

P-Card Goods & Services Expense Report

A **P-Card Goods/Services Expense Report** will be required for any good and/or service purchases made on your P-Card. This Expense Report will serve the same purpose as the P-Card Reconciliation Packet.

These instructions will cover the full process of creating and submitting a P-Card Expense Report in the New User Interface.


To determine what is considered goods & services, please refer to the link below for more information.

[Purchase Goods and Services Matrix](#)

Click on any of the links below to skip ahead to that section.

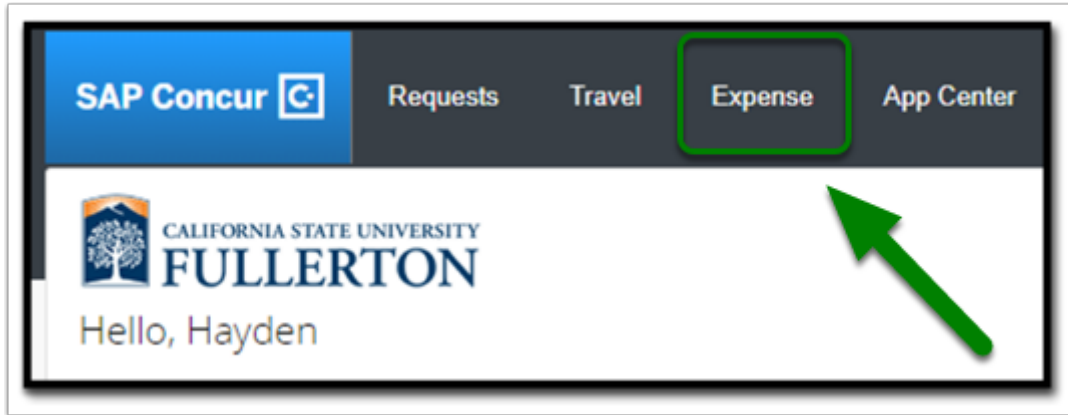
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 If you need assistance with logging into Concur, please go to [Logging into Concur](#).....0

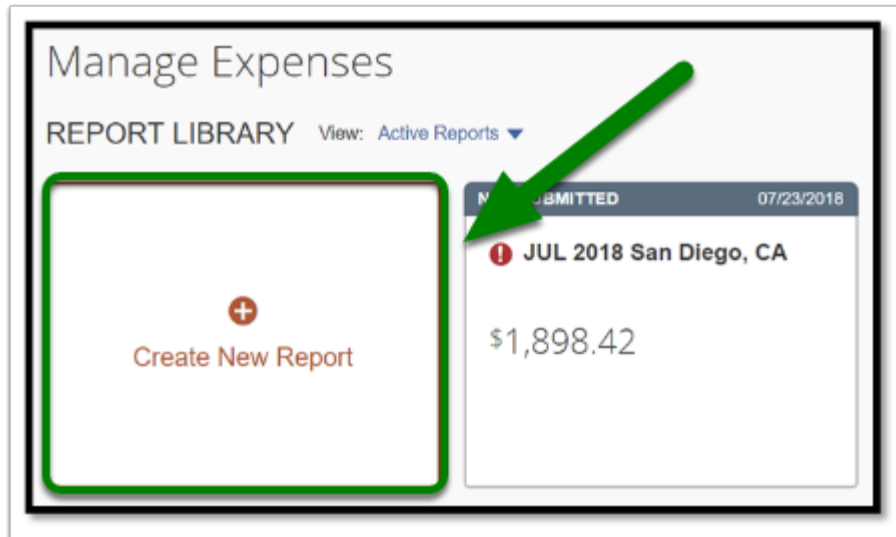
Creating P-Card Expense Report

Step 1: On the Concur Dashboard, click on **Expense** tab at the top.



Step 2: The screen will refresh to the **Manage Expenses** page, where you have the option to either Create New Report or Edit Expense Report.

Click on **Create New Report**.



Step 3: Select the policy.

Note: The Policy field defaults to State Travel.

Create New Report

Policy *
State P-Card

Report Name *
Billing Period Start Date *
Billing Period End Date *
Business Purpose
Fund *
Class
Division *
Department ID *
Programs

Report ID
Billing Period Start Date *
Billing Period End Date *
Business Purpose
Fund *
Class
Division *
Department ID *
Programs

Cancel Create Report

Step 4: For P-Card Expense Report, click on the drop-down to select **State P-Card** as the policy.

Policy *

State P-Card

Auxiliary P-Card

Auxiliary Travel

State P-Card

State Travel

Step 5a: The fields will update upon the policy selection.

Fill out the required fields (marked with the red asterisks *) and appropriate fields.


Step 5b: In the Report Name field, make sure to follow the appropriate naming convention as followed.

Example: [Month] [Year] P-Card

JUL 2018 P-Card

Step 5c: Leave **Report Date** as the date that you are creating the report.

Step 5d: In the **Billing Period Start Date** and **Billing Period End Date**, click on the calendar to select the appropriate dates of the **Billing Cycle** .

 For a list of the Billing Period Start and End Date, go to the [Billing Cycle Dates Handout](#).

Step 5e: Your **Division** field and **Department ID** field will auto-populate, based on CMS.

Note: If your Division or Department ID field is incorrect, please contact Payroll to make the corrections at payroll@fullerton.edu or 657-278-2521.

Step 5f: Select the **Fund** field that is appropriate with your department.

Note: You can either type in the name of the fund, or the code of the fund.

If you are not sure of the Fund code, ask your budget coordinator of the department.

Fund * ?

▼
THEFD:CSU Operating Fund (THEFD)

Step 6: Class, Program, and Projects are optional fields that can be specified.

Class

▼
Facilities (20068)

Programs

▼
231 Hardware (5176)

Project

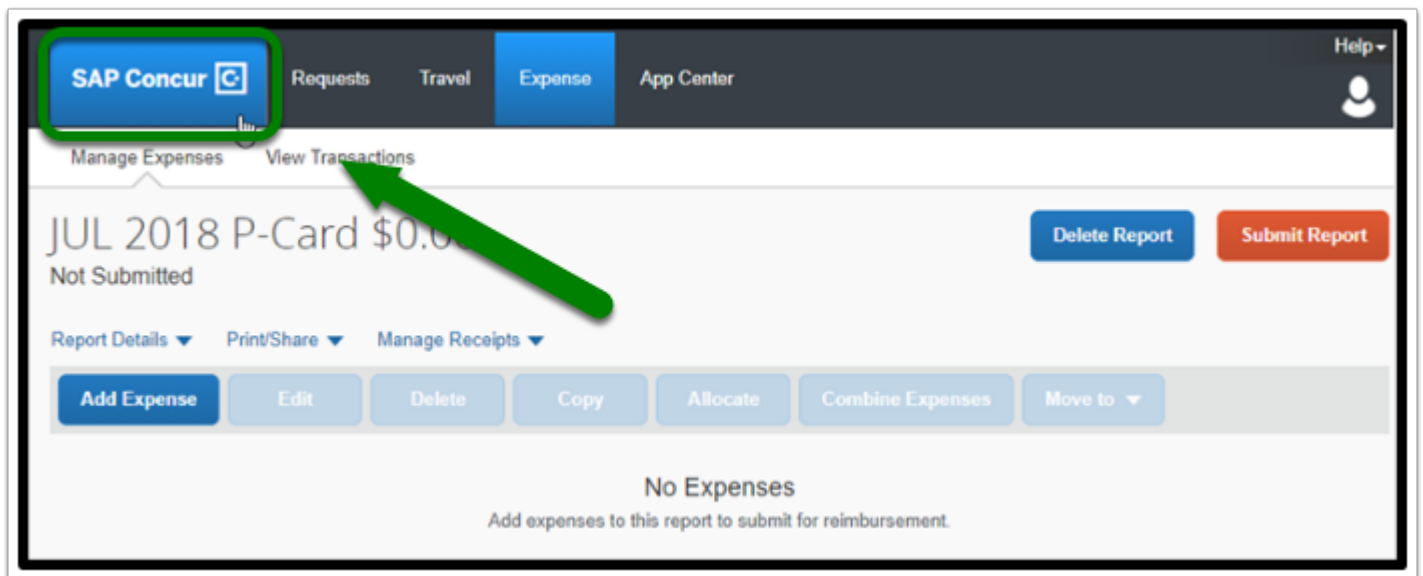
(58170012) Physical Services Complex Reno ▼

Step 7: After you fill out the required and appropriate fields, click on the **Create Report** button in the bottom-right corner.



Step 8: Your Expense Report has been successfully created.

You may add any expenses for the specified billing cycle into the report, or you may exit the report by clicking on the **SAP Concur** logo.



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Adding Expenses to P-Card Expense Report

Step 1: To begin adding your P-Card expenses to your report, begin by clicking on **Add Expense**.

SAP Concur

Requests Travel **Expense** App Center

Manage Expenses View Transactions

JUL 2018 P-Card \$0.00

Not Submitted

Report Details Print Share Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses

No Expenses

Add expenses to this report to submit for reimbursement

Step 2: From there, you will see the available expenses that are in your account. Click on the **check box** next to the appropriate expense(s) for your report, and then click on **Add To Report**.

Add Expense

2 Available Expenses + Create New Expense

| | Payment Type | Expense Type | Vendor Details | Date | Amount |
|-------------------------------------|-------------------|--------------|--|------------|----------|
| <input type="checkbox"/> | Test US Bank Visa | Undefined | Direct Marketing Continuity/Su Los Angeles, California | 07/28/2018 | \$102.72 |
| <input checked="" type="checkbox"/> | Test US Bank Visa | Undefined | Stationery Stores, Office and Sc Los Angeles, California | 07/23/2018 | \$108.44 |

Close Add To Report

Step 3: Your page will refresh, and you will notice the **P-Card expense** at the bottom.

The screenshot shows the SAP Concur Expense report interface. At the top, there are tabs for 'Requests', 'Travel', 'Expense' (selected), and 'App Center'. Below the tabs, there are links for 'Manage Expenses' and 'View Transactions'. A red alert bar at the top indicates 'Alerts: 2'. The main heading is 'JUL 2018 P-Card \$108.44' with a trash icon and 'Not Submitted' status. There are buttons for 'Copy Report' and 'Submit Report'. Below this, there are links for 'Report Details', 'Print/Share', and 'Manage Receipts'. A row of action buttons includes 'Add Expense', 'Edit', 'Delete', 'Copy' (highlighted with a green arrow), 'Allocate', 'Combine Expenses', and 'Move to'. Below the buttons is a table with columns: Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The table contains one row: 'Test US Bank Visa' (Expense Type: Undefined, Vendor: Stationery Stores, Office and Sc Los Angeles, California, Date: 07/23/2018, Requested: \$108.44). The total amount \$108.44 is shown at the bottom right.

Step 4: You will notice that there are also some alerts at the top. Click on the **down arrow** to expand.

This screenshot is similar to the previous one, but the 'Alerts: 2' bar is expanded, showing a green border and a green arrow pointing to the down arrow icon on the right side of the bar. The rest of the interface remains the same.

Step 5: You will see the following alerts listed for the expense. You will be tasked with clearing these alerts, which will be covered on a separate guide.

Manage Expenses View Transactions

Alerts: 2

| | | | |
|---------|-----------|------------|----------|
| EXPENSE | Undefined | 07/23/2018 | \$108.44 |
|---------|-----------|------------|----------|

Alerts:

- The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report. [View](#)
- You must attach a receipt image to this expense. [View](#)

💡 For assistance on how to clear these alerts, please go to [Defining P-card Expenses](#).

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Edit/Review Expense Report

Step 1: On your Concur Dashboard, select the **Expense** tab.

SAP Concur

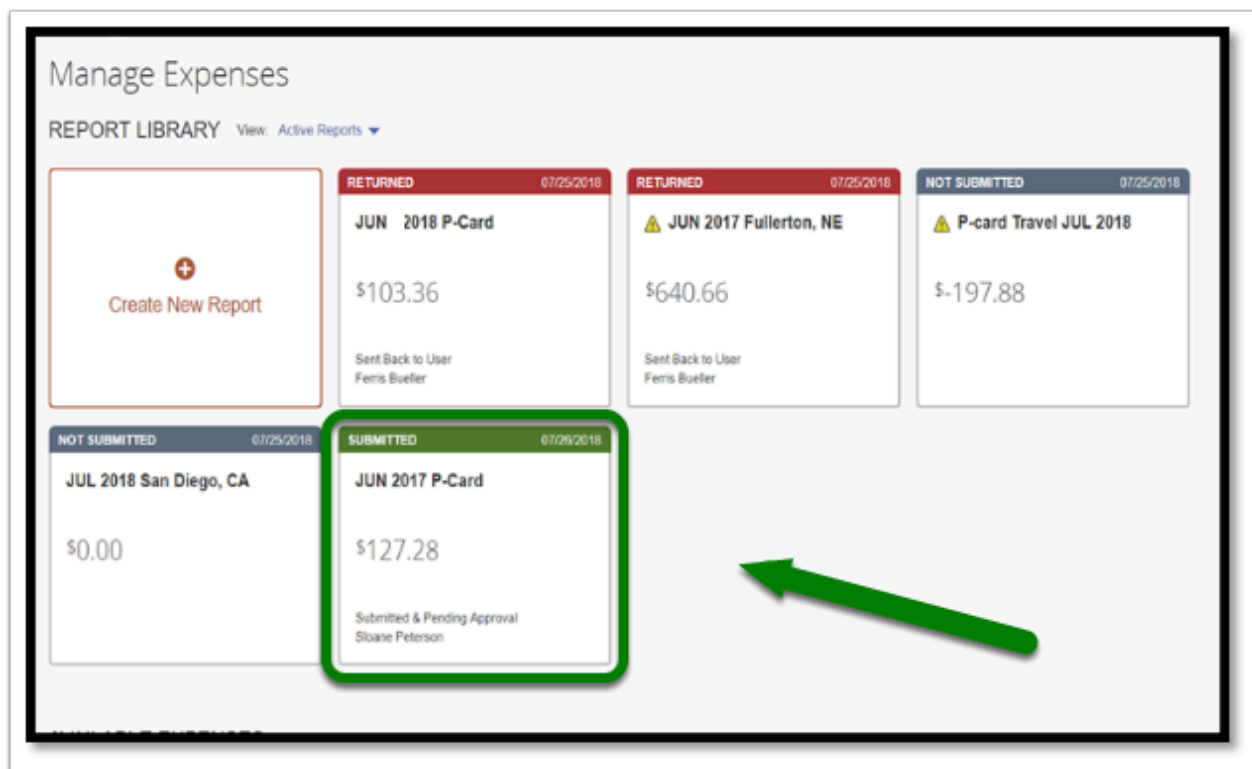
Requests Travel **Expense** App Center

CALIFORNIA STATE UNIVERSITY
FULLERTON

Hello, Hayden

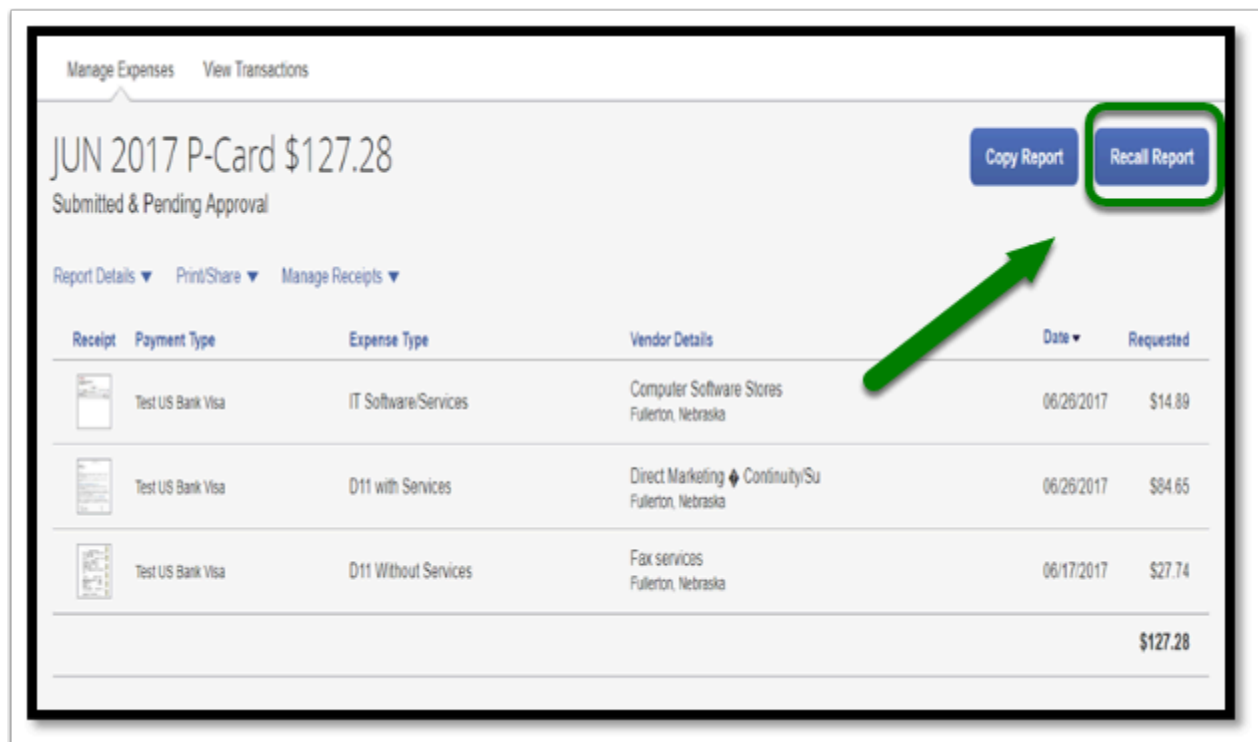
Step 2: Select the **Expense Report** you would like to review or edit.

Note: You can still review an Expense Report that has been submitted.



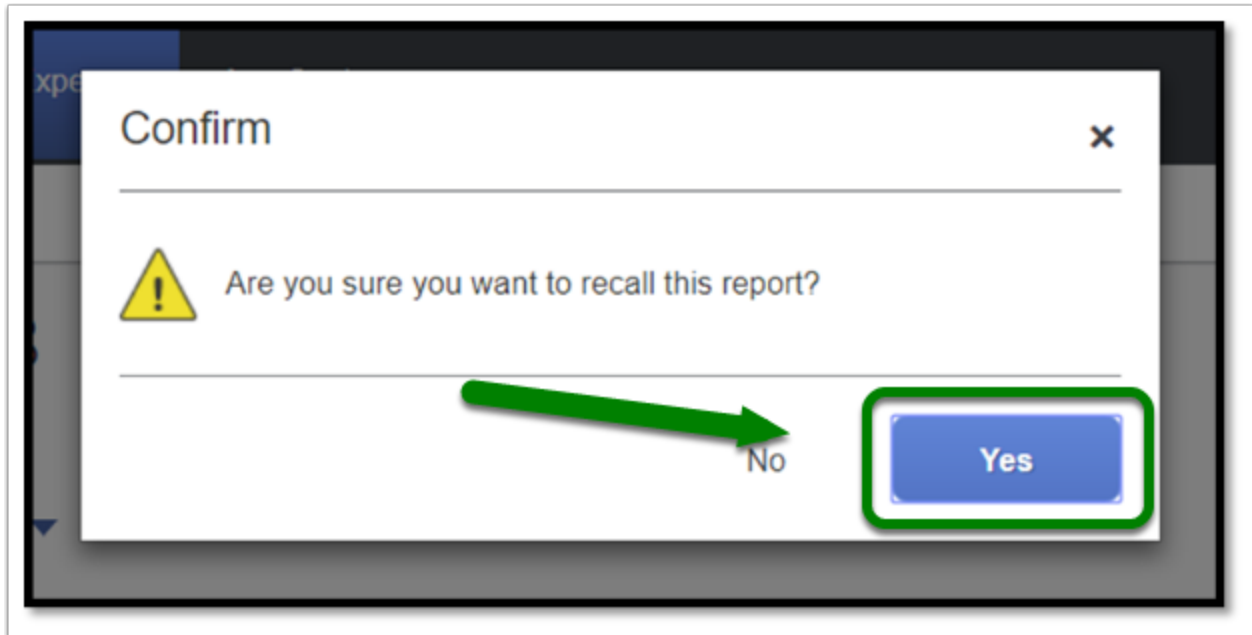
Step 3: If you selected a **Submitted Expense Report**, you will be able to review the Report Summary.

To make any edits you will be required to select the **Recall Report** button.



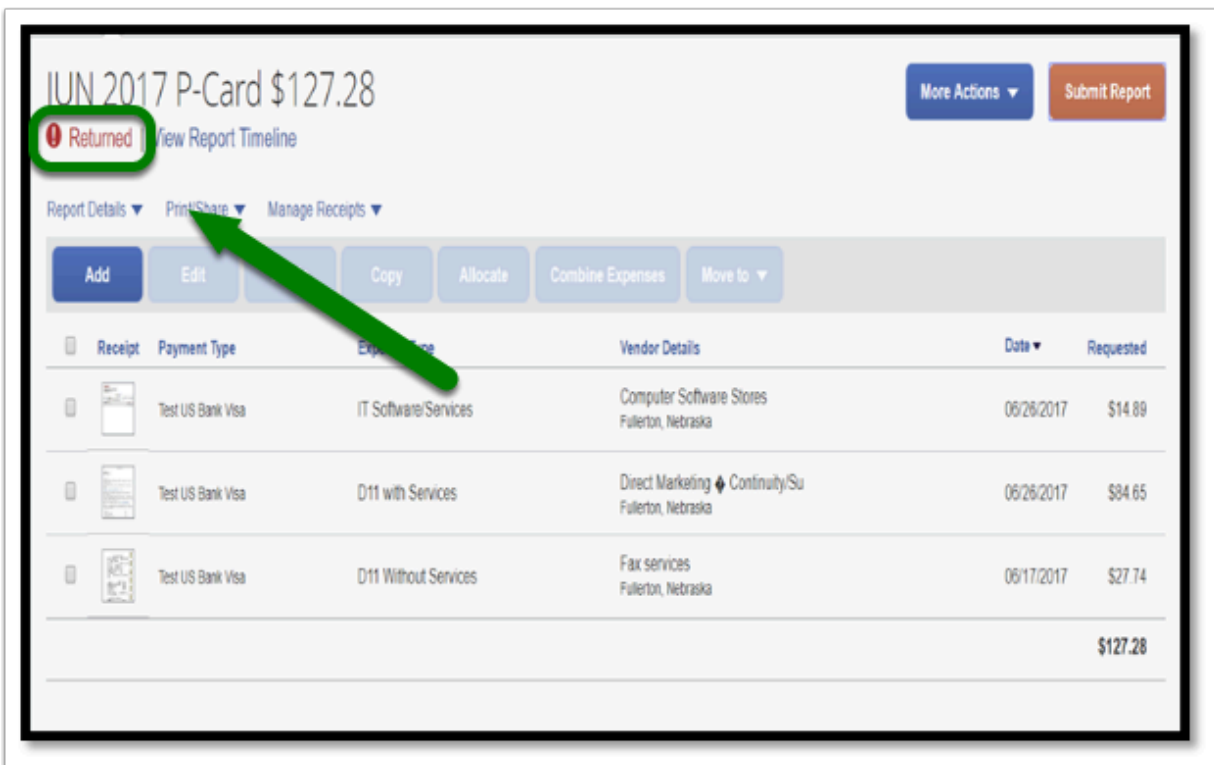
Step 4: A confirmation message will pop up.

Select the **Yes** button.




Step 5: You will receive a message indicating the Expense Report has been recalled, i.e. Returned.

You can now edit the **Expense Report** as needed.



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Checklist

 If you would like to use a checklist, please click on [P-Card Goods and Services Expense Report Checklist.](#)

Need more help?

 Contact Concur Support at concur@fullerton.edu or at 657-278-3600.