**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.
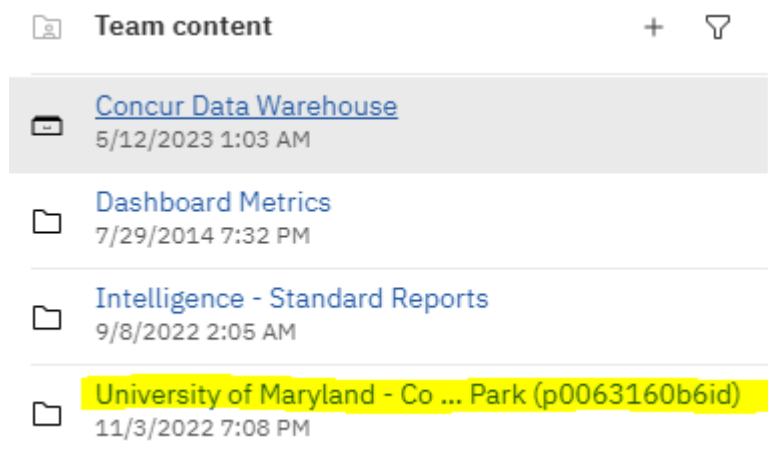
To run this report, sign in to Concur:

1 - On the top ribbon, select Reporting. Click the <u>down arrow</u> and select <u>Intelligence</u>.
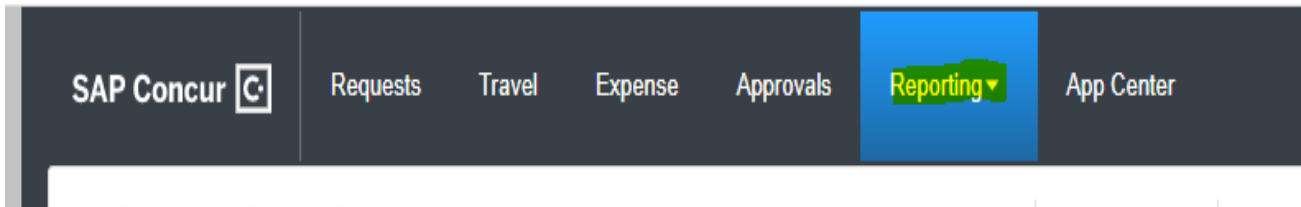
2 - Select Team Content
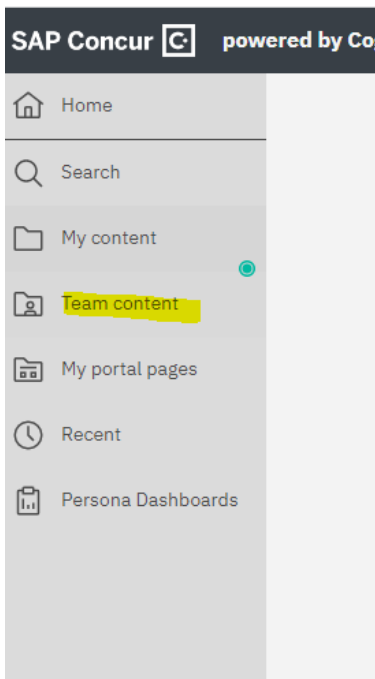
3 – Select University of Maryland – College Park

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

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- 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 <u>Finish button</u> 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 <u>Finish button at the bottom</u> to generate the report for your hierarchy.

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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.

HTM Run HTML

PDF Run PDF

XLS Run Excel

XLS Run Excel data

CSV Run CSV

XML Run XML