

Hello,

This communication addresses three items –

1) EXPENSE ACCRUAL REPORT REPLACING “UNACCOUNTED FOR TEBM” REPORT

The new report from Concur that will replace the former “Webapps “Unaccounted for” query has required additional time this week for modifications. It is expected to be finalized next week and will be sent via email directly from Concur as soon as it is completed. After next week’s initial email, the report will be sent each Monday. The report will include all pcard transactions in two 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 approved (e.g. reports not submitted, reports submitted & pending Concur Audit Service review, or reports sent back to the user or reports pending the one over or PI’s approval).

NOTE: It 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.

2) LABORATORY EQUIPMENT – 75240

The title for this account/expense type in Concur has been expanded to reflect that it is only to be used for Equipment purchases of \$5,000 or more. An audit warning (which doesn’t prevent a report from being submitted) is being added which states the following message –

“Use this expense/account ONLY when purchasing Laboratory Equipment \$5,000 or more OR purchasing a component item being integrated into existing CAPITALIZED Laboratory Equipment.”

Property Accounting is seeing an increase in the charges to the 75240 account when the items do not meet the above definition. Please use the Supplies Laboratory – 72180 expense for charges that do not meet the above criteria. This expense is in Concur at the “Academic/Research” expense group.

3) YEAR-END

The final campus-wide year end training session is next week on Wednesday, June 24th at 9:00 am at Fondren Library in the Kyle Morrow Room. This session includes information on Concur which is also available at the “Company Notes” section when you are logged into Concur. It is also available at the “Communications” link at concur.blogs.rice.edu; please refer to the 6-08-15 link for details.

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