

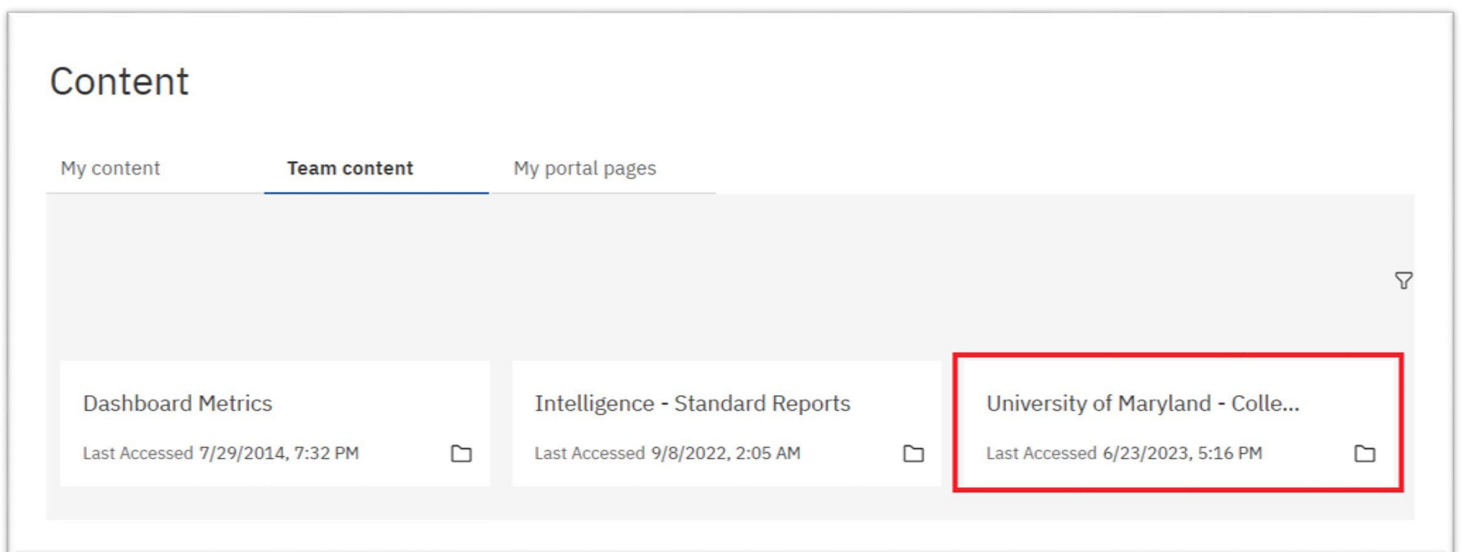
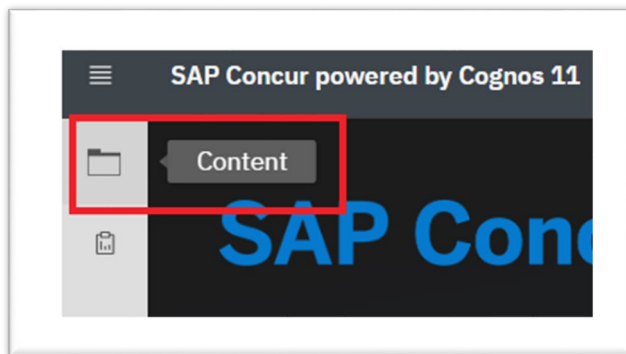
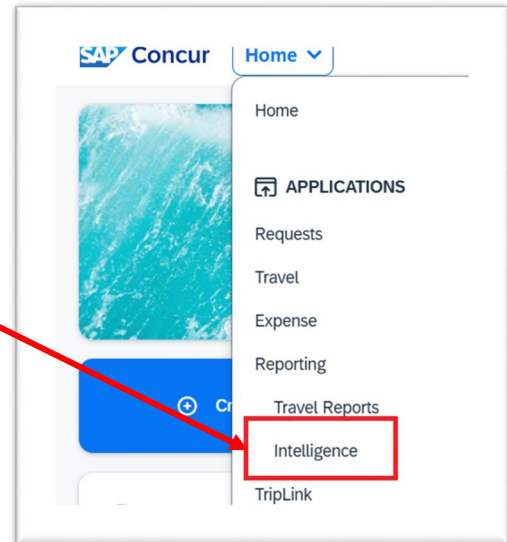
Job Aid: How to pull Unassigned (Unallocated) Travel Card Transactions

How to pull Unassigned (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 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. The report is called **Unassigned Transactions**.

1. Log into Concur and click the navigation button.
Select **Intelligence**.

2. Select the folder icon called **Content**
3. You will be under the Team Content tab. Select **University of Maryland – College Park**.



4. Select **Credit Card**

University of Maryland - College Park (p0063160b6id)

My content **Team content** My portal pages

Team content / University of Maryland - College Park (p0063160b6id)

Carbon Footprint Last Accessed 11/3/2022, 7:16 PM	Credit Card Last Accessed 3/13/2024, 2:18 PM	Employee Information Last Accessed 1/27/2023, 5:39 PM
In Development Last Accessed 11/5/2024, 5:26 PM	Request Information Last Accessed 12/21/2023, 7:01 PM	System Admin Last Accessed 11/7/2024, 1:43 PM

5. Select **Credit Card – Unassigned Transactions**

Credit Card

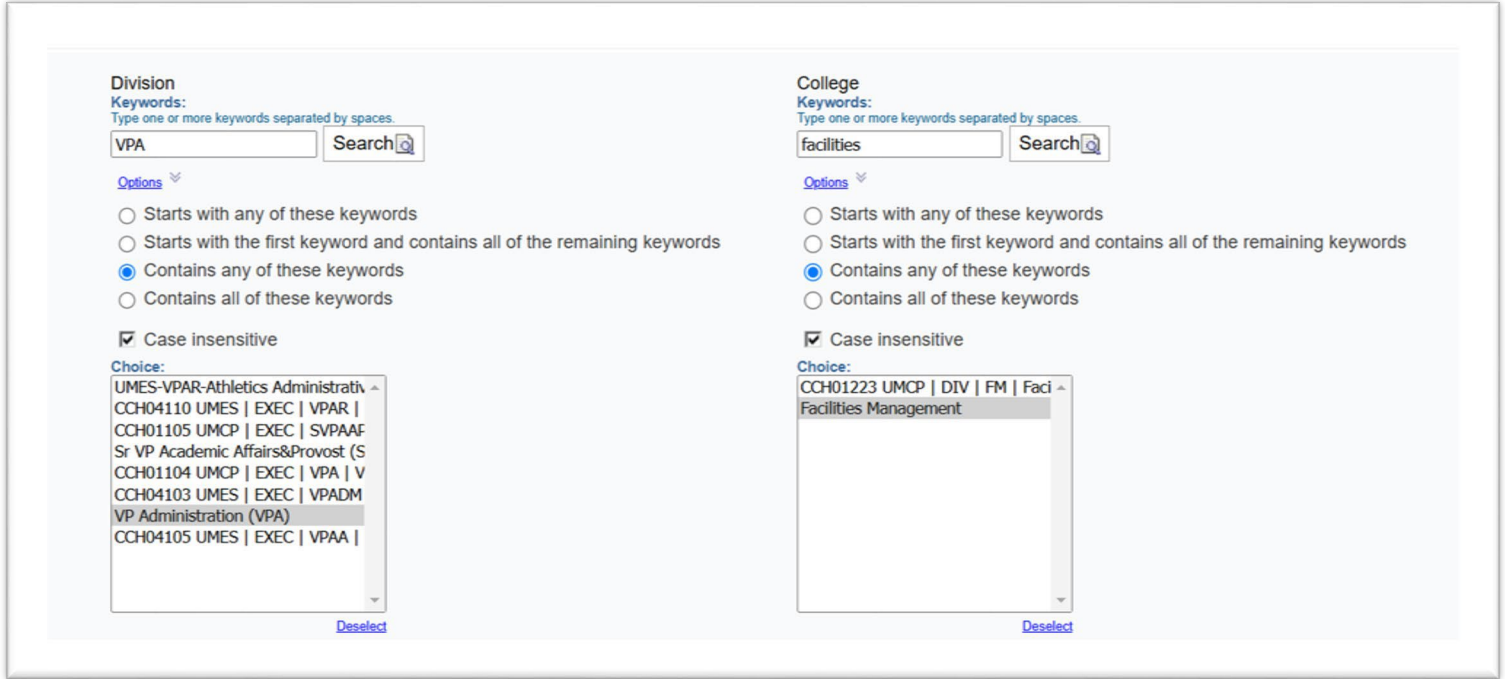
My content **Team content** My portal pages

Team content / University of Maryland - College Park (p0063160b6id) / Credit Card

Cardholders Last Accessed 1/19/2025, 6:26 AM	Credit Card - Unassigned Transactions Last Accessed 1/21/2025, 3:51 PM	Credit Card - Unassigned Transactions (CBOs) Last Accessed 1/23/2025, 6:21 PM
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6. 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

- a. Enter a keyword to narrow your search
- b. Select **Options** and **Contains any of these keywords** underneath the category
- c. Click the **Search** button, and make your selections from the results
- d. At the bottom of the page, click **Finish**



7. To download a copy of the report, click on the **HTML** button and choose a file type from the drop-down menu.

