

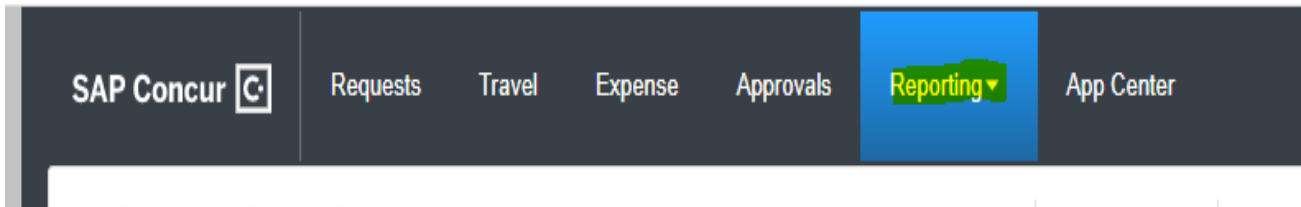
Job Aid: Unallocated Travel Card Transactions

How to Pull Unallocated Travel Card Transactions

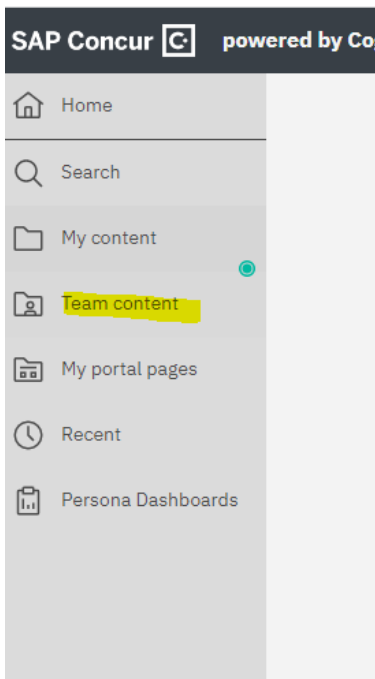
This report will provide all travel card transactions that have not been assigned to an Expense Report or were assigned to an Expense Report not submitted. All transactions must be reconciled, even fraudulent or transactions that will receive a credit. If it's associated with a trip/event, then it is to be added to the trip/event expense report, or an expense report not submitted. Expense Reports can be started once expenses populate in the traveler's profile. If it is not associated with a trip/event such as a catering event with no travel, the cardholder is to reconcile it with an expense report.

To run this report, sign in to Concur:

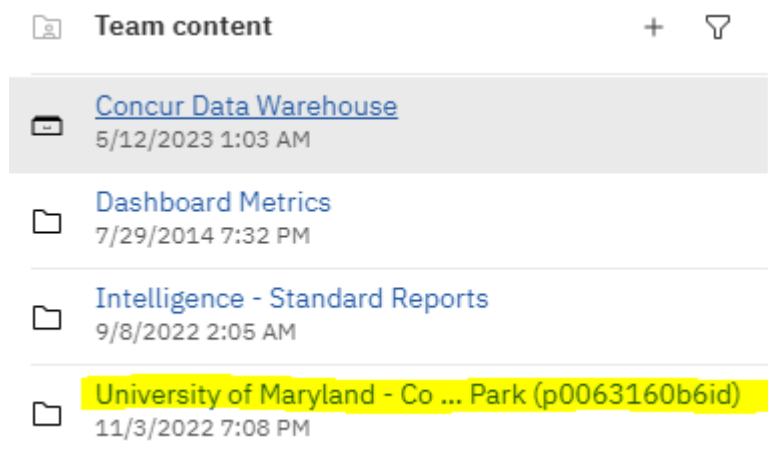
1 - On the top ribbon, select Reporting. Click the down arrow and select Intelligence.



2 - Select Team Content



3 – Select University of Maryland – College Park



4 - Select Credit Card

Carbon Footprint	11/3/2022 7:16 PM
Credit Card	12/15/2022 5:42 PM
Employee Information	1/27/2023 5:39 PM
Expense Information	1/27/2023 8:32 PM
Request Information	3/3/2023 6:24 PM
System Admin	4/28/2023 8:43 PM

5 - Select Credit Card – Unassigned Transactions

Universi ... 60b6id	Cr ... Card +
Credit Card - Unassigned Transactions	5/24/2023 6:03 PM
Credit Card Aging - All Transactions	12/15/2022 5:42 PM

6a – Supervisors can just hit the Finish button at the bottom and pull up their unit. Those with divisional access can filter data for a particular unit by taking the following steps:

6b-You can click the link that says “Detail” under the appropriate section.

6c-Click the radio button that says “Contains any of these keywords,” and then enter keywords in the field, then click Search.

6d-In the results panel, select your choice, and

6e-Click the Finish button at the bottom to generate the report for your hierarchy.

The screenshot shows a web application interface for selecting credit card transactions. The interface is divided into several sections: Campus, Division, College, and Department. Each section has a search field and a search button. The Division section has a radio button selected for "Contains any of these keywords" and a search field containing "svpaap". The College section has a radio button selected for "Contains any of these keywords" and a search field containing "natural". The Department section has a radio button selected for "Contains any of these keywords" and a search field containing "food". The interface also includes a "Choice" dropdown menu and a "Case insensitive" checkbox. At the bottom of the interface, there are buttons for "Cancel", "Back", "Next", and "Finish". Red boxes and arrows highlight the following steps: 6a (Finish button), 6b (Detail link), 6c (radio button and search field), 6d (Choice dropdown), and 6e (Finish button).

7 – To download a copy of the report, click the down arrow to the right of the Play button, and select from the choices of format that are displayed.

