Adding Card Transactions to a 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.

![Image of Company Card Charges page]

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.

![Image of adding charges to a report]

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

![Image of selecting 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**.