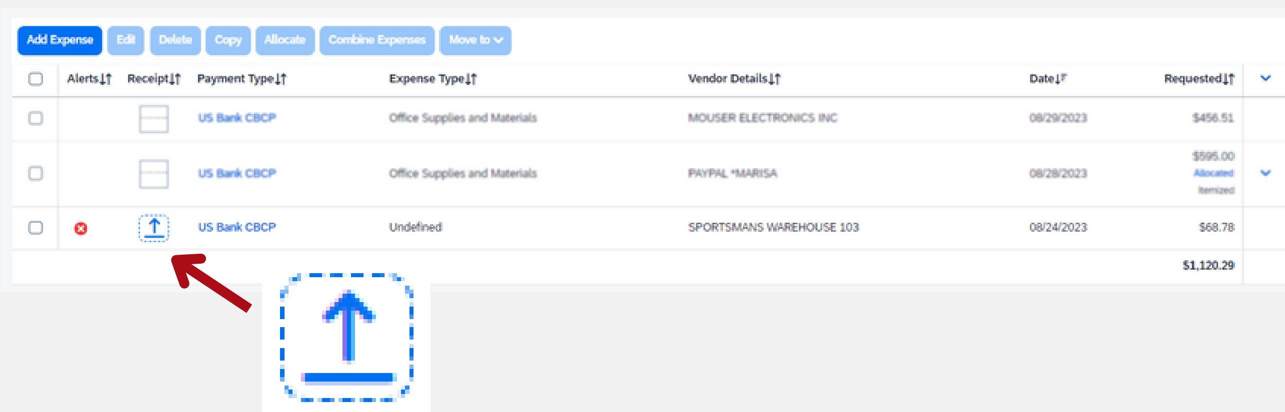
How to use the missing receipt affidavit

If you don't have an itemized receipt to attach to your expense, you need to use the missing receipt affidavit.

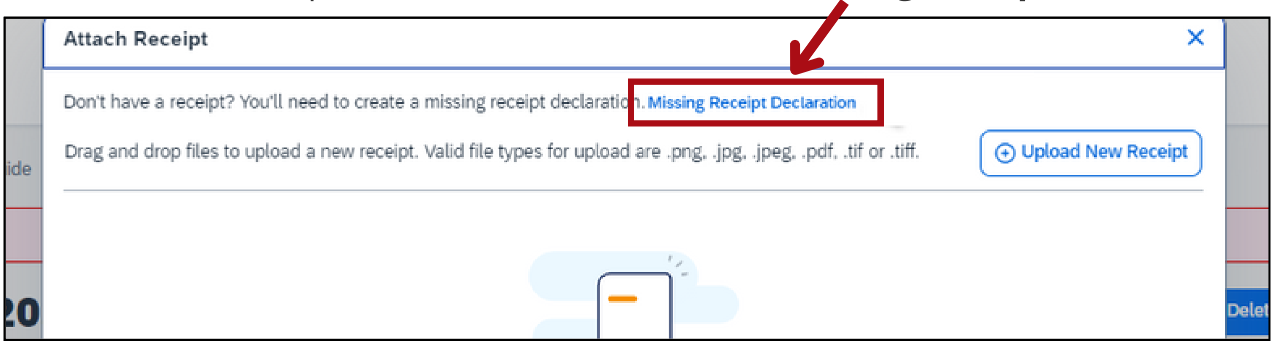
You shouldn't use the missing receipt affidavit very often. Try to get a copy of your receipt from the company if you can.

We don't allow the missing receipt affidavit to be used for lodging, airfare, or rental cars. If you don't have your receipt for any of those expenses, contact the company to get a copy.

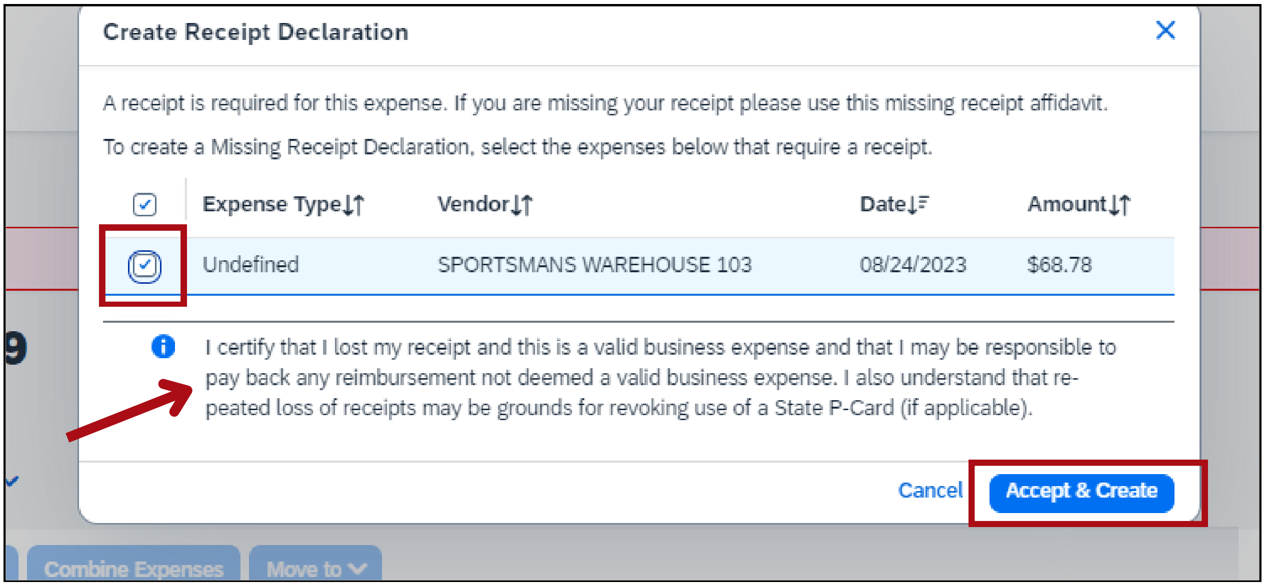
In the Add Expense screen, expenses that need a receipt are marked with the attach receipt icon, which is a blue square with an arrow inside. Click the **attach receipt icon**.



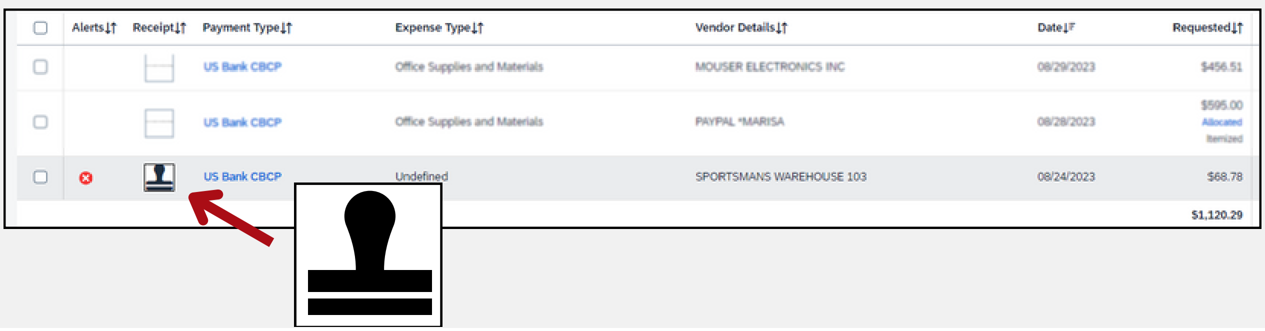
In the Attach Receipt window, click the blue text **Missing Receipt Declaration**.



Select the expense that you don't have a receipt for, read the statement, and click **Accept & Create**.



You're back at the Add Expense screen, and the attach receipt icon has changed into the missing receipt icon, which is a black stamp.



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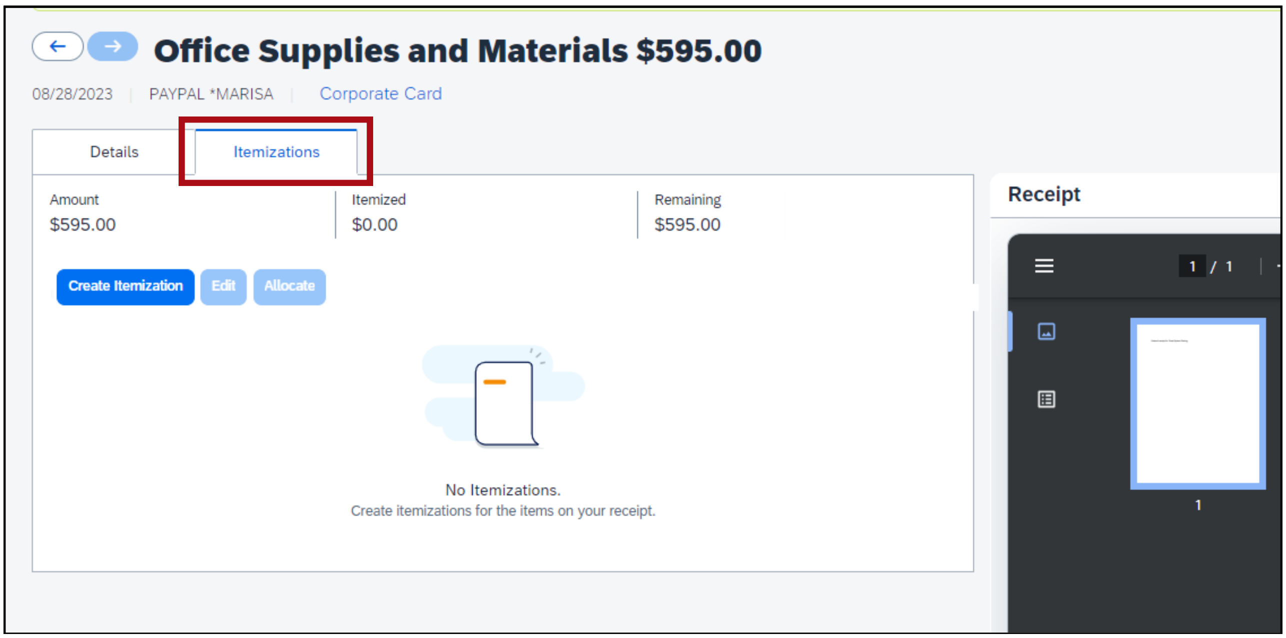
How to itemize an expense

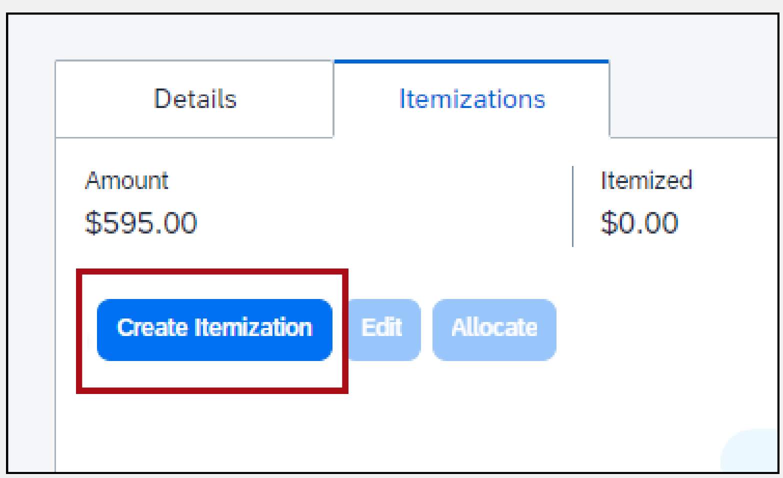
If items on a receipt have different expense types, you need to itemize the expense.

For example, if you bought office supplies and personal protective equipment at the same time, you need to itemize the expense to make sure the cost of each item is recorded correctly when it's uploaded to the state's accounting software.

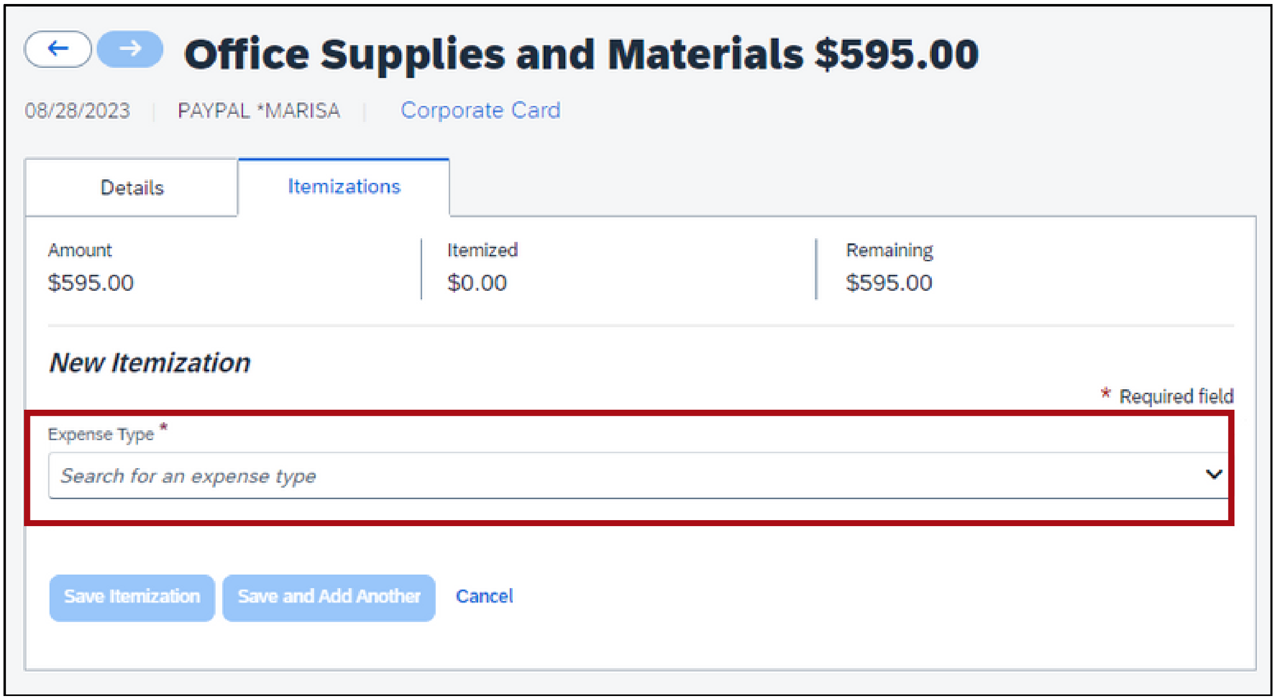
In the data entry screen for the expense, click the **Itemizations** tab.



Click **Create Itemization**.



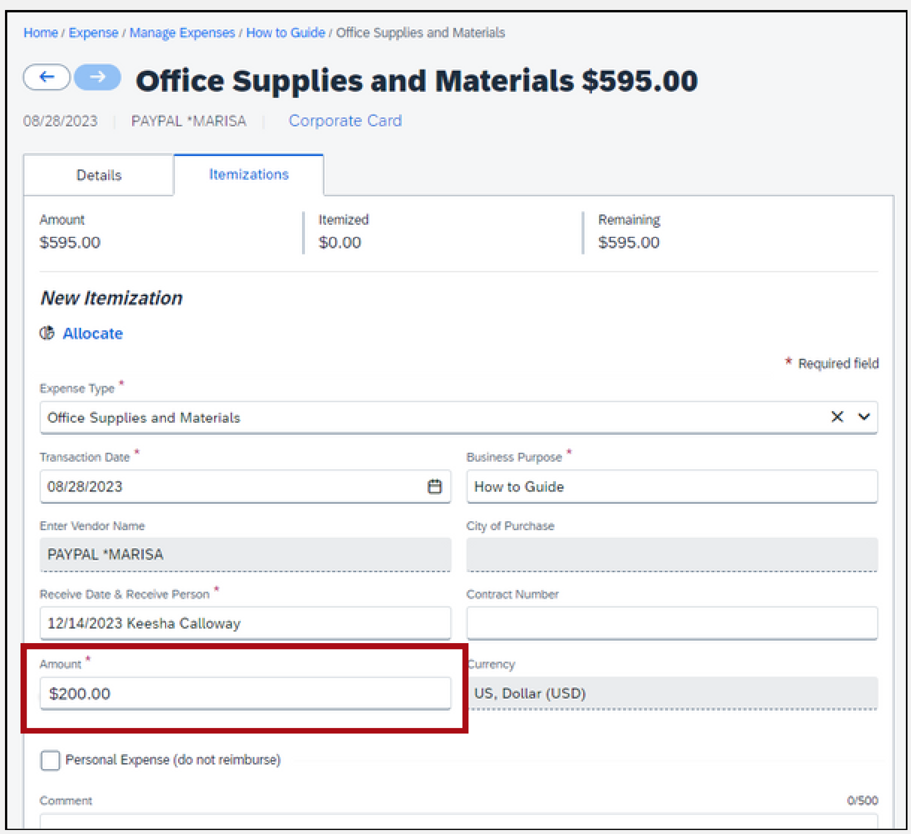
From the **Expense Type** drop-down menu, select the correct expense type for the first item on your receipt. For this example, we'll select **Office Supplies and Materials**.



Most fields are filled in automatically. You can change any information if you need to.

In the **Amount** field, enter the total cost of all the items on the receipt that count as office supplies and materials.

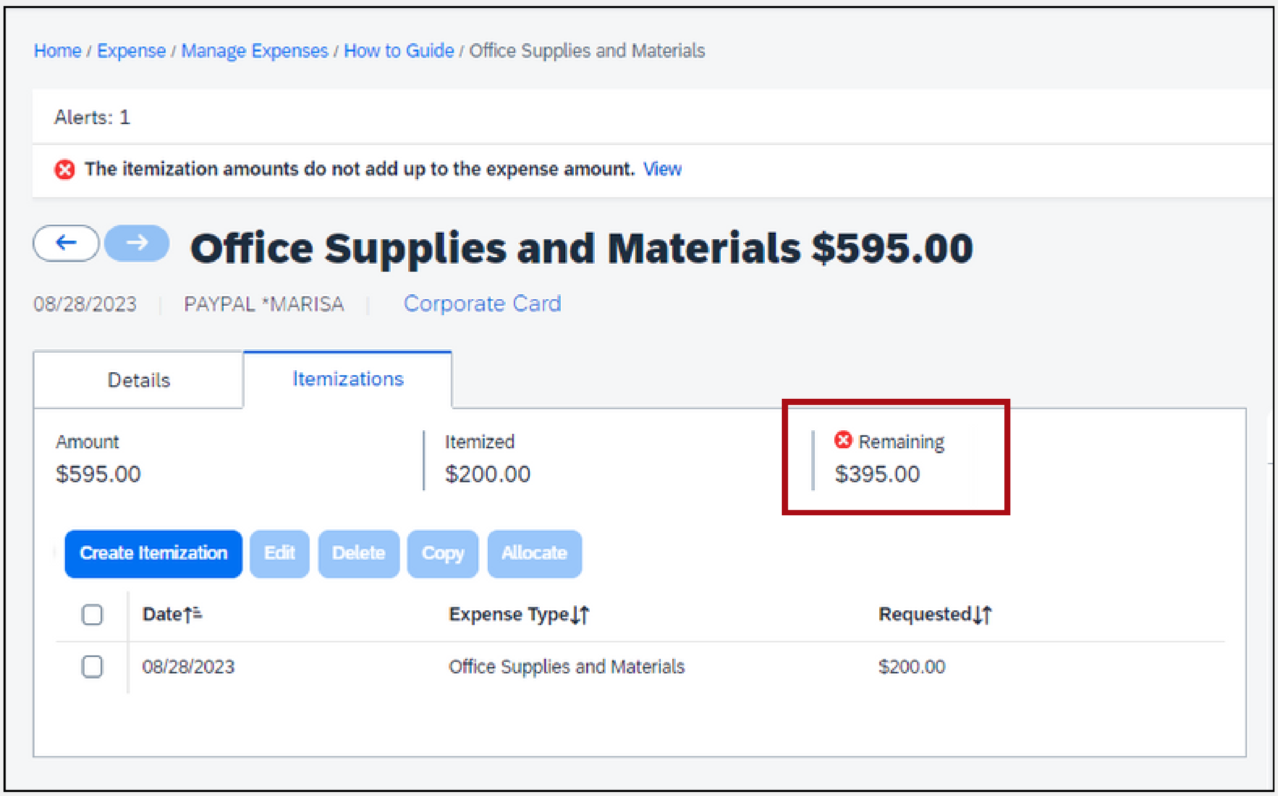
For this example, we'll enter $200.



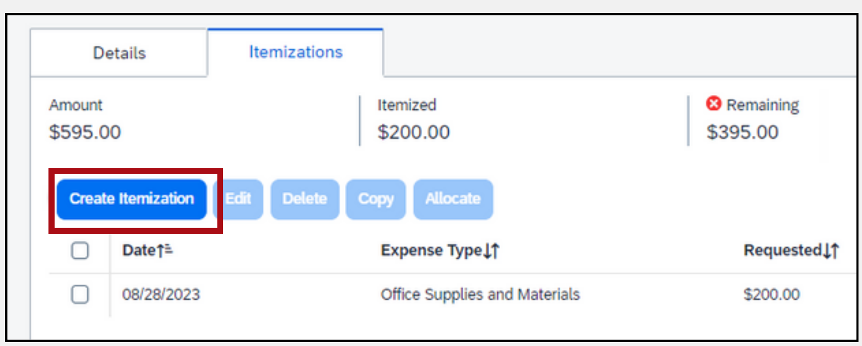
If there's any sales tax, add it to one of the itemizations—it doesn't matter which one. For example, if the receipt shows $7.56 in sales tax and your first itemization is $25, add the sales tax to that amount. So you would enter $32.56 in the **Amount** field.

Click the blue button **Save Itemization** in the upper-right corner.

The itemization is added! The remaining balance of the receipt is marked with a red x icon. You need to itemize the other items on the receipt until the remaining balance is 0.

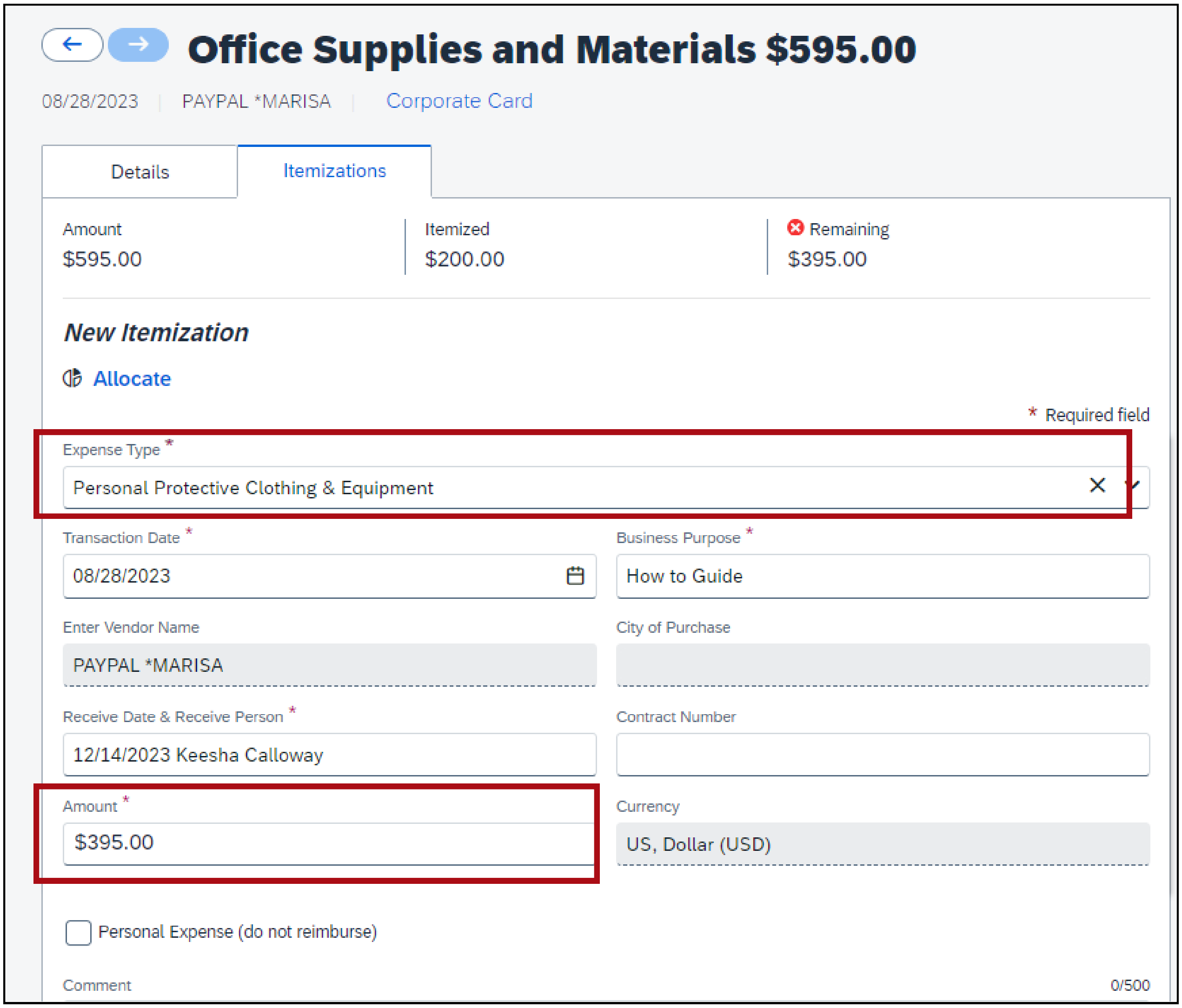


To add another itemization, click **Create Itemization**.

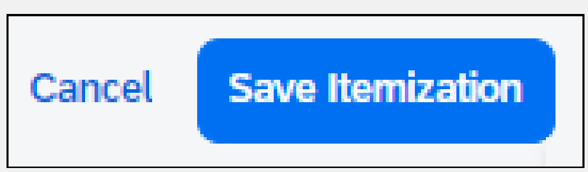


From the **Expense Type** drop-down menu, select the correct expense type for the next item on your receipt. For this example, we'll select **Personal Protective Clothing & Equipment**.

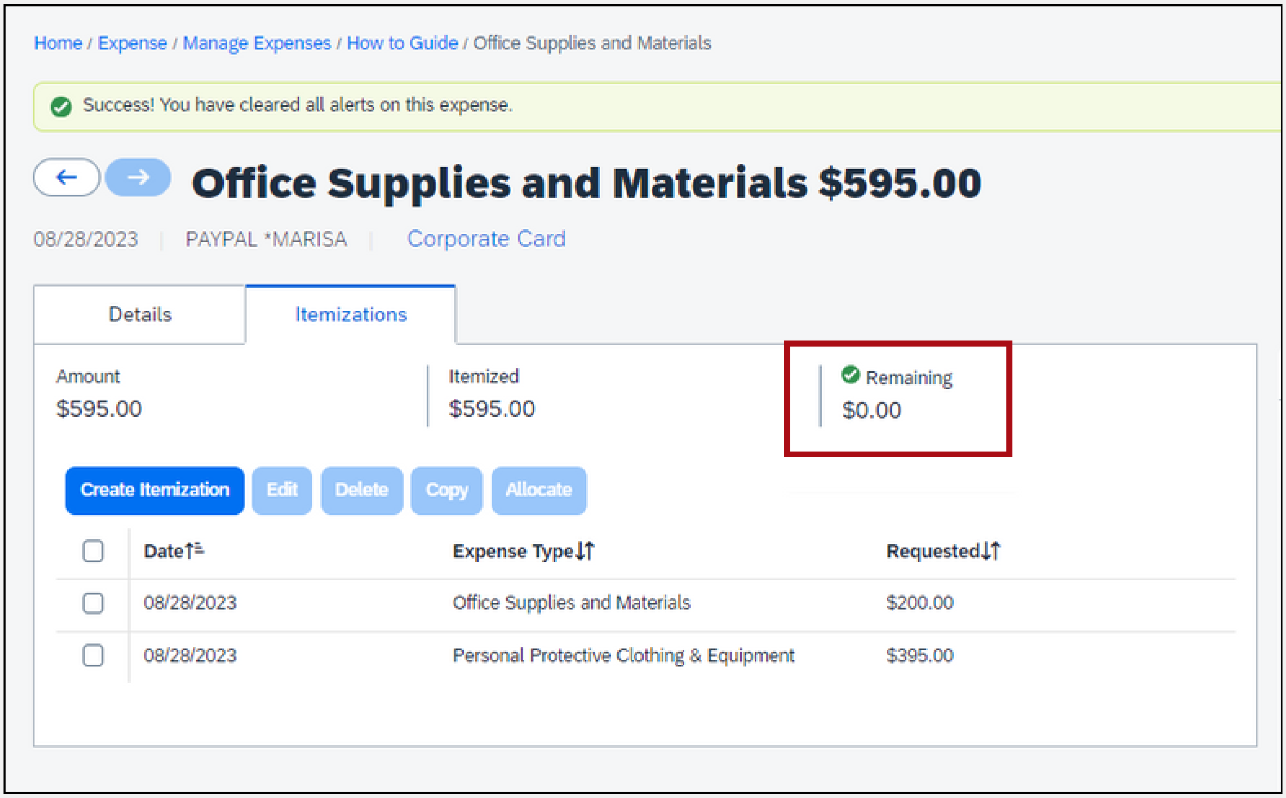
In the **Amount** field, enter the total cost of all the items on the receipt that count as personal protective clothing and equipment. For this example, we'll enter $395.



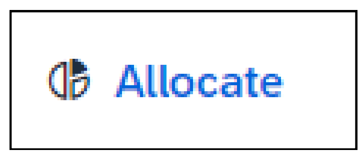
Click the blue button **Save Itemization** in the upper-right corner.



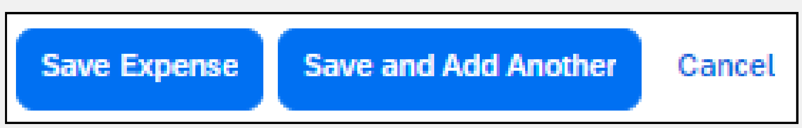
The itemization is added! When everything is itemized correctly, you'll see a green check mark with a remaining balance of $0.00.



If an expense needs to be assigned to multiple accounting templates, you need to allocate the expense. Go to page 20 to learn how.



If this expense is complete, click **Save Expense**.



You can click **Save and Add Another** if you need to add another expense to your p-card reconciliation.

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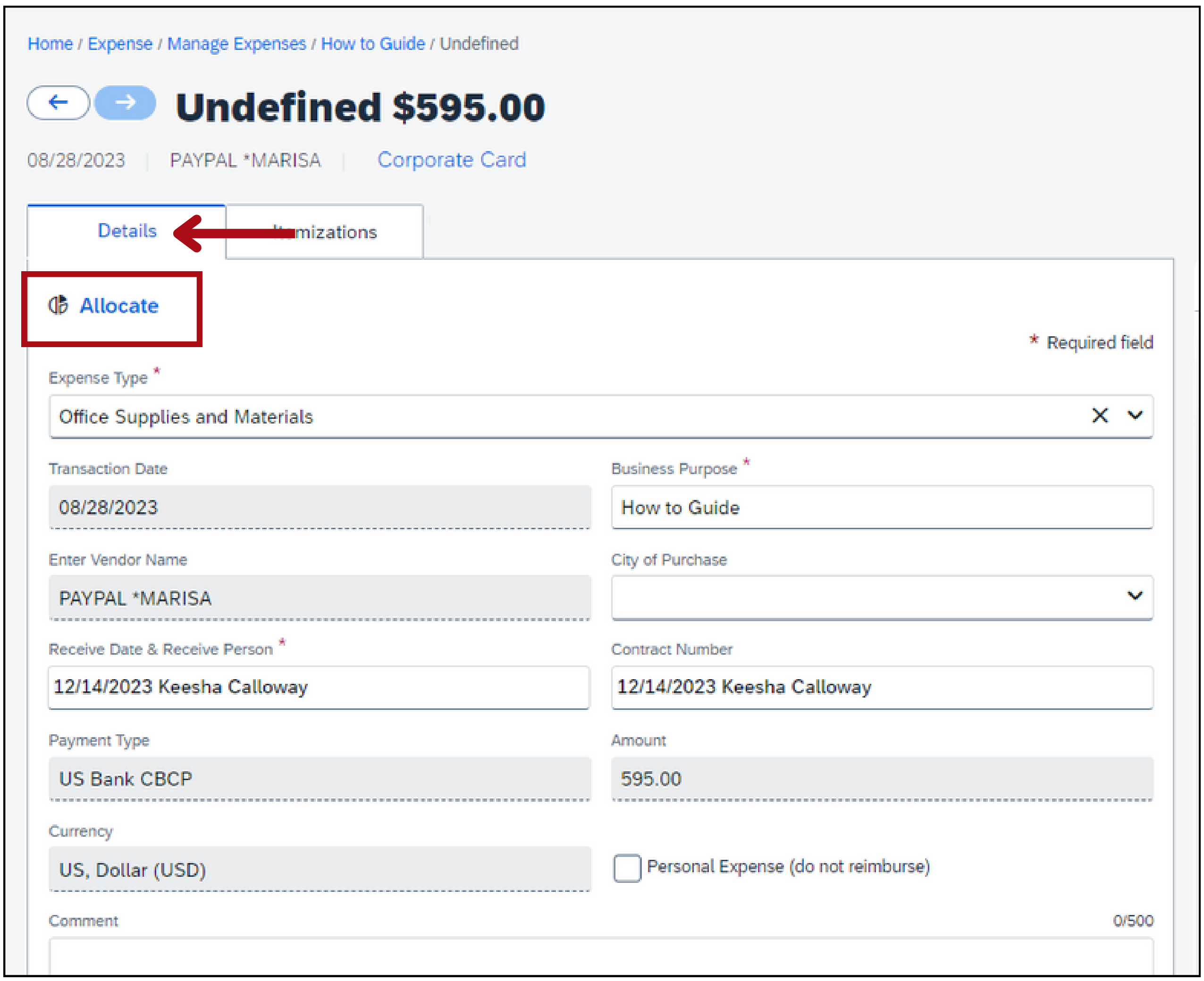
How to allocate an expense

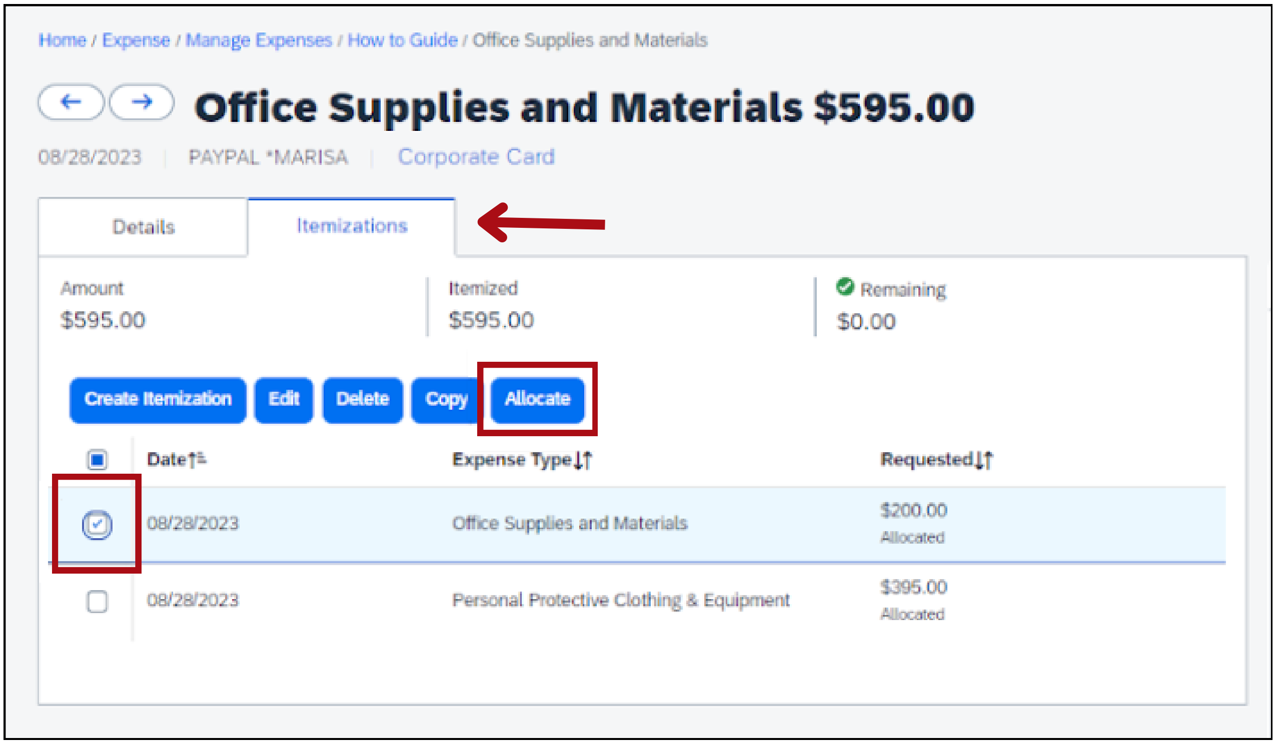
The accounting template allows expenses to be automatically recorded in the state's accounting software. If an expense needs to be assigned to multiple accounting templates, you need to allocate the expense.

For example, if the administrative assistant in the Division of Finance buys printer paper for a printer that's shared by the Division of Finance and the Division of Purchasing, the expense needs to be divided so that finance pays for 50% and purchasing pays for 50%. Assigning different accounting templates is how you divide the expense and make sure it's recorded correctly in the accounting software.

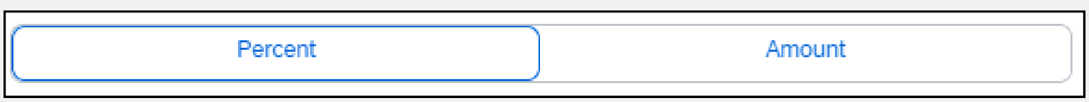
If you need to allocate the full expense, click the **Details** tab, then click blue text **Allocate**.

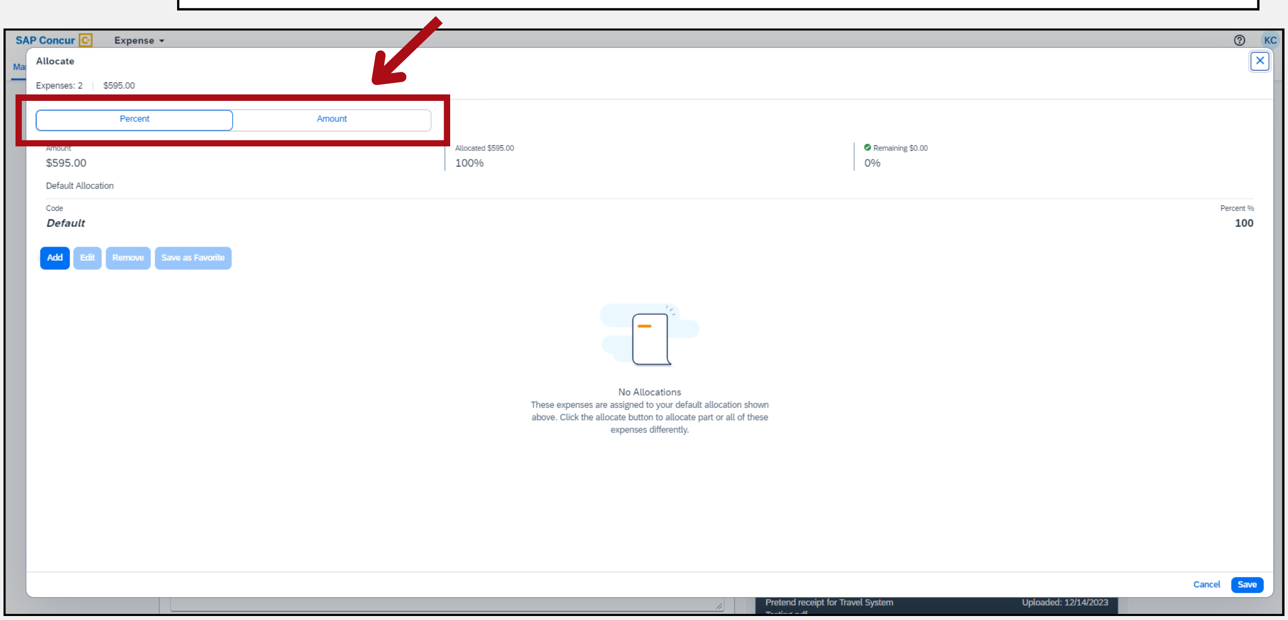


If you need to allocate just 1 item on the receipt, click the **Itemization** tab. Then select the item that needs to be allocated and click **Allocate**.

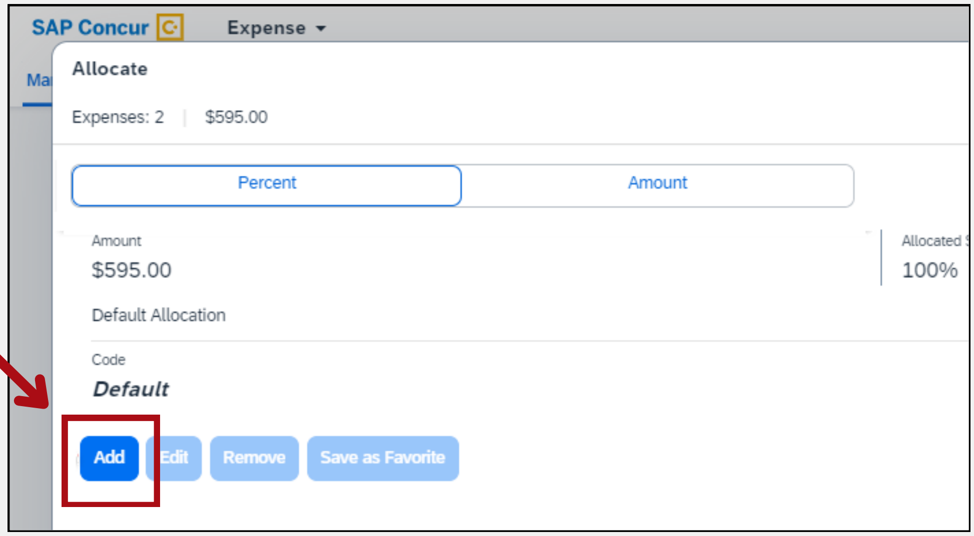


You'll see a window labeled **Allocate**. Click **Percent** if you want to allocate a percentage of the expense to a different accounting template. Click **Amount**, if you want to allocate a specific dollar amount. For this example, we'll choose **Percent**.

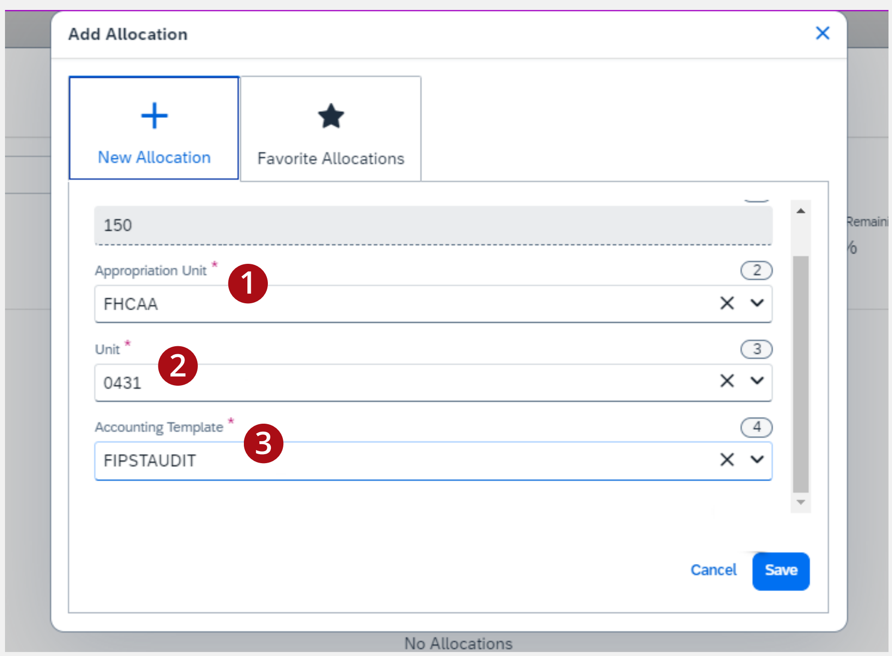




Click the blue button **Add**.



You'll see a window labeled **Add Allocation**. Fill in the fields.

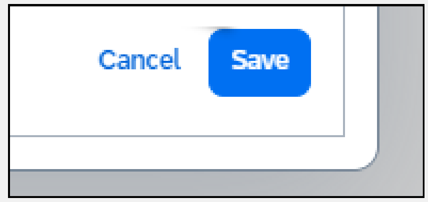


1. From the **Appropriation Unit** drop-down menu, select the appropriation unit the expense should be assigned to.

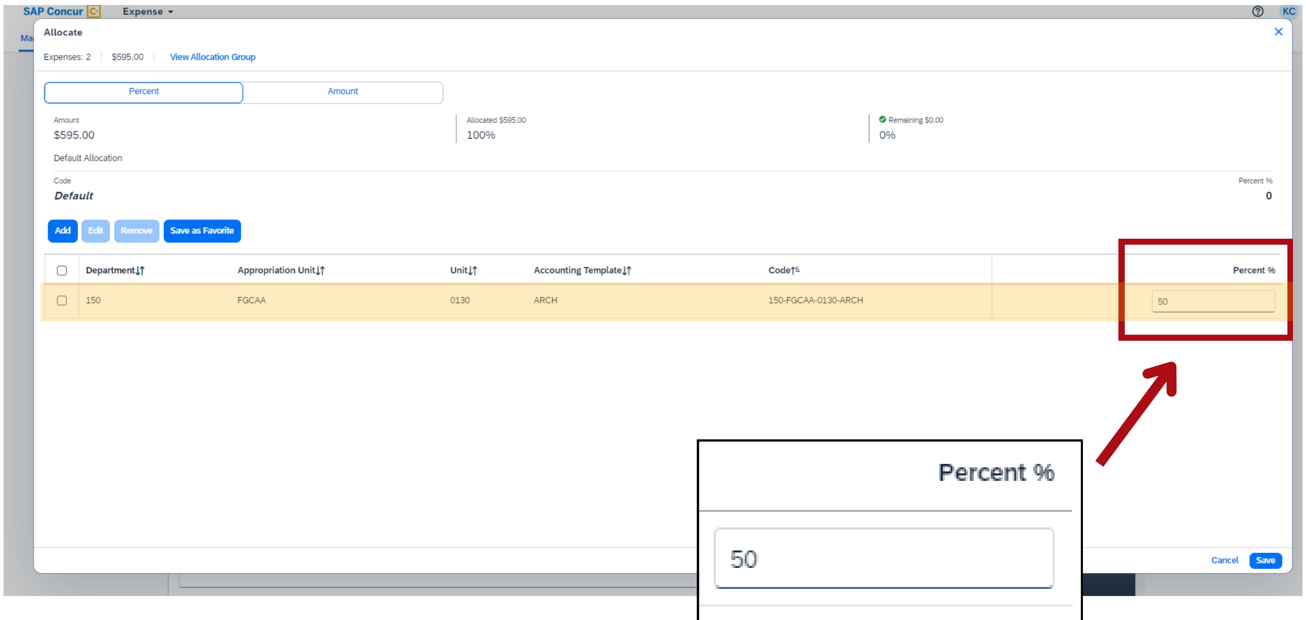
2. From the **Unit** drop-down menu, select the unit the expense should be assigned to.

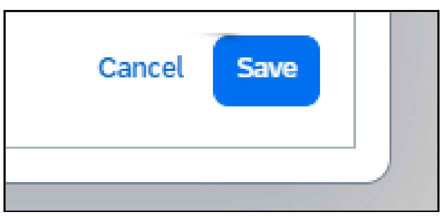
3. From the **Accounting Template** drop-down menu, select the accounting template the expense should be assigned to.

Click the blue button **Save** in the bottom right.



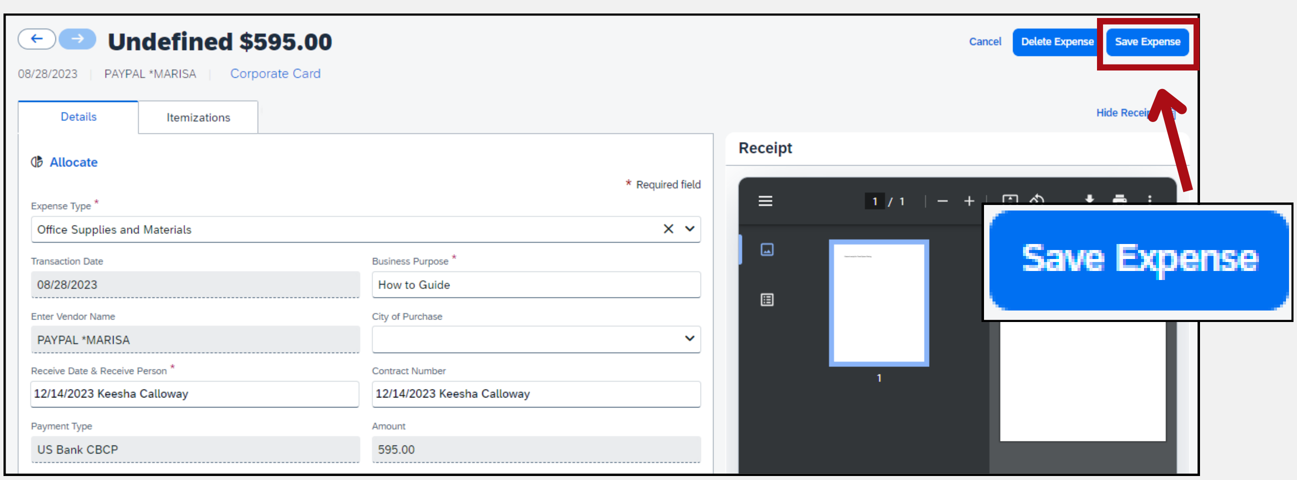
Back at the Allocate window, you'll see the allocation listed. In the **Percent %** field, enter what percentage of the expense you want allocated to this accounting template. For this example, we'll enter **50**.



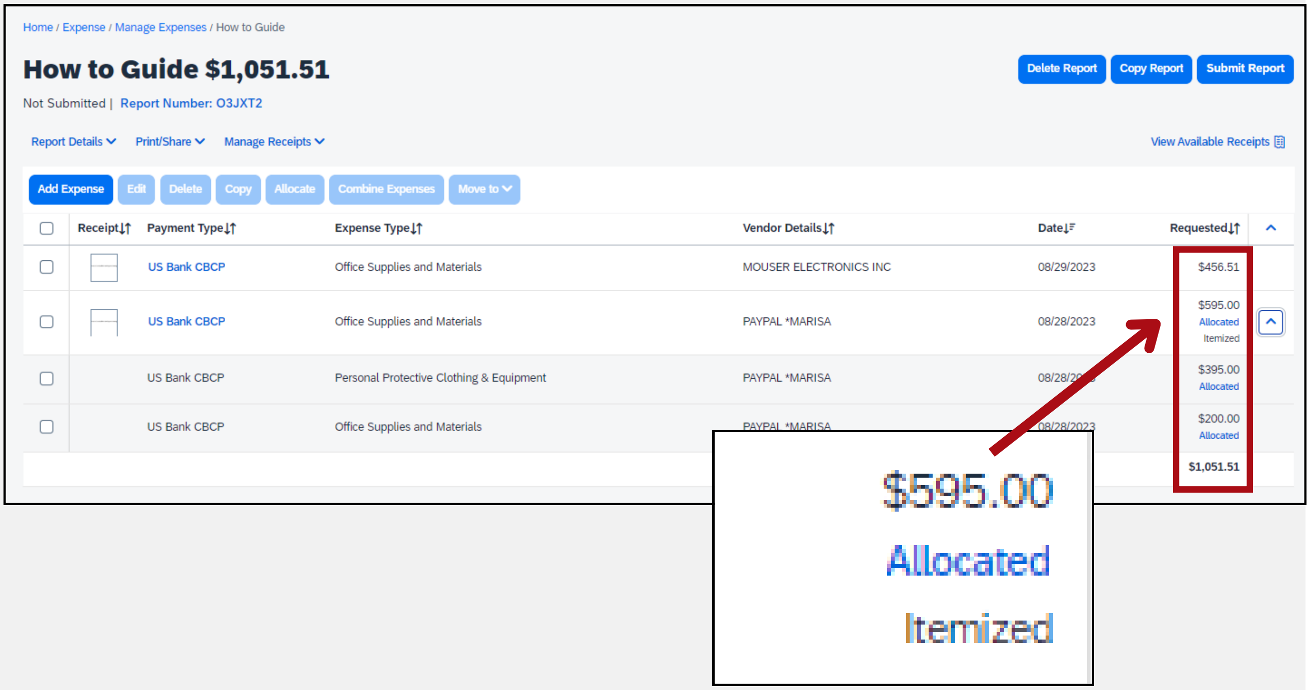


Click the blue button **Save** in the bottom right.

Back at the data entry screen, click **Save Expense** in the upper-right corner.



Back at the Add Expense screen, you'll see the expenses are labeled allocated.



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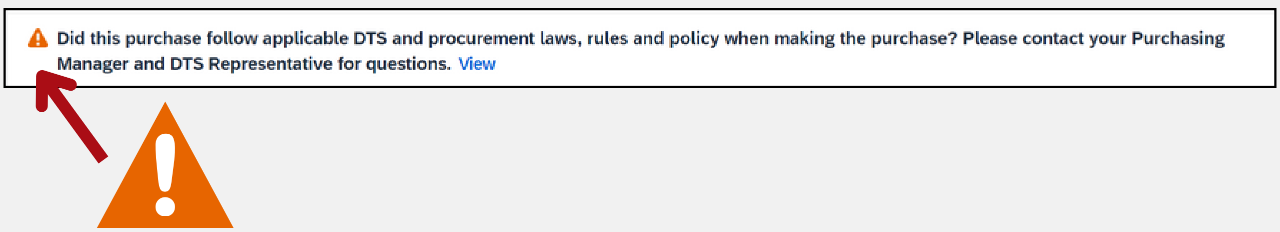
Alerts and errors

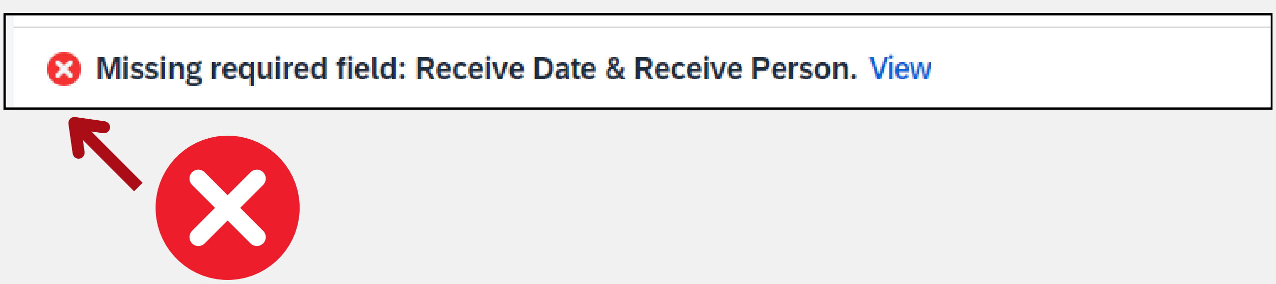
Alerts are represented with the orange triangle icon. Alerts give helpful information about policy. They appear even if you've followed policy.

For example, if you bought desktop computers and the total was over $5000, you'll see this warning asking if you followed procurement rules. This is just a reminder and will still appear even if you did everything correctly.

You can still submit your reimbursement request if you see an alert.



Errors are represented with the red circle icon. Errors need to be fixed before you can submit your reimbursement request. Once you fix the problem, the error message will disappear.



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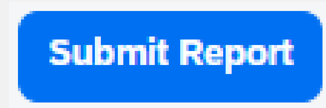
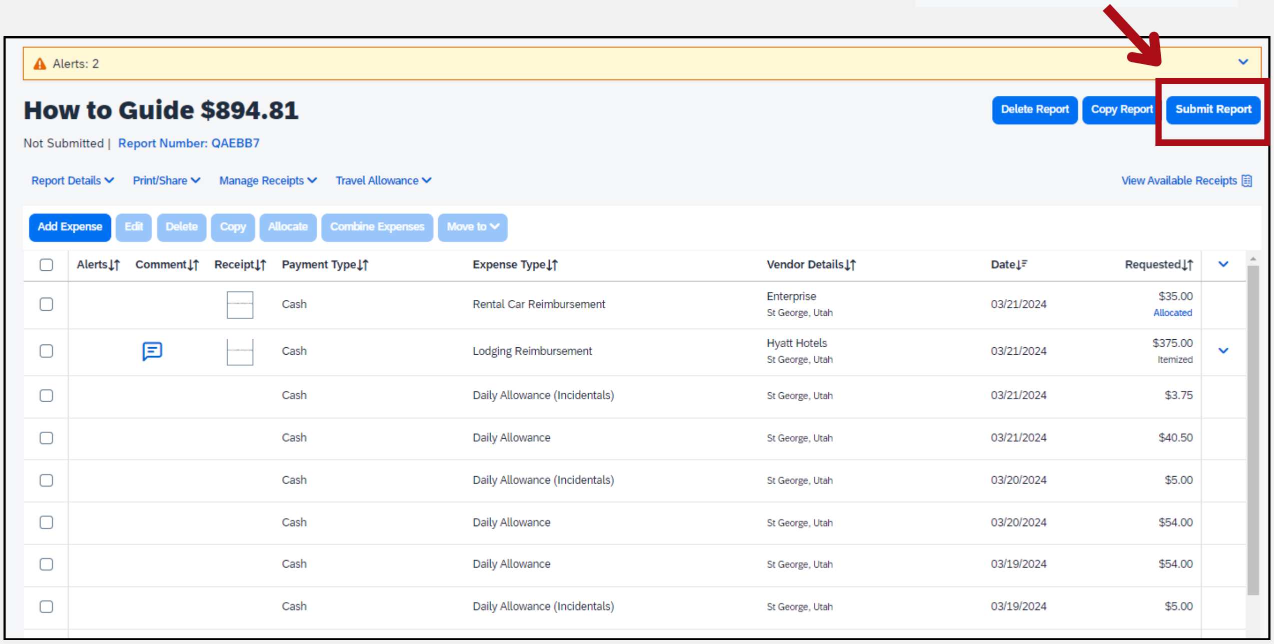
[Submit your p-card reconciliation]

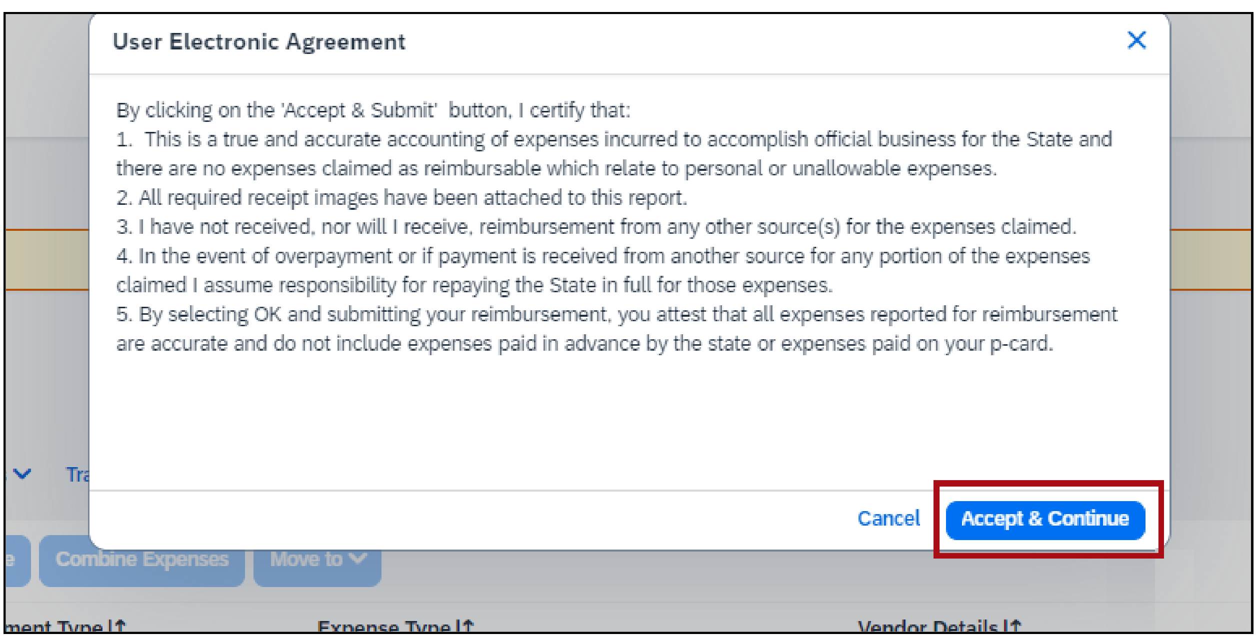
Submit the p-card reconciliation

From the Add Expense screen, click the blue button **Submit Report** in the upper right.



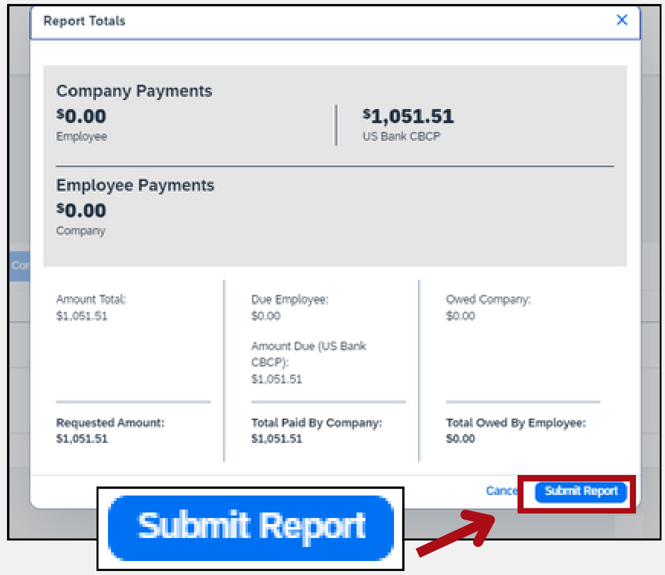


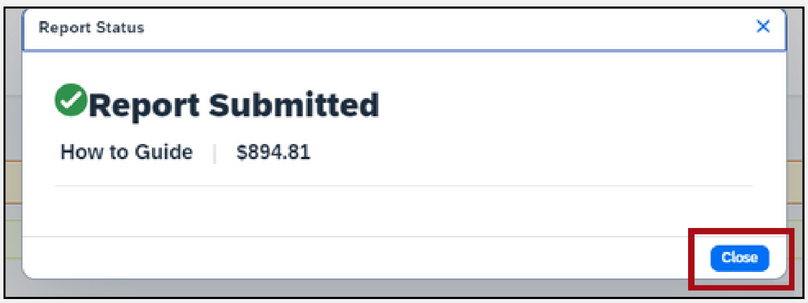
You'll see a pop-up window labeled **User Electronic Agreement**. Read it and click **Accept & Continue**.



You'll see another pop-up window labeled **Report Totals**.

Check that the information is correct and click **Submit Report**.

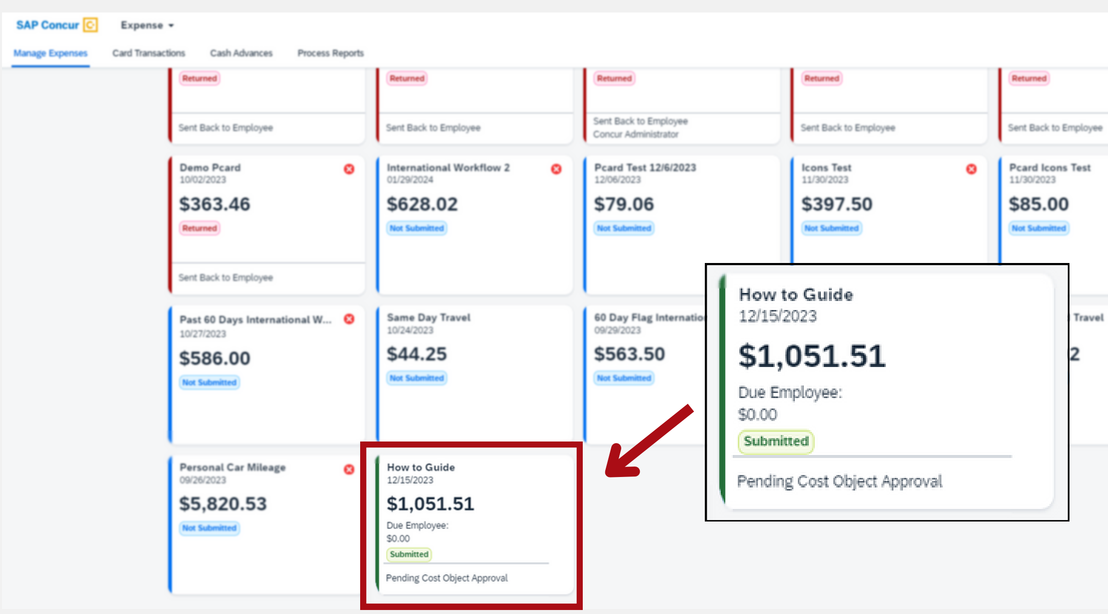




Your reimbursement request is submitted!

Click **Close**.

Your p-card reconciliation now appears in the Manage Expenses screen. It shows that it has been submitted and is pending cost object approval, which means it has been sent to the budget officer for approval.



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