

# CREATING A NEW EXPENSE REPORT

## CONCUR HOME PAGE:

The screenshot shows the SAP Concur home page for William. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The user profile section shows 'Hello, WILLIAM' and a 'Profile' dropdown. Summary statistics are displayed in a row: '+ New', '00 Required Approvals', '02 Authorization Requests', '17 Available Expenses', and '01 Open Reports'. Below this, there are sections for 'TRIP SEARCH', 'ALERTS', 'COMPANY NOTES', and 'MY TASKS'. The 'MY TASKS' section highlights '00 Required Approvals', '17 Available Expenses', and '01 Open Reports'.

## Click +NEW - START A REPORT

This screenshot shows the same SAP Concur home page, but with the '+NEW' button highlighted by a red box. A dropdown menu is open from this button, showing options: 'Start a Request', 'Start a Report', 'Enter New Reservation', and 'Upload Receipts'. The 'Start a Report' option is circled in red. The rest of the page content remains the same as in the previous screenshot.

POLICY: Payment Card

REPORT NAME: Month, Year, Last 4 of Card Number (e.g.: Sept 2018 #3948)

POLICY: Payment Card

SYSTEM MEMBER: 17 Texas A&M University Kingsville

DEPARTMENT/SUB-DEPARTMENT: 4 Letter Code for Account Name (e.g.: SSGS)

ACCOUNT: Select the account for the majority of your charges.

ACCOUNT ATTRIBUTES: Local or State, depending on the account.

Create a New Expense Report

Report Header

Policy Payment Card	Report Name Sept 2018 #3948	Card Number (Last 4 Digits Only)	Reporting Cycle	Report Date 09/28/2018	Report Key
1 Policy Payment Card	2 System Member (17) TEXAS A&M UNIV-KING	3 Department / Sub-Department (SSGS) STRATEGIC SOUR	4 Account (220322 00000) STRAT	5 Account Attributes (L) LOCAL	Department Reference Number

Notes

Click NEXT

Select the Expenses for the report and Click MOVE to CURRENT REPORT. You can also select the expenses and drag to the report.

The screenshot displays an 'Available Expenses' table with the following columns: Expense Detail, Expense Type, Source, Date, and Amount. Two rows are selected, indicated by blue checkboxes and red arrows pointing to them. A 'Move' dropdown menu is open over the table, with 'To Current Report' highlighted in a red oval. Other options in the menu include 'To New Report'.

Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/> TLF THE FLOWER BOX KINGSVILLE, TX	4010 Supplies - Office General		07/27/2018	\$
<input checked="" type="checkbox"/> SUMMUS INDUSTRIES, INC SUGAR LAND, TX	4010 Supplies - Office General		07/27/2018	\$
<input checked="" type="checkbox"/> SUMMUS INDUSTRIES, INC SUGAR LAND, TX	4010 Supplies - Office General		07/29/2018	\$
<input type="checkbox"/> CDW GOVT #NQL7415 800-808-4239, IL	4010 Supplies - Office General		08/03/2018	\$
<input type="checkbox"/> GERALD LUBIANSKI ENTER FLORESVILLE, TX	Undefined		08/07/2018	\$1,
<input type="checkbox"/> SOCIETY FOR ECOLOGICAL WASHINGTON, DC	Undefined		08/09/2018	\$
<input type="checkbox"/> EMBROIDME KINGSVILLE, TX	4010 Supplies - Office General		08/09/2018	\$
<input type="checkbox"/> SAFEGUARD UNIVERSAL LL CORPUS CHRIST, TX	4010 Supplies - Office General		08/10/2018	\$1,
<input type="checkbox"/> SUMMUS INDUSTRIES, INC SUGAR LAND, TX	4010 Supplies - Office General		08/11/2018	\$

To know which Billing Cycle an expense belongs to, hover your mouse over the Blue Credit Card icon and check the BILLING DATE. The Billing Date **month** will determine the Billing Cycle month.

Select the expense.

Select EXPENSE TYPE (Object Code).

Enter VENDOR NAME (if blank).

Enter a description in the COMMENT Box.

Click SAVE.

(Repeat steps for each charge.)

The screenshot displays an expense management interface. On the left, a table lists expenses with columns for Date, Expense Type, Amount, and Requested. The first row is selected, and a red box highlights the checkbox. A red starburst icon is next to the Expense Type '4010 Supplies - Office General'. A red box highlights the Vendor Name 'SUMMUS INDUSTRIES, INC' in the form on the right. Another red box highlights the Comment 'Office supplies - Paper'. A red box highlights the Save button at the bottom right.

Date	Expense Type	Amount	Requested
07/29/2018	4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Suga	\$219.99	\$219.99
07/27/2018	4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Suga	\$20.29	\$20.29
07/27/2018	4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Suga	\$11.99	\$11.99

TOTAL AMOUNT: \$252.27  
TOTAL REQUESTED: \$252.27

Expense Form Fields:  
Expense Type: 4010 Supplies - Office Gener  
Amount: 219.99 USD  
Transaction Date: 07/29/2018  
Vendor Name: SUMMUS INDUSTRIES, INC  
Comment: Office supplies - Paper  
Payment Type: Test Payment Card  
Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

To attach a receipt individually,  
Click ATTACH RECEIPT.

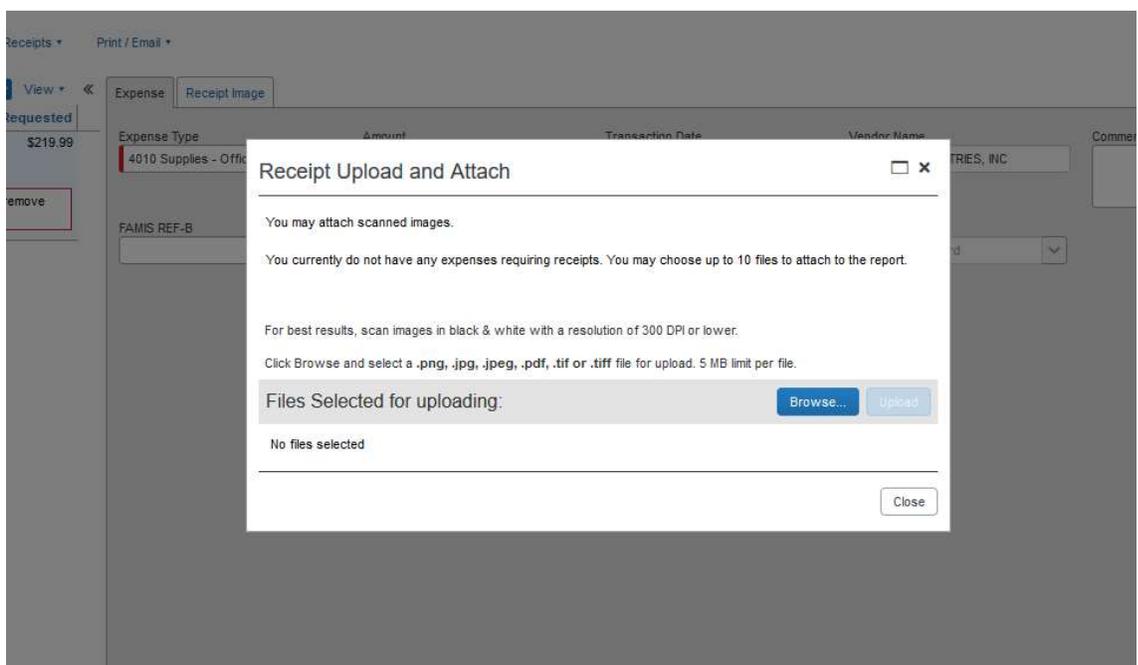
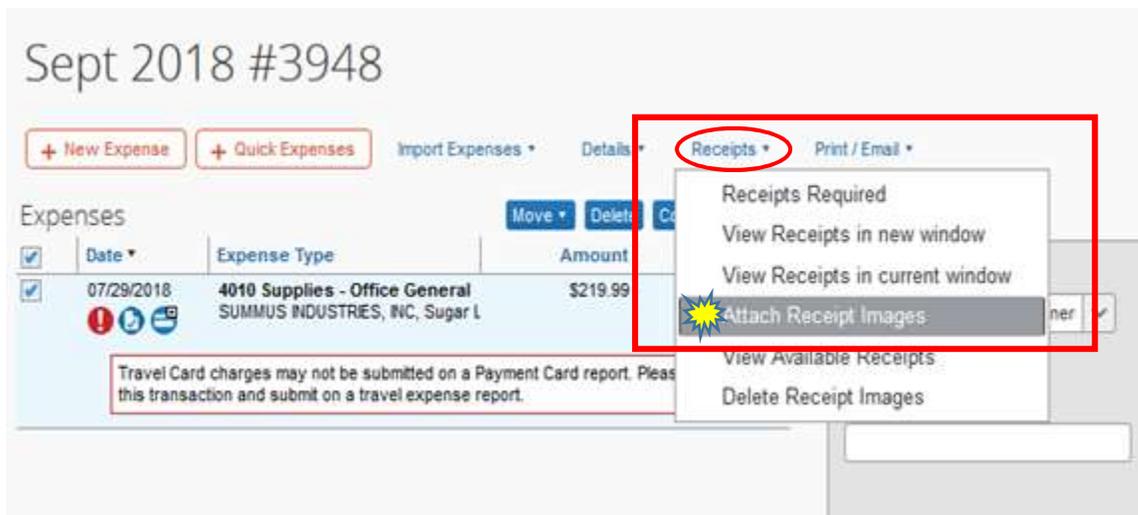


Browse for the file location on your computer.

Click ATTACH

*\*For Business Meals, the Business Meal Food Form and required attachments will need to be attached at the expense level.*

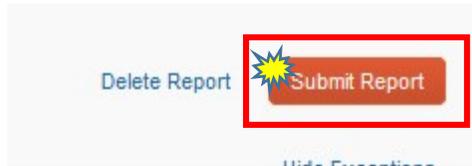
To attach all receipts from one PDF file, click the RECEIPTS Drop Down, and select ATTACH RECEIPT IMAGES.



Browse for the file location on your computer.

Click UPLOAD

After all receipts have been attached and all charges have been allocated, Click **SUBMIT REPORT**.



*\*All red Exception flags must be cleared before you can submit a report.*