



## CREDIT CARD CHARGES

### TCARD:

When your TCARD is linked to your Concur account, TCARD charges are automatically imported in the the Expense module in your Concur profile in order to be linked to expense line items.

- When a TCARD expense is linked to an expense line item, **the exchange rate used by the credit card company is automatically used.**
- Additionally, **the amount and the exchange rate cannot be changed** as it is now the amounts used by the credit card company that are populating the expense amounts.

Expenses	Transaction Details	Amount	Requested
09/12/2016	VISA TRANSACTION DATE: Sunday, September 11, 2016 POSTED DATE: Monday, September 12, 2016 CREDIT CARD#:	CAD -1,053.95	CAD -1,053.95
09/12/2016	Transaction Amount: GBP 36.40	CAD 2.09	CAD 1.88
09/11/2016	Ref #: [REDACTED]	CAD 938.62	CAD 938.62
09/11/2016	FIRST/KEOLIS TRANS, Manchester, UNITED KINGDOM	CAD 64.60	CAD 64.60
09/11/2016	Imported from Credit Card	CAD 34.70	CAD 26.54
	SOCIAL, Liverpool, UNITED KINGDOM	GBP 525.00	

09/11/2016	<b>Hotel</b> BRIDGE STREET AT LIVER, Liverpool, UNITED KINGDOM	CAD 938.62 GBP 525.00	CAD 938.62
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### Personal Credit Card Charges:

#### Concur allows you to import personal credit card charges to an expense report

If you charge business-related expenses to your personal credit card, you can use the Personal Credit Card Import feature to import those charges to your expense report.

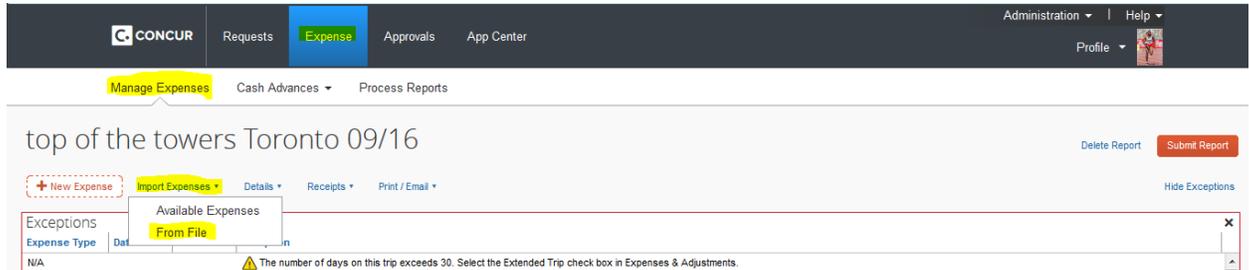
You can use this feature if **all** of the following are true:

- You are using one of the supported **credit** card types. (Debit cards are not supported.)
- Your financial institution provides you the ability to download your credit card transactions in one of the following data file formats:
  - **OFX (Open Financial eXchange):** This format is commonly used for downloading bank statements into Microsoft Money and Microsoft Office Small Business Accounting
  - **QFX (Quicken Financial eXchange):** This format is commonly used for importing data into Quicken financial software; may include account balances, transactions, and other information recorded in a standardized format

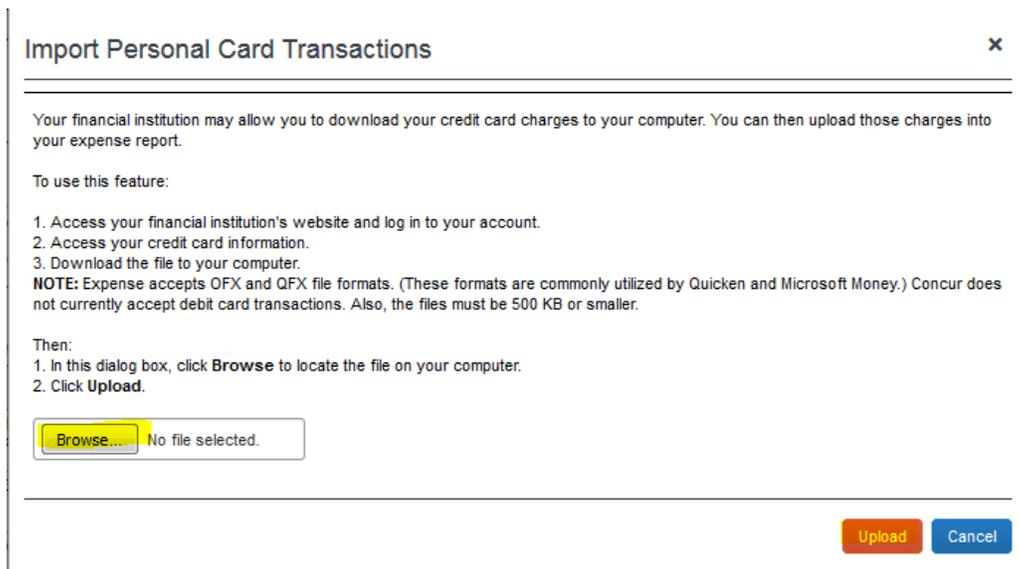
## Import the charges

To import personal credit card charges to your expense report:

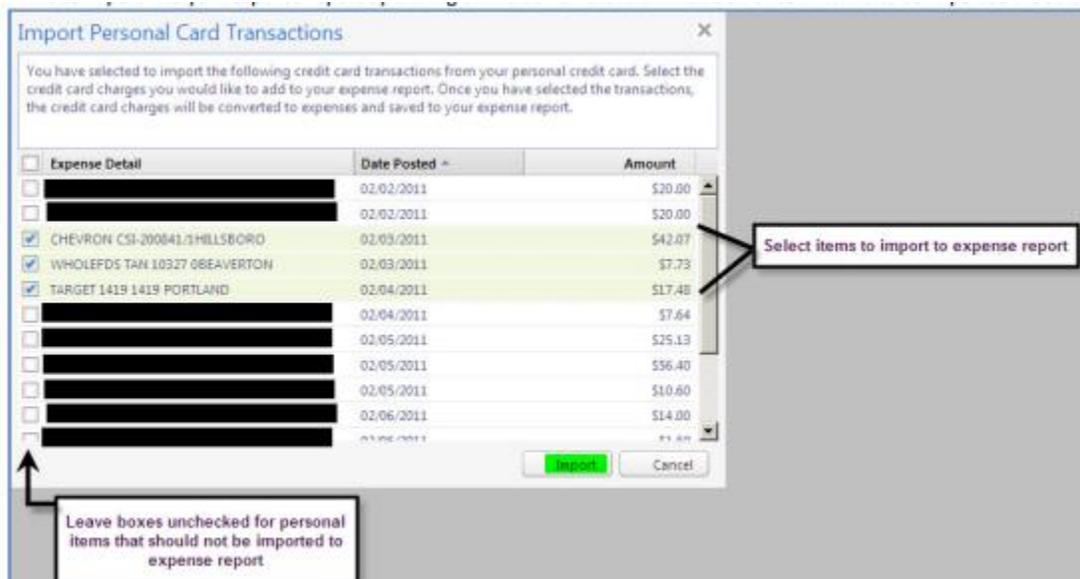
1. Log in to your financial institution's website and access your credit card transactions.
2. Download the file to your computer.
3. In Expense, with the expense report open, click **Import > From File**. The **Import Personal Card Transactions** dialog box appears.



4. Click **Browse** and locate the downloaded file on your computer.
5. Click **Upload**. All credit card transactions are displayed.



6. Select the desired transactions.



7. Click **Import**. The system imports the transactions and you are returned to the expense report.

8. The imported card transactions may appear without an expense type (undefined). Edit the expense, assigning the appropriate expense type as well as providing any other required information.
9. Click **Save**.

**NOTE: Per University policy, you will always need to attach a receipt to each expense line item even if you have linked a credit card charge to the expense.**