# Adding Card Transaction to an Expense Report

**Overview:** Corporate card transactions will automatically be loaded into the Concur system. The transactions will need to be reconciled to confirm validity, that they have the appropriate expense type, fund centers are assigned, and receipts attached, if needed. You can easily assign a card transaction to a new report or existing report.

**Note**

*Depending on which web browser you use, there will be some slight system differences and functionality. The preferred web browsers are **Internet Explorer** and **Chrome**.*

1. Login to SAP Concur at www.bcm.edu/concur-solutions or click **Concur Logon** from the Travel and Expense page (www.bcm.edu/mosaic > Travel and Expense).

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

**Quick Reference Guide**
- **Version:** 18-09-14-01
- **Website:** www.bcm.edu/mosaic
- **SAP Concur Support:** concursupport@bcm.edu | **IT Help Desk:** 713-798-8737

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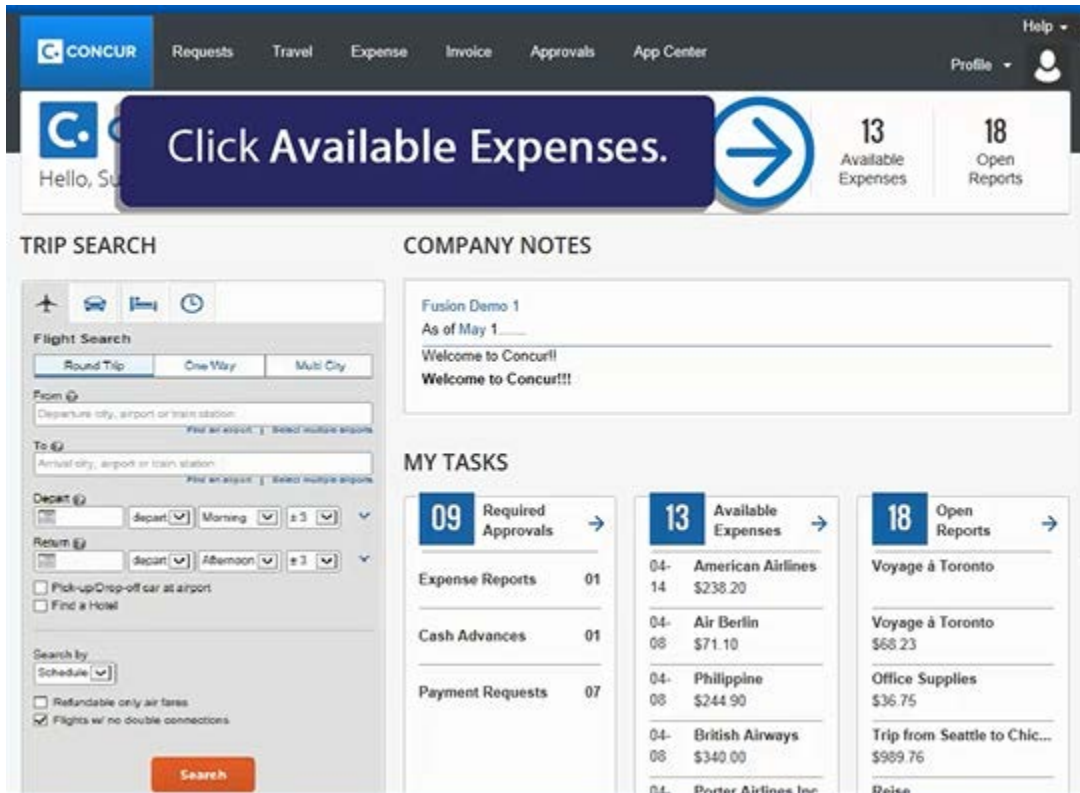


4. On the **Manage Expenses** page, you will see a list of **Active Reports** and **Available Expenses.** To work with available expenses, click **View Transactions**.
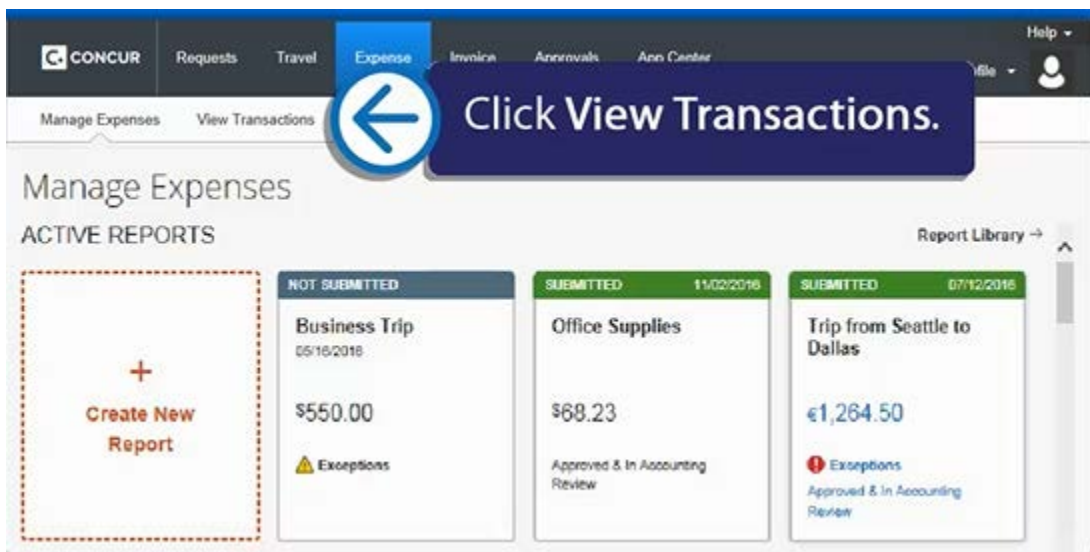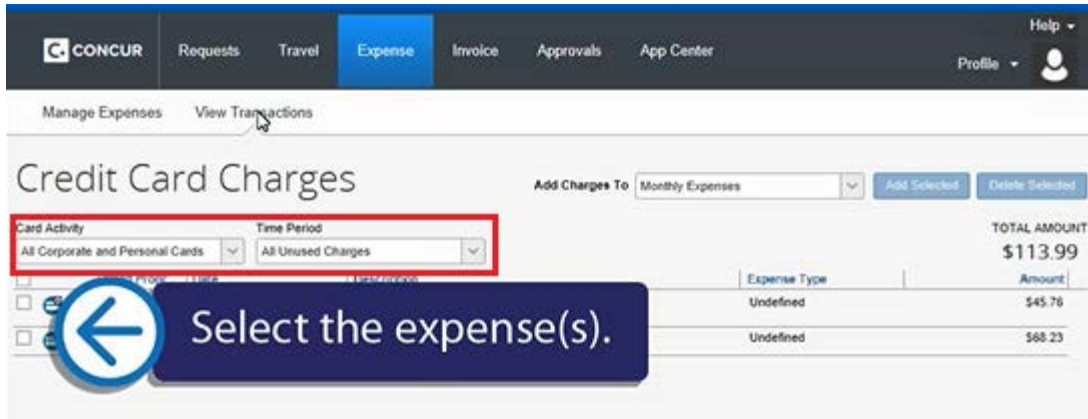
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2

5. 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.
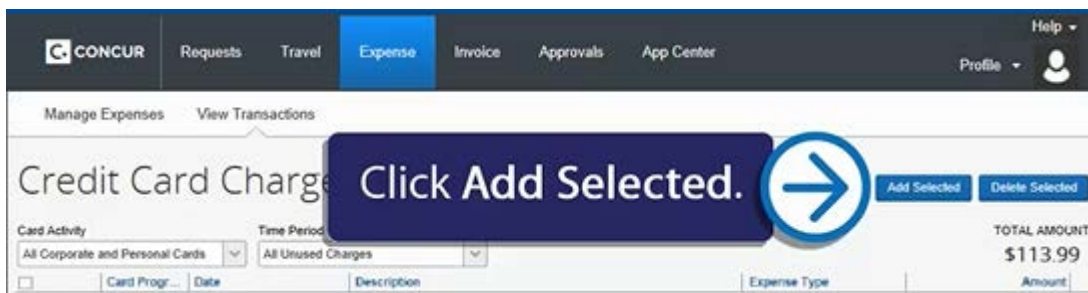


6. Select the report that you want to add the expenses to.

   You can add the selected charge(s) to an existing report or start a new report.



7. After you select the report, click **Add Selected**.

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3

8. 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 will need to resolve any red 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.



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

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4