![University of Kentucky logo]

CONCUR TRAVEL AND EXPENSE NEWSLETTER

February 24, 2021

RECENT CHANGES:

NEWLY ADDED EXPENSE TYPES IN CONCUR

Based on departmental feedback, as of this month the following Expense Types have been added to the Concur General Expenditure Policy:

Expense Type Name	Parent Category
Uniform & Linen Rental	12. Rentals
Ag and Botanical Supplies - Seeds	09. Agricultural Expenses
Industrial & Print Shop Supplies	07. Supplies & Office Expenses
Testing Costs - Capital Construction	14. Capital Construction
Inter-Library Loans	17. Library Expenses
Library Rare Books and Collections	17. Library Expenses
Library Audio/Visual Reference Materials	17. Library Expenses
ID Badge Supplies	07. Supplies & Office Expenses

EXPENSE TYPE NAME(S) HAVE BEEN UPDATED TO PROVIDE FURTHER GUIDANCE/CLARITY WITHIN CONCUR

Expense Type Name: Computers, tech, & minor equipment under $5,000 **has been changed to** Computers, tech, & lab equipment < $5,000

Expense Type Name: Laboratory and Scientific Equipment **has been changed to** Laboratory and Scientific Equipment ≥ $5,000

*These changes were made to address the issue of multiple JVs being processed to correct entries of minor lab and scientific equipment transactions incorrectly charged to the GL created for capital laboratory and scientific equipment.
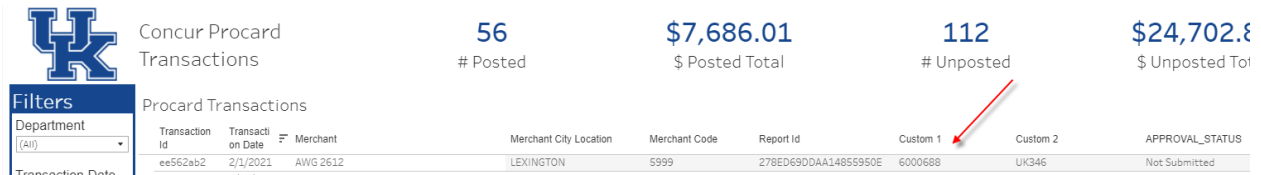
Expense Type Name: Training Participants **has been changed to** Non-UK Employee Training Participant Expense

*This change was made to enhance user experience, providing additional clarity and further description within the Expense Type name itself.

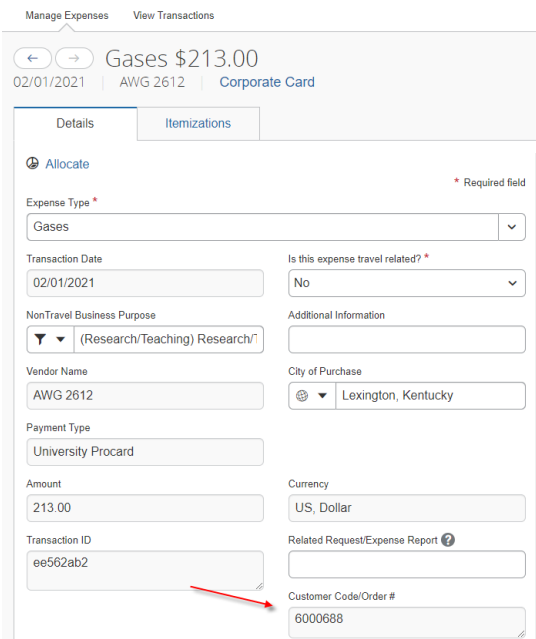# CUSTOMER CODE/ORDER NUMBER IS NOW LOCATED WITHIN CONCUR

When a vendor includes a customer code and/or order# within the procurement card transaction detail this information is now visible within Concur.

In previous months this information was only viewable in the Tableau Procard Transaction Report ("Custom 1" column) as shown below:

Now within Concur, once a transaction has been added to an expense report the Customer Code/Order Number can be seen when drilling into a procurement card transaction, & viewing the card details as shown below:

LIMITS SURROUNDING THE NUMBER OF TRANSACTIONS WITHIN A SINGLE REPORT

Restrictions surrounding the number of transaction when submitting General Expense Reports has changed. In previous months, a report with minimal transactions (under 50 expenses) could be returned to the department for further consideration of including additional available transactions. Alternatively, multiple reports (submitted by one user, each containing minimal transactions) could also be retuned, to request that the multiple reports be combined into one. Going forward approval has been granted when deemed necessary by the department, to allow users to submit multiple reports when necessary, in one given month. It is expected that departments continue to be mindful of potential additional costs incurred by the University when processing multiple reports in each month. To continue to operate as good financial stewards, reasonable discretion should be exercised when choosing to do so.

REMINDERS:

WHEN ARE ACCRUALS POSTED FOR PROCUREMENT CARD TRANSACTIONS WITHIN CONCUR AND HOW IS THE COST OBJECT DETERMINED WHEN POSTING THE ACCRUAL?

Concur accruals are posted each month to record the procurement card liability that is due to our procard provider, US BANK. The accrual will post at the end of the month and be reversed in the following month. The accrual will consist of all unposted procurement card transactions that exist at month-end. If the transaction has not been assigned to a report or has not been allocated, the accrual will post to the cardholder's default cost object. If the transaction has been allocated on a report, the accrual will post against the cost object specified within the allocation. If the cardholder wishes to update the default cost object, please see the associated Quick Reference Guide, providing further direction: https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/costobject.pdf

WHY IS IT NECESSARY TO DENOTE COVID-19 PURCHASES?

For the University to appropriately manage and track institutional expenditures related to the pandemic, it is vital that departments mark all related transactions accordingly throughout the duration of COVID-19. This applies to purchases made by procurement card, Payment Request Document, or SRM Shopping Cart/SAP Requisition. All COVID-19 procurement card transactions in Concur must be marked by using the "Additional Information" field located on the Details tab of the Expense Type form. Do not add any additional text other than "COVID-19", doing so would result in a retuned report.

HOW CAN WE IMPROVE THE TIMELINESS OF REPORTS IN THE CONCUR WORKFLOW CYCLE?

Cardholders and delegates must fulfill their responsibility of ensuring that all available transactions are submitted on an expense report, continue to follow the transactions throughout the workflow process, and promptly address any issues or comments that are noted within the report to ensure that all transactions are fully posted into SAP in a timely manner.

To further improve efficiency and timeliness of expense report processing, it is recommended that when an individual (department or processor) rejects/returns a report that clear, concise direction as to why the report is being returned is included in the comments section. For example, if a report is returned due to an error with a specific transaction, include detail of the issue as well as pinpoint which transaction is at question within the report. It is equally important that when the user receives the returned report that they fully address all items being presented in the comments section prior to submitting the report again. Fully employing this recommendation will reduce multiple returns for one given report and improve both timeliness and efficiency for all those involved.

IS A BUSINESS PURPOSE NECESSARY FOR TRANSACTIONS ASSOCIATED WITH SHIPPING OR MAILING COSTS?

A business purpose is required for costs incurred when mailing or shipping outgoing items.

However, when procuring goods and shipping expenses are included in the total sale amount, *if* the user elects to itemize, an additional business purpose would not be necessary at the itemization level for the shipping cost.

QUESTIONS?

Questions or requests for assistance should be emailed to concurexpense@uky.edu. Emails should be as detailed as possible and need to contain screen shots when appropriate to assist with responses to your questions.

Visit the UFS Concur Travel & Expense Management website for Concur Quick Reference Guides and FAQs.

To see past issues of the Concur newsletter please click here.