

Travel & Expense User Guide

ProCard Reconciliation

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ProCard Reconciliation

Overview

Prior to making purchases on the University Card (ProCard), review and ensure you understand the [9.00 Expenditure Policy and Procedures](#) and complete the [University ProCard Training](#) in EDGE Learning.

In Travel & Expense, ProCard uses the Company Billed Statement (CBS) functionality for reconciliation. The ProCard statement report is automatically created when the first transaction of the cycle for the cardholder is loaded into Travel & Expense. The report name contains the statement cycle start and end date. Cardholders and/or their delegates should reconcile throughout the month, but cannot submit until three calendar days after the cycle close (audit rule) to ensure all transactions for the cycle are included in the statement report.

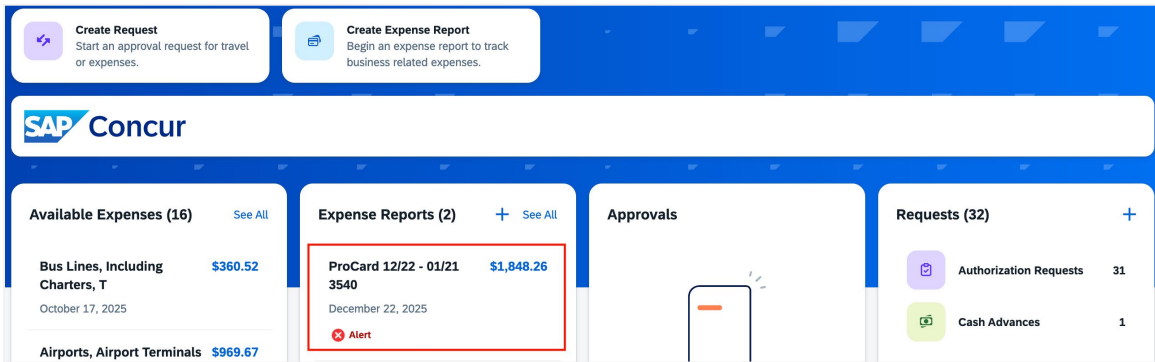
In addition to email notifications (e.g., report submitted, report pending approval), examples of **email reminders** sent to the cardholder or approver to support the ProCard reconciliation process include, but are not limited to:

- ProCard holders receive reminders to submit at 2 days after the statement cycle closes
- Approvers receive reminders at 5 days after submission to approve the report

Note: The screen captures in this document may appear slightly different on-screen due to Concur's user interface changes.

Open ProCard Statement Report

1. [Log in to Travel & Expense](#) through [UAccess](#) and your SSO.
2. From the **Home** page, in the **Expense Reports** section, click on the ProCard report name to open the report.



3. Red alerts appear on these transactions because they are imported into Concur from the bank but lack some required fields and haven't been fully reconciled. Cardholders or their delegates will need to review and reconcile each transaction, complete the required fields, and attach receipts.

ProCard 12/22 - 01/21 3540 \$1,848.26

Not Submitted

Report number: 6MZ541

Report Details

Print/Share

Manage Receipts

View Alerts

Submit Report

Expenses (10)

View: Standard

Add Expense

Edit

Delete

Allocate

☐	Alerts	Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
☐		01/19/2026			Undefined	Costco Wholesale Club	NEW ProCard	\$313.65	
☐		01/18/2026			Undefined	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	
☐		01/16/2026			Undefined	Pearson Education	NEW ProCard	\$33.09	
☐		01/08/2026			Undefined	Panera Bread	NEW ProCard	\$70.45	
☐		12/31/2025			Undefined	Amazon.com	NEW ProCard	\$56.37	

Report Header and Default Chart String for the Report

1. The first time this ProCard statement report is opened, select the **Report number** link to open the **Report Header**.

ProCard 12/22 - 01/21 3540 \$1,848.26

Not Submitted

Report number: 6MZ541

Report Details

Print/Share

Manage Receipts

2. Select the **default chart string** for this ProCard statement report. This contains the Campus Code, Org Number, and Account Number. You can also add a Sub-Account or Project Code. This chart string will apply to every transaction in the statement report unless the transaction is *allocated* at the transaction line level to a different chart string. Click **Save** when complete.

Note: The chart field in the report header will only need to be selected the first time the ProCard statement report is opened. Once it is saved, that default chart string will remain unless changed by the user or delegate prior to report submission. Object Codes are called Expense Types in Travel & Expense and are chosen at the transaction level.

Report Header

ProCard 12/22 - 01/21 3540 | \$1,848.26

Alerts: 1

Required field *

Report Type

ProCard Reconciliation

Report Name *

ProCard 12/22 - 01/21 3540

Statement Period Start Date *

12/22/2025

Statement Period End Date *

01/21/2026

Business Unit *

2

Fund *

3

Department *

4

Project

5

Program

2

Class

2

Comments To/From Approvers/Processors

0/500

Save

Cancel

Reconcile ProCard Transactions

ProCard transactions are loaded into the ProCard Statement Report throughout the billing cycle. It is highly recommended that the cardholder and/or their delegates reconcile transactions as they are available in the statement report to not be left with reconciling all the transactions at the end of the billing cycle. This helps ensure timely submission and approval of the ProCard Statement Report.

When ProCard transactions are loaded into Travel & Expense, the **Expense Type** (object code) is **Undefined**. The first step in reconciling a transaction is selecting the **Expense Type** (object code).

1. From the **Expenses** screen, select the transaction to reconcile by double clicking it.

ProCard 12/22 - 01/21 3540 \$1,848.26 View Alerts Submit Report

Not Submitted Report number: 6MZ541

Report Details Print/Share Manage Receipts

Expenses (10) View: Standard Add Expense Edit Delete Allocate Download

☐	Alerts ↓↑	Date ↓↑	Receipt ↓↑	Attributes	Expense Type ↓↑	Vendor Details ↓↑	Payment Type ↓↑	Requested ↓↑	Actions
☐	✖	01/19/2026	↑	📄	Undefined	Costco Wholesale Club	NEW ProCard	\$313.65	...
☐	✖	01/18/2026	↑	📄	Undefined	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	...
☐	✖	01/16/2026	↑	📄	Undefined	Pearson Education	NEW ProCard	\$33.09	...
☐	✖	01/08/2026	↑	📄	Undefined	Panera Bread	NEW ProCard	\$70.45	...
☐	✖	12/31/2025	↑	📄	Undefined	Amazon.com	NEW ProCard	\$56.37	...

2. When the transaction opens, first select the **Expense Type** (object code). Always select the Expense Type first, as this drives any additional actions needed for certain expense types.

Undefined \$313.65 View Alerts Save Expense

Corporate Card

Details Itemizations

Allocate Required field *

Expense Type * Undefined X

Transaction Date * 01/19/2026 Vendor Name Costco Wholesale Club

Business Justification * City of Purchase

Payment Type NEW ProCard Credit Card Transaction Tax Amount

Sales Tax Paid (Vendor Invoice) ? ☐ Use Tax? ?

Amount * 313.65 Currency US, Dollar (USD)

Receipt

Add a receipt below.



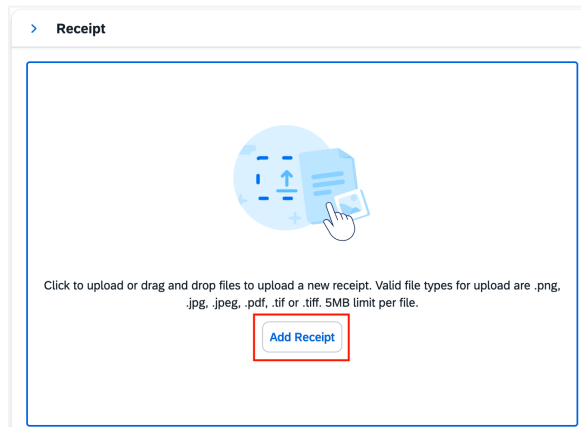
Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 15MB limit per file.

Add Receipt

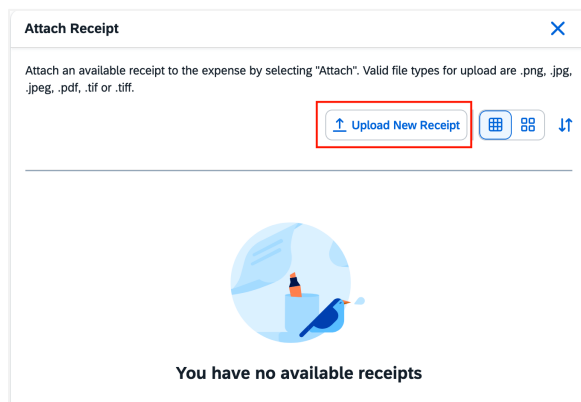
3. The form fields update is based on the **Expense Type** selected. Complete the required fields and any optional fields as necessary.
4. **NOTE:** the next step is to add a receipt (see the next section). However, if you don't have the receipt to add currently, click **Save Expense** to return to the Expenses list. View and correct any additional alerts on the transaction. Then, proceed to the next transaction to be reconciled.

Add Receipt in the Transaction

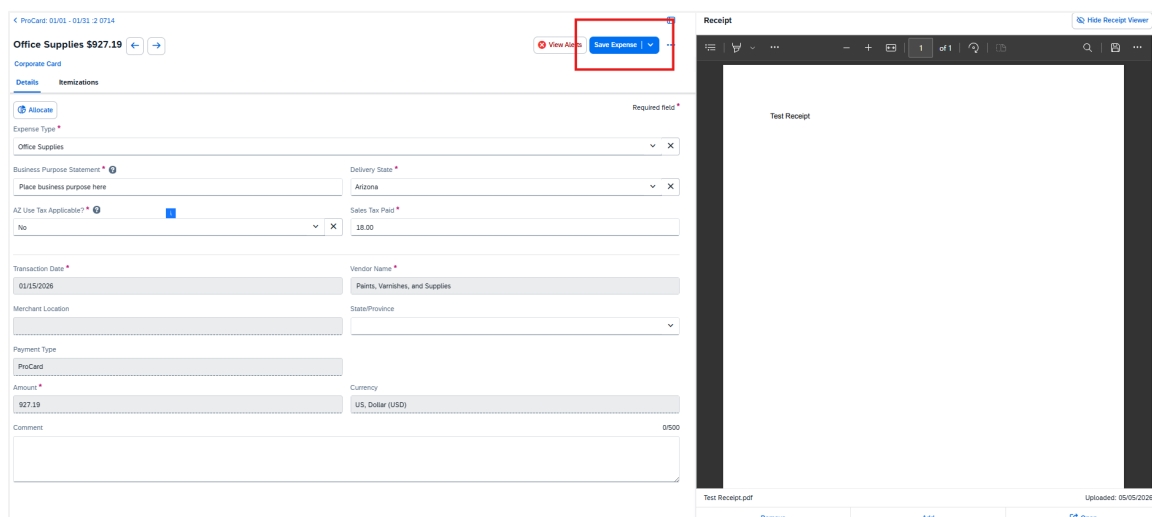
1. In the **Receipt** window, click **Add Receipt**.



2. In the **Attach Receipt** window, click **Upload New Receipt** if the desired receipt is not already displayed.



3. Locate and select the receipt to upload. The attached receipt is visible in the **Receipt** window. Click **Save Expense**.



Add Receipt from the Expenses List

You can add receipts while reconciling a transaction as shown above. But you can also add a receipt from the expenses list as shown below. A transaction that requires a receipt will display an up arrow that can be clicked to upload the receipt.

1. From the **Expenses** list, click the **up arrow** for the transaction to upload the receipt.

Expenses (10) View: Standard									
	Alerts ↑↓	Date ↓↑	Receipt ↑↓	Attributes	Expense Type ↑↓	Vendor Details ↑↓	Payment Type ↑↓	Requested ↑↓	Actions
☐		01/19/2026			General Supplies	Costco Wholesale Club	NEW ProCard	\$313.65	...
☐		01/18/2026			Subscription/Publication (non-IT)	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	...
☐		01/16/2026			Undefined	Pearson Education	NEW ProCard	\$33.09	...

2. In the **Attach Receipt** window, select the receipt if it has already been loaded into your Travel & Expense profile via email or the mobile app. Or, click **Upload New Receipt** and follow the prompts to upload a receipt from your computer.

Attach Receipt

Don't have a receipt? You'll need to create a missing receipt declaration. [Missing Receipt Declaration](#)
Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

Available Receipts (14) Upload New Receipt

Test Receipt.pdf
Uploaded: 09/25/2025 12:07 AM

Test Receipt.pdf
Uploaded: 09/24/2025 3:16 PM

Test Receipt.pdf
Uploaded: 09/24/2025 3:09 PM

Close

3. In the **Attach Receipt** window, when the selected receipt is displayed, click **Attach**.

Attach Receipt

[← View All Receipts](#)

99... 1 / 1 - 82% +

Test Receipt

Test Receipt.pdf Uploaded: 09/25/2025

Attach Close

4. In the **Expenses** list, the receipt is attached to the transaction.

Expenses (10)		View: Standard	Add Expense Edit Delete Allocate Download						
☐	Alerts ↑↓	Date ↓↑	Receipt ↑↓	Attributes	Expense Type ↑↓	Vendor Details ↑↓	Payment Type ↑↓	Requested ↑↓	Actions
☐		01/19/2026			General Supplies	Costco Wholesale Club	NEW ProCard	\$313.65	...
☐		01/18/2026			Subscription/Publication (non-IT)	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	...
☐		01/16/2026			Undefined	Pearson Education	NEW ProCard	\$33.09	...

Add Missing Receipt Declaration (in rare case needed)

NOTE: This process should only be used as a last resort. Cardholders should first work with the vendor to retrieve a duplicate receipt. There should be very few rare cases in which a duplicate receipt cannot be obtained.

If the user has misplaced a receipt for a transaction that requires a receipt, a missing receipt declaration can be added to the transaction. This option is only available to the cardholder because acknowledgment is required. A delegate cannot add a missing receipt declaration to a transaction.

Note: There are certain expense types (e.g., airfare, hotel, car rental) where a missing receipt declaration is not available. For these transactions, the traveler should be able to get a duplicate copy of the receipt from the vendor or travel management company.

- From the **Expenses** list, click the **up arrow** for the transaction to upload the receipt. Or, if the transaction is already open, click the **Add Receipt** button.

Expenses (10)		View: Standard	Add Expense Edit Delete Allocate Download						
☐	Alerts ↑↓	Date ↓↑	Receipt ↑↓	Attributes	Expense Type ↑↓	Vendor Details ↑↓	Payment Type ↑↓	Requested ↑↓	Actions
☐		01/19/2026			General Supplies	Costco Wholesale Club	NEW ProCard	\$313.65	...
☐		01/18/2026			Subscription/Publication (non-IT)	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	...
☐		01/16/2026			Undefined	Pearson Education	NEW ProCard	\$33.09	...

- In the **Attach Receipt** window, select **Missing Receipt Declaration**.

Attach Receipt

Don't have a receipt? You'll need to create a missing receipt declaration. [Missing Receipt Declaration](#)

Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

Available Receipts (14)

[Upload New Receipt](#)

Test Receipt.pdf
Uploaded: 09/25/2025 12:07 AM

Test Receipt.pdf
Uploaded: 09/24/2025 3:16 PM

Test Receipt.pdf
Uploaded: 09/24/2025 3:09 PM

Close

- In the **Create Receipt Declaration** window, select the transaction where the original receipt has been lost or is not available. Review the acknowledgment and click **Accept & Create**.

Create Receipt Declaration

A receipt is required for this expense. If you are missing your receipt please use this missing receipt declaration.

To create a Missing Receipt Declaration, select the expenses below that require a receipt.

☐	Expense Type↓↑	Vendor↓↑	Date↓↑	Amount↓↑
☐	Business Meals	Floor Covering Stores	02/13/2026	\$520.96

i I certify that the original receipt for the business expense reported was lost, and every attempt has been made to obtain the itemized receipt from the merchant, but a copy could not be attained. I certify that this expense for which I am seeking reimbursement from the U of A will not be submitted for reimbursement to any other organization or agency. I also certify that the expense does not include federal "unallowable costs" except as noted.

[Accept & Create](#) [Cancel](#)

- In the **Receipt** window, the missing receipt declaration is attached.



- In the **Expenses** list, the missing receipt icon is displayed on the transaction line.

Expenses (10) View: Standard									
☐	Alerts↓↑	Date↓↑	Receipt↓↑	Attributes	Expense Type↓↑	Vendor Details↓↑	Payment Type↓↑	Requested↓↑	Actions
☐		01/19/2026			General Supplies	Costco Wholesale Club	NEW ProCard	\$313.65	...
☐		01/18/2026			Subscription/Publication (non-IT)	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	...
☐		01/16/2026			Subscription/Publication (non-IT)	Pearson Education	NEW ProCard	\$33.09	...

Add Attendees

Certain expense types (e.g., business meals, open event meals, etc.) require **Attendees** to be added. This is often required in order to support calculations such as per-person meal amounts, which are then compared against thresholds defined in the policies.

- When the transaction opens, first select the **Expense Type**. In this example, **Business Meal** is selected.

2. Complete the required fields and any optional fields as desired.
3. Click the **Attendees** button in the upper left.

Note: An expense type that requires attendees will be denoted with a red error alert next to the **Attendees** button as a visual indicator.

4. In the **Attendees** window, click the drop-down arrow to see any recently used Attendees. If those are not the Attendees for this expense, select the **Advanced Options** link to open the **Add Attendees** window.

5. In the **Add Attendees** window, there are multiple options (tabs across the top) to search and/or create new attendees.

Attendees – search for attendees including Faculty/Staff that are part of the Concur solution or previously used attendees

Recent Attendees – up to five of your most recently used attendees

Attendee Groups – your saved Favorites or attendee groups that have been used

Import Attendees – import up to 500 attendees using the Concur provided import template

Additional Attendee Options:

- **Import Corporate Email Addresses** – copy and paste up to 100 U of A email addresses
- **Open Event Meal Attendee** – used in the Open Event Meals expense type where a list of specific attendee names is not required. However, an approximate count is required in order to calculate the per person meal amount.

6. In the **Add Attendees** window, if the attendees **were** other university employees, select the **Attendee Type = Faculty/Staff** in the dropdown and enter the employee's name in the search criteria. Click **Search** to display results. Click **Add** to add any of the results displayed.

The screenshot shows the 'Add Attendees' window with the following elements:

- Search Criteria:** A red box highlights the 'Attendee Type' dropdown menu, which is set to 'Faculty/Staff'.
- Form Fields:** There are input fields for 'Last Name', 'First Name', 'Institution/Company', 'Email Address', and 'Country/Region'.
- Buttons:** A red box highlights the 'Search' button in the bottom right corner.
- Import Corporate Email Addresses:** A link is visible below the 'Search' button.
- Attendees:** A section below the search criteria with the text 'Added attendees will be listed here'.
- Search Results:** A section with a magnifying glass icon and the text 'Search for attendees' and 'Start by providing your search criteria'.
- Close:** A small 'Close' button in the bottom right corner.

7. In the **Add Attendees** window, if the attendees **were not** university employees, select the appropriate **Attendee Type** in the dropdown and **Search** or select **Create New Attendee**. In this example, Attendee Type = University Guest
8. If after searching your attendee does not show up, you should create a new attendee. In the **Create New Attendee** window, enter the attendee details in the required fields for the selected **Attendee Type**. Click **Create Attendee**.

The screenshot shows the 'Add Attendees' window with the following elements:

- Search Criteria:** A red box highlights the 'Attendee Type' dropdown menu, which is set to 'University Guest'.
- Form Fields:** There are input fields for 'Last Name', 'First Name', and 'Affiliation/School'.
- Buttons:** A red box highlights the 'Create New Attendee' button in the bottom right corner.
- Search:** A small 'Search' button is also visible.

9. A green banner will indicate that the attendee was created and added to this expense. If additional attendees need to be created, complete the details for the next attendee. Else, if no additional attendees need to be created, click **Cancel**.

[←](#) **Create New Attendee**

 Attendee added: Wilbur Wildcat

Attendee Type *
 University Guest ▼

Last Name *

First Name *

Affiliation/School * ?

Job Title

Create Attendee Cancel

10. The new attendees display in the **Attendees** window. Click **Save** to return to the expense form.

Note: The **Amount** per person is calculated and evenly split.

Attendees

Catering | \$70.45

Amount \$70.45 Attendees: 5 \$70.45  Remaining \$0.00

Add Attendees
 Search by name or corporate email
 [Advanced Options](#)

Attendees (5) [Remove](#) [Create Group](#) [Copy from Request](#)

☐	Attendee Type↓↑	Attendee Name↑↓	Last Name↓↑	First Name↓↑	Company↓↑	Attendee Count↓↑	Amount↓↑	
☐	Faculty/Staff (Automated)	Direct Supervisor (SF) Test	Test	Direct Supervisor (SF)		1	14.09	...
☐	Faculty/Staff (Automated)	Direct Supervisor (SL) Test	Test	Direct Supervisor (SL)		1	14.09	...
☐	School Guest	Sarah Myers	Myers	Sarah		1	14.09	...
☐	School Guest	Shannon Shaw	Shaw	Shannon		1	14.09	...
☐	Faculty/Staff (Automated)	Test Beth Forster	Forster	Test Beth		1	14.09	...

Save Cancel

11. The expense form shows the **Attendees** added. Click **Save Expense** to return to the **Expenses** list.

Catering \$70.45 [←](#) [→](#)

[Corporate Card](#)

[Details](#) [Itemizations](#)

 **Attendees (5)**
 **Allocate**

Required field *

12. For expense types (business meals, open event meals, etc.) that involve food, an **agenda** is also required. Please be sure to upload your agenda using the **Add Receipt** feature in the transaction. Once you have added the agenda, be sure to click the **Agenda** button. When all items have been completed, including

attaching your receipt, **meal type**, and business purpose, click the **Save Expense** button.

13. In the **Expenses** list, the people icon indicates that the transaction has **Attendees** added.

Import Attendees

Within the **Add Attendees** window, the **Import Attendees** tab allows users to upload large lists of attendees using the Concur provided upload template.

1. Select **Download the template**. The Excel template is saved to your computer.

2. Locate and open the template. Complete the details for the attendees to be imported.

	A	B	C	D	E
1	AtnTypeKey	LastName	Company	FirstName	Title
2	Attendee Type	Group Name/Department Name, L	Affiliation/School, Company, Insti	First Name	Attendee Title, Job Title
3					
4					
5					
6					
7					
8					
9					
10					
11					

A red arrow points to the 'Attendee Type' cell in row 2, column A.

- Attendee Type (required) – use the **AtnTypeKey** tab to see the list of valid values for this field.
- Last Name (required) – enter the attendee last name or the group / department name.
- Company (required for all Attendee Types except for Spouse/Partner/Family Member) – enter affiliation/school, company, institution.

- d. First Name (required) – enter the attendee first name.
- e. Title (optional) – enter title or job title.
3. Save the Excel file. Use a file name that is easy to find when uploading.
4. Click **Upload Spreadsheet**. Select the saved attendee import file to upload.

Add Attendees

Attendees Recent Attendees Attendee Groups **Import Attendees**

Don't have the spreadsheet template?
If you don't already have the spreadsheet template, click the link to download it. You'll use this template to import attendees. [Download the template](#)



Click to upload or drag and drop .xls, .xlsx or .xslm file to add attendees.
The attendees import feature requires Microsoft Excel

Upload Spreadsheet

5. In the **Import Attendees** window, review the uploaded attendees and click **Next** to continue.

Import Attendees

[Go back](#)

The following attendees were included on the spreadsheet. Click Next to continue. Entries: 5

Row	Attendee Type	Group Name/Department Name, Last Name, Last Name, Last Name	Affiliation/School, Company, Institution
1	UNIGUEST	Guest 1	Community member
2	UNIGUEST	Guest 2	Community member
3	UNIGUEST	Guest 3	Community member
4	UNIGUEST	Guest 4	Community member
5	UNIGUEST	Guest 5	Community member

Next [Cancel](#)

6. Follow the prompts as the information is uploaded. Click **Close** when complete.

Import Attendees

✓ **Success! Below are the results for importing attendees.**

Attendees added to the attendee list for your expense	5
Attendees skipped - already listed for your expense	0
Attendees that could not be imported - data errors	0
Duplicates attendees resolved	0

Close

7. The new attendees display in the **Attendees** window. Click **Save** to return to the expense form.

Note: The **Amount** per person is calculated and evenly split.

8. Click **Save Expense** to return to the **Expenses** list.

Import Corporate Email Addresses

Within the **Add Attendees** window, the **Import Corporate Email Addresses** option allows user to quickly add **Faculty/Staff** attendees using their U of A email address. For example, this can be helpful if copying a list of attendees from a meeting invite.

1. In the Attendees tab, select **Attendee Type = Faculty / Staff**. Then select the **Import Corporate Email Addresses** link.

Add Attendees

[Attendees](#) [Recent Attendees](#) [Attendee Groups](#) [Import Attendees](#)

Search Criteria

Attendee Type *
Faculty/Staff

Last Name
First Name

Institution/Company
Email Address
Country/Region
Search by Country/Region

☐ Include inactive employees

[Reset](#) [Search](#)

[Import Corporate Email Addresses](#)

2. In the **Import Corporate Email Addresses** window, paste up to 100 U of A email addresses. Click **Add**.

[<](#) **Import Corporate Email Addresses**

Paste up to 100 corporate email addresses separated by spaces, commas, or any special characters to import as attendees.

Email Addresses

"Whittier, Krissy - (kwhittier)" <kwhittier@arizona.edu>; "Montgomery, Chris - (cmontgomery1)" <cmontgomery1@arizona.edu>;
"Luevanos, Blanca - (blancaramsey)" <blancaramsey@arizona.edu>; "Messick, Margo Jean - (margomessick)"
<margomessick@arizona.edu>;

[Add](#) [Cancel](#)

3. Verify the attendees to be added and click **Done**.

[<](#) **Import Corporate Email Addresses**

The following emails were included from your clipboard. Added: 4 Errors: 0

Email Address	Actions
blancaramsey@arizona.edu	
cmontgomery1@arizona.edu	
kwhittier@arizona.edu	
margomessick@arizona.edu	

[Done](#)

- The new attendees display in the **Attendees** window. Click **Save** to return to the expense form.

Note: The Amount per person is calculated and evenly split.

- Click **Save Expense** to return to the **Expenses** list.

Open Event Meal Attendees

When using the expense type **Open Event Meals**, an approximation of attendees is required. This expense type is used for events that are open to the public or broadly available to all students; a list of attendees is not required. Departments must provide documentation, such as an agenda, program, or flyer.

- In the **Add Attendees** window, select **Attendee Type** = **Open Event Meal Attendees**. This attendee type is only available for when using the **Open Event Meals** expense type.
- Search for a previously used value or select **Create New Attendee** to add a new value. In this example, create a new value.

The screenshot shows the 'Add Attendees' window with a navigation bar containing 'Attendees', 'Recent Attendees', 'Attendee Groups', 'No Shows', and 'Import Attendees'. Below the navigation bar is a 'Search Criteria' section with three input fields: 'Attendee Type' (set to 'Open Event Meal Attendees'), 'Group Name/Department Name', and 'Affiliation/School'. There are 'Reset' and 'Search' buttons. At the bottom right, the 'Create New Attendee' button is highlighted with a red box.

- In the **Create New Attendee** window, complete the required fields. Click **Create Attendee**.

The screenshot shows the 'Create New Attendee' window with a back arrow and the title 'Create New Attendee'. It contains four required fields: 'Attendee Type' (set to 'Open Event Meal Attendees'), 'Group Name/Department Name', 'Affiliation/School', and 'Approximate Number of Attendees'. At the bottom right, the 'Create Attendee' button is highlighted with a red box, and there is a 'Cancel' button next to it.

- The new attendee is added. Click **Cancel** if no other attendees need to be added.

The screenshot shows the 'Create New Attendee' window with a success message at the top: 'Attendee added: Commencement Event Reception'. Below the message are the same four required fields as in the previous screenshot. At the bottom right, the 'Create Attendee' button is highlighted with a red box, and there is a 'Cancel' button next to it.

- In the **Attendees** window, the **Attendee Count** defaults to 1. Update to the approximate attendee count for the event. Click **Save**.

Attendees

Open Event Meals | \$550.00

Add Attendees

Search by name or corporate email

[Advanced Options](#)

Attendees (110)

[Remove](#)
[Create Group](#)
[Copy from Request](#)

☐	Attendee Name↑	Attendee Title↓↑	Company↓↑	Attendee Type↓↑	Attendee Count↓↑	Amount↓↑	
☐	Commencement Event Reception			Open Event Meal Attendees	110	\$550.00	...

[Save](#)
[Cancel](#)

- The new attendees display in the **Attendees** window. Click **Save** to return to the expense form.
- Click **Save Expense** to return to the **Expenses** list.
- Hover over the **Attendees** icon to see the per person meal amount. If the amount exceeds the policy limit, the user will be required to add **Comments** as an explanation and the report will route for exception approval.

Attributes	Expense Type ↓↑	Vendor Details ↓↑	Payment Type ↓↑	Request
	Open Event Meals	ABC Catering Denver, Colorado	Out-of-Pocket	\$550.00

Attendees (110)

Attendee Total

\$550.00

Average Per Person

\$5.00

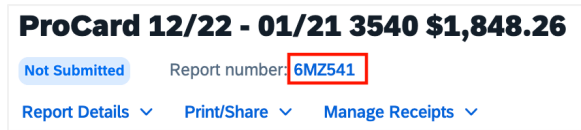
Attendee Type	Attendee Count	Amount Per Type
Open Event Meal Attendees	110	\$550.00

[View Attendees](#)

Allocate Expense

The **Allocate** feature can be used to designate different chart fields for expenses if there is a need to split the funding of a transaction between multiple accounts or charge it to a different account, sub-account, or project code other than the default one at the Report Header level.

To view the default chart field in the Report Header, select the **Report number** link to open the **Report Header**.

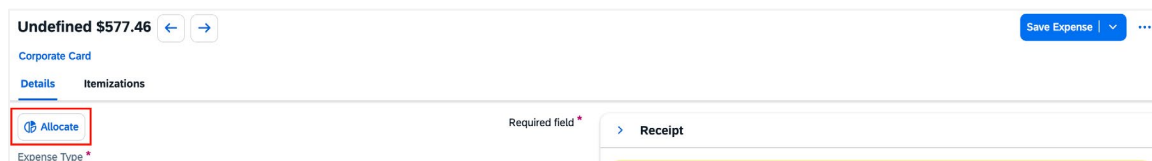


ProCard 12/22 - 01/21 3540 \$1,848.26

Not Submitted Report number: **6MZ541**

Report Details ▾ Print/Share ▾ Manage Receipts ▾

1. Open a transaction to allocate the expense. After the required fields in the expense form have been completed, select **Allocate**.



Undefined \$577.46 ← → Save Expense ▾ ...

Corporate Card

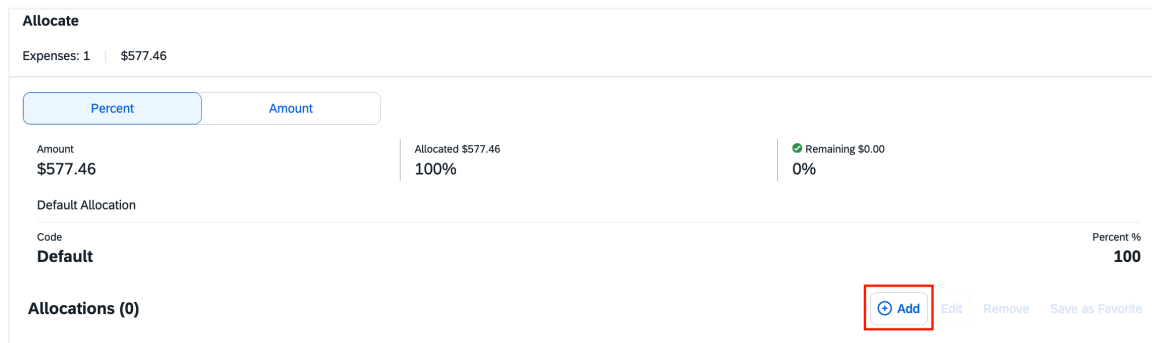
Details Itemizations

Allocate Required field *

Expense Type *

> Receipt

2. In the **Allocate** window, click **+Add**.



Allocate

Expenses: 1 | \$577.46

Percent Amount

Amount	Allocated \$577.46	Remaining \$0.00
\$577.46	100%	0%

Default Allocation

Code	Percent %
Default	100

Allocations (0)

+Add Edit Remove Save as Favorite

3. In the **Add Allocation** window, select the desired chart field in the order the segments are presented. The valid values of a segment are dependent on the value of the prior segment and thus must be selected in order. Only chart fields with an asterisk (*) are required.
4. Select the **Campus Code**.
5. Select **Org Code**.
6. Select **Account**.
7. Select **Sub-Account and/or Project Code**, if needed.

Note: Most Recently Used chart strings will display at the top of the dropdown list, if available. Selecting a recently used chart field will fill in each of the segments as previously selected.

Add Allocation

[+ New Allocation](#)

[★ Favorite Allocations](#)

Required field *

✖ Campus Code *

Code

Search by Code

Q

This field is missing required information.

Most Recently Used

(MC-7710-2554182-COMM) Communication Expenses

(MC-7701-2554180-SUPPLY) Supplies

(MC-7701-2554180-COMM) Communication Costs

(MC-7710-2554182-FURN) Furnishings

(MC-7710-2554182) Treasury OPS

(AE) Agriculture Extension

(AG) Agriculture and Life Sciences

(AH) Arizona Health Sciences Center

8. Click **Save** to add the allocation.

9. From the **Allocate** window, add additional allocations as desired. The distribution defaults to **Percent %**, but can be distributed by amount by selecting **Amount** in the upper left. If a percentage or amount of the distribution needs to include the original **Default Allocation**, adjust the **Percent %** or **Amount** of each added allocation to the desired value. If you want to add another chart string, click the **Add** button and adjust the percentage/amount as needed.

NOTE: This does not update the Expense Type (object code). The Expense Type (Object code) will stay the same as the transaction line. To change the Expense Type (object code) for a portion of the transaction, you will need to use the **Itemization** feature (see the next section for instructions).

Allocate

Expenses: 3 | \$1,037.58 | [View Allocation Group](#)

Percent

Amount

Amount

\$1,037.58

Allocated \$1,037.58

100%

Remaining \$0.00

0%

Default Allocation

Code

Default

Percent %

50

Allocations (1)

[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)

☐	Chart Code	Campus Code	ORG Code	Account Code	Sub-Account Code	Project Code	Code	Percent %
☐	University of Arizona-Management	Main Campus	Treasury	Treasury OPS		UA-MC-7710-2554182		100

Save

Cancel

- In the **Allocate** window, click **Save** to return to the expense form.
- From the expense form, click **Save Expense** to return to the **Expenses** list.

- In the **Expenses** list, the pie chart icon indicates that the transaction has an **Allocation Summary**.

Expenses (10) View: Standard									
	Alerts ↑↓	Date ↓↑	Receipt ↑↓	Attributes	Expense Type ↑↓	Vendor Details ↑↓	Payment Type ↑↓	Requested ↑↓	Actions
☐		01/19/2026			General Supplies	Costco Wholesale Club	NEW ProCard	\$313.65	...
☐		01/18/2026			Subscription/Publication (non-IT)	McGraw-Hill Higher Ed	NEW ProCard	\$577.46	...

Allocation (Save as Favorite)

- In the **Allocate** window, to save a new allocation as a favorite to be used in the future, select the **Save as Favorite** link.

	Business Unit↑↓	Fund↑↓	Department↑↓	Project↑↓	Program↑↓	Class↑↓	Code↑↓	Percent %	
☐	CSU Office of the Chancellor	PaCE Operations	CO Accounts Payable				COCSU-44101-1005	50	...

- In the **Save as Favorite** window, enter a **Favorite Name** (pick something that will be easy to recognize in a list of favorites) and click **Save**.

- Next time the **Add Allocation** window is displayed, click on the **Favorite Allocations** tab to see saved favorites. Select the desired saved favorite allocation.

Add Allocation

[+ New Allocation](#) **★ Favorite Allocations**

* Required field

Chart Code * 1

Campus Code * 2

ORG Code * 3

Account Code * 4

Save **Cancel**

- Click **Replace Allocations** to use the saved favorite allocation. Or click **View Favorite** to view the allocation or delete it from the Favorite Allocations.

Add Allocation

[+ New Allocation](#) **★ Favorite Allocations**

Select

☒ Treasury OPS Account

Replace Allocations **View Favorite** **Cancel**

Add Allocation

[+ New Allocation](#) **★ Favorite Allocations**

Select

☒ Treasury OPS Account

Warning

Would you like to replace your previous allocations with the allocations in this favorite?

Replace Allocations **Cancel**

Replace Allocations **View Favorite** **Cancel**

Itemize Expense

The **Itemization** feature allows a transaction to be split into multiple Expense Types (object codes). You only need to use this feature when the transaction needs to include multiple Expense Types (object codes) for more accurate accounting. For instance, a purchase that includes office supplies (5230) and housekeeping supplies (5220).

1. Open a transaction to reconcile. Choose the **Expense Type** (object code) that is correct for most or all (if hotel with no additional items) of the transaction. Review and complete the required fields in the expense form, then select the **Itemizations** tab.

This screenshot shows the 'Itemizations' tab selected in an expense form. At the top, the transaction is titled 'Office Supplies \$927.19'. Below this, there are tabs for 'Details' and 'Itemizations', with 'Itemizations' being the active tab. A summary bar shows 'Amount \$927.19', 'Itemized \$0.00', and 'Remaining \$927.19'. The main area is titled 'Itemizations' and contains a large blue circular icon with a magnifying glass over a document, labeled 'No Itemizations'. On the right side, there is a button labeled '+ Add Itemization' and a tooltip that says 'Click Add Itemization'.

2. Click + Add Itemization.

This screenshot is similar to the previous one, but the '+ Add Itemization' button on the right side is highlighted with a red rectangle, indicating the next step in the process.

3. Select the **Expense Type** (object code).

This screenshot shows the 'Add Itemization' form. It has a summary bar at the top with 'Amount \$56.37', 'Itemized \$0.00', and 'Remaining \$56.37'. Below this, there is a 'Required field' section with a label 'Expense Type *'. A dropdown menu is open, showing the text 'Search for an expense type' and a downward arrow.

4. Update any of the information (e.g., Business Justification) as needed and enter the **Amount** you want to itemize to that particular Expense Type (object code).

Add Itemization Save Itemization

Amount \$927.19 Itemized \$123.45 Remaining \$803.74

[Allocate](#)

Expense Type * Office Supplies

Business Purpose Statement * Delivery State * Arizona

Place business purpose here

AZ Use Tax Applicable? * No Sales Tax Paid * 18.00

Transaction Date * 01/15/2026 Vendor Name * Paints, Varnishes, and Supplies

Merchant Location State/Province

Amount * 123.45 Currency US, Dollar (USD)

Comment

Test Receipt

- Review and complete all required fields and any optional fields, as desired.
- If there is an amount **Remaining**, click **+ Add Itemization** to add another **Expense Type** and **Amount**.

Office Supplies \$927.19 View Alerts Save Expense

Corporate Card

Details Itemizations

Amount \$927.19 Itemized \$123.45 Remaining \$803.74

Itemizations (1) Add Itemization Edit Delete Duplicate Allocate

☐	Alerts $\updownarrow$	Expense Type $\updownarrow$	Date $\updownarrow$	Requested Amount $\updownarrow$	Actions
☐	✖	Office Supplies	01/15/2026	\$123.45	...

- Click **Save Itemization** and repeat the above step until the amount **Remaining** is **\$0.00**.
- Click **Save Expense**.

Office Supplies \$927.19 View Alerts Save Expense

Corporate Card

Details Itemizations

Amount \$927.19 Itemized \$927.19 Remaining \$0.00

Itemizations (2) Add Itemization Edit Delete Duplicate Allocate

☐	Alerts $\updownarrow$	Expense Type $\updownarrow$	Date $\updownarrow$	Requested Amount $\updownarrow$	Actions
☐	✖	Office Supplies	01/15/2026	\$123.45	...
☐	✖	Office Supplies	01/15/2026	\$803.74	...

- In the **Expenses** list, the clipboard icon indicates that the transaction has an **Itemization Summary**.

Expenses (10) View: Standard Add Expense Edit Delete Allocate Download

☐	Alerts $\updownarrow$	Date $\updownarrow$	Receipt $\updownarrow$	Attributes	Expense Type $\updownarrow$	Vendor Details $\updownarrow$	Payment Type $\updownarrow$	Requested $\updownarrow$	Actions
☐	⚠	01/08/2026			Catering	Panera Bread	NEW ProCard	\$70.45	...
☐	⚠	12/31/2025			General Supplies	Amazon.com	NEW ProCard	\$56.37	...

Bulk Edit Transactions (optional feature)

When you are reconciling your ProCard Statement, there may come a time when multiple transactions need to be reconciled with the same information (e.g., expense type, business purpose, etc.), you can choose to use the bulk edit feature to reduce manual entry.

1. From the **Expenses** list, mark the checkbox next to the transactions to bulk edit.

Expenses (10) View: Standard									
☐	Alerts ↓↑	Date ↓↑	Receipt ↓↑	Attributes	Expense Type ↓↑	Vendor Details ↓↑	Payment Type ↓↑	Requested ↓↑	Actions
☐		01/08/2026			Catering	Panera Bread	NEW ProCard	\$70.45	...
☐		12/31/2025			General Supplies	Amazon.com	NEW ProCard	\$56.37	...
☒		12/30/2025			Undefined	Aramark	NEW ProCard	\$212.68	...
☒		12/29/2025			Undefined	Vital Source	NEW ProCard	\$278.13	...
☐		12/29/2025			Undefined	Chevron	NEW ProCard	\$117.38	...

2. Click **Edit** in the upper right. The **Edit Expenses** window displays.

Edit Expenses

Expenses: 2

Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.

Expense Type

☐ Undefined

Business Justification

☐

City of Purchase

☐

Sales Tax Paid (Vendor Invoice) ?

☐

Use Tax? ?

☐

Comments To/From Approvers/Processors

0/500

Next

Cancel

3. In the **Edit Expense** window, select the **Expense Type** and complete the **Business Purpose** (and any additional fields as desired). Click **Next**.

Edit Expenses

Expenses: 2

Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.

☒

Expense Type

Open Event Meals

▼

×

Quick Tips

See FSM 9.13 Business Meal

Show Less

Business Purpose Statement

?

☒

Place business purpose here

Type of Meal

☐

▼

AZ Use Tax Applicable?

?

☐

▼

Sales Tax Paid

☐

Flyer Attached

☐

No

▼

Comment

0/500

☐

Next

Cancel

4. In the **Confirm** window, click **Save**.

[Table of Contents](#)

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Last Updated: May 21, 2026

Confirm

Expenses: 2

Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.

Expense Type

Open Event Meals

Quick Tips
See FSM 9.13 Business Meal
[Show Less](#)

Business Purpose Statement ?

Place business purpose here

Save **Cancel**

- In the **Expenses** list, the selected lines have been updated with the Expense Type, but each has an orange warning alert (Warning: You must attach a receipt image to this expense). Add the receipts as needed.

☐		01/09/2026			Business Meals	Tax Payments	ProCard	\$917.83	***
☒		01/07/2026			Open Event Meals	Travel Agencies and Tour Operati	ProCard	\$699.38	***
☒		01/04/2026			Open Event Meals	Hospitals	ProCard	\$396.55	***
								\$5,261.64	

Bulk Allocate Transactions (optional feature)

When multiple transactions need to be allocated to the same chart string and splits (not matching the report header's default string), you can use the bulk allocate feature to reduce manual entry.

- In the **Expenses** list, mark the checkbox next to the transactions to bulk allocate to the same chart fields and select the **Allocate** link.

Expenses (10) View: Standard

☐	Alerts	Date	Comment	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
☐		01/29/2026				Communications Equipment Charges	Commercial Equipment, Not Elsewh	ProCard	\$431.84	***
☐		01/29/2026				Office Supplies	Direct Marketing - Catalog Merch	ProCard	\$421.61	***
☐		01/27/2026				Business Meals	Buying/Shopping Services, Clubs	ProCard	\$393.12	***
☐		01/25/2026				Operating Supplies - Other	Golf Courses - Public	ProCard	\$99.79	***
☐		01/20/2026				Operating Supplies - Other	Airports, Airport Terminals	ProCard	\$85.06	***
☐		01/19/2026				Operating Supplies - Other	Boat Rentals and Leases	ProCard	\$899.27	***
☐		01/15/2026				Office Supplies	Prints, Varnishes, and Supplies	ProCard	\$827.19	***
☐		01/09/2026				Business Meals	Tax Payments	ProCard	\$917.83	***
☒		01/07/2026				Open Event Meals	Travel Agencies and Tour Operati	ProCard	\$699.38	***
☒		01/04/2026				Open Event Meals	Hospitals	ProCard	\$396.55	***

- In the **Allocate** window, click **+Add** to add a different chartfield string for these transactions.

Allocate

Expenses: 2 | \$490.81

Percent Amount

Amount
\$490.81

Allocated \$490.81
100%

Remaining \$0.00
0%

Default Allocation

Code
Default

Percent %
100

Allocations (0)

Add Edit Remove Save as Favorite

3. In the **Add Allocation** window, enter a **New Allocation** or select from the **Favorite Allocations** tab. Click **Save** when complete.

Add Allocation

+ New Allocation ★ Favorite Allocations

Required field *

✖ Campus Code * 2

ORG Code * 3

Account Code * 4

Sub-Account Code 5

Save Cancel

4. In the **Allocate** window, click **Save**.

Allocate

Expenses: 2 | \$1,085.93 | [View Allocation Group](#)

Percent Amount

Amount
\$1,085.93

Allocated \$1,085.93
100%

Remaining \$0.00
0%

Default Allocation

Code
Default

Percent %
0

Allocations (1)

Add Edit Remove Save as Favorite

☐	Campus Code↑	ORG Code↑	Account Code↑	Sub-Account Code↑	Project Code↑	Code1 ^h	Percent %
☐	Main Campus	Finance & Budget Admin	FNAB ADMIN OPS			MC-7701-2554180	100

Save Cancel

5. In the **Expenses** list, the pie chart icon indicates that the transaction has an **Allocation Summary**.

Expenses (10) View: Standard										Add Expense Edit Delete Allocate Download	
	Alerts ↓↑	Date ↓↑	Receipt ↓↑	Attributes	Expense Type ↓↑	Vendor Details ↓↑	Payment Type ↓↑	Requested ↓↑	Actions		
☐		01/08/2026			Catering	Panera Bread	NEW ProCard	\$70.45	...		
☐		12/31/2025			General Supplies	Amazon.com	NEW ProCard	\$56.37	...		
☒		12/30/2025			Custodial Supplies	Aramark	NEW ProCard	\$212.68	...		
☒		12/29/2025			Custodial Supplies	Vital Source	NEW ProCard	\$278.13	...		

Submit ProCard Statement

ProCard Statement Reports cannot be submitted until the 25th of each month (audit rule) to ensure all transactions for the cycle are included in the statement report. Once all transactions are reconciled and all alerts are resolved, the ProCard Statement Report can be submitted.

NOTE: ProCard Statements are from the 21st-20th. We ask that ProCard Statements be fully reconciled and submitted on or shortly after the 25th of each month to allow ample time for the Fiscal Officer to review and approve the statements. Hence, why it is necessary to be engaged in ongoing reconciliation during the statement period and not waiting until the statement is closed. Please note that the cardholder OR their delegate can submit the reconciled ProCard Statement for review and approval by the Fiscal Officer.

1. Review that all transactions to have been reconciled, have receipts attached and are clear of any error alerts (red stop signs).

ProCard 08/22 - 09/21 1226 \$2,544.59 Submit Report

Not Submitted Report number: 3TIY9R

Report Details Print/Share Manage Receipts

Expenses (7) View: Standard Add Expense Edit Delete Allocate

☐	Date ↓↑	Comment ↓↑	Receipt ↓↑	Attributes	Expense Type ↓↑	Vendor Details ↓↑	Payment Type ↓↑	Requested ↓↑	Actions
☐	09/17/2025				Training/Professional Dev	Glass Stores	NEW ProCard	\$894.51	...
☐	09/17/2025				Postage/Freight	Doctors and Physicians (Not Else	NEW ProCard	\$28.54	...
☐	09/17/2025				Postage/Freight	Doctors and Physicians (Not Else	NEW ProCard	(\$28.54)	...
☐	09/13/2025				General Services	General Contractors-Residential	NEW ProCard	\$760.09	...
☐	09/13/2025				Printing Services	Swimming Pools – Sales, Service,	NEW ProCard	\$182.95	...
☐	09/12/2025				General Supplies	Florists' Supplies, Nursery Stoc	NEW ProCard	\$203.96	...
☐	09/12/2025				Utilities - Telecommunication	Passenger Railways	NEW ProCard	\$503.08	...

2. Click **Submit Report**.
3. In the **Report Totals** window, click **Submit Report**.

Report Totals

Company Payments		
\$0.00 Employee \$2,544.59 NEW ProCard		
Employee Payments		
\$0.00 Company		
Amount Total: \$2,544.59	Due Employee: \$0.00 Amount Due (NEW ProCard): \$2,544.59	Owed Company: \$0.00
Requested Amount: \$2,544.59	Total Paid By Company: \$2,544.59	Total Owed By Employee: \$0.00
Submit Report Cancel		

4. In the **User Electronic Agreement** window, review the details and click **Accept & Continue**.

*U of A Expense User Confirmation – PCard Reconciliation

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

<https://policy.fso.arizona.edu/fsm/900>

Accept & Continue

Cancel

5. In the **Report Status** window, click **Close**.

Report Status

✓

Report Submitted

ProCard 08/22 - 09/21 1226 | \$2,544.59

Close

6. The ProCard Statement Report is submitted and displayed in the Report library.

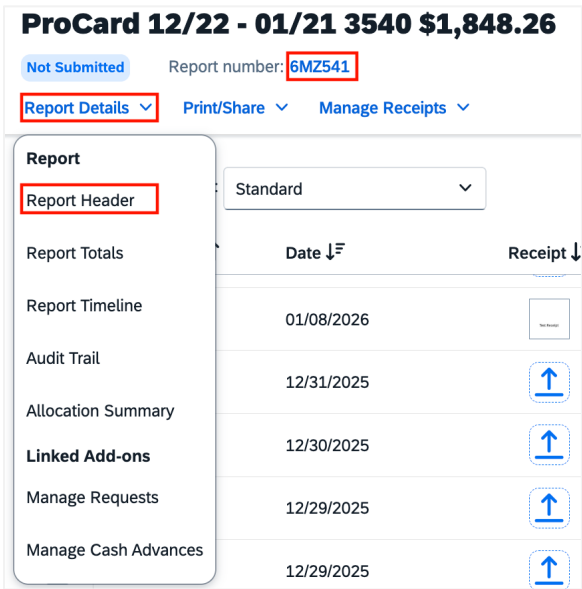
ProCard 08/22 - 09/21 1226
03/13/2026
\$2,544.59
Due Employee:
\$0.00
Submitted

Pending CFS Validation

7. To review the approval flow, see the [Report Timeline](#) section below for instructions.

Report Header

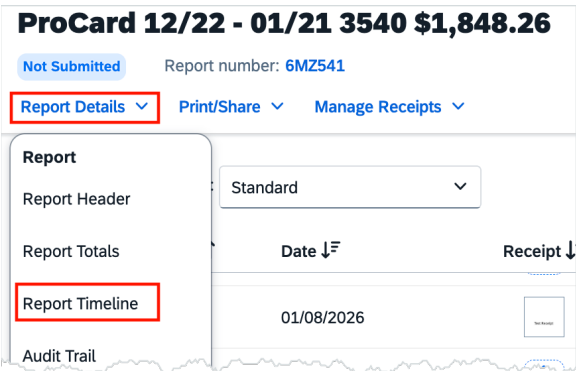
- 1. Select **Report Details** → **Report Header** or select the **Report Number** link.



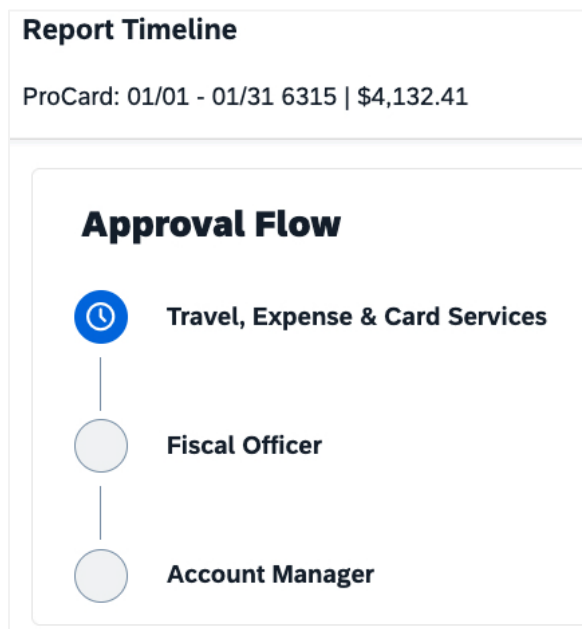
Report Timeline

The timeline displays the approval workflow and identifies the steps which have been completed or are outstanding.

- 1. Select **Report Details** → **Report Timeline**.



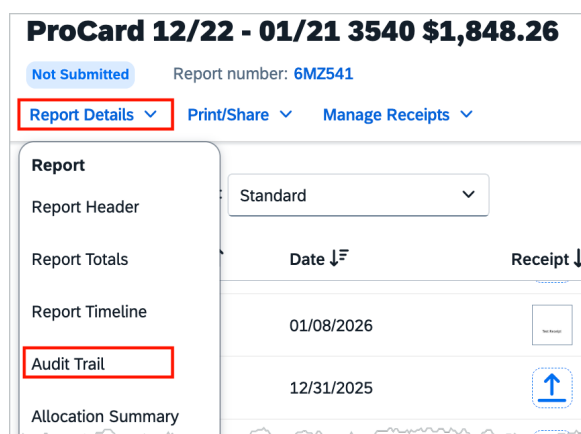
- 2. A typical **Approval Flow** for ProCard statement displays.



Audit Trail

The audit trail will display the timestamp of certain actions taken on the report.

1. Select **Report Details** → **Audit Trail**.



2. The date/time of the **Action** and the **Updated By** names will display.

Audit Trail ProCard: 01/01 - 01/31 :2 0714 \$5,261.64			
Report Level  No Data. There is no data to display.			
Entry Level			
Date/Time [⬇]	Updated By [⬆]	Action [⬆]	Description [⬆]
05/05/2026 1:11 PM	Krissy Whittier UEF Test	Receipt Image Detached	Expense Type: Undefined; Date: 01/15/2026 User detached receipt image from this expense entry.
Close			

Allocation Summary

If a line has an allocation, the **Allocation Summary** displays a summary of any chart field splits that might have been added to the request expenses.

1. Select **Report Details** → **Allocation Summary**

ProCard 12/22 - 01/21 3540 \$1,848.26

Not Submitted
Report number: 6MZ541

Report Details
Print/Share
Manage Receipts

Report
Report Header
Report Totals
Report Timeline
Audit Trail
Allocation Summary

Standard

Date
Receipt

01/08/2026

Not Receipt

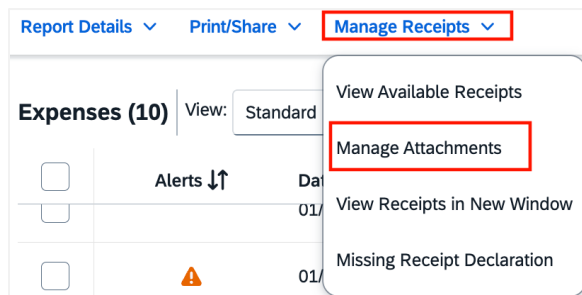
12/31/2025

2. The **Allocation Summary** window displays.

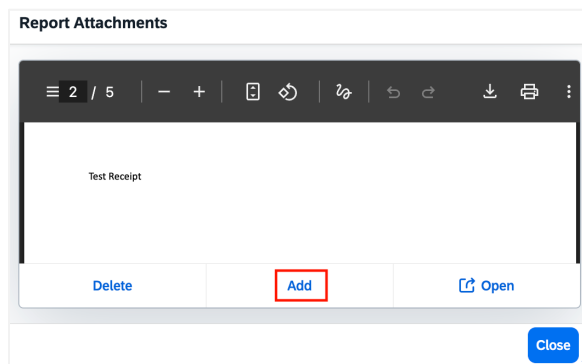
Attachments

Additional documentation can be added at the Report level.

1. Select **Manage Receipts** → **Manage Attachment**.



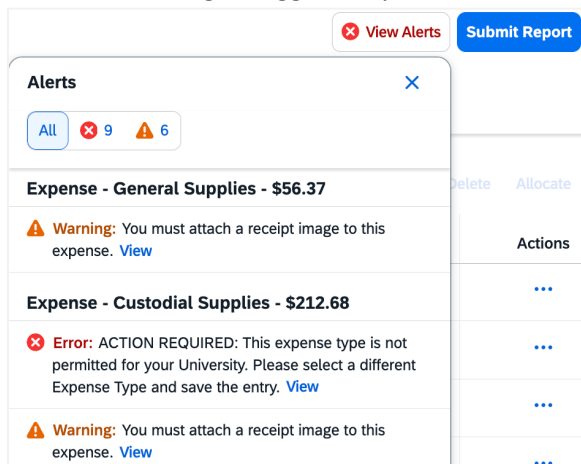
2. In the **Report Attachments** window, select **Add** to browse, open, and attach file(s) that support the Report.



3. Click **Close** once files have been added.

Alert Types

Alerts are messages triggered by certain criteria in your Report. There are different types of alerts.



1. **Error:** If an alert displays in **red**, it is displaying an error. This means an action must be taken before the Report can be submitted.
2. **Warning:** An **orange** alert displays communication related to your Report components advising you to

read and take action.

Note: Some orange warnings will not clear; however, they will not prevent the user from submitting the Report.