



SAP Concur 

# Transitioning to NextGen Expense

Revised: March 12, 2018

# Manage Expenses Page

**Manage Expenses**

**REPORT LIBRARY** View: **Active Reports**

- Active Reports
- Sent for Payment (90 Days)
- Last 90 Days
- This Year
- Last Year
- Date Range

**AVAILABLE EXPENSES** View: **All Expenses**

- All Expenses
- All Card Charges
- IBCP

Receipt	Payment Type	Vendor Details	Date	Amount
<input type="checkbox"/>	IBCP	Undefined	02/02/2018	\$68.23
<input type="checkbox"/>	Hotel	Choice	02/02/2018	\$779.00

**AVAILABLE RECEIPTS**

**Upload Receipt Image**  
5MB limit per file

**GinasBistro.png**

**CattlemansSteakhouseReceipt.png**

**CafeBistroReceipt.png**

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

Create New Report

Report Name \* Sales Meeting

Policy \* US Expense Policy

Report Date 02/27/2018

Business Purpose \* Meeting with LenDev

Comment

Cancel Create 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.

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Requests Travel Expense Approvals Reporting App Center Links

Administration | Help

Profile

Manage Expenses Processor

Sales Meeting \$0.00

Not Submitted

Delete Report Submit Report

Report Details Print/Share Manage Receipts

Add Edit Delete Copy Allocate Combine Expenses Move to

No Expenses

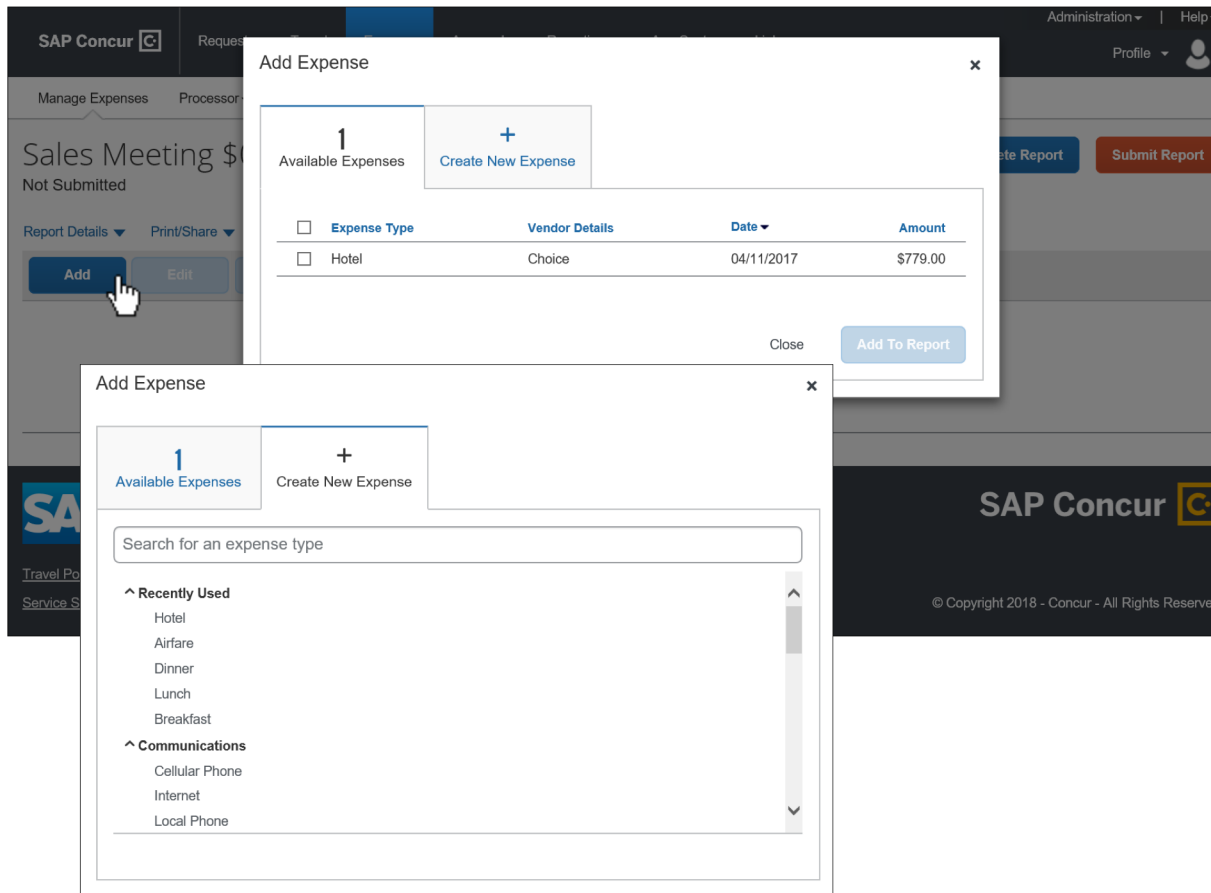
Add expenses to this report to submit for reimbursement.

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

**New Expense** Cancel Save Expense

**Details** **Itemizations** Hide Receipt

**Attendees (4)** | **Allocate** \* Indicates required field

Expense Type \*  
Business Meals - Meetings

Transaction Date \*  
MM/DD/YYYY

Business Purpose \*

Enter Vendor Name \*

City \*

Payment Type \*  
Cash

Transaction Amount \*  
Currency \*  
US, Dollar

PSA Project ID 2

☐ Personal Expense (do not reimburse me)

Comment

Save Expense Cancel

+  
Attach Receipt Image

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.

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

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

# Allocate an Expense

The screenshot displays the 'Allocate' window in SAP. At the top, it shows 'Expenses: 1 | \$240.24'. Below this, a summary bar indicates 'Amount \$240.24', 'Allocated \$240.24 (100%)', and 'Remaining \$0.00 (0%)'. An 'Edit' dropdown is set to 'Percent'. A toolbar contains 'Add', 'Edit', 'Remove', and 'Save as Favorite' buttons. A table lists allocations with columns: Co-Div, Co-Dept, Co-Region, Project Code, Code, and Percent %. One row is visible: Marketing, Major Mkts, , MKTG-MAJ, 100. An 'Add Allocation' modal is open, showing two tabs: 'New Allocation' (selected) and 'Favorite Allocations'. The 'New Allocation' tab has four numbered fields: 1. Co-Div (dropdown, value: (MKTG) Marketing), 2. Co-Dept (dropdown, value: (MAJ) Major Mkts), 3. Co-Region (dropdown, value: Search by Code), and 4. Project Code (text field). A red asterisk indicates required fields. The modal has 'Cancel' and 'Add to List' buttons. The background window is dimmed, showing the same 'Allocate' interface.

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

Hotel \$614.13

03/10/2017

Cancel

Save Itemization

Details

Itemizations

Hide Receipt

Amount	Itemized	Remaining
\$614.13	\$0.00	\$614.13

New Itemization

Expense Type \*

Hotel

Entry Type: Recurring Itemization

03/07/2017 - 03/10/2017 (Nights: 3)

Your hotel room rate was:

The Same Every Night

Not the Same

Room Rate (per night) \*

Room Tax (per night)

Tax 2 (per night)

Tax 3 (per night)

170.15

28.57

(Amounts in USD)

Save Itemization

Cancel

HYATT

100 E 42nd St

New York NY US 10017

https://www.hyatt.com

123-456-7890

\$614.13

Visa - 1111

03/10/2017 3:05 PM

Tax Invoice

Tax ID: 123-21213

Belinda Zincola

1234 Main St

Bellevue WA US 98004

Receipt: 6343430

Check-in	Daily Rate	Number of Guests
March 7, 2017	\$170.15	1
Check-out	Room Number	Total Nights
March 10, 2017	1601	3

Date	Description	Type	Amount
03/07/2017	Room Rate	ROOMRATE	\$170.15
	Hotel Room Tax	Tax	\$28.57
03/07/2017	Internet	FEE	\$5.99
03/08/2017	Room Rate	ROOMRATE	\$170.15
	Hotel Room Tax	Tax	\$28.57
03/08/2017	Internet	FEE	\$5.99
03/09/2017	Room Rate	ROOMRATE	\$170.15

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.