



Expense Reports:

# Adding Purchase Card Expenses

Welcome to our training on adding purchase card expenses to expense reports in Concur.

**SAP Concur** 

SAP Concur  Expense ▾ Ⓢ TT


[Manage Expenses](#) [Card Transactions](#) [Cash Advances](#)

Home / Expense / Manage Expenses / Purchase Card Report 010724


ⓘ There are cash advances available to add to this report. [View](#) ✕

## Purchase Card Report 010724 \$0.00

Not Submitted | [Report Number: 0S2J8E](#)



[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾ [View Available Receipts](#) 

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾ View:



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

Within the expense report, on the screen that allows you to manage the report,


 There are cash advances available to add to this report. [View](#) 

## Purchase Card Report 010724 \$0.00

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View:  ▾



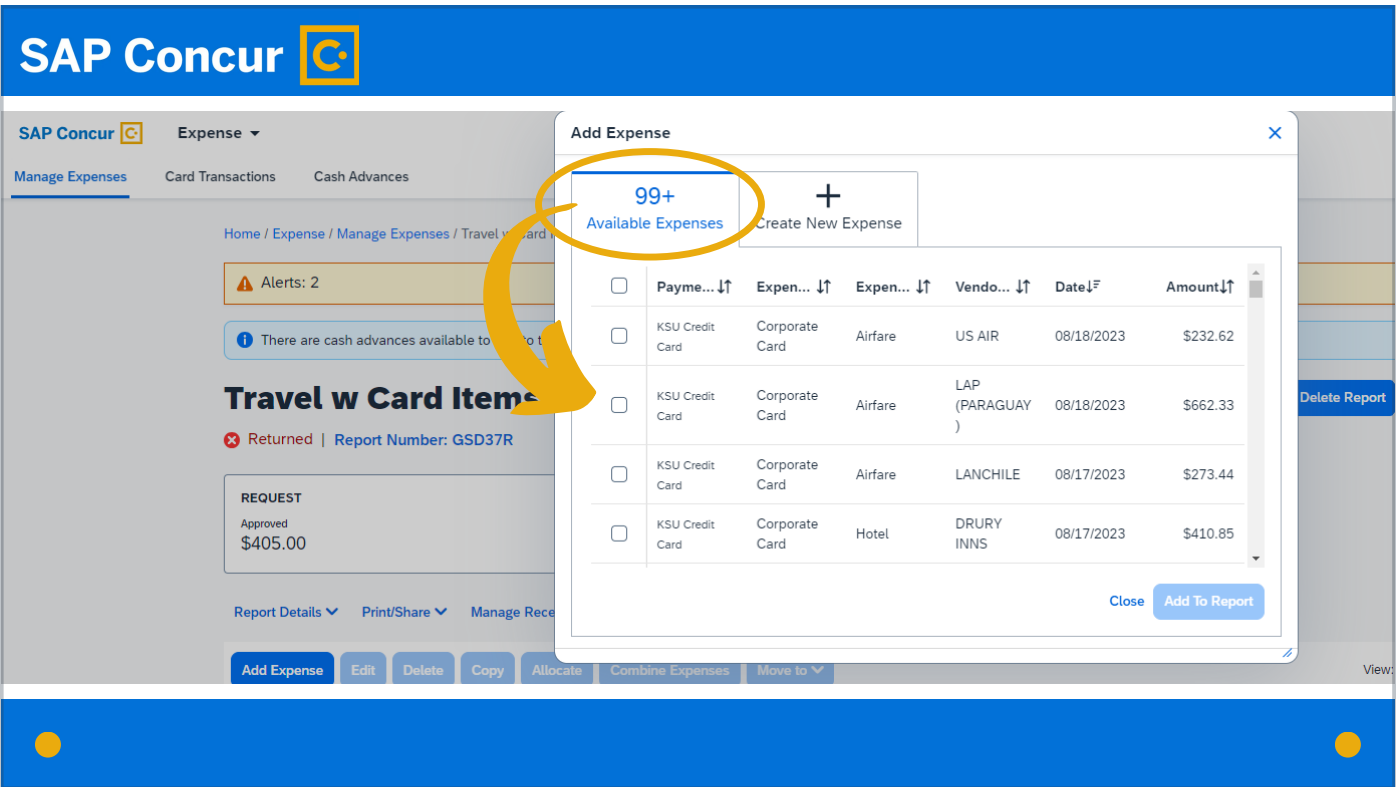
No Expenses  
Add expenses to this report to submit for reimbursement.

click on Add Expense.

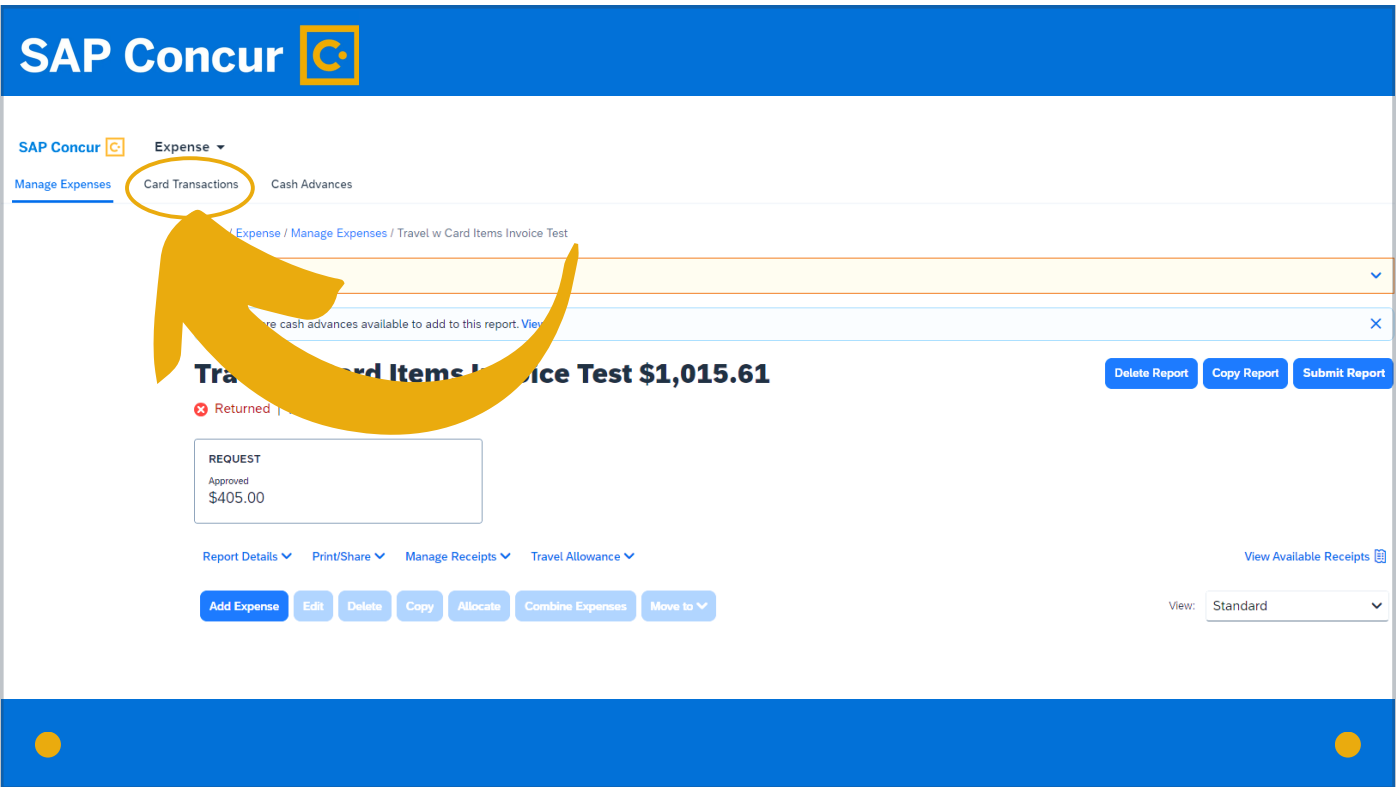
The screenshot shows the SAP Concur 'Add Expense' dialog box. The 'Available Expenses' tab is highlighted with a yellow circle. Below the tab, there is a table of available expenses. The table has columns for checkboxes, Payment Method, Expense Type, Vendor, Date, and Amount. The background shows the 'Manage Expenses' page with a 'Travel w Card Items' section and a 'REQUEST' box showing an approved amount of \$405.00.

<input type="checkbox"/>	Payme... ↑↑	Expen... ↑↑	Expen... ↓↑	Vendo... ↓↑	Date ↓↑	Amount ↓↑
<input type="checkbox"/>	KSU Credit Card	Corporate Card	Airfare	US AIR	08/18/2023	\$232.62
<input type="checkbox"/>	KSU Credit Card	Corporate Card	Airfare	LAP (PARAGUAY)	08/18/2023	\$662.33
<input type="checkbox"/>	KSU Credit Card	Corporate Card	Airfare	LANCHILE	08/17/2023	\$273.44
<input type="checkbox"/>	KSU Credit Card	Corporate Card	Hotel	DRURY INNS	08/17/2023	\$410.85

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.

## Company Card Charges

Card Activity: KSU Card Feed - 0099 ▾ Transaction Date: Last 60 Days ▾  Unused Only

<input type="checkbox"/>	Date	Description	Expense Type
<input type="checkbox"/>	08/20/2023	Motor Home Dealers Manhattan, KS	Undefined
<input type="checkbox"/>	08/20/2023	Visa Credential Service ( For Vi Manhattan, KS	Undefined
<input type="checkbox"/>	08/20/2023	Miscellaneous Personal Services Manhattan, KS	Undefined
<input type="checkbox"/>	08/20/2023	Steamship Lines Manhattan, KS	Undefined
<input type="checkbox"/>	08/20/2023	AGENCY RENT-A-CAR Manhattan, KS	Car Rental
<input type="checkbox"/>	08/20/2023	HERTZ RENT-A-CAR Manhattan, KS	Car Rental
<input type="checkbox"/>	08/20/2023	WESTERN Manhattan, KS	Airfare
<input type="checkbox"/>	08/20/2023	AVENSA Manhattan, KS	Airfare



Filter the list of charges here by checking the Unused Only box near the top of the screen.

## Company Card Charges

Add Charges To Card Transactions Test Add Selected

Card Activity: KSU Card Feed - 0099 Transaction Date: Last 60 Days  Unused Only TOTAL AMOUNT \$43,840.05

Date	Description	Expense Type	Amount
08/20/2023	Motor Home Dealers Manhattan, KS	Undefined	\$501.86
08/20/2023	Visa Credential Service ( For Vi Manhattan, KS	Undefined	\$962.84
08/20/2023	Miscellaneous Personal Services Manhattan, KS	Undefined	\$796.99
08/20/2023	Steamship Lines Manhattan, KS	Undefined	\$575.77
08/20/2023	AGENCY RENT-A-CAR Manhattan, KS	Car Rental	\$435.91
08/20/2023	HERTZ RENT-A-CAR Manhattan, KS	Car Rental	\$556.59
08/20/2023	WESTERN Manhattan, KS	Airfare	\$982.35
08/20/2023	AVENSA Manhattan, KS	Airfare	\$687.71
08/20/2023	FARFIELD INN Manhattan, KS	Hotel	\$536.40
08/20/2023	RIVIERA HOTEL AND CASINO Manhattan, KS	Hotel	\$686.61
08/20/2023	No Vendor Supplied	Undefined	\$492.56
08/19/2023	Civic, Fraternal, and Social Ass Manhattan, KS	Undefined	\$665.52
08/19/2023	Sports Apparel, Riding Apparel S Manhattan, KS	Undefined	\$981.12
08/19/2023	Computers, Computer Peripheral E Manhattan, KS	Undefined	\$735.39
08/19/2023	Tax Payments Manhattan, KS	Undefined	\$568.20

From there you can select the expenses you wish to add to the report.



## Company Card Charges


Card Activity: KSU Card Feed - 0099 Transaction Date: Last 60 Days  Unused Only

Date	Description	Amount	
08/20/2023	Visa Credential Service ( For VI Manhattan, KS	\$962.84	
08/20/2023	Miscellaneous Personal Services Manhattan, KS	\$796.99	
08/20/2023	Steamship Lines Manhattan, KS	\$575.77	
08/20/2023	AGENCY RENT-A-CAR Manhattan, KS	\$435.91	
08/20/2023	HERTZ RENT-A-CAR Manhattan, KS	\$556.59	
08/20/2023	WESTERN Manhattan, KS	\$982.35	
08/20/2023	AVENSA Manhattan, KS	\$687.71	
08/20/2023	FARFIELD INN Manhattan, KS	\$536.40	
08/20/2023	RIVIERA HOTEL AND CASINO Manhattan, KS	\$686.61	
08/20/2023	No Vendor Supplied	Undefined	\$492.56
08/19/2023	Civic, Fraternal, and Social Ass Manhattan, KS	Undefined	\$665.52
08/19/2023	Sports Apparel, Riding Apparel S Manhattan, KS	Undefined	\$981.12
08/19/2023	Computers, Computer Peripheral E Manhattan, KS	Undefined	\$735.39
08/19/2023	Tax Payments Manhattan, KS	Undefined	\$568.20


Add Charges To:  **Add Selected**

**TOTAL AMOUNT \$17,936.19**

Amount:



Then click on Add Selected in the top right corner of the screen.

 Alerts: 3

## Seminar \$614.59

Not Submitted | [Report Number: 0TFH3P](#)


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[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾




<input checked="" type="checkbox"/>	Alerts↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓
<input checked="" type="checkbox"/>			KSU Card Feed	Undefined	AERO COACH AVAIATION



To edit the information for any of the expenses you selected, check the box for the expense and click the Edit button.

Details    Itemizations

 Allocate

\* Required field

 Expense Type \*  
Undefined  

 Report/Trip Purpose \*    Additional Information  
None Selected 

Fields that are missing required information are highlighted in red,

The screenshot displays the SAP Concur interface for managing expenses. At the top, the SAP Concur logo and 'Expense' dropdown are visible. Below this, navigation tabs for 'Manage Expenses', 'Card Transactions', and 'Cash Advances' are present. A section labeled 'Alerts: 3' contains three warning messages: 'Missing required field: Report/Trip Purpose', 'The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.', and 'You must attach a receipt image to this expense.'. A yellow circle highlights the first two alerts. Below the alerts, the expense amount is shown as 'Undefined \$614.59' with a 'Cancel' button. The transaction details include the date '08/20/2023', description 'AERO COACH AVIATION', and payment method 'Corporate Card'. The 'Details' tab is active, showing an 'Allocate' section with a red error message for the 'Expense Type' field, which is currently set to 'Undefined'. A 'Receipt' section is also visible on the right.

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.

The screenshot displays the SAP Concur interface for managing an expense. At the top, the SAP Concur logo is visible on the left, and a user profile icon is on the right. Below the logo, the text 'SAP Concur Expense' and 'Manage Expenses' are present. The main heading is 'Job-Related Training And Webinar Fees (Non-travel) \$180.00'. To the right of this heading are buttons for 'Cancel', 'Delete Expense', and 'Save Expense'. A yellow arrow points from the top right towards the 'Save Expense' button. Below the heading, there are tabs for 'Details' and 'Itemizations', and a 'Hide Receipt' button. The 'Itemizations' tab is active, showing a summary: Amount \$180.00, Itemized \$180.00, and Remaining \$0.00. Below this is a table with columns for Alerts, Date, Expense Type, and Requested. The table contains two rows: one for 'Professional Memberships/Dues' for \$30.00 and another for 'Job-Related Training And Webinar Fees (N...)' for \$150.00. To the right of the table is a 'Receipt' preview window showing a receipt template with fields for Date, Vendor Name, Items Purchased/Charges, and Amount, along with a signature line.

Once the expense is finalized, click on the Save Expense button at the top right of the screen.

## Online Seminar \$180.00

[Delete Report](#) [Copy Report](#) [Submit Report](#)


Not Submitted | Report Number: VMTYBD

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[View Available Receipts](#) 

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾

View: [Standard](#) ▾

<input type="checkbox"/>	Alerts↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↑↓	Requested↑↓	▾
<input type="checkbox"/>			Out of Pocket	Job-Related Training And Webinar Fees (Non-travel)	Online Learning Co	10/11/2023	\$180.00 Itemized	▾
							\$180.00	


The expense will now show as attached to the report.

## Online Seminar \$180.00

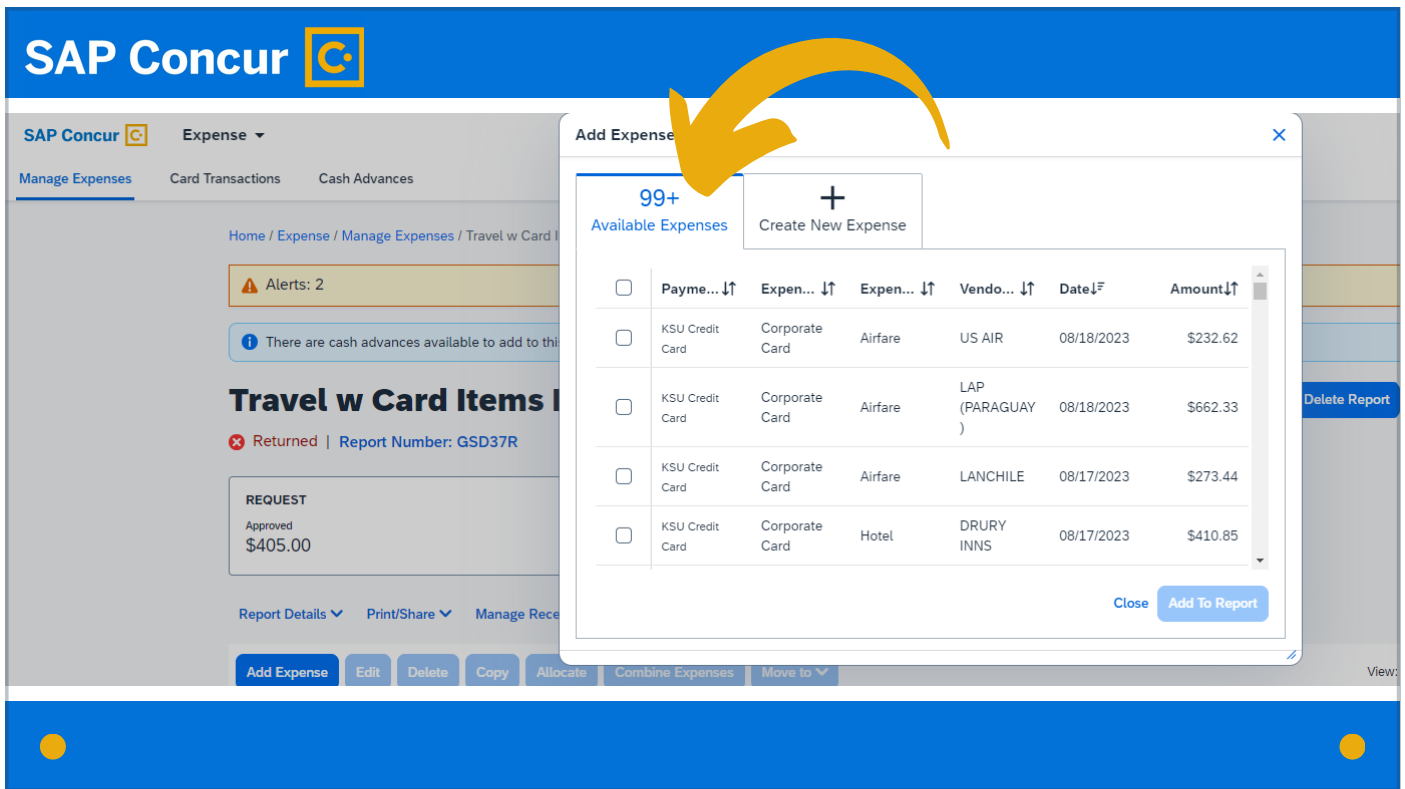
Not Submitted | [Report Number: VMTYBD](#)

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾

<input checked="" type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details
<input checked="" type="checkbox"/>			Out of Pocket	Job-Related Training And Webinar Fees (Non-travel)	Online Learning Co

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.