

Importing PCard Expenses into a Concur Expense Report

Description

This job aid describes how to import PCard expenses into a new or already existing Concur expense report.

There are two ways to import PCard expenses into a Concur expense report:

- 1.) From the Concur Home page

Navigation

Concur Home > Available Expenses

Available Expenses					
All Cards Move 2 Unmatch Delete					
<input type="checkbox"/> Expense Detail	Expense	Source	Date	Amount	
<input checked="" type="checkbox"/>	Delta Air Lines OMAHA, NE	Travel Airfare (623500 or 62...	12/22/2014	\$369.24	
<input checked="" type="checkbox"/>	AGNT FEE 8900635047733 AAA TRAV...	Travel Booking Fees (62357...	12/22/2014	\$23.00	
<input checked="" type="checkbox"/>	American Airlines OMAHA, NE	Travel Airfare (623500 or 62...	12/23/2014	\$279.20	

1. Select the check box(s) to the left of the Available Expense(s) you wish to import.
2. Click the **Move** drop-down menu; select an existing expense report name or New Expense Report.

Move ▾ Match Unmatch

To New Report

Test splitting itinerary

Test splitting itinerart-2

- 2.) From an existing Concur expense report

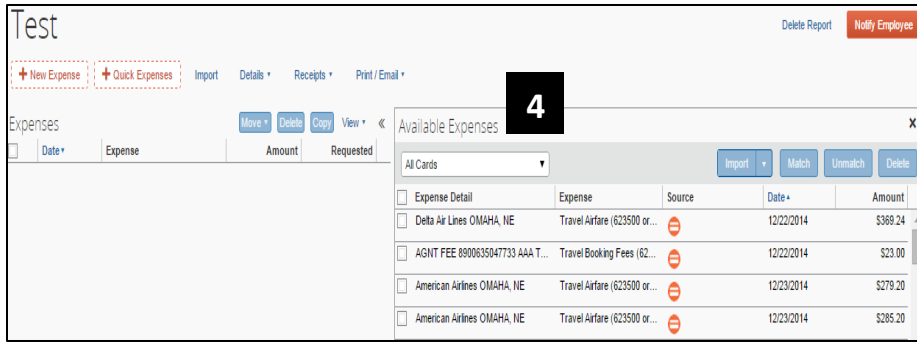
Navigation

Concur Home > Open Reports (select an existing expense report) > Report Header Pane

Test

+ New Expense
+ Quick Expenses
Import
Details ▾
Receipts ▾
Print / Email ▾

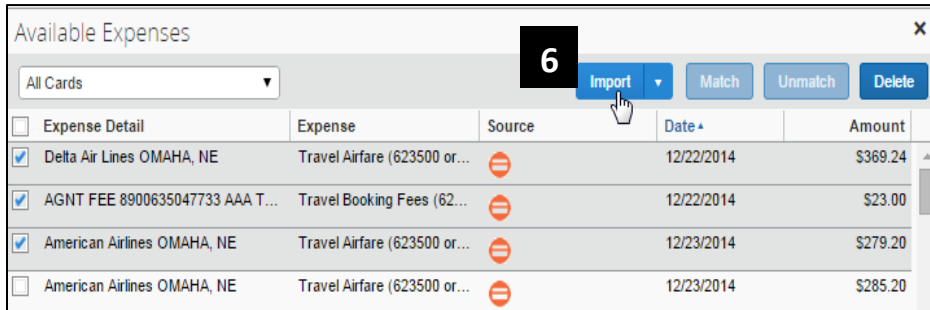
3. Click Import



- All available PCard expenses will display on the right hand side of the expense report.



- Select the check box(s) to the left of the PCard expense(s) you wish to import.



- Click Import