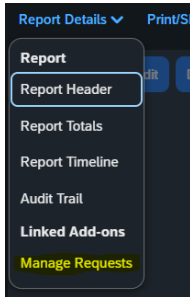Linking Concur Requests to Reports

1. Inside your PCard report, select the "Report Details" drop down menu
2. Click "Manage Requests"

3. Click "Add"
4. Select the relevant request(s) from the list
5. Click "Add to Report"
6. Add the request ID to the comments of the relevant transaction(s) on your report