


# Defining P-card Expenses

These instructions cover how to define your expenses and itemize them on your P-Card Expense Report.

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

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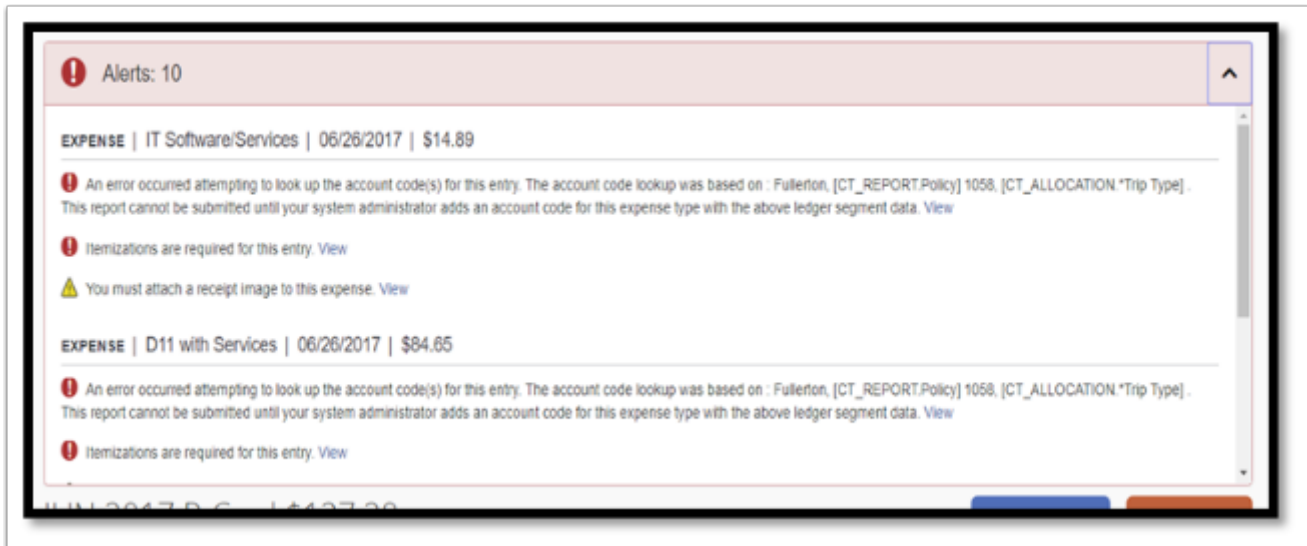
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 If you need assistance with logging into Concur, please go to [Logging into Concur](#)..... 0

# Defining Expense Types

**Step 1:** Under Alerts, all exceptions will be listed.

Every expense must have a defined Expense Type.



**Step 2:** Click on each line item to define the expense type.



**Step 3:** Your page will refresh and you will see the details of your expense.

IT Software/Services \$14.89  
06/26/2017 | Computer Software Stores | Corporate Card

Details Itemizations

Expense Type \*  
IT Software/Services

Transaction Date: 06/26/2017  
Business Purpose:   
Enter Vendor Name: Computer Software Stores  
City: Fullerton, Nebraska

Payment Type:   
Test US Bank Visa

Transaction Amount: 14.89  
Currency: US, Dollar

Comment:   
Save Expense Cancel

Attach Receipt Image

**Step 4:** Select the appropriate expense category for that expense.

**Note:** Make sure to scroll down to see all expense categories.

Expense Type \*

IT Software/Services

- 100. Services
- Services
- 101. Goods
- Goods
- 102. D11 with Services
- D11 with Services
- 103. D11 without Services
- D11 Without Services
- 104. IT Software/Services
- IT Software/Services
- 105. IT Goods
- IT Goods
- 106. Membership
- Membership
- 107. Athletics
- Athletics

Business Purpose ?  
City: Fullerton, Nebraska  
Currency: US, Dollar

💡 For more assistance on which expense type to select for your transaction, contact Contracts and Procurement at [ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu).

**Step 5:** Once you have selected your **Expense Type**, fill in the other fields, as appropriate. Click on the **Save Expense** button when you are finished.

Details Itemizations

\* Indicates required field

Expense Type \*  
IT Software/Services

Transaction Date  
06/26/2017

Business Purpose ?

Enter Vendor Name  
Computer Software Stores

City  
Fullerton, Nebraska

Payment Type ?  
Test US Bank Visa

Transaction Amount  
14.89

Currency  
US, Dollar

Comment

Save Expense Cancel

**Step 6:** To itemize your expense click on the **Itemizations** tab.

IT Software/Services \$14.89  
06/26/2017 | Computer Software Stores | Corporate Card

Details Itemizations

Expense Type \*  
IT Software/Services

\* Indicates required field

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## Itemizing Expenses



All P-Card transactions in a P-Card Expense Report are required to be itemized.

**Step 1:** Select the **Create Itemization** button in your selected expense.

IT Software/Services \$14.89  
06/26/2017 | Computer Software Stores | Corporate Card

Details	Itemizations
Amount \$14.89	Itemized \$0.00
	Remaining \$14.89

**Create Itemization** More Actions ▾

No Itemizations.  
Create itemizations for the item on your receipt.

**Step 2:** The screen will refresh. You will see the tab **New Itemization**.

In the **Expense Type** field, select the drop-down.

Details Itemizations

Amount	Itemized	Remaining
\$14.89	\$0.00	\$14.89

*New Itemization*

\* Indicates required field

Expense Type \*

Search for an expense type

Save Itemization Cancel

**Step 3:** Select the appropriate **Expense Type** category for that expense.

**Note:** Make sure to scroll down to see all expense categories.

*New Itemization*

\* Indicates required field

Expense Type \*

Search for an expense type

104. IT Software/Services

- (616001) I/T Communications
- (616003) I/T Software
- (616802) I/T Hardware Annual Maint/Supp
- (616803) I/T Software Annual Maint/Supp

💡 For more assistance on which expense type to select for your transaction, contact Contracts and Procurement at [ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu).

**Step 4:** After you have selected the **Expense Type**, new fields will appear.

Fill out the required fields (designated by the red asterisks **\***) and the appropriate fields.

**New Itemization**  
Allocate

\* Indicates required field

Expense Type \*  
(616802) I/T Hardware Annual Maint/Supp

Transaction Date \*  
06/26/2017

Business Purpose  
Q#

IT Auth \*

Transaction Amount \*  
Currency  
US, Dollar

Comment

Save Itemization Cancel

💡 For assistance on how to fill out the Business Purpose field, go to [Business Purpose Guidelines](#).

**Step 5a:** Your **Transaction Date** field will be automatically filled in, based on the date of your transaction.

Q#  
123456

IT Auth \*  
7894568

Transaction Amount \*  
Currency



Expense Type \*

(616802) I/T Hardware Annual Maint/Supp

Transaction Date \*

06/26/2017

Business Purpose

Q#

**Step 5b:** The **Business Purpose** is an optional field to fill in for notes or comments that you want to upload into OBIEE.

**Note:** There is a 64 character limit for adding text to the field.

Expense Type \*

(616802) I/T Hardware Annual Maint/Supp

Transaction Date \*

06/26/2017

Business Purpose ?

Q#

**Step 5c:** Depending on what **Expense Type** is selected, there may be different required fields, such as **Q#**, **IT Authorization #**, etc. Fill in as appropriate.

Q#

123456

IT Auth \*

7894568

Transaction Amount \*

Currency

💡 If you have any questions regarding the Q# or IT Authorization #, contact Contracts and Procurement at [ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu).

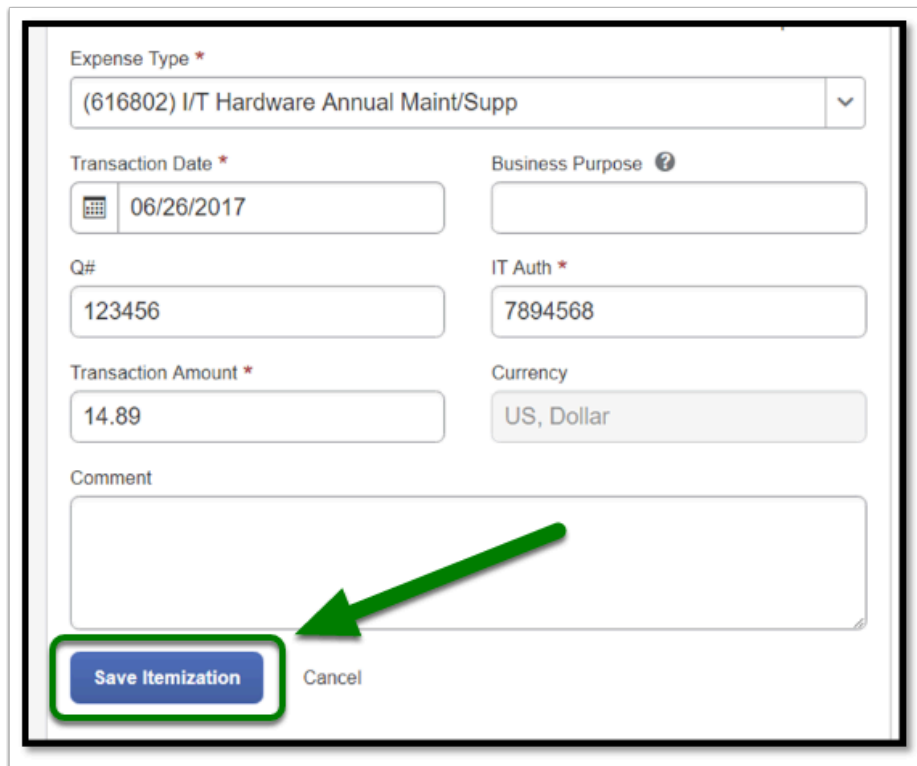
**Step 5d:** Confirm the amount by typing the dollar amount in the **Transaction Amount** field.



A screenshot of a form section with a black border. It contains two input fields: 'Transaction Amount \*' with the value '14.89' and 'Currency' with the value 'US, Dollar'. Below these is a 'Comment' label and an empty text area.

**Step 5e:** After you fill out all required and appropriate fields, select the **Save Itemization** button.

**Note:** If you need to allocate an expense, refer to the [Allocating Expenses Expense Instructions](#) for more information.



A screenshot of a full expense form with a black border. The form includes fields for 'Expense Type \*' (dropdown menu showing '(616802) I/T Hardware Annual Maint/Supp'), 'Transaction Date \*' (calendar icon and date '06/26/2017'), 'Business Purpose' (empty field with a help icon), 'Q#' (input field with '123456'), 'IT Auth \*' (input field with '7894568'), 'Transaction Amount \*' (input field with '14.89'), and 'Currency' (dropdown menu showing 'US, Dollar'). There is also a 'Comment' label and a large empty text area. At the bottom left, the 'Save Itemization' button is highlighted with a green border and a green arrow points to it from the right. To its right is a 'Cancel' button.

**Step 6:** After you **Save**, your itemized expenses will show under the expense.

Details		Itemizations	
Amount	Itemized	Remaining	
\$14.89	\$14.89	✓ \$0.00	

Create Itemization
More Actions ▾

<input type="checkbox"/>	Date ▲	Expense Type	Amount
<input type="checkbox"/>	06/26/2017	(616802) I/T Hardware Annual Maint/Supp	\$14.89

**Step 7:** To upload your receipt, select the **Attach Receipt Image** to search for your receipt.

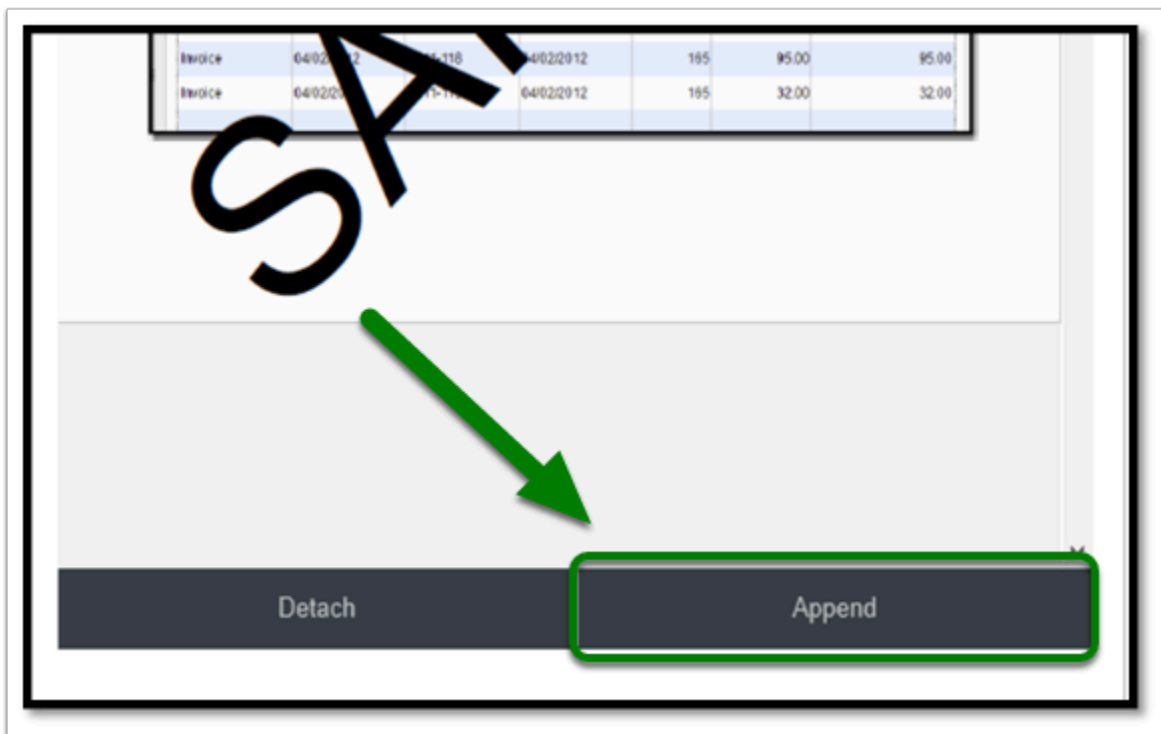
Details		Itemizations	
Amount	Itemized	Remaining	
\$14.89	\$14.89	✓ \$0.00	

Create Itemization
More Actions ▾

<input type="checkbox"/>	Date ▲	Expense Type	Amount
<input type="checkbox"/>	06/26/2017	(616802) I/T Hardware Annual Maint/Supp	\$14.89

Attach Receipt Image

**Step 8:** If you need to add additional receipts or documentation, select the **Append** button in the bottom right-hand corner.



**Step 9:** Once you have finished clearing your alerts, select the **Save Expense** button to return to your expense report to itemize your other expenses.

**Note:** If you have more than one expense that requires itemization, repeat [Itemizing Expenses](#). Itemize other expenses until the red exception icon disappears.

✓ Success! You have cleared all alerts on this expense.

IT Software/Services \$14.89  
06/26/2017 | Computer Software Stores | Corporate Card

Cancel **Save Expense** Hide Receipt

Details Itemizations

Amount	Itemized	Remaining
\$14.89	\$14.89	\$0.00

Create Itemization More Actions

Date	Expense Type	Amount
06/26/2017	(616802) I/T Hardware Annual Maint/Supp	\$14.89

**STAPLES**  
Order Number: 8752879127  
Date Order Placed: March 21, 2017  
Purchase Order #: 1111111111

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💡 For information regarding allocating expenses, please refer to the [Allocating Expenses](#) for more information.

## Need more help?

📘 Contact Concur Support at [concur@fullerton.edu](mailto:concur@fullerton.edu) or at 657-278-3600.