

P-Card Reconciliation and the Concur Pilot

Beginning **Thursday, October 15, 2009** Concur Pilot participants who are P-Card cardholders, reconcilers, and/or approvers will begin using the University's new **Travel & Expense** system (Concur) to submit expense reports with P-Card transactions.

Going forward from October 15, all of your P-Card transactions are available in Concur and not in M-Pathways. The first **P-Card cycle** in Concur is October 15 – November 14. Please review the [P-Card cycle](#) to determine the cycle's submission and approval dates.

- **Cardholders/Reconcilers:** You can reconcile P-Card transactions throughout the cycle by importing transactions to an expense report and editing transactions, as applicable. You also have the option of reporting P-Card transactions related to travel on an expense report for the trip. Check with your unit to determine how to organize the reporting of P-Card expenses.

Reconcilers who act as delegates for the cardholders will use Concur to notify the cardholders when the expense report is ready for them to submit.

- **Cardholders:** You will use Concur to electronically review and submit the expense report containing your reconciled P-Card transactions.
- **Approvers:** You will use Concur to electronically review and approve expense reports. Approval responsibilities have not changed.

My LINC Resources:

- Cardholders and Reconcilers, see the [Create and Submit a Concur Expense Report with P-Card Transactions](#) step-by-step procedure.
- Approvers, see the [Approve a Concur Expense Report](#) step-by-step procedure.
- For hands-on assistance with your first P-Card reconciliation or approval in Concur, attend a Concur Pilot Production Support Lab (TEL101). Click *Register Myself* from the Lab's [Activity Details](#) page to register for a session. Don't forget to bring your own work!

Assistance or Questions?

Contact your representative on the Concur Steering Committee or the Procurement Solutions Team for business process and policy questions:

- Phone: 734-764-8212, option 1
- E-mail: procurement.services@umich.edu

Contact the ITS Help Desk for Concur system questions:

- Phone: 734-936-7000, option 3
- Web: http://www.mais.umich.edu/online_help_desk/