

NextGen UI for Concur Expense – End User

Transition Guide

Last Revised: May 26, 2022

Applies to:

Professional/Premium edition

- Expense
- Travel
- Request
- Invoice

Standard edition

- Expense
- Travel
- Request
- Invoice

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Revision History

| Date | Revision Notes/Comments |
|-------------------|---|
| May 26, 2022 | Updated <i>Add Attendees – Typical Process > Import Attendees</i> section |
| January 26, 2022 | Removed the <i>Bulk Edit of Multiple Expenses</i> section in the <i>Company Bill Statements</i> section. |
| January 13, 2022 | Updated the copyright year; no other changes; cover date not updated |
| November 16, 2021 | <p>Added a new <i>NextGen UI</i> section to the <i>e-Bunsho Timestamp</i> section that features a table that explains the differences in the Legacy UI versus the NextGen UI for handling expense entries with a timestamp image (specifically, before <i>and</i> after expense report submission).</p> <p>Updates also reflect the latest UI changes that affect e-Bunsho.</p> |
| October 28, 2021 | Updated receipt icons. |
| June 24, 2021 | Added information about being able to redirect funds to a credit card when creating an expense report. |
| April 15, 2021 | Clarified text related to the receipt image area of an expense. |
| April 13, 2021 | Added information about report numbers to the <i>New Report and New Expenses -The Basics > Expense Reports</i> section. |
| March 29, 2021 | Minor edit. No cover date change. |
| March 24, 2021 | Updated Add Allocation image in the <i>Add New Allocation</i> section. |
| March 20, 2021 | <p>Added the <i>Company Bill Statements</i> section.</p> <p>Removed the <i>Default Search Option per Attendee Type</i> and <i>Uploaded Image Messaging</i> sections. Minor edits throughout.</p> |
| August 17, 2020 | Added the <i>Import Attendees</i> section. |
| June 2, 2020 | <p>Replaced term "NextGen Expense" with "NextGen UI" or "the NextGen UI for Concur Expense" for accurate product branding.</p> <p>Also made a number of updates to the <i>Attendees</i> section to reflect the current Attendees functionality in the NextGen UI for Concur Expense.</p> <p>Added information about the following:</p> <ul style="list-style-type: none"> • Default Search Option per Attendee Type • New expense type category • Personal expenses • Uploaded image messaging • Travel allowance menu itinerary management • Accessibility for screen readers in lists |

| Date | Revision Notes/Comments |
|-------------------|---|
| May 5, 2020 | Added information about the following: <ul style="list-style-type: none"> • Copying attendees linked to a request • Creating new attendee groups • E-receipts may not be enough to satisfy receipt requirements and that the user may need to manually attach a receipt image to satisfy these requirements • How to quickly access the report header • The tooltip that appears if the title of the report overflows on an expense report tile • The sortable attendee functionality • The requirement - that to perform a search for attendees - users will need to first fill in the First Name and Last Name fields on the advanced attendee search page • A note warning the user - attempting to create multiple itemizations - that it may take several minutes to create these itemizations |
| March 13, 2020 | Updated information about enhancements to the Add Attendees window for creating new attendees. Added more information to the <i>Search for Other Attendees</i> section. |
| February 13, 2020 | Updated the copyright; no other changes; cover date not updated |
| January 31, 2020 | Removed Receipt Digitalization section. |
| December 19, 2019 | Added a Receipt Digitalization section. |
| December 6, 2019 | Added information about the Delete Report function moved to the trash can icon |
| August 6, 2019 | Added: <ul style="list-style-type: none"> • New screen sampled for adding new attendees • Note that one receipt image for multiple expense on the same report is available to Professional Edition only |
| March 14, 2019 | Added information about deleting allocation favorites |
| March 6, 2019 | Added information about the enhancements to: <ul style="list-style-type: none"> • Allocations • Expense report page links (for attendees, allocations, etc.) |
| December 27, 2018 | Formatting change; no other content change; no change to the cover date |
| December 9, 2018 | Added Cash Advance |
| November 28, 2018 | Added: <ul style="list-style-type: none"> • Trip-based Expense Assistant • Add Expense button on the report page |
| November 26, 2018 | Added updates throughout |

| Date | Revision Notes/Comments |
|--------------------|---|
| October 5, 2018 | Added: <ul style="list-style-type: none"> • Sponsored Guest • Using one receipt image for multiple expense on the same report • Online end-user Help • One-Click from Travel to Expense • Travel Diary • Receipt image not required • Save and Add Another button |
| September 20, 2018 | Added note about language change |
| June 13, 2018 | Added information about eBunsho (timestamped receipts) for Japan |
| May 29, 2018 | Added <ul style="list-style-type: none"> • Missing Receipt Declaration icon • Note about personal card via web connection |
| May 4, 2018 | Added information about Travel Allowance and Expense Assistant |
| April 13, 2018 | Updated as per the April 4 release for NextGen Expense |
| March 12, 2018 | Updated as per the March 7 and March 9 release for NextGen Expense |
| February 20, 2018 | Updates throughout |
| September 28, 2017 | Initial publication |

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

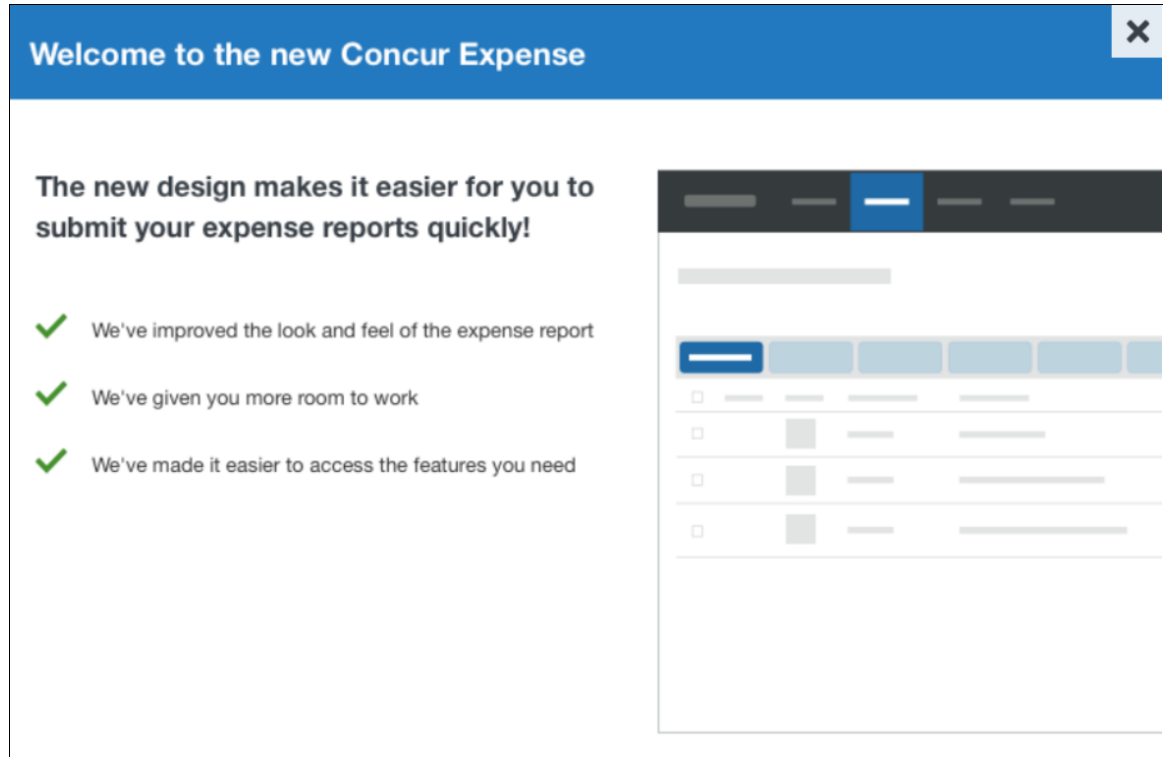
When using the NextGen UI for Concur Expense, if you change your default language in Profile, you must sign out and then sign back in for the change to take place.

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 tabs for Travel, Expense (selected), Approvals, App Center, and Links. The main content area is titled 'Manage Expenses' and includes a 'REPORT LIBRARY' section with a 'View: Active Reports' dropdown. Below this, there are three report cards: a 'Create New Report' button, a 'NOT SUBMITTED' report for 'Seattle Sales Meetings' with a value of \$0.00, and a 'SUBMITTED' report for 'February Account Management' with a value of \$747.76. The 'AVAILABLE EXPENSES' section features a table with columns for Receipt, Payment Type, Expense Type, Vendor Details, Date, and Amount. The table lists five expenses: a Pending Card Transaction (Hotel, \$0.00), a Visa transaction (Taxi, \$56.00), a Visa transaction (Hotel, \$614.13), and a Visa transaction (Breakfast, \$24.00). The 'AVAILABLE RECEIPTS' section includes an 'Upload Receipt Image' button and two receipt images: '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:

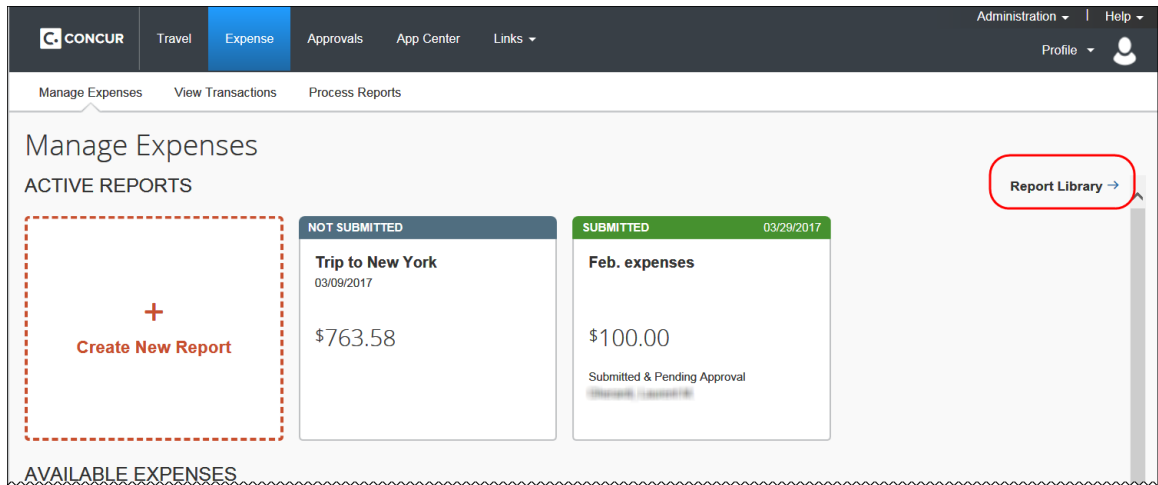
- Report Library
- Available Expenses
- Available Receipts

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.

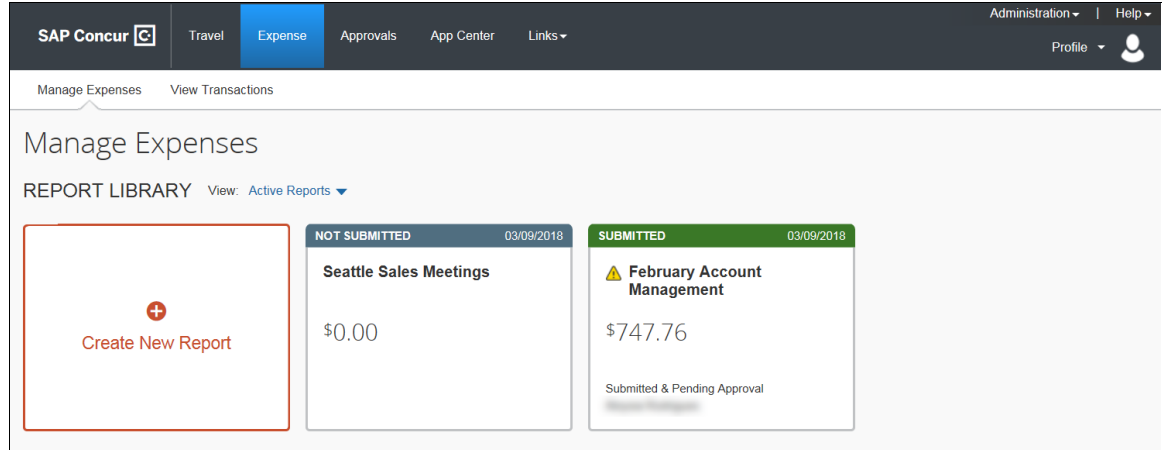
The screenshot shows the 'Report Library' page with the title 'Reports for last 90 Days'. It features a table with columns for Report Name, Report ID, Comments, Status, Payment Status, Report Date, Total, and Requested Amount. A 'View' button is circled in red. The table contains the following data:

| Report Name | Report ID | Comments | Status | Payment Status | Report Date | Total | Requested Am... |
|-------------------|----------------------|-----------------------------------|--------------------------------|-----------------------|-------------|----------|-----------------|
| Feb. expenses | 65B10K3D9E44E3A33FC | | Submitted & Pending Approval - | Not Paid | 03/29/2017 | \$100.00 | \$100.00 |
| Trip to New York | 94D2EF4CC96E4CFC8E11 | | Not Submitted | Not Paid | 03/09/2017 | \$763.58 | \$763.58 |
| February Expenses | 5DFE19F42D1747B8818A | Thank! Everything looks good now. | Approved | Extracted for Payment | 03/07/2017 | \$712.43 | \$712.43 |
| December Expenses | 7F0BE83E50B940C59DC2 | | Approved | Extracted for Payment | 12/28/2016 | \$80.00 | \$80.00 |

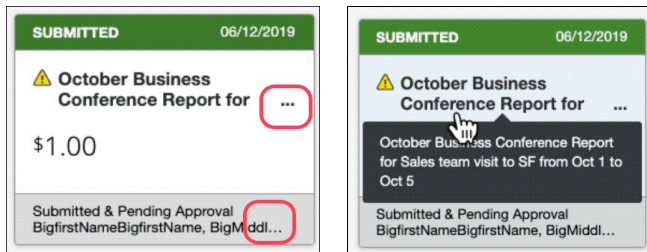
NOTE: In the existing UI, you can copy and delete selected reports from this page. In the NextGen UI for Concur Expense, those tasks are completed from within a report, as detailed later in this guide.

NextGen UI

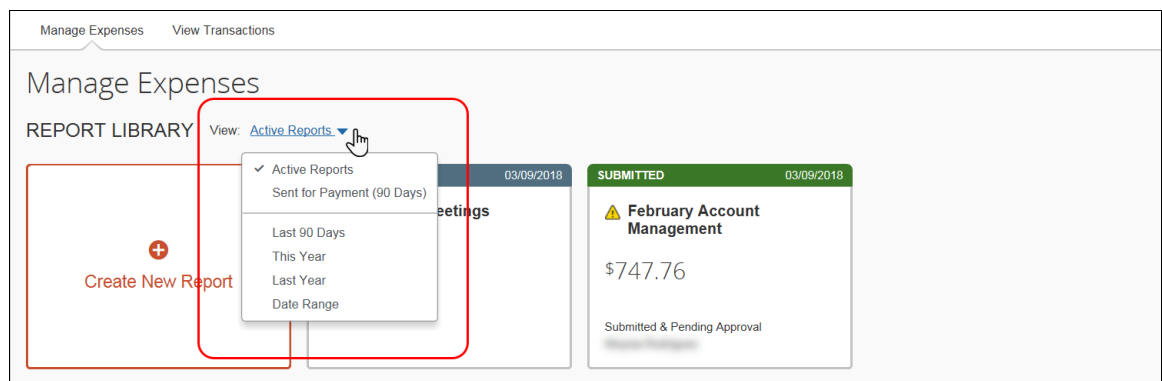
In the NextGen UI for Concur Expense, your active reports and the library are combined so all reports are available on one page. The active reports appear by default, but you can easily view other reports.



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 unmatch (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.

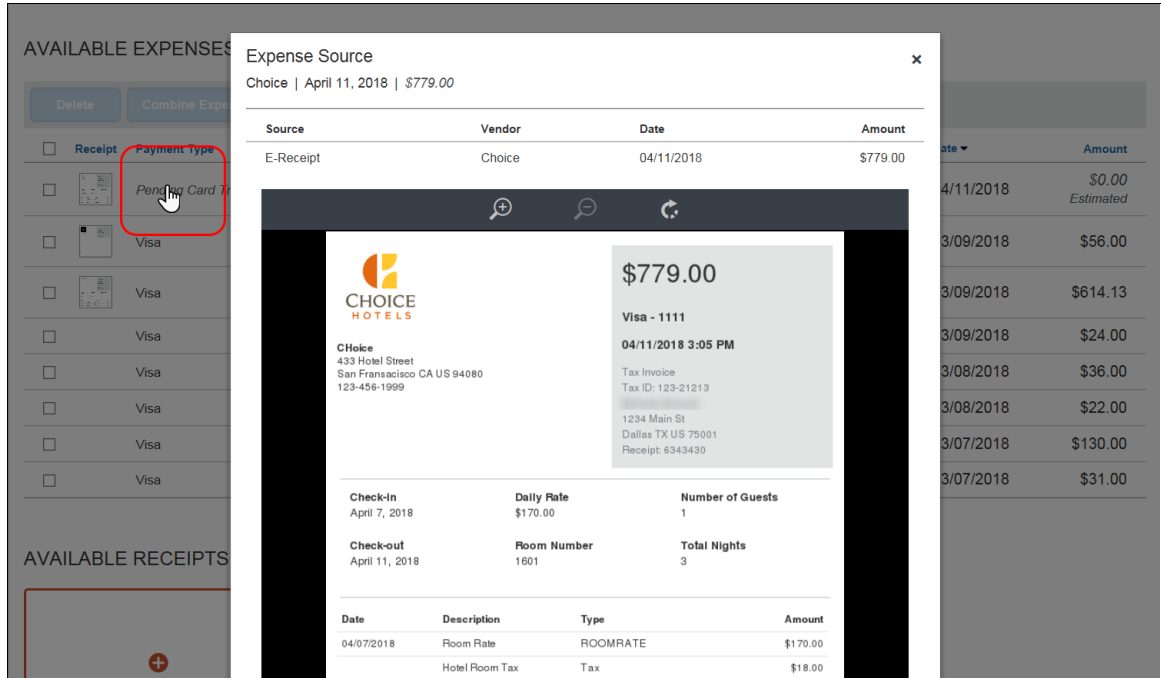
To view a receipt image, click the image in the **Receipt** column.

| 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 |

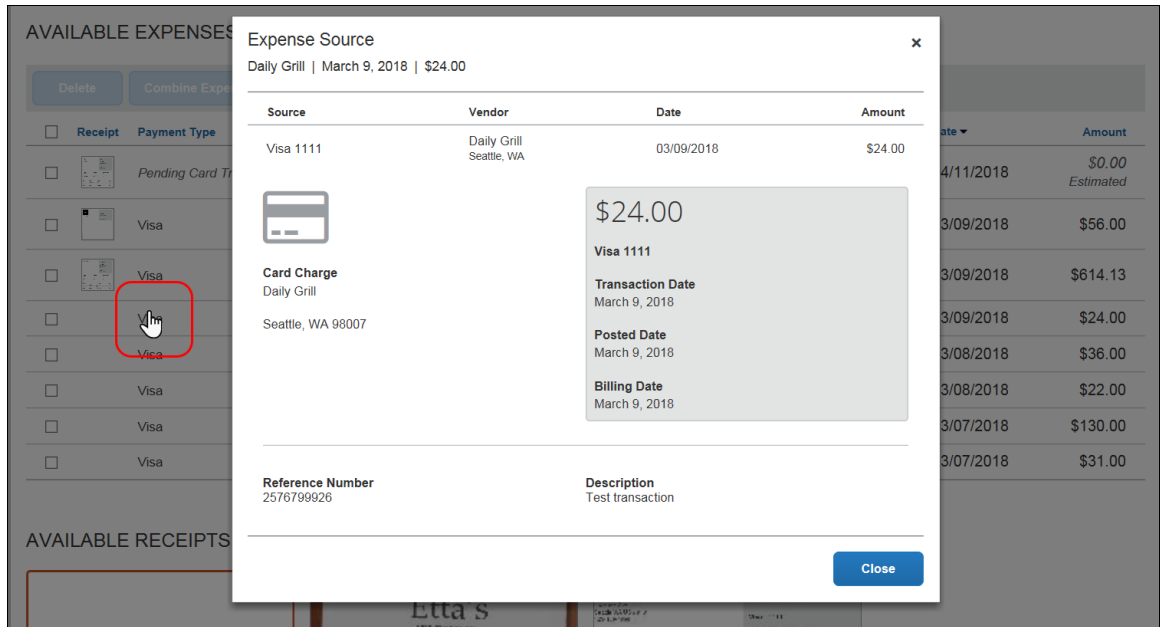
To view the expense source(s), click anywhere in the row – **other than** the check box or receipt image.

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

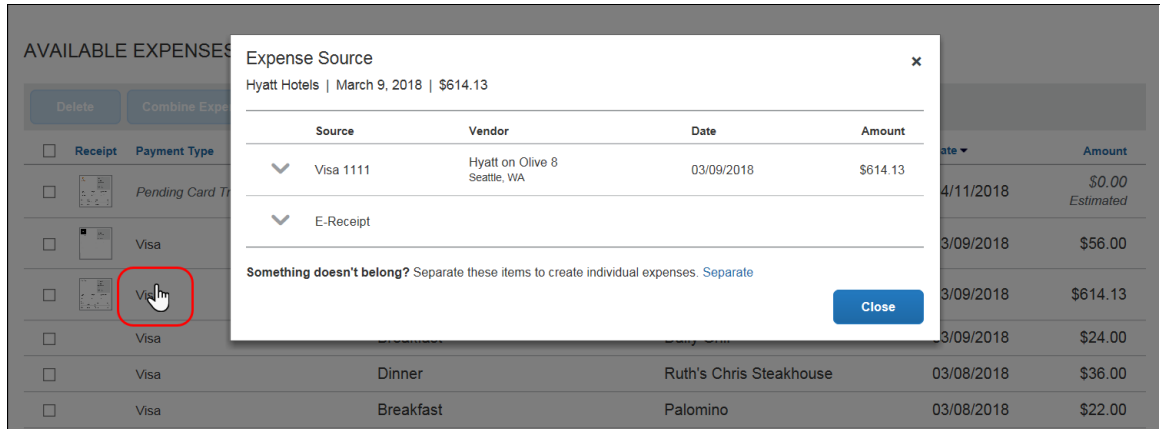
NOTE: E-Receipts may not be enough to satisfy your company's receipt requirements and you may need to manually attach a receipt image to satisfy these requirements.



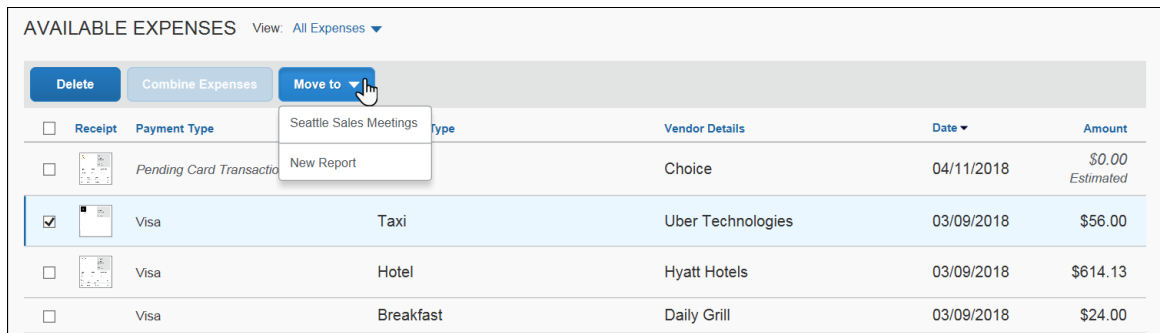
This sample shows a card charge without a receipt image.



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.
- If you select at least two expense check boxes **and** if the selected expenses are from different sources (for example, credit card and e-receipt) **and** if the selected expenses can be matched, then the **Combine Expenses** button becomes available.

As mentioned previously, you use the **Expense Source** page to "unmatch" expenses – now called **Separate** – that were matched in error.

Expense Source ✕

Hyatt Hotels | March 9, 2018 | \$614.13

| | Source | Vendor | Date | Amount |
|---|-----------|---------------------------------|------------|----------|
| ▼ | Visa 1111 | Hyatt on Olive 8 Seattle, WA | 03/09/2018 | \$614.13 |
| ▼ | E-Receipt | | | |

Something doesn't belong? Separate these items to create individual expenses. [Separate](#)

Close

- In the existing UI, the user clicked **Refresh** to collect card data if they connected Concur Expense to their personal credit card via a web connection. That option is not available in the NextGen UI for Concur Expense. Instead, the card transactions are automatically refreshed when the user accesses the **Manage Expenses** page.

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.

AVAILABLE RECEIPTS

+

Upload New Receipt

Click here or drag & drop files to upload new receipt images.

Delete

CAFFEINE PLANET
REDMOND TOWNE CENTER
REDMOND WA

COFFEE 5.62
DANISH (2) 6.21
COFFEE MUG 4.58
TAX 1.00

TOTAL: \$18.13

THANK YOU!

CaffeinePlanetReceipt.png

Delete

Cafe Bistro
100 West 5th Ave
Seattle WA 98025

206.555.1212

September 26 2011

CafeBistroReceipt.png

Delete

03/08/2017 8:38PM
SERVER: ANNE
TABLE 39
G/14 7903

2 HOUSE FILET \$64.00
1 SALAD ENTRÉE see list

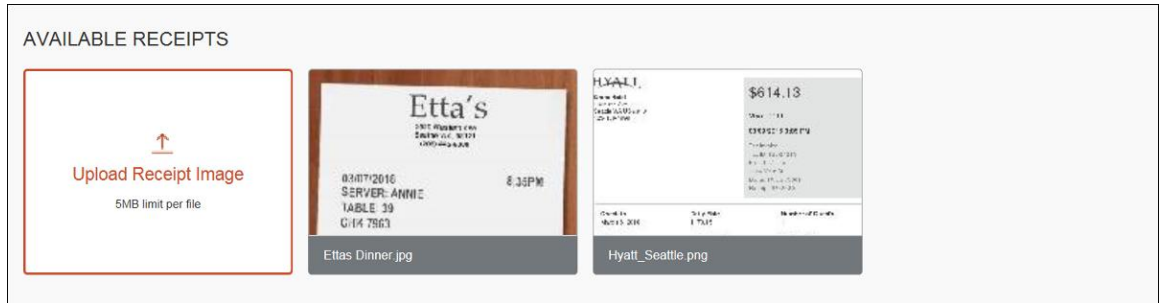
LeBistro2017.jpg

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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

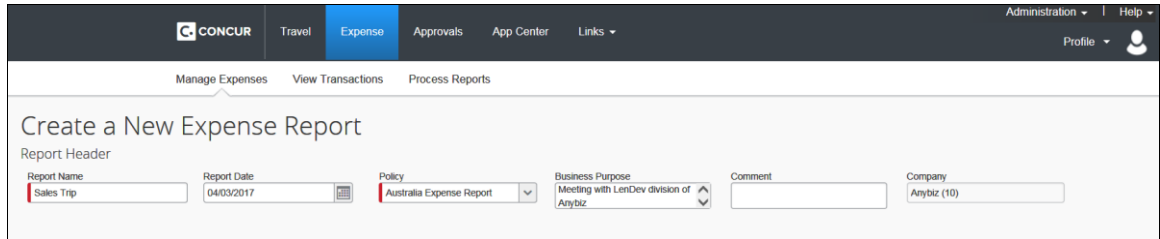
Just as before, typically when you create a new expense report, you start with the general report-specific page (also known as the report *header*) and then move to the expense page to add the expenses and attach any required receipt images. Though this basic process has not changed, the pages are more 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

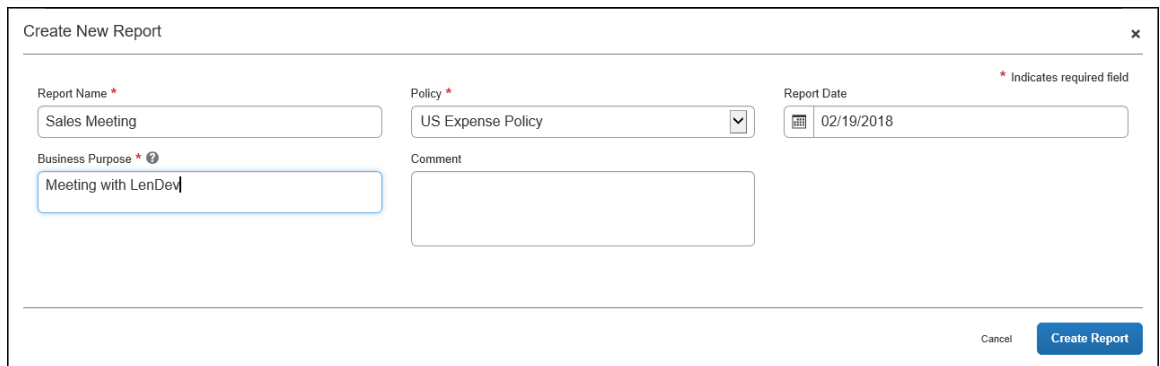
In the existing UI, the **Create a New Expense Report** page looks like this.



The screenshot shows the 'Create a New Expense Report' page in the existing UI. The page has a dark header with the Concur logo and navigation tabs for Travel, Expense, Approvals, App Center, and Links. Below the header, there are three tabs: Manage Expenses, View Transactions, and Process Reports. The main content area is titled 'Create a New Expense Report' and contains a 'Report Header' section with the following fields: Report Name (Sales Trip), Report Date (04/03/2017), Policy (Australia Expense Report), Business Purpose (Meeting with LenDev division of Anybiz), Comment, and Company (Anybiz (10)).

NextGen UI

In the NextGen UI for Concur Expense, the header page is called **Create New Report**. The fields are larger and easier to navigate.



The screenshot shows the 'Create New Report' page in the NextGen UI. The page has a white background and a dark header with the Concur logo and navigation tabs for Travel, Expense, Approvals, App Center, and Links. Below the header, there are three tabs: Manage Expenses, View Transactions, and Process Reports. The main content area is titled 'Create New Report' and contains a 'Report Header' section with the following fields: Report Name (Sales Meeting), Policy (US Expense Policy), Report Date (02/19/2018), Business Purpose (Meeting with LenDev), and Comment. A legend indicates that an asterisk (*) denotes a required field. The page also includes a 'Cancel' button and a 'Create Report' button.

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

Complete the fields and move to the next page.

New Expense

Existing UI

In the existing UI, after completing the general report (header) page, the expense page appears.

The screenshot shows the 'Expense' page in the existing UI. The header includes navigation tabs: Manage Expenses, View Transactions, Cash Advances, Budget Insight, Central Reconciliation, and Processor. The main title is 'Trip to Dallas' with a 'Delete Report' link and a 'Submit Report' button. Below the title are buttons for '+ New Expense' and '+ Quick Expenses', along with links for 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. A table titled 'Expenses' is shown with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. The table is currently empty, with a total amount of \$0.00 and a total requested amount of \$0.00. A 'New Expense' modal is open, showing a dropdown menu for 'Expense Type' with the prompt 'Choose an expense type'.

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

NextGen UI

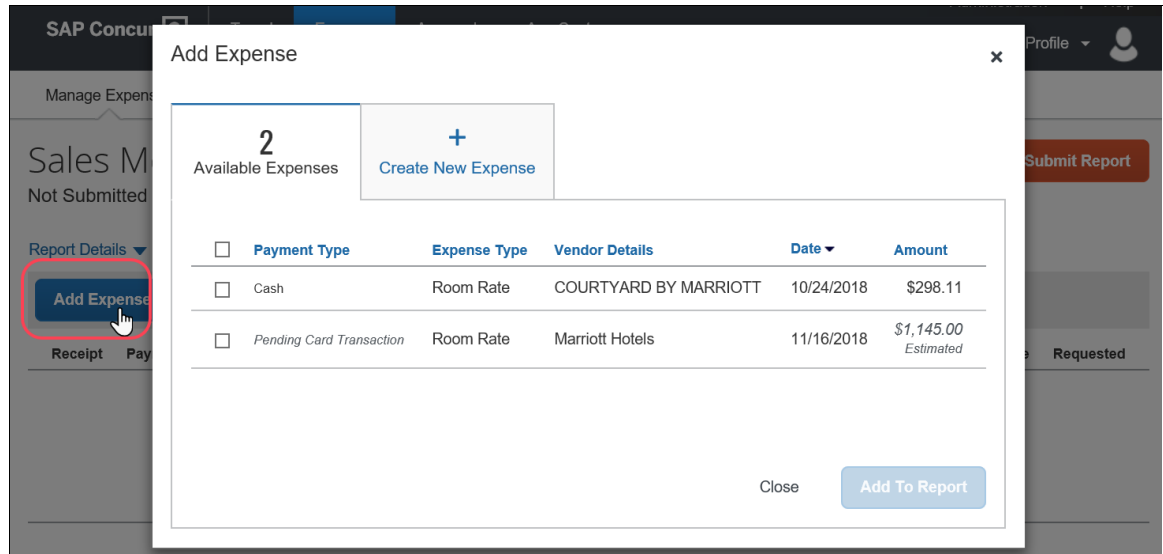
In the NextGen UI for Concur Expense, the report page is cleaner and has fewer "sections" – making the page easier to navigate.

The screenshot shows the 'NextGen UI' for the Concur Expense report header page. The header includes navigation tabs: Manage Expenses, View Transactions, Cash Advances, and Process Reports. The main title is 'Sales Meeting \$0.00' with a trash icon and a 'Submit Report' button. Below the title, it says 'Not Submitted'. There are links for 'Report Details', 'Print/Share', and 'Manage Receipts'. A row of buttons includes 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. Below this is a table with columns for 'Receipt', 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Requested'. The table is empty, with the text 'No Expenses' and 'Add expenses to this report to submit for reimbursement.' displayed below it.

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

CREATE AN EXPENSE – TYPICAL PROCESS

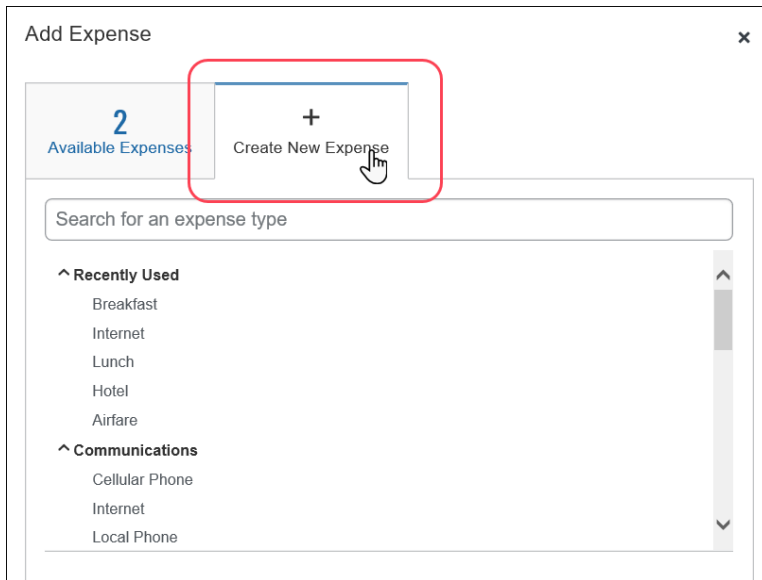
To get started, click **Add Expense**. The **Add Expense** window appears; all of the options for adding expenses to the report are available in this window. The default choice is to add items from your Available Expenses library, to encourage you to use those expenses first before creating a new expense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



In the **Add Expense** window:

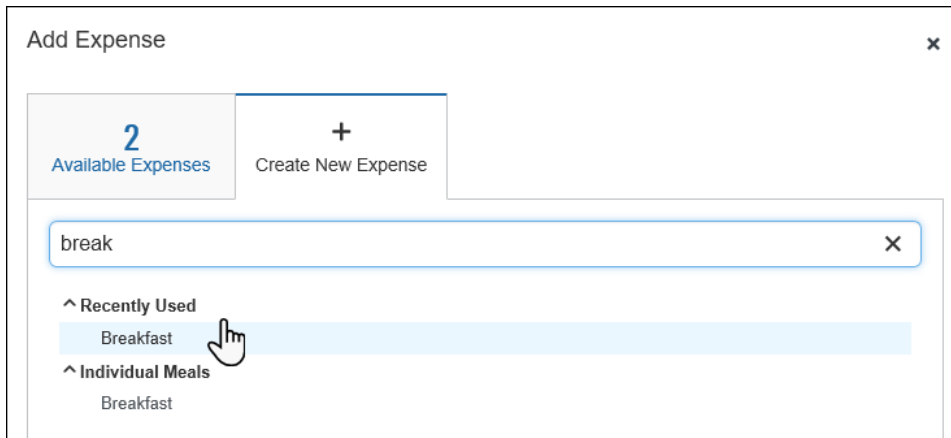
- To add Available Expenses, select the desired expenses and then click **Add To Report**.
- To create a new expense, click **Create New Expense**. This process is shown below.

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.

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 *
MM/DD/YYYY

Business Purpose

Enter Vendor Name

City

Payment Type *
Cash

Transaction Amount *

Currency *
US, Dollar

Receipt Status *

Receipt CFDi

GINA'S BISTRO
1010 ADDRESS STREET
NEW YORK, NEW YORK

| | |
|-----------|-------|
| BREAKFAST | 15.20 |
| COFFEE | 5.99 |
| TAX | 2.35 |

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 Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

| Alerts | Receipt | Payment Type | Expense Type | Vendor Details | Date | Requested |
|--------|---------|--------------|--------------|----------------|------------|-----------|
| | | | Breakfast | Gina's Bistro | 02/12/2018 | \$39.17 |

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 Copy Report Submit Report

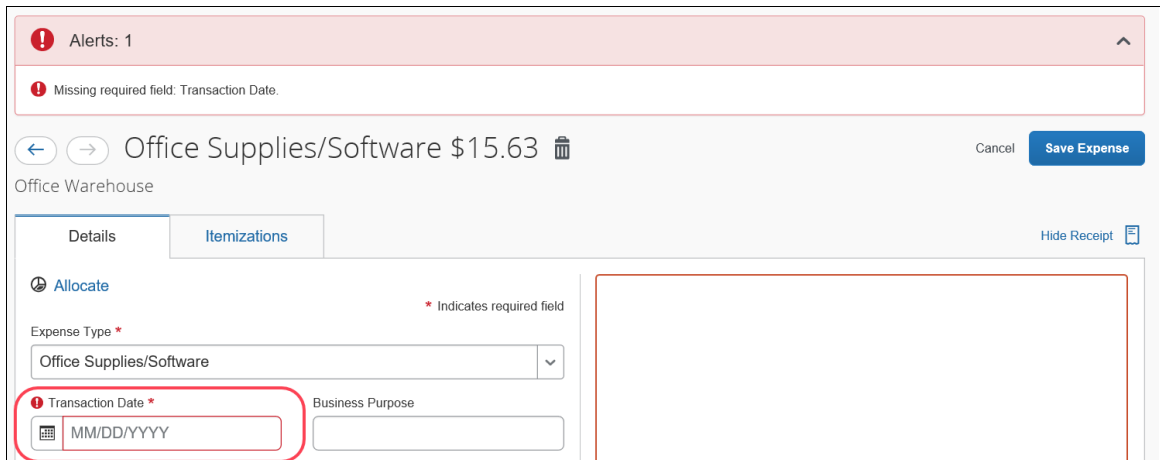
Not Submitted

Report Details Print/Share Manage Receipts

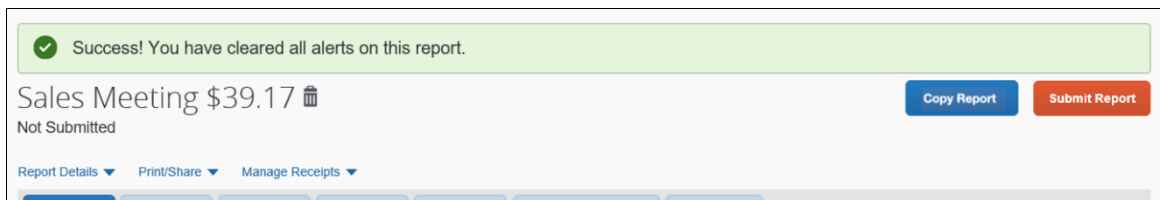
The alert message appears along with a **View** link. Click **View** to access the field with the issue.



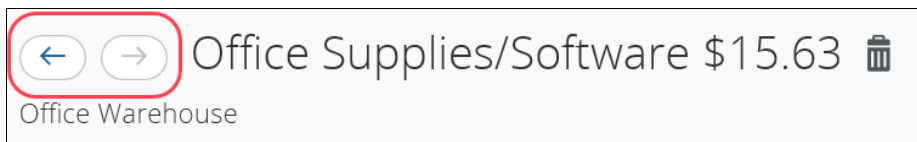
The expense appears.



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.



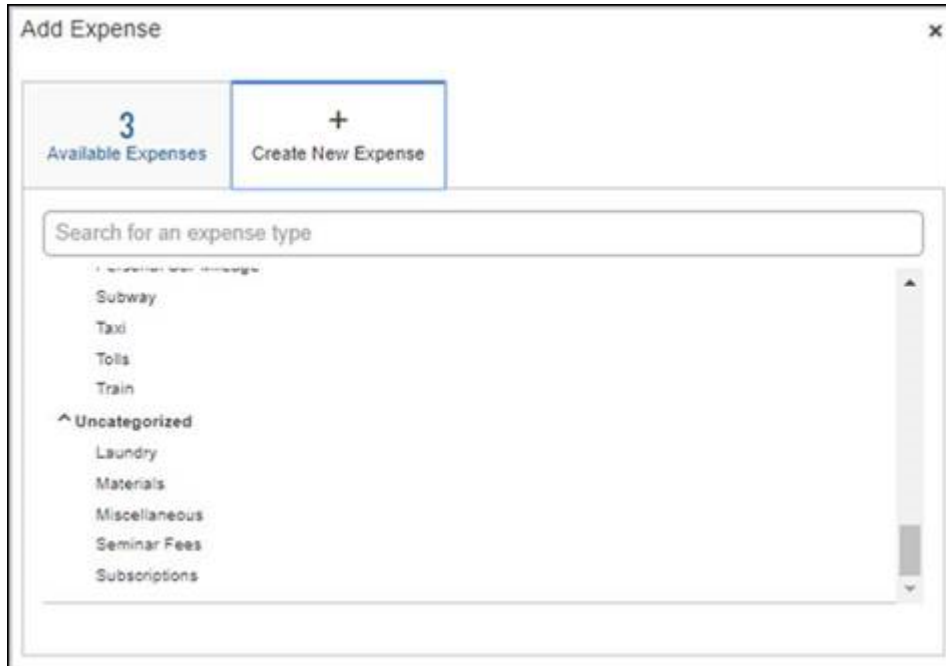
EXPENSE LIST



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

NEW EXPENSE TYPE CATEGORY

In the NextGen UI for Concur Expense, and for Professional Edition only, if an expense type is set without any parent expense type by the admin it will be displayed under a new category called *Uncategorized*. This change is being made to display the visual difference between the parent expense types and children expense types because a user can only choose children expense types to create expenses.



PERSONAL EXPENSES

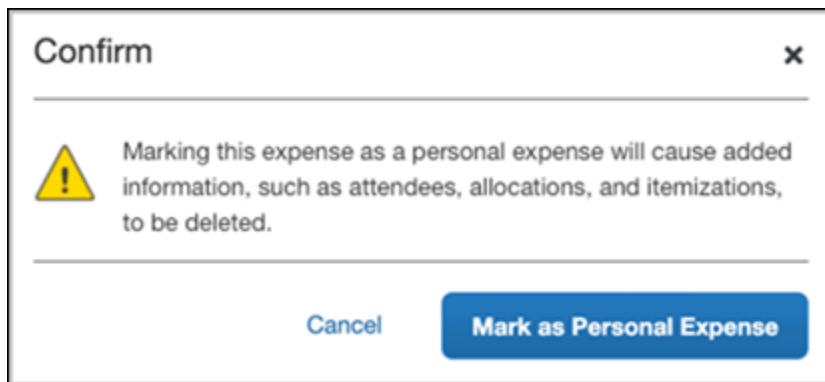
In the NextGen UI for Concur Expense, personal expenses cannot be itemized. If an expense is marked as personal and if the user clicks on the **Itemization** tab of the **Expense Details** page, then the user sees the below message.



Personal expenses cannot have attendees. If an expense is marked as personal and if user clicks on the **Attendees** link on the **Expense Details** page, then user sees below message.



If an expense has attendee, allocation, or itemization information added and if the user selects personal on the **Expense Details** page then user sees below message. Selecting **Mark as Personal Expense** will delete all information related to attendees, allocations, and itemizations.



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 it, the total amount is \$235.42 and the status is 'Not Submitted'. There are buttons for 'Copy Report' and 'Submit Report'. A toolbar contains 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The table below 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 |
| | | | | 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 table now shows a yellow alert icon in the Alerts column for the 'Cash' entry. 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: Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. A comment popup is displayed over the first row, which has an alert icon in the Alerts column. The comment text reads: "This is a comment" by "Brown, Terry" on "03/07/2019".

| 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 |
| | | 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 "IBCP" in the Payment Type column. The popup shows a card icon and the following details: "Card Charge" for "Cafe Monte" in "Seattle, WA", a transaction amount of "\$45.76", and transaction dates for "Transaction Date", "Posted Date", and "Billing Date" all set to "January 11, 2019".

| 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 |
| | | Cash | Miscellaneous | | 01/11/2019 | \$24.16 |
| | | | | | | \$235.42 |

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.

The screenshot shows a SAP Concur Expense report for a 'Sales Trip' totaling \$235.42. The report is not submitted. A modal window titled 'Attendees: 3' is open, displaying the following data:

| 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 |

The modal also includes a 'View Attendees' link at the bottom.

Itemized

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

The screenshot shows the same SAP Concur Expense report. The 'Requested' column now includes the label 'Itemized' for certain expenses:

| 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 |
| | | 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 |
| Departure City | Arrival City | |
| SEA | SAN | |

✕ Flight Information

| | | |
|----------------|---------------|---------------------|
| Carrier Code | Flight Number | Departure Date |
| AS | 415 | 03/15/2019 11:35 AM |
| Departure City | Arrival City | |
| SAN | SEA | |

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"/> | | 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

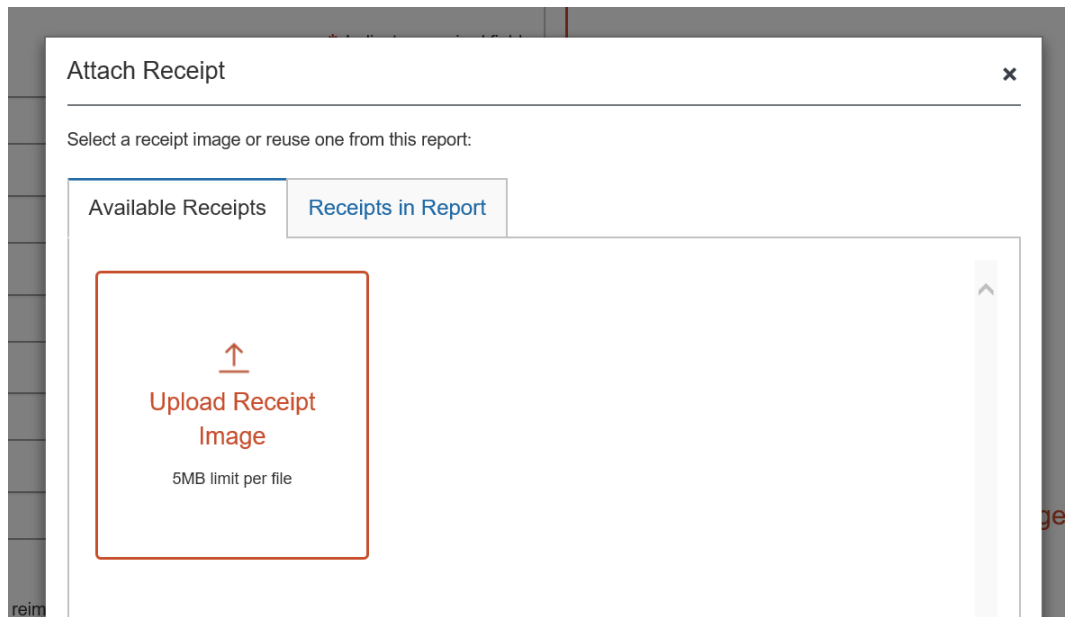
Use One Receipt Image More than Once on the Same Report

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

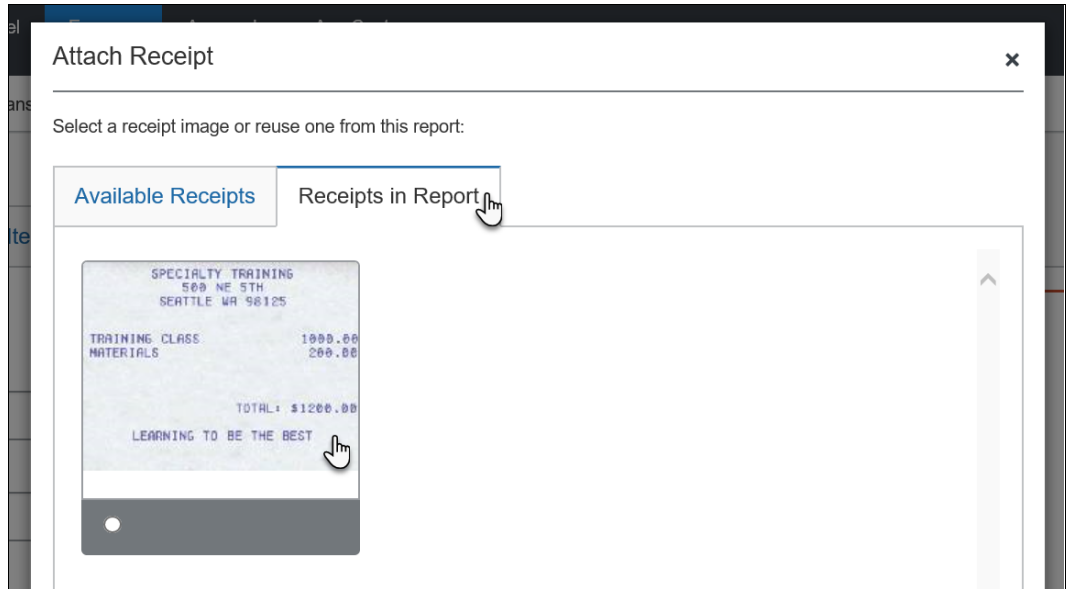
NOTE: This feature is available only in the NextGen UI for Concur Expense; it is not available in the existing UI. In addition, it is available only for the Professional Edition.

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.

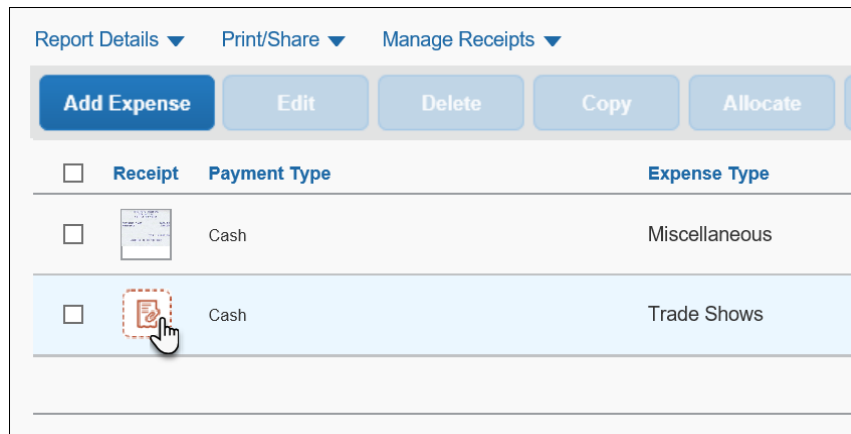


3. Clicks the **Receipts in Report** tab.



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.

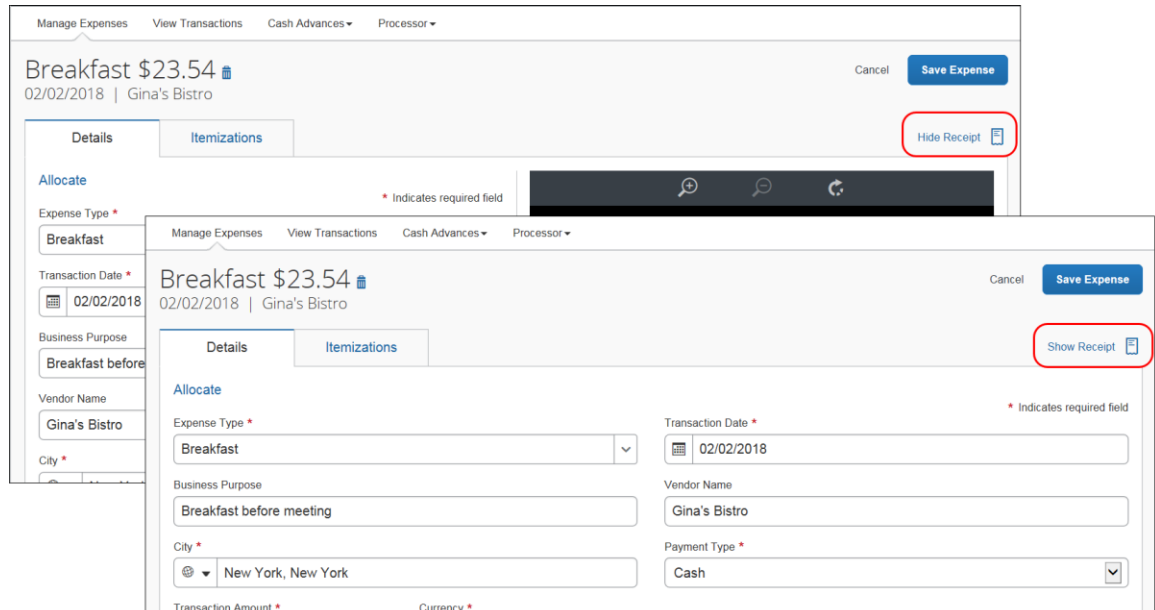
NOTE: This feature is available only in the NextGen UI for Concur Expense; it is not available in the existing UI.



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.



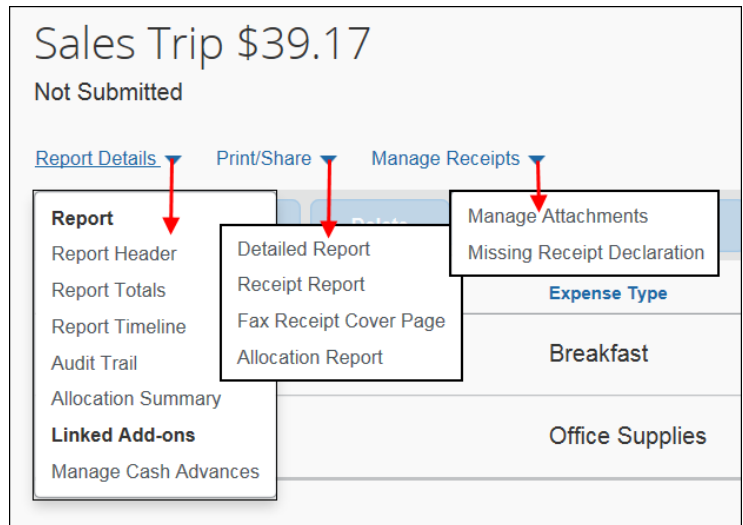
Section 7: Additional Menus on the Expense Report

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.

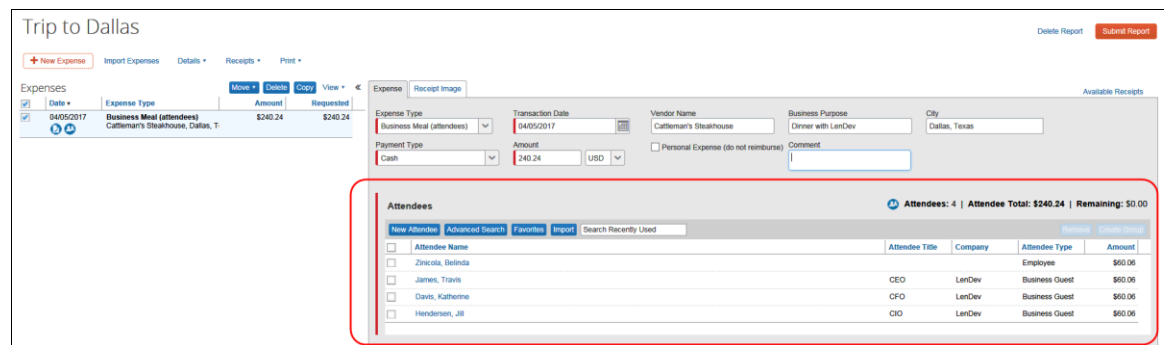
| Report Details | | Print/Share | Manage Receipts |
|--|---|--|---|
| <input type="button" value="Add Expense"/> | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> | <input type="button" value="Copy"/> |
| <input type="button" value="Allocate"/> | <input type="button" value="Combine Expenses"/> | <input type="button" value="Move to"/> | |
| <input type="checkbox"/> Alerts | Receipt | Payment Type | Expense Type |
| <input type="checkbox"/> |  | Cash | Taxi |
| <input type="checkbox"/> |  | 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.



The screenshot shows the 'Expense' tab for a 'Trip to Dallas' report. The 'Attendees' section is highlighted with a red box. It displays a summary: 'Attendees: 4 | Attendee Total: \$240.24 | Remaining: \$0.00'. Below this is a table of attendees:

| Attendee Name | Attendee Title | Company | Attendee Type | Amount |
|--|----------------|---------|----------------|---------|
| <input type="checkbox"/> Zinicola, Belinda | | | Employee | \$60.06 |
| <input type="checkbox"/> James, Travis | CEO | LenDev | Business Guest | \$60.06 |
| <input type="checkbox"/> Davis, Katherine | CFD | LenDev | Business Guest | \$60.06 |
| <input type="checkbox"/> Henderson, Jill | CIO | LenDev | Business Guest | \$60.06 |

NextGen UI

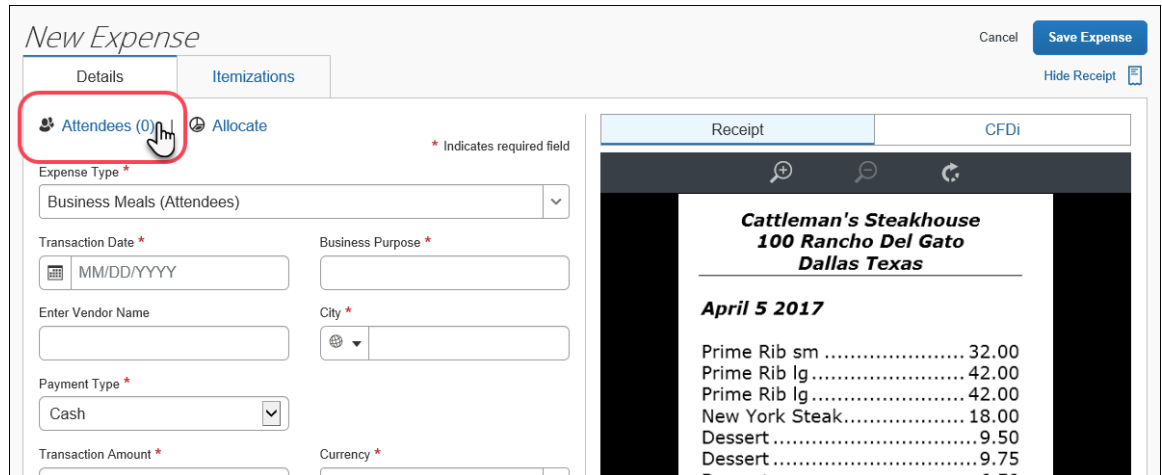
In the NextGen UI for Concur Expense, attendees are added and managed on the **Attendees** page.

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

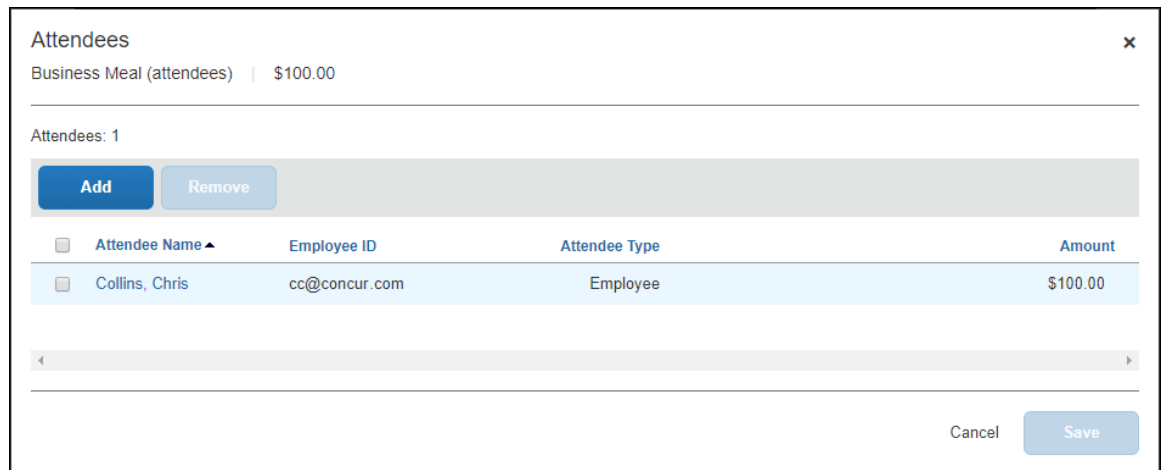
Complete the expense and then click **Attendees** on the **New Expense** page.

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 by a red circle. The form includes fields for Expense Type (Business Meals (Attendees)), Transaction Date, Business Purpose, Enter Vendor Name, City, Payment Type (Cash), Transaction Amount, and Currency. A receipt preview for 'Cattleman's Steakhouse' is visible on the right.

The **Attendees** page appears.

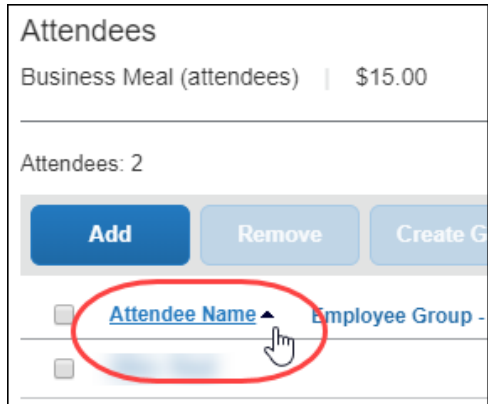


The screenshot shows the 'Attendees' page with a table listing attendees. The table has columns for Attendee Name, Employee ID, Attendee Type, and Amount. One attendee is listed: Collins, Chris, with Employee ID cc@concur.com, Attendee Type Employee, and Amount \$100.00.

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

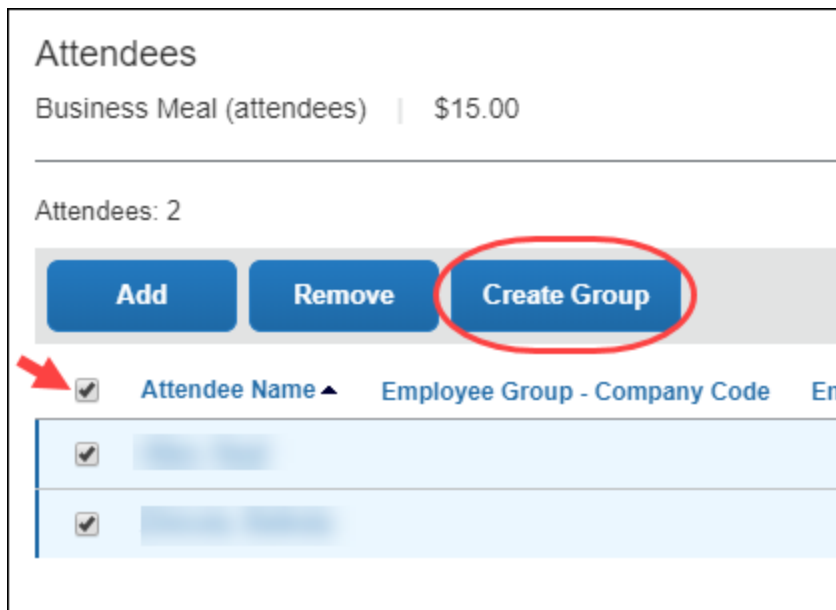
From the **Attendees** page you can add and remove attendees from the expected expense.

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.



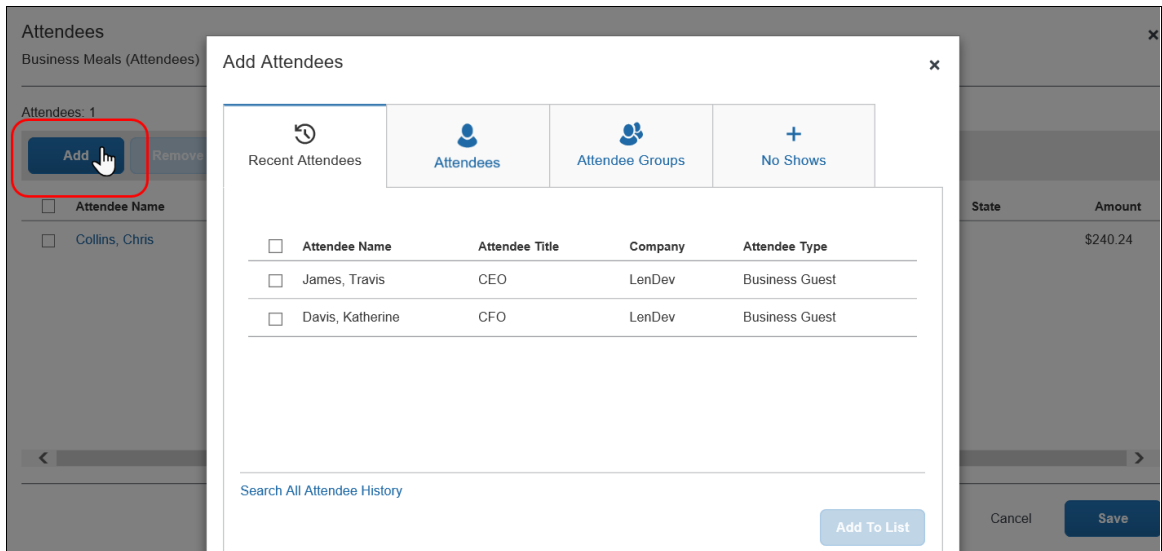
If Concur Request is connected to the report and if attendees are added for a request line item, you can copy these attendees from the linked request entry.

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



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.



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

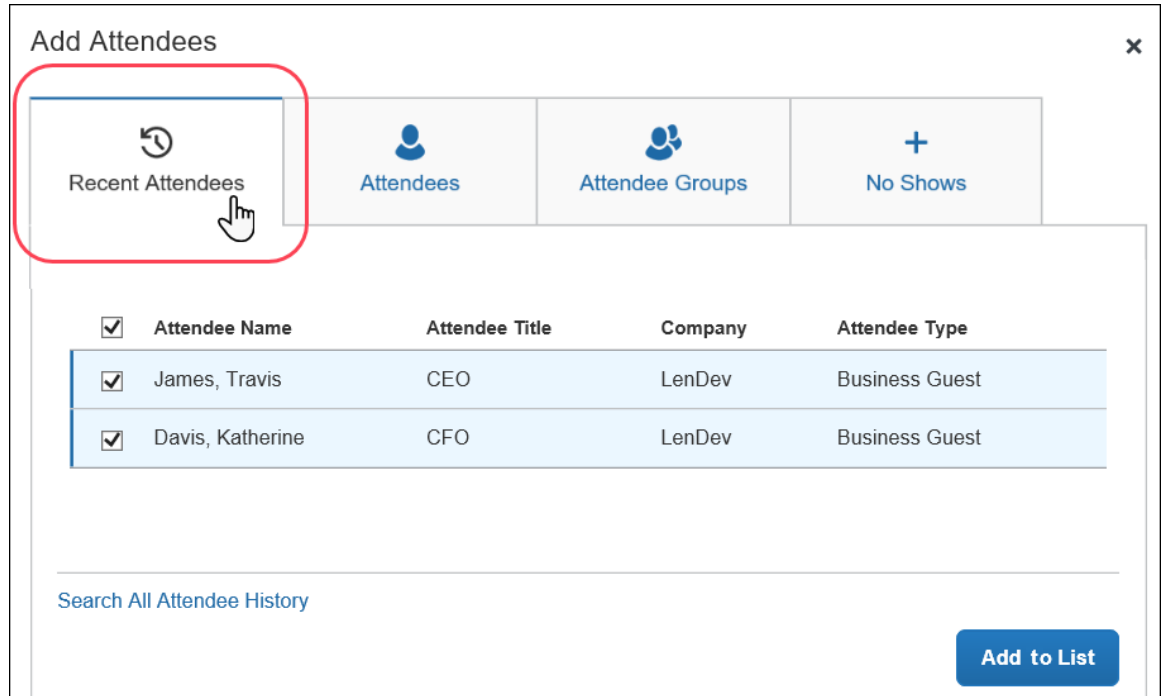
NOTE: To prevent duplicate attendees from being added to the expense, attendees who are already on the expense display in read-only, italicized text and cannot be selected (checked).

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: "Doe, Jane" (Employee, I12410) and "Smith, John" (Employee, I12345). The "Smith, John" 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 | I12410 |
| <i>Smith, John</i> | | | <i>Employee</i> | <i>I12345</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 |

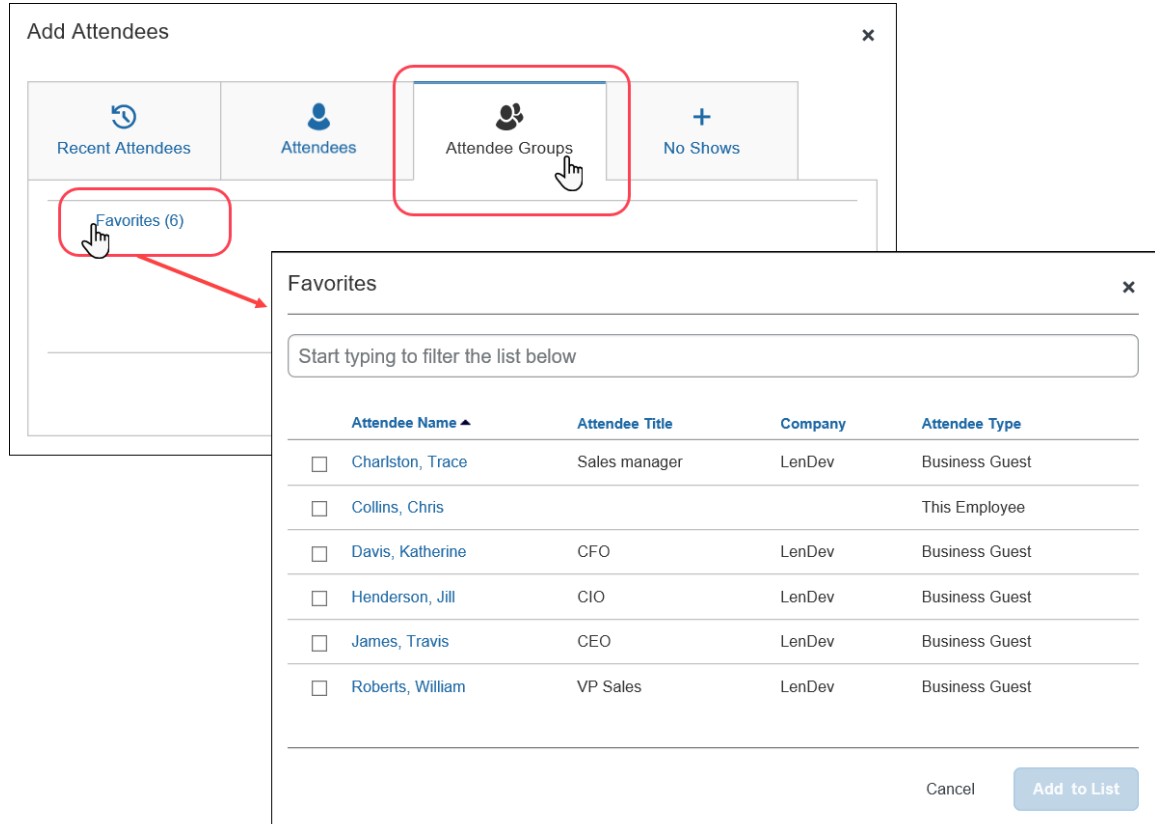
[Search All Attendee History](#)

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 four tabs: 'Recent Attendees', 'Attendees', 'Attendee Groups', and 'No Shows'. The 'Attendee Groups' tab is selected and highlighted with a red box. Below it, the 'Favorites (6)' group is also highlighted with a red box. A red arrow points from this group to the 'Favorites' dialog. The 'Favorites' dialog contains a search bar and a table of attendees.

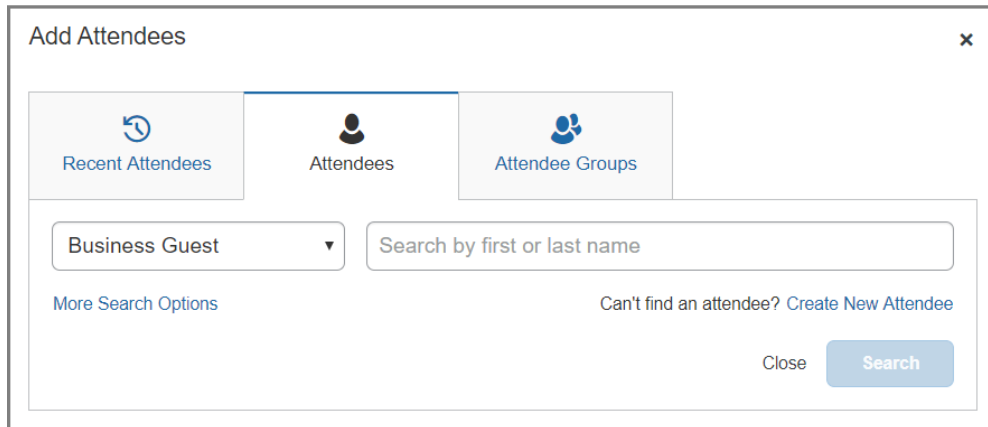
| Attendee Name | Attendee Title | Company | Attendee Type |
|--|----------------|---------|----------------|
| <input type="checkbox"/> Charleston, Trace | Sales manager | LenDev | Business Guest |
| <input type="checkbox"/> Collins, Chris | | | This Employee |
| <input type="checkbox"/> Davis, Katherine | 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.



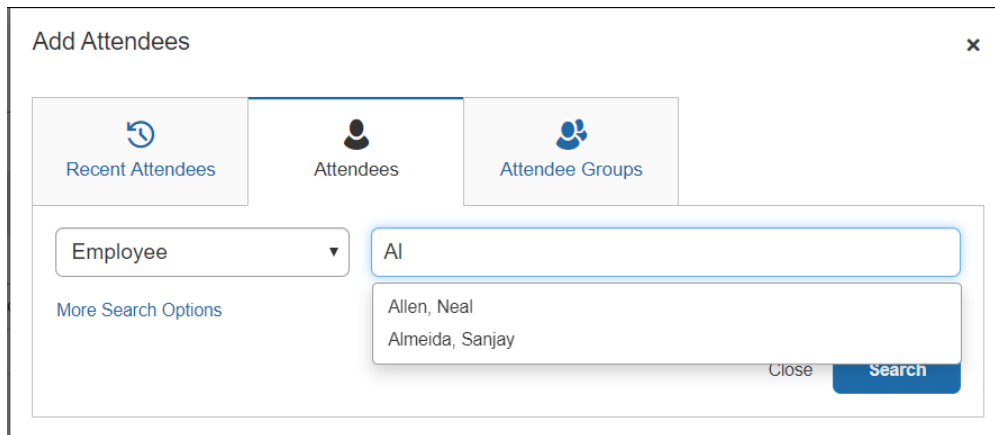
The screenshot shows the 'Add Attendees' dialog box with the 'Attendees' tab selected. The dialog has three tabs: 'Recent Attendees', 'Attendees', and 'Attendee Groups'. Below the tabs, there is a dropdown menu set to 'Business Guest' and a search field with the placeholder text 'Search by first or last name'. There are links for 'More Search Options' and 'Can't find an attendee? Create New Attendee'. 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.



The 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 visible, showing 'Allen, Neal' and 'Almeida, Sanjay'. There are 'Close' and 'Search' buttons at the bottom right.

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

The screenshot shows a dialog box titled "Add Attendees" with a close button (x) in the top right corner. It features three tabs: "Recent Attendees" (with a refresh icon), "Attendees" (with a person icon), and "Attendee Groups" (with a group icon). The "Attendees" tab is selected. Below the tabs is a form with the following fields:

- Attendee Type ***: A dropdown menu showing "Business Guest".
- Last Name**: A text input field.
- First Name**: A text input field.
- Country**: A dropdown menu showing "UNITED STATES".
- Attendee Title**: A text input field.
- Company**: A text input field.

A red asterisk and the text "* Required field" are positioned to the right of the "Attendee Type" field. Below the form, there is a link for "Fewer Search Options" and a text prompt "Can't find an attendee? Create New Attendee". At the bottom right, there are three buttons: "Close", "Reset", and "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.

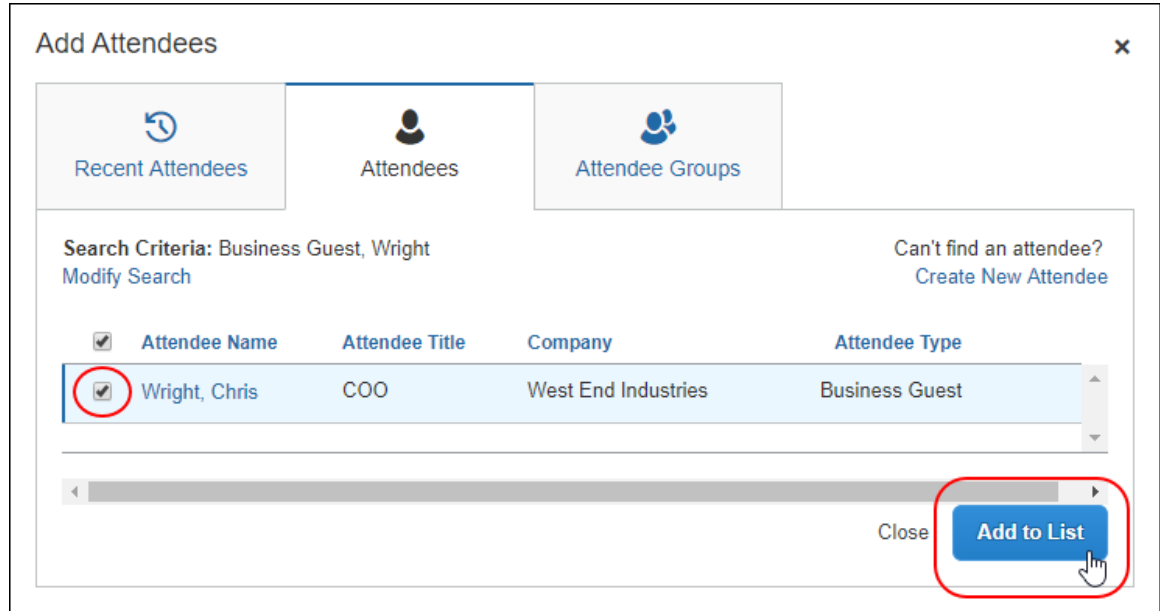
The screenshot shows the 'Add Attendees' dialog box with three tabs: 'Recent Attendees', 'Attendees', and 'Attendee Groups'. The 'Attendees' tab is selected. Below the tabs, there is a dropdown menu for 'Attendee Type' set to 'Business Guest' and a search input field containing 'Wri'. A search result 'Wright, Chris' is displayed below the input field. 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 menu set to 'Business Guest'), 'Last Name' (text input field containing 'Wright'), 'First Name' (text input field), 'Attendee Title' (text input field), 'Company' (text input field), 'State' (text input field), and 'Total Amount YTD' (text input field). A red box highlights the 'Attendees' tab. Another red box highlights the 'Search' button at the bottom right. 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.

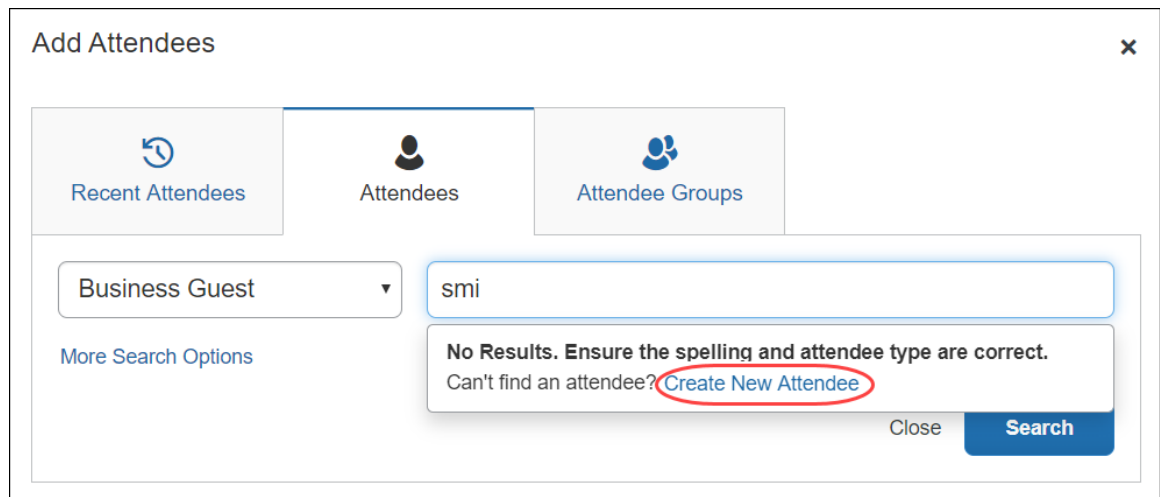


NOTE: If you do not find the desired attendee in the results, click the **Modify Search** link to modify your search criteria and try again.

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.

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", "Attendees" (which is selected), and "Attendee Groups". A light blue message box contains an information icon (i), the text "No Results. Ensure the spelling and attendee type are correct.", and a link "Can't find an attendee? Create New Attendee" where "Create New Attendee" is circled in red. Below the message box are form fields for "Attendee Type*" (a dropdown menu with "Business Guest" selected), "Last Name" (text input with "Godrigue"), and "First Name" (text input with "Ayes"). There are also empty text input fields for "Attendee Title" and "Company". A red asterisk and the text "* Required field" are positioned to the right of the "Attendee Type" field. At the bottom left is a link "Fewer Search Options". At the bottom right is the text "Can't find an attendee? Create New Attendee" and three buttons: "Close", "Reset", and "Search".

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

The screenshot shows a dialog box titled "Search For Attendee" with a close button (X) in the top right corner. Below the title bar is a search bar. Below the search bar, the text "Search Criteria: Business Guest, Smith" is displayed, along with a link "Modify Search". A light blue message box contains the text "Can't find an attendee? Create New Attendee" where "Create New Attendee" is circled in red. Below the message box is a table with the following columns: "Attendee Name", "Attendee Title", "Company", and "Attendee Type". The table contains one row with a checkbox, the name "Smitha, X", and the type "Business Guest". Below the table is a horizontal scrollbar. At the bottom right are two buttons: "Close" and "Add to List".

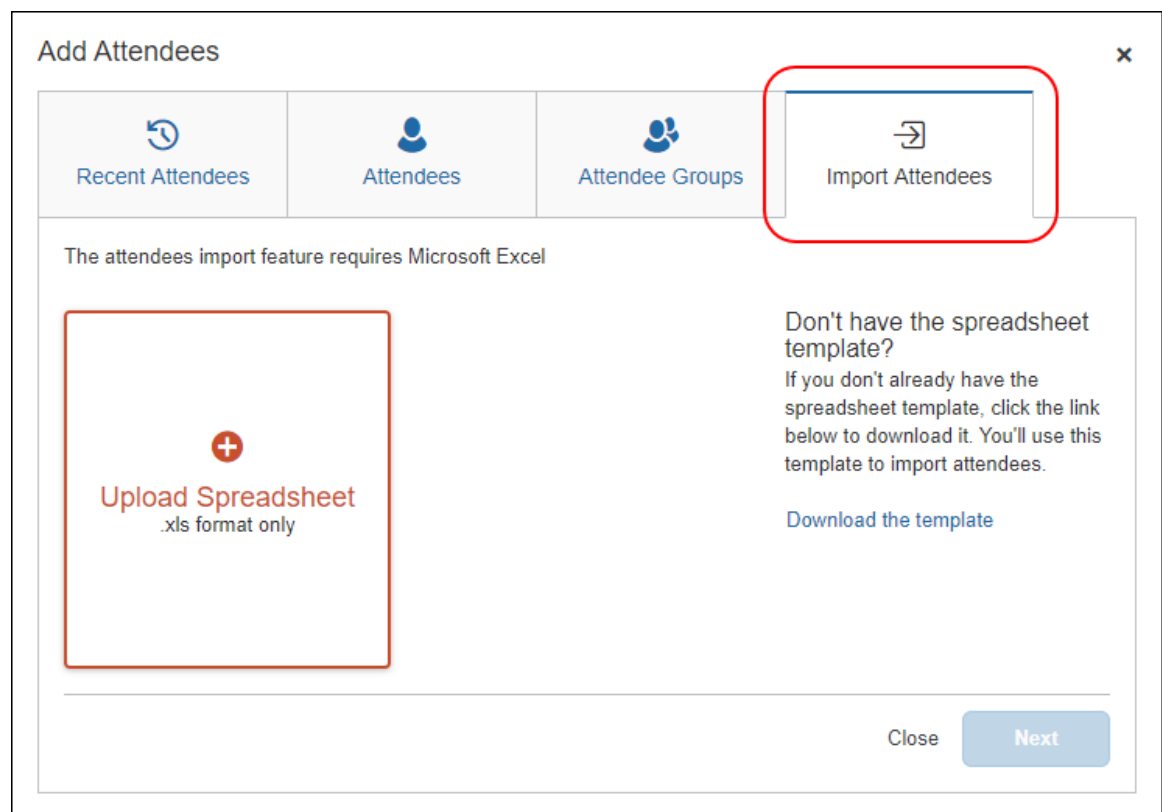
IMPORT ATTENDEES

In the Professional Edition of NextGen UI for Concur Expense, the personal attendee import is now available. To use the personal attendee import, the personal attendee import must be configured for your organization in Concur Expense.

The personal attendee import benefits users who must list a large number of attendees – up to 500 attendees – for example, for seminars or department functions. The attendees import uses a Microsoft Excel spreadsheet template to import attendees into an expense.

NOTE: Concur Expense supports up to 500 attendees per expense. This limit is due to a combination of configuration elements for the expense detail form, the attendee type, and related attendee form. Because of the constraints of these configuration elements, expenses with more than 500 attendees may or may not function correctly. SAP cannot guarantee that any list of attendees greater than 500 will import successfully to Concur Expense. Attempting to import more than 500 attendees could result in issues opening the expense report or an individual expense item.

When the personal attendee import is configured for your organization, the **Import Attendees** tab is displayed in the **Add Attendees** dialog.



► **To import attendees into an expected expense:**

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

To add an attendee to an existing expense, on the expense details page, click the **Attendees** link.

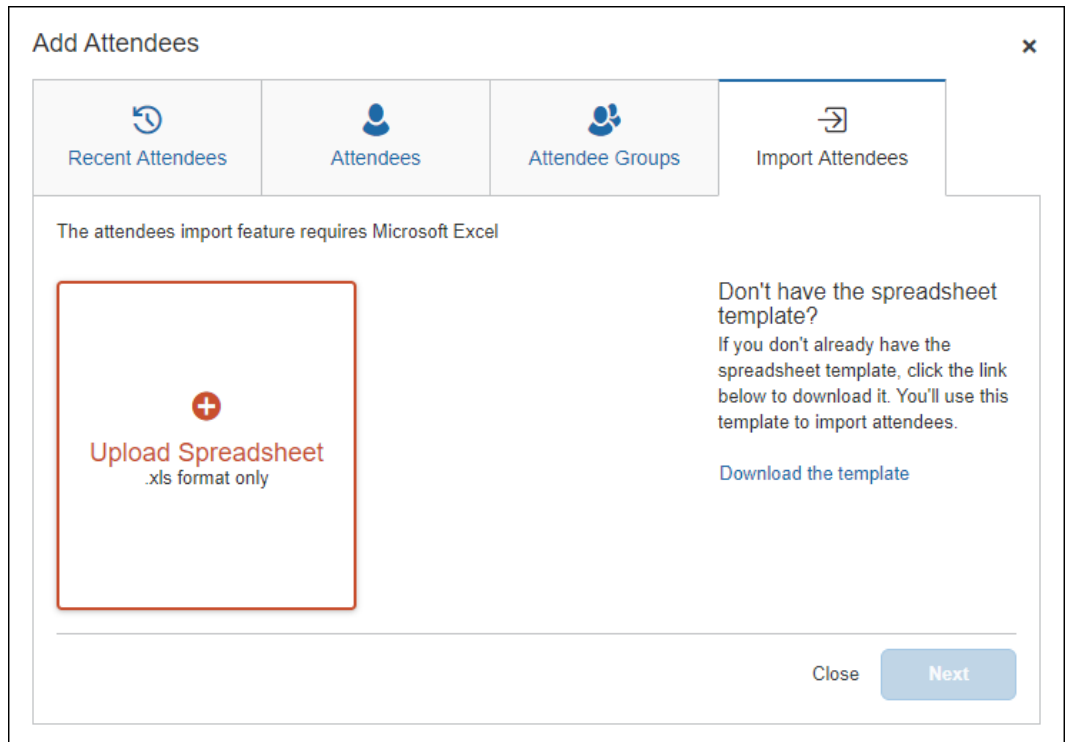
The **Attendees** page appears.

NOTE: The **Attendees** link appears only for the expense types that your company has defined as requiring attendees.

2. Click **Add**.

Clicking **Add** opens **Add Attendees** dialog. If your company allows you to import attendees, the **Import Attendees** tab is available.

3. Click the **Import Attendees** tab.



Attendees are imported using a Microsoft Excel spreadsheet created using the attendee spreadsheet template, which is formatted with the attendee fields.

NOTE: The attendee import only supports the Excel .xls file format.

4. If you have already downloaded and populated the attendee import template Excel spreadsheet, click **Upload Spreadsheet**.

Select the Excel spreadsheet, and then click **Open**.

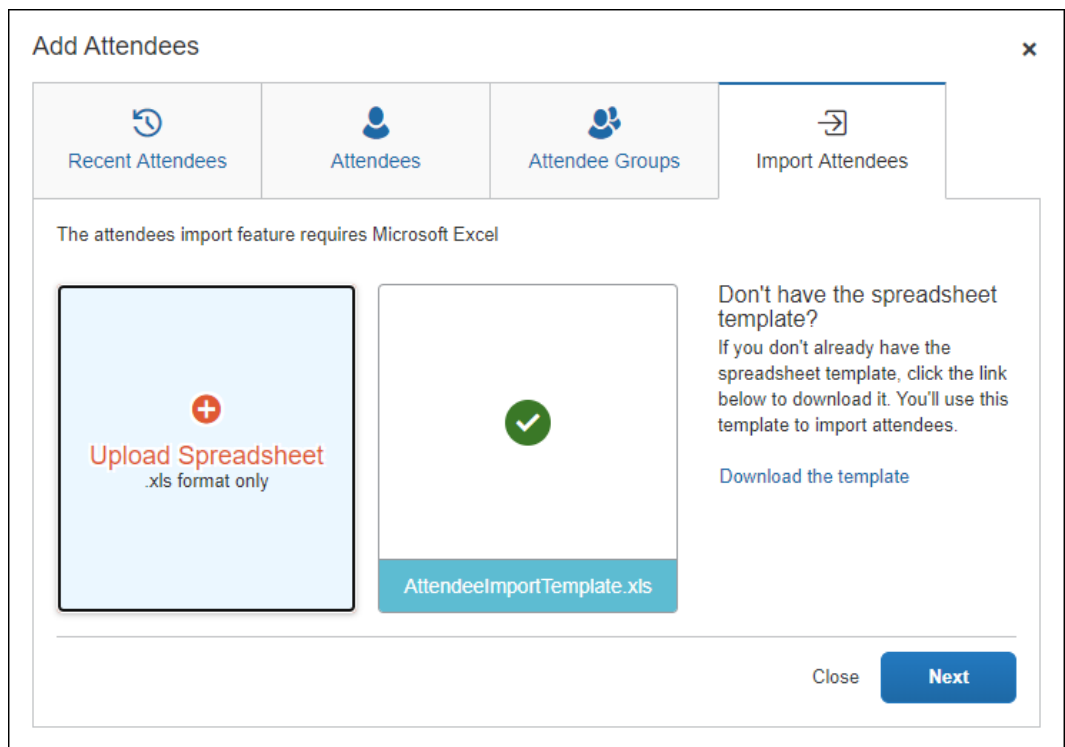
5. If you need to create an Excel spreadsheet using the attendee import template, click **Download the template**.

Clicking **Download the template** downloads the AttendeeImportTemplate.xls attendee import template file.

- ◆ Save the AttendeeImportTemplate.xls file to your computer or network.

- ◆ Open the AttendeeImportTemplate.xls file in Microsoft Excel.
 - ◆ Enter the attendee records (up to and not over 500 attendees).
 - ◆ Save your changes to the attendee import spreadsheet.
 - ◆ Click **Browse**.
 - ◆ On the **Import Attendees** tab, click **Upload Spreadsheet**.
 - ◆ Select the attendee import spreadsheet, and then click **Open**.
6. Once the attendee import spreadsheet is successfully uploaded, click **Next**.

When an Excel spreadsheet is successfully uploaded, a tile containing the spreadsheet file name and a green circle with a check mark appears on the **Import Attendees** tab.



Clicking **Next** opens the **Import Attendees** dialog with the attendee information from the Excel spreadsheet displayed.

Import Attendees ✕

[← Go Back](#)

The following attendees were included on the spreadsheet. Click Next to continue. Entries: 6

| Row | Attendee Type | Last Name | First Name | Attendee Title | Company, Institution/Practice, Company | State | Project ID | External ID | Recipient Type/Profes: Designation |
|-----|----------------|-----------|------------|----------------|--|-------|------------|-------------|------------------------------------|
| 1 | Business Guest | Diaz | Keith | VP | Microsoft | WA | | | |
| 2 | Business Guest | Shea | Marra | SVP | Microsoft | WA | | | |
| 3 | Business Guest | Pete | Kc | VP | Amazon | WA | | | |
| 4 | Business Guest | Brown | Susan | Director | Amazon | WA | | | |
| 5 | Business Guest | Clark | Emilia | VP | PharmaTech | WA | | | |
| 6 | Business Guest | Nate | Sean | Director | PharmaTech | WA | | | |

[Cancel](#) [Next](#)

7. Review the information for accuracy.

If the information is correct, click **Next**.


If the information is not correct, click **Cancel**, correct the attendee information in the Excel spreadsheet, and then import the updated spreadsheet.

When you click **Next**, Concur Expense checks for required fields. If it finds missing required fields, a message appears, indicating that the listed attendee(s) cannot be imported.

Import Attendees ✕

[← Go Back](#)

The following attendees cannot be imported: Added: 1 Skipped: 6 Cannot import: 1 Duplicates: 0

| Row # | Alerts | Attendee Type | Last Name | First Name | Attendee Title | Company, Institution/Practice, Company | State | Project ID | External ID | Rec Type Des |
|-------|---|----------------|-----------|------------|----------------|--|-------|------------|-------------|--------------|
| 8 |  | Business Guest | | | Director | Google | WA | | | |

[Cancel](#) [Next](#)

Click the red circle in the **Alerts** column for an attendee to view the reason for the attendee error.

Import Attendees

← Go Back

The following attendees cannot be imported: Added: 7 Skipped: 0 Cannot import: 1 Duplicates: 0

| Row # | Alerts | Attendee | Last | First | Attendee | Company, Institution/Practice, Company | State | Project ID | External ID | Rec Type Des |
|-------|--------|----------|------|-------|----------|--|-------|------------|-------------|--------------|
| 8 | | | | | Director | Google | WA | | | |

Error

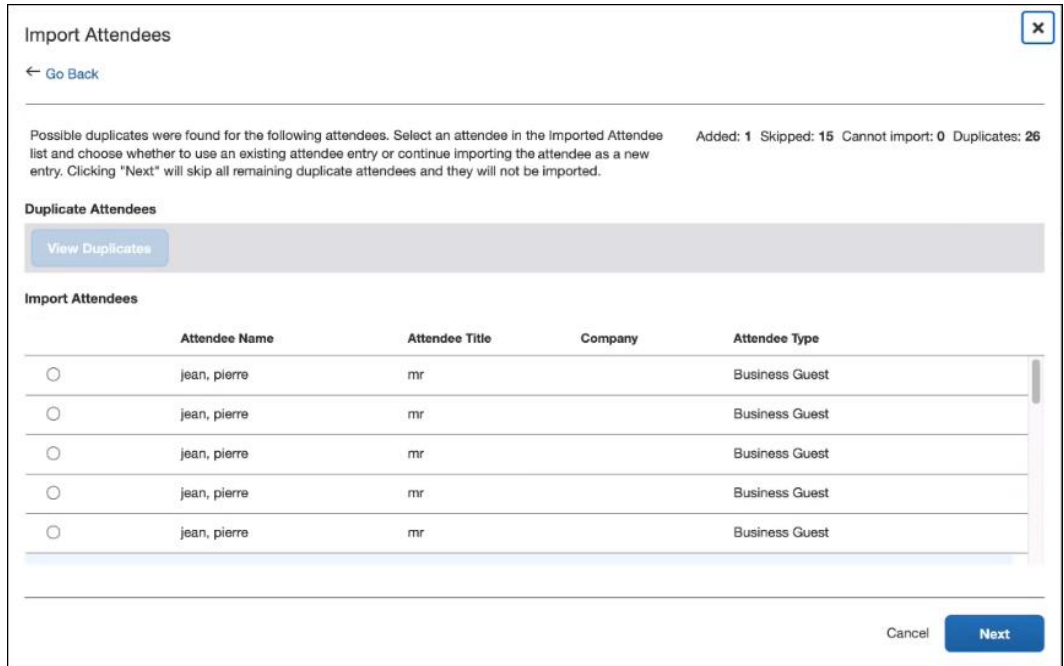
Missing required field: Last Name.

Cancel Next

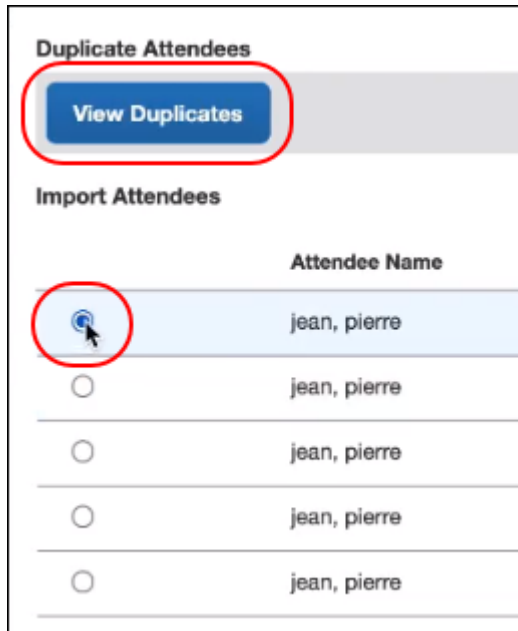
8. If you want to correct the attendees with errors, click **Cancel**, correct the attendee information in the Excel spreadsheet, and then import the updated spreadsheet.

If you want to continue, click **Next**.

In the next step, the system checks for possible duplicate attendees by comparing the attendees on the worksheet to attendees already in the system. If the import identifies possible duplicate attendees, a list of possible duplicate attendees is displayed in the **Import Attendees** section of the dialog. Duplicate attendees in the attendee import are resolved one attendee at a time.



9. Select an attendee in the **Import Attendees** list, and then click the **View Duplicates** button.



The **Duplicate Attendees** dialog opens. The possible duplicate attendees associated with the selected attendee are displayed.

10. Either select the attendee in the **Imported Attendee** list to continue importing the attendee as a new attendee or select one of the existing attendees in the **Duplicates** list, and then click the **Use Selected Attendee** button.

Duplicate Attendees ✕

Select whether to use an existing attendee entry or continue importing the attendee as a new entry.

Imported Attendee

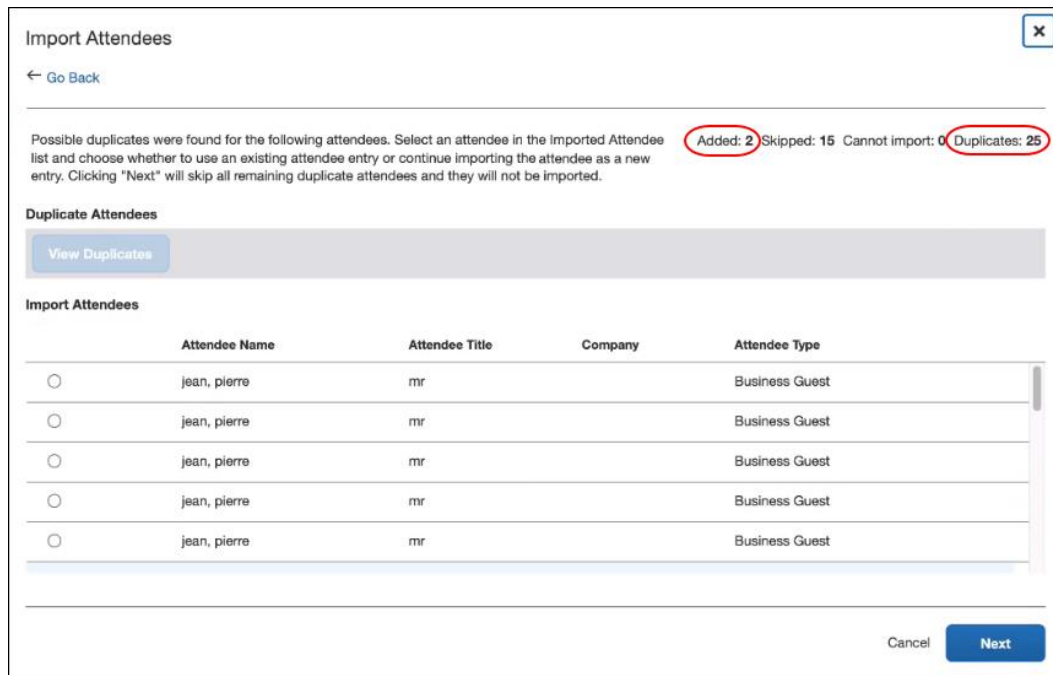
| | Attendee Name | Attendee Title | Company | Attendee Type |
|-----------------------|---------------|----------------|---------|----------------|
| <input type="radio"/> | jean, pierre | mr | | Business Guest |

Duplicates

| | Attendee Name | Attendee Title | Company | Attendee Type |
|----------------------------------|---------------|----------------|---------|----------------|
| <input checked="" type="radio"/> | jean, pierre | mr | | Business Guest |
| <input type="radio"/> | jean, pierre | mr | | Business Guest |
| <input type="radio"/> | jean, pierre | mr | | Business Guest |
| <input type="radio"/> | jean, pierre | mr | | Business Guest |
| <input type="radio"/> | jean, pierre | mr | | Business Guest |

Cancel Use Selected Attendee

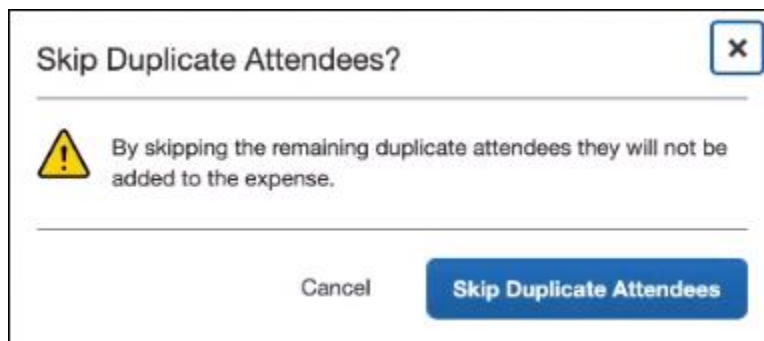
After selecting the **Use Selected Attendee** button, if there are additional possible duplicate attendees in the attendee import, you are returned to the list of possible duplicate attendees, and the **Added** and **Duplicate** totals are updated.



- Repeat the process for the remaining duplicate attendees that you want to resolve, and then click **Next**.

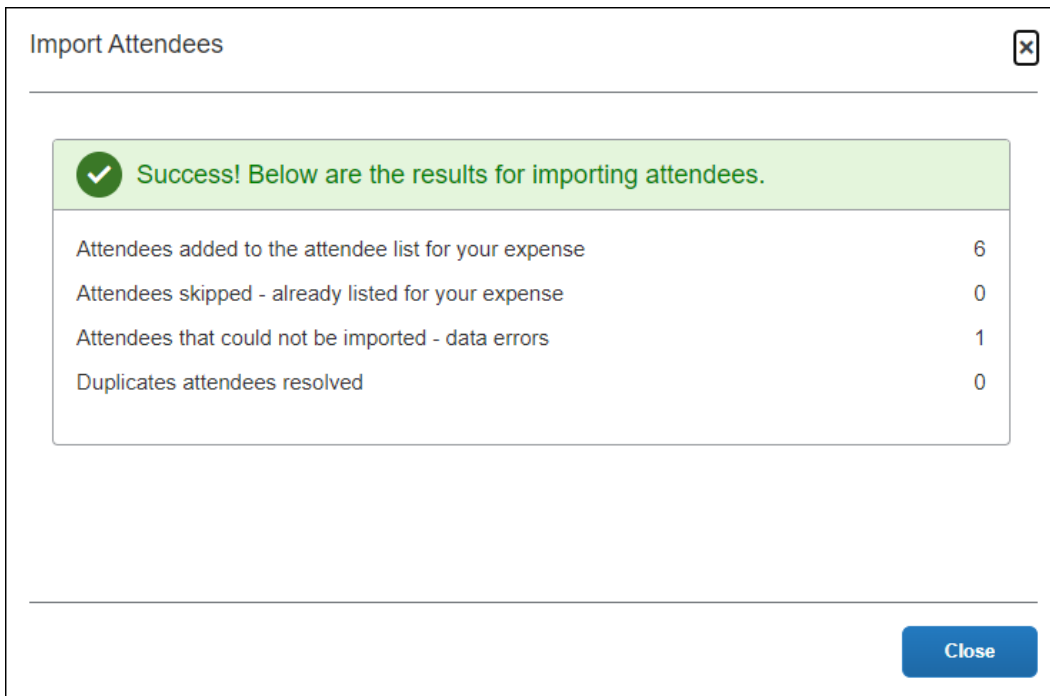
If you click **Next** without resolving the remaining duplicate attendees, the remaining attendees in the import that have been identified as possible duplicates will not be imported.

When you click **Next**, the *Skip Duplicate Attendees?* message appears.



Click the **Skip Duplicate Attendees** button to continue.

After clicking **Next** or **Skip Duplicate Attendees**, the final dialog appears, showing the number of attendees imported, number of attendees skipped, the number of attendees that could not be imported, and the number of duplicate attendees resolved.



12. Click **Close**.

The attendees are imported into the expected expense.

Manage Duplicate Attendees

When you attempt to add a new attendee and click **Create Attendee** (as described above), Concur Expense immediately searches for duplicates. If Concur Expense finds a duplicate attendee, you are prompted to use the duplicate or to add the new attendee if, in fact, they are not the same person.

Duplicate Attendees Found ✕

New Attendee
Kerry Craig
 Business Guest

[Modify Attendee](#) [Continue Adding New Attendee](#)

Duplicates

| Attendee Name | Attendee Title | Company | Attendee Type |
|------------------------------------|----------------|---------|----------------|
| <input type="radio"/> Craig, Kerry | CFO | LenDev | Business Guest |

[Cancel](#) [Add Selected Attendee](#)

Expense List



Refer to the *Additional Information in the Expense List* section in this guide to see how attendees appear in the expense 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 ▾

Exceptions

| 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. |

Expenses

| <input type="checkbox"/> | Date ▾ | Expense Type | Amount | Requested |
|-------------------------------------|------------|--|----------|-----------|
| <input type="checkbox"/> | 04/05/2017 | Business Meal (attendees) Cattlemen's Steakhouse, Dallas, T | \$240.24 | \$240.24 |
| <input checked="" type="checkbox"/> | 03/10/2017 | Hotel | \$614.13 | \$614.13 |

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

Expense
Nightly Lodging Expenses

Check-in Date: | Check-out Date: | Number of Nights:

Recurring Charges (each night)

| | |
|--|--|
| Room Rate: <input type="text"/> | Room Tax: <input type="text"/> |
| Other Room Tax 1: <input type="text"/> | Other Room Tax 2: <input type="text"/> |

Combine room rate and taxes into a single entry

Additional Charges (each night)

| | |
|--|------------------------------|
| Expense Type: Choose an expense type ▾ | Amount: <input type="text"/> |
| Expense Type: Choose an expense type ▾ | Amount: <input type="text"/> |

TOTAL AMOUNT: \$854.37 TOTAL REQUESTED: \$854.37

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**.

The screenshot shows the 'New Expense' form. The 'Itemizations' button is highlighted with a red box. The form includes fields for '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', and 'Vendor' (Search for Vendor). A 'Receipt' preview is visible on the right, showing a Hyatt receipt for \$614.13.

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**.

The screenshot shows the 'Room Rate \$614.13' form. The 'Create Itemization' button is highlighted with a red box. The form displays 'Amount' (\$614.13), 'Itemized' (\$0.00), and 'Remaining' (\$614.13). A 'Receipt' preview is visible on the right, showing a Hyatt receipt for \$614.13.

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
 - ClientBreakfast
 - ClientDinner
 - ClientLunch
- 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: 6343430

| 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 | \$28.57 |
| 03/06/2018 | Internet | FEE | \$5.99 |
| 03/07/2018 | Room Rate | ROOMRATE | \$170.15 |
| | Hotel Room Tax | Tax | \$28.57 |
| 03/07/2018 | Internet | FEE | \$5.99 |
| 03/08/2018 | Room Rate | ROOMRATE | \$170.15 |
| | Hotel Room Tax | Tax | \$28.57 |
| 03/08/2018 | Internet | FEE | \$5.99 |
| | | | Subtotal: \$614.13 |

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)

(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: 6343430

| 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 | \$28.57 |
| 03/06/2018 | Internet | FEE | \$5.99 |
| 03/07/2018 | Room Rate | ROOMRATE | \$170.15 |
| | Hotel Room Tax | Tax | \$28.57 |

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 75001
Receipt: 6343430

| 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 75001
Receipt: 6343430

| 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 |


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 Hide Receipt 

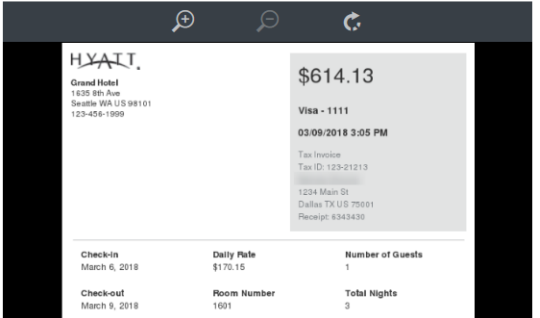
Details | **Itemizations**

| | | |
|----------|----------|-----------|
| Amount | Itemized | Remaining |
| \$614.13 | \$614.13 | \$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**




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.

The screenshot shows the 'New Itemization' form with the 'Entry Type' dropdown menu open. The menu is highlighted with a red box, and a mouse cursor is pointing at 'Recurring Itemization'. The form includes a summary table, an 'Expense Type' dropdown set to 'Hotel', and input fields for room rates and taxes.

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

New Itemization

Expense Type *
Hotel

Entry Type: **Recurring Itemization**

02/06/2018

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)

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.

The screenshot shows the 'New Itemization' form with the 'Entry Type' dropdown menu set to 'Single Itemization'. The form includes a summary table, an 'Expense Type' dropdown set to 'Hotel', and input fields for transaction date, business purpose, and transaction amount.

| Details | Itemizations | Remaining |
|----------|--------------|-----------|
| 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

* Indicates required field

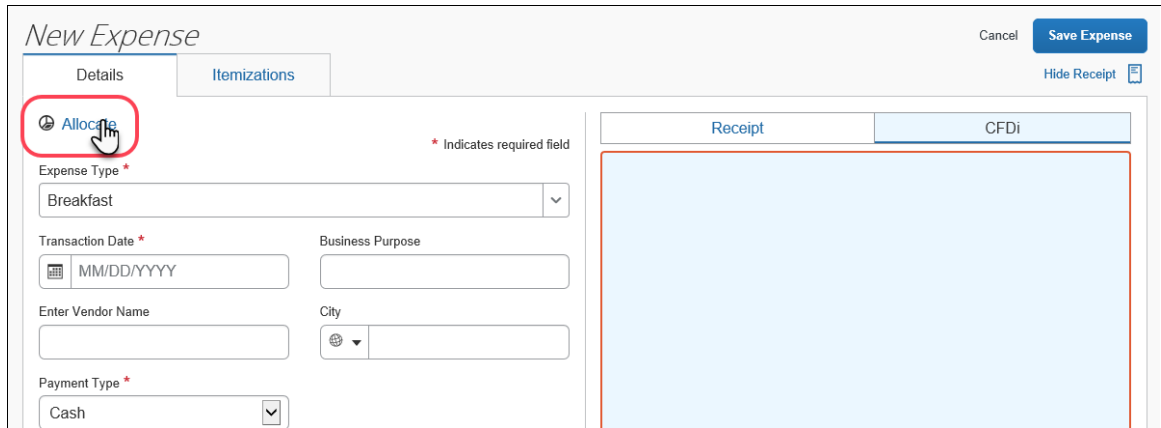
Section 10: Allocations

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.

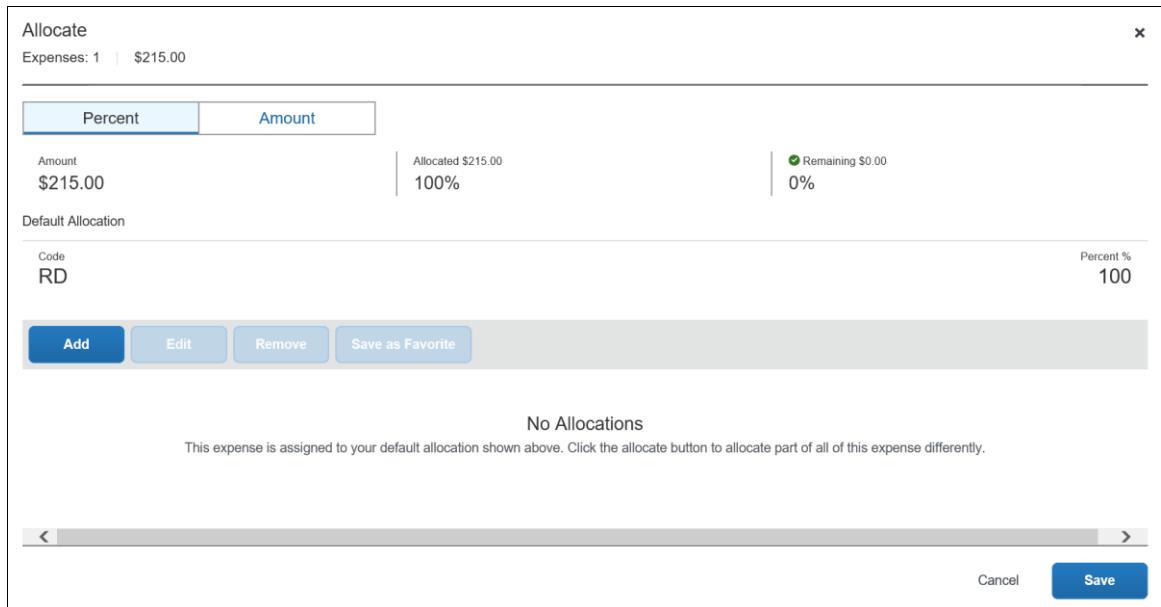
Allocate an Individual Expense

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 'Receipt' and 'CFDi' tabs on the right side.

The **Allocate** page appears.



The screenshot shows the 'Allocate' page with a table for allocations. The table has columns for 'Amount', 'Allocated', and 'Remaining'. The current allocation is 100% for \$215.00, leaving \$0.00 remaining. There is also a 'Default Allocation' section showing a code 'RD' with a 100% allocation. The page includes buttons for 'Add', 'Edit', 'Remove', and 'Save as Favorite', and a 'No Allocations' message.

| Amount | Allocated | Remaining |
|----------|-----------|-----------|
| \$215.00 | 100% | 0% |

Default Allocation

| Code | Percent % |
|------|-----------|
| RD | 100 |

No Allocations

This expense is assigned to your default allocation shown above. Click the allocate button to allocate part of all of this expense differently.

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' page with 'Expenses: 1 | \$215.00'. At the top, there are two tabs: 'Percent' (selected) and 'Amount'. Below the tabs, the 'Amount' is \$215.00, 'Allocated' is \$215.00 (100%), and 'Remaining' is \$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', 'Cancel', and 'Save'.

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, showing the 'Allocate' page with the 'Percent' and 'Amount' tabs. The 'Amount' tab is selected, and the 'Default Allocation' section shows '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' window overlaid on the 'Allocate' page. The 'Add' button on the 'Allocate' page is circled in red. The 'Add Allocation' window 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 set to '(RD) R&D' and the 'Project' dropdown is set to 'Search by Text'. A red asterisk indicates required fields. At the bottom right of the window are 'Cancel' and 'Save' buttons.

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 | | | 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 | Project | Code ▲ |
| <input type="checkbox"/> | Account Management | | ACCT |
| | | | Percent % |
| | | | 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 | | | 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 | Project | Code ▲ |
| <input type="checkbox"/> | Account Management | | ACCT |
| | | | Percent % |
| | | | 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 | | | 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 | Project | Code ▲ |
| <input type="checkbox"/> | Account Management | | ACCT |
| <input type="checkbox"/> | Sales | | SALES |
| | | | Percent % |
| | | | 50 |
| | | | 50 |

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

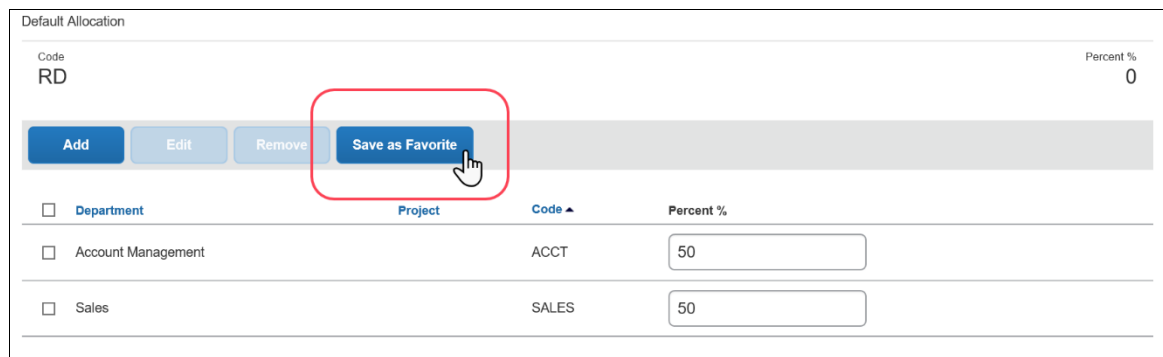
Remove an Allocation

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.



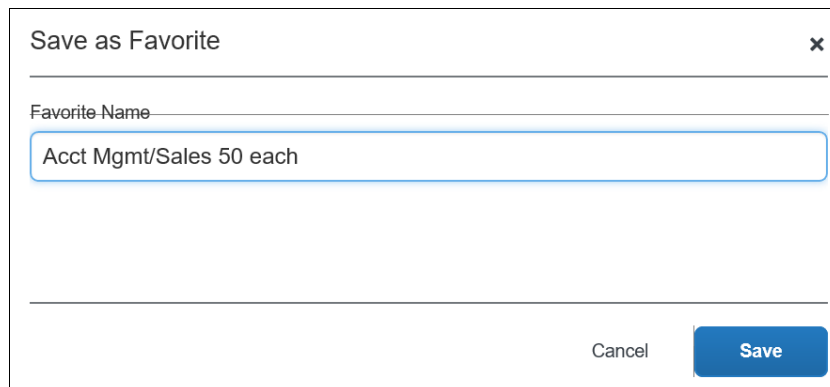
Default Allocation

Code RD Percent % 0

Add **Edit** **Remove** **Save as Favorite**

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

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



Save as Favorite ✕

Favorite Name

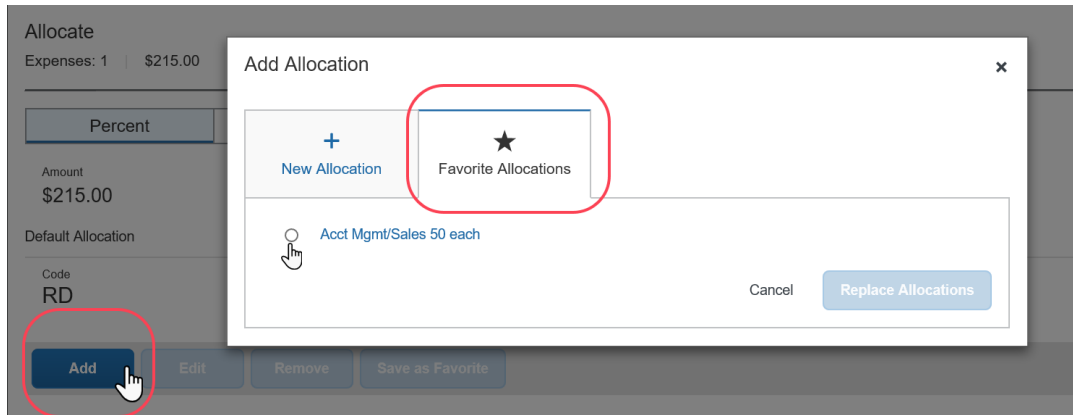
Acct Mgmt/Sales 50 each

Cancel Save

Enter a name and click **Save**.

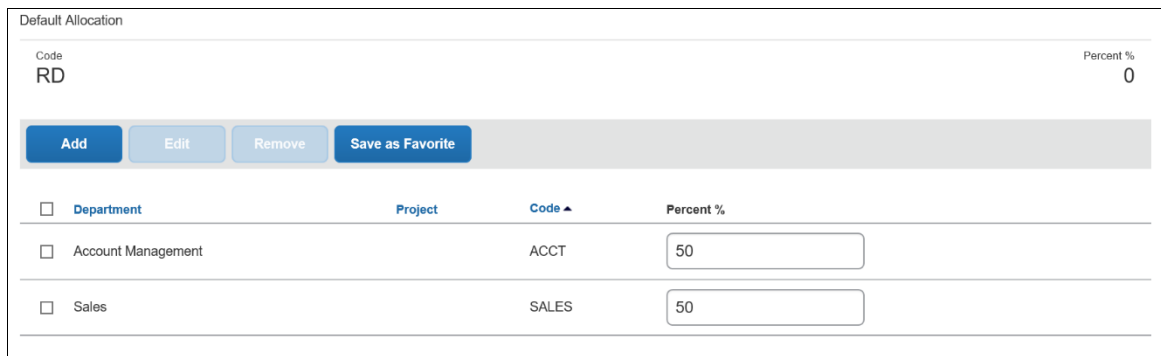
Use a Favorite

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



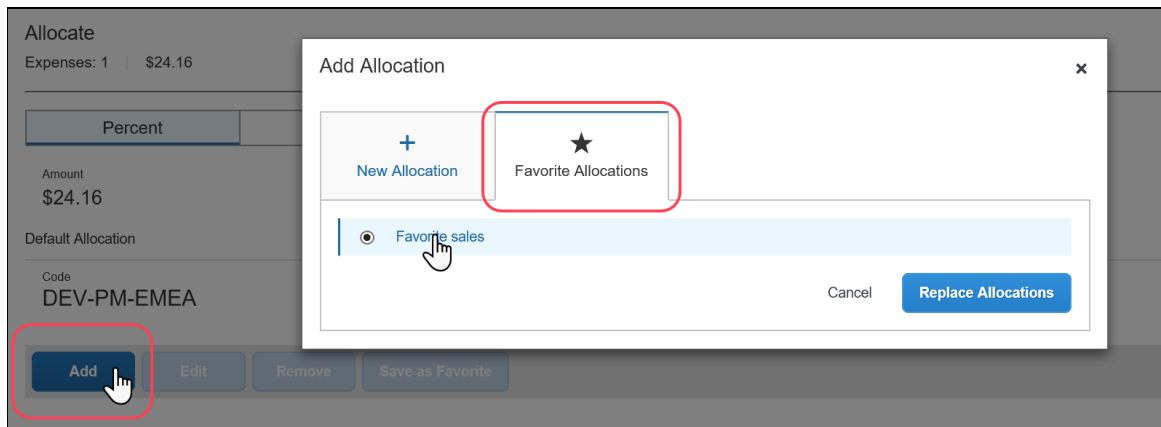
Click the radio button for the favorite and then click **Replace Allocations**.

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' modal window. On the left, it displays 'Expenses: 1 | \$24.16', a 'Percent' input field, 'Amount \$24.16', and 'Default Allocation Code DEV-PM-EMEA'. On the right, a 'Favorite sales' table is shown with two entries. At the bottom right, the 'Delete Favorite' button is circled in red.

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

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 titled 'Test \$230.62' with a 'Not Submitted' status. It features buttons for 'Copy Report' and 'Submit Report'. Below these are 'Report Details', 'Print/Share', and 'Manage Receipts' dropdowns. A row of action buttons includes 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate' (circled in red), 'Combine Expenses', and 'Move to'. A table below lists two expenses, both with their 'Receipt' checkboxes checked (also circled in red).

| <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 |

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

The screenshot shows the 'Allocate' interface for two expenses totaling \$230.62. It features a tabbed view with 'Percent' and 'Amount' tabs. The 'Amount' tab is active, showing a total of \$230.62, with \$230.62 allocated (100%) and \$0.00 remaining (0%). Below this, a 'Default Allocation' table shows a code 'RD' with a 100% allocation. At the bottom, there are buttons for 'Add', 'Edit', 'Remove', and 'Save as Favorite'. A message states 'No Allocations' and provides instructions on how to use the allocate button.

| Code | Percent % |
|------|-----------|
| RD | 100 |

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

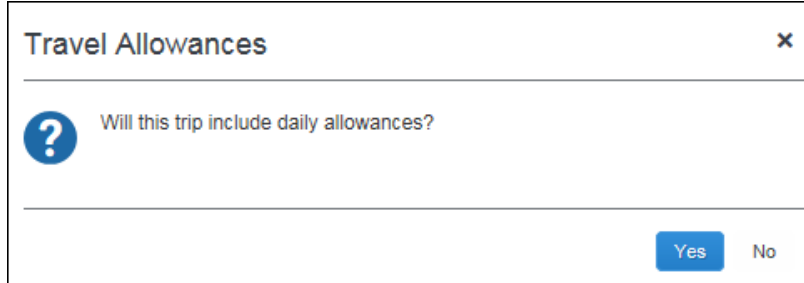
The user experience with Travel Allowance is very similar to the existing UI. The main difference is that the user indicates whether they are requesting Travel Allowance reimbursement on the **Create New Report** (header) page instead of a prompt window.

⚠ 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.

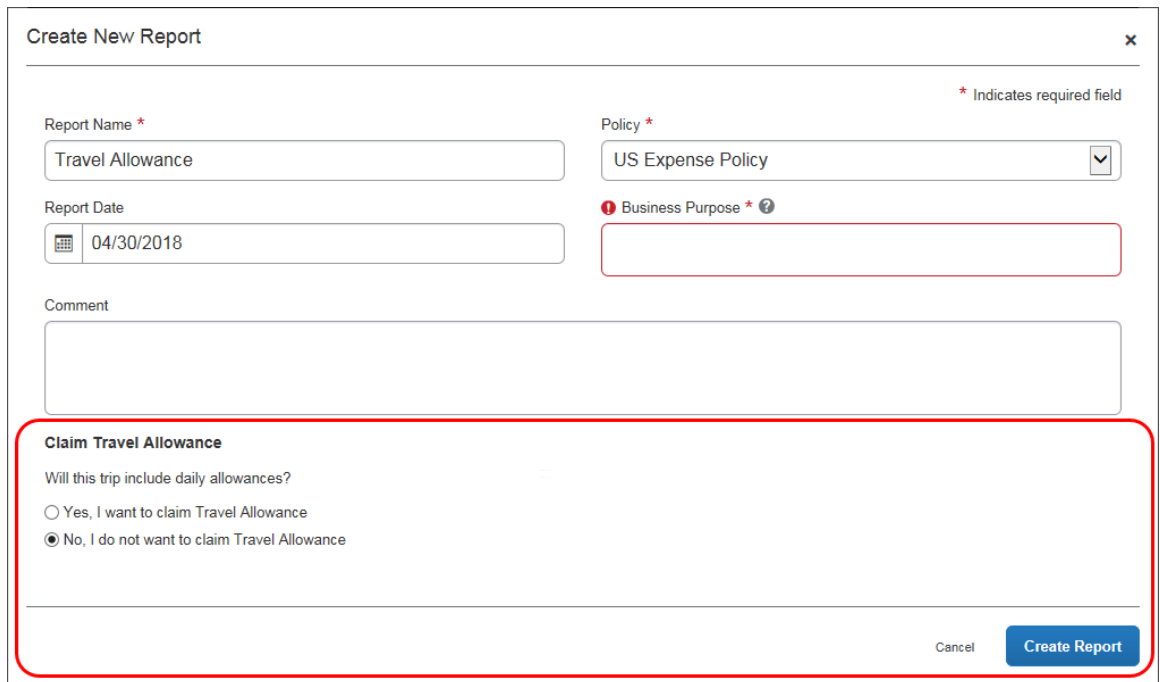


Travel Allowances

Will this trip include daily allowances?

Yes No

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



Create New Report

* Indicates required field

Report Name *
Travel Allowance

Policy *
US Expense Policy

Report Date
04/30/2018

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

Cancel Create Report

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

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

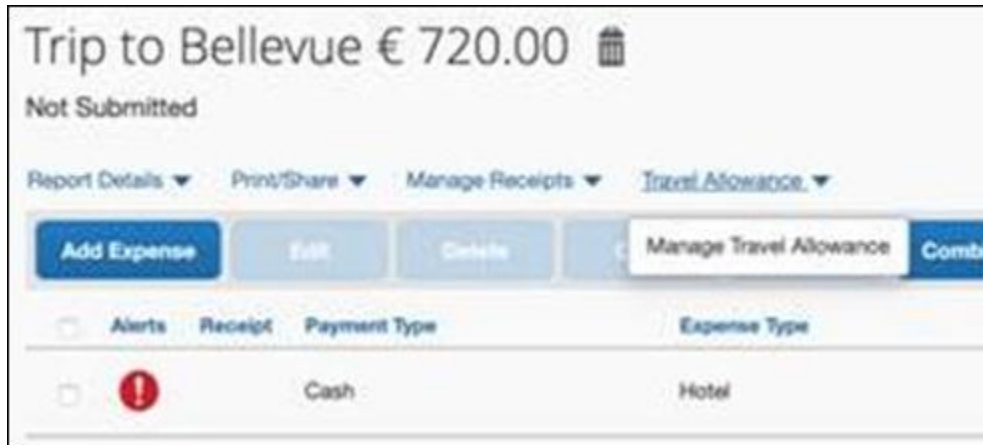
Report Details Manage Receipts

| <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.



Section 12: Expense Assistant

Calendar-Based and Trip-Based Expense Reports

First, to use the Expense Assistant feature, the company enables the feature (as defined in the configuration information later in this section) and allows its users to:

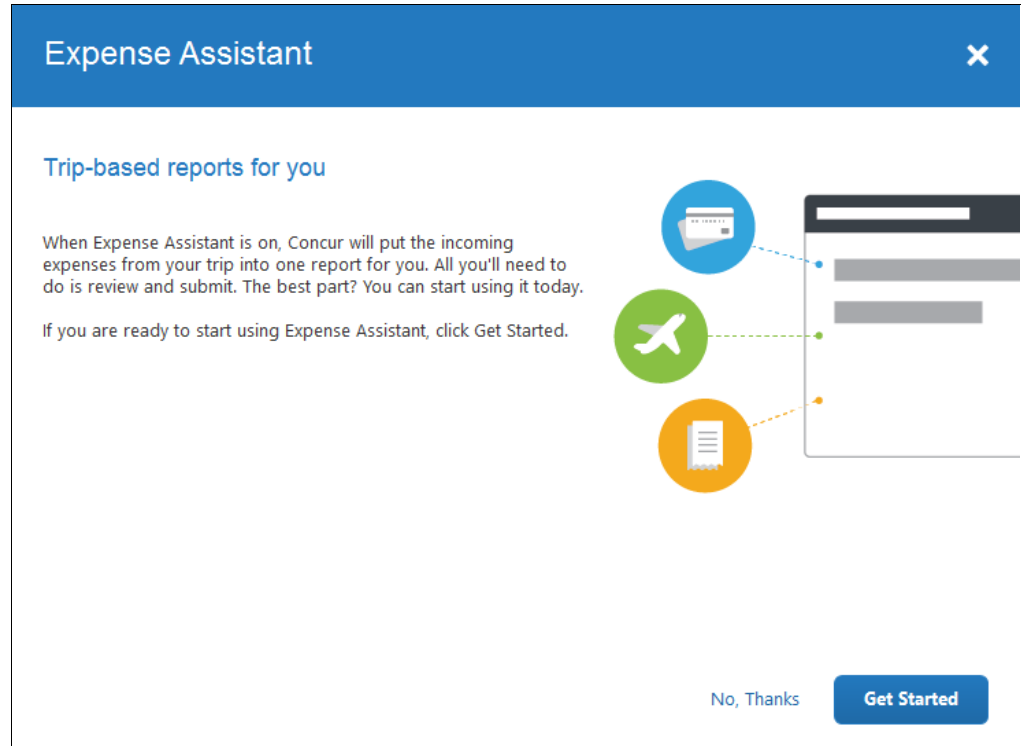
- **Use the calendar-based process:** Expense Assistant automatically creates a calendar-based (monthly) expense report as the user's expenses flow into Concur Expense.
- **Use the trip-based process:** Expense Assistant automatically creates an expense report based on a specific trip booked in Concur Travel and then populates the expense report with the client's expenses incurred between the trip's start and end dates.
- **Both:** Choose between the calendar-based and trip-based process (but not both)
- **Neither:** Not use the feature

Then, each user individually enables it (if desired) as described below.

Enable Expense Assistant

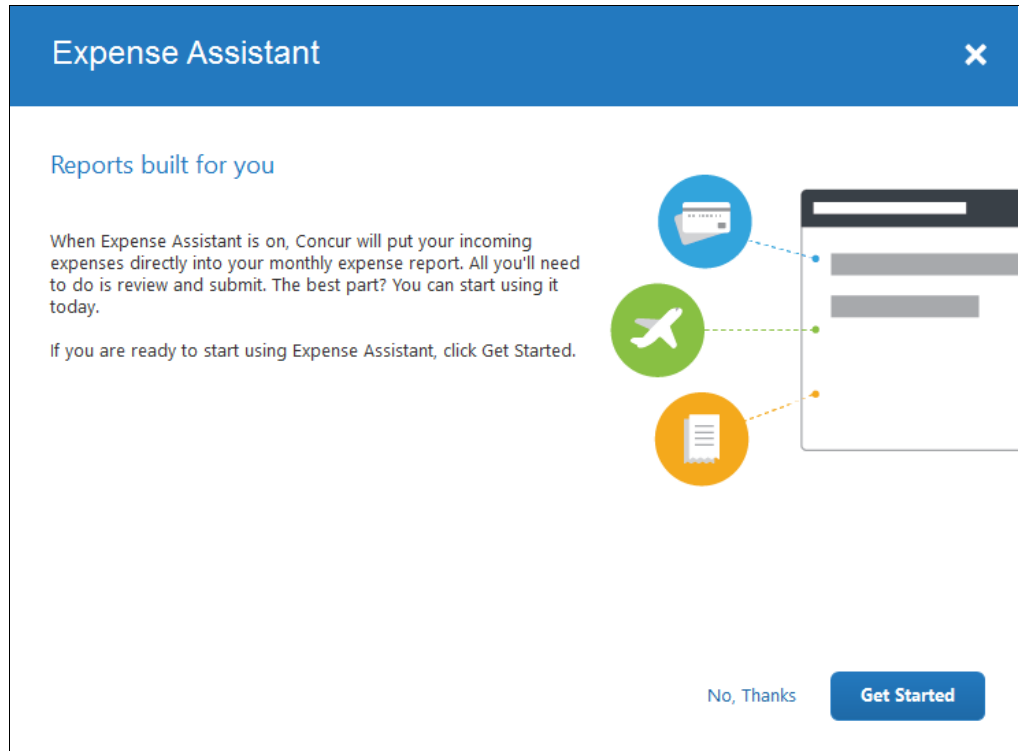
If the company has enabled Expense Assistant, there are several ways for an individual user to enable it:

- **Available travel segment:** If the user has at least one unexpensed travel segment (itinerary) in the **Available Expenses** section of the **Manage Expenses** page, the **Expense Assistant** page appears.
- ♦ If the admin configured Expense Assistant for **only** trip-based expense reports, the **Expense Assistant** page appears as shown below.



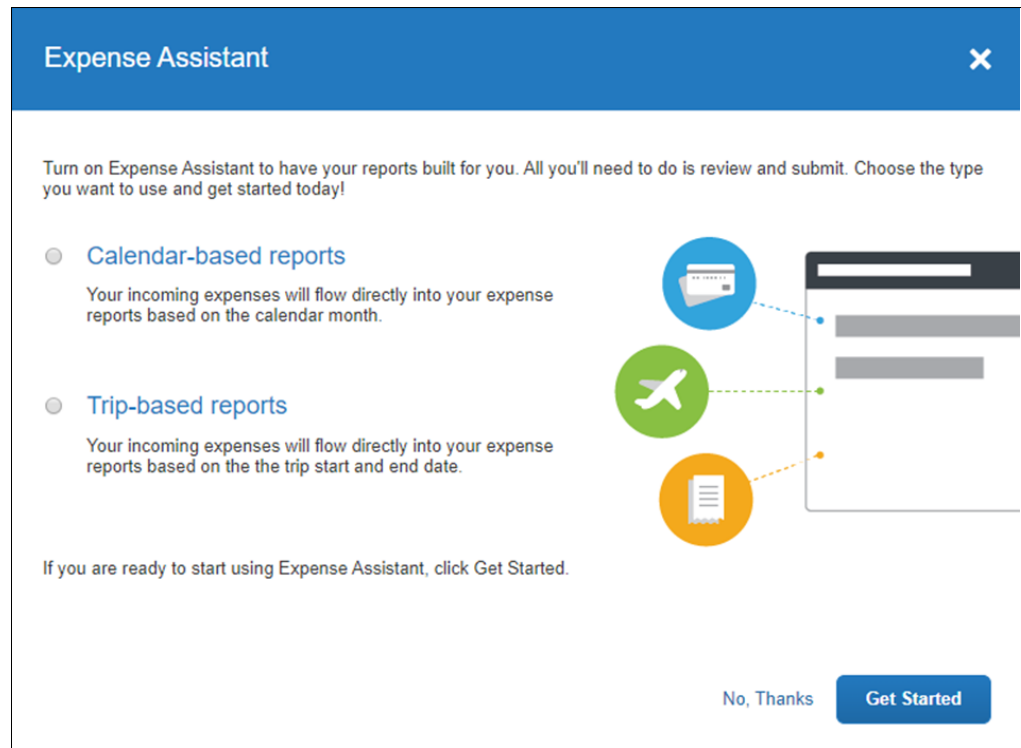
The user clicks **Get Started**.

- ◆ If the admin configured Expense Assistant for **only** calendar-based expense reports, the **Expense Assistant** page appears as shown below.



The user clicks **Get Started**.

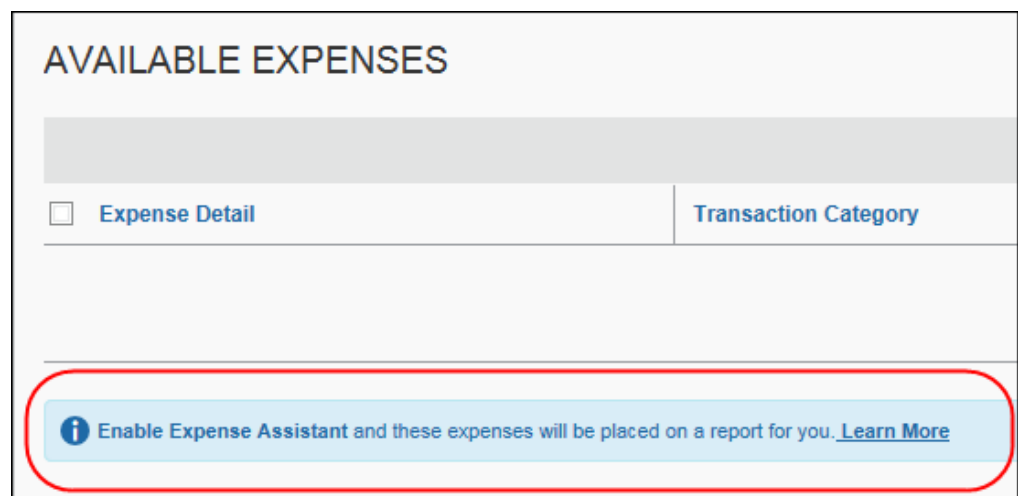
- ◆ If the admin configured Expense Assistant for trip-based or calendar-based expense reports, the **Expense Assistant** page appears as shown below.



The user makes the desired choice and clicks **Get Started**.

– or –

- **No available travel segment:** If the user does not currently have any available expenses or an unexpensed travel segment (itinerary), they will see the following message in the **Available Expenses** section.



The user clicks **Learn More**.

– or –

- **Profile:** The user can enable Expense Assistant at any time in Profile. The user clicks **Profile > Profile Settings > Expense Preferences** (left menu) and then selects *By Month* or *By Trip* from the **Expense Assistant using this method** list.

Expense Preferences

Save Cancel

Select the options that define when you receive email notifications. Prompts are pages that appear when you select...

Send email when...

- The status of an expense report changes
- New company card transactions arrive
- Faxed receipts are successfully received
- An expense report is submitted for approval

Prompt...

- For an approver when an expense report is submitted

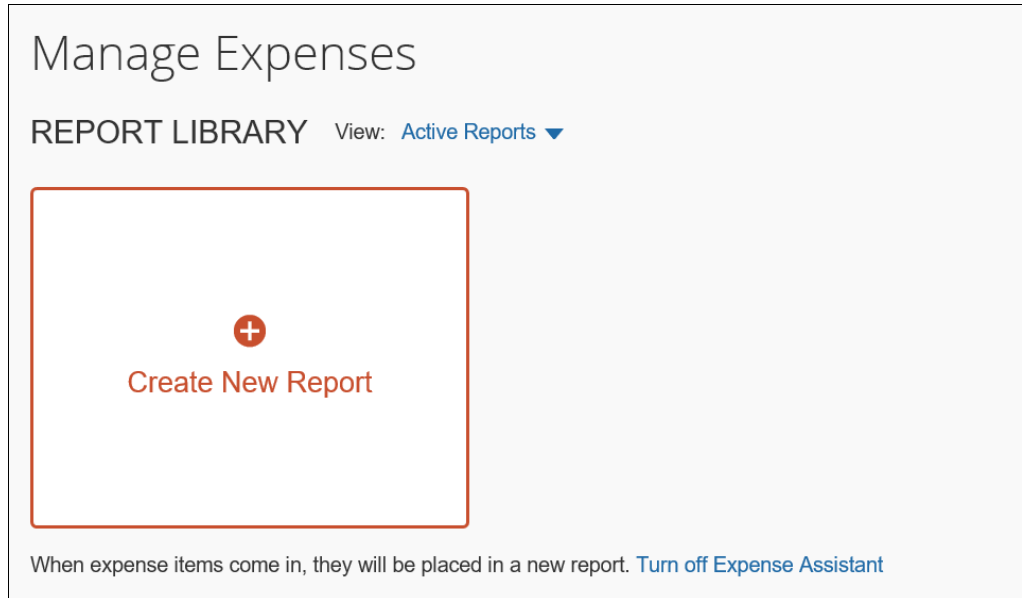
Sign me up for...

Expense Assistant using this method: By Month
 By Trip
 None

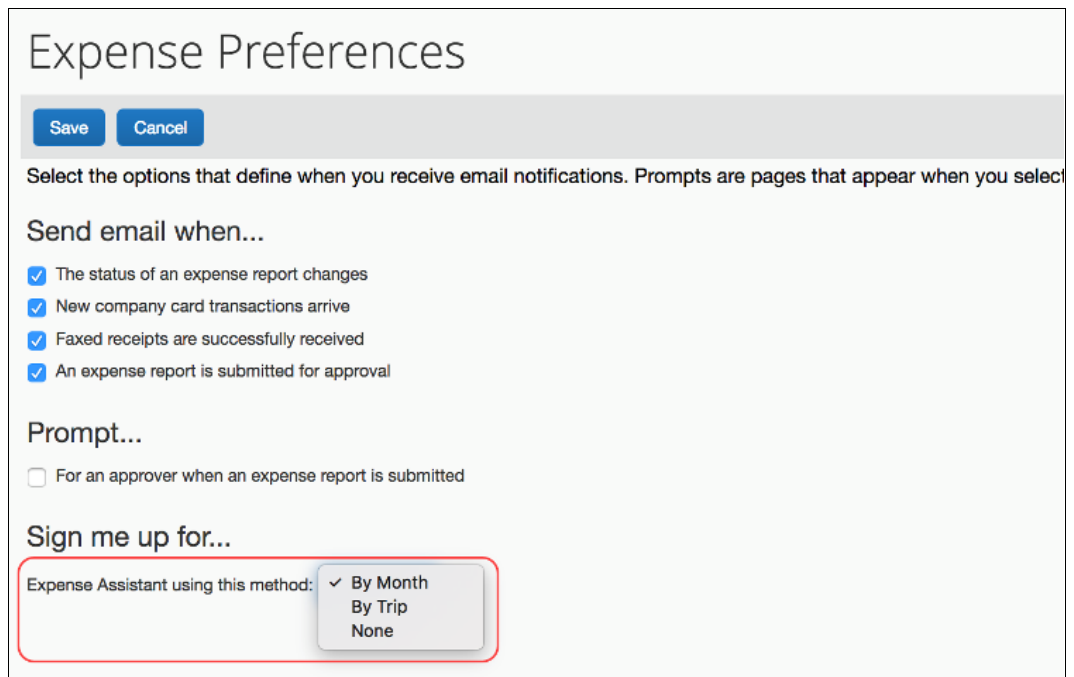
Disable Expense Assistant

The user can disable Expense Assistant two ways:

- **Manage Expenses:** On the **Manage Expenses** page, the user clicks **Turn Off Expense Assistant** below the report library.



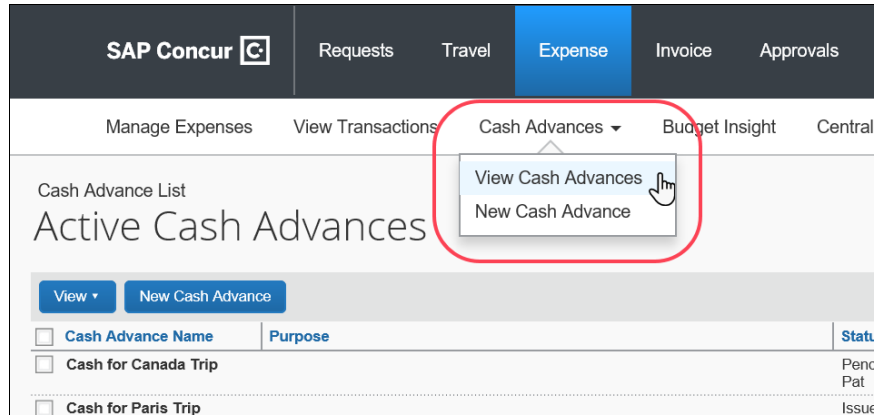
- **Profile:** The user clicks **Profile > Profile Settings > Expense Preferences** (left menu) and then selects *None* from the **Expense Assistant using this method** list.



Section 13: Cash Advance

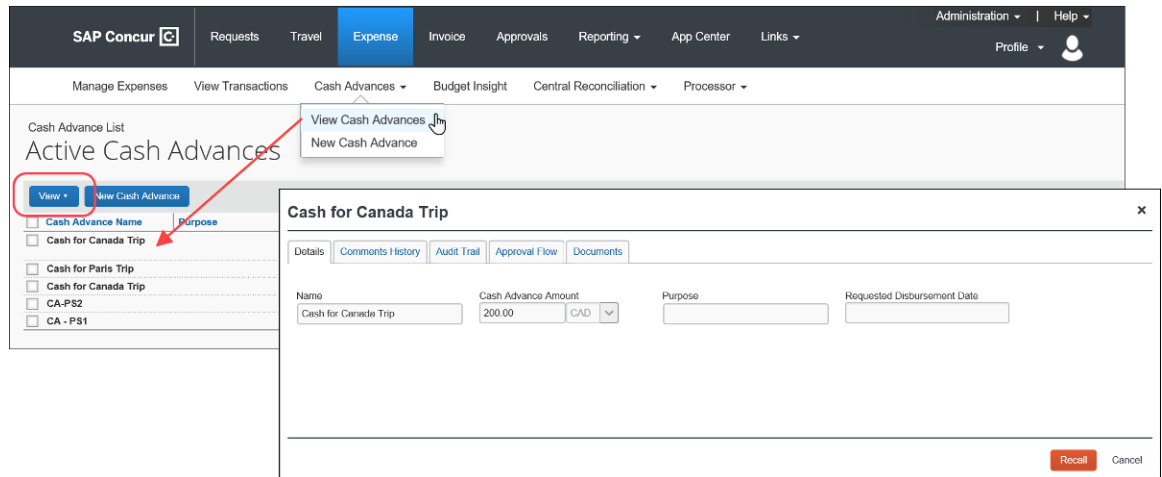
Existing UI

In the existing UI, the **Expense > Cash Advance** menu is used to create and view cash advances.

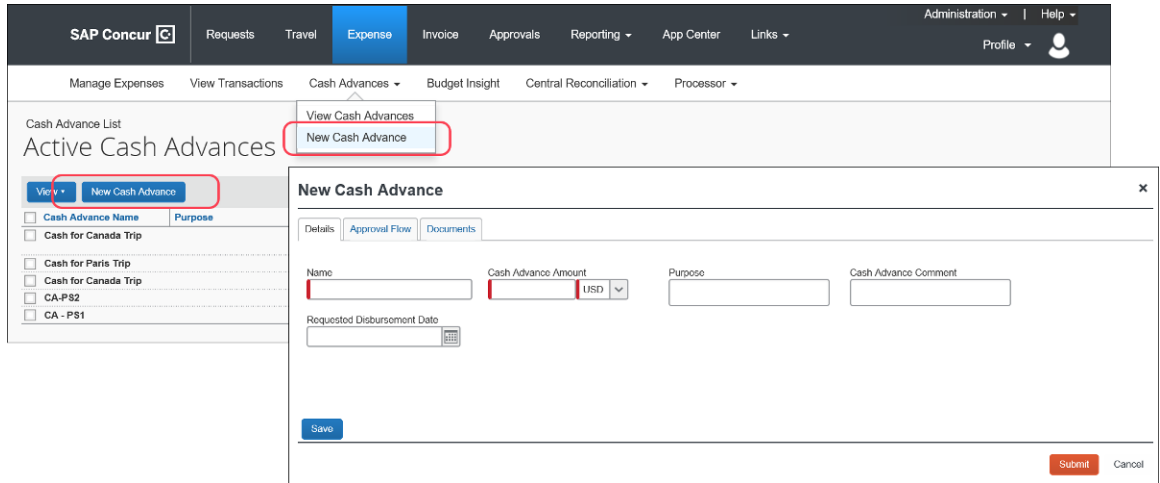


To view, click **Expense > Cash Advances > View Cash Advances**. Select the desired cash advance. The information appears.

Use the **View** menu to view active cash advances, issued cash advances, etc.

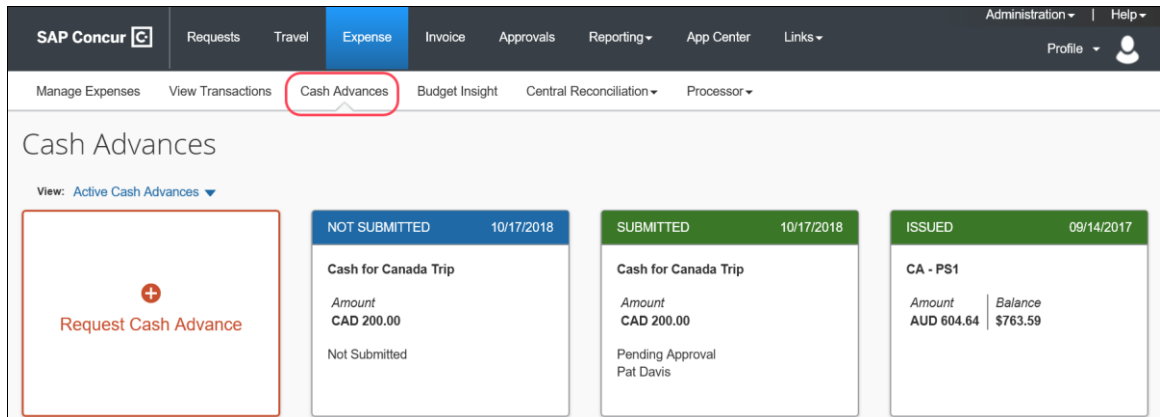


To create a new cash advance, click **Expense > Cash Advances > New Cash Advance** or click **New Cash Advance** on the **Cash Advance List** page.

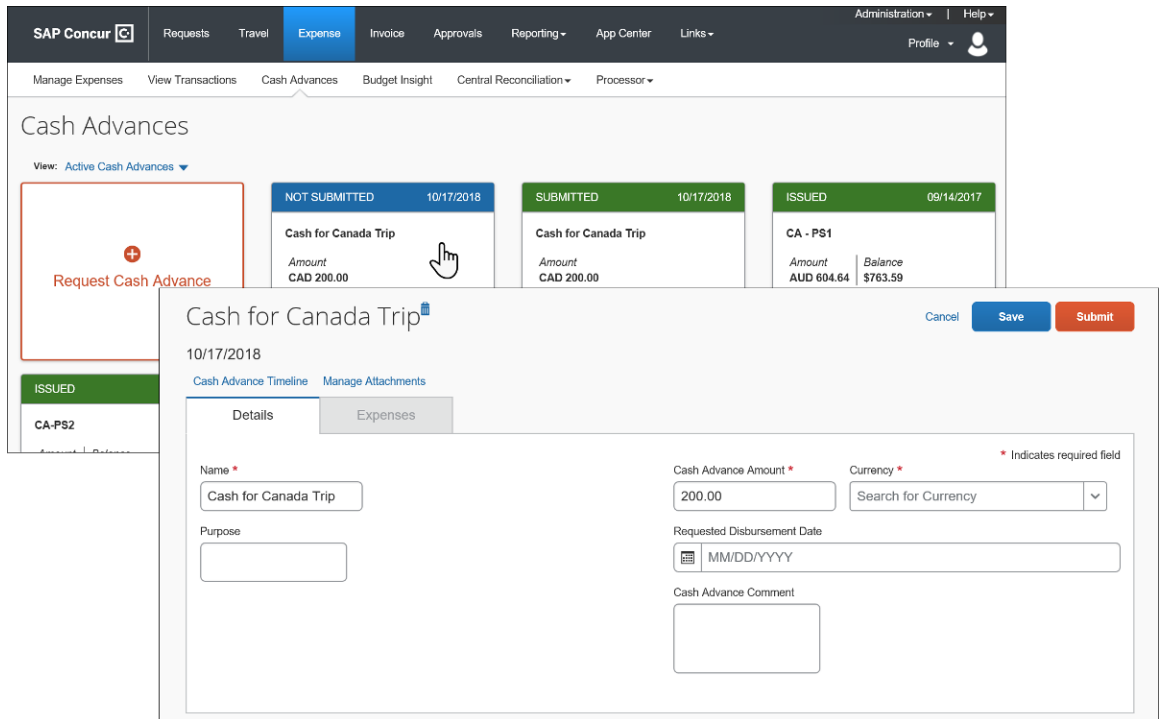


NextGen UI

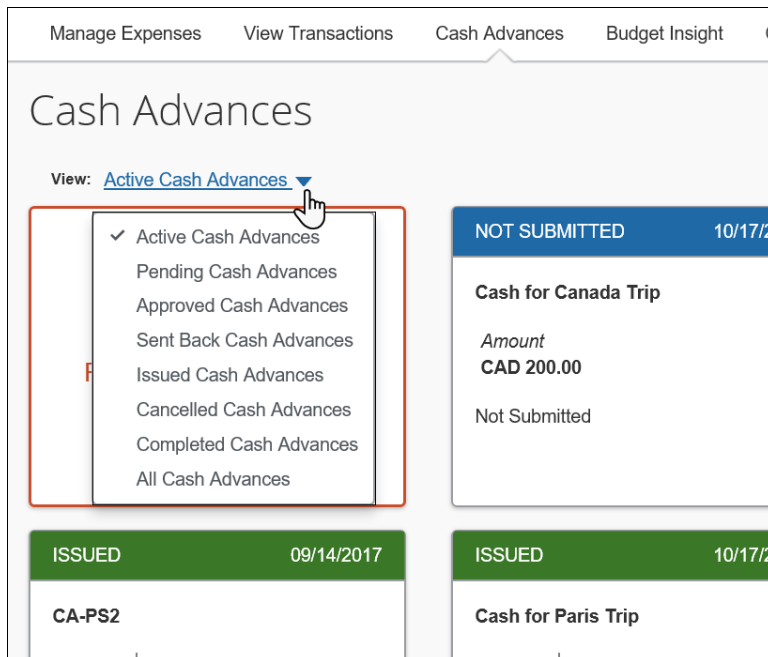
In the NextGen UI for Concur Expense, click **Expense > Cash Advances**. The **Cash Advances** page appears.



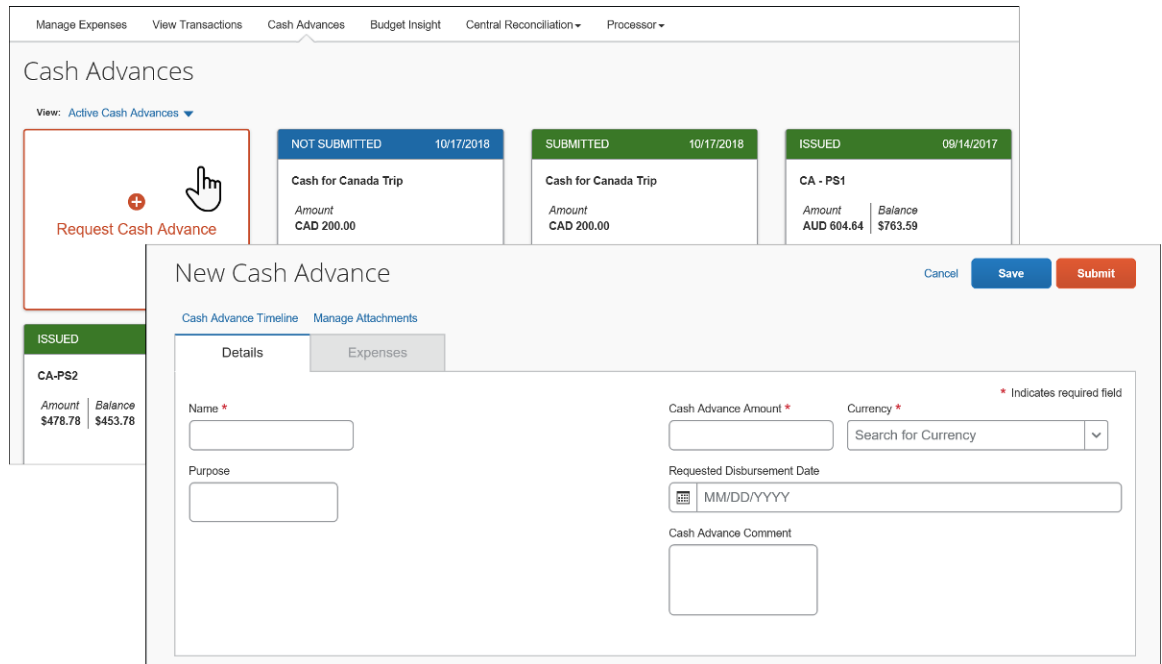
To view a cash advance, click the desired cash advance.



Use the **View** list to view active cash advances, issued cash advances, etc.



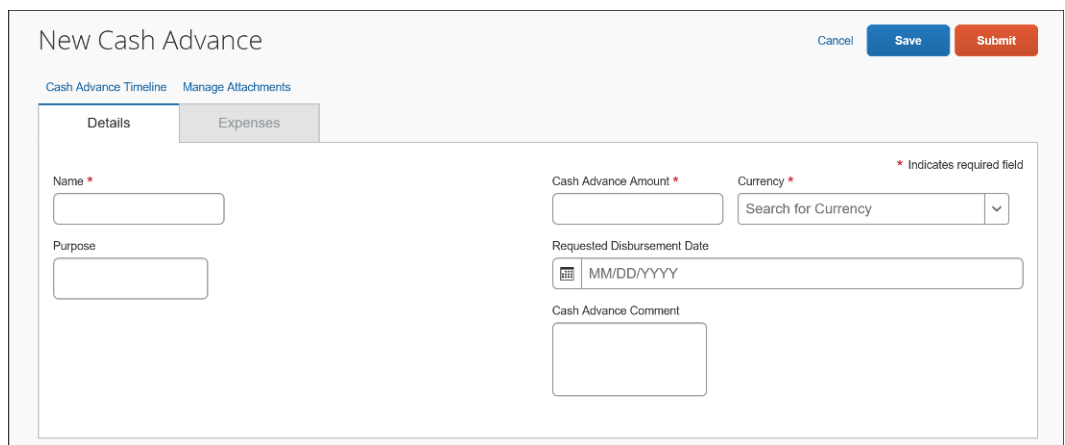
To create a new cash advance, on the **Cash Advance List** page, click **Request Cash Advance**.



Request a Cash Advance – Typical Process

► **To request a cash advance:**

1. On the **Cash Advances** page, click **Request Cash Advance**. The **New Cash Advance** page appears.



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

2. Complete the fields on the page as directed by your company. Use the **Manage Attachments** link to add attachments, if applicable.

Cash to Trip to Canada

Cancel Save Submit

Cash Advance Timeline Manage Attachments

Details Expenses

Name * Cash to Trip to Canada

Cash Advance Amount * 100.00

Currency * Canada, Dollar

Purpose tips and misc

Requested Disbursement Date 12/13/2018

Cash Advance Comment

* Indicates required field

3. Click **Submit**.

Manage Expenses View Transactions Cash Advances Budget Insight Central Recon

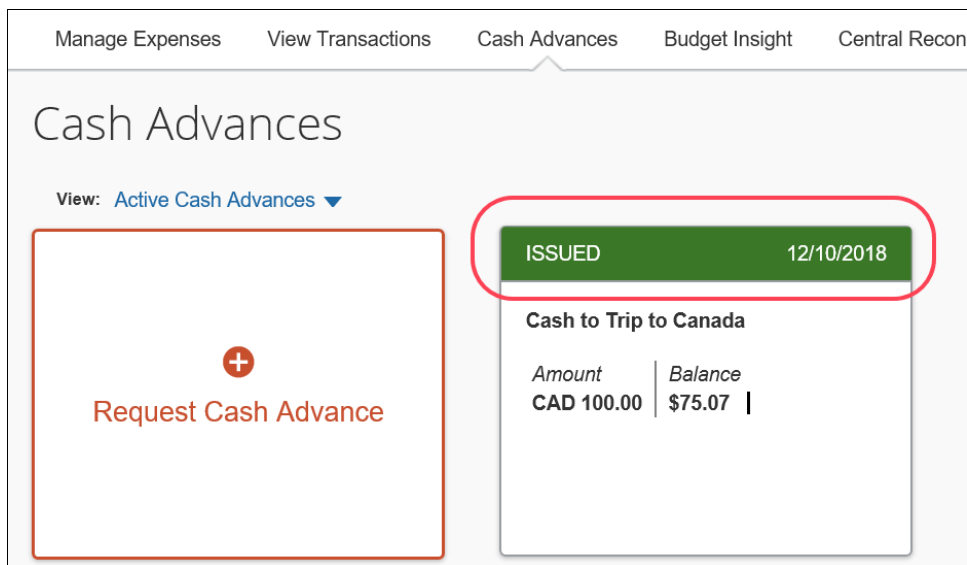
Cash Advances

View: Active Cash Advances

Request Cash Advance

| | |
|-------------------------------|------------|
| SUBMITTED | 12/10/2018 |
| Cash to Trip to Canada | |
| Amount | |
| CAD 100.00 | |
| Pending Approval | |
| Pat Davis | |

Once submitted, the request goes through an approval process and then on to the Cash Advance administrator for issuing. The company then distributes the cash according to its internal process.



Account for a Cash Advance

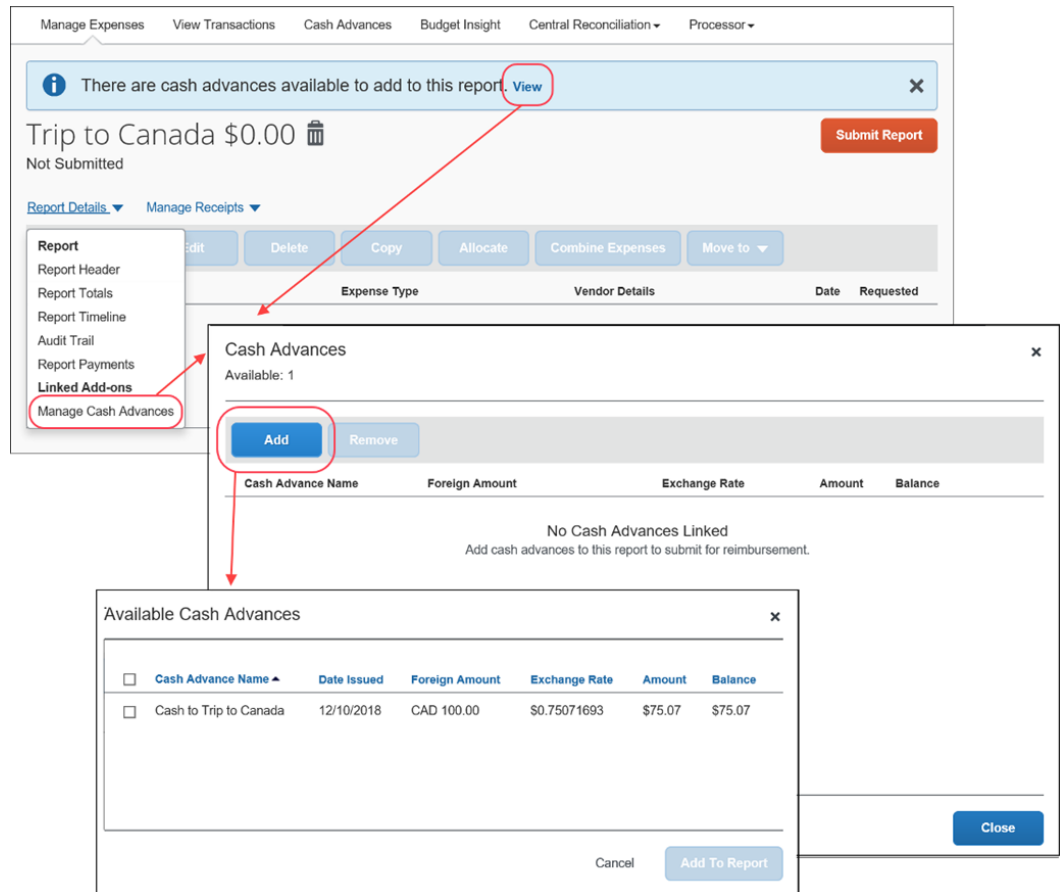
▶ **To account for a cash advance on an expense report:**

1. On the expense report, click either:
 - ◆ The **View** link in the top banner.

– or –

- ◆ **Report Details > Manage Cash Advances**

Either way, the **Cash Advances** page appears.



2. In the **Cash Advances** page, either:
 - ◆ Use a cash advance that appears on the page
 - or –
 - ◆ Click **Add**. The **Available Cash Advances** page appears.
 - Select the desired cash advance.
 - Click **Add to Report**.

Section 14: Company Bill Statements

Company Bill Statements has been updated with a new look and the purchasing card owner now has gained visibility and clarity on tasks that need to be performed. While the user interface (UI) has been improved with new elements and messaging, the basic functionality of creating and submitting Company Bill Statement reports remains the same.

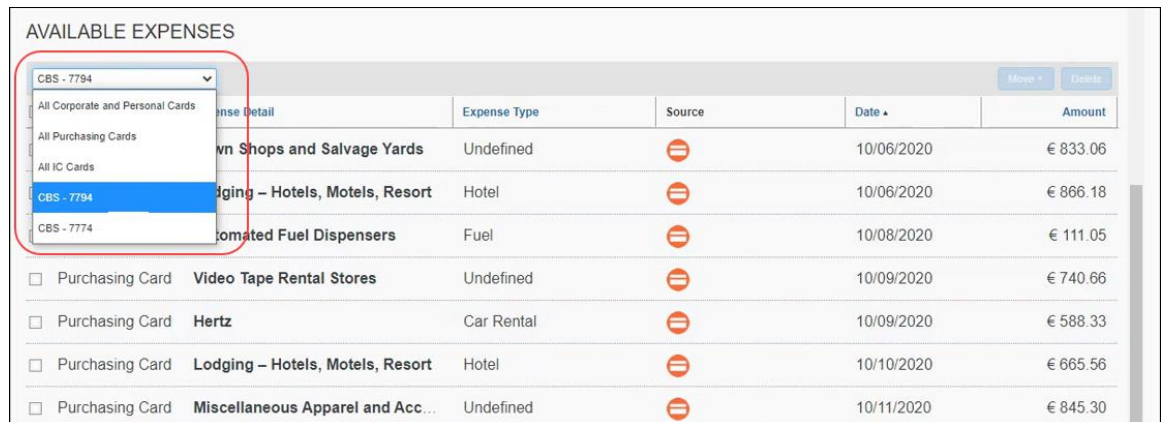
Company Bill Statements includes the following enhancements:

- Manual creation of a statement report from **Available Expenses**
- Reduced number of unassigned purchase card transactions displaying in **Available Expenses** (including when an expense type is undefined)
- Improved visibility of unassigned purchase card transactions using a new **All Expenses** filter in **Available Expenses**, which includes the display of all purchase cards
- Clarified messaging to inform users when selections cannot be moved to a single report
- The ability for delegates and proxy roles to view the statement report

Available Expenses

Existing UI

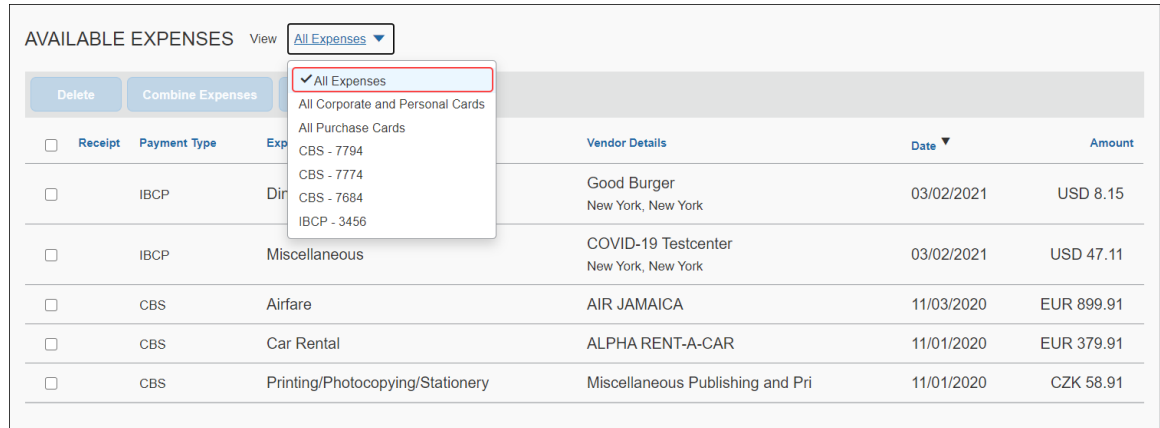
In the existing UI for **Available Expenses**, users cannot view expenses related to purchase card transactions when the *All Corporate and Personal Cards* filter is selected by default. Users must select the *All Purchasing Cards* filter to view purchase card expenses.



| AVAILABLE EXPENSES | | | | | | |
|--------------------------|--|--------------|--------|------------|----------|--|
| | Expense Detail | Expense Type | Source | Date | Amount | |
| <input type="checkbox"/> | own Shops and Salvage Yards | Undefined | ⊖ | 10/06/2020 | € 833.06 | |
| <input type="checkbox"/> | Lodging – Hotels, Motels, Resort | Hotel | ⊖ | 10/06/2020 | € 866.18 | |
| <input type="checkbox"/> | Automated Fuel Dispensers | Fuel | ⊖ | 10/08/2020 | € 111.05 | |
| <input type="checkbox"/> | Purchasing Card Video Tape Rental Stores | Undefined | ⊖ | 10/09/2020 | € 740.66 | |
| <input type="checkbox"/> | Purchasing Card Hertz | Car Rental | ⊖ | 10/09/2020 | € 588.33 | |
| <input type="checkbox"/> | Purchasing Card Lodging – Hotels, Motels, Resort | Hotel | ⊖ | 10/10/2020 | € 665.56 | |
| <input type="checkbox"/> | Purchasing Card 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.

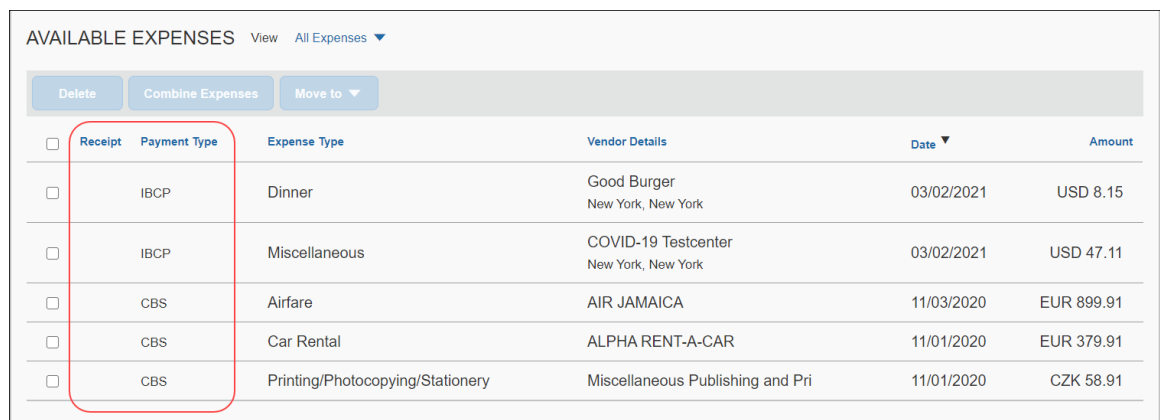


| AVAILABLE EXPENSES | | View | All Expenses | | |
|--------------------------|--------------|----------------------------------|---|------------|------------|
| Receipt | Payment Type | Expense Type | Vendor Details | Date | Amount |
| <input type="checkbox"/> | IBCP | Dinner | Good Burger New York, 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 |

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.



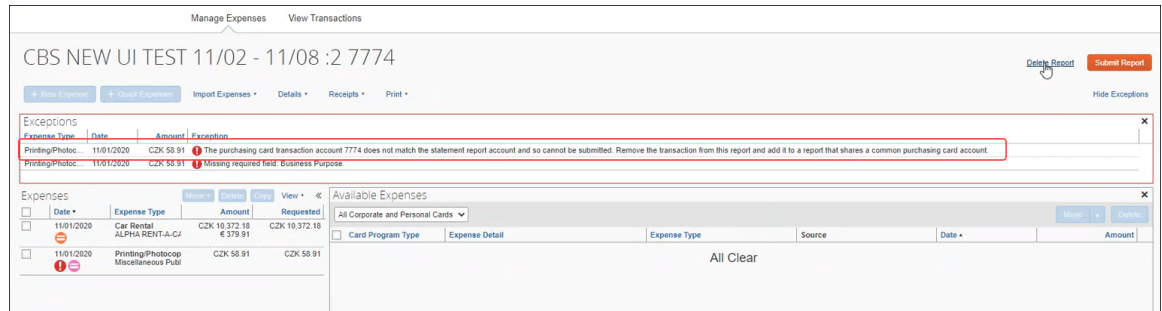
| AVAILABLE EXPENSES | | View | All Expenses | | |
|--------------------------|--------------|----------------------------------|---|------------|------------|
| Receipt | Payment Type | Expense Type | Vendor Details | Date | Amount |
| <input type="checkbox"/> | IBCP | Dinner | Good Burger New York, 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 |

Clarified Messaging When Creating Reports or Moving Transactions

Move Update Message

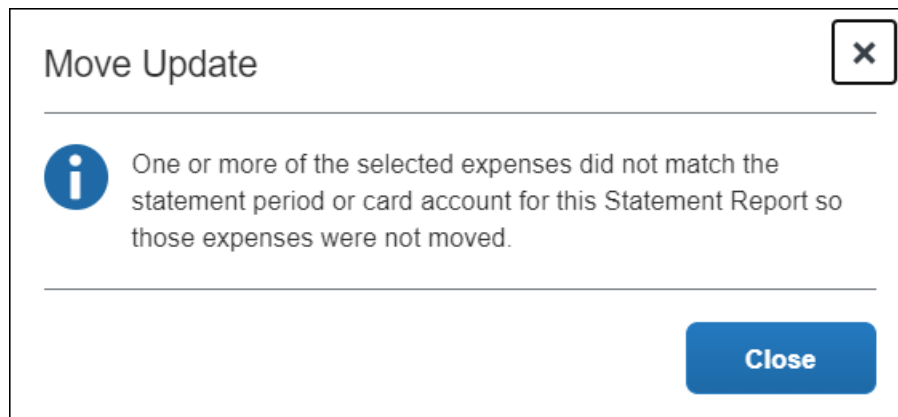
EXISTING UI

In the existing UI, users attempting to move multiple expenses to a report that do not belong together see an exception display on the report. The exception note asks the user to delete the transaction identified as an exception from the report and to add the expense to another report.



NEXTGEN UI

In the NextGen UI, a new **Move Update** message displays when a user attempts to move multiple expenses that should not be included together on a single report. This message helps save users time when creating reports by blocking the addition of expenses that should not be included on the same report.



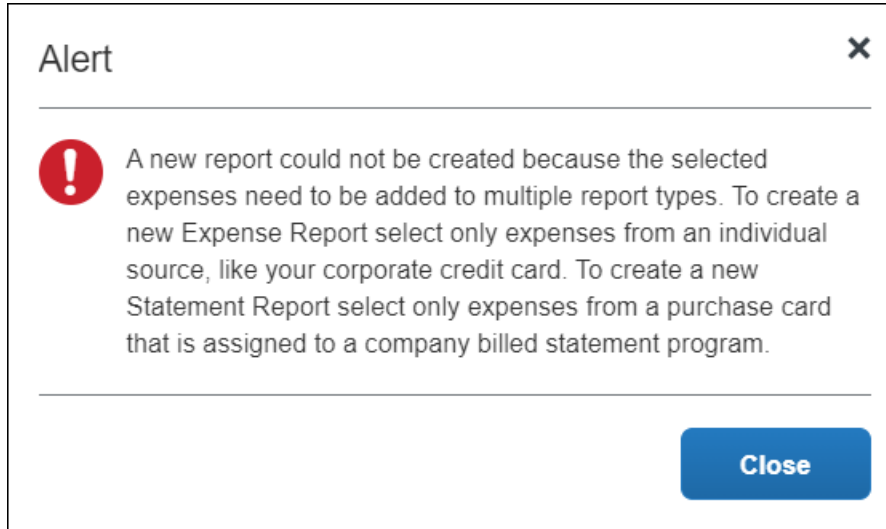
The following are examples of when the **Move Update** message displays:

- If a user attempts to add expenses from two different purchasing cards to a statement report, the message displays. In this instance, a report is still created for one of the expenses. The user will then need to select the expense from the other purchase card and create a new report for it.
- If a user attempts to add expenses that do not belong in the same statement period, the message displays. A statement report is still created and the expenses for that statement period are added to the report. The user will then

need to select the expenses for the other statement period and create another statement report.

Alert Message on Move to New Report

A new **Alert** message displays when a user attempts to create a report with expenses from a purchase card and a corporate card.

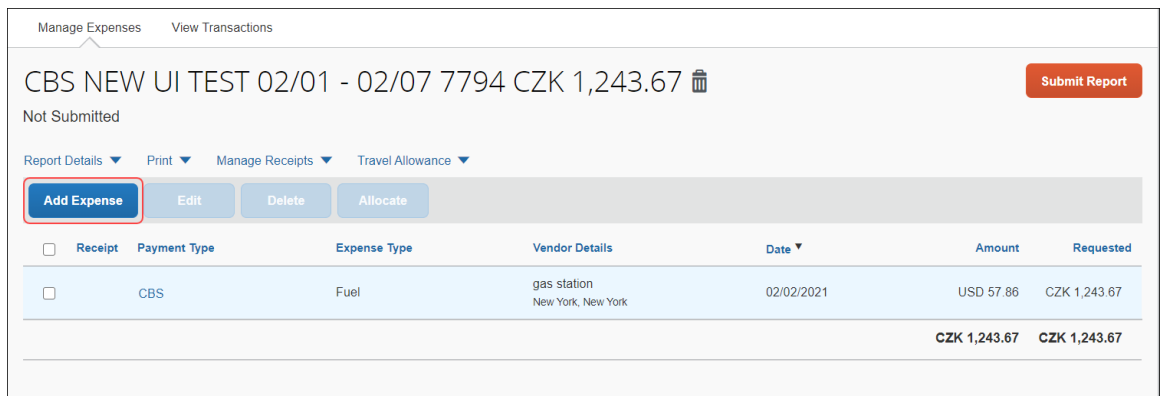


In this instance, a report will not be created because the system does not know whether the user is intending to create a regular expense report or a statement report. The user will need to return to **Available Expenses** and refine expense selections in order to create a report.

Add Expenses to a Statement Report

In the NextGen UI for Concur Expense, users can add purchasing expenses to a report once the statement report is open.

NOTE: It is not possible to add an expense to the statement report by manual entry. The user must select from a list of available purchasing card transactions.



When the user clicks **Add Expense**, an **Add Expense** page appears listing all available purchasing card transactions. Other expenses will not display here.

| <input checked="" type="checkbox"/> | Payment Type | Expense Type | Vendor Details | Date | Amount |
|-------------------------------------|--------------|---------------------------|--------------------------------------|------------|------------|
| <input checked="" type="checkbox"/> | CBS | Office Equipment/Hardware | hardware store New York, New York | 02/02/2021 | USD 142.42 |

Displayed expenses: 1, Total: 1

Close Add To Report

Select the check box for the purchasing expense you want to add to the report, then click **Add To Report**.

The purchasing expense now displays on the statement report.

CBS NEW UI TEST 02/01 - 02/07 7794 CZK 4,304.92 Submit Report

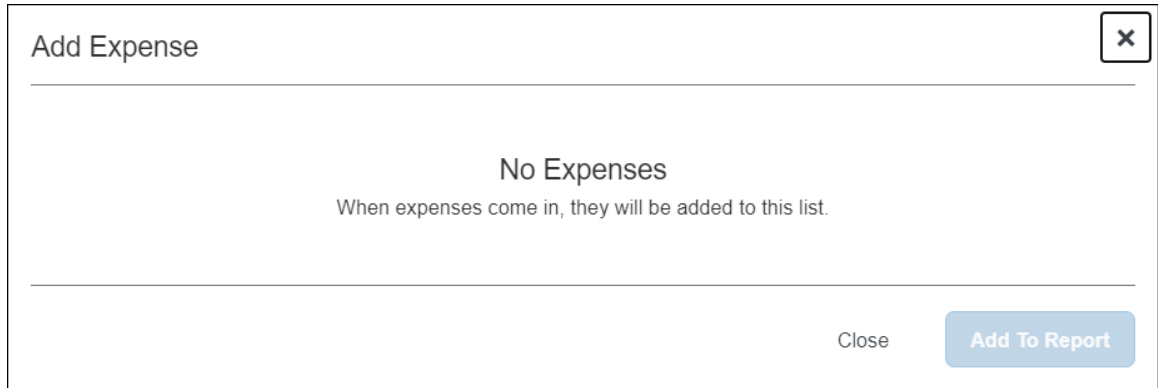
Not Submitted

Report Details ▼ | Print ▼ | Manage Receipts ▼ | Travel Allowance ▼

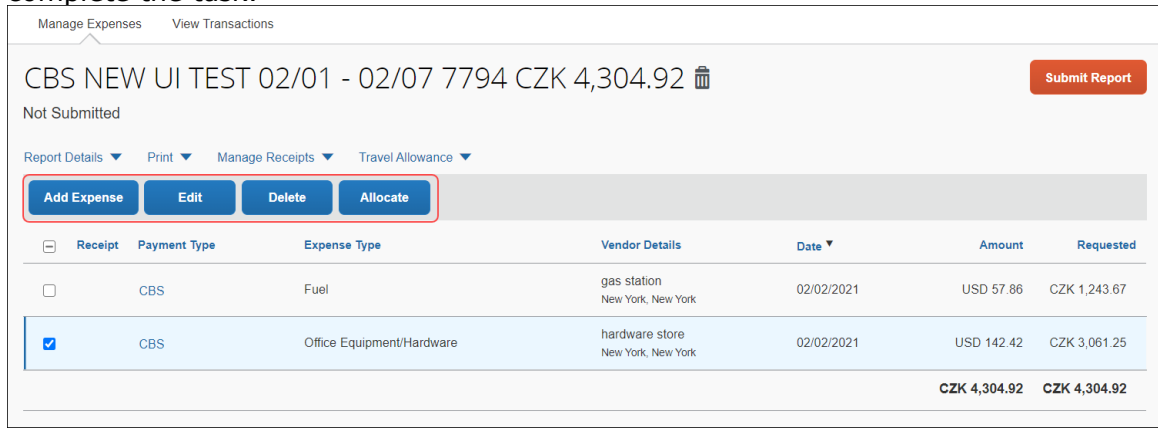
Add Expense Edit Delete Allocate

| <input type="checkbox"/> | Receipt | Payment Type | Expense Type | Vendor Details | Date | Amount | Requested |
|--------------------------|---------|--------------|---------------------------|--------------------------------------|------------|---------------------|---------------------|
| <input type="checkbox"/> | | CBS | Fuel | gas station New York, New York | 02/02/2021 | USD 57.86 | CZK 1,243.67 |
| <input type="checkbox"/> | | CBS | Office Equipment/Hardware | hardware store New York, New York | 02/02/2021 | USD 142.42 | CZK 3,061.25 |
| | | | | | | CZK 4,304.92 | CZK 4,304.92 |

If user clicks **Add Expense** and there are no purchasing card transactions fitting to the Statement Report (same account and period), the **Add Expense** page appears with a message stating: *No Expenses. When expenses come in, they will be added to this list.*



NOTE: In the existing UI, buttons were simply greyed out (unavailable) for actions a user could not perform. The user did not receive an on-screen message with the reason why the action could not be performed. In the NextGen UI for Concur Expense, all buttons display as active (available) for users. If the user clicks a button and the action is not possible, a message displays indicating why the user cannot complete the task.



Section 15: Other Features

Requests

Approved requests cannot be added to the report header (when a user is creating the report). Once the report has been created, a request can be added from the expense report page.

e-Bunsho Timestamp

The e-Bunsho Timestamp feature allows clients in Japan to maintain legal compliance to use images in lieu of paper receipts, per the e-Bunsho regulations.

On an expense, timestamp successful:

The screenshot displays the SAP Concur Expense app interface for an expense entry. The top bar shows the expense title 'Lunch ¥6,580' and the date '2021/10/13'. The main form is divided into 'Details' and 'Itemizations' tabs. The 'Details' tab is active, showing various fields for expense information. A 'TIMESTAMPED' status is indicated at the top right of the form area. On the right side, a receipt image is displayed, which is a Japanese receipt (領収書) for a total amount of ¥6,580. The receipt includes details such as the date (2020年09月29日), car number (6125), and the company name (kmグループ 茶生交通株式会社). The receipt is timestamped with the ID 'B0D4F34D75DC3B2FBE88...' and the upload date '2021/10/12'.

Expense Entry Details:

- Expense Type: Lunch
- Transaction Date: 2021/10/13
- Business Purpose: (Empty)
- Enter Vendor Name: (Empty)
- Country: JAPAN (JP)
- City of Purchase: (Empty)
- Payment Type: Cash
- Amount: 6,580
- Currency: Japan, Yen
- Tax Posted Amount: (Empty)
- Receipt Status: Receipt
- Personal Expense (do not reimburse):
- Custom 03_日付: 2021/10/13
- Custom 04_ゴール: (Empty)

Receipt Image Content:

領収書
日付 2020年09月29日
車番 6125
基本運賃 ¥6580円
合計 ¥6580円
(内消費税等 ¥598円)
-----内訳-----
現金支払 ¥6580円
kmグループ 茶生交通株式会社
東京都中野区弥生町1-56-8
忘れ物、領収書問合せ 03-3372-8411
お客さま相談室 0120-717-039
<ナビコード>
A35-4793-5211
(営業回数4100)

On an expense, timestamp successful, additional information:

← → Lunch ¥6,580 🗑️
Cancel **Save Expense**

2021/10/13

Details
Itemizations
Hide Receipt 📄

Allocate * Required field

Expense Type *
Lunch

Transaction Date *
2021/10/13

Enter Vendor Name

City of Purchase

Amount *
6,580

Calculate Tax

Personal Expense (do not reimburse)

カスタム 03_日付
2021/10/13

カスタム 05_整合

カスタム 07_連続リスト

Business Purpose

Country
JAPAN (JP)

Payment Type *
Cash

Currency
Japan, Yen

Tax Posted Amount

Receipt Status *
Receipt

カスタム 01_テキスト

カスタム 02_金額

カスタム 04_ゴール

カスタム 06_リスト
None Selected

カスタム 08_連続リスト

TIMESTAMPED 📷

Timestamp: 2021/10/12 06:05pm
Image Size: 4032x3024
Color Depth: 24 bit

B0D4F34D75DCB2FBE88... Uploaded:2021/10/12

Detach

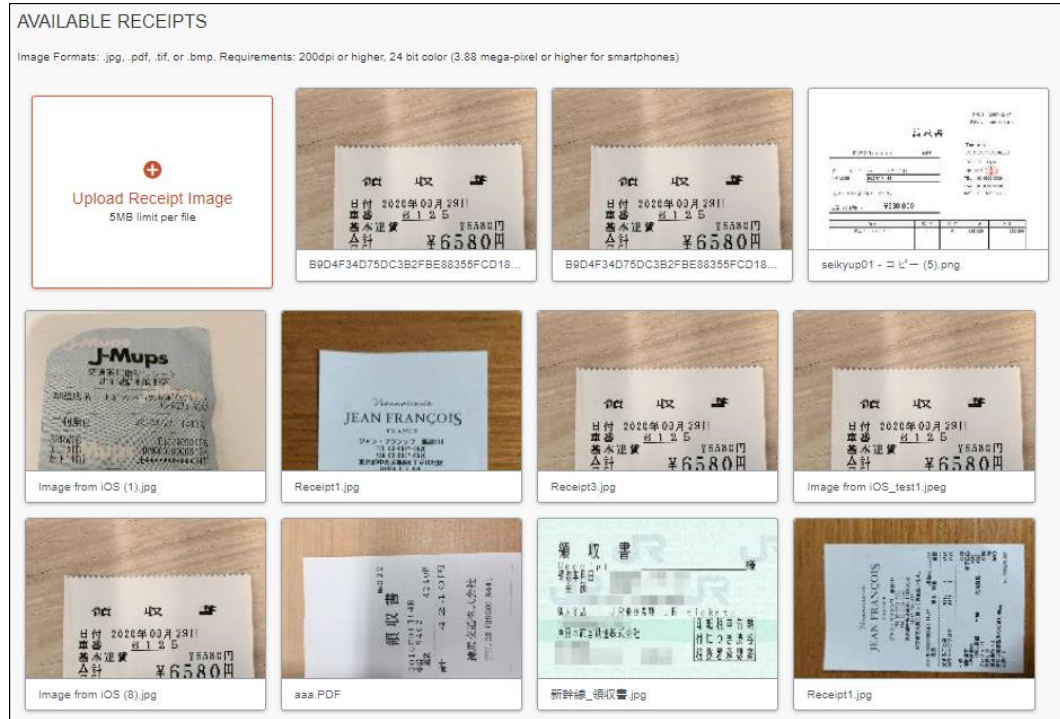
On an expense, timestamp failed:

The screenshot shows the SAP Concur Expense form for a Taxi expense of ¥3,000 on 2021/10/12. The form includes fields for Expense Type (Taxi), Transaction Date (2021/10/12), Business Purpose, Vendor Name, Country (JAPAN (JP)), City of Purchase, Payment Type (Cash), Amount (3,000), Currency (Japan, Yen), C.TAX Amount in JPY (273), and Receipt Status (No Receipt). A 'Timestamp Failed' error message is displayed at the top right of the receipt area. Below the error message, the image size is listed as 191x280 and the color depth as 24 bit. The receipt image shows a receipt for a taxi ride on 2020年09月29日 (September 29, 2020) for ¥6580, including a ¥598 tax and a ¥6580 total amount.

On an expense report, add to an expense:

The screenshot shows the SAP Concur Expense report interface with an 'Attach Receipt' dialog box open. The dialog box displays a grid of receipt images for attachment. The first image is a placeholder with a red plus sign and the text 'Upload Receipt Image' and '5MB limit per file'. The other images are thumbnails of receipts with their respective file names and upload dates: 'B9D4F34D75DC3B2FBE8...' (uploaded 2021/10/12 17:41), 'B9D4F34D75DC3B2FBE8...' (uploaded 2021/10/12 17:30), 'seikyup01 - コピー - (5).png' (uploaded 2021/9/12 7:02), 'Image from iOS (1).jpg' (uploaded 2020/12/16 1:10), and 'Receipt1.jpg' (uploaded 2020/12/3 21:50). Each thumbnail has an 'Attach' button and a 'View' button. The background shows the expense report details for 'Entertainment - Clients' on 2021/10/12, with an amount of 1,000 and a receipt status of 'No Receipt'.

On the **Manage Expenses** page, section:



Differences in behavior

There are differences in behavior between the Legacy UI and NextGen UI in terms of handling expense entries with a timestamp image. Once the expense report is submitted, users will no longer be able to detach the image, delete or move the expense entry from a report in NextGen UI.

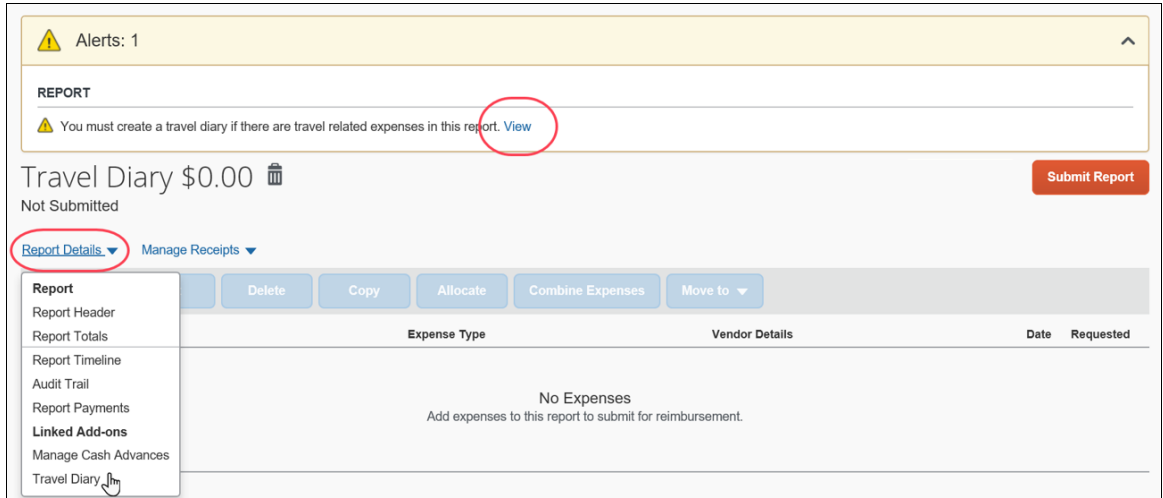
| | Legacy UI | | NextGen UI | |
|--------------|---------------|--------------|---------------|--------------|
| | Before Submit | After Submit | Before Submit | After Submit |
| Delete entry | X | X | ✓ | X |
| Move entry | ✓ | ✓ | ✓ | X |
| Detach Image | X | X | ✓ | X |

Travel Diary

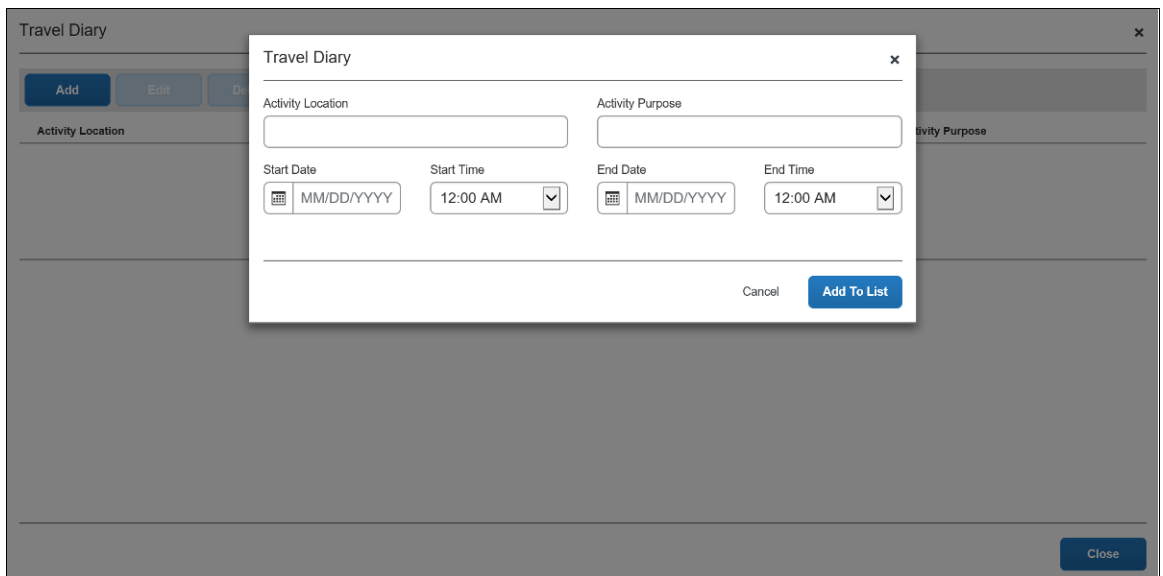
Australia and New Zealand require that companies pay a fringe benefits tax (FBT) on certain kinds of expenses that employees claim. In some cases, the user is required to complete a Travel Diary.

The Travel Diary is no longer on the report header. Instead, if a Travel Diary is required, an alert appears on the expense report. The user can access the Travel

Diary by clicking **View** in the alert (depending on configuration) or **Report Details > Travel Diary**.



The **Travel Diary** page appears.



Sponsored Guest

Sponsored Guest user is now available in the NextGen UI for Concur Expense. When the guest creates an expense report, the **Sponsor** field is available on the report header.

Create New Report

Report Name *

Policy * US Expense Policy

Report Date 10/05/2018

Business Purpose *

Project-cust12 Search by Text

Project Phase-cust13

Sponsor *

- Brown, Terry: 10/5/2018-10/19/2018
- Collins, Chris: 10/5/2018-10/19/2018

Comment

Claim Travel Allowance
Select if your report includes travel and you require allowances for lodging, meals or incidentals.

Yes, I want to claim Travel Allowance
 No, I do not want to claim Travel Allowance

Cancel [Create Report](#)

One-Click Expense from Concur Travel

For customers with Concur Travel and Concur Expense, the user can click the **Expense** link in the **Action** column of the **Upcoming Trips** tab on the **Travel** page to create an expense report from that trip in Concur Expense.

CONCUR Travel Expense Approvals App Center

Travel Trip Library Templates Tools

TRIP SEARCH

Booking for myself | [Book for a guest](#)

Mixed Flight/Train Search

Round Trip One Way Multi City

From

To

Travel Alerts

TripIt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to **TripIt**. [Connect to TripIt](#) Not right now

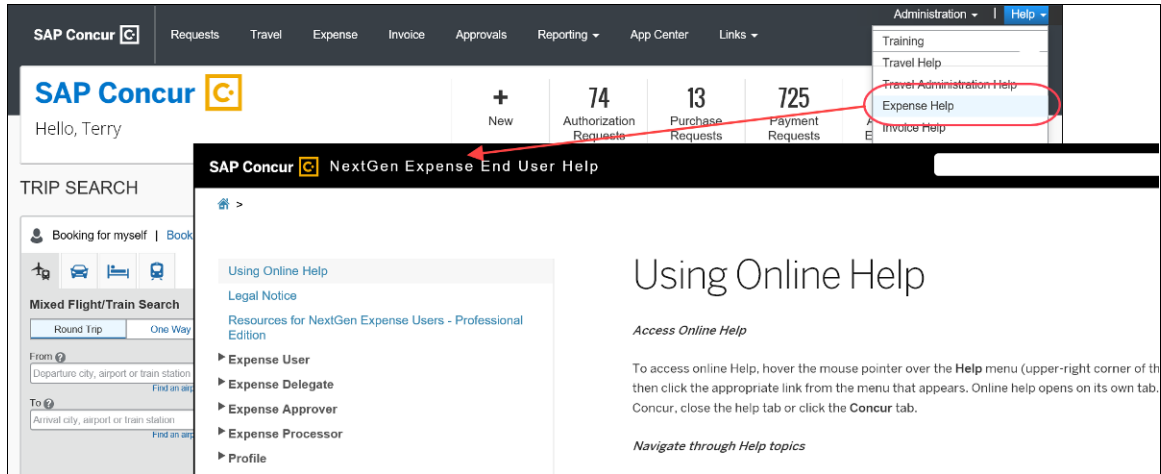
Company Notes Upcoming Trips Trips Awaiting Approval Remove Trips

Policy for Expense Reports US Expense Policy

| Trip Name/Description | Status | Start Date | End Date | Action |
|--|----------|------------|------------|-------------------------|
| Trip for Source modals (DEMO01) Generated Trip Description for Trip for Source modals | Ticketed | 01/11/2017 | 01/13/2017 | Expense |
| Demo Trip (DEMO03) Generated Trip Description for Demo Trip | Ticketed | 01/22/2017 | 01/24/2017 | Expense |

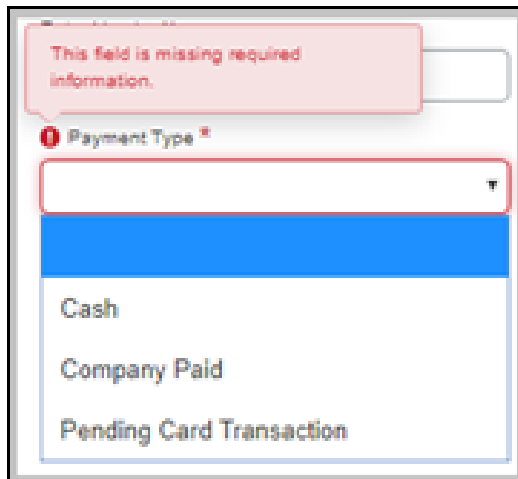
End-User Online Help

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.




Redirect Funds to a Credit Card

If configured for your company, this feature allows Individually Billed/Company Paid (IBCP) cards to be paid directly when the employee is expected to pay the card provider for personal charges. This is done from **Report Details > Report Totals**.

Report Totals ✕

 Alerts: 1 ▾

| | | |
|---|-------------------------|---|
| Company Pays \$400.00 Employee | \$354.00 Card (IBCP) | Employee Pays \$0.00 Company |
|---|-------------------------|---|

Request to move money owed to you to a credit card. 

Report totals will update when the redirect funds request is approved.

| | |
|--|---|
| Redirect Funds to Card * None Selected ▾ None Selected IBCP - 6666 IBCP - 7777 | Redirect Funds Amount * <input type="text"/> Max Amount: 400 USD |
|--|---|

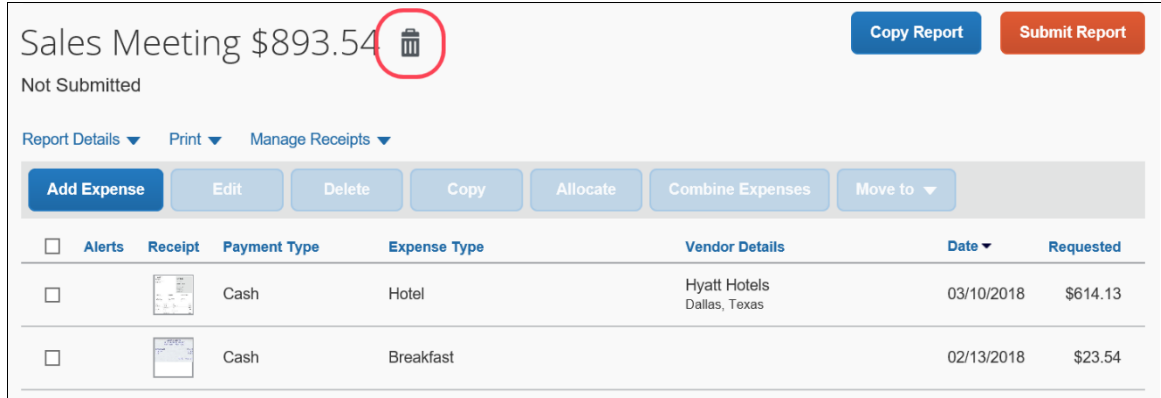
| | |
|--------------------------------|-------------------------|
| Due Employee: \$400.00 | Owed Company: \$0.00 |
| Amount Due (IBCP): \$354.00 | |



Cancel Submit Report

Section 16: Delete Reports and Expenses

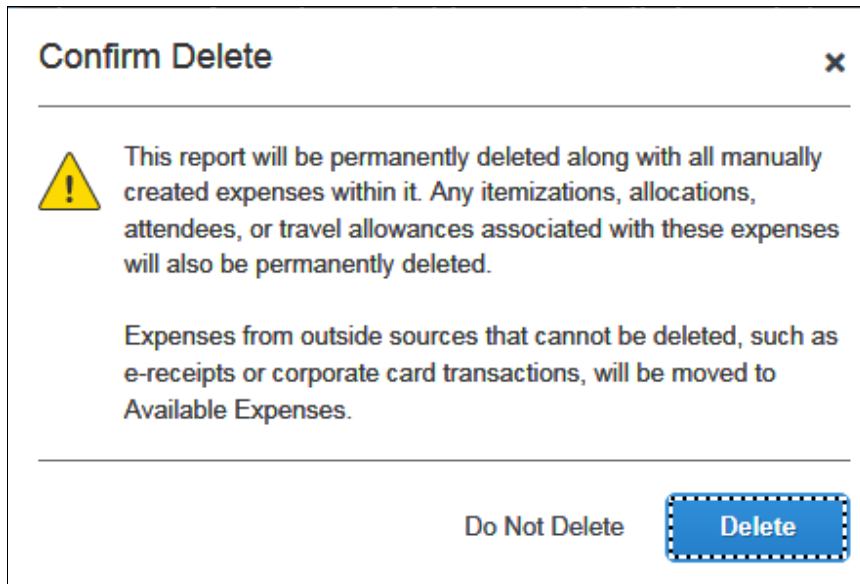
Delete a Report

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.

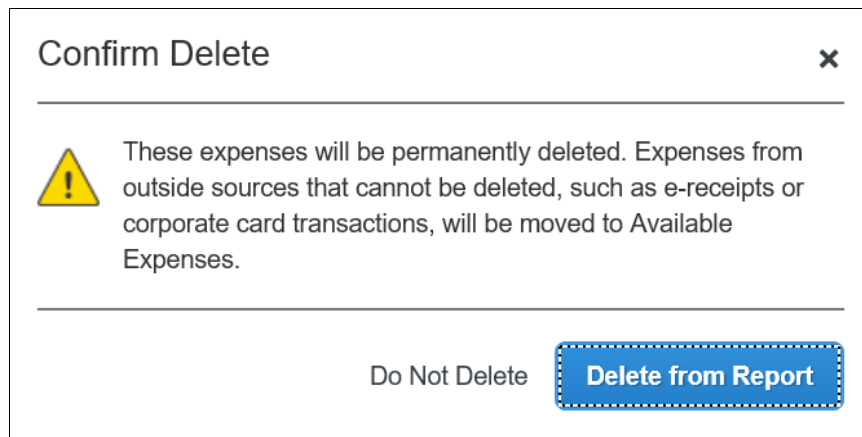
Expenses from outside sources that cannot be deleted, such as e-receipts or corporate card transactions, will be moved to Available Expenses.

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.

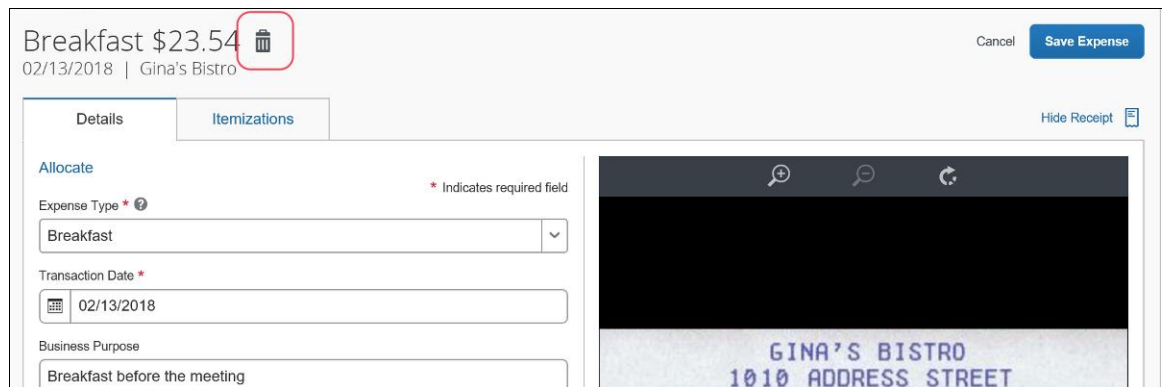
Delete a Manually Created Expense

For a manually created expense, you can:

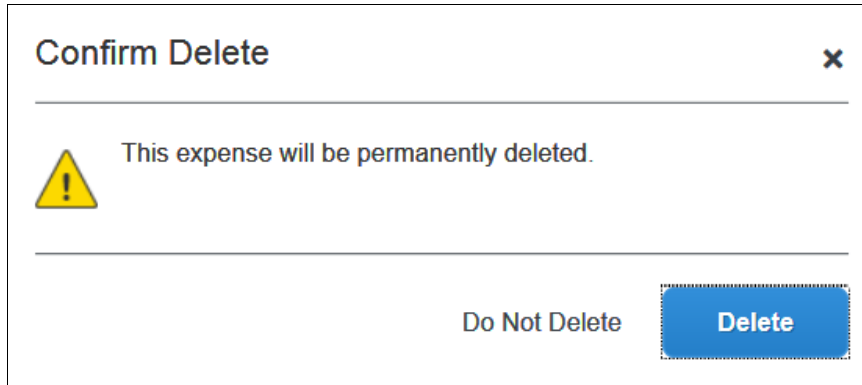
- Delete with the expense open
– **or** –
- Delete with the report open

From the Expense

Open the report and the expense. Click the  icon.



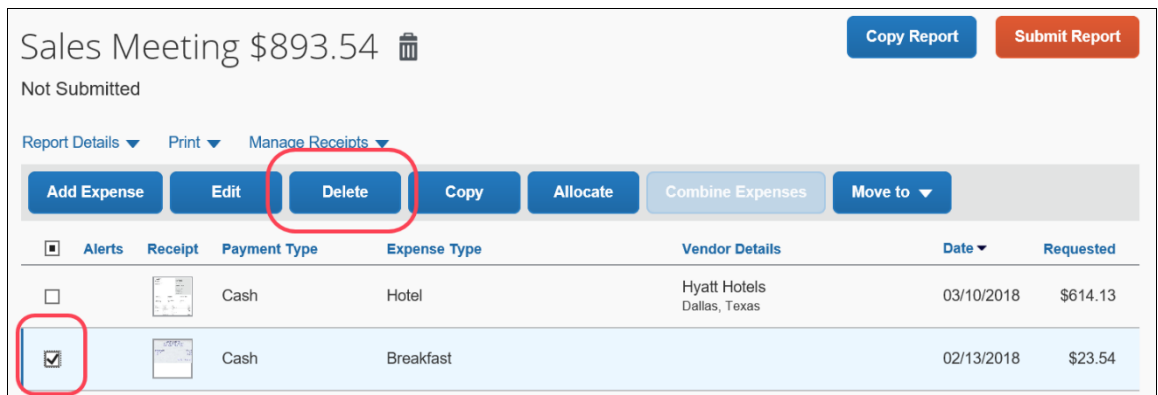
This message appears.



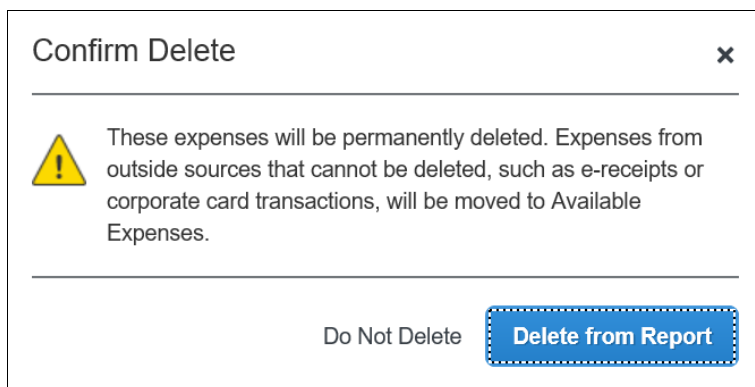
The expense is permanently deleted; there is no "undo."

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."