Hello everyone,

This Concur update addresses several areas.

1) <u>RECEIPTS – MULTIPLE DOCUMENTS FOR THE SAME EXPENSE AND DATES</u>
Expense reports can now accept multiple receipts for an individual expense. The additional documentation will be attached at the end of the existing receipt if the user uploads a receipt while in the expense report and the expense is checked.

   As a reminder, one of the top audit exceptions Concur Audit Service has noted is related to the expense transaction date and dates at the header of an expense report. Please keep in mind the following tips –

   - *For Cash/Out of Pocket Expenses* – Date on the transaction should match exactly with the date on the receipt.
   - *For PCard Transactions* – There is a 30 day variance allowed as there may be a delay in posting by the merchant.
   - *Report Header* – Start and end dates must cover all of the dates for receipts included in the report.
   - Additional comments or supporting documents – you may write the date on the document provided. The auditor can accept comments as long as the complete reason is provided as to why the date didn't match, is missing or is illegible.

2) <u>ACCRUAL REPORT – GROUP TRAVEL ISSUE WITH MULTIPLE PCARD CHARGES FOR THE SAME VENDOR ON THE SAME DATE</u>
It was brought to our attention that for group travel, certain charges were not appearing on the accrual report. Our IT staff has been working on this issue which has now been corrected. Starting with next week's report (which will be run on Tuesday 9/8 due to the holiday weekend), your report will pull in all transactions charged to the pcard related to group travel.

3) <u>CONCUR BLOG</u>
The blog's FAQ area now has indexing added in order to reference the sections more easily. There are three main sections and each question is numbered within each section. The three sections are "A" for General Q&A, "B" for Travel Q&A and "C" for Expense Q&A.

4) <u>DEFAULT APPROVERS/APPROVAL ROUTING</u>
While reviewing Concur user accounts, we noted that many users have not set up default approvers. Designating a one over approver at the users profile will save time for the user; they can designate their one over approver at their profile. Doing this will automatically route expense reports so the preparer does not have to select the approver each time.

   To add the default approver, follow these steps:

   a) At the top right section of the screen, click on Profile, then click on Profile Settings in order to access the "Expense Approvers" link on the left side of the page, then
   b) At the top box for the "Default approver for your expense reports", start typing in the last name of the person to search for the person, select them and then click "Save".

   When this update is done, the default approver will be pre-populated as the one over approver (or PI) when expense reports are submitted.

   *Alternatively, routing can also be applied within an expense report as follo*ws:

   a) While in an expense report, just below the report's title, click on the "details" link and then click on "Approval Flow",
   b) The one-over or PI approver field can be updated at any time if there is no default (or one-over) approver in the field. If it is a large expense report and the one-over approver's signature authorization limit is not sufficient, the one over approver needs to be someone with an appropriate signature authorization limit. An expense report may need to be routed to a different approver in these instances,
   c) Additional approvers can be added by clicking on the first blue circle to the right of the one over field which indicates to "Add a step after this step" when you hover over it. If additional approvers are needed, ALWAYS use the first circle as the

one over approver *must* be the first approver. In the new box, start typing in the last name of the person to search, select them and at the bottom of the screen, click “Save Workflow”.

When these steps are done, the report will be routed to all persons indicated at the approval flow. For additional information regarding approvals, please see the “How do approvals work” FAQ # 23 at the Expense section at concur.blogs.rice.edu where there are detailed steps described and pdf’s which address this process.