

IMPLEMENTATION OF CONCUR FOR PCARD RECONCILIATION AND APPROVAL

CREATING THE NEXT®

AGENDA



- Benefits of the system
- Process Overview
- Implementation/ Training Plan
- Business process changes
- FAQ's
- Demos
- Questions

BENEFITS OF IMPLEMENTING AN ELECTRONIC RECONCILIATION AND APPROVAL PROCESS



PROCESS OPTIMIZATION

- Standardize business practices
- Improve visibility and transparency of PCard transactions
- Increase efficiency
- Enhance compliance
- Improve accountability
- Enhance data collection, access, and reporting
- Streamline approvals
- Reduce process cycle times

Concur Proposed Process



Delegates can be set up to complete all information on a report

3 Day Window (cardholder unable to submit for approval)

Additional approvers can be added manually by the cardholder or any approver

March 28th

April 27th

May 30th

March 30th

April 7th

Card Holder Submits

Approver (s)

Finance Approver

Final transactions sent to GL

10 Days after a transaction posts, it is sent to the GL

Once report is approved, final transactions are sent to GL and any accounting changes made

Key:

Blue Boxes – Statements

Green Circles – Transactions

Orange – Report Deadline

Purple - Workflow

TIMELINE



- Project site is updated
- Employee file uploads complete
- Go Live is 10/28
 - Access will be available through SSO in Techworks
- Reallocation in Works available until November 3rd
- Drop in sessions at Business Services:
 - Tuesdays 10:30am – 12:30pm
 - Thursdays 12:30 pm – 2:30pm

USABILITY ENHANCEMENTS



- Sign sign on (SSO)
 - Easy to log in
 - Greater visibility for transactions
- Built in audit rules
 - Receipt attachment/ Business purpose/ Paypal etc
- Delegates can complete most items on statements but CANNOT approve
- Improved visibility
 - 3rd level data can be seen
- Improved audit capability
 - Transactions visible to auditors once approved
- Electronic Workflow
- Email reminders for approvals and transactions

BUSINESS PROCESS CHANGES



- Pcard policy will be updated to account for Concur process changes but core requirements have not changed
- Paper receipts
 - Per STATE POLICY: Original receipts are required to be kept by the card holder for at least one year from the statement date.
- Receipt attached to each line
 - Multiple ways to capture receipts
 - Important to utilize system tools
- Approval timeframe 30 days (from 45 days)
- With Nov 27th Statement marking compliance in people soft will no longer be required

BUSINESS PROCESS CHANGES



Reallocation process to the GL

- 10 day and final
- CPC not available until final approval of the statement
- New forms will be available on www.procurement.gatech.edu on Oct 28th to request:
 - A New Card
 - Change approvers

Note: PCard administration will not be ordering any new cards until after the go live date of Oct 28th.

DEMO



Acting as a delegate

Reviewing/ approving a statement

Multiple views

Receipt Review

Detailed view for cardholder

Allocation by project view

3rd level detail on a line

UPS Allocations

QUESTIONS OR COMMENTS



- As questions come in we will update the FAQ's
- Review information on the project website

<http://www.procurement.gatech.edu/pcard/concur>

- Any questions, contact the team at

Pcard.ask@business.gatech.edu