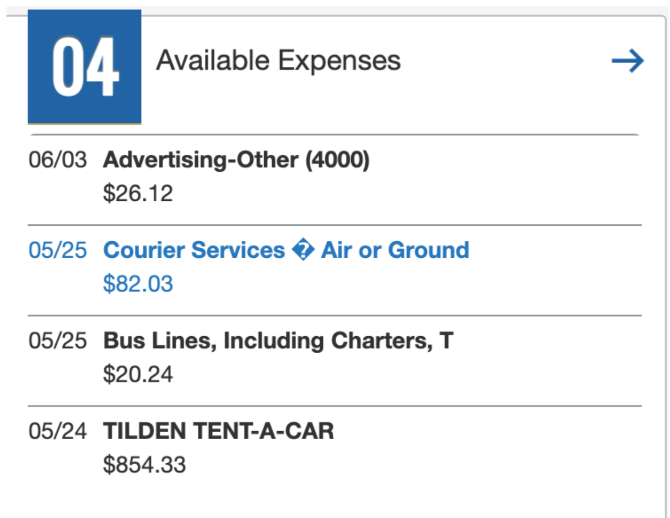
University of Hawaii Electronic Reconciliation System
Making Purchases – Managing Expenses in Concur

Expenses in Concur will be populated directly from MasterCard in a nightly feed of all approved and posted transactions for that day. Only transactions that will appear on your monthly bank statement will feed into Concur as an Available Expense.



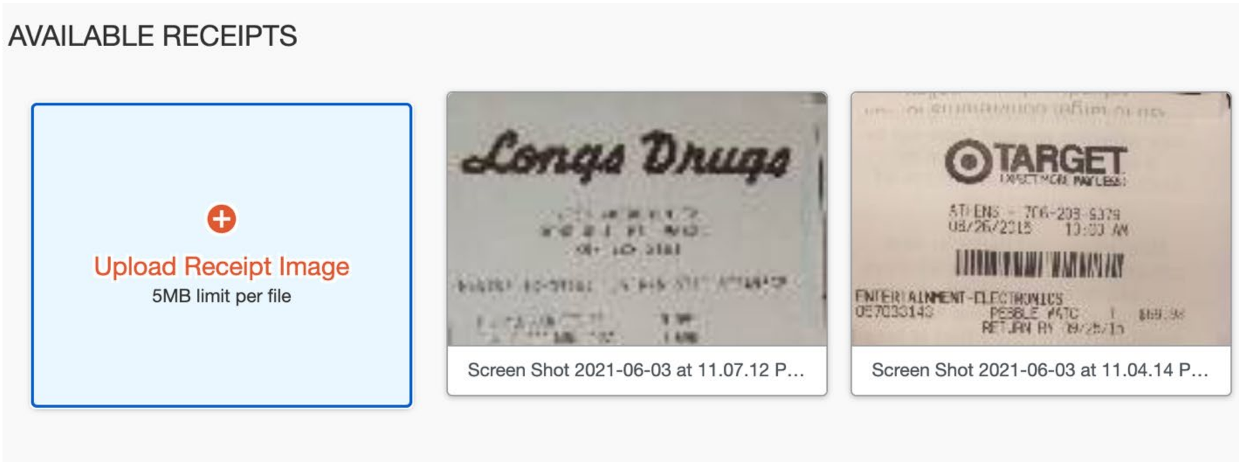
Any declined transactions will need to be assessed in Centresuite under Statements -> account activity -> authorization requests.

After completing a transaction with your PCard it is best practice to immediately scan your receipt into Concur using the SAP Mobile app and Expensit receipt capture functionality.

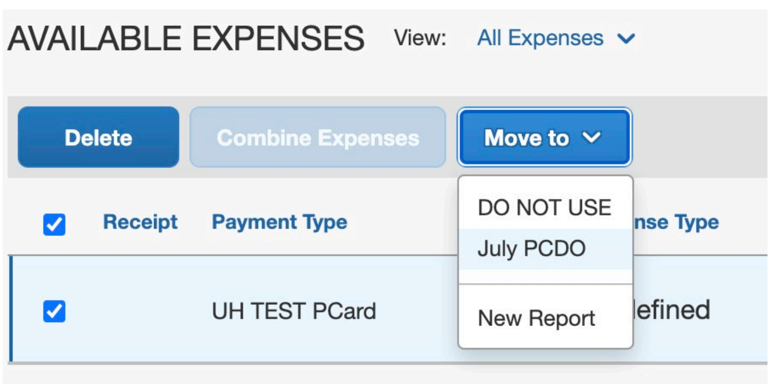
The app can scan multiple pages for a document or receipt to analyze and add them to your available expenses. This receipt can be used to create your PCDO (first transaction of the month) or be added to an existing report.

When the transaction feeds to Concur it will look to match the date, time, vendor and amount to the receipt on your PCDO and automatically attach it to that transaction.

Receipts not added through to mobile app can be forwarded from your registered email to receipts@expenseit.com or uploaded directly to your Available Receipts in the Expense Module.



Available expenses will need to be added to a PCDO in order to attach available receipts and complete reconciling the transaction. You can move multiple expenses to a report at one time.

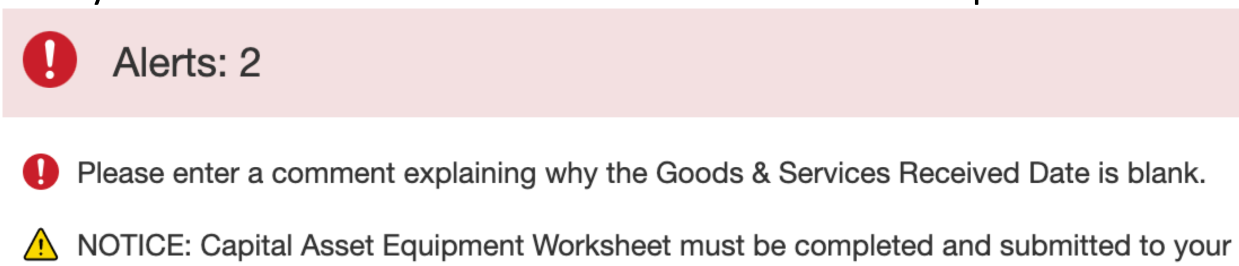


Once the transactions are added to the report it will go through an initial series of audit rules to determine missing or required information.

It is best practice to attach the available receipts to the transactions and fill out any relevant information for the transaction. The Expense Type (Object Code), Organizational Document Number, Description and Org Ref ID will be populated directly into the KFS GL once approved.

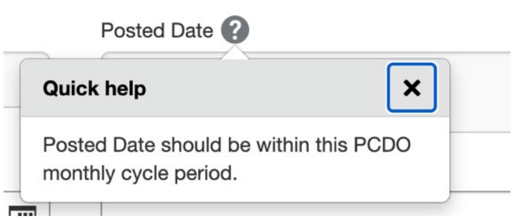
	Alerts	Receipt	Payment Type	Expense Type	Vendor Details
			Pending Card Transaction	R&M, Bldgs & Struc, Rout (5825)	Costco Columbus, Ohio
			Pending Card Transaction	Advertising-Other (4000)	Pearl City, Illinois
			UH TEST PCard	Undefined	Stationery, Office Supplies, Pri Pearl City, Illinois
			UH TEST PCard	Undefined	HOTLE UNIVERSALE Pearl City, Illinois

Selecting an Expense Type, Goods and Services Received Date and attaching a receipt are all requirements for an entry that need to be addressed before a PCDO can be submitted. All expenses will populate with your default account number inherited from the report header.



Notices or yellow alerts are considered soft flags and should be addressed but will often not be removed. These are considered compliance reminders are meant to assist cardholders in meeting University requirements.

Every transaction must start by selecting an Expense Type or KFS object code by using a type ahead function. You can search by with object code (4 digits) or description. The system will remember what you select for vendors and will auto-populate future transactions with that object code.



Quick help question marks will help to describe certain fields.

Once you are done updating an entry click Save Expense and move onto the next transaction. Repeat for all transactions as you prepare to submit your PCDO at the end of the billing cycle.