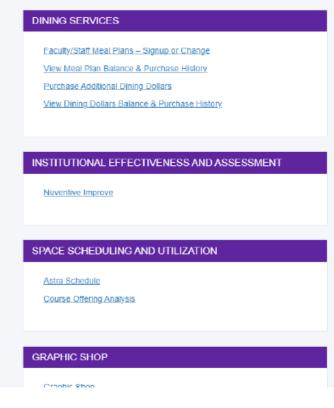
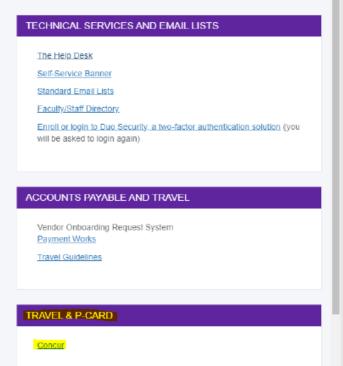
# SAP Concur Next Gen UI: How to Create a New Expense Report







To first enter a request or expense, log into Concur. You can access Concur through mySFA.

Go to the Resources Tab --> Travel & P-Card Heading --> Concur Link







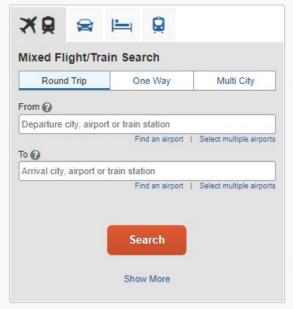


00 Available Expenses

Open Reports

OO Cash Advances

#### TRIP SEARCH





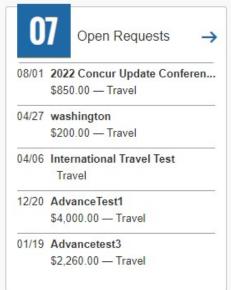
You currently have no upcoming trips.

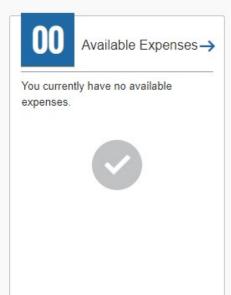
#### **ALERTS**

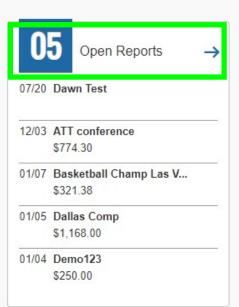


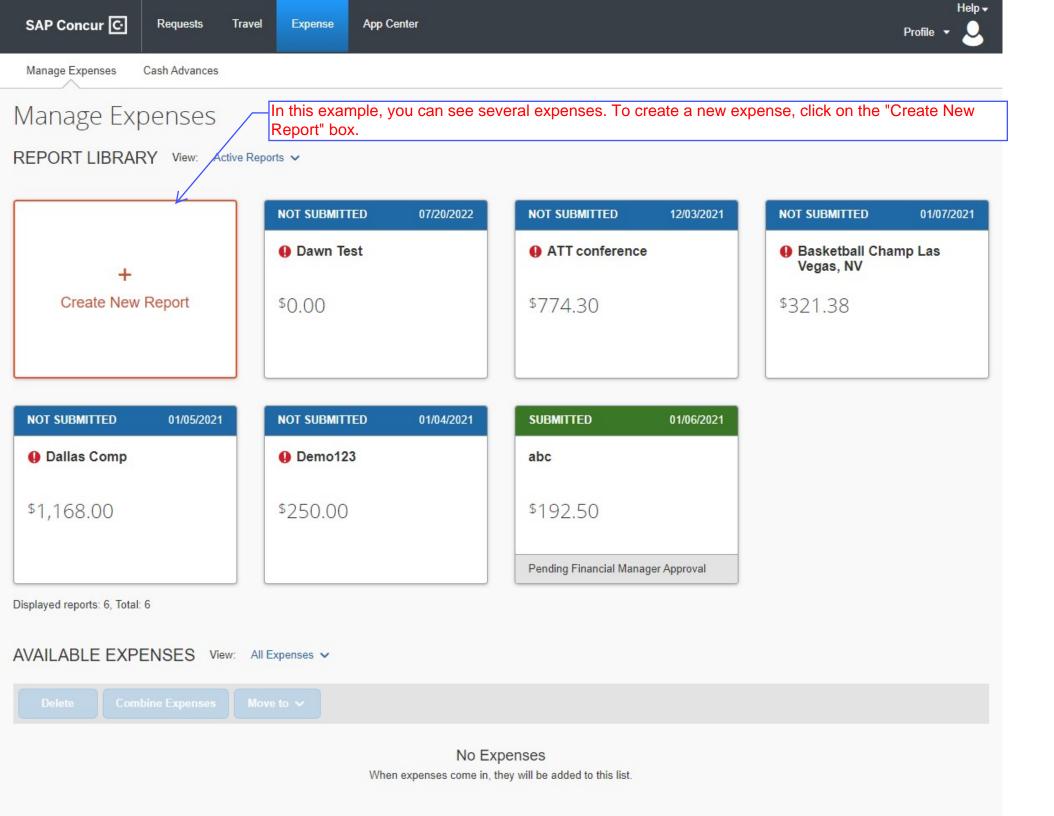
When you want to Create a New Expense, there are three ways to get to the Manage Expenses page. You can use the "Expense" tab at the top of the page, the "Open Reports" under the MY TASKS section, or the "+New" tab. The +New tab will also allow you to create new expenses, just select the option you want to use.

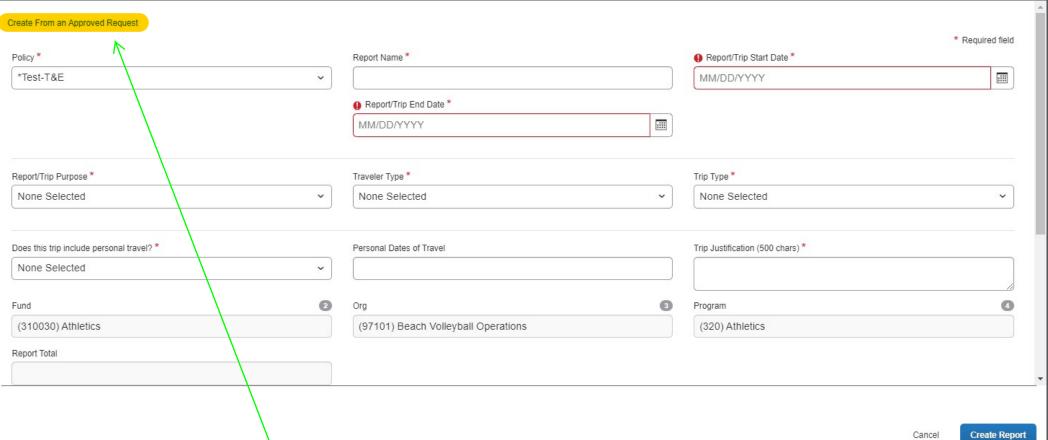
## MY TASKS





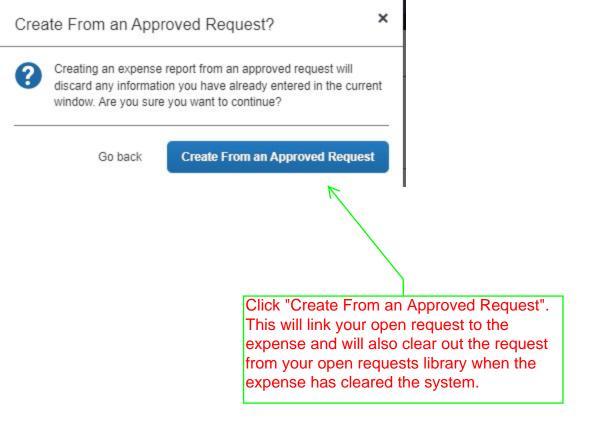






When creating a new expense, the best practice is to use the "Create From an Approved Request". This will import all of the relevant information originally entered on the request.

If travel plans change from the time the request was entered, dates and expenses can be edited to reflect those unexpected changes.

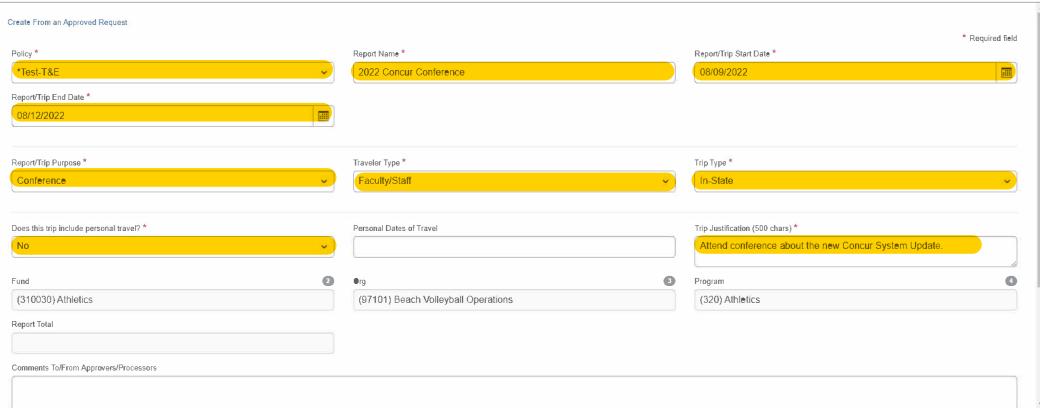




	Request Name $\uparrow\downarrow$	Request ID ↑↓	Start Date $\overline{=}$	End Date ↑↓	Cancelled $\uparrow\downarrow$	Request Total $\uparrow\downarrow$	Approved $\uparrow\downarrow$	Remaining 1
0	2022 Concur Conference	3ARM	08/09/2022	08/12/2022	No	\$150.00	\$150.00	\$150.00
0	2022 Concur Update Conference	3AQJ	08/01/2022	08/03/2022	No	\$850.00	\$850.00	\$850.00
0	Dawn Test	3334			Yes	\$0.00	\$0.00	\$0.00
								<b>&gt;</b>

Cancel

If there are multiple requests on your profile, just select the one that you need to create an expense report for at that moment. Once you select the request you are importing, click the Create Report button.

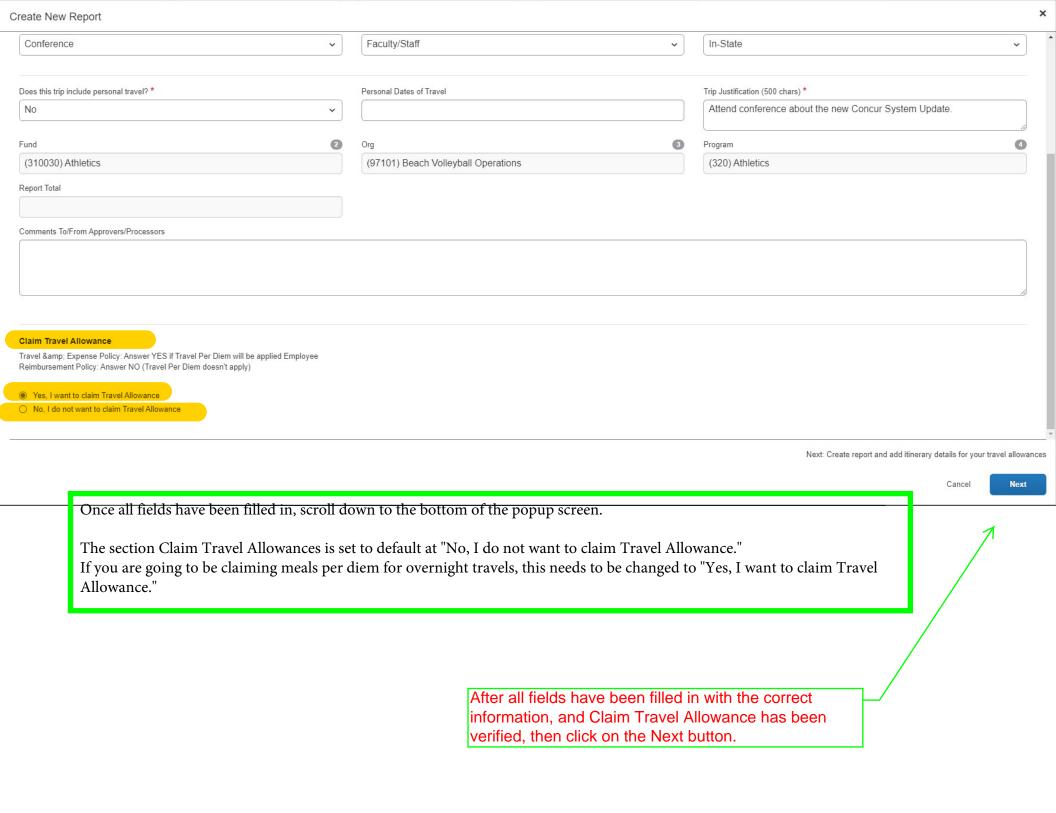


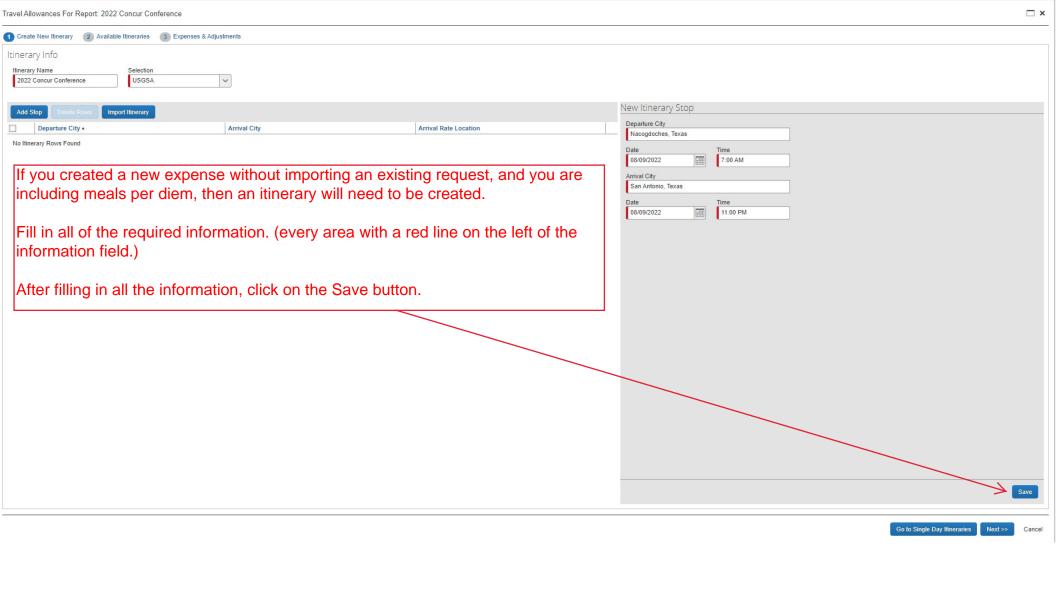
Once you have begun to create a new expense, if you do not Create From an Approved Request, you will have to fill in all sections that are marked with and asterisk '\*'. The Fund, Org, and Program (or FAOP) will automatically fill in based off of your profile settings. Those can be changed by you.

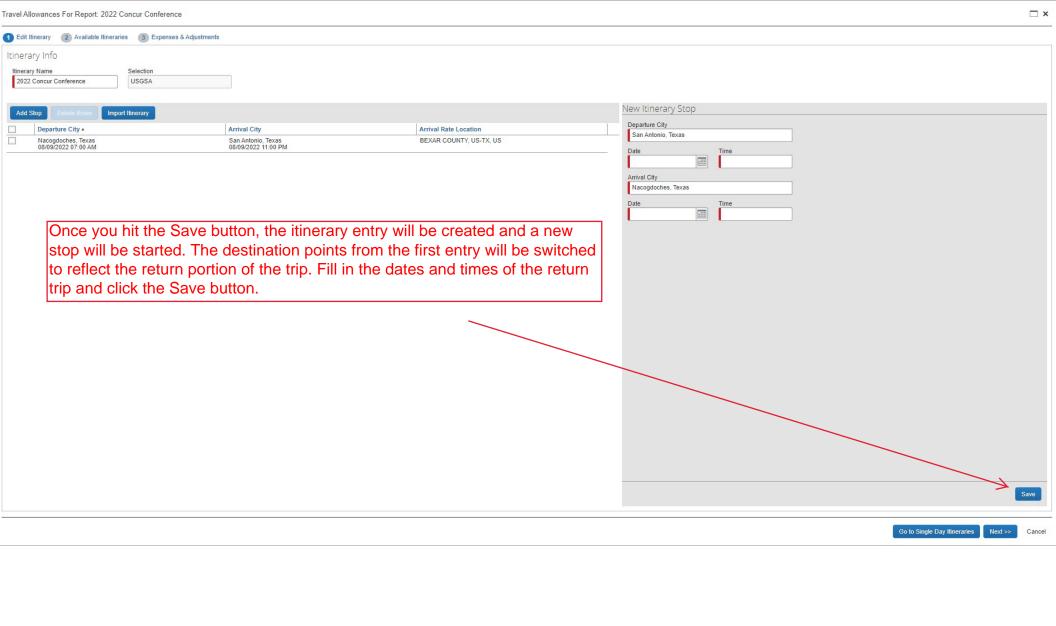
Cancel

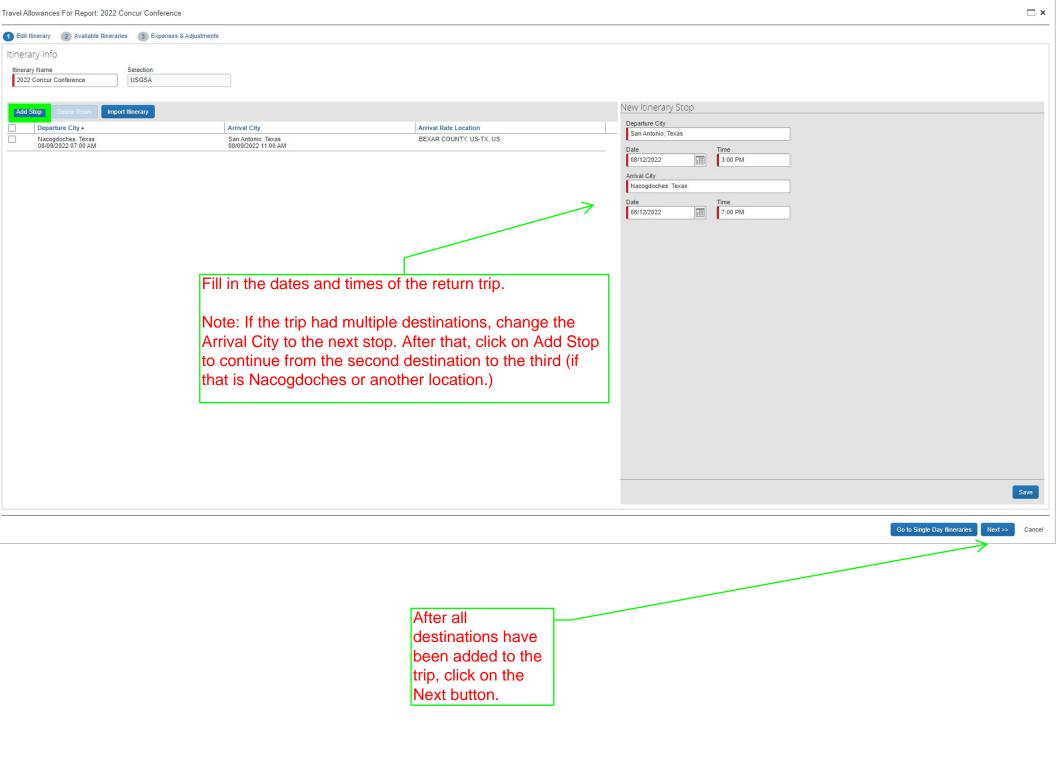
Create Report

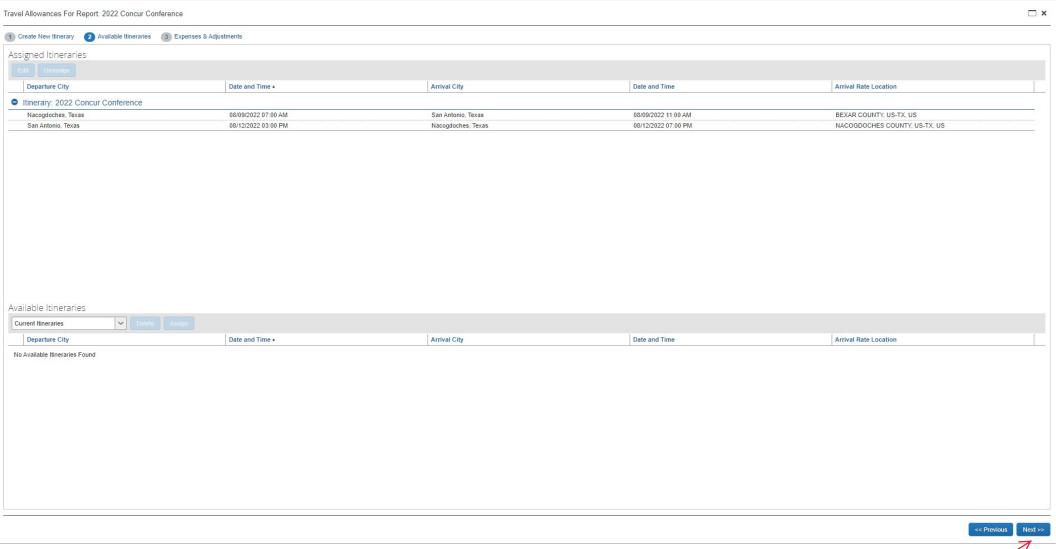
Note: If you have the wrong FOAP set on your user profile, you will have to change it before you can create a new request or expense.











The trip itinerary should show up like this (if there are more stops then additional lines will be present). Verify that the information is correct and then click the Next button.



For trips that involve overnight stays, meals per diem might be something that need to be addressed. Click on each box where a meal was provided, such as a continental breakfast at a hotel or lunches at a conference. If no meal was provided, leave those meals unchecked. If your travel includes personal travel, check the box on the far left to exclude those days fully.

Breakfast: 6:00 am - 8:00 am 11:30 am - 1:30 pm Lunch: Dinner: 6:00 pm - 8:00 pm

These are the times that are designated for meals. If the start of a trip does not begin until 10:00 am, then the box for Breakfast of that day will need to be checked as Provided. If the end of a trip is at 3:00 pm, then the box for Dinner of that day will need to be checked as Provided.

Cash Advances

## 2022 Concur Conference \$121.00 fi

Copy Report

**Submit Report** 

Not Submitted

Report Details 🗸	Print/Share V Manage Rec	ceipts V Travel Allowance V			
Add Expense	Edit Delete				View: Standard ✓
☐ Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date <del>=</del>	Requested ↑↓
	Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/29/2022	\$34.00
	Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/28/2022	\$34.00
	Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/27/2022	\$5.00
	Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/26/2022	\$48.00
					\$121.00

The calculations for Meals per diem will be made based on the boxes checked/unchecked for meals provided.

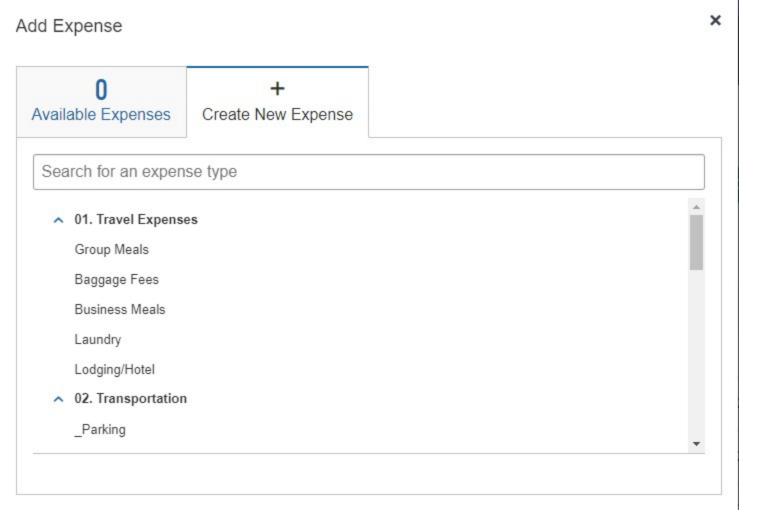
At this point, it is now possible to begin to adding all other expenses from the trip. Click on the Add Expense button to begin.

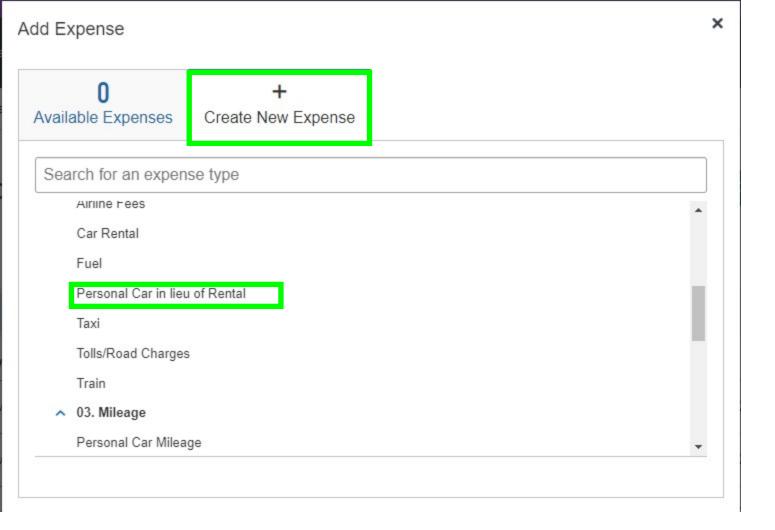
Note: There should be a separate expense line for each individual receipt. This will help prevent miscalculations if grouping receipts, and ensure that all receipts are attached to the report.



**Travel Policy** 

Service Status (North America)



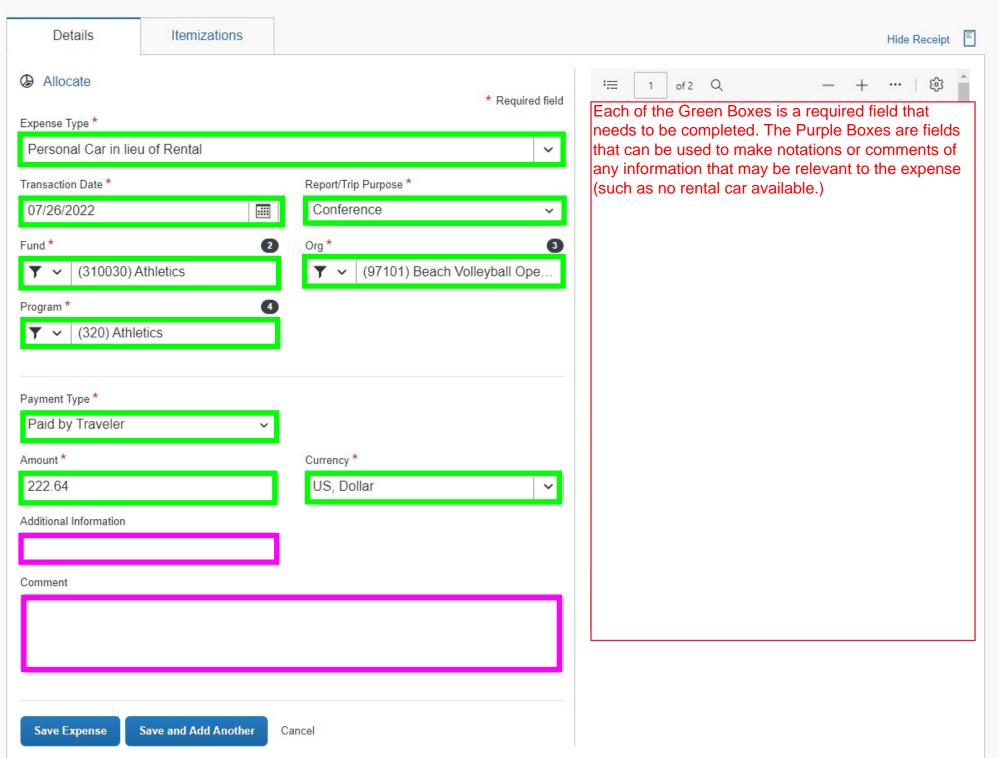


When a new expense is added, select from the expense types for each new expense.

For this expense line item, Personal Car in lieu of Rental will be chosen. (For all travel involving a personal vehicle, this should be the expense type used.)

# Personal Car in lieu of Rental \$222.64 🛍

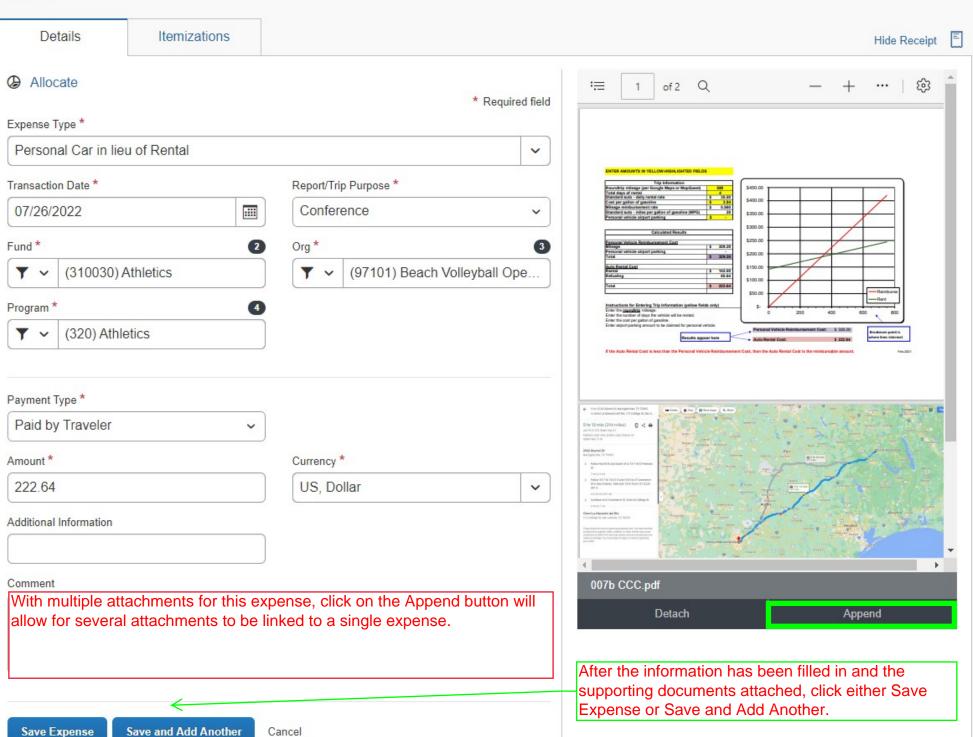


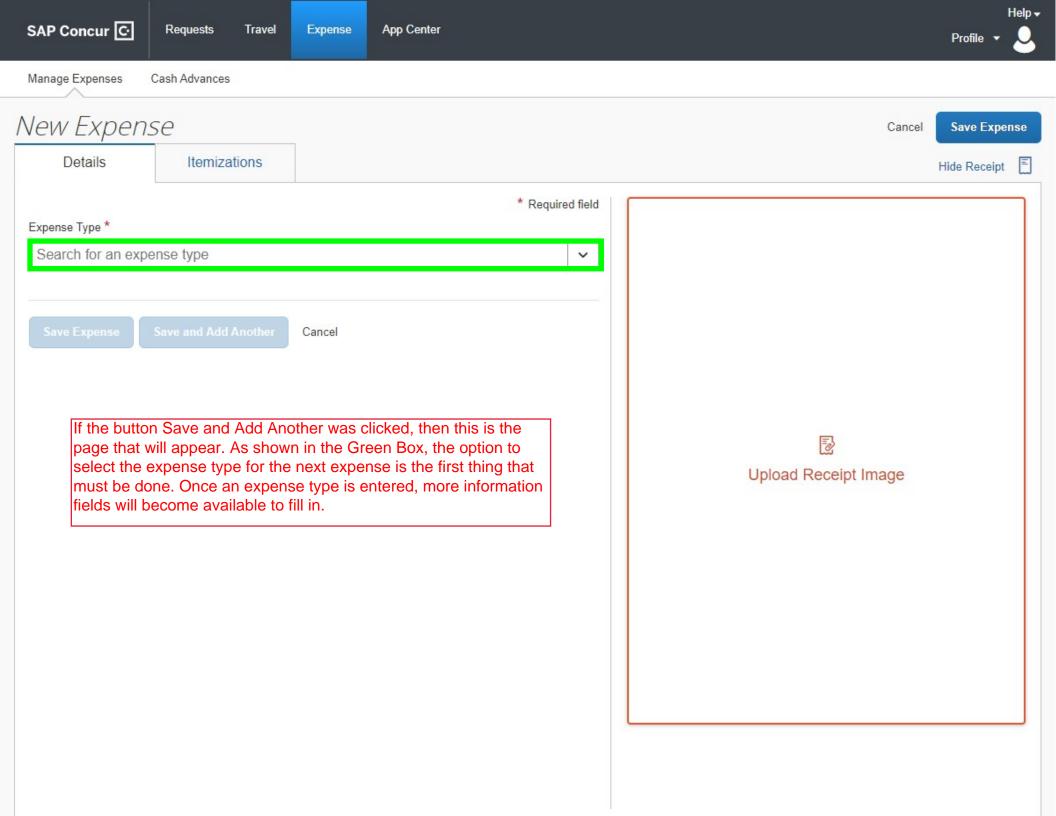


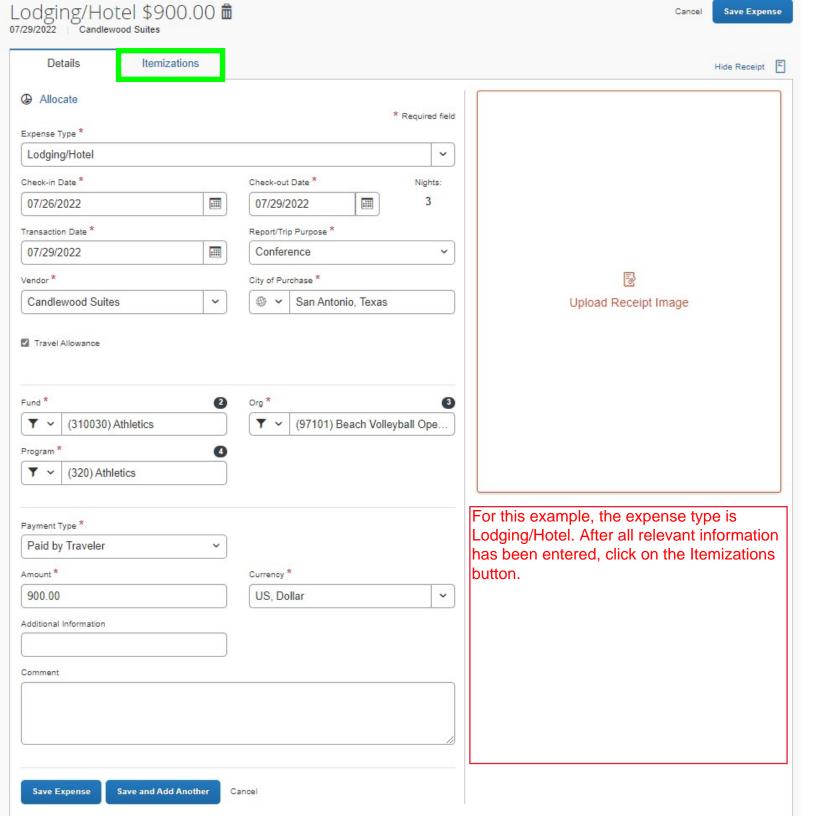
# Personal Car in lieu of Rental \$222.64 🛍

Cancel Save Expense

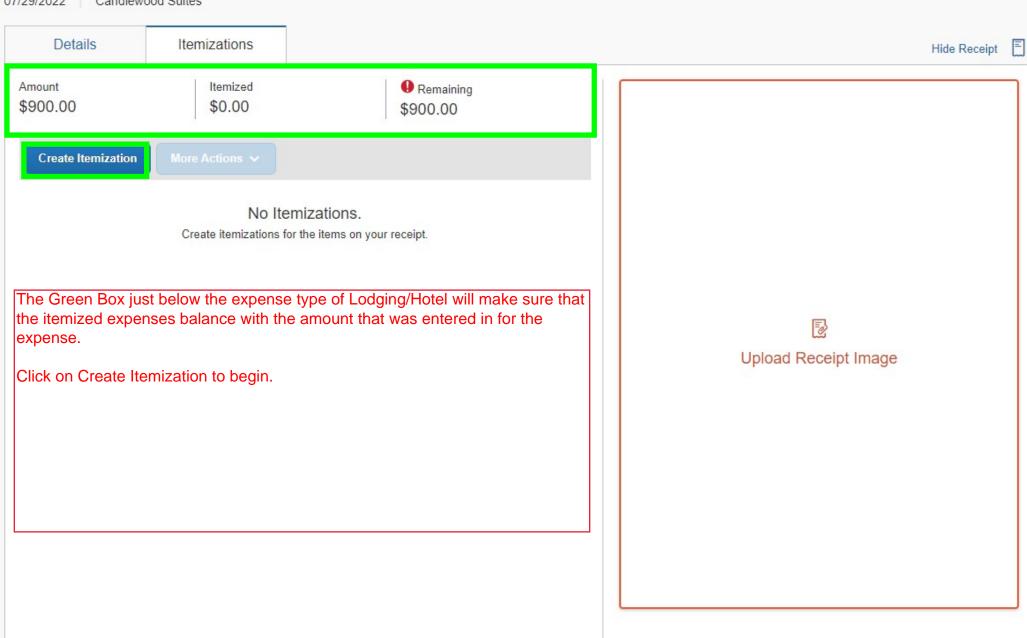
07/26/2022

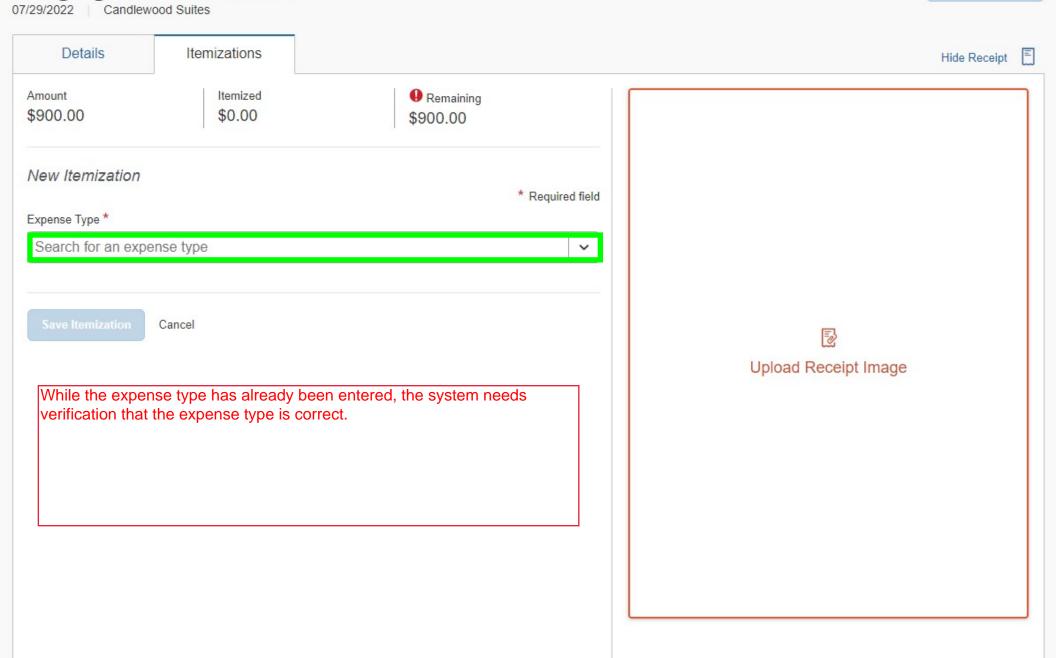


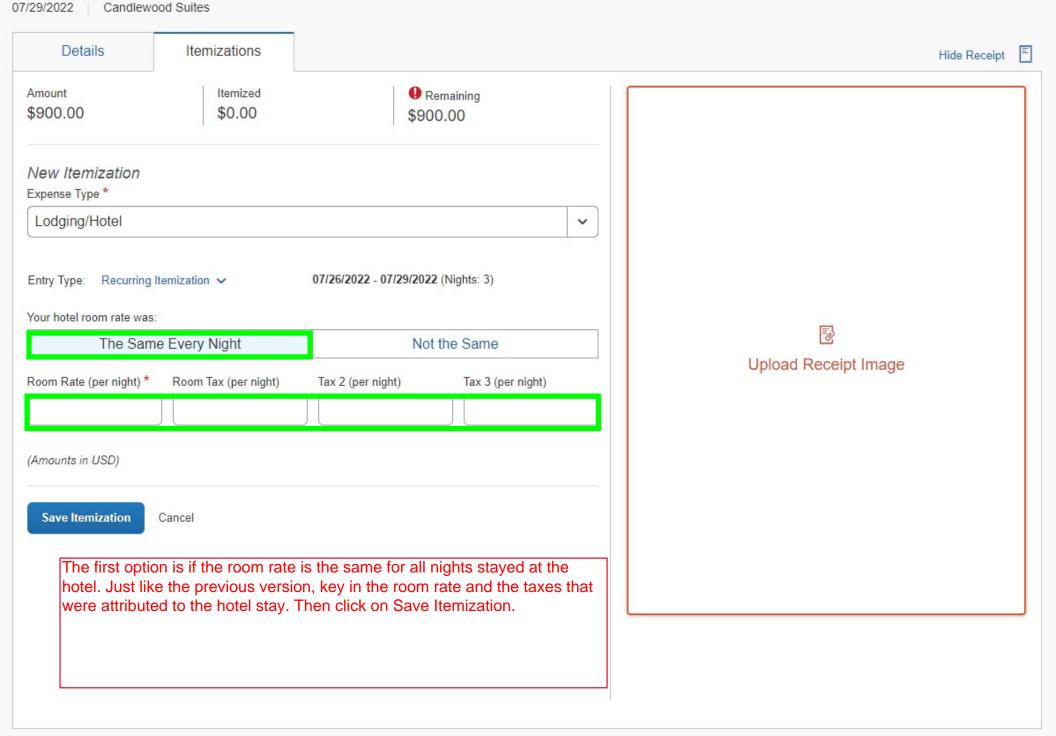




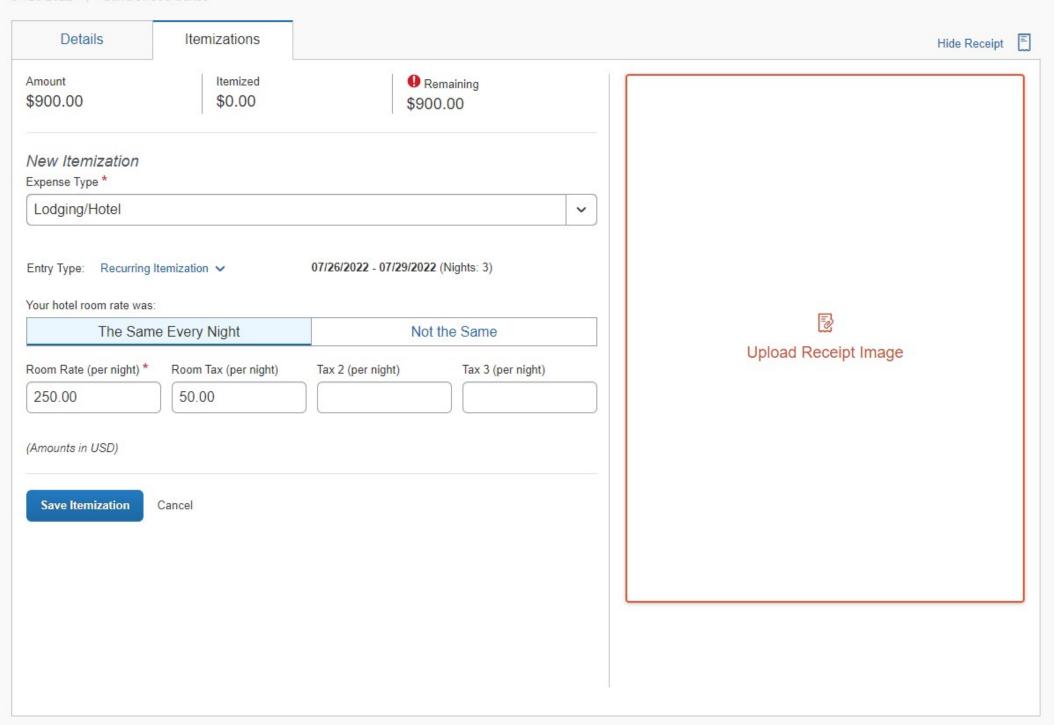
07/29/2022 | Candlewood Suites







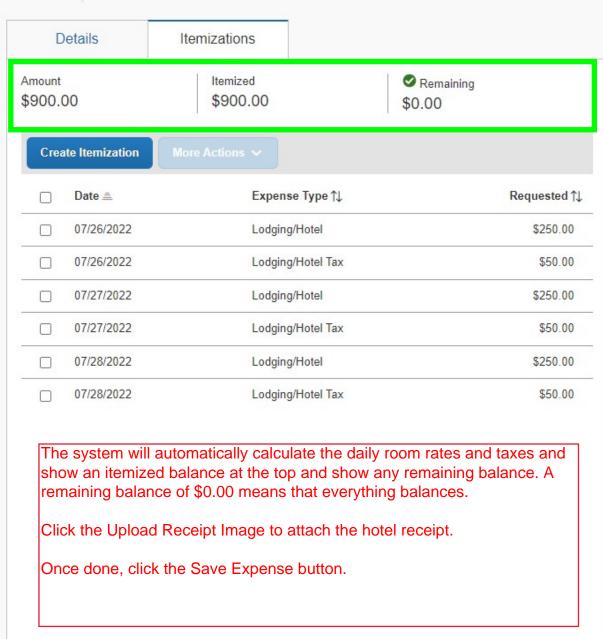
07/29/2022 | Candlewood Suites

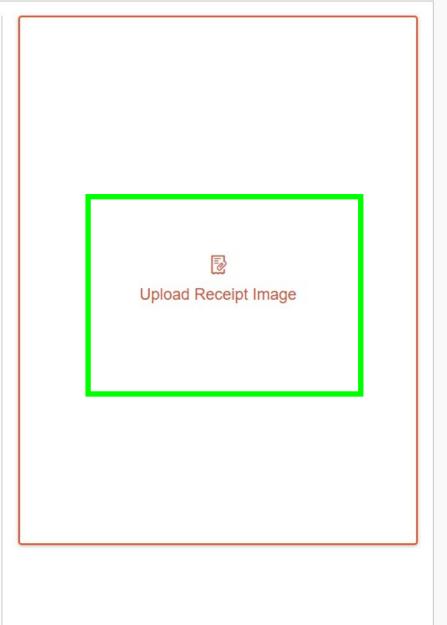


Hide Receipt

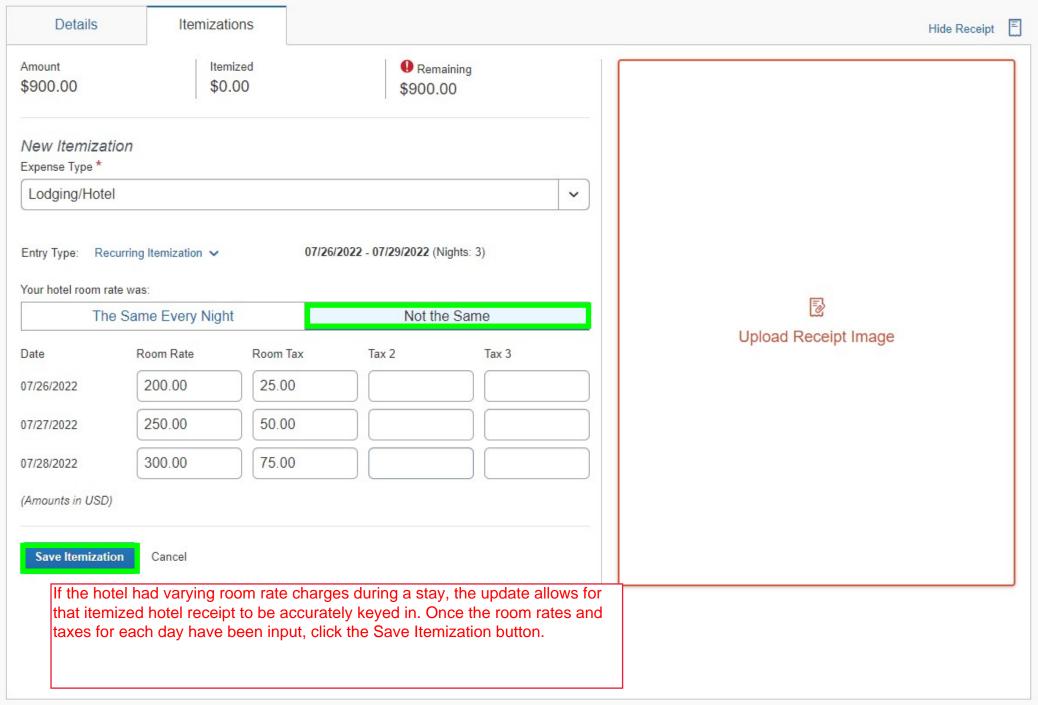
07/29/2022

Candlewood Suites





07/29/2022 | Candlewood Suites



07/29/2022 | Candlewood Suites

Date =

07/28/2022

Details Itemizations

Remaining \$0.00

Requested ↑↓

\$75.00

Amount Itemized \$900.00

Create Itemization More Actions V

07/26/2022	Lodging/Hotel	\$200.00
07/26/2022	Lodging/Hotel Tax	\$25.00
07/27/2022	Lodging/Hotel	\$250.00
07/27/2022	Lodging/Hotel Tax	\$50.00
07/28/2022	Lodging/Hotel	\$300.00

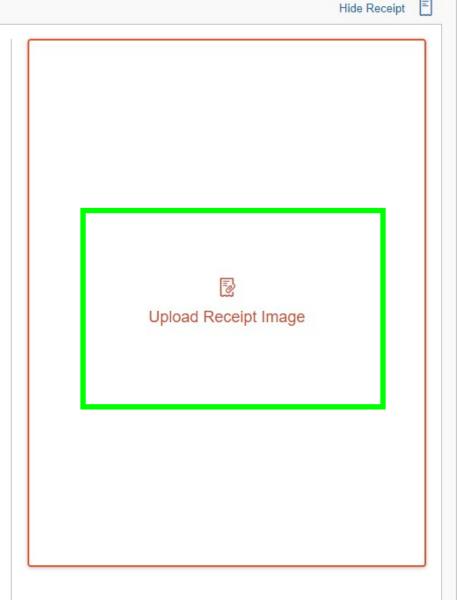
Expense Type ↑↓

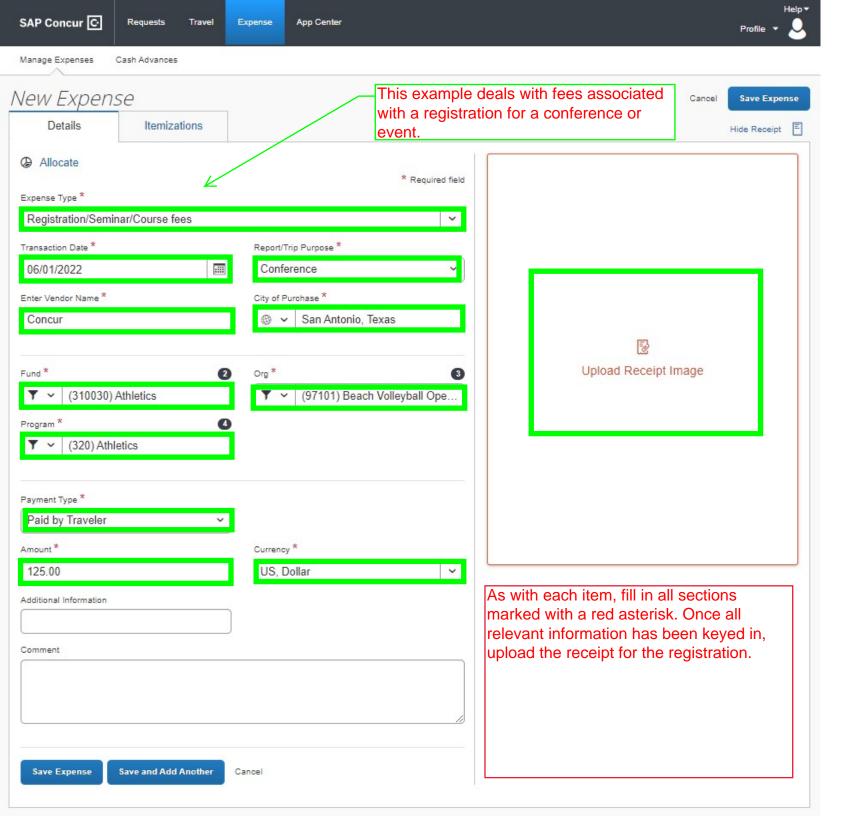
The system will calculate the itemized amounts and balance it against the total amount that was entered. A remaining balance of \$0.00 means that everything balances.

Lodging/Hotel Tax

Click the Upload Receipt Image to attach the hotel receipt.

Once done, click the Save Expense button.





Manage Expenses

Cash Advances



# 2022 Concur Conference \$1,368.64 🟛

Not Submitted

Report Details V Print/Share V

Manage Receipts >

Travel Allowance >

For ease of viewing, click on any of the expense column headers (Alerts, Receipt, Payment Type, etc) to organize the expense items listed. This report is currently showing that there are errors that need to be addresses before the report can be submitted.

Add	Expense		Delete	Copy Allocate Combine Expenses			View: Standard V
	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ₩	Requested ↑↓
	0		Paid by Traveler	Lodging/Hotel	Candlewood Suites San Antonio, Texas	07/29/2022	\$900.00 Itemized
			Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/29/2022	\$34.00
			Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/28/2022	\$34.00
			Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/27/2022	\$5.00
	0		Paid by Traveler	Personal Car in lieu of Rental		07/26/2022	\$222.64
			Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/26/2022	\$48.00
	0		Paid by Traveler	Registration/Seminar/Course fees	Concur San Antonio, Texas	06/01/2022	\$125.00
							\$1,368.64



Requests

Travel

Expense

App Center







## 2022 Concur Conference \$1,368.64 🟛

Copy Report

Submit Report

Not Submitted

Report I	Details 🗸	Print/Share >	<ul> <li>Manage Receipts</li> </ul>	Travel Allowance V			
Add	Expense					Vi	ew: Standard 🗸
	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date <del>■</del>	Requested ↑↓
	0		Paid by Traveler	Lodging/Hotel	Candlewood Suites San Antonio, Texas	07/29/2022	\$900.00 Itemized
			Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/29/2022	\$34.00
			Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/28/2022	\$34.00
			Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/27/2022	\$5.00
	0		Paid by Traveler	Personal Car in lieu of Rental		07/26/2022	\$222.64

Manage Expenses

Cash Advances

## 2022 Concur Conference \$121.00 fil

Travel



Submit Report

Not Submitted

Report Details V Print/Share V Manage Receipts V Travel Allowance V

Add Expense	Edit Delete				View: Standard ✓
☐ Receipt	↑↓ Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date <del></del>	Requested ↑↓
0	Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/29/2022	\$34.00
	Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/28/2022	\$34.00
	Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/27/2022	\$5.00
	Paid by Traveler	_Meal Per Diem	San Antonio, Texas	07/26/2022	\$48.00
On an all		ixed click on the "Submit Rep	outil buitton		\$121.00

Once all error alerts have been fixed, click on the "Submit Report" button.



Service Status (North America)



# By clicking on the 'Accept & Submit' button, I certify that: 1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses. 2. All required receipt images have been attached to this report. 3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed. 4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

Cancel

Accept & Continue

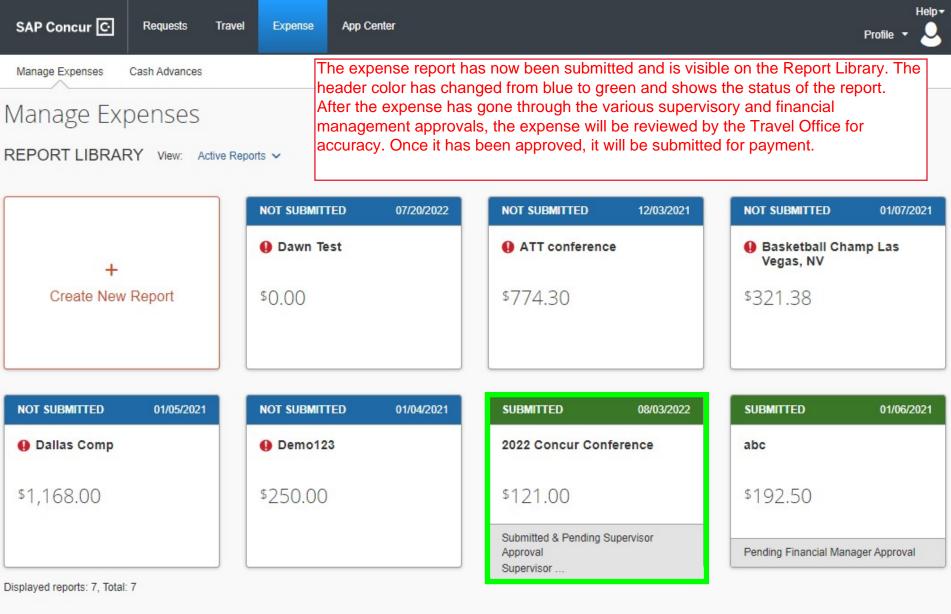
For those that have a delegate that enter information on your behalf, it is very important that you double check all information entered on a request or expense report.

Once everything has been verified for accuracy, click on the "Accept & Continue" button.



This feature gives a breakdown of the expense in regards to how much will be owed the employee or the university, how much will be paid by the university, or how much the employee might owe the university.

Click on the "Submit Report" button.



Displayed reports: 7, Total: 7

AVAILABLE EXPENSES View: All Expenses >

## No Expenses

When expenses come in, they will be added to this list.