Corporate Credit Card Transactions

Non-travel Related Transaction Procedure

Introduction:

All corporate credit card transactions (travel and non-travel related expenses) will automatically feed into the cardholders profile in Concur. All non-travel expenses will need to be processed on an expense report in Concur. The corporate credit card transactions will feed into Concur on a nightly basis instead of into Banner. All transactions that posted on the previous banking day will be available for review the next business day. Journal voucher numbers that begin with a 'CC' or 'TE' will no longer be created in Banner. The email reminders that were automatically generated from appworx@rpi.edu will no longer be sent.

All corporate credit card holders and their assigned delegate (s) will receive an email notification from AutoNotification@concursolutions.com when there are available credit card transactions in the cardholder's account. All transactions will need to be allocated and entered on an expense report on a monthly basis.

The cardholder's corporate credit card charges will show up on the home page of Concur under 'Available Card Charges'. Both travel related and non-travel related charges will be listed under this section.

We are recommending that cardholder's submit <u>one expense report a month</u> for non-travel expenses rather than do numerous small-charge reports. Our corporate card billing cycle runs from the 24th to the 23rd of the following month. Please complete a non-travel expense report for the 1st through the last day of the month based on the transaction date of the purchase. The purchase log form is no longer necessary when making purchases on the corporate credit card.

Eventually, cardholders will no longer receive credit card statements. All statements will come to central administration

Setting up Expense Delegates:

The liaison function on the corporate credit card/declining balance debit card will no longer be in effect. If the cardholder would like to have another Rensselaer employee review the credit card transactions and/or prepare a non-travel expense report they will need to set that employee up as a delegate. A Concur user can have multiple delegates. If someone else will be preparing a non-travel expense report the cardholder MUST assign that individual as an Expense Delegate.

- Log into Concur using your RCS ID
- Select the 'profile' tab
- Select the 'Expense Delegates' section
- Click the ADD button
- Search for the employee you would like to select as your delegate

- Click ADD

** "Can Prepare" must be selected to allow a delegate access.

**If a delegate wants to receive e-mails about an expense report then the cardholder must check the "Receives Emails" too.

The delegate can ONLY create an expense report. **The cardholder MUST still review and submit the expense report**. No one can be assigned to do that.

The delegate cannot see any of the cardholder's personal information in the profile.

<u>Creating a non-travel expense report:</u>

<u>Header Information:</u>

All expense reports require a header to be filled out prior to adding expenses to the report. Please use the guidelines below for non-travel related expense reports.

- Report Name: ***IMPORTANT*** the first 20 characters of the report name feed over to banner. Please make sure this name is specific to non-travel related purchases. We suggest using "(Month) 2012 Purchases"
- Report date field will automatically populate with the date the expense report is started
- Business purpose: We suggest using a name such as "Purchases – MONTH" in this field.
- Start date and End date: Please use the month start and end dates in these fields: example: non-travel expense report for purchase transactions made in august would have the dates of 08/01/2012 and 08/31/2012.
- Location of Travel: Domestic
- Type of travel: Standard
- Destination: Purchase

<u>Adding expenses to an expense report:</u>

There are three ways to add the un-expensed non-travel charges to a new expense report:

A. From the Concur home page:
    1. From the Concur home page, select the non-travel related corporate credit card charges
    2. Select the 'IMPORT' button at the top of the "Available Card Charges' section
    3. A drop down box will appear. Select "To New Report'

B. From the Expense tab-Import function:
    1. From the Concur home page, select the 'Expense Tab'
    2. Select the 'Import' button

3. Your un-expensed corporate credit card charges will be listed on the right hand side of the screen
4. Select the non-travel related charges and click 'Import'
5. A drop down box will appear. Select 'To New Report'

C. Start a new expense report
   1. From the Concur home page, select the 'Expense Tab'
   2. Fill out the report header of the expense report using the guidelines above
   3. Click and drag the non-travel related expenses to the left side of the screen. This will automatically add them to the expense report

Choosing the appropriate expense type/attaching receipts:

Each purchase transaction will need to have the appropriate expense type associated with this. The expense type drives the account codes in banner. If a specific expense type is not listed please select 'Other Misc."

1. Open up the expense by double clicking
2. On the right hand side of the screen, a list of expense types will appear
3. Select the appropriate expense type from one of the following:
   - Computer Supplies
   - Lab Supplies
   - Other Misc.
   - Postage
   - Supplies
   - Phones/Internet
   - Subscriptions
4. Fill out the required fields, and click 'Save'

Corporate credit cards cannot be used for personal use. If a personal purchase has been made on the card unintentionally, mark the expense as personal and write a personal check (made payable to Rensselaer Polytechnic Institute); forward the check and a copy of the Expense Detail Report to Disbursement Operations.

ALL PURCHASE EXPENSES REQUIRE A DETAILED RECEIPT. Please attach the receipt at either the line item level at the report level. Please check with your business manager as to how they would like the receipts attached for their review.

1. Attaching a receipt at the **line item** level
   a. Open up the expense by double clicking
   b. On the bottom right hand side of the screen, select the 'attach receipt' button
   c. Browse and upload the required receipt

2. Attaching a receipt at the **header** level
    a. Click on the 'receipt' drop down box towards the top of the page
    b. Select 'Attach receipt images'
    c. A pop up box will appear. LEAVE ALL CHECK BOXES UNSELECTED
    d. Browse and upload all required receipts

Allocating expenses:

All credit card transactions will automatically default to the FOAPAL you have assigned in Concur. If a transaction needs to be allocated to a different FOAPAL there are two way to perform this function:

1. Allocating expenses at the **Line Level**
    a. Select the expense from the report
    b. The expense detail information will populate on the right hand side of the screen
    c. Select the 'Allocate' button at the bottom right hand side
    d. Select the appropriate FOAPAL string. You can split the allocation as many ways as necessary
    e. The ORG selected, will drive the expense report to the appropriate business manager for review and approval.
2. Allocating expenses at the **Report Level**
    a. Click on the 'Detail' button at the top of the screen
    b. Select 'Allocations'
    c. Select all transactions, or multiple transactions that you would like to allocate
    d. Click 'Allocate Selected Expenses' at the top of the pop up box
    e. Select the appropriate FOAPAL string, and click 'Save' then 'Done'

Submitting an expense report for approval:

Once the non-travel expense report has been completed, please submit the report for approval.

IMPORTANT Please remember that an expense delegate cannot submit the report on behalf of the cardholder; only prepare it for the cardholders submittal.

1. Click the 'Submit' button in the top right hand corner of the screen
2. A pop up box will appear with a disclaimer. Please agree to the disclaimer and submit your report
3. The expense report will flow to your business manager for approval according to the ORG, and then the report will flow to your supervisor for approval.
4. Once the expense report is submitted and approved, the transactions will post to banner