

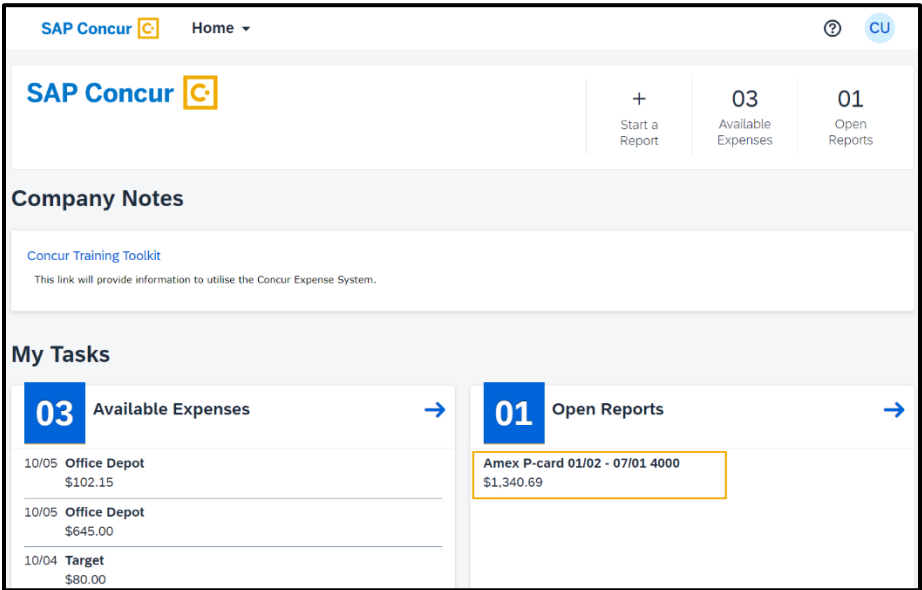
Working with Company Bill Statement Reports

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.

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



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.

Some transactions might not be assigned to an expense type.

- To assign **Undefined** transactions to an expense type, open the expense.







- Select the **Expense Type** dropdown arrow, and then select the appropriate expense type.

Amex P-card 01/02 - 07/01 4000 \$1,340.69 Delete Report Submit Report

Report Number: DIGJYJ

Report Details ▾ Print/Share ▾ Manage Receipts ▾ View Available Receipts

Add Expense Edit Delete Allocate

<input type="checkbox"/>	Alerts ▴▾	Receipt ▴▾	Payment Type ▴▾	Expense Type ▴▾	Vendor Details ▴▾	Date ▴▾	Requested ▴▾
<input type="checkbox"/>			CBP Pcard	Printing/Photocopying/Stationery	Office Depot Denver, Colorado	06/05/2023	\$645.00 <i>Allocated</i>
<input type="checkbox"/>			CBP Pcard	Office Equipment/Hardware	Office Depot Denver, Colorado	06/05/2023	\$102.15
<input type="checkbox"/>			CBP Pcard	Undefined	Target Denver, Colorado	06/04/2023	\$80.00
<input type="checkbox"/>			CBP Pcard	Car Maintenance/Repairs	Verizon Wireless Denver, Colorado	06/03/2023	\$478.20
<input type="checkbox"/>			CBP Pcard	Courier/Shipping/Freight	Office Depot Littleton, New Hampshire	06/02/2023	\$35.34
							\$1,340.69

Details **Itemizations** Hide Receipt

Allocate * Required field

Expense Type *


Recently Used

- Courier/Shipping/Freight
- Car Maintenance/Repairs
- Printing/Photocopying/Stationery**
- Office Equipment/Hardware

01. Travel Expenses

- Hotel
- Incidentals

Receipt



Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

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

- Select **Save Expense**.

Printing/Photocopying/Stationery \$80.00 More Actions ▾ Save Expense

06/04/2023 | Target | Corporate Card

Details **Itemizations** Hide Receipt

Allocate * Required field

Expense Type *

Transaction Date Business Purpose *


Enter Vendor Name City of Purchase

Payment Type Amount

Currency ☐ Personal Expense (do not reimburse)

Comment

Receipt



Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

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

- To modify the automated report details, select the **Report Details** dropdown menu, and then select **Report Header**.

Amex P-card 01/02 - 07/01 4000 \$1,340.69 Delete Report Submit Report

Report Number: DIGJYJ

Report Details ▾ Print/Share ▾ Manage Receipts ▾ View Available Receipts

Report ▾
 Report Header
 Report Totals
 Report Timeline
 Audit Trail
 Allocation Summary
 Report Payments

Delete Allocate

Payment Type↑	Expense Type↑	Vendor Details↑	Date↑	Requested↑
CBCP Pcard	Printing/Photocopying/Stationery	Office Depot Denver, Colorado	06/05/2023	\$645.00 <i>Allocated</i>
CBCP Pcard	Office Equipment/Hardware	Office Depot Denver, Colorado	06/05/2023	\$102.15
CBCP Pcard	Printing/Photocopying/Stationery	Target Denver, Colorado	06/04/2023	\$80.00
CBCP Pcard	Car Maintenance/Repairs	Verizon Wireless	06/03/2023	\$479.20

- 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.

Report Header

Amex P-card 01/02 - 07/01 4000 | \$1,340.69

Policy: *US P-card Policy Report Id: C07DA8B18A124BF5B463

Report Name: Amex P-card 01/02 - 07/01 4000 Business Purpose: Statement Report for Period 01/02 - 07/01

Report Date: 01/02/2023 Report Currency: US, Dollar

Approval Status: Report Type: Statement

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.

- Select **Save**.

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

Amex P-card 01/02 - 07/01 4000 \$1,340.69

Delete Report

Submit Report

Report Number: DIGJYJ

Report Details

Print/Share

Manage Receipts

View Available Receipts

Report

Report Header

Report Totals

Report Timeline

Audit Trail

Allocation Summary

Report Payments

Delete

Allocate

Payment Type	Expense Type	Vendor Details	Date	Requested
CBCP Pcard	Printing/Photocopying/Stationery	Office Depot Denver, Colorado	06/05/2023	\$645.00 Allocated
CBCP Pcard	Office Equipment/Hardware	Office Depot Denver, Colorado	06/05/2023	\$102.15
<input type="checkbox"/> CBCP Pcard	Printing/Photocopying/Stationery	Target Denver, Colorado	06/04/2023	\$80.00
<input type="checkbox"/> CBCP Pcard	Car Maintenance/Repairs	Verizon Wireless Denver, Colorado	06/03/2023	\$478.20

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.

Report Timeline

Amex P-card 01/02 - 07/01 4000 | \$1,340.69

Approval Flow

Edit

Manager Approval
Approver, CBS

Approval for
Processing

Report Summary

No Summary.
This report has not been submitted.

Add Comment

Close

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

SAP Concur

Expense

CU

Manage Expenses

Card Transactions

Amex P-card 01/02 - 07/01 4000 \$1,340.69

Delete Report

Submit Report

Report Number: DIGJYJ

Report Details

Print/Share

Manage Receipts

View Available Receipts

Add Expense

Edit

Delete

Allocate

	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		CBCP Pcard	Printing/Photocopying/Stationery	Office Depot Denver, Colorado	06/05/2023	\$645.00 Allocated
<input type="checkbox"/>		CBCP Pcard	Office Equipment/Hardware	Office Depot Denver, Colorado	06/05/2023	\$102.15
<input type="checkbox"/>		CBCP Pcard	Printing/Photocopying/Stationery	Target Denver, Colorado	06/04/2023	\$80.00

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

SAP Concur

Expense

CU

Manage Expenses

Card Transactions

Manage Expenses

Report Library

Create New Report

View: Active Reports

Amex P-card 01/02 - 07/01 4000
10/12/2023
\$1,340.69
Due Employee:
\$0.00
Submitted
Submitted & Pending Approval
CBS Approver