

# Adding Credit Card Transactions to an Expense Report

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

The screenshot shows the SAP Concur home page. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The user is identified as 'Sue'. The main dashboard features several quick task cards: '+ New', '06 Authorization Requests', '00 Payment Requests', '13 Available Expenses' (highlighted in yellow), and '18 Open Reports'. Below the dashboard, there are sections for 'TRIP SEARCH', 'COMPANY NOTES', and 'MY TASKS'. The 'MY TASKS' section lists '09 Required Approvals', '13 Available Expenses' (highlighted in yellow), and '18 Open Reports'. The 'Available Expenses' card shows a list of transactions with columns for date, airline, and amount.

Date	Airline	Amount
04-14	American Airlines	\$238.20
04-08	Air Berlin	\$71.10
04-08	Philippine	\$244.90
04-08	British Airways	\$340.00
04-	Porter Airlines Inc	

1. Click the **Available Expenses** Quick Task for quick access to unassigned credit card transactions.

This close-up view of the SAP Concur home page highlights the 'Available Expenses' quick task. A dark blue callout box with the text 'Click Available Expenses.' and a right-pointing arrow is overlaid on the '13 Available Expenses' card. The card also displays '18 Open Reports'.

2. On the **Manage Expenses** page, you will see a list of **Active Reports** and **Available Expenses**. To work with available expenses, click **View Transactions**.

Manage Expenses View Transactions

### Manage Expenses

ACTIVE REPORTS

Report Library →

NOT SUBMITTED

Business Trip  
05/18/2016  
\$550.00  
Exceptions

SUBMITTED 11/02/2016

Office Supplies  
\$68.23  
Approved & In Accounting Review

SUBMITTED 07/12/2016

Trip from Seattle to Dallas  
€1,264.50  
Exceptions  
Approved & In Accounting Review

AVAILABLE EXPENSES

All Corporate and Personal Cards

Card Progra...	Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/>	GREENWOODS Seattle	Dinner		03/04/2014	\$50.00

3. To add company card charge(s) to an expense report, on the **Credit Card Charges** page, select the expense(s). You can search for specific charges to assign to an expense report. You can choose a specific card to view from the **Card Activity** menu, and you can also limit the time period for the displayed charges using the **Time period** menu.

Manage Expenses View Transactions

### Credit Card Charges

Add Charges To Monthly Expenses

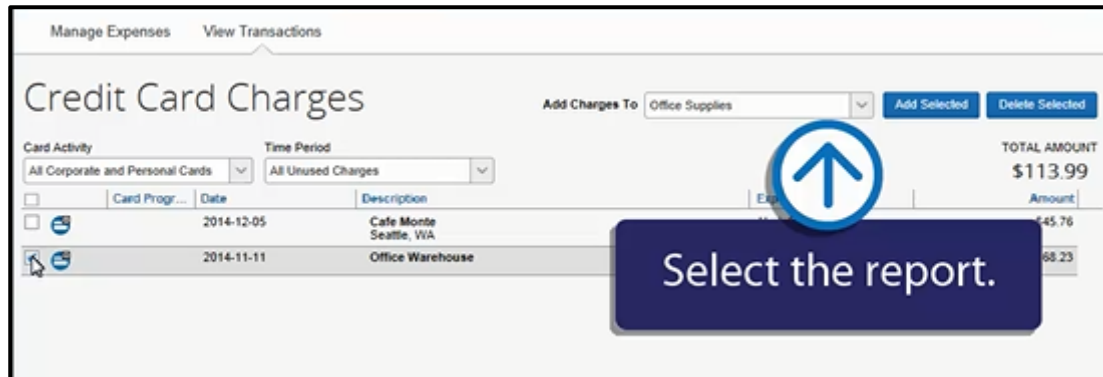
Card Activity: All Corporate and Personal Cards

Time Period: All Unused Charges

TOTAL AMOUNT \$113.99

Expense Type	Amount
Undefined	\$45.76
Undefined	\$68.23

4. Select the report that you want to add the expenses to.  
You can add the selected charge(s) to an existing report or start a new report.



5. After you select the report, click **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 **Exceptions** pane displays any issues with the expenses and how to address them. You should try to resolve any exceptions before submitting the report.

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

Manage Expenses View Transactions

# Office Supplies

Delete Report **Submit Report**

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Office Supplies	2014-11-11	\$68.23	⚠ The Transaction Date is Greater than 90 days. Please be more timely in your expense submissions.

Expenses

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	2014-11-11	Office Supplies Office Warehouse	\$68.23	\$68.23
<input type="checkbox"/>	2014-09-02	Office Supplies Office Depot, Seat	\$25.00	\$25.00

Available Expenses

All Corporate and Personal Cards

<input type="checkbox"/>	Card Pr...	Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/>		Cafe Monte Seattle...	Trade Shows		2014-1...	\$45.76
<input type="checkbox"/>		Alaska Airlines Onta...	Airfare		2015-0...	\$195.70
<input type="checkbox"/>		American Airlines Lo...	Airfare		2015-0...	MXN 5...
<input type="checkbox"/>		Air France London...	Airfare		2015-0...	\$103.60
<input type="checkbox"/>		Air France London...	Airfare		2015-0...	\$76.00
<input type="checkbox"/>		Porter Airlines Inc. T...	Airfare		2015-0...	\$199.70
<input type="checkbox"/>		British Airways	Airfare		2015-0...	\$340.00
<input type="checkbox"/>		Lan Airlines	Airfare		2015-0...	\$534.54
<input type="checkbox"/>		Philippine	Airfare		2015-0...	\$244.00
<input type="checkbox"/>		Air Berlin	Airfare		2015-0...	\$71.10
<input type="checkbox"/>		Air Berlin	Airfare		2015-0...	\$155.80

6. After all expenses are defined and your exceptions are resolved, click **Submit Report**.

Last updated: 05/05/2018