

Submitting P-Card Expense Report

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

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

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" which is "Not Submitted". At the top, there is a pink alert bar that says "Alerts: 7". Below this, there are buttons for "More Actions" and "Submit Report". A table of expenses is displayed with columns for Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. Two rows in the table have red exclamation mark icons in the Alerts column, indicating exceptions. A green box highlights these icons, and a green arrow points to them from the left. Another green arrow points from the "Submit Report" button towards the top right of the interface.

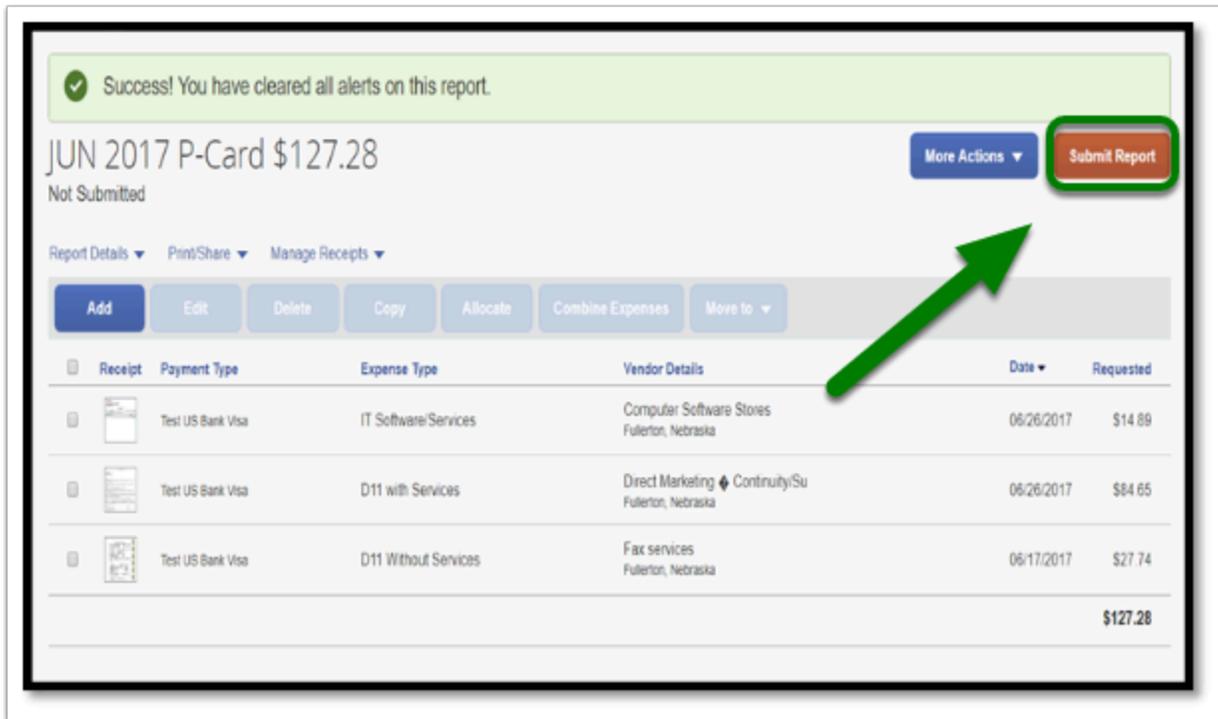
Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
		Test US Bank Visa	IT Software/Services	Computer Software Stores Fullerton, Nebraska	06/26/2017	\$14.89
		Test US Bank Visa	D11 with Services	Direct Marketing & Continuity/Su Fullerton, Nebraska	06/26/2017	\$84.65
		Test US Bank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

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Submitting Expense Report

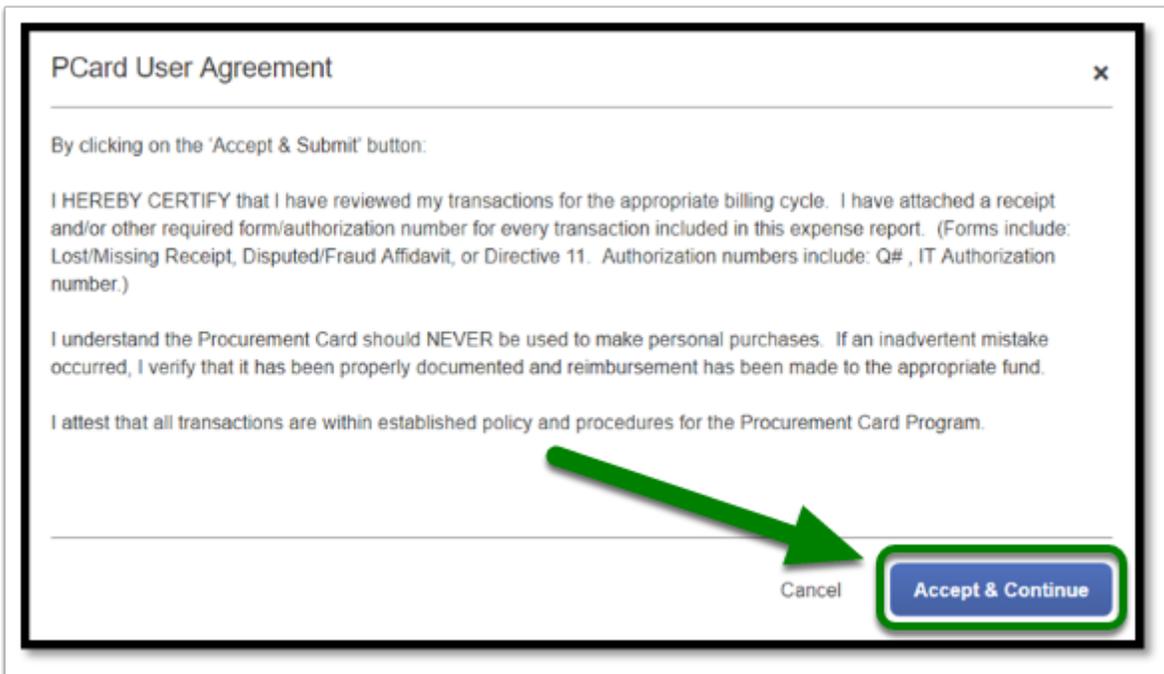
Step 1: Once you reviewed the entire Expense Report and attached all receipts, select the **Submit Report** button.

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



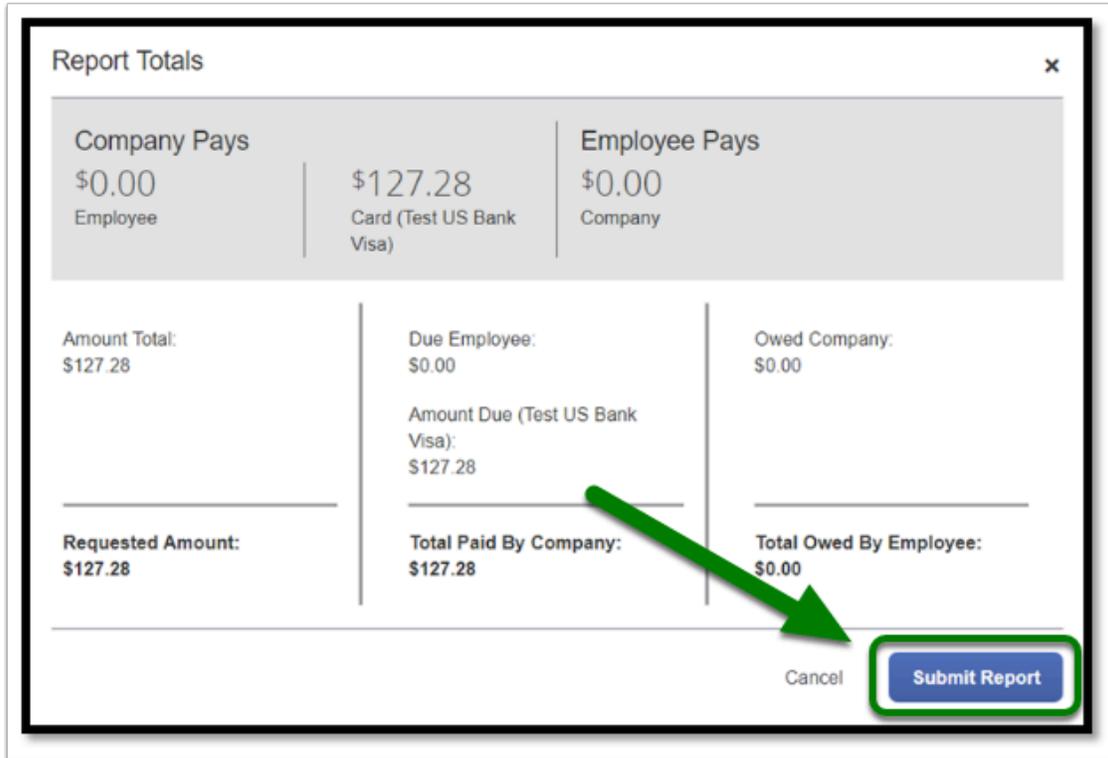
Step 2: A window will pop-up listing the P-Card User Agreement.

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



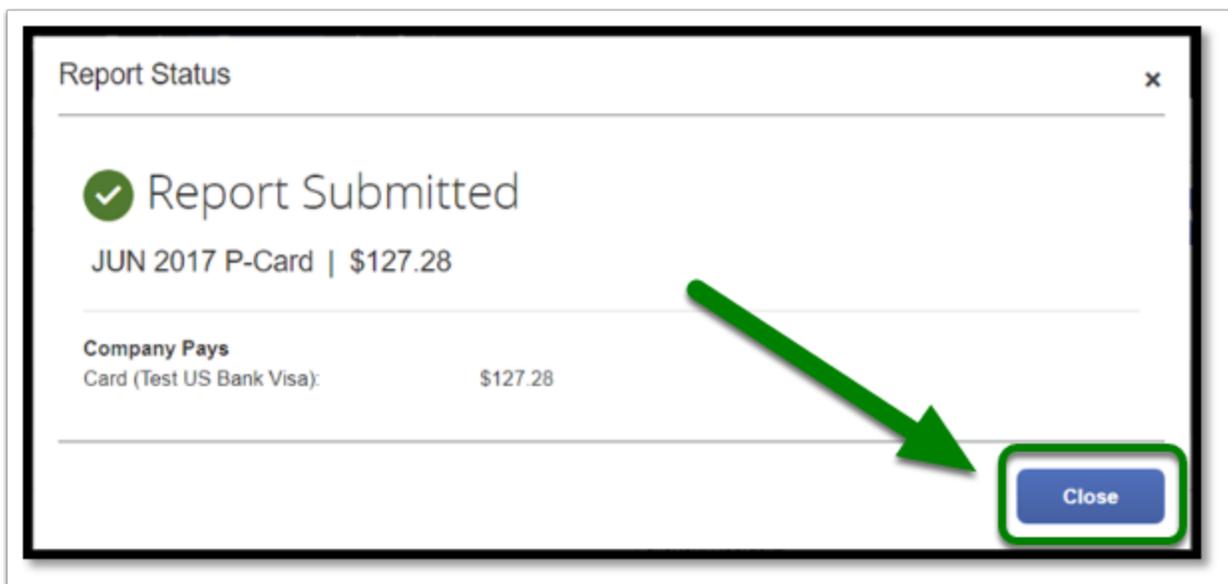
Step 3: A window will pop-up listing the Report Totals that will show a summary of your **Expense Report**.

Select the **Submit Report** button.



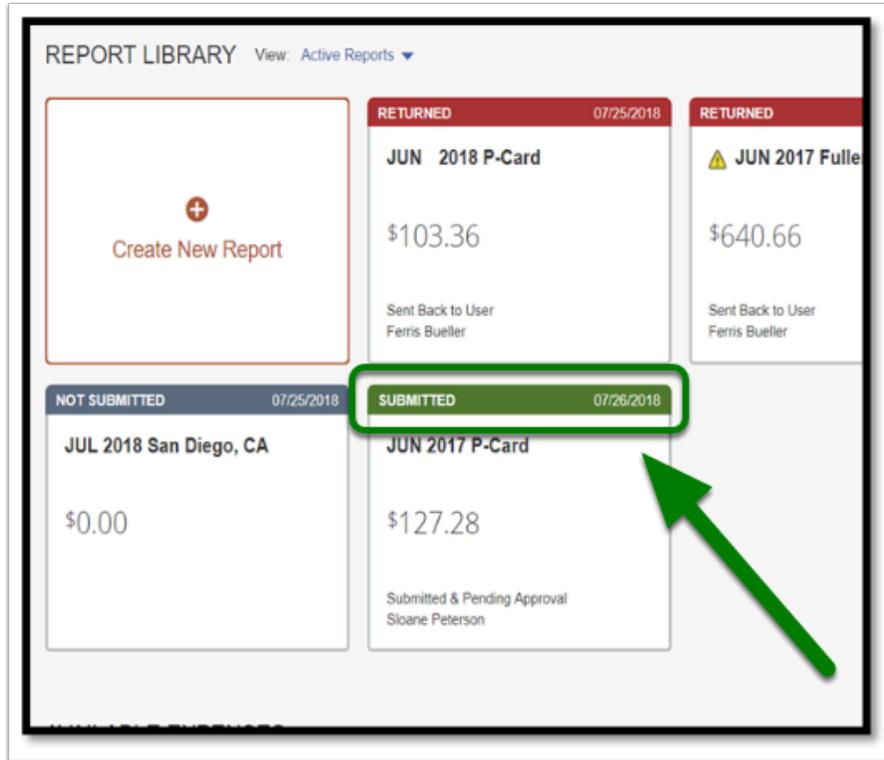
Step 4: The Report Status window will appear letting you know that your report has been submitted.

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



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.