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

• 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

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