Concur Expense QuickStart Guide

SAP Concur

Technologies

Version 2.1

January 21, 2022

Document Revision History

Date	Description	Version	Author
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01/21/2022	Updated for Stony Brook University	2.1	SAP Concur

Proprietary Statement

Information contained in these documents applies to the following products in effect at the time of this document's publication, including but not limited to:

- Concur Travel & Expense
- Concur Invoice
- Concur Expense
- Concur Travel
- Concur Request
- Concur Locate
- SAP Concur for Mobile

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NOTE: The SAP Concur application is expressly for the use of Stony Brook employees using State or Research Foundation funding for their travel expenses.

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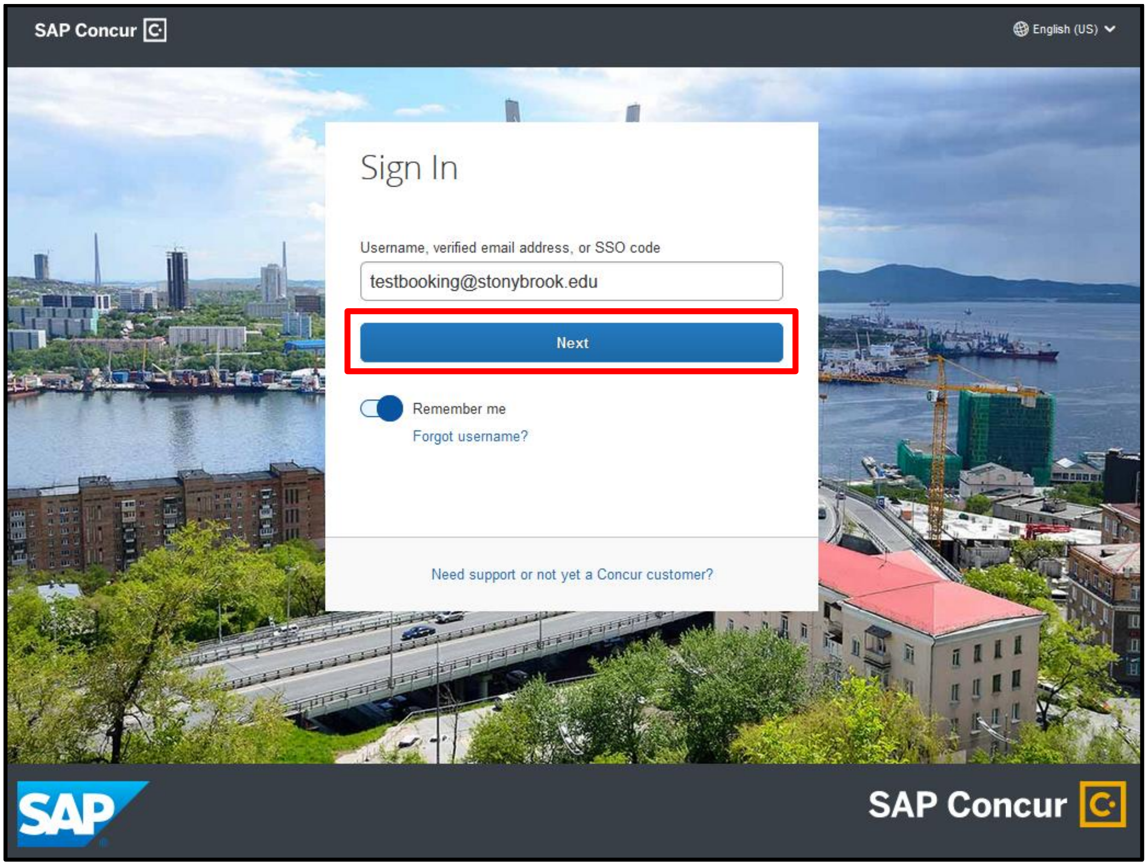
Signing in to SAP Concur

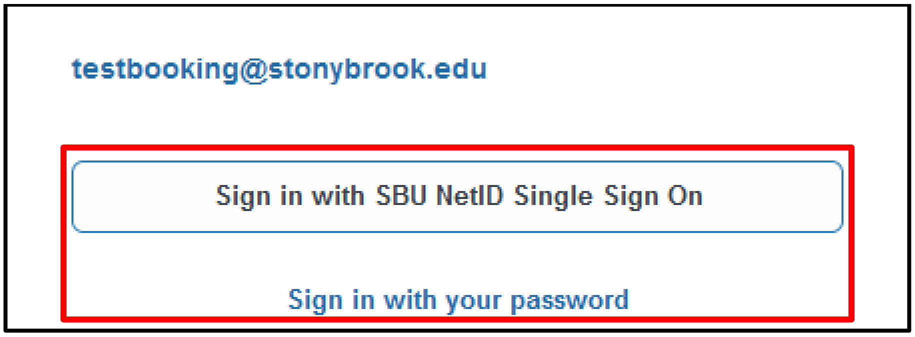
To sign in to SAP Concur

1. To sign in to SAP Concur, on the **Sign In** screen, enter ***<your 9-digit Stony Brook ID number>*@stonybrook.edu** (example: **123456789@stonybrook.edu**) in the field, and then click **Next**.

   You can select the **Remember me** check box to store your password, so that you don't have to enter it the next time you sign in to SAP Concur from this device.



2. Select **Sign in with SBU NetID Single Sign On**.

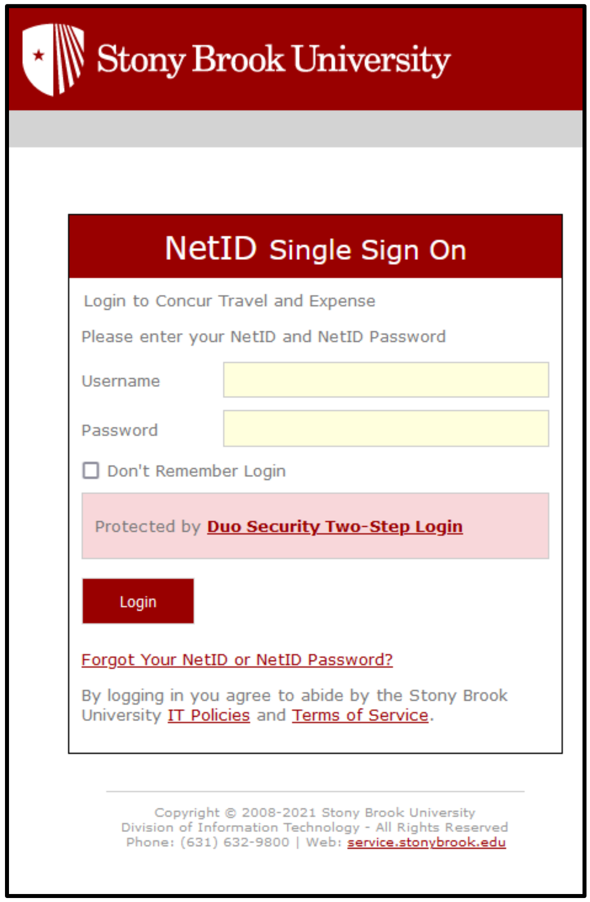


3. Fill in your NetID **Username** and NetID **Password**.

NOTES:

- Your password is case sensitive.
- If you are not unable to log in with your NetID, please visit:

  https://it.stonybrook.edu/services/netid for assistance.

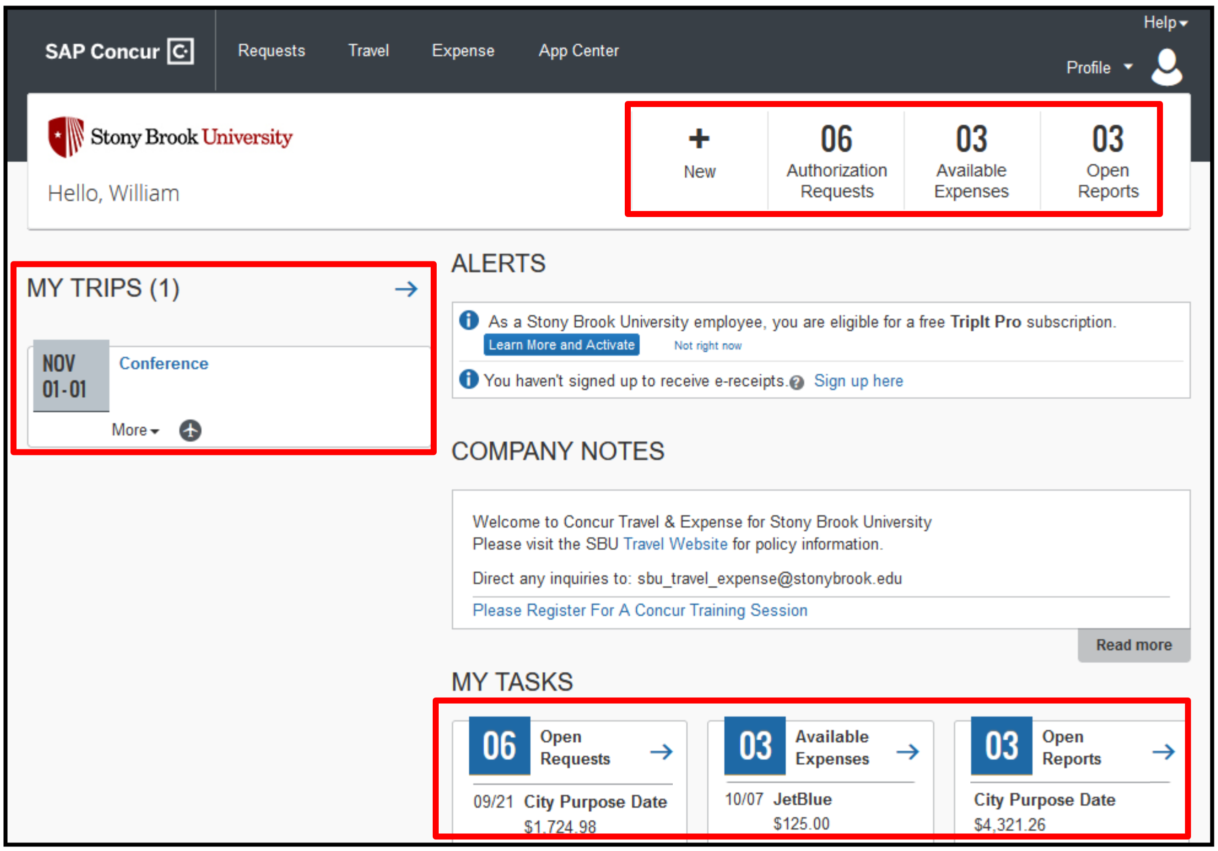


Exploring the SAP Concur Home Page

The SAP Concur home page contains the following sections.

NOTE: To return to the SAP Concur home page from any other page, click the SAP Concur logo on the top left of the screen.

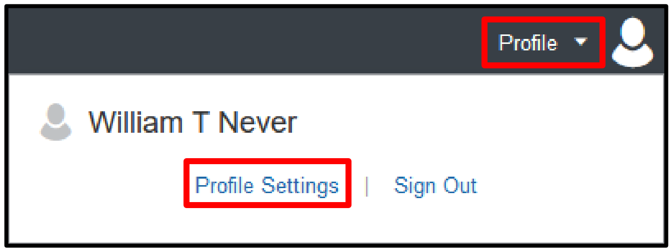
Section	Description
Quick Task Bar	This section provides Quick Tasks (links) so you can: • Start a new expense report, travel request, cash advance, etc. • Open expense reports and requests* • Manage available expenses * A request is an authorization for an expense made *before* incurring the cost. An expense report is the summation of all expenses *after* the costs are incurred.
My Tasks	This section shows your available expenses, open reports, and approvals requiring attention.
My Trips	This section lists your upcoming trips.
Alerts	This section displays informational alerts about Travel features.
Company Notes	Content is provided by the Procurement Travel Office.



Updating Your Expense Profile

Use the **Profile Options** page to set or change your personal preferences. To avoid re-entering personal and permanent information about yourself, complete your profile after logging onto SAP Concur for the first time and review/update it whenever your information changes. Your profile options include:

- Approvers
- Attendees
- E-Receipts
- Expense Delegates
- Expense Preferences:



To access your profile information

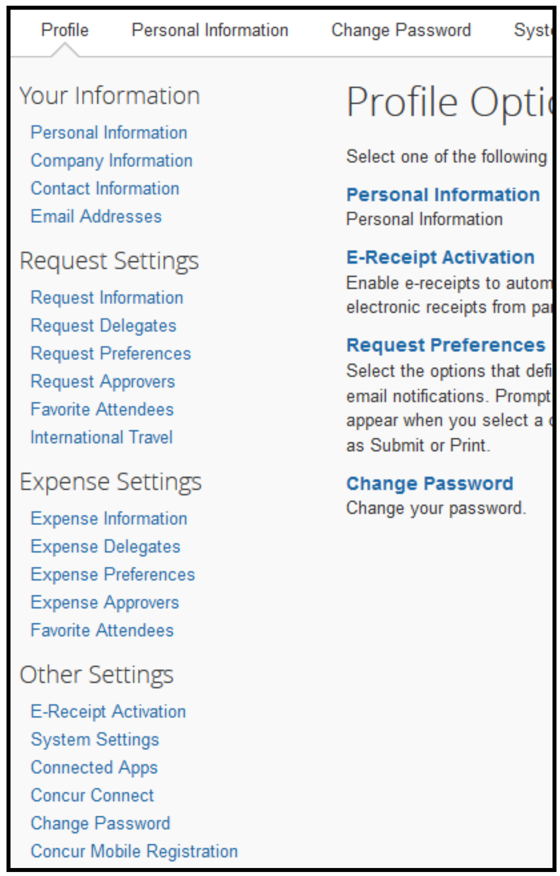
1. Click **Profile** > **Profile Settings**.

   The **Profile Options** page appears.

2. Click the appropriate option from the left-side menu.

   At a minimum, you should do the following:

   - Verify your primary email address is correct and add any additional email addresses that you will be using to submit receipts.
   - Verify and update your **Personal Information.**
   - Review the information is accurate under **Expense Information.**
   - Verify that the name of your **Expense Approver** is correct. This person should be your supervisor and the first approver in your workflow. If the data is incorrect, ask your supervisor to contact the VP Coordinator to resolve the issue with HRS – Class & Comp.



Delegates

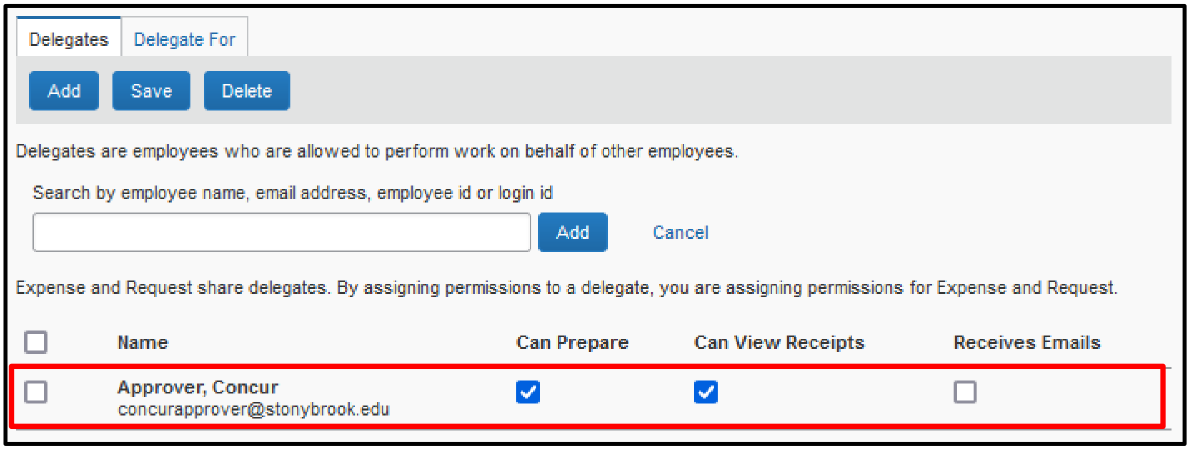
If you are acting as a *delegate* for another employee (the *delegator*):

- Any changes you make on this page affect only the delegator and do not change your personal information.
- You cannot access all profile options for your delegator.

Assigning a Delegate

To assign a delegate

1. Click **Profile** > **Profile Settings**. The Profile Options page appears.
2. Click **Expense Delegates** from the left-side menu, then **Add**.
3. Locate the appropriate employee using the **Search by**… field, then click **Add**.
4. Select the checkboxes to set the delegate's permissions.

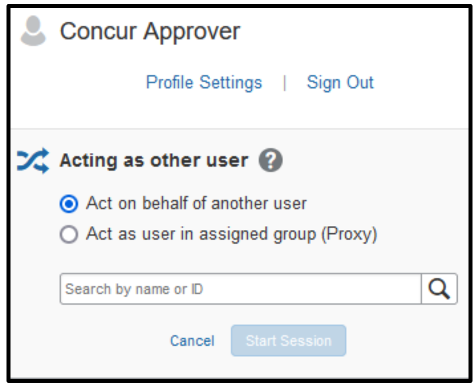


   Can Prepare enables the delegate to prepare a report/request but not submit it.

5. After selecting the appropriate checkboxes, click **Save**.

   NOTE: Selecting **Can Prepare** automatically enables **Can View Receipts** because receipts are integral to preparing a report.

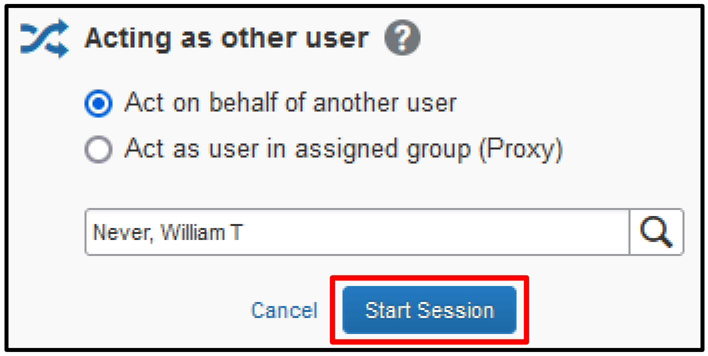
Acting as a Delegate



If you are a delegate, your delegator will define which tasks you can complete, such as preparing reports, receiving Concur-related notifications, etc.

To work as a delegate

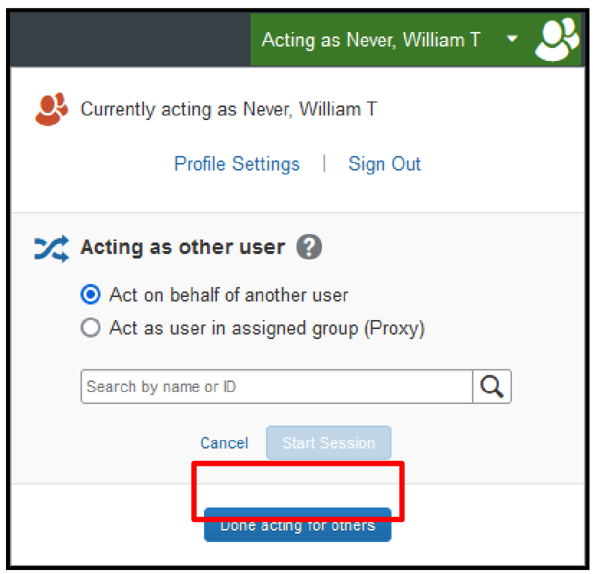
1. Click **Profile** then **Act on behalf of another user**.
2. Click on the magnifying glass icon to view a list of the employees that you have as their delegate.
3. Select the appropriate delegator's name from the list.
4. Click **Start Session**.



Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected.

5. You are now officially working on behalf of that person. Complete the normal processes for creating reports, printing, etc.

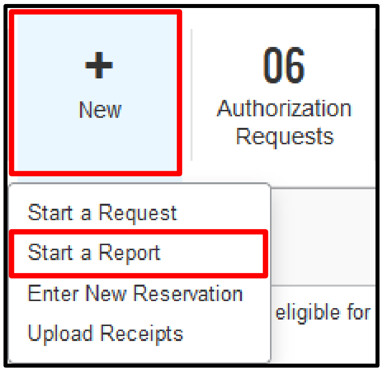
   To select a different user, follow the same steps but click a different name.
6. To return to your own tasks, click **Acting as**, and then select **Done acting for others**.

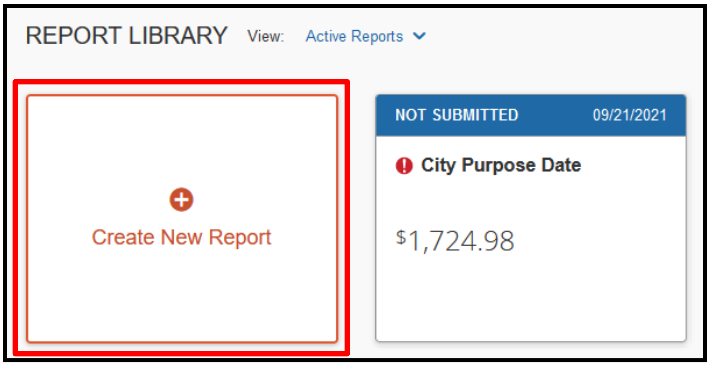


Creating a New Expense Report

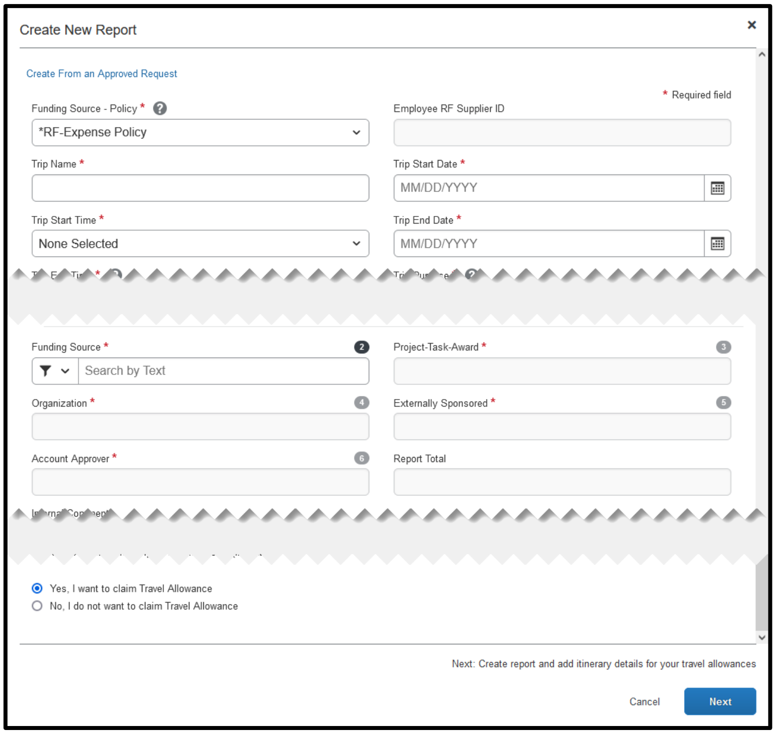
To create a new expense report

1. Choose:
   - On the SAP Concur home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.
     – OR –
   - From the **Expense** menu, click **Manage Expenses** (on the **Expense** sub-menu), and then click the **Create New Report** tile.

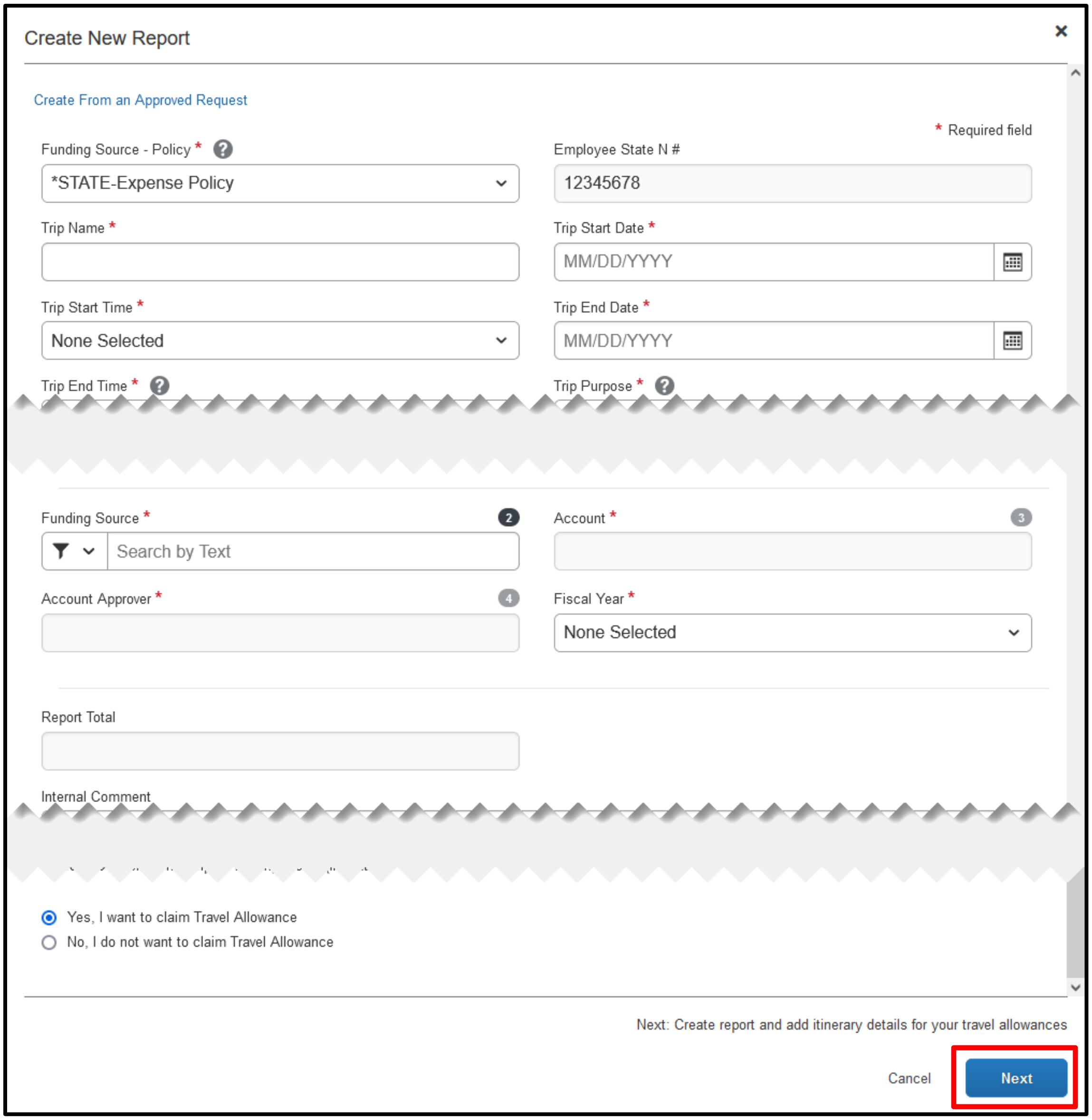




2. Complete all of the required fields (marked with red asterisks). The fields that appear vary based on the **Policy** selected: *RF-Expense Policy*

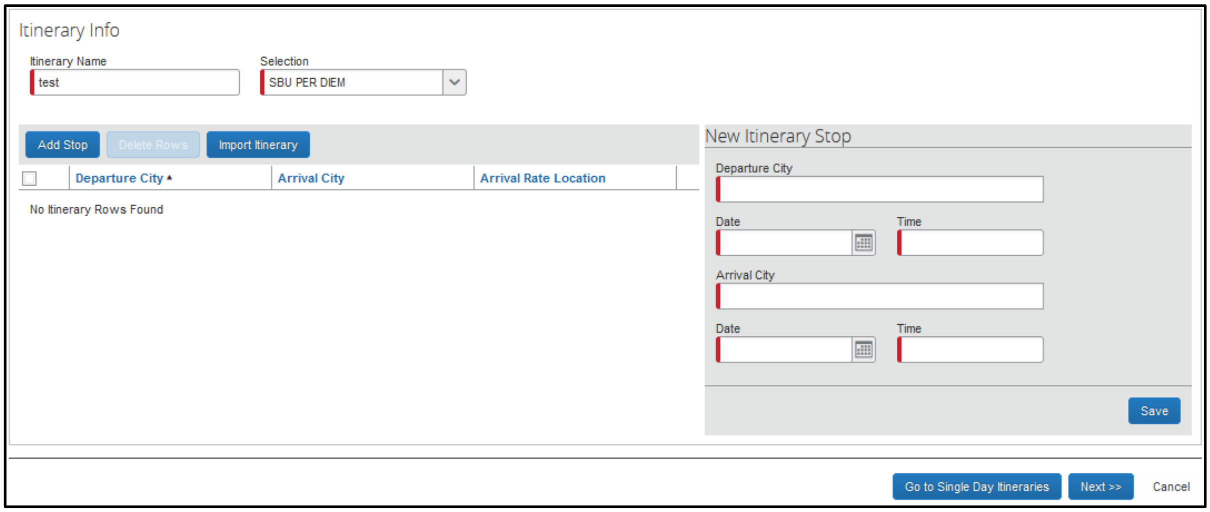


STATE-Expense Policy

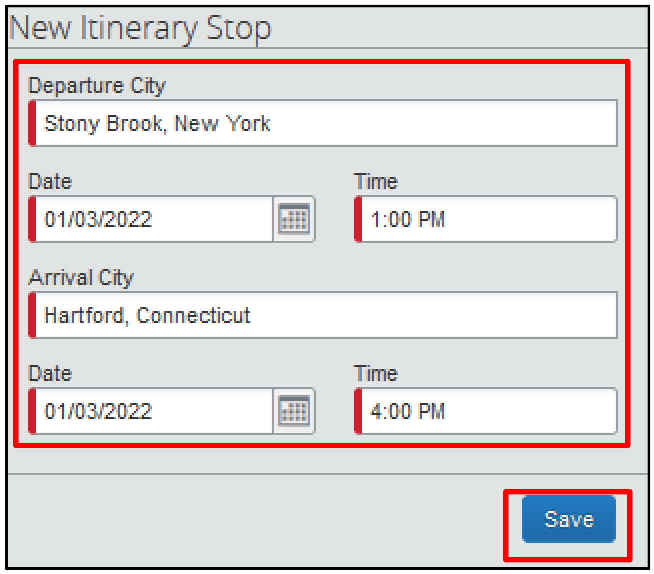


3. Click **Next**.
4. The Travel Allowances pop-up window appears. Select **Yes** to create Per Diem meal expenses for each day of the trip – OR – click **No** to generate the report without Per Diem expenses and proceed to step #13.

5. IF you selected **Yes**, the Itinerary Info page opens.



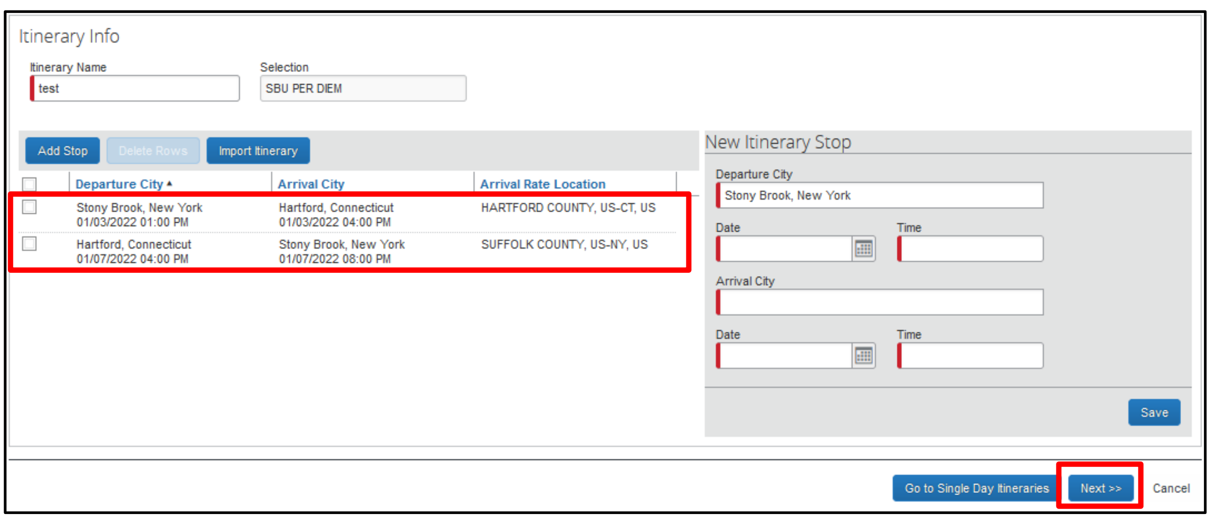
6. Complete the fields for the **New Itinerary Stop** based on your travel.
7. Click **Save**.



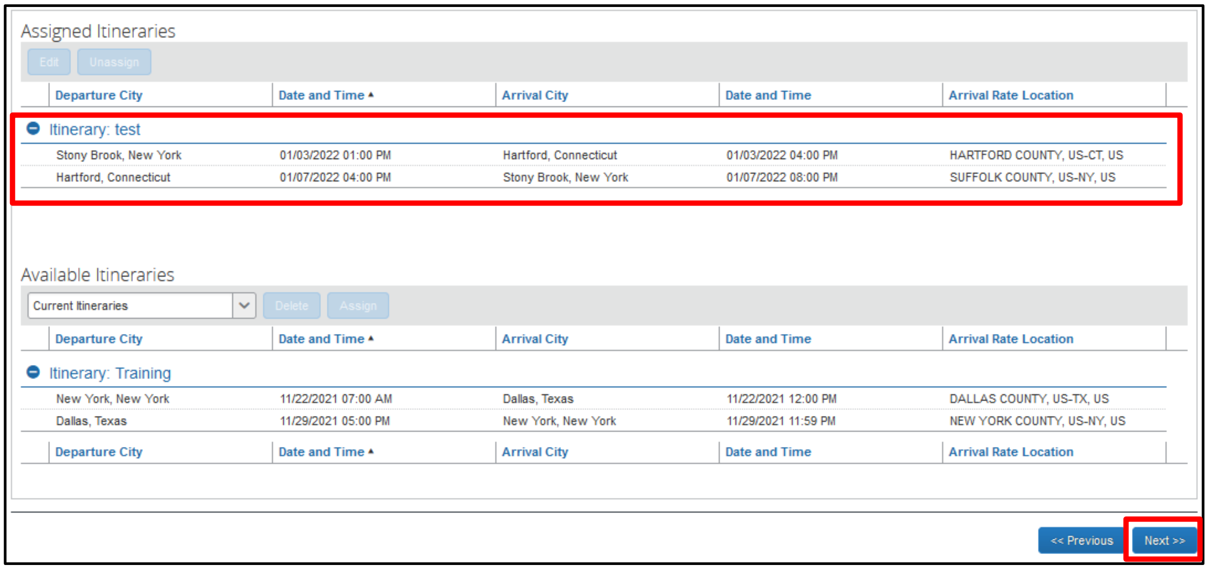
8. Add additional **New Itinerary Stops**, as needed, based on your trip and **Save** them.

   NOTE: At a minimum, you should have two stops, the outbound and return legs of your trip.

9. After adding in all itinerary stops, click **Next**.

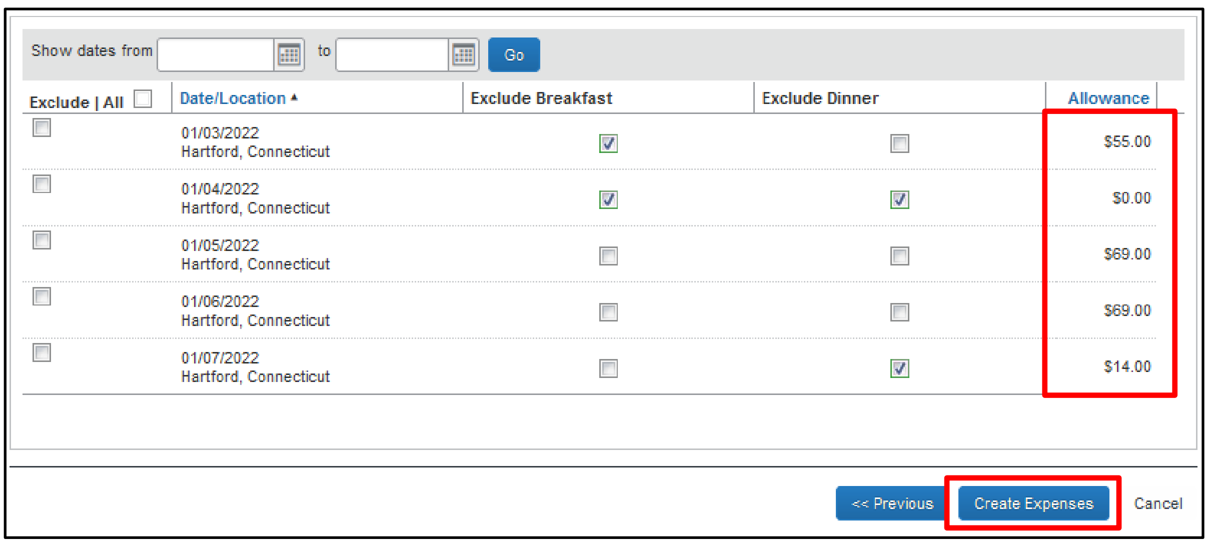


10. Click **Next** to assign the selected itinerary and create the Per Diem expenses.

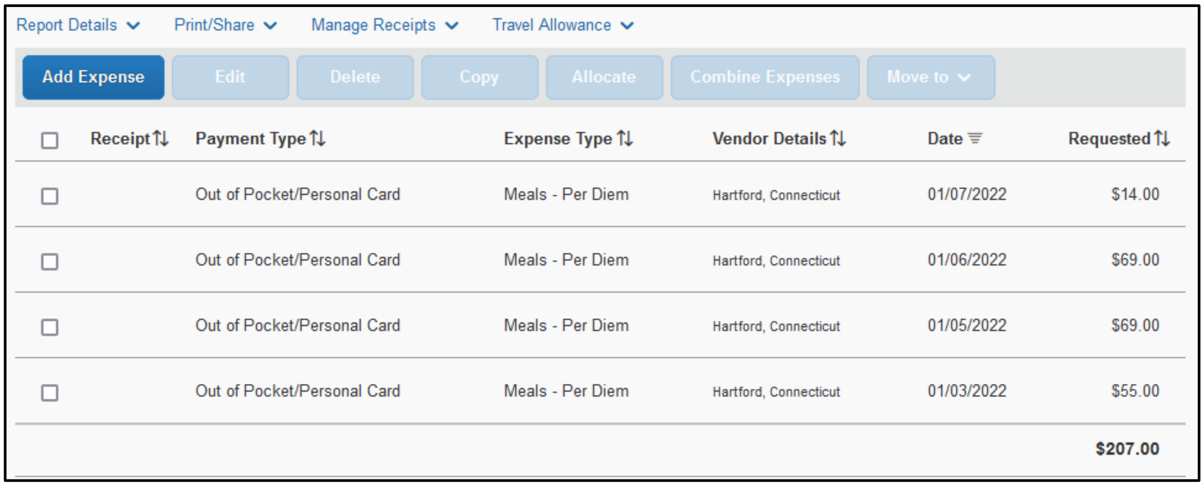


11. Click on the checkboxes to exclude meals from your per diem, as necessary. For instance, if you had breakfast at home on your first day of travel, you should select the **Exclude Breakfast** checkbox for that meal because it is not included in your per diem. Similarly, if you are attending a hosted event that provides breakfast and dinner, you should exclude both expenses from your per diem.

    NOTE: The daily **Allowance** amount will change to reflect your adjusted per diem.



12. After selecting all of the meal exclusions, click **Create Expenses**.

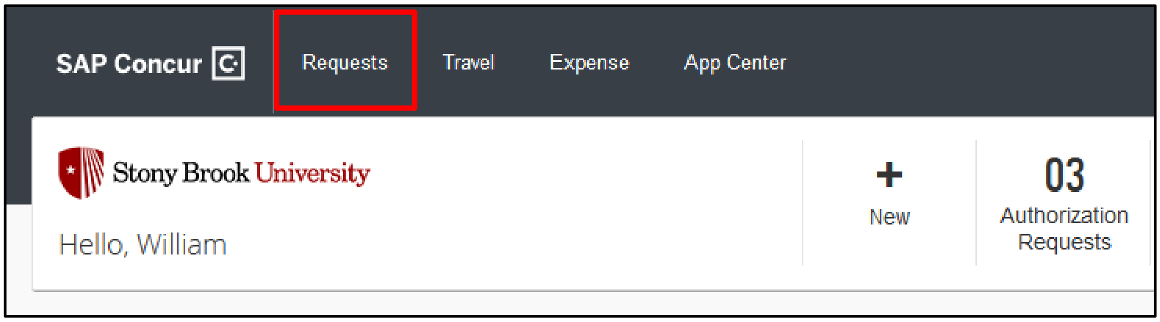


13. The **Meals – Per Diem** expenses now appear in your report. At this point, you will likely either:
    - Add an out-of-pocket expense to your expense report
    - Add University-provided credit card (NET & Travel cards) transactions to your expense report

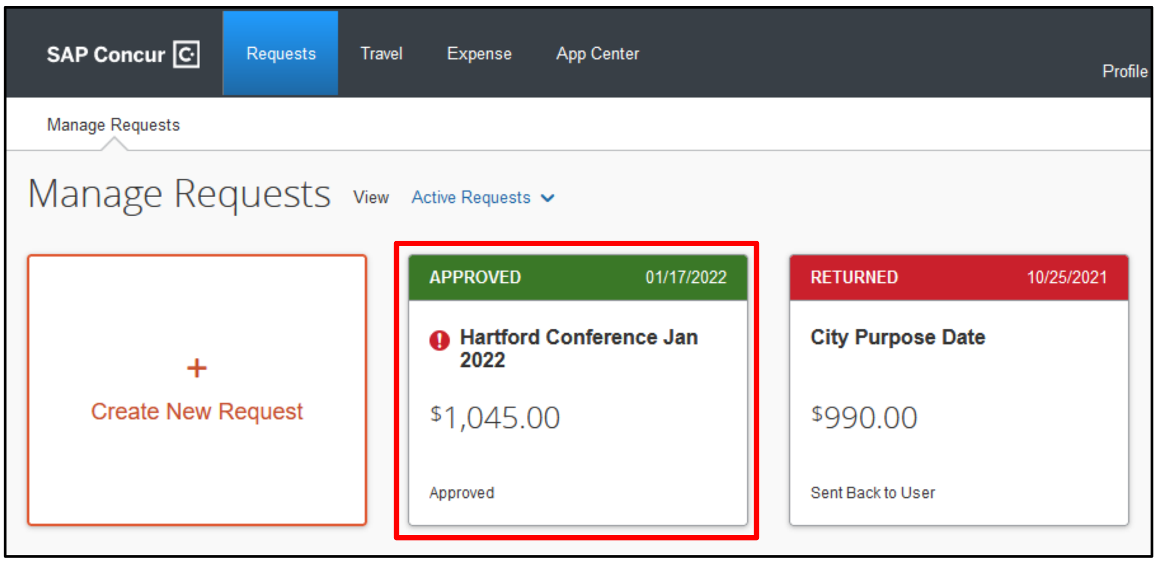
Creating a New Expense Report from a Request

To create a new expense report from within an approved request

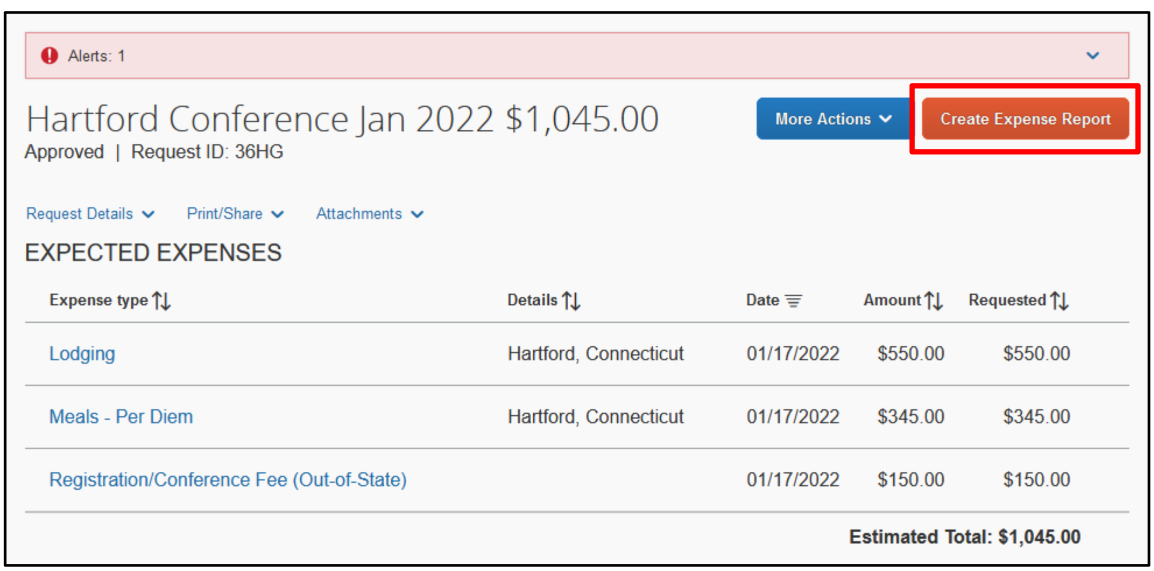
1. On the SAP Concur home screen, click on the **Requests** tab.



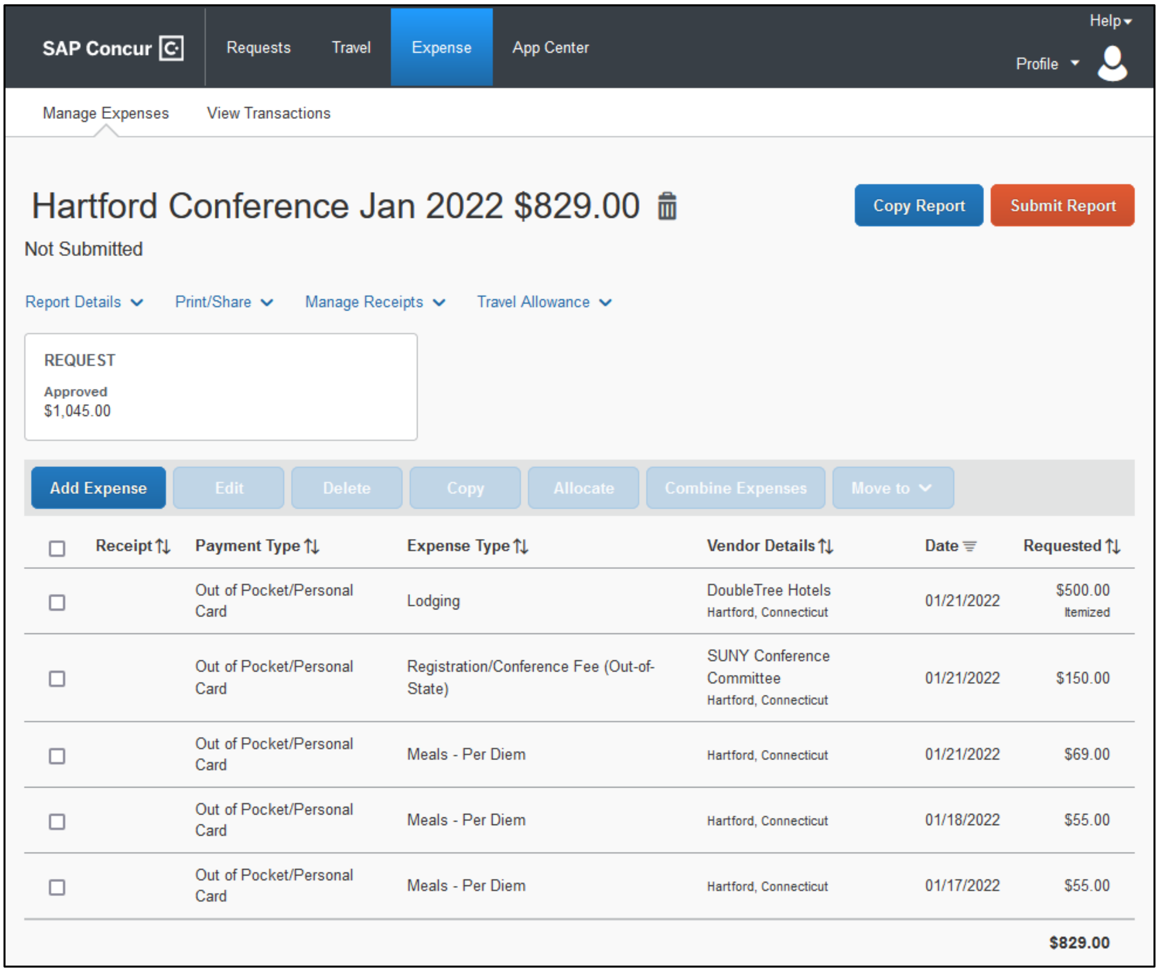
2. Click on the tile of the approved request.



3. Click on the **Create Expense Report** button.



4. The data from your request is imported into a new expense report. The expense report opens for editing.



5. You should now:

- Review the data in each automatically added expenses
- Address any alerts that appear on screen
- Add any necessary expenses (based on your expenditures and receipts) that were not imported into the report

Adding Card Transactions to an Expense Report

On the SAP Concur home page, you can view a list of any unassigned credit card transactions in the **Available Expenses** section.

You can add card transactions to an expense report in the following ways:

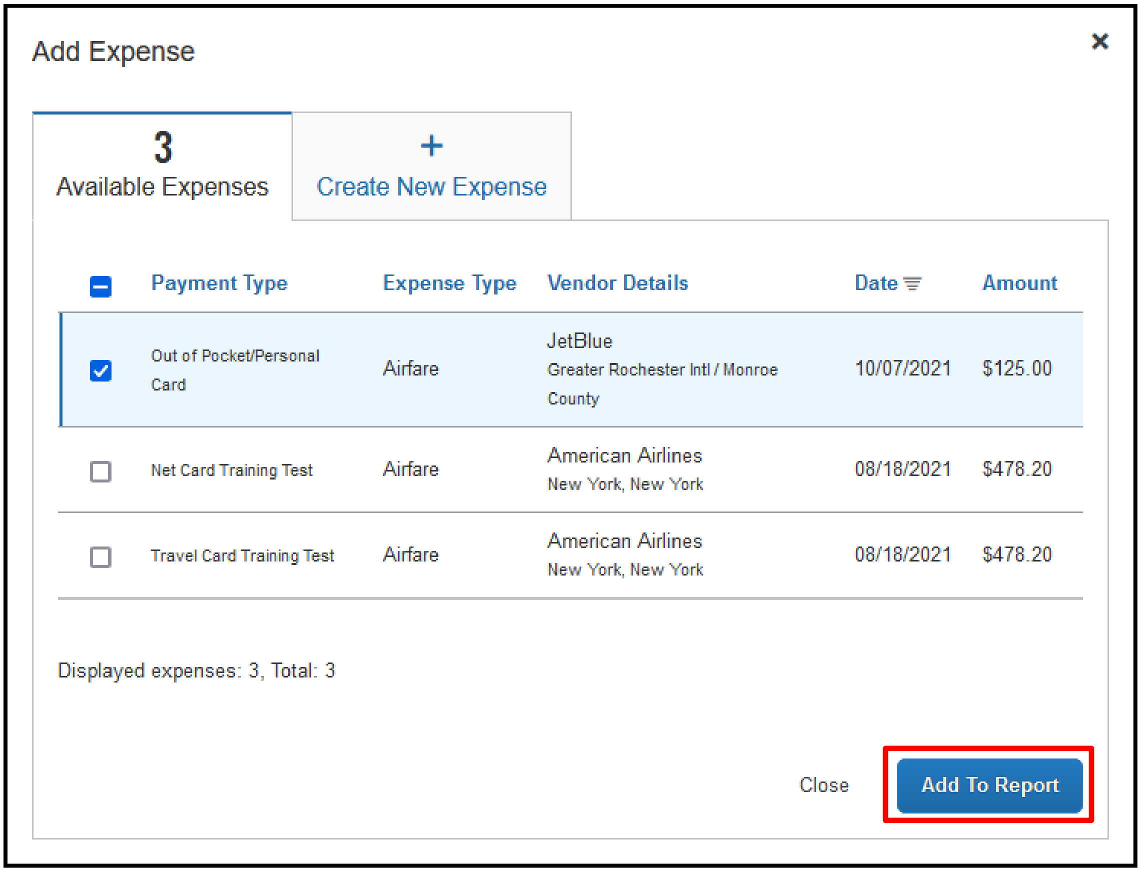
- From the open expense report
- From the **Available Expenses** section

From the open expense report

To add card transactions within the open report

1. Click **Add Expense**.

2. From the **Available Expenses** tab, select the checkbox(es) for the appropriate expenses.



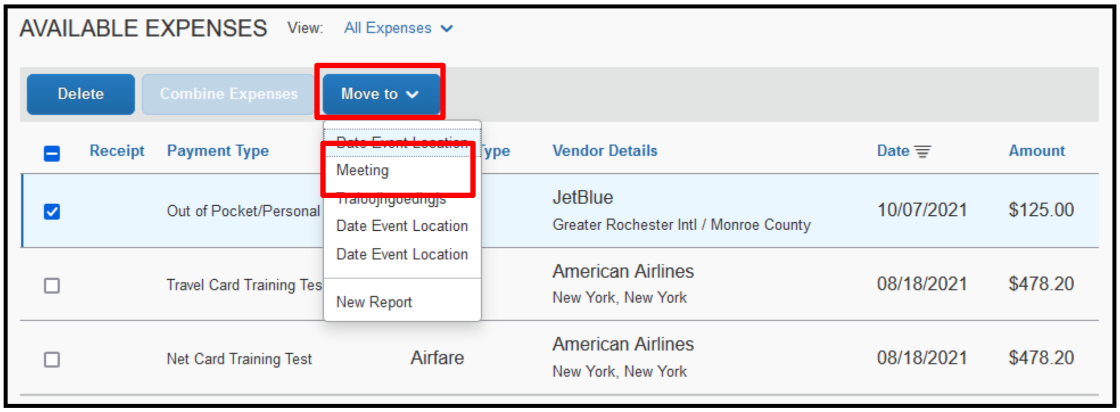
3. Click **Add To Report**.

From the Available Expenses section

To assign transactions to a report from the Available Expenses section

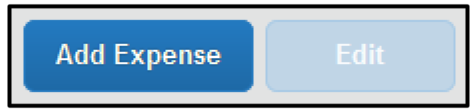
1. From the **Available Expenses** section, select the checkbox associated with the appropriate expense.

   TIP**:** Select the uppermost check box to select all transactions.
2. Click **Move to**.
3. Select the name of the appropriate report or select **New Report**.
   - If you select an existing report, the report opens and the selected transactions are attached to the report.
   - If you select **New Report**, the **Create New Report** page appears. Enter the report information as usual.



Adding an Out-of-Pocket Expense to an Expense Report

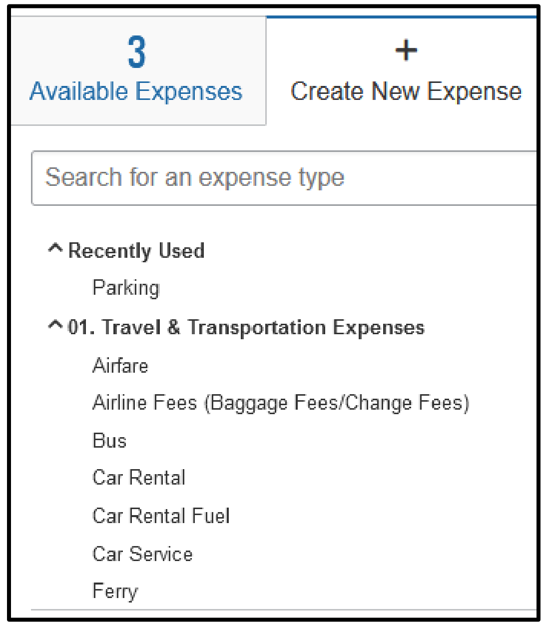
To add an out-of-pocket expense to a report

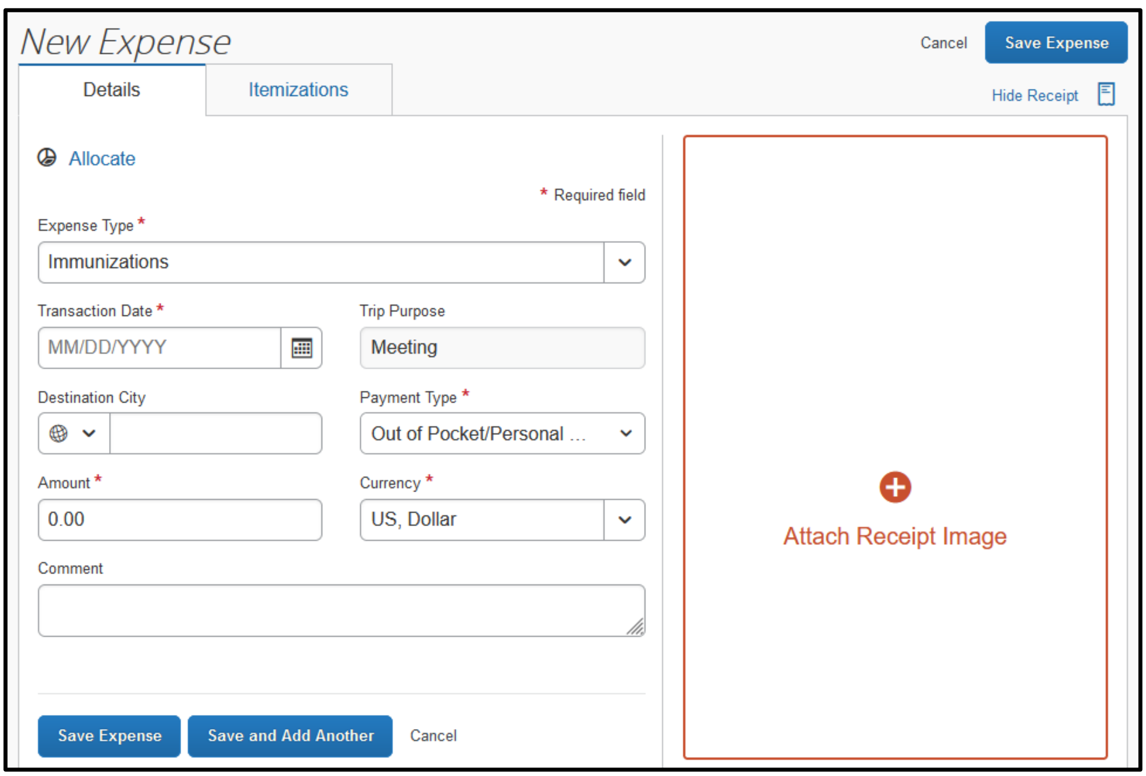


NOTE: Out-of-pocket expenses refer to expenses you purchased with your own money. Be advised that the Travel Office determines which expenses can be reimbursed.

1. From the open report, click **Add Expense**, and then click the **Create New Expense** tab.
2. Search for or select the appropriate expense type from the list.

   The page refreshes, displaying the required and optional fields for the selected expense type.
3. Complete the required fields then select one of the following:
   - **Attach Receipt Image –** To upload and attach receipt images
   - **Itemizations tab –** To itemize the expense
   - **Save Expense –** To save the out-of-pocket expense
   - **Cancel –** To exit without saving this expense



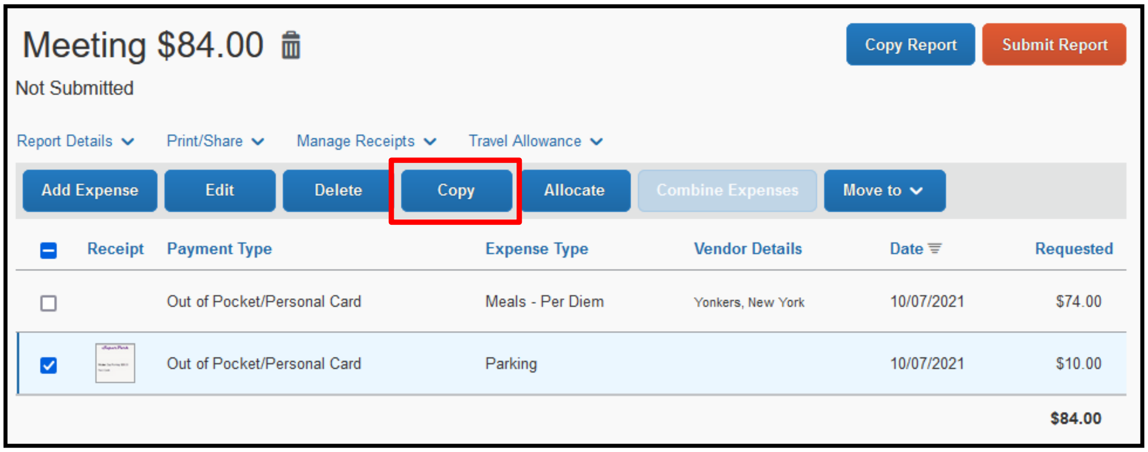


Copying an Expense

You can copy an expense and then update the expense details to quickly enter a new expense. This is especially useful for recurring business expenses.

To copy an expense

1. With the expense report open, select the expense you want to copy.
2. Click **Copy**.



The new expense is added to the **Expenses** list. Notice the following:

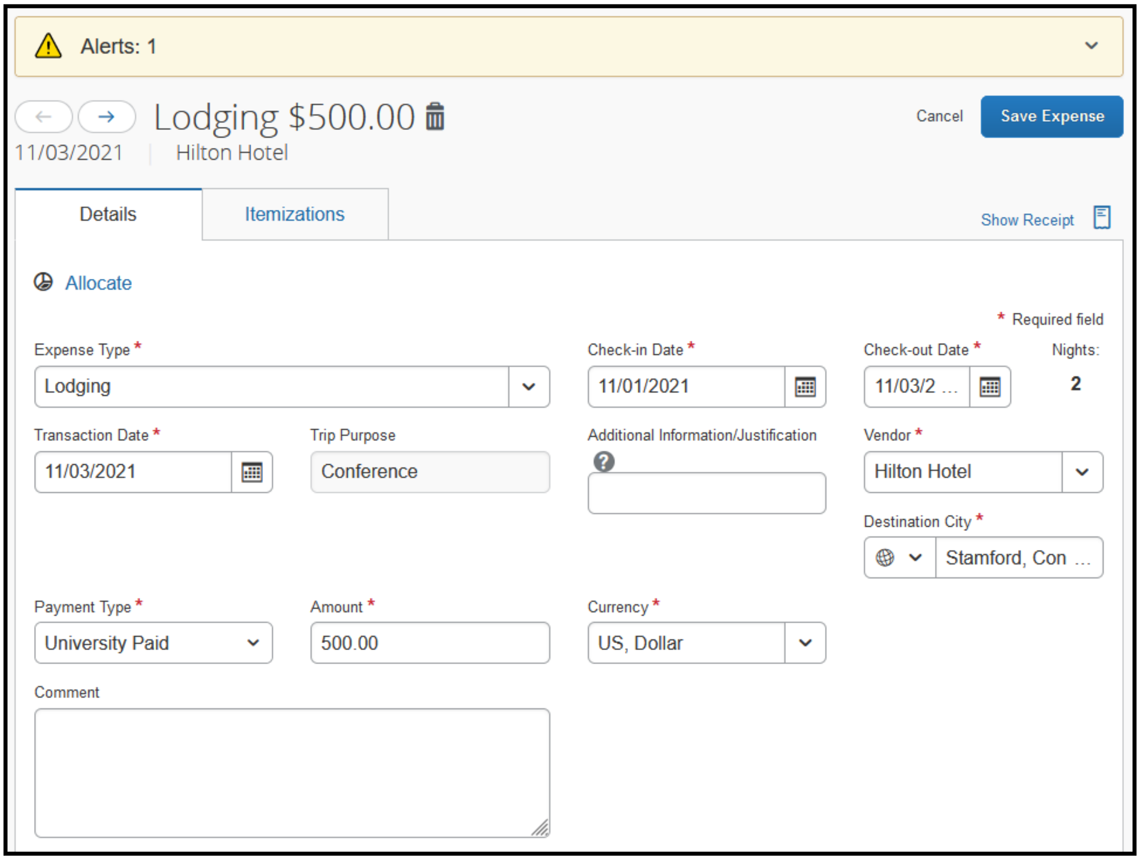
- The original expense date is advanced by a day.
- All allocations, attendees, expense-level comments, and value added tax (VAT) details from the original expense are copied to the new expense.
- Credit card information, e-receipts, mobile entry information, and travel segments (associated with travel itineraries) from the original expense are ***not*** copied to the new expense. This type of information is generally associated with only one expense so it is not copied to the new expense.
- If the **Payment Type** of the original expense is a credit card, then the **Payment Type** of the new expense is editable using the dropdown list.

Itemizing Nightly Lodging Expenses

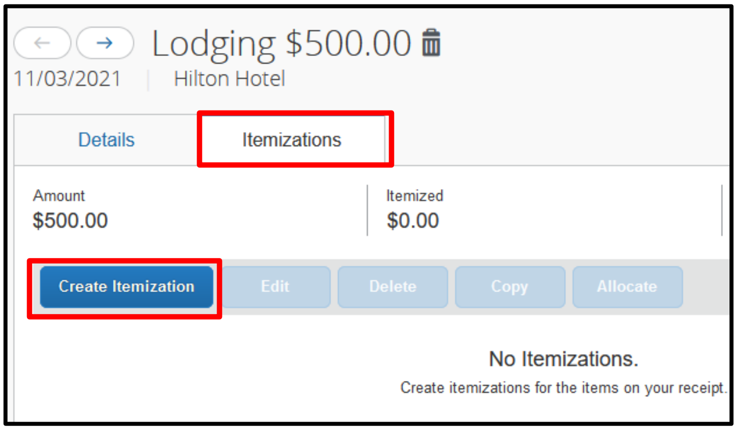
A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that they can be reimbursed correctly. Lodging Itemization allows you to quickly itemize recurring room rates and taxes. You can then itemize the remaining charges on your hotel bill, and adjust for any rate changes during your stay

To create a lodging expense

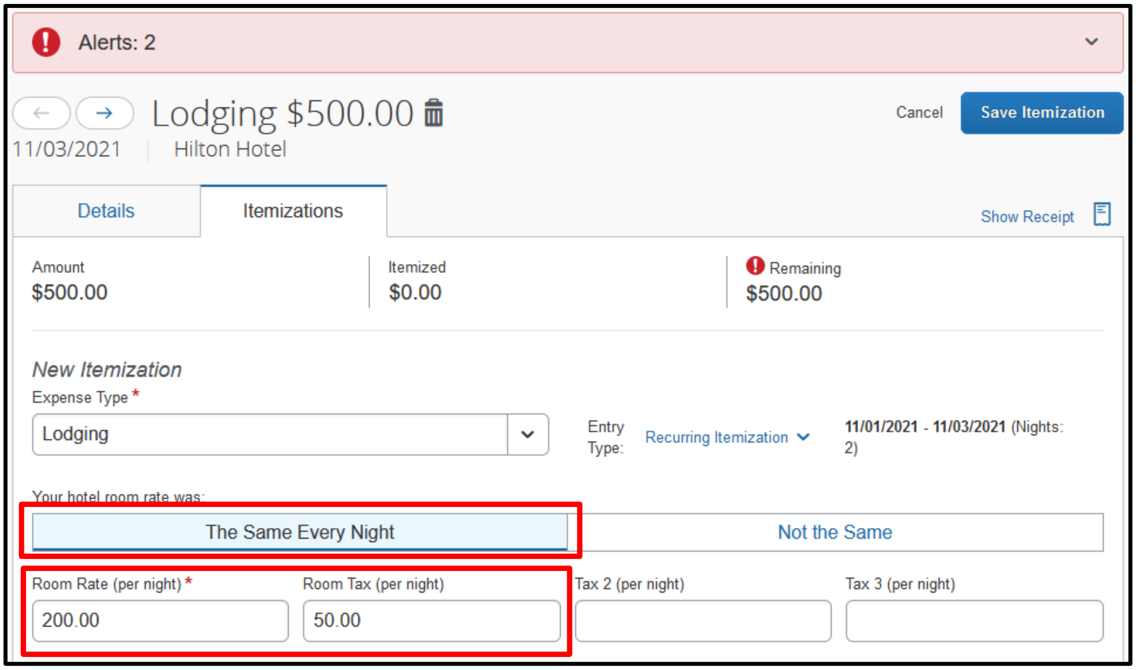
1. With the report open, click **Add Expense,** and then select the **Lodging** expense type.
2. Complete the required fields.



3. Click the **Itemizations** tab.
4. On the **Itemizations** tab, click **Create Itemization.**

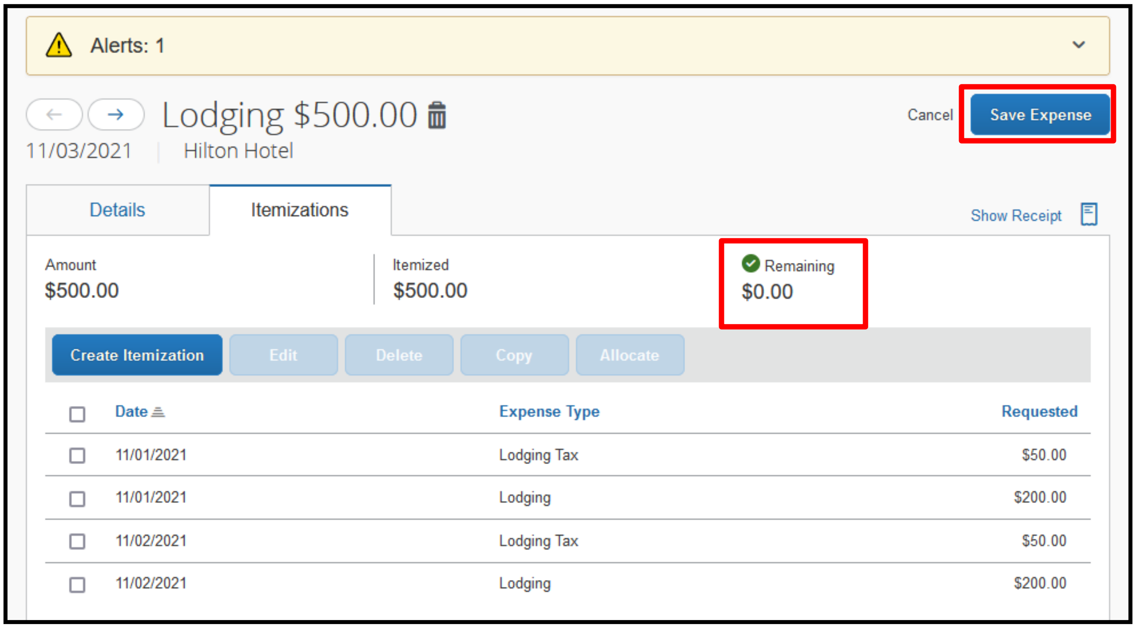


5. Select the **Lodging** expense type.
6. Select whether your hotel room rate was **The Same Every Night,** or **Not the Same.**
7. Enter the **Room Rate (per night)** and **Room Tax (per night),** as applicable.



NOTE: You can use the **Additional Taxes** link to enter additional taxes from your hotel bill.

8. Click **Save Itemization.**
9. If there is a remaining amount that needs to be itemized (other charges, for example, for incidentals or room service), the remaining amount is displayed in the **Remaining** field. Continue to itemize the amounts until the balance is $0.00.



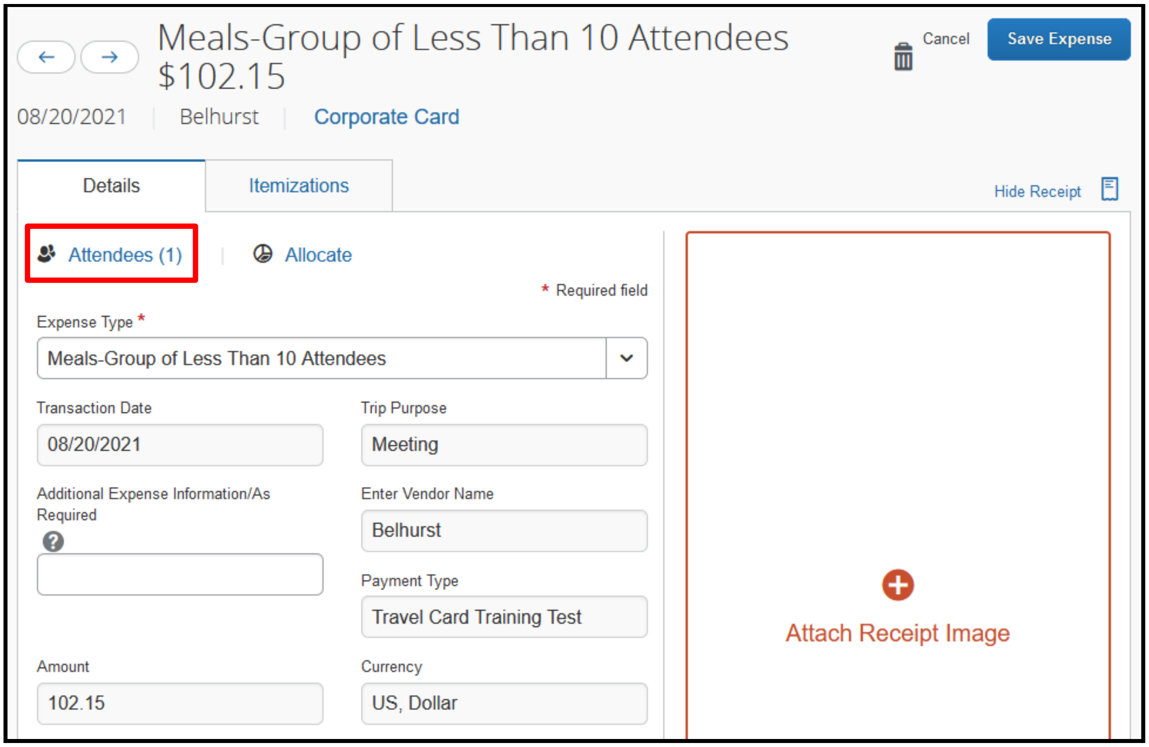
10. Click **Save Expense**.

Adding Attendees to a Group Meal

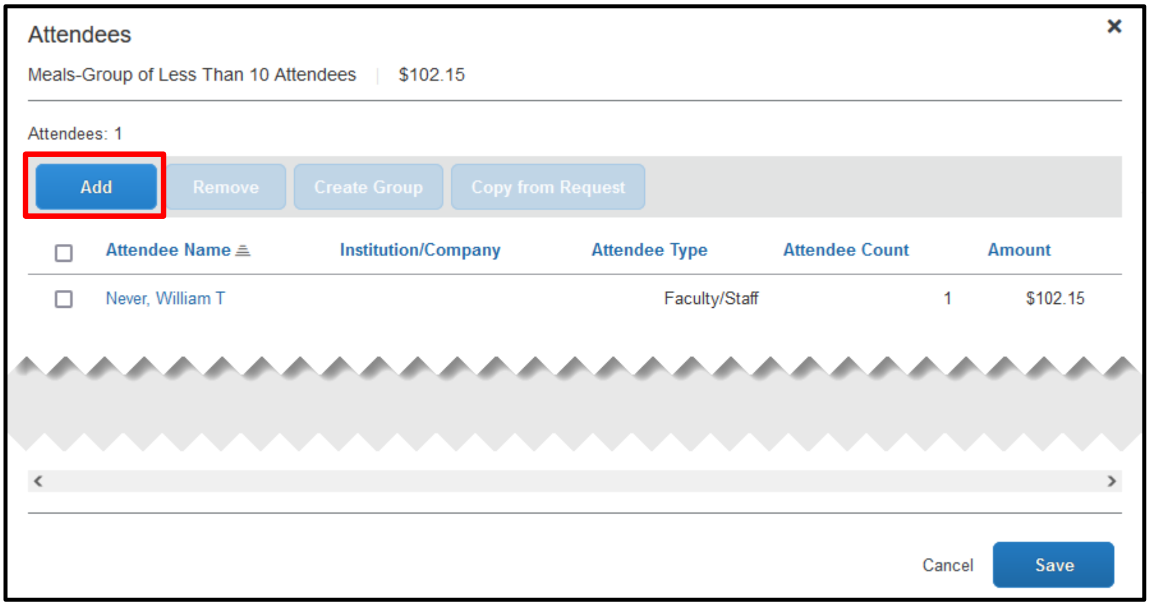
Some expenses, such as group meal expenses, require you to add attendees.

To add attendees to a group meal

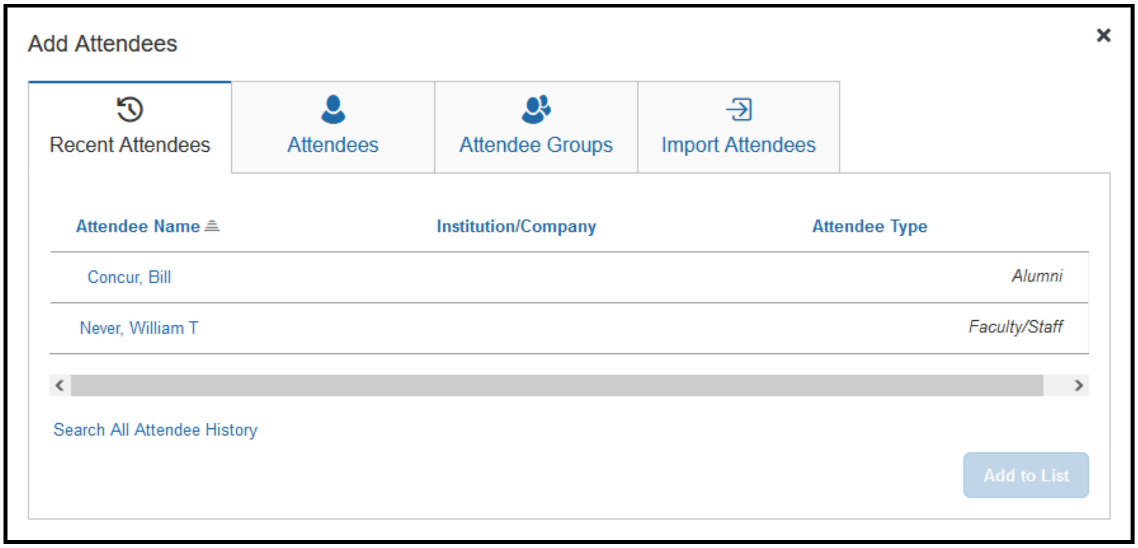
1. From the expense type screen, click **Attendees**.



2. In the **Attendees** window, click **Add**.

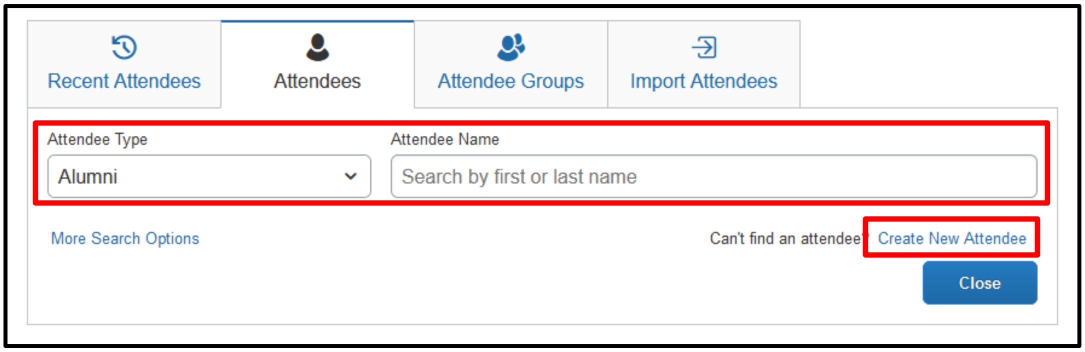


The **Add Attendees** window appears.



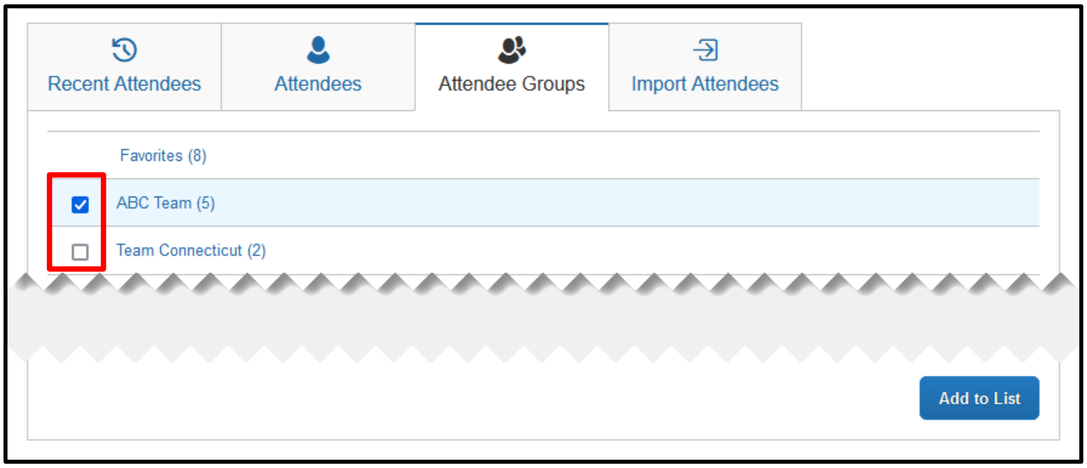
From here, you can add attendees in several ways:

- **Recent Attendees** – Select the checkbox next to the appropriate attendee who has appeared recently in your reports.
- **Attendees** – Search for attendees by **Attendee Type** and then by their name.

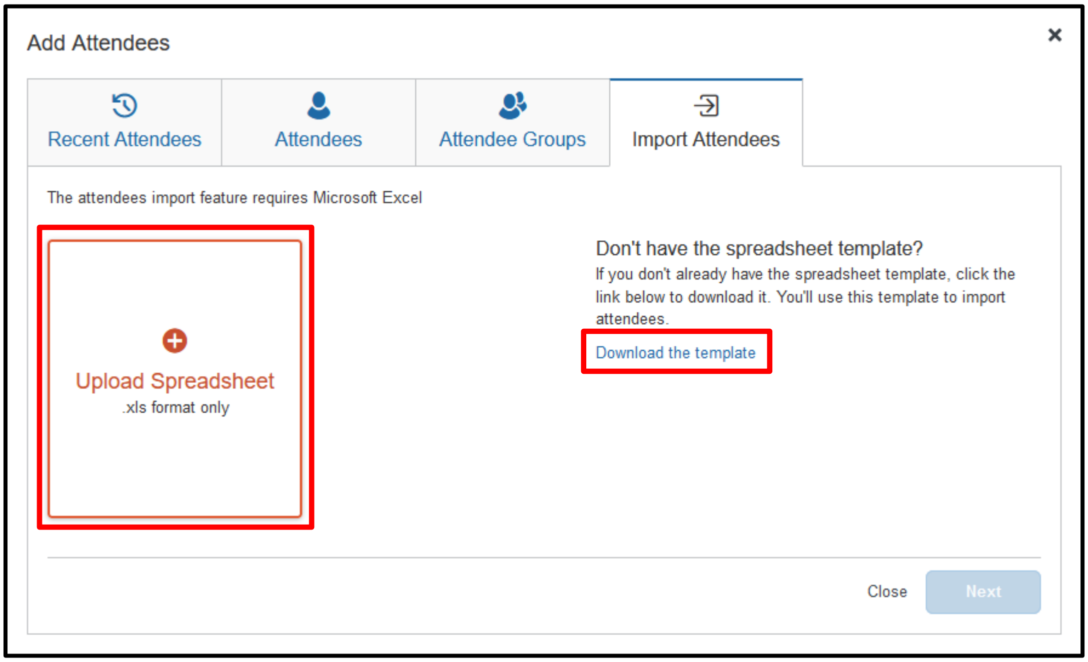


To create a new attendee, click **Create New Attendee**, complete the required fields, and then click **Create Attendee.**

- **Attendee Groups** – Select from your **Favorites** or **My Team** (these are configured in your **Profile** settings) and then click **Add to List**.



- **Import Attendees** – Upload an excel spreadsheet with the list attendees from the event. A ready-to-use template is available for download as well.



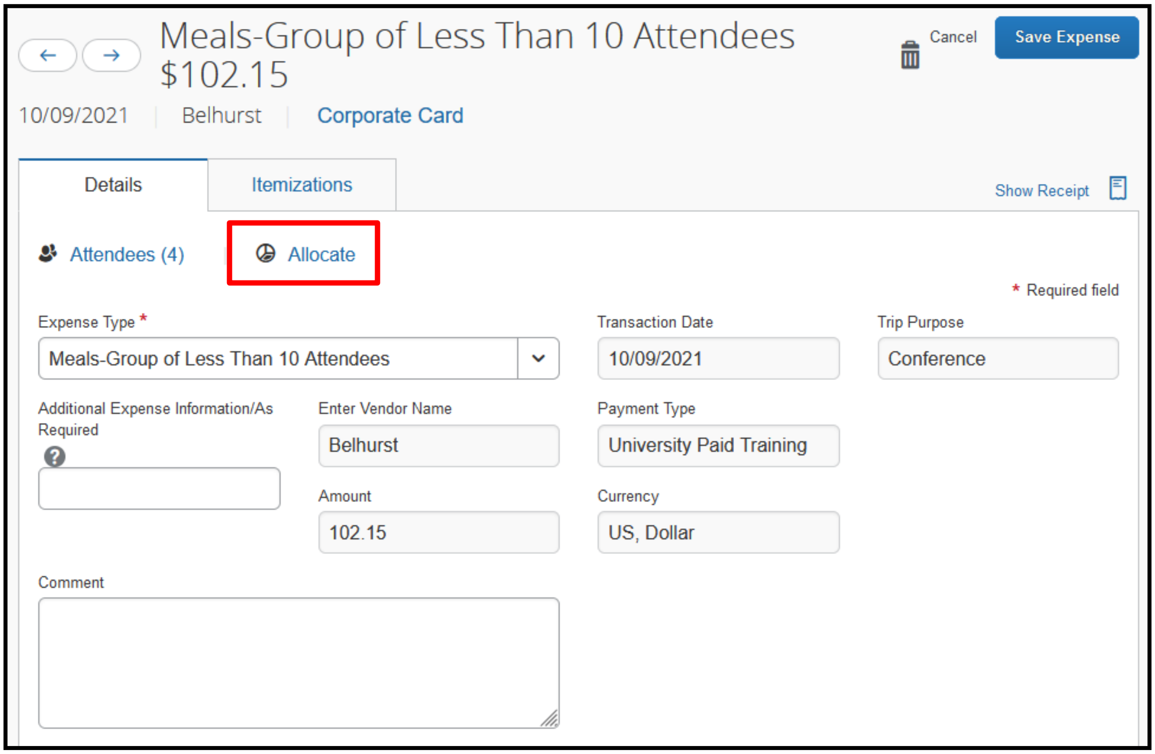
3. After adding in the appropriate attendees, click **Save**.

Allocating Expenses

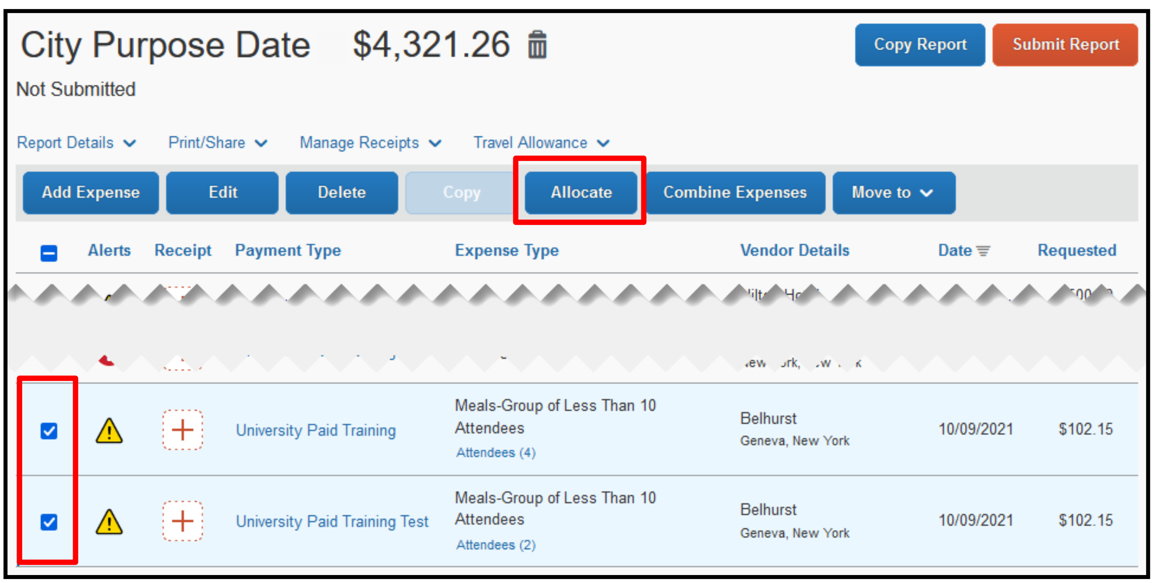
You can allocate expenses to multiple accounts or account approvers , which will be charged for those expenses. You can allocate a single expense or multiple expenses. You may only allocate to the funding source corresponding to the policy selected – State Policy or RF Policy.

To allocate your expenses

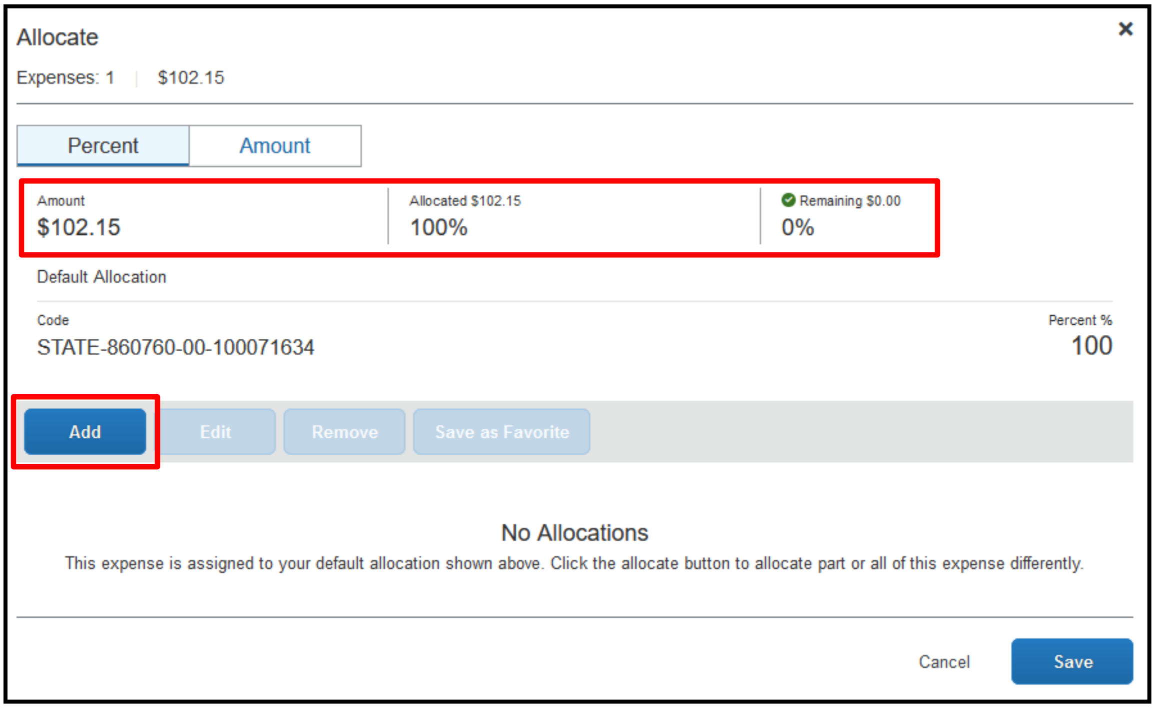
1. With the expense open, to create or edit a *single* expense, click **Allocate**.



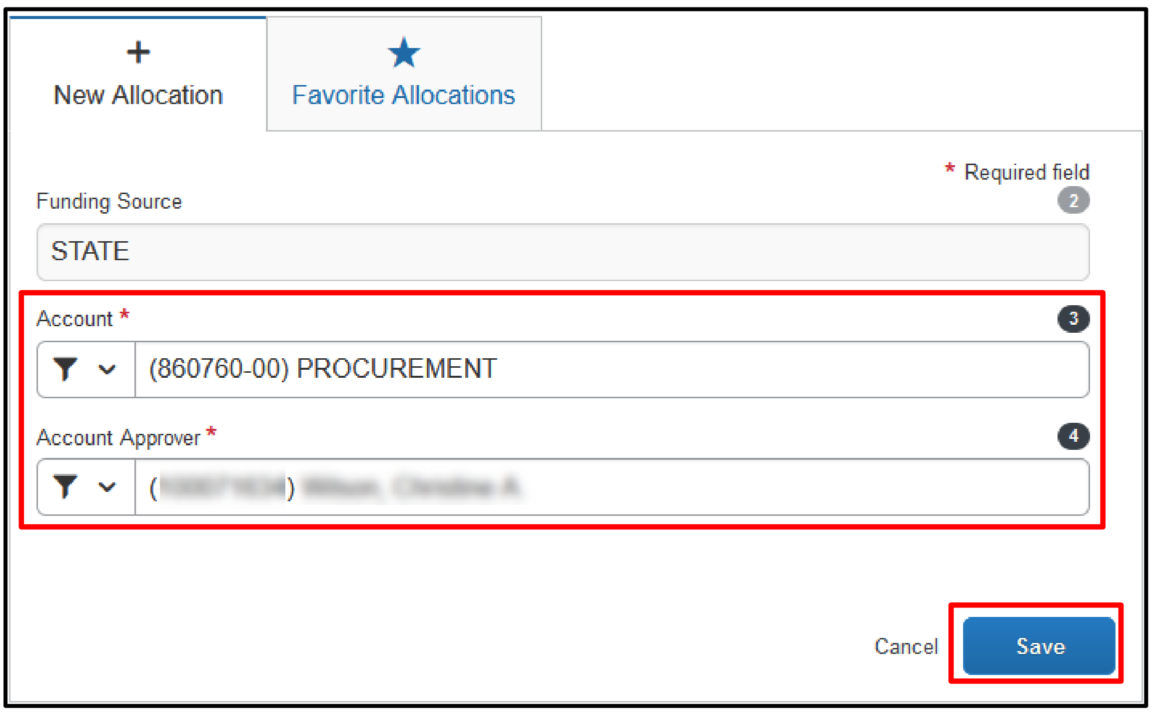
2. With the report open, to allocate *multiple* expenses, select the appropriate expenses on the left side of the page, and then click **Allocate.**



The **Allocate** window appears. The total expense **Amount**, the amount **Allocated**, and the amount **Remaining** are listed.

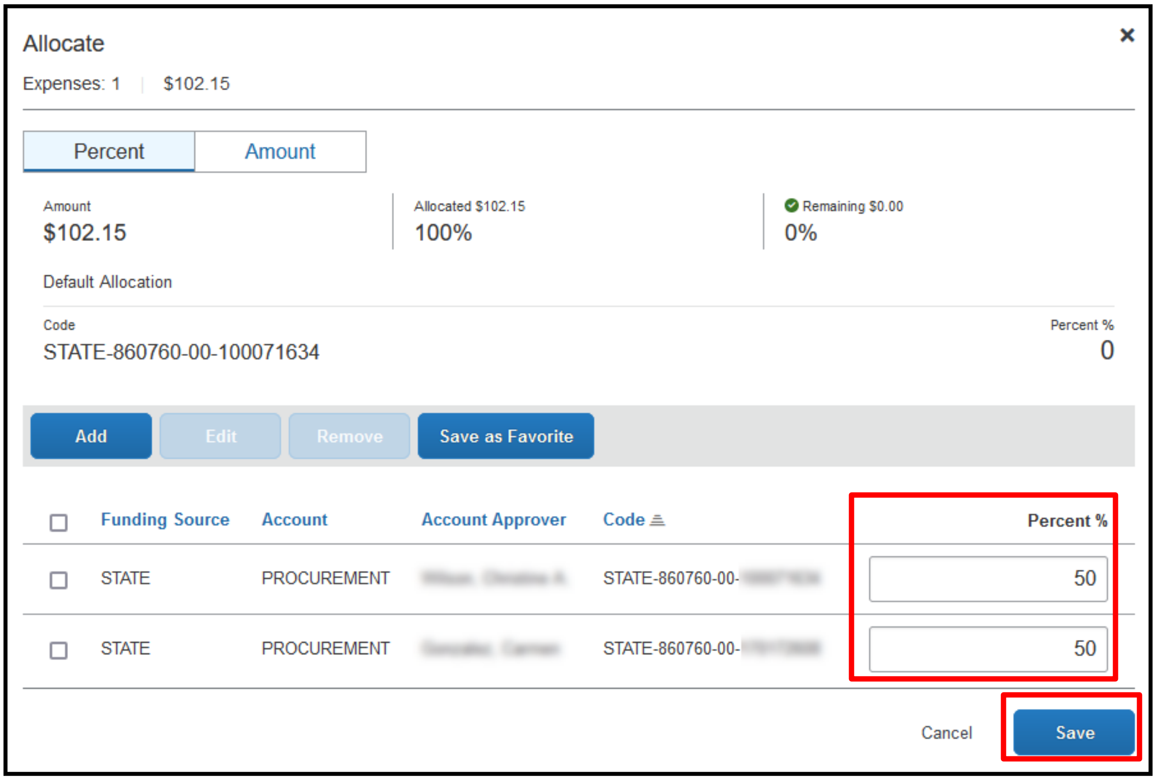


3. From the **Edit** dropdown list, select **Percent** or **Amount**.
4. Click **Add**.
5. Add allocations (as needed) by selecting appropriate **Accounts** and **Account Approvers**, from the New Allocation or Favorite Allocations tabs. **Save** each one.

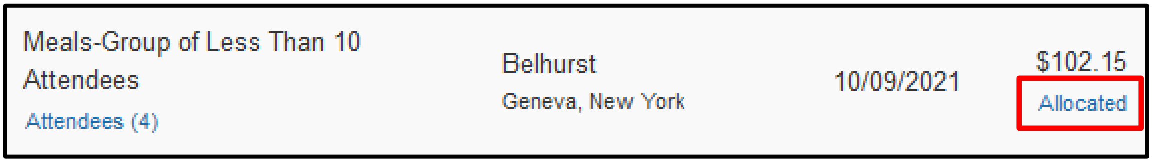


You can adjust the amounts and percentages. The total amount must be allocated 100%, otherwise an audit rule will prevent you from submitting the report.

6. Click **Save**.



7. Click **Save Expense**. The entry for the expense now displays the Allocated link.



Converting Foreign Currency Transactions

When your travel takes you to different countries, you will need to convert foreign currency transactions to your standard reimbursement currency.

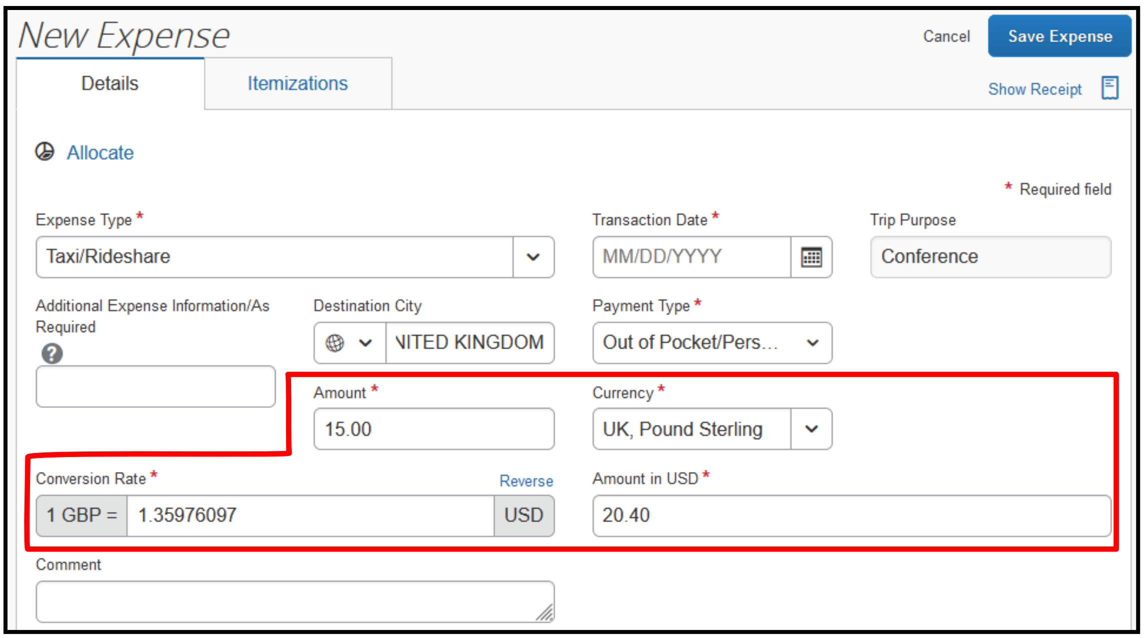
To account for an expense incurred in another currency

1. With the report open, click **Add Expense,** and then **Create New Expense.**
2. Search for or enter the appropriate expense type.
3. Complete the required fields (indicated with a red asterisk).

   Note the following:

   - Select the "spend" **Currency** from the list to the right of the **Amount** field. Notice that the **Conversion Rate** field appears.
   - The **Conversion Rate** is automatically populated according to the **Transaction Date** and **Currency** entries.

     Expense calculates the **Amount** in your reimbursement currency.
   - Currency can be converted by multiplying by a particular rate or dividing by a different rate. To switch between multiplication of the rate to division of the rate, click **Reverse** next to the **Conversion Rate** field.
4. Complete the remaining fields as appropriate, and then click **Save Expense**.

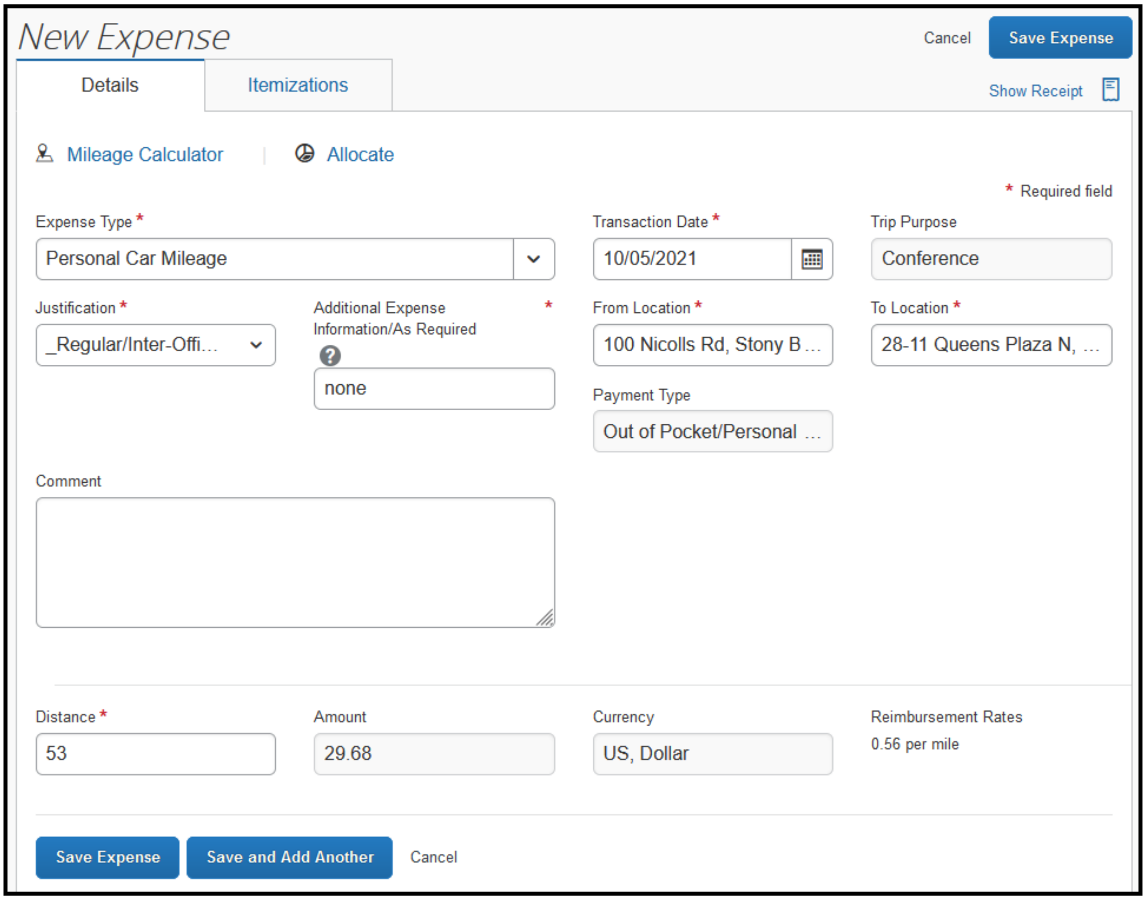


Entering Personal Car Mileage

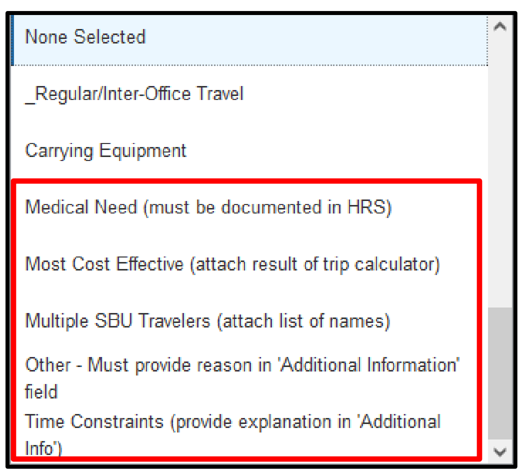
In the event that you use a personal vehicle for business purposes, you will need to track your car mileage in order to be reimbursed.

To create a car mileage expense

1. With the expense report open, click **Add Expense**.
2. Select **Personal Car Mileage**.
3. Complete all of the required fields (indicated with a red asterisk).

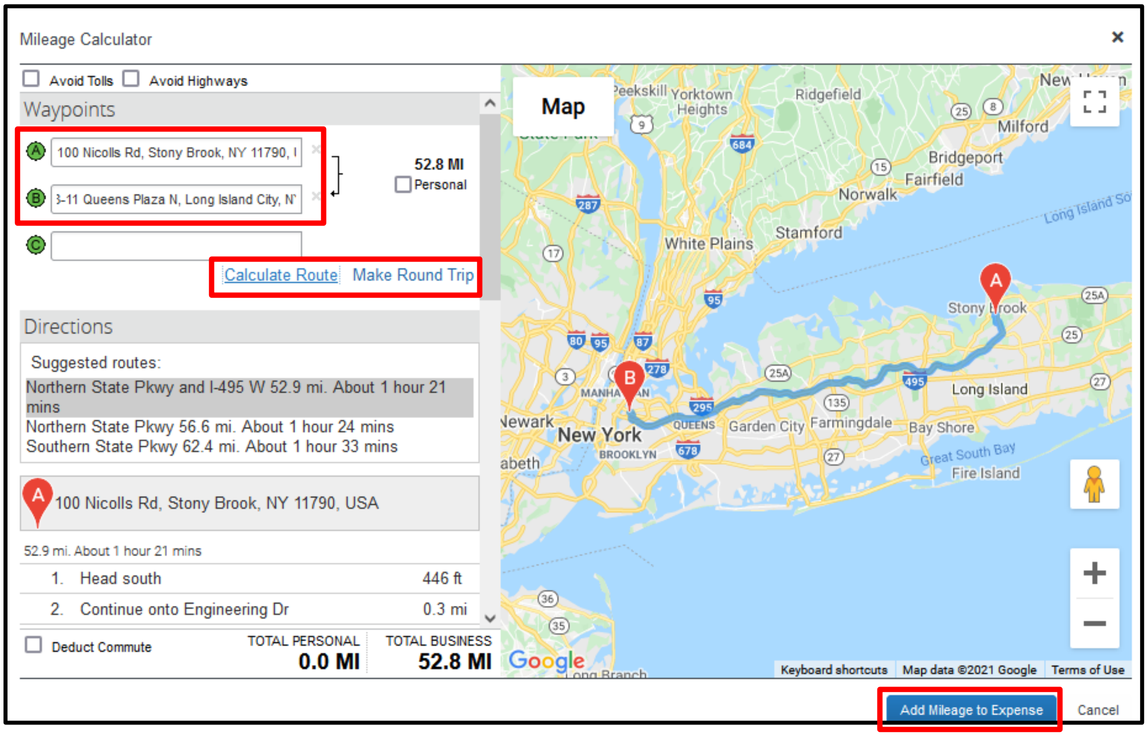


Depending on the **Justification** selected, you will need to take additional steps and/or provide an explanation in the **Additional Expense Information/As Required** field.



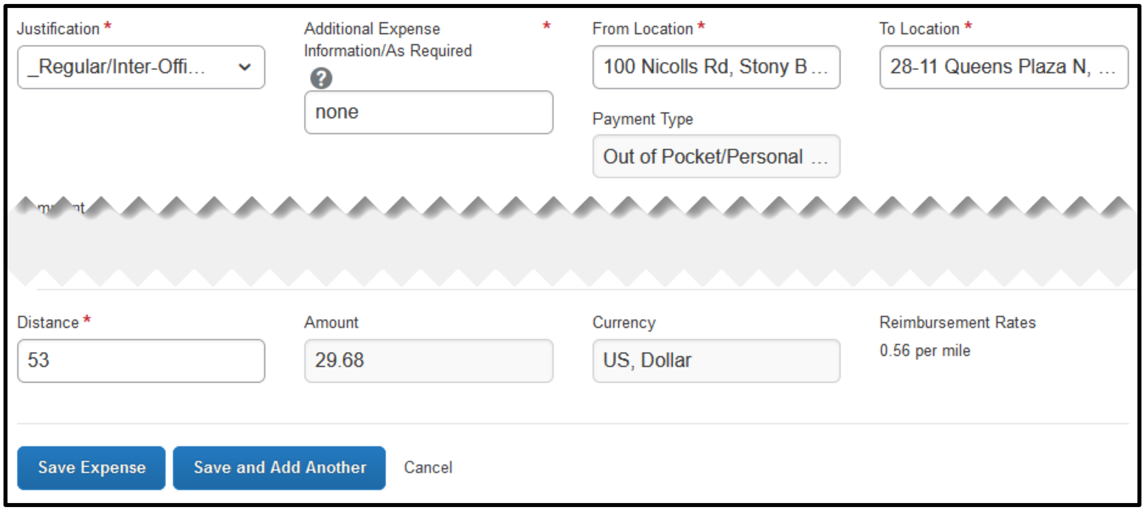
4. Click on the **Mileage Calculator** link.

5. In the Mileage Calculator window, enter the start and end addresses of your trip in the **Waypoints** fields.



You may mark certain trip legs as personal, deduct your regular (non-reimbursable) commute, or make it a round trip by selecting the appropriate checkboxes or links.

6. After entering your Waypoints and defining the other parameters of your trip, click **Calculate Route**. The system will calculate the most logical path for the trip.
7. Click **Add Mileage to Expense**.



8. Notice the **From Location**, **To Location**, **Distance**, and **Amount** fields are updated. Click **Save Expense**.

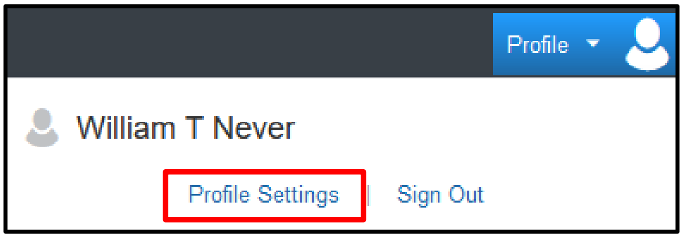
Activating E-Receipts

E-receipts are an electronic version of receipt data that can be sent directly to SAP Concur to replace imaged paper receipts. The availability and content of e-receipts vary depending on the vendor.

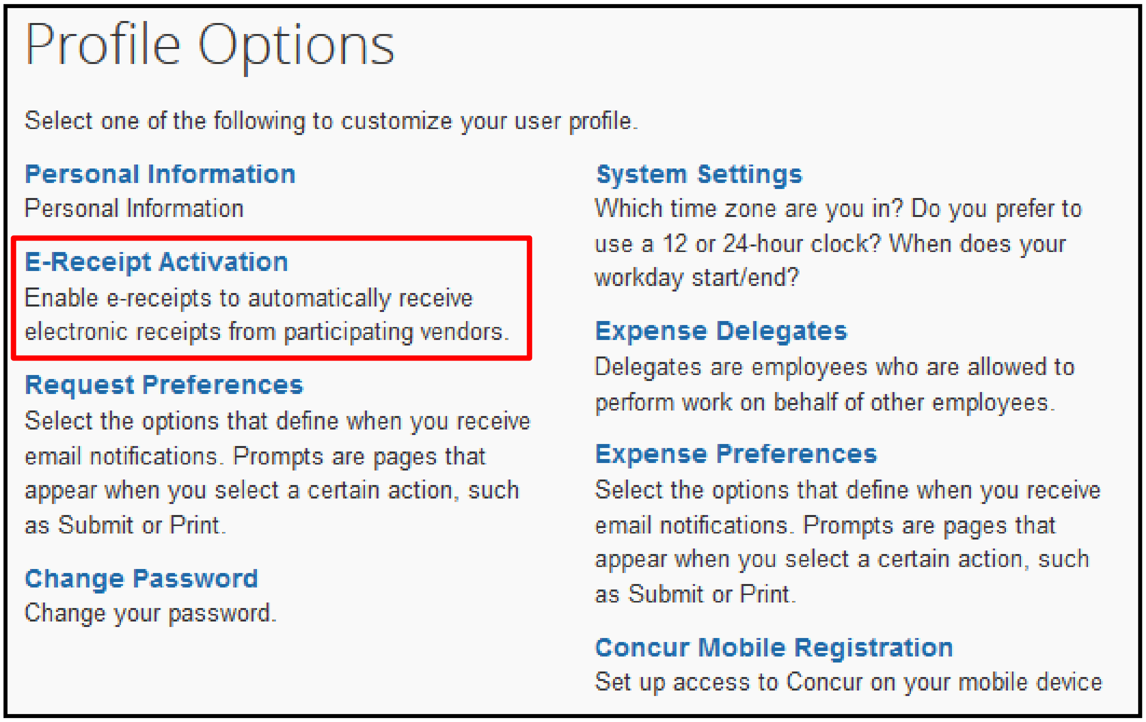
You must opt-in from your **Profile** before e-receipts activate in Expense. Some vendors require additional paperwork before they can send e-receipt data. Contact the Procurement Travel Office for more information.

To activate e-receipts

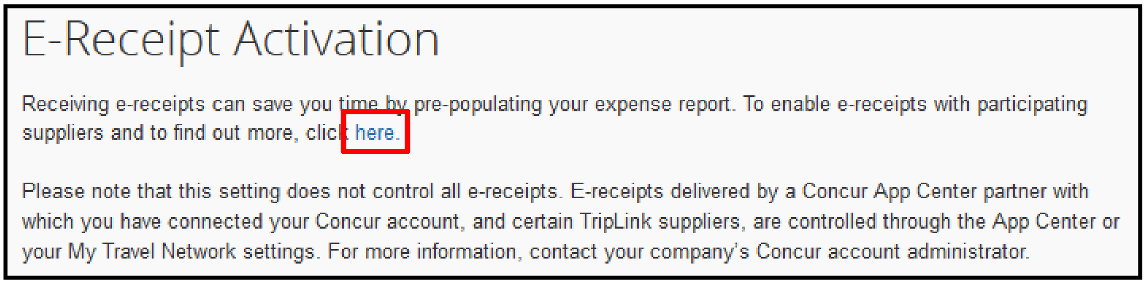
1. Click **Profile**, and then click **Profile Settings**.



2. On the Profile Options page, click **E-Receipt Activation**. The **E-Receipt Activation and User Agreement** appears.

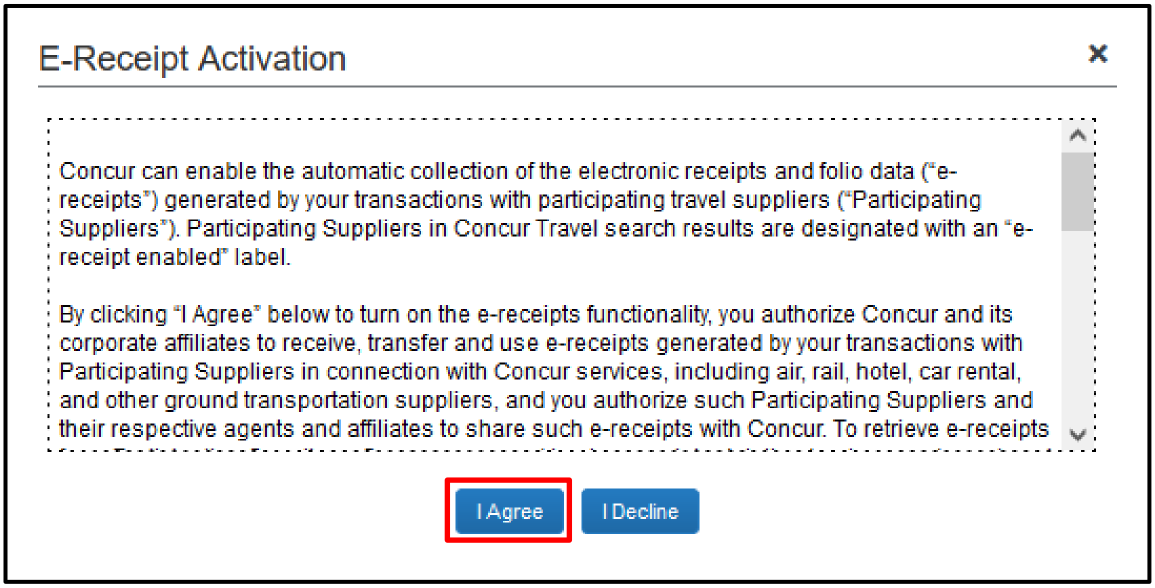


3. On the **E-Receipt Activation** page, click the **here** link.



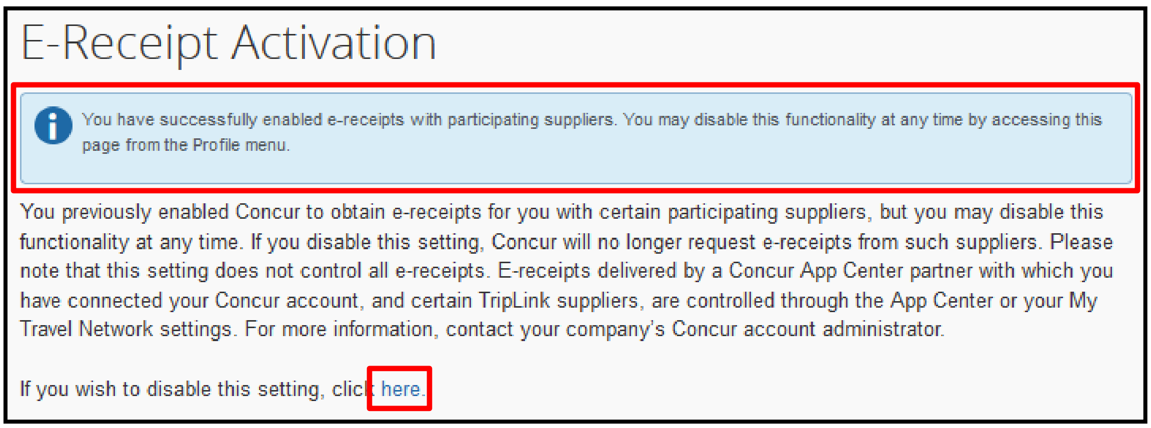
The E-Receipt Activation agreement appears.

4. Read through the agreement, and then click **I Agree**.



Receipts are successfully enabled.

5. If you want to disable the E-Receipt Activation setting, on the **E-Receipt Activation** page, click the **here** link.

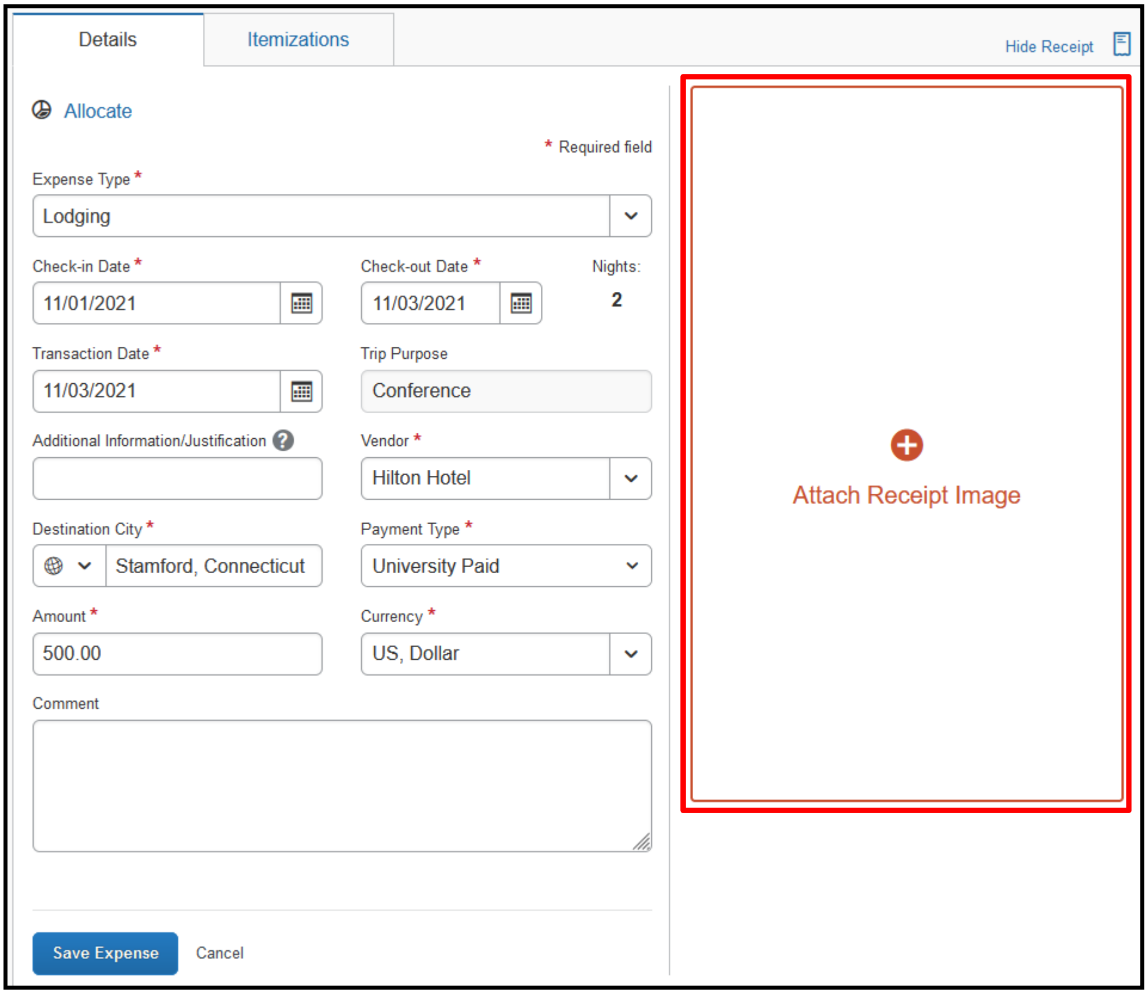


Uploading Receipts using Available Receipts

Available Receipts work with the SAP Concur Imaging Service to provide receipt images that the user can either email or upload images to, and then use to attach images at the line item expense entry level (only). Images in supported format are uploaded using a SAP Concur-verified email address provided by the user during signup, and these images are then available to that user (only) for the purpose of attaching to report expense entries.

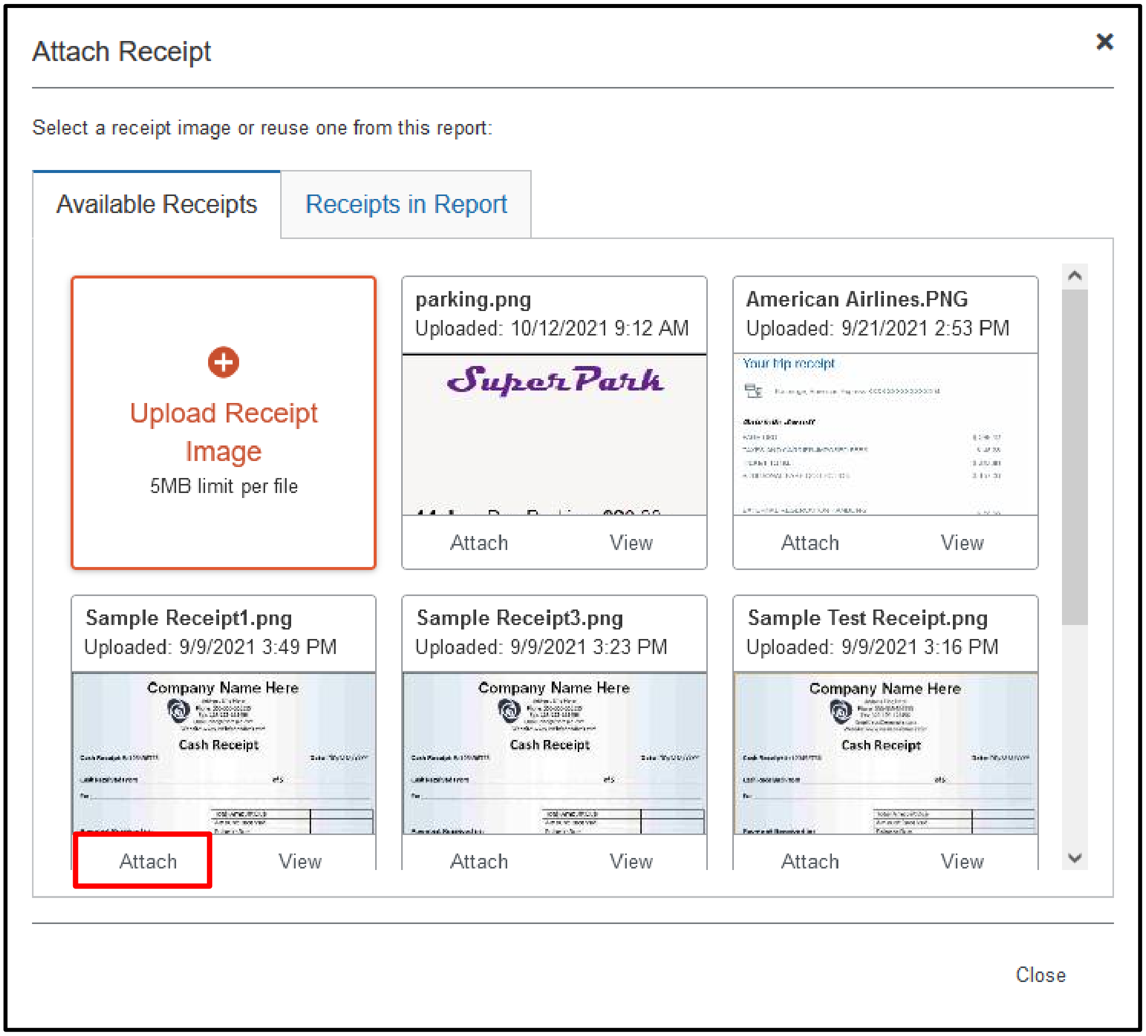
To attach a receipt image to an expense entry using Available Receipts

1. Select an entry to open it.



2. On the Details tab, click **Attach Receipt Image**.

3. Select the receipt image you want to attach, and then click **Attach.**



4. The receipt image is attached to the expense entry and displays on the right side of the screen. Click **Save Expense**.

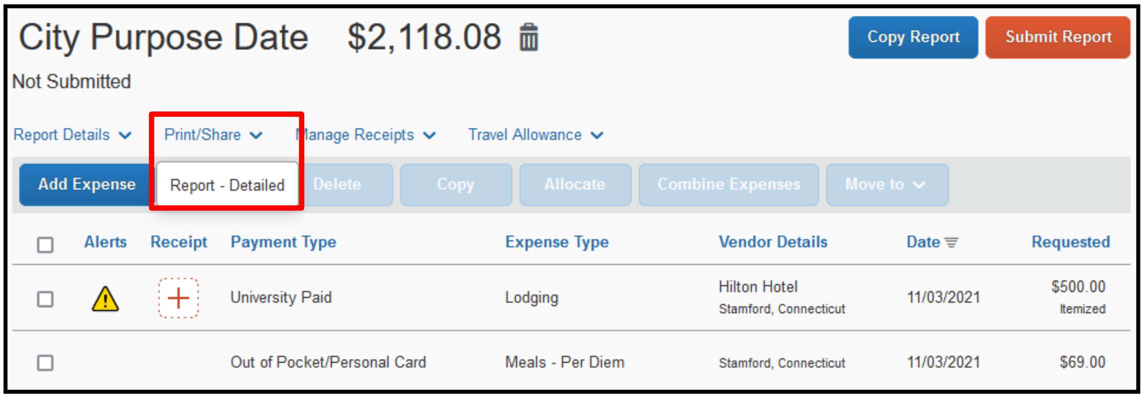
   NOTE: You can **Detach** or **Append** the image from the receipt pane.

Printing and Submitting an Expense Report

When you complete your expense report, you can print it to save a hard copy for your records, if you wish.

To preview and print the expense report

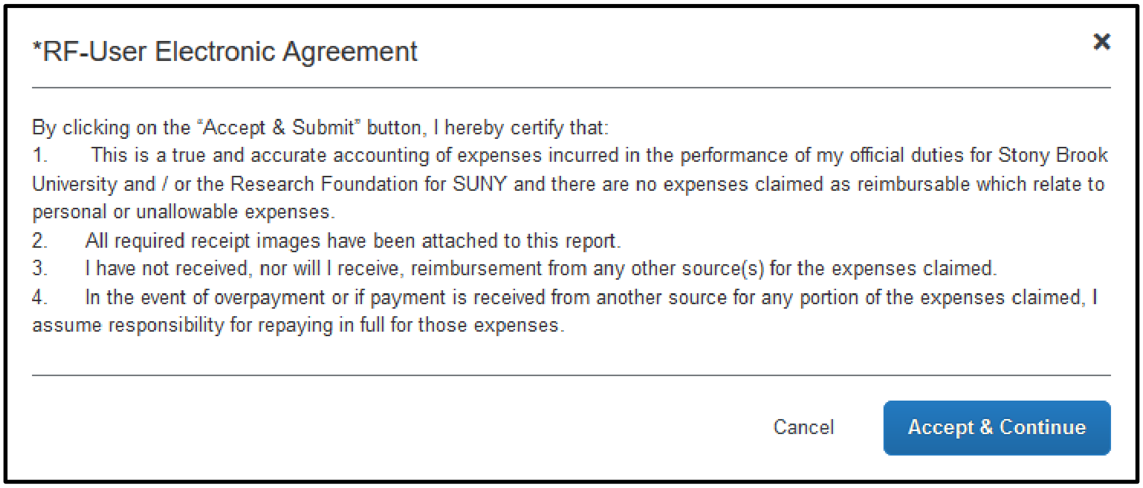
1. On the expense report page, click **Print/Share**.
2. Select **Report – Detailed**.



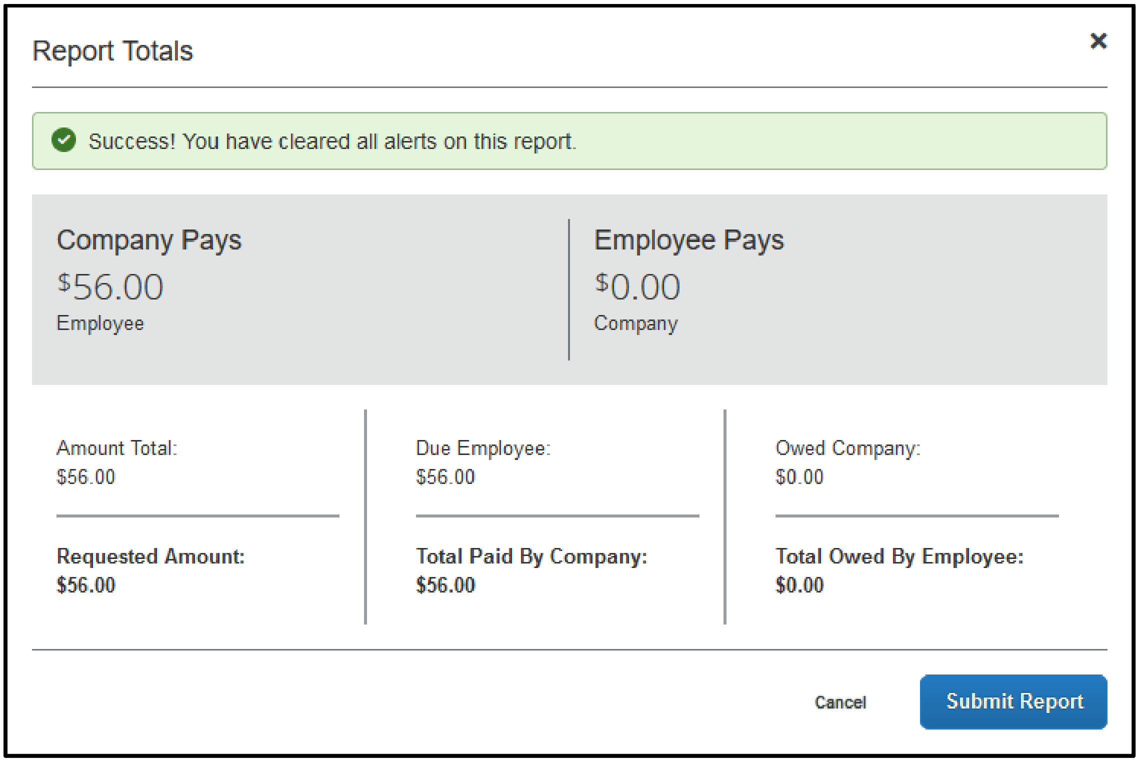
3. Click **Print**. This will provide you with a document that includes all of the report-level information as well as a summary of your expense report.

To submit your expense report

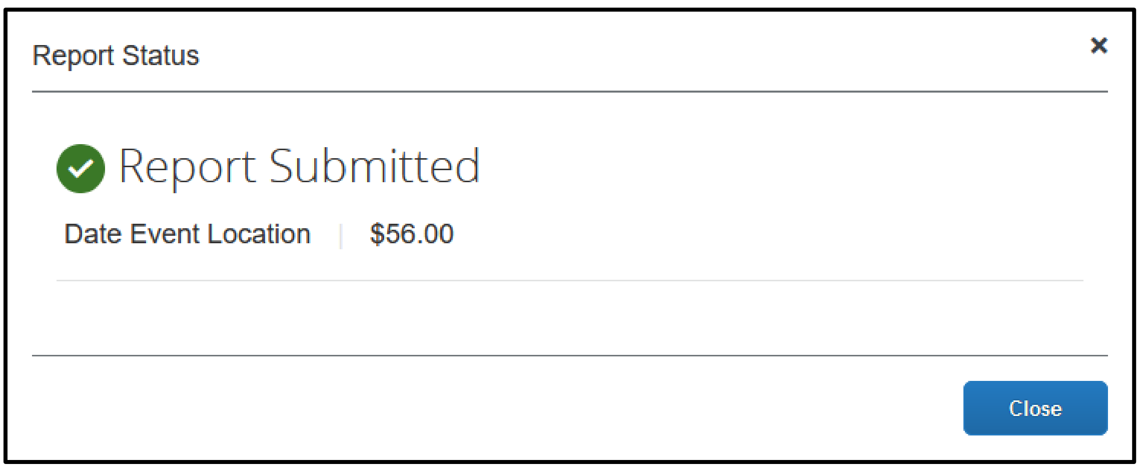
1. On the expense report page, click **Submit Report**. The **Report Totals** window appears.
2. Review the information for accuracy, and then click **Submit Report**.
3. The Final Review window appears. Review the User Electronic Agreement, and then click **Accept & Continue**.



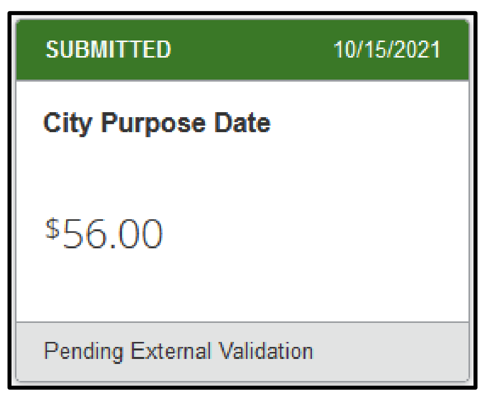
4. Review the Report Totals, then click **Submit Report**.



5. In the Report Status window, click **Close**



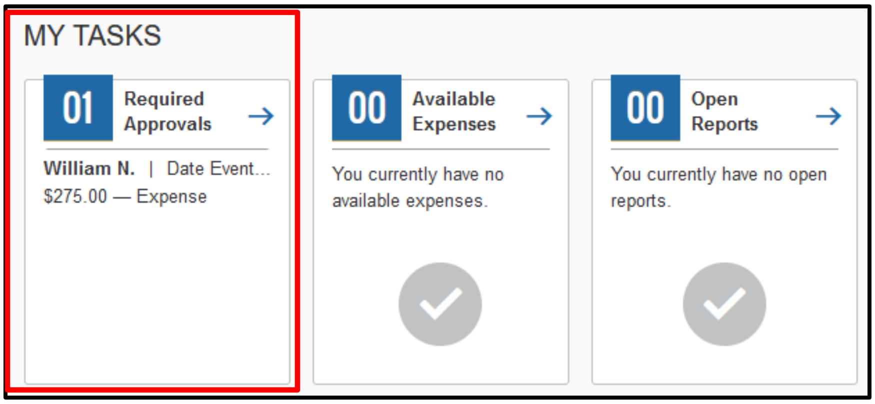
If you cannot successfully submit the report, a message appears describing the report error or alert. Correct the error, or if you require help to complete the task, contact the Travel Office.



Reviewing and Approving an Expense Report

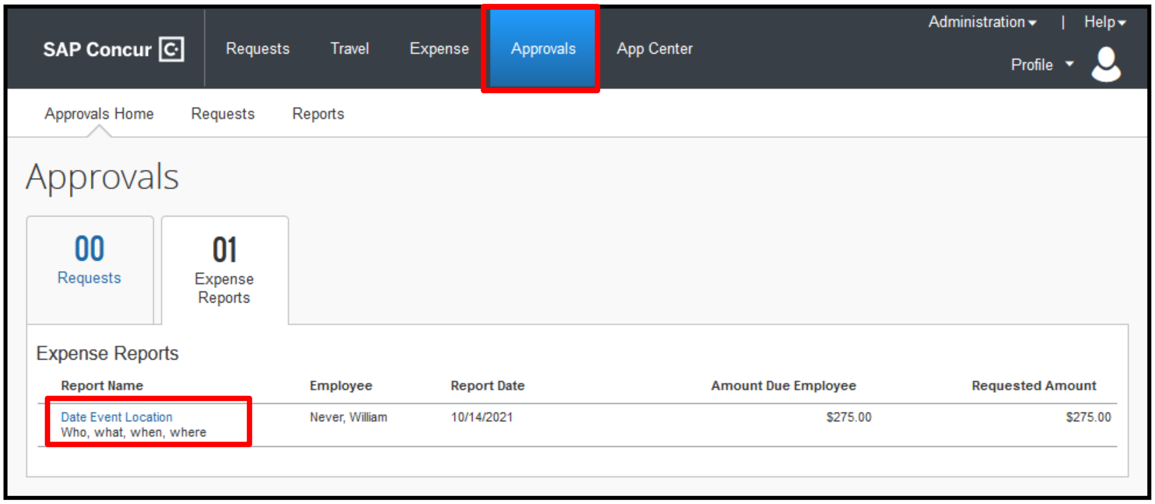
As an approver, you will need to review submitted reports and approve them for reimbursement.

On the SAP Concur home page, in the **My Tasks** section, you can view a list of reports waiting for your approval.

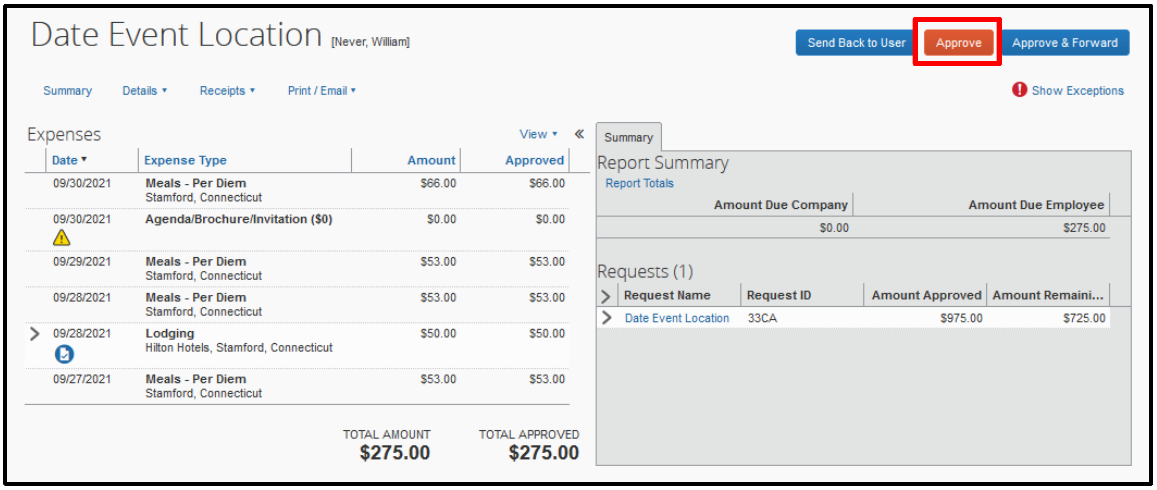


To review and approve an expense report

1. On the SAP Concur homepage, click the **Approvals** tab**.** The **Approvals** page appears.



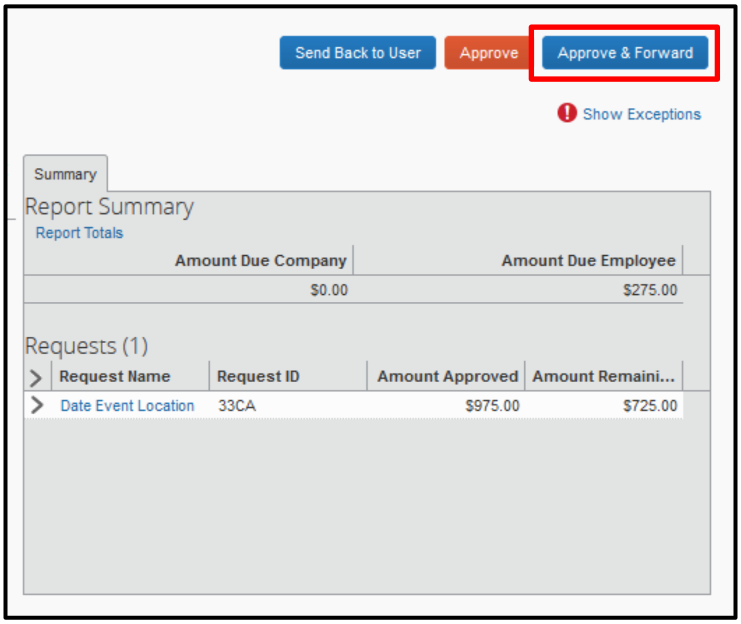
2. Select the report you wish to review.
3. Review the report details.



4. If the report is complete and correct, click **Approve**.

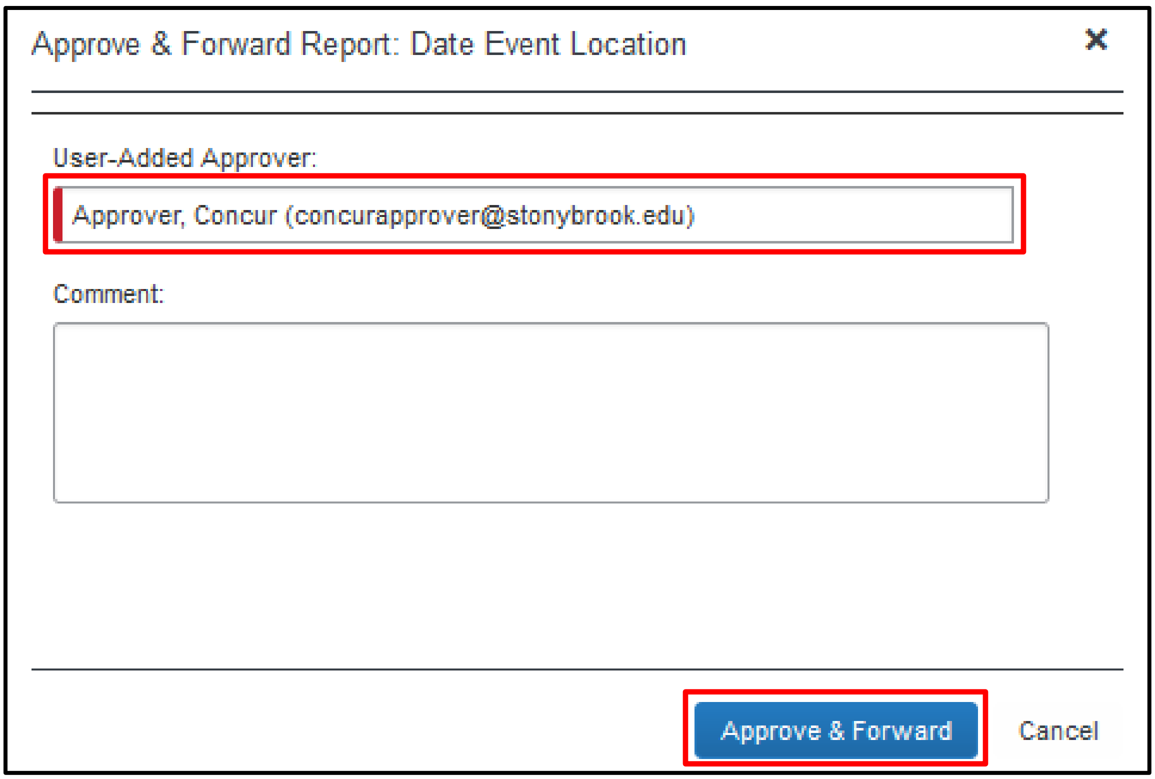
Adding an Additional Review Step

As an approver, you may need to forward an expense report to additional approvers if, for example, you need an additional person to review and approve this report.



To approve and forward a report

1. On the SAP Concur home page, click the **Approvals** tab. The **Approvals** page appears.
2. Select the report you wish to review.
3. Review the report details.
4. If the report is correct, click **Approve & Forward.**
5. Search for and select the appropriate approver in the **User-Added Approver** field.



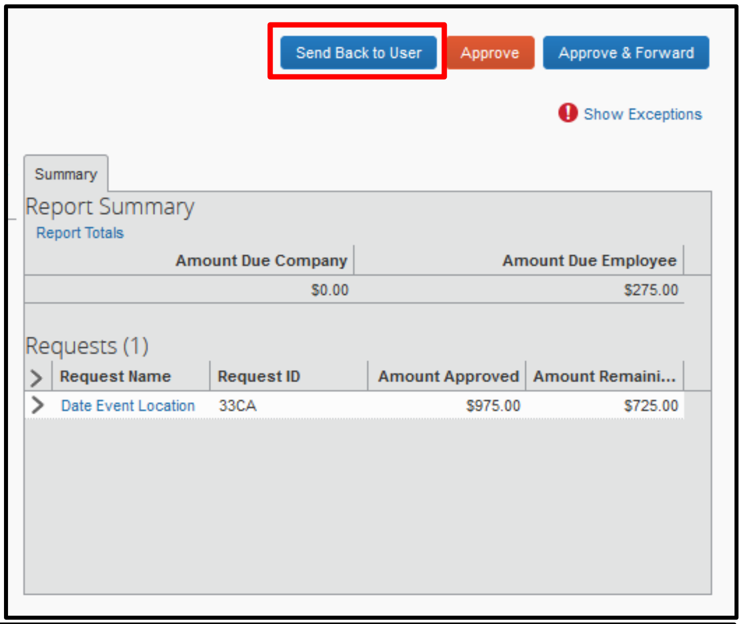
6. Click **Approve & Forward** to approve the expense report and then send it on to the next approver.

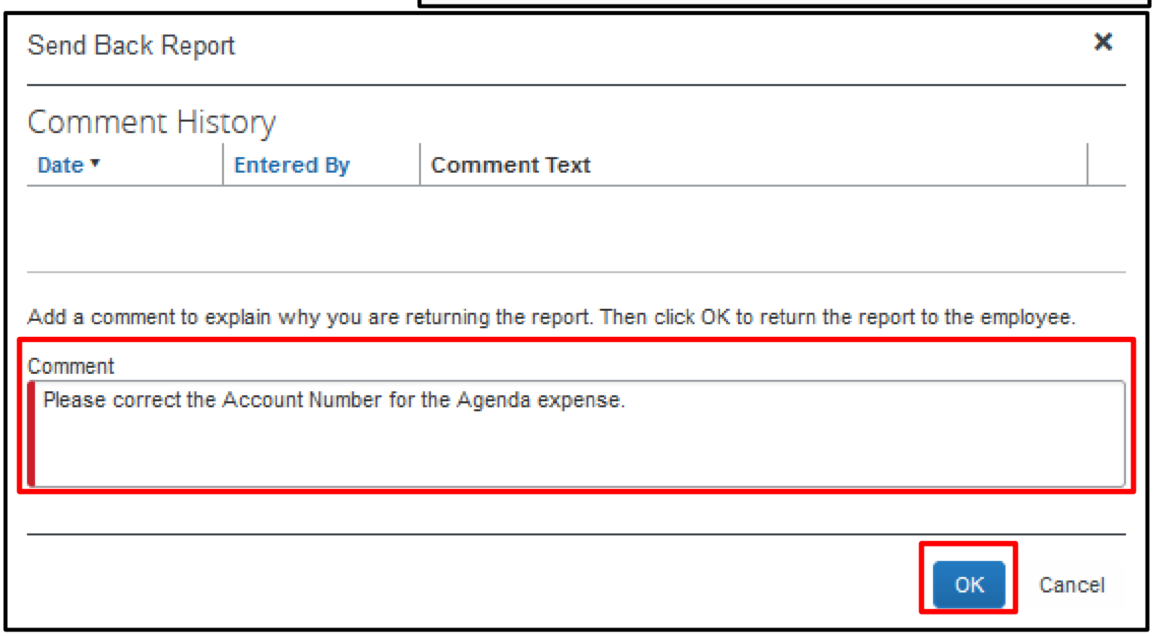
Sending Back an Expense Report

As an approver, you are required to send back an expense report to your employee for correction if you find errors in the report or if it violates policy in some way.

To return an expense report to an employee for correction

1. On the SAP Concur home page, click the **Approvals** tab. The **Approvals** page appears.
2. Select the report you wish to review.
3. Review the report details.
4. If the report is incorrect or violates policy, click **Send Back to User**.
5. In the Send Back Report window, enter a **Comment** that explains why the report is being returned and the corrective action the employee should take before resubmitting the report for review and approval.





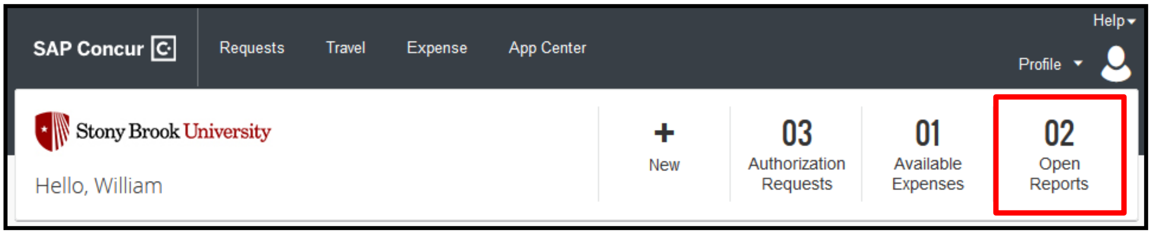
6. Click **OK** to return the report.

Correcting and Resubmitting an Expense Report

Your Expense approver might send a report back to you if an error is found. The approver will include a comment explaining why the report was returned to you and the corrective actions you should take before resubmitting the report.

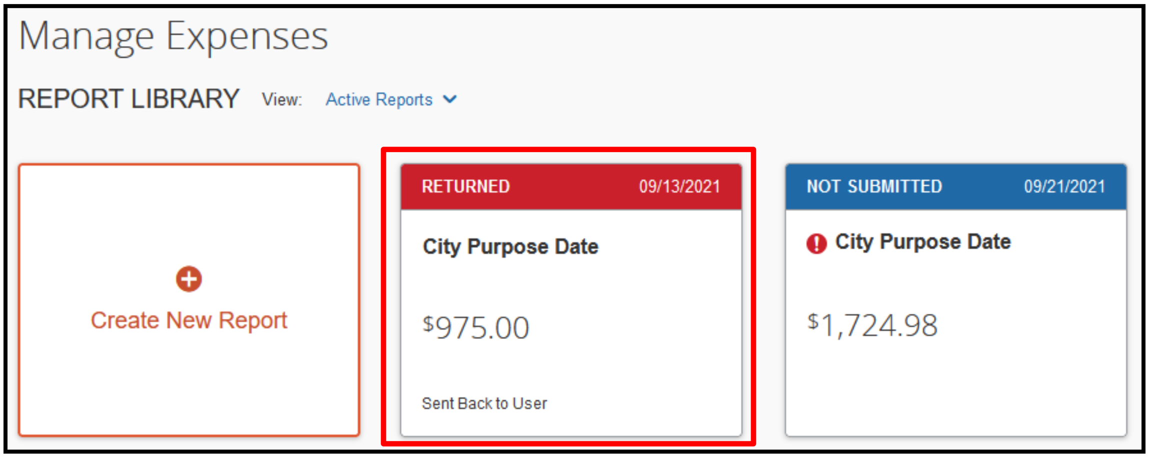
To correct and resubmit an expense report

1. On the SAP Concur home page, in the Quick Task Bar, click the **Open Reports** task.



   The report appears with a status of **Returned** in the Report Library.

2. Click on the **Returned** report tile to open the report.



3. Review your approver's comments and make the requested changes.
4. After the report is corrected, click **Submit Report** to resend the report to your approver for review.