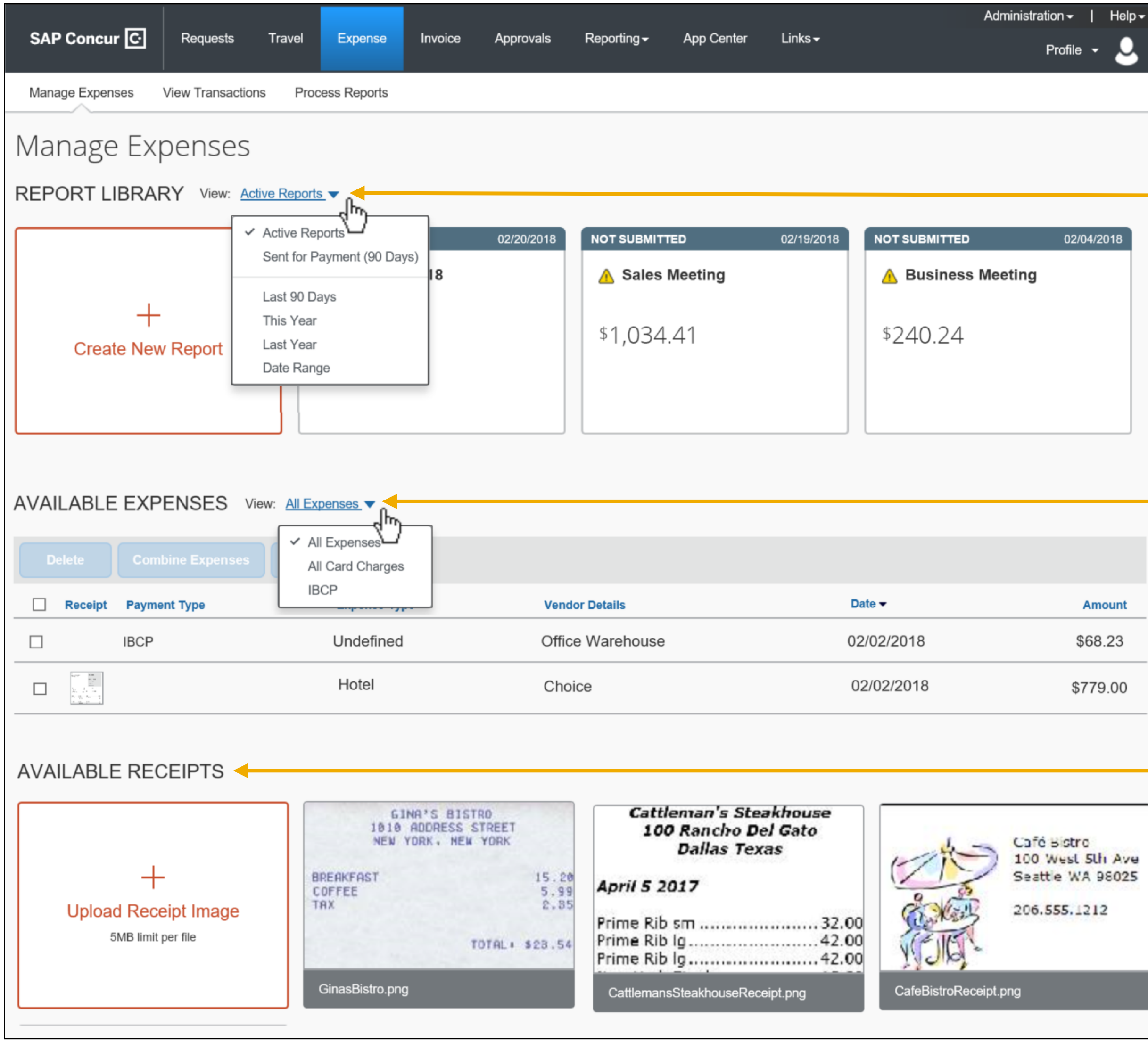
SAP Concur

Transitioning to NextGen Expense

Revised: March 12, 2018

THE BEST RUN SAP

Manage Expenses Page



The **Report Library** section contains your active reports – those that are submitted, not submitted, or returned.

In this section, you can:

- Work with your active reports
- Create new expense reports
- Locate and view older (paid, sent for payment) reports

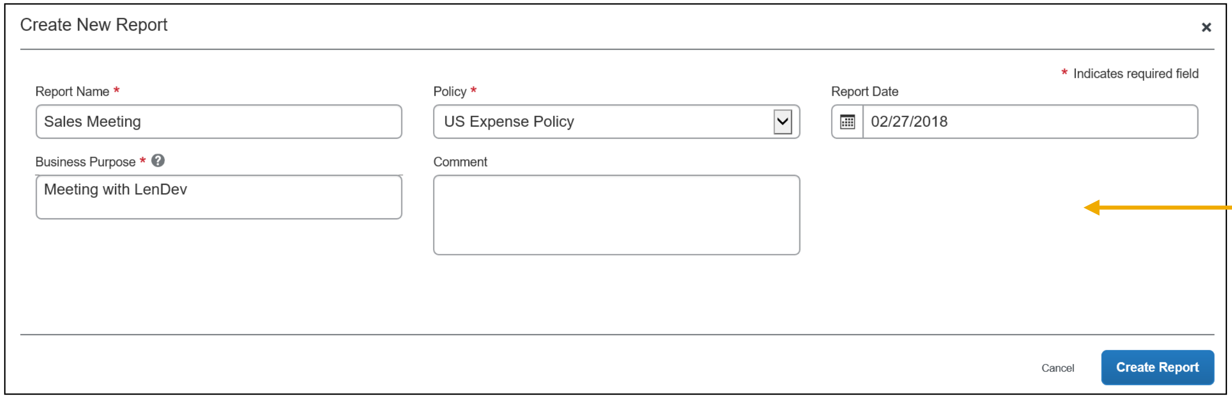
The **Available Expenses** section contains your card charges, e-receipts, etc.

In this section, you can:

- View e-receipts (**Receipt** column)
- View the expense source (card charge, e-receipt) (**Payment Type** column)
- Combine duplicate card charges, e-receipts into one Available Expense
- Move your Available Expenses to a new or existing report
- Delete Available Expenses
- Sort, using the column headings

The **Available Receipts** section contains your uploaded receipt images. You can view and upload additional images in the section.

Create a New Expense Report

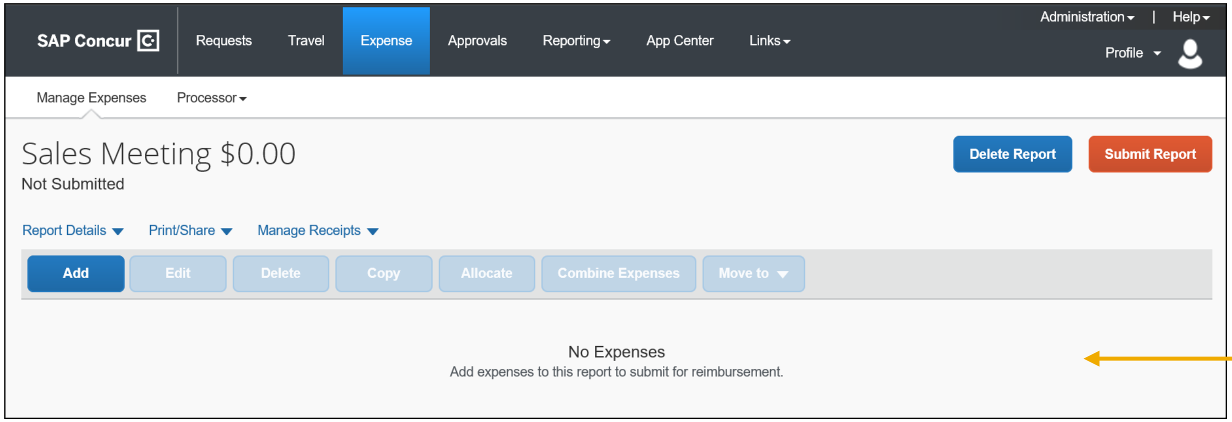


When you click **Create New Report** in the **Report Library** section of the **Manage Expenses** page, the **Create New Report** page appears.

The fields are bigger and easier to navigate.

Complete the fields and click **Create Report**.

NOTE: Since these pages are configurable, yours may be different from the one shown here.

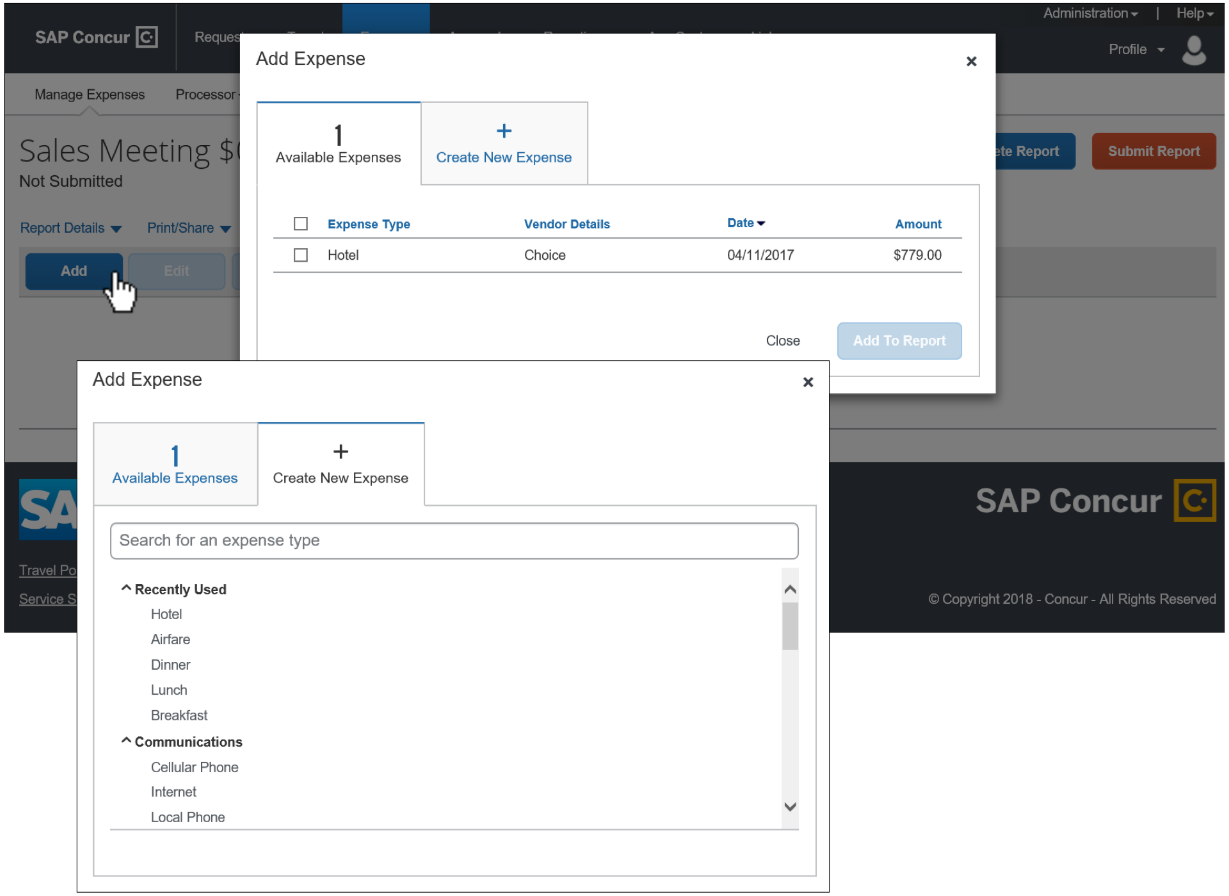


When you click **Create Report** on the **Create New Report** page, the expense report appears.

On this page, you can:

- Add, edit, delete, copy, allocate, combine, and move expenses
- Copy, delete, and submit the expense report
- Using the **Report Details** menu, view the report header, report totals, report timeline (approval flow and comments), audit trail, and allocation summary
- Using the **Print/Share** menu, print the expense report
- Using the **Manage Receipts** menu, view all receipts and access the Missing Receipt Declaration (formerly Affidavit), if allowed

Add an Expense

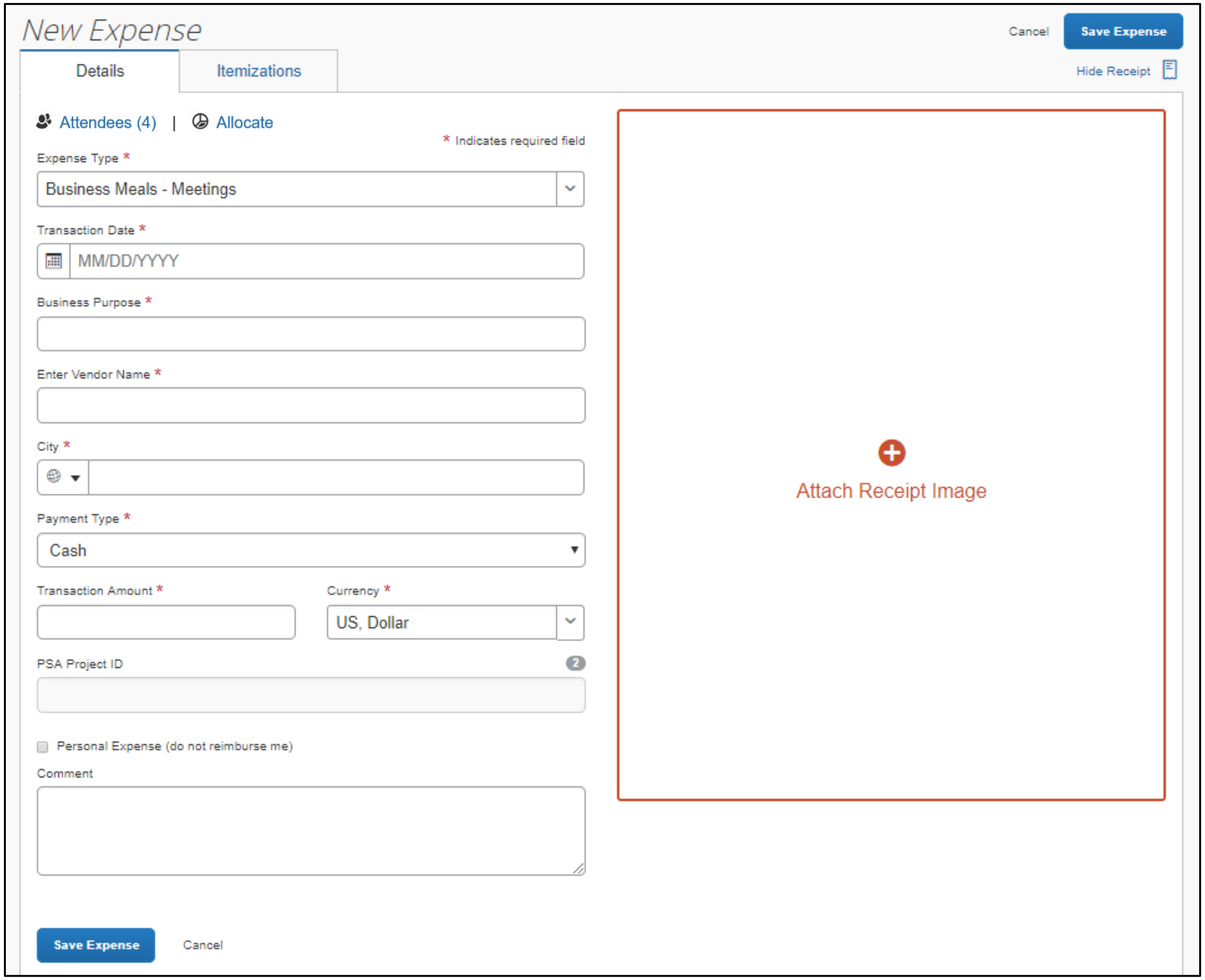


When you click **Add** on the expense report, the **Add Expense** page appears.

Start by doing one of these:

- To use your Available Expenses, select one or more and then click **Add to Report**.
- To add a new expense, click the **Create New Expense** tab. Click the desired expense type. (The sample on the following pages assumes that you want to create a new expense.)

Add an Expense



When you click an expense type on the **Create New Expense** tab, the **New Expense** page appears.

Click + to attach a receipt to the expense, by selecting from the receipt images in your Available Receipts library or by uploading a new image.

Complete the fields as directed by your company.

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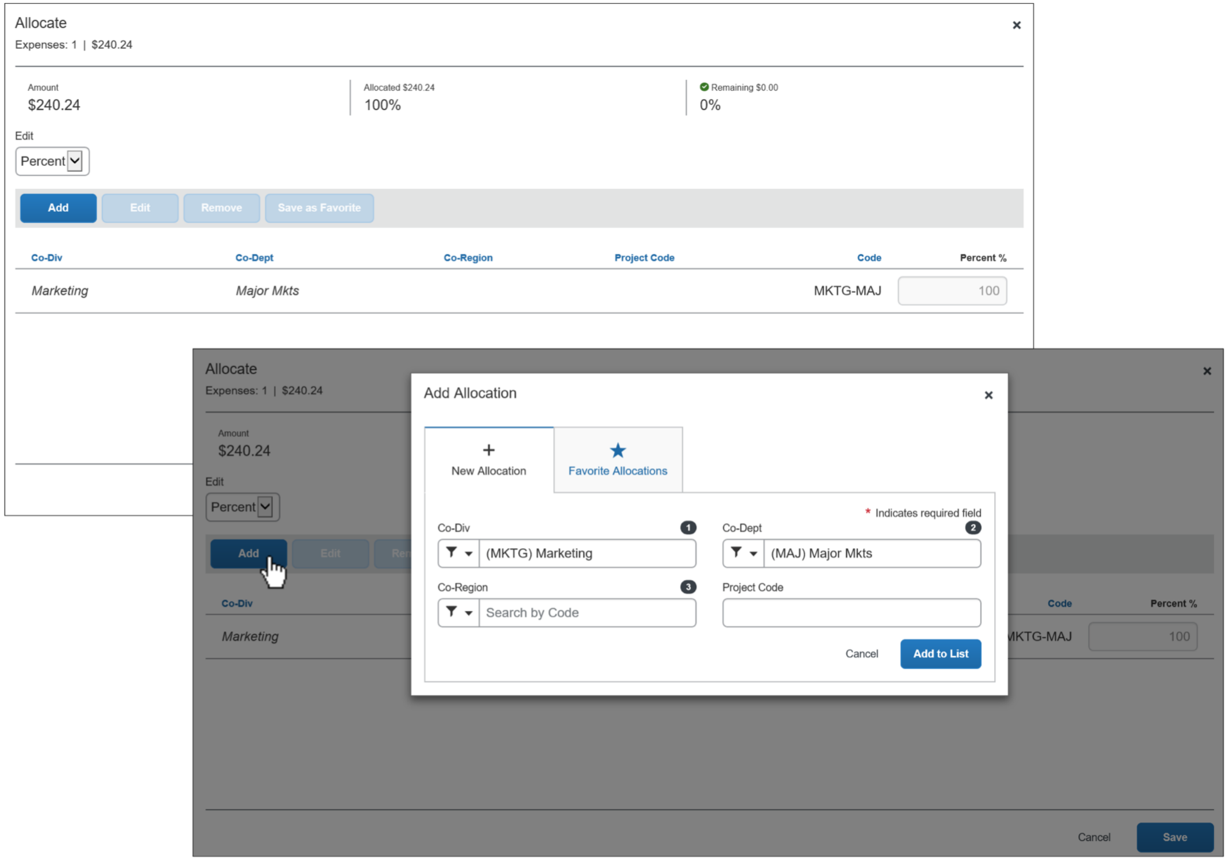
Then, depending on the remaining tasks, click **Attendees**, **Allocate**, **Itemizations**, or **Save Expense**.

Allocate an Expense



When you click **Allocate** on the **Details** tab of the **New Expense** page, the **Allocate** page appears.

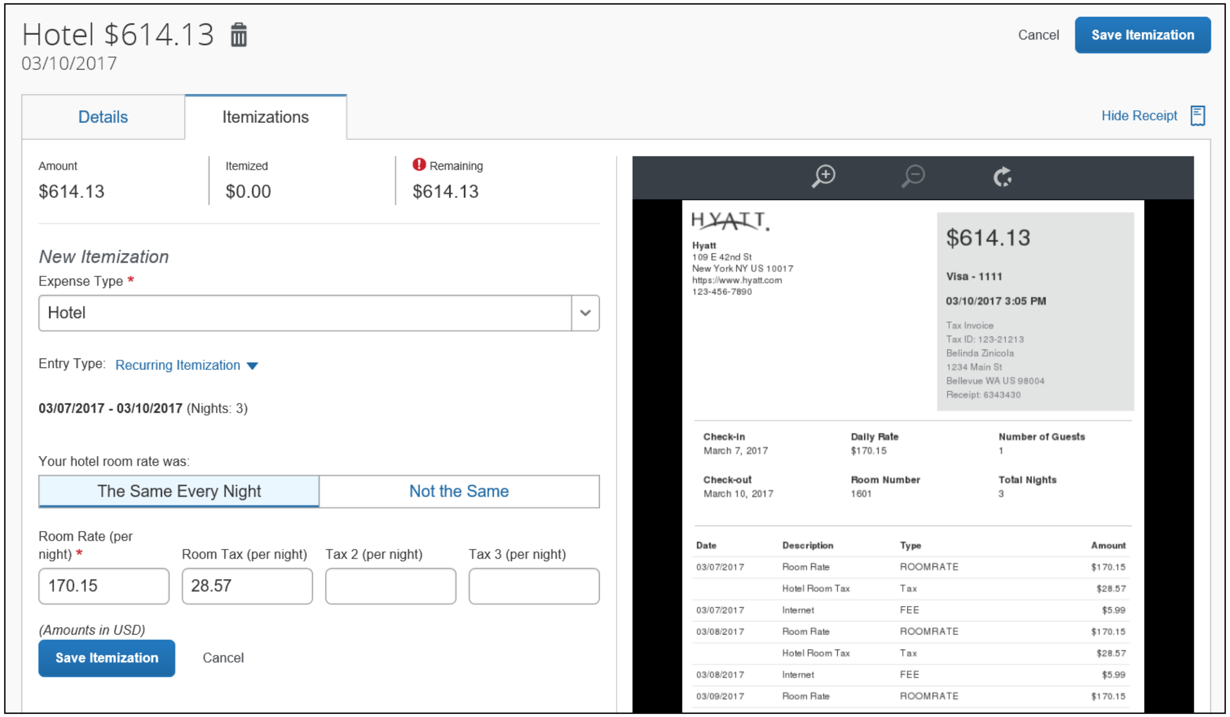
Your default allocation appears, indicating that any part of the expense that is not allocated is charged to your department/cost center. As you add or change allocations, the percentage/amount in this row changes accordingly.

On this page, you can add, edit, and remove allocations. You can also create Favorites.

To add, click **Add** and then:

- On the **New Allocation** tab, define the allocation as directed by your company. You may see lists or text fields, depending on your company's configuration.
  – or –
- On the **Favorite Allocations** tab, select an existing favorite.

Itemize an Expense



When you click the **Itemizations** tab on the **New Expense** page, the **New Itemization** page appears.

Choose the expense type and then:

- For recurring itemizations, choose *Recurring Itemization* in the **Entry Type** field.
- Click **The Same Every Night** for identical rates.
- Click **Not the Same** if the nightly rates/taxes differ over the length of the stay.
- For one-time charges, choose *Single Itemization* in the **Entry Type** field.