

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	Merchant	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:

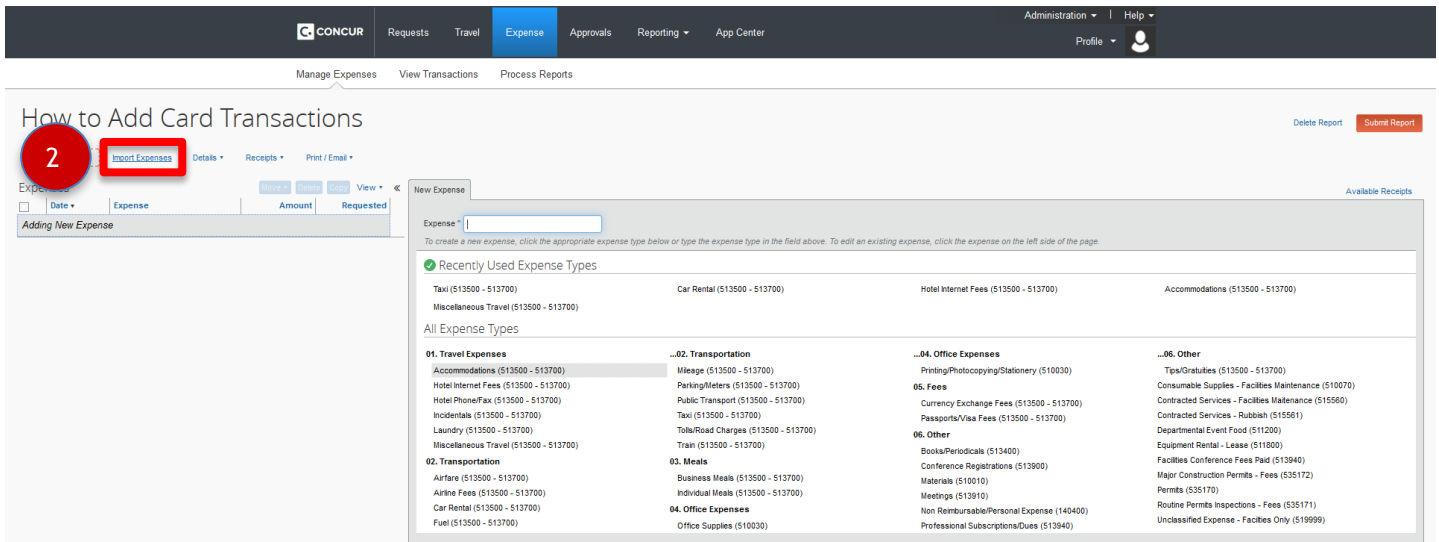
The screenshot shows the 'Expense' tab selected in the Concur navigation bar. Below it, the 'Available Expenses' section displays a table of transactions:

Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/> UBER TECHNOLOGIES INC 866-576-...	Taxi (513500 - 513700)		05/01/2015	\$17.74
<input type="checkbox"/> UBER 866-576-1039, CA	Taxi (513500 - 513700)		05/20/2015	\$13.72
<input type="checkbox"/> UBER 866-576-1039, CA	Taxi (513500 - 513700)		05/28/2015	\$10.95
<input type="checkbox"/> UBER TECHNOLOGIES INC 866-576-...	Taxi (513500 - 513700)		06/01/2015	\$6.39
<input type="checkbox"/> UBER 866-576-1039, CA	Taxi (513500 - 513700)		06/11/2015	\$11.24
<input type="checkbox"/> UBER 866-576-1039, CA	Taxi (513500 - 513700)		06/11/2015	\$10.83
<input type="checkbox"/> UBER TECHNOLOGIES INC 866-576-...	Taxi (513500 - 513700)		06/17/2015	\$9.62

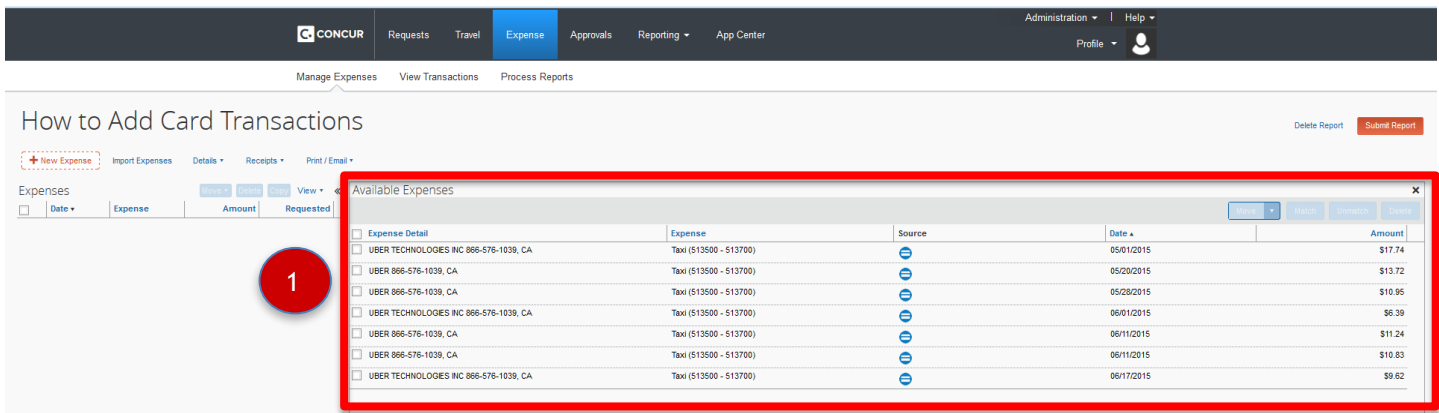
*Note: hovering over the blue credit card transaction symbol will give you additional information regarding the charge

Once you have created your Expense Report [Please see the [“How To Start An Expense Report”](#) document if you are having issues with this step] you will move your card transactions into the report one of two ways:

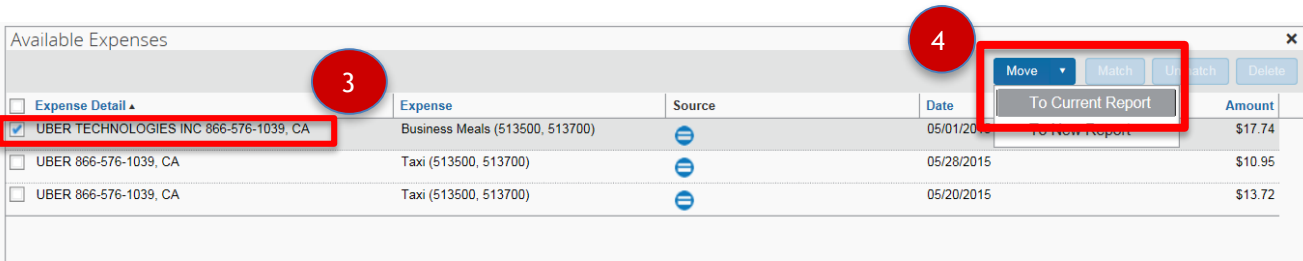
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|----------|---|
| 1 | Scenario 1: your Available Expenses [unassigned US Bank card activity] appear on the right hand side of your expense report screen. If you fall under Scenario 1, skip to Step 3. |
| 2 | Scenario 2: If your Available Expenses [unassigned US Bank card activity] do not appear on the right hand side of your expense report screen, click Import Expenses |



This will bring up all unassigned US Bank card activity

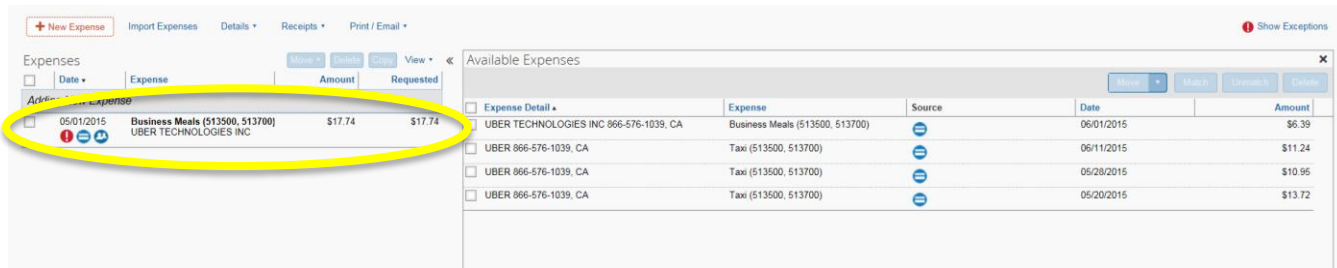


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|----------|---|
| 3 | Select the expenses under the Available Expenses that you would like to use in your report |
| 4 | Select the Move drop down box, and click To Current Report |



<input type="checkbox"/> Expense Detail	Expense	Source	Date	Amount
<input checked="" type="checkbox"/> UBER TECHNOLOGIES INC 866-576-1039, CA	Business Meals (513500, 513700)		05/01/2015	\$17.74
<input type="checkbox"/> UBER 866-576-1039, CA	Taxi (513500, 513700)		05/28/2015	\$10.95
<input type="checkbox"/> UBER 866-576-1039, CA	Taxi (513500, 513700)		05/20/2015	\$13.72

The selected Charges will now appear on the left side, under the report you are working on.



Expenses	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	05/01/2015	Business Meals (513500, 513700) UBER TECHNOLOGIES INC	\$17.74	\$17.74

<input type="checkbox"/> Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/> UBER TECHNOLOGIES INC 866-576-1039, CA	Business Meals (513500, 513700)		06/01/2015	\$6.39
<input type="checkbox"/> UBER 866-576-1039, CA	Taxi (513500, 513700)		06/11/2015	\$11.24
<input type="checkbox"/> UBER 866-576-1039, CA	Taxi (513500, 513700)		05/28/2015	\$10.95
<input type="checkbox"/> UBER 866-576-1039, CA	Taxi (513500, 513700)		05/20/2015	\$13.72