QuickStart Guide
Concur® Expense
Welcome to Concur Expense

Expense is a comprehensive Web-based service that provides all of the tools users need to create and submit expense reports. Managers use the service to review and approve expense reports. Back-office employees use the service to produce audit reports, ensure compliance, and deliver business intelligence to help your company reduce its costs.

Section 1: Log on to Concur

How to...

1. Log on to Concur following your company’s logon instructions.

Additional Information

Your password is case sensitive.
If you are not sure how to log on, check with your company’s Expense administrator.
Section 2: Explore the My Concur Page

The My Concur page includes several sections that make it easy for you to navigate and find the information you need.

How to...

- Look at the **Company Info** section.
- Use the **Expense Reports** or **Active Work** section.
- Explore the **Approval Queue** section.
- Explore the **Available Company Card Charges** section.

Additional Information

- This section displays information and links provided by your company.
- This section provides links to create a new expense report, or view your existing reports, authorization requests, or cash advances. It also lists your unsubmitted expense reports. *If your company uses Cash Advances, this section is titled “Active Work.” Otherwise, the section is titled “Expense Reports.”*
- This section lists the expense reports awaiting your review and approval as well as any authorization requests or cash advances. *This section appears on My Concur only if you are an Expense approver and you have received at least one report for approval.*
- This section lists all imported credit card transactions.
Section 2: Explore the My Concur Page (Continued)

Customize My Concur

You can move the panes around the My Concur page to better meet your needs. Click the top bar of a pane and drag it to a new position on the page.
Section 3: Update Your Expense Profile

Step 1: Change Your Password

Your company decides if you can change your password. If allowed, you will change your password on the Profile tab.

How to...

1. On the My Concur page, select Profile from the menu at the top of the page.

2. On the Profile submenu, click Change Password.

3. In the Old Password field, enter your current (temporary) password. To change your password, you need to know your old or temporary password.

4. In the New Password field, enter your new password.

5. Verify your new password by re-entering it in the Re-enter Password field.

6. Enter a word or phrase in the Password Hint field to act as a reminder if you forget your password, and then click Save.
Section 3: Update Your Expense Profile (Continued)

Step 2: Review Your Expense Settings

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In the left-hand navigation, in the Expense Settings section, click Expense Information.</td>
<td>The Expense Information page is read-only. If the information needs to be changed, contact your site administrator.</td>
</tr>
</tbody>
</table>

Step 3: Add a Delegate

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In the Expense Settings section, click Expense Delegates.</td>
<td>The Expense Delegates page appears. From this page, you will give other Expense users the ability to prepare, submit, approve, view receipts, approve reports, or receive emails on your behalf.</td>
</tr>
<tr>
<td>2. Click Add Delegate.</td>
<td>As you begin to type the name, Expense provides a list of users to select from.</td>
</tr>
<tr>
<td>3. In the Search by employee name, email address or logon id field, type the last name of the delegate you wish to add.</td>
<td>The delegate can only perform the tasks you select. A delegate will need to be an approver in order to approve reports on your behalf.</td>
</tr>
<tr>
<td>4. Click the name of the delegate from the list.</td>
<td>You can see if others have added you as their delegate by clicking the Delegate For tab.</td>
</tr>
<tr>
<td>5. Click Add.</td>
<td></td>
</tr>
<tr>
<td>6. Select the appropriate task checkboxes.</td>
<td></td>
</tr>
<tr>
<td>7. To add additional delegates, repeat steps 2-6.</td>
<td></td>
</tr>
<tr>
<td>8. Click Save.</td>
<td></td>
</tr>
</tbody>
</table>
Section 3: Update Your Expense Profile (Continued)

Step 4: Select Expense Preferences

How to...

1. In the Expense Settings section, click Expense Preferences.
2. In the Send email when section, select the applicable checkboxes.
3. In the Prompt section, select the applicable checkboxes.
4. In the Display section, select the applicable checkboxes.
5. Click Save.

Additional Information

- From this page, you can specify when you will receive email notifications and prompts.
- In this section, you determine when you will receive email notifications.
- In this section, you determine when Expense will prompt you for further action.
- You will see this option only if your company is using travel allowances.

Step 5: Review Expense Approvers

How to...

1. In the Expense Settings section, click Expense Approvers.
2. Review your Expense Approvers.

Additional Information

- If your company allows you to select your Approver, type all or part of the approver's name in the Search by... fields by, select the appropriate person, and then click Save.
- If your company does not allow you to select your approver, verify that the listed approver is correct. Notify your system administrator for any needed corrections.
Section 3: Update Your Expense Profile (Continued)

Step 6: Add Favorite Attendees

**How to...**

1. In the Expense Settings section, click Favorite Attendees.
2. Click New Attendee.
3. Select the Attendee Type from the list.
4. Enter the Last Name of the attendee.
5. Enter the First Name of the attendee.
6. Enter the Attendee Title.
7. Enter the attendee's Company.
8. Click Save.

**Additional Information**

The Favorite Attendees page appears, which allows you to add, edit, or delete frequently-used attendees.

If you need to add more than one attendee, click Save & Add Another.

Your favorite attendees list is also updated based on attendees you add to your expense reports.
Section 4: Create a New Expense Report

Step 1: Create a New Report

1. In the Active Work or Expense Reports section of the My Concur page, click New Expense Report. The Create a New Expense Report page appears. The fields that appear on this page are defined by your company.

2. Complete all required fields (those with the red bar at the left edge of the field) and the optional fields as directed by your company.

3. Click Next. The expense report page appears.
Section 4: Create a New Expense Report (Continued)

Step 2: Add a Company Card Transaction to the New Expense Report

Company card transactions are automatically imported into Expense for you – ready to be added to an expense report. Your company determines how frequently new card transactions appear.

**How to...**

1. **On the Expense Report page,** from the **Import** dropdown menu, select **Charges & Expenses.** The **Smart Expenses** pane appears. A Smart Expense combines: trip data from Travel, corporate card data, and e-receipt data.

2. **In the Corporate Card Charges section,** select each transaction that you want to assign to the current expense report.

3. **In the Smart Expenses section,** from the **Import** dropdown menu, select **To Current Report.** You can also add **Corporate Card Charges** to an expense report by dragging and dropping into the **Expenses** area of the page.

The expense appears on the left side of the page, with all applicable icons, such as company card or exceptions.
Section 4: Create a New Expense Report (Continued)

Step 3: Add a Personal Credit Card Transaction to the New Expense Report

Using Concur, you can import into an expense report a personal credit card transaction that you download from a financial institution.

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. On the Expense Report page, from the Import dropdown menu, select From File.</td>
<td>Before you can import the personal credit card transactions, you need to download the transactions from the financial institution, and then save them to your computer. Debit card transactions are not supported.</td>
</tr>
<tr>
<td>2. In the Import Personal Card Transactions window, click Browse.</td>
<td></td>
</tr>
<tr>
<td>3. Locate the file you want to attach.</td>
<td></td>
</tr>
<tr>
<td>4. Click Upload.</td>
<td></td>
</tr>
</tbody>
</table>
Step 3: Add a Personal Credit Card Transaction to the New Expense Report (Continued)

How to...

5. Select each transaction that you want to assign to the current expense report.

6. Click **Import**.

Additional Information

The imported card transaction will appear as an **Undefined** expense type. You will need to update the expense type and add any additional information required by your company.
Section 4: Create a New Expense Report (Continued)

Step 4: Add an Out-of-Pocket Expense to the New Expense Report

**How to...**

1. Click **New Expense**.
2. On the **New Expense** tab, select the appropriate expense type.

**Additional Information**

The **New Expense** tab appears.
The page refreshes, displaying the required and optional fields for the selected expense type.
Step 4: Add an Out-of-Pocket Expense to the New Expense Report (Continued)

For date fields, use the calendar to select the date of the expense.

For lists, select from the list.

For auto-complete fields, type the first portion of your choice and then select from the list.

Complete other text fields and checkboxes as usual.

How to...

3. Complete all required fields (those with the red bar at the left edge of the field) and the optional fields as directed by your company.

4. Click Save.

Additional Information

For different types of expenses, such as hotel or car mileage, or for expenses incurred in a currency other than your reimbursement currency, refer to Using Special Features in this guide.

The expense appears on the left side of the page.
Section 5: Review and Edit an Expense Report

You should review for accuracy and edit (if necessary) your reports and all expenses, including company card transactions, before submitting your expense report.

Step 1: Review the Report Information

**How to...**

1. On the Expense Report page, in the Expenses area, click any transaction to view the details.
2. From the Details dropdown menu, select Report Header.
3. Make the appropriate changes, and then click Save.

**Additional Information**

The expense details appear on the right side of the page.

The Report Header page appears and you can view and update report header information.

Step 2: Review the Exceptions

**How to...**

2. Click the exception that you want to review.
3. Make the appropriate changes, and then click Save.

**Additional Information**

The Exceptions pane opens, which displays all exceptions for the expense report. In this pane, you can select an exception to view the expense details.

The expense details appear on the right side of the page.

<table>
<thead>
<tr>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Type</td>
</tr>
<tr>
<td>Local Phone</td>
</tr>
</tbody>
</table>
Section 5: Review and Edit an Expense Report (Continued)

Step 3: Edit Multiple Expenses

How to...

1. On the Expense Report page, in the Expenses area, select the checkbox for the expenses that you want to update.

2. Select the action you would like to perform for the expenses.

Additional Information

The multiple expense options box appears. When you select more than one expense, you will have the ability to delete, allocate, or edit the expenses at the same time.

If you choose to Edit the selected expenses, you will be prompted for all of the field(s) that you can update.
Section 6: Use Special Features

Itemize Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. These expenses must be itemized so that they can be accounted for correctly. Concur gives you the tools to quickly itemize your lodging-related expenses.

Step 1: Verify Auto-Itemized Hotel Expenses

The hotel auto-itemization feature automatically itemizes any card transactions that have hotel folio data or an e-receipt from a hotel vendor. Your company determines if your hotel expenses are automatically itemized. If not, you can manually itemize your hotel expenses as described in Step 2 below.

The result of hotel auto-itemization is similar to what you see if you manually itemize the hotel expense. Expense itemizes the hotel expense based on predetermined mapping. Examples of the itemizations you will see on your expense report are: parking, meals, and internet access. You can update the auto-itemized expenses and itemize any remaining balance as described in Step 3 below.
**Itemize Nightly Lodging Expenses (Continued)**

**Step 2: Create and Itemize a Lodging Expense**

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click <strong>New Expense</strong>.</td>
<td>The <strong>New Expense</strong> tab appears.</td>
</tr>
<tr>
<td>2. On the <strong>New Expense</strong> tab, select the lodging expense type.</td>
<td>Your company determines the name of the expense type. It may be called Lodging, Hotel, or something similar.</td>
</tr>
<tr>
<td>3. Complete the required fields on the page as usual.</td>
<td></td>
</tr>
<tr>
<td>4. Click <strong>Itemize</strong>.</td>
<td>The expense appears on the left side of the page and the <strong>Nightly Lodging Expenses</strong> tab appears.</td>
</tr>
</tbody>
</table>

![Image of Concur interface showing how to itemize lodging expenses.](image-url)
5. On the **Nightly Lodging Expenses** tab, in the **Check-in Date** field, type the date or use the calendar. The number of nights appears automatically.

6. In the **Room Rate** field, enter the amount that you were charged per night for the room.

7. In the **Room Tax** fields, enter the amount of each room tax that you were charged.

8. In the **Additional Charges (each night)** section, from the first **Expense Type** dropdown menu, select the appropriate expense type.

9. In the **Amount** field, enter the amount of the expense.
Step 2: Create and Itemize a Lodging Expense (Continued)

**How to...**

10. Repeat steps 8-9 using the second Expense Type field if you have more than one recurring additional charge.

11. Click **Save Itemizations**.

**Additional Information**

If there is a remaining amount to be itemized, the remaining amount is displayed and the **New Itemization** tab appears.

![Concur Expense Management Interface](image_url)
Step 3: Itemize the Remaining Balance

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If the amount remaining is more than zero, on the <strong>New Itemization</strong> tab, click the <strong>Expense Type</strong> dropdown arrow, and then select the appropriate expense from the dropdown list.</td>
<td>The page refreshes, displaying the required and optional fields for the selected expense type.</td>
</tr>
<tr>
<td>2. Complete all required and optional fields as directed by your company.</td>
<td>The expense appears on the left side of the page and the remaining amount equals zero.</td>
</tr>
<tr>
<td>3. Click <strong>Save</strong>.</td>
<td></td>
</tr>
<tr>
<td>4. Repeat steps 1-3 until the <strong>Remaining Amount</strong> equals $0.00.</td>
<td></td>
</tr>
</tbody>
</table>
Section 6: Use Special Features (Continued)

Add Attendees

For some expense types, such as business meals or entertainment, your company might require that you list the attendees who were present at these events.

**How to...**

1. Click **New Expense**.

2. On the **New Expense** tab, select an Entertainment, Business Meals, or Group Meals expense type.

3. Complete all required fields *except* the attendee information.

**Additional Information**

The **New Expense** tab appears.

Your company defines the expense type names that apply to entertaining clients, customers, or group meals that include employees. The page refreshes, displaying the required and optional fields for the selected expense type.

In the attendee area, your name automatically appears as an attendee with the full amount of the expense. As you add attendees to the expense, the expense amount is distributed over all attendees. Your company decides whether your name appears automatically and whether you can manually adjust the amounts allotted to attendees.
Add Attendees (Continued)

**How to...**

4. Click **Favorites**.

5. On the **Favorites** tab in the **Search Attendees** window, select the attendees for this expense, and then click **Add to Expense**.

6. To add a new attendee to the expense, click **New Attendee**, complete the required information, and then click **Save**.

7. To search for an attendee, click **Search**, enter your search criteria in the **Search Attendees** window, and then click **Add to Expense**.

8. Click **Save**.

**Additional Information**

The **Search Attendees** window opens.

You can also locate an attendee that is already in your **Favorites** list by typing the first letter of the attendee name in the **Favorites** field, and then selecting the attendee name from the dropdown list.

The new attendee is added to the list. The expense amount is distributed among the attendees.

The “found” attendee is added to the list. The expense amount is distributed among the attendees.

The expense appears on the left side of the page.
Section 6: Use Special Features (Continued)

Itemize Expenses

You itemize expenses to account for expenses that include both business and personal items or to make sure that each of your expenses is billed to the correct department in your organization.

How to...

1. On the Expense Report page, click the expense you want to itemize.
2. Click Itemize.
3. On the New Itemization tab, click the Expense Type dropdown arrow, and then select the appropriate expense.
4. Complete all required and optional fields as directed by your company.

Additional Information

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

The expense appears on the left side of the page. The New Itemization tab appears which displays the total amount, itemized amount, and remaining amount.

The page refreshes, displaying the required and optional fields for the selected expense type.
Itemize Expenses (Continued)

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Click <strong>Save</strong>.</td>
<td>The itemized item appears in the expense list and the totals are adjusted accordingly.</td>
</tr>
<tr>
<td>6. Repeat steps 3-5 until the <strong>Remaining Amount</strong> equals $0.00.</td>
<td>As you click <strong>Save</strong> for each item, the remaining total changes accordingly.</td>
</tr>
</tbody>
</table>
Section 6: Use Special Features (Continued)

Convert Foreign Currency Transactions

When adding an out-of-pocket expense that was incurred in a currency other than your reimbursement currency, Expense will assist you in converting the expense to your standard reimbursement currency.

**How to...**

1. Click New Expense.
2. On the New Expense tab, select the appropriate expense type.
3. Complete all required fields as usual except Amount.
4. In the Amount field, enter the foreign currency amount.
5. Select the “spend” currency from the dropdown list to the right of the Amount field.
6. Click the multiplication sign to switch, if needed, and then click Save (or click Itemize to itemize the expense).

**Additional Information**

The New Expense tab appears.
The page refreshes, displaying the required and optional fields for the selected expense type.

Because the currency conversion rate is based on the Transaction Date that you select, be sure to select the exact Transaction Date.

If you select a City that has a different currency than your reimbursement currency, Expense automatically selects the spend currency for you. Expense supplies the Rate and calculates the reimbursement Amount.

Currency can be converted by multiplying by a particular rate or dividing by a different rate. You may need to switch from multiplication to division of the rate, depending on the type of rate you received, by clicking the symbol above the rate field.
Section 6: Use Special Features (Continued)

Work with Mileage

How to...

1. Click **New Expense**.
2. On the **New Expense** tab, select the appropriate expense type.
3. In the **Transaction Date** field, type the date or use the calendar.
4. In the **From Location** field, enter the starting location of your trip.
5. In the **To Location** field, enter the ending location of your trip.
6. Click the **Mileage Calculator**.
7. Click **Add Mileage to Expense**.
8. Complete any additional required fields as directed by your company, and then click **Save**.

Additional Information

The **New Expense** tab appears.

Your company determines the name of the expense type. It may be called Car, Mileage, or something similar.

The **Mileage Calculator** helps you to determine mileage between locations. Notice that the To and From locations that you entered for the expense automatically appear. Using the **Mileage Calculator**, you can change the locations or add additional locations. The distance between locations will appear for you to add to your expense report.

The expense appears on the left side of the page.
Section 6: Use Special Features (Continued)

Copy an Expense

Use the copy feature to copy an expense within an expense report. You can then edit the copied expense, as needed.

### How to...

1. On the Expense Report page, from the Expenses area, select the checkbox next to the expense you wish to copy. The expense is highlighted.

2. Click Copy.

3. Click on the new expense.

4. Make all necessary changes to the new expense.

5. Click Save.

### Additional Information

- The expense appears below the original.
- The expense details appear.
Section 6: Use Special Features (Continued)

Allocate Expenses

The Allocations feature allows you to allocate expenses to projects or departments. The departments you choose will be charged for those expenses.

How to...

1. Complete all expenses as usual.
2. Select the expense you wish to allocate from the expense list.
3. Click **Allocate** near the lower right-hand corner of the expense details section.

Additional Information

- The expense details appear.
- The **Allocate Report** window appears.

4. From the **Allocate By** dropdown menu, select either **Percentage** or **Amount**.
5. In the **Allocate By** field, enter the **Percentage** or **Amount**.
6. Click in the field under the **Department** column heading.
7. Select the department that will receive the allocation.

Depending on your company’s configuration, you might see different fields, other than Department, to complete on the **Allocate Report** page.
Allocate Expenses (Continued)

8. Click Add New Allocation.

A new allocations field appears.

9. Repeat steps 5-7 for each new allocation.

Add as many allocations as necessary. You can adjust the amounts and percentages. You do not have to allocate 100% of the total. The amount that you do not allocate is charged as usual, probably to your own cost center.

10. Click Save.

11. In the confirmation message box, click OK.

12. In the Allocate Report window, click Done.

The allocation icon appears on the left side of the page with the expense.

© 2009-2013 Concur Technologies Inc. All rights reserved.
Revised: April 29, 2013

31
Section 6: Use Special Features (Continued)

Allocate Multiple Expenses

If you have multiple expenses in a report to allocate, you can select and allocate all applicable expenses at the same time.

How to...

1. Complete all expenses as usual.
2. Select all the expenses you wish to allocate from the expense list.

Additional Information

A message appears in the right pane, which states that you have selected multiple expenses and provides three options.

3. Click Allocate.
4. From the Allocate By dropdown menu, select either Percentage or Amount.
5. In the Allocate By field, enter the Percentage or Amount.
6. Click in the field under the Department column heading.
7. Select the department that will receive the allocation.
8. Click Add New Allocation.

The Allocate Report window appears.

A dropdown list of departments appears.

Depending on your company’s configuration, you might see different fields, other than Department (i.e., Cost Center or Project), to complete on the Allocate Report page.

A new allocations field appears.
## Allocate Multiple Expenses (Continued)

### How to...  
9. Repeat steps 5-7 for each new allocation.

10. Click **Save**.

11. In the confirmation message box, click **OK**.

12. In the **Allocate Report** window, click **Done**.

### Additional Information  
Add as many allocations as necessary. You can adjust the amounts and percentages. You do not have to allocate 100% of the total. The amount that you do not allocate is charged as usual, probably to your own cost center.

The allocation icon appears on the left side of the page with the expense. If the expense is 100% allocated, the icon is yellow, red, and green. If the expense is not 100% allocated, the icon is blue and gray.
Section 7: Print and Submit/ Resubmit Expense Reports

Preview and Print Your Expense Report

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From the Print menu, select the appropriate print option.</td>
<td>The three print options:</td>
</tr>
<tr>
<td></td>
<td>- For a fax cover page to use with Concur Imaging, select Fax Receipt Cover Page.</td>
</tr>
<tr>
<td></td>
<td>- For a detailed report, select Detailed Report.</td>
</tr>
<tr>
<td>2. To print the report, click Print.</td>
<td>The report appears in a separate window.</td>
</tr>
</tbody>
</table>

Fax or Attach Scanned Receipt Images

If your company uses Concur Imaging, you can fax your receipts or you can attach scanned images of your receipts.

Fax Images

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From the Print dropdown menu, select Fax Receipt Cover Page.</td>
<td>The fax cover page appears.</td>
</tr>
<tr>
<td>2. Click Print.</td>
<td></td>
</tr>
<tr>
<td>3. Fax the cover page and the receipts to the number on the cover page.</td>
<td></td>
</tr>
<tr>
<td>4. To view the faxed receipts, from the Receipts dropdown menu, select Check Receipts.</td>
<td>After you have checked receipts for the first time, you will see two different options on the Receipts menu: View Receipts in New Window and View Receipts in Current Window.</td>
</tr>
</tbody>
</table>
Fax or Attach Scanned Receipt Images (Continued)

Attach Scanned Images

How to...


Additional Information

The Attach Files window appears.

2. Click Browse, and then locate the file you want to attach.

3. Click the file, and then click Open. The selected file appears in the Files Selected for uploading section of the window.

4. To attach another image, click Browse, and then repeat the process.

5. Click Upload, and then click Done.

6. To view the attached receipts, from the Receipts dropdown menu, select Check Receipts.

After you have checked receipts for the first time, you will see two different options on the Receipts menu: View Receipts in New Window and View Receipts in Current Window.
Section 7: Print and Submit/ Resubmit Expense Reports (Continued)

Delete Receipt Images

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. In the confirmation window, click Yes.</td>
<td>When you select the Delete Receipt Images option, all images attached at the report level are deleted. You cannot delete individual receipt images at the report level.</td>
</tr>
</tbody>
</table>
Section 7: Print and Submit/Resubmit Expense Reports (Continued)

Use E-Receipts

E-receipts are an electronic version of receipt data that can be sent directly to Concur to replace imaged paper receipts. If your company allows e-receipts, you must opt in from your Profile before e-receipts will show in Expense. If your company has enabled e-receipts, you will be notified in the Alerts section on the My Concur page.

Enable E-Receipts

1. On the My Concur page, in the Alerts section, click Sign up here. The E-Receipt Activation page appears.

2. Click E-Receipt Activation. The E-Receipt Activation and Use Agreement appears.

3. Click I Accept. The e-receipts confirmation appears.

Once you have confirmed the e-receipt activation, all of your corporate cards are included. From your Profile, you can choose to exclude a particular card.

As you create your expense reports, you will see the e-receipt icon next to any transactions that have an e-receipt. You can click the icon to view the e-receipt.
Use E-Receipts (Continued)

Exclude a Credit Card from E-Receipts

If you have a credit card listed in your Profile for which you do not want to receive e-receipts, you can exclude that credit card.

How to…

1. From the Profile page, click Personal Information.
2. In the Credit Cards section, click the edit icon for the credit card you wish to exclude.
3. Clear the Receive e-receipts for this card checkbox.
4. Click Save Changes.
Section 7: Print and Submit/ Resubmit Expense Reports (Continued)

Submit Your Completed Expense Report

If your company uses cost object approval, your expense report might be sent to multiple approvers at the same time. If one of the approvers makes changes to your expense report, you will be notified and the report might need to go through the approval process again. Cost object approval allows multiple approvers to review a report at once and helps to ensure control, compliance, and visibility of expenses.

How to…

2. Click Submit Report.
3. Click Close.

Additional Information

The Final Review window appears, which lists all expenses that require receipts. The Report Submit Status window confirms that the report was successfully submitted. The Expense Report List page appears.

Correct and Resubmit a Report Sent Back by Your Approver

If your approver requires changes or additional information, he/she will return your expense report. The returned report appears in the Expense Report or Active Work section of the My Concur page, along with a comment from your approver.

How to…

1. Click the report name (link) to open the report.
2. Make the requested changes.
3. Click Submit Report.

Additional Information

The Expense Report page appears.
Section 8: Review and Approve Expense Reports

As an approver, you can approve an expense report “as is”; send an expense report back to the employee to modify and resubmit; or adjust the authorized amount of one or more expenses to comply with company policy and then approve the expense report for the lowered amount. (Your company may or may not allow you to adjust authorized amounts.)

If your company uses cost object approval, an employee’s expense report might be sent to multiple approvers at the same time. If one of the approvers makes changes to your expense report, the report might need to go through the approval process again. Cost object approval allows multiple approvers to review a report at once and helps to ensure control, compliance, and visibility of expenses.

Review and Approve an Expense Report

All reports awaiting your review and approval appear in the Approval Queue section of My Concur.

How to...

1. Click the report name (link) to open the report.
2. To review the report information, from the Details dropdown menu, select Report Header (under Report).
3. To review expense entry information, click an expense entry.
4. When ready to approve, click Approve.

Additional Information

The Expense Report page appears.
The Report Header page appears. Click Cancel on the Report Header page.
The expense entry details appear on the right side of the page.
The report moves to the next step in the workflow.

Send an Expense Report Back to the Employee

All reports awaiting your review and approval appear in the Approval Queue section of the My Concur page.

How to...

1. Click the report name (link) to open the report.
2. Click Send Back to Employee.
3. Enter a comment for the employee, and then click OK.

Additional Information

The Expense Report page appears.
The Send Back Report box appears.
The report is returned to the employee.
Section 8: Review and Approve Expense Reports (Continued)

Send Single Expenses Back to an Employee

Expense allows you to send back an individual expense item to an employee for correction instead of sending back the entire expense report.

How to...

1. In the Approval Queue section of My Concur, click the name of the report that you want to view.
2. Review the expense report.
3. Click the expense you wish to send back for correction.
4. In the expense details sections, select the Send Back Expense? checkbox.
5. Click Approve.

Additional Information

- The expense report opens.
- The expense details appear.
- You can send back multiple expenses on an expense report without sending back the entire report. You will repeat the steps for each expense that needs to be sent back.
Section 8: Review and Approve Expense Reports (Continued)

Add an Additional Review Step for an Expense Report

Depending on your company's configuration, you can add additional approval steps for an expense report, as needed. For example, if an expense report has an amount that is greater than your authorized approval limit or if the expense report has an allocation to a cost center that is not within your approval authorization, you can manually select the appropriate approver for the report.

How to...

1. On the My Concur page in the Approval Queue section, click the report name (link) to open the report.
2. Click Approve & Forward.
3. In the Approval Flow window, click the Search Approvers By dropdown arrow.
4. Select the desired search option from the dropdown list.
5. In the User-Added Approver field, type the search criteria.
6. From the list of options displayed by the search, select the appropriate approver.
7. Click Approve.

Additional Information

The Expense Report page appears.

The Approval Flow window appears.

A list of search options appears.

The system displays all matches for the search criteria that you entered.

The expense report is forwarded to the selected approver.
Section 8: Review and Approve Expense Reports (Continued)

Adjust Authorized Amounts on an Expense Report

All reports awaiting your review and approval appear in the Approval Queue section of the My Concur page. Depending on your company’s configuration, you might not have the ability to adjust authorized amounts on expense reports.

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click the report name (link) to open the report.</td>
<td>The expense report page appears. If you have the authority to adjust amounts, then the Amount field is editable.</td>
</tr>
<tr>
<td>2. Make the appropriate adjustments, and then click Save.</td>
<td>The report moves to the next step in the workflow.</td>
</tr>
<tr>
<td>3. Click Approve.</td>
<td></td>
</tr>
</tbody>
</table>

© 2009-2013 Concur Technologies Inc. All rights reserved.
Revised: April 29, 2013
# Section 9: Action Buttons and Icons

<table>
<thead>
<tr>
<th>Button/Icon Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add New Allocation</strong></td>
</tr>
<tr>
<td><strong>Allocate By:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Approve</strong></td>
</tr>
<tr>
<td><strong>Approve &amp; Forward</strong></td>
</tr>
<tr>
<td><strong>Credit Card Transaction:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Delete Report</strong></td>
</tr>
<tr>
<td><strong>Details</strong></td>
</tr>
<tr>
<td><strong>E-Receipt</strong></td>
</tr>
<tr>
<td><strong>Exceptions (Yellow)</strong></td>
</tr>
<tr>
<td><strong>Exceptions (Red)</strong></td>
</tr>
<tr>
<td><strong>Import</strong></td>
</tr>
<tr>
<td><strong>Itemize</strong></td>
</tr>
<tr>
<td><strong>Mobile Expense</strong></td>
</tr>
<tr>
<td><strong>Multiply</strong></td>
</tr>
<tr>
<td><strong>New Attendee</strong></td>
</tr>
<tr>
<td><strong>New Expense</strong></td>
</tr>
<tr>
<td><strong>New Expense Report</strong></td>
</tr>
<tr>
<td><strong>Next &gt;&gt;</strong></td>
</tr>
<tr>
<td><strong>Personal</strong></td>
</tr>
<tr>
<td><strong>Print / Email</strong></td>
</tr>
<tr>
<td><strong>Receipts</strong></td>
</tr>
<tr>
<td><strong>Receipt Attached</strong></td>
</tr>
<tr>
<td><strong>Receipt Image Required</strong></td>
</tr>
<tr>
<td><strong>Report returned to Approver</strong></td>
</tr>
<tr>
<td><strong>Send Back to Employee</strong></td>
</tr>
<tr>
<td><strong>Submit Report</strong></td>
</tr>
<tr>
<td><strong>Tooltip</strong></td>
</tr>
<tr>
<td><strong>Trip Data</strong></td>
</tr>
<tr>
<td><strong>Show / Hide Itemization</strong></td>
</tr>
</tbody>
</table>