University of Hawaii Electronic Reconciliation System Requests and Pre-Purchase Approvals

Concur is an industry leading technology platform that provides a number of work flow efficiencies the University of Hawaii intends to take advantage of. All pre-purchase approvals will be done through the Request module in Concur.

SAP Concur C·   Requests   Expense

UNIVERSITY *of* **HAWAIʻI**®

Request Policy –

Cardholders must work with their department on how it will be leveraging the tools and efficiencies of this part of Concur. Cardholders may not need to worry about this section.

In Request you will be able to choose between the policies and options listed below.

Request Policy *

| *UH-Purchase Pre-Approval Policy (NIT) | ⌄ |

None Selected

*UH-Purchase Pre-Approval Policy (NIT)

*UH-New Card Application/Change Policy (NIT)

*UH-Temporary Unblock Request (NIT)

Upon selecting the policy the fields for submission will change.

Temp Unblock – The temporary unblock of accounts to allow for purchase from vendors whose Merchant Category Code would otherwise be restricted. The Process requires authorization by a Department Coordinator or Fiscal Administrator before going to the PCard Administration to have the account unblocked.

Temp unblocks are for immediate purchases and temp unblocks will not be left on an account for an extended period unless it is travel related. In general Temp Unblocks should not exceed 48 hours.

Request Policy *

| *UH-Temporary Unblock Request (NIT) | ⌄ |

Vendor to be Unblocked *

Request Date *

MM/DD/YYYY

Event Date

MM/DD/YYYY

Cardholder Name

MCC Group ❓

None Selected ⌄

Justification for Unblock Request * ❓

All *asterisk fields must be completed along with justification for the temp unblock. Documents can be attached to the request to support the unblock as needed.

Multiple entries for multiple vendors can be submitted under a request so long as they are related to a single effort or purchasing need. For example you might list multiple labs for samples under a single request related to a single project.

When the account status changes from Submitted & Pending Temporary Unblock Approval to Approved & Pending Purchase/Account Restore an email will go out letting the submitter of the request know to make the purchase and notify the PCard Administration at pcard@hawaii.edu.

Card Applications and Changes –

The form 139 is being replaced with an online workflow through request. Cardholders should consult with their department for their role if any in this process. Cardholders should only submit this type of request with explicit approval from their department coordinator or fiscal administrator.

Pre-purchase authorization - Concur requisition

Account supervisor and Fiscal Administrator approval for requested purchase prior to transaction can be obtained through the Concur Request system. Please consult with your department on use of this request policy before using.

UH-Purchase Pre-Approval Policy (NIT) is the Request Policy for pre-purchase approvals. Once selected, complete the request header including:
- Report name to describe the request (Work with your department for standardized naming requirements);
- Anticipated Statement Period of month/cycle in which the transaction should occur; and
- Request Business Purpose:
    - Confirming Approval – Approval to confirm a purchase which has already been authorized.
    - Pre-Purchase Approval – Approval to authorize a purchase to be made.
    - Virtual Card Request – Approval and authorization for the issuance of a University Virtual Card (Consult with your Department before submitting Requests for this purpose.

Finish the request header including any additional information and the account code to be used (if not your default) and click Create.

Under Expected Expenses click add to select the Expense Type/ Object code that is most closely related to your purchase.

NOTE: Expense Type of the Request must match the Expense Type of the PCDO entry in order to properly attach the Request to the PCDO for budget purposes. Requests will be rejected if the Expense Type needs to change.
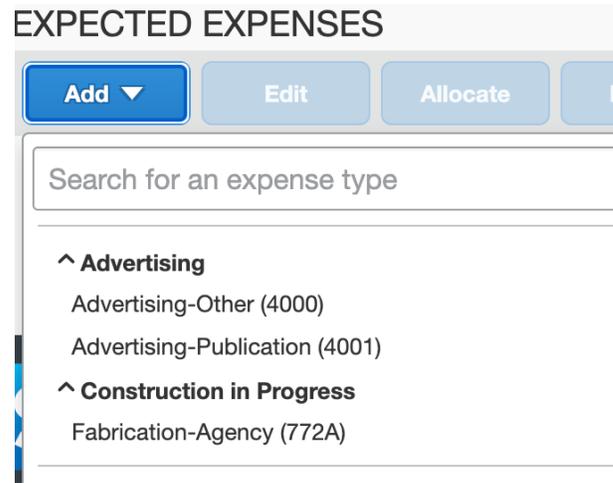
EXPECTED EXPENSES

Add ▼   Edit   Allocate

Search for an expense type

^ **Advertising**
  Advertising-Other (4000)
  Advertising-Publication (4001)
^ **Construction in Progress**
  Fabrication-Agency (772A)

Complete the entry for each vendor purchase being requested including:
- Agreement Type and Organization Document Number (For renewal) – To identify request purchases that have agreements.
- Suggested Vendor – Consult with your department on how to handle requests with multiple vendor options.
- Transaction Amount – Consult with your department on how to best budget for anticipated purchases in Request.
- Descriptions and Comments – Use these to document what is being purchased under this entry.
- Allocate – You can split a Request among multiple accounts to get approval from multiple funding sources (See Allocation and Itemization Guide for more).

Save request entry and repeat process for any additional entries, if applicable. If there is an issue with one of the entries the entire request will be rejected back to the submitter.

When you are done click on Submit Request, read the Agreement and click Accept and Continue to submit request.

*UH-User Submit Agreement ☒

By clicking on the 'Accept & Continue' button, I certify that:
1. This is a genuine request for expenses to be incurred to accomplish official business for the University of Hawaii and there are no expenses requested which will be claimed as reimbursable or relate to personal or/or unallowable expenses.
2. To the best of my ability all required documentation and information for approval has been attached.
3. I understand that this request does not forgive any Cardholder responsibilities to be fully accountable for all purchases made on the PCard.

Cancel   **Accept & Continue**

The request will now be on the approval path for authorization. Please consult with your Department Coordinator for any questions related to your Requests.

At any time after the request is submitted you can click on the open Request and choose to Recall the request for changes or Cancel the request if it is no longer applicable required.

More Actions ▼   **Recall**

Cancel Request
Copy Request

Once request has gone through the workflow and becomes Approved you can proceed with the purchase.

Attaching Pre-Purchase Request to PCDO

Once a pre-purchase Request is Approved it can be added to your PCDO as support for those purchases. To attach click on Report Details and choose Manage Requests.

From there choose the request(s) you would like added to this PCDO and click Add to Report.

The total budgeted/request amount should appear at the top of your PCDO screen.

Report Details ▼

Report
Report Header
Report Totals
Report Timeline
Audit Trail
Allocation Summary
Linked Add-ons
Manage Requests

Available Requests

	Request Name	Request ID ≜	Cancelled	Request Total	Approved	Remaining
○	Test for approved amount	333F	No	$1,500.00	$1,500.00	$1,500.00

Cancel   Add To Report

Screen to add available requests.

Request amount added to the header.

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄

REQUEST

Approved
$1,500.00

Once it has been successfully added to the report, go to the transactions which were made off of the request.

As a reminder the Expense Type of the request must match the Expense Type of the PCDO transaction entry. When they match a request box will appear in which you can allocate a request to that specific transaction.

Request *

None   ⌄

None Selected

None

05/31/2021, $1,500.00 - Test for approved amount

Select the appropriate request and save the expense.

More Actions ▼

Cancel Request
Copy Request
Close/Inactivate Request

Once the PCDO is approved, the amount of the transactions will be reduced from the amount of the request. When the request is no longer active for use go to the Request and under More Actions select Close/Inactivate Request