

Hello,

This communication addresses two items –

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

The new report from Concur that replaces the former Webapps “Unaccounted for” query was generated earlier this afternoon and was sent to department coordinators/administrators. It was emailed directly from Concur (using their [Autonotification@concurolutions.com](mailto:Autonotification@concurolutions.com) email). If you wish to change who receives the report for your area or add additional person(s) to receive the report, please email [concur@rice.edu](mailto:concur@rice.edu) with the changes.

After today’s initial report, the report will be sent each Monday. The report includes 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 includes 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) YEAR-END

Please clear pcard expenses for FY15. There are a significant number of pcard charges that are uncleared. For those areas with few uncleared charges, thanks very much for the good work!

If travel charges pertain to trips ending in FY16, please do the following –

- a) start the Concur expense report and indicate the trip end date at the report header and
- b) pull in the pcard charge to the expense report,
- c) please do NOT submit FY16 reports until Monday July 13<sup>th</sup>; all reports approved prior to July 13<sup>th</sup> will be recorded in FY15.

Information regarding year-end is available at -

- a) the “Company Notes” section when you are logged into Concur or
- b) the “Communications” link at [concur.blogs.rice.edu](http://concur.blogs.rice.edu); please refer to the 6-08-15 link for details or
- c) The “Year End Close Memo” sent via alldepts email the afternoon of May 15th

If you have questions about Concur, please contact the Rice support team by emailing [concur@rice.edu](mailto:concur@rice.edu).