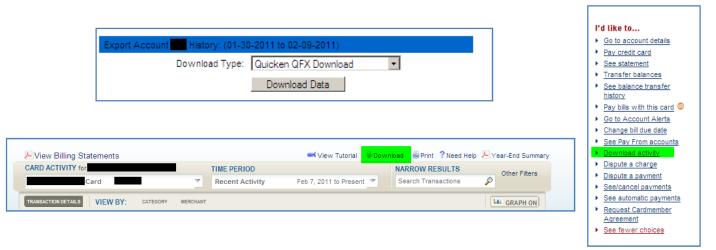
Importing Credit Card Expenses into Concur



For faster expense reporting and less manual data entry, try importing your credit card charges into Concur.

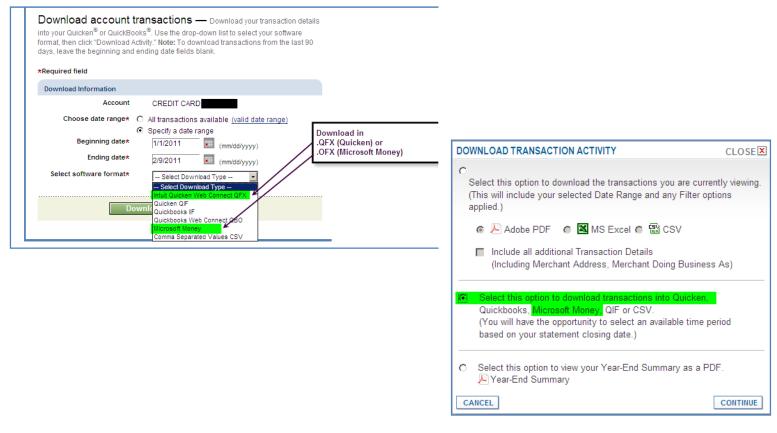
Step 1: Download Credit Card Data

Log onto your credit card's website and navigate to the section of your account where you can select the command that allows you to download your credit card activity. Depending on your financial institution, the download command might look something like the following (Contact your financial institution if you have trouble locating this feature).



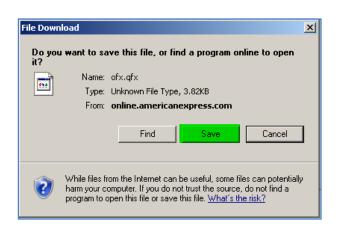
Download your data in either the **.OFX** or **.QFX** file format. These are formats used for Microsoft Money or Quicken. You <u>do not</u> need to have Microsoft Money or Quicken on your computer for the data download to work.

Your command screens might look like the following (depending on your financial institution)



Step 2: Save downloaded data to your Computer

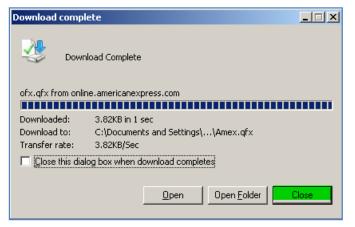
When prompted, select Save to save the file on a convenient place on your computer (ie: Desktop, My Documents, etc).



Save As			? ×
Save in:	🕝 Desktop	G 🕸 📂 🎟	•
My Recent Documents Desktop My Documents My Computer	My Documents My Computer My Computer Disc Ops Data to Rod FGBonniesfont FGJayne New Folder Planar Remote Access Corp Controller Fred's Files Pete's Files Shortcut to Common on 'fsbvt119501Finance' (L) Shortcut to Control Panel Shortcut to Control Panel Shortcut to Diana's Testwork	₽ Shortcut to Lee	Jin - DO NOT DEL
My Network Places	File name: Amex.qfx Save as type: .qfx Document	•	Save Cancel

When the Download Complete window appears, select Close

(If you select **Open** it will try to open the file in Quicken or Microsoft Money, which are likely not installed on your computer).



Step 3: Import Data into Concur

Log into your Concur account and open the expense report to which you would like to add the credit card charges. Select Import and then select From File



Questions?

Contact Jenny Shoykhet or Tina Dennis with Concur questions.

Access Concur Tutorials, Guides, and FAQ at http://www.concurtraining.com/customers/corpedtraining/index.asp

In the Import Personal Card Transactions window, select Browse and navigate to the file saved in Step 2 above. Once the file is selected, click Open.

Import Personal Card Transactions	Choose File to Upload	<u>? ×</u>
	Look in: 🞯 Desktop 💽 🕥 🎲 📂 🛄 -	
Your financial institution may allow you to download your credit card charges to your computer. You can then upload those charges into your expense report. To use this feature: 1. Access your financial institution's website and log in to your account. 2. Access your credit card information. 3. Download the file to your computer. NOTE: Expense accepts OFX and QFX file formats. (These formats are commonly utilized by Quicken and Microsoft Money.) Concur does not currently accept debit card transactions. Also, the files must be 500 KB or smaller.	My Recent Documents Desktop	
Then: 1. In this dialog box, click Browse to locate the file on your computer.	My Documents	
2. Click Upload. Browee.,.	My Computer My Computer	_
	My Network File name: Amex.gfx	Dpen
Upload Cancel	Places Files of type: All Files (*.*)	Cancel

In the Import Personal Card Transactions window, select Upload

Import Personal Card Transactions	×
Your financial institution may allow you to download your credit card charges to your computer. You can then uploa those charges into your expense report.	ıd
To use this feature:	
 Access your financial institution's website and log in to your account. Access your credit card information. Download the file to your computer. MOTE: Expense accepts OFX and QFX file formats. (These formats are commonly utilized by Quicken and Microsoft Money.) Concur does not currently accept debit card transactions. Also, the files must be 500 KB or smaller. 	
Then: 1. In this dialog box, click Browse to locate the file on your computer. 2. Click Upload .	
C:\Documents and Setting Browse	
Once your file has been selected, click Upload	
Upload Cancel	

The **Import Personal Card Transactions** window now shows all of the transactions downloaded from your financial institution. Select those charges that you would like to import into your expense report by clicking on the box on the left hand side. Once all items to be imported are selected, click **Import**.

Import Personal Card Transaction	×		
You have selected to import the following cre credit card charges you would like to add to y the credit card charges will be converted to ex	our expense report. Once you have	e selected the transactions,	
Expense Detail	Date Posted A	Amount	
	02/02/2011	\$20.00	
	02/02/2011	\$20.00	
CHEVRON CSI-200841/1HILLSBORO	02/03/2011	\$42.07	Select items to import to expense report
WHOLEFDS TAN 10327 OBEAVERTON	02/03/2011	\$7.73	
TARGET 1419 1419 PORTLAND	02/04/2011	\$17.48	
	02/04/2011	\$7.64	
	02/05/2011	\$25.13	
	02/05/2011	\$56.40	
	02/05/2011	\$10.60	
	02/06/2011	\$14.00	
	00/06/0011	61 EN 💆	
^		Import Cancel	
Leave boxes unchecked for pers items that should not be importe expense report			

Questions?

Contact Jenny Shoykhet or Tina Dennis with Concur questions. Access Concur Tutorials, Guides, and FAQ at <u>http://www.concurtraining.com/customers/corpedtraining/index.asp</u>

Step 4: Review Imported Data and update expense types

The expenses you selected in Step 3 are now included in your expense report.

If you have never uploaded expenses from a particular vendor, the expense type will show up as **Undefined**. You must open the expense and update the expense type and also update any required fields that did not automatically populate with the data import. The Red Flag indicates that you must complete these tasks prior to submitting your expense report.

Welcome, Diana Rae Baumgartner [You are administering for: Yourself]
C•ncur
My Concur Travel Expense Reporting Administration Profile
View Charges View Reports New Expense Report Approve Reports Process Reports
Test Expense Report
O New Expense Import ▼ Details ▼ Receipts ▼ Print / Email ▼
Exceptions
Expense Type Date Amount Exception
Undefined 02/03/2011 \$42.07 🕒 he entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Expenses Delete Copy View • « New Expense
Date A Expense Type Amount Requested
Adding New Expense Type
O2/03/201 Undefined To create a new expense, click the appropriate expense type below or type the expense type control to the expense type below or type the exp

Update the expense type by selected the appropriate expense type from the drop-down menu. Select Save to save your expense.

Test	t Exper	nse Repo	ort					
€N	ew Expense	e Impor	t 🔹 Detail	ls 🔹 Receipts	Print / Email	•		
Exce	ptions							
Expen	se Type	Date	Amount	Exception				
Undef	ined	02/03/2011	\$42.07	I The entry has	Undefined expense t	type. You must selec	ct an expense type for the entry before you can submit the expense re	eport.
Expe	nses				Delete Copy	/ View 🔻 ≪	Expense	
	Date 🔺	Exper	nse Type		Amount	Requested	Expense Type Transaction Date	
	02/03/20	onuc		41/1HILLSBORO	\$42.07	\$42.07	Undefined v 02/03/2011 Miscellaneous supplies	_
			efined expens it the expense		lect an expense type	for the entry	Office Equipment Office Supplies	lo not
							Postage	
							Transportation	
							Airtine Fees	
							Bus	
							Car Rental	
							Gasoline for Rental Car	
							Parking	
							Personal Vehicle Mileage	
							Taxi	

Select Save. The red flag is now removed from the expense. The blue icon indicates that this was an expense imported from a credit card.



Test Exp	ense Rep	ort					
Or New Expension	ense Impo	rt 🔹 Detail	Is 🔹 Receipts	Print / Er	mail 👻		
Exception	IS						
Expense Type	Date	Amount	Exception				
Expenses				Delete	Сору	View 🔻	«
Expenses	▲ Exp	ense Type		Delete Amount	1.2	View 🔻	«
		ense Type			1.2	-	~

Some expense types will require other fields be completed based on the Expense Type selected. For example, meals expense types will require that a location be entered if it was not automatically populated by the credit card import.

Test	Expense	Report								
() N	ew Expense	Import • Details • Receipts	Print / Email	•						
Exce	ptions									
Exper	se Type Dat	e Amount Exception								
Meals	(Breakfa 02/0	03/2011 \$7.73 🚦 Missing requi	red fields: City							
Expe	nses		Delete Cop	oy View 🕶 <	Expense					
	Date 🔺	Expense Type	Amount	Requested	Expense Type	Transaction Date	Business Purpose	Imported Vendor Information	City	
v	02/03/2011	Meals (Breakfast/Lunch/Dinner)	\$7.73	\$7.73	Meals (Breakfast/Lunch/Dinner)		 Testing	WHOLEFDS TAN 10327 OBEAVERTON		÷.
		WHOLEFDS TAN 10327 OBEAVERTON	37.75	31.15	Amount	F a	Comment	Department	Hillsboro, Oregon	
	Missing re	quired fields: City			7.73 USD 🛩	Personal Expense (do not reimburse)	×	(717000) Corp Finance/Accounting	Portland, Oregon	
	02/03/2011	Gasoline for Rental Car					*		Tigard, Oregon	
-	0	CHEVRON CSI-200841/1HILLSBORO	\$42.07	\$42.07					Redmond, Oregon	
	02/04/2011	Office Supplies							New York, New York	
_	0	TARGET 1419 1419 PORTLAND	\$17.48	\$17.48					Corvallis, Oregon	
				-					All Countries	~

Step 5: Attach Receipts

Importing expenses from a credit card does not eliminate the need to attach a receipt if the expense is greater than \$25. Attach receipts as you would for expenses that are manually entered. For instructions on adding receipts, see Step 8 of **Getting Started with Concur** at <u>PlanarSystems.com/Concur</u>

A Note about Debit Cards

The official guidance from Concur is that only credit card charges can be uploaded in the manner described above and that the importing of debit card charges is not supported. However, we have tested a limited number of debit card transactions using the steps above and have found that we were able to import debit card charges following the same steps. So, while this is not 'officially' endorsed, feel free to see if loading your debit card charges works for you using the steps outlined above.