



# 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

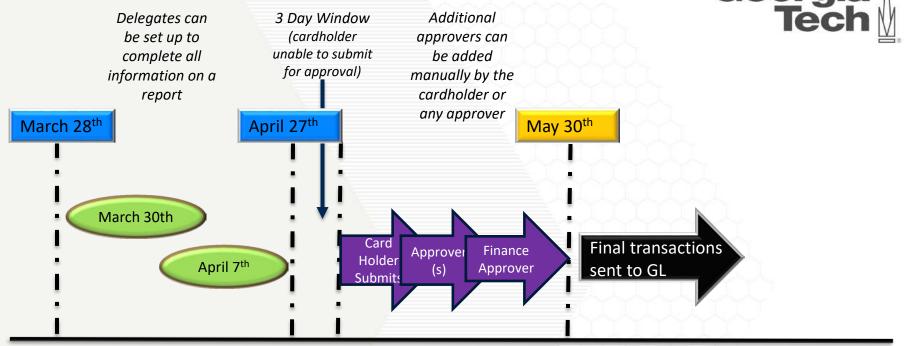


#### **PROCESS OPTIMIZATION**

- 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**





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 3<sup>rd</sup>
- 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
  - 3<sup>rd</sup> 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 27<sup>th</sup> 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 <u>www.procurement.gatech</u>.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 28<sup>th</sup>.

#### **DEMO**



Acting as a delegate

Reviewing/approving a statement

Multiple views

Receipt Review

Detailed view for cardholder

Allocation by project view

3<sup>rd</sup> 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