Concur Liaison Training 7/18/19

Returning Funds to UD – Scenarios to Consider
When employees owe money to UD, there are two ways that the amount owed can be reconciled:

1. The employee can complete a Cash Transmittal webform to reimburse the University for the amount owed.

2. If the employee is also owed money *from* UD for out of pocket travel expenses, then the amount of their reimbursement could offset the amount that the employee owes *to* UD.
If the employee has accidentally used their UD Credit Card for a personal purchase and needs to pay UD for the charge, one resolution is to:

First, add the charge to an Expense Report in Concur and make sure to select the Expense Type **Personal/Non Reimbursable** for the charge as seen in the image below:
Then, use the Cash Transmittal webform to pay the amount back to UD

1. Use the SpeedType **L1NDTE**
2. In the memo line, enter the employee’s **last name, first initial, and the Report Key from Concur**

3. **Routing:** From the L1NDTE Purpose Code Owner drop down Menu, select **Roeder, Kathy L** as APPROVER
Upon Completion of the Cash Transmittal webform, Accounts Payable will record the payment (as a positive voucher) against the negative voucher that the Concur Expense Report created.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Voucher ID</th>
<th>Invoice Number</th>
<th>Gross Invoice Amount</th>
<th>Payment Amount</th>
<th>Invoice Date</th>
<th>Short Supplier Name</th>
<th>Supplier ID</th>
</tr>
</thead>
<tbody>
<tr>
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<td>T0003091</td>
<td>CONCUR-10302018-26</td>
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<td>0</td>
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</table>

The amount that is owed to UD will then be satisfied and zeroed out.
However...

If...
The employee has submitted an Expense Report marking an accidental charge as Personal/Non Reimbursable and has submitted the corresponding Cash Transmittal webform,

And...
The employee has any reimbursements owed to them for Out of Pocket travel expenses,

And...
The Expense Reports containing these reimbursements are approved and sent for payment before the Cash Transmittal form is completed and the employee’s repayment to UD is booked to the ledger,

Then...

• The negative voucher created from the employee’s accidental purchase will be applied against the employee’s reimbursement vouchers, thus reducing the amount of their reimbursement
• If the check that the employee submitted with their Cash Transmittal webform is also cashed, then the employee will have paid UD back twice

If you are assisting an employee who submits frequent reimbursement requests - rather than use the Cash Transmittal webform, you may want to use the option described in the following slide
If there is a reimbursement payment due to the Employee (from ANY approved Expense Report in Concur), a voucher will be created with a positive amount that will be used to offset the voucher with the negative amount for the Employee.

- In the below image, the employee had a reimbursement request for $40.50 from Concur Report Key 341

- They also had a $19 Personal/Non Reimbursable charge from Concur Report Key 64.

- This generated a $19 negative voucher linked to the employee’s ID

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</table>

- The employee was paid the net amount of the two vouchers: **$21.50**

If you know that an employee who owes money back to UD will be receiving reimbursements in the near future, you can simply add the Personal/Non Reimbursable charge to an Expense Report in Concur, creating a negative voucher. Then, when the employee submits their reimbursement requests on a later Expense report, the positive voucher will be offset and the employee will receive a reduced reimbursement, having satisfied the amount owed to UD.
In closing, when processing cash returns to UD:

1. Please consider your department’s policies as well as the spend pattern of your employees when deciding which approach is best for your regular business practices or specific situations.

2. Please be sure to communicate clearly with your employees so they know what dollar amounts they can expect to be deposited into their bank account.
Questions?

- AskConcur@udel.edu
- udel.edu/procurement
- Procurement Services 302-831-2161