DISPLAY CORPORATE CARD TRANSACTIONS FOR A STATEMENT PERIOD

Overview: Concur allows users to view corporate card transactions for a Bank of America statement period for both active and previously issued corporate cards. Employees and their expense delegates can view these transactions.

Step 1
Go to the Expense page from the Home page.

Step 2
From the Expense page, select View Transactions.

Questions? Visit Contact Information at concur.duke.edu or email EmployeeTravel@duke.edu.
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**Step 3**
If multiple cards display, select the card of interest from the **Card Activity** drop down menu.

![Card Activity dropdown](image)

**Please note:** Card statements are not accessible when **All Cards** displays in the **Card Activity** drop-down menu.

**Step 4**
With the appropriate card displayed in **Card Activity**, select the statement period of interest from the **Time Period** drop-down.

![Time Period dropdown](image)

**Please note:** The only statement periods that display are periods that include credit card transactions.

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Step 5

From the statement display, hover over the credit card icon to view the transactions details supplied by the vendor. If the transaction is in an expense report, select the hyperlink to display the expense report.

If the transaction is not included in an expense report, select the transaction to add it to a new expense report.