

Hello everyone,

The Concur listserv now includes representatives from all departments. We will use the listserve to provide you with information and updates. You can expect to see weekly updates as the system is fine-tuned.

### Emails

*We have changed the following:*

- 1) Past due emails for pcard charges pertaining to future trips/events: emails will not occur until 30 days after the trip/event date has passed and
- 2) Email Reminders: the frequency was reduced for emails sent to approvers regarding reports to be approved. They will now be sent 30 days after the report is submitted.

*We are unable to change the following emails due to Concur system constraints:*

- 1) Delegate emails (e.g. reports for approval which were sent to the one over approver) and
- 2) Expense report status changes (e.g. audit service inquiries, reports approved and reports being processed for payment).

### Expense Detail in Banner/Webapps

*Accomplished to date:*

Since early January, the pcard charge document reference (IP# or IT#) is included with the expenses recorded when reports are approved. Additionally, the vendor name is also included with pcard charges. This information flows from Concur to Banner/Webapps.

*Working On:*

- 1) Adding more report details in Webapps - a new pop up box will be visible by hovering over the description field at each transaction,
- 2) Adding the report details (provided at the pop up box mentioned above) to the transaction download and
- 3) Adding the additional data to Webapps for reports processed prior to these changes being implemented.

### Reporting

Rice has developed the following –

- 1) A customized report pertaining to uncleared charges for past trips/events and
- 2) A download of reports pending the one-over or PI's approval.

The Payables office will use this information to contact department staff about pending reports that need to be completed or approved.

We are continuing to work with Concur to learn more about the standard reports that we can make available to the campus. We welcome your input to identify the reports that would be most useful. You may email [concur@rice.edu](mailto:concur@rice.edu) or [tskulski@rice.edu](mailto:tskulski@rice.edu) with this information.

### Training

The training team is available to provide additional training; there are also sessions scheduled each Friday from 10 am – noon. Email [concur@rice.edu](mailto:concur@rice.edu) to schedule a training session.