

ADDING PAYMENT CARD EXPENSES TO A REPORT

1. To add expenses to the report click on Add Expense.

Manage Expenses View Transactions Cash Advances

Month-year-last four digits of the card \$0.00

Not Submitted Submit Report

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

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

2. You will get the pop up below. You can sort these expenses by Payment Type, Expense Type, Vendor Details, Date or Amount.

Add Expense ✕

10 Available Expenses + Create New Expense

<input type="checkbox"/>	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	Payment Card	Undefined	CHEDDAR'S 0202098 College Stati, Texas	06/08/2022	\$81.91
<input type="checkbox"/>	Payment Card	Undefined	THE FARM PATCH Bryan, Texas	06/07/2022	\$85.00
<input type="checkbox"/>	Payment Card	Undefined	Amazon.com 8K30C4X73	06/05/2022	\$29.69
<input type="checkbox"/>	Travel Card Agency Liability		DD DOORDASH POPEYES	06/04/2022	\$19.98

Close Add To Report

3. To add expenses to your report check on the boxes and click at the bottom of the page Add to Report.

Add Expense



10
Available Expenses

+
Create New Expense

<input type="checkbox"/>	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	Payment Card	Meals	CHEDDAR'S 0202098 College Stati, Texas	06/08/2022	\$81.91
<input checked="" type="checkbox"/>	Payment Card	Undefined	THE FARM PATCH Bryan, Texas	06/07/2022	\$85.00
<input checked="" type="checkbox"/>	Payment Card	Undefined	Amazon.com 8K30C4X73	06/05/2022	\$29.69
<input type="checkbox"/>	Travel Card Agency Elmabitv	Meals	DD DOORDASH BOPEVES	06/04/2022	\$19.98

Close **Add To Report**

4. Once the expenses are added to a report you need to ensure they are classified to the correct expense type. To assign the expense type click on the expense.

Month-year-last four digits of the card \$196.60

Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Payment Card	Undefined	CHEDDAR'S 0202098 College Stati, Texas	06/08/2022	\$81.91
<input type="checkbox"/>			Payment Card	Undefined	THE FARM PATCH Bryan, Texas	06/07/2022	\$85.00
<input type="checkbox"/>			Payment Card	Undefined	Amazon.com 8K30C4X73	06/05/2022	\$29.69
							\$196.60

5. You can search by description.

The screenshot shows an expense entry form for an amount of \$81.91. The form is titled "Undefined \$81.91" and includes a "Cancel" button and a "Save Expense" button. The date is 06/08/2022, and the vendor is CHEDDAR'S 0202098. The form is divided into "Details" and "Itemizations" tabs. The "Expense Type" field is highlighted with a red arrow and contains the text "food". A dropdown menu is open, showing a list of food-related categories: "2. Food", "4050 Food Purchases (Rsrch, Smnrs, Tchng)", "4051 Food Purchases (Research Only)", "6338 Food - Catering Services", and "6339 Food - Purchases(Not Business Meals)". The "6338 Food - Catering Services" option is selected. To the right of the form is a large empty box with the text "Upload Receipt Image".

6. You can search by Object code.

The screenshot shows the same expense entry form as above, but with the "Expense Type" field containing the object code "6340". A red arrow points to the "6340" text. The dropdown menu is open, showing a list of food-related categories: "2. Food" and "6340 Food - Business Meals*". The "6340 Food - Business Meals*" option is selected. Below the "Expense Type" field are two input fields: "Business Purpose" and "Vendor Name". The "Vendor Name" field contains the text "CHEDDAR'S 0202098". To the right of the form is a large empty box with a small red icon at the bottom.

9. If you choose the expense type memberships you will need to add comments providing the beginning and end date of the membership. Again, not all system members allow this type of purchase on their payment cards.

5211 Membership Dues-Professional Org. \$409.95 Cancel Save Expense

06/16/2022 | OFFICE DEPOT #1127 | Corporate Card

Details | Itemizations Hide Receipt

Attendees (0) | Allocate

Expense Type * * Required field
5211 Membership Dues-Professional Org.

Unallowable Charge

Transaction Date: 06/16/2022

Vendor Name: OFFICE DEPOT #1127

Business Purpose:

FAMIS REF-A:

FAMIS REF-B:

Invoice Number:

Goods Received Date: MM/DD/YYYY

*TAM-Custom 06-Citi Corp Id: 89273670189

Payment Type: Payment Card

Amount: 409.95

Currency: US, Dollar

Comment *
01/01/2022 thru 12/31/2022

Receipt | Card Receipt

OFFICE DEPOT #1127
892-463-3788, TX 77060
Tax #: 592603954

MasterCard
TRANSACTION DATE: Thursday, June 16, 2022
POSTED DATE: Friday, June 17, 2022
BILLING DATE: Sunday, July 03, 2022
CREDIT CARD#: xxxxx882

Transaction Amount: USD 409.95
Ref #: 000000WRESZT000325843

Purchased: 06/16/2022 Product Code: 190517

Description	Quantity	Amount	Unit Amount	Extended Amount
PAPER X-9 8.5"X11" 20LB	5.0000	USD 409.95	USD 9.00	USD 409.95
10CA				

10. In addition, all purchases using a state account will require a Goods Received date to be selected.

5211 Membership Dues-Professional Org. \$409.95 Cancel Save Expense

06/16/2022 | OFFICE DEPOT #1127 | Corporate Card

Details | Itemizations Hide Receipt

Attendees (0) | Allocate

Expense Type * * Required field
5211 Membership Dues-Professional Org.

Unallowable Charge

Transaction Date: 06/16/2022

Vendor Name: OFFICE DEPOT #1127

Business Purpose:

FAMIS REF-A:

FAMIS REF-B: I

Invoice Number:

Goods Received Date: 06/27/2022

*TAM-Custom 06-Citi Corp Id: 89273670189

Payment Type: Payment Card

Amount: 409.95

Currency: US, Dollar

Receipt | Card Receipt

OFFICE DEPOT #1127
892-463-3788, TX 77060
Tax #: 592603954


MasterCard
TRANSACTION DATE: Thursday, June 16, 2022
POSTED DATE: Friday, June 17, 2022
BILLING DATE: Sunday, July 03, 2022
CREDIT CARD#: xxxxx882

Transaction Amount: USD 409.95
Ref #: 000000WRESZT000325843

Purchased: 06/16/2022 Product Code: 190517






Description	Quantity	Amount	Unit Amount	Extended Amount
PAPER X-9 8.5"X11" 20LB	5.0000	USD 409.95	USD 9.00	USD 409.95
10CA				

11. You may want to update several expenses at once. Click in the box to select the expense then click Edit.

Month, year, last four digits of card \$1,146.39  Copy Report Submit Report
Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to


<input type="checkbox"/>	Alerts <input type="checkbox"/>	Receipt <input type="checkbox"/>	Payment Type <input type="checkbox"/>	Expense Type <input type="checkbox"/>	Vendor Details <input type="checkbox"/>	Date <input type="checkbox"/>	Requested <input type="checkbox"/>
<input type="checkbox"/>			Payment Card	Undefined	COMMUNITY COFFEE-RECUR	06/23/2022	\$245.65
<input type="checkbox"/>			Payment Card	Undefined	OFFICE DEPOT #1127	06/16/2022	\$409.95
<input checked="" type="checkbox"/>			Payment Card	Undefined	ROSAS CAFE & TORTILLA College Stati, Texas	06/15/2022	\$408.88
<input checked="" type="checkbox"/>			Payment Card	Undefined	CHEDDAR'S 0202098 College Stati, Texas	06/08/2022	\$81.91

\$1,146.39

12. You will get the pop up below. You can make your selections then click next. All of the items you selected will be updated.

SAP Concur Expense

Manage Expenses View Transactions Cash Advan


 Alerts: 4



Month, year, last four digits
Not Submitted


Report Details Print/Share Manage Receipts


Add Expense Edit Delete

Alerts Receipt Payment Type

 Payment Card

  Payment Card

 Payment Card

 Payment Card

Edit Expenses

Expenses (✓2)

Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.

Expense Type 6340 Food - Business Meals*


Unallowable Charge No

Business Purpose

FAMIS REF-A

FAMIS REF-B

Cancel Next

Acting as MCCLENTON, CARLETTA 

Copy Report Submit Report

Date <input type="checkbox"/>	Requested <input type="checkbox"/>
06/23/2022	\$245.65
06/16/2022	\$409.95
06/15/2022	\$408.88
06/08/2022	\$81.91
	\$1,146.39

13. You can add additional expenses to a report that has already been created. You can then proceed with assigning them an expense type.

The screenshot shows the SAP Concur interface with an 'Add Expense' dialog box open. The dialog box has a title bar 'Add Expense' and a close button 'X'. Inside the dialog, there is a section 'Available Expenses' with a count '2' and a '+ Create New Expense' button. Below this is a table of expenses with columns: Payment Type, Expense Type, Vendor Details, Date, and Amount. The first row is selected with a checkmark. Below the table, it says 'Displayed expenses: 2, Total: 2'. At the bottom right of the dialog, there are 'Close' and 'Add To Report' buttons. Red arrows point to the '2' in 'Available Expenses' and the 'Add To Report' button. The background interface shows a report with columns for Date and Requested amount, and a total of \$1,146.39.

Payment Type	Expense Type	Vendor Details	Date	Amount	
<input checked="" type="checkbox"/>	Payment Card	Undefined	THE FARM PATCH Bryan, Texas	06/07/2022	\$85.00
<input type="checkbox"/>	Payment Card	Undefined	Amazon.com 8K30C4X73	06/05/2022	\$29.69

Displayed expenses: 2, Total: 2

Close Add To Report