

Section 8: Create a New Expense Report

Step 1: Create a New Report

How to...

1. In the **Active Work** or **Expense Reports** section of the **My Concur** page, click **New Expense Report**.

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.

Click **Next**.

Additional Information

The **Create a New Expense Report** page appears. The fields that appear on this page are defined by your company.

The expense report page appears.

The screenshot displays the 'Create a New Expense Report' interface in the Concur system. At the top, the Concur logo is visible. Below it, a navigation bar includes 'My Concur', 'Travel', 'Expense', and 'Profile'. A secondary navigation bar contains 'View Charges', 'View Reports', 'New Expense Report' (highlighted), 'View Receipt Store', and 'Approve Reports'. The main heading is 'Create a New Expense Report', followed by a sub-heading 'Report Header'. The form contains several fields: 'Report Name' (empty), 'Report Date' (04/24/2013), 'Policy' (Travel & Expense Policy), 'Business Purpose' (empty), 'Company' ((90) France), 'Department' ((600) Operations), 'Cost Center' ((6030) Security), 'Project Code' (empty), and 'Comment' (empty). Red vertical bars on the left side of the 'Report Name', 'Business Purpose', 'Department', and 'Cost Center' fields indicate they are required. At the bottom right, there are two buttons: 'Next >>' and 'Cancel'.

Section 8: Create a New Expense Report (Continued)

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

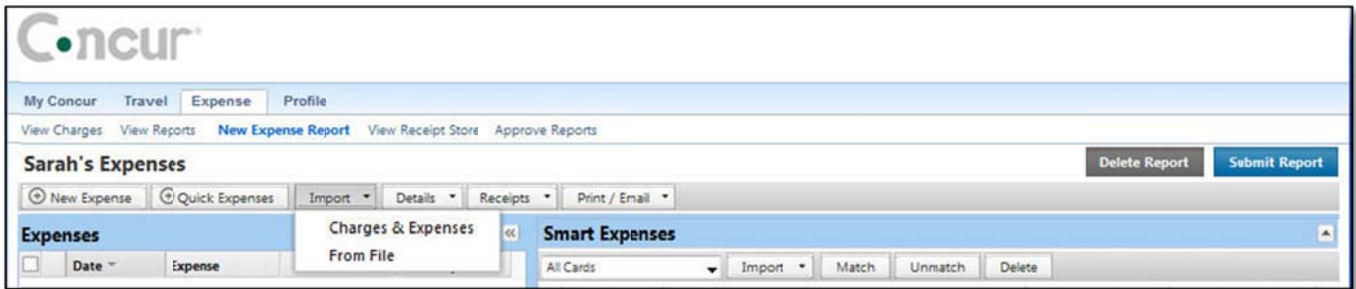
Company card transactions are automatically imported into Expense for you – ready to be added to an expense report. Your company determines how frequently new card transactions appear.

How to...

2. On the **Expense Report** page, from the **Import** dropdown menu, select **Charges & Expenses**.

Additional Information

The **Smart Expenses** pane appears. A Smart Expense combines: trip data from Travel, corporate card data, and e-receipt data.

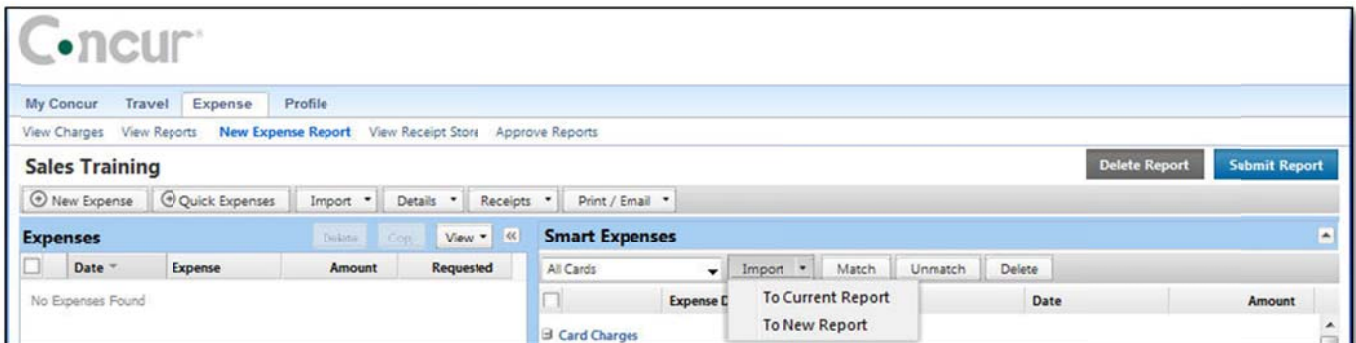


In the **Corporate Card Charges** section, select each transaction that you want to assign to the current expense report.

You can also add **Corporate Card Charges** to an expense report by dragging and dropping into the **Expenses** area of the page.

In the **Smart Expenses** section, from the **Import** dropdown menu, select **To Current Report**.

The expense appears on the left side of the page, with all applicable icons, such as company card or exceptions.



Section 8: Create a New Expense Report (Continued)

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

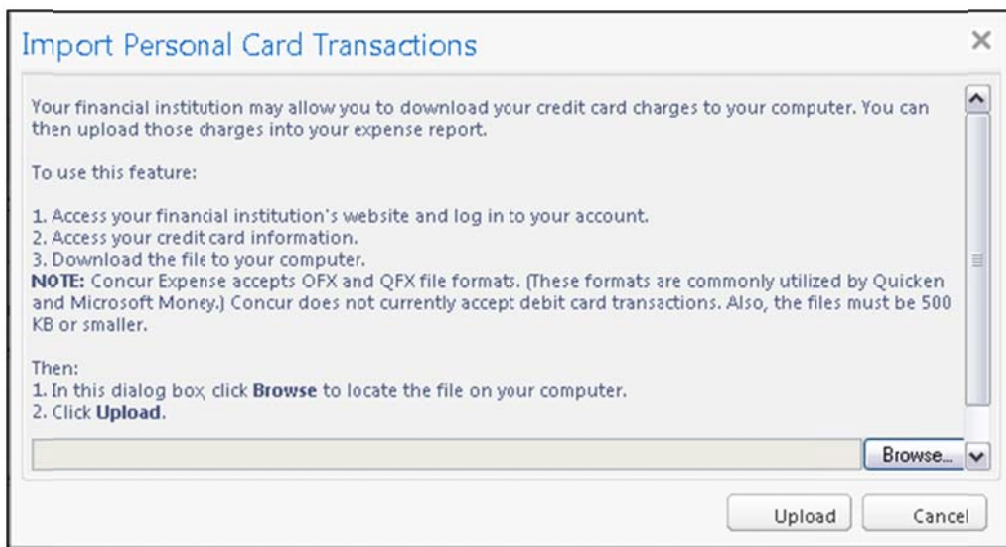
Using Concur, you can import into an expense report a personal credit card transaction that you download from a financial institution.

How to...

3. On the **Expense Report** page, from the **Import** dropdown menu, select **From File**.
4. In the **Import Personal Card Transactions** window, click **Browse**.

Additional Information

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.



5. Locate the file you want to attach.
6. Click **Upload**.

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

How to...

7. Select each transaction that you want to assign to the current expense report.
8. 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.

Import Personal Card Transactions

You have selected to import the following credit card transactions from your personal credit card. Select the credit card charges you would like to add to your expense report. Once you have selected the transactions, the credit card charges will be converted to expenses and saved to your expense report.

<input type="checkbox"/> Expense Detail	Date Posted ▲	Amount	
<input type="checkbox"/> PURCHASE WITH PIN TARGET T1957 B	07/20/2010	\$184.21	▲
<input type="checkbox"/> CHECK	07/20/2010	\$50.00	▼
<input type="checkbox"/> PURCHASE WITH PIN TOP FOOD AND D	07/20/2010	\$12.55	
<input type="checkbox"/> VISA PURCHASE (NON-PIN) CHIPOTLE	07/20/2010	\$6.44	
<input type="checkbox"/> VISA PURCHASE (NON-PIN) STARBUCK	07/21/2010	\$6.99	
<input type="checkbox"/> VISA PURCHASE (NON-PIN) SUBWAY	07/21/2010	\$6.83	
<input checked="" type="checkbox"/> VISA PURCHASE (NON-PIN) SAFEWAY	07/22/2010	\$40.76	
<input checked="" type="checkbox"/> VISA PURCHASE (NON-PIN) FAMILY P	07/22/2010	\$12.00	
<input type="checkbox"/> VISA PURCHASE (NON-PIN) ICHITER	07/22/2010	\$11.15	
<input type="checkbox"/> VISA PURCHASE (NON-PIN) PANERA B	07/22/2010	\$8.42	
<input type="checkbox"/> PURCHASE WITH PIN SAFEWAY STORE	07/22/2010	\$4.16	▼

Import Cancel