QuickStart Guide

Concur® Premier: Expense

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Concur® Premier: Expense QuickStart Guide

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Welcome to Concur Premier: 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 Expense

How to...	Additional Information
1. Log on to Expense 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 Expense administrator.

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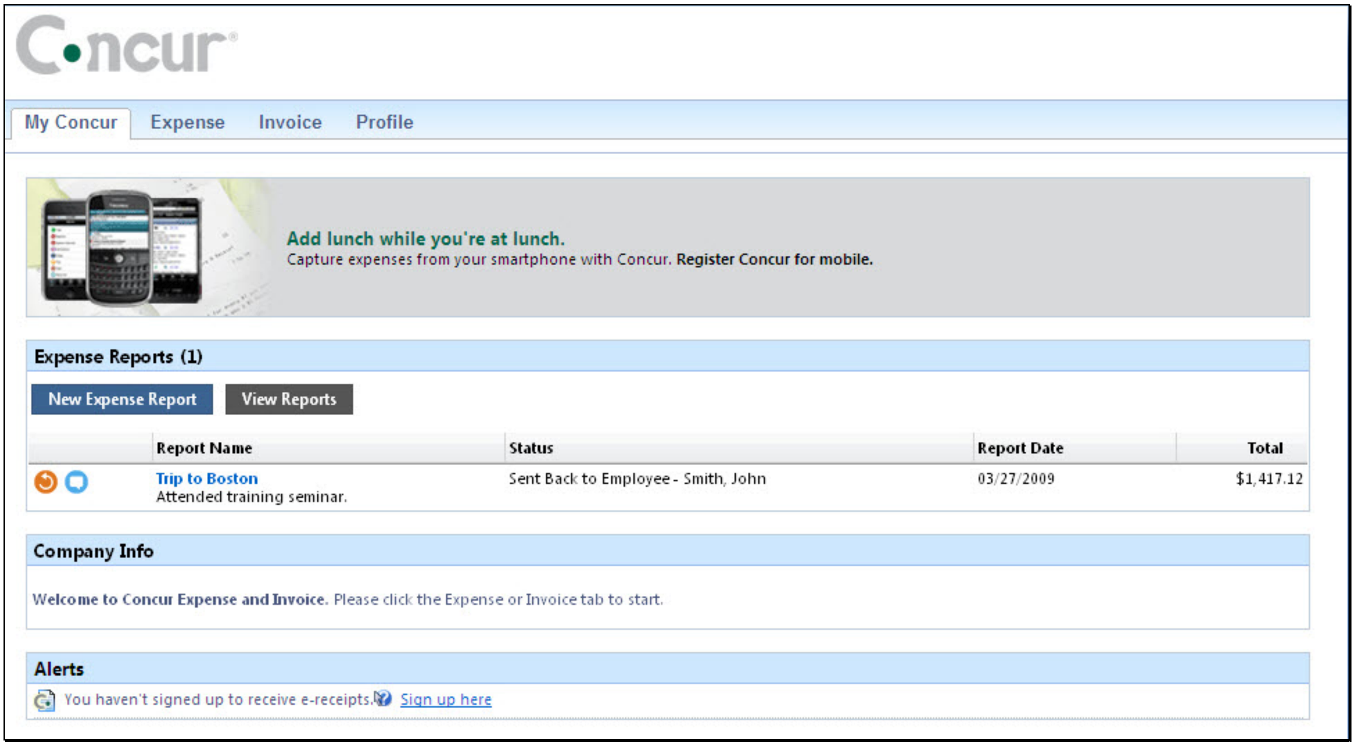
Section 2: Explore the My Concur Page

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



How to...	Additional Information
Look at the **Company Info** section.	This section displays information and links provided by your company.
Use the **Expense Reports** or **Active Work** section.	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 Authorization Requests and/or Cash Advances, this section is titled "Active Work." Otherwise, the section is titled "Expense Reports."***
Explore the **Approval Queue** section.	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 if you have received at least one report for approval.***
Explore the **Available Company Card Charges** section.	This section lists all imported credit card transactions.

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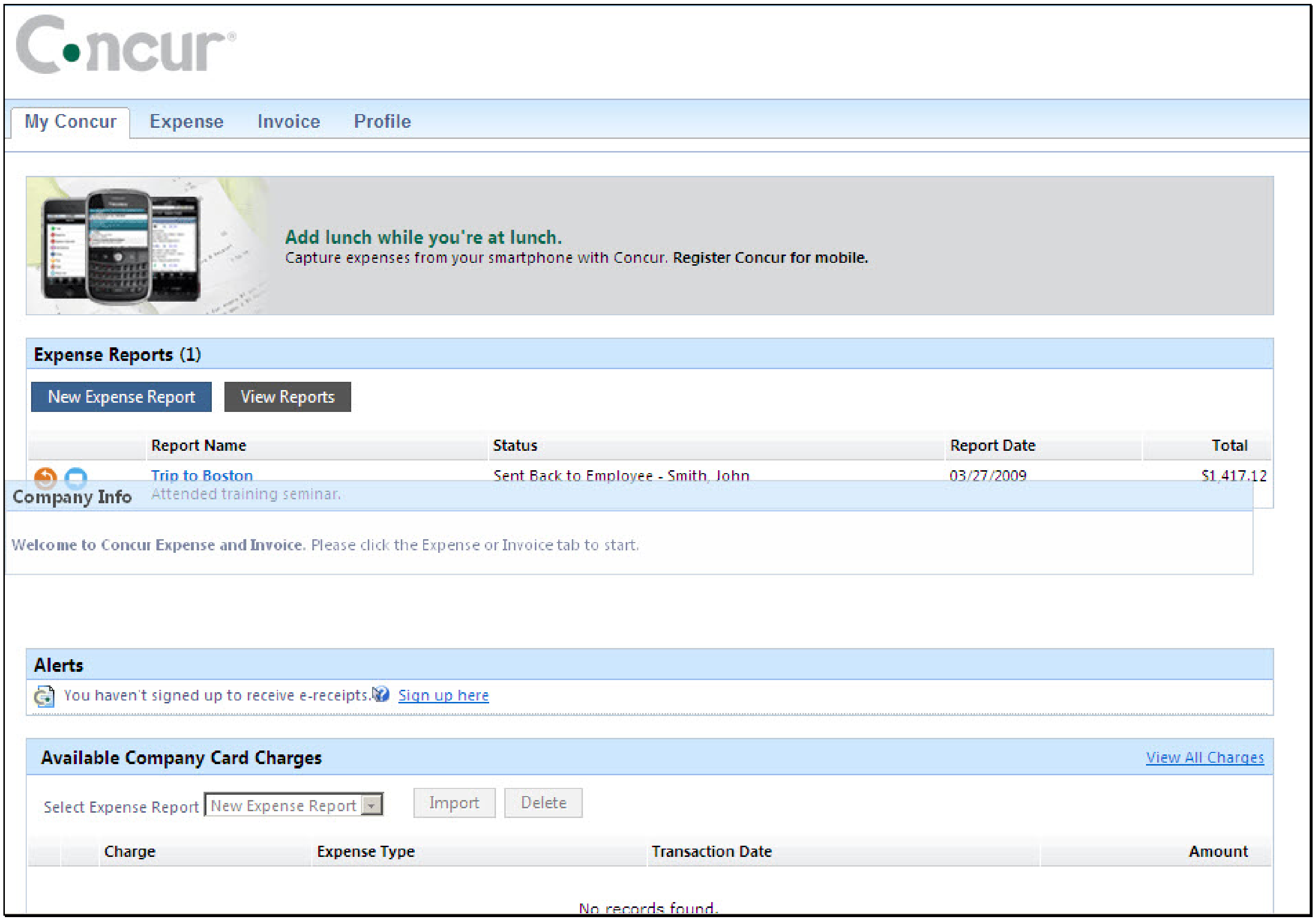
Section 2: Explore the My Concur Page (Continued)

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.



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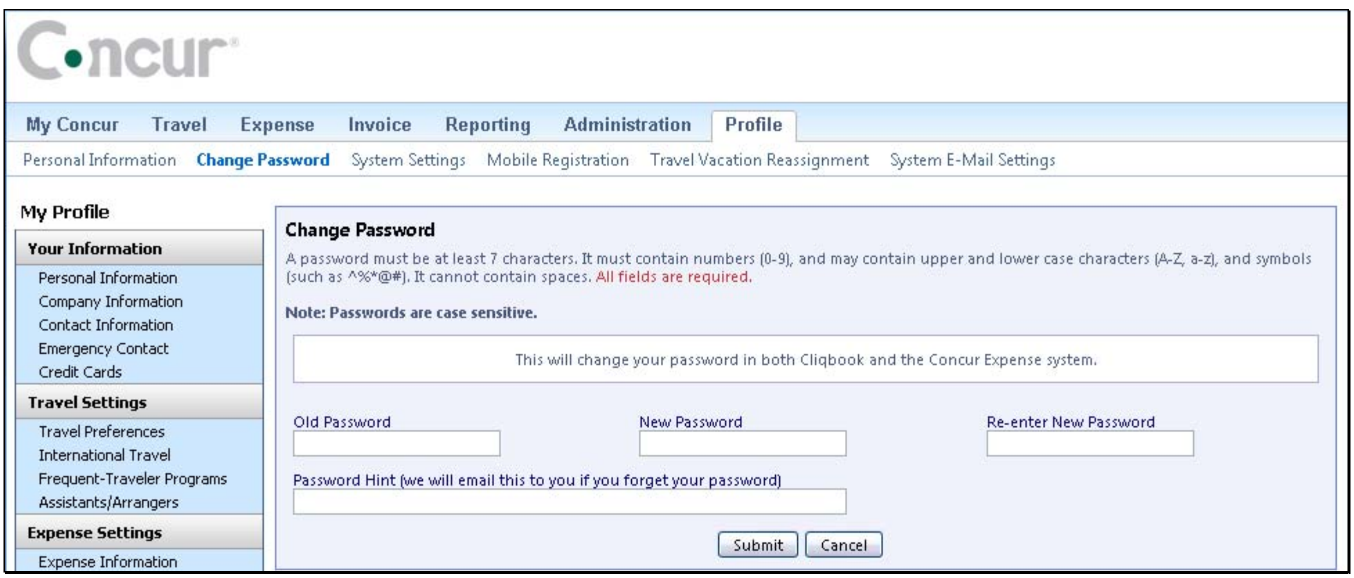
Section 3: Update Your Expense Profile

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...	Additional Information
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**.	If your company uses Single Sign On, you access Concur Travel via your company's intranet. If that is the case, you will not see this option on the Profile menu nor will you be able to change your 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**.	



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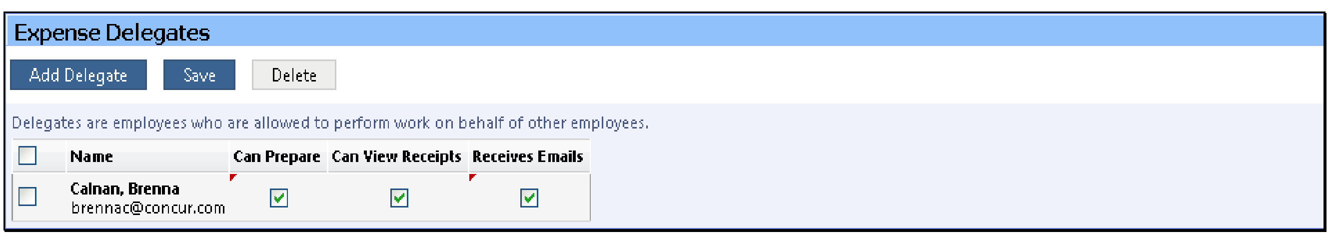
Section 3: Update Your Expense Profile (Continued)

Step 2: Review Your Expense Settings

How to...	Additional Information
1. In the left-hand navigation, in the **Expense Settings** section, click **Expense Information**.	The **Expense Information** page is read-only. If the information needs to be changed, contact your site administrator.

Step 3: Add a Delegate

How to...	Additional Information
1. In the **Expense Settings** section, click **Expense Delegates**.	The **Expense Delegates** page appears. From this page, you will give other Concur Expense users the ability to prepare, submit, approve, view receipts, approve reports, or receive emails on your behalf.
2. Click **Add Delegate**.	
3. In the **Search by employee name, email address or logon id** field, type the last name of the delegate you wish to add.	As you begin to type the name, Concur Expense provides a list of users to select from.
4. Click the name of the delegate from the list.	
5. Click **Add**.	
6. Select the appropriate task checkboxes.	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.
7. To add additional delegates, repeat steps 2-6.	
8. Click **Save**.	



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Section 3: Update Your Expense Profile (Continued)

Step 4: Select Expense Preferences

How to...

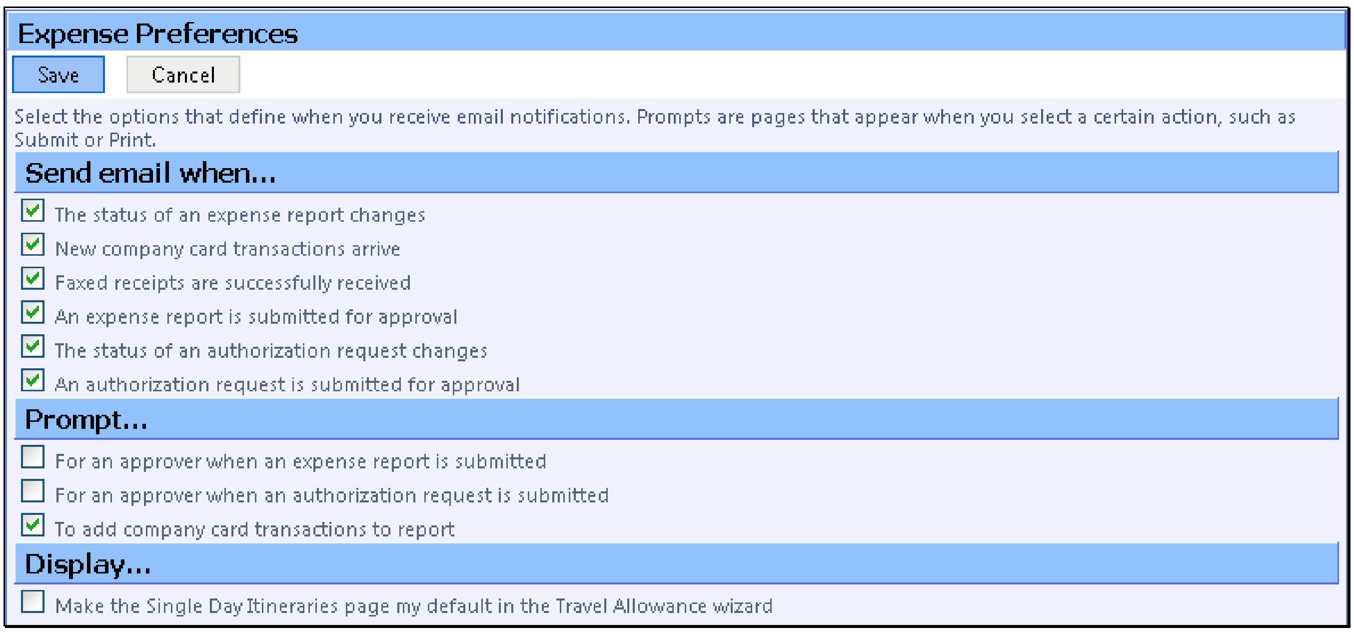
1. In the Expense Settings section, click Expense Preferences.
2. In the **Send email when** section, select the applicable checkboxes.
3. In the **Prompt** section, select the applicable checkboxes.
4. In the **Display** section, select the applicable checkboxes.
5. Click **Save**.

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.



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, search for the individual in the **Search by...** fields by typing all or part of the approver's name. 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.

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Section 3: Update Your Expense Profile (Continued)

Step 6: Add Favorite Attendees

How to...

1. In the Expense Settings section, click Favorite Attendees.

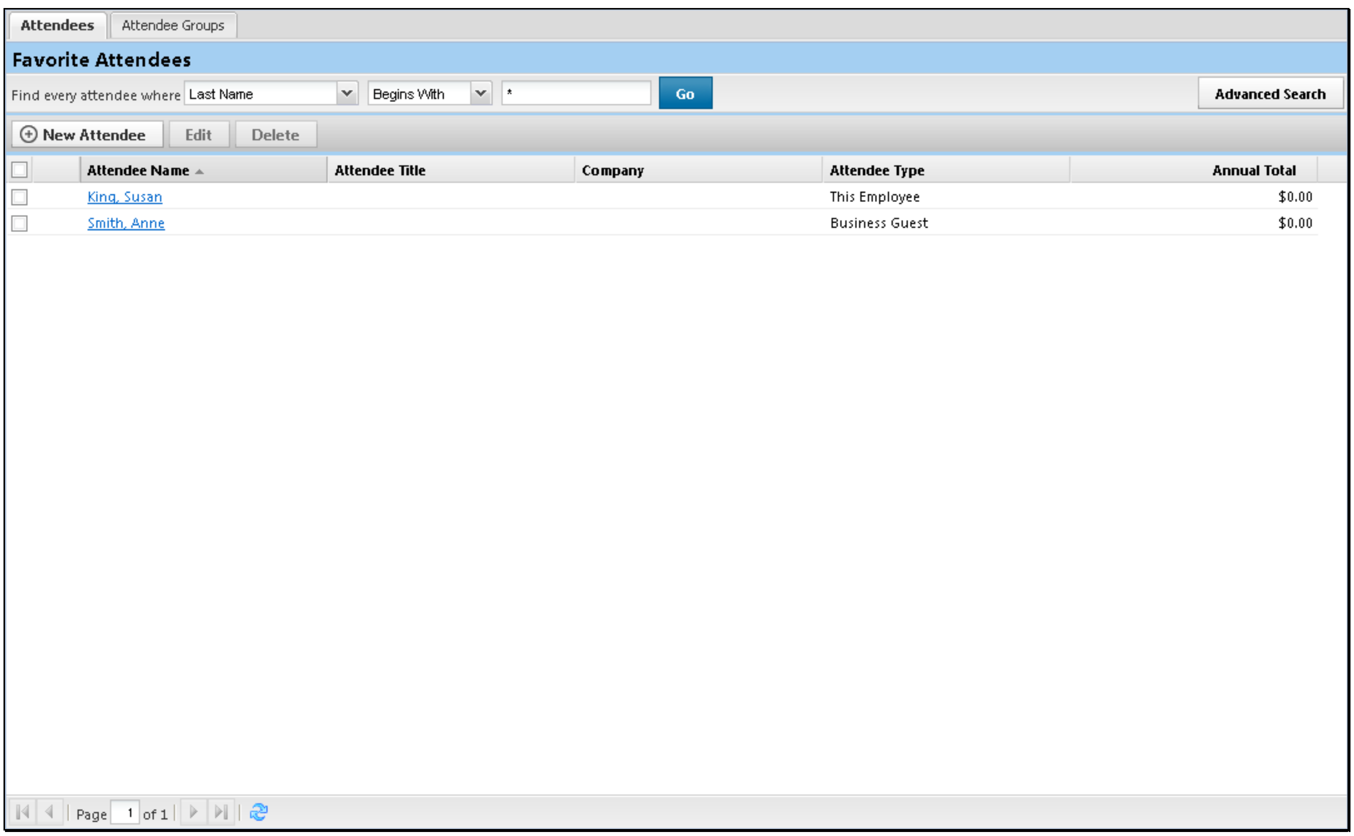
Additional Information

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

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.



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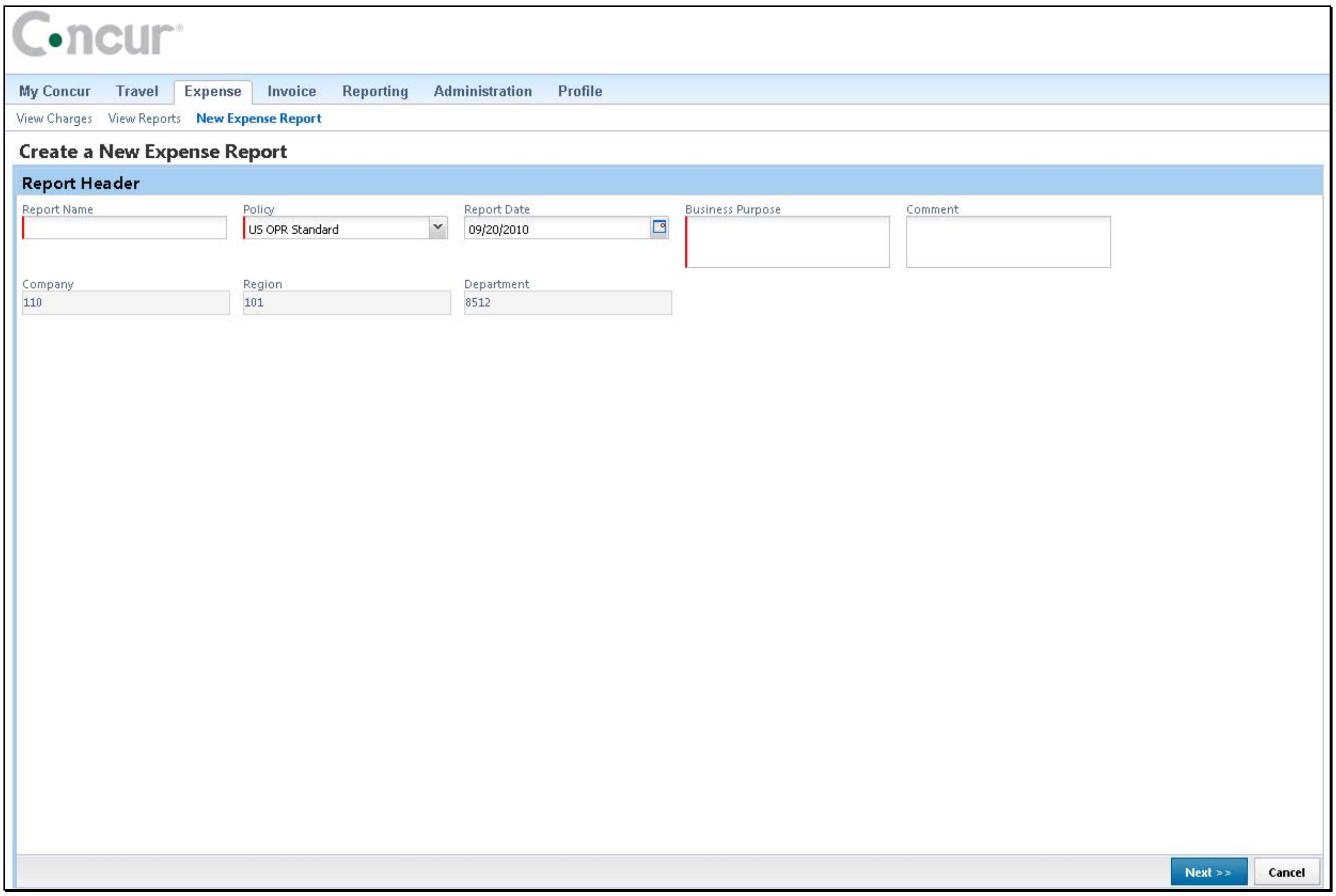
Section 4: Create a New Expense Report

Step 1: Create a New Report

How to...	Additional Information
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.



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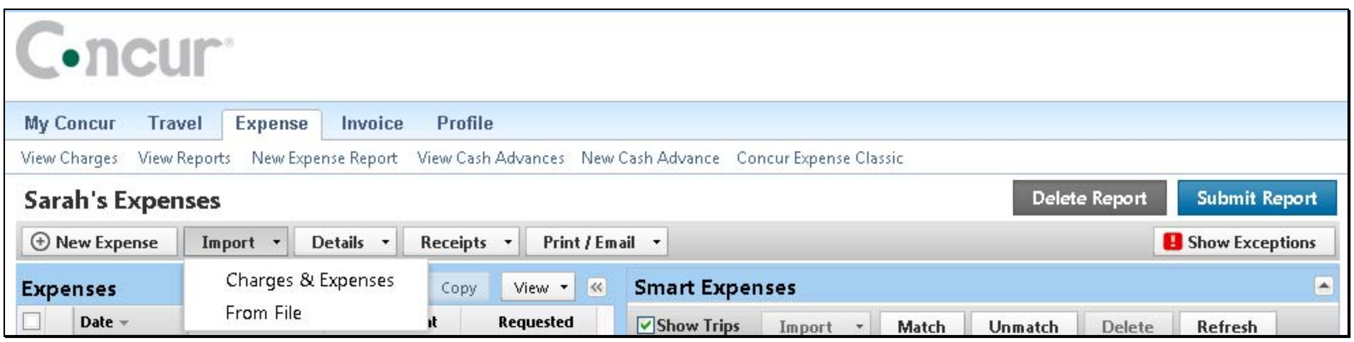
Section 4: Create a New Expense Report (Continued)

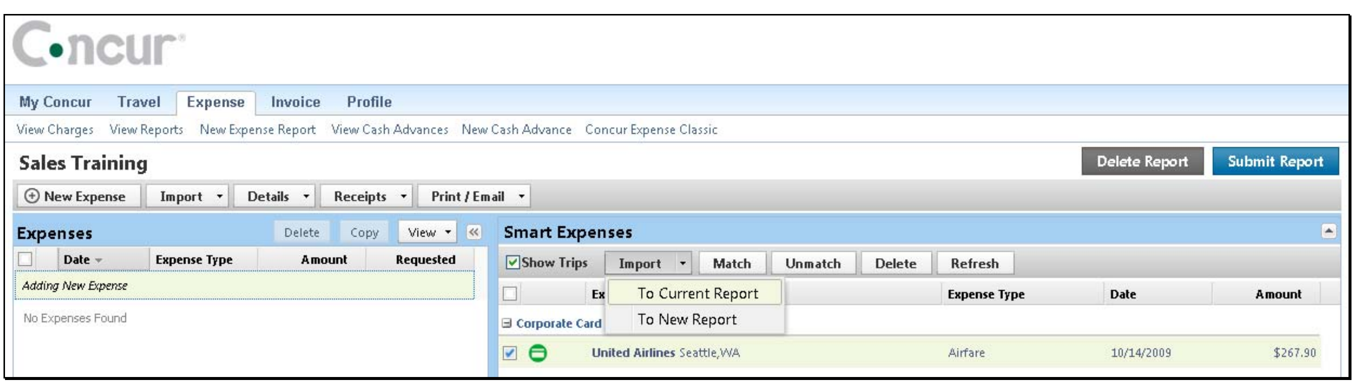
Step 2: Add a Company Card Transaction to the New Expense Report

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...	Additional Information
1. On the **Expense Report** page, from the **Import** dropdown menu, select **Charges & Expenses**.	If your company uses Travel and/or uses the personal credit card import feature in Expense, this dropdown menu is titled "Import." If your company does not use Travel or does not allow a personal credit card import, you will see the **Add Card Charges** button. The **Smart Expenses** pane appears. A Smart Expense combines: trip data from Travel, corporate card data, and e-receipt data. If you have activated the option in your **Expense Settings** to be prompted to add company card transactions, you will not need to select **Charges & Expenses** from the **Import** dropdown menu.



2. In the **Unmatched Charges** section, select each transaction that you want to assign to the current expense report.	You can also add **Unmatched Charges** to an expense report by dragging and dropping into the **Expense List** area of the page.
3. 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.



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Section 4: Create a New Expense Report (Continued)

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

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

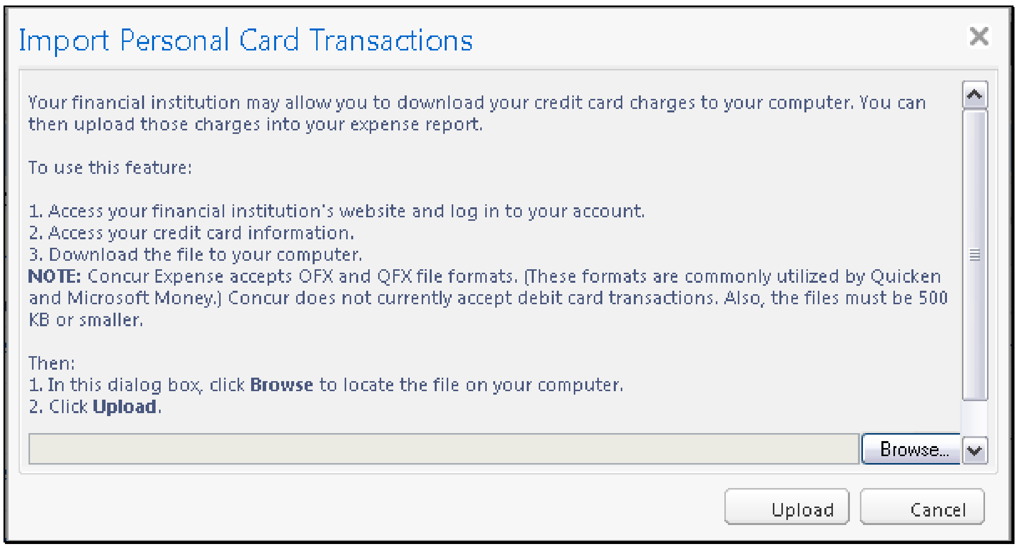
How to...

1. On the **Expense Report** page, from the **Import** dropdown menu, select **From File**.

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.

2. In the **Import Personal Card Transactions** window, click **Browse**.



3. Locate the file you want to attach.
4. Click **Upload**.

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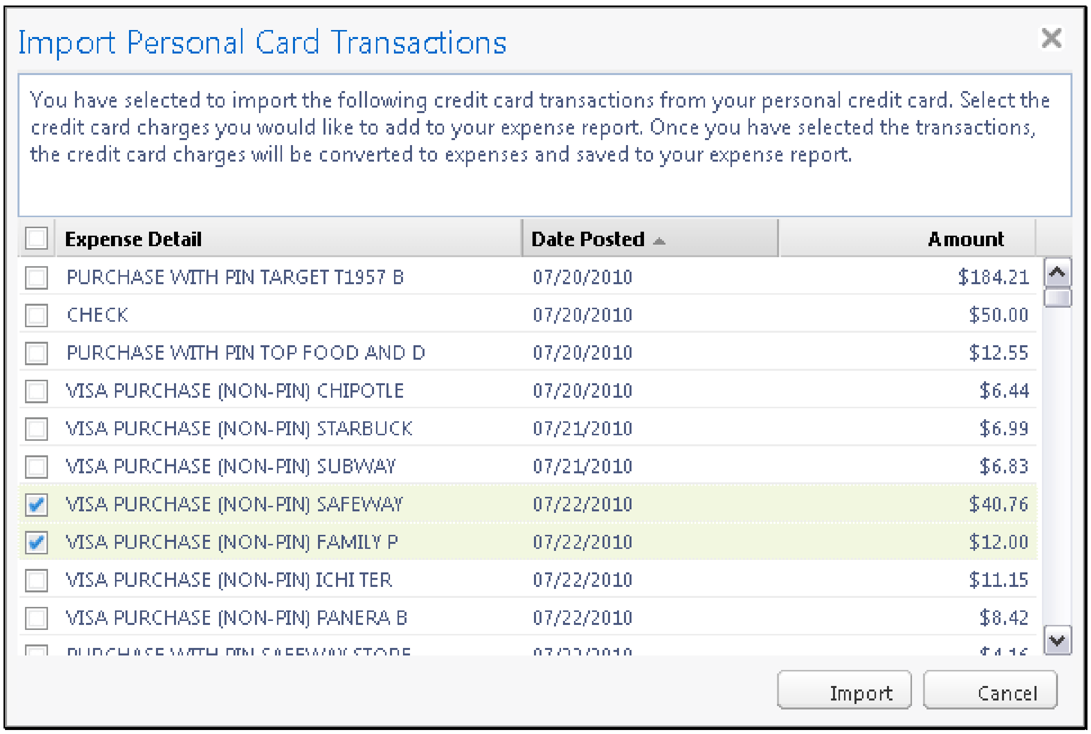
Step 3: Add a Personal Credit Card Transaction to the New Expense Report (Continued)

How to...	Additional Information
5. Select each transaction that you want to assign to the current expense report.	
6. Click **Import**.	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.



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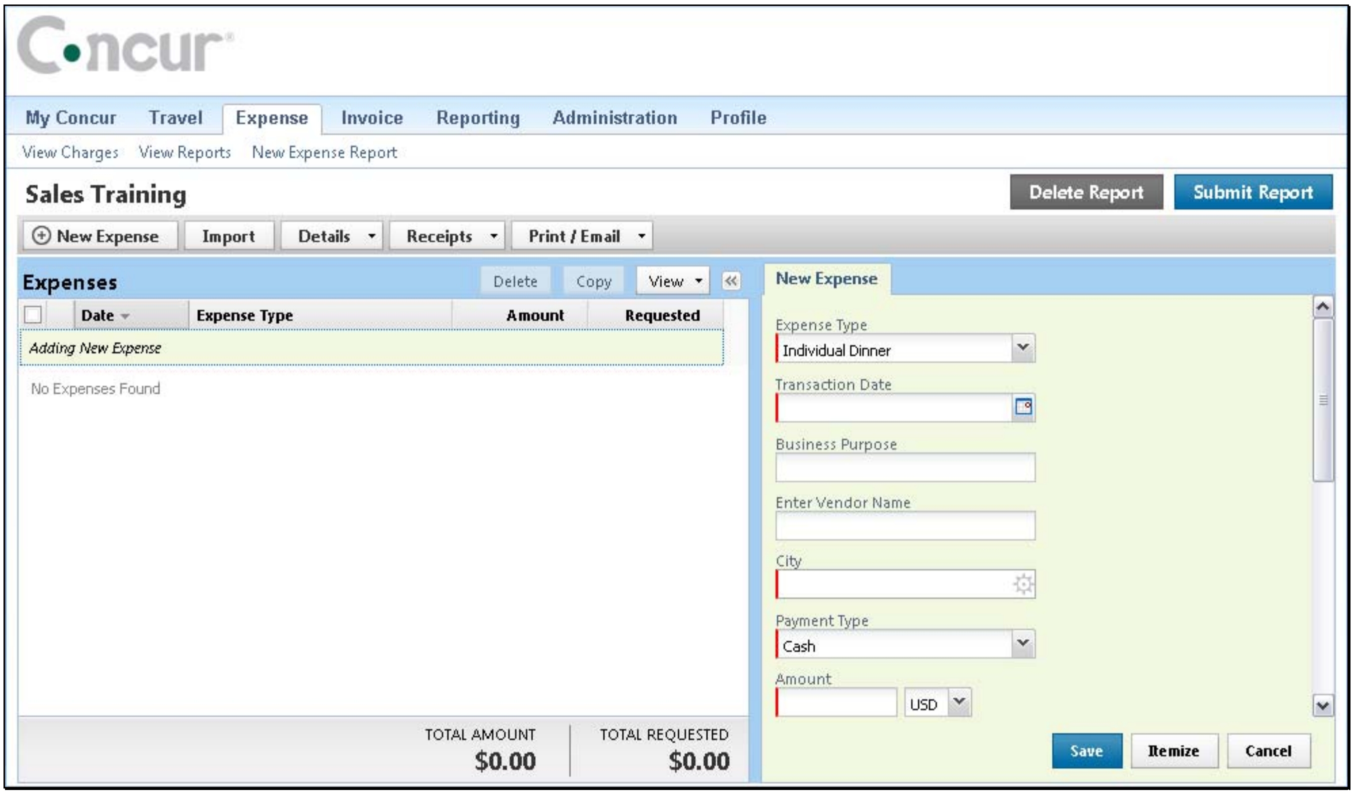
Section 4: Create a New Expense Report (Continued)

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

How to...	Additional Information
1. Click **New Expense**.	The **New Expense** tab appears.
2. On the **New Expense** tab, select the appropriate expense type.	The page refreshes, displaying the required and optional fields for the selected expense type.



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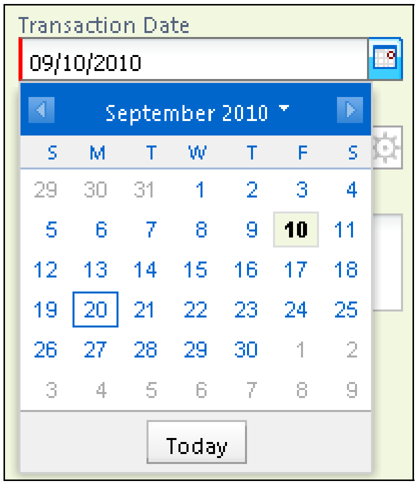
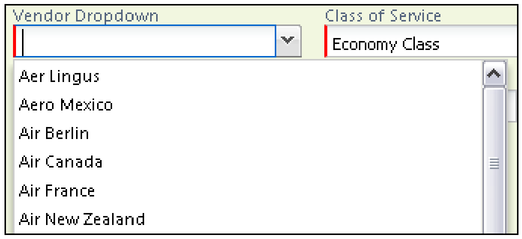
Step 4: Add an Out-of-Pocket Expense to the New Expense Report (Continued)

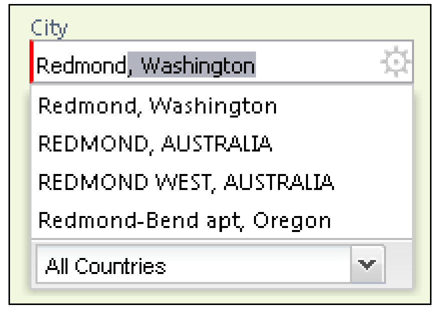
For date fields, use the calendar to select the date of the expense.



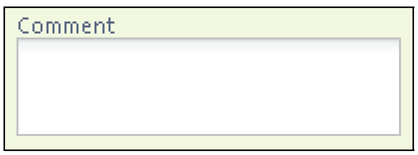
For lists, select from the list.

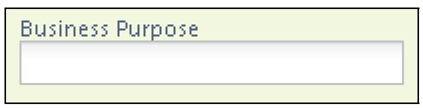


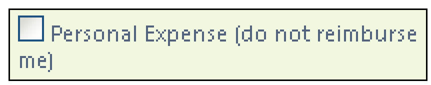
For auto-complete fields, type the first portion of your choice and then select from the list.



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.

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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...	Additional Information
1. On the **Expense Report** page, in the **Expense List**, click any transaction to view the details.	The expense details appear on the right side of the page.
2. From the **Details** dropdown menu, select **Report Header**.	The **Report Header** page appears and you can view and update report header information.
3. Make the appropriate changes, and then click **Save**.	

Step 2: Review the Exceptions

How to...	Additional Information
1. On the **Expense Report** page, click **Show Exceptions**.	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.
2. Click the exception that you want to review.	The expense details appear on the right side of the page.

Exceptions

Expense Type	Date	Amount	Exception
Local Phone	09/13/2010	$20.00	Missing required fields: City

3. Make the appropriate changes, and then click **Save**.

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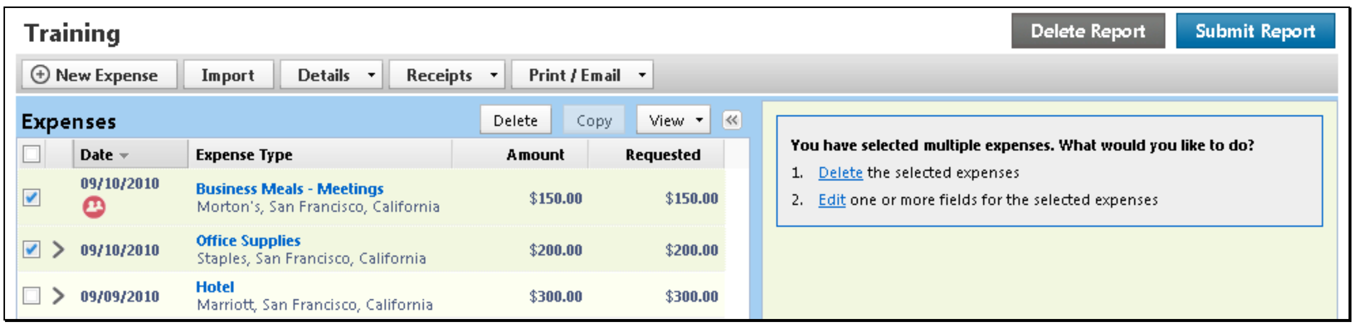
Section 5: Review and Edit an Expense Report (Continued)

Step 3: Edit Multiple Expenses

How to...	Additional Information
1. On the **Expense Report** page, in the **Expense List**, select the checkbox for the expenses that you want to update.	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.
2. Select the action you would like to perform for the expenses.	If you choose to **Edit** the selected expenses, you will be prompted for all of the field(s) that you can update.



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Section 6: Use Special Features

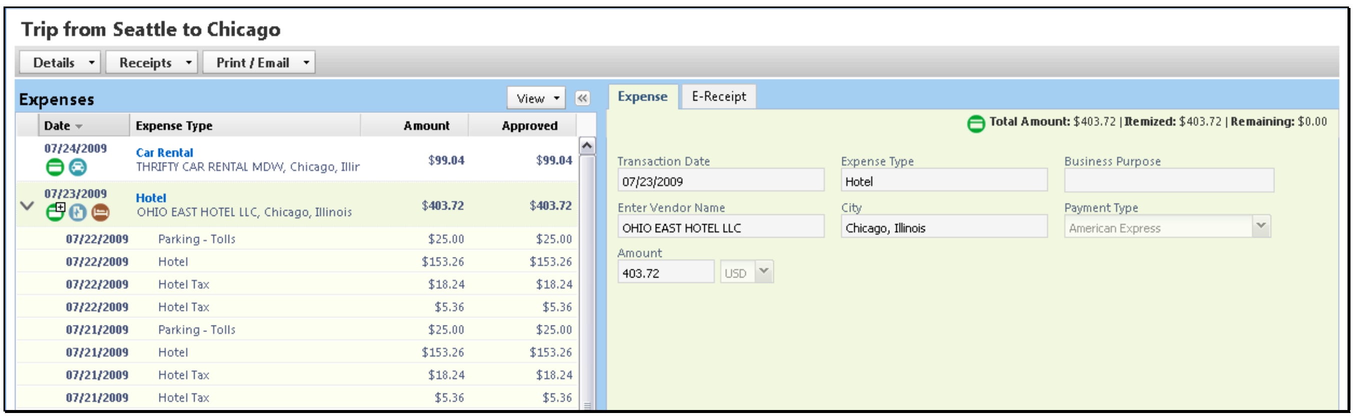
Itemize Nightly Lodging Expenses

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 Expense 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. 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. Concur 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.



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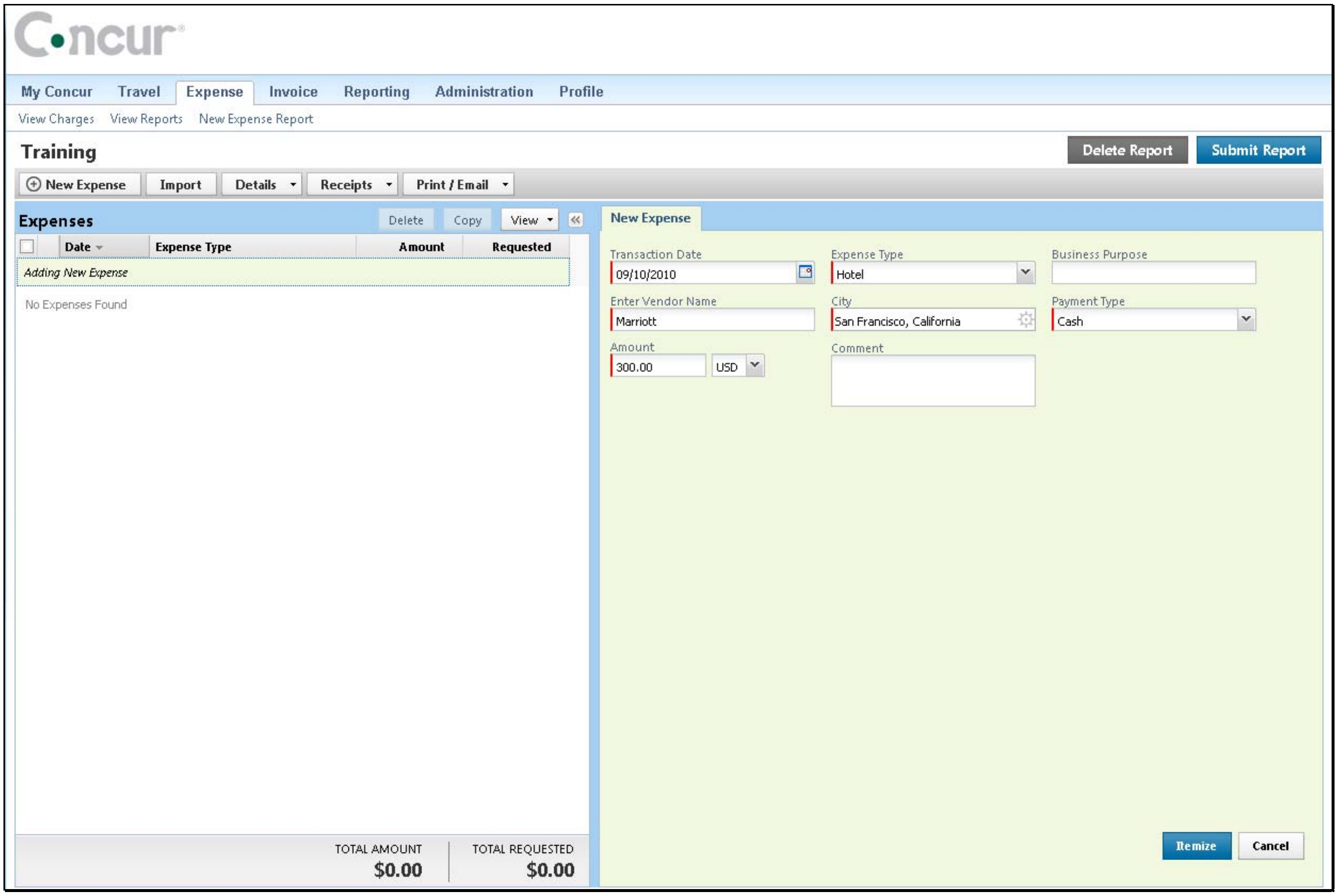
Itemize Nightly Lodging Expenses (Continued)

Step 2: Create and Itemize a Lodging Expense

How to...	Additional Information
1. Click **New Expense**.	The **New Expense** tab appears.
2. On the **New Expense** tab, select the lodging expense type.	Your company determines the name of the expense type. It may be called Lodging, Hotel, or something similar.
3. Complete the required fields on the page as usual.	



4. Click **Itemize**.	The expense appears on the left side of the page and the **Nightly Lodging Expenses** tab appears.

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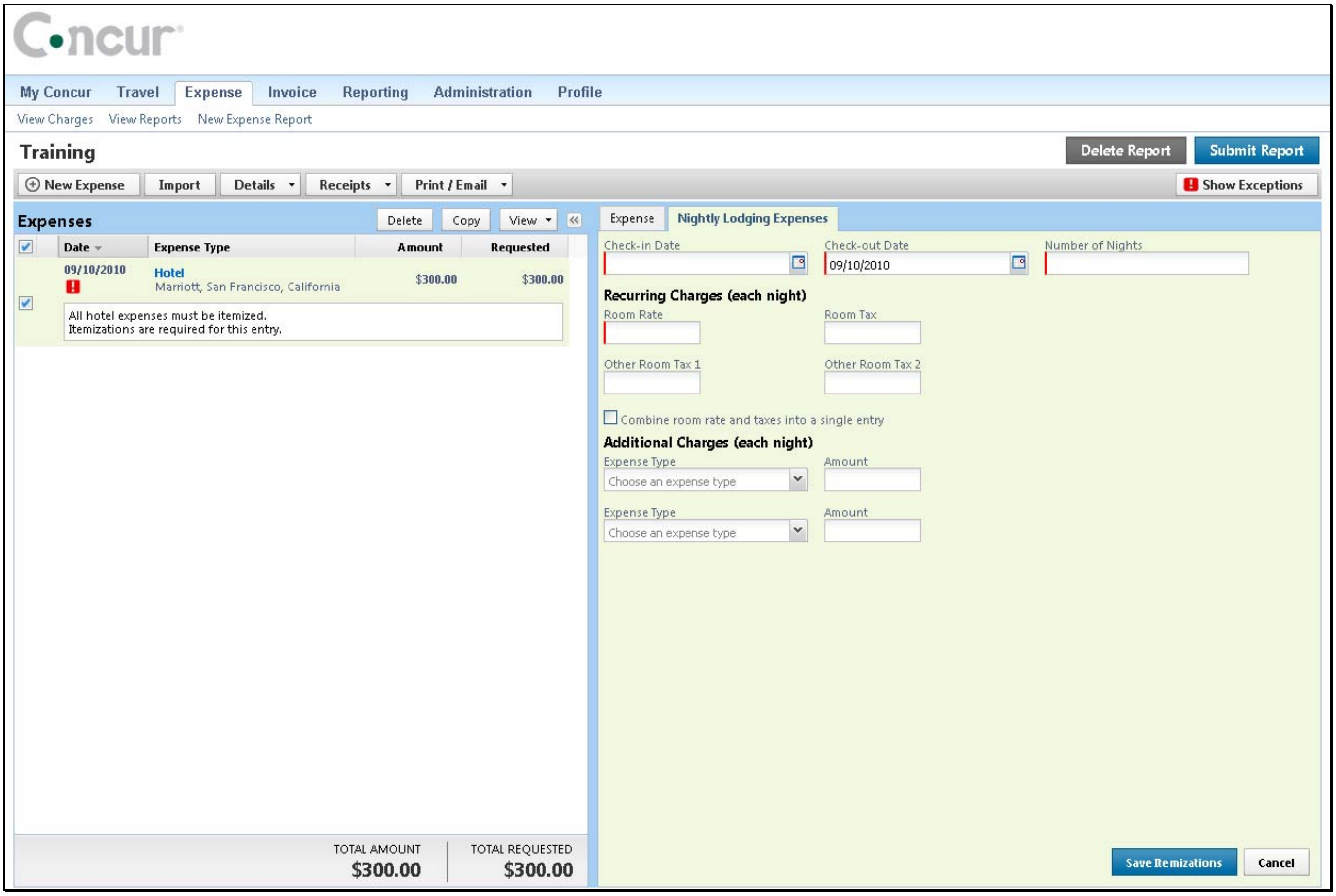
Step 2: Create and Itemize a Lodging Expense (Continued)



5. On the **Nightly Lodging Expenses** tab, in the **Check-in Date** field, type the date or use the calendar.
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.

The number of nights appears automatically.

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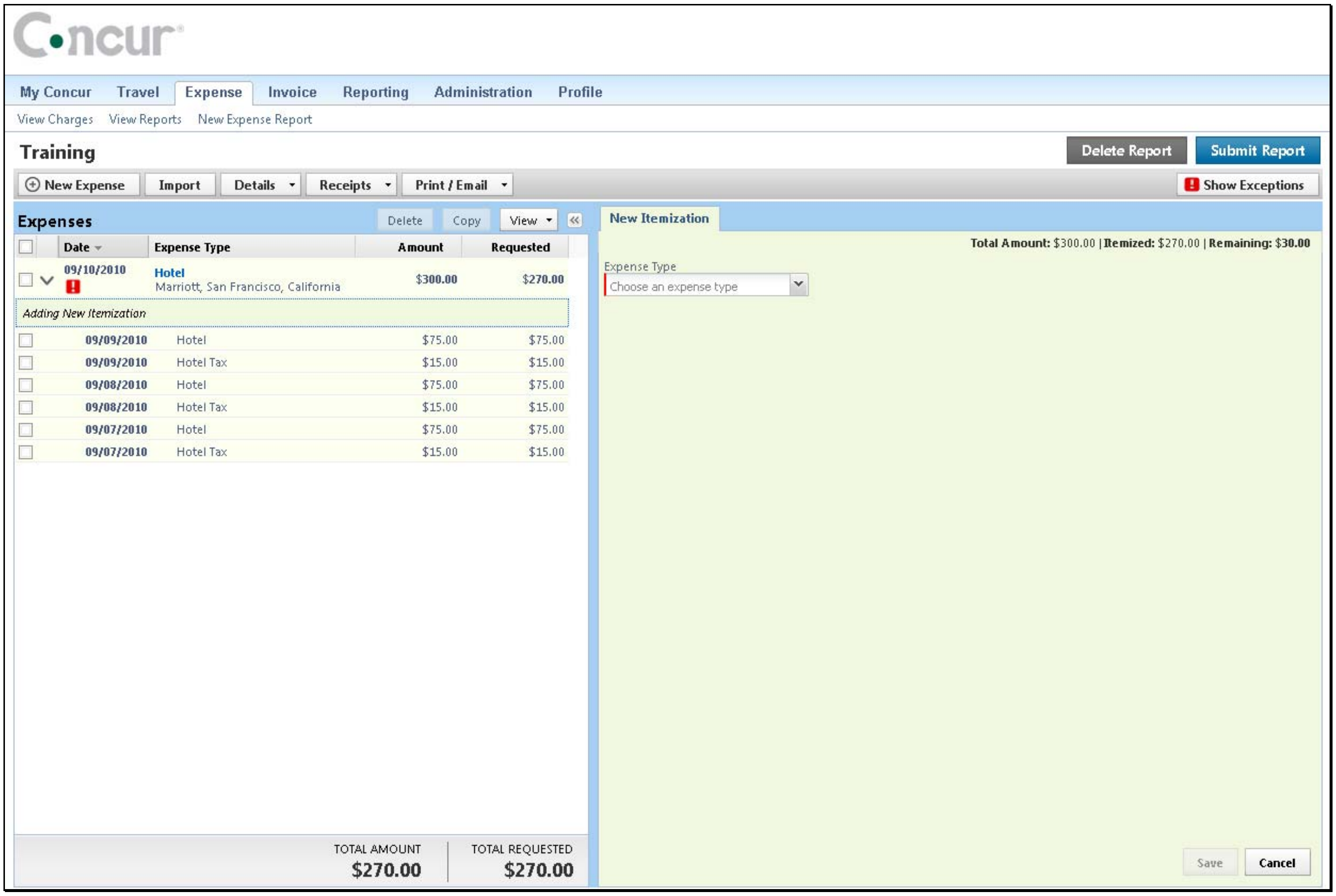
Step 2: Create and Itemize a Lodging Expense (Continued)

How to...	Additional Information
10. Repeat steps 8-9 using the second **Expense Type** field if you have more than one recurring additional charge.	
11. Click **Save Itemizations**.	If there is a remaining amount to be itemized, the remaining amount is displayed and the **New Itemization** tab appears.



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Itemize Nightly Lodging Expenses (Continued)

Step 3: Itemize the Remaining Balance

How to...	Additional Information
1. If the amount remaining is more than zero, on the **New Itemization** tab, click the **Expense Type** dropdown arrow, and then select the appropriate expense from the dropdown list.	The page refreshes, displaying the required and optional fields for the selected expense type.
2. Complete all required and optional fields as directed by your company.	
3. Click **Save**.	The expense appears on the left side of the page and the remaining amount equals zero.
4. Repeat steps 1-3 until the **Remaining Amount** equals $0.00.	

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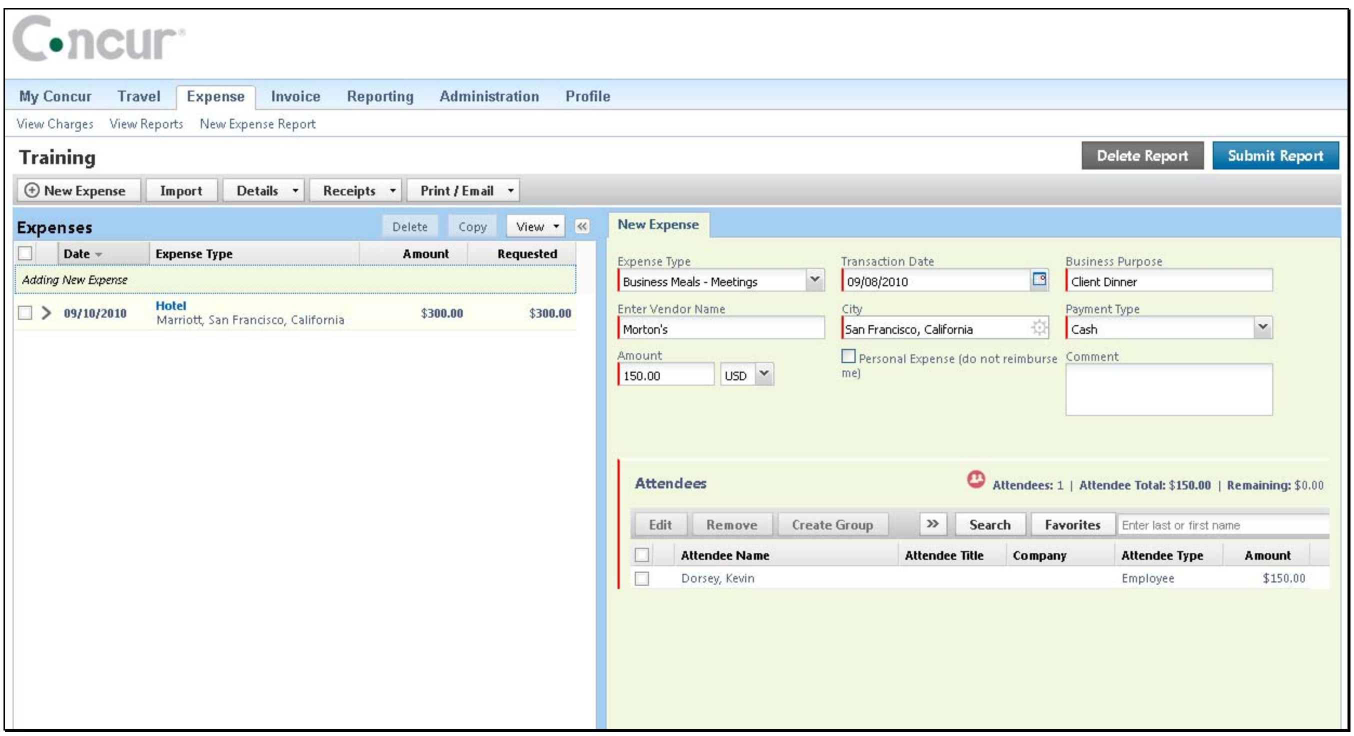
Section 6: Use Special Features (Continued)

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…	Additional Information
1. Click **New Expense**.	The **New Expense** tab appears.
2. On the **New Expense** tab, select an Entertainment, Business Meals, or Group Meals expense type.	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.
3. Complete all required fields *except* the attendee information.	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.



How to…	Additional Information
4. Click **Favorites**.	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.

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Add Attendees (Continued)

How to...	Additional Information
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**.	The new attendee is added to the list. The expense amount is distributed among the attendees.
7. To search for an attendee, click **Search**, enter your search criteria in the **Search Attendees** window, and then click **Add to Expense**.	The “found” attendee is added to the list. The expense amount is distributed among the attendees.
8. Click **Save**.	The expense appears on the left side of the page.

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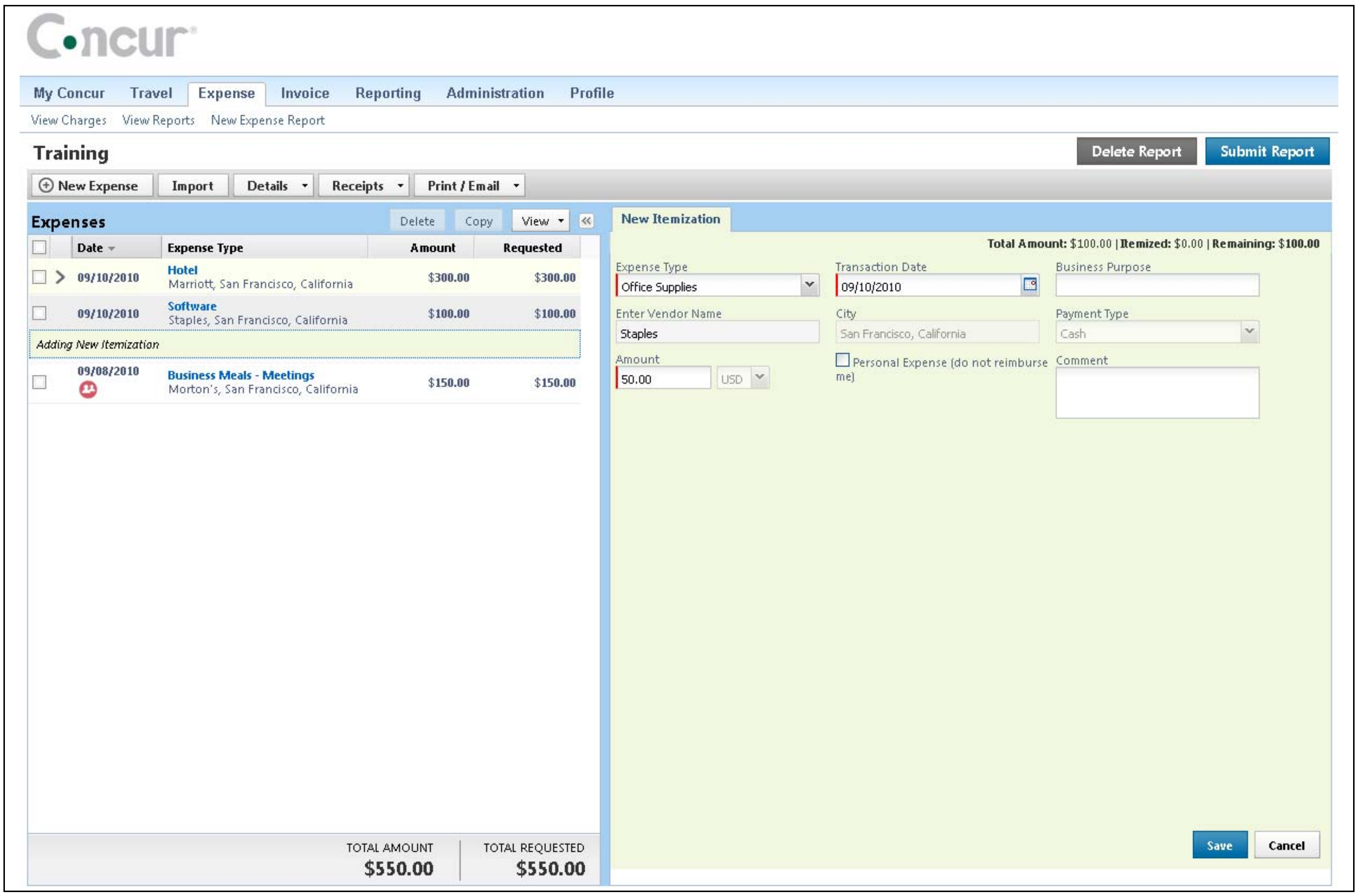
Section 6: Use Special Features (Continued)

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…	Additional Information
1. On the **Expense Report** page, click the expense you want to itemize.	The page refreshes, displaying the required and optional fields for the selected expense type.
2. Click **Itemize**.	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.
3. On the **New Itemization** tab, click the **Expense Type** dropdown arrow, and then select the appropriate expense type.	The page refreshes, displaying the required and optional fields for the selected expense type.



4. Complete all required and optional fields as directed by your company.

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Itemize Expenses (Continued)

How to...	Additional Information
5. Click **Save**.	The itemized item appears in the expense list and the total is adjusted accordingly.
6. Repeat steps 3-5 until the **Remaining Amount** is $0.	As you click **Save** for each item, the remaining total changes accordingly.

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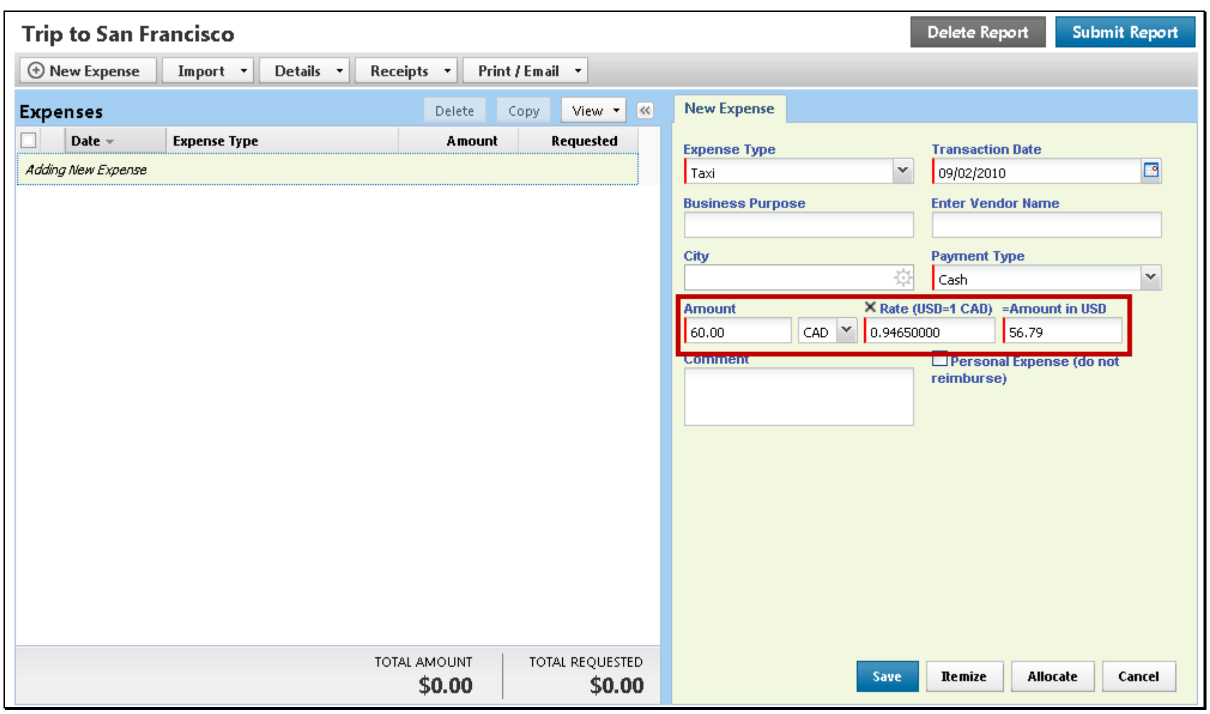
Section 6: Use Special Features (Continued)

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...	Additional Information
1. Click **New Expense**.	The **New Expense** tab appears.
2. On the **New Expense** tab, select the appropriate expense type.	The page refreshes, displaying the required and optional fields for the selected expense type.
3. Complete all required fields as usual *except* **Amount**.	Because the currency conversion rate is based on the Transaction Date that you select, be sure to select the exact Transaction Date.
4. In the **Amount** field, enter the amount in the currency in which the expense was incurred.	
5. Select the "spend" currency from the dropdown list to the right of the **Amount** field.	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**.
6. Click the multiplication sign to switch, if needed, and then click **Save** (or click **Itemize** to itemize the expense).	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.



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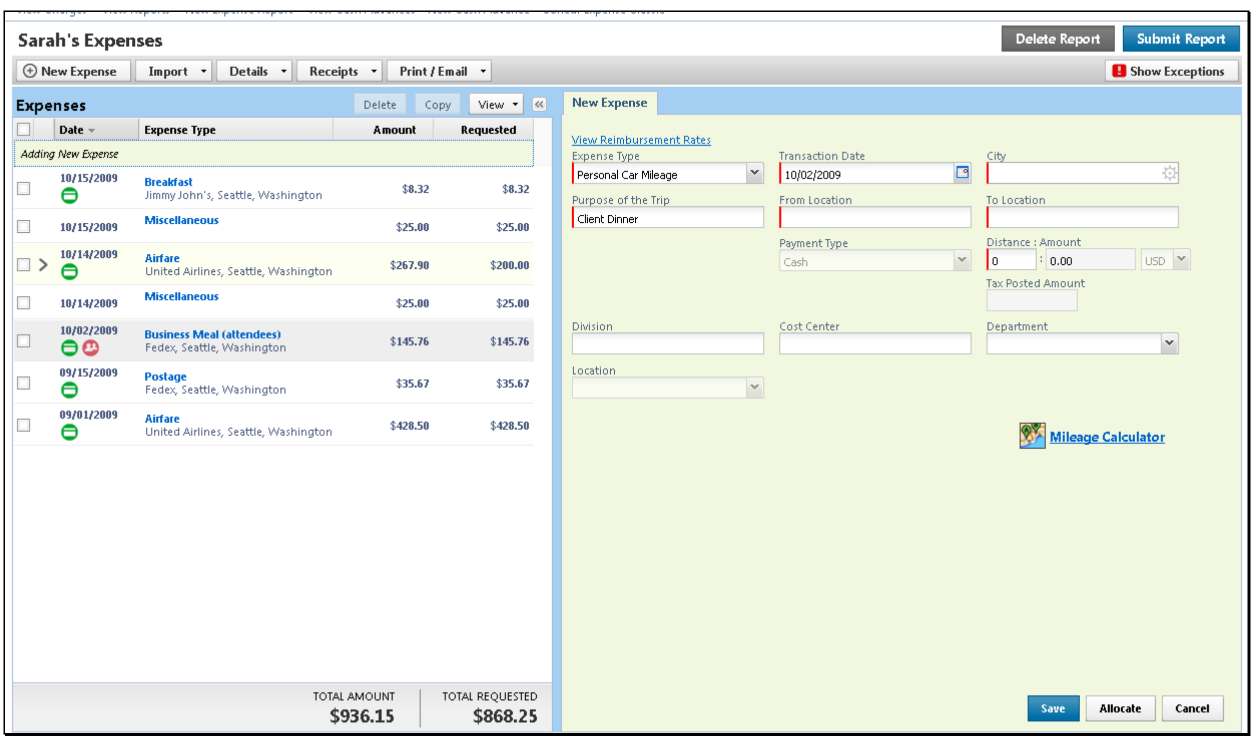
Section 6: Use Special Features (Continued)

Work with Mileage

How to...	Additional Information
1. Click **New Expense**.	The **New Expense** tab appears.
2. On the **New Expense** tab, select the appropriate expense type.	Your company determines the name of the expense type. It may be called Car, Mileage, or something similar.
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**.	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.
7. Click **Add Mileage to Expense**.	
8. Complete any additional required fields as directed by your company, and then click **Save**.	The expense appears on the left side of the page.



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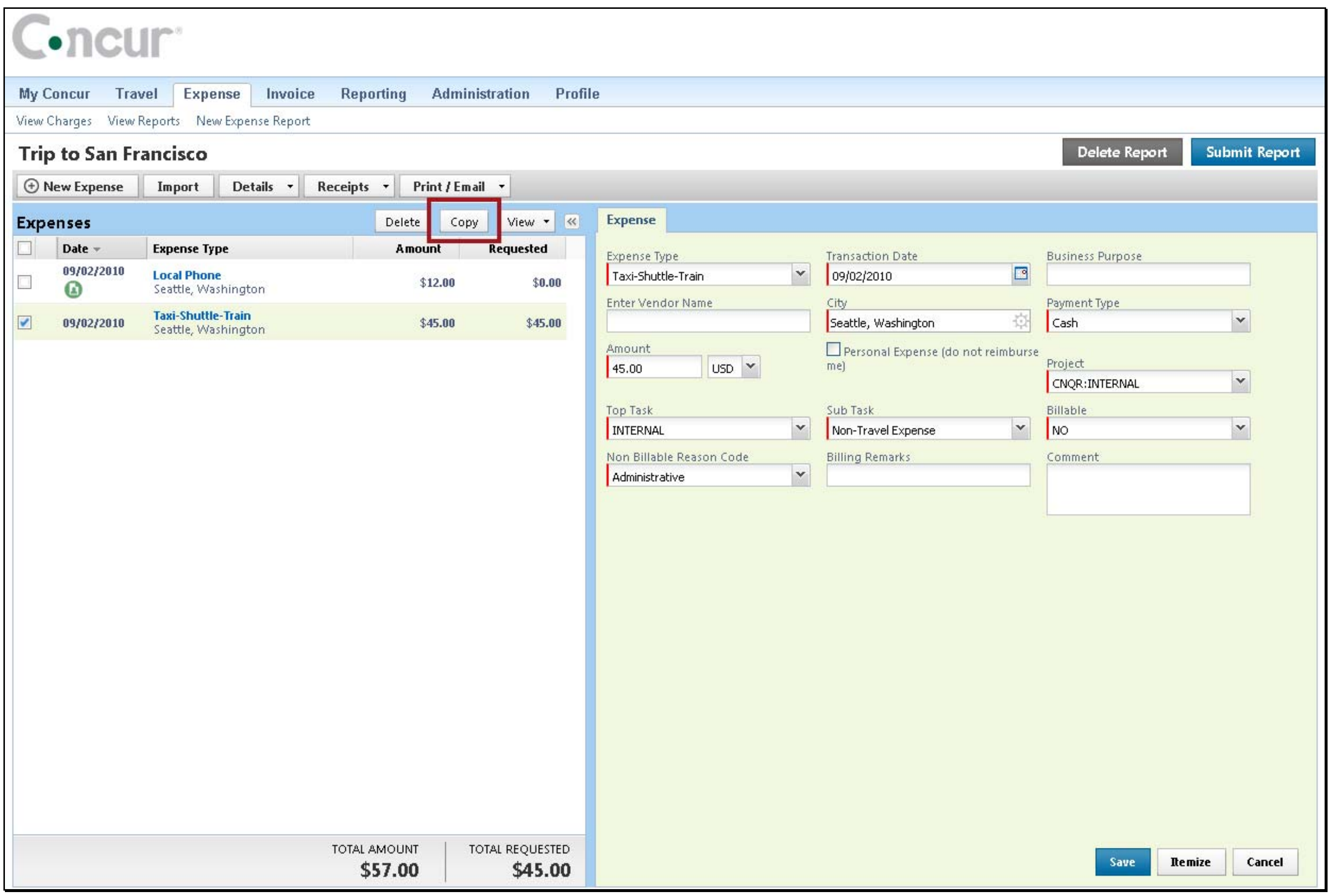
Section 6: Use Special Features (Continued)

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…	Additional Information
1. On the **Expense Report** page, from the **Expense List**, click the checkbox next to the expense you wish to copy.	The expense is highlighted.
2. Click **Copy**.	The new expense appears below the original.
3. Click on the new expense.	The expense details appear.
4. Make all necessary changes to the new expense.	
5. Click **Save**.	



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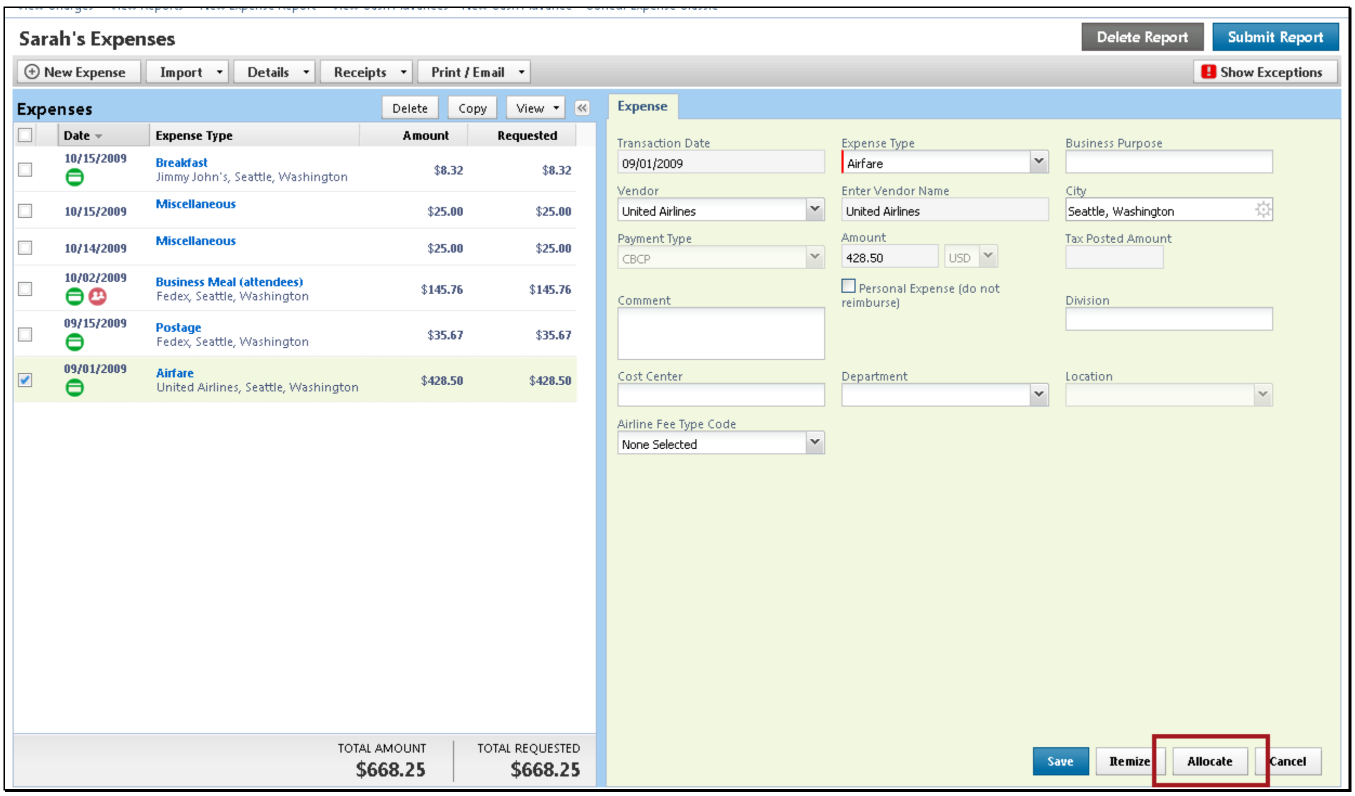
Section 6: Use Special Features (Continued)

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…	Additional Information
1. Complete all expenses as usual.	
2. Select the expense you wish to allocate from the expense list.	The expense details appear.
3. Click **Allocate** near the lower right-hand corner of the expense details section.	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.	A dropdown list of departments appears. Depending on your company's configuration, you might see different fields, other than Department, to complete on the **Allocate Report** page.
7. Select the department that will receive the allocation.	

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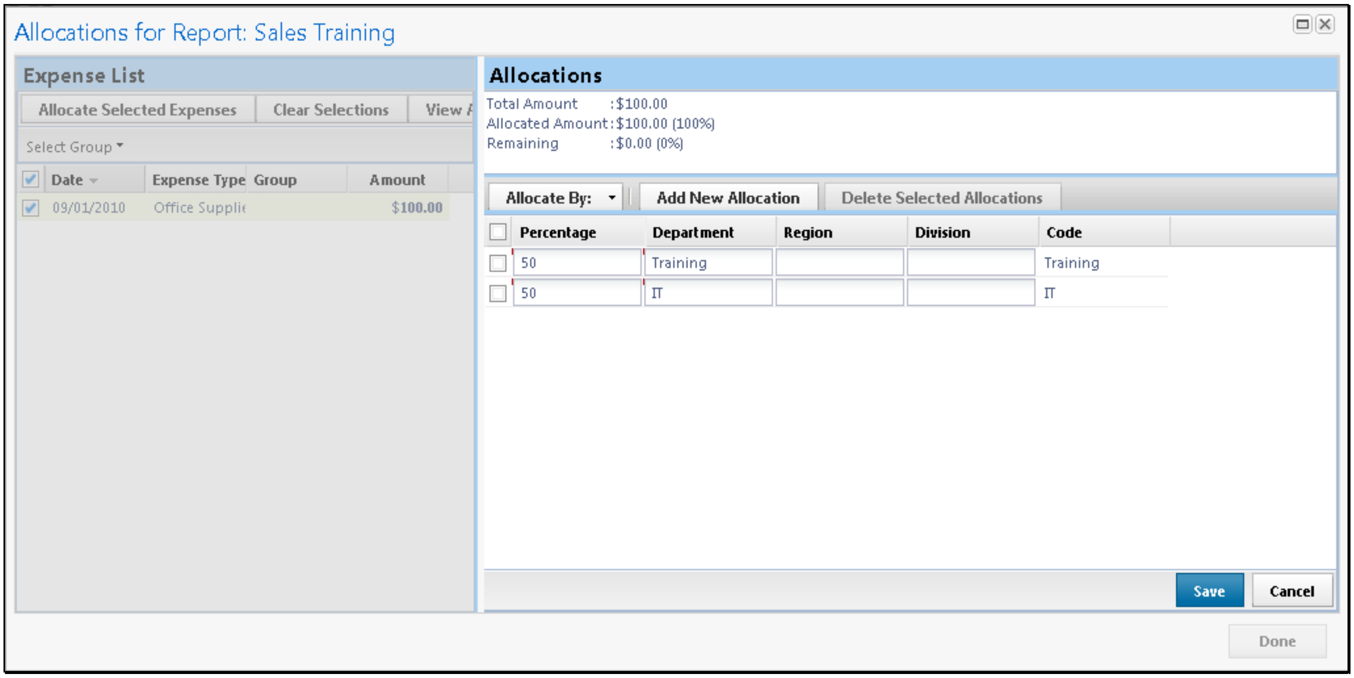
Allocate Expenses (Continued)



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.

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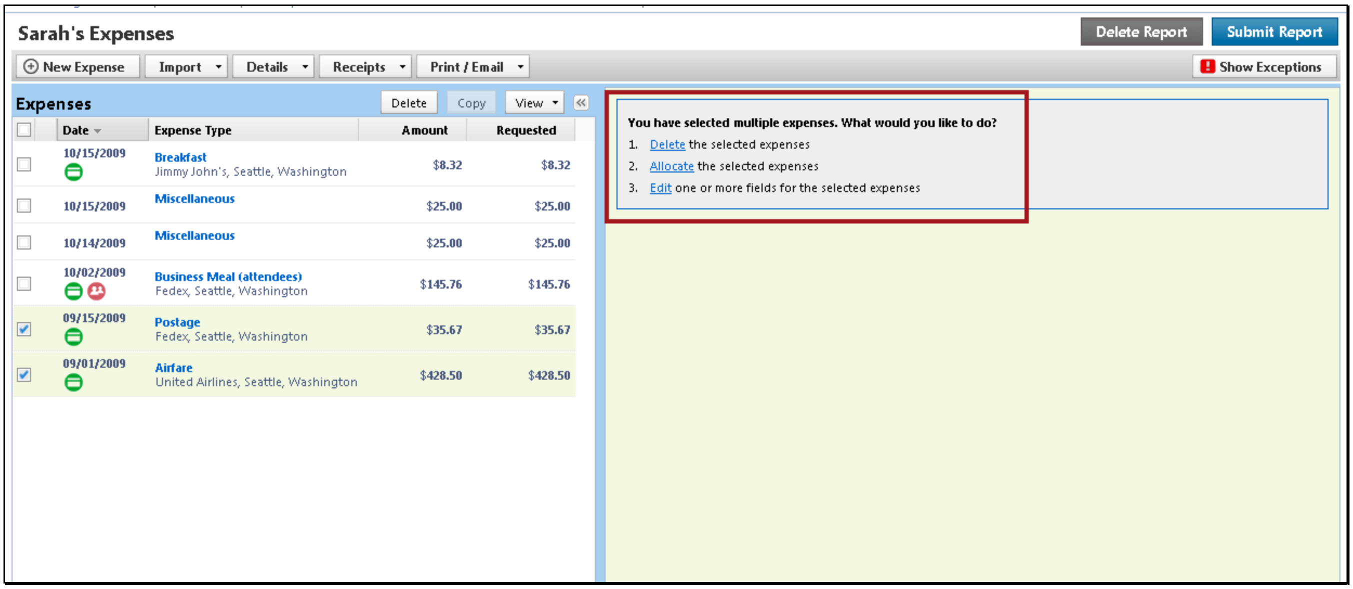
Section 6: Use Special Features (Continued)

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...	Additional Information
1. Complete all expenses as usual.	
2. Select all the expenses you wish to allocate from the expense list.	A message appears in the right pane, which states that you have selected multiple expenses and provides three options.



3. Click **Allocate**.	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.	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.
7. Select the department that will receive the allocation.	
8. Click **Add New Allocation**.	A new allocations field appears.

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Allocate Multiple Expenses (Continued)

How to...	Additional Information
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. 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.

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Section 7: Print and Submit/Resubmit Expense Reports

Preview and Print Your Expense Report

How to...	Additional Information
1. From the **Print** menu, select the appropriate print option.	The three print options: • For a fax cover page to use with Concur Imaging, select **Fax Receipt Cover Page**. • For a listing of expenses that require receipts, select **Receipt Report**. • For a detailed report, select **Detailed Report**. The report appears in a separate window.
2. To print the report, click **Print**.	

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

How to...	Additional Information
1. From the **Print** dropdown menu, select **Fax Receipt Cover Page**.	The fax cover page appears.
2. Click **Print**.	
3. Fax the cover page and the receipts to the number on the cover page.	
4. To view the faxed 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**.

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Fax or Attach Scanned Receipt Images (Continued)

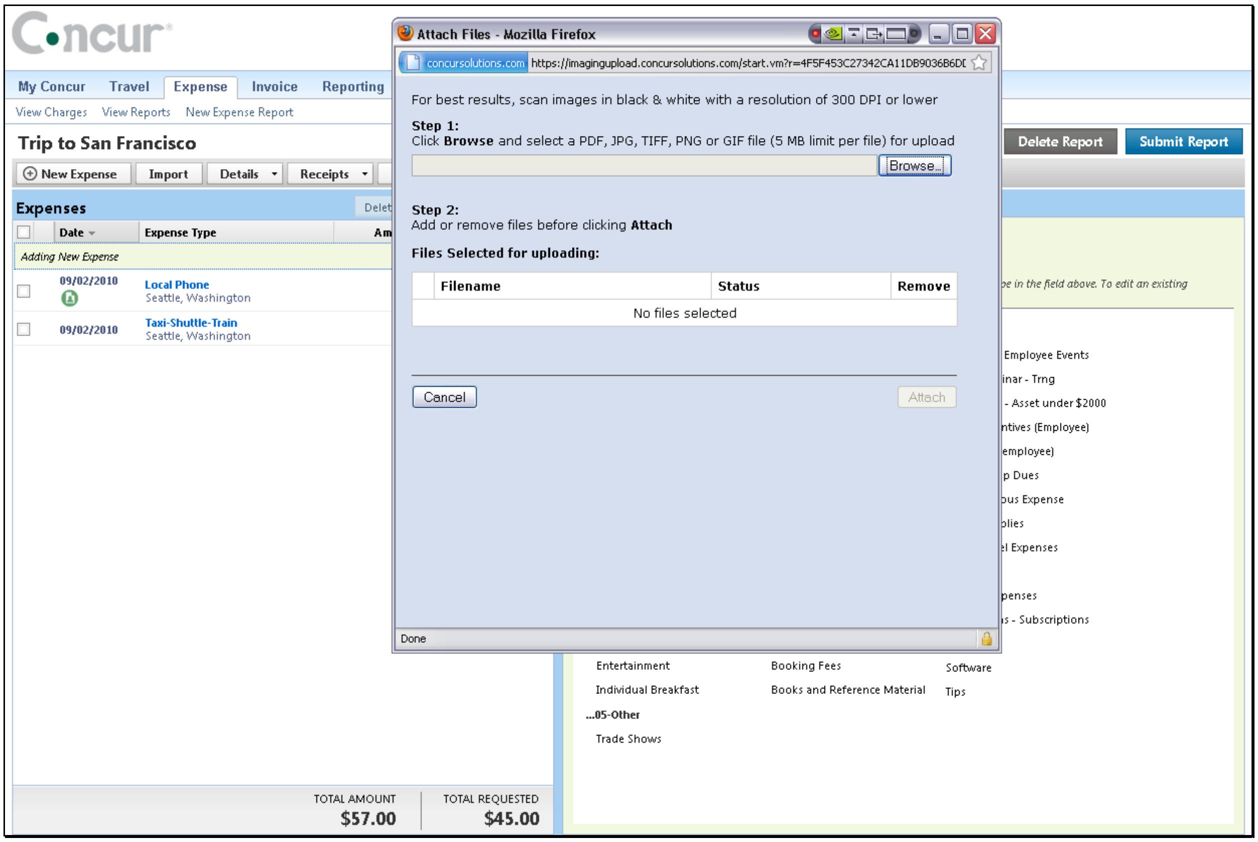
Attach Scanned Images

How to...

1. On the **Expense Report** page, from the **Receipts** dropdown menu, select **Attach Receipt Images**.

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 **Attach**.
6. Click **Done** when finished.
7. 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**.

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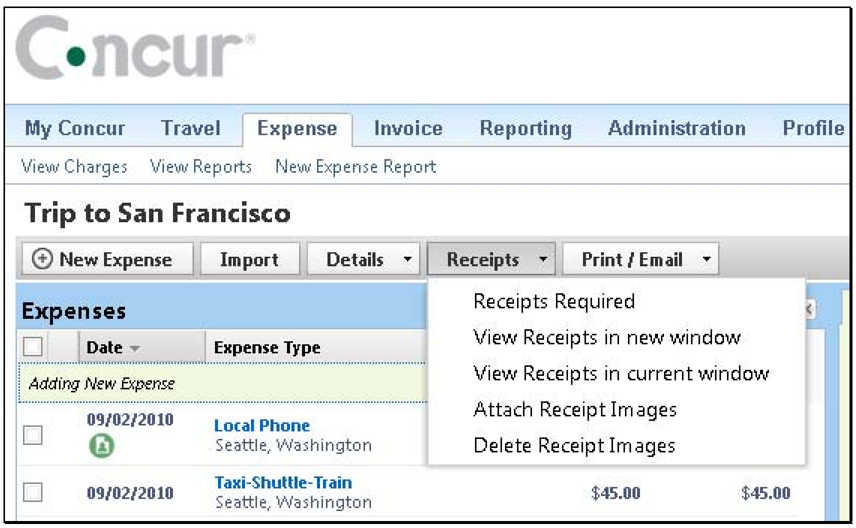
Section 7: Print and Submit/Resubmit Expense Reports (Continued)

Delete Receipt Images

How to...	Additional Information
1. On the **Expense Report** page, from the **Receipts** dropdown menu, select **Delete Receipt Images**.	A confirmation window appears.
2. In the confirmation window, click **Yes**.	When you select the **Delete Receipt Images** option, all attached images are deleted. You cannot delete individual receipt images.



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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...	Additional Information
1. On the **Expense Report** page, click **Submit Report**.	The **Final Review** window appears, which lists all expenses that require receipts.
2. Click **Submit Report**.	The **Report Submit Status** window confirms that the report was successfully submitted.
3. Click **Close**.	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 to you.

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...	Additional Information
1. Click the report name (link) to open the report.	The **Expense Report** page appears.
2. Make the requested changes.	
3. Click **Submit Report**.	

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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

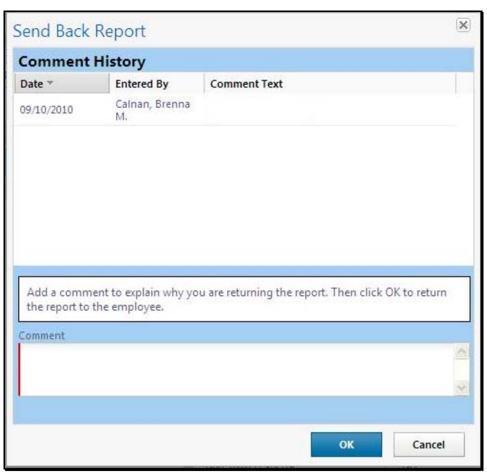
All reports awaiting your review and approval appear in the **Approval Queue** section of the **My Concur** page.

How to...	Additional Information
1. Click the report name (link) to open the report.	The **Expense Report** page appears.
2. To review the report information, from the **Details** dropdown menu, select **Report Header** (under **Report**).	The **Report Header** page appears. Click **Cancel** on the **Report Header** page.
3. To review expense entry information, click an expense entry.	The expense entry details appear on the right side of the page.
4. When ready to approve, click **Approve**.	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...	Additional Information
1. Click the report name (link) to open the report.	The **Expense Report** page appears.
2. Click **Send Back to Employee**.	The **Send Back Report** box appears.
3. Enter a comment for the employee, and then click **OK**.	The report is returned to the employee.



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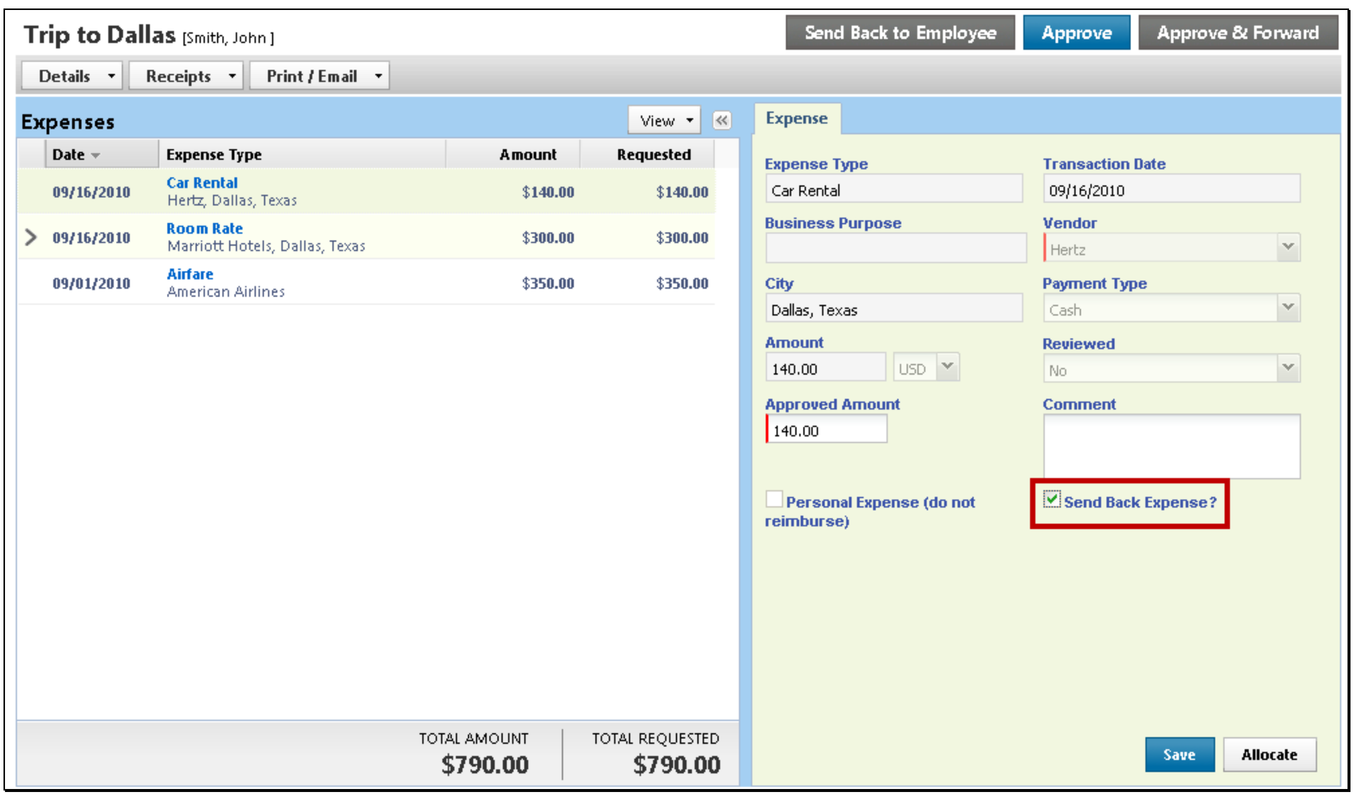
Section 8: Review and Approve Expense Reports (Continued)

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



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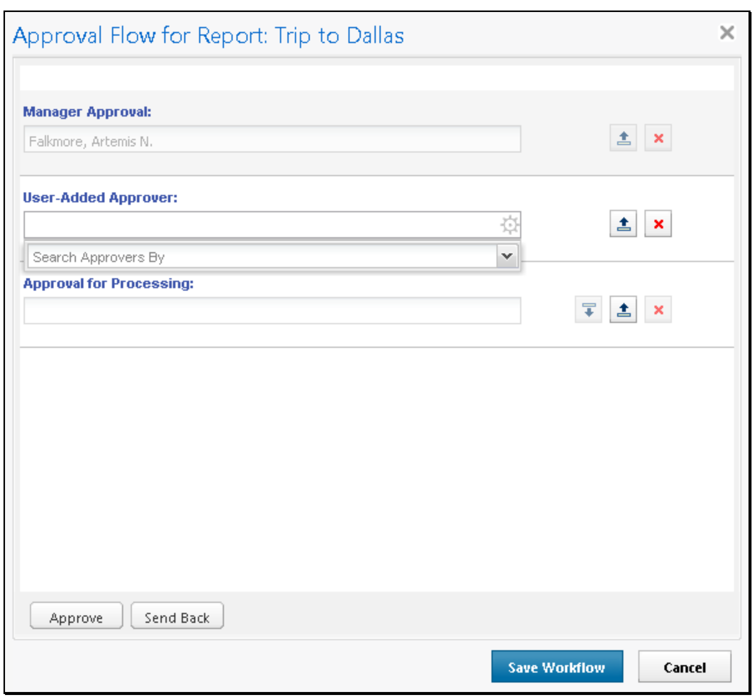
Section 8: Review and Approve Expense Reports (Continued)

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 additional approver for the report.

How to...	Additional Information
1. On the **My Concur** page in the **Approval Queue** section, click the report name (link) to open the report.	The **Expense Report** page appears.
2. Click **Approve & Forward**.	The **Approval Flow** window appears.
3. In the **Approval Flow** window, click the **Search Approvers By** dropdown arrow.	A list of search options appears.
4. Select the desired search option from the dropdown list.	
5. In the **User-Added Approver** field, type the search criteria.	The system displays all matches for the search criteria that you entered.
6. From the list of options displayed by the search, select the appropriate approver.	
7. Click **Approve**.	The expense report is forwarded to the selected approver.



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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.

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

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Section 9: Action Buttons and Icons

Button/Icon Description	
Add New Allocation	**Add New Allocation:** Add a new allocation row.
Allocate By:	**Allocate By:** Choose between allocating by percentage or amount.
	Allocations: Indicates that an expense entry has been allocated.
	Attendees: Indicates that an expense entry has associated attendees.
Approve	**Approve:** Approve the expense report for processing.
Approve & Forward	**Approve & Forward:** Add additional review steps for an expense report.
	Credit Card Transaction: Indicates that an expense entry was from a credit card transaction.
	Comments: Indicates that an expense entry has comments associated with it.
Delete Report	**Delete Report:** Deletes the current expense report.
Details	**Details:** Provides options to view details of the expense report such as the report header, allocations, and audit trail.
	E-Receipt: Indicates that the credit card transaction contains an electronic receipt.
	Exceptions: Indicates that an expense entry has an exception associated with it.
Import	**Import:** Provides access to import trip details or credit card charges to the current expense report.
Itemize	**Itemize:** Save the current expense entry and begin the itemization process.
	Mobile Expense: Indicates that the expense was entered in Concur Mobile.
	Multiply: Reverses the exchange rate when working with foreign out of pocket transactions.
New Attendee	**New Attendee:** Add a never before used attendee to an expense report.
New Expense	**New Expense:** Create an out of pocket expense entry.
New Expense Report	**New Expense Report:** Create a new expense report.
Next >>	**Next:** After creating the expense report header go to the next step in the process.
	Personal: Indicates that an expense entry was marked as personal.
Print / Email	**Print:** Print the fax cover page or detail report for the current expense report.
Receipts	**Receipts:** Access to attach receipt images or view previously attached receipts.
Send Back to Employee	**Send Back to Employee:** Allows the approver to send the expense report back for corrections.
Submit Report	**Submit Report:** Submit the expense report for approval.
	Tooltip: Click the tooltip icon to view the associated field-related help.
	Trip Data: Indicates trip information from an itinerary.
	Show / Hide Itemization: Click this icon to view or hide itemization specifics.

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