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

Every month you will receive an email reminder from <u>corporatecard@csusb.edu</u> 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.



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

Man	age Expenses	Card Tran	sactions						
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) 😢		CSUSB Corporate Card		Undefined	TFS*FISHERSCI ECOM FSE	06/05/2024	\$67.99	
								\$67.99	

• Now click on the expense you want to reconcile.

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06/05/2024 TFS*F	ISHERSCI ECOM FSE	Corporate Card					
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67.99			US, Dollar (USD)				
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No Receipt		~					
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• 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)

• 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:

Details	Itemizations			
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Expense Type *				
Supplies - General				× •
Transaction Date * 💡			Business Purpose *	
06/05/2024		Ë	20. Corporate Card	~
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Non-Travel		~		
Vendor Name			Amount	
TFS*FISHERSCI ECO	M FSE		67.99	
Currency			Payment Type	
US, Dollar (USD)			CSUSB Corporate Card	

• 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.

		😢 Tax Amount * 🚱
None Selected	~	
Freight/Shipping and/or Handling on Receipt? *		8 Freight/Shipping and/or Handling Amount *
None Selected	~	
Receiving Location *		Receiving Location Zip Code
None Selected	~	

• 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.

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

Add Allocation	×		Add Allocation	×	
+ New Allocation ★ Favorite Allocations			+ New Allocation ★ Favorite Allocations		
* Required Business Unit *	I field			•	
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Program	4		Class Clube	ļ	
Cancel	Save		Cancel Sat	/e	

• Once you have entered all the chartfield information and selected the approver*(college analyst should be the approver in this section)> 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 / Man	age Expenses	/ June Expen	ses (06/01/2024)					
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	anco	- (06/	01/2024) \$67	99				
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- 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.
 - Please note that the approver in this section should be the college analyst.

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SBFDN	× ×		~		~	None	× •
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• If you no longer have any red alerts, your report is now ready to be submitted.

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