

Concur Expense: Company Card Administration

User Guide for Standard Edition

Last Revised: September 19, 2020

Applies to these SAP Concur solutions:

- Expense
 - Professional/Premium edition
 - Standard edition

- Travel
 - Professional/Premium edition
 - Standard edition

- Invoice
 - Professional/Premium edition
 - Standard edition

- Request
 - Professional/Premium edition
 - Standard edition

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Revision History

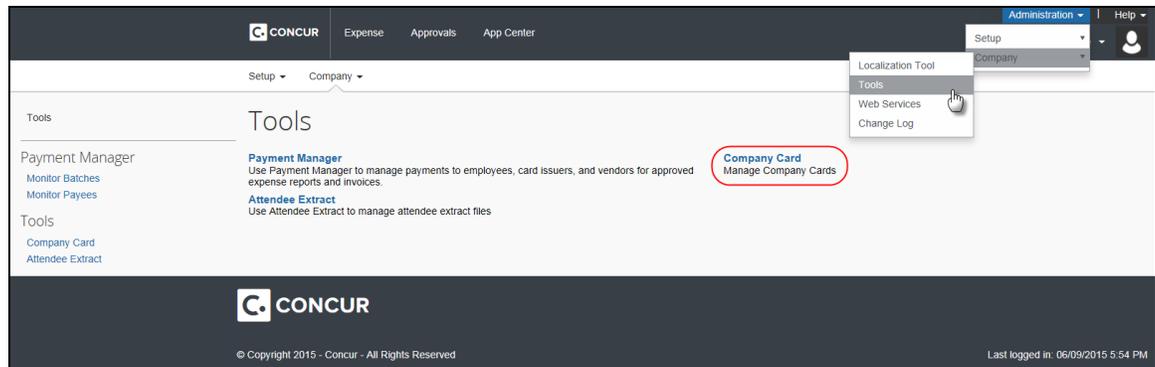
Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 27, 2021	Updated the copyright year; no other changes; cover date not updated
September 19, 2020	Added a note to the Modifying an Existing Card Account section.
April 17, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 3, 2020	Updated the copyright; no other changes; cover date not updated
August 10, 2019	Minor edits.
January 15, 2019	Updated the copyright; no other changes; cover date not updated
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 9 2018	Addition of two settings, Enable card charges on My Concur and View Charges in Expense , and Include Merchant Name when naming a Cash Advance if no other descriptive data is available .
February 17 2017	Added information on improved searches, including the new option, <i>Last Segment</i> , on the Manage Transactions page.
December 15 2016	Changed copyright and cover; no other content changes.
June 12 2015	Removed information about two user interfaces; no other content changes
September 16 2014	Added information about two user interfaces; no other content changes
July 11 2014	New document. (This content originated in the Concur Administration User Guide for Concur Standard and is now a separate guide.)

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Company Card Administration

Section 1: Overview

The **Company Card** page is used by administrators to manage imported company card transactions. This includes verifying correct assignment to the user, identifying those that are incorrectly assigned or lack assignment, and releasing held transactions to an employee.



Section 2: Available Actions

The administrator can assign, manage, and configure the company card information, using the following pages:

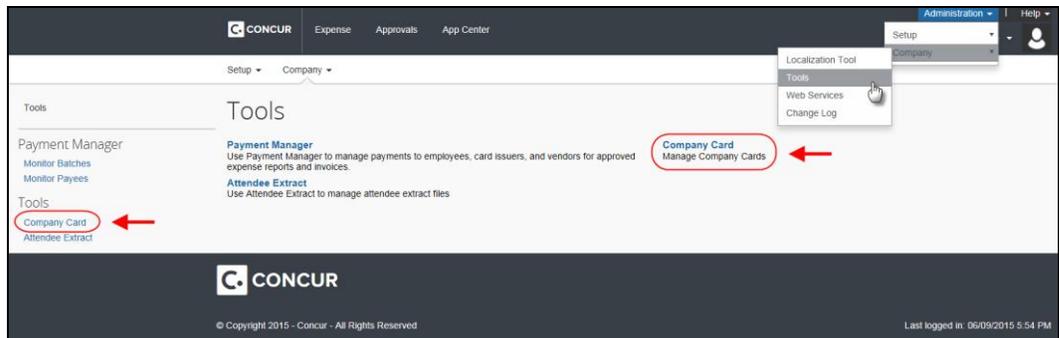
- **Manage Accounts:** Enables the administrator to manage existing company cards, register new cards, and assign or delete any unassigned company cards.
- **Manage Transactions:** Enables the administrator to release to the employee transactions that are being held for some reason or to hide transactions from employees.
- **Merchant Code Mapping:** Enables the administrator to assign merchant codes to the appropriate expense types for company card transactions.
- **Settings:** Enables the administrator to select and edit the necessary site settings that affect the company card functionality.
- **View Import Logs:** Enables the administrator to review the company card import logs based on run.

Section 3: Accessing the Tool

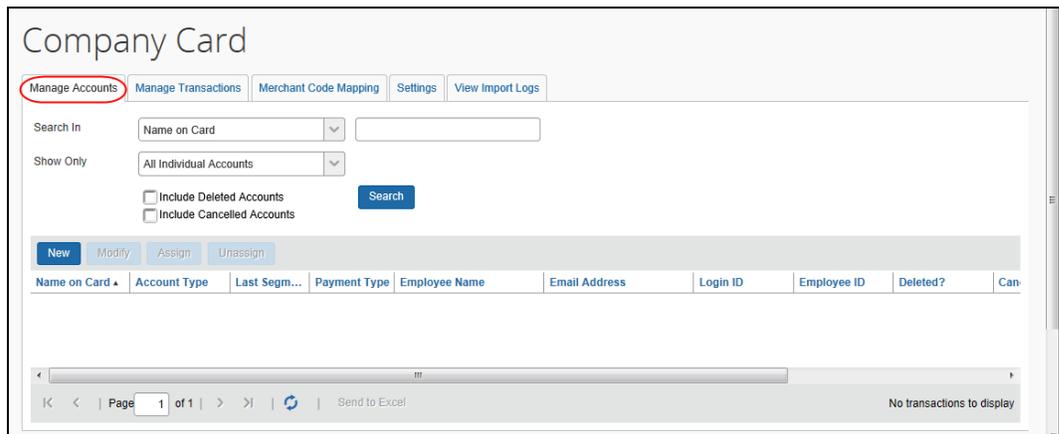
The administrator can access **Company Card** on the **Tools** page in Concur Expense.

▶ **To access the Company Card page:**

1. Click **Administration > Company > Tools > Company Card**.



The **Manage Accounts** tab displays:



Section 4: Manage Accounts

The **Manage Accounts** page is used to perform the following actions:

- **Search** for an individual account
- **Create** a new card account
- **Modify** an existing card account
- **Assign** a card account
- **Unassign** a card account
- **Delete** a card account (requires site setting for Delete button)
- **Restore** a card account (requires site setting for Delete button)
- **Export** data to an Excel spreadsheet

Searching for a Card Account

When searching for accounts, the administrator can input search criteria relative to either card accounts or employees to return the result set.

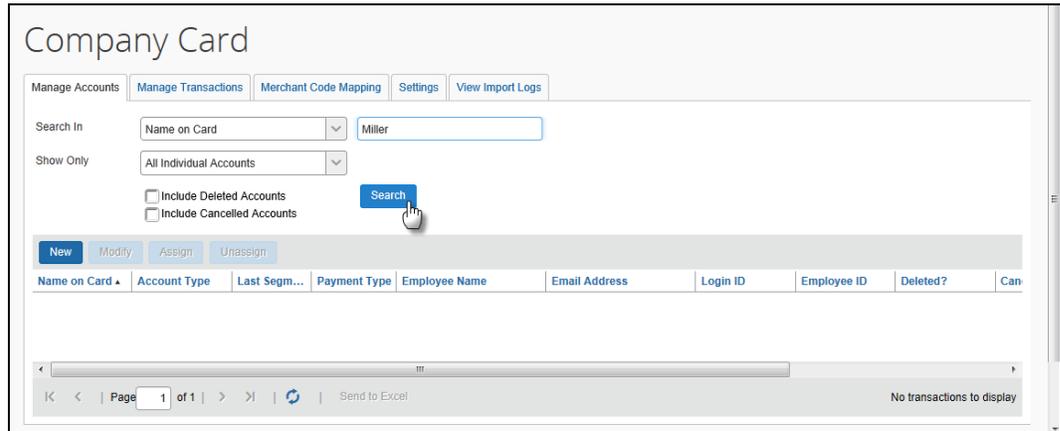
► **To search for a card account:**

1. Enter the search criteria as described in the table below.

Search Field	Description & Notes
Search Text	Type the search text that will return the card accounts you want to view, for example "Miller" for an employee name, or "1234" as the last segment of the account number.
Search In	Specify where the search should look for the search text you entered.
Show Only	Available options: <ul style="list-style-type: none"> • All Individual • Assigned Individual Accounts • Unassigned Individual Accounts
Include Deleted Accounts	Prevent (clear; the default) or include (select) the display of card accounts with a system status of Deleted in the search results.
Include Cancelled Accounts	Prevent (clear; the default) or include (select) the display of card accounts with a system status of Cancelled in the search results.

Section 4: Manage Accounts

2. Click **Search**, the results are listed in rows directly under the search area of the page:



The screenshot shows the 'Company Card' management interface. At the top, there are tabs for 'Manage Accounts', 'Manage Transactions', 'Merchant Code Mapping', 'Settings', and 'View Import Logs'. Below the tabs, there is a search section with a 'Search In' dropdown set to 'Name on Card' and a search input field containing 'Miller'. The 'Show Only' dropdown is set to 'All Individual Accounts'. There are two checkboxes: 'Include Deleted Accounts' and 'Include Cancelled Accounts', both of which are unchecked. A blue 'Search' button is highlighted with a mouse cursor. Below the search section, there is a toolbar with buttons for 'New', 'Modify', 'Assign', and 'Unassign'. A table with columns for 'Name on Card', 'Account Type', 'Last Segm...', 'Payment Type', 'Employee Name', 'Email Address', 'Login ID', 'Employee ID', 'Deleted?', and 'Can' is visible. The table is currently empty. At the bottom, there is a pagination bar showing 'Page 1 of 1' and a 'Send to Excel' button. The status bar at the bottom right indicates 'No transactions to display'.

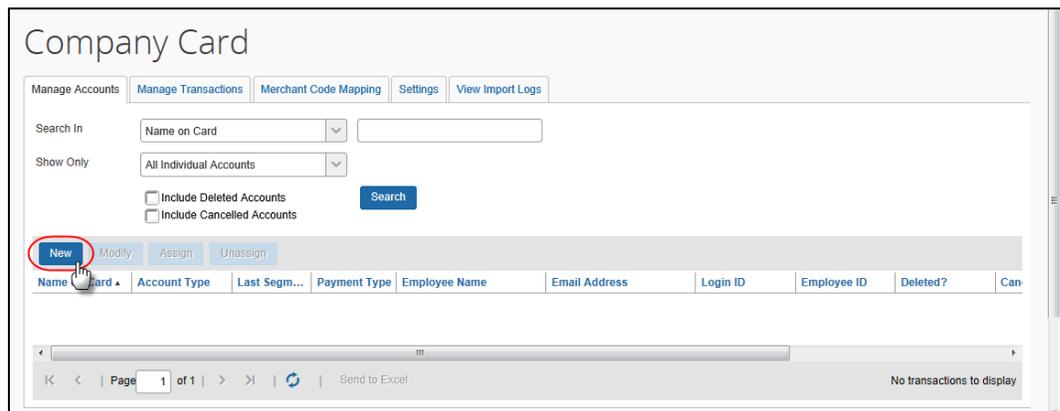
Creating a New Card Account

The administrator can manually register new company cards. When creating a new card account the administrator has the option of creating and assigning the account with a single action. This is described in the procedure below.

NOTE: If the administrator manually enters a company card that is subsequently imported during the company card import process, the imported card will overwrite the manually entered name. However, a card member listing feed will never override a card assignment. Instead, a warning message is generated noting current card assignment and other information.

► **To create a new card account:**

1. On the **Manage Accounts** page, click **New**.



The screenshot shows the 'Company Card' management interface, similar to the previous one. The 'New' button in the toolbar is highlighted with a red circle and a mouse cursor. The search input field is empty. The table below the toolbar is also empty. The pagination bar shows 'Page 1 of 1' and the status bar indicates 'No transactions to display'.

The **Create New Card Account** dialog box displays.

2. Complete the appropriate fields.

Field	Description & Notes
Account Type	Choose the type of account.
Name on Card	Type the employee's name, exactly as it appears on the card.
Payment Type	Select the payment type for the new card from within the Payment Type list. NOTE: The Payment Type Key list contains only payment types that have associated company card import feeds.
Account Number	Enter the new company card number into the Account Number field, using only numeric characters (such as, 123445678975). NOTE: Company card numbers are not validated within Concur Expense to ensure that they are legitimate charge card numbers; however, they are verified to make sure they are between 14 and 16 characters in length.
Clearing Account Code	Enter a clearing account code number in the Clearing Account Code field. The clearing account code is used to book amounts in the companies ledger that the employee owes back to the company when they have charged amounts that are not going to be reimbursed on a company paid card. NOTE: The Clearing Account Code field must be completed in order for an employee to submit a company card transaction expense in an expense report for an expense marked as a Company Billed/Company Paid (CBCP) expense. Otherwise, the employee will receive an error message stating that this field was not completed and will not be able to submit the expense report. However, if a clearing account code is already set up for the payment type, then this field does not need to be completed.
Effective Date	Enter the effective date of the card. The effective date is the date assigned by the corporate card vendor and establishes when the card is active and can be used by the card holder. Either type the date in directly, using the MM/MM/YYYY format, or use the date picker.

Field	Description & Notes
Card Icon	Select a color that will be associated as a colored card icon to the card account you create here. If no card color is selected, the system will default to the selection made with the card job and then to the standard default color selections, for example Mint (AMEX), Sunset (MasterCard), and Sky (VISA) colors.

- Choose from two options to complete this procedure:
 - ◆ **Save:** Click **Save** to save this new account to the system.
 - ◆ **Save and Assign:** Click **Save and Assign** to save the account and then proceed to assign the new account to an employee.

- Fill out the information as required:
 - ◆ **Transaction Release Period (days):** Enter a positive whole number from 1 to 999. This number, subtracted from the date of card assignment, specifies the beginning of the date range in which a transaction's post date must fall for the transaction to be released to the user at card assignment. The date of card assignment represents the end of that date range.

! The Transaction Release Period setting applies only to those transactions imported using a configurable importer. Refer to *Settings Page* in this guide for more information on the Transaction Release setting.

- ◆ **Search:** Enter a minimum of 3 characters of the last name of the employee you will assign the card account to.

Modifying an Existing Card Account

When modifications to an existing card account are required, use the **Modify** button to open the selected account and perform the changes.

▶ **To modify an existing card account:**

- On the **Manage Accounts** page, enter the appropriate search criteria to locate an account.

2. Click **Search**.
3. From the rows that display, select a record.
4. Click **Modify**.

Company Card

Manage Accounts | Manage Transactions | Merchant Code Mapping | Settings | View Import Logs

Search In: Name on Card

Show Only: All Individual Accounts

Include Deleted Accounts

Include Cancelled Accounts

Search

New | **Modify** | Assign | Unassign

Name on Card	Account Type	Last Segm...	Payment Type	Employee Name	Email Address	Login ID	Employee ID	Deleted?	Can
Chris Miller	Individual	1234	IBIP	Chris Miller	cm@BrooksDev060915.c...	cm@BrooksDe...	cm@BrooksDe...	No	No

Page 1 of 1 | Send to Excel | Displaying transactions 1 - 1 of 1

The **Modify Card Account** dialog box appears.

5. Edit the values as needed to change the name on the account, payment type, clearing account code, or effective start date.

Modify Card Account

Account Type: Individual

Name on Card: Chris Miller

Payment Type: IBIP

Account Number: XXXX XXXX XXXX 1234

Clearing Account Code: 987654321

Effective Date: 06/08/2015

Assignment Date: 06/09/2015

Card Icon: Sky

Save Cancel

NOTE: For American Express® Business Card accounts, card admins can only edit the payment type, clearing account code, and card icon values. All other fields are read only.

6. Click **Save**.

Assigning a Card Account

The administrator can view all unassigned card accounts, but can only assign unassigned cards one at a time. The list of unassigned cards comes from company card import and card member listing feeds received from the credit card vendors and from new cards that have been registered but not yet assigned. These cards may already have the employee's name, but they are not associated with that employee in Concur Expense. After the card is assigned to the employee, transaction information associated with that card appears in Concur Expense.



Refer to the section *Creating a New Card Account* in this guide to learn how to create and assign a card account in a single step.

► **To assign a card account:**

1. On the **Manage Accounts** page, enter the appropriate search criteria to return the card record(s).
2. Click **Search**.
3. From the rows that display, select a record.

NOTE: You may assign only one card account at a time.

4. Click **Assign**.

The screenshot shows the 'Company Card' management interface. At the top, there are tabs for 'Manage Accounts', 'Manage Transactions', 'Merchant Code Mapping', 'Settings', and 'View Import Logs'. Below the tabs, there are search filters: 'Search In' (Name on Card), 'Show Only' (All Individual Accounts), and checkboxes for 'Include Deleted Accounts' and 'Include Cancelled Accounts'. A 'Search' button is present. Below the filters, there are buttons for 'New', 'Modify', 'Assign', and 'Unassign'. The 'Assign' button is circled in red. Below the buttons is a table with the following columns: Name on Card, Account Type, Last Segm..., Payment Type, Employee Name, Email Address, Login ID, Employee ID, Deleted?, and Can. The table contains one row: Chris Miller, Individual, 1234, IBIP, Employee Name, Email Address, Login ID, Employee ID, Deleted? (No), and Can (No). At the bottom, there are navigation controls: 'Page 1 of 1', 'Send to Excel', and 'Displaying transactions 1 - 1 of 1'.

The **Assign Account with Name on Card** dialog box displays.

Transaction Release Period (days)	Search	Login ID	Last Name	First Name	Middle Name	Employee ID
30	chr	cm@BrooksDev0...	Miller	Chris		cm@BrooksDev0...

5. Input the following information:
 - ◆ **Transaction Release Period (days)**: Enter a positive whole number from 1 to 999. This number, subtracted from the date of card assignment, specifies the beginning of the date range in which a transaction's post date must fall for the transaction to be released to the user at card assignment. The date of card assignment represents the end of that date range.

! The Transaction Release Period setting applies only to those transactions imported using a configurable importer. Refer to *Settings Page* in this guide for more information on the Transaction Release setting.

- ◆ **Search**: Enter a minimum of 3 characters of the last name of the employee you will assign the card account to - the result set is limited to those employees in the same Group as the administrator performing the search.

TIP: Selecting a row enables the **Assign** button.

6. Click **Assign**.

Unassigning a Card Account

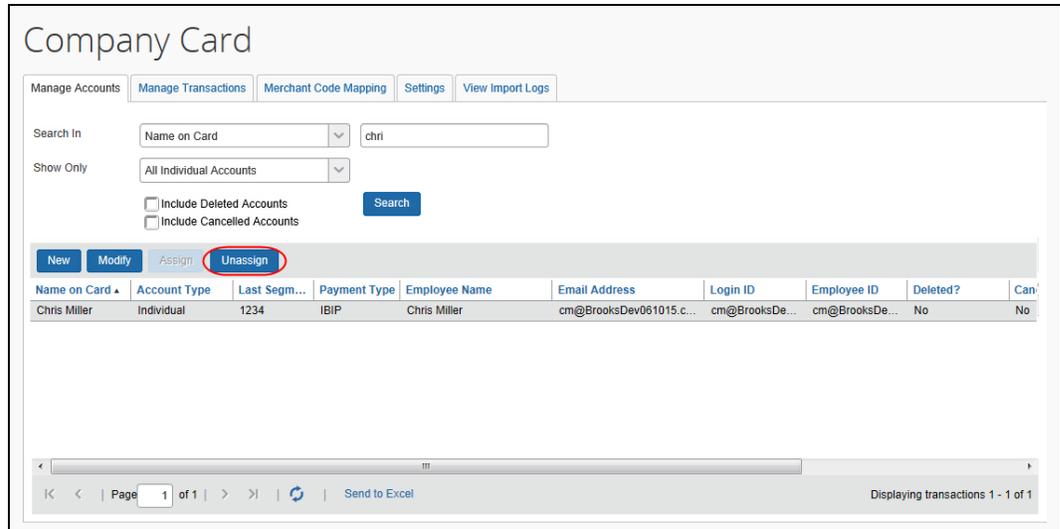
The administrator has the ability to unassign a company card from a user and return it to the list of unassigned cards. The administrator can remove a company card assignment from an employee within the **Company Cards** page. Once the card is unassigned, it can be reassigned to another employee.

NOTE: If a company card is unassigned from an employee and its transactions exist in an expense report, the transactions will remain assigned or associated with the report until the employee manually removes the entries. If the employee removes the transactions from the existing report, the transaction data will become available for the next employee assigned to that company card. Additionally, if a company card is unassigned from an employee, all transactions that have not been assigned or associated with a submitted report become unassigned.

Section 4: Manage Accounts

► **To unassign an existing card:**

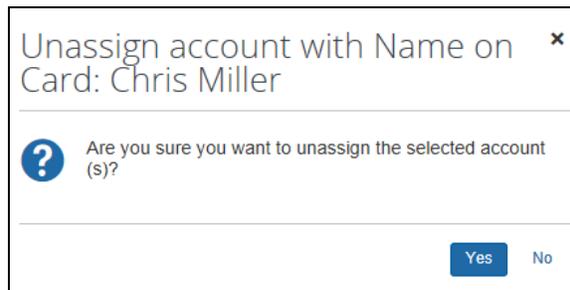
1. On the **Manage Accounts** page, enter the appropriate search criteria to locate an employee.
2. Click **Search**.
3. Select a record from the rows that display.
4. Click **Unassign**.



The screenshot shows the 'Company Card' management interface. At the top, there are tabs for 'Manage Accounts', 'Manage Transactions', 'Merchant Code Mapping', 'Settings', and 'View Import Logs'. Below the tabs, there is a search section with a 'Search In' dropdown set to 'Name on Card' and a search input field containing 'chri'. There is also a 'Show Only' dropdown set to 'All Individual Accounts' and two checkboxes for 'Include Deleted Accounts' and 'Include Cancelled Accounts'. A 'Search' button is located to the right of these options. Below the search section, there is a toolbar with buttons for 'New', 'Modify', 'Assign', and 'Unassign'. The 'Unassign' button is circled in red. Below the toolbar is a table with the following columns: 'Name on Card', 'Account Type', 'Last Segm...', 'Payment Type', 'Employee Name', 'Email Address', 'Login ID', 'Employee ID', 'Deleted?', and 'Can...'. The table contains one row for 'Chris Miller' with an 'Individual' account type, '1234' last segment, 'IBIP' payment type, and 'Chris Miller' employee name. The 'Deleted?' column shows 'No'.

Name on Card	Account Type	Last Segm...	Payment Type	Employee Name	Email Address	Login ID	Employee ID	Deleted?	Can...
Chris Miller	Individual	1234	IBIP	Chris Miller	cm@BrooksDev061015.c...	cm@BrooksDe...	cm@BrooksDe...	No	No

A verification dialog box displays.



The screenshot shows a verification dialog box titled 'Unassign account with Name on Card: Chris Miller'. The dialog box contains a question mark icon and the text 'Are you sure you want to unassign the selected account (s)?'. At the bottom right, there are two buttons: 'Yes' and 'No'.

5. Click **Yes** to unassign the account from the employee.

Deleting a Card Account

The administrator has the ability to delete any card accounts if they are no longer being used within the company. The card account status can be either assigned or unassigned.

NOTE: The company card is soft deleted from the system. This means that the information remains in the system but is removed from the employee's view. Additionally, it will not reappear even if the company card account appears in subsequent feeds.

Before You Begin

The **Delete** button is only available to the administrator if the setting **Allow card accounts to be deleted** has been selected on the **Settings** tab of **Company Card** page.



For more information, refer to the *Settings Page* section of this guide.

▶ To delete a card account:

1. On the **Manage Accounts** page, enter the appropriate search criteria to locate a card account, and then click **Search**.
2. From the rows that display, select one or more records.
3. Click **Delete**.

The screenshot shows the 'Company Card' interface with the 'Manage Accounts' tab active. The 'Settings' sub-tab is selected, and a red circle highlights the 'Delete' button in the action bar. A red arrow points to the 'Settings' tab with a callout box stating: 'The Delete button is made visible by a check box on the Settings tab.' The table below shows one record for Chris Miller.

Name on Card	Account Type	Last Segm...	Payment Type	Employee Name	Email Address	Login ID	Employee ID	Deleted?	Can
Chris Miller	Individual	1234	IBIP	Chris Miller	cm@BrooksDev061015.c...	cm@BrooksDe...	cm@BrooksDe...	No	No

A confirmation dialog box displays.

The confirmation dialog box displays the following text:

Delete account with Name on Card: Chris Miller

Are you sure you want to delete the selected account(s)?

Buttons: Yes, No

4. Click **Yes** to delete the selected card account(s).

Restoring a Deleted Card Account

The administrator can elect to restore (reactivate) a card account that they have previously deleted. The account can be either assigned or unassigned. If assigned, the transaction dates set using Transaction Release Period remain in effect, and transactions, such as cash advances, are recreated and are visible or hidden to the assigned employee depending on the transaction release period date range.

TIP: Use the **Include Deleted Accounts** search criteria to display card accounts of this type.

As a reminder, the Transaction Release Period definition is repeated below:

Transaction Release Period (days): This number, subtracted from the date of card restoration, specifies the beginning of the date range in which a transaction's post date must fall for the transaction to be released to the user at card restoration. The date of card assignment represents the end of that date range.

Best Practice - Assigned Accounts and Transaction Date Assignment

To avoid inheriting existing card account transaction period dates that control what transactions will now appear to the assigned user, consider unassigning the deleted account prior to restoring it - this removes these date restrictions and associated (re)creation of cash advances, allowing the administrator to reset these dates on new assignment to another user.

Before You Begin

The **Restore** button is only available to the administrator if the setting **Allow card accounts to be deleted** has been selected on the **Settings** tab of Company Card.



For more information, refer to the *Settings Page* section of this guide.

▶ **To restore a card account:**

1. On the **Manage Accounts** page, enter the appropriate search criteria to locate a card account, being sure to select the **Include Deleted Accounts** check box.

2. Click **Search**.

Company Card

Manage Accounts | Manage Transactions | Merchant Code Mapping | Settings | View Import Logs

Search In: Name on Card | chri

Show Only: All Individual Accounts

Include Deleted Accounts
 Include Cancelled Accounts

Search

New | Modify | Assign | Unassign | Delete | Restore

Name on Card	Account Type	Last Segm...	Payment Type	Employee Name	Email Address	Login ID	Employee ID	Deleted?	Can
Chris Miller	Individual	1234	IBIP	Chris Miller	cm@BrooksDev061015.c...	cm@BrooksDe...	cm@BrooksDe...	Yes	No

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3. From the rows that display, select one or more records.
TIP: The **Deleted** column indicates what card accounts have been deleted.
4. Click **Restore**.

Company Card

Manage Accounts | Manage Transactions | Merchant Code Mapping | Settings | View Import Logs

Search In: Name on Card | chri

Show Only: All Individual Accounts

Include Deleted Accounts
 Include Cancelled Accounts

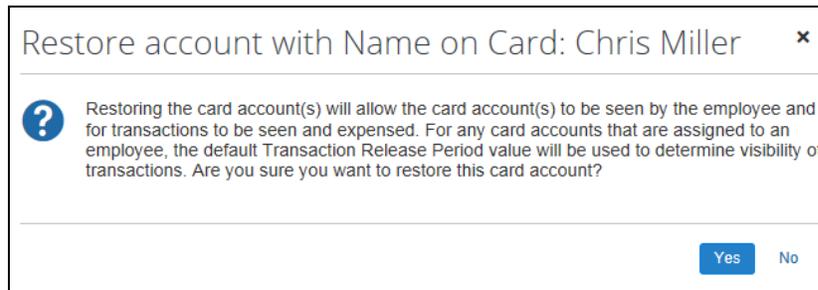
Search

New | Modify | Assign | Unassign | Delete | Restore

Name on Card	Account Type	Last Segm...	Payment Type	Employee Name	Email Address	Login ID	Employee ID	Deleted?	Can
Chris Miller	Individual	1234	IBIP	Chris Miller	cm@BrooksDev061015.c...	cm@BrooksDe...	cm@BrooksDe...	Yes	No

Page 1 of 1 | Send to Excel | Displaying transactions 1 - 1 of 1

5. On the confirmation dialog, click **Yes**.



The account is now restored and is visible to either the assigned employee or as an unassigned account to the administrator for future assignment.

In addition:

- The existing values for Transaction Release Period are in effect if the card is assigned to a user

Exporting to an Excel Spreadsheet

You can export card account data displayed in rows following a search. Exported data is presented in an Excel spreadsheet format that can be worked with just as any other Excel spreadsheet.



Refer to *Exporting Card Data to an Excel Spreadsheet* in this guide.

Section 5: Manage Transactions Page

Using the Manage Transactions Page to Manage Company Card Transactions

The **Manage Transactions** page allows you to work with transactions. You can use this page to:

- **Search** for and select company card transactions
- **Release** or hide one or more transactions from the employee
- **Export** data to an Excel spreadsheet

Accessing the Manage Transactions Page

- ▶ **To access the Manage Transactions page:**

Click **Administration > Company > Tools > Company Card > Manage Transactions** tab.

Viewing Company Card Transactions

Transactions that can be released to or hidden from an employee are displayed in the **Manage Transactions** page. To view the transactions, a group of search options are available to help the user specify the group of transactions they wish to work with. The default sort order is by the Name on Card value. Columns you can sort with include Cardholder Name, Last Segment, Employee ID, Transaction Type, Status, Date, and Amount, and others.

- ▶ **To view one or more company card transactions:**

1. Click **Administration > Company > Tools > Company Card > Manage Transactions** tab.
2. Complete the appropriate fields:

Field	Description
Search Text	Required: Type the unique search string that will return the search results for company card transactions you wish to view. The result set is limited to users who share the same Group assignment as the administrator.

Field	Description
Search In	<p>Choose the transaction record data that will be searched for the value entered in Search Text:</p> <ul style="list-style-type: none"> • Name on Card Type a character to begin the search; refine by adding additional characters as a filter • Account Number (exact match) Note: The search string must exactly match the transaction record • Last Segment The "last segment" is the set of four digits at the end of the account number. • Employee ID (exact match) Note: The search string must exactly match the transaction record
Filter By	<p>Depending on your choice you can instruct the system to refine the search results using the following options:</p> <ul style="list-style-type: none"> • No Additional Filter Return all matches (that is, do not filter the returns) • Transaction Amount Choose this option, then specify if the numeric value you enter should equal, be less or greater than, or be less or greater and also equal to the value you enter. • Merchant Name Choose this option, then specify if the string value you enter should return search results that begin with, contain, end with, or exactly equal the search string.

Field	Description
Show Only	<p>Restrict the search results to display only those results that fall into the following categories:</p> <ul style="list-style-type: none"> • Any Hidden The transaction is of any status except Unassigned to Report. • Configuration Hidden The transaction is of any type that the client has elected to hide from the employee. These can be Payments, Cash Advances and Bank charges. • Potential Duplicate The transaction may be a duplicate of another transaction that has already been imported and released. A transaction is considered a potential duplicate if it is encountered multiple times within the same feed file. The transaction is imported but hidden. If the transaction duplicates a transaction imported previously during a different job run, it is considered a duplicate and is not imported. • Prior to Card Assignment The posted date of the transaction was outside of the transaction release time period (the date the card was assigned to an employee less the number of days specified for the Transaction Release Period setting). For example, if the card was assigned on October 30, and the Transaction Release Period is 20 days, then a transaction that takes place before October 10 is "Prior to card assignment." The transaction is imported but hidden. • Prior to Effective Date The posted date of the transaction was outside of the transaction release time period (the effective date of the card less the number of days specified for the Transaction Release Period setting). • Unassigned to Report The transaction is visible to the user and has not been assigned to an expense report. • User Hidden The user has hidden the transaction on the company card screen instead of adding it to a report.

3. Click **Search**.

When you find the relevant transaction or transactions, then you can release those transactions to the card holder or hide them.

Search Example

Assume you want to return results for an employee in your Group whose name includes "User", and for this employee, only those hidden transactions associated with the merchant whose name is McDonalds.

Field Name	Value to Input	Description
Search Text	User	Only a portion of the name is required when using Name on Card. Wildcards are also permitted in this field.
Filter By	M, then select Merchant Name	Selecting Merchant Name changes the search criteria - in this case to Begins With, Contains, and so on. The value entered need only match the criteria you select.
Show Only	Any Hidden	Other choices include User Hidden, Potential Duplicate, and so on.

The search section looks like this:

The screenshot shows a search interface with three rows of controls. The first row is labeled 'Search In' and contains a dropdown menu set to 'Name on Card', followed by the text 'Contains' and an empty text input field. The second row is labeled 'Filter By' and contains a dropdown menu set to 'No Additional Filter', followed by a dropdown menu set to 'None' and an empty text input field. The third row is labeled 'Show Only' and contains a dropdown menu set to 'Any Hidden' and a blue 'Search' button.

The search returns appear in rows below the search area.

Releasing the Transactions

▶ *To release one or more company card transactions:*

1. Click (highlight) each transaction that is to be released to the card holder employee.
2. Click **Release selected rows**. The selected transactions are released to the employee. The next time the employee logs on to Concur Expense, the released transactions are available to add to a report.

Hiding the Transactions

▶ *To hide one or more company card transactions:*

1. Click (highlight) each transaction that is to be hidden from the card holder employee.
2. Click **Hide selected rows**. The selected transactions are hidden from the employee. The next time the employee logs on to Concur Expense, the transactions will not appear.

Exporting to an Excel Spreadsheet

You can export card account data displayed in rows following a search. Exported data is presented in an Excel spreadsheet format that can be worked with just as any other Excel spreadsheet.



Refer to *Exporting Card Data to an Excel Spreadsheet* in this guide.

Section 6: Merchant Code Mapping

Company card feeds use Merchant Category Codes (MCC), which are classification codes used to identify the type of business involved in the transaction. These codes are then used in the Expense Merchant Code to Expense Type Mapping table. This table is used to resolve assignment of expense types to company card transactions and is maintained by the administrator.

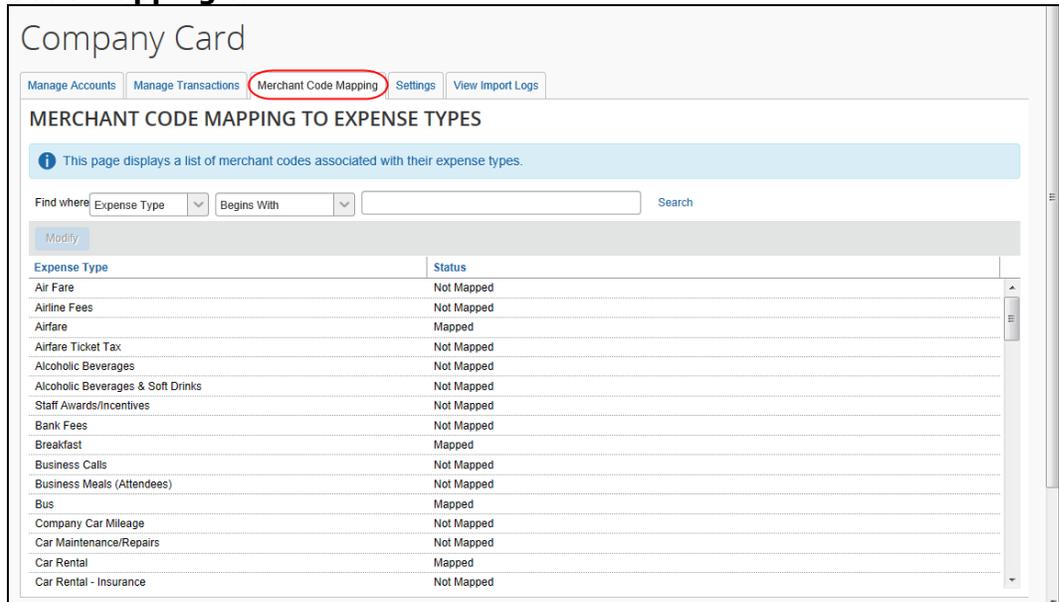
NOTE: Merchant codes are not editable because they are defined by industry standards. These defined codes are preloaded into the system during the initialization process. If an unrecognized merchant code is provided in a feed, it is added to the system, and when used in an expense report, appears as Undefined. This Undefined expense type code can be mapped like other merchant codes.

A merchant code can be assigned only to one expense type; however, an expense type may have multiple assigned merchant codes. If a company card transaction enters the system with a merchant code that is not assigned in the table, the expense type is labeled as Undefined. The Undefined expense type is a system expense type that appears on the **Add Expense** page of Expense. The employee must assign the transaction to a valid expense type in the policy before the expense report can be submitted.

NOTE: An employee cannot submit an expense report that contains undefined transactions.

► **To access the Merchant Code Mapping:**

1. Click **Administration > Company > Tools > Company Card > Merchant Code Mapping** tab.



2. Review the **Status** column to determine the expense types that are already mapped.
 - ◆ **Mapped:** Contains mapping from a merchant code to an expense type.
 - ◆ **Not Mapped:** Remains Undefined and requires mapping.

Viewing the Merchant Code Mapping for Specific Expense Types

The administrator can review the complete list of active expense types and merchant code assignments in the system.

► **To view the merchant code mapping for specific expense types:**

On the **Merchant Code Mapping to Expense Types** page, select the name of the expense in the Expense Type column, performing a search if necessary, and then click **Modify**.

Company Card

Manage Accounts | Manage Transactions | Merchant Code Mapping | Settings | View Import Logs

ASSIGN MERCHANT CODE TO EXPENSE TYPE AIRFARE

i This page displays a list of all the merchant codes that have already been associated with a particular expense type. Removing a merchant code disassociates the merchant code from this expense type, but is still available to assign to another expense type.

Find every merchant code where Begins With Search

Map New | Modify | Unmap

Merchant Code	Merchant Code Description	Vendor
3050	ICELANDAIR	
3049	TUNIS AIR	
3048	ROYAL AIR MAROC	
3047	TURK HAVA YOLLARI (THY)	
3046	CRUZEIRO DO SUL	
3045	NIGERIA AIRWAYS	
3044	AIR LANKA	
3043	AER LINGUS	Aer Lingus
3042	FINNAIR	
3041	BALKAN-BULGARIAN AIRLINES	
3040	GULF AIR	

Page 1 of 5 | Displaying merchant code 1 - 50 of 221

Return to Merchant Code Mapping

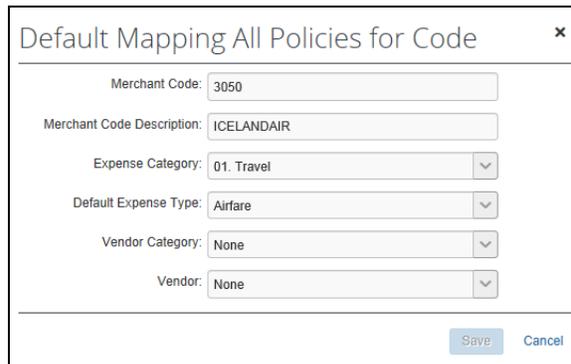
Editing Merchant Codes

► **To edit the merchant codes:**

1. Click **Administration > Company > Tools > Company Card > Merchant Code Mapping** tab.
2. In the **Expense** column, select the name of the expense (Airfare, Lodging, and so on), by performing a search if necessary.
3. Click **Modify**.
4. Select a row under **Merchant Code**, performing a search if necessary.

Section 6: Merchant Code Mapping

5. Click **Modify**.



Default Mapping All Policies for Code

Merchant Code: 3050

Merchant Code Description: ICELANDAIR

Expense Category: 01. Travel

Default Expense Type: Airfare

Vendor Category: None

Vendor: None

Save Cancel

6. Make the appropriate changes.
7. Click **Save** to return to the **Assign Merchant Code to Expense Type for <expensetype>** page.

NOTE: Any merchant code without an expense type assigned to it imports with an expense type of undefined; and the employee must select the appropriate expense type.

Assigning a Merchant Code Mapping to an Expense Type

▶ **To assign a merchant code mapping to an expense type:**

1. On the **Merchant Code Mapping to Expense Types** page, select the name of the expense (Airfare, Lodging, and so on) in the Expense Type column, performing a search if necessary.
2. Click **Map New**.
3. Select a Merchant Code.
4. Click **Map**.

Removing Merchant Code Mapping from Expense Types

▶ **To remove merchant code mapping from expense types:**

1. On the **Merchant Code Mapping to Expense Types** page, select the name of the expense in the **Expense Type** column, performing a search if necessary.
2. Click **Modify**.
3. Select a Merchant Code.
4. Click **Unmap**.

- Click **Yes** to remove the mapping of the merchant code from the expense type.

Section 7: Settings Page

The administrator can configure and manage the site settings that affect the company card functionality by using the Settings section of Company Card Administrator.

► **To access the company card settings:**

- Click **Administration > Company > Tools > Company Card > Settings** tab.

The screenshot shows the 'Company Card' settings page. At the top, there are tabs for 'Manage Accounts', 'Manage Transactions', 'Merchant Code Mapping', 'Settings' (highlighted with a red circle), and 'View Import Logs'. Below the tabs is an information box stating: 'This page determines the level of control the employee will have over the behavior of the company card transactions. Transactions to be released to the employee are specified by date range (today minus number of days you enter equals date range) and are applied only to transactions imported with a configurable importer.' The settings are organized into three sections: 'Employee' with five checkboxes (three checked), 'Transaction Release' with a text input field containing '30', and 'General Settings' with three checkboxes (all checked). 'Save' and 'Cancel' buttons are at the bottom right.

- Complete the appropriate fields.

Setting Name	Description
Employee	
Allow users to delete company card transactions without adding them to a report	When this setting is selected, a delete link appears on the Expense Company Card Transactions page and in the Available Company Card Charges section on My Concur, enabling employees to delete company card transactions. NOTE: Company card transactions are soft-deleted from the system. This means that the information remains in Expense, but is removed from the employee's view. Default = Enabled

Setting Name	Description
<p>Allow employees to edit the Transaction Date for company card transactions</p>	<p>When this setting is selected, employees can edit the transaction date on a company card transaction. Once activated, the transaction date is displayed as an editable field on the Edit Expense page for an expense, which already contains the date provided by the card vendor. The Transaction Date, Vendor, Currency, Exchange Rate, and Amount fields are locked (an employee cannot edit them) by default on an incoming company card transaction. The Date field may be changed to be editable only by using this setting. This is useful for companies that use Travel Allowance where the date may have a one-day difference from a restaurant transaction.</p> <p>Default = Disabled</p>
<p>Enable card changes on the Portal (My Concur)</p>	<p>When this setting is selected, the Available Company Card Charges pane appears in My Concur, enabling employees to access their company card charges.</p> <p>Default = Enabled</p>
<p>Allow employee to view additional information (Level 3 data) for company card transactions</p>	<p>When this setting is selected, employees can view additional data through an information box that displays level 3 data, if it exists, for a company card transaction. This ability is available to the employee from the Company Card Transactions page, Expense List page, and Edit Entry page.</p> <p>When this check box is cleared, only basic card transaction data is displayed in the pop-up window. For example, for airfare, the employee, delegate, approver, and processor can view ticket number, travel agency, seat class, and so on.</p> <p>Default = Enabled</p>
<p>Allow employees to access the Company Card page</p>	<p>When this setting is selected the employee is able to use links to navigate to and use settings in the Company Card page.</p> <p>Default = Enabled</p>
<p>Enable card charges on my SAP Concur home page and View Charges in Expense</p>	<p>Default = Enabled</p>

Setting Name	Description
Transaction Release	
Release to employee all company card transactions this many days back from the date of card assignment	<p>Enter a positive whole number from 1 to 999. Expense assigns to the employee all card account transactions falling within the date range specified by the date of card assignment less this number of days. Transactions that have a post date earlier than the first date in this range are not released to the employee, and are imported as Hidden transaction types.</p> <p>NOTE: This setting applies only to those transactions imported using a configurable importer.</p> <p>Example: if today is September 28, and you enter the number 20, the date range begins September 8 (September 28 minus 20 days equals September 8). All transactions that occur starting September 8 are released to the employee.</p> <p>The default figure is 30.</p> <p>Default = Enabled</p>
General Settings	
Notify the Company Card Administrator via email when a card account is created and needs to be manually assigned to an employee	<p>When this setting is selected, all card administrators will receive email notification whenever a new card account is created through an import but is not yet assigned to a user (has a status of Unassigned).</p> <p>Default = Enabled</p>
Notify the Company Card Administrator via email when orphaned lodge transactions arrive	<p>An orphaned lodge transaction is a transaction that for various reasons is not associated with a user. When you select this setting the system causes an email to be generated and sent to the Expense Company Card administrator when an orphaned transaction is imported.</p> <p>Default = Enabled</p>
Allow card accounts to be deleted	<p>When this setting is selected the administrator is given the ability to delete a card account.</p> <p>Default = Enabled</p>
Identify Travel Agency fees using the ARC code in the ticket number	<p>When this setting is selected the import will use logic to determine if the first 3 characters of the ARC code denote a Travel Agency fee transaction and, if so, will map this to the client's default merchant code (MCC) for Agency Fees.</p> <p>Default = Disabled</p>

Section 8: View Import Logs

Setting Name	Description
Include Merchant Name when naming a Cash Advance if no other descriptive data is available	If the imported data does not include a description of the advance, Expense will instead use the merchant name and transaction date.

3. Click **OK**.

Section 8: View Import Logs

The administrator can access the company card import logs for each company card import process, based on Run Date, Status, and Run Number, from Expense Tools.

▶ To view the import logs:

1. Click **Administration > Company > Tools > Company Card > View Import Logs** tab.

Company Card

Manage Accounts | Manage Transactions | Merchant Code Mapping | Settings | **View Import Logs**

i This page displays all company card imports that have been performed, the last date they were run, and whether the import was successful. Click the import name to select a specific card job and then **View Run Summary** or **View Run Details** to view the details of the run. All imports are done using the Integration Administrator application.

IMPORT NAME « IMPORT RUN HISTORY FOR:

Find every run where Run Date Equals mm/dd/yyyy **Go!**

Run Nu...	Last Run Date	Run Status	File Name	Record Co...	Summary	Details
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Page 1 of 1 | No transactions to display

2. Under **Import Name**, select an import job by clicking it.

Company Card

Manage Accounts | Manage Transactions | Merchant Code Mapping | Settings | **View Import Logs**

i This page displays all company card imports that have been performed, the last date they were run, and whether the import was successful. Click the import name to select a specific card job and then **View Run Summary** or **View Run Details** to view the details of the run. All imports are done using the Integration Administrator application.

IMPORT NAME « IMPORT RUN HISTORY FOR: RR VISA

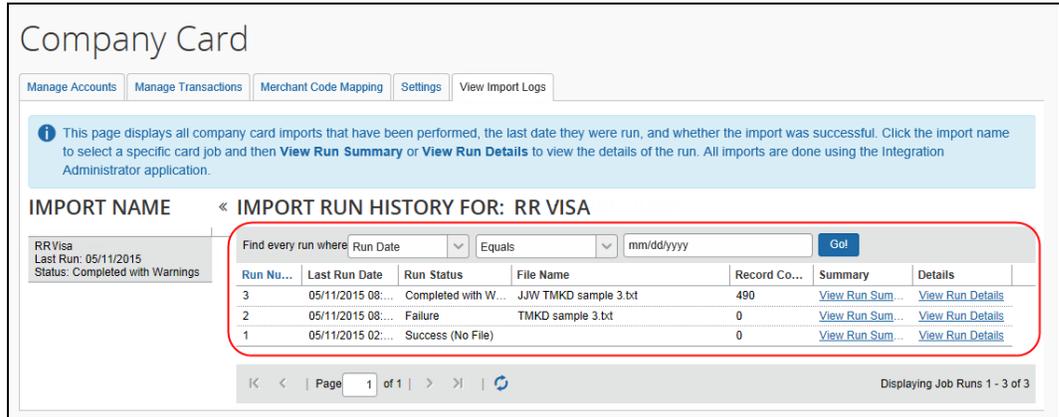
RR Visa
Last Run: 05/11/2015
Status: Completed with Warnings

Find every run where Run Date Equals mm/dd/yyyy **Go!**

Run Nu...	Last Run Date	Run Status	File Name	Record Co...	Summary	Details
3	05/11/2015 08:...	Completed with W...	JJW TMKD sample 3.txt	490	View Run Sum...	View Run Details
2	05/11/2015 08:...	Failure	TMKD sample 3.txt	0	View Run Sum...	View Run Details
1	05/11/2015 02:...	Success (No File)		0	View Run Sum...	View Run Details

Page 1 of 1 | Displaying Job Runs 1 - 3 of 3

3. The job appears under **Import Run History For:**



4. (Optional) Refine the view by providing search criteria in the **Find every run where** section as described in the table:

Field Name	Description
Run Date	Enter the date of the job run, then select the date filtering (Equals, Greater Than, and so on), and finally the date in mm/dd/yyyy format. Click Go .
Status	Select the run status type, then click Go .
Run Number	Enter the numbers that identify the set of job records to view, then select the number filtering (Equals, Greater Than, and so on), then finally the numbers of the job run. Click Go .

5. From the search results, click an option to review the job run:
 - ◆ **View Run Summary:** Displays the run configuration information in separate collapsible rows.
 - ◆ **View Run Details:** Displays the logging messages generated where a job is completed with warnings.
6. Review the log information as needed.
7. Click **Return to Import Run History** to return to the summary view.

Section 9: Exporting Card Data to an Excel Spreadsheet

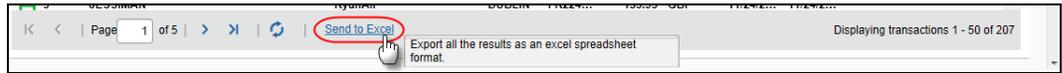
You can elect to export card data displayed in rows into an Excel spreadsheet. Currently this functionality is supported in the **Manage Accounts** and **Manage Transactions** tabs.

To use the feature, the administrator accesses the tab and searches for the card account data they want to export to Excel. In the example below, the administrator is using this option in the Manage Transactions - the functionality in other tabs is virtually identical.

Section 9: Exporting Card Data to an Excel Spreadsheet

▶ **To export card data to an Excel spreadsheet:**

1. Access the tab containing the data you want to export
2. Search for the data you want to export so it displays.
3. At the bottom of the table rows, click **Send to Excel**.



4. The **Save As** dialog box appears; use this to specify the name of the file, and the location to which the Excel spreadsheet will be saved.
5. Click **Save** to save the Excel file.

