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PROCUREMENT SERVICE CENTER

Published on *University of Colorado* (http://www.cu.edu)

Reconciling Procurement Card with Concur [1]

General information on the Procurement Card is available on the Procurement Card Page [2], including the Procurement Card Handbook [3].

Refer to the Quick Reference Guide The Expense Report Process [4] for a graphic overview of the expense report process from start to finish.

Step 1 - Creating the Expense Report

Creating the Expense Report [5]

Step 2 - Adding Expenses

Step 2a - Overview of Adding Expenses [6]

Step 2b - Adding Procurement Card Expenses [7]

Step 3 - Allocating Expenses

Allocating Expenses [8]

Step 4 - Attaching Documents

Step 4a - Attaching Documents Using the Available Receipts Area [9]

Step 4b - Attaching Documents by Scan [10]

Step 4c - Attaching Documents by Fax [11]

Delegates: Emailing Receipts to the Available Receipt Area [12]

Want to go mobile with Concur?

Access Concur from your mobile device with Concur Mobile. You can also organize all aspects of your travel with TripIt Pro.

It's easy! Find out how ? [13]

Step 5 - Setting the Approval Flow

Setting the Approval Flow [14]

Step 6 - Submitting Expense Reports

Submitting Expense Reports [15]

Did you take the online Procurement Card courses?

- There are online courses available that guide you through the Procurement Card process.
- After completing the online courses, customized in-person training can be requested to suit your department's needs.

Learn about these online courses ? [16] Learn about in-person training ? [17]

Related Resources

- Access & Training Requirements Guide [18]
- Creating Email Rules in Microsoft Outlook [19]
- Working in the Concur Travel & Expense System [20]
- Removing Reconciled Trips from Concur Trip List [21]
- Concur Transactions and Your Financial Statements [22]
- Acting as a Delegate or Travel Arranger [23]
- Identifying Delegates [24]
- Approving Expense Reports [25]
- Approvers: Viewing Approved Expense Reports [26]
- Reports in Concur [27]
- Delegates: Emailing Receipts to the Available Receipts Area [12]

Source URL: http://www.cu.edu/psc/reconciling-procurement-card-concur

Links:
[1] http://www.cu.edu/psc/reconciling-procurement-card-concur
[2] http://www.cu.edu/psc/procurement-card-1
[3] http://www.cu.edu/psc/procurement-card-handbook
[4] http://www.cu.edu/psc/policies/concur-expense-report-process
[5] http://www.cu.edu/psc/policies/step-1-%E2%80%93-creating-procurement-card-expense-report
[6] http://www.cu.edu/psc/training/step-2a-overview-adding-expenses
[7] http://www.cu.edu/psc/training/step-2b-adding-procurement-card-expenses
[8] http://www.cu.edu/psc/training/allocating-expenses
[9] http://www.cu.edu/psc/training/step-4a-attaching-documents-scan
[10] http://www.cu.edu/psc/training/step-4b-attaching-documents-fax
[11] http://www.cu.edu/psc/training/step-4c-attaching-documents-receipt-store-individual-expenses
[12] http://www.cu.edu/psc/training/delegates-emailing-receipts-receipt-store
[13] http://www.cu.edu/psc/going-mobile-concur
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[22] http://www.cu.edu/psc/policies/concur-transactions-your-financial-statements
[23] http://www.cu.edu/psc/training/acting-delegate-or-travel-arranger
[24] http://www.cu.edu/psc/policies/identifying-expense-delegates-concur-travel-expense-system
[25] http://www.cu.edu/psc/policies/approving-expense-reports-concur-travel-expense-system
[26] http://www.cu.edu/psc/policies/approvers-viewing-approved-expense-reports
[27] http://www.cu.edu/psc/reporting-concur-travel-expense-system