



Concur Credit Card Transactions Purchase Cards and Lodge Cards

Quick Reference Guide (QRG)

Department of Finance & Administration
AASIS S/4HANA Upgrade and Implementation



Introduction

Purpose

This quick reference guide (QRG) provides step-by-step instructions for submitting Purchase Card (PCard) and Lodge Card transaction expenses in Concur. It is designed to help users locate transactions, verify details, and complete required actions efficiently by highlighting the key fields, navigation steps, and information needed to process card activity accurately.

When to Use this Guide

Use this guide when you need to review or submit PCard or Lodge/CTS card transaction expenses in Concur.

Before You Begin

Before reviewing card transactions, make sure you have the necessary information available, such as the transaction date, vendor name, amount, and any supporting receipt or business purpose details.

Concur Credit Card Transactions (1 of 7)

Credit Card Transactions

Card transactions are business expenses charged to a corporate card and imported into Concur. These transactions include **office supplies, janitorial supplies**, or other approved business purchases. Before they can be submitted, you must review the imported charges and complete any required expense details. There are 3 types of card transactions:

1. Travel Card Transactions
2. Purchase Card Transactions
3. Lodge Card Transactions



Available Expenses
Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

Enable Expense Assistant and these expenses will be placed in a report for you. [Learn More](#)

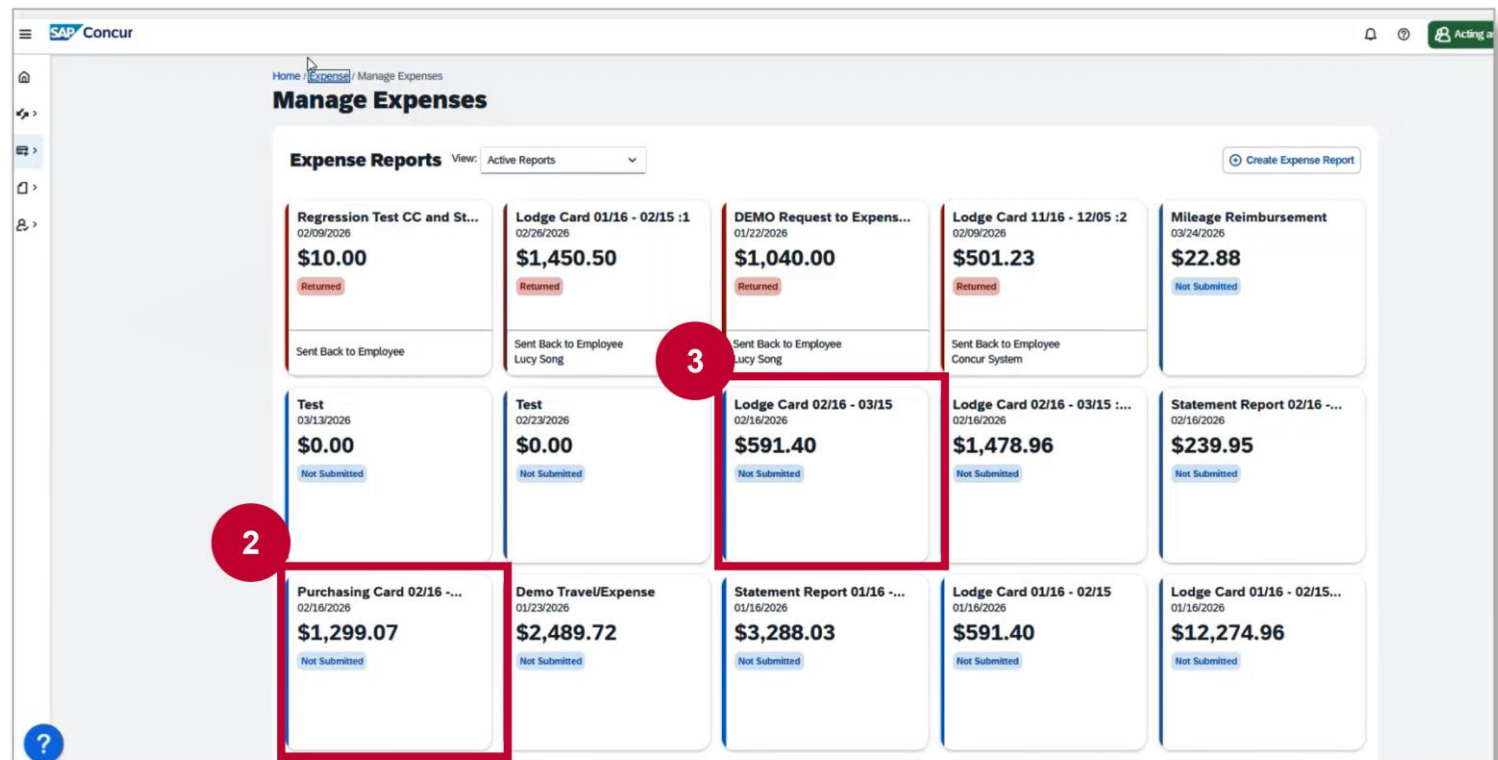
View: All Expenses

Upload Receipt View Edit Delete Combine Expenses Move

Receipt	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount
☒	BoA Travel Card	Corporate Card	Car Rental	AUTOMATE RENT-A-CAR	04/08/2026	\$459.72

To find missing transactions: Card Transactions

Existing receipts are available from the receipt panel inside expense reports.



Manage Expenses

Expense Reports View: Active Reports Create Expense Report

Report Name	Amount	Status
Regression Test CC and St...	\$10.00	Returned
Lodge Card 01/16 - 02/15 :1	\$1,450.50	Returned
DEMO Request to Expens...	\$1,040.00	Returned
Lodge Card 11/16 - 12/05 :2	\$501.23	Returned
Mileage Reimbursement	\$22.88	Not Submitted
Test	\$0.00	Not Submitted
Test	\$0.00	Not Submitted
Lodge Card 02/16 - 03/15	\$591.40	Not Submitted
Lodge Card 02/16 - 03/15 :...	\$1,478.96	Not Submitted
Statement Report 02/16 - ...	\$239.95	Not Submitted
Purchasing Card 02/16 - ...	\$1,299.07	Not Submitted
Demo Travel/Expense	\$2,489.72	Not Submitted
Statement Report 01/16 - ...	\$3,288.03	Not Submitted
Lodge Card 01/16 - 02/15	\$591.40	Not Submitted
Lodge Card 01/16 - 02/15...	\$12,274.96	Not Submitted

Concur Credit Card Transactions (2 of 7)

Purchase Card Transactions in Concur

Purchase Cards (PCards) create an expense report automatically in Concur. These reports may only contain PCard purchases.

Note: Action can be taken on the PCard items at any time but do not submit the report prior to the end of the statement period.

02/26/2026 \$1,450.50 Returned Sent Back to Employee Lucy Song	01/22/2026 \$1,040.00 Returned Sent Back to Employee	02/09/2026 \$501.23 Returned Sent Back to Employee Concur System	03/13/2026 \$0.00 Not Submitted	02/23/2026 \$0.00 Not Submitted
Lodge Card 02/16 - 03/15 \$591.40 Not Submitted	Purchasing Card 02/16 - 03/15 \$239.95 Not Submitted	Demo Travel/Expense \$2,489.72 Not Submitted	Statement Report 01/16 - 02/15 \$3,288.03 Not Submitted	Lodge Card 01/16 - 02/15 \$591.40 Not Submitted
Lodge Card 01/16 - 02/15 Old... 01/16/2026	Lodge Card 01/16 - 02/15 :4 01/16/2026	Convention Travel to Seattle 12/23/2025	Lodge Card 12/06 - 01/15 12/06/2025	Statement Report 11/16 - 12/15 11/16/2025

During the Statement Period

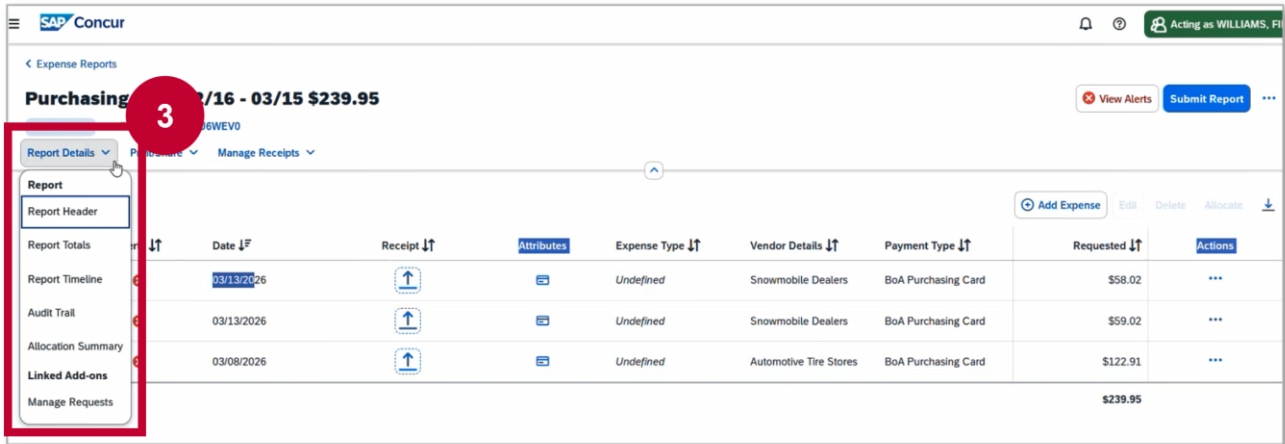
1. Logon to Concur at <https://us2.concursolutions.com/> and click the **Purchase Card report**.
2. Review each entry by clicking into the expense entry.

Expense Reports									
Purchasing Card 02/16 - 03/15 \$239.95									
Not Submitted Report number: U6WEV0									
Report Details Print/Share Manage Receipts									
2									
Expenses (3)									
☐	Alerts ↑↓	Date ↓↑	Receipt ↑↓	Attributes	Expense Type ↑↓	Vendor Details ↑↓	Payment Type ↑↓	Requested ↑↓	Actions
☐		3/13/2026			Undefined	Snowmobile Dealers	BoA Purchasing Card	\$58.02	...
☐		03/13/2026			Undefined	Snowmobile Dealers	BoA Purchasing Card	\$59.02	...
☐		03/08/2026			Undefined	Automotive Tire Stores	BoA Purchasing Card	\$122.91	...
								\$239.95	

Concur Credit Card Transactions (3 of 7)

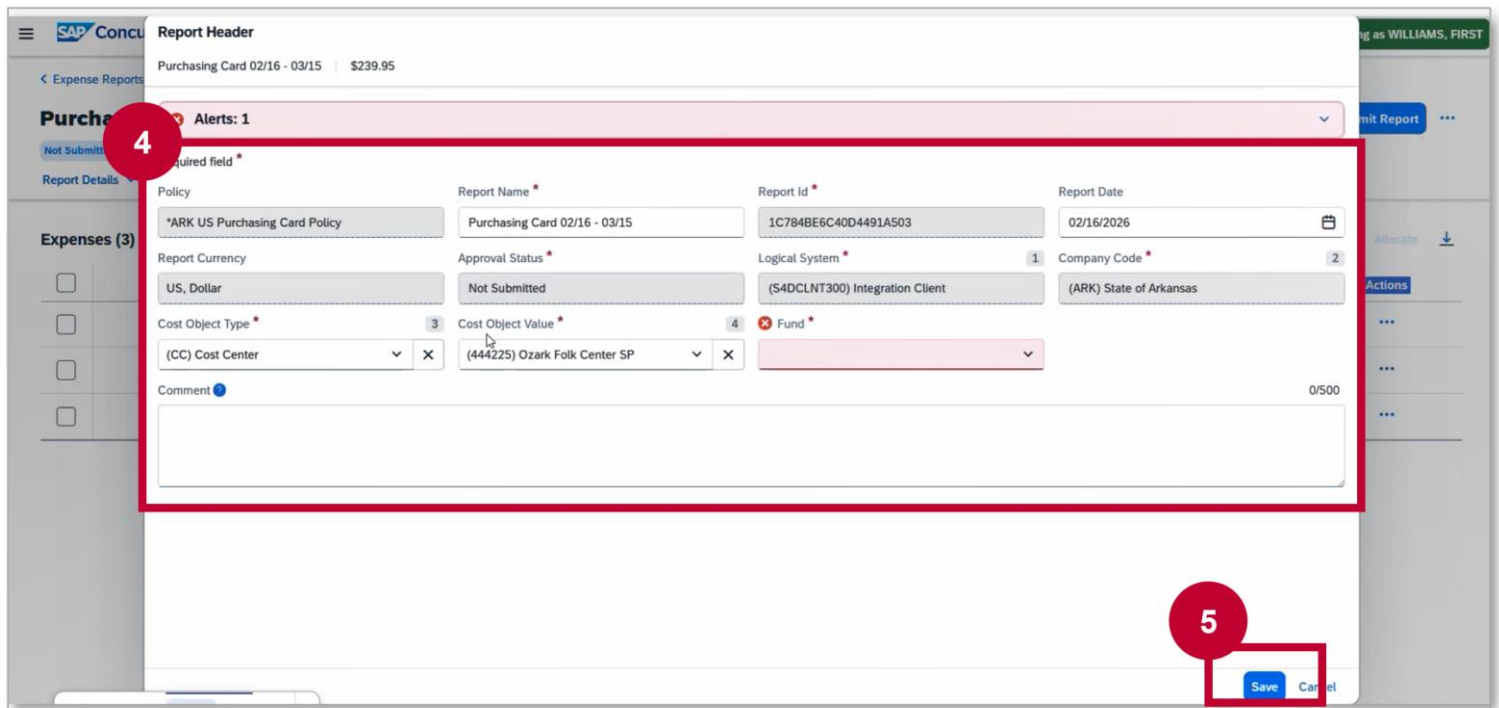
Review Report Header

3. Open the **Report Header**.
4. Confirm all required fields are complete. Update as needed.
5. Click **Save**.



The screenshot shows the SAP Concur 'Expense Reports' interface. The left-hand navigation menu is open, and a red circle with the number 3 highlights the 'Report Header' option. The main area displays a report for 'Purchasing Card 02/16 - 03/15' with a total of \$239.95. The report details table shows three transactions:

Report Totals	Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
Report Timeline	03/13/2026	↑	⊞	Undefined	Snowmobile Dealers	BoA Purchasing Card	\$58.02	...
Audit Trail	03/13/2026	↑	⊞	Undefined	Snowmobile Dealers	BoA Purchasing Card	\$59.02	...
Allocation Summary	03/08/2026	↑	⊞	Undefined	Automotive Tire Stores	BoA Purchasing Card	\$122.91	...
Linked Add-ons								
Manage Requests							\$239.95	



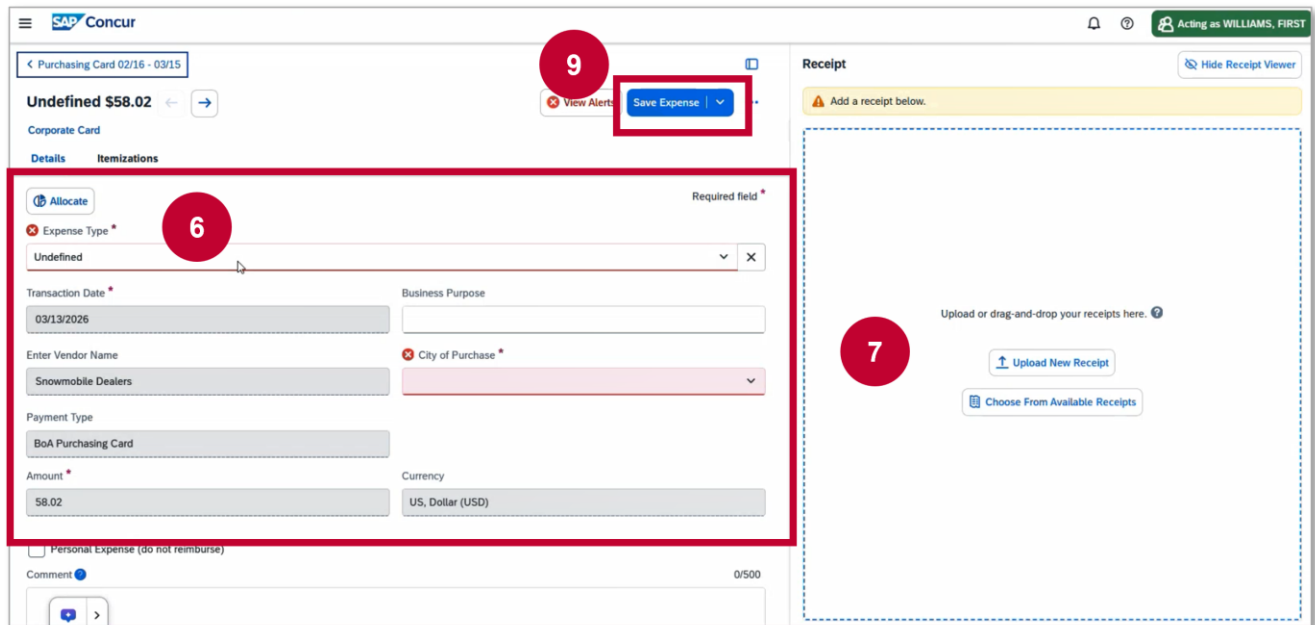
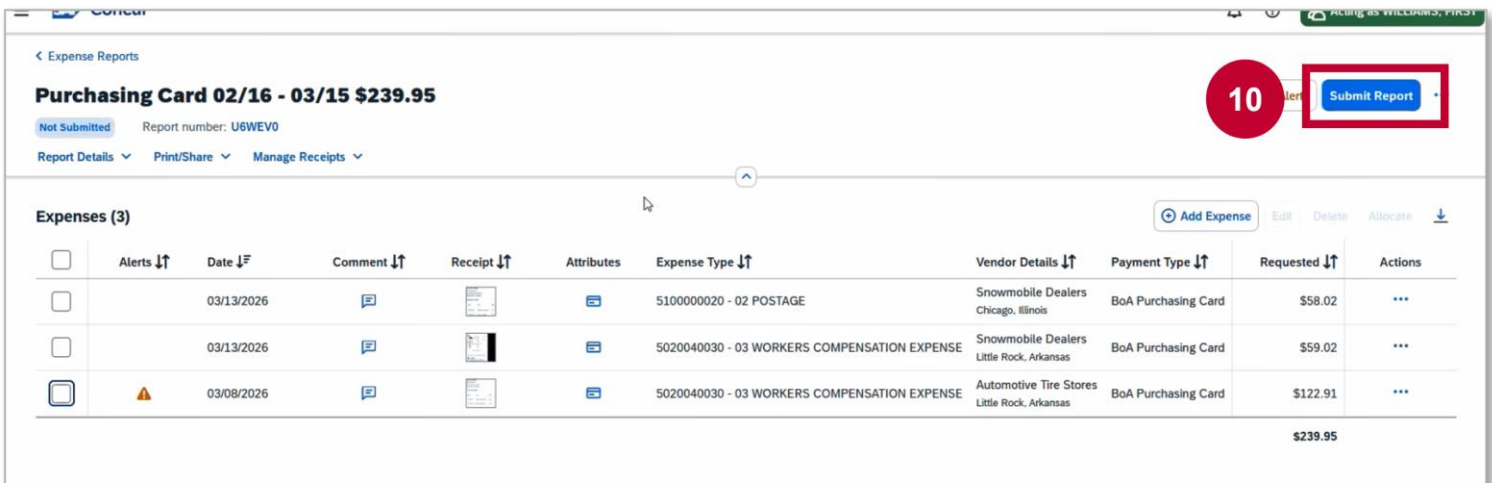
The screenshot shows the 'Report Header' form in SAP Concur. A red circle with the number 4 highlights the form fields, and a red circle with the number 5 highlights the 'Save' button at the bottom right. The form contains the following fields:

- Policy: *ARK US Purchasing Card Policy
- Report Name: Purchasing Card 02/16 - 03/15
- Report Id: 1C784BE6C40D4491A503
- Report Date: 02/16/2026
- Report Currency: US, Dollar
- Approval Status: Not Submitted
- Logical System: (S4DCLNT300) Integration Client
- Company Code: (ARK) State of Arkansas
- Cost Object Type: (CC) Cost Center
- Cost Object Value: (444225) Ozark Folk Center SP
- Fund: (Redacted)
- Comment: (Empty text area)

Concur Credit Card Transactions (4 of 7)

Purchase Card Transactions in Concur

6. Confirm Concur captured the correct information for the expense. Update as needed
7. Attach receipts, as needed.
8. Itemize and Allocate, as needed.
For more information, refer to the **Expense Itemization QRG and Allocating Expenses** quick reference guide (QRG).
9. Click **Save Expense**.
10. At the end of the billing period, click **Submit Report**.

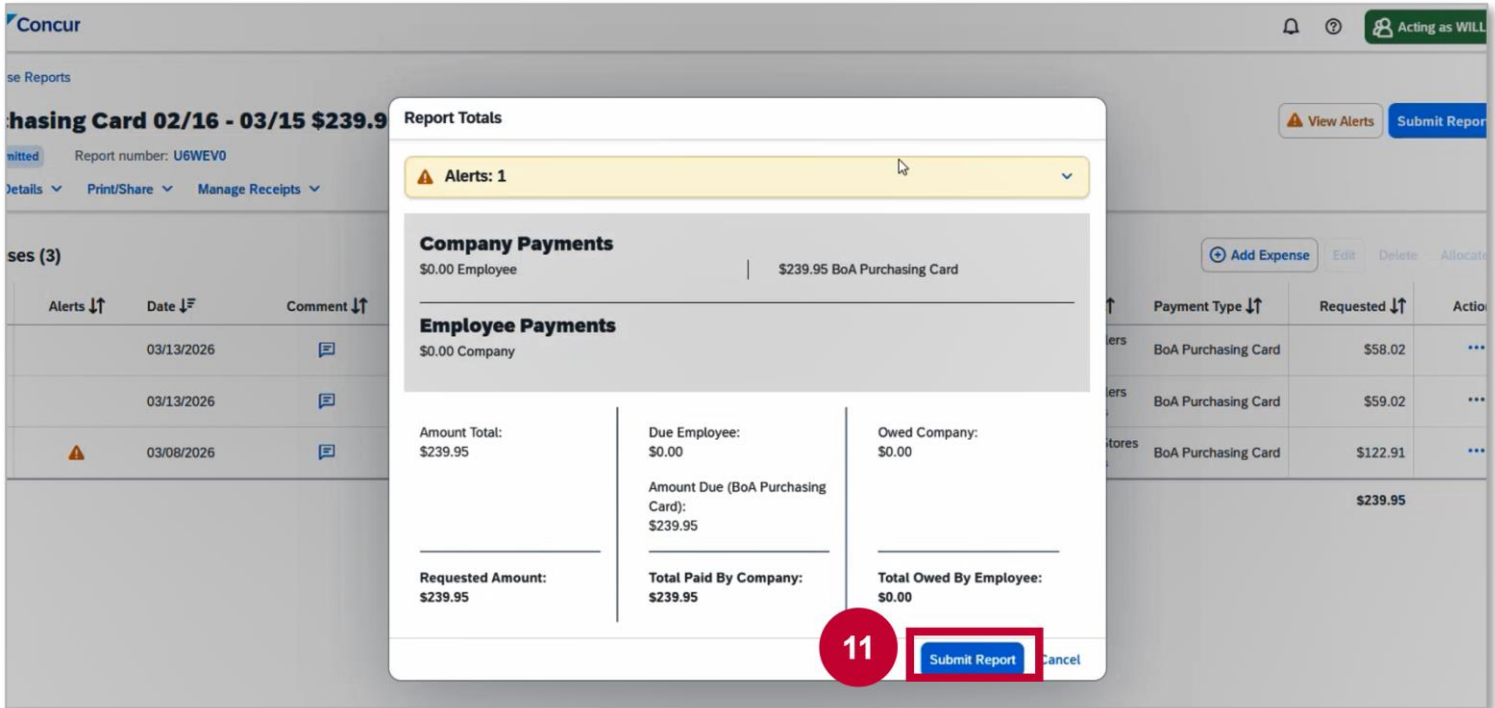



Expenses (3)	Alerts ↑↓	Date ↓↑	Comment ↓↑	Receipt ↓↑	Attributes	Expense Type ↓↑	Vendor Details ↓↑	Payment Type ↓↑	Requested ↓↑	Actions
☐		03/13/2026				5100000020 - 02 POSTAGE	Snowmobile Dealers Chicago, Illinois	BoA Purchasing Card	\$58.02	...
☐		03/13/2026				5020040030 - 03 WORKERS COMPENSATION EXPENSE	Snowmobile Dealers Little Rock, Arkansas	BoA Purchasing Card	\$59.02	...
☐		03/08/2026				5020040030 - 03 WORKERS COMPENSATION EXPENSE	Automotive Tire Stores Little Rock, Arkansas	BoA Purchasing Card	\$122.91	...
									\$239.95	

Concur Credit Card Transactions (5 of 7)

Purchase Card Transactions in Concur

11. Review the **Report Totals** and click **Submit Report**.
12. Review the **User Electronic Agreement** and click **Accept & Continue**.



Report Totals

Alerts: 1

Company Payments
\$0.00 Employee | \$239.95 BoA Purchasing Card

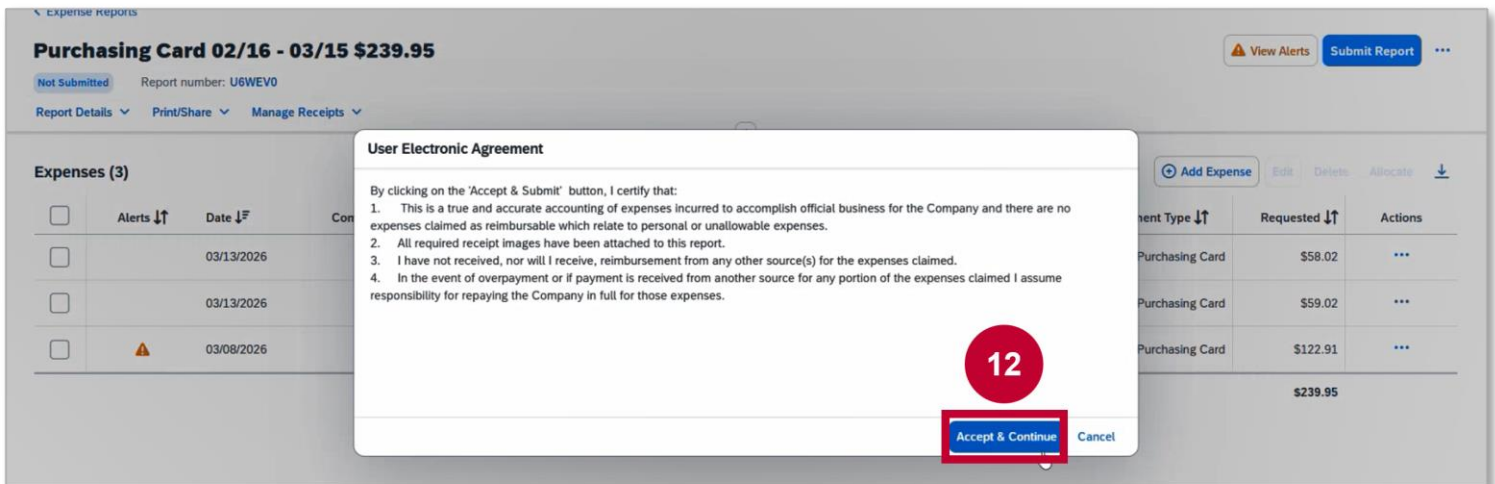
Employee Payments
\$0.00 Company

Amount Total: \$239.95 | Due Employee: \$0.00 | Owed Company: \$0.00

Amount Due (BoA Purchasing Card): \$239.95

Requested Amount: \$239.95 | Total Paid By Company: \$239.95 | Total Owed By Employee: \$0.00

11 Submit Report Cancel



User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

- This is a true and accurate accounting of expenses incurred to accomplish official business for the Company and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
- All required receipt images have been attached to this report.
- I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
- In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the Company in full for those expenses.

12 Accept & Continue Cancel

Concur Credit Card Transactions (6 of 7)

Lodge Card Transactions in Concur

Also known as CTS or Ghost Cards, Lodge Cards create an expense report automatically in Concur. These reports may only contain Lodge/CTS/Ghost Card purchases.

Note: Action can be taken on the Lodge Card items at any time but do not submit the report prior to the end of the statement period.

Lodge Card 01/16 - 02/15 :1 02/26/2026 \$1,450.50 Returned Sent Back to Employee Lucy Song	DEMO Request to Expense... 01/22/2026 \$1,040.00 Returned Sent Back to Employee Lucy Song	Lodge Card 11/16 - 12/05 :2 02/09/2026 \$501.23 Returned Sent Back to Employee Concur System	Test 03/13/2026 \$0.00 Not Submitted	Test 02/23/2026 \$0.00 Not Submitted
Lodge Card 02/16 - 03/15 02/16/2026 \$591.40 Not Submitted	Purchasing Card 02/16 - 03/15 02/16/2026 \$239.95 Not Submitted	Demo Travel/Expense 01/23/2026 \$2,489.72 Not Submitted	Statement Report 01/16 - 02/15 01/16/2026 \$3,288.03 Not Submitted	Lodge Card 01/16 - 02/15 01/16/2026 \$591.40 Not Submitted

During the Statement Period

1. Click the **Lodge Card report**.
2. Review each entry by clicking into the expense entry.

SAP Concur

🔔

🔔

👤 Acting as WILLIAMS, FIRST

< Expense Reports

Lodge Card 02/16 - 03/15 \$591.40

Not Submitted

Report number: 5JN8FS

Report Details

Print/Share

Manage Receipts

🔴 View Alerts

Submit Report

⋮

Expenses (1)

2

⊕ Add Expense

Edit

Delete

Allocate

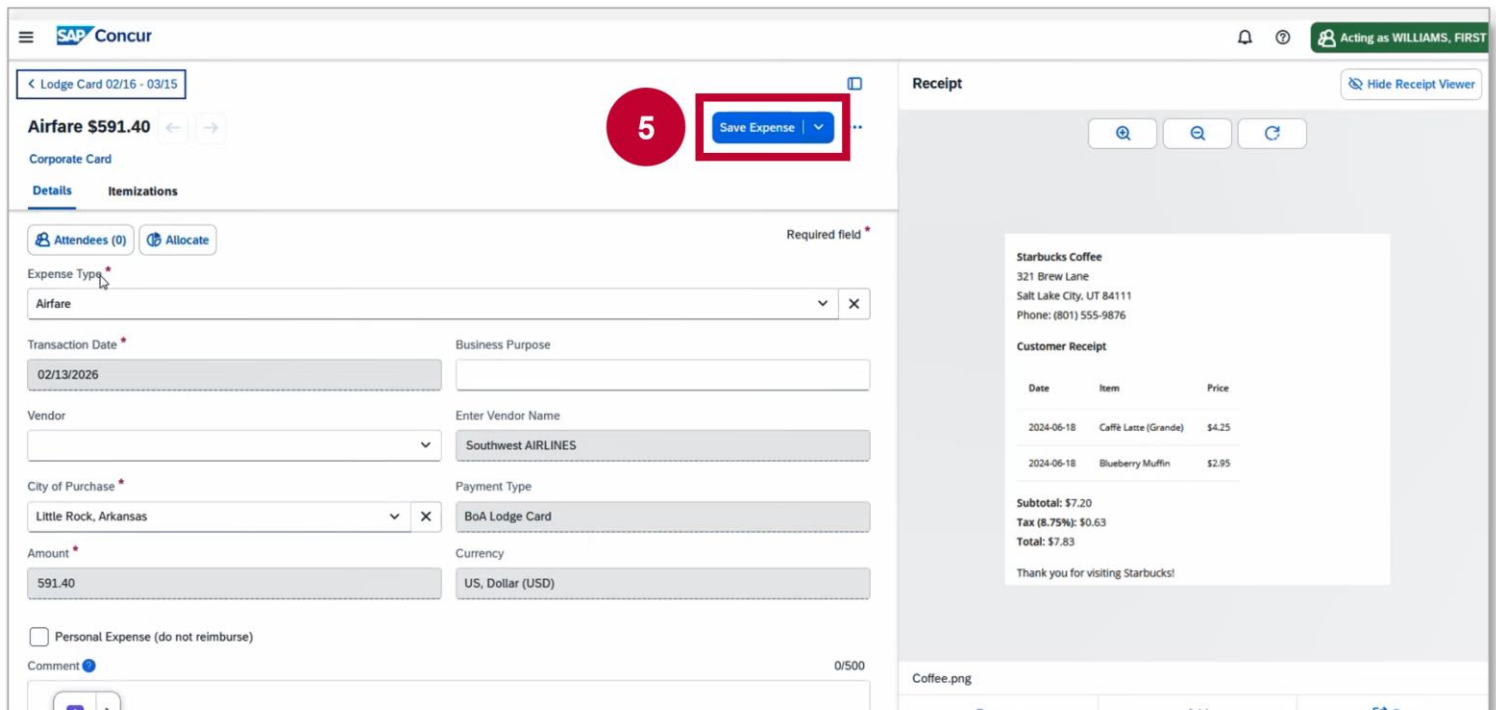
⬇️

☐	Date ⬇️⬆️	Receipt ⬆️⬆️	Attributes	Expense Type ⬆️⬆️	Vendor Details ⬆️⬆️	Payment Type ⬆️⬆️	Requested ⬆️⬆️	Actions
☐	02/13/2026			Airfare	Southwest AIRLINES Little Rock, Arkansas	BoA Lodge Card	\$591.40	⋮
							\$591.40	

Concur Credit Card Transactions (7 of 7)

Lodge Card Transactions in Concur

3. Confirm Concur captured the correct information for the expense. Update as needed
4. Attach receipts, as needed.
5. Click **Save Expense**.
6. At the end of the billing cycle, click **Submit Report**.



SAP Concur | Acting as WILLIAMS, FIRST

< Lodge Card 02/16 - 03/15

Airfare \$591.40

Corporate Card

Details | Itemizations

Attendees (0) | Allocate

Expense Type: Airfare

Transaction Date: 02/13/2026

Business Purpose: [Empty]

Vendor: [Empty] | Enter Vendor Name: Southwest AIRLINES

City of Purchase: Little Rock, Arkansas

Payment Type: BoA Lodge Card

Amount: 591.40

Currency: US, Dollar (USD)

☐ Personal Expense (do not reimburse)

Comment: 0/500

Receipt | Hide Receipt Viewer

Starbucks Coffee
321 Brew Lane
Salt Lake City, UT 84111
Phone: (801) 555-9876

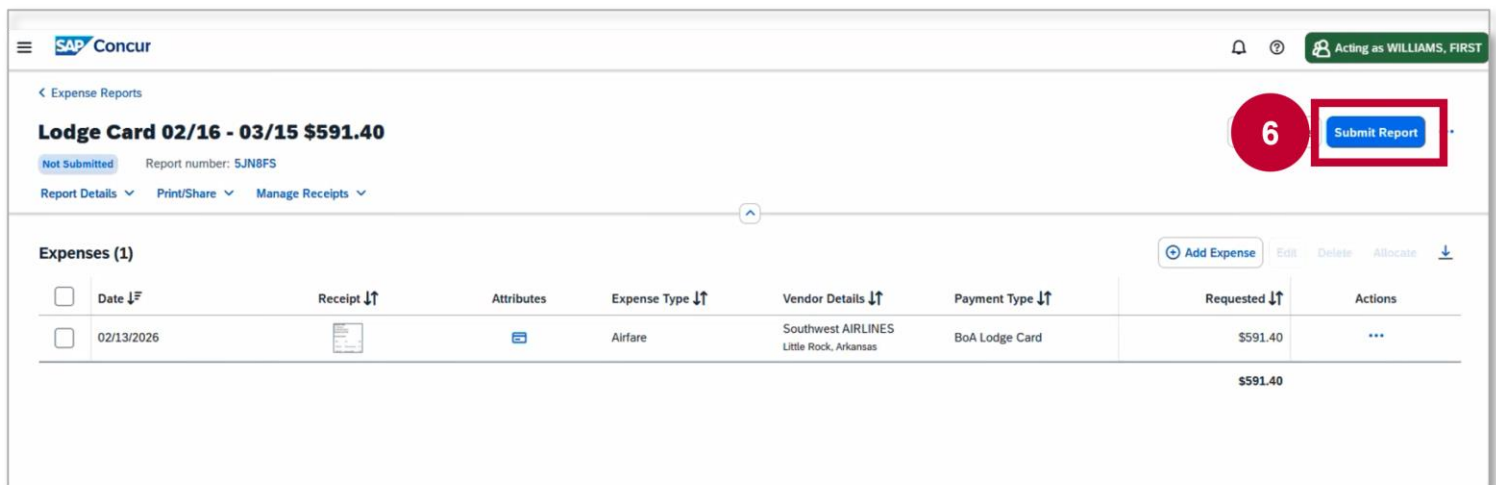
Customer Receipt

Date	Item	Price
2024-06-18	Caffe Latte (Grande)	\$4.25
2024-06-18	Blueberry Muffin	\$2.95

Subtotal: \$7.20
Tax (8.75%): \$0.63
Total: \$7.83

Thank you for visiting Starbucks!

Coffee.png



SAP Concur | Acting as WILLIAMS, FIRST

< Expense Reports

Lodge Card 02/16 - 03/15 \$591.40

Not Submitted | Report number: 5JN8FS

Report Details | Print/Share | Manage Receipts

Expenses (1)

	Date	Receipt	Attributes	Expense Type	Vendor Details	Payment Type	Requested	Actions
☐	02/13/2026			Airfare	Southwest AIRLINES Little Rock, Arkansas	BoA Lodge Card	\$591.40	...

\$591.40

Key Takeaways

Tips and Notes

- Review transactions promptly so items do not sit unassigned or incomplete.
- Match each transaction to the correct business purpose and supporting receipt.
- Check vendor names, amounts, and transaction dates carefully before submitting.
- Use search and filter options in Concur to quickly find specific card activity.
- Keep backup documentation organized so it is easy to attach when needed.
- If a transaction looks incorrect, follow your team's standard process for resolving it right away.
- Reconcile transactions regularly to avoid end-of-period backlog.
- Card transactions for both PCARD and Lodge Cards must be submitted at the end of the billing period.

Outcome

You have successfully submitted a card transaction (Travel, Purchase, or Lodge) in an expense report in Concur.

Related Training

Use these resources if you need more detailed instruction:

- **Concur Essentials: Travel Request & Expense (Desktop and Mobile)** web-based training (WBT)
- **Itemizing Expenses in Concur** quick reference guide (QRG)
- **Allocating Expenses in Concur** quick reference guide (QRG)

WBTs can be accessed via [My ARCareers](#) under the **My ARLearning** tile.

- [Click here](#) for a video demonstration on how to enroll in a WBT.
- Password reset requests for MyAR Careers should be submitted to arcareers@arkansas.gov. You can also call the Help Desk at 501-682-1800.