


Submitting P-Card Expense Report

These instructions cover how to submit your P-Card Expense Report for approval.

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Exceptions

Step 1: Before submitting your Expense Report, ensure all alerts are resolved.

Make sure all of your expenses have no red exceptions for each icon.

The screenshot shows an expense report for 'JUN 2017 P-Card \$127.28'. At the top, there is a red alert bar with 'Alerts: 7'. Below this, there are buttons for 'More Actions' and 'Submit Report'. A table of expenses is displayed with columns: Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The table contains three rows of expenses. The first row has a red alert icon. The second and third rows have red alert icons. A green box highlights the red alert icons, and a green arrow points to the 'Submit Report' button.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
		Test US Bank Visa	IT Software/Services	Computer Software Stores Fullerton, Nebraska	06/26/2017	\$14.89
		Test US Bank Visa	D11 with Services	Direct Marketing & Continuity/Su Fullerton, Nebraska	06/26/2017	\$84.65
		Test US Bank Visa	D11 Without Services	Fax services Fullerton, Nebraska	06/17/2017	\$27.74
						\$127.28

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Submitting Expense Report

Step 1: Once you reviewed the entire Expense Report and attached all receipts, select the **Submit Report** button.

Note: Your Expense Report will be submitted to your Approver.

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

JUN 2017 P-Card \$127.28

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date ▾	Requested
<input type="checkbox"/>		Test US Bank Visa	IT Software/Services	Computer Software Stores Fullerton, Nebraska	06/26/2017	\$14.89
<input type="checkbox"/>		Test US Bank Visa	D11 with Services	Direct Marketing & Continuity/Su Fullerton, Nebraska	06/26/2017	\$84.65
<input type="checkbox"/>		Test US Bank Visa	D11 Without Services	Fax services Fullerton, Nebraska	06/17/2017	\$27.74
						\$127.28

More Actions ▾ **Submit Report**

Step 2: A window will pop-up listing the P-Card User Agreement.

Once, you have read the agreement; select the **Accept & Continue** button.

PCard User Agreement ✕

By clicking on the 'Accept & Submit' button:

I HEREBY CERTIFY that I have reviewed my transactions for the appropriate billing cycle. I have attached a receipt and/or other required form/authorization number for every transaction included in this expense report. (Forms include: Lost/Missing Receipt, Disputed/Fraud Affidavit, or Directive 11. Authorization numbers include: Q# , IT Authorization number.)

I understand the Procurement Card should NEVER be used to make personal purchases. If an inadvertent mistake occurred, I verify that it has been properly documented and reimbursement has been made to the appropriate fund.

I attest that all transactions are within established policy and procedures for the Procurement Card Program.

Step 3: A window will pop-up listing the Report Totals that will show a summary of your **Expense Report**.

Select the **Submit Report** button.

Report Totals [X]

Company Pays		Employee Pays
\$0.00 Employee	\$127.28 Card (Test US Bank Visa)	\$0.00 Company

Amount Total: \$127.28	Due Employee: \$0.00	Owed Company: \$0.00
	Amount Due (Test US Bank Visa): \$127.28	
Requested Amount: \$127.28	Total Paid By Company: \$127.28	Total Owed By Employee: \$0.00

Cancel **Submit Report**

Step 4: The Report Status window will appear letting you know that your report has been submitted.

Select the **Close** button when you are ready to continue.

Report Status [X]

✓ **Report Submitted**

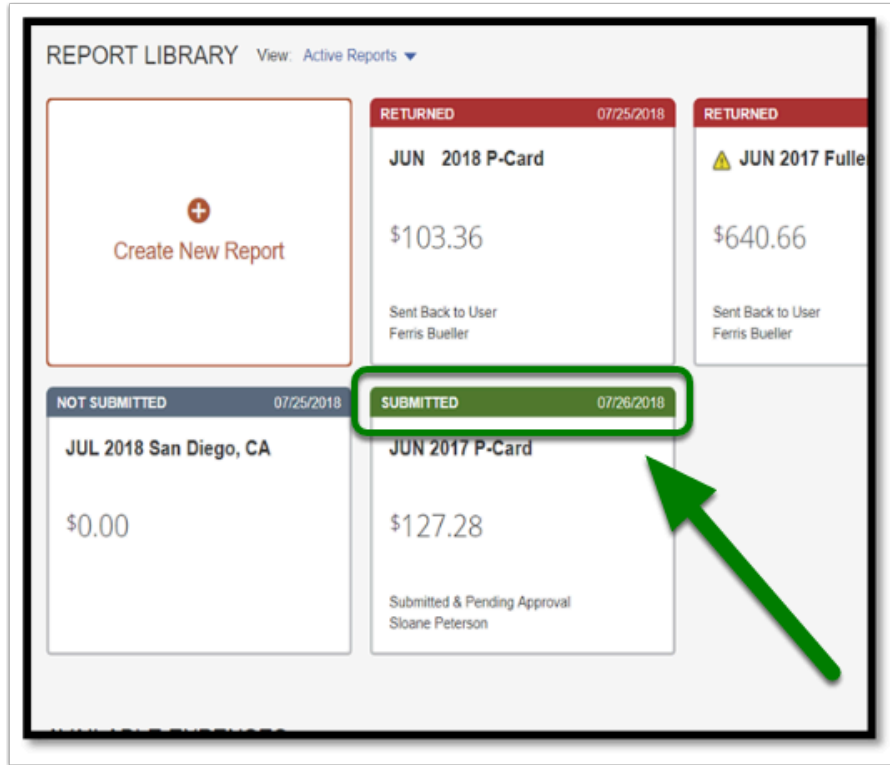
JUN 2017 P-Card | \$127.28

Company Pays	
Card (Test US Bank Visa):	\$127.28

Close

Step 5: The screen will refresh to the **Manage Expenses** page.

The status will be indicated on your **Expense Report** tile



💡 If you need to edit your P-Card Expense Report, click on [P-Card Goods & Services Expense Report \(UI Upgrade\)](#).

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P-Card Expense Report Checklist

💡 If you would like to use a checklist, click on the [P-Card Expense Report Checklist](#).

Need more help?

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