CONCUR | SMART EXPENSES AND MANUAL MATCHING

OVERVIEW

Concur attempts to match unassigned credit card transactions, mobile items and e-receipts to create a Smart Expense. If it is determined that two items represent the same transaction, Concur matches (combines) the two items and presents one combined item in a user’s Available Expenses. Occasionally, concur may not combine two items that represent the same transaction therefore multiple transactions can be matched manually as well. This document provides additional information about Smart Expenses as well as Manual Transaction Matching in Concur.

SMART EXPENSES

Smart Expenses are expenses where there is a match between two or more data points (mobile expense, university card transaction, travel itinerary, and/or e-receipt). When applicable, Concur will automatically present the user with the Smart Expenses screen to verify (or Decline) the match. The following steps will show how Smart Expenses work.

1. Click Import Expense.

2. Click the checkboxes beside the appropriate expenses that correspond with the expense report you are creating.

3. Click Move.

4. Select To Current Report from the dropdown list.

5. There will be a pop up stating Concur has found the following matching transactions.

6. Review the expenses presented to verify that they are representing the same transaction and click Continue. Concur will now match the expenses to create one expense line item representing the single transaction.

MATCHING TRANSACTIONS MANUALLY

While merging transactions is often done automatically through the Smart Expense Concur feature, at times there may be a need to manually “Match” multiple items that are related to a single expense item. The following steps will show how to match multiple data points manually to create a single transaction/expense line item.

To match two expenses manually:

1. Click on the Expense tab at the top of the page.

2. Scroll to the middle of the page to view the Available Expenses.

3. Click the check box beside each of the available expense that has multiple sources for the same transaction.

4. Click the blue Match button at the top right of the Available Expenses list. The expense should now be displayed as one entry or line item with multiple source icons displayed.
5. Repeat for each Available expenses in the list that were added via multiple sources.

**UN-MATCHING TRANSACTIONS**

To un-match two transactions that were matched in error:

1. Click the checkbox of the matched expense.

2. Click the Un-match button at the top right of the Available Expenses list. The system will split the combined item into the original two items.

**SOURCE ICONS**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="airfare_icon" alt="Image" /></td>
<td>Airfare</td>
<td>This represents the Airfare portion of your travel itinerary. It is not considered a receipt and can be either attached to an expense item or deleted by the user.</td>
</tr>
<tr>
<td><img src="car_rental_icon" alt="Image" /></td>
<td>Car Rental</td>
<td>This represents the Car Rental portion of your travel itinerary. It is not considered a receipt and can be either attached to an expense item or deleted by the user.</td>
</tr>
<tr>
<td><img src="hotel_icon" alt="Image" /></td>
<td>Hotel</td>
<td>This represents the Hotel portion of your travel itinerary. It is not considered a receipt and can be either attached to an expense item or deleted by the user.</td>
</tr>
<tr>
<td><img src="university_card_icon" alt="Image" /></td>
<td>University Card Transaction</td>
<td>This represents a university Card transaction, either Travel Card or Central Airfare Card.</td>
</tr>
<tr>
<td><img src="mobile_expense_icon" alt="Image" /></td>
<td>Mobile Expense</td>
<td>This represents an expense initiated via the Concur mobile app.</td>
</tr>
</tbody>
</table>

**ADDITIONAL SUPPORT**

For help with Concur, contact travel@uconn.edu. For additional reference material, refer to [https://travel.uconn.edu/](https://travel.uconn.edu/).