

NextGen UI for Concur Expense – End User

Transition Guide

NextGen UI for Concur Expense – End Users

Section 1: Overview

SAP Concur is pleased to announce the Next Generation Expense User Interface (NextGen UI) for Concur Expense – a new interface for Concur Expense end users. NextGen UI for Concur Expense provides an intuitive, integrated, efficient experience. The following pages describe the enhancements.

In this Guide

In this guide, the current user interface is called the *existing UI*. The Next Generation user interface for Concur Expense is called *NextGen UI*.

Affected Users

The NextGen UI for Concur Expense affects end-user pages and processes. It **does not** affect:

- Pages and processes used by approvers or processors, even if the expense report being viewed by the approver or processor was created by a Concur Expense user in the NextGen UI
- Profile
- Tools or configuration pages

One Profile Change

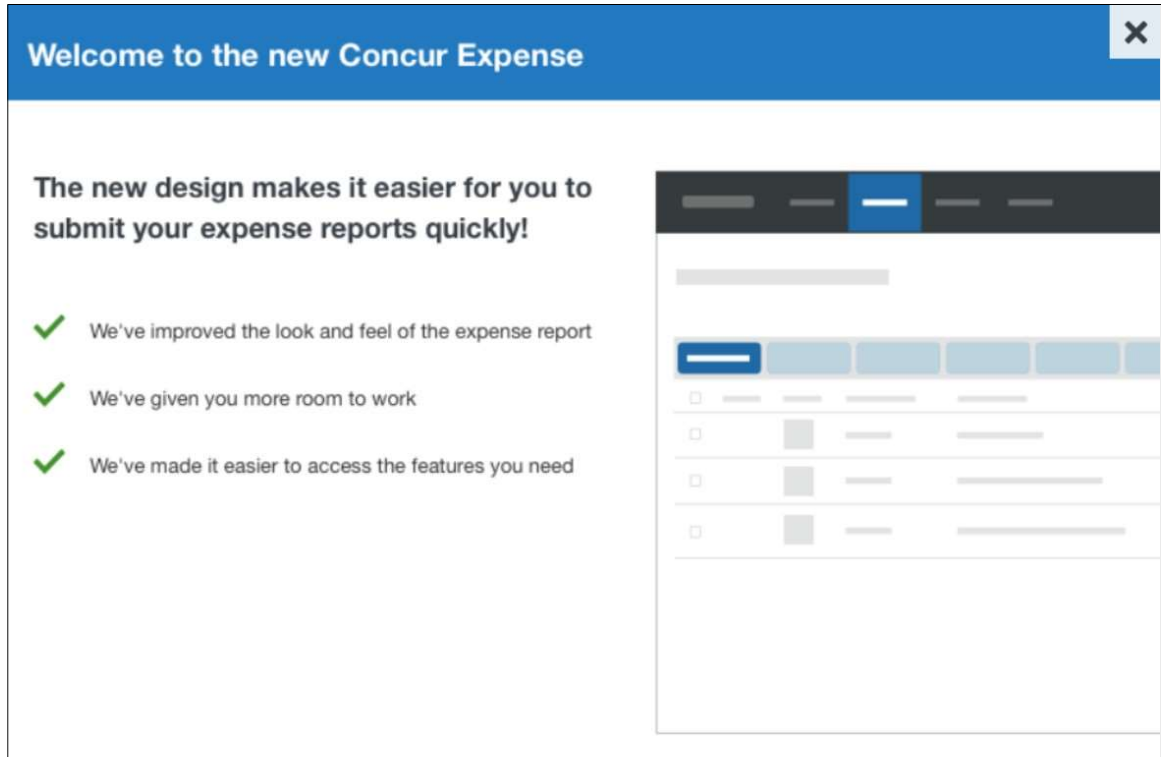
When using the NextGen UI for Concur Expense, if you change your default language in Profile, you must sign out and then sign back in for the change to take place.

Screen Samples and Features

Remember, Concur Expense features are configurable by your company so the fields, layout, options, etc. shown in this guide may differ from those chosen by your company.

Section 2: Welcome Screen

When users first enter the NextGen UI for Concur Expense, a Welcome screen appears.



Section 3: Manage Expenses Page

When you click the **Expense** tab, the **Manage Expenses** page appears.

The screenshot displays the SAP Concur Manage Expenses page. At the top, there is a navigation bar with 'Expense' selected. Below the navigation bar, the page title 'Manage Expenses' is visible. The main content area is divided into three sections:

- REPORT LIBRARY**: This section shows a 'View: Active Reports' dropdown and two report cards. The first card, 'NOT SUBMITTED' (dated 03/09/2018), is for 'Seattle Sales Meetings' with an amount of '\$0.00'. The second card, 'SUBMITTED' (dated 03/09/2018), is for 'February Account Management' with an amount of '\$747.76' and a status of 'Submitted & Pending Approval'.
- AVAILABLE EXPENSES**: This section includes buttons for 'Delete', 'Combine Expenses', and 'Move to'. Below these buttons is a table with the following data:

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>		Pending Card Transaction	Hotel	Choice	04/11/2018	\$0.00 <i>Estimated</i>
<input type="checkbox"/>		Visa	Taxi	Uber Technologies	03/09/2018	\$56.00
<input type="checkbox"/>		Visa	Hotel	Hyatt Hotels	03/09/2018	\$614.13
<input type="checkbox"/>		Visa	Breakfast	Daily Grill	03/09/2018	\$24.00

- AVAILABLE RECEIPTS**: This section features an 'Upload Receipt Image' button with a '5MB limit per file' note. Below the button are two receipt thumbnails: 'Etta's Dinner.jpg' and 'Hyatt_Seattle.png'.

It looks very much like the existing user interface. It has three sections – all of which are described on the following pages:

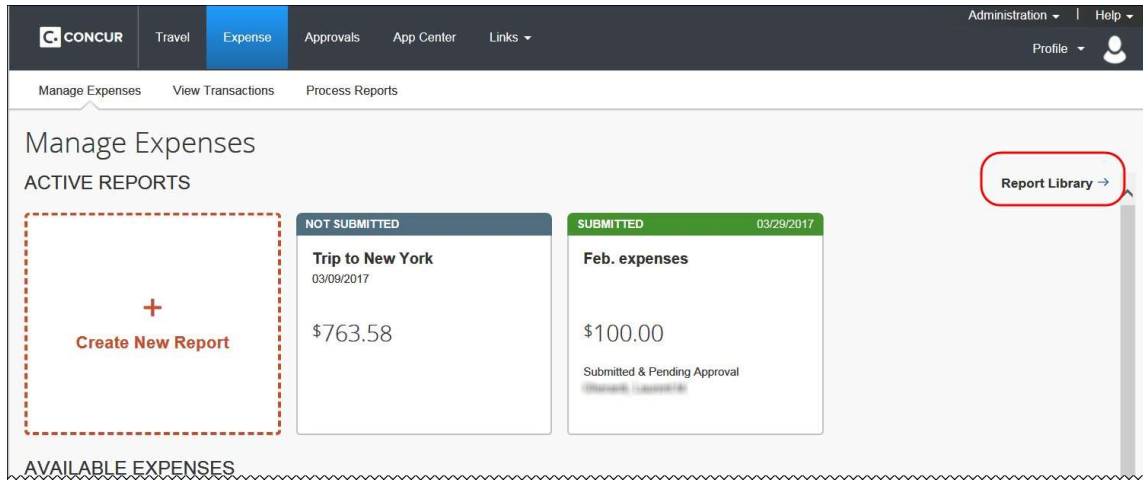
- Report Library
- Available Expenses
- Available Receipts

Report Library Section

At the top of the **Manage Expenses** page is the **Report Library** section.

Existing UI

In the existing UI, your active reports are automatically visible. To see other reports, click **Report Library**.



In the library, click **View** to access other reports.

Manage Expenses

Reports for last 90 Days

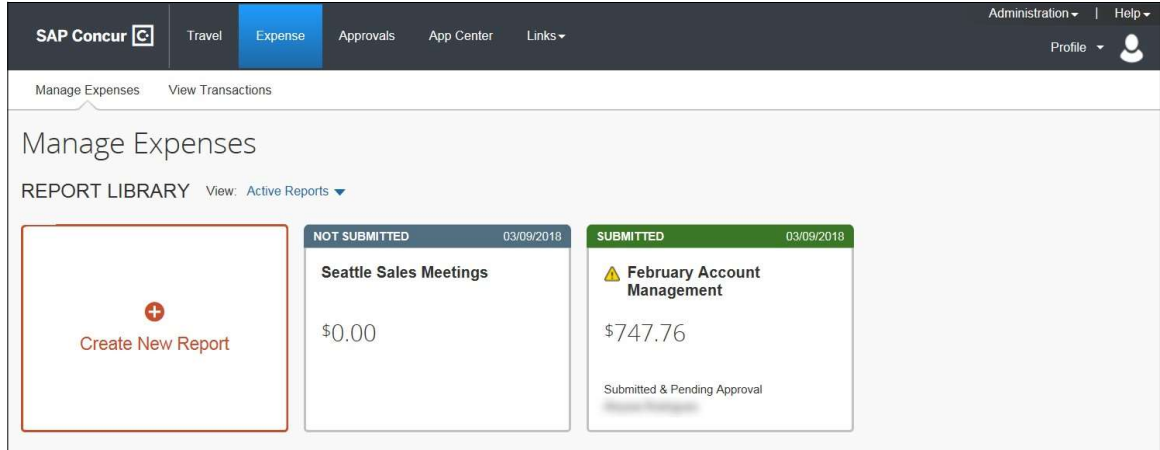
View - Create New Report Import Expenses

	Report Name	Report ID	Comments	Status	Payment Status	Report Date	Total	Requested Amo...
<input checked="" type="checkbox"/>	Feb. expenses	65B1D83D89E44E3A93FC		Submitted & Pending Approval -	Not Paid	03/29/2017	\$100.00	\$100.00
<input type="checkbox"/>	Trip to New York	94D2EF4CC96E4CFC8E11		Not Submitted	Not Paid	03/09/2017	\$763.58	\$763.58
<input type="checkbox"/>	February Expenses	5DFE19F42D1747B8818A	Thank! Everything looks good now.	Approved	Extracted for Payment	03/07/2017	\$712.43	\$712.43
<input type="checkbox"/>	December Expenses	7F08E83E60894DC59DC2		Approved	Extracted for Payment	12/28/2016	\$80.00	\$80.00

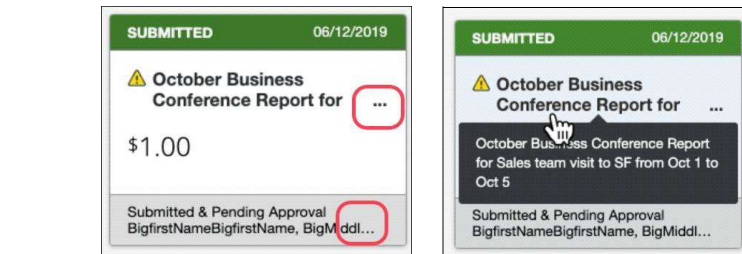
NOTE: In the existing UI, you can copy and delete selected reports from this page. In the NextGen UI for Concur Expense, those tasks are completed from within a report, as detailed later in this guide.

NextGen UI

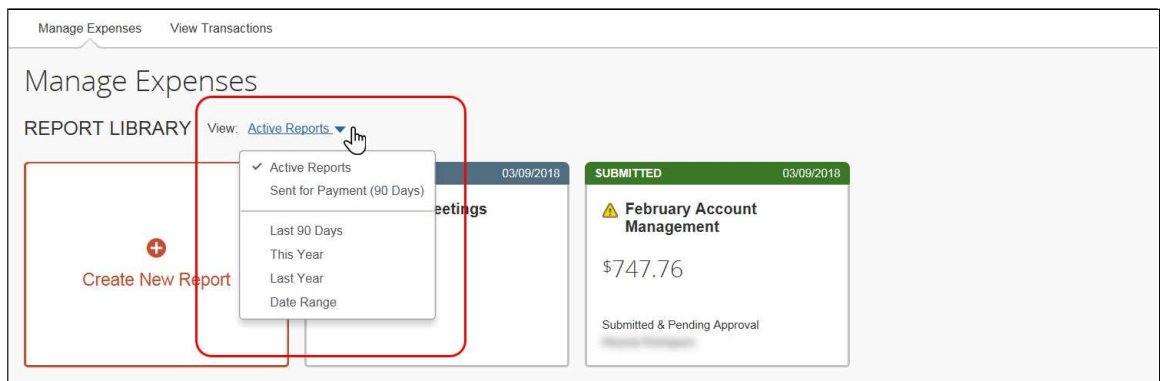
In the NextGen UI for Concur Expense, your active reports and the library are combined so all reports are available on one page. The active reports appear by default, but you can easily view other reports.



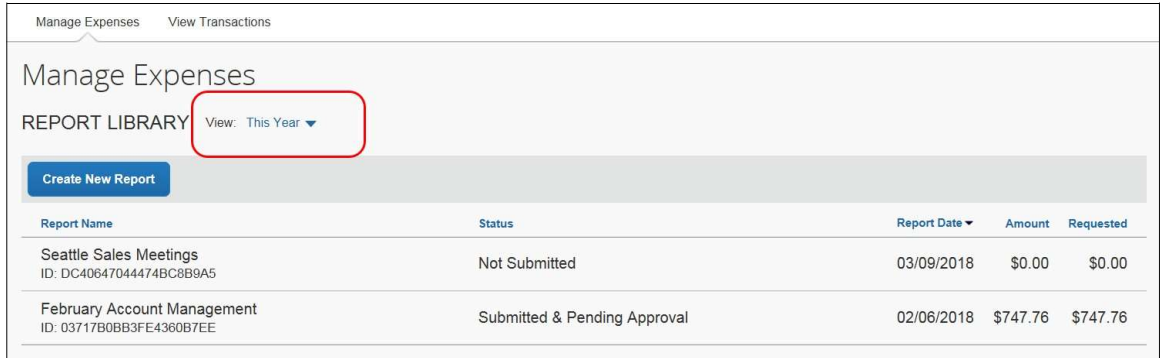
NOTE: If the report name or text is too long for the report tile, an ellipsis appears on the tile. When you click on the ellipsis, a tooltip appears with the full text.



From the **View** list, select one of the predefined options or define a custom date range.



For example, select *This Year*. The reports from this year appear.



Manage Expenses View Transactions

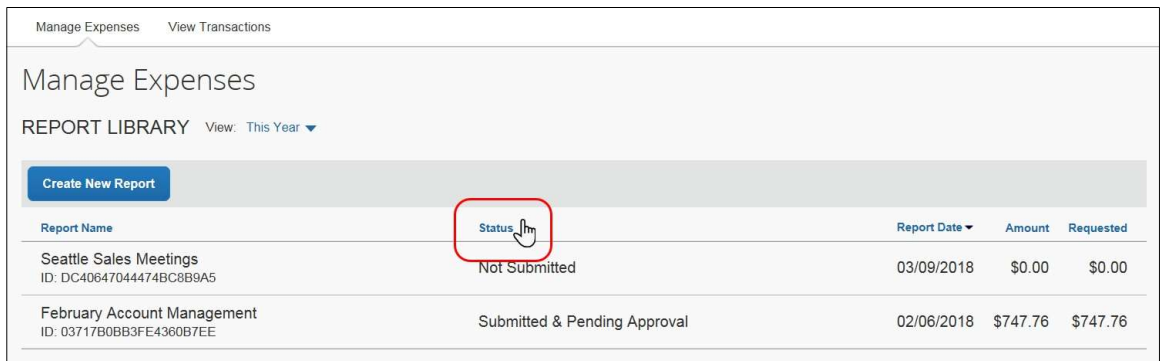
Manage Expenses

REPORT LIBRARY View: This Year ▼

Create New Report

Report Name	Status	Report Date ▼	Amount	Requested
Seattle Sales Meetings ID: DC40647044474BC8B9A5	Not Submitted	03/09/2018	\$0.00	\$0.00
February Account Management ID: 03717B0BB3FE4360B7EE	Submitted & Pending Approval	02/06/2018	\$747.76	\$747.76

To sort, click the column headings.



Manage Expenses View Transactions

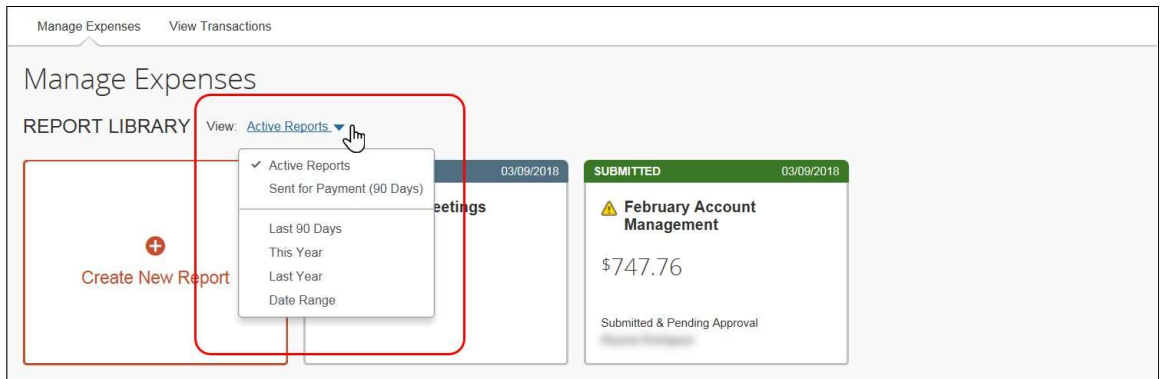
Manage Expenses

REPORT LIBRARY View: This Year ▼

Create New Report

Report Name	Status	Report Date ▼	Amount	Requested
Seattle Sales Meetings ID: DC40647044474BC8B9A5	Not Submitted	03/09/2018	\$0.00	\$0.00
February Account Management ID: 03717B0BB3FE4360B7EE	Submitted & Pending Approval	02/06/2018	\$747.76	\$747.76

To return to the active reports, select *Active Reports* in the **View** list.



Manage Expenses View Transactions

Manage Expenses

REPORT LIBRARY View: Active Reports ▼

Create New Report

Report Name	Status	Report Date ▼	Amount	Requested
Seattle Sales Meetings ID: DC40647044474BC8B9A5	Not Submitted	03/09/2018	\$0.00	\$0.00
February Account Management ID: 03717B0BB3FE4360B7EE	Submitted & Pending Approval	02/06/2018	\$747.76	\$747.76

Available Expenses Section

The **Available Expenses** section is located in the middle of the **Manage Expenses** page.

Existing UI

In the existing UI, the **Available Expenses** section looks like this.

AVAILABLE EXPENSES Personal card transactions are up to date

All Cards Move + Match Unmatch Delete

<input type="checkbox"/> Expense Detail	Transaction Category	Source	Date ▲	Amount
<input type="checkbox"/> Choice San Francisco, CA	Hotel		04/11/2017	\$779.00
<input type="checkbox"/> Starbucks Bellevue, WA	Lunch		04/18/2017	\$12.55
<input type="checkbox"/> Marriott Hotels	Hotel		04/18/2017	\$323.00

NOTE: In the existing UI, you can use the **Available Expenses** section to "unmatch" expenses that were matched in error. In NextGen Expense, you can unmatched (now called "Separate") using the **Expense Source** page, as described on the following pages.

NextGen UI

In the NextGen UI for Concur Expense, there are a few changes to this table:

AVAILABLE EXPENSES View: All Expenses ▼

Delete Combine Expenses Move to ▼

<input type="checkbox"/> Receipt	Payment Type	Expense Type	Vendor Details	Date ▼	Amount
<input type="checkbox"/>	Pending Card Transaction	Hotel	Choice	04/11/2018	\$0.00 <i>Estimated</i>
<input type="checkbox"/>	Visa	Taxi	Uber Technologies	03/09/2018	\$56.00
<input type="checkbox"/>	Visa	Hotel	Hyatt Hotels	03/09/2018	\$614.13
<input type="checkbox"/>	Visa	Breakfast	Daily Grill	03/09/2018	\$24.00

- The **Receipt** column has been added to help you easily scan the list for items needing a receipt. You can sort (by clicking the column heading) to bring these to the top for action. The thumbnail image in the **Receipt** column indicates that the expense has an image attached.
- The **Source** column has been replaced with the **Payment Type** column to help you quickly scan for the expenses that have card information attached (so they are ready to be submitted) and which are still waiting for additional source information to arrive.
- In the **Amount** column, *Estimated* appears for hotel and car itinerary amounts. *Estimated* indicates that the actual amount is unknown, since the itinerary likely does not include other taxes, fees, etc. that will appear in the final card charge.

To filter the results, select an option in the **View** list.

Receipt	Payment Type	Type	Vendor Details	Date	Amount
<input type="checkbox"/>	Pending Card Transaction	Hotel	Choice	04/11/2018	\$0.00 <i>Estimated</i>
<input type="checkbox"/>	Visa	Taxi	Uber Technologies	03/09/2018	\$56.00
<input type="checkbox"/>	Visa	Hotel	Hyatt Hotels	03/09/2018	\$614.13
<input type="checkbox"/>	Visa	Breakfast	Daily Grill	03/09/2018	\$24.00

NOTE: The options that appear in the **View** list are configurable by your company, so your list may be different from the one shown above.

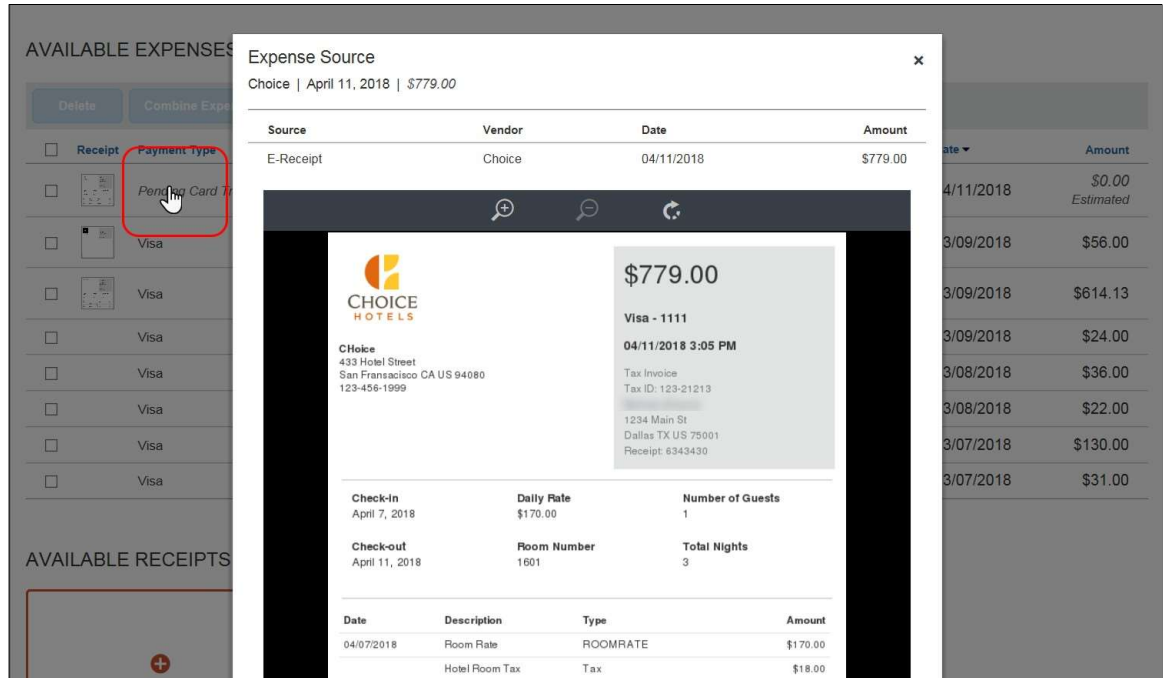
To view a receipt image, click the image in the **Receipt** column.

Date	Description	Type	Amount
04/07/2018	Room Rate	ROOMRATE	\$170.00
	Hotel Room Tax	Tax	\$18.00
04/07/2018	Internet	FEE	\$5.99

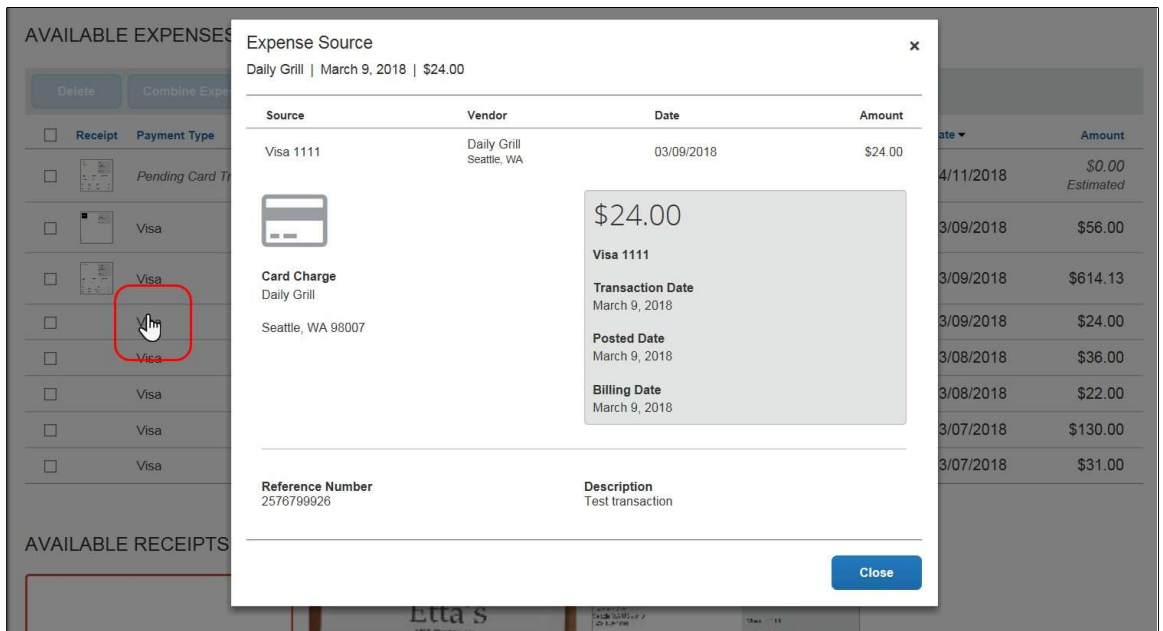
To view the expense source(s), click anywhere in the row – **other than** the check box or receipt image.

This sample shows the **Expense Source** page for an expense with an e-receipt.

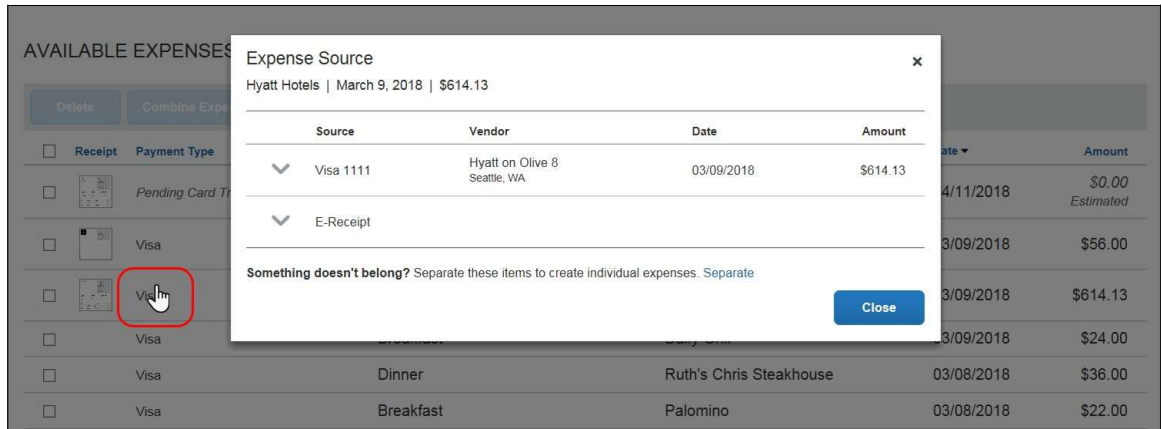
NOTE: E-Receipts may not be enough to satisfy your company's receipt requirements and you may need to manually attach a receipt image to satisfy these requirements.



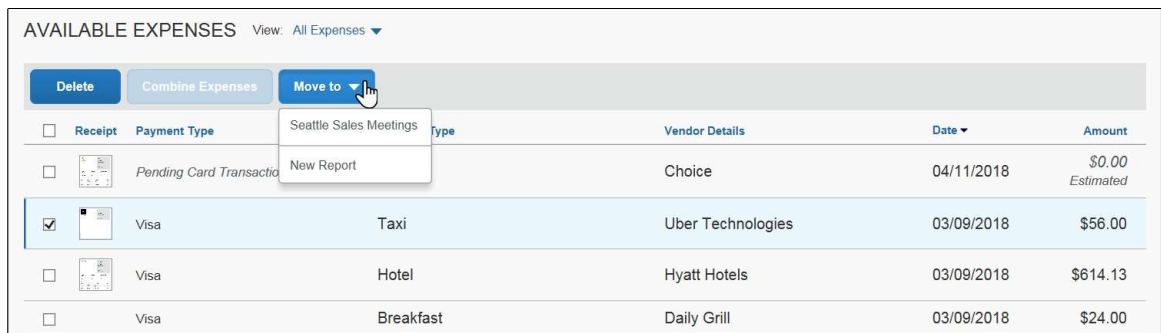
This sample shows a card charge without a receipt image.



This sample shows a card charge and an e-receipt.



Other options available in the **Available Expenses** section:



- If you select at least one expense check box, then the **Delete** and **Move to** buttons become available. Using **Move to**, you can move the selected expense(s) to an existing report (in this case, named *Seattle Sales Meetings*) or to a new report.

Available Receipts Section

The **Available Receipts** section is located at the bottom of the **Manage Expenses** page.

Existing UI

In the existing UI, the **Available Receipts** section looks like this.

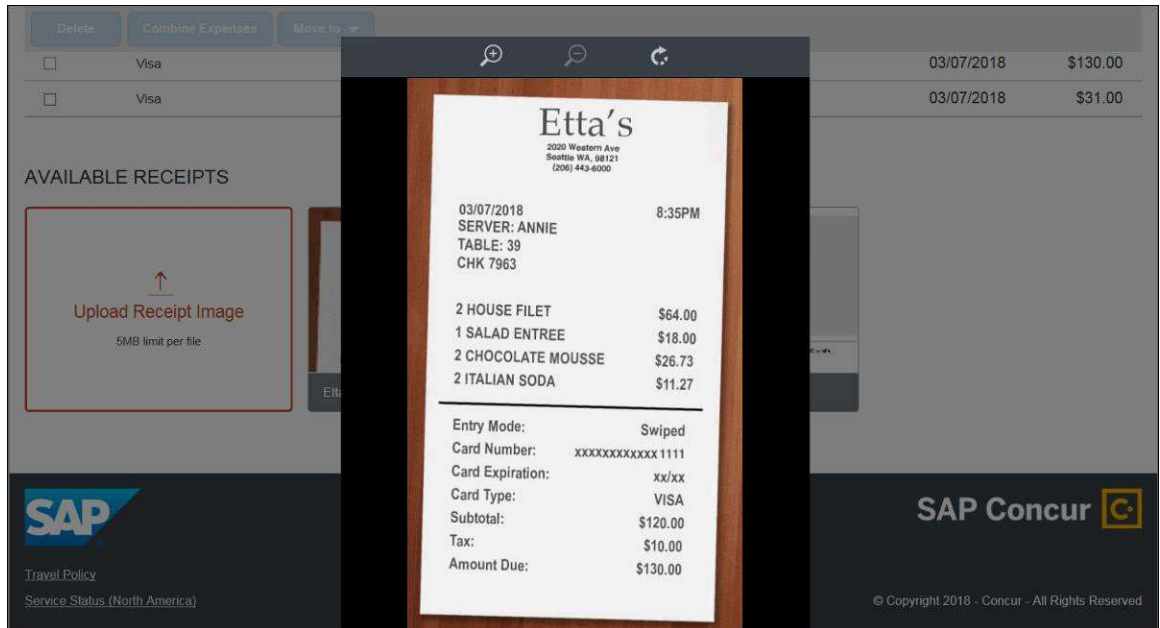


NextGen UI

In the NextGen UI for Concur Expense, the look-and-feel is similar.



Click a receipt image to view it. You can zoom, rotate, and delete the image.



Section 4: New Report and New Expenses – The Basics

Just as before, you start an Expense Report by clicking on the "Expense" hyper link on your approved Travel Request. Though this basic process has not changed, the pages are more streamlined and easier to manage. In virtually all cases, when working with expenses:

- The fields are larger and easier to navigate.
- Required fields are now marked with a red asterisk instead of a red band at the left edge of the field.

New Expense Report

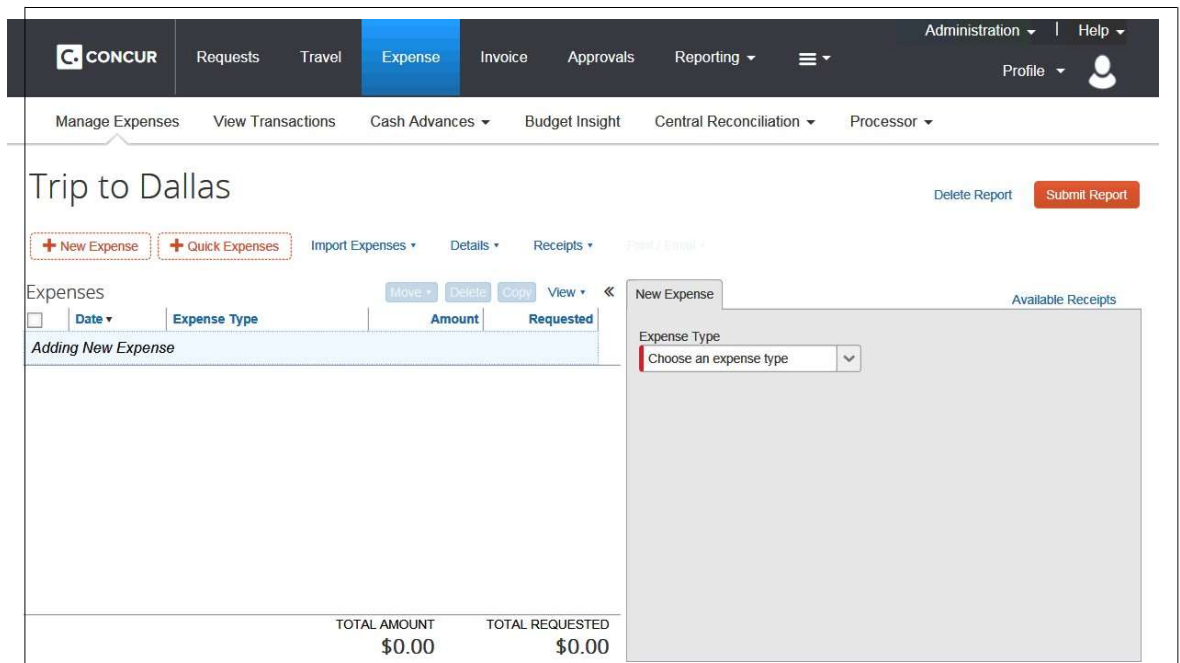
Existing UI

In the existing UI, an employee would select the appropriate Approved Travel Request and click the "expense" link to start an Expense Report. Then, on the Expense Report header, the Travel Request ID number is entered.

The screenshot shows the SAP Concur interface for 'Approved Requests'. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. Below the navigation, there are links for 'Manage Requests', 'New Request', and 'Quick Search'. The main heading is 'Approved Requests (65)'. A search bar is present with fields for 'Request Name' and 'Begins With'. Below the search bar is a table with columns: Request Name, Request ID, Status, Request Dates, Date Submitted, Total, Approved a..., Remaining..., and ACTION. The first row of the table is: NACADA Annual Conference, 4JWF, Approved, 08/08/2015 - 08/19/2015, \$1,941.00, \$1,941.00, \$1,941.00. The 'ACTION' column for this row contains a link labeled 'Expense', which is circled in red.

The screenshot shows the 'Create a New Expense Report' page. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. Below the navigation, there are links for 'Manage Expenses' and 'View Transactions'. The main heading is 'Create a New Expense Report'. The 'Report Header' section contains several input fields: Date of Departure (08/08/2015), Date of Return (08/12/2015), Travel Request ID Number (circled in red), Index ((125141) Economics), Trip Detailed Description, Student Travel Award (No), Guest? (No), Accompanied By, Report Date (08/11/2022), Comment, Dept ID (Enterprise Applications), Address (5700 Cass Ave), State/Province (MI), Country (US), Zip/Postal Code (48202), Imported Request ID, and Request ID. Below the form is a table with columns: Request Name, Request ID, Cancelled, and Request Total. The first row of the table is: NACADA Annual Conference, 4JWF (circled in red), No, \$1,941.00.

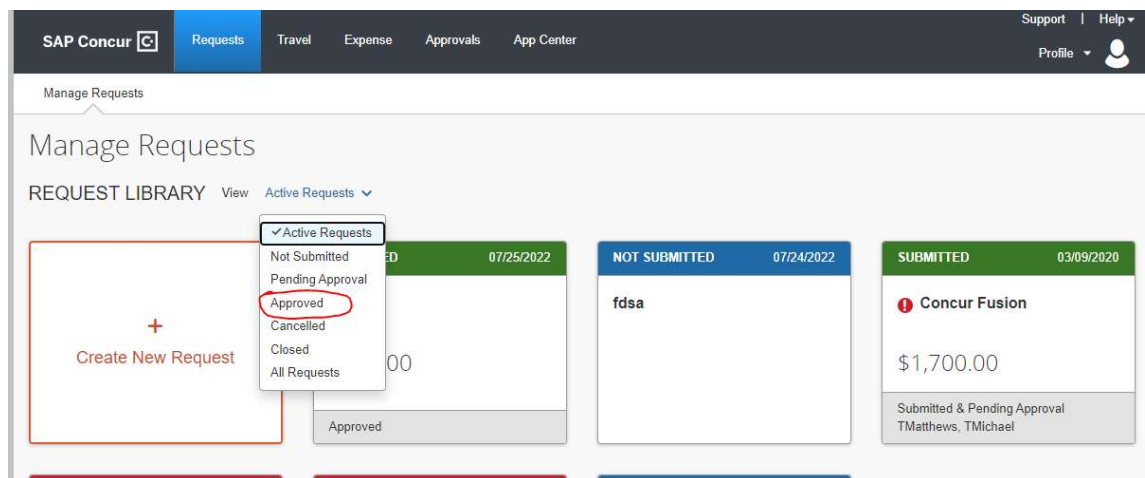
If there are no Per diem expenses, you can “Cancel” the Travel Allowance Screen to take you to the Expense Report where expenses can be added.



NOTE: You can access the report header by clicking on the report name.

NextGen UI

In the new UI, the employee will select an approved Request. The new UI displays Active Requests in a tiled format similar to the Expense Report side. You can select the dropdown to view Approved Requests in a list format:



In the list of Approved Request, click on the appropriate one for which you would like to create and Expense report

Manage Requests

REQUEST LIBRARY View **Approved**

Create New Request

Request Type ↑↓	Request Name ↑↓	Status ↑↓	Request Dates ≡	Requested ↑↓	Approved ↑↓
Travel	sfgs ID: CJM6	Approved 07/13/2022	07/25/2022	\$750.00	\$750.00
Travel	Disney Conference ID: SGMR	Approved 03/07/2019	06/07/2019	\$1,100.00	\$1,100.00

Double click on the Request ID number to highlight it and then copy that text. You will need to paste this information on the Expense Report. Click on the orange "Create Expense Report" button.

Manage Requests

sfgs \$750.00

Approved | Request ID: CJM6

More Actions **Create Expense Report**

Request Details Print/Share Attachments

REPORTS: 6
Remaining
\$750.00

EXPECTED EXPENSES

Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓
Air Ticket	- : Round Trip	07/25/2022	\$750.00	\$750.00
				\$750.00

On the Expense Report page, click on the Expense Report Header name to open the header information.

SAP Concur Requests Travel **Expense** Approvals App Center

Manage Expenses View Transactions

Alerts: 1

sfgs \$0.00

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST
Approved
\$750.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

On the Header page, click into the Travel Request ID Number field and paste the Request ID copied from the Request page.

Report Header
sfgs | \$0.00

Alerts: 1

Destination * fsgsf Travel Type * In State

Date of Departure * 07/25/2022 Date of Return * 07/29/2022

Travel Request ID Number *

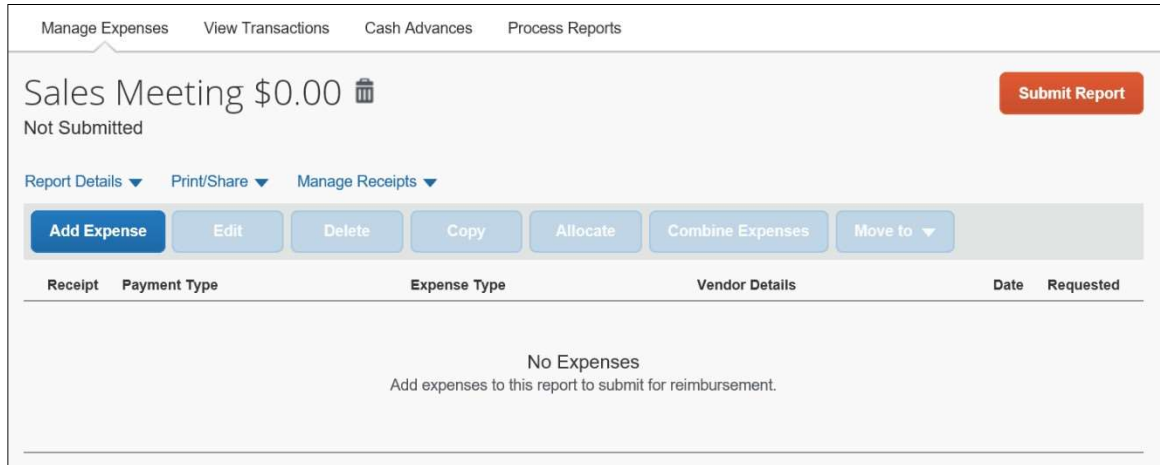
Index * (161471) General Disbursements

Student Travel Award * No Guest?

Accompanied By:

At the bottom of the Header screen is a question regarding Travel Allowances. If there are no Per Diems to be added to this report, you can leave the answer defaulted to No. If you will be adding per Diems to this report, you should select Yes. After the appropriate answer is selected you click save/next in the bottom right corner. If you selected yes, you will be taken to the same Itinerary screens as the old UI. If you selected No, you will be brought to the page to begin entering expenses.

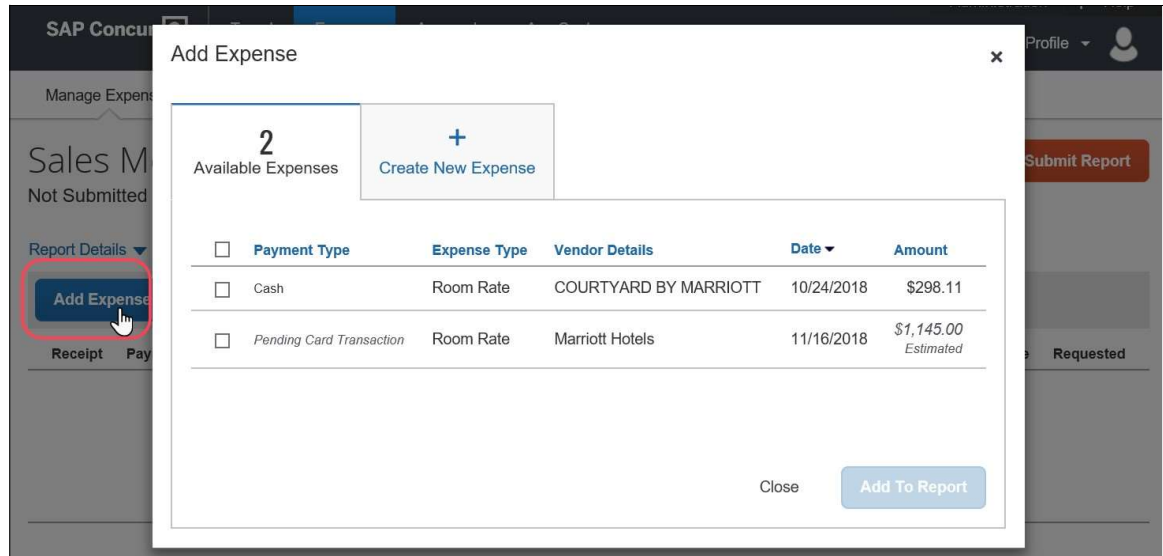
In the NextGen UI, the report page is cleaner and has fewer "sections" – making the page easier to navigate.



NOTE: You can access the report header by clicking on the report name.

CREATE AN EXPENSE – TYPICAL PROCESS

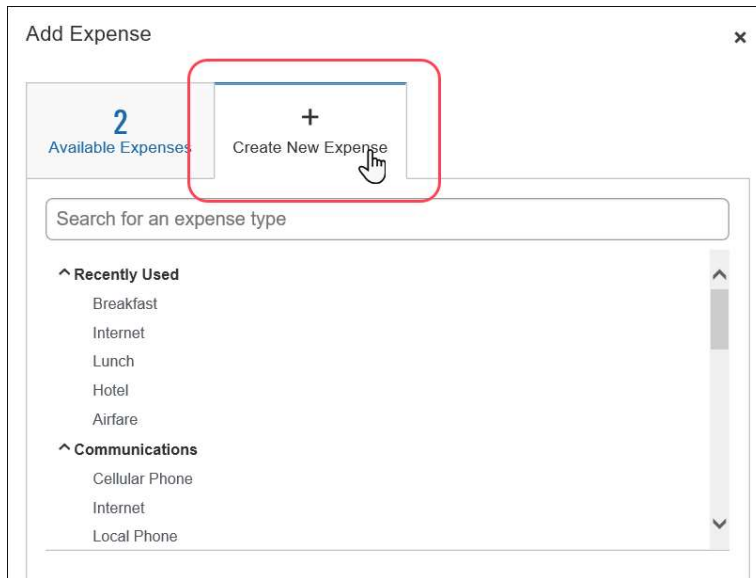
To get started, click **Add Expense**. The **Add Expense** window appears; all of the options for adding expenses to the report are available in this window. The default choice is to add items from your Available Expenses (Travel Card Charges) library, to encourage you to use those expenses first before creating a new expense – which helps reduce duplicate entries.



In the **Add Expense** window:

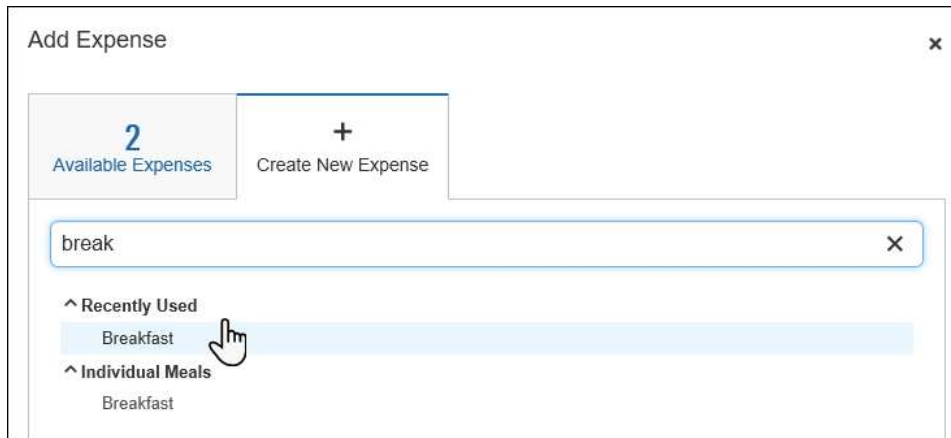
- To add Available Expenses, select the desired expenses and then click **Add To Report**.
- To create a new expense, click **Create New Expense**. This process is shown below.

In the following example, we will assume you clicked **Create New Expense**.



After you click **Create New Expense**, click the desired expense type.

NOTE: In the search box at the top of the list, you can enter all or part of an expense type name. The list of available expense types shown will be filtered to show only those with matching text.



When you click the desired expense type, the **New Expense** page appears.

Manage Expenses Processor

New Expense

Cancel Save Expense

Hide Receipt

Allocate * Indicates required field

Expense Type *
Breakfast

Transaction Date * MM/DD/YYYY Business Purpose

Enter Vendor Name City of Purchase

Payment Type *
Cash

Transaction Amount * Currency *
US, Dollar

Personal Expense (do not reimburse)

Comment

Save Expense Save and Add Another Cancel

Attach Receipt Image

NOTE: The fields that appear on this page are configurable by your company, so yours may be different from the one shown here.

On the **Details** tab, the expense fields are on the left and the receipt image area is on the right. Click **Attach Receipt Image** to attach a receipt to the expense – by selecting from the receipt images in your Available Receipts library or by uploading a new image.

NOTE: If a receipt is not required for the specialized expense types handling mileage and daily allowances, then the receipt area is hidden by default. To display the receipt area so that a receipt may be added, click **Show Receipt**.

New Expense Cancel **Save Expense**

Details **Itemizations** Hide Receipt

Allocate * Indicates required field

Expense Type *
Breakfast

Transaction Date * Business Purpose

Enter Vendor Name City

Payment Type *
Cash

Transaction Amount * Currency *
US, Dollar

Receipt Status *

Receipt CFDi

You can attach the image first and then read the receipt image to easily complete the fields on the left. When done, click **Save Expense** (or **Save and Add Another** to quickly add another expense).

Once expenses have been saved, the expense report looks like this:

Sales Meeting \$39.17 **Copy Report** **Submit Report**

Not Submitted

Report Details ▼ Print/Share ▼ Manage Receipts ▼

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▼

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date ▼	Requested
<input type="checkbox"/>		Cash	Breakfast	Gina's Bistro New York, New York	02/13/2018	\$23.54
<input type="checkbox"/>		Cash	Office Supplies	Office Warehouse New York, New York	02/13/2018	\$15.63
						\$39.17

NOTE: On this sample report, receipt images were added manually while creating the expense entry; the image appears in the **Receipt** column. If the expense does not yet have an image, then the icon appears in the **Receipt** column. You can click the to add the receipt image – without having to open the expense entry.

If a receipt is not required, for example, for a mileage expense, then the icon does not appear.

Report Details ▼ Print/Share ▼ Manage Receipts ▼

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▼

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date ▼	Amount	Requested
<input type="checkbox"/>			Cash	Business Meals - Meetings	Purple Bellevue, Washington	06/05/2018	\$544.00	\$50.00
<input type="checkbox"/>			Cash	Mileage (personal car only)		06/05/2018	\$8.18	\$8.18
							\$58.18	\$58.18

When you click **Submit Report**, the report totals appear. The top section summarizes the overall movement of funds projected for this expense report, providing a quick view of the expected (prior to submission) or actual payments.

Report Totals
✕

Company Pays \$39.17 Employee	Employee Pays \$0.00 Company
--	---

Amount Total: \$39.17	Due Employee: \$39.17	Owed Company: \$0.00
Requested Amount: \$39.17	Total Paid By Company: \$39.17	Total Owed By Employee: \$0.00

Cancel Submit Report

In the existing UI, the report totals appear **after** you finished submitting the report. In the NextGen UI for Concur Expense, if adjustments are required, you can easily return to the report, make the changes, and then submit the report.

EXPENSE-LEVEL ALERTS AND EXCEPTIONS

If there are any issues when you save the expense (such as a missing required receipt image, a blank required field, or over-limit expense), an alert appears.

Alerts: 1
▼

Sales Meeting \$39.17

Not Submitted
Copy Report
Submit Report

Report Details ▼ Print/Share ▼ Manage Receipts ▼

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to ▼

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date ▼	Requested
<input type="checkbox"/>				Breakfast	Gina's Bistro	09/12/2018	\$32.54

Click the down-pointing arrow (right side of the message); the area expands to show the alert details.

Alerts: 1
⬆️

EXPENSE | Office Supplies | \$15.63

! Missing required field: Transaction Date. [View](#)

Sales Meeting \$39.17

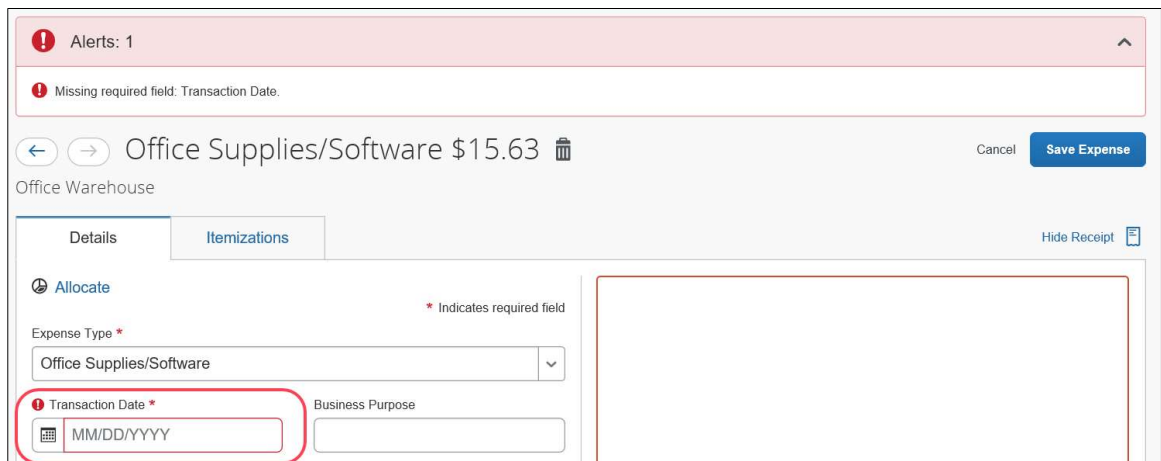
Not Submitted
Copy Report
Submit Report

Report Details ▼ Print/Share ▼ Manage Receipts ▼

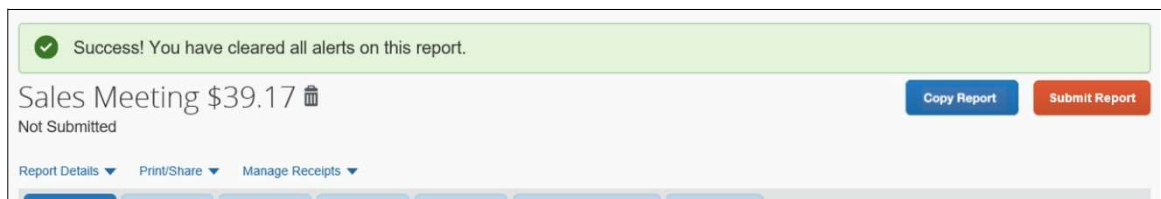
The alert message appears along with a **View** link. Click **View** to access the field with the issue.



The expense appears.



Correct the issue and then click **Save Expense**. When all issues are resolved, the **Success!** message appears.



NOTE: When editing expenses, you can click the "next" and "previous" buttons to navigate between expenses.



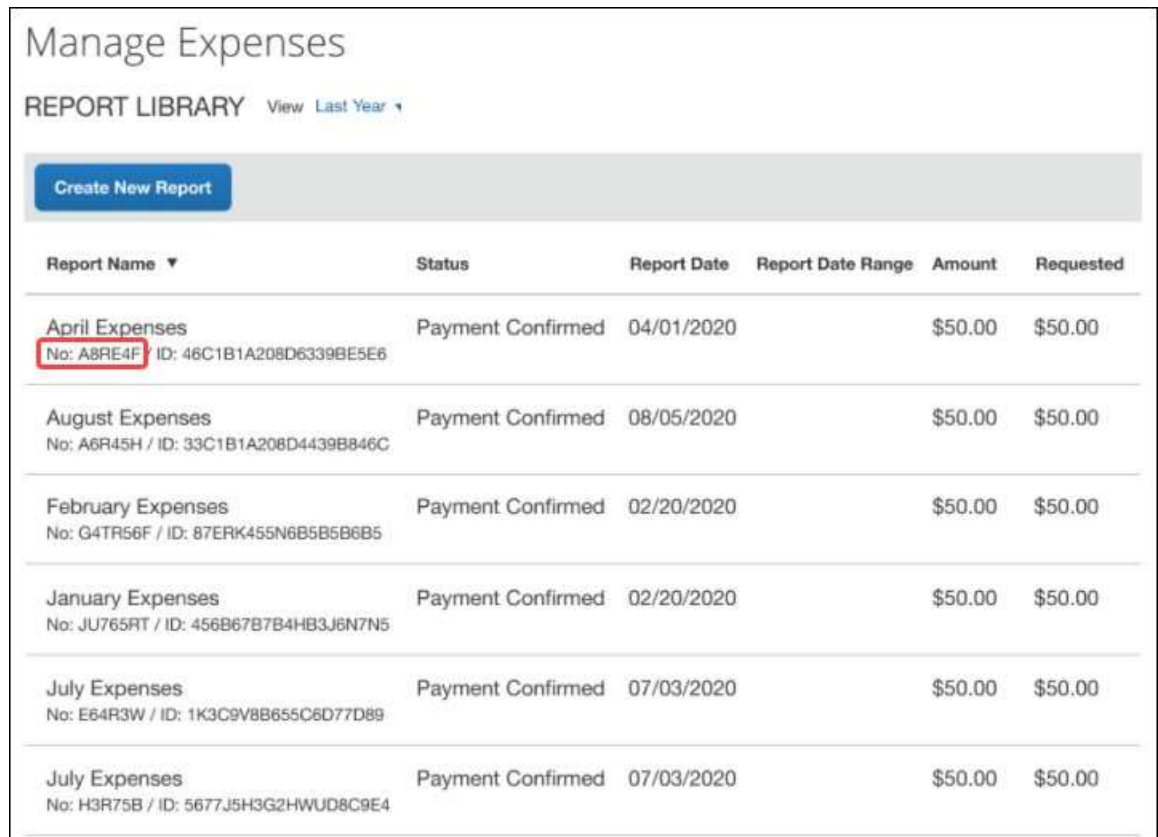
Expense Reports List

REPORT NUMBERS

The report number is a 6-character identifier for an expense report. It has been added to the report list (table view) and may optionally be added to report headers and printed reports.

This unique identifier makes identifying and tracking specific expense reports easier for users, approvers, and processors.

The report number displays in the table view of the report list on the Manage Expenses page.



Manage Expenses

REPORT LIBRARY [View](#) [Last Year](#) ▼

[Create New Report](#)

Report Name ▼	Status	Report Date	Report Date Range	Amount	Requested
April Expenses No: A8RE4F / ID: 46C1B1A208D6339BE5E6	Payment Confirmed	04/01/2020		\$50.00	\$50.00
August Expenses No: A6R45H / ID: 33C1B1A208D4439B846C	Payment Confirmed	08/05/2020		\$50.00	\$50.00
February Expenses No: G4TR56F / ID: 87ERK455N6B5B5B6B5	Payment Confirmed	02/20/2020		\$50.00	\$50.00
January Expenses No: JU765RT / ID: 456B67B7B4HB3J6N7N5	Payment Confirmed	02/20/2020		\$50.00	\$50.00
July Expenses No: E64R3W / ID: 1K3C9V8B655C6D77D89	Payment Confirmed	07/03/2020		\$50.00	\$50.00
July Expenses No: H3R75B / ID: 5677J5H3G2HWUD8C9E4	Payment Confirmed	07/03/2020		\$50.00	\$50.00

Section 5: Additional Information in the Expense List

Alerts

The user clicks the alert icon in the **Alerts** column to see the description. The user can click **View** to jump to the affected field/entry.

The screenshot shows the 'Sales Trip \$235.42' interface. At the top, there is a red alert bar with 'Alerts: 4'. Below this, the total amount is \$235.42 and the status is 'Not Submitted'. There are buttons for 'Copy Report' and 'Submit Report'. Below the buttons are 'Report Details' and 'Manage Receipts' dropdowns. A toolbar contains 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to' buttons. The main table has columns: Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The first row has a red alert icon in the Alerts column. A tooltip is open over this icon, showing two messages: 'Missing required field: Business Purpose. View' and 'Transactions must have receipts attached. View'.

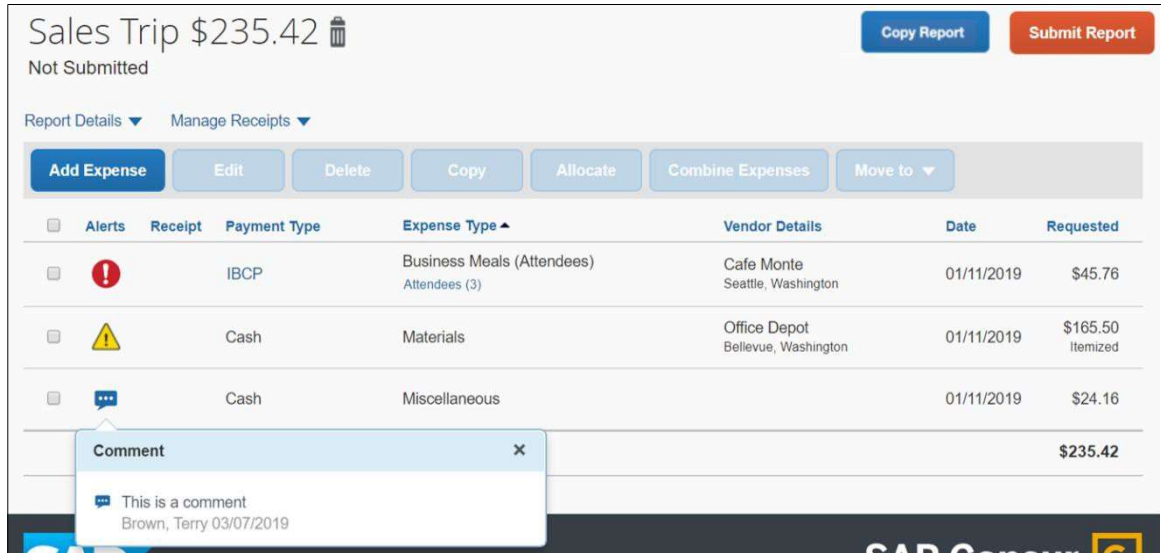
Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
		IBCP	Business Meals (Attendees) Attendees (3)	Cafe Monte Seattle, Washington	01/11/2019	\$45.76
		Cash	Materials	Office Depot Bellevue, Washington	01/11/2019	\$165.50 Itemized
					01/11/2019	\$24.16
						\$235.42

The screenshot shows the same 'Sales Trip \$235.42' interface. The alert bar at the top still shows 'Alerts: 4'. The table is the same, but the second row now has a yellow alert icon in the Alerts column. A tooltip is open over this icon, showing two messages: 'This itemized entry has sub-entries with one or more exceptions. View' and 'Transactions must have receipts attached. View'.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
		IBCP	Business Meals (Attendees) Attendees (3)	Cafe Monte Seattle, Washington	01/11/2019	\$45.76
		Cash	Materials	Office Depot Bellevue, Washington	01/11/2019	\$165.50 Itemized
					01/11/2019	\$24.16
						\$235.42

Comments

The user clicks the comments icon in the **Alerts** column to view the expense comments.

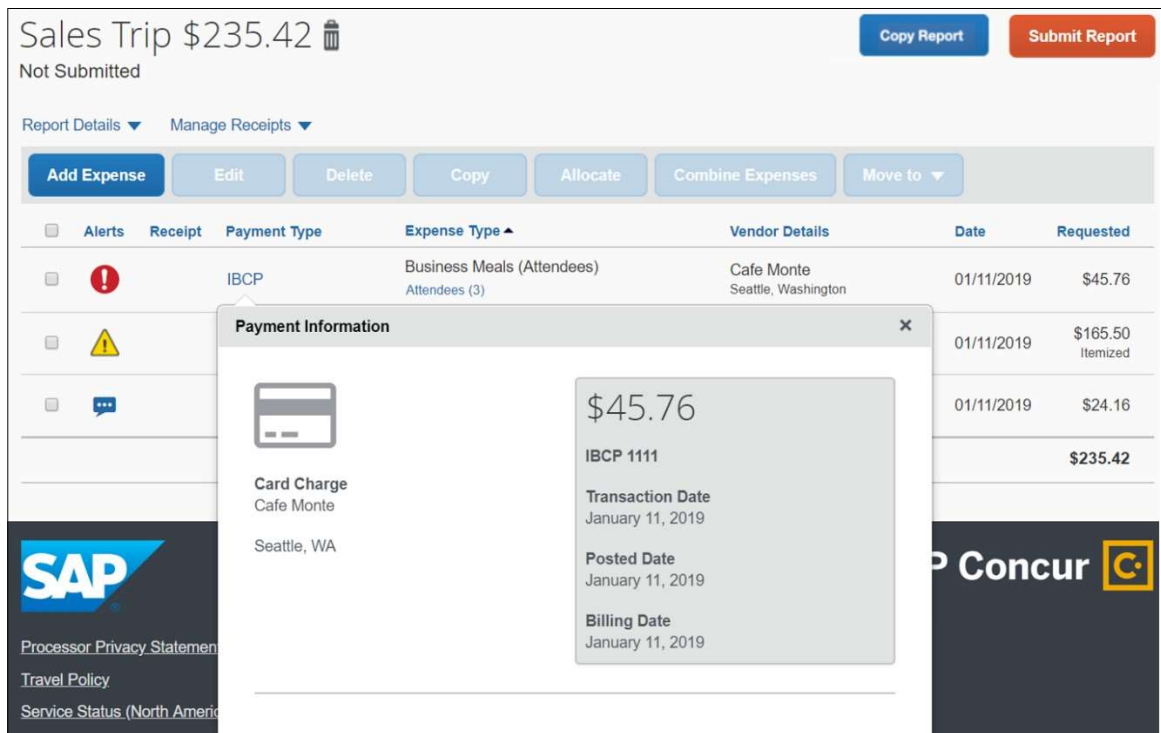


The screenshot shows a SAP Concur Expense report for a "Sales Trip" totaling \$235.42. The report is not submitted. It features a table with columns for Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. A comment popup is displayed over the third row, which has a comment icon in the Alerts column. The popup contains the text "This is a comment" and "Brown, Terry 03/07/2019".

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		IBCP	Business Meals (Attendees) Attendees (3)	Cafe Monte Seattle, Washington	01/11/2019	\$45.76
<input type="checkbox"/>		Cash	Materials	Office Depot Bellevue, Washington	01/11/2019	\$165.50 Itemized
<input type="checkbox"/>		Cash	Miscellaneous		01/11/2019	\$24.16
						\$235.42

Card Payment Type

The user clicks the text (link) in the **Payment Type** column to view card transaction information.



The screenshot shows the same SAP Concur Expense report. A "Payment Information" popup is displayed over the first row, which has a card icon in the Payment Type column. The popup provides details for a card charge of \$45.76 from IBCP 1111 at Cafe Monte in Seattle, WA, dated January 11, 2019.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		IBCP	Business Meals (Attendees) Attendees (3)	Cafe Monte Seattle, Washington	01/11/2019	\$45.76
<input type="checkbox"/>		Cash	Materials	Office Depot Bellevue, Washington	01/11/2019	\$165.50 Itemized
<input type="checkbox"/>		Cash	Miscellaneous		01/11/2019	\$24.16
						\$235.42

Payment Information

Card Charge
Cafe Monte
Seattle, WA

\$45.76

IBCP 1111

Transaction Date
January 11, 2019

Posted Date
January 11, 2019

Billing Date
January 11, 2019

Attendees

The user clicks the **Attendees** link in the **Expense Type** column to view the attendees. The user can click **View Attendees** to jump to the **Attendees** page.

Sales Trip \$235.42 Copy Report Submit Report
 Not Submitted

Report Details ▾ Manage Receipts ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type ▲	Vendor Details	Date	Requested
<input type="checkbox"/>			IBCP	Business Meals (Attendees) Attendees (3)	Cafe Monte Seattle, Washington	01/11/2019	\$45.76
<input type="checkbox"/>					ot ashington	01/11/2019	\$165.50 Itemized
<input type="checkbox"/>						01/11/2019	\$24.16
							\$235.42

Attendees: 3 ×

Attendee Total	Average Per Person
\$45.76	\$15.00

Attendee Type	Attendee Count	Amount Per Type
Business Guest	2	\$30.51
This Employee	1	\$15.25

[View Attendees](#)

SAP Concur

Itemized

The **Itemized** label appears in the **Requested** column for expenses that have been itemized.

Sales Trip \$235.42 Copy Report Submit Report
 Not Submitted

Report Details ▾ Manage Receipts ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type ▲	Vendor Details	Date	Requested
<input type="checkbox"/>			IBCP	Business Meals (Attendees) Attendees (3)	Cafe Monte Seattle, Washington	01/11/2019	\$45.76
<input type="checkbox"/>			Cash	Materials	Office Depot Bellevue, Washington	01/11/2019	\$165.50 Itemized
<input type="checkbox"/>			Cash	Miscellaneous		01/11/2019	\$24.16
							\$235.42

Reservation

The user clicks the **Reservation** link in the **Expense Type** column to view the linked Travel itinerary. The user can click **View Full Itinerary** to jump to the actual itinerary.

Fusion - San Diego \$244.65 Copy Report Ready For Review
Not Filed

Report Details Print/Share Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Cash	Airfare Reservation	Alaska Airlines Seattle, Washington	02/07/2019	\$241.20
<input type="checkbox"/>			Airfare	Incorporated hington	02/07/2019	\$3.45
						\$244.65

Airfare
Fusion - San Diego
[View Full Itinerary](#)
Trip Description: Trip Date: 03/11/2019 - 03/15/2019

Flight Information

Carrier Code	Flight Number	Departure Date
AS	412	03/11/2019 7:50 AM

Flight Information

Carrier Code	Flight Number	Departure Date
AS	415	03/15/2019 11:35 AM

Flight Information

Carrier Code	Flight Number	Departure Date
AS	415	03/15/2019 11:35 AM

Flight Information

Carrier Code	Flight Number	Departure Date
AS	415	03/15/2019 11:35 AM

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Allocated

The user clicks the **Allocated** link in the **Requested** column to view the allocations. The user can click **View Allocation** to jump to the **Allocate** page.

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		AMEX 14321	Individual Lunch	Breech Lounge New York, New York	07/06/2018	\$12.13 Allocated
<input type="checkbox"/>		VISA 4567	Taxi			
<input type="checkbox"/>		AMEX 14321	Individual Dinner			

Allocated

Total Allocated
\$12.13

Code	Percentage
Concur Technologies, Inc. - Cost Center - R&D - UX	50
Concur Technologies, Inc. - Cost Center - Dev - Expense	50

[View Allocation](#)

Section 6: Additional Receipt Image Information

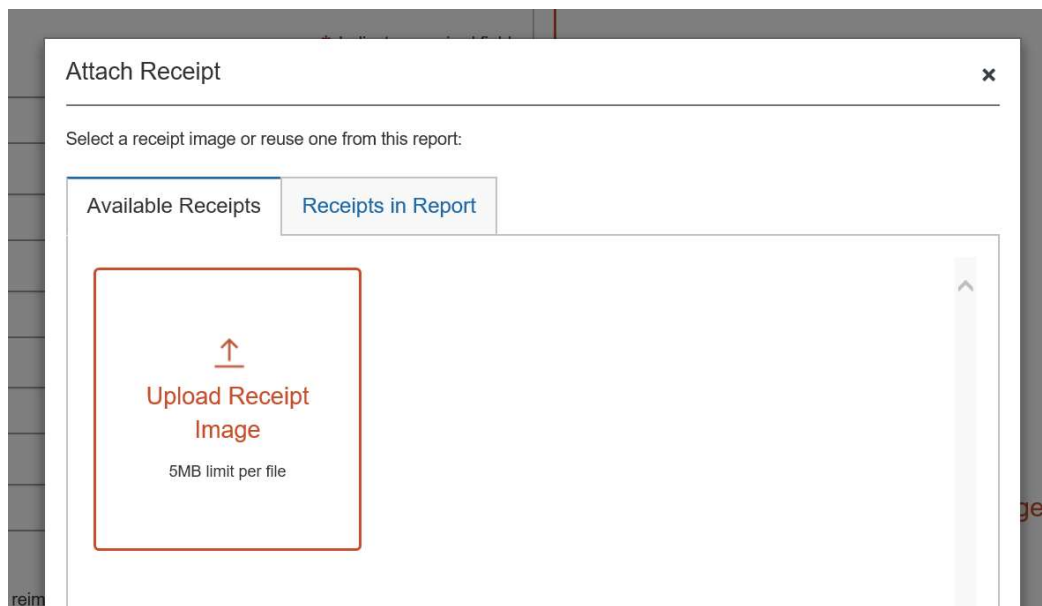
Use One Receipt Image More than Once on the Same Report

In the NextGen UI for Concur Expense, users can attach one receipt image to more than one expense on the same expense report.

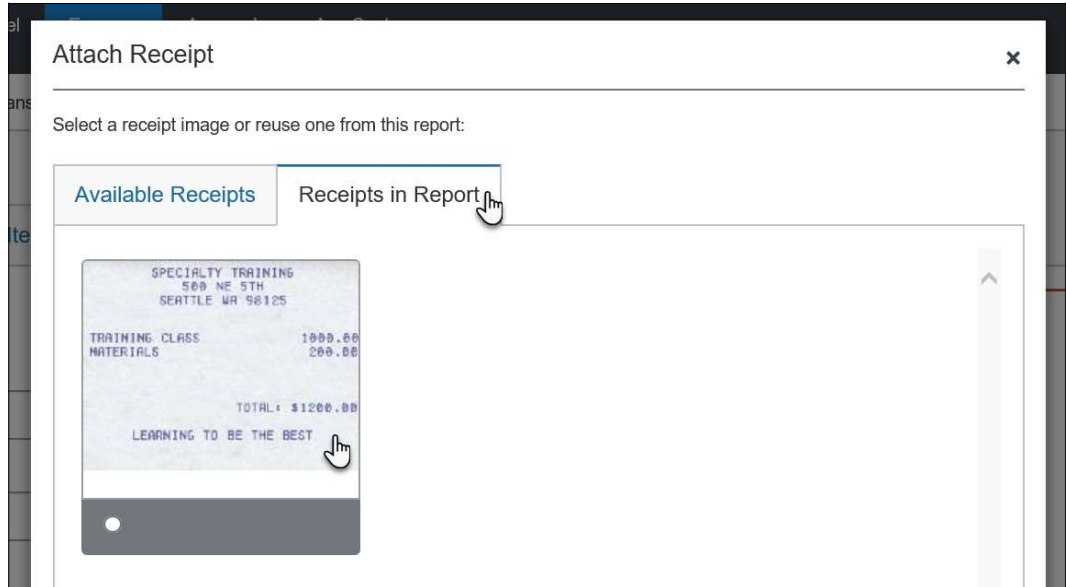
NOTE: This feature is available only in the NextGen UI for Concur Expense; it is not available in the existing UI. In addition, it is available only for the Professional Edition.

To use a receipt image more than once, the user completes the first expense as usual and attaches the receipt image. For any other expense that the user wants to associate with the receipt image, while creating the expense entry, the user:

1. Completes the expense as usual.
2. Clicks **Attach Receipt Image** as usual. The **Attach Receipt** window appears.

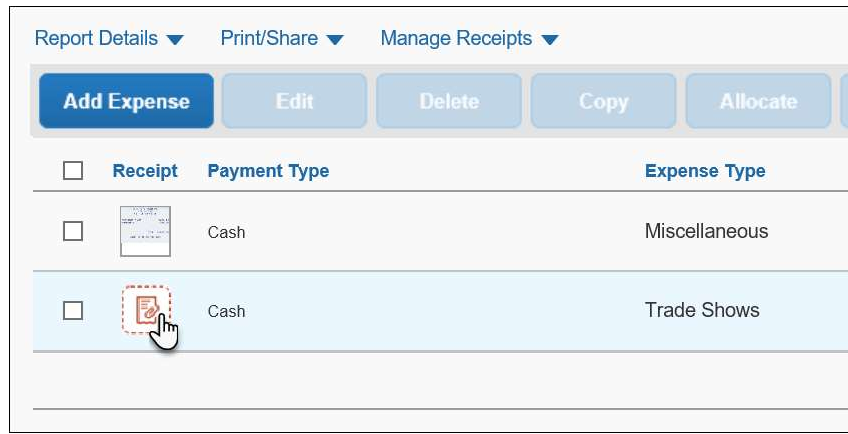


3. Clicks the **Receipts in Report** tab.



4. Clicks the desired image and then clicks **Attach**.

NOTE: The process is the same if the user attaches receipt images on the report page. For the second and subsequent expense entries, the user can select the desired image from the **Receipts in Report** tab.



Configuration

The company's Expense Admin can turn this feature on for the company.

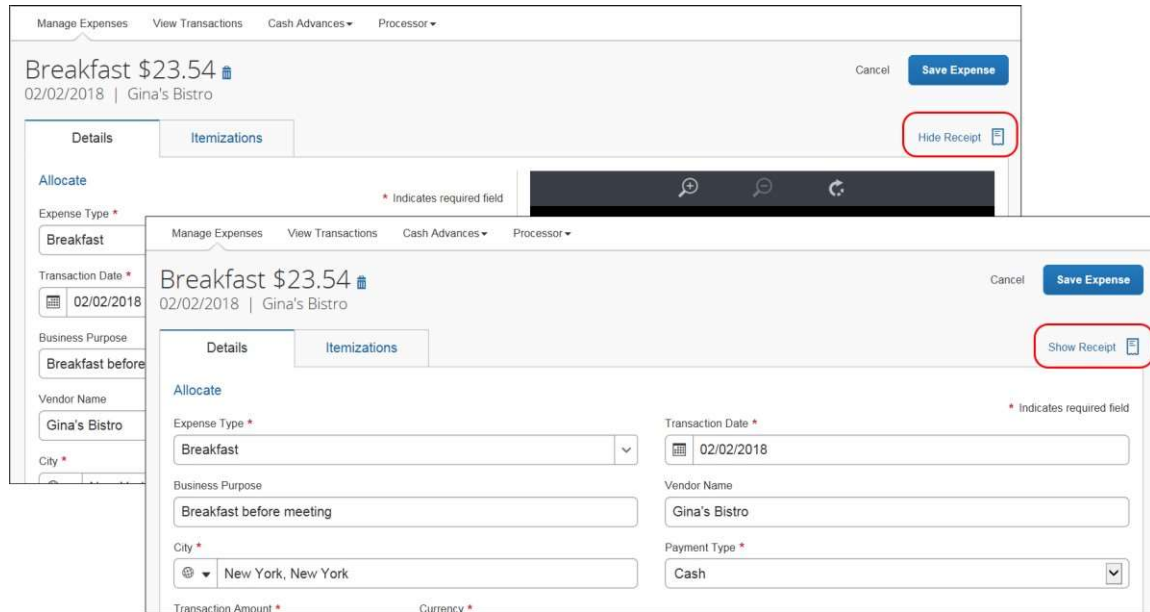
NOTE: This feature is available only in the NextGen UI for Concur Expense; it is not available in the existing UI.



Refer to the *Expense: Site Settings Setup Guide* for more information.

Show/Hide Receipt Image

While completing expenses, you can show or hide the receipt image.



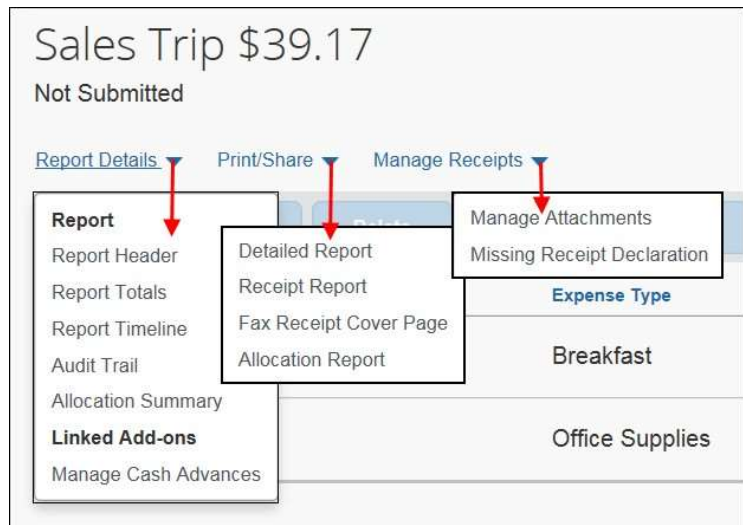
Section 7: Additional Menus on the Expense Report

These menus appear on the expense report.

NOTE: The options in these lists are configurable by your company so yours may be different from what is shown here.

Note the following:

- On the **Report Details** menu, most options should be the same as your current menu. The **Report Timeline** option shows approval flow and comments.
- On the **Print/Share** menu, the options should be the same as your current menu.
- On the **Manage Receipts** menu, **Missing Receipt Affidavit** has been changed to **Missing Receipt Declaration**. Use **Manage Attachments** to attach report-level images and view all images.



On the expense report, the icon for the Missing Receipt Declaration appears in the **Receipt** column as shown below.

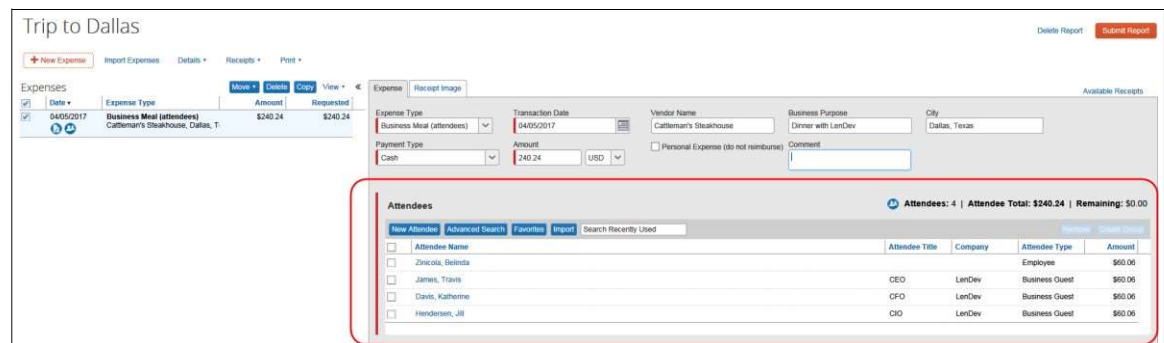
Report Details		Print/Share	Manage Receipts
Add Expense	Edit	Delete	Copy
Allocate	Combine Expenses	Move to ▼	
Alerts	Receipt	Payment Type	Expense Type
<input type="checkbox"/>		Cash	Taxi
		Cash	Client Meal (Meals where clients are present)
			Vendor Details
			Ace Taxi Cleveland, Ohio
			Trader Jack's Willoughby, Ohio

Section 8: Attendees

In the NextGen UI for Concur Expense, attendees are no longer managed on the request's **Expenses** tab. Attendees are managed on a separate page, the **Attendees** page, providing more workspace for attendees and making the experience cleaner and less confusing.

Existing UI

In the existing UI, the **Attendees** section looks like this on the **Expense** tab.



Trip to Dallas

Expenses

Date	Expense Type	Amount	Requested
04/05/2017	Business Meal (attendees) Cattlemen's Steakhouse, Dallas, T.	\$240.24	\$240.24

Expense: Business Meal (attendees) | Transaction Date: 04/05/2017 | Vendor Name: Cattlemen's Steakhouse | Business Purpose: Dinner with LenDev | City: Dallas, Texas

Payment Type: Cash | Amount: 240.24 | USD

Attendees: 4 | Attendee Total: \$240.24 | Remaining: \$0.00

Attendee Name	Attendee Title	Company	Attendee Type	Amount
Zinicos, Belinda	Employee	LenDev	Employee	\$60.06
James, Travis	CEO	LenDev	Business Guest	\$60.06
Davis, Katherine	CFD	LenDev	Business Guest	\$60.06
Henderson, Jill	CIO	LenDev	Business Guest	\$60.06

NextGen UI

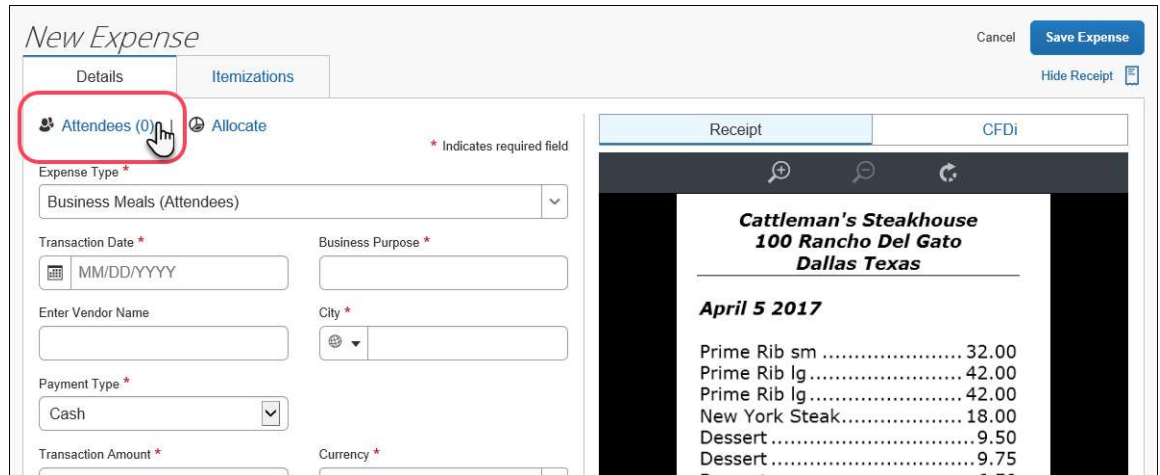
In the NextGen UI for Concur Expense, attendees are added and managed on the **Attendees** page.

You can access the **Attendees** page by clicking the **Attendees** link on the **New Expense**, edit expected expense, and **Expected Expenses** pages. The **Attendees** link only appears for expense types that your company has defined as requiring attendees.

Add Attendees – Typical Process

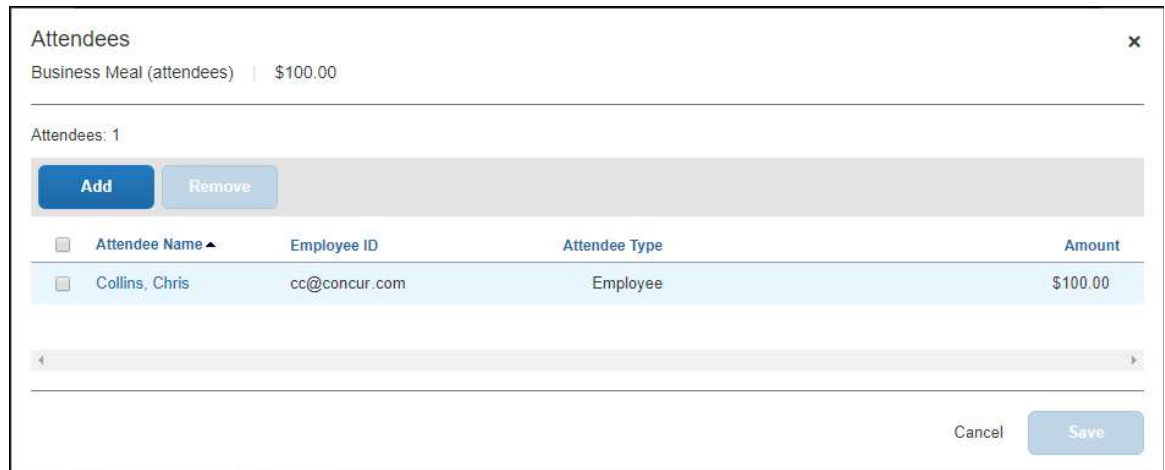
Complete the expense and then click **Attendees** on the **New Expense** page.

NOTE: Just like the existing UI, the **Attendees** link appears only for the expense types that your company has defined as requiring attendees.



The screenshot shows the 'New Expense' form with the 'Attendees (0)' link highlighted in a red box. The form includes fields for Expense Type (Business Meals (Attendees)), Transaction Date (MM/DD/YYYY), Business Purpose, Enter Vendor Name, City, Payment Type (Cash), Transaction Amount, and Currency. A receipt preview is visible on the right, showing a receipt from Cattleman's Steakhouse for \$100.00 on April 5, 2017.

The **Attendees** page appears.

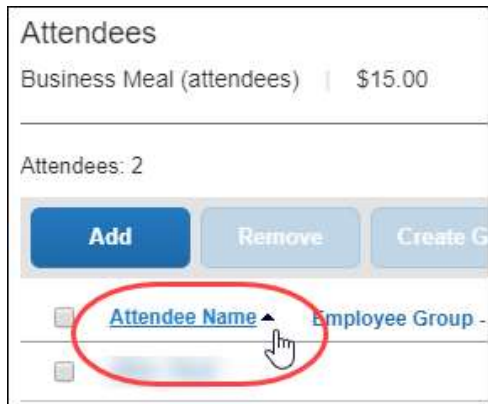


The screenshot shows the 'Attendees' page with a table listing attendees. The table has columns for Attendee Name, Employee ID, Attendee Type, and Amount. One attendee is listed: Collins, Chris, Employee ID cc@concur.com, Employee Type Employee, Amount \$100.00. The page also includes 'Add' and 'Remove' buttons and a 'Save' button at the bottom right.

Attendee Name	Employee ID	Attendee Type	Amount
Collins, Chris	cc@concur.com	Employee	\$100.00

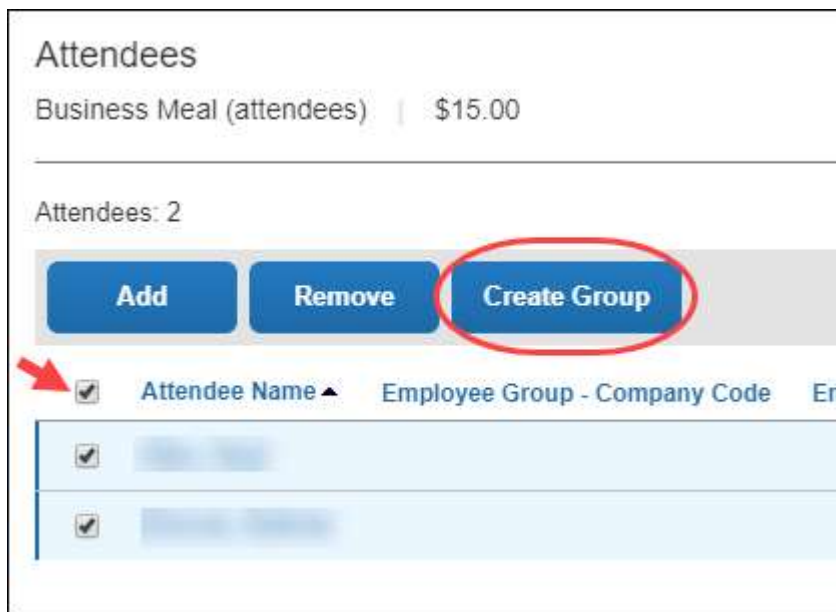
From the **Attendees** page you can add and remove attendees from the expected expense.

You can sort attendees on the **Attendees** page by clicking the sort arrow next to the **Attendee Name** column.



While viewing attendees on the **Attendees** page, you can select some or all of the attendees to create a reusable attendee group.

After selecting attendees, you can click **Create Group** to create an attendee group.



If Concur Request is connected to the report and if attendees are added for a request line item, you can copy these attendees from the linked request entry.

Click **Copy from Request** to copy attendees from the linked request entry.

Attendees

Business Meals (Attendees) € 200.00

Amount € 200.00 Attendees: 1 € 200.00

Add **Remove** **Create Group** **Copy from Request**

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type	Custom 01	Custom 02
<input type="checkbox"/>	TA, User			This Employee	R&D	PM

NOTE: The attendee options are configurable by your company so yours may be different from what is shown here.

To add an attendee to an expense, click **Add**. The **Add Attendees** window appears; all of the options for adding attendees to the expense are available in this window.

Attendees

Business Meals (Attendees)

Attendees: 1

Add **Remove**

Attendee Name

Collins, Chris

Add Attendees

Recent Attendees Attendees Attendee Groups No Shows

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type
<input type="checkbox"/>	James, Travis	CEO	LenDev	Business Guest
<input type="checkbox"/>	Davis, Katherine	CFO	LenDev	Business Guest

Search All Attendee History

Add To List **Cancel** **Save**

You can choose from recent attendees, add a new attendee, choose from attendee groups (and Favorites), or identify no-shows (if your configuration allows).

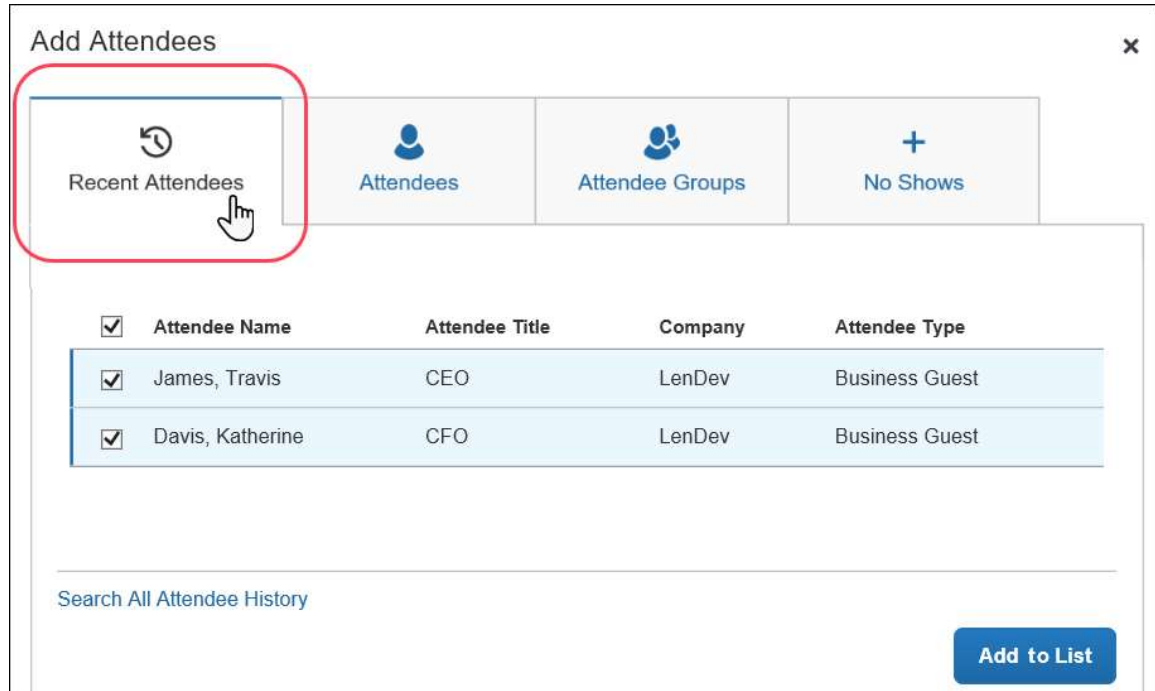
NOTE: To prevent duplicate attendees from being added to the expense, attendees who are already on the expense display in read-only, italicized text and cannot be selected (checked).

The screenshot shows a dialog box titled "Add Attendees" with a close button (X) in the top right corner. Below the title bar are three tabs: "Recent Attendees" (with a refresh icon), "Attendees" (with a person icon), and "Attendee Groups" (with a group icon). The "Attendees" tab is active. Below the tabs is a table with the following columns: "Attendee Name", "Attendee Title", "Company", "Attendee Type", and "Employee ID". The table contains two rows of data. The first row is "Doe, Jane" with "Employee" type and "112410" ID. The second row is "Smith, John" with "Employee" type and "112345" ID. This second row is circled in red. Below the table is a search bar labeled "Search All Attendee History" and an "Add to List" button.

Attendee Name	Attendee Title	Company	Attendee Type	Employee ID
Doe, Jane			Employee	112410
<i>Smith, John</i>			<i>Employee</i>	<i>112345</i>

CHOOSE FROM RECENTLY USED ATTENDEES

A good place to start is with the **Recent Attendees** tab. Select the check box for the desired attendee(s) and then click **Add to List**. The selected attendees will be added to the expected expense.



Add Attendees [Close]

Recent Attendees | Attendees | Attendee Groups | No Shows

<input checked="" type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type
<input checked="" type="checkbox"/>	James, Travis	CEO	LenDev	Business Guest
<input checked="" type="checkbox"/>	Davis, Katherine	CFO	LenDev	Business Guest

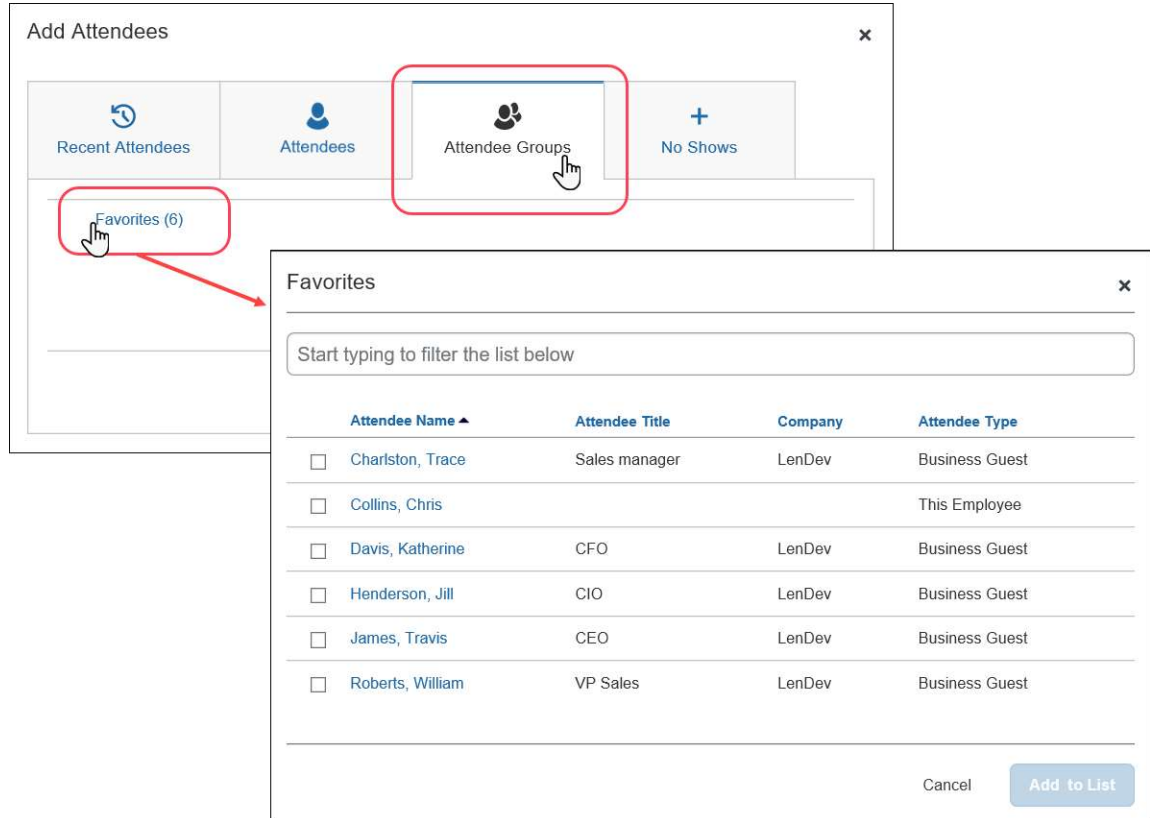
[Search All Attendee History](#)

Add to List

At the bottom of the **Recent Attendees** tab is the **Search All Attendee History** link. Click the link to see all attendees you have ever used - regardless of whether they are in your favorites.

CHOOSE FROM YOUR FAVORITES

To search for an attendee that you have designated as a favorite (in Profile) but who is not available on the **Recent Attendees** page, click **Attendee Groups**. The first group is Favorites. Click **Favorites**. The **Favorites** dialog appears.



The screenshot shows the 'Add Attendees' dialog with the 'Attendee Groups' tab selected. The 'Favorites (6)' group is highlighted. The 'Favorites' dialog is open, displaying a list of attendees with checkboxes and columns for Name, Title, Company, and Type.

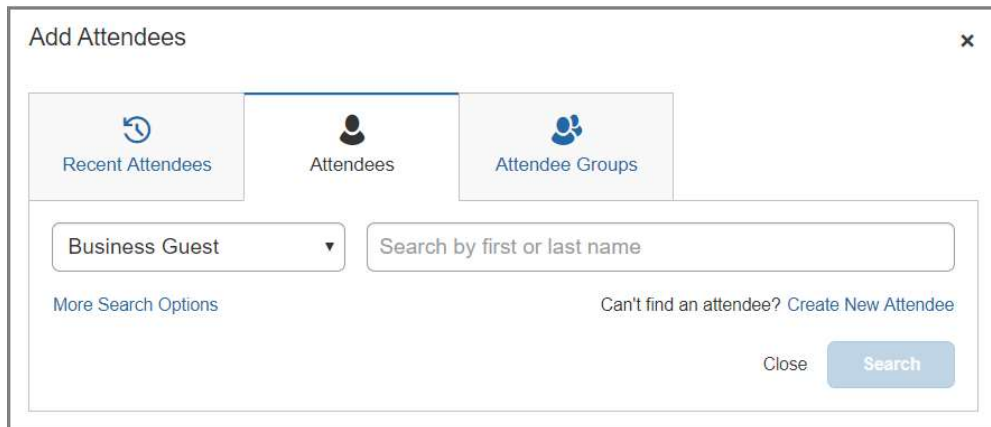
	Attendee Name	Attendee Title	Company	Attendee Type
<input type="checkbox"/>	Charlston, Trace	Sales manager	LenDev	Business Guest
<input type="checkbox"/>	Collins, Chris			This Employee
<input type="checkbox"/>	Davis, Katherine	CFO	LenDev	Business Guest
<input type="checkbox"/>	Henderson, Jill	CIO	LenDev	Business Guest
<input type="checkbox"/>	James, Travis	CEO	LenDev	Business Guest
<input type="checkbox"/>	Roberts, William	VP Sales	LenDev	Business Guest

Select the check box for the desired attendee(s) and then click **Add to List**.

SEARCH FOR OTHER ATTENDEES

In the following example, assume that you want to add an attendee who is not available on the **Recent Attendees** tab or in Favorites. The first step is to search for the desired attendee.

Click the **Attendees** tab to search an attendee.



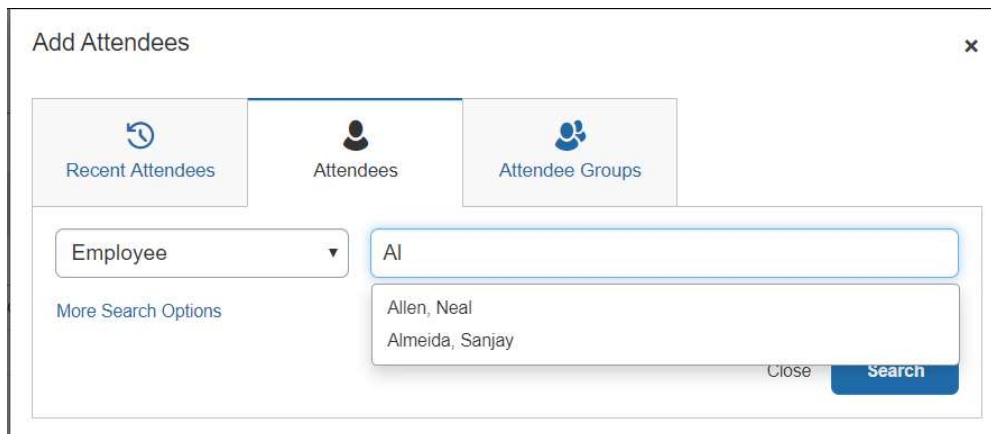
The screenshot shows the 'Add Attendees' dialog box with three tabs: 'Recent Attendees', 'Attendees', and 'Attendee Groups'. The 'Attendees' tab is selected. Below the tabs, there is a dropdown menu set to 'Business Guest' and a search field labeled 'Search by first or last name'. A link for 'More Search Options' is visible on the left, and a link for 'Can't find an attendee? Create New Attendee' is on the right. At the bottom right, there are 'Close' and 'Search' buttons.

NOTE: The **Attendees** tab can display two types of search, the simple search or the advanced search.

In the Professional edition of Concur Expense, the attendee type configuration determines whether the simple search, advanced search, or both are displayed for the selected attendee type.

In the Standard edition of Concur Expense, the simple search is displayed by default, and you can click the **More Search Options** link to display the advanced search.

You can type characters in the search field to search for an attendee and the results will appear in the list.



This screenshot shows the 'Add Attendees' dialog box with the 'Attendees' tab selected. The dropdown menu is set to 'Employee' and the search field contains 'AI'. A dropdown list of search results is displayed below the search field, showing 'Allen, Neal' and 'Almeida, Sanjay'. The 'Search' button is highlighted in blue, and the 'Close' button is visible next to it.

You can click on **More Search Options** to enter additional criteria using the advanced search fields.

Add Attendees

Recent Attendees Attendees Attendee Groups

Attendee Type * Last Name First Name * Required field

Business Guest

Country Attendee Title Company

UNITED STATES

[Fewer Search Options](#) Can't find an attendee? Create New Attendee

Close Reset Search

NOTE: When you are performing a search on the advanced attendee search page, and the attendee type is associated with the SYSEMP Attendee Type Code, such as Employee, you need to fill out the **First Name** and/or **Last Name** fields on the search page.

Also, for this attendee type you will see the **Include inactive employees** check box. Select (enable) this check box if you want to include inactive employees in your attendee search results.

The **Fewer Search Options** link takes you back to the simple search fields. You can click **Reset** to clear any previous search criteria.

If you are performing a simple search, select the appropriate attendee type, begin entering the attendee name, and then click the attendee name to add it to the expected expense.

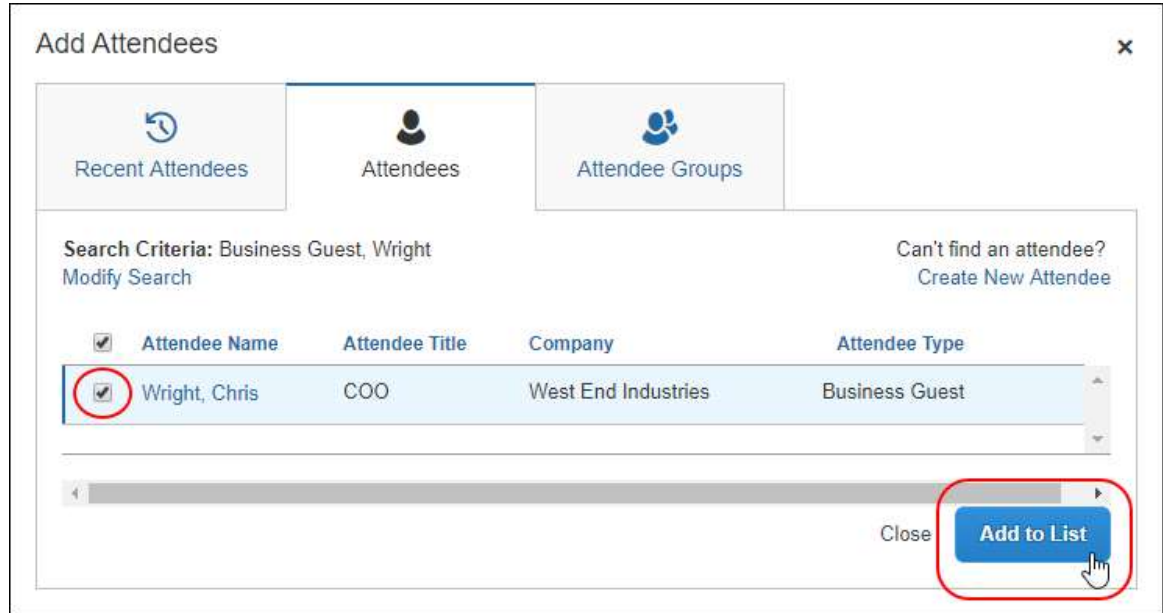
The screenshot shows the 'Add Attendees' dialog box with three tabs: 'Recent Attendees', 'Attendees', and 'Attendee Groups'. The 'Attendees' tab is selected. Below the tabs, there is a dropdown menu for 'Attendee Type' set to 'Business Guest'. To the right is a search input field containing 'Wri'. Below the search field, a dropdown list shows 'Wright, Chris' with a mouse cursor hovering over it. A 'Close' button is located at the bottom right.

If you are performing an advanced search, select the appropriate attendee type, and enter the search term(s) (for example, the first few letters of the attendee's last name), and then click the **Search** button.

The screenshot shows the 'Add Attendees' dialog box with the 'Attendees' tab selected. The form contains several fields: 'Attendee Type' (dropdown, 'Business Guest'), 'Last Name' (text input, 'Wright'), 'First Name' (text input), 'Attendee Title' (text input), 'Company' (text input), 'State' (text input), and 'Total Amount YTD' (text input). A red box highlights the 'Attendees' tab. At the bottom right, there are buttons for 'Close', 'Reset', and 'Search'. A red box highlights the 'Search' button. A mouse cursor is hovering over the 'Search' button. The text 'Can't find an attendee? Create New Attendee' is visible above the 'Search' button.

When you are performing an advanced search, after clicking **Search**, the search results appear on the **Attendees** tab with the search criteria displayed at the top of the search results.

Select the check box for the desired attendee and then click the **Add to List** button.

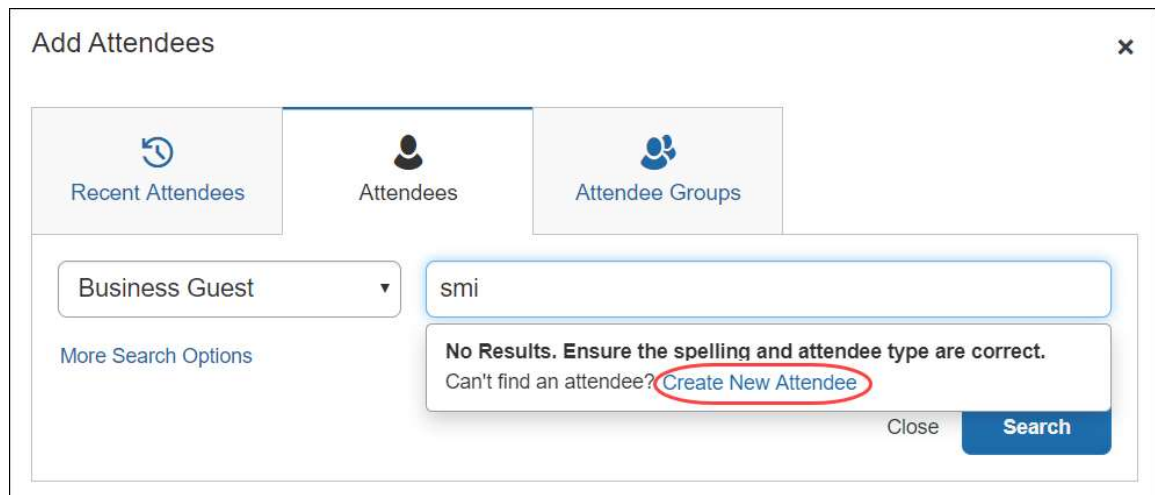


NOTE: If you do not find the desired attendee in the results, click the **Modify Search** link to modify your search criteria and try again.

CREATE NEW ATTENDEE

If you want to create a new attendee manually (and if you are allowed to do so by your company's configuration), click the **Attendees** tab, and then click the **Create New Attendee** link.

The simple search's "No Results" message includes a **Create New Attendee** link.



The advanced search's "No Results" message also includes the **Create New Attendee** link.

Add Attendees

Recent Attendees Attendees Attendee Groups

i No Results. Ensure the spelling and attendee type are correct.
Can't find an attendee? [Create New Attendee](#)

* Required field

Attendee Type * Last Name First Name
Attendee Title Company

[Fewer Search Options](#) [Can't find an attendee? Create New Attendee](#)

[Close](#) [Reset](#) [Search](#)

And the advanced search's "Can't find an attendee" message also includes the **Create New Attendee** link.

Search For Attendee

Search Criteria: Business Guest, Smith [Can't find an attendee? Create New Attendee](#)
[Modify Search](#)

Attendee Name ▲	Attendee Title	Company	Attendee Type
<input type="checkbox"/> Smitha, X			Business Guest

[Close](#) [Add to List](#)

Section 9: Hotel/Lodging Itemizations

Like attendees, itemizations are managed on a separate page.

Existing UI

In the existing UI, the **Nightly Lodging Expenses** tab looks like this.

Trip to Dallas

+ New Expense Import Expenses Details Receipts Print

Expense Type	Date	Amount	Exception
Hotel	03/10/2017	\$614.13	This expense requires a receipt
Hotel	03/10/2017	\$614.13	Itemizations are required for this entry.

Expense Type	Date	Amount	Requested
Business Meal (attendees) Cattlemen's Steakhouse, Dallas, T	04/05/2017	\$240.24	\$240.24
Hotel	03/10/2017	\$614.13	\$614.13

This expense requires a receipt
Itemizations are required for this entry.

TOTAL AMOUNT \$854.37 TOTAL REQUESTED \$854.37

Expense Nightly Lodging Expenses

Check-in Date: [] Check-out Date: 03/10/2017 Number of Nights: []

Recurring Charges (each night)

Room Rate: [] Room Tax: []
Other Room Tax 1: [] Other Room Tax 2: []

Combine room rate and taxes into a single entry

Additional Charges (each night)

Expense Type: Choose an expense type Amount: []
Expense Type: Choose an expense type Amount: []

NextGen UI

Itemize – Typical Process

Two new fields are added to the main hotel expense entry page: **Check-in Date** and **Check-out Date**. You must fill in these fields, which are used in the itemization process. Complete the expense and then click **Itemizations**.

New Expense Cancel [Save Expense](#)

Details **Itemizations** Hide Receipt

Allocate * Indicates required field

Expense Type*
Room Rate

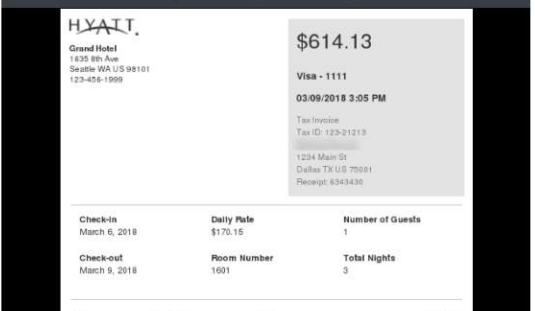
Check-in Date* 03/07/2018 Check-out Date* 03/10/2018 Nights: 3

Transaction Date* 03/10/2018

Business Purpose

Vendor*
Search for Vendor

Receipt CFDi



HYATT.
Grand Hotel
1635 8th Ave
Seattle WA US 98101
123-456-1999

\$614.13

Visa - 1111
03/09/2018 3:05 PM


Tax Invoice
Tax ID: 123-21213
1234 Main St
Dallas TX US 75001
Receipt: 8343430

Check-in	Daily Rate	Number of Guests
March 6, 2018	\$170.15	1
Check-out	Room Number	Total Nights
March 9, 2018	1601	3

Date Description Type Amount

If you started the expense with a card charge or e-receipt (from the **Available Expenses** list), the itemizations may have been created automatically, depending on the hotel charge details provided by the vendor. If not, follow the steps below.

Click **Create Itemization**.

Room Rate \$614.13  Cancel [Save Expense](#)

03/10/2018 | Hyatt Hotels Hide Receipt

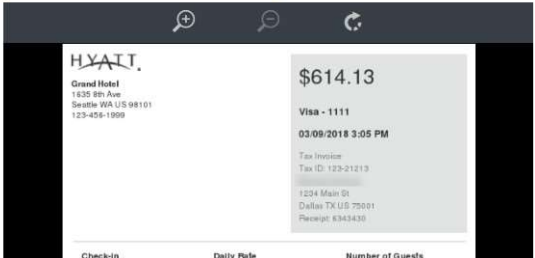
Details **Itemizations**

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

[Create Itemization](#) [More Actions](#)

No Itemizations.
Create itemizations for the items on your receipt.

Receipt CFDi



HYATT.
Grand Hotel
1635 8th Ave
Seattle WA US 98101
123-456-1999

\$614.13

Visa - 1111
03/09/2018 3:05 PM

Tax Invoice
Tax ID: 123-21213
1234 Main St
Dallas TX US 75001
Receipt: 8343430

Check-in	Daily Rate	Number of Guests
March 6, 2018	\$170.15	1
Check-out	Room Number	Total Nights
March 9, 2018	1601	3

Date Description Type Amount

Click the desired expense type, in this case, *Room Rate*.

Room Rate \$614.13 Cancel Save Itemization

03/10/2018 | Hyatt Hotels

Details Itemizations Hide Receipt

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

New Itemization * Indicates required field

Expense Type *

Search for an expense type

Recently Used

- Room Rate
- Business Meals (Attendees)

ClientMeals

- Client Meals Tax
- Client Breakfast
- Client Dinner
- Client Lunch

Communications

- Local Phone
- Long Distance
- Online Fees

Entertainment

- Business Meals (Attendees)
- Entertainment-Other

Receipt CFDi

HYATT
Grand Hotel
1635 8th Ave
Seattle WA US 98101
123-456-1999

\$614.13

Visa - 1111
03/09/2018 3:05 PM

Tax Invoice
Tax ID: 123-21213
1234 Main St
Dallas TX US 75001
Receipt: 6343436

Check-in	Daily Rate	Number of Guests
March 6, 2018	\$170.15	1

Check-out	Room Number	Total Nights
March 9, 2018	1601	3

Date	Description	Type	Amount
03/06/2018	Room Rate	ROOMRATE	\$170.15
	Hotel Room Tax	Tax	\$26.57
03/06/2018	Internet	FEE	\$5.99
03/07/2018	Room Rate	ROOMRATE	\$170.15
	Hotel Room Tax	Tax	\$26.57
03/07/2018	Internet	FEE	\$5.99
03/08/2018	Room Rate	ROOMRATE	\$170.15
	Hotel Room Tax	Tax	\$26.57
03/08/2018	Internet	FEE	\$5.99

Enter the daily room rate and taxes and click **Save Itemization**. The check-in and check-out dates from the main hotel expense are used here to define the dates that require a recurring itemization.

Room Rate \$614.13 Cancel Save Itemization

03/10/2018 | Hyatt Hotels

Details Itemizations Hide Receipt

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

New Itemization

Expense Type *
Room Rate

Entry Type: Recurring Itemization

03/07/2018 - 03/10/2018 (Nights: 3)

Your hotel room rate was:

The Same Every Night Not the Same

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

170.15 26.57

(Amounts in USD)

Save Itemization Cancel

Receipt CFDi

HYATT
Grand Hotel
1635 8th Ave
Seattle WA US 98101
123-456-1999

\$614.13

Visa - 1111
03/09/2018 3:05 PM

Tax Invoice
Tax ID: 123-21213
1234 Main St
Dallas TX US 75001
Receipt: 6343436

Check-in	Daily Rate	Number of Guests
March 6, 2018	\$170.15	1

Check-out	Room Number	Total Nights
March 9, 2018	1601	3

Date	Description	Type	Amount
03/06/2018	Room Rate	ROOMRATE	\$170.15
	Hotel Room Tax	Tax	\$26.57
03/06/2018	Internet	FEE	\$5.99
03/07/2018	Room Rate	ROOMRATE	\$170.15
	Hotel Room Tax	Tax	\$26.57

NOTE: This example uses the entry type of *Recurring Itemization* and the **The Same Every Night** tab. The other options are described later in this section.

The itemizations appear along with any remaining balance.

Room Rate \$614.13 03/10/2018 | Hyatt Hotels Cancel Save Expense

Details Itemizations Hide Receipt

Amount \$614.13 Itemized \$596.16 Remaining \$17.97

Create Itemization More Actions

<input type="checkbox"/>	Date	Expense Type	Amount
<input type="checkbox"/>	03/07/2018	Room Tax	\$28.57
<input type="checkbox"/>	03/07/2018	Room Rate	\$170.15
<input type="checkbox"/>	03/08/2018	Room Rate	\$170.15
<input type="checkbox"/>	03/08/2018	Room Tax	\$28.57
<input type="checkbox"/>	03/09/2018	Room Rate	\$170.15
<input type="checkbox"/>	03/09/2018	Room Tax	\$28.57

Receipt CFDi

HYATT
Grand Hotel
1635 8th Ave
Seattle WA US 98101
123-456-1999

\$614.13
Visa - 1111
03/09/2018 3:05 PM
Tax Invoice
Tax ID: 123-21213
1234 Main St
Dallas TX US 75611
Receipt: 8343436

Check-in	Daily Rate	Number of Guests
March 6, 2018	\$170.15	1

Check-out	Room Number	Total Nights
March 9, 2018	1601	3

Date	Description	Type	Amount
03/08/2018	Room Rate	ROOMRATE	\$170.15
	Hotel Room Tax	Tax	\$28.57
03/08/2018	Internet	FEE	\$5.99
03/07/2018	Room Rate	ROOMRATE	\$170.15

If there is a remaining balance, click **Create Itemization** and select the expense type for the remaining amount, in this case, Internet (5.97 USD for each of the 3 nights).

Room Rate \$614.13 03/10/2018 | Hyatt Hotels Cancel Save Itemization

Details Itemizations Hide Receipt

Amount \$614.13 Itemized \$596.16 Remaining \$17.97

New Itemization * Indicates required field

Expense Type *

03/07/2018 - 03/10/2018 (Nights: 3)

Recurring Every Night

Business Purpose

Transaction Amount * Currency *

Receipt CFDi

HYATT
Grand Hotel
1635 8th Ave
Seattle WA US 98101
123-456-1999

\$614.13
Visa - 1111
03/09/2018 3:05 PM
Tax Invoice
Tax ID: 123-21213
1234 Main St
Dallas TX US 75611
Receipt: 8343436

Check-in	Daily Rate	Number of Guests
March 6, 2018	\$170.15	1

Check-out	Room Number	Total Nights
March 9, 2018	1601	3

Date	Description	Type	Amount
------	-------------	------	--------

NOTE: Click the **Recurring Every Night** check box to repeat the itemization, saving you from manually creating the same itemization for each night. In this case, instead of entering \$17.97, the expense is a recurring \$5.99 charge.

Complete the expense and then click **Save Itemization**.

An alert appears until the entire amount is itemized. A one-time success message appears when you clear all the alerts on the expense and the remaining amount is 0.00).

Success! You have cleared all alerts on this expense.

Room Rate \$614.13 Cancel [Save Expense](#)

03/10/2018 | Hyatt Hotels

Details Itemizations [Hide Receipt](#)

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

[Create Itemization](#) [More Actions](#)

<input type="checkbox"/>	Date ▲	Expense Type	Amount
<input type="checkbox"/>	03/07/2018	Room Tax	\$28.57
<input type="checkbox"/>	03/07/2018	Room Rate	\$170.15
<input type="checkbox"/>	03/07/2018	Incidentals	\$5.99
<input type="checkbox"/>	03/08/2018	Room Rate	\$170.15
<input type="checkbox"/>	03/08/2018	Room Tax	\$28.57

Receipt **CFDi**

HYATT.
Grand Hotel
1635 6th Ave
Seattle WA US 98101
123-456-1999

\$614.13
Visa - 1111
03/09/2018 3:05 PM
Tax Invoice
Tax ID: 123-21213
1234 Main St
Dallas TX US 75201
Receipt: 4343430

Check-in	Daily Rate	Number of Guests
March 6, 2018	\$170.15	1

Check-out	Room Number	Total Nights
March 9, 2018	1601	3


EXPENSE LIST



Refer to the *Additional Information in the Expense List* section in this guide to see how itemizations appear in the expense list.

"Not the Same" Tab

If the nightly rates are different, use the **Not the Same** tab to define the rates for each date of the hotel stay.

Hotel \$420.00 

02/09/2018

Details Itemizations

Amount	Itemized	Remaining
\$420.00	\$0.00	\$420.00

New Itemization

Expense Type *
Hotel

Entry Type: Recurring Itemization

02/06/2018 - 02/09/2018 (Nights: 3)

Your hotel room rate was:

The Same Every Night **Not the Same**

Date	Room Rate *	Room Tax	Tax 2	Tax 3
02/06/2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02/07/2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02/08/2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Amounts in USD)

Save Itemization Cancel

Use Entry Type

Generally, the entry type is *Recurring Itemization*, which you use to define nightly rates, fees, and taxes.

Details		Itemizations			
Amount	Itemized			Remaining	
\$420.00	\$0.00			\$420.00	

New Itemization

Expense Type *

Hotel

Entry Type: Recurring Itemization

02/06/2018

- Recurring Itemization
- Single Itemization

Your hotel room rate was:

The Same Every Night Not the Same

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

(Amounts in USD)

Save Itemization Cancel

You can use *Single Itemization* to define one-time charges, like deposit amounts, or to enter a missed itemization from a hotel stay that was automatically itemized on your behalf from detailed e-receipt information.

Details		Itemizations			
Amount	Itemized			Remaining	
\$420.00	\$0.00			\$420.00	

New Itemization

Expense Type *

Hotel

Entry Type: Single Itemization

Transaction Date *

02/09/2018

Business Purpose

Transaction Amount * Currency *

US, Dollar

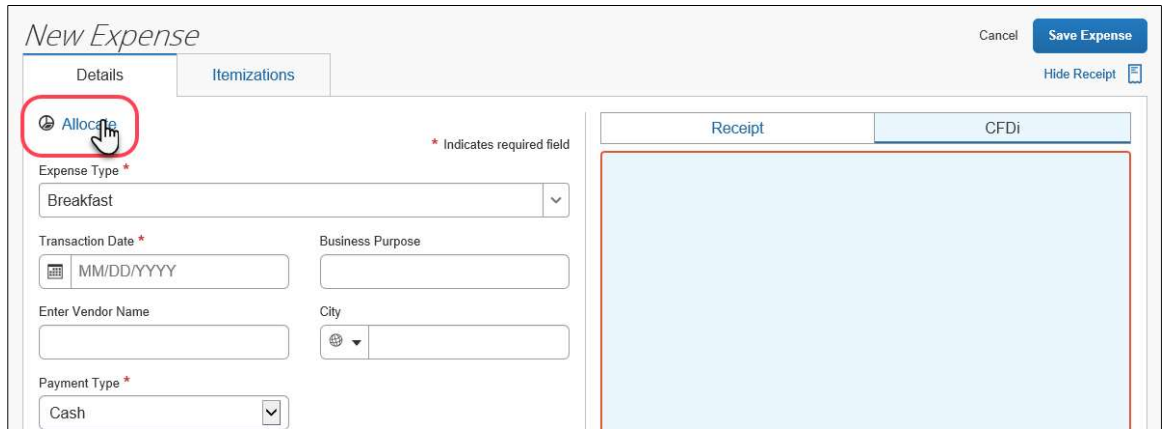
Section 10: Allocations

You can allocate a single expense or several expenses at the same time.

NOTE:The allocation options are configurable by your company so your **Allocate** page may be different from the one below.

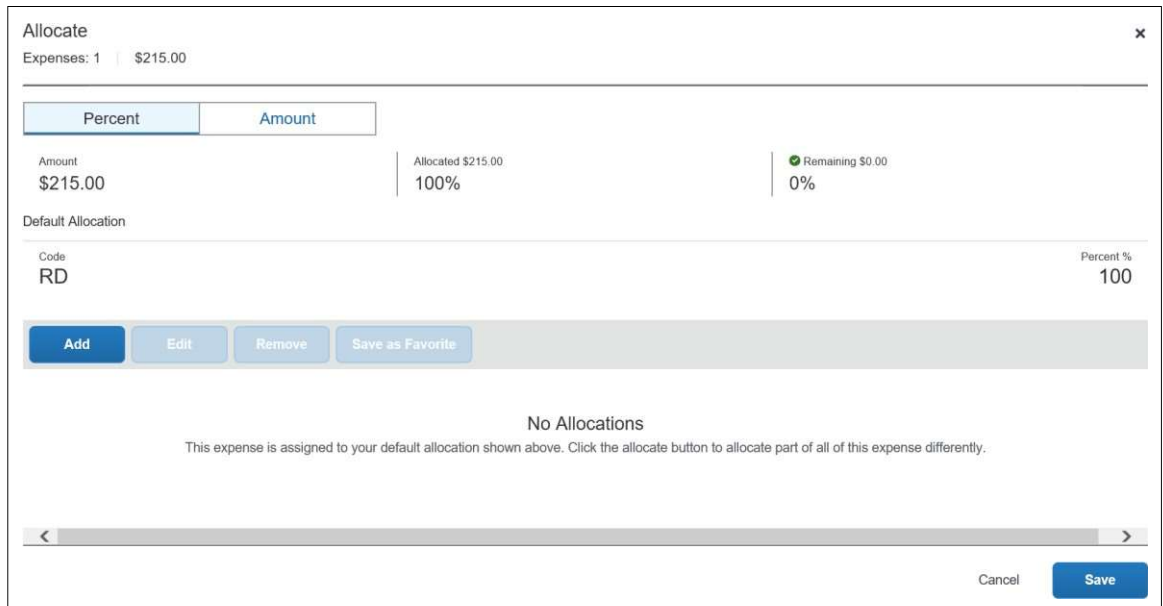
Allocate an Individual Expense

To allocate an individual expense, open the expense and then click **Allocate**.



The screenshot shows the 'New Expense' form with the 'Allocate' button highlighted in a red circle. The form includes fields for Expense Type (Breakfast), Transaction Date (MM/DD/YYYY), Business Purpose, Enter Vendor Name, City, and Payment Type (Cash). There are also tabs for Details, Itemizations, Receipt, and CFDi. Buttons for Cancel, Save Expense, and Hide Receipt are visible in the top right corner.

The **Allocate** page appears.



The screenshot shows the 'Allocate' page with a table for allocations. The table has two columns: 'Percent' and 'Amount'. The table shows one row with 'Amount' of '\$215.00', 'Allocated \$215.00', '100%', and 'Remaining \$0.00' with '0%'. Below the table is a section for 'Default Allocation' with a table showing 'Code' 'RD' and 'Percent %' '100'. There are buttons for 'Add', 'Edit', 'Remove', and 'Save as Favorite'. At the bottom, there is a 'No Allocations' message and a 'Save' button.

Percent	Amount
	Amount
	\$215.00
	Allocated \$215.00
	100%
	Remaining \$0.00
	0%

Code	Percent %
RD	100

On the "blank" **Allocate** page, a default allocation appears. It is a reminder to you that any amount that you do not allocate is automatically charged to your default allocation, for example, to your own department. In this example, the default allocation code (user's cost center) is **RD**.

The screenshot shows the 'Allocate' interface with a total expense of \$215.00. At the top, there are two tabs: 'Percent' (selected) and 'Amount'. Below the tabs, the current allocation is shown as 'Amount \$215.00', 'Allocated \$215.00' (100%), and 'Remaining \$0.00' (0%). A red box highlights the 'Default Allocation' section, which shows 'Code RD' and 'Percent % 100'. At the bottom, there are buttons for 'Add', 'Edit', and 'Cancel'.

Choose Percent or Amount

On the top of the page, click **Percent** or **Amount**, if your configuration allows.

This screenshot is identical to the previous one, but the 'Amount' tab is selected instead of 'Percent'. The 'Default Allocation' section remains the same, showing 'Code RD' and 'Percent % 100'.

Add a New Allocation

To add a new allocation, click **Add**. The **Add Allocation** window appears.

The screenshot shows the 'Add Allocation' dialog box overlaid on the 'Allocate' page. The dialog has a title bar with a close button. Inside, there are two buttons: 'New Allocation' (with a plus sign) and 'Favorite Allocations' (with a star). Below these are two dropdown menus: 'Department' (with a circled '1') and 'Project' (with a circled '2'). The 'Department' dropdown is currently set to '(RD) R&D'. The 'Project' dropdown is set to 'Search by Text'. A red asterisk indicates that these fields are required. At the bottom of the dialog are 'Cancel' and 'Save' buttons. In the background, the 'Add' button on the 'Allocate' page is circled in red, with a mouse cursor pointing to it.

On the **New Allocation** tab, select or enter the appropriate information for each field. Click **Save**. The allocation is added to the list and the **entire** allocation amount (100%) is added to the newly added allocation.

In this example, assume that Account Management is responsible for the entire cost of the expense.

Default Allocation			
Code	Project	Code	Percent %
RD			0
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save as Favorite"/>			
<input type="checkbox"/>	Department		
<input type="checkbox"/>	Account Management	ACCT	<input type="text" value="100"/>

In this example, assume that Account Management is responsible for half and your department is responsible for the remaining half. Adjust the Account Management percentage to 50%; the default row (your cost center) automatically adjusts to assume the remaining 50%.

Default Allocation			
Code	Project	Code	Percent %
RD			50
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save as Favorite"/>			
<input type="checkbox"/>	Department		
<input type="checkbox"/>	Account Management	ACCT	<input type="text" value="50"/>

In this example, assume that Account Management is responsible for half and Sales is responsible for the remaining half. None of the expense is to be charged to your cost center.

Default Allocation			
Code	Project	Code	Percent %
RD			0
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Save as Favorite"/>			
<input type="checkbox"/>	Department		
<input type="checkbox"/>	Account Management	ACCT	<input type="text" value="50"/>
<input type="checkbox"/>	Sales	SALES	<input type="text" value="50"/>

Add as many allocations as desired. Depending on your configuration, you may be able to adjust percentages/amounts.

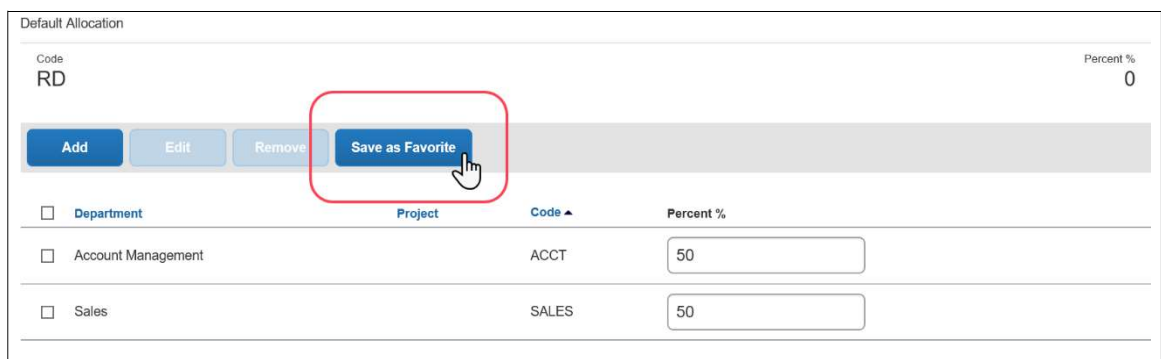
Remove an Allocation

To remove an allocation, select the check box for the desired allocation and click **Remove**.

Work With Favorites

Add to Favorites

If you have a particular set of allocations that you use a lot, save them as a favorite.

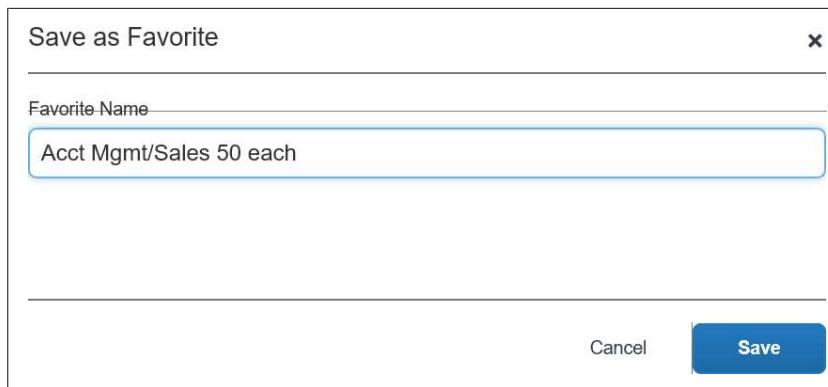


Default Allocation

Code RD Percent % 0

<input type="checkbox"/> Department	Project	Code	Percent %
<input type="checkbox"/> Account Management		ACCT	<input type="text" value="50"/>
<input type="checkbox"/> Sales		SALES	<input type="text" value="50"/>

When you click **Save as Favorite**, the **Save as Favorite** window appears.



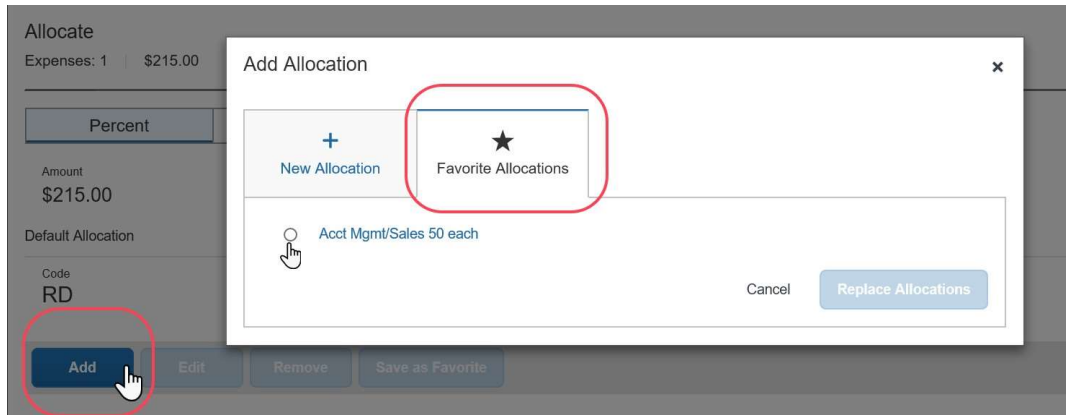
Save as Favorite ×

Favorite Name

Enter a name and click **Save**.

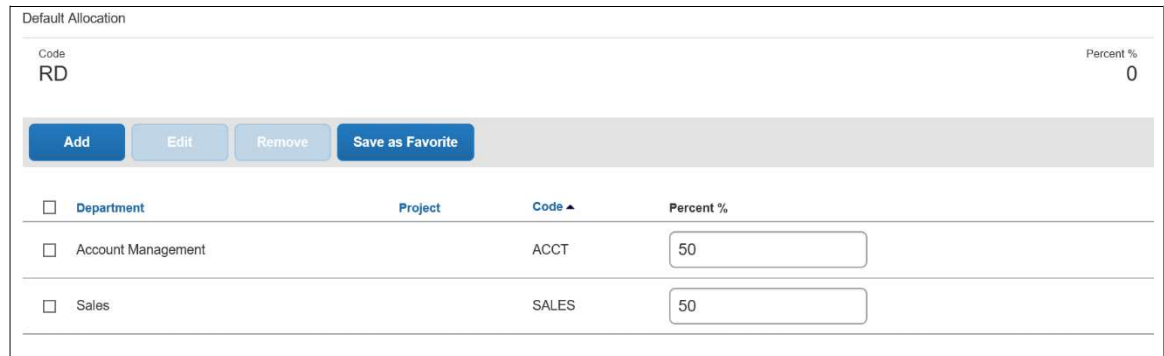
Use a Favorite

To use a favorite allocation, click **Add** and then click **Favorite Allocations**.



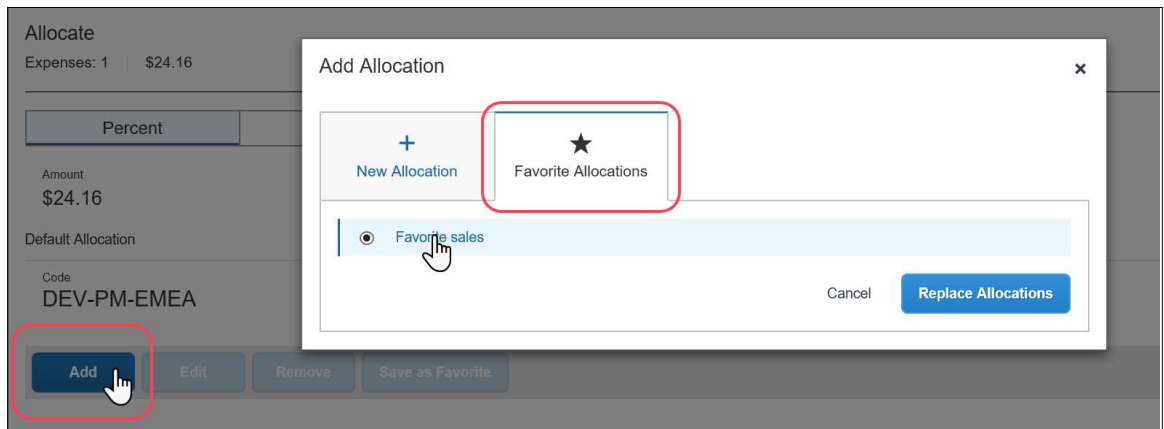
Click the radio button for the favorite and then click **Replace Allocations**.

The allocation is applied.



Delete a Favorite

To delete a favorite allocation, click **Add** and then click **Favorite Allocations**.



Click the name (link) of the desired favorite. This page appears, showing details of the favorite.

The screenshot shows the 'Allocate' interface with a modal window titled 'Favorite sales'. The modal contains a table with the following data:

Name	Code	Percent
Sales - Sales Support - EMEA	SALE-SUPP-EMEA	50%
Development - Program Mgmt - North America	DEV-PM-NAM	50%

At the bottom of the modal, there are three buttons: 'Close', 'Delete Favorite', and 'Replace Allocations'. The 'Delete Favorite' button is circled in red.

Click **Delete Favorite**.

Allocate Multiple Expenses

When you select one or more expenses on the expense report, the **Allocate** button becomes available. Click **Allocate**.

The screenshot shows an expense report interface for 'Test \$230.62'. The report is 'Not Submitted'. The interface includes buttons for 'Copy Report' and 'Submit Report'. Below the report details, there are buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The 'Allocate' button is circled in red. Below the buttons is a table of expenses with the following data:

<input checked="" type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		Cash	Business Meal (attendees) Attendees (1)	Bellevue, Washington	02/28/2019	\$215.00
<input checked="" type="checkbox"/>		Cash	Lunch	Cafe Libre Bellevue, Washington	02/28/2019	\$15.62
						\$230.62

The checkboxes in the first column of the table are circled in red.

Note that the amount on the **Allocate** page includes only the selected expenses.

The screenshot shows a window titled "Allocate" with a close button (x) in the top right corner. Below the title bar, it displays "Expenses: 2" and "\$230.62". There are two tabs: "Percent" (selected) and "Amount". The main content area shows a summary: "Amount \$230.62", "Allocated \$230.62" (100%), and "Remaining \$0.00" (0%). Below this is a section for "Default Allocation" with a table:

Code	Percent %
RD	100

At the bottom of the table area are four buttons: "Add", "Edit", "Remove", and "Save as Favorite". Below the buttons, the text reads "No Allocations" and "These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part of all of these expenses differently."

Create the allocations, favorites, etc. as shown in *Allocate an Individual Expense* above.

Expense List



Refer to the *Additional Information in the Expense List* section in this guide to see how allocations appear in the expense list.

Section 11: Travel Allowance

The user experience with Travel Allowance is very similar to the existing UI. The main difference is that the user indicates whether they are requesting Travel Allowance reimbursement on the **Create New Report** (header) page instead of a prompt window.

! IMPORTANT: Be aware that Travel Allowance feature is highly configurable. The user may have *fixed* allowances (commonly known as "per diem" or "daily allowance") or many other options. **NextGen Expense does not change that.** Users will see the same fields, check boxes, and options in NextGen Expense as they see in the existing UI but perhaps in a slightly different layout.

Also, because of the many different configuration options, be aware that the example shown below will likely not match your organization's Travel Allowance configuration.

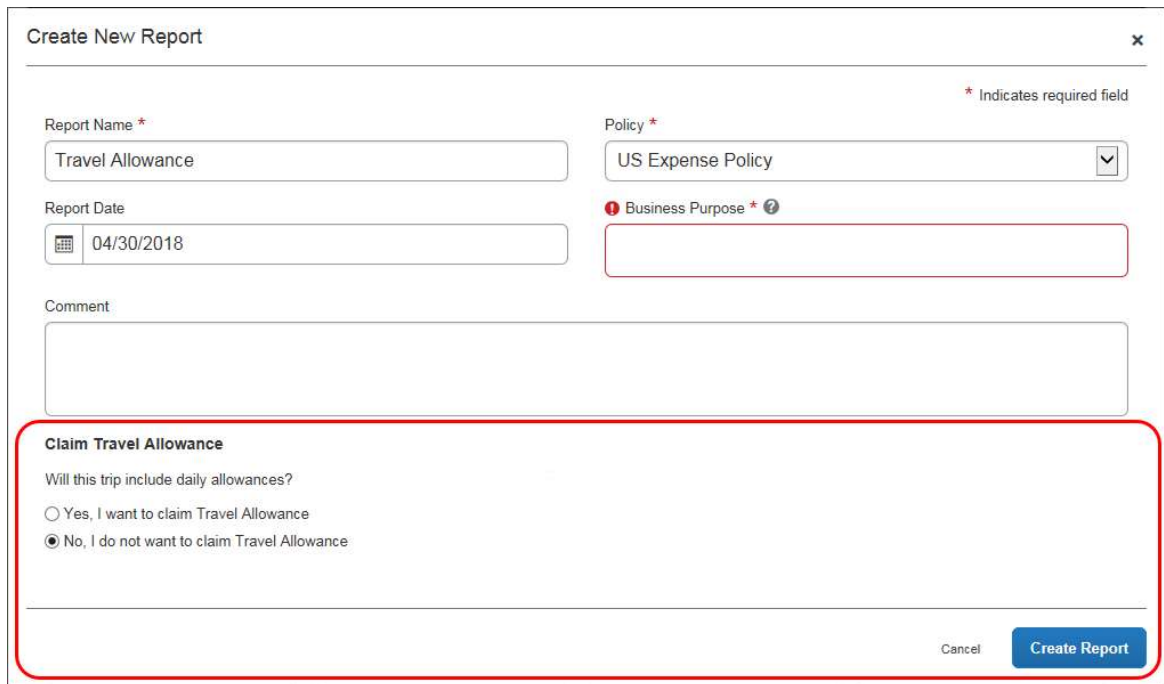
Create an Itinerary and Expense Report

Just like the existing UI, Concur Expense determines if the user is eligible to be reimbursed using the Travel Allowance feature. In the existing UI, a message similar to this can be configured to appear.



A dialog box titled "Travel Allowances" with a close button (x) in the top right corner. The main content area contains a question: "Will this trip include daily allowances?" preceded by a blue question mark icon. At the bottom right, there are two buttons: "Yes" (highlighted in blue) and "No".

In the NextGen UI for Concur Expense, in this example, the **Claim Travel Allowance** section appears on the **Create New Report** page.



A "Create New Report" form with a close button (x) in the top right corner. A legend indicates that an asterisk (*) denotes a required field. The form contains the following fields:

- Report Name ***: Text input field containing "Travel Allowance".
- Policy ***: Dropdown menu showing "US Expense Policy".
- Report Date**: Date picker showing "04/30/2018".
- Business Purpose ***: Text input field with a red border and a red error icon.
- Comment**: Large text area.
- Claim Travel Allowance**: A section with a red border containing the question "Will this trip include daily allowances?" and two radio button options:
 - Yes, I want to claim Travel Allowance
 - No, I do not want to claim Travel Allowance

At the bottom right, there are "Cancel" and "Create Report" buttons.

The user completes the fields as appropriate. In this example, the "no" option is selected by default in the **Claim Travel Allowance** section. If the report will not be used for Travel Allowance reimbursement, the user keeps the "no" option and clicks **Create Report**.

However, if the report **will** be used for Travel Allowance reimbursement, the user selects **Yes, I want to claim Travel Allowance**. The **Create Report** button changes to **Next**; the user clicks **Next**.

Create New Report ✕

* Indicates required field

Report Name *

Policy *

Report Date

Business Purpose *

Comment

Claim Travel Allowance

Will this trip include daily allowances?

Yes, I want to claim Travel Allowance

No, I do not want to claim Travel Allowance

Next: Create report and add itinerary details for your travel allowances

Cancel Next

NOTE: Whether the "yes" option is selected by default, the "no" option is selected by default, and whether the **Claim Travel Allowance** section appears at all is configurable.

On the next page, the user completes the itinerary and clicks **Next**, just as if using the existing UI.

Travel Allowances For Report: Travel Allowance

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Travel Allowance

Add Stop Delete Rows Import Itinerary

	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Seattle, Washington 05/08/2018 08:00 AM	Dallas, Texas 05/08/2018 12:30 PM	DALLAS COUNTY, US-TX, US
<input type="checkbox"/>	Dallas, Texas 05/11/2018 07:20 AM	Seattle, Washington 05/11/2018 11:00 AM	KING COUNTY, US-WA, US

New Itinerary Stop

Departure City
Seattle, Washington

Date Time

Arrival City

Date Time

Save

Go to Single Day Itineraries Next >> Cancel

On the next page, the user may select an additional itinerary (if desired) and clicks **Next**, just as if using the existing UI.

Travel Allowances For Report: Travel Allowance

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Travel Allowance	Seattle, Washington	05/08/2018 08:00 AM	Dallas, Texas	05/08/2018 12:30 PM	DALLAS COUNTY, US-TX, US
	Dallas, Texas	05/11/2018 07:20 AM	Seattle, Washington	05/11/2018 11:00 AM	KING COUNTY, US-WA, US

Available Itineraries

Current Itineraries Delete Assign

	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: TA demo of delete report	Seattle, Washington	03/05/2018 08:00 AM	Los Angeles, California	03/05/2018 11:00 AM	LOS ANGELES COUNTY, US-C...
	Los Angeles, California	03/08/2018 04:00 PM	Seattle, Washington	03/08/2018 08:00 PM	KING COUNTY, US-WA, US
Itinerary: Test GSA	Austin, Texas	03/25/2018 12:00 PM	Brownwood, Texas	03/25/2018 04:00 PM	HARRIS COUNTY, US-TX, US
	Brownwood, Texas	03/27/2018 06:00 PM	Austin, Texas	03/27/2018 08:00 PM	TRAVIS COUNTY, US-TX, US

<< Previous Next >>

On the next page, the user makes adjustments and clicks **Create Expenses**, just as if using the existing UI.

Travel Allowances For Report: Travel Allowance

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	05/08/2018 Dallas, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$166.25
<input type="checkbox"/>	05/09/2018 Dallas, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$184.00
<input type="checkbox"/>	05/10/2018 Dallas, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$184.00
<input type="checkbox"/>	05/11/2018 Dallas, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25

<< Previous Cancel

The Travel Allowance entries appear on the expense report.

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

Manage Expenses | View Transactions | Cash Advances

Travel Allowance \$587.50

Not Submitted

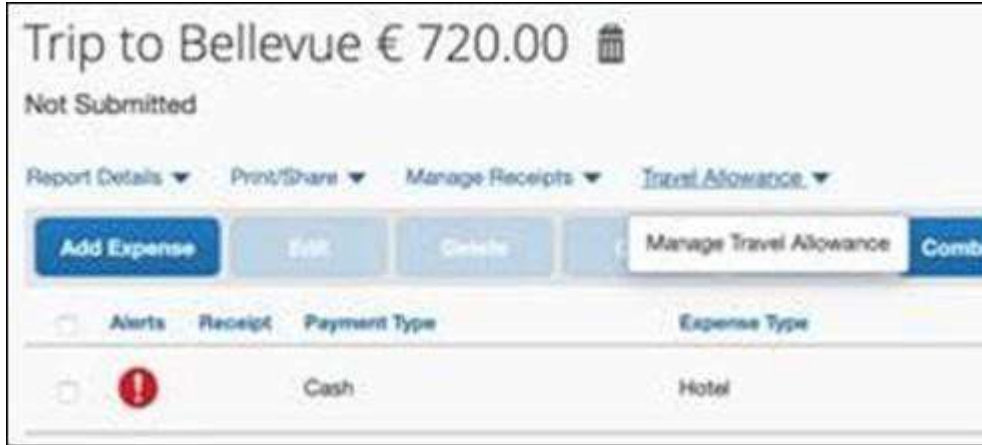
Report Details | Manage Receipts

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Cash	Fixed Meals	Dallas, Texas	05/08/2018	\$53.25
<input type="checkbox"/>		Cash	Fixed Lodging	Dallas, Texas	05/08/2018	\$113.00
<input type="checkbox"/>		Cash	Fixed Meals	Dallas, Texas	05/09/2018	\$71.00
<input type="checkbox"/>		Cash	Fixed Lodging	Dallas, Texas	05/09/2018	\$113.00
<input type="checkbox"/>		Cash	Fixed Meals	Dallas, Texas	05/10/2018	\$71.00
<input type="checkbox"/>		Cash	Fixed Lodging	Dallas, Texas	05/10/2018	\$113.00
<input type="checkbox"/>		Cash	Fixed Meals	Dallas, Texas	05/11/2018	\$53.25

Depending on the configuration, the user may have to provide receipts, manually create additional expenses, select card charges, etc.

Travel Allowance Menu Itinerary Management

When the user has travel allowance, **Manage Travel Allowance** displays on a new **Travel Allowance** menu.



Available Expenses

Existing UI

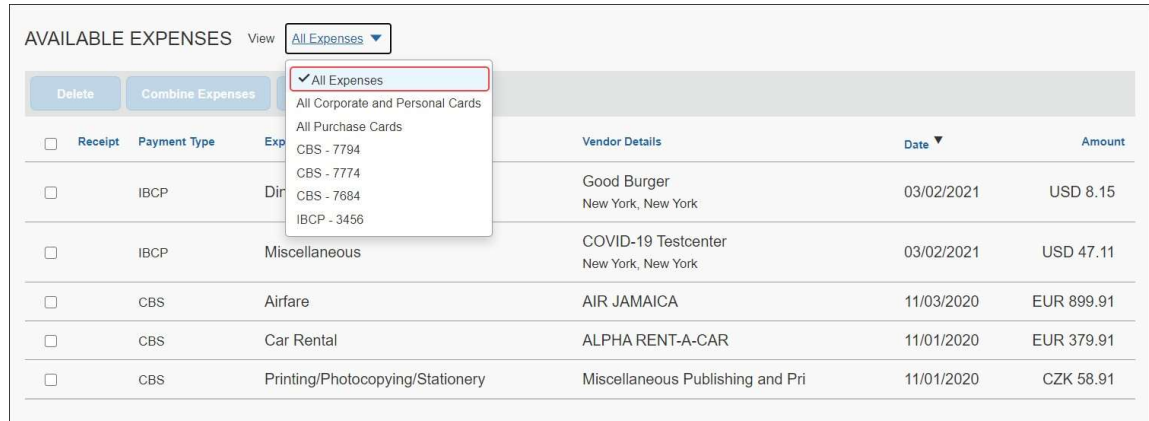
In the existing UI for **Available Expenses**, users cannot view expenses related to purchase card transactions when the *All Corporate and Personal Cards* filter is selected by default. Users must select the *All Purchasing Cards* filter to view purchase card expenses.

The screenshot shows a table titled "AVAILABLE EXPENSES" with a filter dropdown menu open. The dropdown menu lists four options: "CBS - 7794", "All Corporate and Personal Cards", "All Purchasing Cards", and "All IC Cards". The "All Purchasing Cards" option is highlighted in blue. The table below has columns for "Expense Detail", "Expense Type", "Source", "Date", and "Amount". The table contains several rows of expense data, including "Video Tape Rental Stores", "Hertz", "Lodging - Hotels, Motels, Resort", and "Miscellaneous Apparel and Acc...".

Expense Detail	Expense Type	Source	Date	Amount
Video Tape Rental Stores	Undefined		10/06/2020	€ 833.06
Lodging - Hotels, Motels, Resort	Hotel		10/06/2020	€ 866.18
Automated Fuel Dispensers	Fuel		10/08/2020	€ 111.05
Video Tape Rental Stores	Undefined		10/09/2020	€ 740.66
Hertz	Car Rental		10/09/2020	€ 588.33
Lodging - Hotels, Motels, Resort	Hotel		10/10/2020	€ 665.56
Miscellaneous Apparel and Acc...	Undefined		10/11/2020	€ 845.30

NextGen UI

In **Available Expenses** section, a new *All Expenses* filter is selected by default and displays all expenses, including purchase card transactions. Users can also view all purchasing cards by selecting the *All Purchase Cards* filter. If there are multiple CBS cards, we recommend that users filter per card to process the transaction.



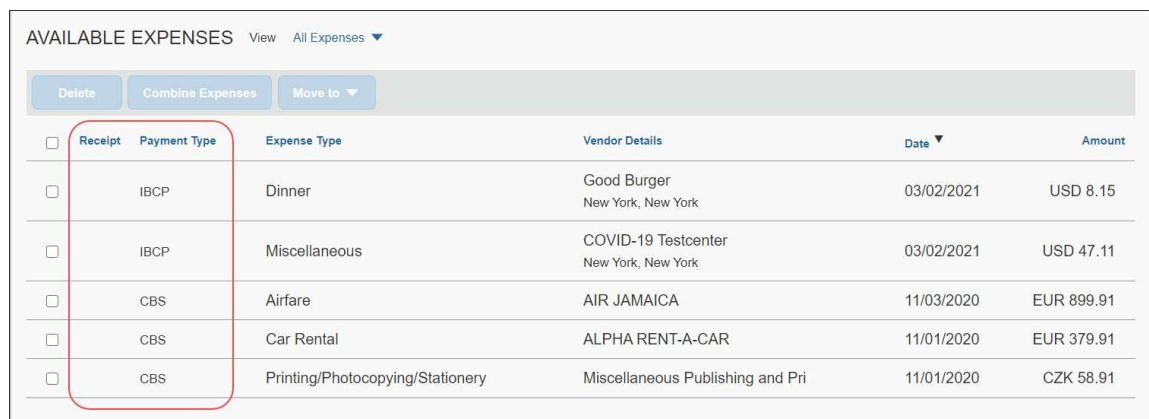
The screenshot shows the 'AVAILABLE EXPENSES' section with a 'View' dropdown set to 'All Expenses'. A secondary dropdown menu is open, showing options: 'All Expenses' (checked), 'All Corporate and Personal Cards', and 'All Purchase Cards'. Below the dropdown is a table with columns: Receipt, Payment Type, Expense Type, Vendor Details, Date, and Amount.

Receipt	Payment Type	Exp	Vendor Details	Date	Amount
<input type="checkbox"/>	IBCP	Dir	Good Burger New York, New York	03/02/2021	USD 8.15
<input type="checkbox"/>	IBCP	Miscellaneous	COVID-19 Testcenter New York, New York	03/02/2021	USD 47.11
<input type="checkbox"/>	CBS	Airfare	AIR JAMAICA	11/03/2020	EUR 899.91
<input type="checkbox"/>	CBS	Car Rental	ALPHA RENT-A-CAR	11/01/2020	EUR 379.91
<input type="checkbox"/>	CBS	Printing/Photocopying/Stationery	Miscellaneous Publishing and Pri	11/01/2020	CZK 58.91

NOTE: Any expenses that are *Undefined* or not listed as an expense type on the purchasing card policy will still be automatically added to a statement report based on the posted date or billing date of the transaction. These expenses will no longer remain as orphaned transactions.

NOTE: While these purchase card transactions should automatically be assigned to a statement report, if a user moves an expense off a statement report, it will then display in Available Expenses as an Undefined in the Expense Type column.

Users can identify CBS transactions in the **Payment Type** column.

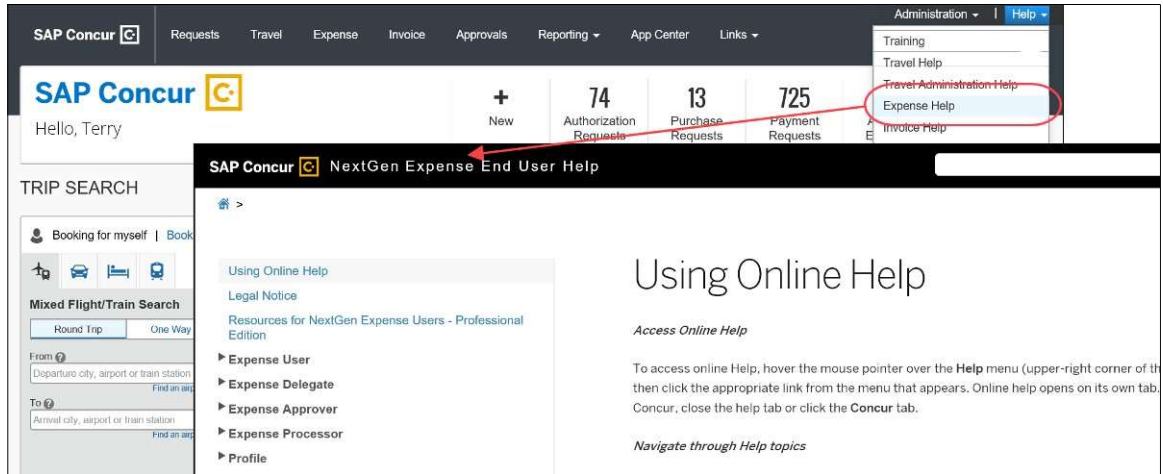


The screenshot shows the 'AVAILABLE EXPENSES' section with a 'View' dropdown set to 'All Expenses'. The 'Payment Type' column in the table is highlighted with a red box. The table structure is the same as in the previous screenshot.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	IBCP	Dinner	Good Burger New York, New York	03/02/2021	USD 8.15
<input type="checkbox"/>	IBCP	Miscellaneous	COVID-19 Testcenter New York, New York	03/02/2021	USD 47.11
<input type="checkbox"/>	CBS	Airfare	AIR JAMAICA	11/03/2020	EUR 899.91
<input type="checkbox"/>	CBS	Car Rental	ALPHA RENT-A-CAR	11/01/2020	EUR 379.91
<input type="checkbox"/>	CBS	Printing/Photocopying/Stationery	Miscellaneous Publishing and Pri	11/01/2020	CZK 58.91

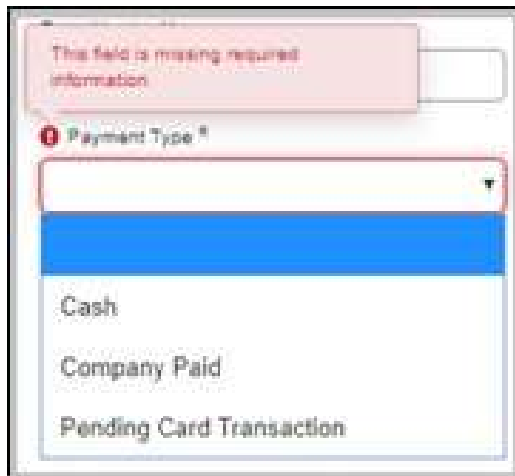
End-User Online Help

When a user clicks **Help > Expense Help**, the NextGen UI for Concur Expense End User Help appears.




Accessibility for Screen Readers in Lists

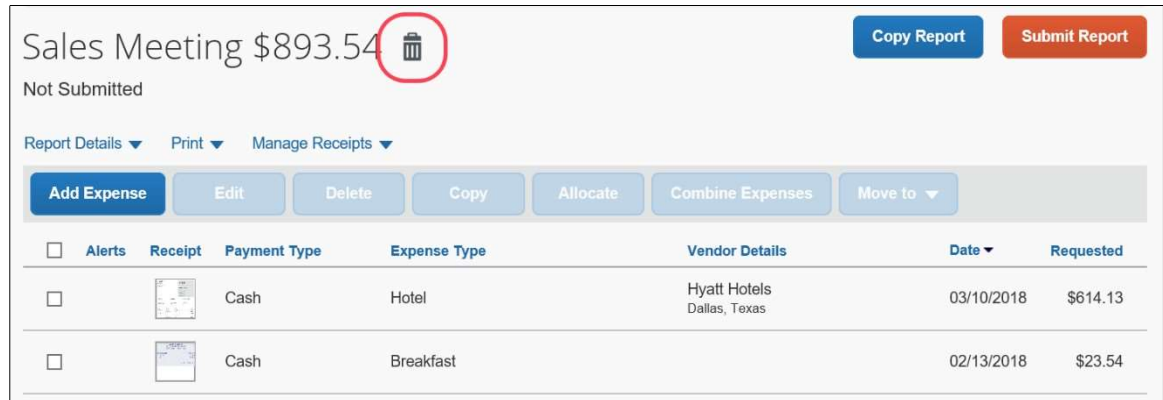
A blank (empty) option in a list component has been updated for screen readers to announce the correct content. This is applicable for all the list menus.





Section 16: Delete Reports and Expenses

Delete a Report

With the report open, click the  icon.



<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Cash	Hotel	Hyatt Hotels Dallas, Texas	03/10/2018	\$614.13
<input type="checkbox"/>			Cash	Breakfast		02/13/2018	\$23.54

This message appears.



Confirm Delete ✕

 This report will be permanently deleted along with all manually created expenses within it. Any itemizations, allocations, attendees, or travel allowances associated with these expenses will also be permanently deleted.

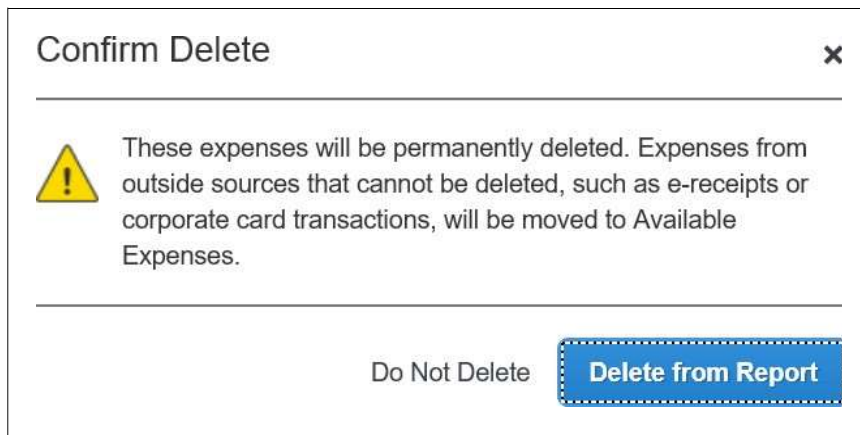
Expenses from outside sources that cannot be deleted, such as e-receipts or corporate card transactions, will be moved to Available Expenses.

Click **Delete**. Items that came from your Available Expenses (card charges, e-receipts) are moved back to your Available Expenses. Manually created expenses are deleted and cannot be recovered.

Delete an Expense that Originated from Available Expenses

For an expense that came from **Available Expenses** (card charges, e-receipts), when you "delete" - the expense is not really deleted; it is moved back to **Available Expenses**.

With the report open, select the desired expense(s) and click **Delete**. This message appears.




The expense is moved back to the **Available Expenses** section of the **Manage Expenses** page.

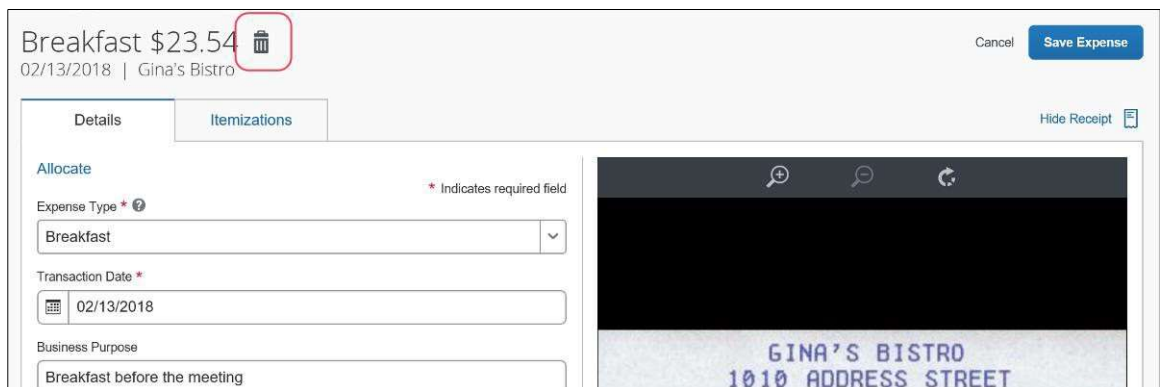
Delete a Manually Created Expense

For a manually created expense, you can:

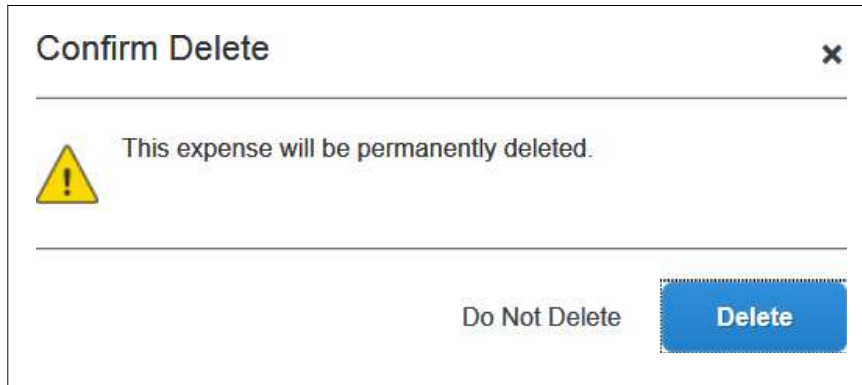
- Delete with the expense open
– **or** –
- Delete with the report open

From the Expense

Open the report and the expense. Click the  icon.



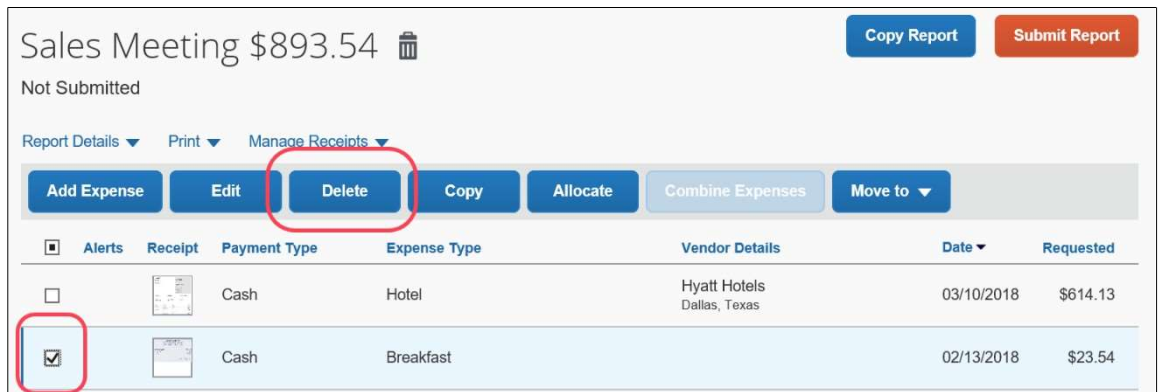
This message appears.



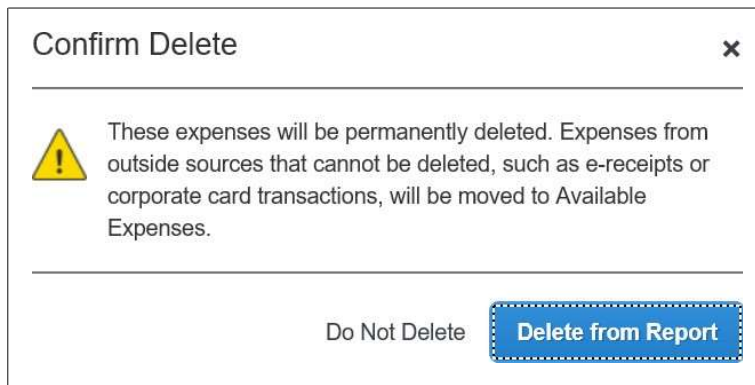
The expense is permanently deleted; there is no "undo."

From the Report

With the report open, select the desired expense(s) and click **Delete**.



This message appears.



The expense is permanently deleted; there is no "undo."