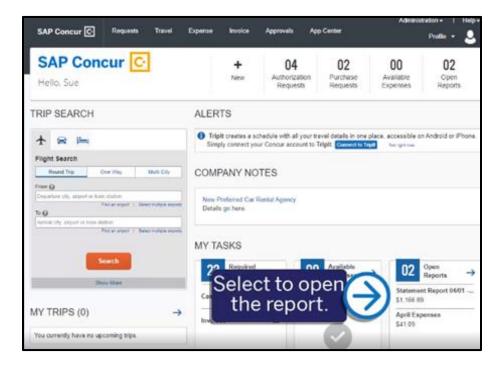


When you are using Purchasing Cards, also known as P-Cards, the entire purchasing process is integrated with Company Bill Statements providing your company with more control and visibility.

Company Bill Statements are processed similarly to a regular expense report. An administrator sets up your Purchase Card settings and sets the timeframe for the report to run. Company Bill Statements are automatically created for each billing cycle and are accessible from your Open Reports.

Note that when you are working on a statement report, you will not be able to select quick expenses, or manually enter expenses.

 To open a Company Bill Statement report, in the My Tasks section, under Open Reports, select the report.



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Your transactions are categorized, and exceptions are noted for each expense in the report. Depending on your configuration, you might need to edit some of the expenses before you attach the required receipts and submit the report.

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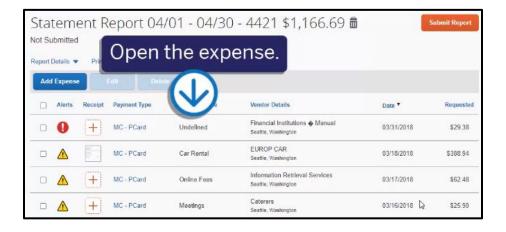


Some transactions might not be assigned to an expense type.

- 2. To assign **Undefined** transactions to an expense type, open the expense.
- 3. Select the **Expense Type** dropdown arrow, and then select the appropriate expense type.

You might be required to attach receipts at the entry level using the **Attach Receipt Image** button. Depending on your company's configuration you can also allocate your entry level expenses.

4. Select Save Expense.



	ndefined \$29.38		Cancel	Save Expense
Details	Itemizations		H	ide Receipt 📳
Allocate Expense Type *	ft. ab	* Required field		
Undefined				
Recently Used Office Supplies				
Airfare Meetings Online Fees		the appropriation the appropriation the sector the sector is the sector	te	
Car Rental		pense type.		
Business Promotion Misc. Promotional Ex		-	0	
Amount	Currency		Attach Receipt Image	

Manage Expenses View	Fransactions	Cash Advance	s Process Reports	-
+ - Onlin 03/31/2018 Financ	e Fees ial Institutio	Sele	ct Save E	xpense.
Details	Itemization	4i		Hide Receipt
Allocate			* Required field	<u></u>
Expense Type *				
Online Fees			×]	
Transaction Date		Business Purp	104	
03/31/2018				
Vendor Name		Cay		
Financial Institutions & Manual		@ • St	attle, Washington	
Payment Type				
MC -[2Card				0
Amount		Currency		Attach Receipt Image
29.38		US, Dollar		r mourr cocope ninge

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You can review your credit card details by placing your mouse pointer over the **Payment Type** link.

- 5. To modify the automated report details, select the **Report Details** dropdown menu, and then select **Report Header**.
- 6. Modify the **Report Header** fields as needed.

Note that the **Business Purpose** field is automatically pre-populated with the date range for the statement report.

Statement Not Submitted	Report 04	/01 - 04/30	- 4421 \$1,166.69 🟛		Submit Report
Report Details F Report Report Report Header Report Totals			ort Header.	Date *	Requested
Report Timeline Audit Trail Report Payments	MC - PCard	Online Fees	Financial Institutions I Manual Seattle, Washington	03/31/2018	\$29.38
Linked Add-ons Manage Cash Advance	MC - PCard	Car Rental	EUROP CAR Seattle, Washington	03/18/2018	\$388.94
	MC - PCard	Online Fees	Information Retrieval Services Seattle, Washington	03/17/2018	\$62.48
	1	Meetings	Caterers Seattle, Washington	03/16/2018	\$25.90
• 🛆	MC - PCard	Office Supplies	Stationery, Office Supplies, Pri Seattle, Washington	03/07/2018	\$1.55
			GARLIDA (INDONESIA)		

Report Header	3
Statement Report 04/01 - 04/30 - 4421 \$1,166.69	
Report Name *	* Required field
Statement Report 04/01 - 04/30 - 4421	P-Card Policy
Report Date	Business Purpose * 🕜
05/01/2021	Statement Report for Period 04/01 - 04/30
Report Id	Report Currency
C86AAFE93B424302AB5C	US, Dollar
Approval Status	Payment Status
Not Submitted	Not Paid
Comment	
	Cancel Save
	Cancel Save

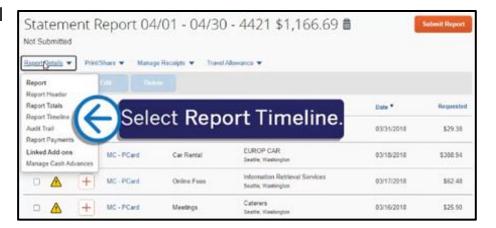
Note: If your company has over 500 transactions within a statement period, an addendum report will automatically be created with a **:1** added to the Report Name.

Addendum reports might be created if a statement report has already been submitted, and additional transactions in the submitted statement date range are imported into your system.

7. Select Save.

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 To view or modify the approval workflow, select the Report Details dropdown menu, and then select Report Timeline.



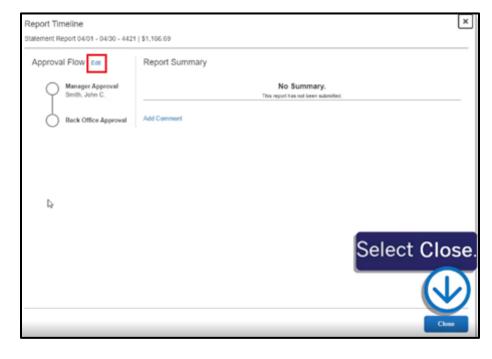
SAD

Depending on your company configuration, you can modify the assigned **Manager Approval** or **Back Office Approval** that was assigned by your administrator using the **Edit** link.

Note: If you modify the Approval Flow, you can submit the report from within that pop-up window. Your administrator determines when you are allowed to submit the report. You might not be allowed to submit the report until after the period closes or even several days after it closes.

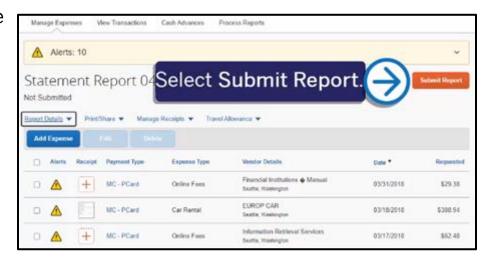
9. Select Close.

Note that you can continually update expense types and attach receipts throughout the statement period.



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10. When you are finished with the report details, select **Submit Report**.



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The Company Bill Statement report is now submitted for approval, and you are returned to the **Active Reports** screen.

_				Administration -
	ravel Expense Invol		App Center	Profile 👻
fanage Expenses View Transactions	Cash Advances Proce	ess Reports		
1anage Expenses				
EPORT LIBRARY View Active	Reports V			
	NOT SUBMITTED	04/09/2021	SUBMITTED	04/09/2021
	April Expenses		Statement Rep	ort 04/01 - 04/30
Create New Report	\$41.09		\$1,166.69	
			Submitted & Pendin John Smith	g Approval
SUBMITTED 02/16/2021	SUBMITTED	10/09/2020	SUBMITTED	03/21/2019
January Expenses (01/01/2021)	Trip to Seattle		Trip to Dalla	s
\$82.18	\$77.00		\$524.70	
Approved & In Accounting Review	Approve Processing Payment		Approved & In Acco Not Peid	unting Review