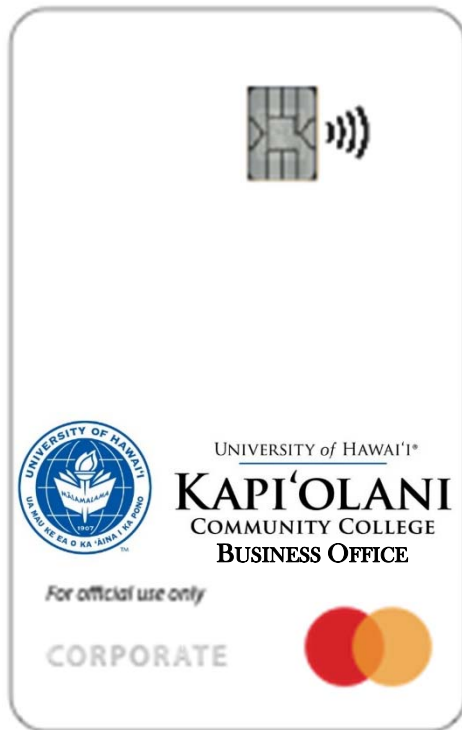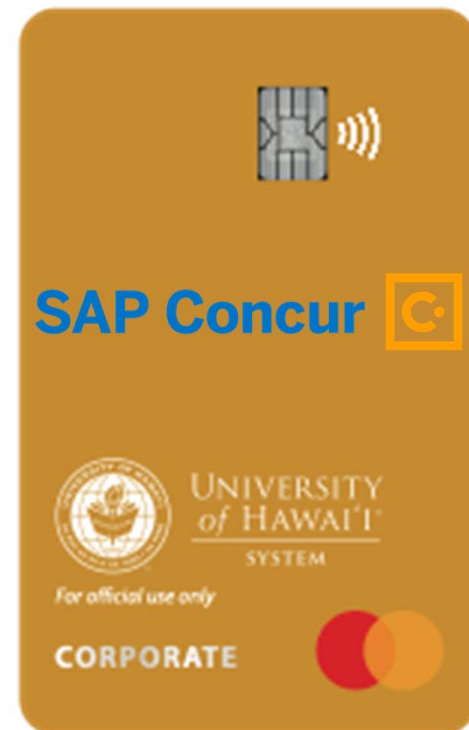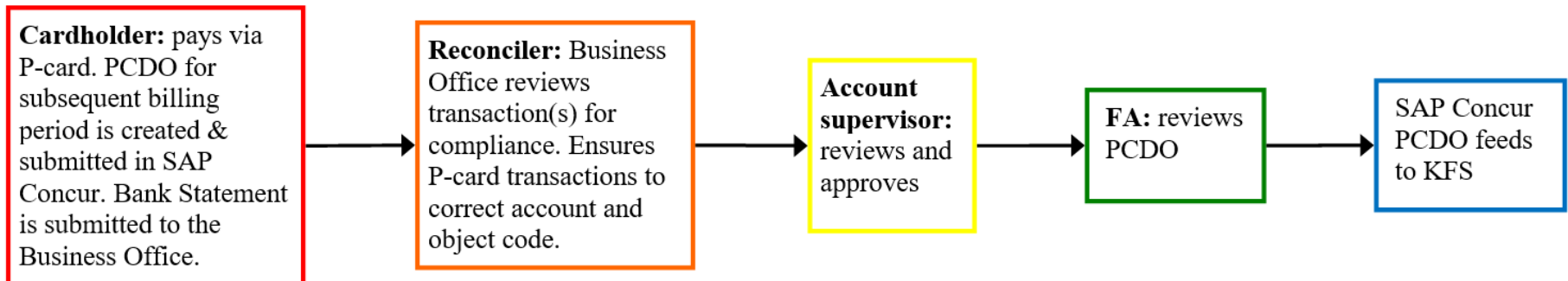# SAP Concur

Expense Management System

KCC P-Card Program

University Purchasing Card

- P-card will be the preferred method for small dollar goods and services less than $2,500.

- Purpose:
  - Improve efficiency & effectiveness of UH small dollar procurements
  - Streamline & improve process while maintaining prudent fiscal control

Flow Chart of PCDO Process

Cardholder: pays via P-card. PCDO for subsequent billing period is created & submitted in SAP Concur. Bank Statement is submitted to the Business Office.

→

Reconciler: Business Office reviews transaction(s) for compliance. Ensures P-card transactions to correct account and object code.

→

Account supervisor: reviews and approves

→

FA: reviews PCDO

→

SAP Concur PCDO feeds to KFS

PCDO – Cardholder

- Please inform your Fiscal Specialist when you are creating your first PCDO

- Your Fiscal Specialist will go over a PCDO training in detail
  - Elaine Chang – emchang@hawaii.edu
  - Rafaela Delong – rafaela@hawaii.edu
  - Shanna Hom – skepaa@hawaii.edu
  - Elisha Shimokawa – ewllum@hawaii.edu
  - Danielle Taguchi – dmiyauch@hawaii.edu
  - Leeann Tollefsen – leeann4@hawaii.edu

PCDO – Cardholder

1. Cardholders need to download their monthly Bank Statement in CentreSuite.

2. Cardholders need to create their Expense Report (PCDO) in SAP Concur

3. Adding expenses and corresponding receipts to the SAP Concur Expense Report

4. Submit SAP Concur Expense Report

5. Submit CentreSuite Bank Statement to the Business Office.

PCDO – Reconcilier

- The Business Office is the Reconcilier

- Reviews transaction(s) for compliance

- Ensures P-card transactions to correct account and object code

PCDO – Account Supervisor

- Account Supervisor certifies that the purchase supports program objectives

- Ensure purchase is allowable on the account to be charged

PCDO – Fiscal Authority

- Provides fiscal, policy & internal control management of its P-card program, ensuring validity of P-card transactions

- Reviews transactions for compliance

- Certifies availability of funds

- Ensures proper accounting of charges

- Verifies receipt of goods and services

- Final approval in PCDO process

PCDO → KFS

- SAP Concur PCDO feeds to the Kuali Financial System (KFS)

Flow Chart of PCDO Process

Cardholder: pays via P-card. PCDO for subsequent billing period is created & submitted in SAP Concur. Bank Statement is submitted to the Business Office.

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SAP Concur PCDO feeds to KFS
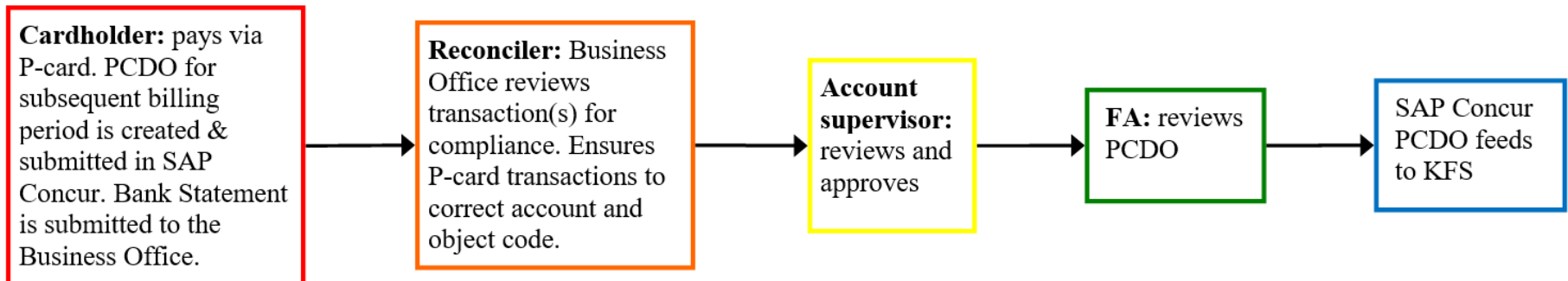
P-Card Highlights

- A SAP Concur Expense Report (PCDO) needs to be created by the Cardholder or reallocator. All transactions for the billing period must be included in the PCDO to avoid a violation. Download your CentreSuite Bank Statement to use as a guide.

- An expense in the SAP Concur Expense Report (PCDO) can be immediately worked on. (Recommended!)

P-Card Highlights

- The SAP Concur Expense Report (PCDO) routes for approval in Concur then feed into KFS once it is finalized.

- The SAP Concur Expense Report (PCDO) uses the "Report Key" field as the unique KFS document number.

- The SAP Concur Expense Report (PCDO) can be returned or recalled back to the cardholder for necessary corrections.

P-Card Highlights

- Cardholder will submit the CentreSuite Bank Statement to the Business Office.

- On the submitted CentreSuite Bank Statement, please notate the account and object code for each expense. Please include the breakdown of the expense if using multiple accounts if necessary. As an option the transaction log can be used to organize the information.

- Receipts and support documents are uploaded by the Cardholder for each transaction.

P-Card Highlights

- Receipts can be uploaded via the SAP Concur app. **Note: UH/KCC will not support any reimbursement for using your personal device.**

P-Card Highlights

- Cardholders will retain the original receipts for the fiscal year.

- Auto approval of PCDO's will occur 15 days after the end of the billing cycle (Billing cycle ends on the 14th of the month). Auto approval may be subject to a violation.

P-Card Helpful Links

- University Purchasing Card:
  - https://pcard.intranet.hawaii.edu/

- What to Buy:
  - https://pcard.intranet.hawaii.edu/what-to-buy/

- What not to Buy:
  - https://pcard.intranet.hawaii.edu/what-not-to-buy/

- KCC Business Office Fiscal Link:
  - https://www.kapiolani.hawaii.edu/faculty-staff/business-office/

Questions or Need Help?