

How to add US Bank Card Charges to an Expense Report

This Quick Reference Guide demonstrates how to add credit card transactions from Boston University’s corporate paid and billed business and travel expense credit card (US Bank Visa) to your Concur Expense Report.

Your US Bank credit card transactions are highlighted on your Concur homepage in the **Available Expenses** section:

The screenshot shows the Concur homepage for user KARA. The 'Available Expenses' section is highlighted with a red box and contains the following data:

Date	Vendor	Amount
06/17	UBER TECHNOLOGIES INC	\$9.62
06/11	UBER	\$11.24
06/11	UBER	\$10.83
06/01	UBER TECHNOLOGIES INC	\$6.39
05/28	UBER	\$10.95

Credit card transactions also appear in under the **Expense** tab:

The screenshot shows the Concur Expense tab with the following table of available expenses:

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	US Bank CBCP	Taxi (513500, 513700)	UBER TRIP PIV42	04/30/2018	\$11.75
<input type="checkbox"/>	US Bank CBCP	Taxi (513500, 513700)	UBER TRIP PIV42	04/30/2018	\$2.00
<input type="checkbox"/>	US Bank CBCP	Taxi (513500, 513700)	NYC TAXI 2R18	04/30/2018	\$7.56
<input type="checkbox"/>	US Bank CBCP	Business Meals (513500, 513700)	RESTAURANT THALIA	04/29/2018	\$44.02
<input type="checkbox"/>	US Bank CBCP	Individual Meals (513500, 513700)	DUTCH FRED'S	04/29/2018	\$20.70
<input type="checkbox"/>	US Bank CBCP	Business Meals (513500, 513700)	MONKEY BAR	04/28/2018	\$54.73
<input type="checkbox"/>	US Bank CBCP	Individual Meals (513500, 513700)	CAFE 53	04/28/2018	\$4.99

**Note: left-clicking on any line will give you additional information regarding that charge*

- 1 To move the transactions into a report, select the box beside each available transaction, or to select all available transactions, click the box beside Receipt
- 2 Once the desired transactions are highlighted, select the blue 'Move to' button and select **New Report** or the name of a report you already have in progress.

Manage Expenses View Transactions

Manage Expenses

REPORT LIBRARY View: Active Reports ▾



Create New Report

NOT SUBMITTED 02/15/2019

Training Meeting Concur UI

\$1,594.93

NOT SUBMITTED 02/15/2019

KBS Personal Car Mileage

\$7.54

SUBMITTED 02/14/2019

TBC Meeting 01242019

\$20.14

Approved
Processing Payment

AVAILABLE EXPENSES View: All Expenses ▾

		Delete		Combine Expenses		Move to ▾				
<input type="checkbox"/>	Receipt	Payment Type						Vendor Details	Date ▾	Amount
<input checked="" type="checkbox"/>		US Bank CBCP				Training Meeting Concur UI		UBER TRIP PIV42	04/30/2018	\$11.75
<input checked="" type="checkbox"/>		US Bank CBCP				KBS Personal Car Mileage		UBER TRIP PIV42	04/30/2018	\$2.00
<input checked="" type="checkbox"/>		US Bank CBCP				New Report		NYC TAXI 2R18	04/30/2018	\$7.56
<input checked="" type="checkbox"/>		US Bank CBCP						RESTAURANT THALIA	04/29/2018	\$44.02
<input checked="" type="checkbox"/>		US Bank CBCP						DUTCH FRED'S	04/29/2018	\$20.70
<input checked="" type="checkbox"/>		US Bank CBCP						MONKEY BAR	04/28/2018	\$54.73
<input checked="" type="checkbox"/>		US Bank CBCP						CAFE 53	04/28/2018	\$4.99

If you have already created your Expense Report [Please see the [“How To Start An Expense Report”](#) document if you are having issues with this step] you can also add your card transactions into the report as follows:

- 1 Under the blue Expense tab, select your pre-existing (and unsubmitted) report

SAP Concur | Requests | Travel | **Expense** | Approvals | Reporting | App Center | Help | Profile

Manage Expenses | View Transactions

Manage Expenses

REPORT LIBRARY View: Active Reports



Create New Report

NOT SUBMITTED 02/19/2019

test

\$0.00

AVAILABLE EXPENSES View: All Expenses

This will bring you into your report

Manage Expenses | View Transactions

test \$0.00 Delete Report Submit Report

Not Submitted

Report Details | Print/Share | Manage Receipts

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to

No Expenses
Add expenses to this report to submit for reimbursement.

2	Select Add Expense
3	Click the boxes for any expenses you wish to add to the report, then select Add To Report

Add Expense

13
Available Expenses

+
Create New Expense

<input type="checkbox"/>	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	US Bank CBCP	Taxi (513500, 513700)	UBER TRIP PIV42	04/30/2018	\$11.75
<input checked="" type="checkbox"/>	US Bank CBCP	Taxi (513500, 513700)	UBER TRIP PIV42	04/30/2018	\$2.00
<input checked="" type="checkbox"/>	US Bank CBCP	Taxi (513500, 513700)	NYC TAXI 2R18	04/30/2018	\$7.56
<input checked="" type="checkbox"/>	US Bank CBCP	Business Meals (513500, 513700)	RESTAURANT THALIA	04/29/2018	\$44.02
<input type="checkbox"/>	US Bank CBCP	Individual Meals (513500, 513700)	DUTCH FREDS	04/29/2018	\$20.70
<input type="checkbox"/>	US Bank CBCP	Business Meals (513500, 513700)	MONKEY BAR	04/28/2018	\$54.73

Close

Add To Report

The expenses will now show in your report as below, and can be edited as needed.

Manage Expenses View Transactions

Alerts: 6

Test Report \$65.33
Not Submitted

Delete Report Submit Report

Report Details Print/Share Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	!		US Bank CBCP	Taxi (513500, 513700)	UBER TRIP PIV42	04/30/2018	\$11.75
<input type="checkbox"/>	!		US Bank CBCP	Taxi (513500, 513700)	NYC TAXI 2R18	04/30/2018	\$7.56
<input type="checkbox"/>	!		US Bank CBCP	Taxi (513500, 513700)	UBER TRIP PIV42	04/30/2018	\$2.00
<input type="checkbox"/>	!	+	US Bank CBCP	Business Meals (513500, 513700)	RESTAURANT THALIA New York, New York	04/29/2018	\$44.02
							\$65.33