Payment Cards in Concur
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Coming Spring 2017
Proposed Expense Report Header

- Policy
- Report Name
- Reporting Cycle
- Card Number(s)

Report Key:
- Department Reference Number
- Notes

System Member:
- Department / Sub-Department
- Employee ID

Account:
- Account Attributes

Expense Group ID:
- 2I-TAMUC

Report Date:
- 12/20/2016
Proposed Expense Entry Fields

• Expense Type (object code)
• Amount – auto populated
• Transaction Date – auto populated
• Vendor – auto populated
• Comment – optional, required on some
• Ref A
• Ref B
• Invoice #
• Goods Received Date
Routing

- Routing will be based on cost object routing (accounting). Similar format to current routing for travel expense reports. This can be the same or different than travel expense reports or travel requests.
- Approvers will be able to see/review receipts for expenses.
- Ability to adhoc additional approvers per report as needed.
- Simultaneous routing paths across departments, agencies, etc.
Cross Campus Expenses

- With the implementation of Concur, users will be able to allocate a single expense across multiple system parts (ex: Research, Extension and TAMU).
Smart Phone/Tablet app

- Image capture available for smart phones, tables, scanners, .pdf, .tiff, .jpeg
- ExpensesIt
Reallocation

- Reallocation of all payment card transactions will be in Concur rather than using the credit card vendor’s reallocation tool.
- Consistency with reallocation when state changes credit card vendors.
Reallocation

- Simplified mass reallocation.
- Ability to reallocate using desktop computer, smartphone, tablet.
- If accidentally select an incorrect department, then routing will help notify them before the transaction posts to FAMIS.
- Potential – Ability for users to set a default account in their own profile and manage themselves.
Other Benefits

- Ability to submit expense reports that will post to FAMIS more timely than current process.
- Ability to submit expense reports more frequently (ex: year end, contract ending)
- If expense reports are not submitted timely then cards will be subject to suspension.
Questions
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