

# CONCUR TRAVEL AND EXPENSE NEWSLETTER

MAY 2021

## RECENT CHANGES:

Additional Concur Travel and Expense Tableau Reporting capabilities are now available

Procurement Card policy was recently updated, further addressing deadlines and emphasizing the consequences of not submitting transactions in a timely manner.

## NEW TABLEAU REPORTING CAPABILITIES AND QRC

As of May 2021, an additional quick reference card (QRC) has been made available on the Concur Travel and Expense website. The QRC provides details of the recently added viewing capability within the Concur Travel and Expense Management Tableau report. The recent update to the Tableau report allows the user to track current workflow status of unapproved reports and identify transactions that have not been assigned to a Concur Expense report. To find out more, and how the Concur Travel and Expense Management report can assist your area, please review the QRC at:

<https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/tableau.pdf>

## IMPROVING THE TIMELINESS OF REPORTS

Cardholders and delegates must fulfill their responsibility of ensuring that all available transactions are submitted on an expense report, continue to follow the transactions throughout the workflow process, and promptly address any issues or comments that are noted within the report to ensure that all transactions are fully posted into SAP in a timely manner.

Apart from following the year-end closing schedule, all procurement card transactions associated with a General Expense report should be submitted to Accounts Payable Services by the 15th calendar day of the following month. **Transactions more than 60 days past due will result in temporary suspension or cancelation of the procurement card.** Travel Expense reports created for day trips (mileage only) should be submitted monthly. All other Travel Expense reports must be submitted by the traveler within 60 days from the last day of travel (to avoid taxation of reimbursement).

To further improve efficiency and timeliness of expense report processing, it is recommended that when an individual (department or processor) rejects/returns a report that clear, concise direction as to why the report is being returned is included in the comments section. It is equally important that when the user receives the returned report that they fully address all items presented in the comments section prior to submitting the report again. Fully employing this recommendation will reduce multiple returns for one given report and improve both timeliness and efficiency for all those involved.

Please refer to the Procurement Card BPM E-7-16 <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-7-16.pdf>, the Procurement Card Manual <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Cardholder%20Manual-Policies.pdf> and Reimbursement of Travel Expenses BPM E-5-1 <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-5-1.pdf> for further detail regarding the frequency and timeliness of reports.

**YEAR-END IS QUICKLY APPROACHING:**

The University Financial Services (UFS) Fiscal Year 2020-21 Closing Schedule has been published and is available on the [UFS website](#). The schedule provides a full list of deadlines and related information for all business transaction types. For ease in reference, deadlines related to Concur Travel and Expense reports have been summarized here within.

**REMINDERS:**

**YEAR-END DEADLINES FOR CONCUR EXPENSE REPORTS**

The year-end process is a team effort, and it will take everyone on the team to remain compliant and achieve our goals. UFS greatly appreciates the assistance and cooperation of campus in getting several of the outstanding transactions and reports processed in the last few weeks! We have made great progress and look to our continued partnership, working together to meet our goals in accurately processing all required transactions prior to the close of the fiscal year, and in adherence to University policy.

It is imperative for the annual closing process for the University to adhere to appropriate fiscal year cutoffs. Old year transactions must be recorded in the account records of fiscal year 2020-21 and new year transactions must be recorded in the accounting records of fiscal year 2021-22.

To ensure that General Expense Report transactions are recorded to the appropriate fiscal year, old year and new year transaction dates must be allocated on separate reports. To remain compliant, follow the guidance stated below to ensure accurate and timely postings of General Expense Report transactions:

<b>Concur General Expense Reports</b>	<b>Deadline/ Due to APS</b>
Expense reports with transaction dates prior to June 1 <sup>st</sup>	06/15/21
Expense reports with transaction dates June 1 <sup>st</sup> to June 15 <sup>th</sup>	06/30/21
Expense reports with transaction dates June 16 <sup>th</sup> to June 30 <sup>th</sup>	07/06/21 *

To maintain compliance and ensure that Travel Expense Report transactions are recorded to the appropriate fiscal year, follow the guidance stated below:

<b>Concur Travel Expense Reports</b>	<b>Deadline/ Due to APS</b>
Expense reports for travel completed prior to June 1 <sup>st</sup>	06/02/21
Expense reports for travel completed June 1 <sup>st</sup> to June 15 <sup>th</sup>	06/17/21 *
Expense reports for travel completed June 16 <sup>th</sup> to June 30 <sup>th</sup>	07/06/21 *

\*4:30 p.m. deadline

**AUDIT RULE NOTIFICATION: THE ACCOUNT CODE DOESN'T HAVE A VALID VALUE – WHY DID THE NOTIFICATION APPEAR ON MY EXPENSE REPORT AND HOW DO I RESOLVE IT**

If the following alert appears when submitting an expense report, the Concur user has entered conflicting information at either the expense entry, or itemization level.

 Alerts: 1 ^

 The Account Code doesn't have a valid value Please review/correct the expense entry. Once the entry has been corrected/saved the exception will clear upon re-submitting the report.

This alert is typically prompted when a user selects an Expense Type associated with travel while also indicating that the expense is not travel related, as shown below.



\* Required field

Expense Type \*  
Miscellaneous Travel Expense

Transaction Date  
09/08/2020

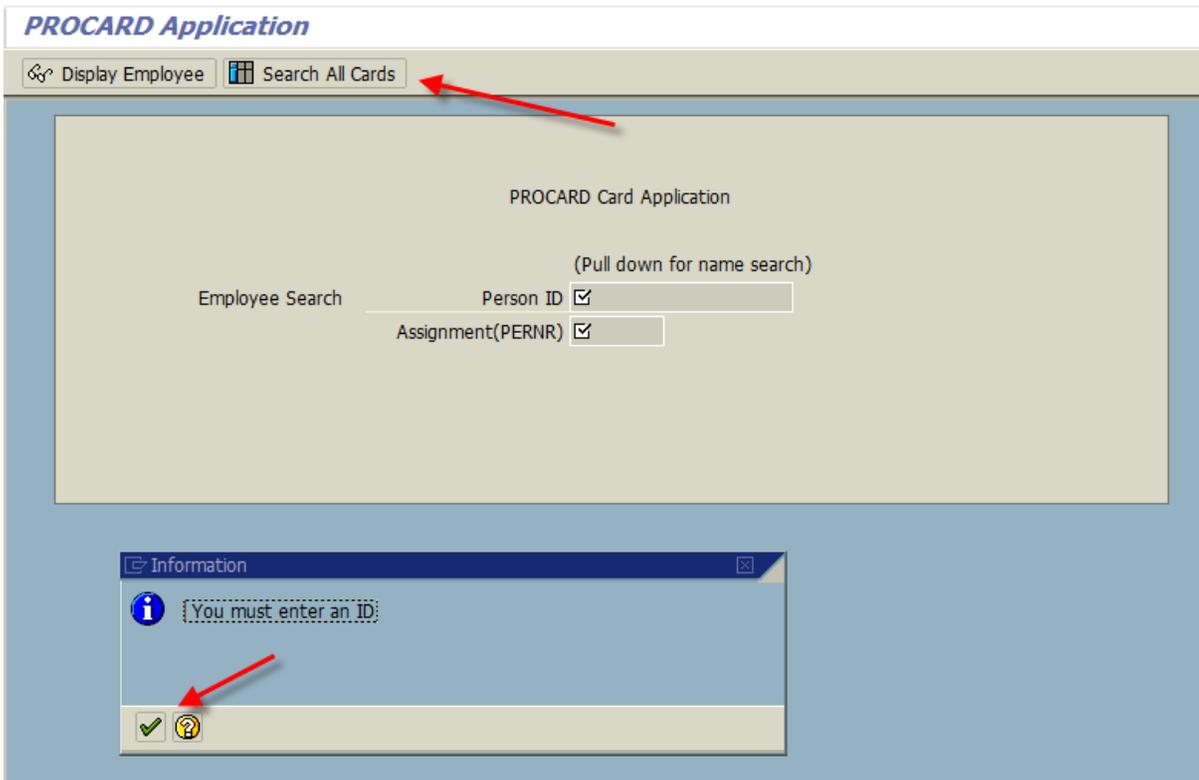
Is this expense travel related? \*  
No

As stated in the alert, the error will not clear until the entry has been corrected and the Submit Report button is selected by the cardholder. Doing so, allows the system to reevaluate the expense report.

## MAINTAINING DEPARTMENTAL CONTROLS AND PROCUREMENT CARD SUCCESS

Departmental Business Officers and/or Supervisors should monitor reporting on a normal basis to remain aware of all active cards in their area and the financial limits associated with those cards. Business Officers have access to SAP T-Code ZMM\_PROCARD\_UPDATE and/or ZMM\_PROCARD\_DISP which can be utilized to produce procurement card reports for their departmental area.

Once accessing either of the two SAP T-Codes, select “Search All Cards”, then select the “green check”:



**PROCARD Application**

Display Employee Search All Cards

PROCARD Card Application

(Pull down for name search)

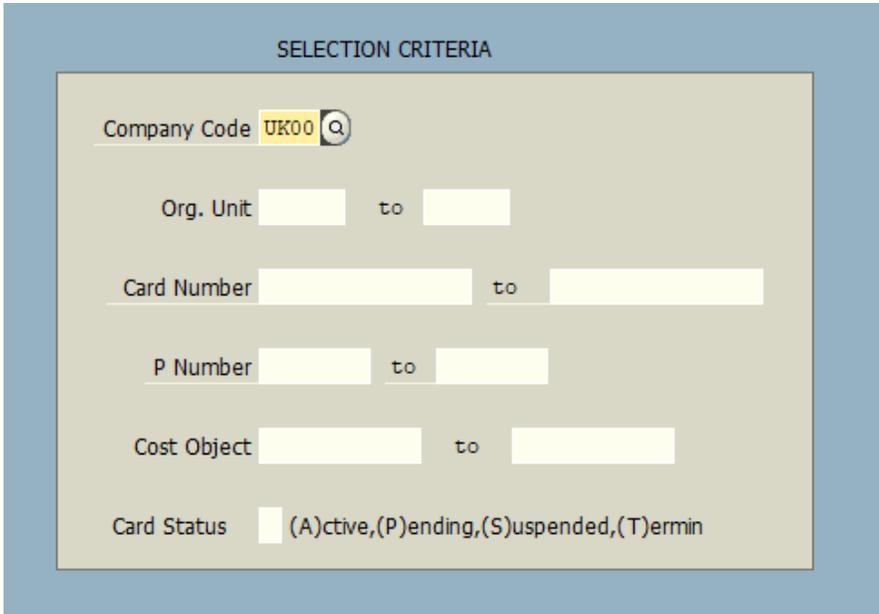
Employee Search Person ID Assignment(PERNR)

Information

You must enter an ID

Green check icon

Then enter Company Code (UK00) and other desired search criteria (i.e. dept/org unit#):



The screenshot shows a search form titled "SELECTION CRITERIA" with the following fields:

- Company Code: UK00 (with a search icon)
- Org. Unit: [ ] to [ ]
- Card Number: [ ] to [ ]
- P Number: [ ] to [ ]
- Cost Object: [ ] to [ ]
- Card Status: [ ] (A)ctive,(P)ending,(S)uspended,(T)ermin

When recognized that a cardholder is either leaving the University, transferring to a different department, or has a change in employment status (no longer coded as a Regular Employee in the HR database), procurement Card accounts should be canceled as soon as possible, and any transactions remaining in the Concur Travel and Expense Management system should be posted into SAP prior to the cardholder's departure (or change in employment status). Requests to cancel a procurement card should be sent to [procard@email.uky.edu](mailto:procard@email.uky.edu).

## QUESTIONS?

Questions or requests for assistance should be emailed to [concurexpense@uky.edu](mailto:concurexpense@uky.edu). Emails should be as detailed as possible and need to contain screen shots when appropriate to assist with responses to your questions.

Visit the [UFS Concur Travel & Expense Management](#) website for Concur Quick Reference Guides and FAQs.

To see past issues of the Concur newsletter please click [here](#).