HES/FCS Procard Procedures for Concur

All Procard and travel reimbursement transactions have been migrated to SAP/Concur as of September 8, 2020. UK employees can access Concur through their myUK portal via the Employee Self Service tab. Users can also access Concur directly at concursolutions.com using their UK Single Sign On (link blue ID and password).

When making purchases, cardholders will need to seek pre-approval from supervisors/the Assistant Director for Family and Consumer Sciences. Pre-approval for purchases exceeding $500 is required and can be documented via the updated Procard Voucher provided from the CAFE Business Center. Pre-approval can also be documented via email. If email approval is used, please make sure to add a note on the voucher indicating, "See attached email". Once the purchase has been completed, the Procard Voucher along with supporting documentation (receipts, email correspondence, etc.) will be submitted to the Procard editors for editing and report preparation.

In order for editors to access transactions for editing, cardholders will need to set them up as delegates. (See below.)

Editors will log into a cardholder's Concur profile and prepare a monthly report for each cardholder using the backup documentation provided by the cardholder. Reports will be prepared and sent to the cardholder for review and approval once completed by the editor and reviewed by the unit's business officer. The cardholder will review the report, returning to the editor if there are any errors or initiating workflow (see below) if everything is accurate and correct.

Adding Delegates

In order for editors to access a cardholder's monthly transactions, the cardholder must add editors as delegates.

To add a delegate:

- Log into your myUK portal and go to the Employee Self Service tab.
- Click on Concur Travel and Expense Management.
- Click on the link to access Concur Travel and Expense Management, which should open in a new window.
- Go to your Profile Settings.
- Click on Expense Delegates on the left hand side of the screen under the heading Expense Settings.
- Click the Add button.
- Search for each of the editors (currently Jan Childers and Sarah Gililland) and click add for each.
- Once each delegate has been added to the list, you will also need to assign permissions:
    - Click the check boxes for the following:
        - Can Prepare – this allows the editor to prepare expense reports on your behalf;
        - Can View Receipts – allows the editor to see what receipts have been uploaded or saved to your transaction lists already;
        - Can Use Reporting – allows the editor to see and generate reports on your behalf;

        - Receives Emails – allows the editor to receive email notifications as transactions post to your account. This is especially important as the editors will need to log into your individual profile in order to see that transactions have posted. The emails will let them know when new items are ready for review and editing.
    - These permissions will allow the editors to log in to your profile, view your outstanding transactions, and prepare expense reports on your behalf. They are necessary in order to ensure that transactions are edited appropriately and timely.
- Additionally, you will also need to add the unit's current budget officer as a delegate, using the steps outlined above (currently Katie McKinney).
- The budget officer's permissions should be set to:
    - Can Prepare;
    - Can View Receipts;
    - Can Use Reporting.

Finalizing the Report

The current budget officer has set a deadline of the 25th of each month for the editors to submit expense reports to the cardholders for review and workflow initiation. This means that around this day, the editor responsible for your card will send you a copy of your expense report by email and let you know that it is ready for your review and approval.

- Log into Concur.
- Click on the Required Approvals tab.
- Click on the Expense Reports tab.
- Click on the Report Name to open that report and review for approval.
- Review the items and coding contained for each of the expenses. If you have any questions, please reach out to the editor who created your report or to the budget officer. If everything looks correct, click the Submit Report button at the top right on your screen.
- Once submitted, the report will move through workflow from you to your supervisor to the budget officer to Accounts Payable for posting.

References

Additional resources are available via the University Financial Services website for Concur. Information includes Quick Reference Guides for using this new solution. If you have any questions, please reach out to your budget officer.