

HOW TO ASSIGN CARD CHARGES TO AN EXPENSE REPORT

To assign card transactions to a **new expense report**, follow steps 1 & 2 below.

1. **Access card transactions in Concur:** click on the Home drop-down menu and select **Expense** or simply view card transactions by clicking the **Available Expenses** boxes on the Concur home page.

The screenshot shows the SAP Concur home page. The 'Home' dropdown menu is open, and the 'Expense' option is selected. The 'Available Expenses' box is highlighted, showing a count of 20. Below this, the 'Available Expenses (20)' section is highlighted, showing a list of expenses including 'Government Services (Not Elsewh)' for \$862.93 on January 29, 2025.

The screenshot shows the 'Manage Expenses' page. The 'Report Library' section shows 'No Reports'. The 'Available Expenses' table is highlighted with a red box, showing a list of expenses including 'Test CBGP' for \$862.93 and \$445.84.

Receipt	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount
☐	Test CBGP	Corporate Card	Undefined	Government Services (Not Elsewh	01/29/2025	\$862.93
☐	Test CBGP	Corporate Card	Undefined	Automated Referral Service (For	01/23/2025	\$445.84

2. Move the transactions into an expense report:

- Select the checkbox(es) next to the appropriate transaction(s). To select all transactions, click the checkbox to the left of the word **Receipt**. Note: To view more information about the transaction, click on the Expense.
- Once the desired transactions are selected, click on the blue **Move** button and select **New Report**. If you want to add the transaction(s) to a report you already have in progress, select the name of that report.

2

Available Expenses
View: All Expenses

View Edit Delete Combine Expenses Move

☐	Receipt	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount	
☒	Test CBCP		Corporate Card	Undefined	Government Services (Not Elsewh	01/29/2025	\$862.93	...
☒	Test CBCP		Corporate Card	Undefined	Automated Referral Service (For	01/23/2025	\$445.84	...
☐	Test CBCP		Corporate Card	Undefined	Automated Referral Service (For	01/23/2025	\$-445.84	...
☐	Test CBCP		Corporate Card	Undefined	Disinfecting Services	01/16/2025	\$750.74	...
☐	Test CBCP		Corporate Card	Undefined	Ambulance Services	01/15/2025	\$304.19	...

→

New Report

Alternatively, you can add transactions to an **existing report** by first accessing the expense report from your Concur profile. Follow steps below.

- Click on the desired report from your Report Library.

SAP Concur
Expense

Manage Expenses
Card Transactions

Home / Expense / Manage Expenses

Manage Expenses

Report Library

Create New Report

View: Active Reports

ProLeadership San Diego 0...

02/16/2024

\$0.00

Not Submitted

2024 Feb Mar Expenses

02/15/2024

\$40.62

Not Submitted

- Click **Add Expense** and select the Available Expense(s) you would like to add to the report.
- Select **Add to Report**.

Home / Expense / Manage Expenses / ProLeadership San Diego 030324

ProLeadership San Diego 030324 \$0.00

Not Submitted | **Add Expense** | **Available Expenses** | Create New Expense

☐	Payme... ↓↑	Expens... ↓↑	Expens... ↓↑	Vendor... ↓↑	Date ↓↑	Amount ↓↑
☒	US Bank CBCP Corporate Card	Airfare (513500, 513700)	JETBLUE 2798096267 059	12/15/2023	\$377.80	
☒	US Bank CBCP Corporate Card	Conference Registrations (513900)	UNM MARKETPLA CE	12/15/2023	\$725.00	

4 **Add To Report**

The selected charges will now appear in the report you are working on. Complete **all required fields** (highlighted in red) and make edits as needed. Submit the report once all expenses have been entered.

Home / Expense / Manage Expenses / ProLeadership San Diego 030324

ProLeadership San Diego 030324 \$1,102.80

Not Submitted | Report Number: PDVVZT

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

☐	Alerts ↓↑	Receipt ↓↑	Payment Type ↓↑	Expense Type ↓↑	Vendor Details ↓↑	Date ↓↑	Requested ↓↑
☐	☒	☐	US Bank CBCP	Conference Registrations (513900)	UNM MARKETPLACE	12/15/2023	\$725.00
☐	☒	☐	US Bank CBCP	Airfare (513500, 513700)	JETBLUE 2798096267059	12/15/2023	\$377.80
							\$1,102.80