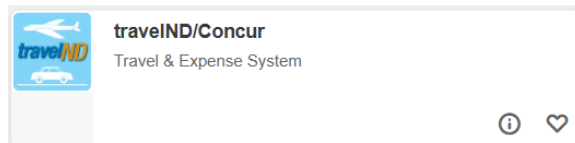




View Shamrock Statement Report

Concur **Statement Reports** are used to reconcile Shamrock Card 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 Shamrock Statement via travelND/Concur in InsideND <https://inside.nd.edu>.



Once logged into Concur:

1. On the **Concur home page**, in the Expense Reports section, there is a box listing your **Shamrock Report**.
2. Click on the desired *Shamrock Report* to open.



Elements for Each Transaction

For each line item on your report, you will need to:

1. Assign an **Expense Type** (University account code);
2. State a valid **Business Purpose**; and
3. Attach required **receipt** or other adequate purchase documentation.

Note: You may not be able to submit your report without these elements.

Expense Type and Business Purpose

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. You can search by keyword, description, or actual Account Number to find what you need.

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**.

Expense Type and/or Business Purpose for Multiple Transactions

To assign the same Expense Type and/or Business Purpose to multiple transactions:

1. Check the boxes on the left side of each expense in the list of Expenses.
2. Select **Edit** to enter and apply the same information to all of the checked expenses.

Attaching Receipts

There are several ways to attach receipts:

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

Note: 5 MB limit per file. File formats allowed PDF, JPG, TIFF, HTML or PNG files.

Scanning and uploading receipts:

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

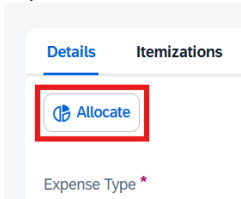
1. With the transaction selected, click the **Attach Receipt** button in the Receipt field.
2. To upload a receipt image from your computer, click **Upload New Receipt**.
 - Navigate to location of the receipt image file on your computer.
 - Select the file and click **Open**. You should now see the receipt in the window.
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.



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**.

NOTE: 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 Shamrock Statement for Approval

Statement Reports may be not be submitted until after the 10th of the new billing cycle month. This is to allow for the financial close of the previous month's activity.

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:

✖ Alerts: 2

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 add an additional approver.

Contact Information

Shamrock Card Administration

Email: shamrockcard@nd.edu

Website: <https://controller.nd.edu/shamrockcard>

Phone: (574) 631-3388

JPMorgan Chase Customer Service:

(800) 316-6056

Outside the US Call Collect: (847) 488-3748