

# **COMPANY BILLED STATEMENTS**

## **Pcard Reconciliation Training - Cardholder**

**Auxiliary Services**

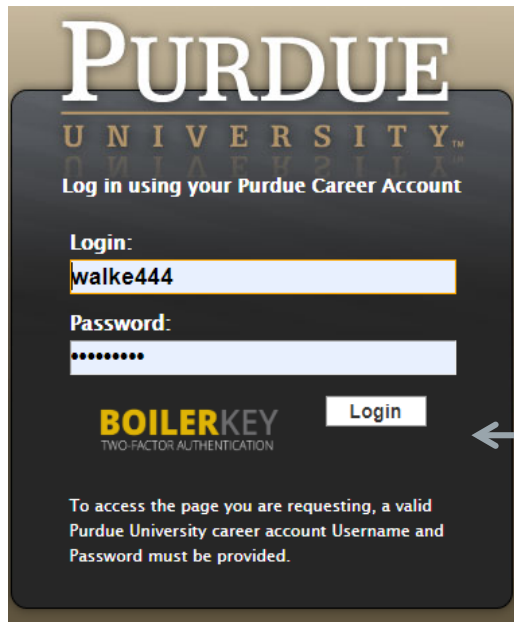
**September 10, 2019**

# Company Billed Statement Overview

Company Billed Statements (CBS) replaces the PaymentNet tool previously used by Business Offices in the Procurement Card (Pcard) reconciliation process.

- Cardholders area able to track the status of their statements via the electronic workflow.
- A Statement Report is automatically generated each billing cycle as cardholder has transactions. New transactions will continue to be added to the report throughout the cycle. It can take an additional 3 days for all charges pertaining to that billing cycle to be imported into Concur.
- Receipts and support documents are scanned and attached to Statement Reports,.
- Statement reports with their supporting receipts are electronically routed for fiscal approval, eliminating the need for paper submission.
- Statements are automatically named for consistent and easy reference.
  - ❑ Naming convention: PCARD Statement Period Last 4# of card
  - ❑ Example: PCARD 07/07 – 08/06 0288
- Statement Reports cannot be submitted **until 3 days after the billing cycle ends** in order to ensure that all charges for that statement period are included.

# Step 1 – Log In To CONCUR



The screenshot shows the Purdue University login interface. At the top, the 'PURDUE UNIVERSITY' logo is displayed. Below it, the text 'Log in using your Purdue Career Account' is shown. There are two input fields: 'Login:' with the username 'walke444' and 'Password:' with masked characters. A 'Login' button is positioned to the right of the password field. Below the login fields, the 'BOILERKEY TWO-FACTOR AUTHENTICATION' logo is visible. At the bottom, a message states: 'To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.'

Log into the Concur System on **OneCampus** with your user name and password

## Step 2:

- Log onto Concur's **Home** page to view the cardholder's 'to do' tasks located on the **Quick Task Bar**.
- Click **Open Reports** in the *Tasks* area to open a Statement Report.

(**Note:** Cardholder's name is displayed on the **Home** page. When reviewing for other cardholders, it is important to verify that the correct cardholder name is displayed on the left side of the screen).

The screenshot displays the Concur Home page for Purdue University. At the top, the Purdue University logo is visible. Below the logo, a dark bar contains the text "Name". To the right of this bar is the "Quick Task Bar" with four buttons: "Start a Report", "Upload Receipts", "Available Expenses", and "Open Reports". The "Open Reports" button is highlighted with a yellow box and a yellow arrow. Below the "Quick Task Bar" is the "COMPANY NOTES" section, which includes a welcome message and a list of instructions. Below the "COMPANY NOTES" section is the "TASKS" section. The "TASKS" section shows a list of tasks, with "Open Reports" highlighted by a yellow box and a yellow arrow. A large yellow arrow points from the "Open Reports" task to the right.

## Step 3:

- The Statement Report opens on the **Expense** page.
- Select **Details** drop-down and choosing **Report Header**
- The Report Header screen will display
  - If all transactions go to the **same account** you may enter the information on the Header screen and it will fill down into the transactions.
  - The **Account Assignment** auto searches as you type.

PCard 07/07 - 08/06 0288

+ New Expense + Import Expenses **Details** Receipts Print

Exceptions

Expense Type	Date	Amount	Exception
Undefined	07/22/2019	\$692.72	Missing required
538085-Game ...	07/18/2019	\$750.00	Missing required

Expenses

Date	Expense Type
08/03/2019	Undefined
07/30/2019	Undefined TST* TEAYS RIVER BREW, La
07/30/2019	Undefined AMAZON.COM*MATMP01N1
07/30/2019	Undefined AMZN MKTP US*MA8FJ7L10
07/22/2019	Undefined AMZN MKTP (15*MA8FJ7L10)

Report

**Report Header**

Totals

Audit Trail

Approval Flow

Comments

Allocations

Allocations

Travel Allowances

New Itinerary

Available Itineraries

Expenses & Adjustments

Report header for: PCard 07/07 - 08/06 0288

Account Assignment (F.00000077.04.001) IMPACT, J. D.

Type to search by:

Text Code Either (Code) Text

(F.00000077.04.001) IMPACT, J. Davis & E. Hannigan

Report Date 07/07/2019 Report Key 322557

Payment Status Not Paid

Date Statement Period - End Date 08/06/2019

Report Currency US, Dollar Approval Status Not Submitted

## Step 4:

- The Statement Report opens on the **Expense** page.
- Report Exceptions** are displayed on this page. These require an update to the data before a report can be submitted.
- Individual Expense Transactions** are also displayed.
  - Select** the transaction you want to review/update.

PCard 07/07 - 08/06 0288

+ New Expense + Quick Expenses Import Expenses Details \* Receipts \* Print \*

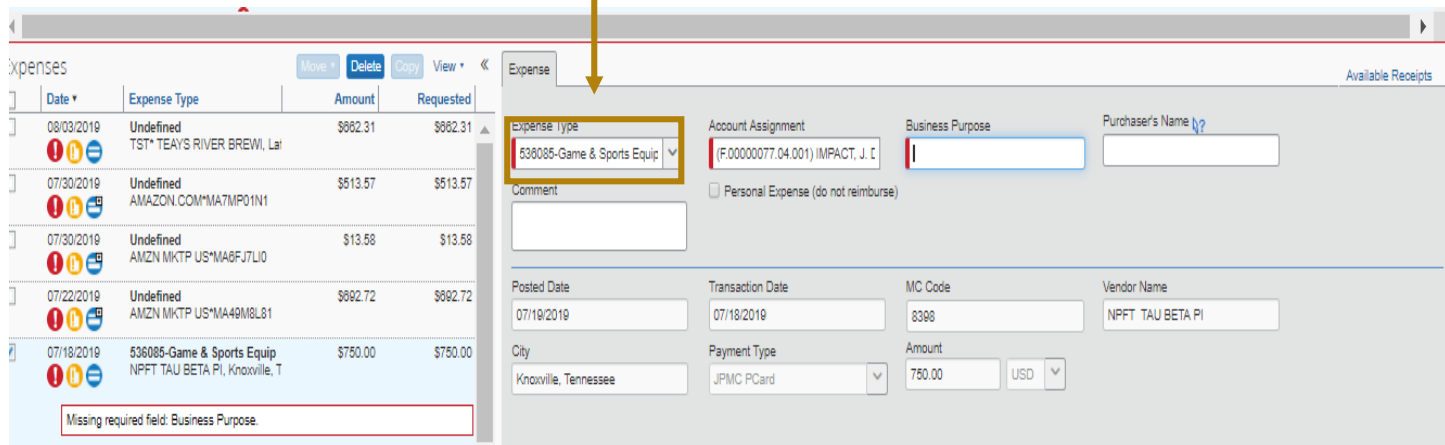
Exceptions			
Expense Type	Date	Amount	Exception
Undefined	07/22/2019	\$692.72	Missing required field: Business Purpose.
Undefined	07/22/2019	\$692.72	Missing required field: Business Purpose.
536085-Game ...	07/18/2019	\$750.00	Missing required field: Business Purpose.

Expenses				
	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	08/03/2019	Undefined TST* TEAYS RIVER BREW, La	\$662.31	\$662.31
<input type="checkbox"/>	07/30/2019	Undefined AMAZON.COM*MA7MP01N1	\$513.57	\$513.57
<input type="checkbox"/>	07/30/2019	Undefined AMZN MKTP US*MA6FJ7LI0	\$13.58	\$13.58
<input type="checkbox"/>	07/22/2019	Undefined AMZN MKTP US*MA49M8L81	\$692.72	\$692.72
<input type="checkbox"/>	07/18/2019	536085-Game & Sports Equip NPFT TAU BETA PI, Knoxville, T	\$750.00	\$750.00
<input type="checkbox"/>	07/16/2019	536015-Minor Eq-Tools/Shop THE HOME DEPOT #2034, Lafa	\$-0.54	\$-0.54

TOTAL AMOUNT **\$2,631.64** TOTAL REQUESTED **\$2,631.64**

## Step 5-Reconciliation:

- Click on an **Expense** to open and view the transaction
  - The information displays to the right of the expense line.
- Review the vendor information and amount of the transaction
- CBS remembers previously entered expense types codes for vendors. If the **Expense Type** is already populated, **verify that it is correct**.
  - If it is not populated or needs to be changed, **click** on the down-arrow and choose the appropriate expense type from the drop-down list.



Date	Expense Type	Amount	Requested
08/03/2019	Undefined TST* TEAYS RIVER BREWI, Lat	\$682.31	\$682.31
07/30/2019	Undefined AMAZON.COM*MA7MP01N1	\$513.57	\$513.57
07/30/2019	Undefined AMZN MKTP US*MA6FJ7L10	\$13.58	\$13.58
07/22/2019	Undefined AMZN MKTP US*MA49M8L81	\$692.72	\$692.72
07/18/2019	536085-Game & Sports Equip NPFT TAU BETA PI, Knoxville, T	\$750.00	\$750.00

Missing required field: Business Purpose.

Expense Type: 536085-Game & Sports Equip

Account Assignment: (F.000000077.04.001) IMPACT, J. E

Business Purpose:

Purchaser's Name:

Comment:

Personal Expense (do not reimburse): ☐

Posted Date: 07/18/2019

Transaction Date: 07/18/2019

MC Code: 8388

Vendor Name: NPFT TAU BETA PI

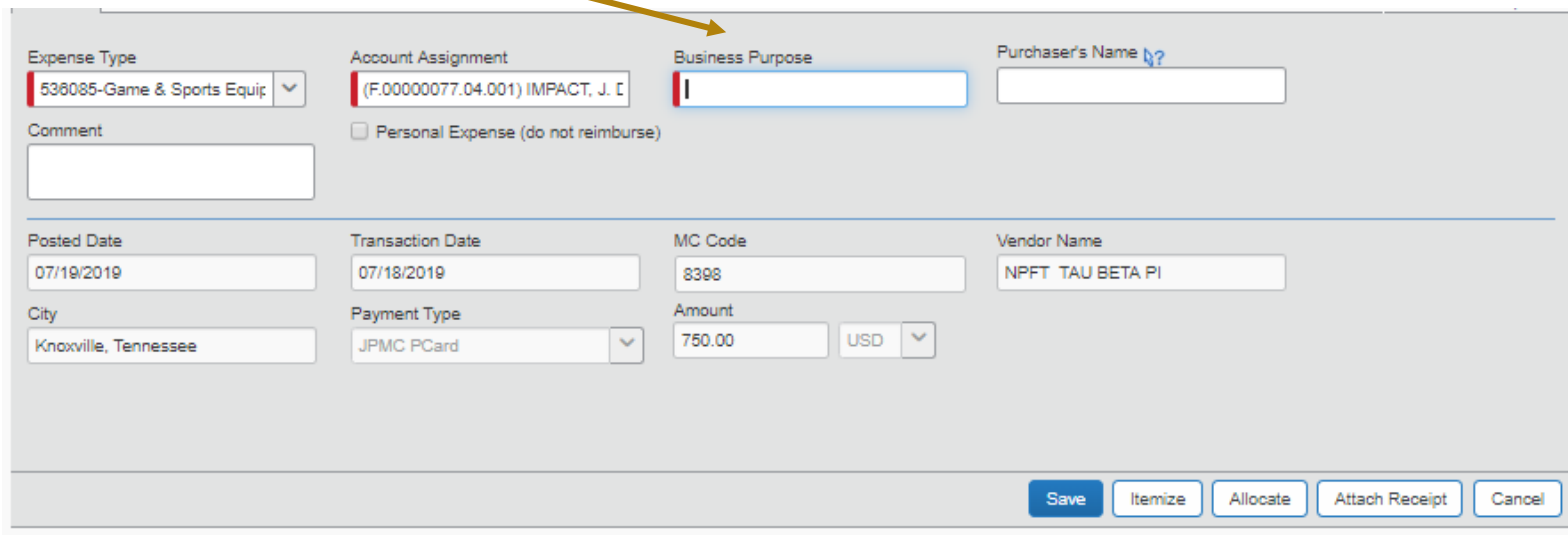
City: Knoxville, Tennessee

Payment Type: JPMC PCard

Amount: 750.00 USD

## Step 5B- Allocating Account to a Transaction.

- The **Account Assignment** auto searches as you type and will display a **drop-down** box to search for the correct **Account Assignment**. **Click** your choice from the drop-down box.
- If the transaction needs to be split between funding sources, **see Step 6** before saving the allocation.
- Once the allocation is complete, click **Save**, click **Ok**, then click **Done**. This will return you to the **Statement Report** screen where you can continue with the next line in the statement reconciliation.
- All Required fields must be completed before you can complete the record. Example below requires **Business Purpose** to be completed.



The screenshot shows a transaction entry form with the following fields and values:

Expense Type 536085-Game & Sports Equip	Account Assignment (F.00000077.04.001) IMPACT, J. E	Business Purpose I	Purchaser's Name b?
Comment [Empty]	<input type="checkbox"/> Personal Expense (do not reimburse)		
Posted Date 07/19/2019	Transaction Date 07/18/2019	MC Code 8398	Vendor Name NPFT TAU BETA PI
City Knoxville, Tennessee	Payment Type JPMC PCard	Amount 750.00 USD	

At the bottom of the form are buttons: Save, Itemize, Allocate, Attach Receipt, and Cancel.



# Step 6-Splitting a Transaction (as needed).

If the transaction requires monies to be taken from different funding sources, the transaction can be split among different Account Assignments. **However**, the Expense Type **has** to be the same for split transactions.

- Click on the **Allocate** button.

The screenshot displays the Purdue University expense reporting system. On the left, there is a table of expenses with columns for Date, Expense Type, Amount, and Requested. The table shows several entries, including one for '536085-Game & Sports Equip' with an amount of \$750.00. On the right, there is a detailed form for editing an expense. The form includes fields for Expense Type, Account Assignment, Business Purpose, Purchaser's Name, Comment, Posted Date, Transaction Date, MIC Code, Vendor Name, City, Payment Type, and Amount. The 'Allocate' button is highlighted in the bottom right corner of the form.

Expense Type	Date	Amount	Exception
536015-Minor ...	07/19/2019	\$-0.54	Missing required field: Business Purpose.
536085-Game ...	07/19/2019	\$750.00	Missing required field: Business Purpose.
Undefined	07/22/2019	\$692.72	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

Expense Type	Date	Amount	Requested
Undefined	06/03/2019	\$682.31	\$682.31
Undefined	07/30/2019	\$13.58	\$13.58
Undefined	07/30/2019	\$513.57	\$513.57
Undefined	07/22/2019	\$692.72	\$692.72
536085-Game & Sports Equip	07/19/2019	\$750.00	\$750.00
536015-Minor Eq-Tools/Shop	07/19/2019	\$-0.54	\$-0.54

TOTAL AMOUNT: \$2,631.64  
TOTAL REQUESTED: \$2,631.64

Expense Form Fields:

- Expense Type: 536085-Game & Sports Equip
- Account Assignment: (F.00000077.04.001) IMPACT, J. C.
- Business Purpose: [Empty]
- Purchaser's Name: [Empty]
- Comment: [Empty]
- Personal Expense (do not reimburse): [Unchecked]
- Posted Date: 07/19/2019
- Transaction Date: 07/19/2019
- MIC Code: 8398
- Vendor Name: NPFT TAU BETA PI
- City: Knoxville, Tennessee
- Payment Type: JPMC PCard
- Amount: 750.00 USD

Buttons: Save, Itemize, **Allocate**, Attach Receipt, Cancel

- The Allocation Report page will display. The system provides the ability to split allocations for multiple transactions at one time.
- **Select** the transaction from the left side that needs split allocation.
- Click **Select Allocated Expenses**. A new line will display to the right.
- Click on **Allocate By**. Allocations can be split by percentage or dollar amount.
- Complete Account Assignments.
- Click on **Add New Allocation** to add additional line for Account Assignments
- Once the allocation is completed, click **Save**, click **OK**, then click **Done** in order to return to the **Statement Report** screen where you can continue with the reconciliation.
- If you use this allocation a lot, you can add it to your favorites.

Allocations for Report: PCard 07/07 - 08/06 0288

Expense List

Date	Expense T...	Group	Amount
07/03/2019	Undefined		\$662.31
07/03/2019	Undefined		\$13.58
07/06/2019	Undefined		\$513.57
07/02/2019	Undefined		\$692.72
07/16/2019	536015-M...		\$-0.54
536085-Game & Sports Equip			
07/16/2019	546900-Cl...		\$40.00

Allocations

Total \$-0.54 Allocated \$-0.54 (100%) Remaining \$0.00 (0%)

Allocate By: %

Add New Allocation

Percentage: 100 Account Ass...: (F.00000077 9... SID: F 00000077 04...

New Line

Save Cancel

# Step 7 – Clearing System ICONS

The icons displayed to the left of the expense transaction are electronic hyperlinks that display further information needed to review the transaction.

- The user can activate them by hovering over the icon
- Receipts are required for every transaction (see **Step 8: Attaching Receipts**)
- All exceptions must be cleared before electronically submitting the Statement Report.



Missing information- Icon disappears when error corrected



Missing receipt – Icon turns BLUE when receipts are attached

# Step 8: Attaching Receipts

- Receipts must first be scanned to your PC before they can be uploaded.
- DO NOT** use **Receipts** in the Header Record. Purdue requires receipts attached at the transaction level.
- Receipts must be added by clicking the **Attach Receipts** button on any individual transaction.

PCard 07/07 - 08/06 0288

[+ New Expense](#)
[+ Quick Expenses](#)
[Import Expenses](#)
[Details](#)
[Receipts](#)
[Print](#)

[Delete Report](#)
[Submit Report](#)

[Hide Exceptions](#)

Expense Type	Date	Amount	Exception
Undefined	07/30/2019	\$513.57	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Undefined	08/03/2019	\$662.31	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
536085-Game ...	07/18/2019	\$750.00	Missing required field: Business Purpose.

Expense Type	Date	Amount	Requested
Undefined	08/03/2019	\$662.31	\$662.31
Undefined	07/30/2019	\$13.58	\$13.58
Undefined	07/30/2019	\$513.57	\$513.57
Undefined	07/22/2019	\$662.72	\$662.72
536085-Game & Sports Equip	07/18/2019	\$750.00	\$40.00
546900-Other Expenses	07/18/2019	\$40.00	\$40.00
<b>TOTAL AMOUNT</b>		<b>\$1,921.64</b>	<b>\$1,921.64</b>

Expense

Expense Type: Undefined Account Assignment: (F.00000077.04.001) IMPACT, J. L. Business Purpose: Statement Report for Period 07/07 - Purchaser's Name: [ ]

Comment: [ ]

Posted Date: 07/31/2019 Transaction Date: 07/30/2019 MC Code: 5942 Vendor Name: AMAZON.COM/MATMP01N1

City: [ ] Payment Type: JPM CCard Amount: \$13.57 USD

[SUM](#)
[Itemize](#)
[Allocate](#)
[Attach Receipt](#)
[Cancel](#)

Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .gif or .JPG file for upload. 5 MB limit per file.

File Selected for uploading: [ ]

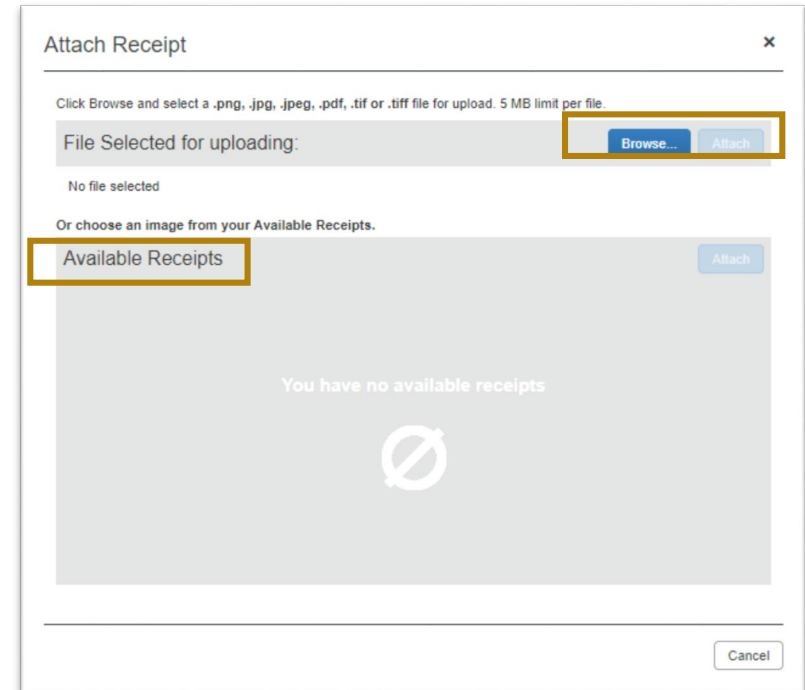
No file selected

Or choose an image from your Available Receipts

Available Receipts

## Step 8A:

- After clicking the **Attach Receipt** button for a given expense transaction, either click **Browse** and go to the folder on your PC that contains the receipt.
- If a picture has been taken of the receipt on the Concur app, click on the image file from the **Available Receipts**.
- Once the image is selected, click on **Attach** to upload to the transaction.
- The icon located to the left of the expense transaction changes from Yellow (Receipt Image Required) to Blue (view the Receipt).



## Step 9:- Submitting the Report

- Once all of the expenses have been reconciled to the Statement Report, click the **Submit Report** button
- The Statement Report will automatically move to the Approver

## Step 10: Confirmation screen

- Cardholder will receive a message confirming that the Report was Successfully Submitted.
- Click **Close**.