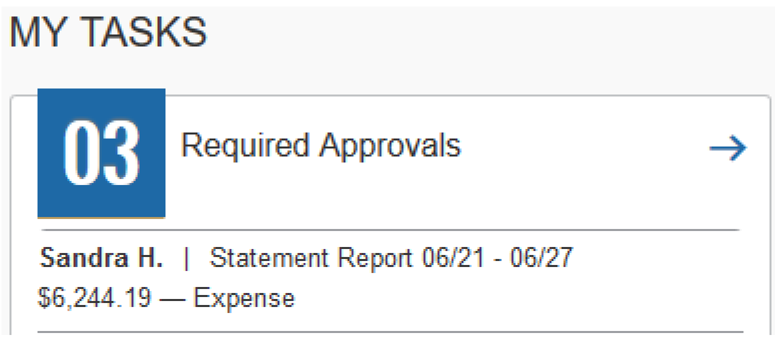
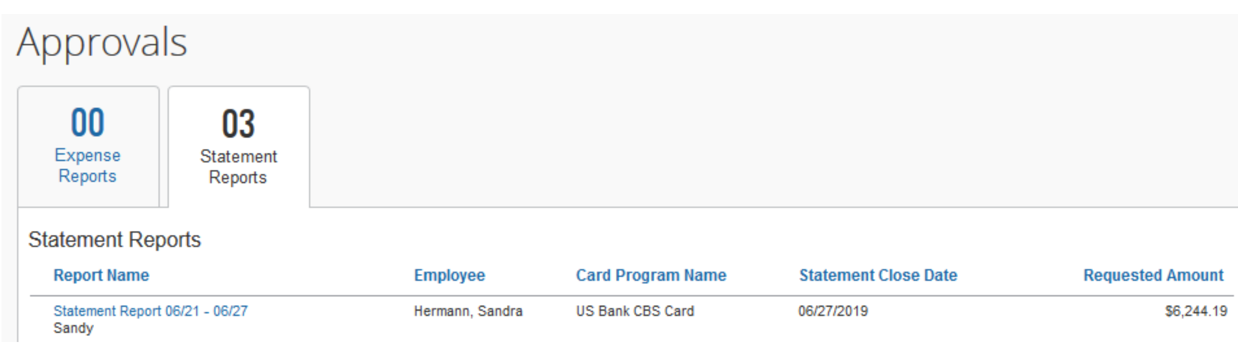
Approving P-Card Reconciliation in Concur

- You will receive an e-mail, with a login link to Concur, when the cardholder submits the Statement Report for approval.
    - Contact cpi-security@astate.edu if you are unable to login.
    - Alternatively you can login to my.AState.edu and click on the P-Card icon.
- On the main menu, Concur will put documents awaiting your approval under My Tasks in the Required Approvals section:

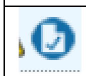
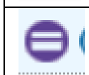


- Click on the Required Approval arrow to access the Approvals Home page.
    - Approvals Home will display separate tabs for each type of document that you may approve: Requests, Expense Reports, and Statement Reports (P-Card).
- Click on the Statement Reports tab and select the Statement Report you would like to review and approve.
    - The summary screen (below) will list the Employee's name



- Click on the name of the document that you want to approve.
- Concur will automatically open to the Expenses tab, which gives you a breakdown of all the expenses.

- Each transaction or itemization may have a few icons out to the side:

	A yellow triangle is information for you to know, like the fact that there is a memo required for airfare requested 14 days or less before travel, or that an advance is part of the request.
	A blue circle icon means that there is a comment. Click on the icon to bring up the comment for you to read.
	A pie chart icon means that the expense has been allocated between two or more FOAP's. Click on the icon to see how the expense is being charged.
	A blue icon with a piece of paper in the center means that there is a receipt image(s) attached. Hover over the icon to see the receipt image(s).
	A purple card icon will show the information from the vendor provided to US Bank by hovering over it.

- To see the header information or allocations, click on the Details dropdown:

Report Header	Shows report name and the Fund, Organization, and Program that the report will be charged to, unless transactions have been reallocated.
Totals	Shows total of report.
Audit Trail	Shows history of when the report was submitted and past approvals, along with comments if the report was returned before.
Approval Flow	Shows approvals already recorded.
Comments	Shows past comments from approvers if they've had to return the report.
Allocations	Shows allocation breakdown. Select the link then click the Summary button in the allocation window.

- Choose one of the approval options:

Send Back to User	To send the report back to the user for corrections or additional documentation. Enter what needs to be corrected or added in the comments and click OK.
Approve	To send the report to the next approver in the workflow.
Approve & Forward	To send the report to an additional approver not already in the workflow. Enter the approver's last name in the User-Added Approver field and any comments then click the Approve & Forward.

- Concur will bring you back to the list of reports pending your approval. Choose the next report and repeat until all reports are approved.
- Once you have completed all the documents in approvals, log out of Concur by clicking on the arrow next to your Profile in the upper right corner, then click on Sign Out.

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