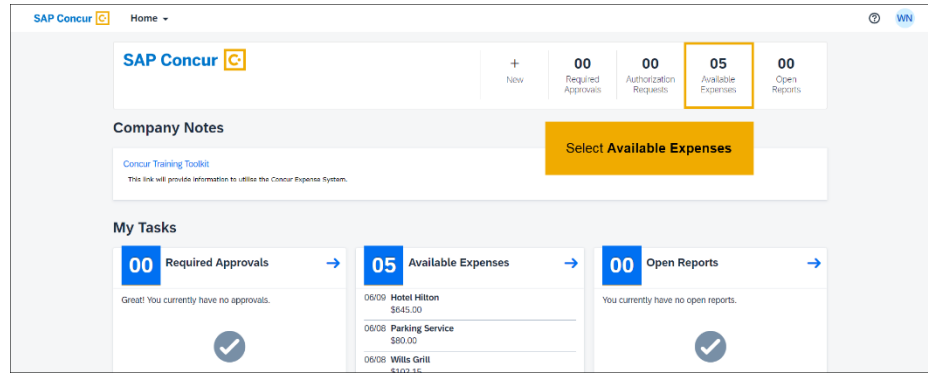


Adding Card Transactions to an Expense Report

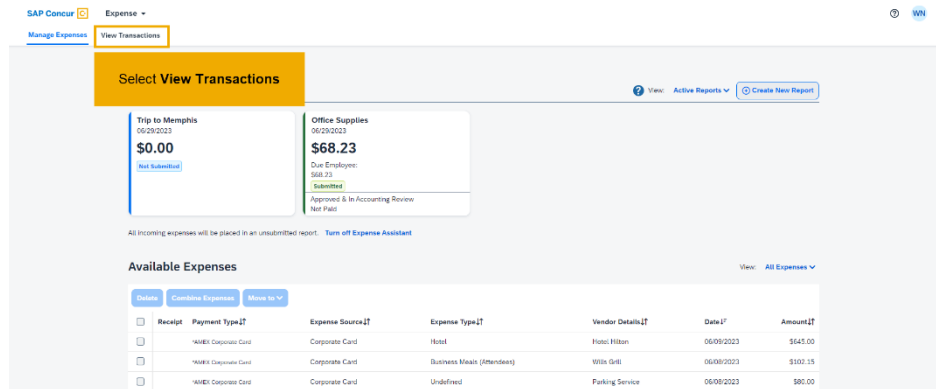
On the SAP Concur home page, you can view a list of any unassigned company card transactions in the **Available Expenses** section.

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



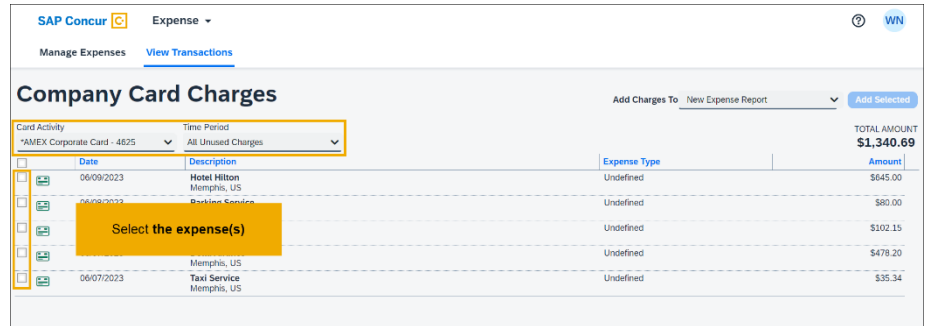
On the **Manage Expenses** page, you will see a list of **Active Reports** and you can scroll down to view the **Available Expenses**.

2. To work with credit card charges that have been made, select **View Transactions**.



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.

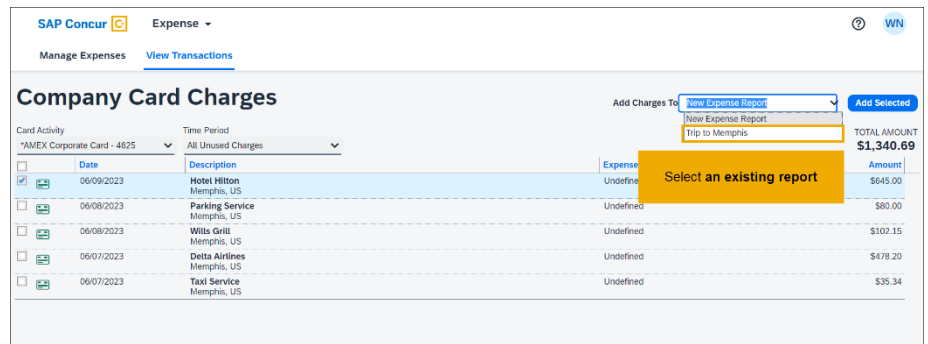
- To add card charges to an expense report, select the expenses.



Date	Description	Expense Type	Amount
06/09/2023	Hotel Hilton Memphis, US	Undefined	\$645.00
06/09/2023	Parking Service Memphis, US	Undefined	\$80.00
06/08/2023	Wills Grill Memphis, US	Undefined	\$102.15
06/07/2023	Delta Airlines Memphis, US	Undefined	\$478.20
06/07/2023	Taxi Service Memphis, US	Undefined	\$35.34
TOTAL AMOUNT			\$1,340.69

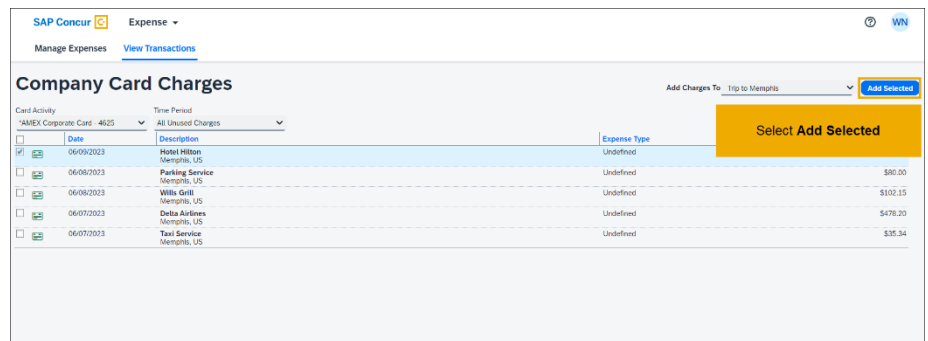
You can add the selected expenses to a new or existing report. In this example, you will see how to add them to an existing report.

- In the **Add Charges To** dropdown list, select the report for the expenses.



Date	Description	Expense Type	Amount
06/09/2023	Hotel Hilton Memphis, US	Undefined	\$645.00
06/09/2023	Parking Service Memphis, US	Undefined	\$80.00
06/08/2023	Wills Grill Memphis, US	Undefined	\$102.15
06/07/2023	Delta Airlines Memphis, US	Undefined	\$478.20
06/07/2023	Taxi Service Memphis, US	Undefined	\$35.34
TOTAL AMOUNT			\$1,340.69

- After you select the report, select **Add Selected**.



Date	Description	Expense Type	Amount
06/09/2023	Hotel Hilton Memphis, US	Undefined	\$645.00
06/09/2023	Parking Service Memphis, US	Undefined	\$80.00
06/08/2023	Wills Grill Memphis, US	Undefined	\$102.15
06/07/2023	Delta Airlines Memphis, US	Undefined	\$478.20
06/07/2023	Taxi Service Memphis, US	Undefined	\$35.34
TOTAL AMOUNT			\$1,340.69

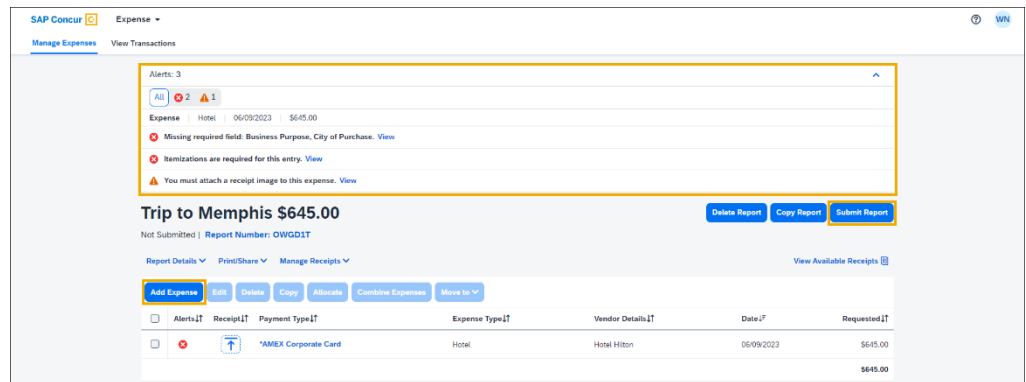
The selected company card charge(s) now appear in the list of Expenses for this expense report. Before you can submit your expense report, you must update all **Undefined** expenses with the appropriate expense type.

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**.



The screenshot shows the SAP Concur Expense report interface. At the top, it displays 'SAP Concur Expense' and 'Manage Expenses View Transactions'. A yellow-bordered box highlights the 'Alerts' section, which contains three alerts: a red alert for 'Missing required field: Business Purpose, City of Purchase', a red alert for 'Remitizations are required for this entry', and a yellow alert for 'You must attach a receipt image to this expense'. Below the alerts, the report title is 'Trip to Memphis \$645.00' with a status of 'Not Submitted' and a report number 'OWGD1T'. There are buttons for 'Delete Report', 'Copy Report', and 'Submit Report'. The interface also shows a table of expenses with columns for Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. One expense is listed: 'AMEX Corporate Card' for a Hotel at Hotel Hilton on 06/09/2023 for \$645.00.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		AMEX Corporate Card	Hotel	Hotel Hilton	06/09/2023	\$645.00