



# Payment Cards in Concur



**Payment cards in Concur....**

**Coming Spring 2017**

# Proposed Expense Report Header

## Report Header

<input type="text" value="Policy"/>	<input type="text" value="Report Name"/>	<input type="text" value="Reporting Cycle"/>	<input type="text" value="Card Number(s)"/>	<input type="text" value="Report Date"/> 12/20/2016
Report Key <input type="text"/>	System Member <input type="text" value="(02) TEXAS A&amp;M UNIVERSIT"/>	Department / Sub-Department <input type="text" value="(FISC OPS) FMO - ACCOUN"/>	Account <input type="text" value="(210410 22000) FMO - Acco"/>	Account Attributes <input type="text" value="(L) LOCAL"/>
Department Reference Number <input type="text"/>	Notes <input type="text"/>	Employee ID <input type="text"/>	Expense Group ID 21-TAMUC	

## 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
- Expenselt

## 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, smart phone, 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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## Contacts

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