OneCard Overview + Reconciling Expenses in Concur

For P-card cardholders + those who are not familiar with reconciling expenses in Concur

November 3, 2022



Important

- The presentation will be recorded. All Zoom participants will receive an email with the link to the recording. The recording will also be available on the Purchase, Pay & Travel website following the session.
- All participants are automatically muted on Zoom to avoid any background noise throughout the presentation.
- Enter any questions into the chat feature of Zoom throughout the presentation.

On Today's Call

Purchase, Pay & Travel

- Stephanie Ford-Jones, Director, Payment Processing and Compliance
- Elizabeth Lanzy, Compliance Operations Supervisor, Payment Processing and Compliance
- Phillip Fry, Expense Report Analyst, Payment Processing and Compliance
- Sarika Sethia, Credit Card Administrator, Payment Processing & Compliance
- Tammy Nolan, Manager, Purchase, Pay & Travel Customer Service
- Jennifer Theleen, Communications Manager
- Caitlin Mutkus, Communications Specialist
- Emily Duchene, Travel Program Manager

Agenda

- Overview of OneCard Solution
- Discuss differences between reconciling expenses on P-card and OneCard
- Training: how to reconcile OneCard expenses and personal expenses in Concur
- Questions

OneCard


University of Pittsburgh
J.P.Morgan
ONE CARD
D. BARRETT
BARRETT CONNECT

OneCard

- Topics:
  - Expected Received Date/Effective Date
  - Governing Policies
  - Spending limit tiers
  - Travel Card and P-card forms and card closures
  - Outstanding disputes
  - Recurring charges
  - Traveling during closure process
  - Online statement access – PaymentNet with J.P. Morgan
  - Foreign Transaction Fees

Reconciling a P-Card vs Reconciling a OneCard

P-card	OneCard
In PRISM	In Concur
Having to know the subcode you need to use	Subcode automatically associated with expense type
Approval Process – Directly to your Approver	Approval Process – Depends on the Account Codes Used
Redistribution Process – Charging a different department (journal entry)	Account Allocation – Cost Object Approvers

Concur Reconcilement Demo

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Questions?

Contact Information

- Purchase, Pay & Travel Customer Service
  - Submit an online inquiry or call 412-624-3578 (4-3578 or “HELPU”)
- Travel Card Administrator
  - For the status of an application or other questions specific to OneCard, email the Credit Card Administrator at pittcreditcards@cfo.pitt.edu
- Visit the Purchase Pay Travel Website