Company Billed Statements Overview

Company Billed Statements (CBS) replaces the PaymentNet tool previously used by Business Offices in the Procurement Card (Pcard) reconciliation process.

- Cardholders are able to track the status of their statements via the electronic workflow.
- A Statement Report is automatically generated each billing cycle as cardholder has transactions. New transactions will continue to be added to the report throughout the cycle. It can take an additional 3 days for all charges pertaining to that billing cycle to be imported into Concur.
- Receipts and support documents are scanned and attached to Statement Reports.
- Statement reports with their supporting receipts are electronically routed for fiscal approval, eliminating the need for paper submission.
- Statements are automatically named for consistent and easy reference.
  - Naming convention: PCARD Statement Period Last 4# of card
  - Example: PCARD 07/07 – 08/06 0288
- Statement Reports cannot be submitted until 3 days after the billing cycle ends in order to ensure that all charges for that statement period are included.
Step 1 – Log In To CONCUR

Log into the Concur System on OneCampus with your user name and password.
Step 2:

- Log onto Concur’s **Home** page to view the cardholder’s ‘to do’ tasks located on the **Quick Task Bar**.
- Click **Open Reports** in the **Tasks** area to open a Statement Report.

*(Note: Cardholder’s name is displayed on the **Home** page. When reviewing for other cardholders, it is important to verify that the correct cardholder name is displayed on the left side of the screen).*
**Step 3:**

- The Statement Report opens on the Expense page.
- Select Details drop-down and choosing Report Header
- The Report Header screen will display
  - If all transactions go to the same account you may enter the information on the Header screen and it will fill down into the transactions.
  - The Account Assignment auto searches as you type.
Step 4:

- The Statement Report opens on the **Expense** page.
- **Report Exceptions** are displayed on this page. These require an update to the data before a report can be submitted.
- **Individual Expense Transactions** are also displayed.
  - **Select** the transaction you want to review/update.
Step 5 - Reconciliation:

- Click on an Expense to open and view the transaction
  - The information displays to the right of the expense line.
- Review the vendor information and amount of the transaction
- CBS remembers previously entered expense types codes for vendors. If the Expense Type is already populated, verify that it is correct.
  - If it is not populated or needs to be changed, click on the down-arrow and choose the appropriate expense type from the drop-down list.
Step 5B- Allocating Account to a Transaction.

- The Account Assignment auto searches as you type and will display a drop-down box to search for the correct Account Assignment. Click your choice from the drop-down box.

- If the transaction needs to be split between funding sources, see Step 6 before saving the allocation.

- Once the allocation is complete, click Save, click Ok, then click Done. This will return you to the Statement Report screen where you can continue with the next line in the statement reconciliation.

- All Required fields must be completed before you can complete the record. Example below requires Business Purpose to be completed.
Step 6-Splitting a Transaction (as needed).

If the transaction requires monies to be taken from different funding sources, the transaction can be split among different Account Assignments. **However**, the Expense Type **has** to be the same for split transactions.

- Click on the **Allocate** button.
The Allocation Report page will display. The system provides the ability to split allocations for multiple transactions at one time.

- **Select** the transaction from the left side that needs split allocation.
- Click **Select Allocated Expenses**. A new line will display to the right.
- Click on **Allocate By**. Allocations can be split by percentage or dollar amount.
- Complete Account Assignments.
- Click on **Add New Allocation** to add additional line for Account Assignments
- Once the allocation is completed, click **Save**, click **OK**, then click **Done** in order to return to the **Statement Report** screen where you can continue with the reconciliation.
- If you use this allocation a lot, you can add it to your favorites.
Step 7 – Clearing System ICONS

The icons displayed to the left of the expense transaction are electronic hyperlinks that display further information needed to review the transaction.

- The user can activate them by hovering over the icon
- Receipts are required for every transaction (see Step 8: Attaching Receipts)
- All exceptions must be cleared before electronically submitting the Statement Report.

⚠️ Missing information - Icon disappears when error corrected
 fick Missing receipt – Icon turns BLUE when receipts are attached
Step 8: Attaching Receipts

- Receipts must first be scanned to your PC before they can be uploaded.
- **DO NOT** use Receipts in the Header Record. Purdue requires receipts attached at the transaction level.
- Receipts must be added by clicking the Attach Receipts button on any individual transaction.
Step 8A:

- After clicking the **Attach Receipt** button for a given expense transaction, either click **Browse** and go to the folder on your PC that contains the receipt.
- If a picture has been taken of the receipt on the Concur app, click on the image file from the **Available Receipts**.
- Once the image is selected, click on **Attach** to upload to the transaction.
- The icon located to the left of the expense transaction changes from Yellow (Receipt Image Required) to Blue (view the Receipt).
Step 9: Submitting the Report

- Once all of the expenses have been reconciled to the Statement Report, click the Submit Report button.
- The Statement Report will automatically move to the Approver.

Step 10: Confirmation screen

- Cardholder will receive a message confirming that the Report was Successfully Submitted.
- Click Close.