Overview: The Expense module home page provides easy access to tools and functionality used to create and manage expense reports.

At the top of the Expense home page, under Manage Expenses, users will see:

1. **Active Reports** – Provides an option to create a new report and displays all active expense reports. Active reports are organized by status. A **red** status bar indicates the report has been returned for corrections. A **blue** status bar indicates the report has not been submitted. A **green** status means the report has being submitted and the workflow status step will display. Select any report to open the report.

2. **Report Library** - Access the employee’s expense report history. The report history displays active and completed reports. Additionally, expense reports can be copied and those still in workflow can be recalled from this view.
In the middle of the Expense home page, under Manage Expenses, users will see:

3. Available Expenses – Displays all available expenses including corporate card charges, e-receipts, and receipt submitting via Expenseit.

Please note: Please pay attention to the Concur Icons associated with each expense listed under Source. You can find a full list of Concur icons at concur.duke.edu.

At the bottom of the Expense home page, under Manage Expenses, users will see:

4. Available Receipts – Upload the PDF a new receipt from a PC or view PDF receipt images for receipts uploaded previously. Uploaded receipts can be deleted.
At the top of the Expense home page, under View Transactions, you will see:

5. Company Card Charges – Provides a list of all corporate card charges. The default view displays all charges that are unused (not included in expense reports).

6. Card Activity – Allows users will multiple cards to separate card transactions by card.

7. Time Period – Displays charges based on specific criteria using a drop-down menu.

Please note: Charges not included in an expense report display as a default. When selecting Transaction Date, all transactions will display based on date. If they have been included in an expense report, information on the report displays.

8. Add Charges To and Add Selected – Allows users to select corporate card charges from the list using the check box to the left of the charge, then select the report using the Add Charges To drop-down menu and Add Selected button to add charges to an expense report.

For more detailed information on this topic please see: concur.duke.edu.