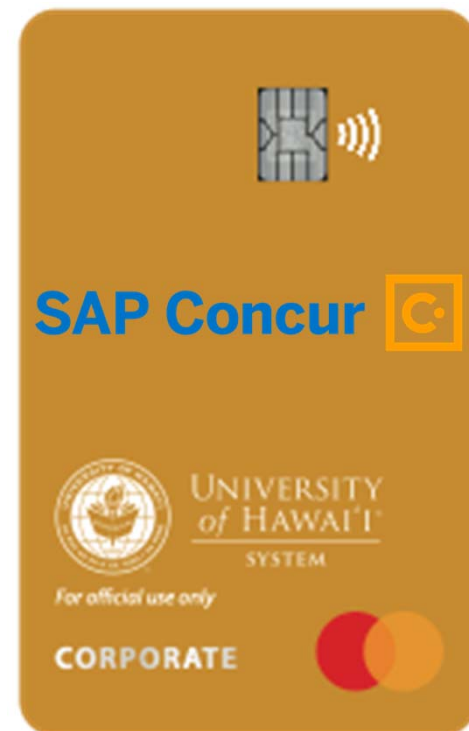
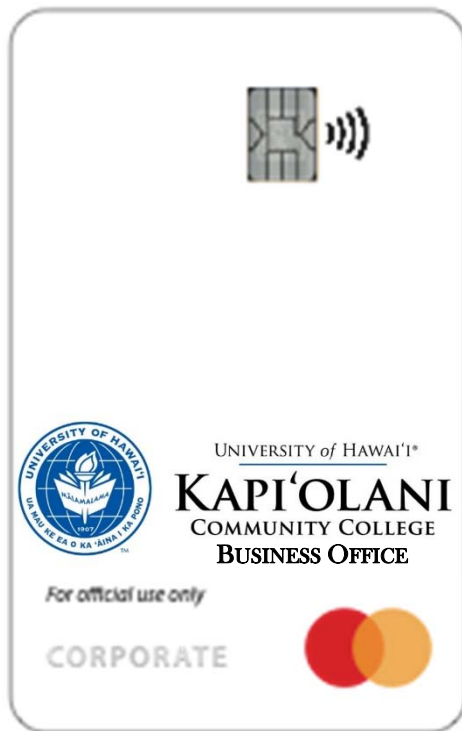


SAP Concur



Expense Management System



Changes: SAP Concur

New:

- 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.

Old:

- KFS would automatically generate the PCDO.

Changes: SAP Concur

New:

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

Old:

- PCDO's could only be worked on when it is created in KFS.

Changes: SAP Concur

New:

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

Old:

- The PCDO would route for approval and finalize in KFS.

Changes: SAP Concur

New:

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

Old:

- A KFS document number is assigned to the PCDO.

Changes: SAP Concur

New:

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

Old:

- PCDO could not be sent back to the cardholder.

Changes: SAP Concur

New:

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

Old:

- Cardholder would submit the transaction log, original receipts, and support documents to the Business Office.

Changes: SAP Concur

New:

- 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.

Old:

- The Transaction log notated the account and object code.

Changes: SAP Concur

New:

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

Old:

- The Business Office would upload all receipts and support documentation to the PCDO.

Changes: SAP Concur

New:

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

Old:

- The Business Office would upload the receipts to the PCDO.

Changes: SAP Concur

New:

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

Old:

- Original receipts are filed in the Business Office.

Changes: SAP Concur

New:

- 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.

Old:

- The campus would be put on a P-card moratorium for PCDO's outstanding for 60 days.

Questions or Need Help?

**Please attend
our “Help Desk”
hours!**

