Concur Expense QuickStart Guide

SAP Concur

Technologies

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- Invoice
- Expense
- Travel
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- SAP Concur for Mobile

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601 108th Avenue, NE, Suite 1000
Bellevue, WA 98004

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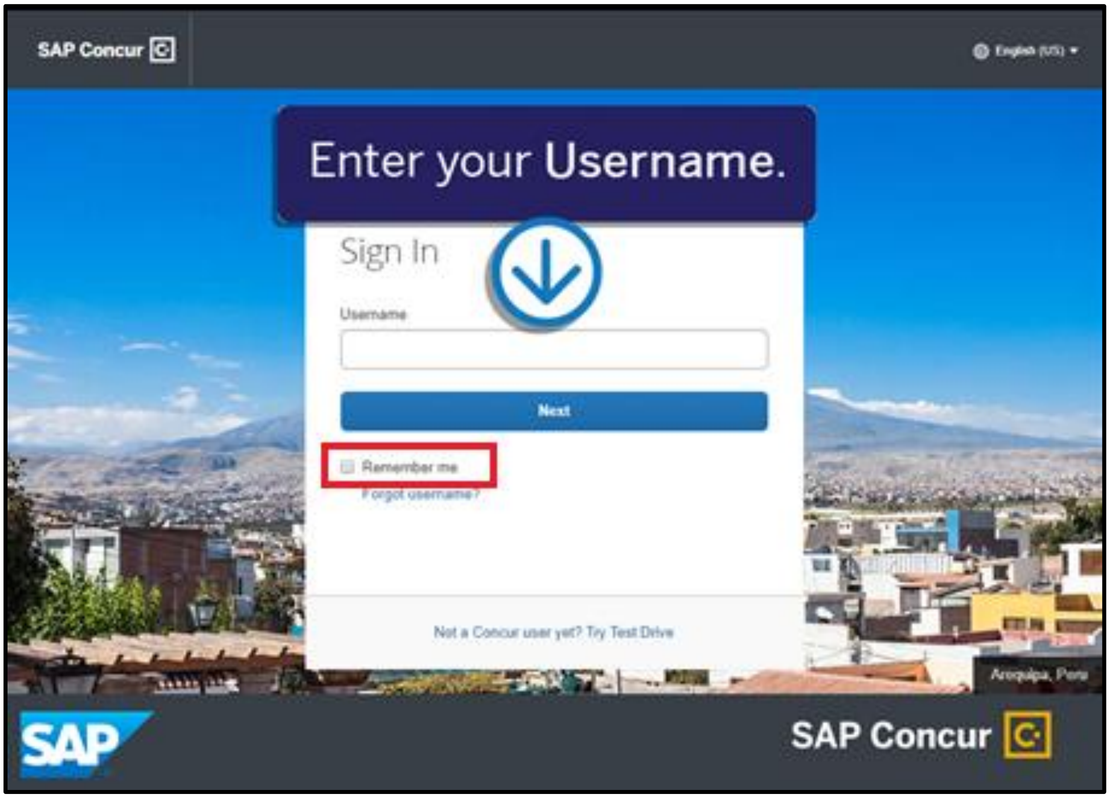
Signing into SAP Concur

To sign into SAP Concur

1. To sign into SAP Concur, on the **Sign In** screen, enter your **Username**, and then click **Next.**

   You can select the **Remember me** check box to store your password, so that you don't have to enter it the next time you sign into SAP Concur from this device.



2. Enter your **Password.**

   If this is your initial log in to SAP Concur, you enter the temporary password that was provided to you.

   NOTES:

   - Sign into SAP Concur following your company's logon instructions.
   - Your password is case sensitive.
   - If you are not sure how to log on, check with your company's administrator.

Exploring the SAP Concur Home Page

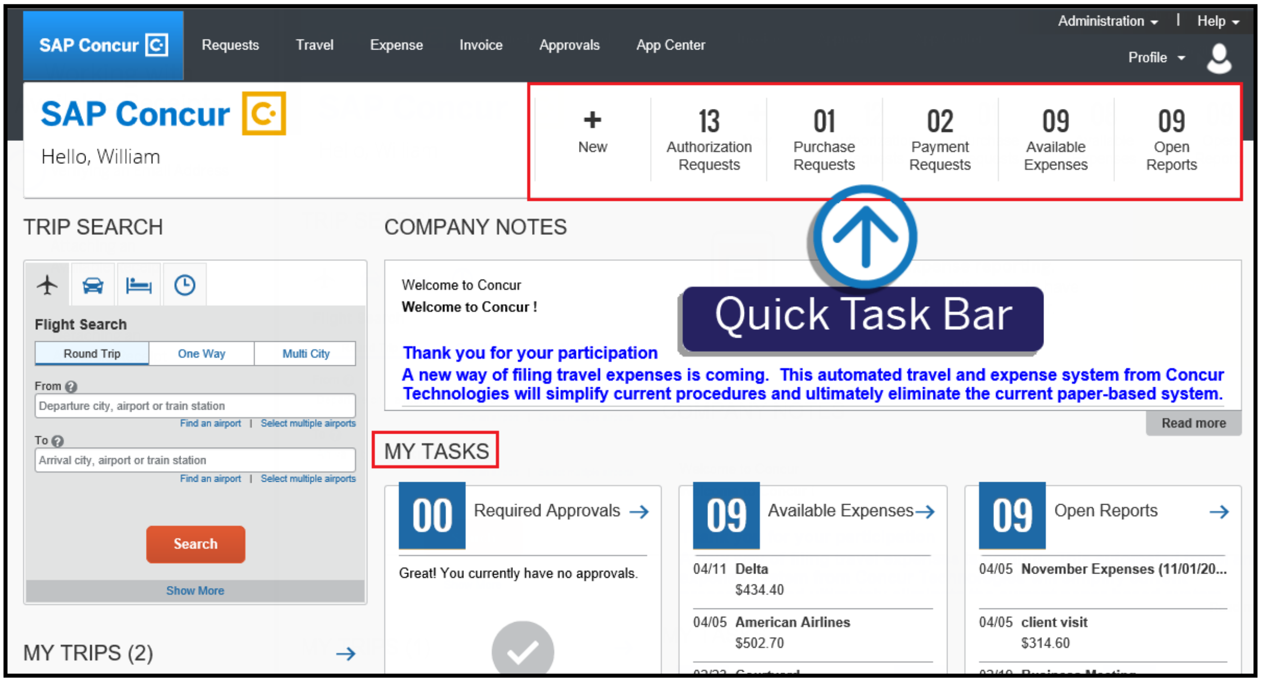
The SAP Concur home page contains the following sections.

NOTE: To return to the SAP Concur home page from any other page, click the SAP Concur logo on the top left of the screen.

Expense only

If your company uses Expense only, you will see these sections.

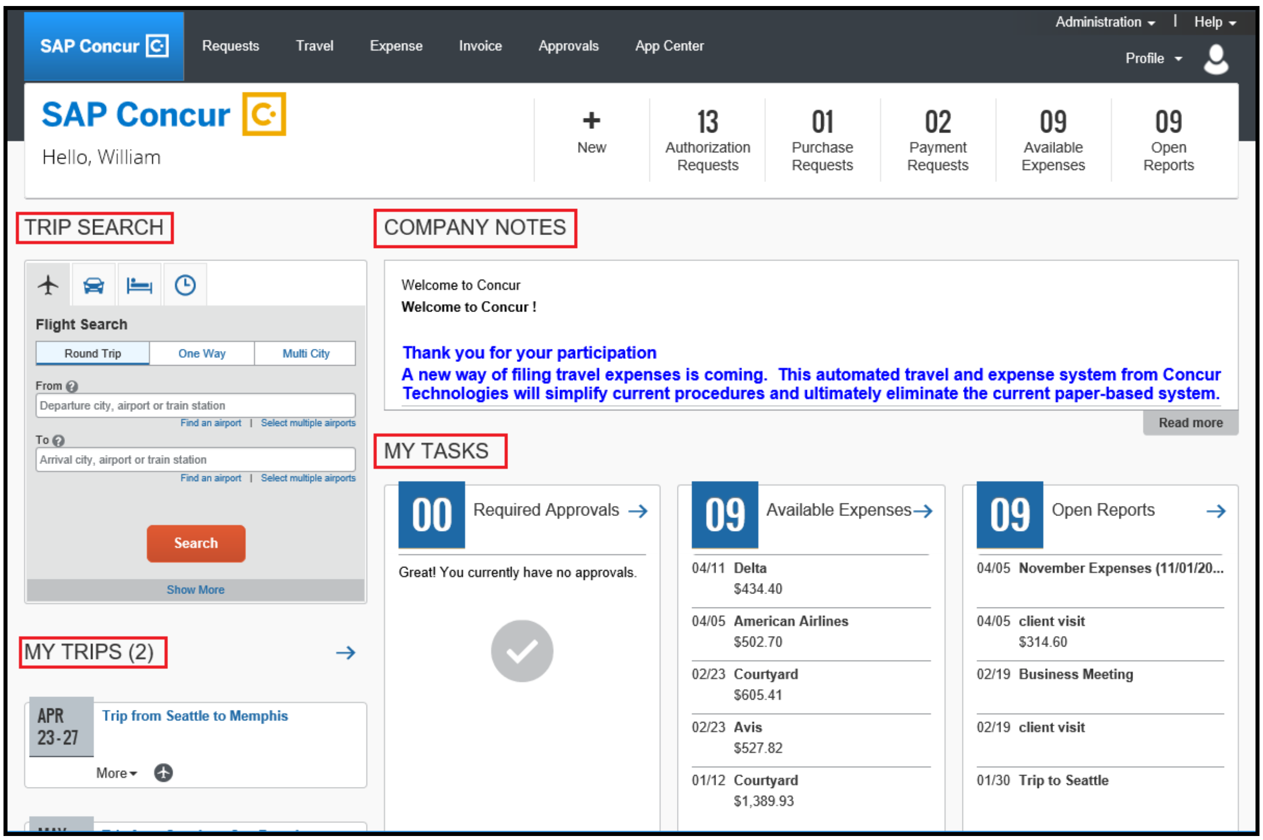
Section	Description
Quick Task Bar	This section provides Quick Tasks (links) so you can: • Start a new report, request, cash advance, payment request, etc. • Open reports and requests • Manage available expenses
My Tasks	This section shows your available expenses, open reports, and approvals requiring attention.



Expense and Travel

If your company uses Expense and Travel, you will see these sections.

Section	Description
Trip Search	This section provides the tools you need to book a trip with any or all of the following: **Flight:** Use to book a flight. You can also book hotel and reserve a car at the same time. **Car**, **Hotel**, **Limo**, or **Rail:** Use to book hotels, reserve rental cars, etc. if not including them while booking a flight (**Flight** tab).
Alerts	This section displays informational alerts about Travel features.
Company Notes	Content is provided by your company administrator.
My Trips	This section lists your upcoming trips.
My Tasks	This section lists **Required Approvals, Available Expenses,** and **Open Reports.**



Updating Your Expense Profile

Use the **Profile Options** page to set or change your personal preferences. To avoid re-entering personal and permanent information about yourself (phone number, contacts, credit card information etc.), complete your profile after logging onto SAP Concur for the first time and update it whenever your information changes. Your profile options include:

- Approvers
- Attendees
- Bank Information
- Cars:
  - Company
  - Personal
- E-Receipts
- Expense Delegates
- Expense Preferences:
  - Email notifications
  - Prompts

NOTE: Depending on your company's configuration, some of these options might not be available to you. Contact your SAP Concur administrator for more information.

Delegates

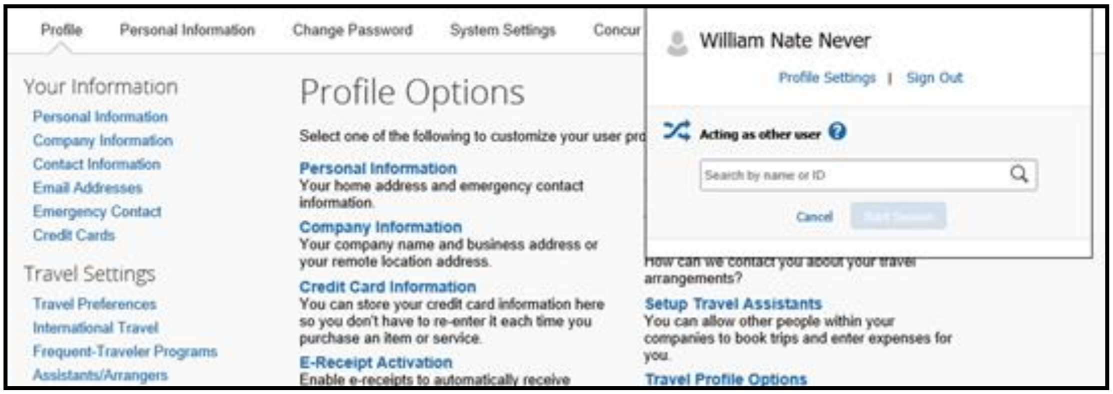
If you are acting as an Expense *delegate* for another employee (*delegator*):

- Any changes you make on this page affect only the delegator and do not change your personal information.
- You cannot access all profile options for your delegator, such as bank information.

To access your profile information

1. Click **Profile** > **Profile Settings**.

   The **Profile Options** page appears.
2. Click the appropriate option from the left-side menu.



Acting as a Delegate

If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing and submitting reports.

To work as a delegate

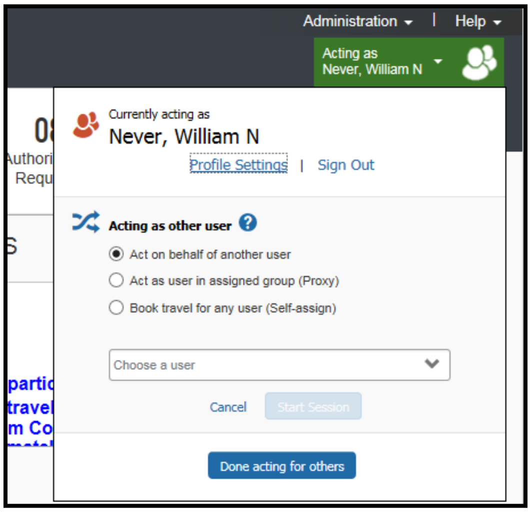
1. Click **Profile** > **Act on behalf of another user**.
2. Select the appropriate delegator's name.
3. Click **Start Session**.

   NOTE: Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected.

   You are now officially working on behalf of that person, and you can perform tasks such as creating and printing reports.

   To select a different user, follow the same steps but click a different name.
4. To return to your own tasks, click **Acting as**, and then select **Done acting for others**.

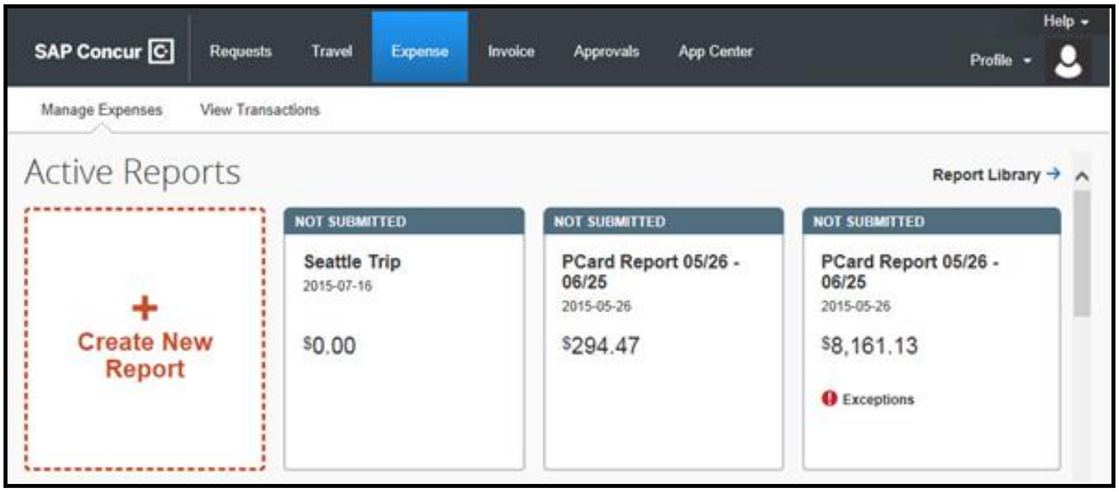
   NOTE: Notice that the **Profile** menu now appears.



Creating a New Expense Report

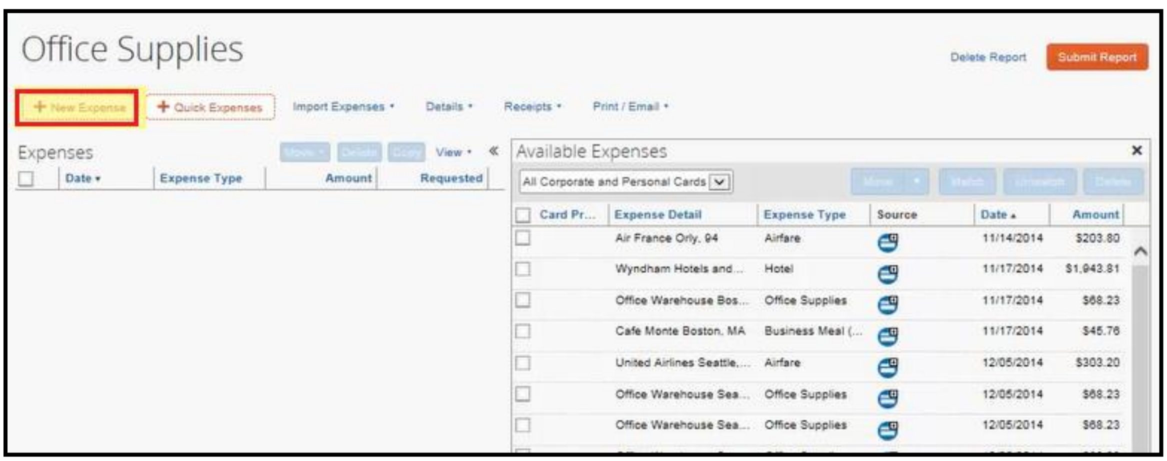
To create a new expense report

1. Either:
   - On the SAP Concur home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.
     - or -
   - On the SAP Concur home page, from the **Expense** menu, on the **Manage Expenses** tab, click the **Create New Report** tile.



2. Complete all required fields (marked with a red bar) and the optional fields as directed by your company.
3. Click **Next**.

   Available **Cash Advances** are displayed in a popup window (assign advances or click **Next**). Depending on your company's configuration, you might see a Travel Allowances popup window. Click **Yes** or **No** to include travel allowance expenses.



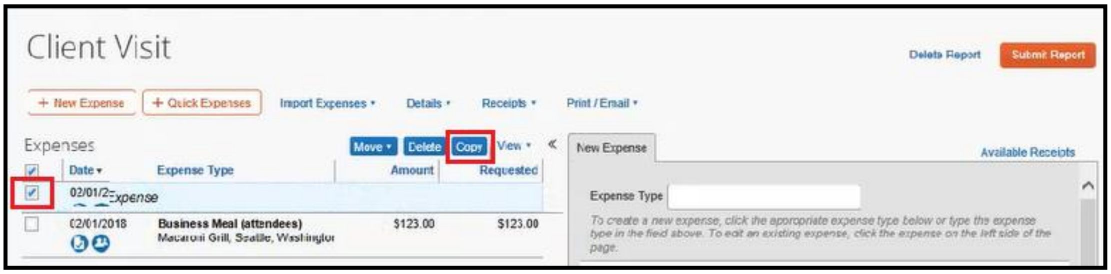
4. At this point, you will likely either:
   - Add an out-of-pocket expense to your expense report
   - Add company card transactions to your expense report

Copying an Expense

You can copy an expense and then update the expense details to quickly enter a new expense. This is especially useful for recurring business expenses.

To copy an expense

1. With the expense report open, select the expense you want to copy.
2. Click **Copy**.



The new expense is created. The **Expense Type** and **Amount** are copied to the new line item. Note the following:

- The original expense date is advanced by a day.
- All allocations, attendees, expense-level comments, and value added tax (VAT) details from the original expense are copied to the new expense.
- Credit card information, e-receipts, mobile entry information, and travel segments (associated with travel itineraries) from the original expense are ***not*** copied to the new expense.

  NOTE: This type of information is generally associated with only one expense, so it is not copied to the new expense.
- If the **Payment Type** of the original expense is a credit card, then the **Payment Type** of the new expense is editable using the dropdown list.

Adding Card Transactions to an Expense Report

On the SAP Concur home page, you can view a list of any unassigned credit card transactions in the **Available Expenses** section.

You can add card transactions to an expense report in the following ways:

- From the open expense report
- From the **Credit Card Charges** page (**Expense > View Transactions** on the sub-menu).
- From the **Available Expenses** section (you might need to scroll down) (**Expense** > **Manage Expenses** on the sub-menu)

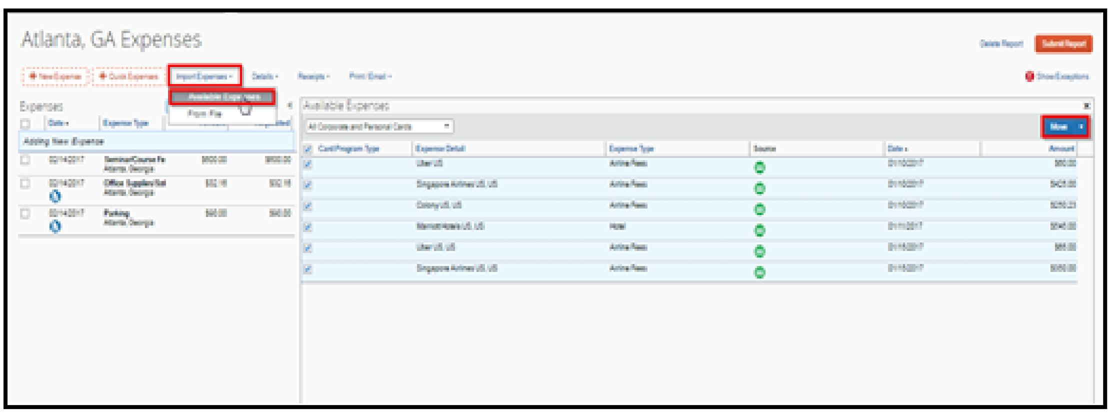
From the open expense report

To add card transactions within the open report

1. From the **Available Expense** section on the left side of the screen, select the check box(es) for the appropriate expenses.
2. Select the transaction(s) that you want to assign the current expense report.
3. In the **Available Expenses** section, click **Move.**

   The expense is moved an appears on the left side of the page, with any applicable icons, such as company card or exception.

   - If you select **To Current Report**, the selected transactions are attached to the report.
   - If you select **To New Report**, the create a **New Expense Report** page appears. Enter the report information as usual.

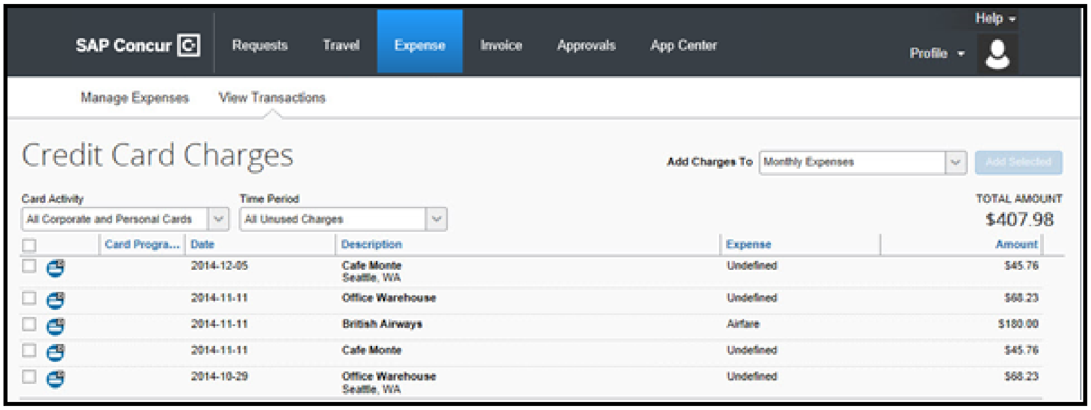


From the Credit Card Charges page

To assign one or more transactions to an expense report

1. Click the **Expense** tab, and then select **View Transactions** from the sub-menu.
2. Select the appropriate check box(es) next to the transaction.

   TIP: Select the uppermost check box to select all transactions.
3. Select an expense report from the **Add Charges To** dropdown list.
4. Click **Add Selected.**



From the Available Expenses section

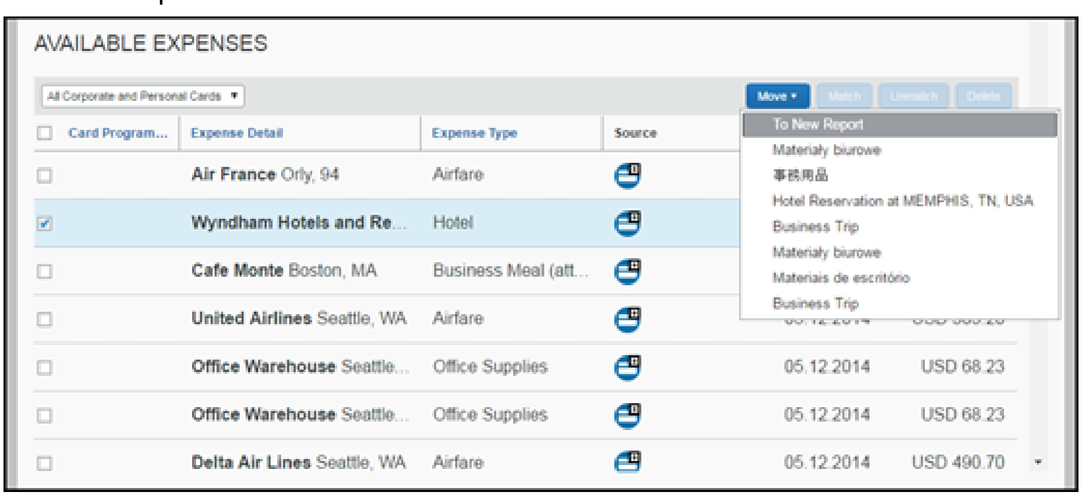
To assign transactions to a report from the Available Expenses section

You can access the Available Expense section in the following ways:

- From the **SAP Concur** home page, on the Quick Task bar, click the **Available Expenses** task.
- From the **SAP Concur** home page, in the **My Tasks** section, click the **Available Expenses** task.
- From the **SAP Concur** home page, from the menu, click **Expenses**, and then select **Manage Expenses** from the sub-menu.

1. Select the appropriate check box(es) next to the transaction.

   TIP: Select the uppermost check box to select all transactions.
2. Click **Move.**
3. Select the name of the appropriate report or **To New Report**.
   - If you select an existing report, the report opens, and the selected transactions are attached to the report.
   - If you select **To New Report**, the **Create a New Expense Report** page appears. Enter the report information as usual.



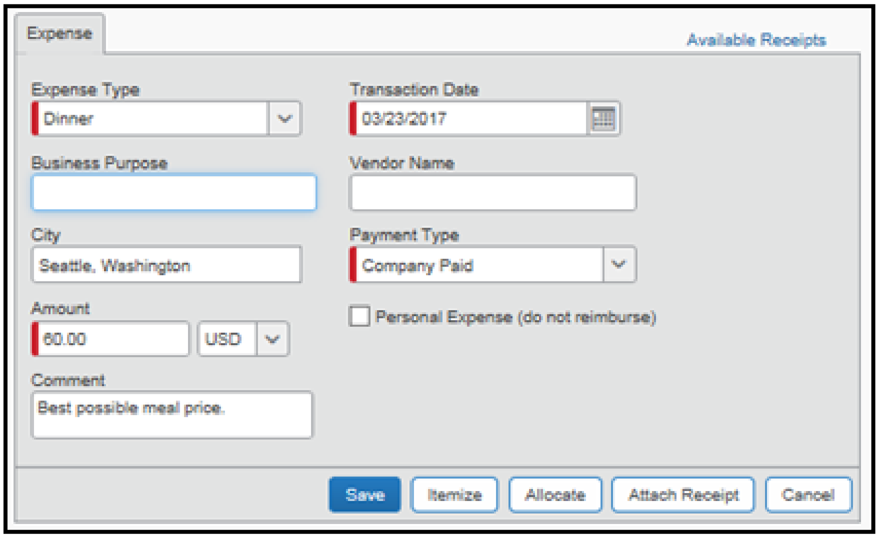
Adding an Out-of-Pocket Expense to an Expense Report

To add an out-of-pocket expense to a report

1. From the open report, click **New Expense**, and then click the **Create New Expense** tab.
2. In the **Add Expense** window, search for and select the appropriate expense type from the list.

   The page refreshes, displaying the required and optional fields for the selected expense type.

   NOTE: Your company defines the fields that are available on this screen.
3. Complete the required and optional fields as directed by your company.
4. Click the **Payment Type** dropdown arrow, and then select **Out of Pocket.**
5. Click any of the following:
   - **Attach Receipts-** To upload and attach receipt images
   - **Itemizations -** To itemize the expense
   - **Allocate** -To allocate the expense
   - **Save–** To save the out-of-pocket expense
   - **Cancel -** To exit without saving this expense

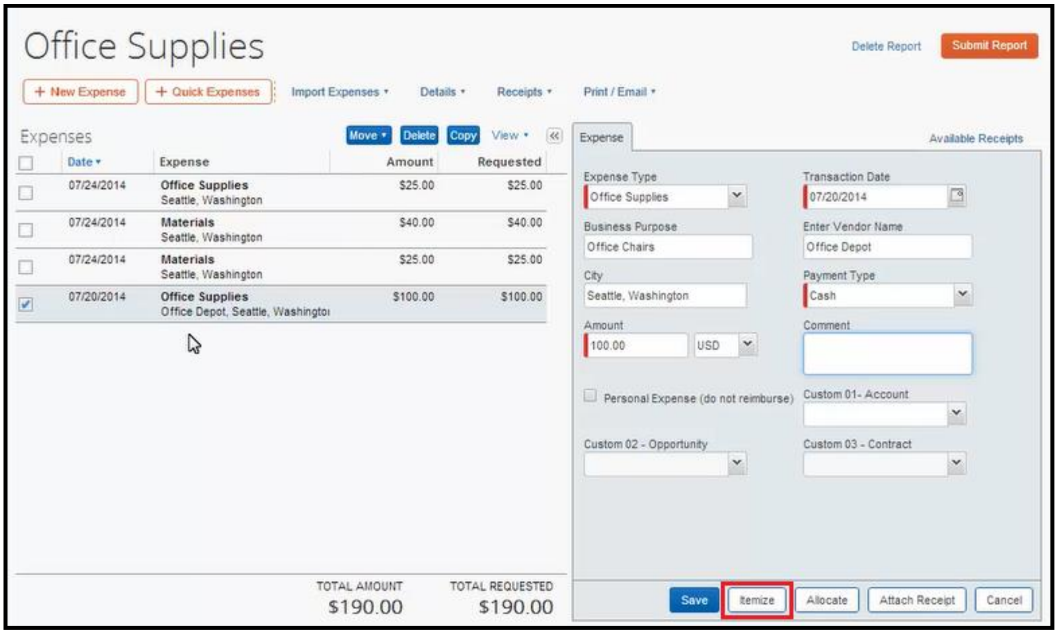


Itemizing Expenses

Use the **Itemizations** tab to account for receipts that include both business and personal expenses or to ensure that each of your expenses is accounted for correctly.

To itemize an expense

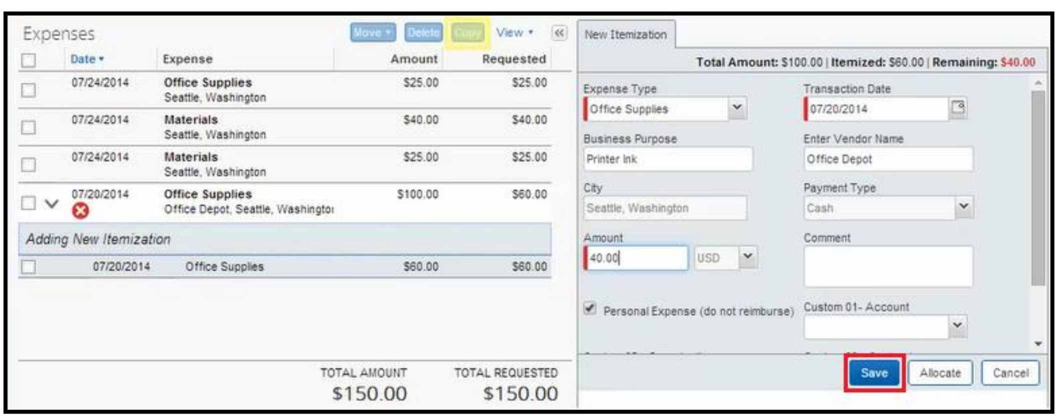
1. Create the expense as usual, and then click **Itemize**.



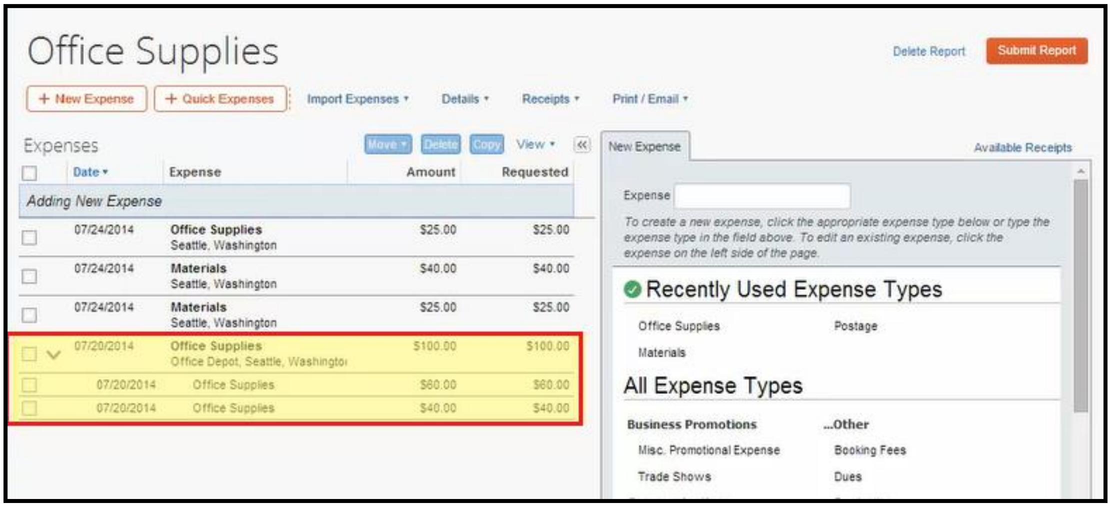
2. On the **New Itemization** tab, select the expense type that applies to the first itemization.

   The **Total Amount**, the **Itemized** amount, and the **Remaining** amount appear on the right side of the page.
3. Continue itemizing the expense until the remaining amount is $0.00.
4. For each additional itemization, on the **New Itemization** tab, select the appropriate expense type and complete the appropriate fields.

   NOTE: You can also **Copy** itemizations to save time with similar entries.
5. As you complete the details for each itemization, click **Save**.



Your itemizations will appear in the **Expenses** pane.



Itemizing Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that they can be reimbursed correctly. Lodging Itemizations allow you to quickly itemize recurring room rates and taxes. You can then itemize the remaining charges on your hotel bill, and adjust for any rate changes during your stay

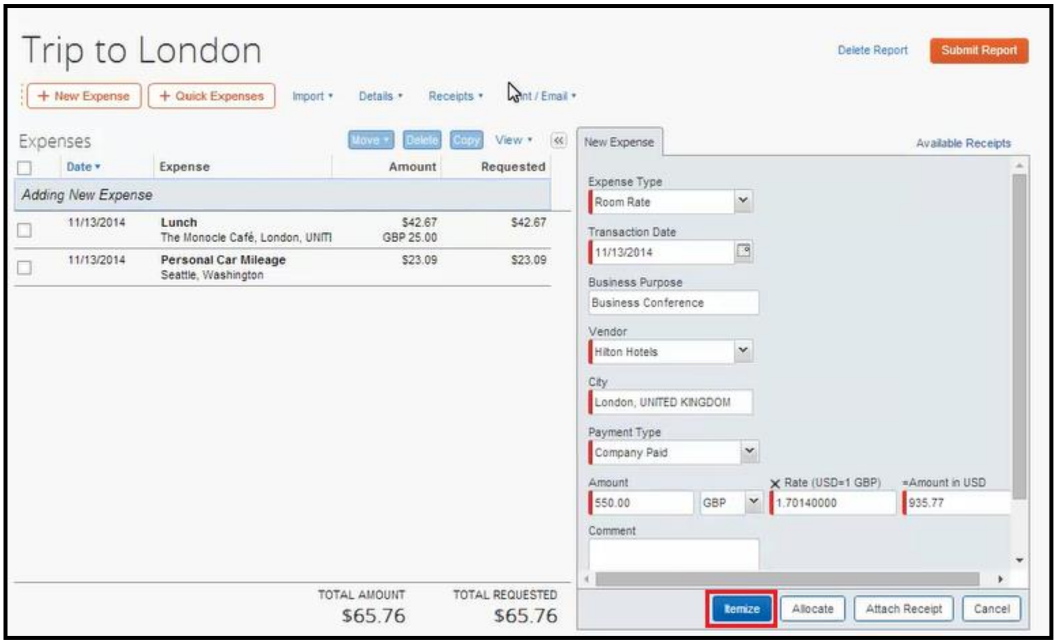
To create a lodging expense

1. With the expense report open, click **Add Expense,** and then select a **Lodging** expense type.

   The page refreshes, displaying the required and optional fields for the selected expense type.

   NOTE: Your company determines the name of the expense type. It might be called Lodging, Hotel, or something similar.

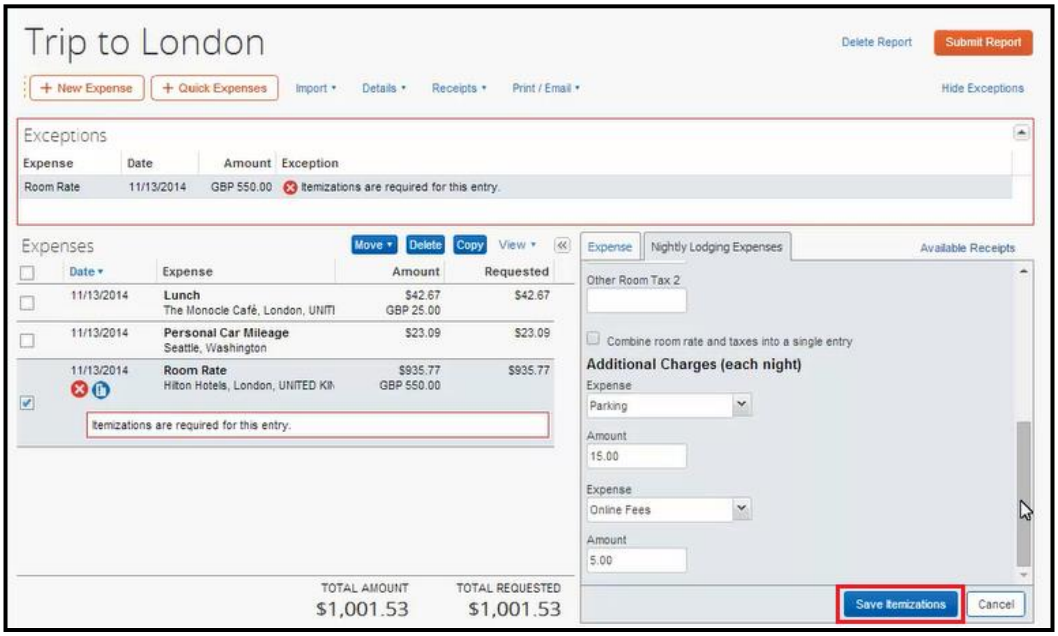
2. Complete the fields as directed by your company.
3. Click **Itemize**.

   Concur Expense populates the **Check-out Date** and the **Number of Nights** based on the transaction date and the **Check-in Date**.

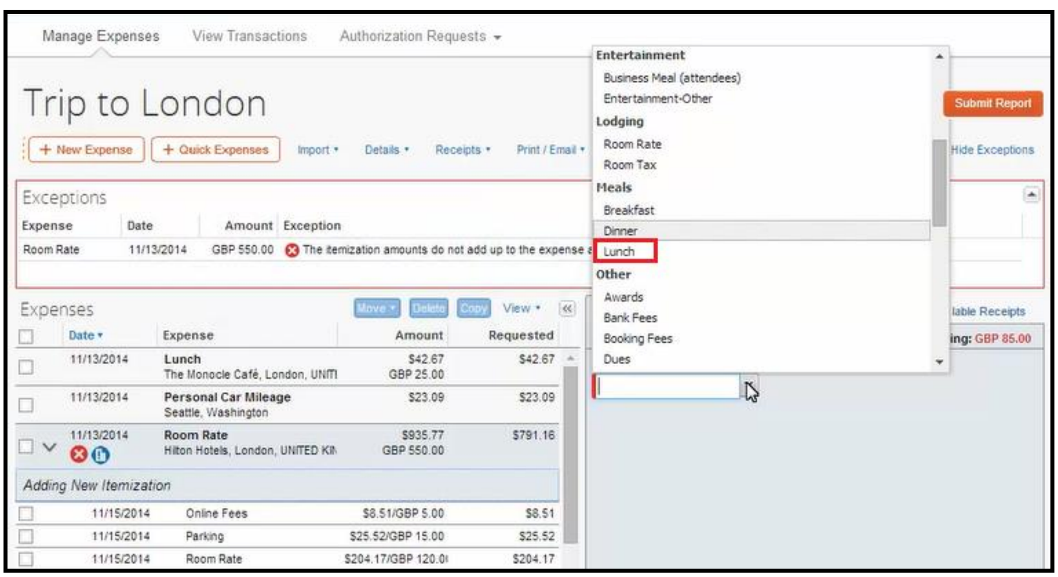
4. Enter the **Check-in Date**, **Check-out Date**, **Room Rate** and **Room tax.**
5. Select any **Additional Charges**, and then enter the amounts.

6. Click **Save Itemizations.**



7. Select whether your hotel room rate was **The Same Every Night,** or **Not the Same.**
8. Enter the **Room Rate (per night)** and **Room Tax (per night),** as applicable.

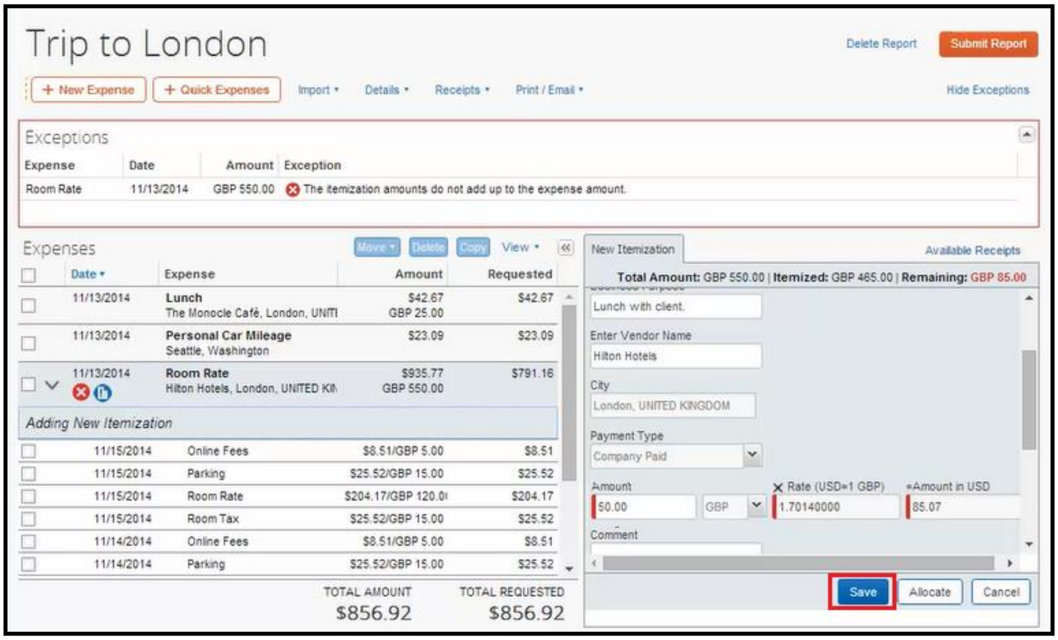
   NOTE: You can use the **Additional Taxes** link to enter additional taxes from your hotel bill.
9. Click **Save Itemization.**
10. If there is a remaining amount that needs to be itemized (other charges, for example, for incidentals or room service), the remaining amount is displayed in the **Remaining** field. Continue to itemize the amounts until the balance is $0.00.
11. Click the **Expense Type** dropdown arrow, and then select the appropriate type of expense.



12. Enter the required and optional fields directed by your company.

    If this is a foreign currency transaction, once you enter the **Amount**, the total will be shown in your default currency along with the calculated exchange rate.

13. After you have entered all of the appropriate information, click **Save**.

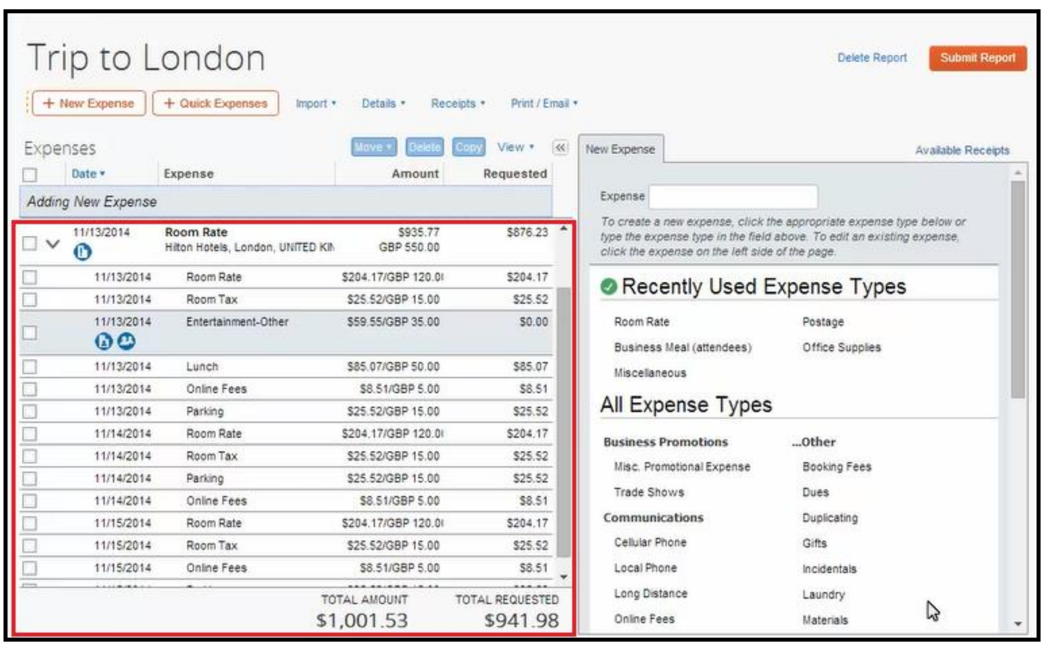


14. Continue itemizing until the remaining amount is $0.00.

15. Select the **Personal Expense** check box for any expense that should not be reimbursed by your company.

16. Click **Save**.

    Notice that the details for the lodging itemization appear on the left side of the page under the Room Rate expense type.

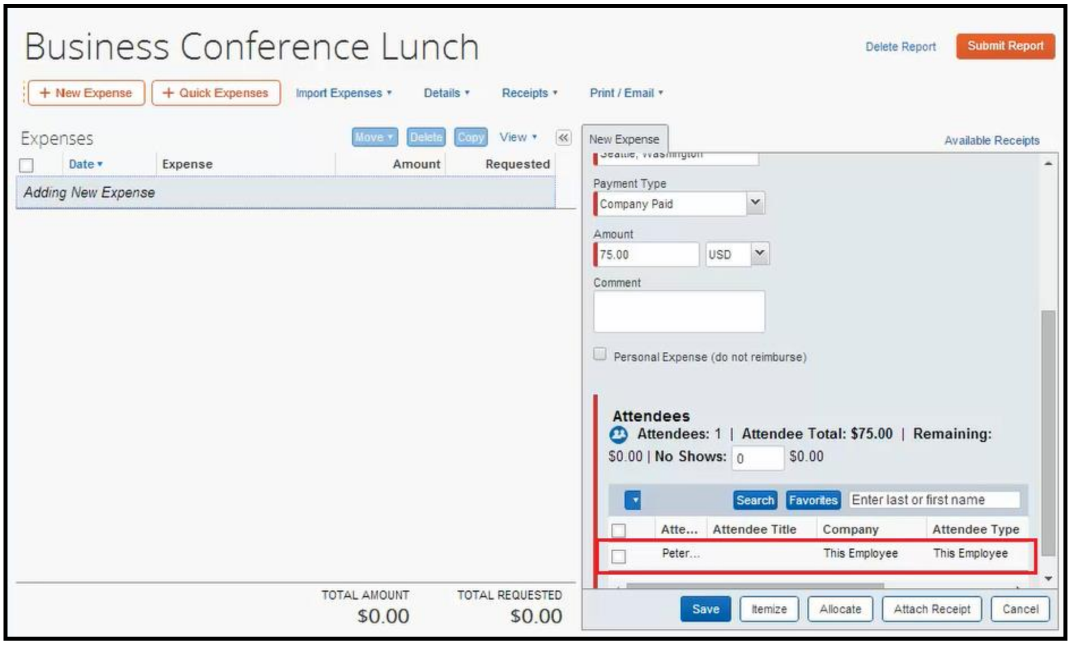


Adding Attendees to an Expense

Some expenses, such as business meal expenses, require you to add attendees to the expense. You will see the **Attendees** pane for these types of expenses.

To add attendees to a business meal

In the open expense report, notice that you are automatically added as an attendee.



1. If you have used an attendee before, you can quickly add them to this expense by entering their first or last name, and then select the previously used attendee.
2. To enter new attendees for the expense, click the **Attendee** arrow, and then select **New Attendee**.

3. In the **Add Attendee** window, enter the new attendee's required and optional information as directed by your company (required fields are indicated with a red bar).
4. Click **Save** to save the new attendee and add them to the expense.

Note that all of your new attendees are listed for this meal and the expense amount is distributed equally among all attendees.

Depending on your company's configuration and policies, you might need to modify the amount for each attendee using the fields in the Amount column. After any adjustments, verify that the remaining amount is $0.00.

5. Click **Save**.

   The **Attendees** icon now appears next to the expense.

Allocating Expenses

You can allocate expenses to projects or departments, which will be charged for those expenses. You can allocate a single expense or multiple expenses.

NOTE: To find out if your company uses this feature, contact your SAP Concur administrator for more information.

To allocate your expenses

1. With the expense report open, to create or edit a *single* expense, click **Allocate** at the bottom of the **Expense** tab.

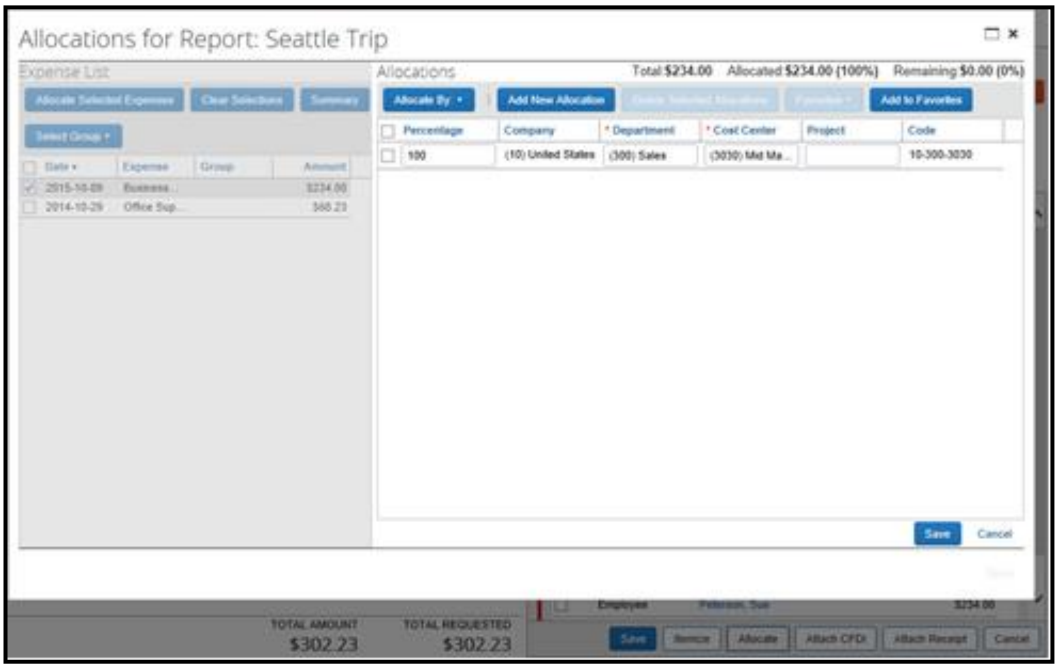
To allocate multiple expenses, select the appropriate expenses on the left side of the page, and then:

- Click **Allocate the selected expenses** on the right side of the page.

- or -

- Click **Details** > **Allocations.**

The **Allocations for Report** window appears. The total expense **Amount**, the amount **Allocated**, and the amount **Remaining** are listed.



The **Allocate** window appears. The total expense **Amount**, the amount **Allocated**, and the amount **Remaining** are listed.

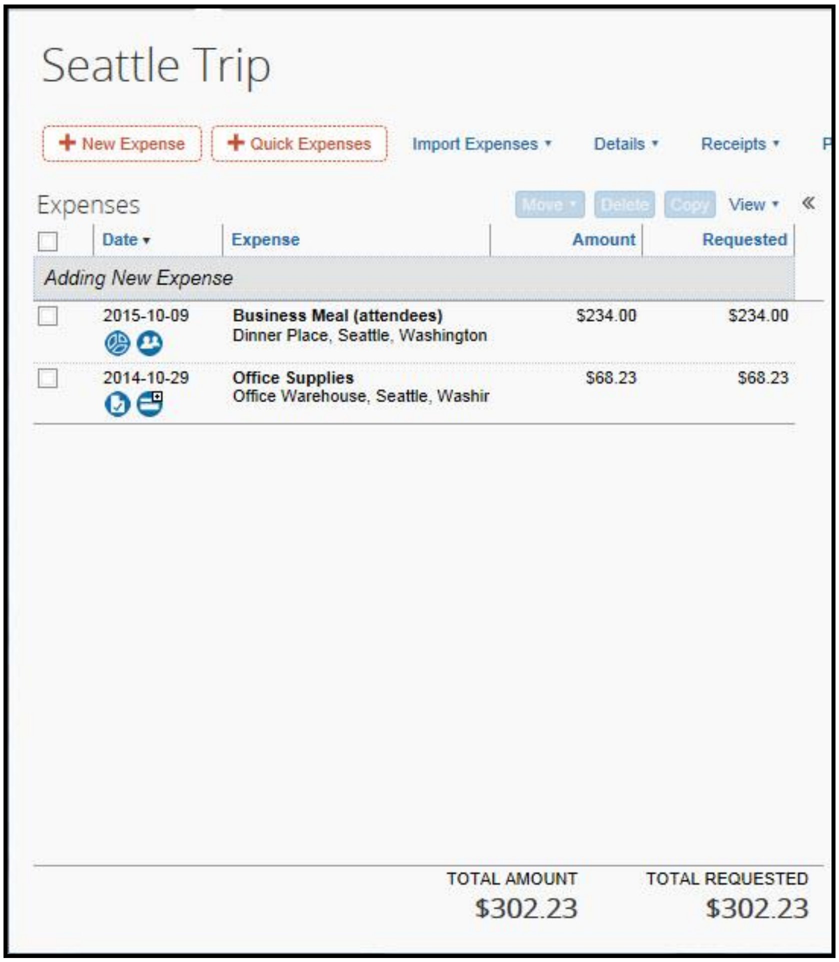
2. From the **Allocate by** dropdown list, select **Percent** or **Amount.**

   Your company determines if the allocation fields are text fields or lists. Select from the lists or type the appropriate information in the fields.

   NOTE: Your company might provide default information in some of the fields, such as your company name. If you change the default information, a red triangle appears in the upper left corner of the field.

3. Add as many allocations as necessary.

   You can adjust the amounts and percentages. The total amount must be allocated 100%, otherwise an audit rule is flagged, and you will not be able to submit the report.
4. Click **Save**.
5. Click **OK** to confirm the allocation, and then click **Done**.
   - If the expense is 100% allocated (fully allocated), the icon appears with the expense.
   - If the expense is not 100% allocated (partially allocated), the icon appears with the expense.



Converting Foreign Currency Transactions

When your travel takes you to different countries, you will need to convert foreign currency transactions to your standard reimbursement currency.

When you create a new expense in a currency other than your own, you will see additional fields that allow you to convert the amount of your transaction to your standard reimbursement currency.

The exchange rate comes from the Oanda Corporation, a foreign exchange company. However, you can change or modify it if your company would like to use a different exchange rate. For credit card transactions, the credit card vendor provides the exchange rate.

To account for an expense incurred in another currency

1. With the report open, click **New Expense,** and then enter the appropriate information in the required and optional fields as directed by your company (required fields are indicated with a red bar).

   Note the following:

   - Select the "spend" **Currency** from the list to the right of the **Amount** field.

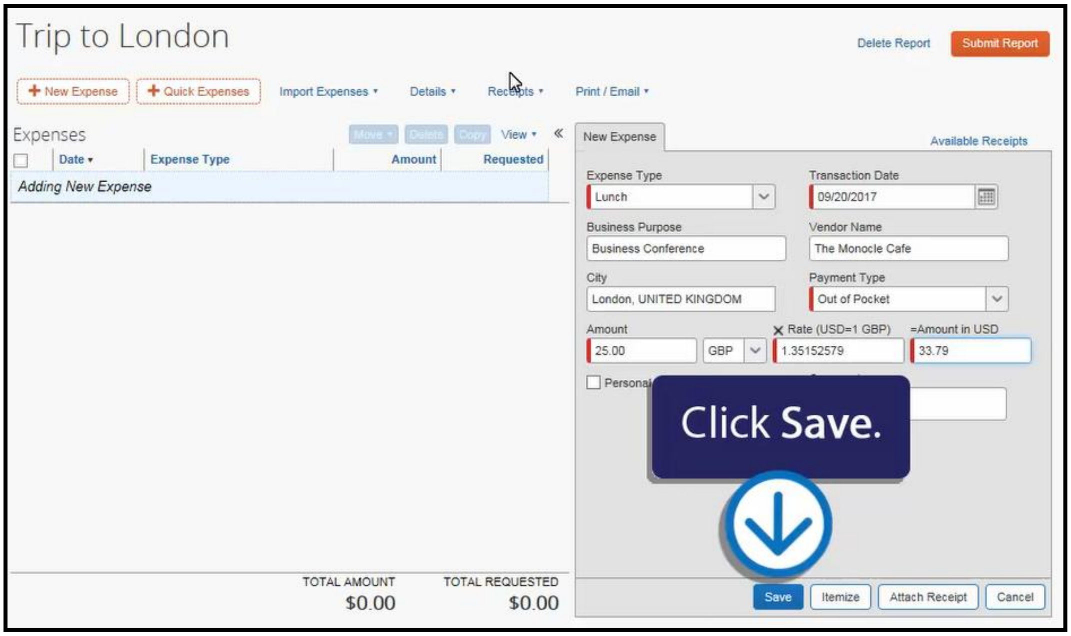
     The **Conversion Rate** field appears.

   - The **Conversion Rate** is automatically populated according to your **Transaction Date** and **Currency** entries.

     Expense calculates the **Amount** in your reimbursement currency.

   - Currency can be converted by multiplying by a particular rate or dividing by a different rate. To switch between multiplication of the rate to division of the rate, click **Reverse** next to the **Conversion Rate** field.

2. Complete the remaining fields as appropriate, and then click **Save.**



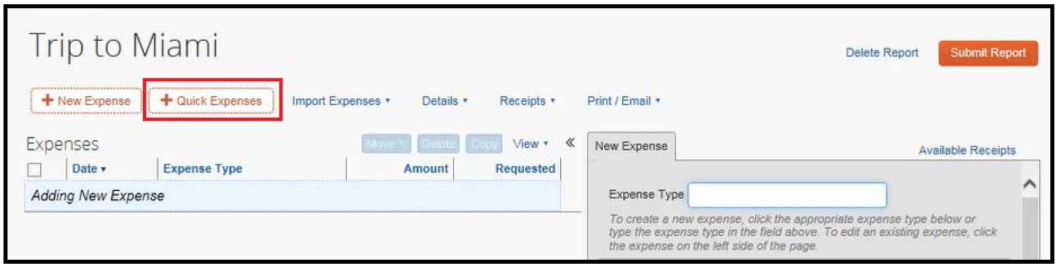
Note that the expense **Amount** will appear in both the foreign currency and in your standard reimbursement currency.

Adding Quick Expenses

As you create an expense report, you can quickly enter several expenses at once.

To create quick expenses

1. From the open report, click **Quick Expenses**.

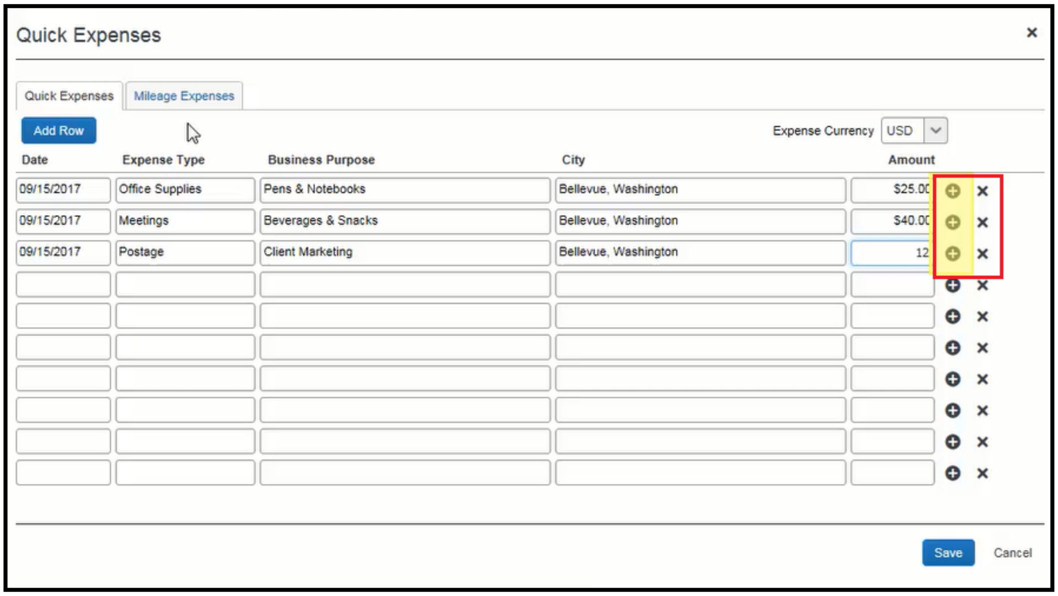


2. On the **Quick Expenses** page, enter basic information, such as a transaction **Date**, **Expense Type**, **Business Purpose**, **City**, and **Amount**.

   You can complete custom fields and other information when you add the expense to the expense report.

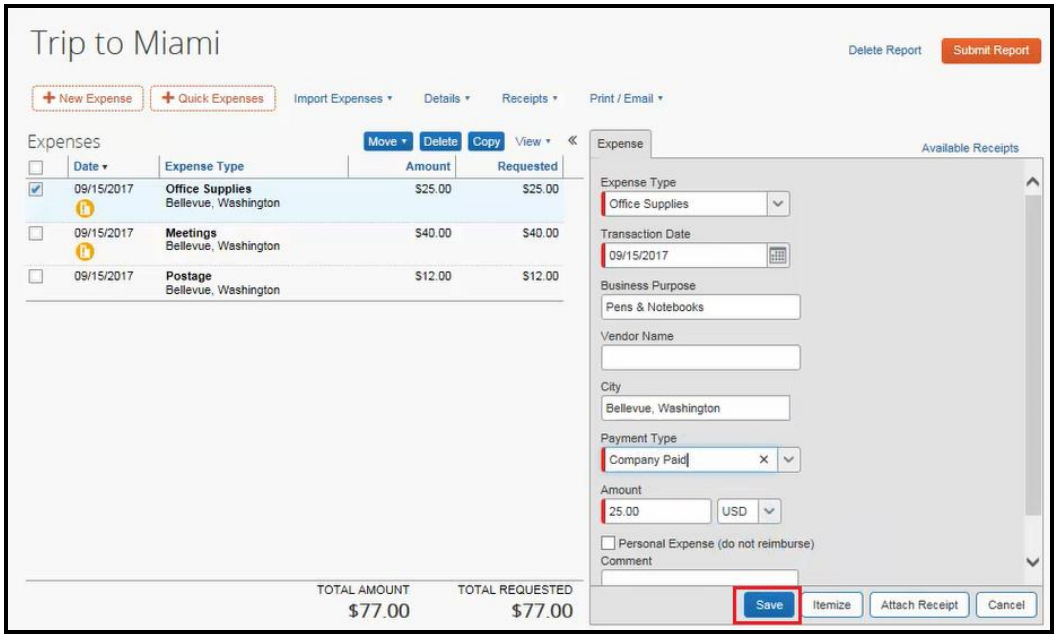
   Use the **Replicate Last Entry** button to make a duplicate of the current expense. You can edit the newly created expense on the next line. Use the **Delete** button to delete any quick expenses you don't need.

3. Click **Save**.



The new expenses appear in the **Expenses** pane.

4. Complete any additional expenses details as needed, and then click **Save.**



Entering Personal Car Mileage

Depending on your company policy, you might have to track your car mileage in order to be reimbursed. You might be using your personal car for business purposes or you might be using a company car. Your company determines the information you are required to provide such as mileage and odometer readings, as well as the reimbursement rates.

To create a car mileage expense

1. With the expense report open, click **Add Expense**, and then select the mileage expense type.

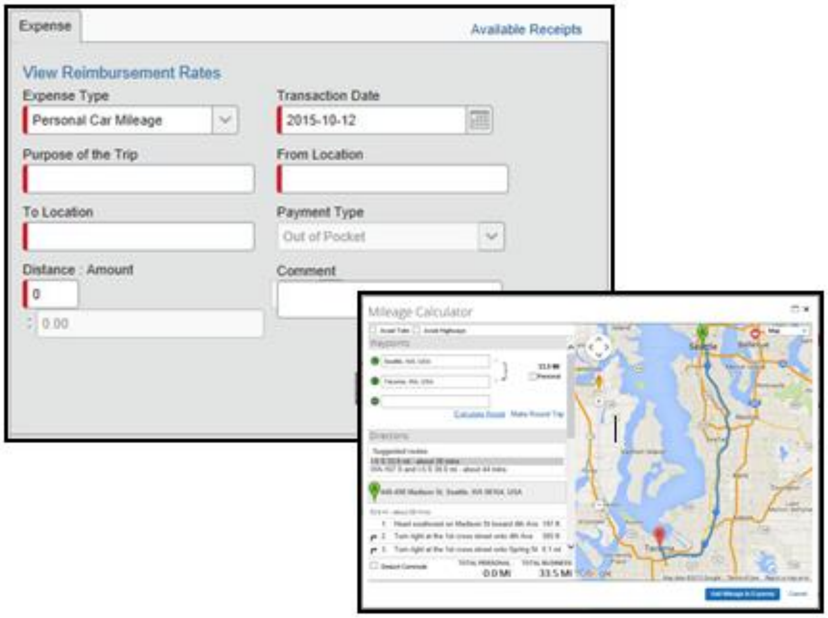
   NOTES:

   - Your company determines the name of the expense type. It might be called Car, Company Car, Personal Car Mileage, or something similar.
   - You must register a vehicle in your profile before you can create a mileage expense.

   Depending on your company's configuration, one of the following will happen:

   - The page refreshes with the required and optional fields displayed, including the **Mileage Calculator** link if your company has implemented Google Maps Mileage feature.
     - or -
   - The Google **Mileage Calculator** window automatically displays, and you can enter your point-to-point routes.
2. Complete all required and optional fields as directed by your company. For a personal car, you might enter the total business miles traveled. For a company car, you might be required to enter the beginning and ending odometer readings.

   When done, Expense calculates the reimbursement amount based on the miles and the reimbursement rate set by your company.
3. Click **Save.**



Activating E-Receipts

E-receipts are an electronic version of receipt data that can be sent directly to SAP Concur to replace imaged paper receipts. The availability and content of e-receipts vary depending on the vendor.

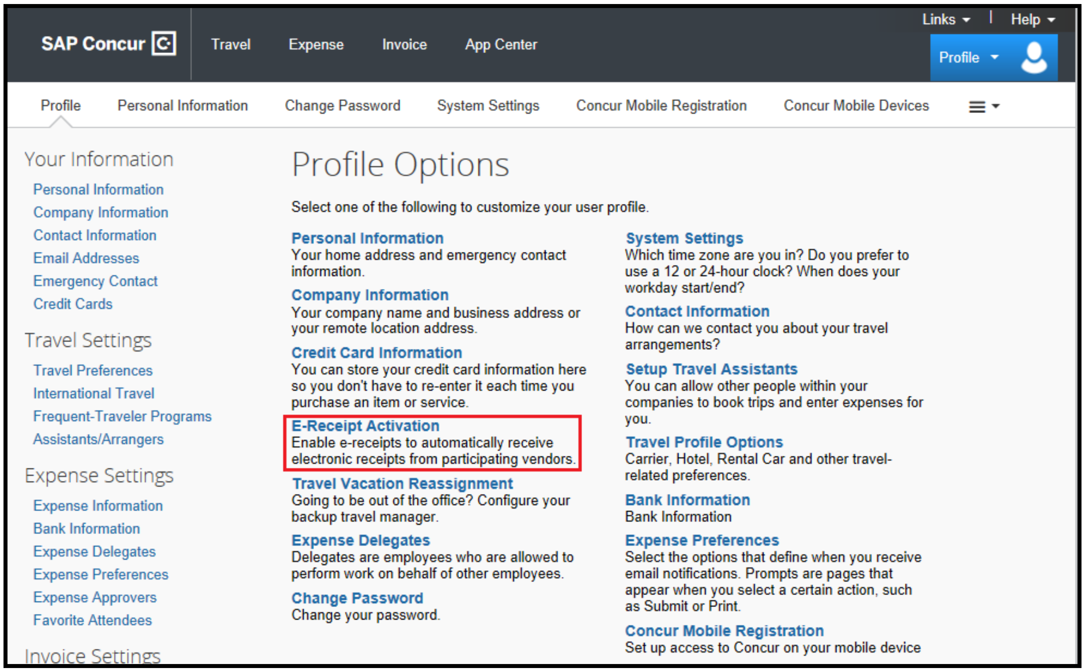
Your company must be enabled to accept e-receipts, and you must opt-in from your **Profile** before e-receipts activate in Expense. Some vendors require additional paperwork before they can send e-receipt data. Contact your SAP Concur administrator for more information.

Once your company has e-receipts enabled, a message will appear on the SAP Concur home page, prompting you to sign up. You can also active e-receipts from your **Profile Options** page.

NOTE: Depending on your company's configuration, this option might not be available to you. Contact your SAP Concur administrator for more information.

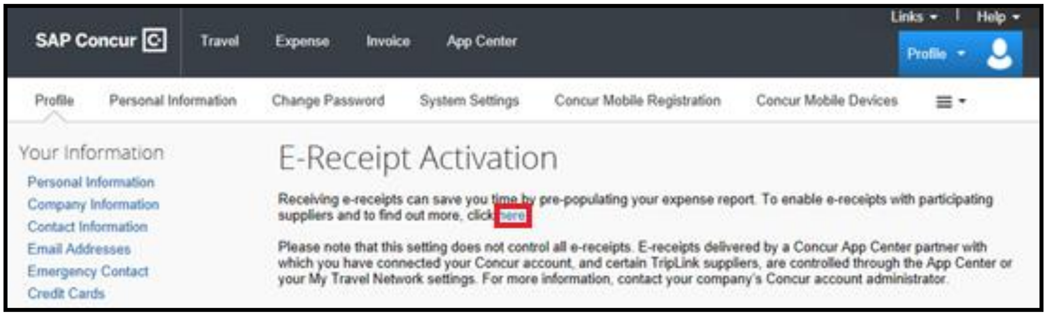
To activate e-receipts

1. Click **Profile**, and then click **Profile Settings**.
2. On the **Profile Options** page, click **E-Receipt Activation**.



The **E-Receipt Activation and User Agreement** appears.

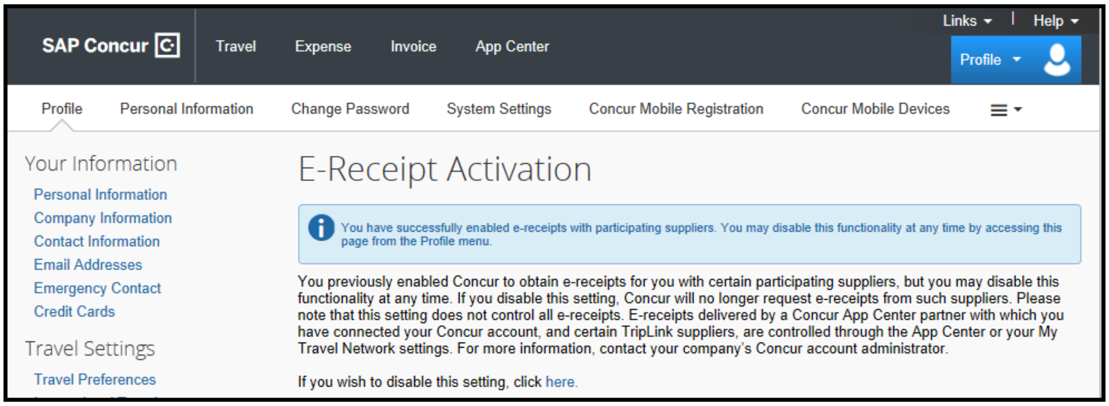
3. On the **E-Receipt Activation** page, click the **here** link.



4. Read through the **E-Receipt Activation** agreement, and then click **I Agree**.

   Receipts are successfully enabled.

5. If you want to disable the E-Receipt Activation setting, on the **E-Receipt Activation** page, click the **here** link.

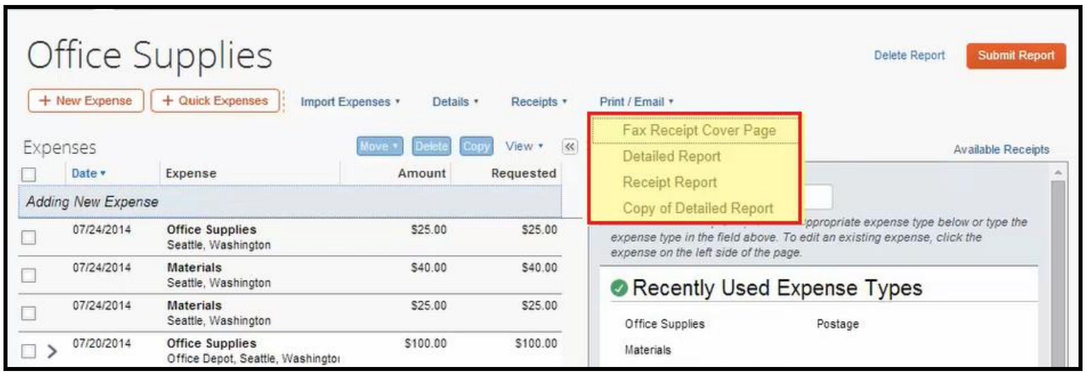


Printing and Submitting an Expense Report

When you complete your expense report, you can print it to save a hard copy for your records or to review required receipts.

To preview and print the expense report

1. On the expense report page, click **Print/Email**, and then select one of the options from the dropdown list. Your company determines the options that are available. Available options include:
   - **Fax Receipt Cover Page:** Prints a PDF file with a unique barcode a report summary and a checklist for the required expense receipts.
   - **Detailed Report:** Prints a report that includes all report-level information as well as a summary of the report.
   - **Receipt Report:** Prints a list of expenses that require receipts along with the unique receipt bar code and the report-level and summary information.
   - **Copy of Detailed Report:** Prints a copy of the detailed report.



2. On the **Detailed Report** screen, review the details, and then click **Print**.

To submit your expense report

1. On the expense report page, click **Submit Report**. The **Report Totals** window appears.
2. Review the information for accuracy, and then click **Submit Report**.

   The **Report Status** window appears.

3. Click **Close**.

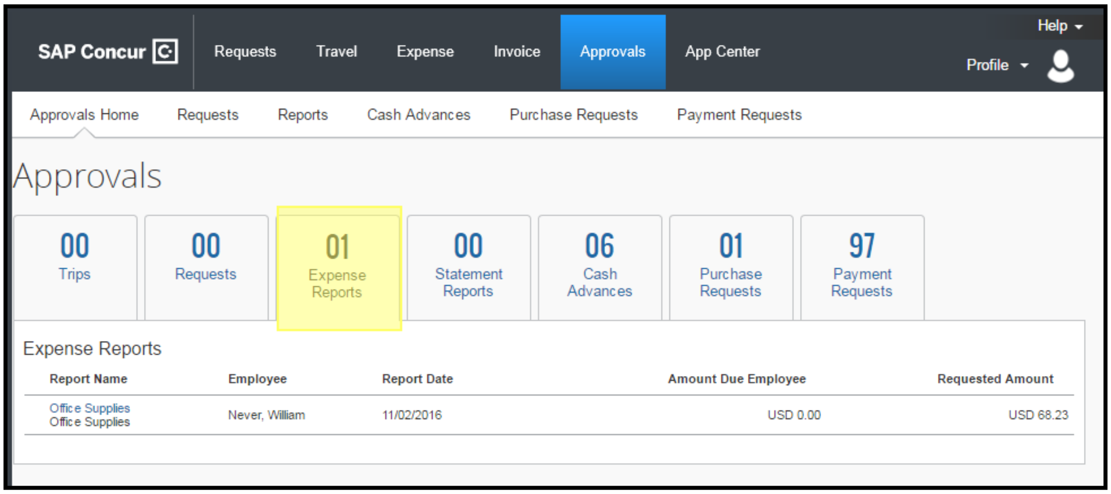
If you cannot successfully submit the report, a message appears describing the report error or alert. Correct the error, or if you require help to complete the task, contact your SAP Concur administrator.

Reviewing and Approving an Expense Report

As an approver, you will need to review submitted expense reports and approve them for reimbursement. On the SAP Concur home page, in the **My Tasks** section, you can view a list of any report waiting your approval.

To review and approve an expense report

1. On the SAP Concur home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports.**

   The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.
2. Review the report details, and then click **Approve**.

Sending Back an Expense Report

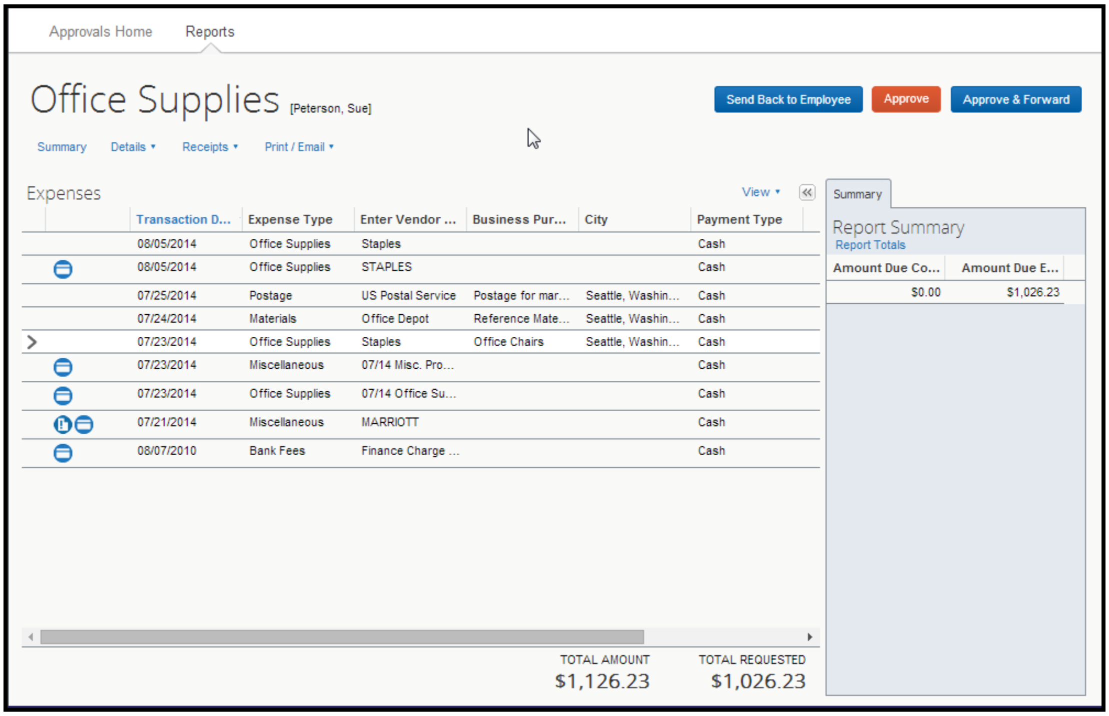
As an approver, you will review submitted expense reports and approve them for reimbursement or send them back for corrections. All of the report's expenses appear in the Expenses list. If the report contains any exceptions, they will display in the **Exceptions** section of the report.

To return the entire expense report to the employee for correction

1. On the SAP Concur home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports.**

   The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.

2. Click **Send Back to Employee**.



   The **Send Back Report** window appears.

3. Enter a **Comment** for the employee, explaining why you are returning the report, and then click **OK.**

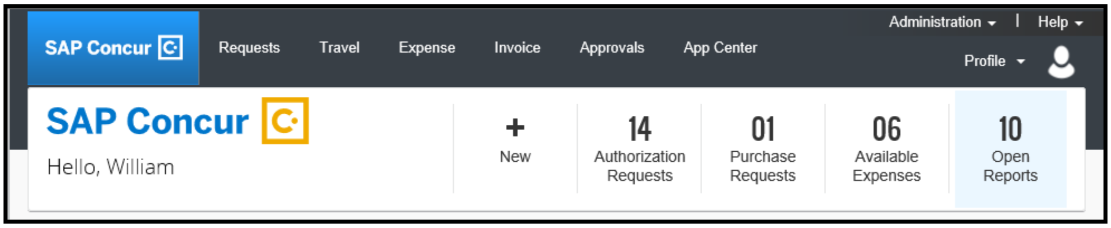
   When you return a report to an employee for correction, it will no longer appear in your list of **Reports Pending your Approval**.

Correcting and Resubmitting an Expense Report

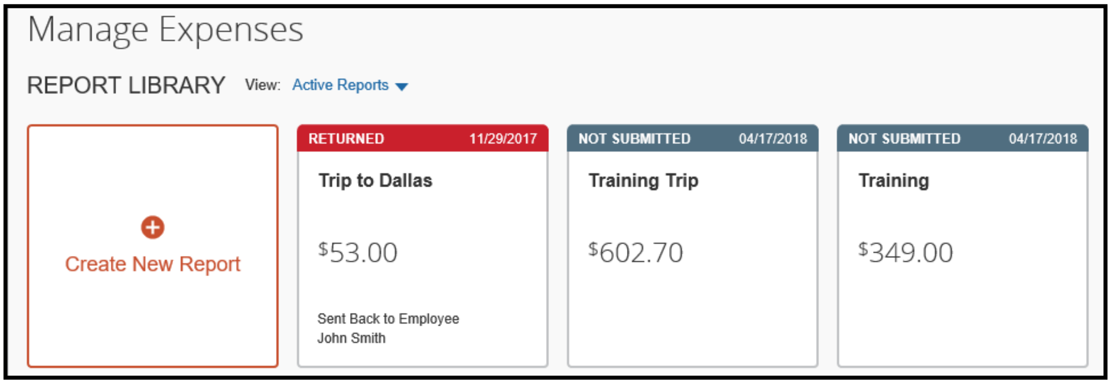
Your Expense approver might send a report back to you if an error is found. The approver will include a comment explaining why the report was returned to you.

To correct and resubmit an expense report

1. To open the report, on the SAP Concur home page, on the Quick Task bar, click the **Open Reports** task.



In the **Active Reports** section of the page, the report appears with **Returned** on the report tile. The approver's comment appears below the amount.



2. Click the returned report tile to open the report.
3. Make the requested changes, and then click **Submit Report**.