

Hello everyone,

This Concur update addresses two areas.

1) YEAR – END/NEW FISCAL YEAR PROCESS:

Key Dates –

- Tuesday, June 30th – Concur expense reports with deposits must have money deposited at the Cashier's Office by 4:00 and the expense report must be approved by 5:00 pm. *Depositing money due Rice at the Cashier's Office prior to June 30th is strongly recommended to allow sufficient time for the report to be approved.*
- Saturday, July 4th – Pcard charges sent to the bank by the vendor on or prior to this date will be included in FY15 business. Charges after July 4th will be recorded in FY16. Please refer to the two dates below regarding expense reports where reallocations are done.
- Friday, July 10th by midnight – Concur expense reports without deposits must be approved in order to be recorded in FY15.
- Monday, July 13th – This is the first day to submit expense reports for FY16.

Key differences from the prior TEBM process at end of year/start of year –

- All charges are in the 72356 account, whether they are for travel or non-travel.
- Any travel charges pertaining to FY16 must have a Concur expense report started with the header record field "Trip/Report End Date" completed with the future trip's end date; the travel related charges at these expense reports will be recorded as FY16 expense (performed by the Controllers office),
- Please make time to allow for Concur's Audit Service (see the paragraph below for additional information).
- The Concur system will remain available for use. Thus, FY16 expense reports can be worked on. They should NOT be **submitted** before Monday July 13th as specified above. If they are submitted and approved prior to July 13th, the expenses will be recorded in FY15.

Expense reports must be approved by the specified deadlines. If deadlines are missed, there is no alternate reallocation method available. Please remember to factor in the possibility that expense reports may be routed through Concur's Audit Service (CAS); 20% of expense reports are randomly selected for audit by CAS. The expense report routing occurs once reports are submitted and prior to reports being sent to the approver. CAS has on average a monthly goal of responding within 72 hours. Since this timing is an average, some reports do exceed 72 hours.

2) EXPENSE ACCRUAL REPORT REPLACES "UNACCOUNTED FOR TEBM" REPORT

The former Webapps "Unaccounted for" query is not being updated when expense reports are approved so it cannot be used to determine uncleared pcard charges. The report that will replace the former Webapps "Unaccounted for TEBM" query is anticipated to be available mid-June; until the Concur report is available, the best way to determine outstanding pcard charges is by running a financial transaction download in Webapps of the 72356 account. Then, you will be able to see the original pcard charge(s) and the offset(s) when the expense reports are posted in Banner in order to determine the uncleared charges.

This new report is called the "Expense Accrual" report and it will be sent each Monday with the first report being sent as soon as it is available the week of June 15th. The report will include all pcard transactions for two main categories as follows –

- Unassigned Charges which are pcard charges that have not been put in an expense report and
- Unsubmitted Reports which include pending reports that are not yet approved (e.g. reports not submitted, reports submitted & pending Concur Audit Service review, reports sent back to the user or reports pending the one over or PI's approval).

NOTE: This report will include all pending charges, whether or not they are "past due". The report trip/end date is included so if an area wishes to only review "past due" charges, they can be sorted and removed from the file.

The new report is being generated in Concur and will automatically be sent to department administrators/coordinators via email as an Excel file. We will be maintaining the list that indicates who should be sent the report. To make changes to the listing, please email concur@rice.edu.

If you have questions, please contact the Concur support team at Rice by emailing concur@rice.edu.