Expense Reports:
Adding Purchase Card Expenses

Welcome to our training on adding purchase card expenses to expense reports in Concur.
Within the expense report, on the screen that allows you to manage the report,
click on Add Expense.
You will see a list of available purchasing card expenses to choose from. All purchase card charges placed on your university purchase card are automatically fed into your Concur profile and are initially available for you to access under the Available Expenses tab. Once you apply them to an expense report, they no longer show under this tab.
You can select the expenses you wish to add by checking on the applicable boxes on the left side of the Available Expenses screen,
or you can access them from the Card Transactions tab on the quick links menu at the top of the Concur screen.
Filter the list of charges here by checking the Unused Only box near the top of the screen.
From there you can select the expenses you wish to add to the report.
Then click on Add Selected in the top right corner of the screen.
To edit the information for any of the expenses you selected, check the box for the expense and click the Edit button.
Fields that are missing required information are highlighted in red,
and the top of the screen will identify any alerts or warnings that require attention. Fill out all required and applicable fields, and resolve any alerts or warnings.
Once the expense is finalized, click on the Save Expense button at the top right of the screen.
The expense will now show as attached to the report.
To go back at any time to edit this expense, check the box associated with the expense at the left of the screen and click Edit.
If there are other expenses that need to be added to the report, search for those and repeat the steps to provide required data.