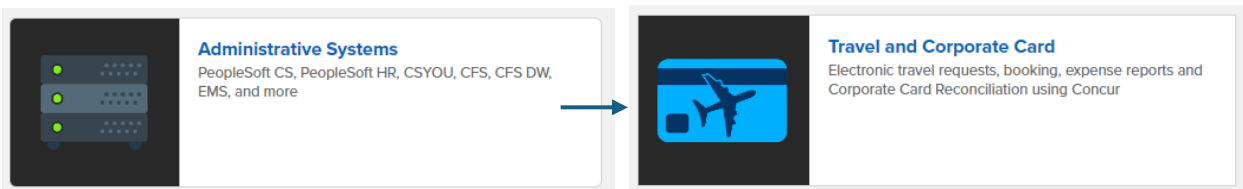


Corporate Card Reconciliation for Grant PI's/PD's

Every month you will receive an email reminder from corporatecard@csusb.edu reminding you to reconcile your corporate card expenses for the month. Please make sure to submit the reconciliation prior to the deadline included in the email reminder, this is usually during the last week of the month.

You can access your corporate card expenses through your myCoyote home page > click on Administrative Systems icon > Travel and Corporate Card icon.



- Once you are logged into Concur you should see your open corporate card expenses listed under open reports. Click on Open Reports to access your expenses for the month.

The screenshot shows the Concur Travel & Expense dashboard for California State University San Bernardino. The top navigation bar includes the CSUSB logo and several menu items: Start a Request, Start a Report, Enter Reservation, 01 Authorization Requests, 00 Available Expenses, and 01 Open Reports. The main content area is divided into several sections:

- Trip Search:** Includes icons for flight, car, train, and bus. A highlighted note states: "An 'APPROVED' Request is required to book travel online or offline (via an advisor). Please have your approved request 4 digit ID (and corresponding chartfield string) available to provide at the end of the booking process." Below this is a "Please note" section about Frontier Airlines.
- Mixed Flight/Train Search:** Features buttons for Round Trip, One Way, and Multi City, along with input fields for From and To locations and a Search button.
- Alerts:** A notification states "You haven't signed up to receive e-receipts. Sign up here".
- Company Notes:** A large banner reads "Welcome to Concur Travel & Expense" with a "Read more" link.
- My Tasks:** A summary of tasks is shown, including "01 Open Requests", "00 Available Expenses", and "01 Open Reports". The "01 Open Reports" task is circled in yellow and shows "06/08 June Expenses (06/01/2024) \$67.99".

- Once you open the monthly expenses it will have all the expenses listed you have charged on your corporate card for that month.

Manage Expenses Card Transactions

Home / Expense / Manage Expenses / June Expenses (06/01/2024)

Alerts: 3

June Expenses (06/01/2024) \$67.99

Not Submitted | Report Number: P8XFIE

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

View: Standard

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	✖		CSUSB Corporate Card	Undefined	TFS*FISHERSCI ECOM FSE	06/05/2024	\$67.99
							\$67.99

- Now click on the expense you want to reconcile.

Undefined \$67.99

06/05/2024 | TFS*FISHERSCI ECOM FSE | Corporate Card

Cancel Delete Expense Save Expense

Hide Receipt

Details Itemizations

Allocate

* Required field

Expense Type * Undefined

Transaction Date * 06/05/2024

Report/Trip Type * None Selected

Location * CSUSB Corporate Card

Payment Type CSUSB Corporate Card

Amount 67.99

Currency US, Dollar (USD)

Receipt Status * No Receipt

Comment 0/500

Save Expense Save and Add Another Cancel

Receipt

Receipt Card Receipt

- There should already be a card receipt listed. You will however also need to attach the receipt you received from the vendor under the receipt tab. Please note that if you purchased hazardous materials or chemicals you will also need to attach the confirmation email received from EH&S after submitting the EH&S approval form: [EH&S Purchasing Assessment Tool for Hazardous Materials \(smartsheet.com\)](https://smartsheet.com)

- Select the Expense Type that is most appropriate for the items you purchased. For Business purpose select “Corporate Card”. For Report/Trip Type you will select “Non-Travel”. See example below:

The screenshot shows the 'Allocate' expense entry form. It has two tabs: 'Details' (selected) and 'Itemizations'. The form includes the following fields:

- Expense Type ***: A dropdown menu with 'Supplies - General' selected.
- Transaction Date ***: A date field with '06/05/2024' entered.
- Business Purpose ***: A dropdown menu with '20. Corporate Card' selected.
- Report/Trip Type ***: A dropdown menu with 'Non-Travel' selected.
- Vendor Name**: A text field with 'TFS*FISHERSCI ECOM FSE' entered.
- Amount**: A text field with '67.99' entered.
- Currency**: A text field with 'US, Dollar (USD)' entered.
- Payment Type**: A text field with 'CSUSB Corporate Card' entered.

- The vendor name and expense amount will be automatically pre-filled. You will however have to answer the following questions about the receipt you received from the vendor and will be attaching.

The screenshot shows the receipt-related questions and comment section of the expense entry form. It includes the following fields:

- Tax on Receipt? ***: A dropdown menu with 'None Selected' selected.
- Tax Amount ***: A text field.
- Freight/Shipping and/or Handling on Receipt? ***: A dropdown menu with 'None Selected' selected.
- Freight/Shipping and/or Handling Amount ***: A text field.
- Receiving Location ***: A dropdown menu with 'None Selected' selected.
- Receiving Location Zip Code**: A text field.
- Comment**: A large text area with a character count of '0/500'.

At the bottom of the form, there are three buttons: 'Save Expense', 'Save and Add Another', and 'Cancel'.

- In the comments section make sure to add as much detail as possible to explain the purpose of this purchase.

- You can now allocate the expense to your grant chartfield. Click on the allocate button at the top left corner.

- Here you will have to enter the chart field information for your grant.
 - Business unit: SBF DN, fund, department, project, and approver.

- Once you have entered all the chartfield information and selected the approver> Click on Save > you will now see the grant chartfield information listed > click save again.

- Once you save the expense information it will take you back to the open reports page. Now that you have allocated the expense to the grant you will also have to add your grant RA as the Sponsored Fund Approver. Click on Repot Details > Report Timeline.

Home / Expense / Manage Expenses / June Expenses (06/01/2024)

Alerts: 2

June Expenses (06/01/2024) \$67.99

Not Submitted | Report Number: P8XFIE

Report Details | Print/Share | Manage Receipts | Travel Allowance

Report

Report Header

Report Totals

Report Timeline

Audit Trail

Allocation Summary

Linked Add-ons

Manage Requests

Delete Copy Allocate Combine Expenses Move to

Comment	Receipt	Payment Type	Expense Type	Vendor Details
		CSUSB Corporate Card	Supplies - General	TFS*FISHERSCI ECOM FSE

Report Timeline

June Expenses (06/01/2024) | \$67.99

Approval Flow

- Travel/Supervisor Approval
Jennifer Aguirre
- Cost Object Approval
- Sponsored Fund Approver
- Accounts Payable Review

[Edit](#)

- Travel/Supervisor Approval ...
Jennifer Aguirre
- Cost Object Approval ...
- Sponsored Fund Approver ...
Approver Name *
- Accounts Payable Review ...

- Click on the edit button in the Approval flow section.
- Select the drop-down arrow to look for the RA or you can search by the RA's last name. Once you have selected your grant RA you can now click on the save button.

- Now the Report Header must also be updated. Click on Report Details > Report Header.
 - You will have to fill in the information for all of the highlighted boxes shown below. Once you have filled in all of the required sections you can now click on the save button.

Report Header

June Expenses (06/01/2024) | \$67.99

Alerts: 1

* Required field

Policy: *CSUSB Travel and C-Card | Report Id: CE3B8A060312471AA5AF | Report/Trip Name: June Expenses (06/01/2024) | Report Date: 06/08/2024

Report/Trip Type: Non-Travel | User/Traveler Type: Faculty | Business Purpose: 20. Corporate Card | Event Name/Benefit to the University:

Travel Start Date: MM/DD/YYYY | Start Time: None Selected | AMPM: None Selected | Travel End Date: MM/DD/YYYY

End Time: None Selected | AMPM: None Selected | Does this trip contain personal travel?: None Selected

Business Unit: SBFDN | Fund: | Department: | Program: None

Project: | Approver: | Class Code: | Approval Status: Not Submitted

Comment: | 0/500

Cancel Save

- If you no longer have any red alerts, your report is now ready to be submitted.

Alerts: 2

June Expenses (06/01/2024) \$67.99

Not Submitted | Report Number: P8XFIE

Delete Report Copy Report **Submit Report**

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			CSUSB Corporate Card	Supplies - General	TFS/FISHERSCI ECOM FSE	06/05/2024	\$67.99 Allocated