SAP Concur C



On the SAP Concur home page, you can view a list of any unassigned company card transactions in the **Available Expenses** section.

1. For quick access to unassigned credit card transactions, select the **Available Expenses** Quick Task.



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- On the Manage Expenses page, you will see a list of Active Reports and you can scroll down to view the Available Expenses.
- 2. To work with credit card charges that have been made, select **View Transactions**.



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On the **Company Card Charges** page, you can search for specific charges to assign to an expense report. You can choose a specific card from the **Card Activity** dropdown menu, and you can also limit the time period for the displayed charges using the **Time Period** dropdown menu.

3. To add card charges to an expense report, select the expenses.

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Card Activity *AMEX Corp	orate Card - 4625 🗸 🗸	Time Period All Unused Charges	v	тот. <b>\$1</b>	AL AMOUNT
	Date	Description	Expense Type		Amount
	06/09/2023	Hotel Hilton Memphis, US	Undefined		\$645.00
	06/08/2022	Parking Service	Undefined		\$80.00
	Select the expense(s)		Undefined		\$102.15
	-	Memphis, US	Undefined		\$478.20
	06/07/2023	Taxi Service Memphis, US	Undefined		\$35.34

You can add the selected expenses to a new or existing report. In this example, you will see how to add them to an existing report.

- 4. In the Add Charges To dropdown list, select the report for the expenses.
- 5. After you select the report, select **Add Selected**.

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	06/08/2023	Parking Service Memphis, US	Undefined		\$80.00
	06/08/2023	Wills Gritt Memphis, US	Undefined	S	102.15
	06/07/2023	Delta Airlines Memphis, US	Undefined	\$	478.20
	06/07/2023	Taxl Service Memphis, US	Undefined		\$35.34

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	- =	06/07/2023	Taxi Service Memphis, US			Undefined			\$35.34

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The selected company card charge(s) now appear in the list of Expenses for this expense report. Before you can submit your expense report, you must update all **Undefined** expenses with the appropriate expense type.

The **Alerts** pane displays any issues with the expenses and how to address them. You should try to resolve any alerts before submitting the report.

- Yellow icon alerts Indicates that something might be out of policy but will not prevent you from submitting the report.
- Red icon alerts Indicates that the expense is outside of policy, and you will not be allowed to submit the report.

In addition to card charges, you can select **Add Expense** to add any out of pocket expenses.

6. When you are finished adding your expenses, select **Submit Report**.

SAP Concur 🖸	Expense 👻					(
Manage Expenses	View Transactions					
	Alerts: 3				^	
	All 😋 2 🔥 1					
	Expense   Hotel   06/09/2023   \$645.00					
	S Missing required field: Business Purpose, City of Purchase. View					
	S Itemizations are required for this entry. View					
	You must attach a receipt image to this expense. View					
	Trip to Memphis \$645.00			Delete Report Copy Rep	ort Submit Report	
	Not Submitted   Report Number: OWGD1T					
	Report Details 🛩 Print/Share 🛩 Manage Receipts 🛩			View	Available Receipts	
	Add Expense Edit Delete Copy Allocate Combine Expense	is Move to Y				
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	Alerts I Receipt Payment Type I	Expense Type‡1				
	Alerts if Receipt Payment Type if S AMEX Corporate Card	Hotel	Hotel Hilton	06/09/2023	\$645.00	

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