EXPENSE REPORT: ADDING CARD TRANSACTIONS

[Image of SAP Concur interface]

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Adding Concur Travel Card Transactions to an Expense Report

You can add Concur Travel card transactions to an Expense Report in these ways:

• From the open expense report (Import Expenses)
• From the Credit Card Charges page (Expense > View Transactions)
• From the Available Expenses section (Expense > Manage Expenses)
• From the Quick Task Bar, Available Expenses

From the open Expense Report:

To add Travel card transactions within the open report:

1. From within the created report, click Import Expenses.
   
a. Verify or update the Expense Type classification of the imported credit card transactions.

b. Additional details or receipts may be required.
2. From the **Available Expenses** section, select each transaction that you want to assign to the current expense report.

3. Click **Move**.

4. The expense is moved and appears on the left side of the page, with any applicable icons.
   
   a. Verify or update the Expense Type classification of the imported credit card transaction.
   
   b. Additional details or receipts may be required.
From Available Expenses on the Concur Home Page:

- From the Concur home page, on the Quick Task Bar, click the **Available Expenses** link. -or-
- On the task bar at the top of the screen, click **Expense > Manage Expenses**, on the sub-menu.

The **Available Expenses** section appears (you might need to scroll down).

To assign the transaction to a report:

1. Select a check box next to each appropriate transaction.  
   **TIP:** Select the uppermost check box to select all transactions.
2. Click **Move**.
3. Select the name of the appropriate report or **To New Report**.

- If you select an existing report, the report opens and the selected transactions are attached to the report.
- If you select **To New Report**, the Create a New Expense Report page appears. Attach corresponding Request and fill out the report information as usual.