

Next Generation Expense – End User

Transition Guide

Last Revised: May 4, 2018

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 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

Next Generation Expense – End Users

Section 1: Overview

SAP Concur is pleased to announce the Next Generation Expense User Interface (NextGen Expense) – a new interface for Concur Expense end users. NextGen 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 Expense user interface is called *NextGen Expense*.

Important

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: Manage Expenses Page

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

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

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

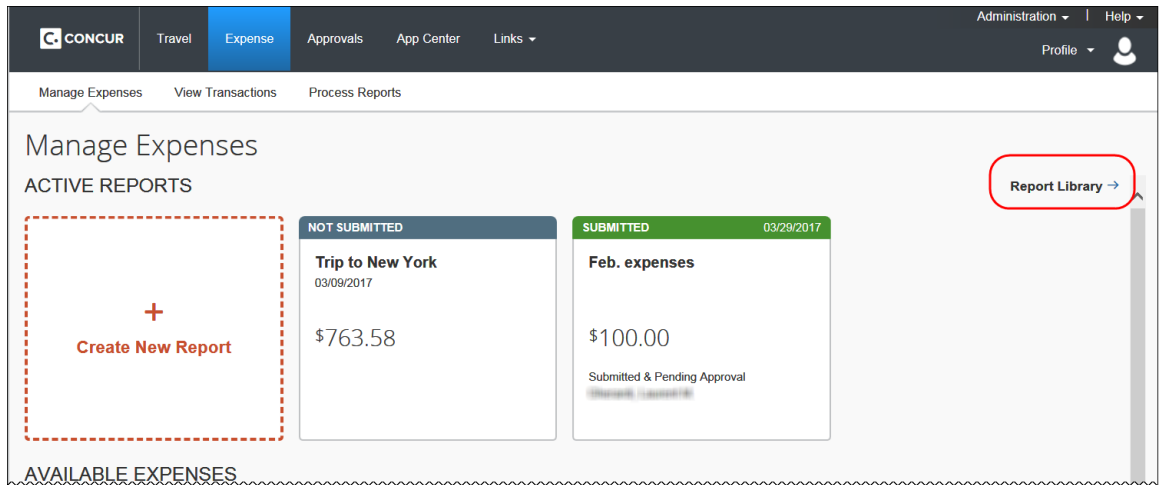
- REPORT LIBRARY:** Contains a 'Create New Report' button and two report cards. The first is 'Seattle Sales Meetings' with a value of \$0.00. The second is 'February Account Management' with a value of \$747.76 and a status of 'Submitted & Pending Approval'.
- AVAILABLE EXPENSES:** Features a table with columns: Receipt, Payment Type, Expense Type, Vendor Details, Date, and Amount. The table lists several transactions, including a 'Pending Card Transaction' for \$0.00, a 'Visa' taxi ride for \$56.00, a 'Visa' hotel stay for \$614.13, and a 'Visa' breakfast for \$24.00.
- AVAILABLE RECEIPTS:** Includes an 'Upload Receipt Image' button and two receipt thumbnails: 'Etta's Dinner.jpg' and 'Hyatt_Seattle.jpg'.

Report Library Section

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

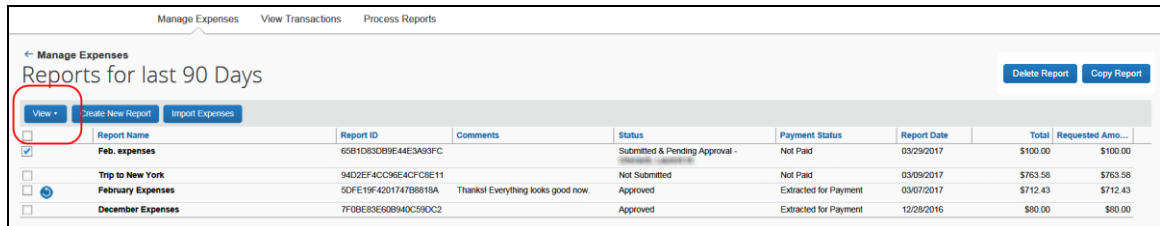
Existing UI

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



The screenshot shows the 'Manage Expenses' page in the Concur system. The top navigation bar includes 'CONCUR', 'Travel', 'Expense', 'Approvals', 'App Center', and 'Links'. The main content area is titled 'Manage Expenses' and has tabs for 'Manage Expenses', 'View Transactions', and 'Process Reports'. Under 'Manage Expenses', there is a section for 'ACTIVE REPORTS'. On the left, there is a dashed red box containing a red plus sign and the text 'Create New Report'. To the right, there are two report cards: one for 'NOT SUBMITTED' titled 'Trip to New York' with a date of 03/09/2017 and an amount of \$763.58; and one for 'SUBMITTED' titled 'Feb. expenses' with a date of 03/29/2017 and an amount of \$100.00. A red circle highlights a 'Report Library' link in the top right corner of the active reports section.

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



The screenshot shows the 'Report Library' page. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Manage Expenses' and has a sub-header 'Reports for last 90 Days'. There are buttons for 'Delete Report' and 'Copy Report'. Below the header, there is a table with columns: Report Name, Report ID, Comments, Status, Payment Status, Report Date, Total, and Requested Amount. The 'View' button is circled in red. The table contains the following data:

Report Name	Report ID	Comments	Status	Payment Status	Report Date	Total	Requested Amount
Feb. expenses	65B1D83DB9E44E3A03FC		Submitted & Pending Approval -	Not Paid	03/29/2017	\$100.00	\$100.00
Trip to New York	94D2EF40C39E4CFC8E11		Not Submitted	Not Paid	03/09/2017	\$763.58	\$763.58
February Expenses	50FE19F4201747B8818A	Thank! Everything looks good now.	Approved	Extracted for Payment	03/07/2017	\$712.43	\$712.43
December Expenses	7F0BE83E60B94DC59DC2		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 NextGen Expense, those tasks are completed from within a report, as detailed later in this guide.

NextGen Expense

In NextGen 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.

The screenshot shows the 'Manage Expenses' interface. At the top, there are navigation tabs for 'Travel', 'Expense', 'Approvals', 'App Center', and 'Links'. The 'Expense' tab is selected. Below the navigation, there are links for 'Manage Expenses' and 'View Transactions'. The main heading is 'Manage Expenses'. Underneath, it says 'REPORT LIBRARY' with a 'View: Active Reports' dropdown menu. There are three main elements: a 'Create New Report' button with a plus icon, a 'NOT SUBMITTED' report card for 'Seattle Sales Meetings' with an amount of \$0.00, and a 'SUBMITTED' report card for 'February Account Management' with an amount of \$747.76 and a status of 'Submitted & Pending Approval'.

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

This screenshot is similar to the previous one, but the 'View: Active Reports' dropdown menu is open. The menu items are: 'Active Reports' (checked), 'Sent for Payment (90 Days)', 'Last 90 Days', 'This Year', 'Last Year', and 'Date Range'. A red box highlights the dropdown menu and the 'View: Active Reports' text.

For example, select *This Year*.

The screenshot shows the 'Manage Expenses' interface with the 'View: This Year' dropdown selected. Below the dropdown is a 'Create New Report' button. Below that is a table of reports.

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

- Active Reports
- Sent for Payment (90 Days)
- Last 90 Days
- This Year
- Last Year
- Date Range

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

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 Expense

In NextGen Expense, there are a few changes to this table:

AVAILABLE EXPENSES <small>View: All Expenses</small>						
<input type="button" value="Delete"/> <input type="button" value="Combine Expenses"/> <input type="button" value="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.

AVAILABLE EXPENSES <small>View: All Expenses</small>						
<input type="button" value="Delete"/> <input type="button" value="Combine Expenses"/>						
<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

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.

The screenshot shows the 'AVAILABLE EXPENSES' interface with a modal window displaying a receipt for a Choice Hotels expense. The receipt includes the following information:

- Amount:** \$779.00
- Payment Type:** Visa - 1111
- Date:** 04/11/2018 3:05 PM
- Vendor:** CHOICE HOTELS
- Address:** 433 Hotel Street, San Francisco CA US 94080, 123-456-1999
- Check-in:** April 7, 2018
- Check-out:** April 11, 2018
- Daily Rate:** \$170.00
- Room Number:** 1601
- Number of Guests:** 1
- Total Nights:** 3
- Itemized Charges:**

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.

The screenshot shows the 'Expense Source' modal window for an expense. The modal displays the following information:

- Expense Source:** Choice | April 11, 2018 | \$779.00
- Source:** E-Receipt
- Vendor:** Choice
- Date:** 04/11/2018
- Amount:** \$779.00

The modal also includes a receipt image for the expense, which is identical to the one shown in the previous screenshot.

This sample shows a card charge without a receipt image.

Expense Source
Daily Grill | March 9, 2018 | \$24.00

Source	Vendor	Date	Amount
Visa 1111	Daily Grill Seattle, WA	03/09/2018	\$24.00

Card Charge
Daily Grill
Seattle, WA 98007

\$24.00
Visa 1111

Transaction Date
March 9, 2018

Posted Date
March 9, 2018

Billing Date
March 9, 2018

Reference Number
2576799926

Description
Test transaction

[Close](#)

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

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](#)

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

AVAILABLE EXPENSES View: All Expenses ▾

[Delete](#) [Combine Expenses](#) [Move to ▾](#)

Receipt	Payment Type	Type	Vendor Details	Date	Amount
<input type="checkbox"/>	Pending Card Transaction		Choice	04/11/2018	\$0.00 <i>Estimated</i>
<input checked="" 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

- 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

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	5.52
DANISH (2)	5.21
COFFEE MUG	4.58
TAX	1.88
TOTAL: \$18.19	

THANK YOU!

CaffeinePlanetReceipt.png

Delete

Cafe Bistro
100 West Silvi Ave
Seattle WA 98025

206.555.1212

September 26 2011
CafeBistroReceipt.png

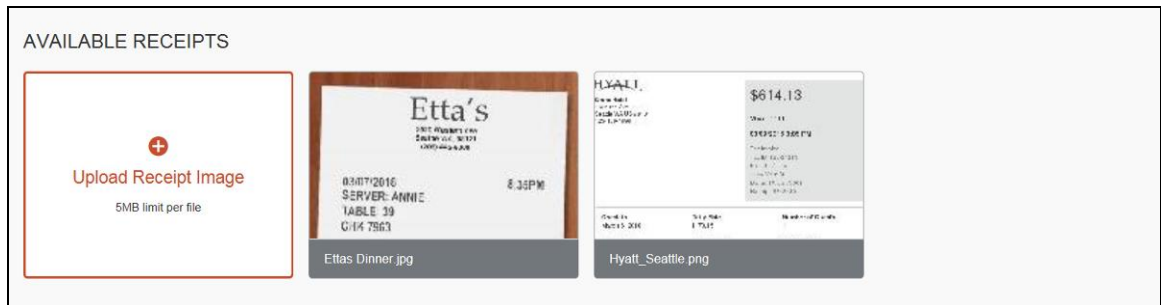
Delete

03/08/2017
SERVER: ANNIE
TABLE 19
0:14 7963

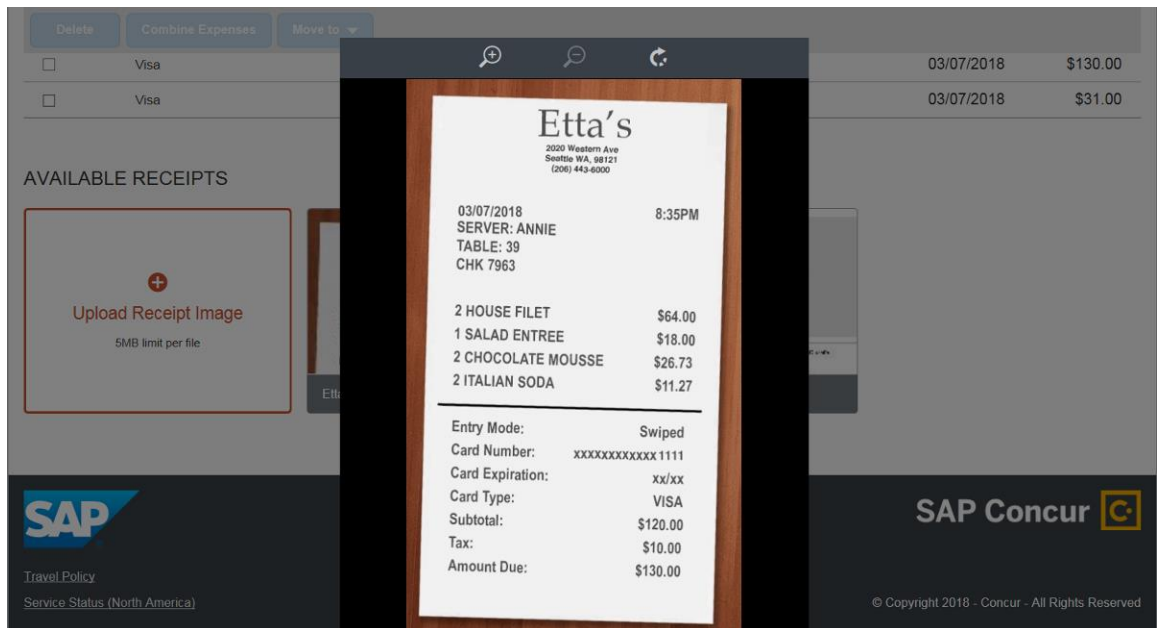
2 HOUSE FLET \$64.00
1 SALAD ENTRFE
LeBistro2017.jpg

NextGen Expense

In NextGen Expense, the look and feel is similar.

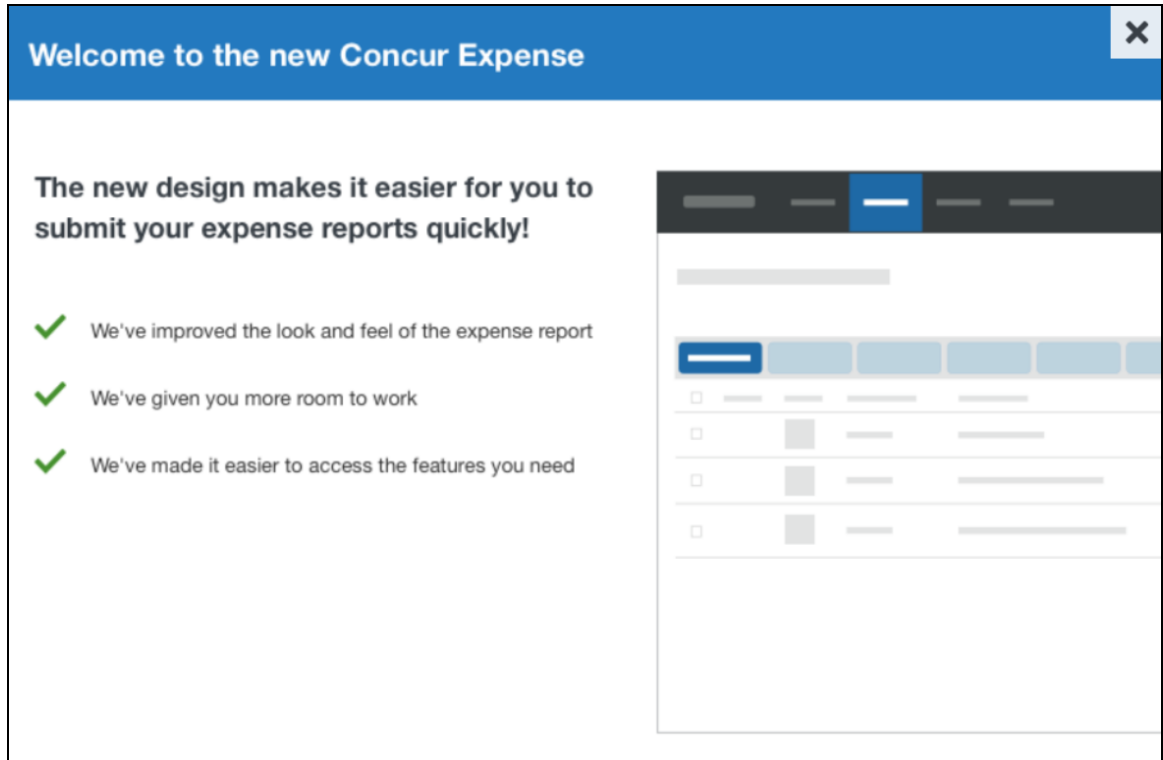


Click a receipt image to view it. You can zoom, rotate, and delete the image.



Section 3: Welcome Screen

When users first enter NextGen Expense, they are shown a Welcome screen.



Section 4: New Report and New Expenses – The Basics

Just as before, generally 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.

CONCUR | Travel | **Expense** | Approvals | App Center | Links

Administration | Help | Profile

Manage Expenses | View Transactions | Process Reports

Create a New Expense Report

Report Header

Report Name: Sales Trip | Report Date: 04/03/2017 | Policy: Australia Expense Report | Business Purpose: Meeting with LenDev division of Anybiz | Comment: | Company: Anybiz (10)

NextGen Expense

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

Create New Report

Report Name * | Policy * | Report Date * | * Indicates required field

Sales Meeting | US Expense Policy | 02/19/2018

Business Purpose * | Comment

Meeting with LenDev |

Cancel | **Create Report**

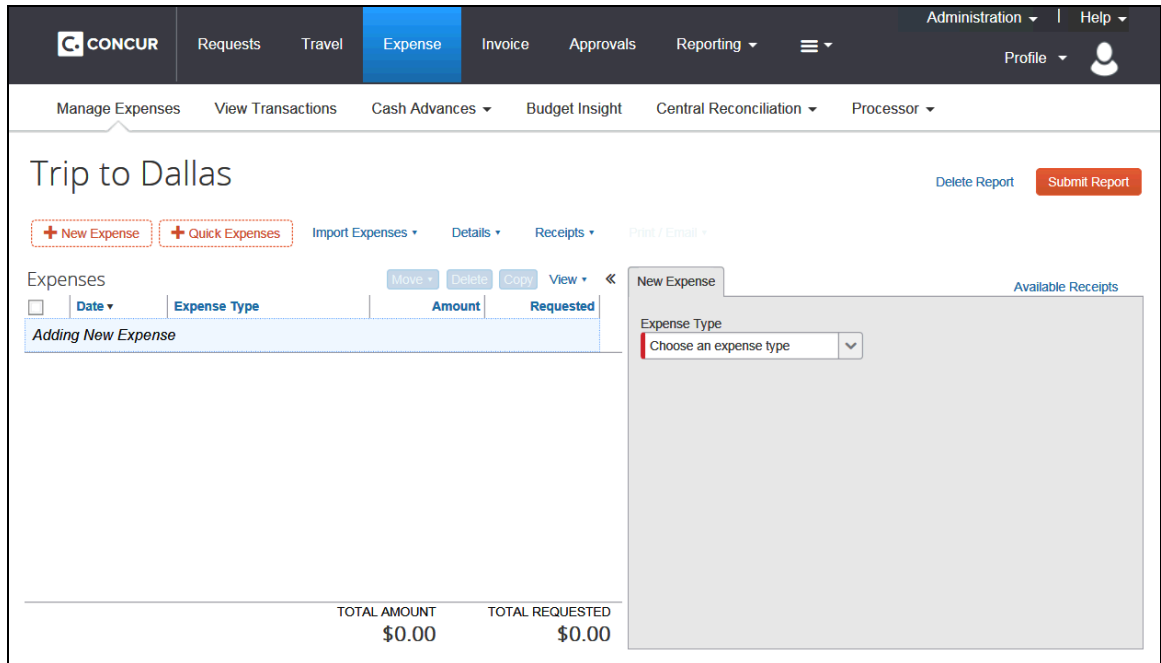
NOTE: The fields that appear on this page are configurable by your company so your **Create New Report** page may be different from the one shown here.

Complete the fields and move to the next page.

New Expense

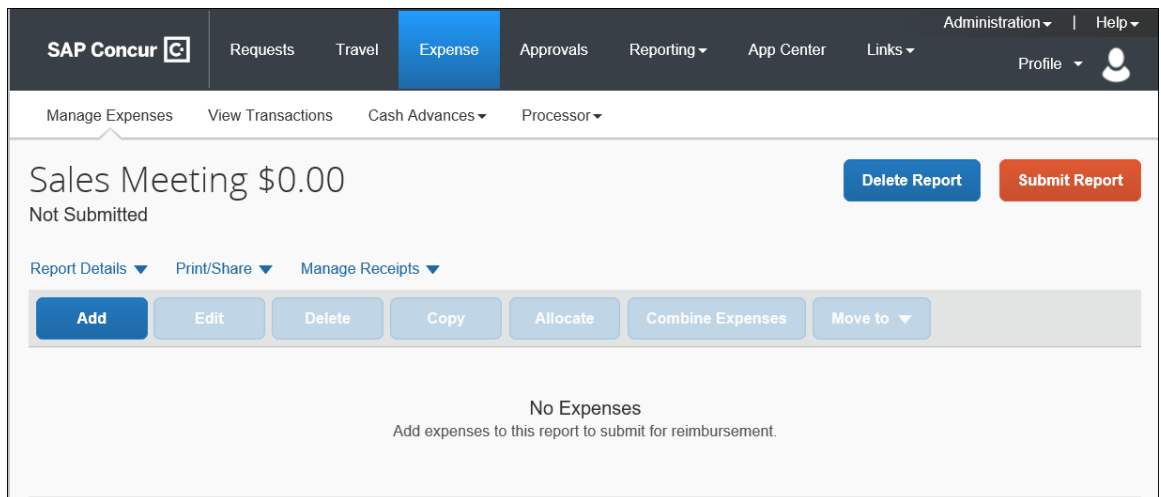
Existing UI

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



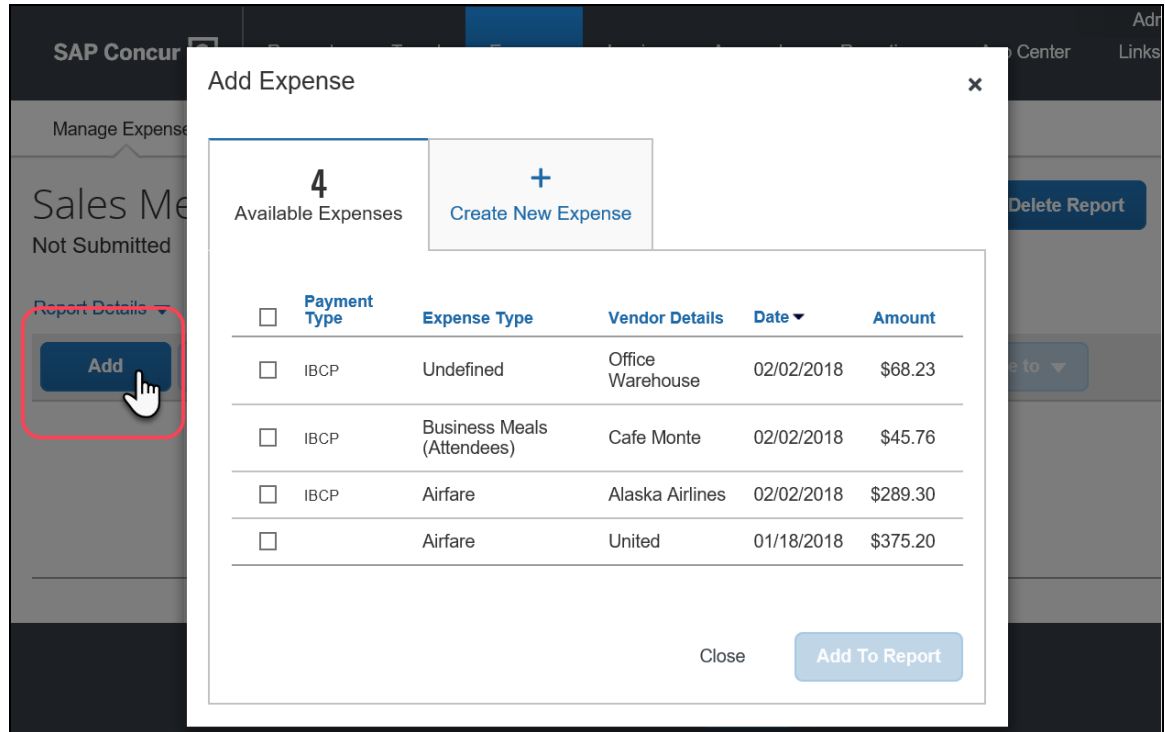
NextGen Expense

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



CREATE AN EXPENSE – TYPICAL PROCESS

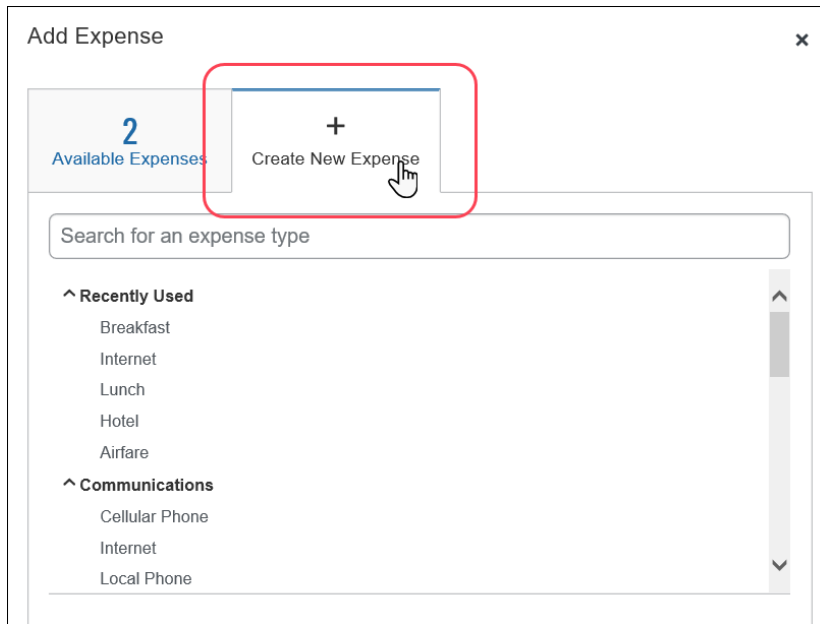
To get started, click **Add**. The **Add Expense** window appears; all of the options for adding expenses to the report are available in this window. The default choice is to add items from your Available Expenses library, to encourage you to use those expenses first before creating a new expense – which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



In the **Add Expense** window:

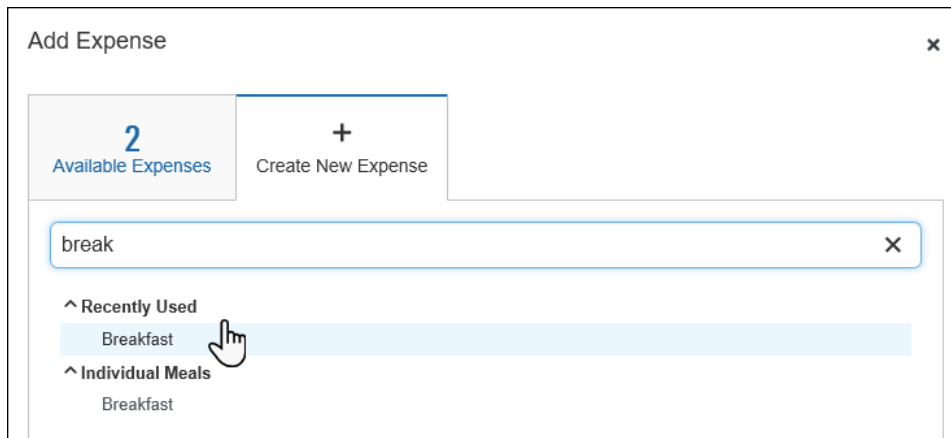
- To add Available Expenses, select the desired expenses and then click **Add To Report**.
- To create a new expense, click **Create New Expense**. This process is shown below.

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.

Manage Expenses View Transactions Process Reports

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 *
US, Dollar

Currency *
US, Dollar

Receipt Status *
No Receipt

Personal Expense (do not reimburse)

Comment

Save Expense Cancel

Receipt CFDi

Attach Receipt Image

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

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

New Expense Cancel **Save Expense**

Details **Itemizations** Hide Receipt

Allocate * Indicates required field

Expense Type *
Breakfast

Transaction Date * Business Purpose

Enter Vendor Name City

Payment Type *
Cash

Transaction Amount * Currency *
US, Dollar

Receipt Status *

Receipt CFDi

You can attach the image first and then read the receipt image to easily complete the fields on the left. When done, click **Save Expense**.

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

Sales Meeting \$39.17 **More Actions** **Submit Report**

Not Submitted

Report Details Print/Share Manage Receipts

Add 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, the **+** icon appears in the **Receipt** column. You can click the **+** to add the receipt image – without having to open the expense entry.

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 NextGen Expense, if adjustments are required, you can easily return to the report, make the changes, and then submit the report.

SHOW/HIDE RECEIPT IMAGE

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

Manage Expenses
View Transactions
Cash Advances ▾
Processor ▾

Breakfast \$23.54 Cancel Save Expense

02/02/2018 | Gina's Bistro

Hide Receipt

Manage Expenses
View Transactions
Cash Advances ▾
Processor ▾

Breakfast \$23.54 Cancel Save Expense

02/02/2018 | Gina's Bistro

Show Receipt

Expense Type *

Breakfast

Transaction Date *

02/02/2018

Business Purpose

Breakfast before meeting

Vendor Name

Gina's Bistro

City *

New York, New York

Transaction Date *

02/02/2018

Vendor Name

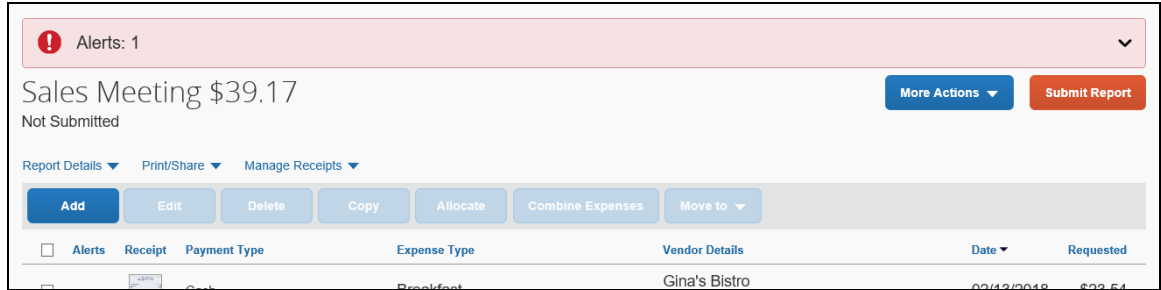
Gina's Bistro

Payment Type *

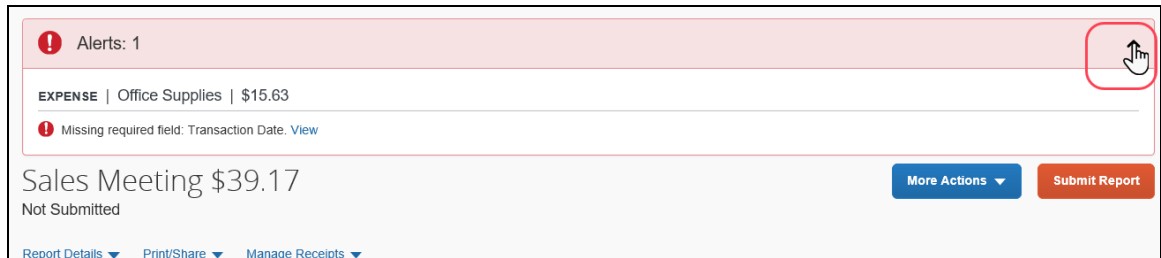
Cash

EXPENSE-LEVEL ALERTS AND EXCEPTIONS

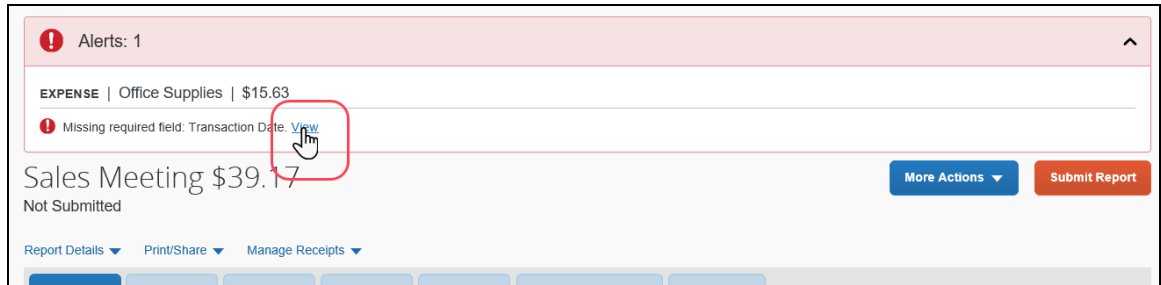
If there are any issues when you save the expense (such as a missing required receipt image, a blank required field, or over-limit expense), an alert appears.



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



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



The expense appears.

Alerts: 1

Missing required field: Transaction Date.

Office Supplies \$15.63

Office Warehouse

Cancel [Save Expense](#)

Details **Itemizations** [Hide Receipt](#)

Allocate

Expense Type * * Indicates required field

Office Supplies

Transaction Date * MM/DD/YYYY

Business Purpose

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

Success! You have cleared all alerts on this report.

Sales Meeting \$39.17

Not Submitted

[More Actions](#) [Submit Report](#)

[Report Details](#) [Print/Share](#) [Manage Receipts](#)

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.

Sales Trip \$39.17

Not Submitted

[Report Details](#) [Print/Share](#) [Manage Receipts](#)

Report

- Report Header
- Report Totals
- Report Timeline
- Audit Trail
- Allocation Summary
- Linked Add-ons**
- Manage Cash Advances

Print/Share

- Detailed Report
- Receipt Report
- Fax Receipt Cover Page
- Allocation Report

Manage Receipts

- Manage Attachments
- Missing Receipt Declaration

Expense Type

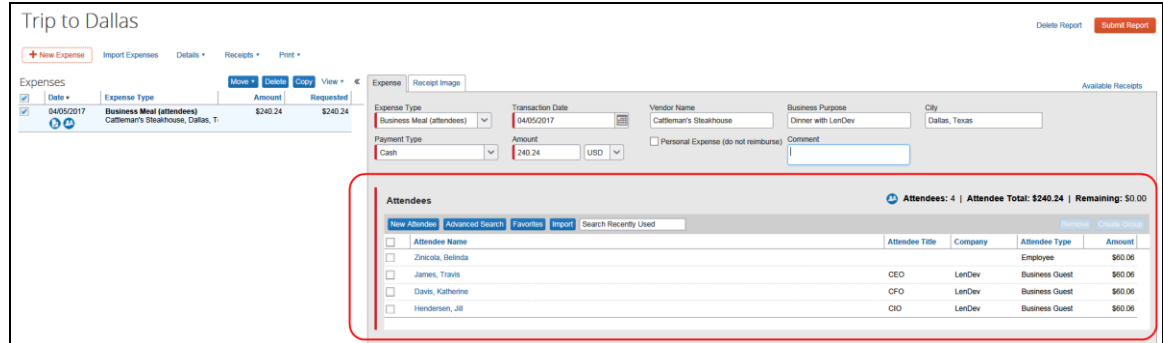
- Breakfast
- Office Supplies

Section 5: Attendees

Attendees are no longer managed on the expense page. They are on a separate page, providing more work space for attendees and making the experience cleaner and less confusing.

Existing UI

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



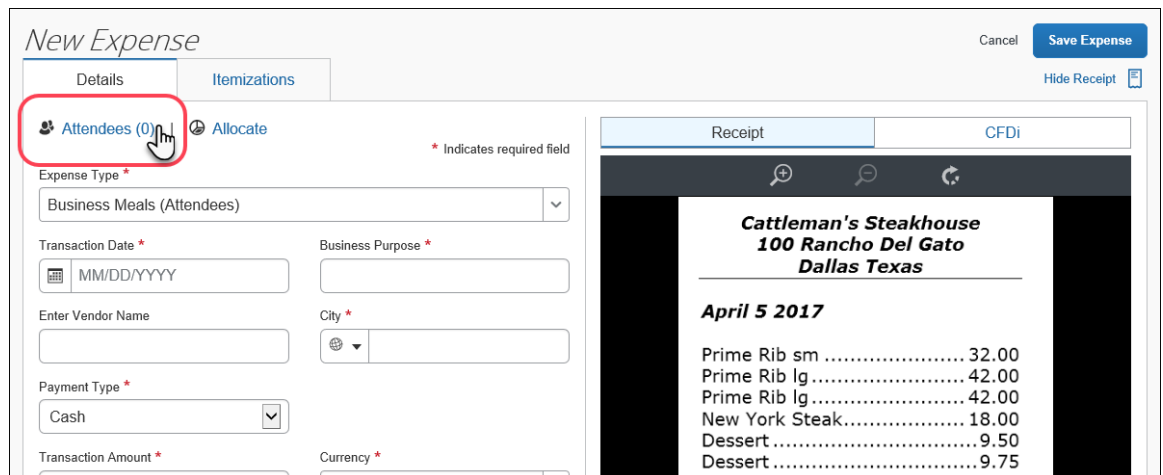
NextGen Expense

In NextGen Expense, attendees are managed on a separate page.

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 **Attendees** page appears.

Attendees

Business Meals (Attendees) | \$240.24

Attendees: 1

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type	State	Amount
<input type="checkbox"/>	Collins, Chris			This Employee		\$240.24

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

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

Attendees

Business Meals (Attendees)

Attendees: 1

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type	State	Amount
<input type="checkbox"/>	Collins, Chris			This Employee		\$240.24

Add Attendees

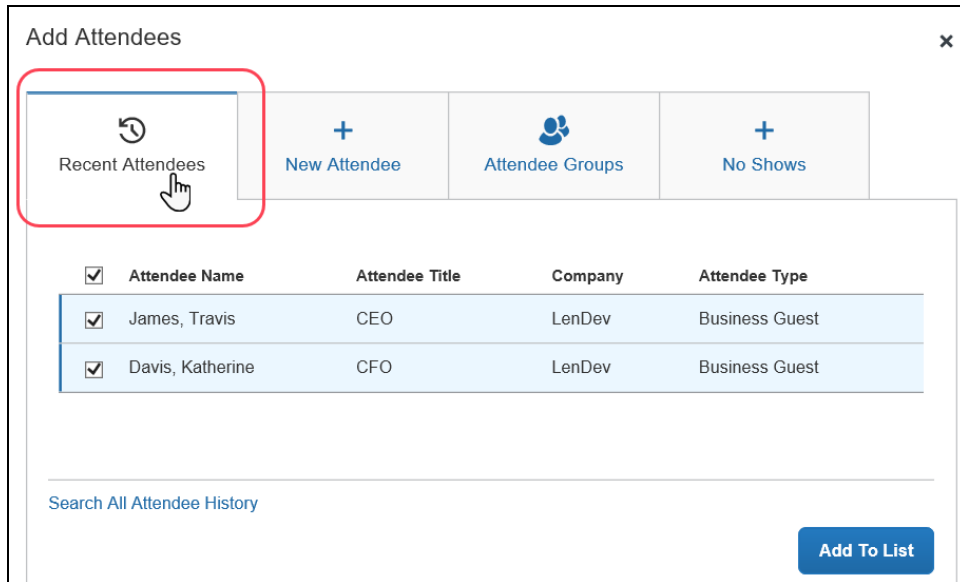
<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type
<input type="checkbox"/>	James, Travis	CEO	LenDev	Business Guest
<input type="checkbox"/>	Davis, Katherine	CFO	LenDev	Business Guest

[Search All Attendee History](#)

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

CHOOSE FROM RECENTLY USED ATTENDEES

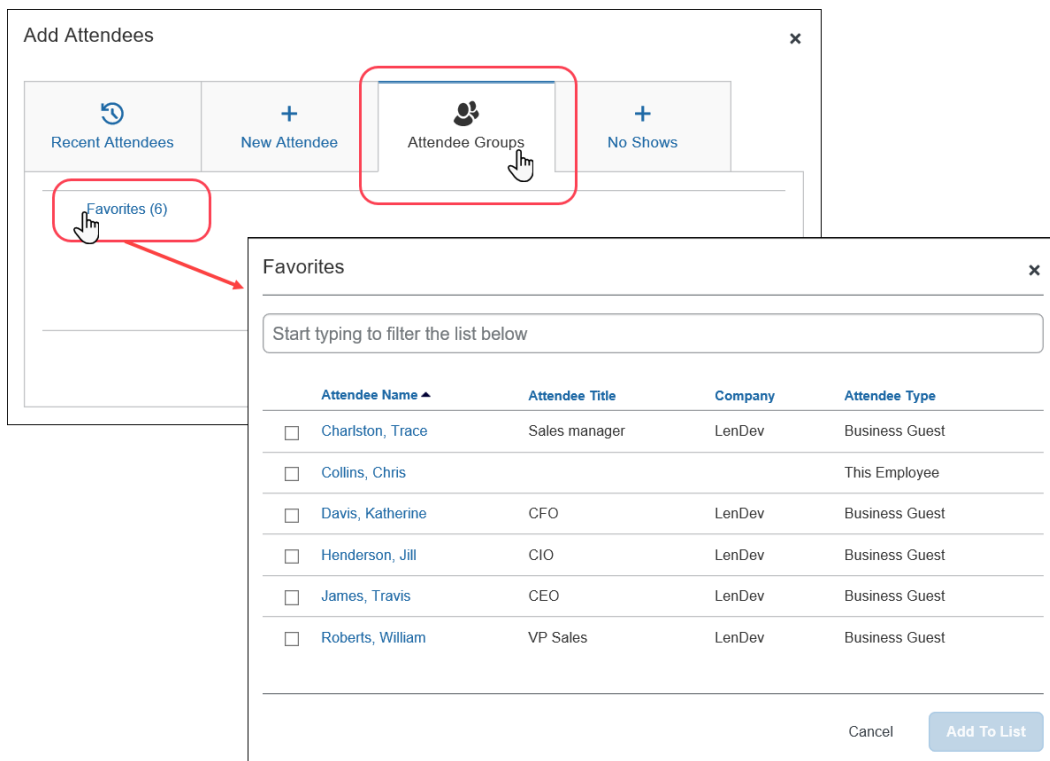
A good place to start is with the **Recent Attendees** tab. Select the check box for the desired attendee(s) and then click **Add To List**. The selected attendees will be added to the expense.



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** window appears.

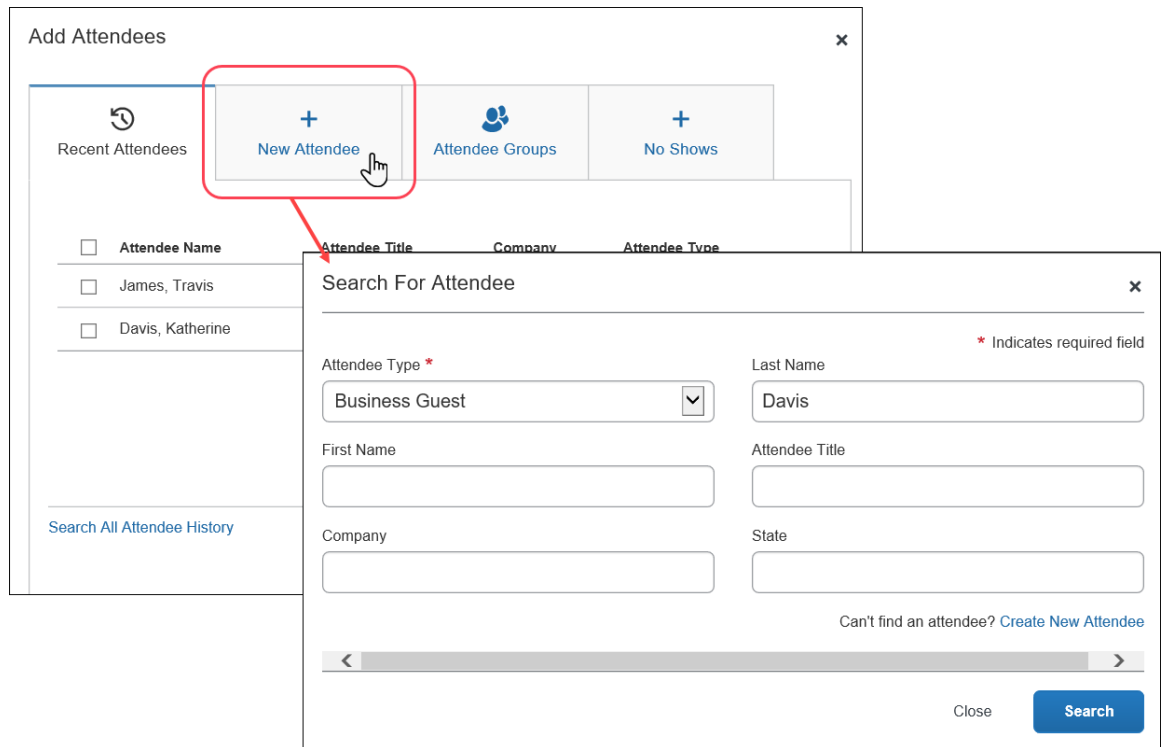


Select the check box for the desired attendee(s) and then click **Add To List**.

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 **New Attendee**. The **Search for Attendee** window appears.



Select the appropriate attendee type, and enter the search term (for example, the first few letters of the attendee's last name). Click **Search**.

In the search results that appear, select the check box for the desired attendee and then click **Add To List**.

Search For Attendee ✕

Search Criteria: Business Guest, Davis
[Modify Search](#)

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

Close Add To List

NOTE: If you do not find the desired attendee in the results, you can click **Modify Search** 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 by your company's configuration), click **New Attendee > Create New Attendee**.

Add Attendees ✕

↻
Recent Attendees

+
New Attendee

👥
Attendee Groups

+
No Shows

	Attendee Name	Attendee Title	Company	Attendee Type
<input type="checkbox"/>	James, Travis			
<input type="checkbox"/>	Davis, Katherine			

[Search All Attendee History](#)

Search For Attendee ✕

* Indicates required field

Attendee Type *

First Name

Company

Last Name

Attendee Title

State

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

Close Search

Complete the **Create New Attendee** window and then click **Create Attendee**.

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Next Generation Expense – End User Transition Guide
 Last Revised: May 4, 2018
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Create New Attendee
✕

Attendee Type * * Indicates required field

Business Guest
▼

Last Name *

Collier

First Name

Franklin

Attendee Title

Sales Manager

Company

LenDev

State

WA

Project ID

10799
✕

Cancel

Create Attendee

When done, all attendees appear.

Attendees
✕

Business Meals (Attendees) | \$240.24

Attendees: 4

Add

Remove

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type	State	Amount
<input type="checkbox"/>	Davis, Katherine	CFO	LenDev	Business Guest		\$60.06
<input type="checkbox"/>	Henderson, Jill	CIO	LenDev	Business Guest		\$60.06
<input type="checkbox"/>	Collier, Franklin	Sales Manager	LenDev	Business Guest		\$60.06
<input type="checkbox"/>	Collins, Chris			This Employee		\$60.06

<
>

Cancel

Save

Click **Save** to add the attendees to the expense and return to the expense page.

If you click **Cancel**, a message appears. If you then click **Continue Without Saving**, then the newly added or updated attendees on this page will not be saved to the expense.

Manage Duplicate Attendees

When you attempt to add a new attendee and click **Create Attendee** (as described above), Expense immediately searches for duplicates. If 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](#)

Section 6: 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

Date	Expense Type	Amount	Requested
04/05/2017	Business Meal (attendees) Cattleman's Steakhouse, Dallas, TX	\$240.24	\$240.24
03/10/2017	Hotel	\$614.13	\$614.13

Nightly Lodging Expenses

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

Recurring Charges (each night)

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

Combine room rate and taxes into a single entry

Additional Charges (each night)

Expense Type	Amount
Choose an expense type	<input type="text"/>
Expense Type	Amount
Choose an expense type	<input type="text"/>

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

NextGen Expense

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 with the 'Itemizations' button highlighted by 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'. A 'Receipt' preview is visible on the right side of the form.

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' form with the 'Create Itemization' button highlighted by a red box. The form displays 'Amount \$614.13', 'Itemized \$0.00', and 'Remaining \$614.13'. A 'Receipt' preview is visible on the right side of the form.

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

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

Amount: \$614.13 | Itemized: \$0.00 | Remaining: \$614.13

New Itemization

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

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

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
03/10/2018 | Hyatt Hotels

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) *
170.15

Room Tax (per night)
28.57

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

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
------	-------------	------	--------

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

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

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

Success! You have cleared all alerts on this expense.

Room Rate \$614.13 Cancel Save Expense

03/10/2018 | Hyatt Hotels

Details | Itemizations Hide Receipt

Amount	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

"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 'Itemizations' tab selected. At the top, a summary table shows: Amount \$420.00, Itemized \$0.00, and Remaining \$420.00. Below this, the 'Expense Type' is set to 'Hotel'. The 'Entry Type' dropdown is highlighted with a red box, and a mouse cursor is clicking on 'Recurring Itemization'. A dropdown menu is open, showing 'Recurring Itemization' (selected) and 'Single Itemization'. Below the dropdown, there are radio buttons for 'The Same Every Night' (selected) and 'Not the Same'. At the bottom, there are input fields for 'Room Rate (per night)', 'Room Tax (per night)', 'Tax 2 (per night)', and 'Tax 3 (per night)'. A 'Save Itemization' button is visible.

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 'Itemizations' tab selected. At the top, a summary table shows: Amount \$420.00, Itemized \$0.00, and Remaining \$420.00. Below this, the 'Expense Type' is set to 'Hotel'. The 'Entry Type' dropdown is set to 'Single Itemization'. Below this, there is a 'Transaction Date' field with a calendar icon and the date '02/09/2018'. There is also a 'Business Purpose' text area. At the bottom, there are input fields for 'Transaction Amount' and 'Currency', which is set to 'US, Dollar'. A red asterisk indicates required fields.

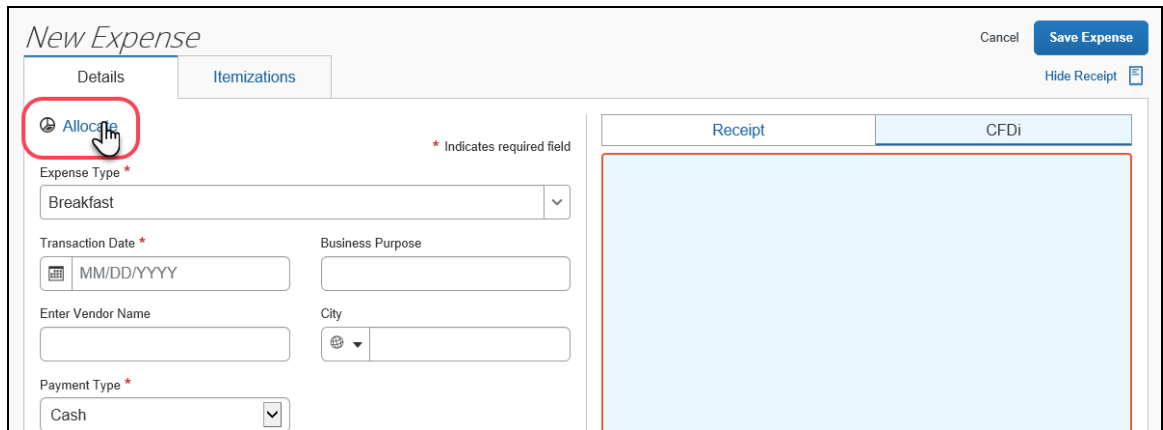
Section 7: Allocations

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.

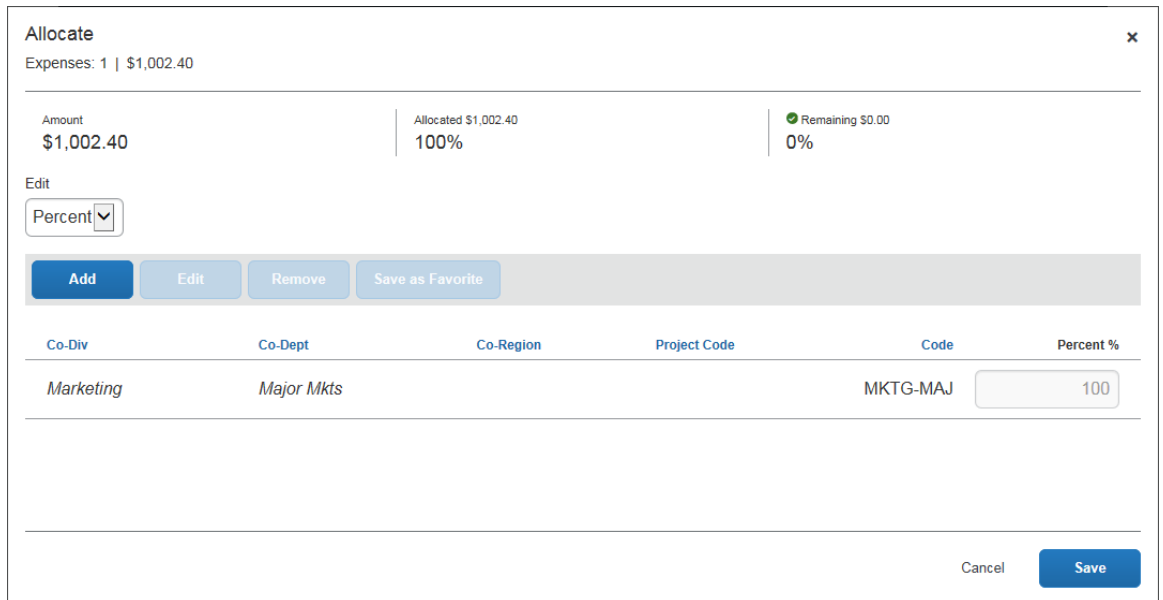
Allocate an Individual Expense

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



The screenshot shows the 'New Expense' form. The 'Allocate' button is highlighted with a red circle and a mouse cursor. 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 buttons for 'Cancel', 'Save Expense', and 'Hide Receipt'.

The **Allocate** page appears.



The screenshot shows the 'Allocate' page. It displays the total amount of \$1,002.40, which is 100% allocated and 0% remaining. The page includes an 'Edit' dropdown menu set to 'Percent' and buttons for 'Add', 'Edit', 'Remove', and 'Save as Favorite'. A table shows the allocation details:

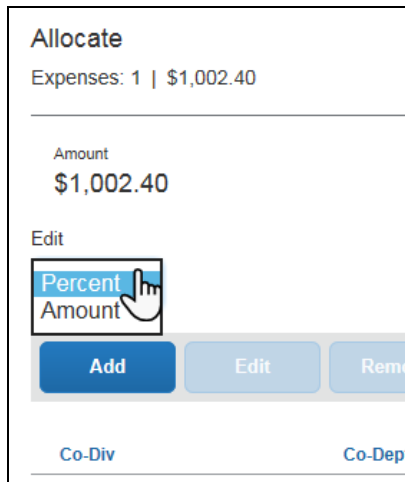
Co-Div	Co-Dept	Co-Region	Project Code	Code	Percent %
Marketing	Major Mkts			MKTG-MAJ	100

Buttons for 'Cancel' and 'Save' are located at the bottom right.

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.

Choose Percent or Amount

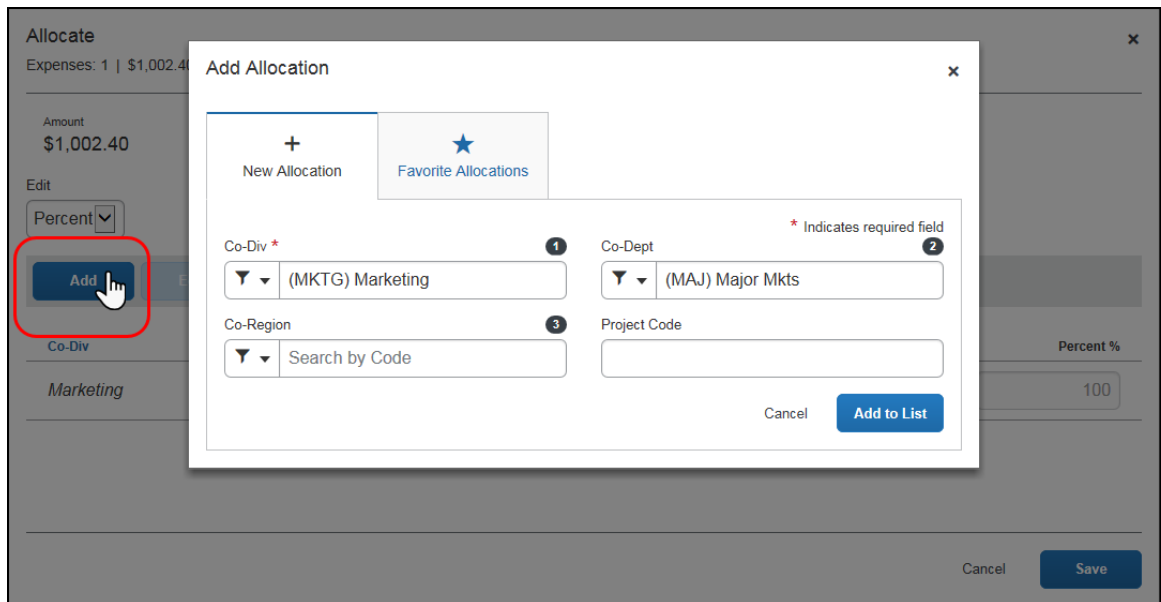
On the left side of the page, select *Percent* or *Amount*, if your configuration allows.



The screenshot shows a window titled "Allocate" with the text "Expenses: 1 | \$1,002.40". Below this, the "Amount" is displayed as "\$1,002.40". There is an "Edit" section with a dropdown menu currently showing "Percent" and "Amount" options. A mouse cursor is pointing at the "Percent" option. Below the dropdown are three buttons: "Add", "Edit", and "Remove". At the bottom, there are labels for "Co-Div" and "Co-Dept".

Add a New Allocation

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



The screenshot shows the "Add Allocation" dialog box overlaid on the "Allocate" window. The dialog has two tabs: "New Allocation" (selected) and "Favorite Allocations". It contains several fields: "Co-Div *" (dropdown menu with "(MKTG) Marketing" selected, marked with a circled 1), "Co-Dept" (dropdown menu with "(MAJ) Major Mkts" selected, marked with a circled 2), "Co-Region" (dropdown menu with "Search by Code" selected, marked with a circled 3), and "Project Code" (text input field). There are "Cancel" and "Add to List" buttons at the bottom of the dialog. A red circle highlights the "Add" button in the background window.

On the **New Allocation** tab, select or enter the appropriate information for each field. Click **Add to List**. 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 Marketing is responsible for the entire cost of the expense.

<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"/> Co-Div	Co-Dept	Co-Region	Project Code	Code	Percent %	
<input type="checkbox"/> Marketing	Major Mkts			MKTG-MAJ	<input type="text" value="0"/>	
<input type="checkbox"/> Marketing	Major Mkts	North America	10799	MKTG-MAJ-NA-10799	<input type="text" value="100"/>	

In this example, assume that Marketing is responsible for half and your department is responsible for the remaining half. Adjust the Marketing percentage to 50%; the default row (your cost center) automatically adjusts to assume the remaining 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"/> Co-Div	Co-Dept	Co-Region	Project Code	Code	Percent %	
<input type="checkbox"/> Marketing	Major Mkts			MKTG-MAJ	<input type="text" value="50"/>	
<input type="checkbox"/> Marketing	Major Mkts	North America	10799	MKTG-MAJ-NA-10799	<input type="text" value="50"/>	

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

<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"/> Co-Div	Co-Dept	Co-Region	Project Code	Code	Percent %	
<input type="checkbox"/> Marketing	Major Mkts			MKTG-MAJ	<input type="text" value="0"/>	
<input type="checkbox"/> Marketing	Major Mkts	North America	10799	MKTG-MAJ-NA-10799	<input type="text" value="50"/>	
<input type="checkbox"/> Sales	Sales	North America	68945	SALE-SALE-NA-68945	<input type="text" value="50"/>	

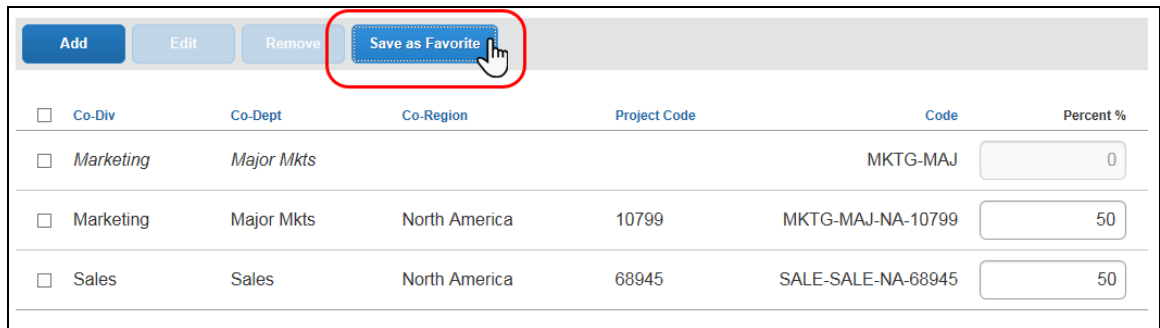
Add as many allocations as desired. Depending on your configuration, you may be able to adjust percentages/amounts.

Remove an Allocation

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

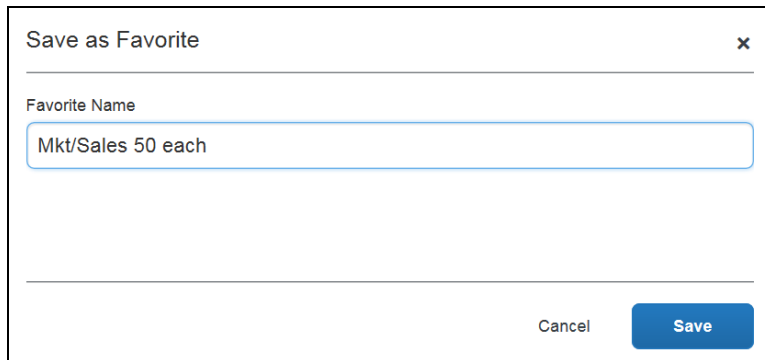
Add to Favorites

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



<input type="checkbox"/>	Co-Div	Co-Dept	Co-Region	Project Code	Code	Percent %
<input type="checkbox"/>	Marketing	Major Mkts			MKTG-MAJ	<input type="text" value="0"/>
<input type="checkbox"/>	Marketing	Major Mkts	North America	10799	MKTG-MAJ-NA-10799	<input type="text" value="50"/>
<input type="checkbox"/>	Sales	Sales	North America	68945	SALE-SALE-NA-68945	<input type="text" value="50"/>

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



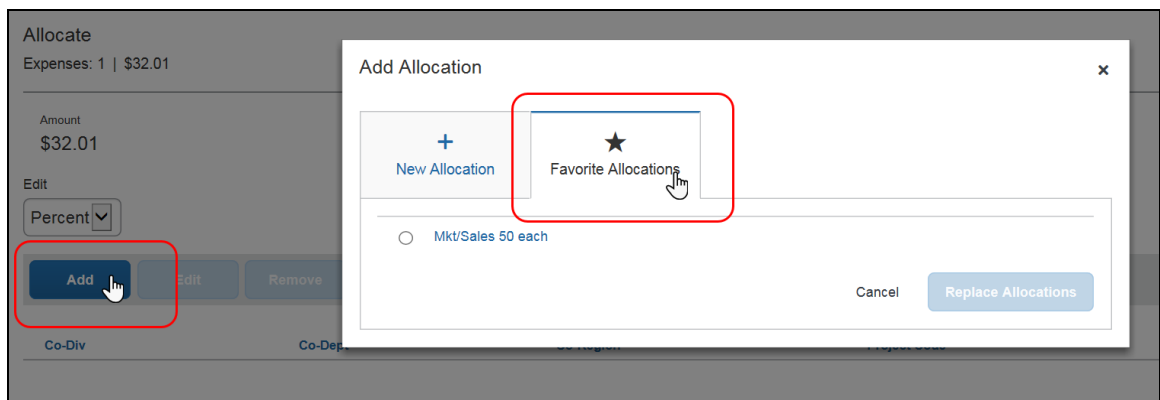
Save as Favorite ×

Favorite Name

Enter a name and click **Save**.

Use a Favorite

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



Allocate

Expenses: 1 | \$32.01

Amount

\$32.01

Edit

Percent

Co-Div Co-Dept

Add Allocation ×

Mkt/Sales 50 each

Click the desired favorite and then click **Replace Allocations**.

The allocation is applied.

<input type="checkbox"/>	Co-Div	Co-Dept	Co-Region	Project Code	Code	Percent %
<input type="checkbox"/>	Marketing	Major Mkts			MKTG-MAJ	<input type="text" value="0"/>
<input type="checkbox"/>	Marketing	Major Mkts	North America	10799	MKTG-MAJ-NA-10799	<input type="text" value="50"/>
<input type="checkbox"/>	Sales	Sales	North America	68945	SALE-SALE-NA-68945	<input type="text" value="50"/>

Allocate Multiple Expenses

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

Sales Meeting \$1,034.41 More Actions Submit Report
 Not Submitted

Report Details Manage Receipts

Add Edit Delete Copy Allocate Combine Expenses Move to

<input checked="" type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>			Cash	Airfare	Alaska Airlines Seattle, Washington	02/19/2018	\$1,002.40
<input checked="" type="checkbox"/>			Cash	Business Meals (Attendees)	Seattle, Washington	02/13/2018	\$32.01 Allocated
							\$1,034.41

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

Allocate ×
 Expenses: 2 | \$1,034.41

Amount \$1,034.41 | Allocated \$1,034.41 100% | Remaining \$0.00 0%

Edit

Add Edit Remove Save as Favorite

Co-Div	Co-Dept	Co-Region	Project Code	Code	Percent %
Default					<input type="text" value="100"/>

Cancel Save

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

Section 8: Cash Advance and Requests

Cash Advance

Cash Advance works the same way in NextGen Expense as in the existing UI. For part of the process, the existing UI pages may appear – but everything works. In a future release, the entire Cash Advance process will be available in NextGen Expense pages.

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.

Section 9: Travel Allowance

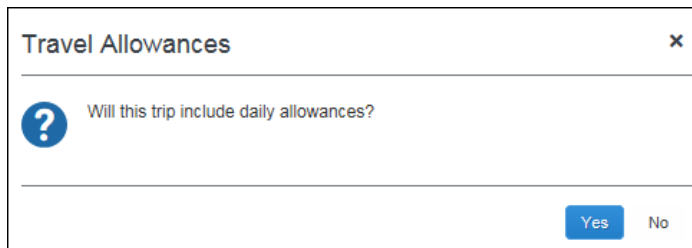
The user experience with Travel Allowance is very similar to the existing UI. The main difference is that the user indicates whether or not they are requesting Travel Allowance reimbursement on the **Create New Report** (header) page instead of a prompt window.

⚠ IMPORTANT: Be aware that Travel Allowance feature is highly configurable. The user may have *fixed* allowances (commonly known as "per diem") or 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 NextGen Expense, in this example, the **Claim Travel Allowance** section appears on the **Create New Report** page.

Create New Report x

* 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

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 x

* 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 x

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name

	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

Add Stop

New Itinerary Stop

Departure City

Date Time

Arrival City

Date Time

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 Go

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 Create Expenses Cancel

The Travel Allowance entries appear on the expense report.

The screenshot displays the SAP Concur Expense report interface. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted), 'Invoice', 'Approvals', 'App Center', and 'Links'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, the main header shows 'Manage Expenses', 'View Transactions', and 'Cash Advances'. The report title is 'Travel Allowance \$587.50' with a status of 'Not Submitted'. There are two buttons: 'More Actions' and 'Submit Report'. Below the title, there are tabs for 'Report Details' and 'Manage Receipts'. A toolbar contains buttons for 'Add', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The main table lists expense entries with columns for 'Receipt', 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Requested'.

<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.

Modify an Itinerary and Make Other Adjustments

To make adjustments to an itinerary that is already attached to an expense report, click **Report Details > Manage Travel Allowances**.

The screenshot shows the SAP Concur Expense page. At the top, there is a navigation bar with tabs for Requests, Travel, Expense (selected), Invoice, Approvals, App Center, and Links. Below this, there are sub-tabs for Manage Expenses, View Transactions, and Cash Advances. The main heading is "Travel Allowance \$587.50" with a "Not Submitted" status. There are "More Actions" and "Submit Report" buttons. A dropdown menu is open under "Report Details", listing options like Report Header, Report Totals, Report Timeline, Audit Trail, Allocation Summary, Report Payments, and Linked Add-ons. The "Manage Travel Allowance" option is highlighted by a mouse cursor. Below the menu is a table of expenses.

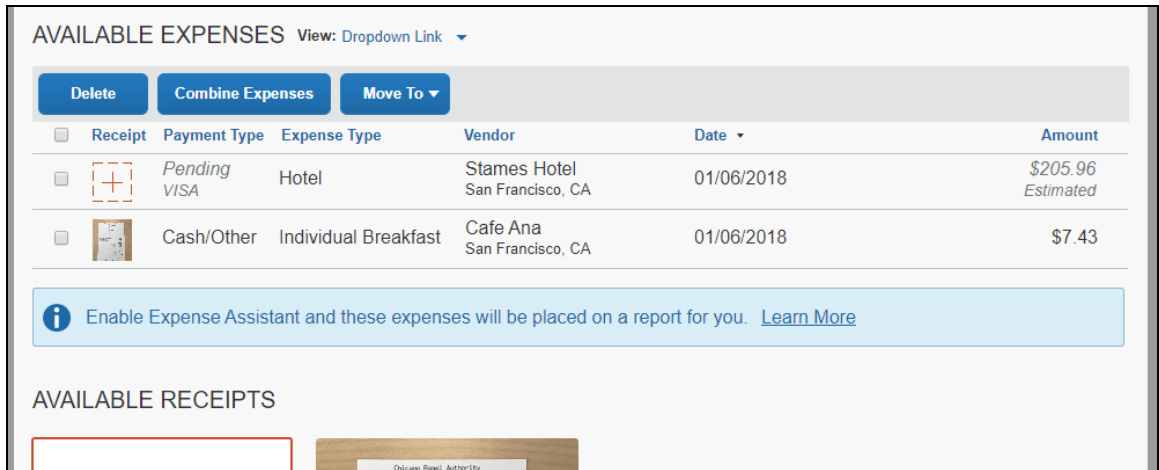
Type	Expense Type	Vendor Details	Date	Requested
	Fixed Meals	Dallas, Texas	05/08/2018	\$53.25
	Fixed Lodging	Dallas, Texas	05/08/2018	\$113.00
	Fixed Meals	Dallas, Texas	05/09/2018	\$71.00
	Fixed Lodging	Dallas, Texas	05/09/2018	\$113.00

Section 10: Expense Assistant

If the Expense Assistant feature is enabled for the company, the user sees the screen that allows them to start using the Expense Assistant.

The screenshot shows the "Expense Assistant" modal window. The title bar is blue with a close button (X). The main content area has a blue header "Expense Assistant" and a close button. Below the header, the text reads "Reports built for you". The main body contains the following text: "When Expense Assistant is on, Concur will put your incoming expenses directly into your monthly expense report. All you'll need to do is review and submit. The best part? You can start using it today." and "If you are ready to start using Expense Assistant, click Get Started." To the right, there are three circular icons: a blue one with a credit card, a green one with an airplane, and an orange one with a document. These icons are connected by dashed lines to a screenshot of a report interface. At the bottom right, there are two buttons: "No, Thanks" and "Get Started".

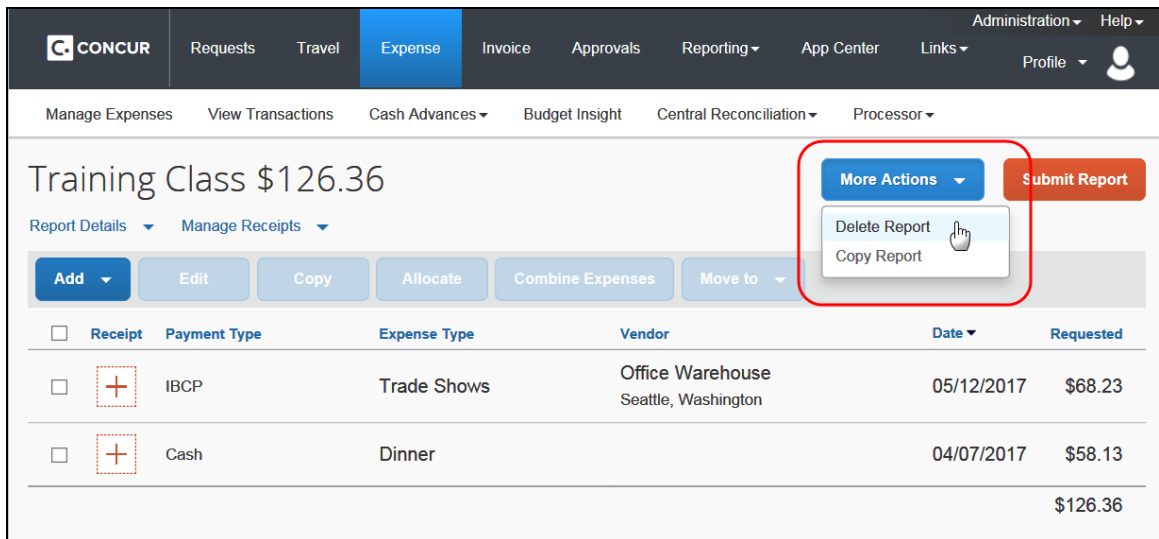
Optionally, the user can elect to turn on Expense Assistant using the message below the **Available Expenses** section of the **Manage Expense** page.



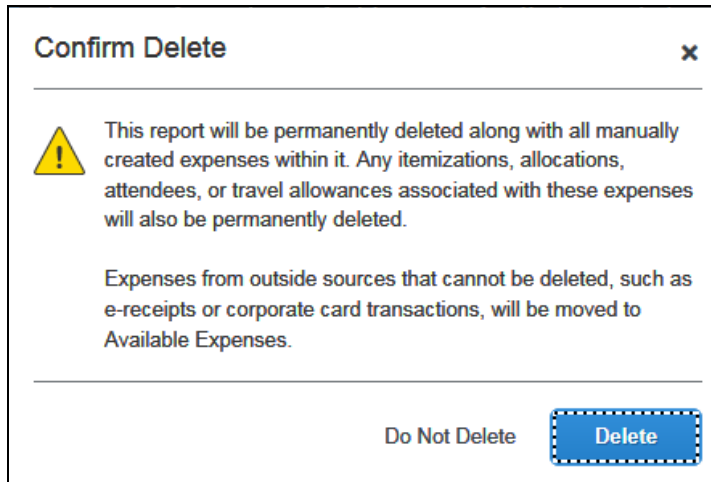
Section 11: Delete Reports and Expenses

Delete a Report

With the report open, click **More Actions** and then click **Delete Report**.



This message appears.



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).



This message appears.

Breakfast \$23.54  Cancel Save Expense

02/13/2018 | Gina's Bistro

Details Itemizations Hide Receipt

Allocate

Expense Type * * Indicates required field

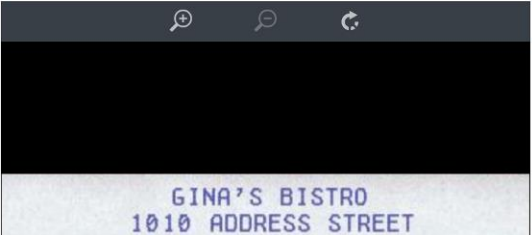
Breakfast

Transaction Date *

02/13/2018


Business Purpose

Breakfast before the meeting



This message appears.

Confirm Delete ×

 This expense will be permanently deleted.

Do Not Delete Delete

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

From the Report



With the report open, select the desired expense(s).

Sales Meeting \$653.30 More Actions Submit Report

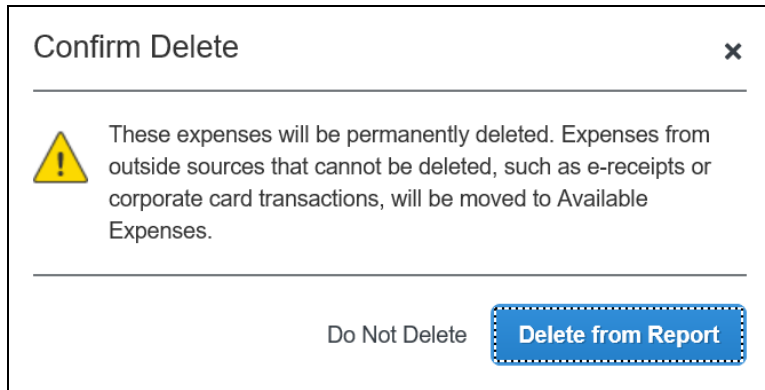
Not Submitted

Report Details Print/Share Manage Receipts

Add Edit Delete Copy Allocate Combine Expenses Move to

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

This message appears.



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