

# Creating a PCARD Report

(previously reconciled in the US Bank system)

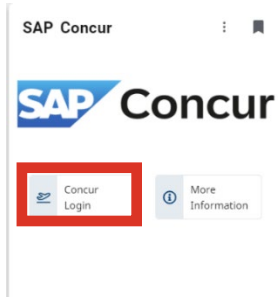
**Important:** Only submit Washburn University PCARD charges on this report. This report does **NOT** generate a reimbursement. This report should only be used to submit “Available Expenses” within concur.

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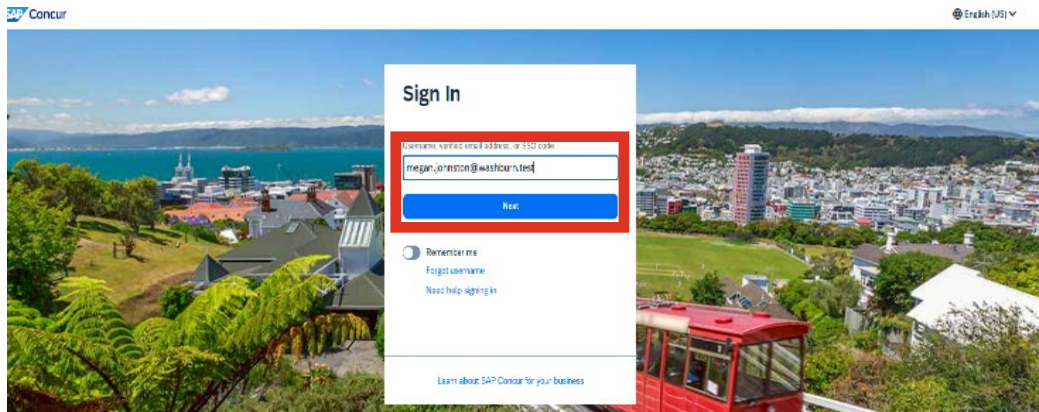
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## Log in to Concur

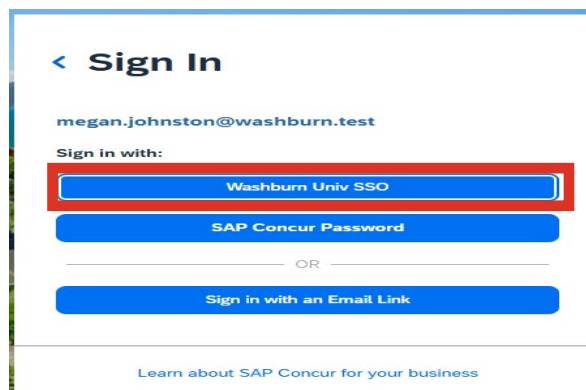
- Go to MyWashburn and find the SAP Concur card and select “Concur Login”.



- Or, go to concursolutions.com.
  - Enter your Washburn University Email and click “Next”.



- Click on “Washburn Univ SSO”.
- Enter your Washburn University Single Sign On credentials.



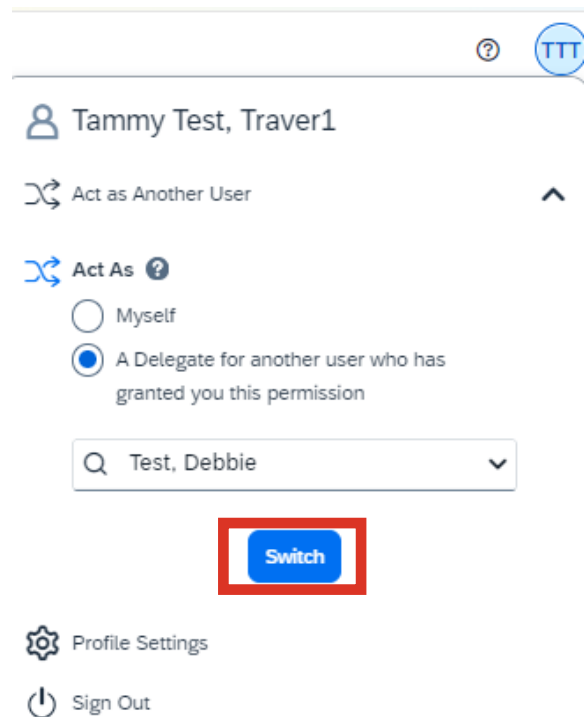
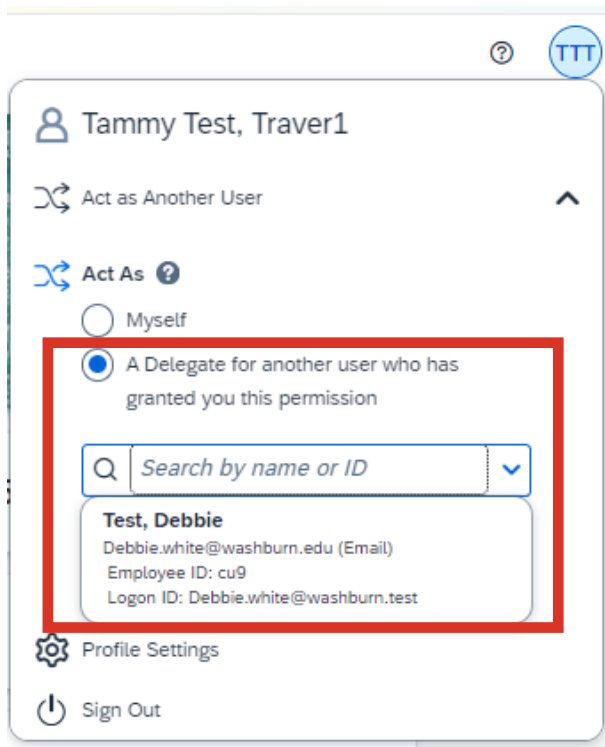
## Work as a delegate

If a delegate prepares a Report for someone else, they must do so in the Pcard holder’s Concur account by using the following steps. To log into the delegator’s Concur account:

1. Click on the employee profile icon in the upper right corner.
2. Select “Act as another user”.



3. Click the circle next to “A Delegate for another user who has granted you this permission”.
4. Enter the name of the Pcard holder in the search bar.
  - a. If the individual’s name does not appear, that person has not designated you as a delegate.
    - i. Contact the individual to set you up as a delegate in Concur.
      1. Please refer to the document on the Washburn University Accounting website titled “Concur Creating a Delegate”.
5. Click “Switch”.

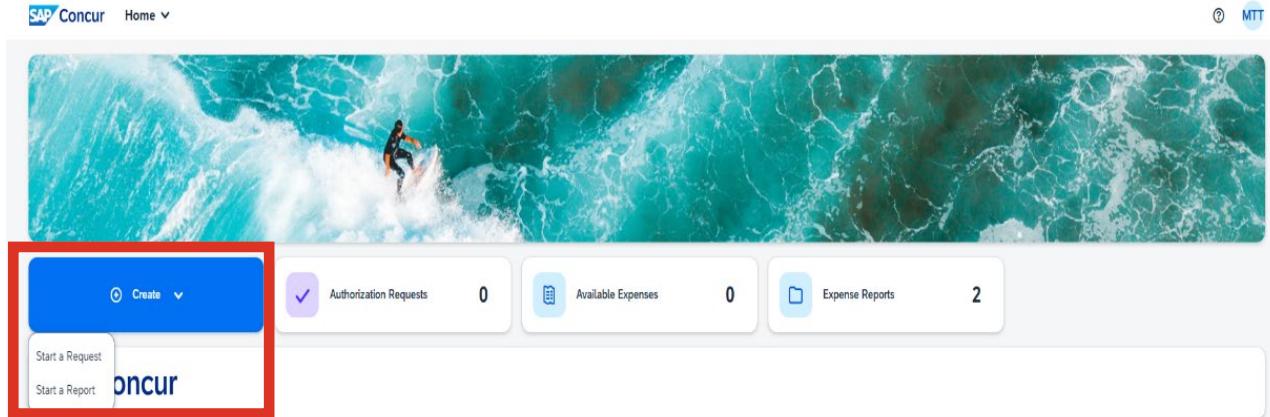


## Steps required to create a Pcard Expense Report.

1. Create the header record using the FOAPAL paying most, if not all, expenses included on the report.
2. Add Pcard transactions to the report.
  - a. The Pcard cycle closes on the 25<sup>th</sup> of each month.
  - b. Pcard transactions that post on or before the 25<sup>th</sup>, must be added to a report, submitted, and approved by the 28<sup>th</sup> of the month.
  - c. Remember, there may be a delay of a few days after a purchase, which allows the vendor time to get the transaction information to US Bank, and for US Bank to upload the transaction information into Concur.
    - i. On the 28<sup>th</sup>, log in to Concur and verify all charges posted by the 25<sup>th</sup> are included on a report.
  - d. Combine multiple transactions on one report.
    - i. Consider limiting Pcard reports to 10 transactions, or \$10K total.
3. Itemize Expenses.
  - a. Use when one receipt has different types of expenses included.
    - i. Example: Amazon order with both cleaning supplies and books.
4. Allocate Expenses (split funding).
  - a. Use if any expense(s) on the report will be paid from a FOAPAL other than what is on the header record.
5. Submit the Report.

## Create the Header Record

- From the Concur home page, click on the blue “Create” drop down list and select “Start a Report”.



Complete all required fields, with a red asterisk (\*):

- Report Type
  - This field defaults to “Travel Policy” and must be changed to Pcard/Prepaid Travel.
- Report Name
  - Provide a brief explanation of the overall report.
    - Example: Dec 2024 Pcard Charges
- Brief Explanation of expense(s)
  - This is not a required field.
  - Use this field to provide additional details about the complete report.
- Report Start Date
  - Provide the start date of transactions included in the report.
- Report End Date
  - Provide the last date of transactions included in the report.
- Chart, Fund, Org, Program, (Activity and Location if needed)
  - This is the FOAPAL from where the expenses on the report will be paid.
    - If funding is coming from more than one FOAPAL, an additional FOAPAL is entered during step 4, allocation.
  - This information auto fills from the user’s Concur profile.
    - Update, if needed.
  - The FOAPAL account code (now referred to as expense type) is selected later in this process.
- Comments
  - Use this field to provide additional information that will answer any questions an auditor may have when reviewing the report.
- Click “Create Report” in the lower right corner.

Create New Report

Report Type \*  
Pcard/Prepaid Travel

Report Name \* ?  
Nov 2024 Pcard

Brief explanation of expense(s) 34/500  
Various purchases for business use

Report Start Date \* ?  
11/01/2024

Report End Date \* ?  
11/25/2024

Sport  
None Selected

Chart \* 1  
(K) Washburn Institute of Technology

Fund \*  
(100000) General Fund (WU/TECH)

ORG 2  
(1010) Business Office

Program  
(16103) Financial Accounting (TECH)

Activity

Location

Report Total \*

Comments To/From Approvers/Processors 118/500  
Cycle close date for November is 11/25/2024. Various Pcard Charges for this billing cycle are included in this report.

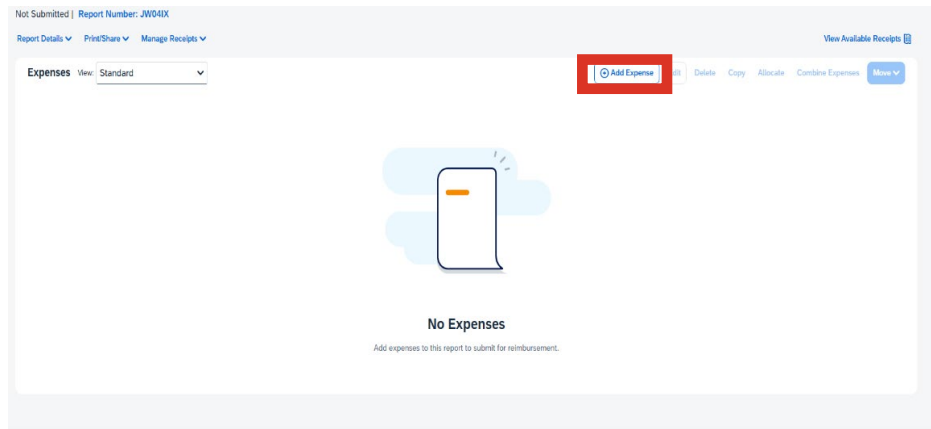
Cancel **Create Report**

## Add expenses

For additional information about when to include a Pcard charge for a travel expense, refer to the document on the Washburn University Accounting website titled “Concur P Card Travel Charges Flowchart”.

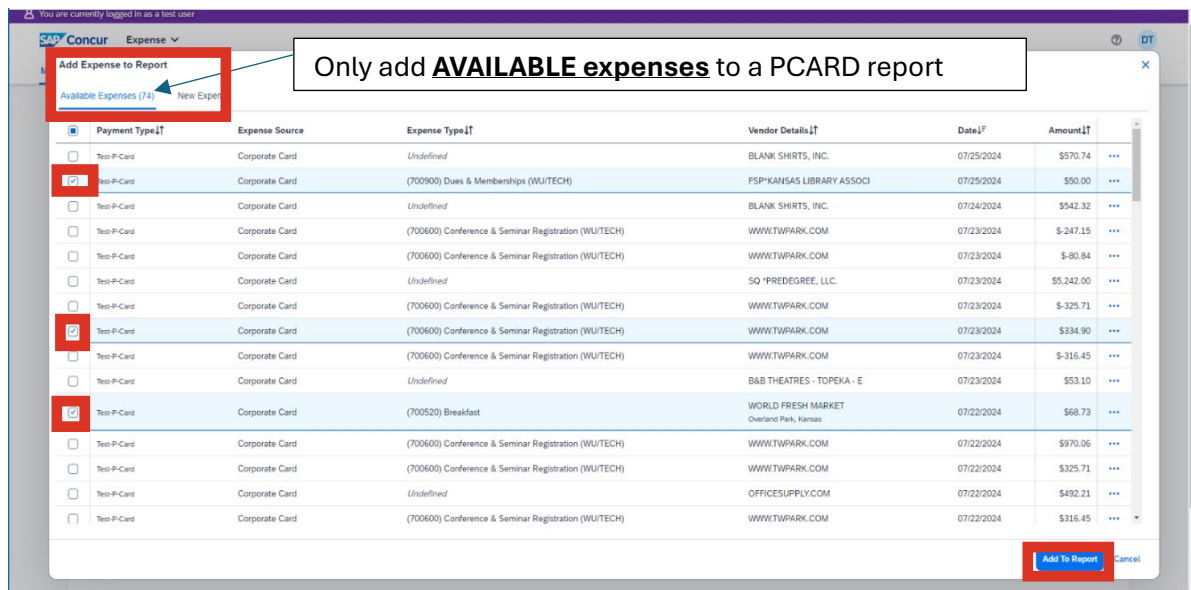
For information on how to report a non-allowable charge on a Pcard, refer to the document on the Washburn University Accounting website titled “Concur Non-Allowable Charges”.

- Click on “Add Expense”.



- Select “Available Expenses”.
  - Please refer to the document on the Washburn University Accounting website titled “Combining Receipts and Pcard Charges” on the accounting website for additional information on available expenses.
- Click the box on the left side of the line for the transactions to add to the report.
- Click on “Add to Report”.

**NOTE:** Do **NOT** use “new expense” for a pcard report. The Pcard report is only used to report pcard charges. No out-of-pocket charges should be included. A Pcard report does **NOT** generate a reimbursement.



- Open the expense detail screen for one Pcard transaction at a time to provide additional information about the charge.
  - Click the box on the left side of a Pcard transaction line and select “edit” above the list of transactions.

**Pcard training \$518.92** Submit Report Copy Report Delete Report

Not Submitted | Report Number: HMMLE7

Report Details Print/Share Manage Receipts View Available Receipts

Expenses View: Standard Add Expense Edit Delete Copy Allocate Combine Expenses Move

Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>			Test-P-Card	(710100) Local Business Meals (Attendees) (WU/TECH) Attendees (1)	NAZDAR COMPANY	07/22/2024	\$137.27	...
<input type="checkbox"/>			Test-P-Card	(710600) Stationery and Office Supplies (WU/TECH)	STAPLS7636742083000001	07/20/2024	\$165.15 Itemized	...
<input checked="" type="checkbox"/>			Test-P-Card	Undefined	ETS MFT	07/17/2024	\$162.50	...
<input type="checkbox"/>			Test-P-Card	(710710) Cleaning/Laundry/Kitchen Supplies (WU/TECH)	AMZN MKTP US'RS01T3PB2	07/17/2024	\$54.00 Allocated	...
							<b>\$518.92</b>	

- Complete all required fields, with a red asterisk (\*):
  - Expense Type
    - Select the expense type that best describes what was purchased i.e., Conference Registration, Local Business Meals, Other Supplies, Dues and Memberships, etc.
  - Business Purpose (if required for the expense type)
    - Type a brief explanation of how the purchase benefited WU.
    - Always include a business purpose and list of attendees for group meals.
  - Upload an itemized receipt that matches the transaction amount.
    - When an expense is being paid by a Student Organization, appropriate approval signatures must be on the receipt.
    - Refer to the document on the Washburn University Accounting website titled “Concur Combining Receipts and P Card Charges” for additional details.
  - Comments
    - Use this field to provide additional information that will answer any questions an auditor may have when reviewing the report.
  - Click on “save expense” in the lower left, or upper right corner.

**Undefined \$162.50** Save Expense Delete Expense Cancel

07/17/2024 | ETS MFT | Corporate Card Hide Receipt

**Allocate**

Expense Type \* \* Required Field

(710600) Stationery and Office Supplies (WU/TECH)

Transaction Date \* 07/17/2024

Business Purpose \* \*

Additional Information

Enter Vendor Name ETS MFT

City of Purchase

Payment Type Test-P-Card

Amount \* 162.50

Currency US, Dollar (USD)

Comment 0900

Save Expense Save and Add Another Cancel

**Receipt**

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

Add Receipt



- Repeat these steps until all transactions have been reconciled and the “Expense Type” is no longer “UNDEFINED”.

**Pcard training \$518.92** Submit Report Copy Report Delete Report

Not Submitted | Report Number: HMMLE7

Report Details | Print/Share | Manage Receipts | View Available Receipts

Expenses View: Standard Add Expense Edit Delete Copy Allocate Combine Expenses Move

<input type="checkbox"/>	Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested			
<input type="checkbox"/>				Test-P-Card	(710100) Local Business Meals (Attendees) (WU/TECH) Attendees (1)	NAZDAR COMPANY	07/22/2024	\$137.27	...		
<input type="checkbox"/>				Test-P-Card	(710600) Stationery and Office Supplies (WU/TECH)	STAPLS7636742083000001	07/20/2024	\$165.15 Itemized	...		
<input type="checkbox"/>				Test-P-Card	Undefined	ETS MFT	07/17/2024	\$162.50	...		
<input type="checkbox"/>				Test-P-Card	(710710) Cleaning/Laundry/Kitchen Supplies (WU/TECH)	AMZN MKTP US*RS01T3PB2	07/17/2024	\$54.00 Allocated	...		
								<b>\$518.92</b>			

## Hotel Expense Types

- Use one of these expense types on the Pcard Report.
  - (700510) Hotel and Lodging – Dept Pcard
    - Use when paying for a hotel, GSA or conference rate, with a Pcard that another individual is responsible for reconciling, either while traveling or before.
  - (700510) Pre-Paid Conference Hotel and Lodging (WU/TECH)
    - Use when paying a conference hotel rate prior to traveling, either on a Pcard in your name or a Dept Pcard.
  - (700510) Pre-Paid Hotel/Lodging (WU/TECH)
    - Use when paying the GSA hotel rate prior to traveling, either on a Pcard in your name or a Dept Pcard.
  
- Only use these expense types on a Travel Expense Report, when paying for a hotel expense with a Pcard in your name while traveling.
  - (700510) Hotel/Lodging
    - Use to report the GSA lodging rate.
  - (700510) Conference Hotel and Lodging (WU/TECH)
    - Use when reporting a conference hotel rate.

## Group Meals

- Business Meals (Attendees) – Travel or Local
  - Use these expense types when a meal is purchased for more than one person.
  - Must include a business purpose.
  - A credit card charge slip is not sufficient for a receipt.
  - Ensure the tip does not exceed 20% of the pre-tax total.
  - Ensure no alcohol beverages are being paid from the general fund.
  - Must include names of all attendees at the meal using one of the following methods.
    - Add the names in the comment section for the transaction.
    - Attach a roster with the receipt.
    - Use the “Attendees” feature in Concur.

## Add Attendees

- Click the “Attendees” link in the upper left corner.

The screenshot shows the Concur Expense form for an expense of \$68.73. The 'Attendees' tab is highlighted with a red box. The form includes fields for Expense Type, Transaction Date, Vendor Name, City of Purchase, Traveler Type, Report/Trip Purpose, Payment Type, Amount, Currency, and Comment. A 'Receipt' section on the right contains an 'Add Receipt' button.

- Click on “Add”.

The screenshot shows the 'Attendees' table with one row: Terey Test, Traveler, Faculty/Staff, 1, \$137.27. The 'Add' button is highlighted with a red box.

Attendee Name	Attendee Title	Company	Attendee Type	Attendee Count	Amount
Terey Test, Traveler			Faculty/Staff	1	\$137.27

- Click “Create New Attendee”.

The screenshot shows the 'Add Attendees' dialog box. It includes search criteria for Attendee Type, Last Name, and First Name. The 'Create New Attendee' button is highlighted with a red box. Below the search criteria is a section for 'Attendees to Be Added' and a 'Search Results' section with a magnifying glass icon and the text 'Search for attendees. Start by providing your search criteria.'

- Enter the name of the first attendee at the meal.
- Click “Create Attendee”.

Create New Attendee

← Go back

Attendee Type \*  
Guest

Last Name \*  
\* Required field

First Name \*  
\* Required field

Affiliation

Cancel Create Attendee

- After all Attendees have been added, click “save” in the lower right corner.

Attendees

(710100) Local Business Meals (Attendees) (WU/TECH) | \$137.27

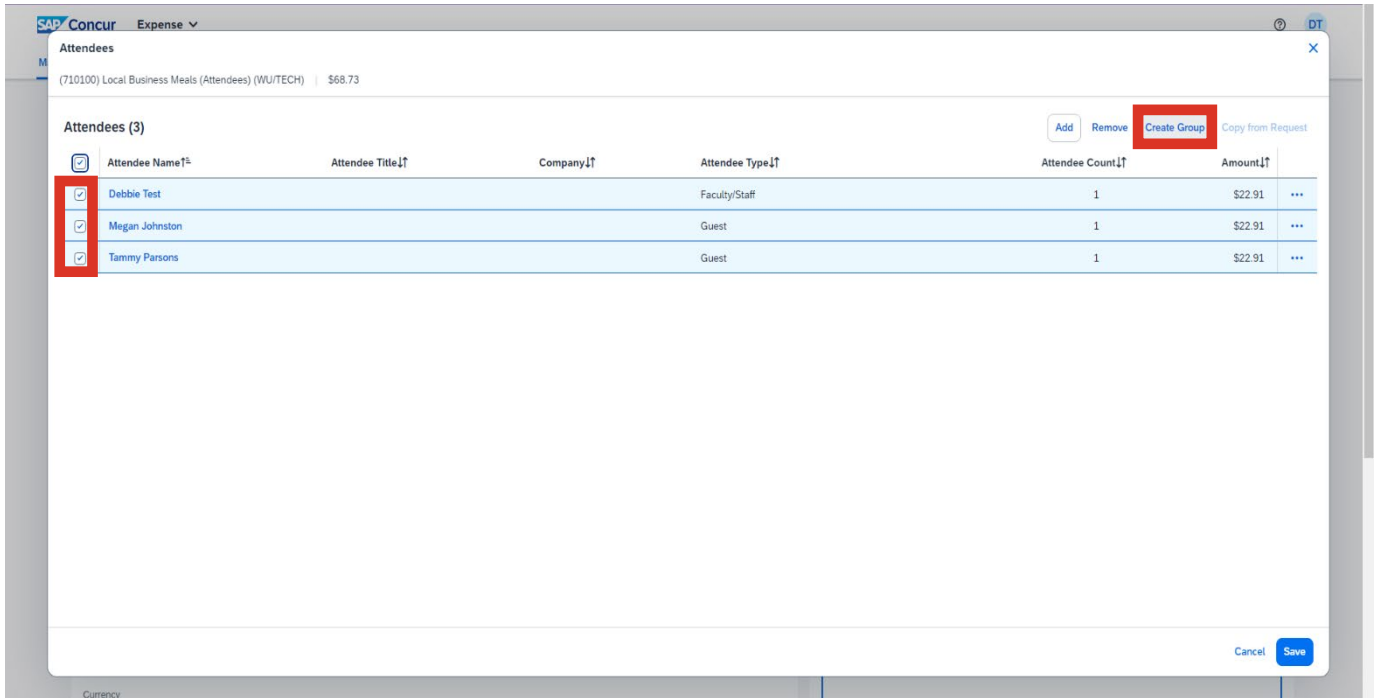
Attendees (2)

Attendee Name¹	Attendee Title¹	Company¹	Attendee Type¹	Attendee Count¹	Amount¹	
Mega Johnston			Guest	1	\$68.63	...
Tammy Test, Traver¹			Faculty/Staff	1	\$68.64	...

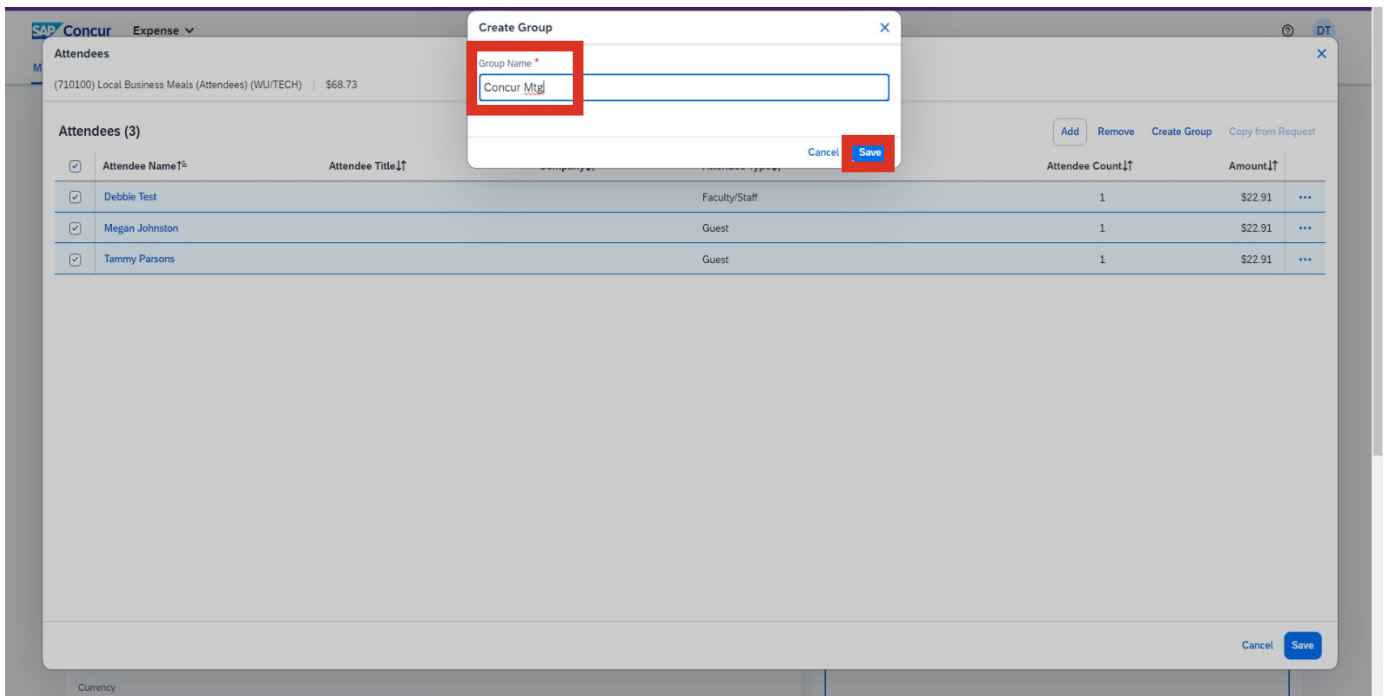
Cancel Save

## Create Attendee Groups

- Check the box to the left of attendees that are commonly used together.
- Click on “Create Group”.



- Enter a name for the Attendee Group.
- Click “save”.



## Use Attendee Groups

- Click the “Attendees” link in the upper left corner.

The screenshot shows the SAP Concur Expense form for an undefined expense of \$68.73. The 'Attendees' link is highlighted with a red box. The form includes fields for Expense Type, Transaction Date, Vendor Name, City of Purchase, Traveler Type, Report Trip Purpose, Payment Type, Amount, and Currency. A receipt upload area is also visible on the right side of the form.

- Click on “Add”.

The screenshot shows the Attendees table with one row: Tawny Test, Traveler. The 'Add' button is highlighted with a red box. The table has columns for Attendee Name, Attendee Title, Company, Attendee Type, and Amount.

Attendee Name	Attendee Title	Company	Attendee Type	Amount
Tawny Test, Traveler			Faculty/Staff	\$137.27

- Click “Attendee Groups”.

The screenshot shows the Add Attendees dialog box. The 'Attendee Groups' link is highlighted with a red box. The dialog includes search criteria for Attendee Type, Last Name, and First Name. There is a search button and a 'Search for attendees' section with a magnifying glass icon.

- Check the box to the left side of the name of the Attendee Group to be used.
- Click “Add to List”.
- Click “Close”.

Add Attendees

Attendees Recent Attendees Attendee Groups

Favorites (6)

My Team (24)

AP Team (3)

Add to List

Close

- The attendee names in that group are added to the expense.
- Click “Save”.

Attendees

(710100) Local Business Meals (Attendees) (WU/TECH) | \$137.27

Attendees (3)

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type	Attendee Count	Amount	
<input type="checkbox"/>	Amy Schimidlein			Guest	1	\$45.76	...
<input type="checkbox"/>	Megan Johnston			Guest	1	\$45.75	...
<input type="checkbox"/>	Tammy Test, Traver1			Faculty/Staff	1	\$45.76	...

Cancel Save



## Itemize Expenses

- Itemization is used in Concur when one receipt has purchases included for more than one expense type.
  - Example: Amazon purchase with both cleaning supplies and books.
- If itemizing and allocating the same expense, always itemize first.
- After adding the expense to a report, open the expense detail screen.
  - Click the box on the left side of the expense line and select “Edit” above the list of expenses.

**Test hotel over gsa \$1,073.75** Submit Report Copy Report Delete Report

Not Submitted | Report Number: YPOB36

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Expenses View: Standard Add Expense Edit Delete Copy Allocate Combine Expenses Move

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input checked="" type="checkbox"/>		Out of Pocket	(700510) Conference Hotel and Lodging (WU/TECH)	Allstar Hotels	10/21/2024	\$500.00	...
<input type="checkbox"/>		Out of Pocket	Incidental Per Diem	Manhattan, Kansas	09/12/2024	\$3.75	...
<input type="checkbox"/>		Out of Pocket	Meal Per Diem	Manhattan, Kansas	09/12/2024	\$40.50	...

- There are two tabs at the top of the screen:
  - Details
  - Itemizations
- Click on the “Itemizations” tab.

**(700510) Conference Hotel and Lodging (WU/TECH) \$500.00** Save Expense ...

10/21/2024 | Allstar Hotels Hide Receipt

Details **Itemizations**

**Allocate** \* Required field

Expense Type \*  
 (700510) Conference Hotel and Lodging (WU/TECH) X

Transaction Date \*  
 10/21/2024

Vendor \*  
 Allstar Hotels

Traveler Type \*  
 Staff

Payment Type \*  
 Out of Pocket

Total Amount Paid \*  
 500.00

Nightly Room Rate \*  
 200

Additional Information

City of Purchase

Report/Trip Purpose  
 Business

Currency \*  
 US, Dollar (USD) X

Tax & Fees Per Night \*  
 25

**Receipt**

Click to upload or drag and drop files to upload a new receipt.  
 Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.  
 5MB limit per file.

Add Receipt

- Click on “Create Itemization”.

The screenshot shows the 'Itemizations' tab for a transaction titled '(700510) Conference Hotel and Lodging (WU/TECH) \$500.00'. At the top, there are navigation arrows, the transaction title, and a 'Save Expense' button. Below the title, the date '10/21/2024' and merchant 'Allstar Hotels' are displayed. A 'Hide Receipt' button is in the top right. The main area is split into two panels. The left panel, 'Itemizations', shows a summary table:

Amount	Itemized	Remaining
\$500.00	\$0.00	\$500.00

Below the table, there are buttons for 'Create Itemization' (highlighted with a red box), 'Edit', and 'Allocate'. A message states 'No Itemizations. Create itemizations for the items on your receipt.' The right panel, 'Receipt', contains an upload area with a dashed box and a hand icon, and text: 'Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.' An 'Add Receipt' button is at the bottom.

- Choose the first expense type included on the receipt for the selected expense.

This screenshot shows the 'New Itemization' form. At the top, it has the same transaction title and 'Save Itemization' button. The summary table is identical to the previous screenshot. The 'Expense Type' field is a dropdown menu, currently open, with a search bar and a list of options. The first option, '(700500) Train', is highlighted with a red box. Other options include '(700500) Airfare', '(700520) Meal reduction', '(700500) Transportation reduction', '(700650) Non Reimbursable', and '01. Hotel/Lodging Expenses' with a sub-option '(700510) Conference Hotel and Lodging (WU/TECH)'. The 'Receipt' panel on the right is the same as in the previous screenshot.

- Complete all required fields, with a red asterisk (\*):
- Notice the remaining amount at the top of the itemization screen changes to reflect how much of the transaction still needs to be itemized.

**(700510) Conference Hotel and Lodging (WU/TECH) \$500.00**

10/21/2024 | Allstar Hotels

Save Itemization Cancel

Hide Receipt

Details **Itemizations**

Amount \$500.00 | Itemized \$400.00 | **Remaining \$100.00**

**New Itemization**

**Allocate** \* Required field

Expense Type \*  
(700510) Conference Hotel and Lodging (WU/TECH)

Transaction Date \* 10/21/2024

Vendor Allstar Hotels

Traveler Type Staff

Total Amount Paid \* 400.00

Nightly Room Rate \* 140

Save Itemization **Save and Add Another** Cancel

Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

Add Receipt

- Select “Save and Add Another”.
- Choose the next expense type included on the receipt for the selected expense.
- Select “Save and Add Another” until the “remaining” amount is \$0.00.
- Once the remaining amount is \$0.00, click “Save Expense” in the upper right corner.

**(700510) Conference Hotel and Lodging (WU/TECH) \$500.00**

10/21/2024 | Allstar Hotels

Save Expense ...

Hide Receipt

Details **Itemizations**

Amount \$500.00 | Itemized \$500.00 | **Remaining \$0.00**

Itemizations

Alerts	Date	Expense Type	Requested	
<input type="checkbox"/>	10/21/2024	(700510) Conference Hotel and ...	\$400.00	...
<input type="checkbox"/>	10/21/2024	(700500) Parking	\$100.00	...

Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

Save Expense

- On the far-right side of that expense line there is a down caret symbol.

### Test hotel over gsa \$1,073.75

Not Submitted | Report Number: YPOB36

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

Expenses View: Standard

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move](#)

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>			Out of Pocket	(700510) Conference Hotel and Lodging (WU/TECH)	Allstar Hotels	10/21/2024	\$500.00 Itemized	
<input type="checkbox"/>			Out of Pocket	Incidental Per Diem	Manhattan, Kansas	09/12/2024	\$3.75	

- Click on that icon to expand that expense and see the itemization.

### Test hotel over gsa \$1,073.75

Not Submitted | Report Number: YPOB36

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

Expenses View: Standard

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move](#)

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>			Out of Pocket	(700510) Conference Hotel and Lodging (WU/TECH)	Allstar Hotels	10/21/2024	\$500.00 Itemized	
<input type="checkbox"/>			Out of Pocket	(700500) Parking	Allstar Hotels	10/21/2024	\$100.00	
<input type="checkbox"/>			Out of Pocket	(700510) Conference Hotel and Lodging (WU/TECH)	Allstar Hotels	10/21/2024	\$400.00	
<input type="checkbox"/>			Out of Pocket	Incidental Per Diem	Manhattan, Kansas	09/12/2024	\$3.75	

## Allocate Expenses – split funding

- Allocate is used in Concur when expenses are being paid from multiple FOAPALs.
- If Allocate isn't used, all expenses are paid from the FOAPAL on the report header.
- Allocate can be used on one expense line, or multiple expense lines.
  - If all expense lines need to be allocated to a different FOAPAL, and all expenses are being paid from the same FOAPAL, simply change the FOAPAL on the header record, rather than allocating every line.
- Check the box(es) to left of the expense line(s) that need to be paid from a different source(s).
- Click on "Allocate" in the upper right corner of the Expense section.

**Test hotel over gsa \$1,073.75** Submit Report Copy Report Delete Report

Not Submitted | Report Number: YPOB36

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

Expenses View: Standard Add Expense Edit Delete Copy Allocate Combine Expenses Move

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input checked="" type="checkbox"/>			University Paid (700500) Airfare	Abu Dhabi Aviation Las Vegas, Nevada	07/22/2024	\$500.00	...

- The Allocate screen shows 100% of the amount charged to the FOAPAL on the header record.
- The allocation can be done by percent or amount.
  - Select the appropriate option at the top of the Allocate screen.
- Select "Add"

**Allocate** Expenses: 1 | \$500.00

Percent  Amount

Amount: \$500.00 | Allocated 100%: \$500.00 | Remaining 0%: \$0.00

Default Allocation

Code: W-4567-410000-10000 | Amount USD: \$500.00

Allocations (0) Add Edit Remove Save as Favorite

No Allocations

This expense is assigned to your default allocation shown above.

Cancel Save

Click "Add" to add multiple funding sources. You will need to "Add" each one individually. Then complete the fields in the window that opens.

[+ New Allocation](#)

★ Favorite Allocations

\* Required field

Chart \* 1  
(W) Washburn University X v

Fund  
(4567) B & K Viets Teach Excell Fac Dev (WU) X v

ORG \* 2  
(410000) Finance Office X v

Program  
(10000) Operating Revenues (WU/TECH) X v

Cancel Save

- The FOAPAL from the header record prepopulates on the Add Allocation screen.
- If the FOAPAL from the header record is partially paying the expense(s) being allocated, click “Save” to add that FOAPAL to the allocation.
  - That FOAPAL shows in the lower part of the Allocate screen.
    - If no other FOAPAL is added, the entire expense that was selected will still be paid from the FOAPAL on the header record.

SAP Concur Expense

Allocate

Expense: 4 \$2,209.51 View Allocation Group

Amount \$2,209.51 Allocated \$2,209.51 100% Remaining \$0.00 0%

Default Allocation

Date Default Percent to 0

Allocations (3)

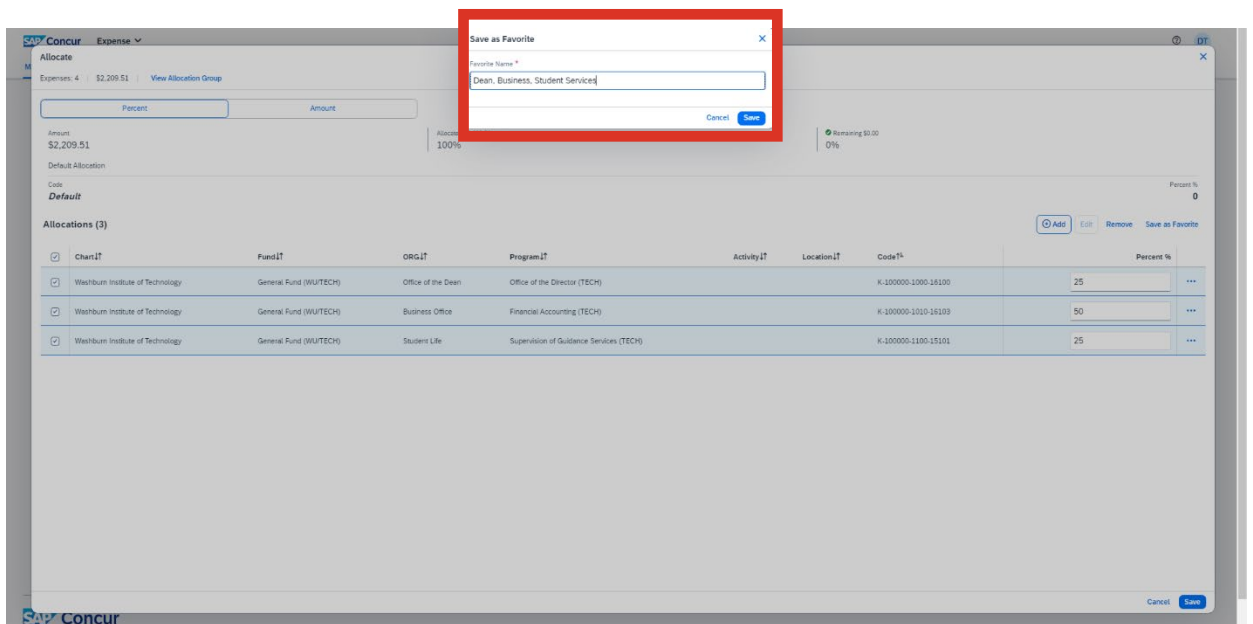
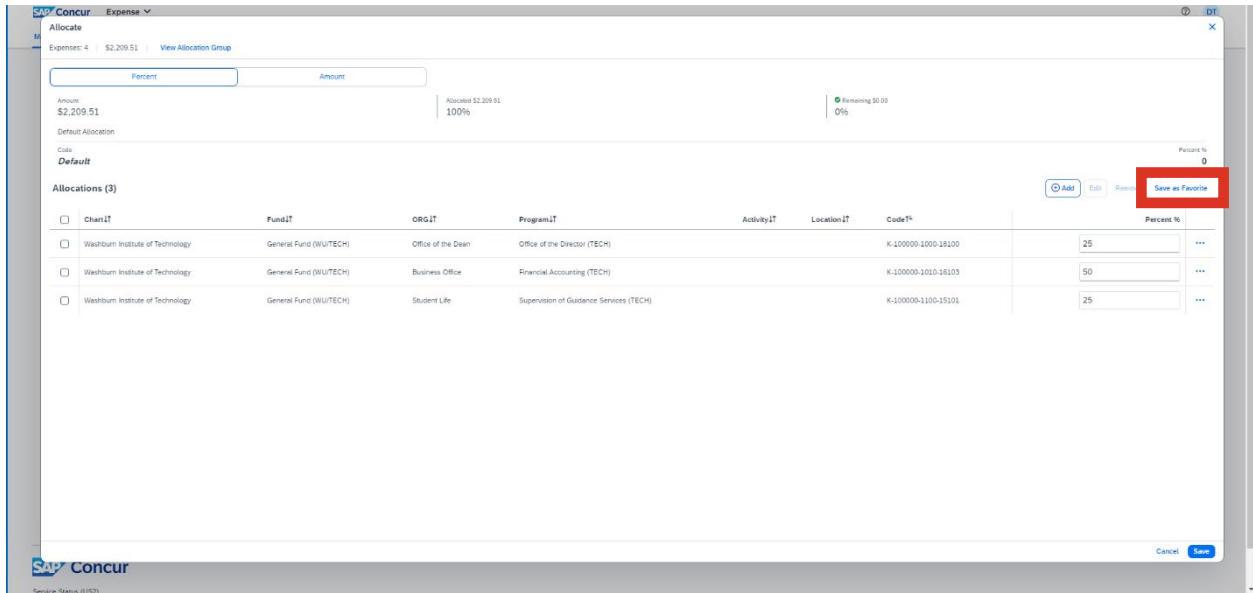
ChartID	FundID	ORGID	ProgramID	ActivityID	LocationID	CodeID	Percent %
<input type="checkbox"/>	Washburn Institute of Technology	General Fund (WU/TECH)	Office of the Dean	Office of the Director (TECH)		K.100000-1000-10000	25
<input type="checkbox"/>	Washburn Institute of Technology	General Fund (WU/TECH)	Business Office	Financial Accounting (TECH)		K.100000-1000-10000	50
<input type="checkbox"/>	Washburn Institute of Technology	General Fund (WU/TECH)	Student Life	Supervision of Guidance Services (TECH)		K.100000-1000-10000	25

Cancel Save

- To add another funding source that will be paying for part of the expense, select “Add”.
- Change the appropriate FOAPAL component(s).
- Click on “Save”.
- If the FOAPAL on the header record is not part of the allocation, change the FOAPAL components before clicking save for the first time.
- Continue to “Add” FOAPALS until all FOAPALS paying a portion of the selected expense(s) have been added.
- Adjust the amount for each FOAPAL if needed.
- Click “Save” on the Allocate screen to save the current allocation for the expenses previously selected.
- If this is an allocation that will likely be used again in the future, save it as a Favorite Allocation.

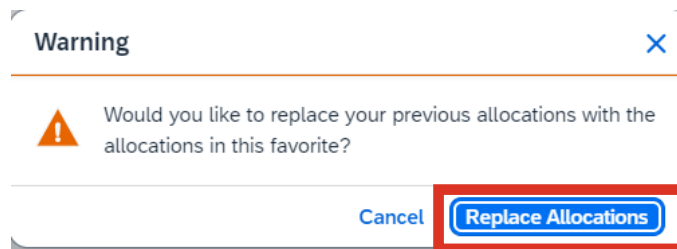
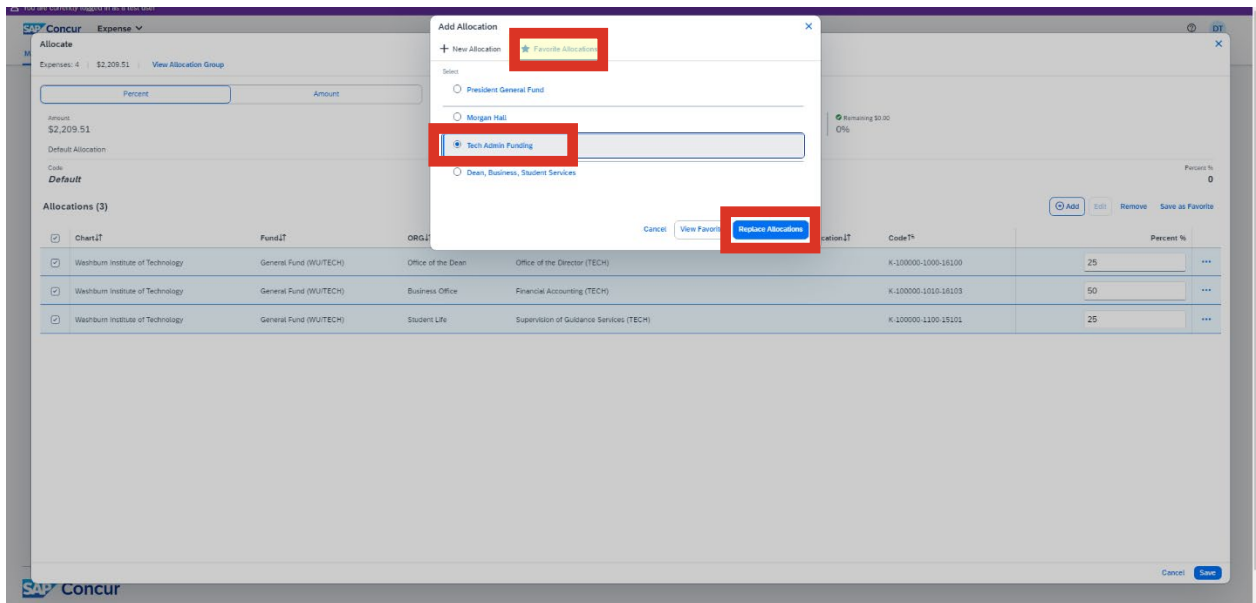
## Save Favorite Allocations

- Allocation Favorites can be one funding line or multiple funding lines.
- Click “Save as Favorite” in the middle of the Allocate window, on the right side of the screen.
- Enter a name for the favorite allocation that can be selected when allocating future expenses.
- Click “Save”.



## Use Favorite Allocations

- Click “Favorite Allocations” at the top of the Add Allocation window.
- Select the appropriate allocation by clicking the circle to the left of the allocation name.
- Click “Replace Allocations”.
- Click “Replace Allocations” again in the next warning message.
- The expense(s) selected will be paid from the favorite allocation that was selected.



- If other lines on the Report need to be allocated differently, repeat the steps above until all expenses have been properly allocated.



- “Allocated” appears in blue font under the expense amount on all expense lines that have been allocated.
  - Click on it to see the details of the allocation.
  - This detail defers to percentages, even if amount was selected on the Allocate screen.

**Test hotel over gsa \$1,073.75**

Not Submitted | Report Number: YPOB36

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

Expenses View: Standard

Buttons: Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, Move

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
⚠	📄	University Paid	(700500) Airfare	Abu Dhabi Aviation Las Vegas, Nevada	07/22/2024	\$500.00 Allocated
⚠	📄	Out of Pocket	(700510) Conference Hotel and			
⚠	📄	Out of Pocket	(700500) Parking			
⚠	📄	Out of Pocket	(700510) Conference Hotel and			
		Out of Pocket	Incidental Per Diem			
		Out of Pocket	Incidental Per Diem			

**Allocated**

Total Allocated  
\$500.00

Code	Percent
W-100000-100000-16001	100

[View Allocation](#)

- To see the allocation information a different way, click on Report Details and choose Allocation Summary.

**Test hotel over gsa \$1,073.75**

Not Submitted | Report Number: YPOB36

Report Details | Print/Share | Manage Receipts | View Available Receipts

Expenses View: Standard

Buttons: Copy, Allocate, Combine Expenses, Move

**Allocation Summary**

Test hotel over gsa | \$1,073.75

The sum of allocation amounts may not exactly match the expense amount due to rounding.

Code	Amount
W-100000-410000-16001 Washburn University - General Fund (WU/TECH) - Finance Office - Fiscal Operations (WU)	<b>\$573.75</b>
W-100000-100000-16001 Washburn University - General Fund (WU/TECH) - President's Office - Fiscal Operations (WU)	<b>\$500.00</b>

[Close](#)

Date	Requested
07/22/2024	\$500.00 Allocated
10/21/2024	\$500.00 Itemized
10/21/2024	\$100.00
10/21/2024	\$400.00
09/11/2024	\$2.50
09/12/2024	\$3.75
09/12/2024	\$40.50
09/11/2024	\$27.00

## Submit the Report

- Review all entries on the report, including Attendees, Allocations, and Itemizations.
  - Attendees
    - If this feature was used to list attendees at a group meal, click the blue “attendees” link under the expense type.
  - Allocations
    - Click the blue “Allocated” word under the amount in the “Requested” column.
  - Itemizations
    - Click the down caret in the far-right column to expand the itemization details for that expense.

Home / Expense / Manage Expenses / Pcard - Nov 2024

### Pcard - Nov 2024 \$2,803.24

Not Submitted | Report Number: E25PFW

Report Details | Print/Share | Manage Receipts | View Available Receipts

Submit Report Copy Report Delete Report

Expenses View: Standard

[Add Expense](#)
[Edit](#)
[Delete](#)
[Copy](#)
[Allocate](#)
[Combine Expenses](#)
[Move](#)

<input type="checkbox"/>	Alerts↑↓	Comment↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↑↓	Requested↑↓		
<input type="checkbox"/>				Test-P-Card	(700900) Dues & Memberships (WU/TECH)	FSP*KANSAS LIBRARY ASSOCI	07/25/2024	\$50.00 Allocated	...	
<input type="checkbox"/>				Test-P-Card	(700600) Conference & Seminar Registration (WU/TECH)	WWW.TWPARK.COM	07/23/2024	\$334.90 Allocated	...	
<input type="checkbox"/>				Test-P-Card	(710600) Stationery and Office Supplies (WU/TECH)	OFFICESUPPLY.COM Overland Park, Kansas	07/22/2024	\$492.21 Itemized	...	▼
<input type="checkbox"/>				Test-P-Card	(710100) Local Business Meals (Attendees) (WU/TECH) <a href="#">Attendees (3)</a>	WORLD FRESH MARKET Overland Park, Kansas	07/22/2024	\$68.73	...	
<input type="checkbox"/>				Test-P-Card	(700510) Conference Hotel and Lodging (WU/TECH)	Marriott Hotels Indianapolis, Indiana	07/21/2024	\$1,339.65 Allocated Itemized	...	▼
<input type="checkbox"/>				Test-P-Card	(700660) Software Maintenance Fees (WU/TECH)	ADOBE *ADOBE Overland Park, Kansas	07/19/2024	\$32.79	...	
						Southwest Airlines		\$484.96		
								<b>\$2,803.24</b>		

- Review all alerts on the report.
  - Alerts that have a **RED X** must be resolved prior to submitting the report.
  - Alerts that have an **ORANGE TRIANGLE** are information only and do not prevent the report from being submitted.
- Once all expenses have been added to the report, have been itemized and allocated, and alerts have been resolved, click on “Submit Report”.
  - A Delegate cannot submit a Report for someone else.
  - If preparing as a delegate, click “Ready for Review”.
  - The Pcard holder must then log into their Concur account to review the Report and click “Submit Report”.
- Click on “Accept & Continue” after reading the submit agreement.

Alerts: 14

- Expense - (700900) Dues & Memberships (WU/TECH) - 07/25/2024 - \$50.00
  - Warning: You must attach a receipt image to this expense. [View](#)
- Expense - (700600) Conference & Seminar Registration (WU/TECH) - 07/23/2024 - \$334.90
  - Warning: Agenda must show conference hotel rate and daily agenda which contains meals provided as part of the conference fee. [View](#)
  - Warning: You must attach a receipt image to this expense. [View](#)
- Expense - (710100) Local Business Meals (Attendees) (WU/TECH) - 07/22/2024 - \$68.73
  - Warning: You must attach a receipt image to this expense. [View](#)
- Expense - (710600) Stationery and Office Supplies (WU/TECH) - 07/22/2024 - \$492.21

There are cash advances available to add to this report. [View](#)

Home / Expense / Manage Expenses / Pcard - Nov 2024

**Pcard - Nov 2024 \$2,803.24** Submit Report Copy Report Delete Report

Not Submitted | Report Number: E25PFW

Report Details | Print/Share | Manage Receipts | View Available Receipts

Expenses	Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	Move
<input type="checkbox"/>	Warning			Test-P-Card	(700900) Dues & Memberships (WU/TECH)	FSP/KANSAS LIBRARY ASSOCI	07/25/2024	\$50.00 Allocated	...
<input type="checkbox"/>	Warning			Test-P-Card	(700600) Conference & Seminar Registration (WU/TECH)	VWWTWPARK.COM	07/23/2024	\$334.90 Allocated	...
<input type="checkbox"/>	Warning			Test-P-Card	(710600) Stationery and Office Supplies (WU/TECH)	OFFICESUPPLY.COM Overland Park, Kansas	07/22/2024	\$492.21 Itemized	...

### User Electronic Agreement



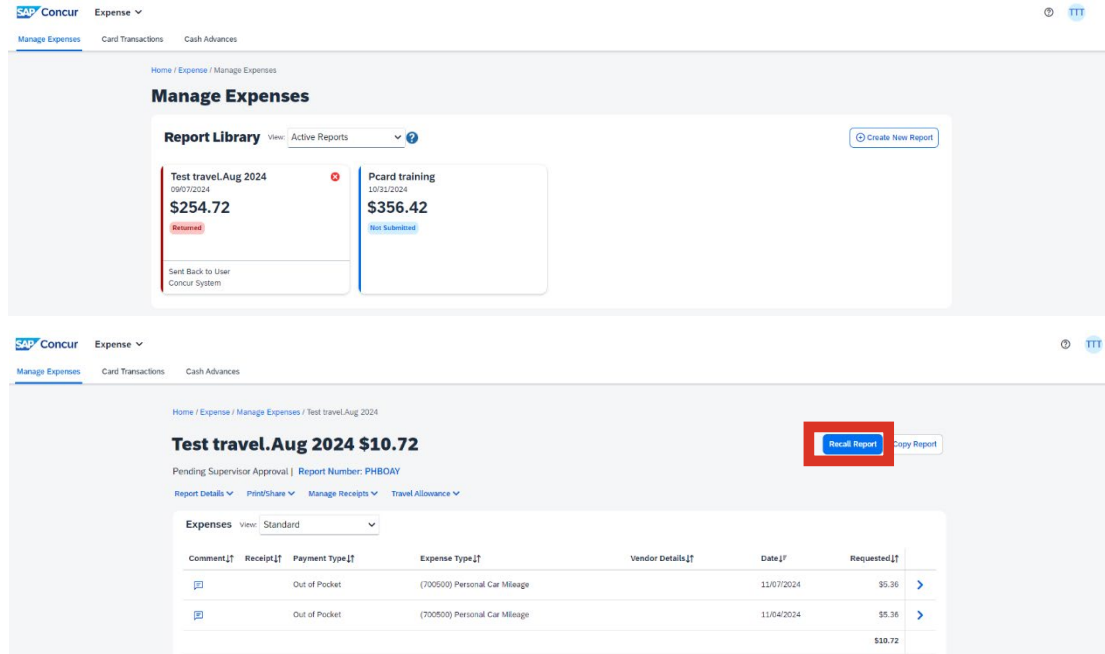
By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

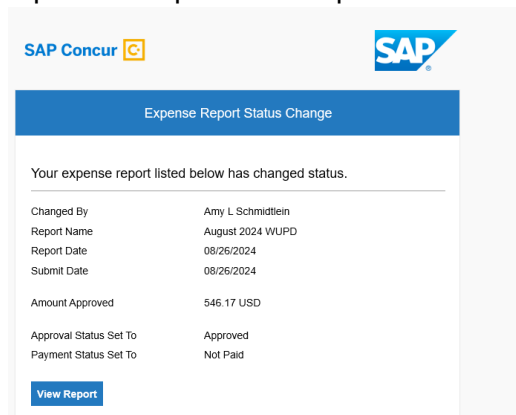
Cancel

**Accept & Continue**

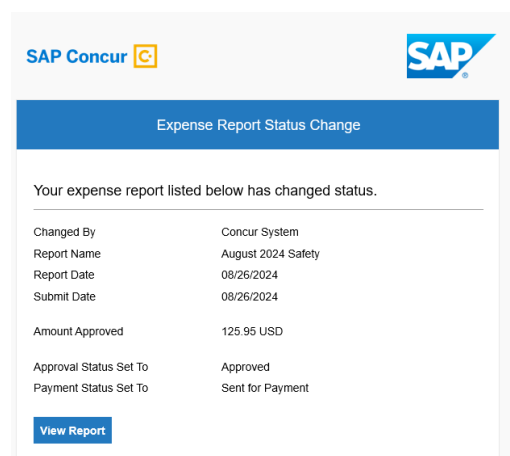
If a revision is needed on a Report that has been submitted, but not fully approved, open the report from the Report Library and click “Recall Report” in the upper right corner.



After the Report has been reviewed and approved by Accounts Payable, the Concur user receives this email, if requested in profile set up.



After the Pcard transactions have uploaded into Banner, the Concur user will receive this email, if requested in profile set up.



Please refer to the document on the Washburn University Accounting website titled “Concur Approval Workflow” to see how the report is routed for approval.

Please remember the staff in the Accounts Payable department are unable to make any revisions to the report or make any exceptions to any Washburn University policy.

If you have any questions, please contact the designated staff in your unit or contact the Accounting/Finance office.

- Call Extension: 2044 or 1859
- Email: [accounts-payable@washburn.edu](mailto:accounts-payable@washburn.edu)