



SAP Concur 

Transitioning to **NextGen Expense**

Revised: March 12, 2018

THE BEST RUN 

Manage Expenses Page

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 * Policy * Report Date * * Indicates required field

Business Purpose * Comment

Cancel

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.

SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center | Links | Administration | Help | Profile

Manage Expenses | Processor

Sales Meeting \$0.00

Not Submitted

Report Details | Print/Share | Manage Receipts

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

The top screenshot shows the 'Add Expense' dialog box with the following table:

<input type="checkbox"/>	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	Hotel	Choice	04/11/2017	\$779.00

The bottom screenshot shows the 'Add Expense' dialog box with the following search results:

Search for an expense type

- ^ Recently Used
 - Hotel
 - Airfare
 - Dinner
 - Lunch
 - Breakfast
- ^ Communications
 - Cellular Phone
 - Internet
 - Local Phone

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**.

Add Attendees

Attendees

Business Meals (Attendees) | \$240.42

Attendees: 1

Add Remove

Attendee Name

Collins, Chris

Add Attendees x

Recent Attendees New Attendee Attendee Groups No Shows

<input type="checkbox"/> Attendee Name	Attendee Title	Company	Attendee Type
<input type="checkbox"/> James, Travis	CEO	LenDev	Business Guest
<input type="checkbox"/> Henderson, Jill	CIO	LenDev	Business Guest
<input type="checkbox"/> Roberts, William	VP Sales	LenDev	Business Guest

[Search All Attendee History](#)

Add To List

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

Start with one of these:

- To use one of your recently used attendees, on the **Recent Attendees** tab, select one or more and then click **Add To List**.

Click **Search All Attendee History** to search all attendees you have ever used.

- To choose from your Favorites, use the Favorites group on the **Attendee Groups** tab.
- To search for attendees that are not in Favorites or on the **Recent Attendees** tab, click the **Add Attendee** tab. Complete the search fields.
- After exhausting your search options, to add an attendee, click the **Add Attendee** tab. Click **Create New Attendee**.
- Other options, like declaring No Shows may also be available to you.

Allocate an Expense

Allocate
Expenses: 1 | \$240.24

Amount \$240.24 | Allocated \$240.24 100% | Remaining \$0.00 0%

Edit
Percent ▾

Add Edit Remove Save as Favorite

Co-Div	Co-Dept	Co-Region	Project Code	Code	Percent %
Marketing	Major Mkts			MKTG-MAJ	100

Allocate
Expenses: 1 | \$240.24

Amount \$240.24

Edit
Percent ▾

Add Edit Remove Save as Favorite

Co-Div Marketing
Co-Dept Major Mkts
Code MKTG-MAJ
Percent % 100

Add Allocation

New Allocation Favorite Allocations

Co-Div (MKTG) Marketing
Co-Dept (MAJ) Major Mkts
Co-Region Search by Code
Project Code

Cancel Add to List

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](#)

[Hide Receipt](#) 

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

New Itemization

Expense Type *

Entry Type: [Recurring Itemization](#)

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

Your hotel room rate was:

Room Rate (per night) * Room Tax (per night) Tax 2 (per night) Tax 3 (per night)

(Amounts in USD)

[Save Itemization](#) [Cancel](#)

HYATT.
Hyatt
109 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 Zinicola
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.