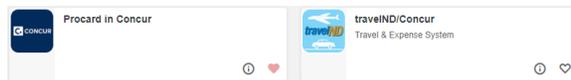


View Procard Statement Report

Concur **Statement Reports** are used to reconcile Procard transactions within a monthly billing cycle (26th – 25th). Reports are auto-generated in Concur and it is the cardholder’s responsibility to ensure all required transaction information is completed.

Access your Procard Statement via InsideND <https://inside.nd.edu>

Enter “Procard” in the search field. Click on either the **Procard in Concur** or travel/Concur task button



Once logged into Concur:

1. On the **Concur home page**, in the My Tasks section, there is a box listing your **Open Reports**.



2. Click on the desired *Statement Report* to open.

Required Elements for Each Transaction

Each Procard transaction will require the User to provide three required elements:

1. Assign an **Expense Type** (University account code);
2. Detail the **Business Purpose**; and
3. Provide a digital **copy of the receipt** or other adequate purchase documentation.

Expense Type and Business Purpose

Within the Statement Report, select the expenditure to assign the Expense Type and Business Purpose. These fields will have an asterisk indicating they are required fields.

Expense Type

This is used to describe the category of the expenditure, and each is associated with a University Account Code.

There is a **drop-down menu of over 100 Expense Types** to choose from to describe the transaction. If one of those is not adequate, you may choose **Not Listed (Will charge SUPPLIES)** and the transaction will be charged to Supplies (72001); however, this should be used sparingly.

Business Purpose

A detailed purpose of each Procard transaction is **required** and should include **relevant information supporting the use of University’s resources for the expenditure**.

If you need additional space to support the purchase, please enter it in the Comment field at the bottom of the page.

Once the **Expense Type** and **Business Purpose** are entered, click **Save Expense**.

Tip: If you have multiple transactions with the same Expense Type and/or Business Purpose, you can check the boxes on the left side of the list of Expenses and in the dialog box titled “You have selected multiple expenses. What would you like to do?”, select “3. Edit one or more fields for the selected expenses” and update Expense Type, Business Purpose, and/or Comments as appropriate.

Attaching Receipts

There are several ways to attach receipts:

- **Scan receipt (or save emailed receipt as pdf)** and save to computer; attach at individual expenditure line item or at report level;
- **Concur Mobile App** (iPhone or Android): receipts are stored in your Concur account as “Available Receipts”. Attach at individual expenditure line item or at report level.

Note: 5 MB limit per file. File formats allowed PDF, JPG, TIFF, HTML or PNG files. See page 2 for more details.

Attach receipt for individual transaction:

You may attach receipts to individual transactions line items by uploading scanned receipts saved on your computer or within your Concur account.

1. With the transaction selected, click the **Attach Receipt** button at the bottom right corner.
2. To upload a receipt image from your computer, click **Browse** in the **File Selected for Uploading** window.
 - Navigate to location of the receipt image file on your computer.
 - Select the file and click **Open**.
 - Click **Attach**.
3. To upload from your **Available Receipts**, check the box of the image and click **Attach**.
4. The  icon will display to show receipt successfully attached.



Attaching Receipts, continued

Attach receipt for entire statement report:

You may attach a single document at the report level to document multiple transactions within a Statement Report.

1. Click the **Manage Receipts** dropdown on Statement Report at the top of the screen.
2. Select **Manage Attachments**.
3. Select **Add** to upload the receipt or document.
4. Once the receipt has been added, **X** out of the window.
5. There will be a gold alert icon; however, you are permitted to submit the statement for approval.

Allocate Transactions

The Allocation feature allows you to redirect and/or split transactions among multiple FOPs (Fund-Org-Program).

1. Select the expense you wish to allocate from the Expense list.
2. Click **Allocate** in the upper left corner of the expense details section above Expense Type.
3. There are buttons at the top of the page to choose either **Percent** or **Amount**.
4. Click the **Add** button under your default FOP Code.
5. You will see dropdown lists for each of the FOPAL elements. Choose the appropriate number in the **Fund** and corresponding **Org** and **Program** fields. You may add an **Activity** and **Location** code if necessary.
6. Click **Save** at the bottom of the window.
7. Once the new FOP has been saved, you may **Save as Favorite** to use in the future.

8. Depending on whether you chose to allocate by percentage or dollar amount, enter the amount to allocate this new FOP in the window to the right of the FOP you added.
9. If you want to **split** the transaction among multiple FOPs, click **Add** again and repeat steps 5 and 6 for each new allocation.
10. Use the ellipsis (three dots) to **Edit** or **Delete** the allocation.
11. Click **Save**. *The sum of the split transactions must be equal to the total transaction.*
12. On the Statement Report page, it will show **Allocated** beneath the Requested amount.

Requested↑
\$45.62
Allocated

Itemize Transactions

If you wish to split a single transaction using **different Account Numbers**, you must use the **Itemize** function to split at the Expense Type level.

1. Select the expense you wish to itemize from the expense list.
2. Click **Create Itemization**.
3. Use the drop-down list to select the first **Expense Type** and complete the **Business Purpose** and dollar **Amount** for the itemization.
4. Click **Save Itemization** or **Save and Add Another** and the amounts will adjust automatically.
5. Repeat steps until the **Remaining** amount equals \$0.00.
6. Use the ellipsis (three dots) to **Edit**, **Delete**, **Copy**, or **Allocate** the itemization.
7. Click **Save Expense**.

8. On the Statement Report page, it will show **Itemized** beneath the Requested amount.

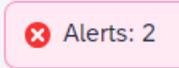
***Important:** If you want to split a transaction using different FOAP, you must first **Itemize the Expense Types (account numbers)**, then **Allocate those to the appropriate FOP**. If you itemize an expense after allocating, the allocations will be lost.*

Submit Procard Statement for Approval

Statement Reports may be submitted any time after the 10th of the new billing cycle month.

1. On the Statement Report page, click the blue **Submit Report** button. **All red alerts** at the top of the report must be cleared before the Statement Report can be submitted. To see details of the alerts, click the dropdown arrow on the right side of the flag.

Example of Alert:



2. To see who is set to approve your statement, go to the **Report Details** dropdown and select **Report Timeline**. You may click **Edit** to change or add an additional approver.

Contact Information

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