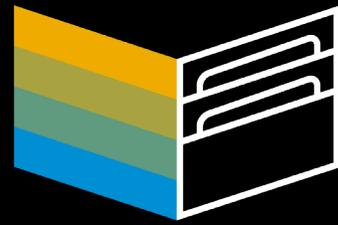# SAP Concur

# Automated Personal Charge Card **Import Guide**

## What is "Automated Personal Charge Card Import?"

This is a feature that, once activated, allows you to add your personal credit card(s) to the SAP Concur system. That way, business purchases made using your personal card can be automatically captured, imported, and displayed in our system (just like corporate cards).

## Will my company be able to see everything I buy with my personal credit card?

No one can see your purchases. The only way someone can see what you bought using your personal card is if you add the item to an expense report.

## What transactions does Automated Personal Charge Card Import bring in?

All card transactions are fed into a user's profile (e.g. charges, payments, credits, cash advances, fees). Once they're in the system, it's up to you to select the charges that will be imported in an expense report.

## How is a transaction imported into an expense report?

Users can import charges to an existing or a new expense report. Once a user imports a charge, it will no longer appear in the available charges. However, if the user deletes the expense entry or the report, the personal charge is returned to the group of available charges to import again.

## How often do the transactions feed into my profile?

When you register, Automated Personal Charge Card Import will bring in transactions from the past 30 days. After the initial registration, a transaction refresh occurs each time a user logs in. Subsequent refreshes will import every transaction since the last refresh (up to 30 days).

## Do I need to set up a new account when adding a personal card?

After selecting your card type, you'll enter the same username and password that you use to access your card provider's website. If your bank or card issuer has additional security requirements, you'll need to provide those answers as well, but only once during this registration.

## Can transaction data be edited after it's been imported into an expense report?

Yes. As a user, you can edit the transaction date, vendor information, and location fields after bringing a personal card charge into an expense report. However, the amount and payment type fields cannot be edited.

## How will charges appear in the GL accounting extract batch file?

It depends on the payment type. If "Cash" is selected as the payment type, the entry will be posted in the extract batch file according to the user's primary reimbursement method. If "Company Paid Credit Card" is the selected payment type, the entry will be posted in the Company Paid Credit Card: Card Batch Paid by Company Check extract batch file.

**Get the tip sheet**

## Learn more at concur.com

THE BEST RUN **SAP**