

### View Procard Statement Report

Concur **Statement Reports** are used to reconcile Procard transactions within a monthly billing cycle (26<sup>th</sup> – 25<sup>th</sup>). Reports are auto-generated in Concur, where cardholders will select Expense Type (Banner account number), note the Business Purpose, and attach a scanned copy of the receipt for each transaction.

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

- Click on the **Procard Channel** on the Administrative Tab >; OR
- Click on the **travelND Quick App** on either the Home Tab or Administrative Tab

Once logged into Concur:

1. On the **Concur home page**, in the 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. Describe the **Business Purpose**; and
3. Attach a scanned **copy of the receipt** or other adequate purchase documentation.

### Expense Type and Business Purpose

The **Expense Type** describes the category of the expenditure, and each is associated with a University Account Codes. There is a **drop-down menu of over 100 Expense Types** that should describe the transaction. If one of those is not adequate, choose “Not Listed” and the transaction will be charged to Supplies (#72001); you must submit a journal entry to move it to a different account code.

A description of the **Business Purpose** of each Procard transaction is **required**—Concur will not permit submitting a Statement Report for approval until the Business Purpose is documented. The field should include **all relevant information supporting the use of University resources for the expenditure.**

1. Within the Statement Report, select the charge/purchase you want to assign the Expense Type.
2. The **Expense Section** on right side pane will display the charge/purchase detail.
3. Select the appropriate **Expense Type** (noting the associated account code) from dropdown menu.
4. Also in the **Expense Section** enter the **Business Purpose** (required field).
5. Click **Save** when finished.

**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.*

### Attaching Receipts

#### **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**.
  -  icon will display to show receipt successfully attached.

### Attaching Receipts, continued

#### Attach receipt for several transactions:

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

1. Click the **Receipts** button below the Statement Report title at the top of the screen.
2. Select **Attach Receipt Images** and click.
3. Click **Browse** in the **File Selected for Uploading** window at the bottom.
4. Navigate to the saved receipt image on your computer.
5. Select the file and click **Open**.
6. Click **Upload** to attach the file. The window will note the file is **Attached**. **Close** the window.
7. The receipt icon will continue to be gold  although Concur will now permit you to submit the statement for approval.

### Redirecting or Splitting Transactions

To redirect a charge from your default FOP, or to split a transaction between multiple FOPs, you use the **Allocate** option.

### Allocate

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** near the lower right-hand corner of the expense details section.

3. From the **Allocate By** dropdown menu, choose either **Percentage** or **Amount**.
4. Click in the field under the **Fund** column heading. You will see a pick list of FOPs you have used previously. Choose a previously used FOP (in bold) or type the appropriate number in the Fund field.
5. Select the corresponding **Org** and **Program** preselected at the bottom of each field. If you select a previous FOP, these fields will be completed.
6. If you want to **split** the transaction among multiple FOPs, click **Add New Allocation**.
7. Repeat steps 4-6 for each new allocation.
8. Click **Save**. The sum of the split transactions must be equal to the total transaction.
9. In the confirmation message box, click **OK**.
10. In the Allocate Report window, click **Done**.
11.  icon will display the transaction allocation.

### Itemize

If you wish to split a 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 **Itemize** near the lower right-hand corner of the expense details section.
3. On the **Add Itemization** tab, select **Expense Type** from the drop-down list and complete all required fields.
4. Adjust expense amount (the totals will adjust accordingly).
5. Click **Save**.
6. Repeat steps until the **Remaining Amount equals \$0.00**.
7. Click **Save**.

**Important:** *If you want to split a transaction using different FOAP, you must **Itemize the Expense Types (account numbers) first**, 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 10<sup>th</sup> of the new billing cycle month.

1. On the Statement Report page, click the blue **Submit Report** button. **All exception flags** must be cleared before the Statement Report can be submitted.

*Exception Flag Examples:*

-  Entry has undefined expense type
-  Missing Required Field: Business Purpose

2. To see who is approving your statements, go to the **Details** button and click **Approval Flow**.
3. To change your default approver, click on the **Profile** tab at the top, then select **Expense Approvers** from the left side.

### Contact Information

Procard website: <http://procard.nd.edu>

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