From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Concur Functionality/Card Recon Training
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Concur Functionality/Card Recon Training

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Sent on behalf of: Accounts Payable, Travel, and Card Services

Hello PCBO Community,

Great news! The following Concur issues have been resolved:

- Promotional items on hospitality requests are routing properly.

- Attendees may now be entered as a total number, with a roster uploaded separately in Word or PDF format.
  - Once the expense is created for Universal Card or Employee Reimbursement, the per-person cost will automatically calculate based on the number entered. To enable this functionality, the attendee type **Large Group** must be selected.

Pending:

- Auxiliary routing is still being worked on. Some users are able to use, and some are not. We are diligently working on this with the Chancellor's Office.

Update:

- We discovered that student assistants were not appearing in Concur. After consultation with the CO, this functionality will be moved to a future enhancement. We do not know a timeline. We apologize for this inconvenience. **Student assistants that are traveling for work should continue to use Adobe Sign for their travel request/expense report.**

- Hospitality forms must be under the same name as the person submitting the expense.
  - For example, if the hospitality request is under the admin's name, the expense report (reimbursement, credit card recon expense report, etc.) must also be under the admin's name. Multiple people can no longer use the same hospitality form. This is a CSU system requirement.

Universal Card Reconciliation Training

Please join us as we demonstrate how to reconcile universal card charges.

- April 30 at 10am
- May 28 at 9am

Link: **https://csusm.zoom.us/j/87353362121**

REMINDER: We are turning off travel cards and stateside ProCards end of day April 25. If you need yours after this and are unsure if you have asked for an exception, please email cardservices@csusm.edu.

Thank you for hanging in there with us!
Accounts Payable, Travel, and Card Services