

SAP Concur Getting Started QuickStart Guide



SAP Concur
Technologies
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- Travel & Expense
- Invoice
- Expense
- Travel
- Request
- Risk Messaging
- SAP Concur for Mobile

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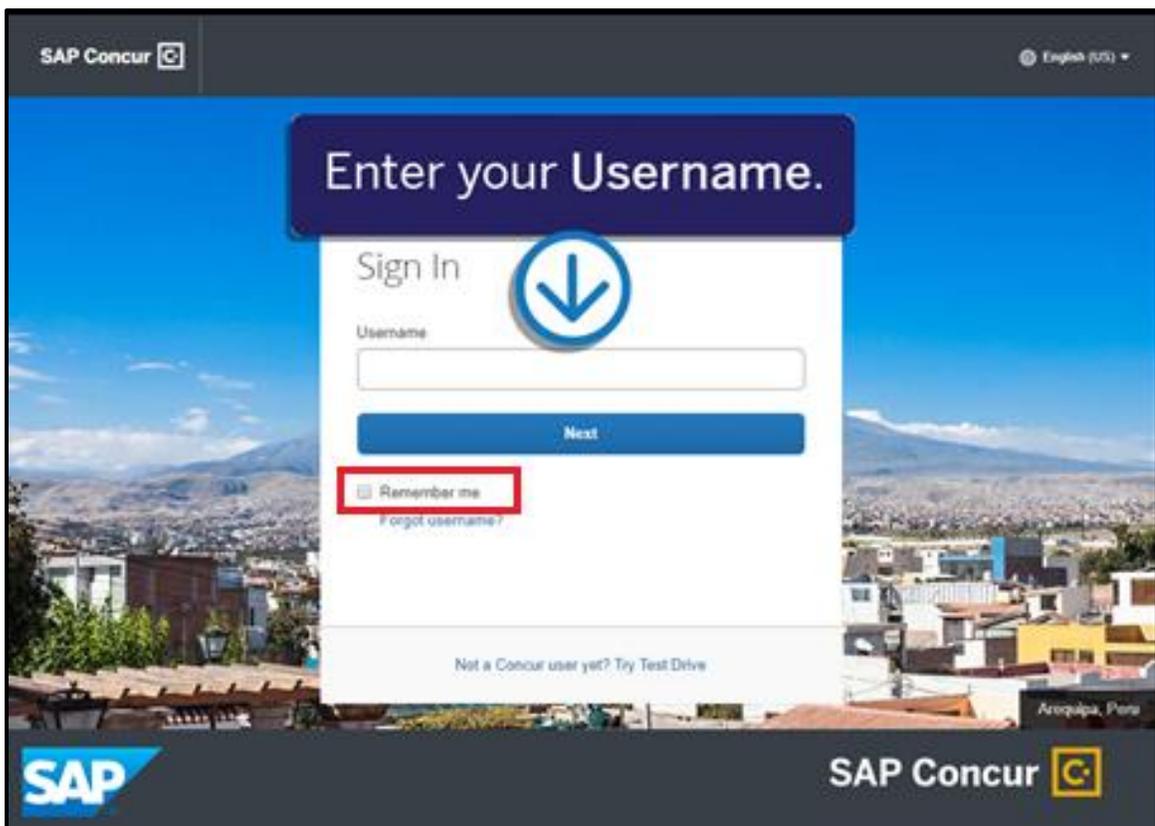
Welcome to SAP Concur

SAP Concur integrates expense reporting with a complete travel booking solution. This comprehensive Web-based service provides all of the tools you need to book travel as well as create and submit expense reports

Signing In to SAP Concur

1. To sign in to 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 in to 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.

NOTE: Your **password** is case sensitive.

3. Click **Sign In**.

Notes:

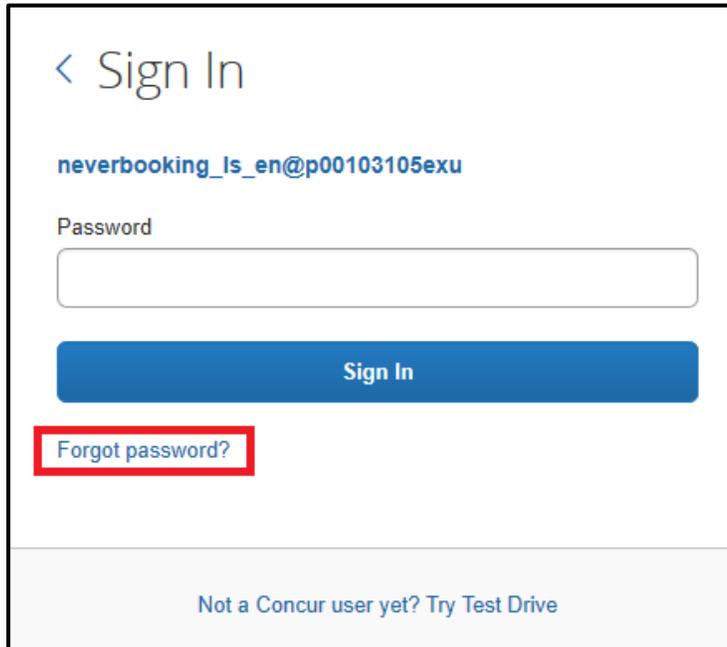
- Log on to SAP Concur following your company's logon instructions.
- Your password is case sensitive.
- If you are not sure how to log on, check with your company's administrator.

Retrieving and Changing your Password

If you have forgotten your password, you can request to receive it in an email.

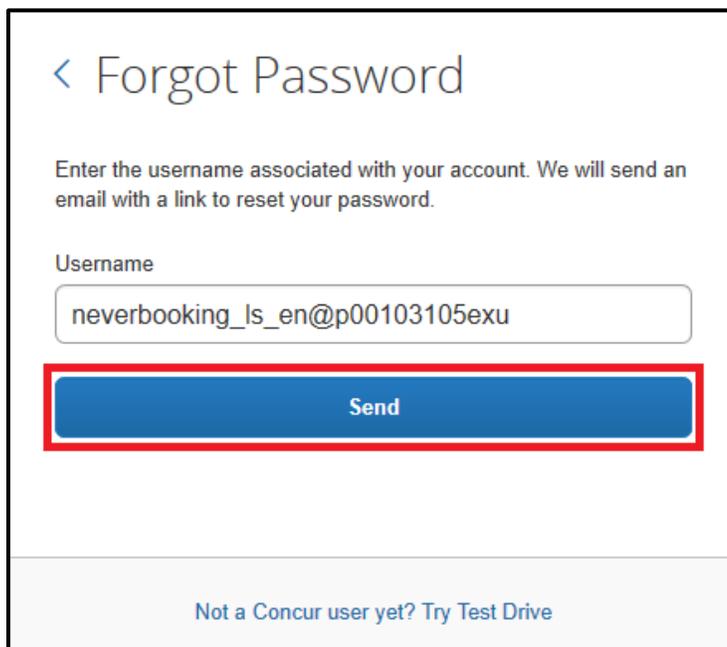
To retrieve your password

1. On the **Sign In** page, click the **Forgot your password?** link.



The screenshot shows the 'Sign In' page. At the top left is a back arrow and the text '< Sign In'. Below this is the email address 'neverbooking_ls_en@p00103105exu'. Underneath is a 'Password' label and an empty password input field. A blue 'Sign In' button is positioned below the password field. A red rectangular box highlights the 'Forgot password?' link located below the 'Sign In' button. At the bottom of the page, there is a link that says 'Not a Concur user yet? Try Test Drive'.

2. Enter the username associated with your account, and then click **Send**.
A temporary password will be sent to your email address with a link to reset your password.



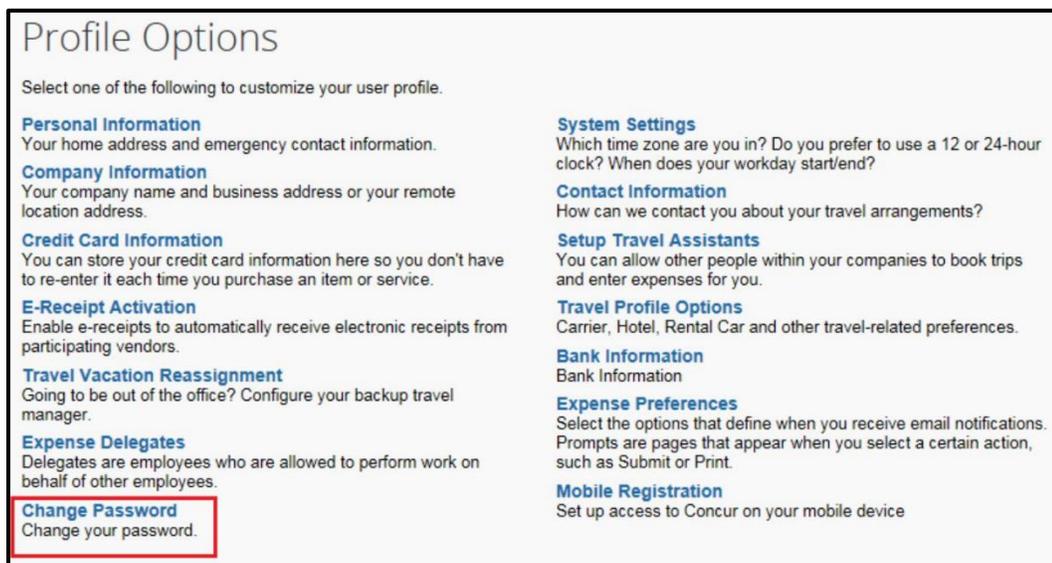
The screenshot shows the 'Forgot Password' page. At the top left is a back arrow and the text '< Forgot Password'. Below this is the instruction: 'Enter the username associated with your account. We will send an email with a link to reset your password.' Underneath is a 'Username' label and an input field containing the email address 'neverbooking_ls_en@p00103105exu'. A red rectangular box highlights the blue 'Send' button located below the username input field. At the bottom of the page, there is a link that says 'Not a Concur user yet? Try Test Drive'.

To change your password

1. After you log in, in the upper right corner of the page, click **Profile**, and then click **Profile Settings**.

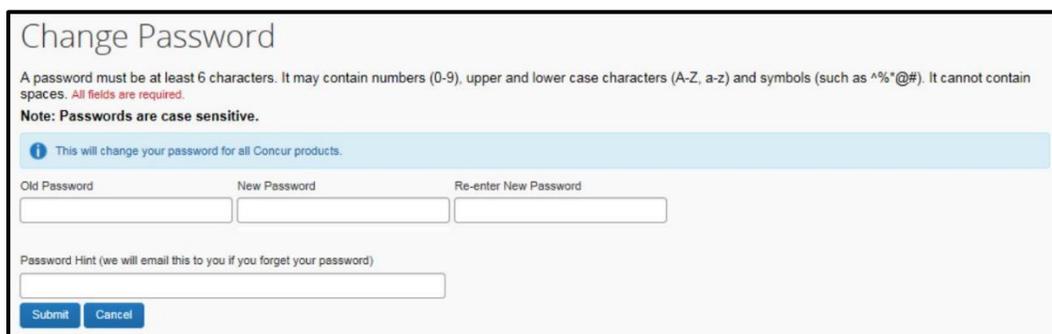


2. On the **Profile Options** page, click **Change Password**.



3. Enter and confirm your new password.

Note that your password must be at least seven characters with at least one number and one letter.



4. To act as a reminder, enter a hint for the password, and then click **Submit**.

Exploring the SAP Concur Home Page

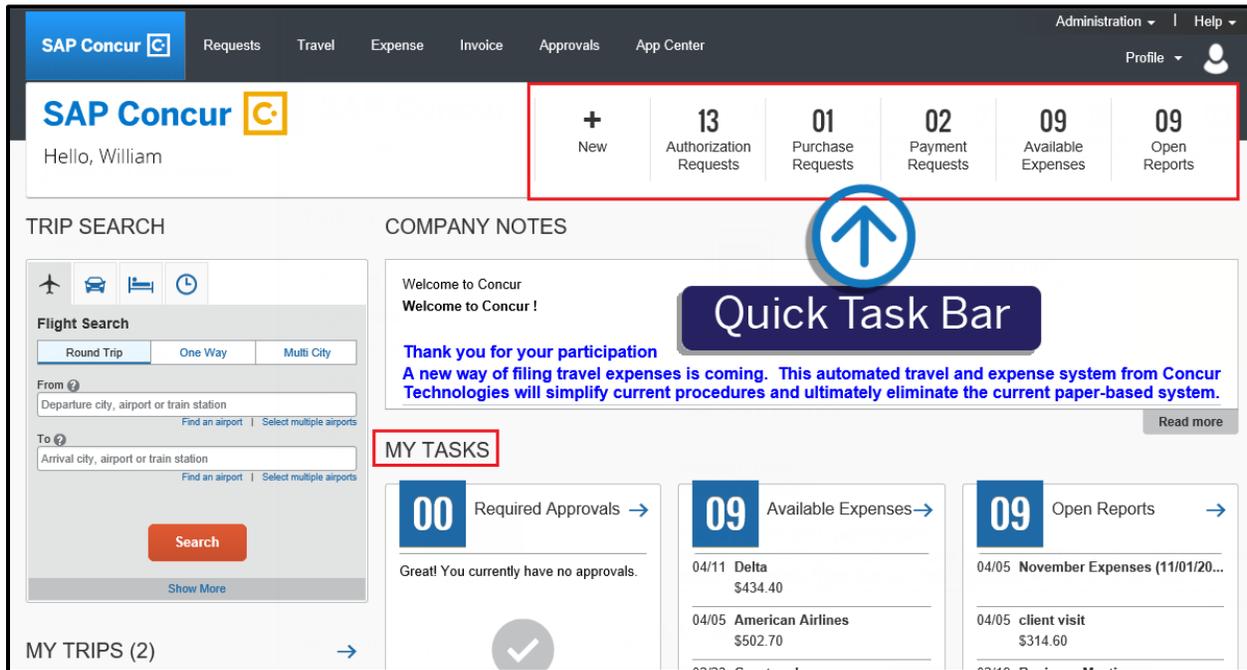
The SAP Concur home page contains the following sections.

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.

Concur Expense only

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

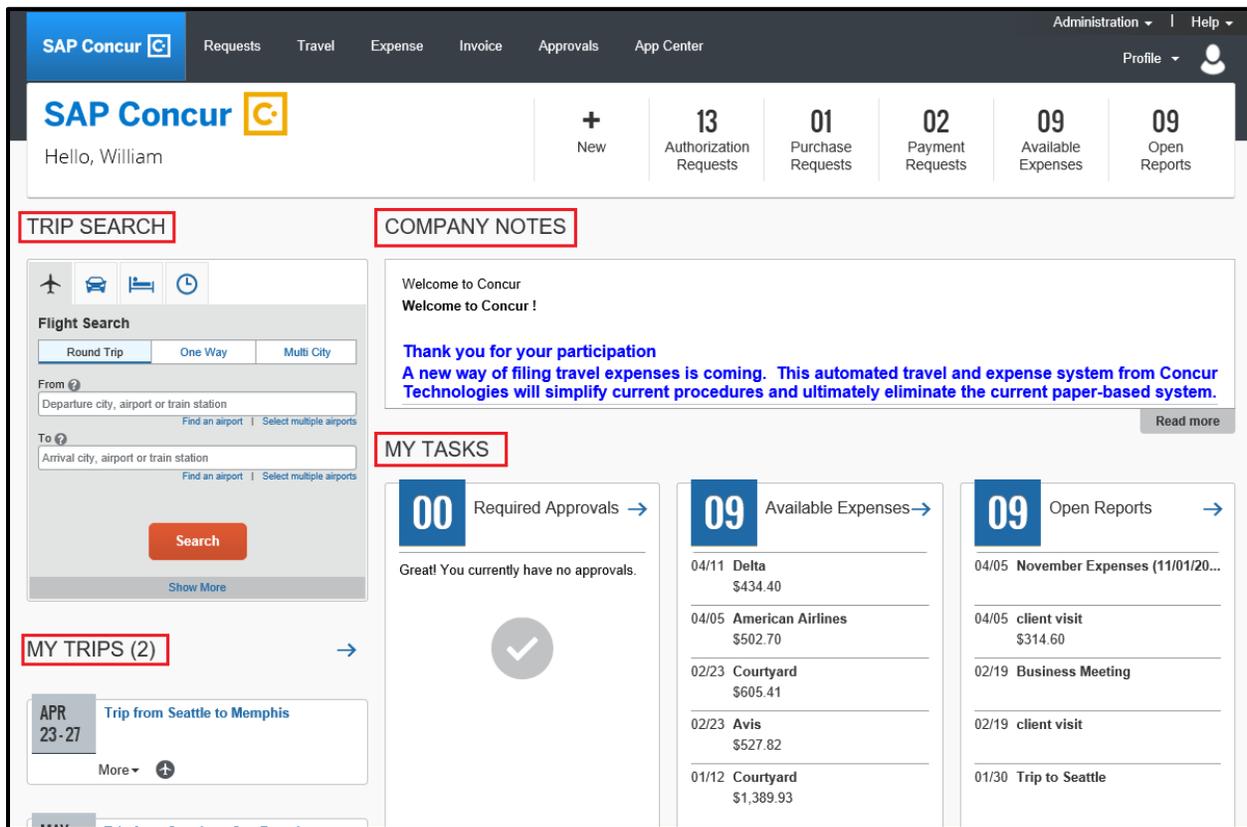
Section	Description
Quick Task Bar	<p>This section provides Quick Tasks (links) so you can:</p> <ul style="list-style-type: none"> • Start a new report, request, cash advance, payment request, etc. • Open reports and requests • Manage available expenses
My Tasks	<p>This section shows your available expenses, open reports, and approvals requiring attention.</p>



Concur Expense and Concur Travel

If your company uses Concur Expense *and* ConcurTravel, 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 .



The screenshot displays the SAP Concur user interface. At the top, there is a navigation bar with tabs for Requests, Travel, Expense, Invoice, Approvals, and App Center. The user's name, William, is visible. The dashboard includes several key metrics: 13 New Authorization Requests, 01 Purchase Requests, 02 Payment Requests, 09 Available Expenses, and 09 Open Reports. Below this, there are three main sections: **TRIP SEARCH** (containing a flight search form), **COMPANY NOTES** (with a welcome message and a thank-you note), and **MY TASKS** (showing 00 Required Approvals, 09 Available Expenses, and 09 Open Reports). The Available Expenses list includes items like Delta (\$434.40), American Airlines (\$502.70), and Courtyard (\$605.41). The Open Reports list includes November Expenses, client visits, and a trip to Seattle.

Updating Your Expense Profile

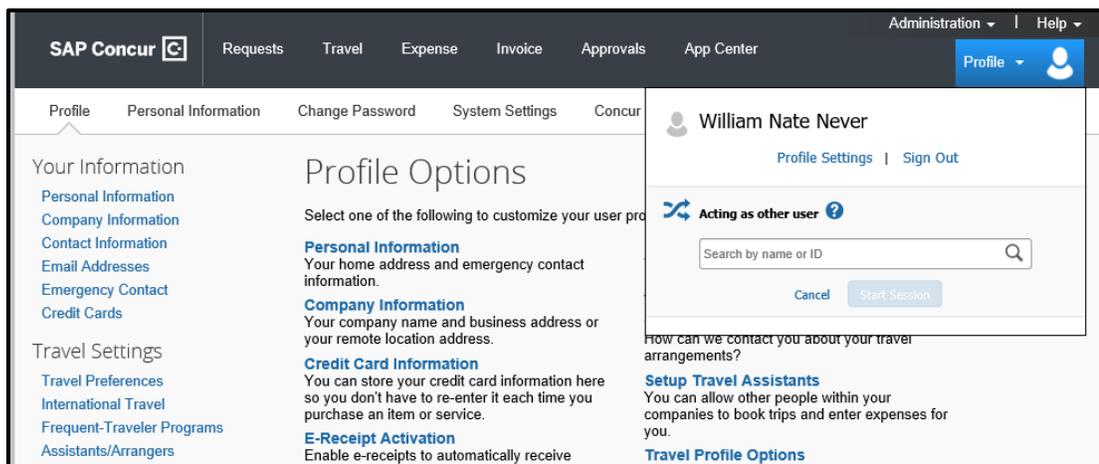
You use the **Profile Options** page to customize your user profile. To avoid re-entering personal and permanent information about yourself (phone number, contacts, credit card information etc.), complete your profile after logging onto SAP Concur for the first time and update it whenever your information changes.

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.

- **Your Information** - Select request information, add or remove delegates, enter email settings, select approvers, and add or remove attendees.
- **Travel Settings** - Enter travel preferences, add international travel information, and your Frequent-Traveler programs. You can also add your travel assistants and arrangers.
- **Request Settings** - Select request information, add or remove delegates, enter email settings, select approvers, and add or remove attendees.
- **Expense Settings** - Enter expense preferences, add bank information and company card information. You can also enter expense delegates and approvers.
- **Invoice Settings** – Enter invoice preferences, add invoice delegates and approvers.
- **Other Settings** – Provides settings such as E-Receipts Activation and Concur Mobile Registration that you can set or update.

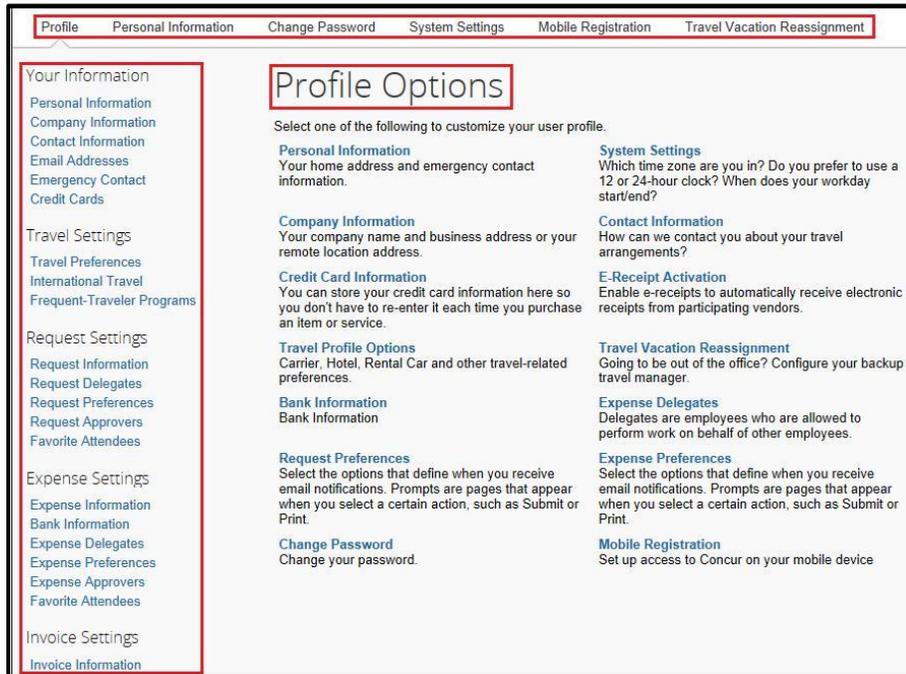
To access your Profile page

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



The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with the SAP Concur logo and menu items: Requests, Travel, Expense, Invoice, Approvals, App Center, Administration, and Help. A user profile dropdown is visible in the top right corner, showing the name 'William Nate Never' and options for Profile Settings and Sign Out. Below the navigation bar, the main content area is titled 'Profile Options' and is divided into three columns. The left column contains a sidebar with 'Your Information' (Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, Credit Cards) and 'Travel Settings' (Travel Preferences, International Travel, Frequent-Traveler Programs, Assistants/Arrangers). The middle column lists 'Profile Options' with sub-sections: Personal Information (home address and emergency contact), Company Information (company name and business address), Credit Card Information (store credit card info), and E-Receipt Activation (enable e-receipts). The right column features an 'Acting as other user' section with a search box and 'Cancel'/'Start Session' buttons, followed by a section on 'How can we contact you about your travel arrangements?' with sub-sections for 'Setup Travel Assistants' and 'Travel Profile Options'.

2. On the **Profile Options** page, review your information, and select the appropriate links to update your profile information.



Profile Personal Information Change Password System Settings Mobile Registration Travel Vacation Reassignment

Profile Options

Select one of the following to customize your user profile.

Personal Information
Your home address and emergency contact information.

System Settings
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Company Information
Your company name and business address or your remote location address.

Contact Information
How can we contact you about your travel arrangements?

Credit Card Information
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

E-Receipt Activation
Enable e-receipts to automatically receive electronic receipts from participating vendors.

Travel Profile Options
Carrier, Hotel, Rental Car and other travel-related preferences.

Travel Vacation Reassignment
Going to be out of the office? Configure your backup travel manager.

Bank Information
Bank Information

Expense Delegates
Delegates are employees who are allowed to perform work on behalf of other employees.

Request Preferences
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Expense Preferences
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Change Password
Change your password.

Mobile Registration
Set up access to Concur on your mobile device

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

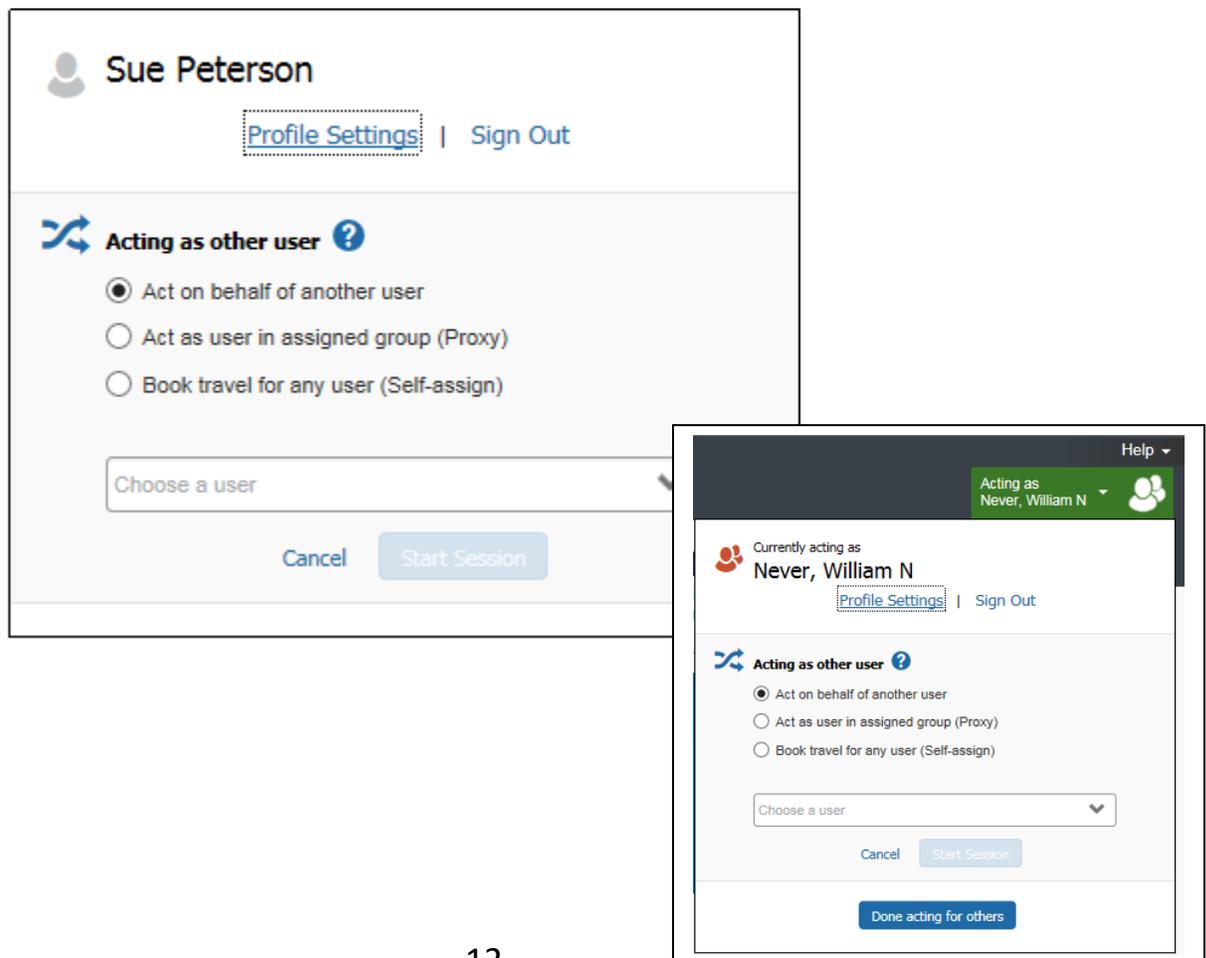
1. Click **Profile**, and then verify that the **Act on behalf of another user** option is selected.
2. Search for and select the appropriate user's name.
3. Click **Start Session**.

Note: The **Profile** menu now displays **Acting as** and shows the name you just selected.

You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.

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

Note: The **Profile** menu now appears.



Using Concur Travel

From the SAP Concur home page, use the Flight  tab to book a flight by itself or with car rental and/or hotel reservations. To book car and hotel reservations *without* a flight, use the Hotel  and Car  Search tabs, respectively.

Note: If your company is configured to use rail, then the Flight  tab may show Air / Rail .

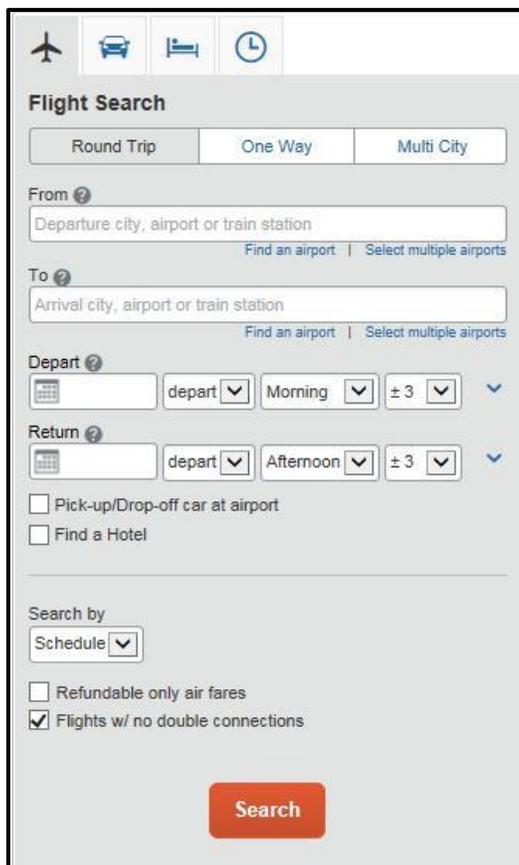
Flight Reservations

You can access the Flight  tab (or Air / Rail ) on the left side of the SAP Concur home page.

To search for a flight

1. On the SAP Concur home page, on the **Flight** tab, select one of the following options:
 - Round Trip
 - One Way
 - Multi City

If you have a car, hotel, limo or rail to book without airfare, use the corresponding tabs.

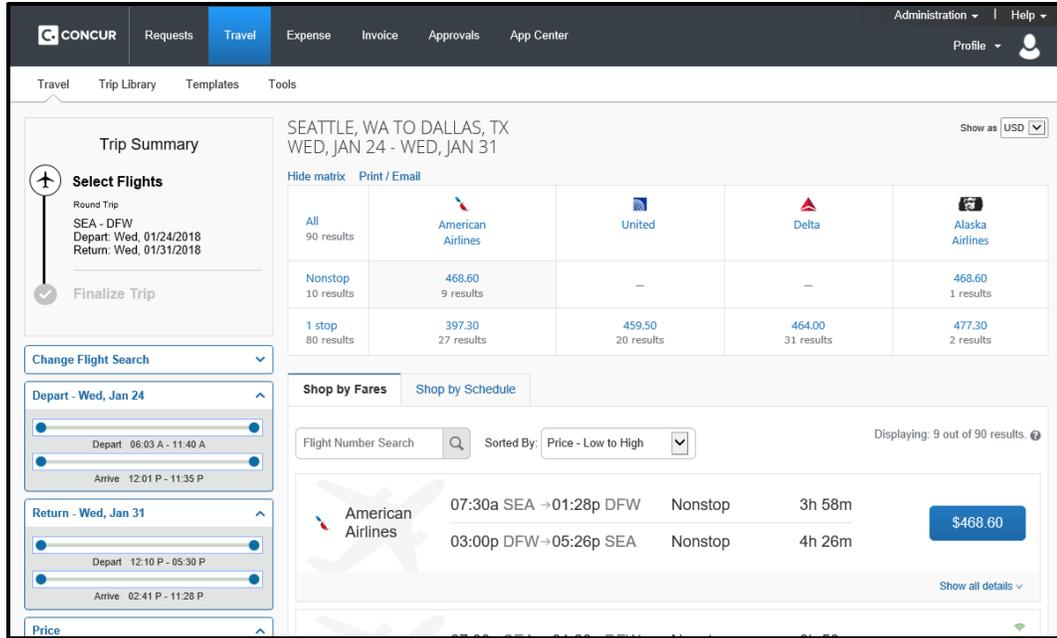


The screenshot shows the 'Flight Search' form in SAP Concur. At the top, there are four navigation icons: an airplane (Flight), a car (Car Search), a bed (Hotel Search), and a clock (Limo Search). The 'Flight Search' section is active. It features three tabs: 'Round Trip' (selected), 'One Way', and 'Multi City'. Below the tabs are two input fields: 'From' (Departure city, airport or train station) and 'To' (Arrival city, airport or train station), both with links to 'Find an airport' and 'Select multiple airports'. The 'Depart' section includes a date picker, a 'depart' dropdown, a 'Morning' time dropdown, and a '± 3' dropdown. The 'Return' section includes a date picker, a 'depart' dropdown, an 'Afternoon' time dropdown, and a '± 3' dropdown. There are two checkboxes: 'Pick-up/Drop-off car at airport' and 'Find a Hotel'. A 'Search by' dropdown is set to 'Schedule'. At the bottom, there are two checkboxes: 'Refundable only air fares' (unchecked) and 'Flights w/ no double connections' (checked). A red 'Search' button is located at the bottom right.

2. In the **From** and **To** fields, enter the cities for your travel.
Note: When you type in a city, airport name, or code, Travel will automatically search for a match.
3. Click in the **Depart** and **Return** date fields, and then select the appropriate dates from the calendar.
4. Select **depart** or **arrive**, the time of day you want to fly, and time range from the dropdown arrows.
Note: Travel will automatically search before and after the time you select.
5. If you need a car, select the **Pick-up/Drop-off car at airport** check box.
Note: Depending on your company's configuration, you can automatically reserve a car, which allows you to bypass viewing the car results. After you select a vendor and car type, a car is automatically added to your reservation.
6. If you need a hotel, select the **Find a Hotel** check box. You can choose to search for the hotel by the number of miles you specify from the following:
 - Airport
 - Address
 - Company Location
 - Reference Point / Zip Code (a city or neighborhood)
7. Select **Schedule** or **Price** from the **Search by** dropdown arrow.
8. To search only fully refundable fares, select the **Refundable only air fares** check box.
9. If you do not want a flight with a double connection, select the **Flights w/ no double connections** check box.
10. Click **Search**.

To make the reservation

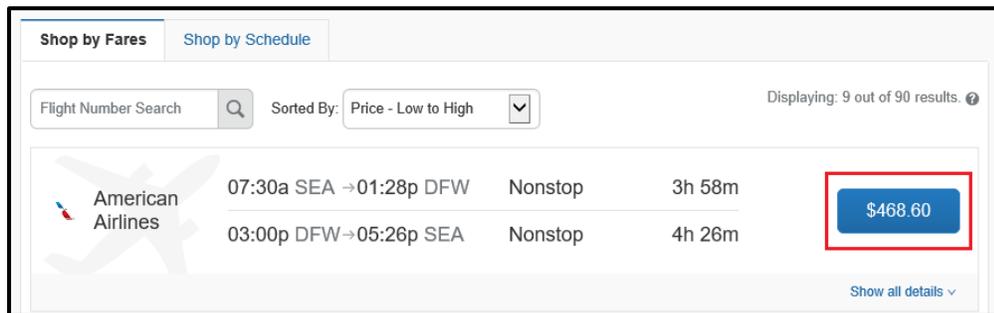
1. Review the search results and select the most appropriate option for your flight.
2. To filter the results, select a column, row, or cell in the airline grid at the top of the results screen or use the sliding scales on the left. You can easily switch between the **Shop by Fares** tab and the **Shop by Schedule** tab by clicking on the tab.



The screenshot shows the SAP Concur Travel interface. The top navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The main header displays 'SEATTLE, WA TO DALLAS, TX WED, JAN 24 - WED, JAN 31'. Below this is a 'Trip Summary' section with 'Select Flights' and 'Finalize Trip' options. A table shows flight results categorized by airline: American Airlines, United, Delta, and Alaska Airlines. The 'Shop by Fares' tab is active, showing a search for 'Price - Low to High' with 9 results. A flight option from American Airlines is highlighted with a price of \$468.60.

Category	American Airlines	United	Delta	Alaska Airlines
All	90 results			
Nonstop	468.60 9 results	-	-	468.60 1 results
1 stop	397.30 27 results	459.50 20 results	464.00 31 results	477.30 2 results

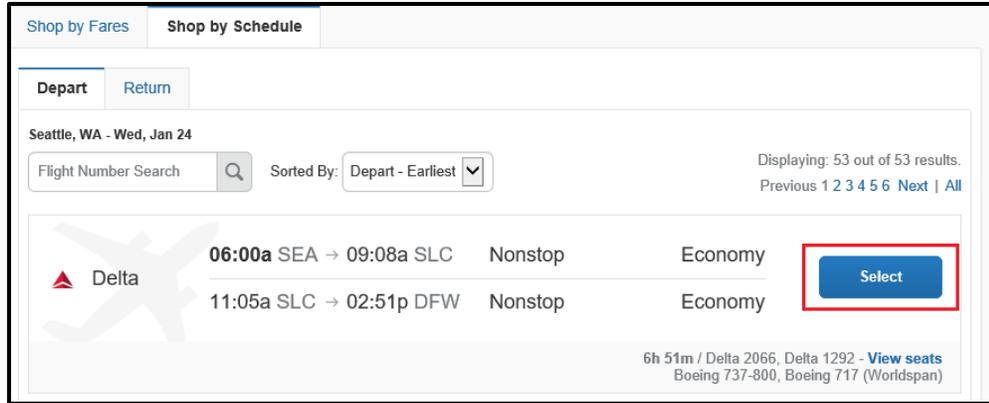
- If you selected **Price** on the previous page, then the **Shop by Fares** tab is initially active.
 - If you selected **Schedule** on the previous page, then the **Shop by Schedule** tab is initially active
3. To select your flight, do one of the following:
- On the **Shop by Fares** tab, select the cost button for the appropriate flight options.



This close-up screenshot shows the 'Shop by Fares' tab. It includes a search bar, a 'Sorted By: Price - Low to High' dropdown, and a list of flight options. The first option is from American Airlines, with a price of \$468.60 highlighted by a red box.

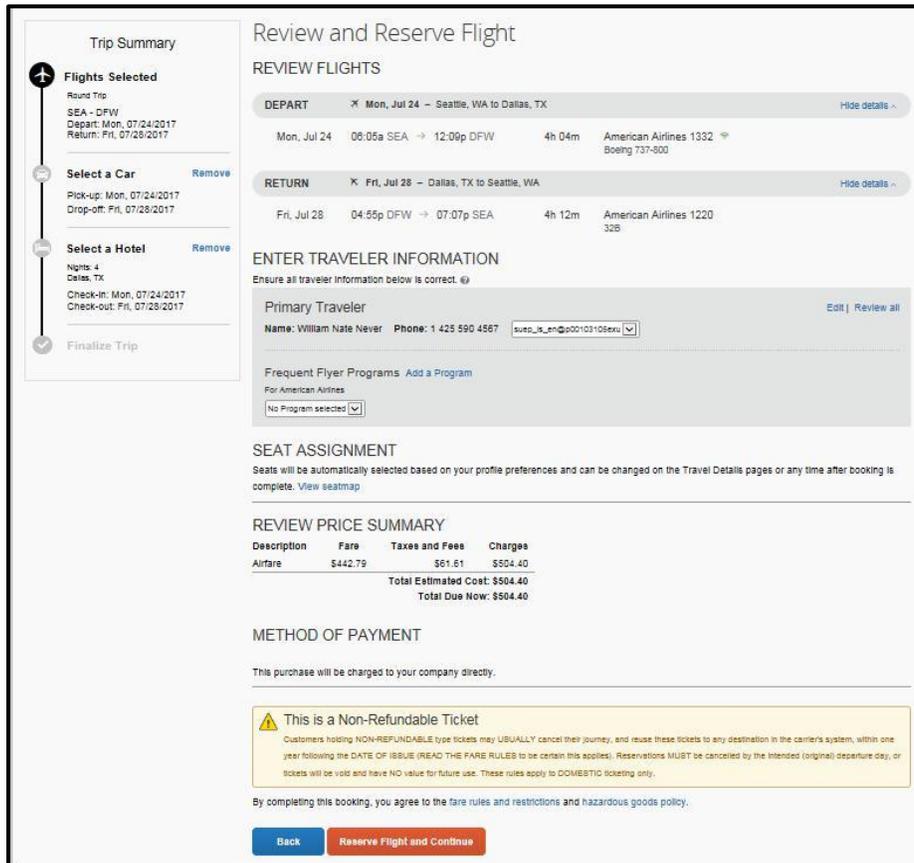
Airline	Flight Details	Stop	Duration	Price
American Airlines	07:30a SEA → 01:28p DFW	Nonstop	3h 58m	\$468.60
American Airlines	03:00p DFW → 05:26p SEA	Nonstop	4h 26m	

- On the **Shop by Schedule** tab, click **Select** for the appropriate flight options.



4. Click the appropriate link to show all of the flight details.
5. Review the flight details for your trip.

Note: Depending on your airfare provider, you can click the **View seats** link to select your seat on the flight. Select the appropriate **Available** seat from the **Seat Map**.
6. Click the fare amount button to select these flights.
7. Add or choose a different frequent flier program. Travel automatically selects the corresponding frequent flier program from the profile, if available.



8. Click **Reserve Flight and Continue**.

Car Reservations

If you requested a car on the **Flight** tab (or **Air / Rail**) **Search**, the rental car search results appear.

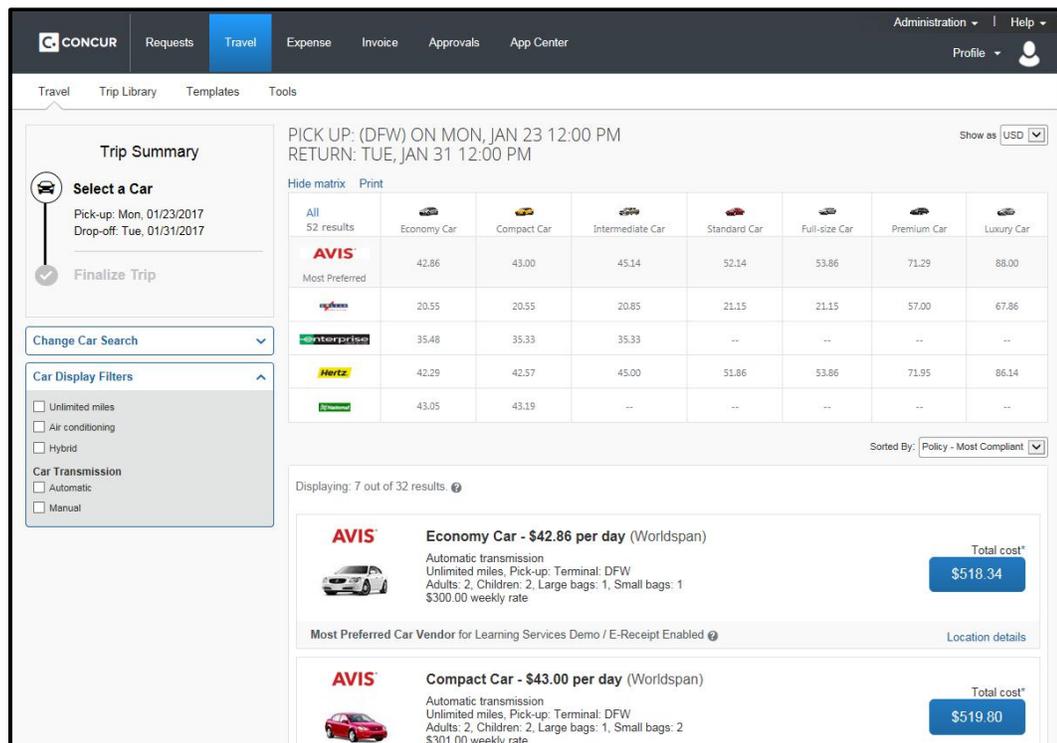
To select a rental car

- If you selected **Pick Up/Drop off car at airport** on the **Flight** tab, you will see the results for the car search.
- If you selected **Automatically reserve this car**, Travel will add your car and then display your hotel results.
 - Or –

- Click the **Car**  tab on the left side of the SAP Concur home page, and then select your Pick-up and Drop-off dates and time, and then click **Search**.

1. Click the **Total cost** button next to the appropriate rental car.

Note: You can sort the car results to help find your selection.



The screenshot shows the SAP Concur interface for car rental search results. The top navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The 'Travel' tab is active. Below the navigation, there are tabs for 'Travel', 'Trip Library', 'Templates', and 'Tools'. The main content area is titled 'Trip Summary' and includes a 'Select a Car' section with 'Pick-up: Mon, 01/23/2017' and 'Drop-off: Tue, 01/31/2017'. A 'Finalize Trip' button is visible. To the right, the pickup and return dates and times are displayed: 'PICK UP: (DFW) ON MON, JAN 23 12:00 PM' and 'RETURN: TUE, JAN 31 12:00 PM'. A 'Show as USD' dropdown is also present. Below this is a 'Hide matrix Print' link and a table of car rental options. The table has columns for 'All 52 results', 'Economy Car', 'Compact Car', 'Intermediate Car', 'Standard Car', 'Full-size Car', 'Premium Car', and 'Luxury Car'. The rows list various car rental companies and their rates. The 'AVIS' row is highlighted. Below the table, there is a 'Sorted By: Policy - Most Compliant' dropdown. At the bottom, there are two detailed car rental options: 'AVIS Economy Car - \$42.86 per day (Worldspan)' and 'AVIS Compact Car - \$43.00 per day (Worldspan)'. Each option includes details like 'Automatic transmission', 'Unlimited miles', 'Pick-up: Terminal: DFW', 'Adults: 2, Children: 2, Large bags: 1, Small bags: 1', and '\$300.00 weekly rate'. A 'Total cost*' button is shown next to each option, with values of '\$518.34' and '\$519.80' respectively. A 'Most Preferred Car Vendor for Learning Services Demo / E-Receipt Enabled' message is also visible.

All 52 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	Luxury Car
AVIS	42.86	43.00	45.14	52.14	53.86	71.29	88.00
Most Preferred							
Enterprise	20.55	20.55	20.85	21.15	21.15	57.00	67.86
Enterprise	35.48	35.33	35.33	--	--	--	--
Hertz	42.29	42.57	45.00	51.86	53.86	71.95	86.14
Enterprise	43.05	43.19	--	--	--	--	--

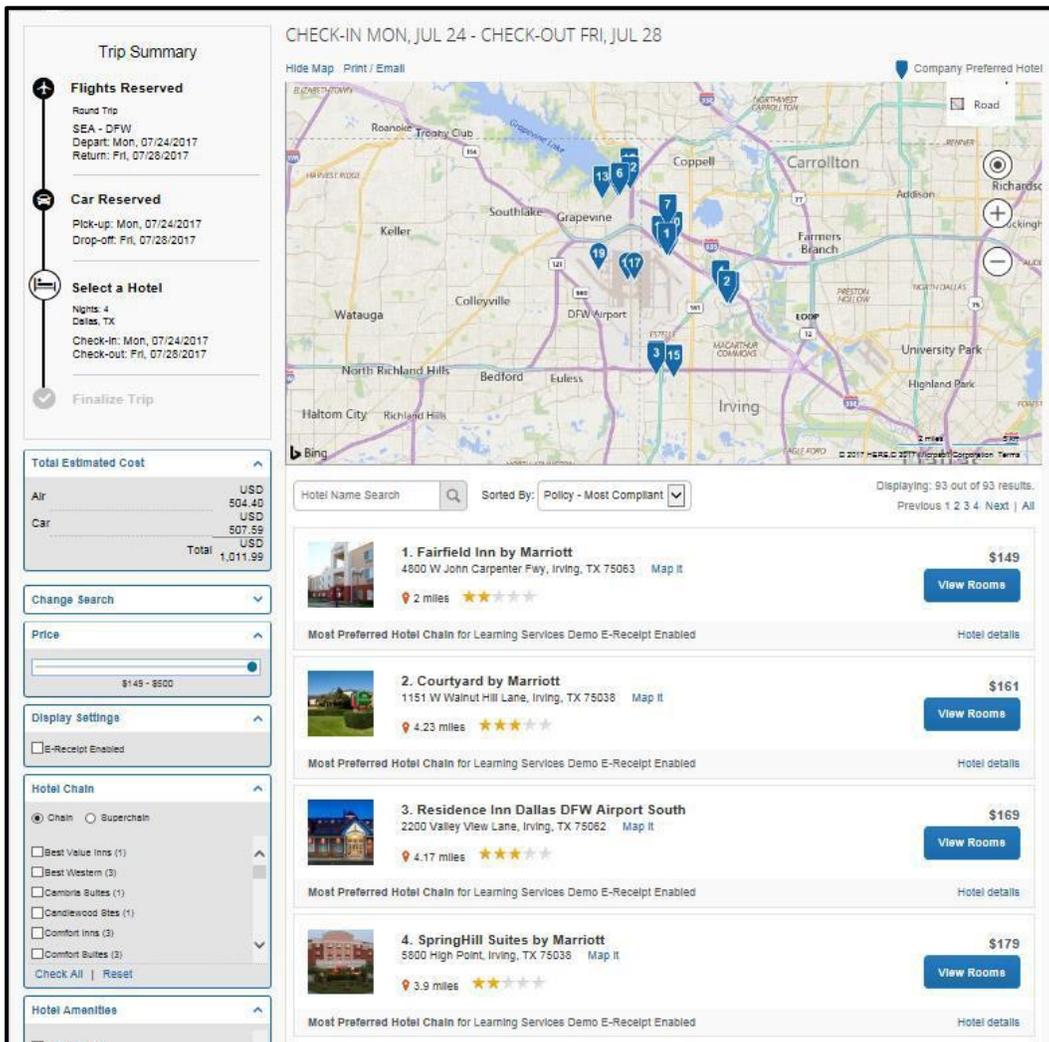
2. Review your car rental details, and then click **Reserve Car and Continue**.
3. Review your travel details, and then click **Next**.

Hotel Reservations

Note: Before booking, canceling, or changing your hotel reservation, verify the hotel's cancellation policy. Hotel cancellation policies have recently become much stricter. Fees will likely apply.

To select a hotel

- If you requested a hotel on the **Flight** tab (or **Air / Rail**) **Search**, the hotel search results appear.
- Or –
- Click the **Hotel**  tab on the left side of the SAP Concur home page, and then select your **Check-in** and **Check-out** dates and time, and then click **Search**.



Trip Summary

Flights Reserved
 Round Trip
 SEA - DFW
 Depart: Mon, 07/24/2017
 Return: Fri, 07/28/2017

Car Reserved
 Pick-up: Mon, 07/24/2017
 Drop-off: Fri, 07/28/2017

Select a Hotel
 Nights: 4
 Dates: TX
 Check-in: Mon, 07/24/2017
 Check-out: Fri, 07/28/2017

Finalize Trip

Total Estimated Cost

Air	USD	504.46
Car	USD	507.59
Total	USD	1,011.99

Hotel Search Results:

1. **Fairfield Inn by Marriott**
 4800 W John Carpenter Fwy, Irving, TX 75063
 2 miles, 4.5 stars, \$149
[View Rooms](#)

2. **Courtyard by Marriott**
 1151 W Walnut Hill Lane, Irving, TX 75038
 4.23 miles, 4.5 stars, \$161
[View Rooms](#)

3. **Residence Inn Dallas DFW Airport South**
 2200 Valley View Lane, Irving, TX 75062
 4.17 miles, 4.5 stars, \$169
[View Rooms](#)

4. **SpringHill Suites by Marriott**
 5800 High Point, Irving, TX 75038
 3.9 miles, 4.5 stars, \$179
[View Rooms](#)

1. Use the filter options to narrow your search by **Hotel Chain** or **Amenities**.
2. Click **View Rooms** to view room rates.
3. When you are ready to reserve your hotel room, click the rate button next to the desired room type.

4. Review the information on the **Review and Reserve Hotel** page, select the check box to agree, and then click **Reserve Hotel and Continue**.

Completing the Reservation

You can add or make changes to the car or hotel as well as change the dates of the flight before you complete your reservation.

To complete the reservation

1. Review the **Travel Details**, and then click **Next**.
Note: Depending on your company's configuration you may be able to add parking, taxi, wifi, or dining at this time.
2. On the **Trip Booking Information** page, enter your trip information in the **Trip Name** and **Trip Description** fields.
The trip name and description data are for your record keeping. You can choose to send a copy of the confirmation to additional recipients.
3. Click **Next**.
You will see the name, itinerary, and ticketing deadline, along with the total estimated cost
4. Click **Confirm Booking** to finalize your trip.
5. On the **Pre-populating Your Expense Report** page, you can add transportation and parking expenses, and then click **Finish**.

Cancelling or Changing a Reservation

To change an airline, car rental, or hotel reservation

1. At the top of the SAP Concur home page, click **Travel**.
2. On the **Upcoming Trips** tab, click the name of the trip you want to change.
Notes:
 - Flight changes are available for e-tickets that include a single carrier.
 - If the trip is already ticketed but has not occurred, you can change the time and/or date of the flight. Your change options will be with the same airline and routing.
 - Directly contact your travel agency, the appropriate Website, or vendor if you did not book your trip using Travel.
3. To change a trip, in the **Action** column, click **Change Trip**.
4. On the **Itinerary** page, select the portion of the trip you want to change.
5. To cancel your entire trip, in the **Action** column, click **Cancel Trip**, and then click **OK**.

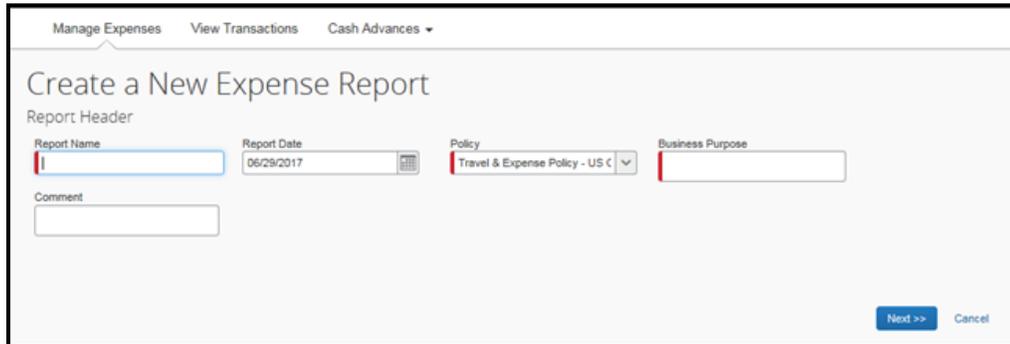
Note: When you cancel a trip, if your ticket is refundable, your ticket will be voided or refunded, as applicable. If your ticket is non-refundable, and you cancel it in accordance with the airline rules, an e-ticket will be retained that you can apply to future trips

6. To create an expense report for this trip, click **Expense**.

Creating an Expense Report

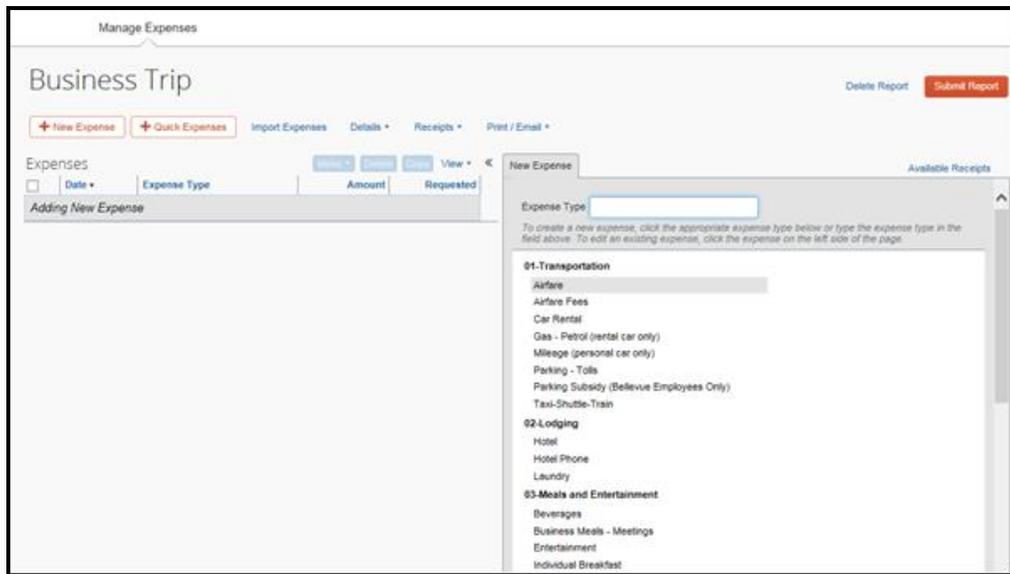
To create an expense report

1. From the SAP Concur home page, place your mouse pointer over **New** on the Quick Task Bar, and then click **Start a Report**.
2. On the **Create a New Expense Report** page, you enter general information for you expense report. Enter the required fields (indicated with a red bar) and the optional fields as directed by your company, and then click **Next**.



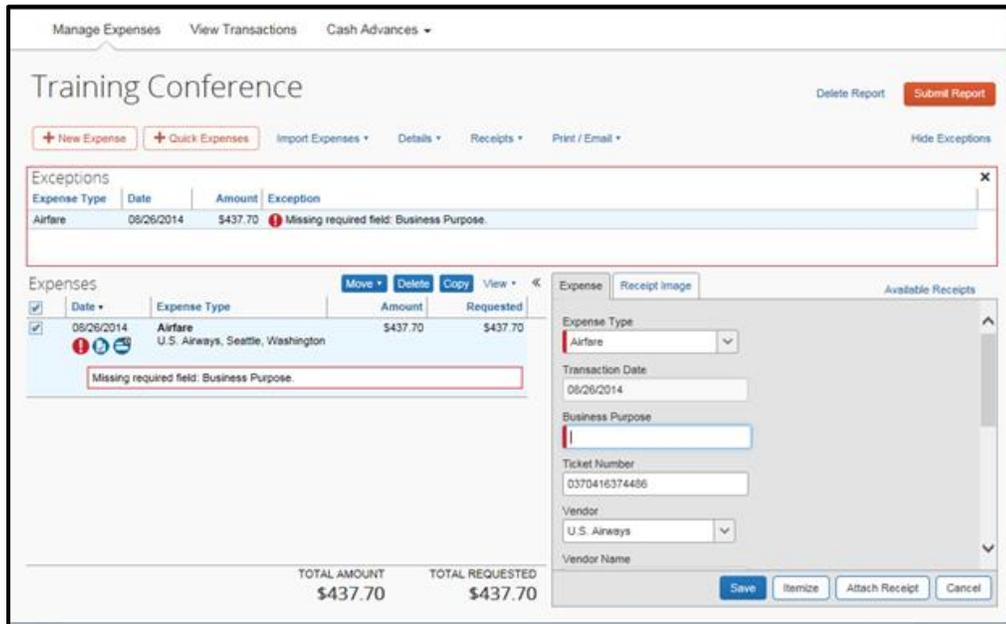
3. Click **New Expense** to create a new expense or select one from the **Expense Type** list.

After you select the expense type, the **Expense Type** fields automatically populate.



4. Complete all required fields and the optional fields, and then click **Save**.
Note. To delete an unsubmitted report, click **Delete Report**.
5. Click **Import Expenses**, and then select **Available Expenses**.
6. Select the checkbox(es) for the expense you want to add to this report, and then click **Move**. From the **Expense** tab, complete the required and optional fields as needed.

7. Click **Attach Receipt** to upload any required receipts for the expense.
8. From the **Attach Receipt** window, click **Browse** to locate the image file, and then click **Attach**.



The screenshot shows the SAP Concur Expense Management interface for a 'Training Conference'. The main header includes 'Manage Expenses', 'View Transactions', and 'Cash Advances'. Below this, there are navigation buttons: '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. A 'Delete Report' and 'Submit Report' button are also visible.

An 'Exceptions' window is open, showing a table with the following data:

Expense Type	Date	Amount	Exception
Airfare	09/26/2014	\$437.70	Missing required field: Business Purpose.

Below the exceptions, the 'Expenses' table is visible, showing one expense:

Expense Type	Date	Amount	Requested
Airfare U.S. Airways, Seattle, Washington	09/26/2014	\$437.70	\$437.70

A red box highlights the 'Missing required field: Business Purpose.' message. To the right, the 'Expense' details form is open, showing fields for Expense Type (Airfare), Transaction Date (09/26/2014), Business Purpose (empty), Ticket Number (0370416374486), Vendor (U.S. Airways), and Vendor Name. At the bottom of the form, there are buttons for 'Save', 'Itemize', 'Attach Receipt', and 'Cancel'. The bottom of the main interface shows 'TOTAL AMOUNT \$437.70' and 'TOTAL REQUESTED \$437.70'.

9. For any expenses that require itemizations, click **Itemize**.
10. Complete all required and optional fields as necessary.
11. Click **Save Itemizations**.

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.

Enabling E-Receipts

Once your company has e-receipts enabled, a message will appear on the SAP Concur home page, prompting you to sign up.

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

To sign up for e-receipts

1. Either:
 - On the SAP Concur home page, click **Sign up here**. The **E-Receipt Activation** page appears.
 - Or -
 - Click **Profile > Profile Settings > E-Receipts Activation** (in the **Other Settings** section of the left-side menu).

Note: One or both of these options might be available to you.
2. Click **E-Receipt Activation**. The **E-Receipt Activation and User Agreement** appears.
3. Click **I Accept**. The E-Receipts confirmation appears.
4. Once you have accepted the user agreement, all of your corporate cards are opted in. You can choose to opt-out a particular card in **Profile > Credit Cards**. Select the **Edit** icon for the card and uncheck the **Receive e-receipts for this card** check box.



Uploading receipts using Available Receipts

Available Receipts work with the SAP Concur Imaging Service to provide receipt images that the user can either email or upload images to, and then use to attach images at the line item expense entry level (only). Images in supported format are uploaded using an SAP Concur-verified email address provided by the user during signup, and these images are then available to that user (only) for the purpose of attaching to report expense entries.

To attach a receipt image to an expense entry using Available Receipts

1. Select an entry to open it in **Details** view.
2. Click **Attach Receipt Image**.
3. Select the receipt image you want to attach, and then click **Attach**.
4. The receipt image is attached to the expense entry and displays on the right side of the screen.

Note: You can **Detach** or **Append** the image from the receipt pane.

Printing and Submitting an Expense Report

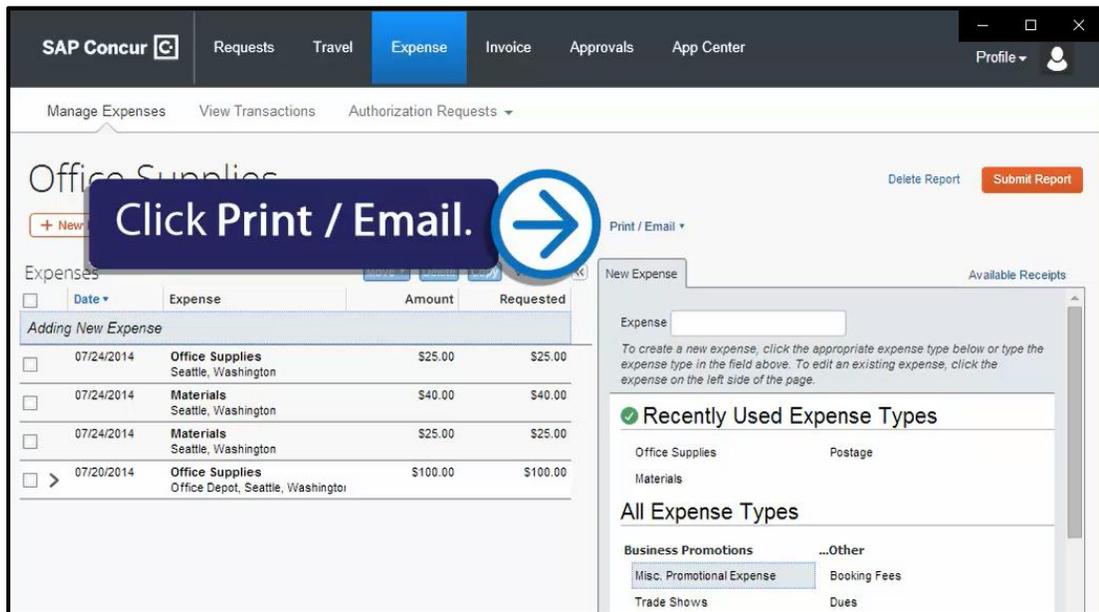
When you complete your expense report, you can print it to save a hard copy for your records or to review required receipts.

To submit the expense report for approval

1. Once the expense report is complete, click **Submit Report** to send it to the approver.
2. Perform a final review, and then click **Submit Report**.

To print your expense report

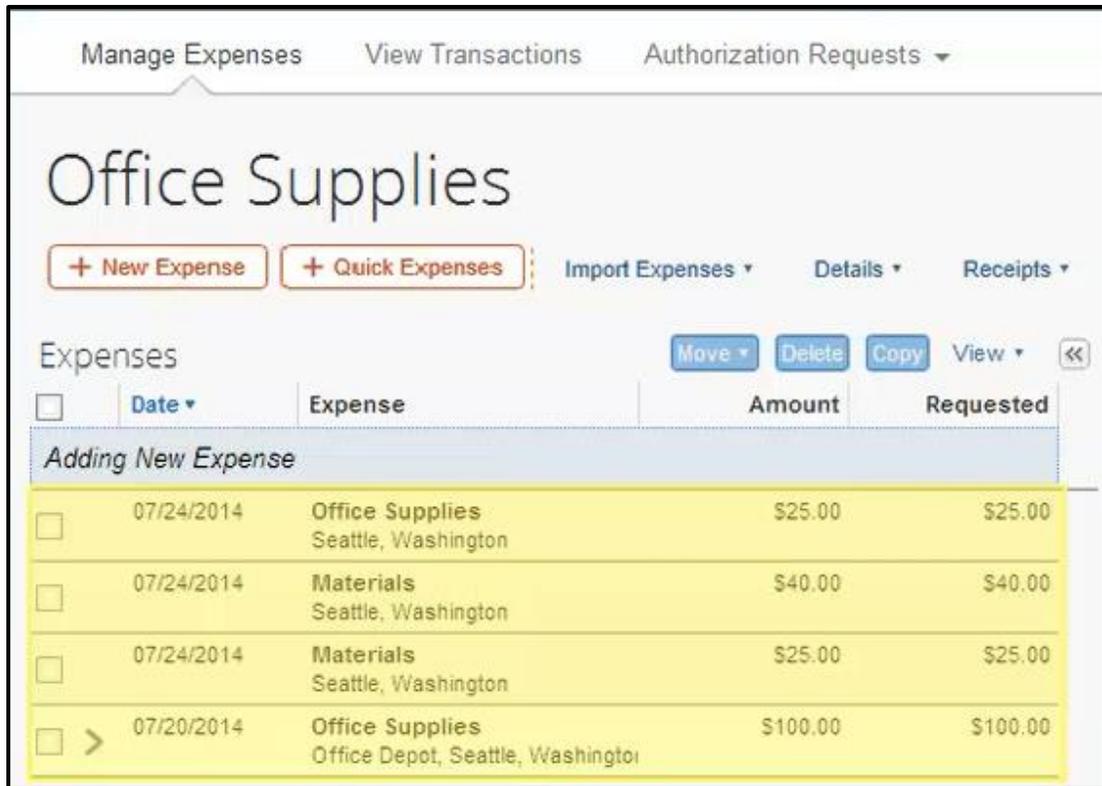
1. Click **Print/Email**.



The screenshot displays the SAP Concur Expense Report interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The main content area shows a table of expenses with columns for 'Date', 'Expense', 'Amount', and 'Requested'. A callout box with the text 'Click Print / Email.' and a right-pointing arrow is overlaid on the 'Print / Email' button. The sidebar on the right contains sections for 'Recently Used Expense Types' and 'All Expense Types'.

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	07/24/2014	Office Supplies Seattle, Washington	\$25.00	\$25.00
<input type="checkbox"/>	07/24/2014	Materials Seattle, Washington	\$40.00	\$40.00
<input type="checkbox"/>	07/24/2014	Materials Seattle, Washington	\$25.00	\$25.00
<input type="checkbox"/>	07/20/2014	Office Supplies Office Depot, Seattle, Washington	\$100.00	\$100.00

2. Select one of the following print options:
 - **Fax Receipt Cover page** – Fax cover page to use with Concur Imaging
 - **Detailed Report** – Prints a detailed Report
 - **Receipt Report** – Lists expenses that require receipts
 - **Copy of Detailed Report** – Prints a detailed report copy
3. Double-click the expense in the **Expenses** pane to review all expenses for accuracy before submitting your report.



The screenshot shows the SAP Concur interface for managing expenses. At the top, there are navigation tabs: "Manage Expenses", "View Transactions", and "Authorization Requests". Below this is the main heading "Office Supplies". There are two buttons: "+ New Expense" and "+ Quick Expenses". To the right are "Import Expenses", "Details", and "Receipts" dropdown menus. Below these are "Move", "Delete", "Copy", and "View" buttons. A table titled "Expenses" is displayed with columns for "Date", "Expense", "Amount", and "Requested". The table contains four rows of expense data, with the first three rows highlighted in yellow. The first row is "Adding New Expense".

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	07/24/2014	Office Supplies Seattle, Washington	\$25.00	\$25.00
<input type="checkbox"/>	07/24/2014	Materials Seattle, Washington	\$40.00	\$40.00
<input type="checkbox"/>	07/24/2014	Materials Seattle, Washington	\$25.00	\$25.00
<input type="checkbox"/>	07/20/2014	Office Supplies Office Depot, Seattle, Washington	\$100.00	\$100.00

4. After reviewing your expenses and attaching your receipts, click **Submit Report** to submit the report for approval.

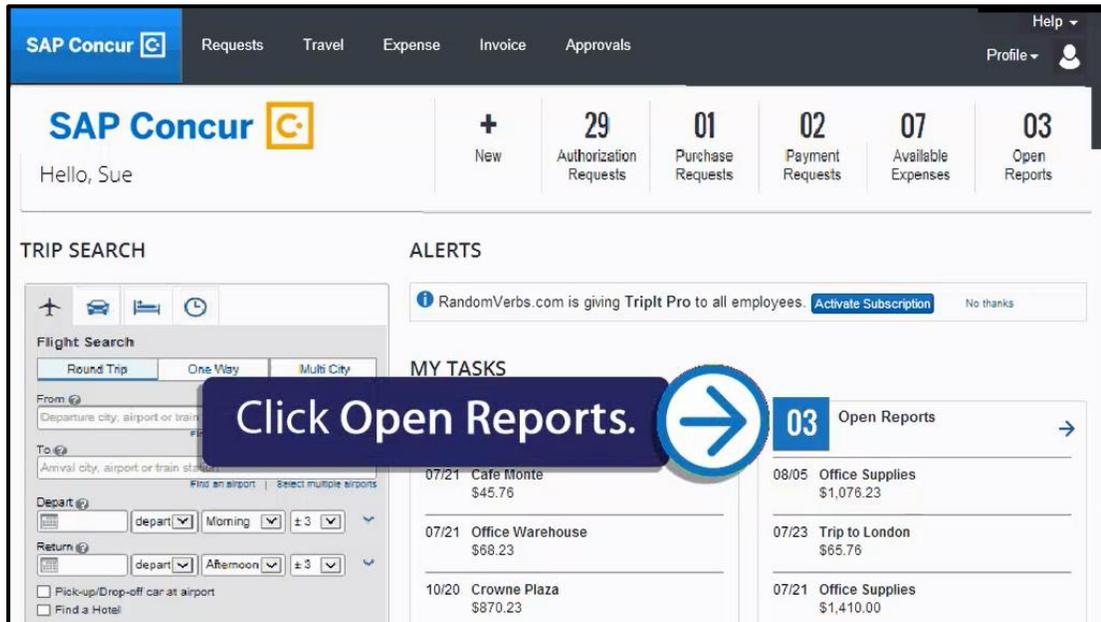
Your new expense report and its status are listed in the **Active Reports** list. From this page, you can check the status of any submitted report.

Correcting and Resubmitting an Expense Report

Your approver will return your expense report to you if any changes or additional information are required. Returned reports appear on the **Concur** home page in the **Open Reports** section.

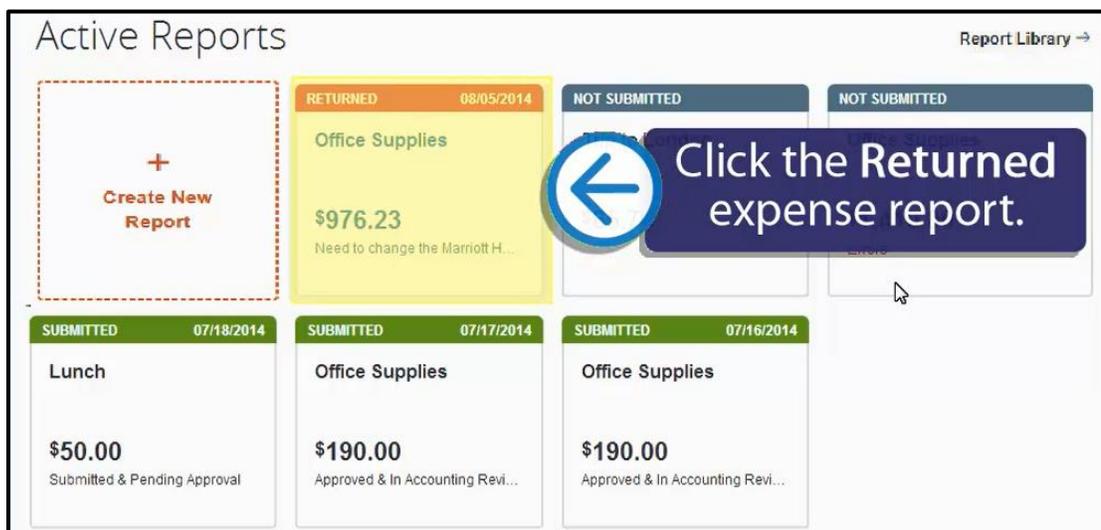
To correct and resubmit an expense report

1. From the SAP Concur home page, click **Open Reports**.



Your returned reports appear in the **Active Reports** section.

2. Click the **RETURNED** expense report.



3. Click the **Details** menu, and then select **Comments** to review your approver's comments.

4. Review the comments, make any corrections that need to be made, and then click **Save**.
5. Select the expense you need to correct and make the changes.
6. After making your corrections, click **Submit Report**.

Manage Expenses View Transactions Authorization Requests ▾

Office Supplies

[New Expense](#) [Quick Expenses](#) [Import Expenses](#) [Details](#)

Click Submit Report. [Submit Report](#)

Expenses [Move](#) [Delete](#) [Copy](#) [View](#) [⌵](#)

Adding New Expense

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	08/05/2014	Office Supplies Staples	\$56.00	\$56.00
<input type="checkbox"/>	08/05/2014	Office Supplies STAPLES	\$40.23	\$40.23
<input type="checkbox"/>	07/25/2014	Postage US Postal Service, Seattle, Wash	\$25.00	\$25.00
<input type="checkbox"/>	07/24/2014	Materials Office Depot, Seattle, Washington	\$60.00	\$60.00
<input type="checkbox"/>	07/23/2014	Office Supplies Staples, Seattle, Washington	\$100.00	\$0.00
<input type="checkbox"/>	07/23/2014	Miscellaneous 07/14 Misc. Promotional Expense	\$50.00	\$50.00
<input checked="" type="checkbox"/>	07/21/2014	Room Rate MARRIOTT, Seattle, Washington	\$745.00	\$745.00
<input type="checkbox"/>	08/07/2010	Bank Fees Finance Charge Assessed	\$0.00	\$0.00

New Expense [Available Receipts](#)

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Room Rate	Miscellaneous
Personal Car Mileage	Lunch
Bank Fees	

All Expense Types

Business Promotions	...Other
Misc. Promotional Expense	Booking Fees
Trade Shows	Dues
Communications	Duplicating
Cellular Phone	Gifts

You will be prompted for any necessary receipts you need to attach to the report.

7. In the **Final Review** window, click **Submit Report**.
8. Review the expense report status and summary, and then click **Close**.
9. Your report is corrected and resubmitted for approval.