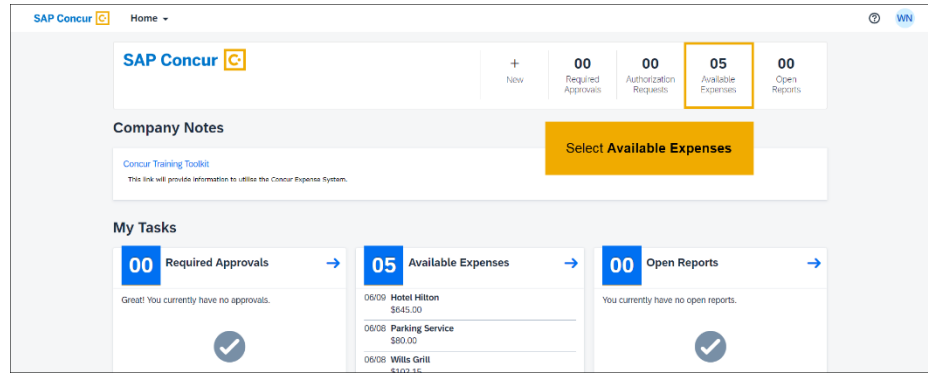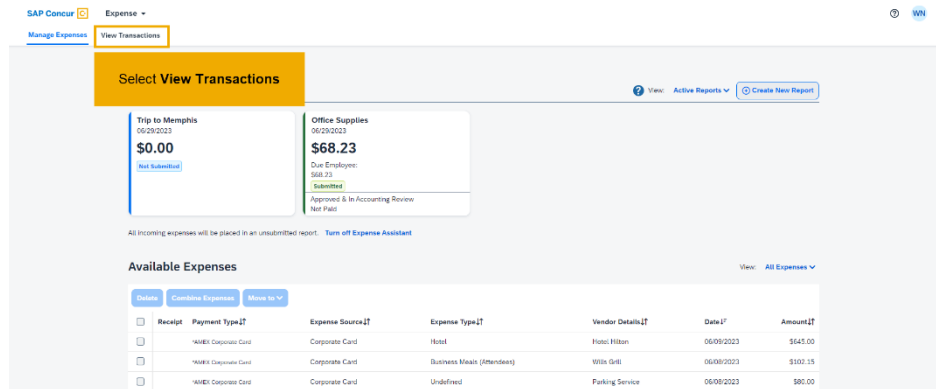# Adding Card Transactions to an Expense Report

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.
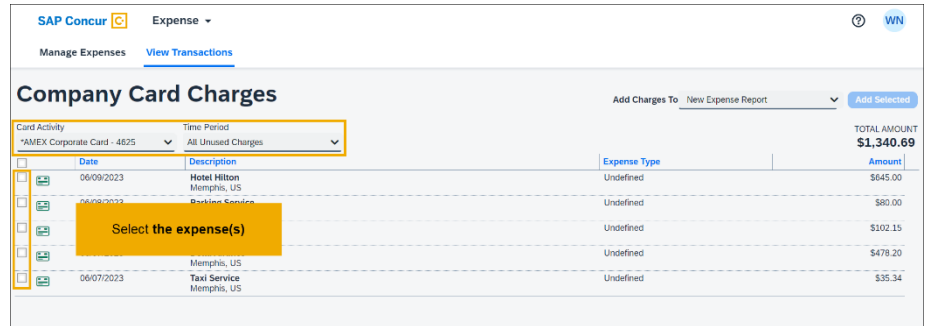

On the **Manage Expenses** page, you will see a list of **Active Reports** and you can scroll down to view the **Available Expenses**.

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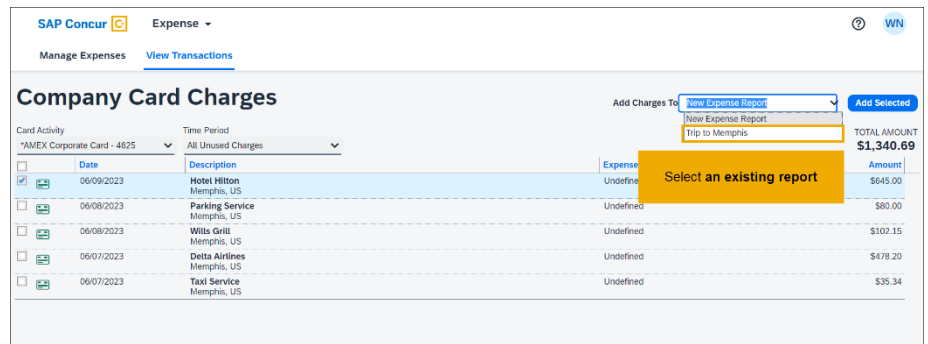
3. To add card charges to an expense report, select the expenses.
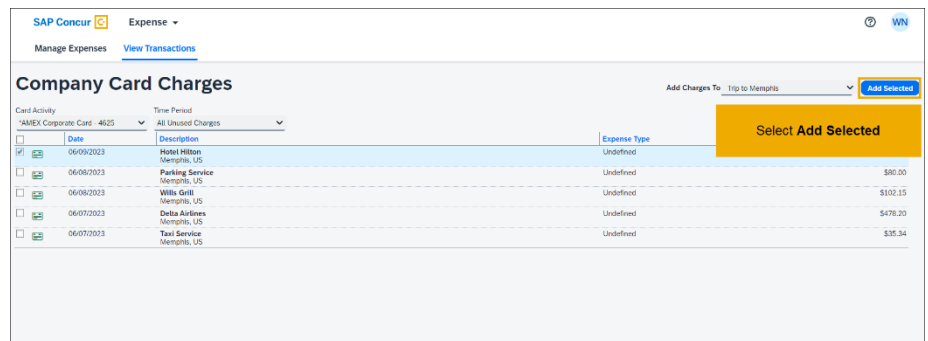

You can add the selected expenses to a new or existing report. In this example, you will see how to add them to an existing report.

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

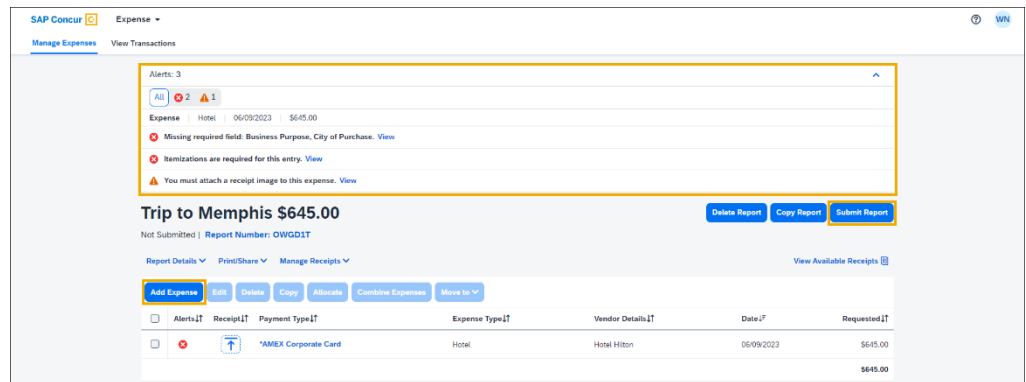5. After you select the report, select **Add Selected**.

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**.