**Overview:** Based on the expense types available in Concur, there may be instances where corporate card purchases are made that do not align with the available expense types. In those instances, users will need to use the expense type Unsupported MCC code associated with G/L account 696200 to manage the expense in Concur. A JV can be used to move the expense to the appropriate G/L account once it posts to the ledger. These purchases should be evaluated to ensure the most appropriate purchasing method is being used. If a business unit believes an expense type should be added to Concur, contact Employee Travel and Reimbursement.

**Step 1**

*In an expense report, a corporate card charge is mapped to an expense type based on the vendor’s MCC code. If no mapping is available, it may come in as undefined. Select the expense and add it to the expense report.*

```
| Test CC | Undefined | Duty Free Store | 01/19/2022 | $548.25 |
```

**Step 2**

*If after reviewing the receipt, you determine the default expense type is not correct and the correct expense type is not available in Concur (for example medical supplies), select the expense and select Edit to open the Expense details screen.*

![Expense details screen](image_url)
Step 3

In the Expense details screen, select the Expense Type field and use the drop down to select the Unsupported MCC Code expense type. Complete all required fields. Select Save Expense.
Step 4

When the expense is saved, notice the audit rule that is triggered. This is an audit rule in place to reinforce the importance of using the appropriate purchasing method.

![Alerts: 2](image)

EXPENSE | Unsupported MCC Code - 699200 | 01/18/2022 | $548.25
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Note: The most appropriate purchasing method for this type of expense is a purchase order. View
You must attach a receipt image to this expense. View

Step 5

Evaluate the departmental business process to validate and reinforce the appropriate purchasing method. Execute a JV to move expense as necessary on the expense reports is fully approved and posted to the cost object.

![Kristin Test 3 April 2022 $548.25](image)

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
HELPFUL HINTS

▪ When you use the Unsupported MCC Code expense type, analyze the purchasing method. Ask yourself, “Am I using the most appropriate purchasing method?”
▪ A journal voucher (JV) can be used to move the expense once it posts.
▪ Corporate Card changes will not be mapped via MCC code to the Unsupported MCC Code expense type. However, machine learning is embedded in Concur and the system may change an expense to the Unsupported MCC code expense type if the expense type has been previously used for an expense from the vendor.
▪ Corporate card expenses will be mapped to the Unsupported MCC Code in the event they do not have a “cross match” to a Concur expense type. If the correct expense type is available in Concur, these can be changed.
▪ A list of expense types can be found at concur.duke.edu.

For more detailed information on this topic please see:
Working with Unsupported MCC Codes training video at concur.duke.edu.

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