

Concur Creating an Expense Report (Desktop and Mobile)

Job Aid Guide

Department of Finance & Administration

AASIS S/4HANA Upgrade and Implementation

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Introduction

Purpose

Use this aid to create and submit **an Expense Report** in **Concur in either the desktop or mobile app**.

The examples shown in this guide reflect common expense report scenarios, but the same steps generally apply to other Expense Reports in Concur with similar functionality.

When to Use this Guide

Use this aid when you need to:

- Create an expense report in Concur on the desktop
- Create an expense report in Concur in the mobile app

Before You Begin

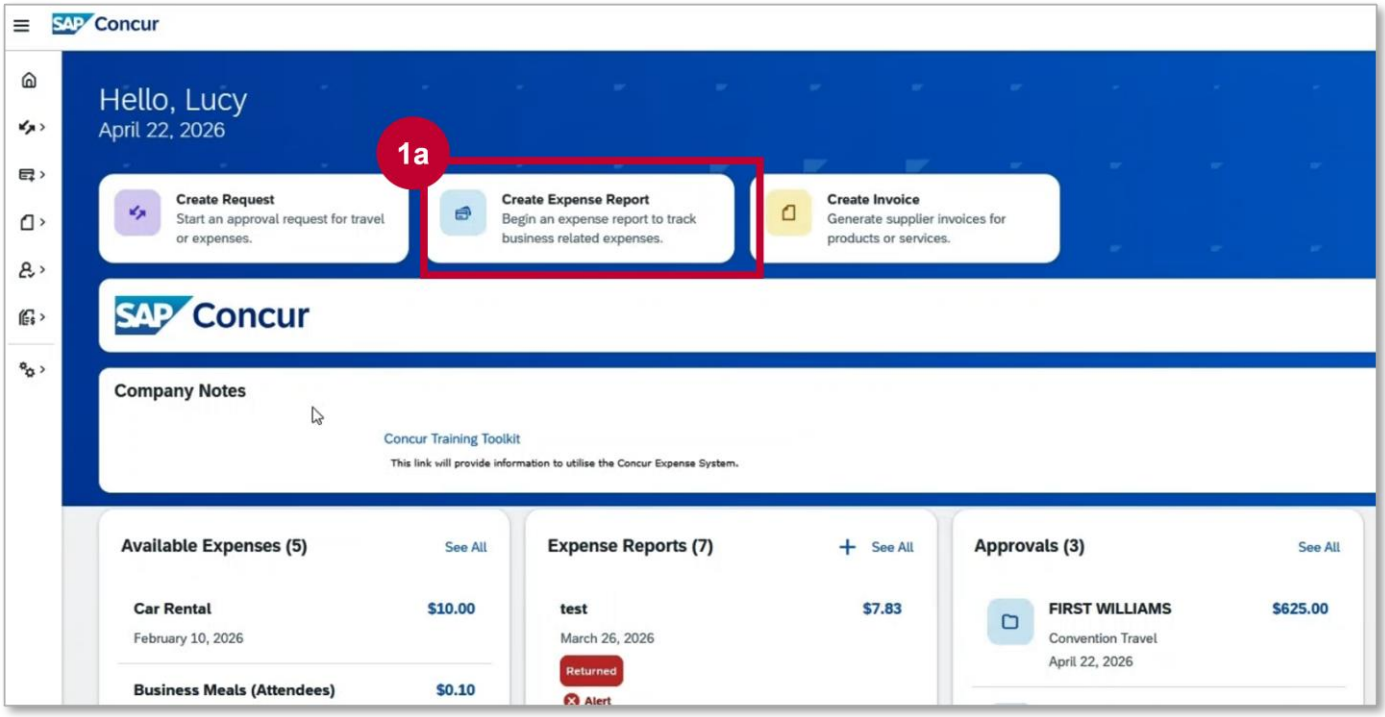
Before starting this procedure, make sure you have all required expense details available, then log in to Concur on either your desktop or mobile device and navigate to the home page. From there, open the **Expense Report** section to begin creating, reviewing, or updating your report.

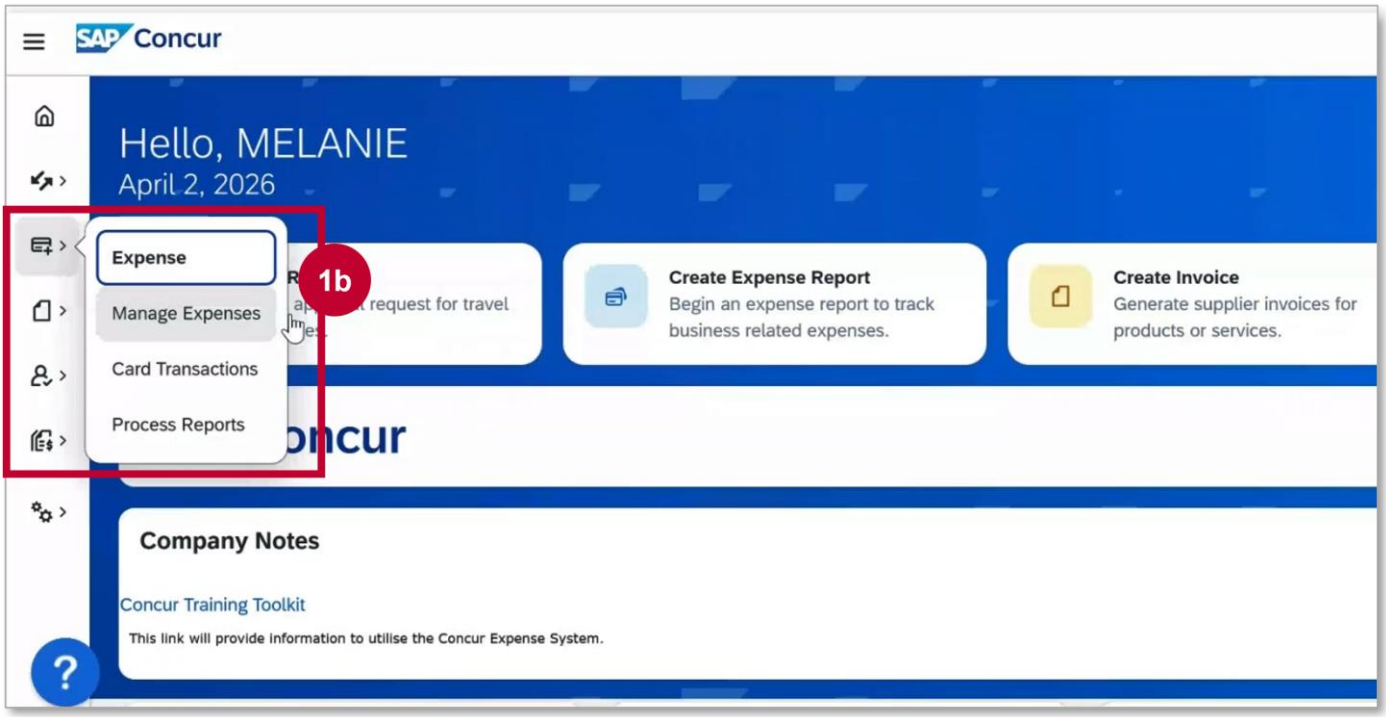
Please note that in this guide, **Concur Expense Report**, **Expense Report**, and **Report** all refer to the same expense reporting process in Concur. For consistency, it is referred to as **Expense Report** throughout this guide.

Creating an Expense Report - Desktop (1 of 9)

Create an Expense Report (Desktop)

1. Logon to Concur at https://us2.concursolutions.com/ and click **Create Expense Report (1a)** on the Concur Home Page. Or in the left side navigation bar, click **Expenses > Manage Expenses (1b)**.

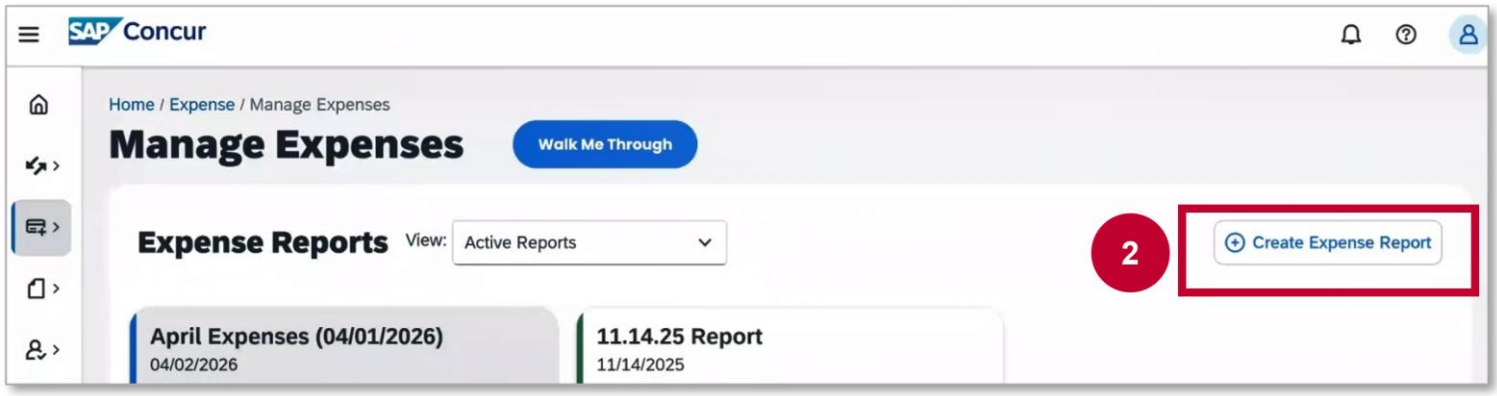




Creating an Expense Report - Desktop (2 of 9)

Create Expense Report

2. Click **Create Expense Report**.

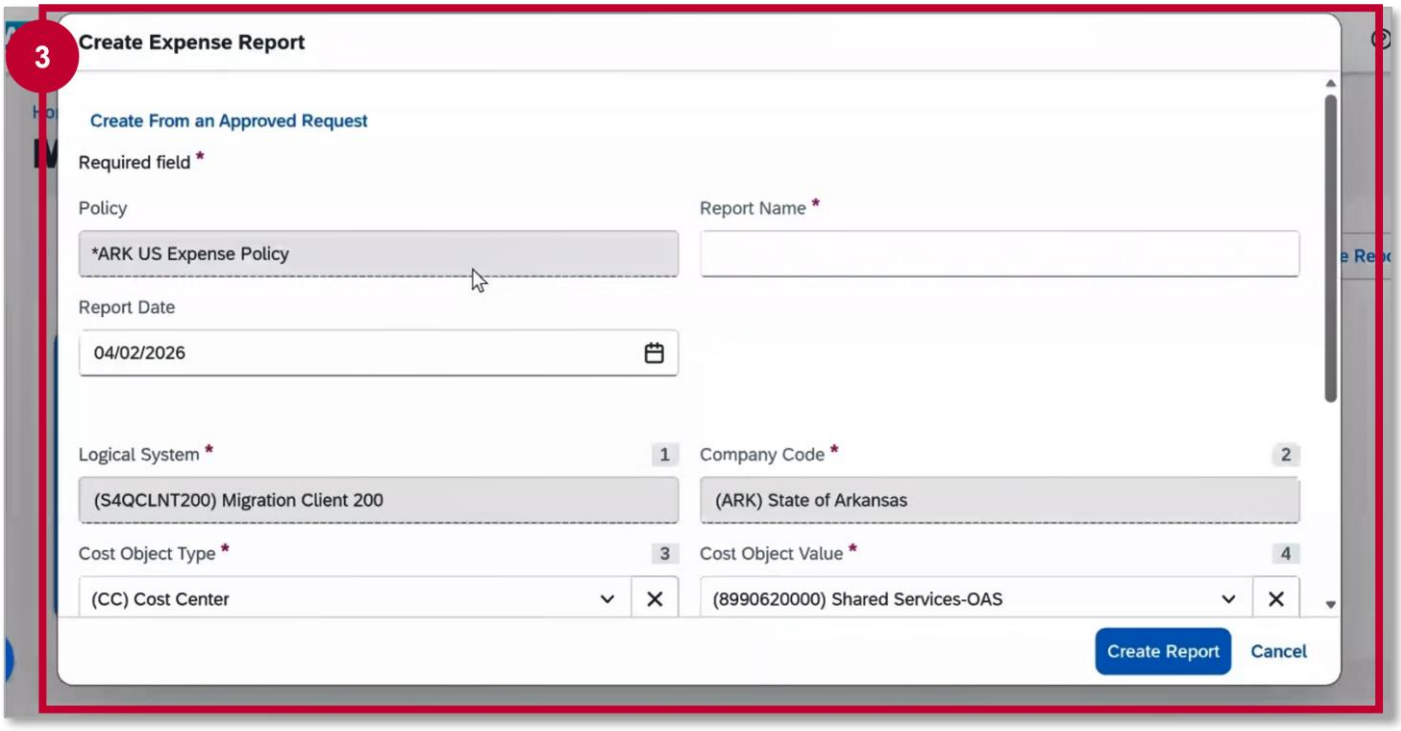


Enter the Required Fields

3. Complete the **required fields** on the Create Expense Report page and click **Create Report**.

   Required fields are marked with a red asterisk and include, **Report Name**, **Date**, **Company Code**, **Cost Object Type**, **Cost Object Value**, **Fund**, and **Account Code**.

   Note: The **Cost Center** defaults based on your employee record. If you need to change the Cost Center for your request, the field is editable.



Creating an Expense Report - Desktop (3 of 9)

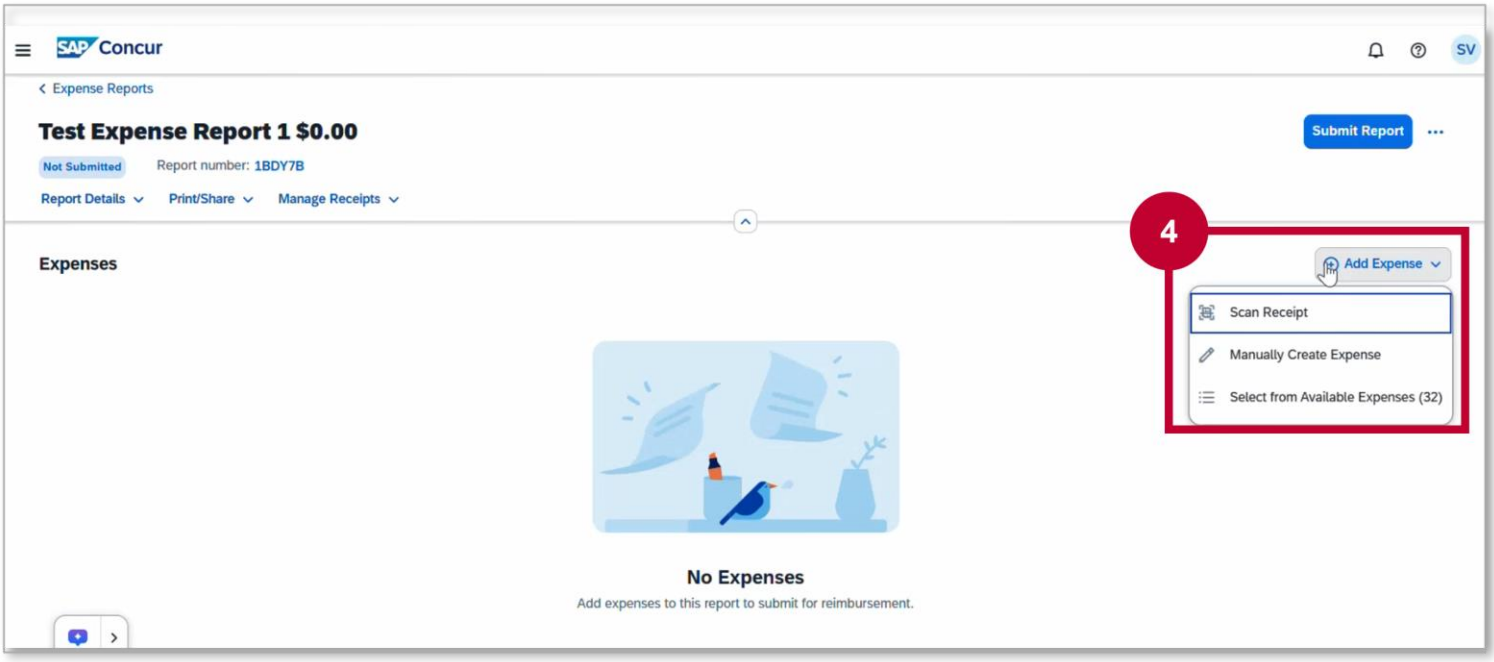
Add Expenses

4. There are 3 ways to add an expense from the desktop expense report:
   a. Create Expense from Receipt (Option 1)

      Note: This can be scanned in through the mobile app (see page 16)
   b. Manually Create Expense (Option 2)

      Use this option if your expense was not automatically added to your available expenses.
   c. Select from Available Expenses (Option 3)

      Use this for credit card transactions and expenses previously started on a mobile device.



Creating an Expense Report - Desktop (4 of 9)

Create Expense from Receipt – Option 1

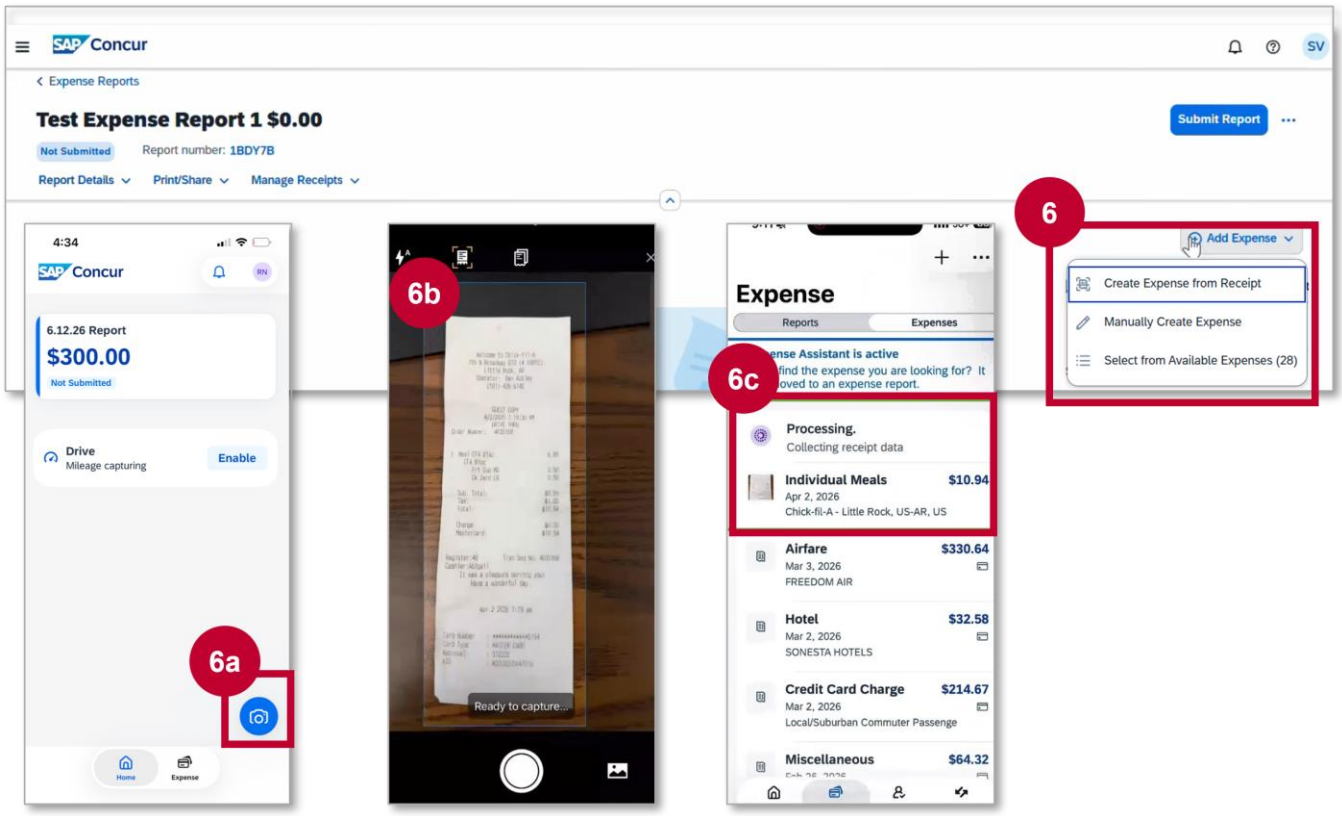
5. Scan and save the receipt to your computer.
6. From the **Add Expense** drop down menu, select **Create Expense from Receipt**.

   Note: This step may also be completed through the mobile app.

   a. Click the **Camera** icon in the lower right corner.
   b. Take a picture of the receipt.
   c. The system captures and processes the receipt details.
7. Upload the scanned receipt from your saved location.
8. Create the expense entry.

   Enter or confirm the captured expense details, including **Expense Type**, **Transaction Date**, **Vendor**, and **Amount**.
9. Complete the required fields marked with red asterisks.

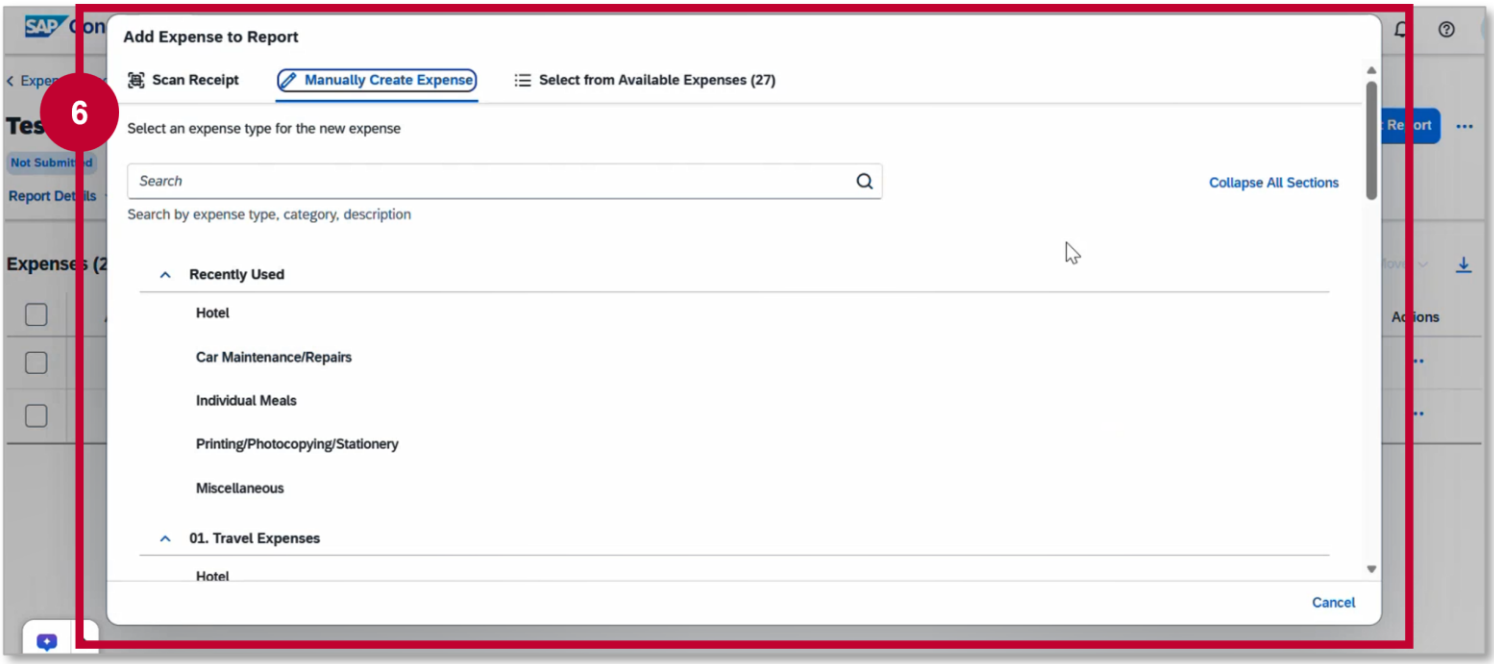
   Required information includes: **Business Purpose**, **Location**, **Attendees**, or **Allocation/Coding** fields.
10. **Save** the Expense and confirm it appears in the Expense report.



Creating an Expense Report - Desktop (5 of 9)

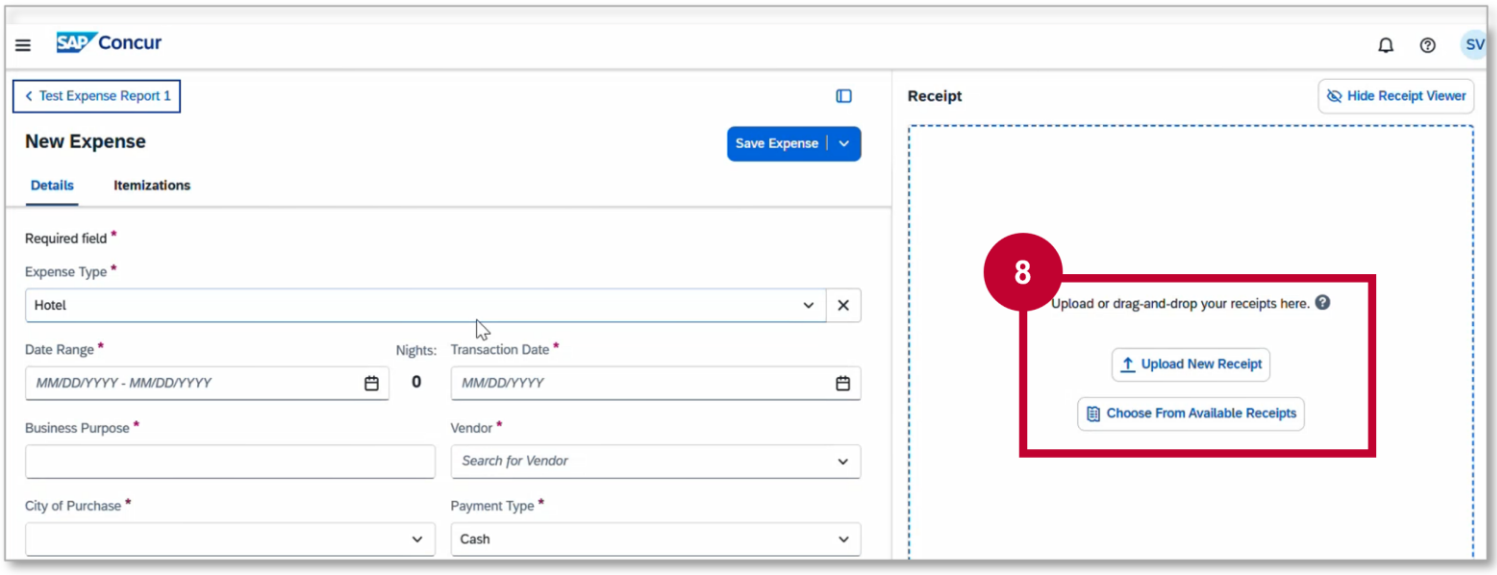
Manually Create Expense – Option 2

5. From the **Add Expense** drop down menu, select **Manually Create Expense**.
6. In the pop-up window, select the **Expense Type**.



Each expense type has its own required fields marked with red asterisks.

7. Complete all required fields.
8. Upload a receipt or supporting financial documentation.



Creating an Expense Report - Desktop (6 of 9)

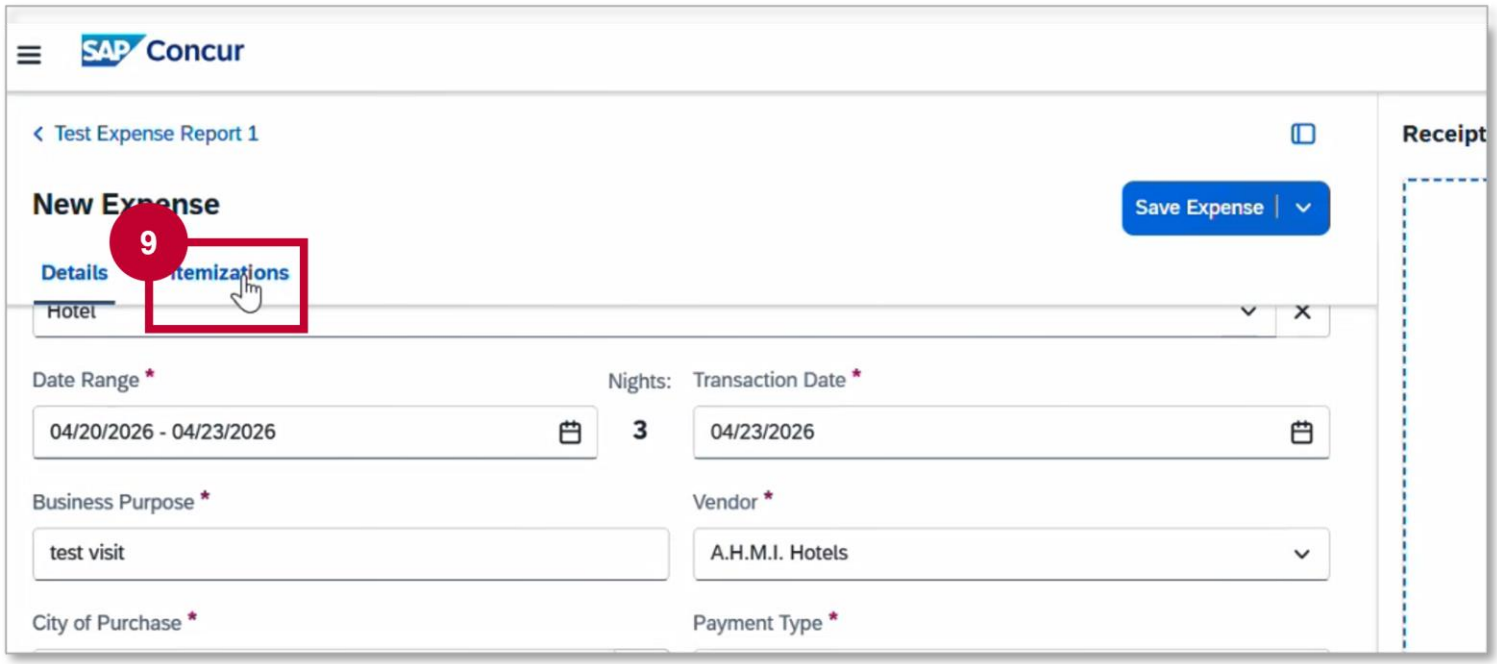
Manually Create Expense

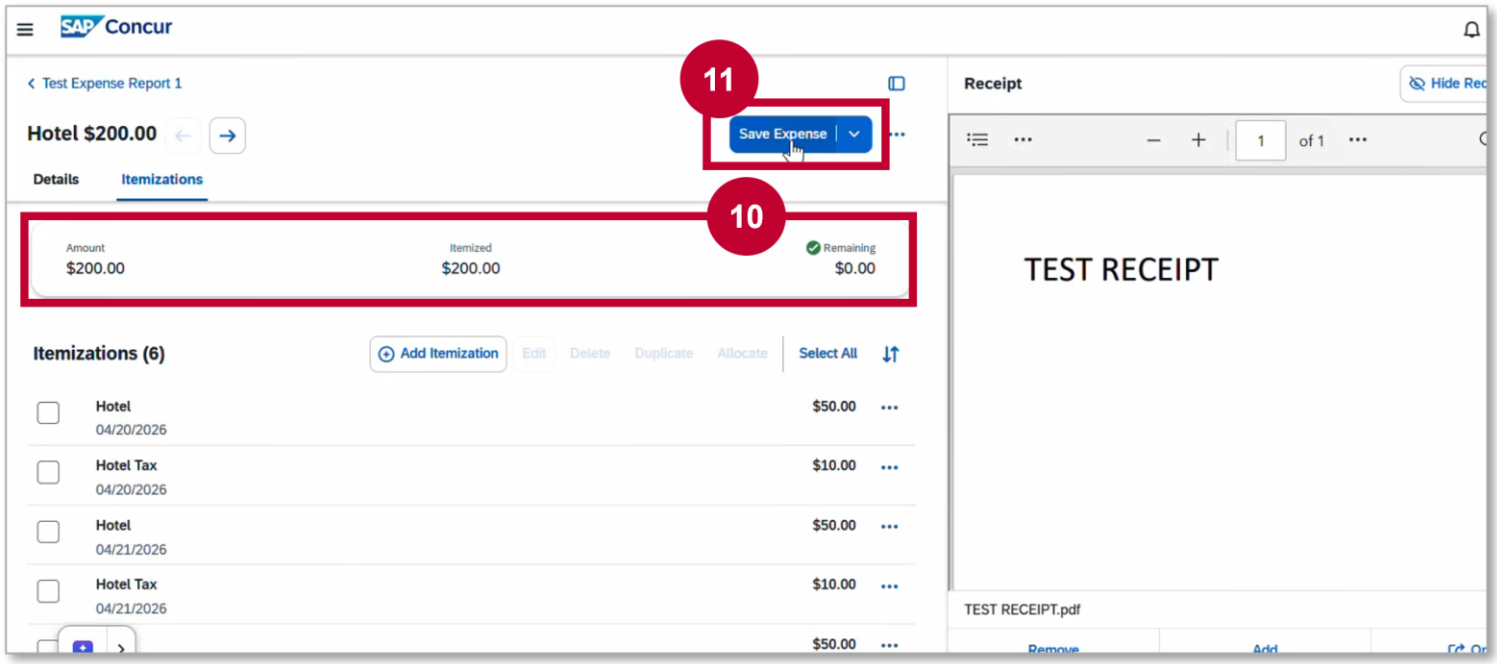
9. Itemize your expense.

   For more information, refer to the **Concur Itemizing Expenses** quick reference guide.

10. Itemize until the remaining **Amount to be Itemized** is **$0.00**.

11. Click **Save Expense**.





Creating an Expense Report - Desktop (7 of 9)

Select From Available Expenses – Option 3

5. In the pop-up window, select the **Expenses** from the list you want to add and click **Add To Report**.

   Note: Purchase Cards (PCards) and Lodge Cards (Ghost Cards) are handled separately.

6. Open the added expense and ensure the Expense Details were correctly captured.

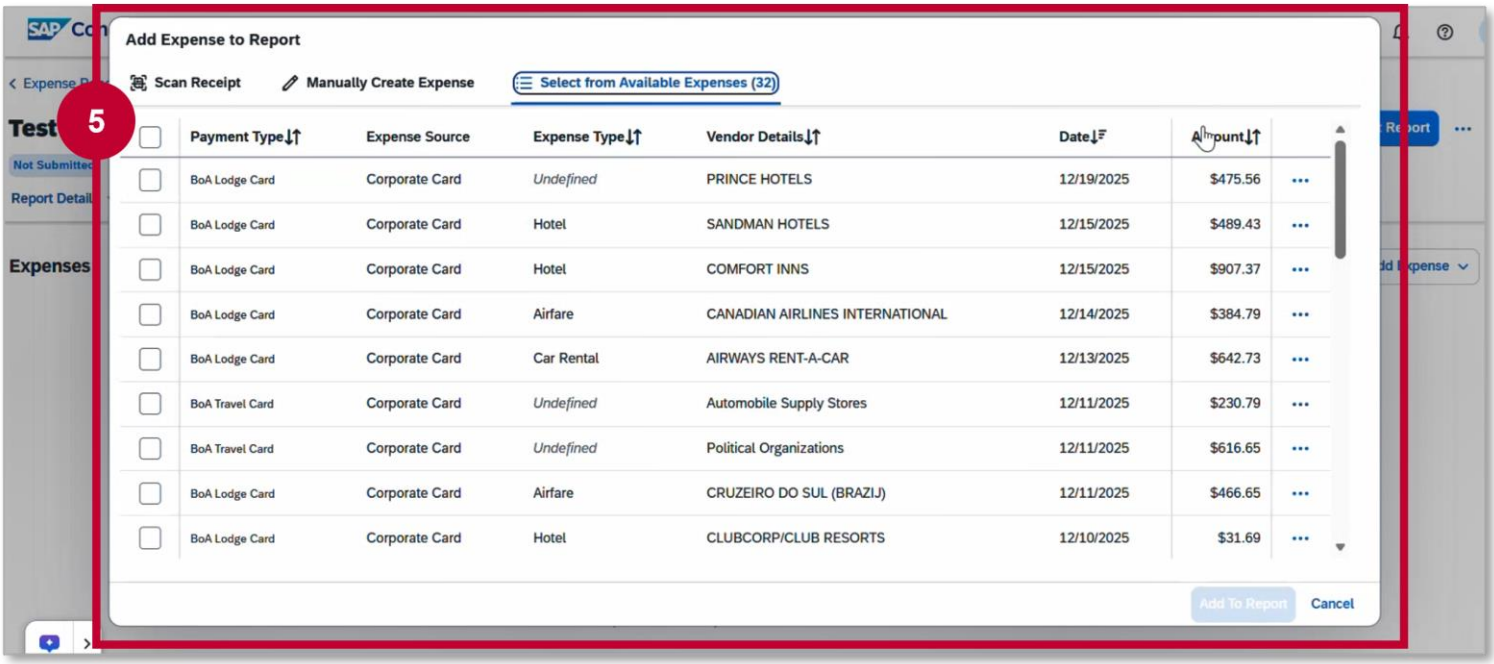
   Confirm the expense details including: **Expense Type**, **Transaction Date**, **Business Purpose**, **Vendor Name** (if needed), **City of Purchase**, **Payment Type**, and **Amount**.

7. Upload or attach **Receipts**.

8. Itemize, as needed. For more information, refer to the **Concur Itemizing Expenses** quick reference guide.

9. Update allocations if needed. For more information, refer to the **Concur Allocating Expenses** quick reference guide.

10. Click **Save Expense**.



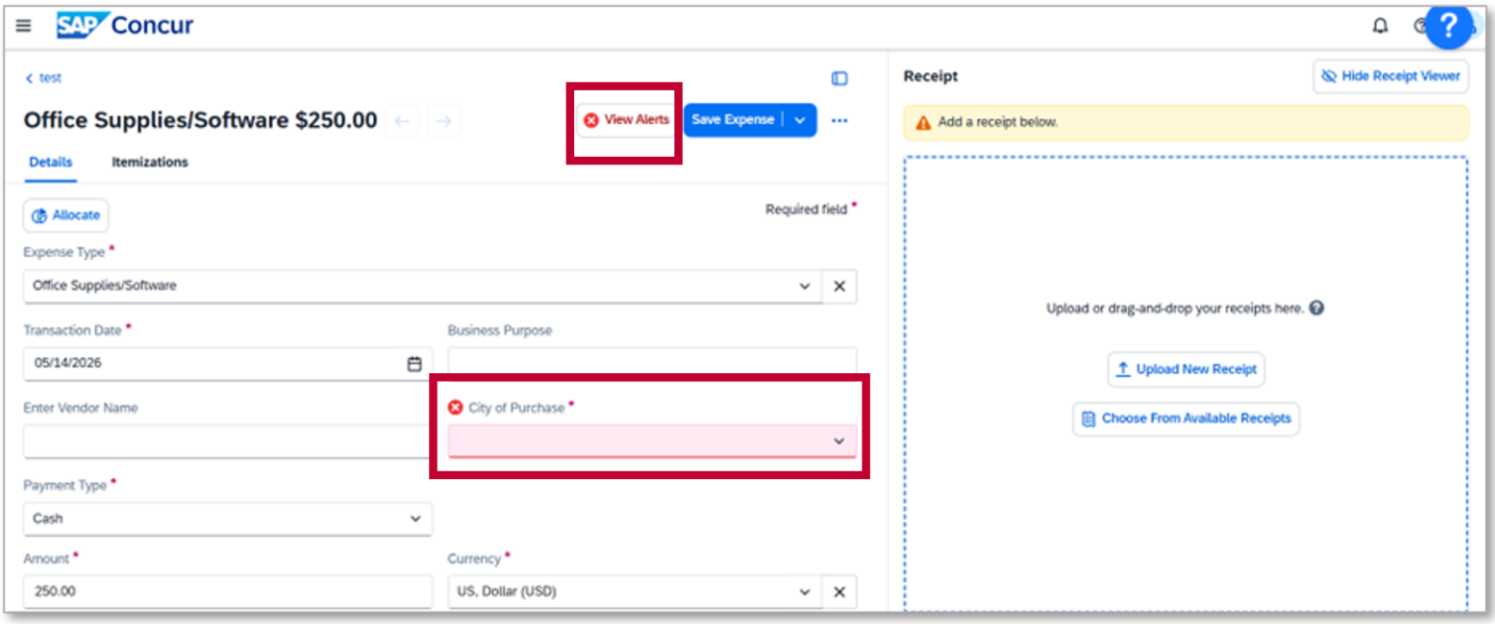
Creating an Expense Report - Desktop (8 of 9)

Alerts

The system does not allow an expense report to be submitted containing alerts.

If there is a missing required field or an error in the expense entry, an Alert appears next to the **Save Expense** button and a red X appears next to the relevant field(s).

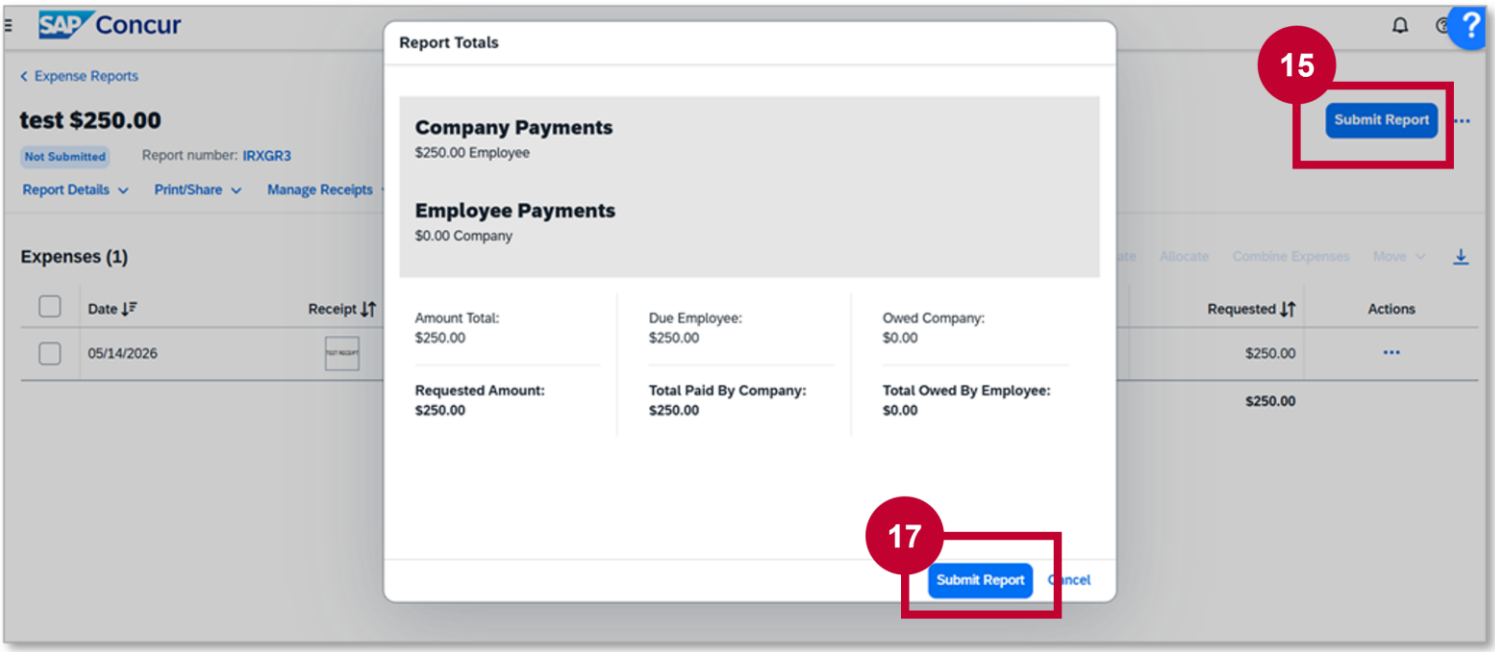
Update the field(s) to clear the alert(s) before saving the expense entry.



Creating an Expense Report - Desktop (9 of 9)

Submit Report

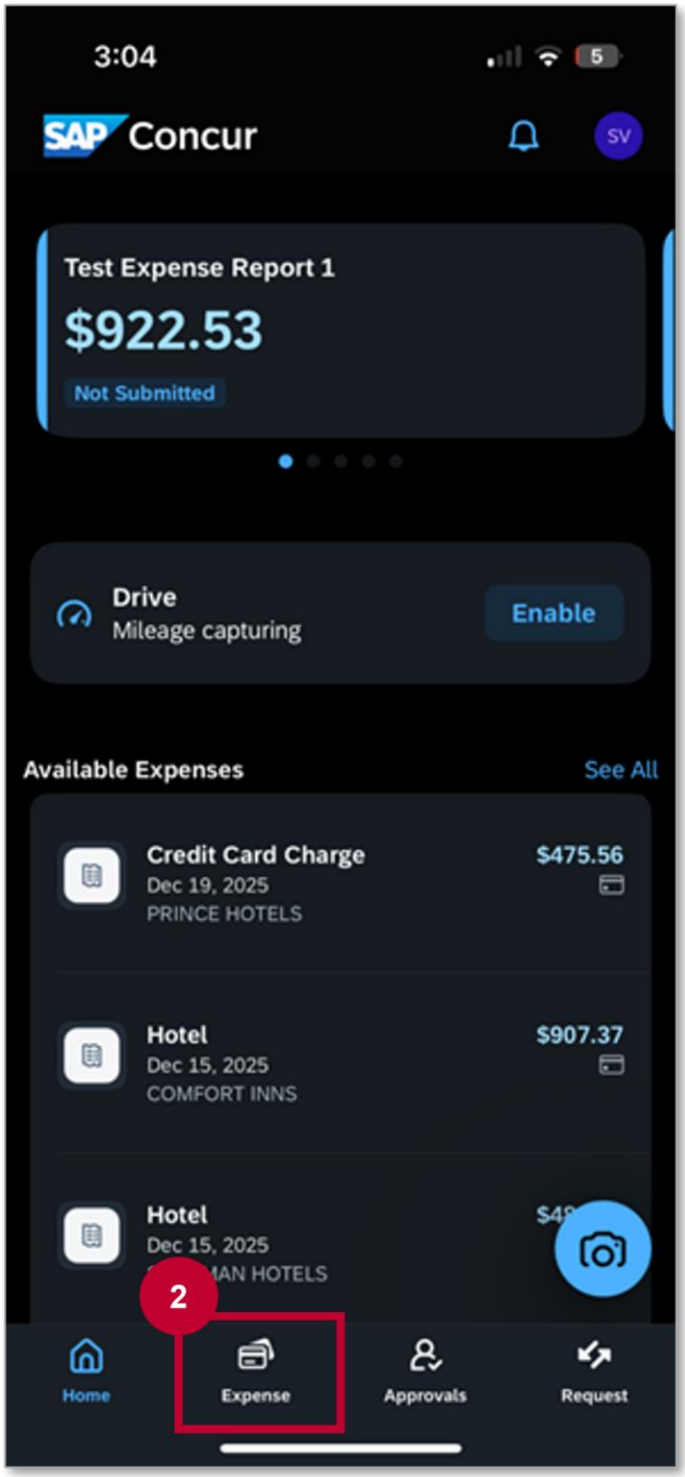
11. Review the report.
12. Confirm all **expenses** are included.
13. Confirm required **receipts** are attached.
14. Ensure all **alerts** are cleared.
15. Click **Submit Report**.
16. Review the report **totals**.
17. Click **Submit Report** to confirm.

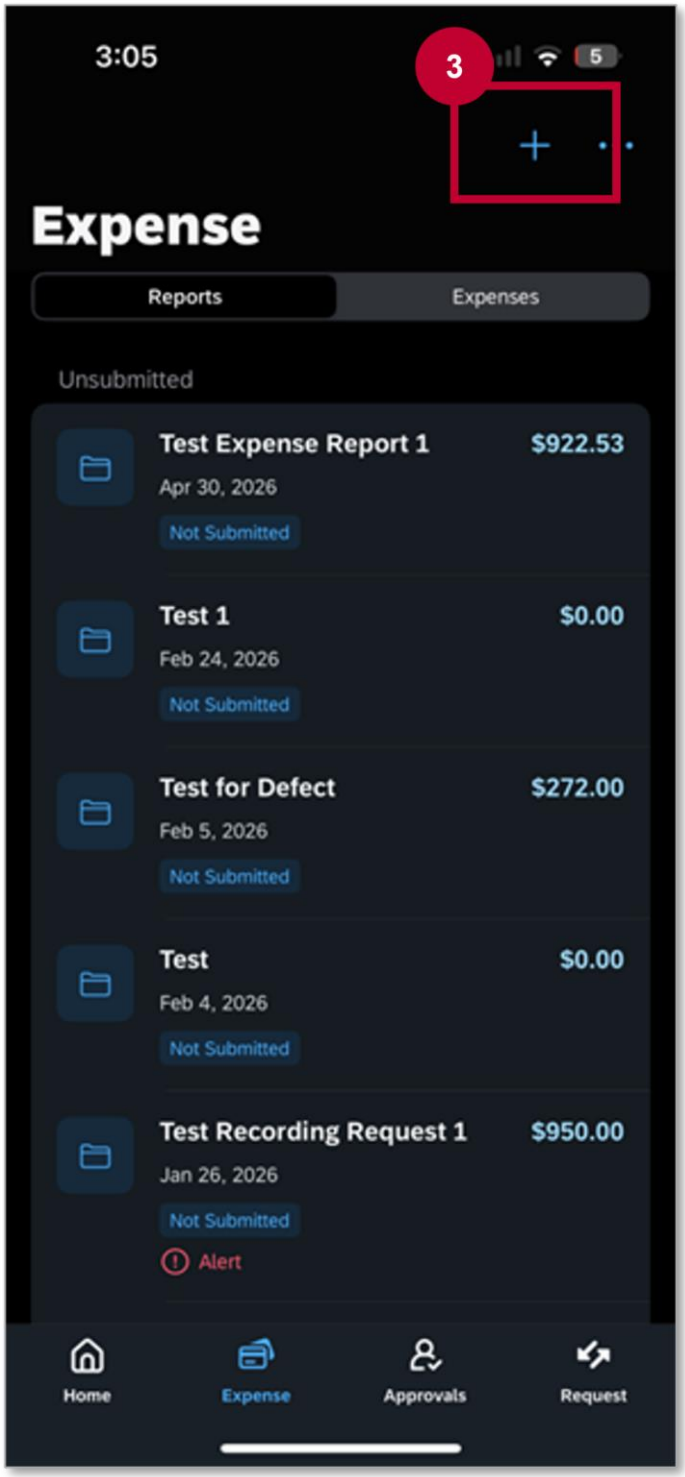


Creating an Expense Report - Mobile (1 of 4)

Creating an Expense Report in Concur Mobile

1. Open the SAP Concur mobile app.
2. Tap **Expense** from the bottom menu.
3. Tap the **Plus (+)** icon to create a new report



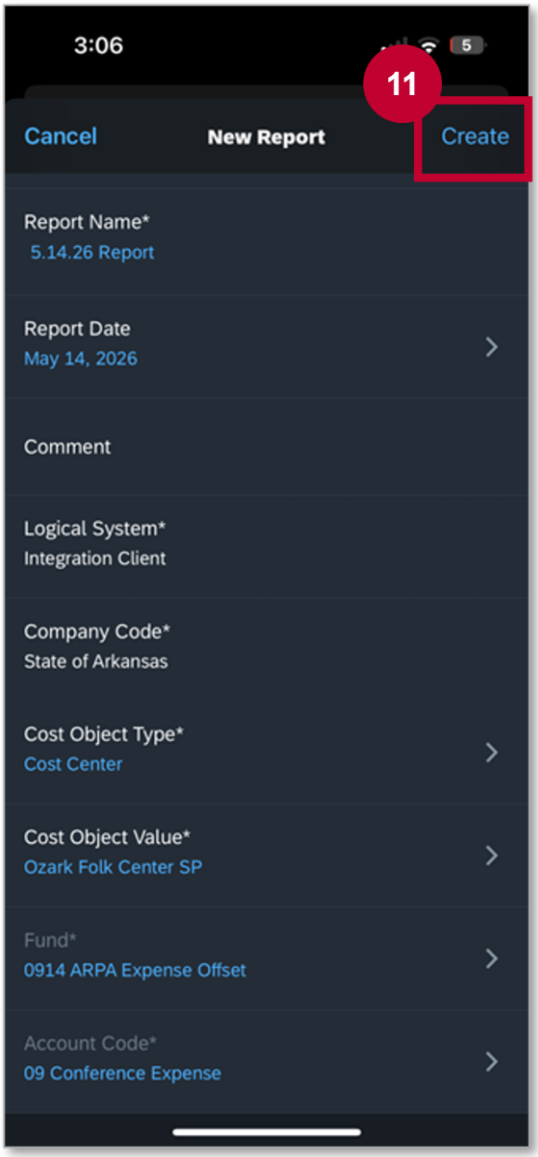


Creating an Expense Report - Mobile (2 of 4)

Creating an Expense Report in Concur Mobile

4. Enter a **Report Name**.
5. Review the **Report Date**.
6. Select the appropriate **Cost Object Type**.
7. Select the appropriate **Cost Object Value**.
8. Select the **Fund**.

   Note: The **Cost Object Value** and **Fund** pre-populates based on the user's profile.
9. Enter the **Account Code**.
10. Add a **Comment**.
11. Select **Create**.

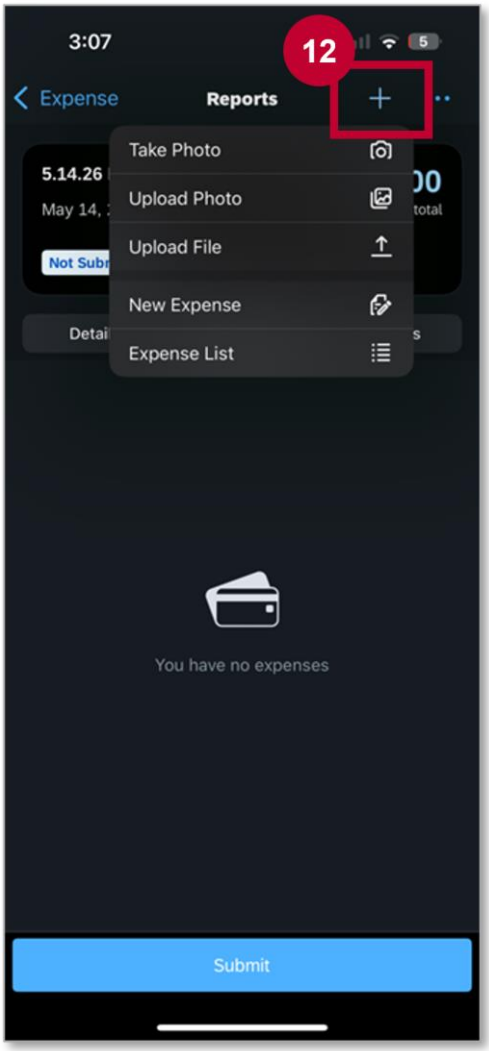


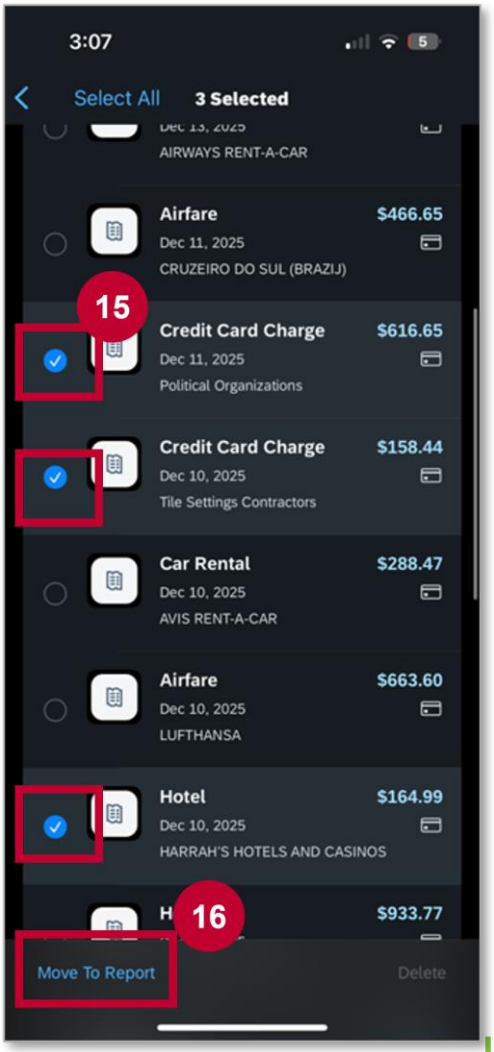
Creating an Expense Report - Mobile (3 of 4)

Add Expenses to the Report

12. Tap the P**lus (+)** icon.
13. Select **Expense List**.
14. Review the available expense options.
15. Select the **expense(s)** to add to the report.
16. Select **Move to Report**.
17. Open the added **expense**.
18. Review the expense details and update any required fields.
19. **Save** the expense to add it to the report.

Note: Manual expenses can also be added, if needed, by selecting **New Expense** and entering the required information (same details as the desktop workflow).



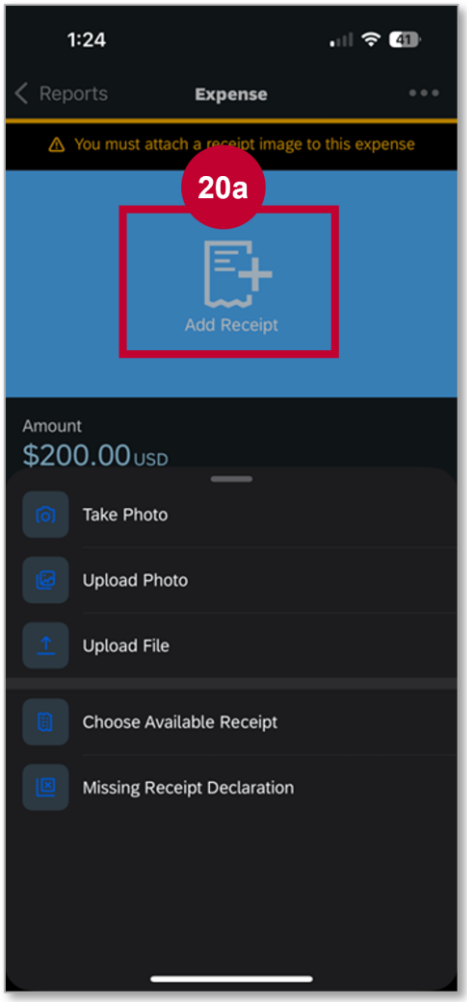


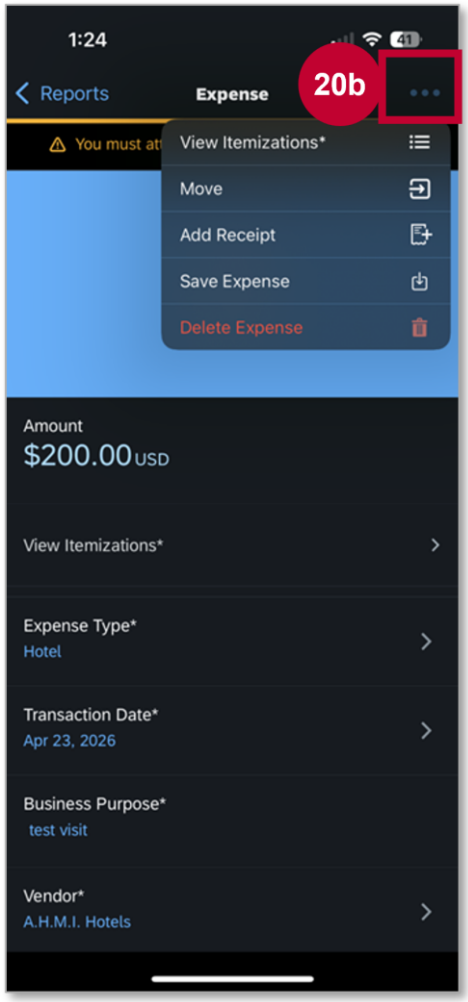
Creating an Expense Report - Mobile (4 of 4)

Add Receipts to the Report

Open an expense entry to add a receipt.

20. Tap **Add Receipt** on the Expense screen (20a) OR select the **three-dot** menu (20b), then select **Add Receipt**.
21. Select the appropriate receipt option:
    a. Take a Photo of the receipt.
    b. Upload the Photo.
    c. Upload the File.
    d. Choose **Available Receipt**.
    e. Missing Receipt Declaration – For more information, refer to the **Concur Missing Receipt Declaration** quick reference guide.
22. Follow the prompts to attach the receipt.
23. Select **Save Expense**.

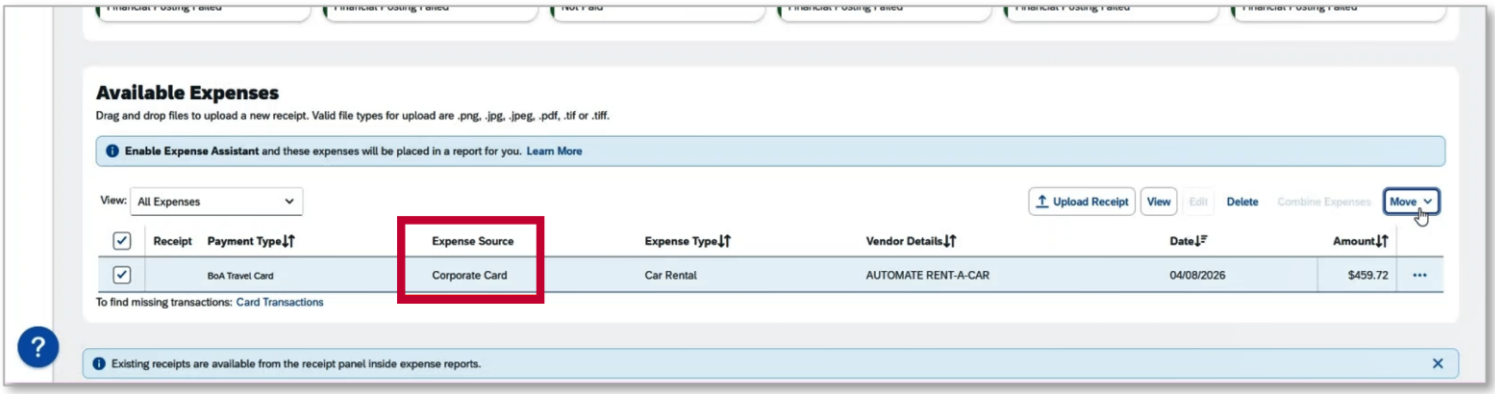




Creating an Expense Report – Card Transactions (1 of 10)

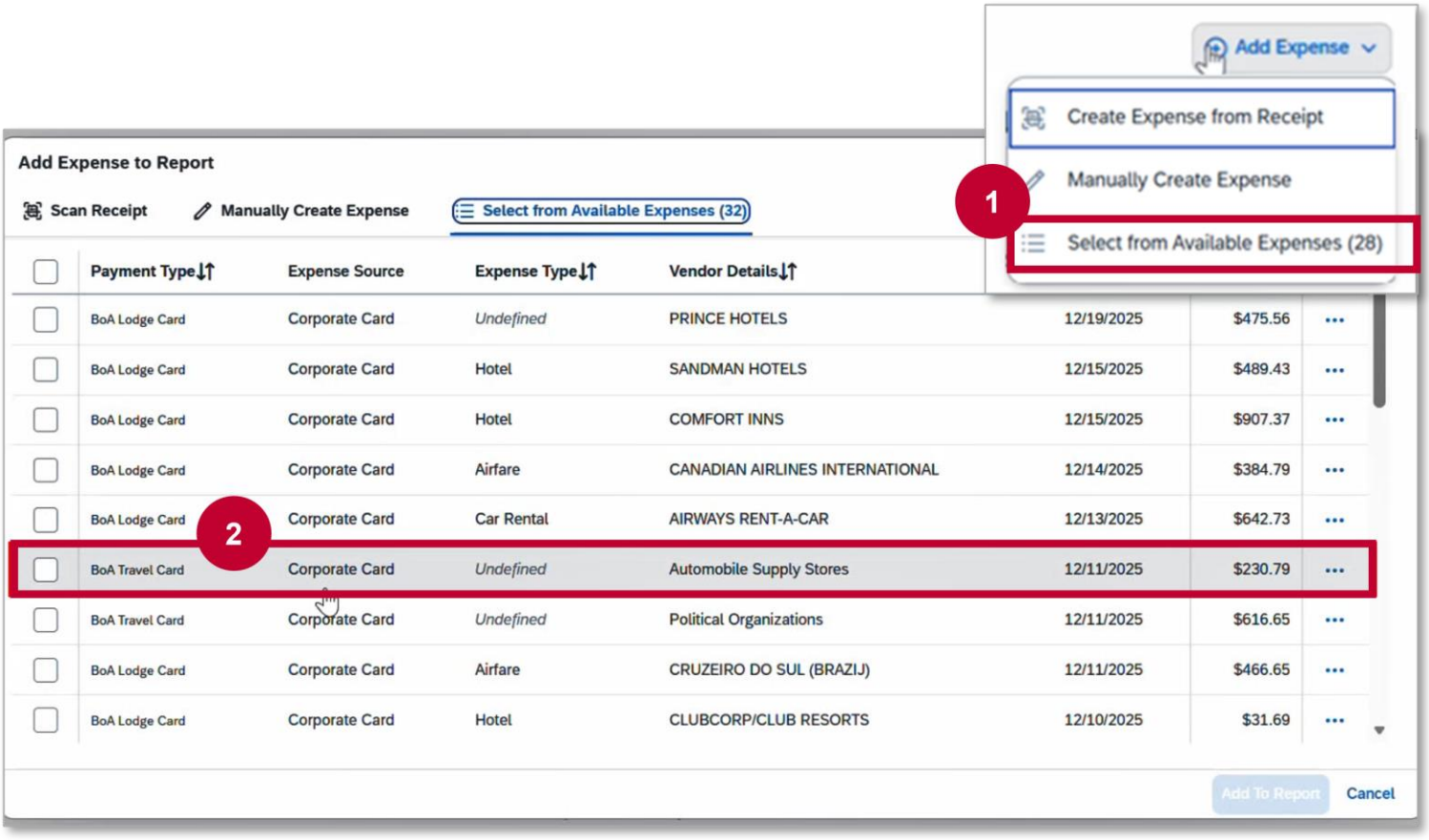
Travel Card Transactions in Concur

Travel Card expenses are entered into the system as Available Expenses in the Manage Expenses Dashboard.



Add Travel Card Expense to a Report

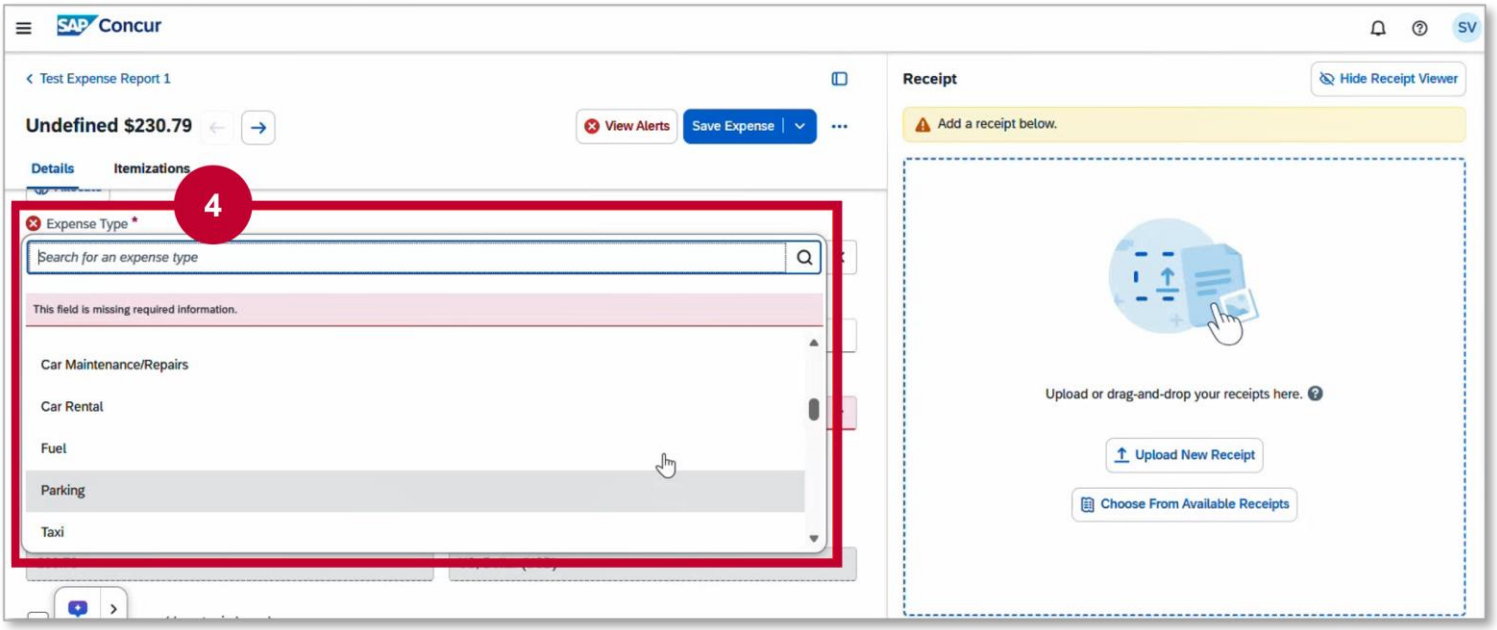
1. In an open expense report: From the Add Expense drop down menu, choose **Select from Available Expenses**.
2. From the pop-up list, select the **PCard** transaction and click **Add To Report**.

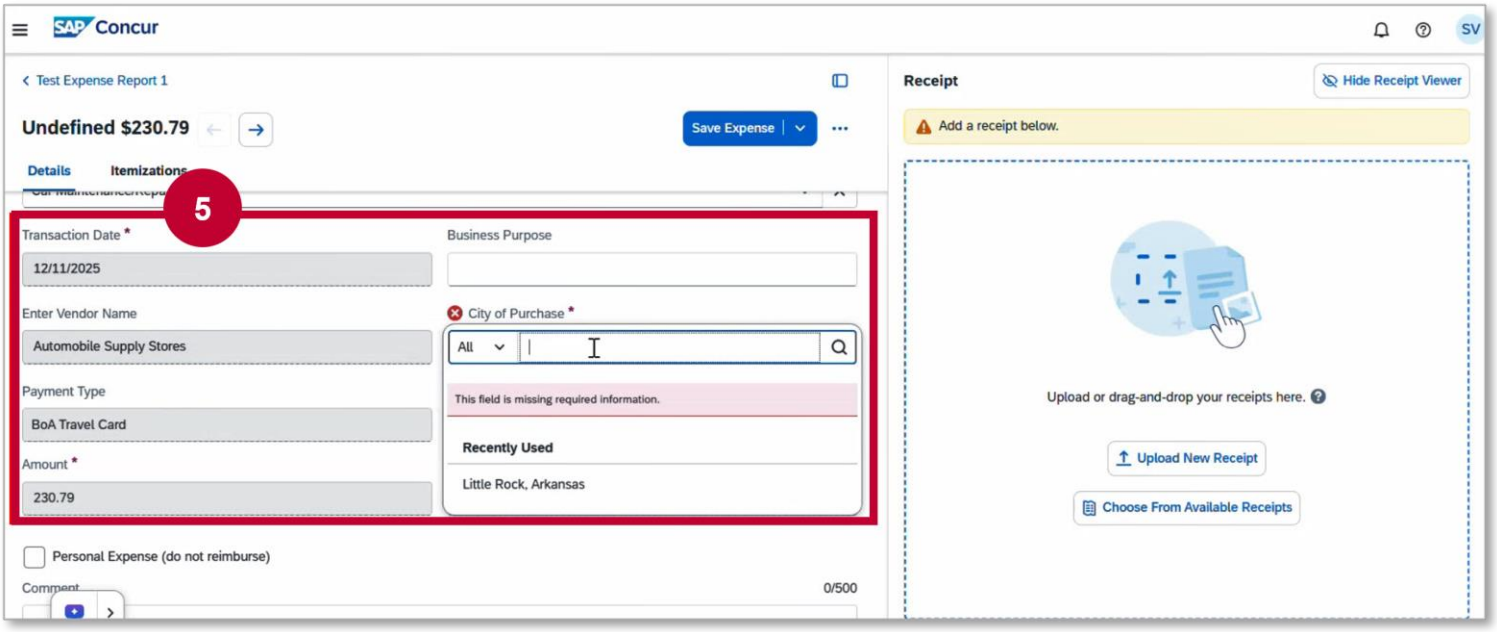


Creating an Expense Report – Card Transactions (2 of 10)

Travel Card Transactions in Concur

3. Once added to the report, click the **Expense** to open it.
4. Select the **Expense Type** from the drop-down list.
5. Ensure all required fields marked with a red asterisk are complete.
6. Select the **Itemization** tab to itemize the expense as required. For more information, refer to the **Concur Itemizing Expenses** quick reference guide.





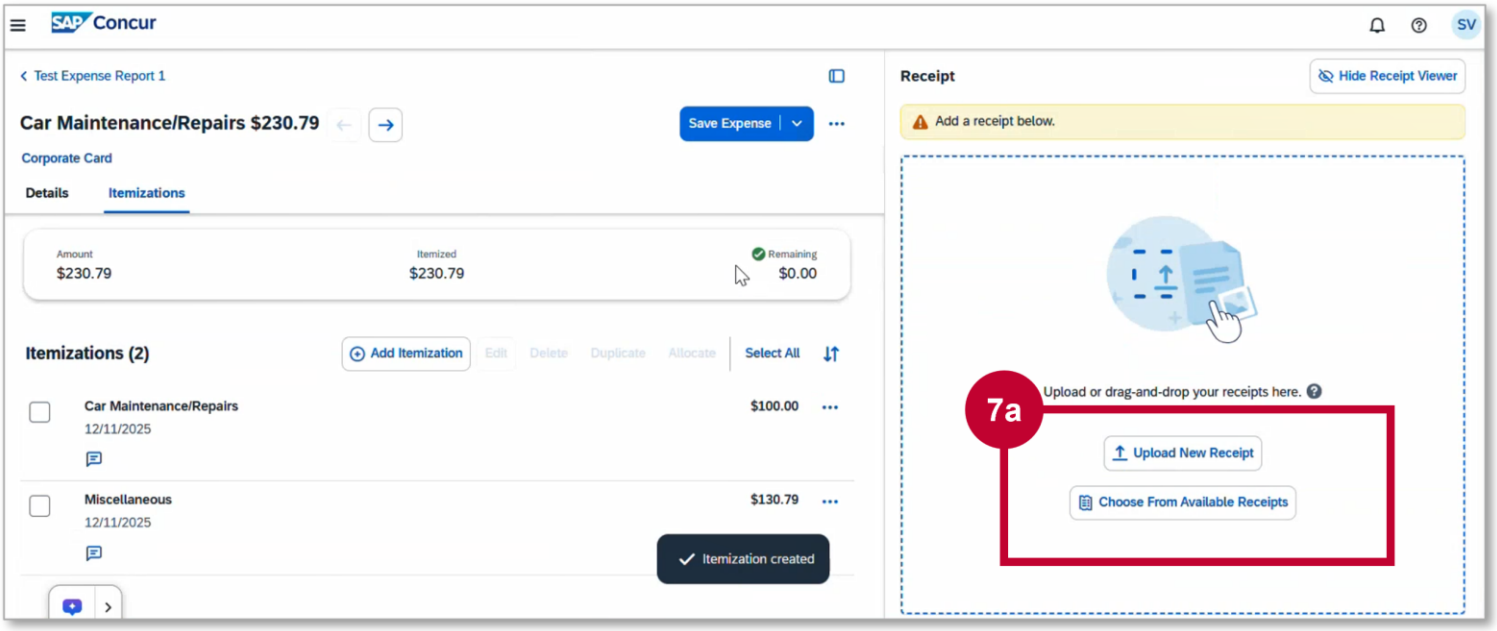
Creating an Expense Report – Card Transactions (3 of 10)

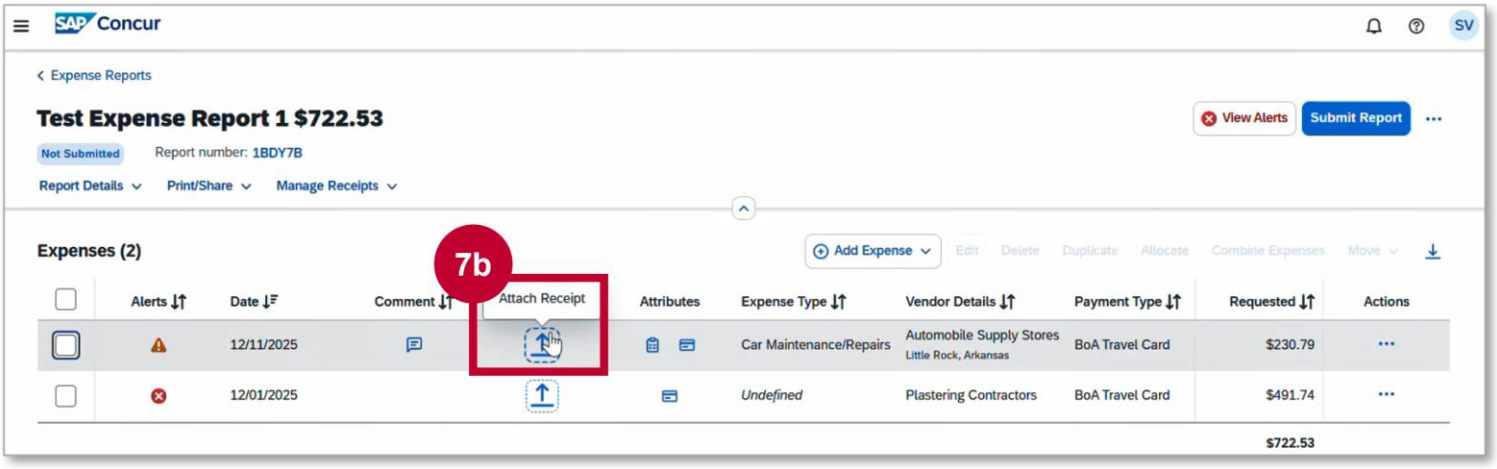
Travel Card Transactions in Concur

7. Attach the **receipt**.

   The receipt can be attached either within the expense type (7a) or by clicking the **Upload** icon on expense line in the expense report (7b).

8. Select the receipt from your available receipts or upload a new one.



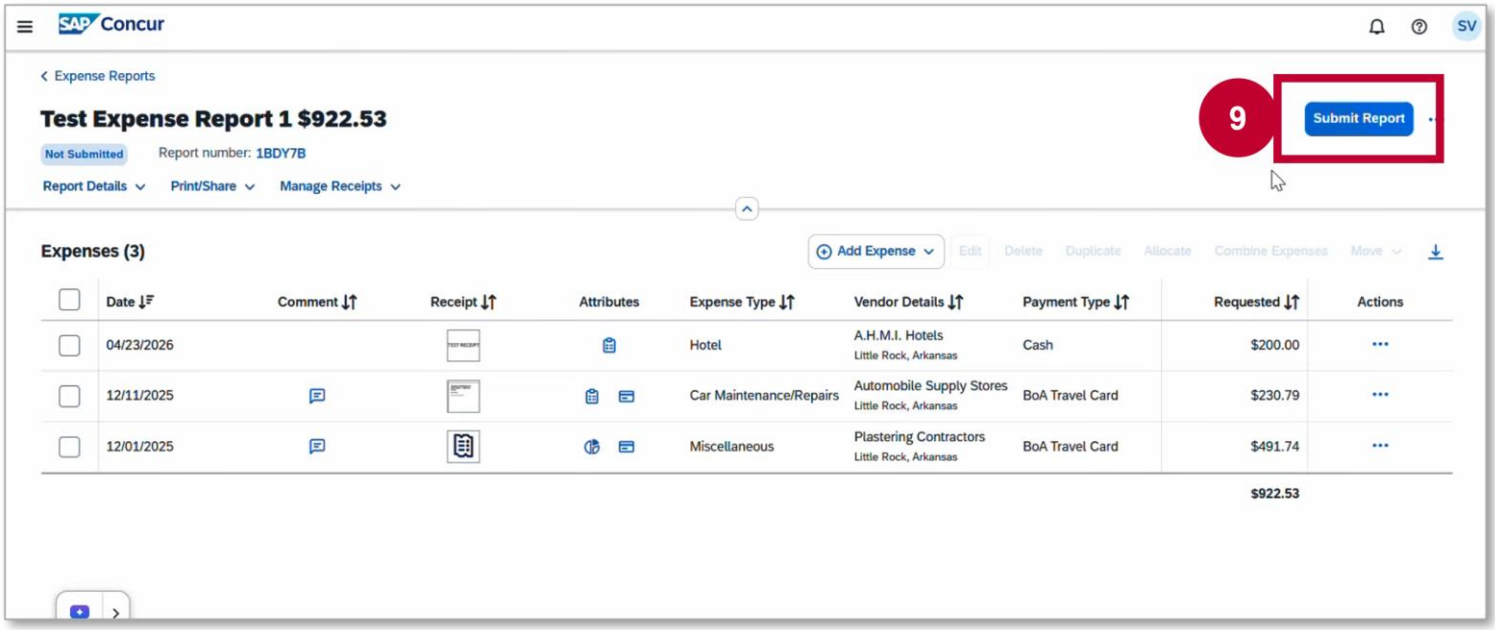


Creating an Expense Report – Card Transactions (4 of 10)

Travel Card Transactions in Concur

9. After expensing and itemizing the report, click Submit Report to send the expense report to your manager to begin the approval workflow.

   Note: All expenses, including Travel Card, cash (out of pocket), and/or manually entered expenses related to the trip must be included on the expense report before being submitted for approval.

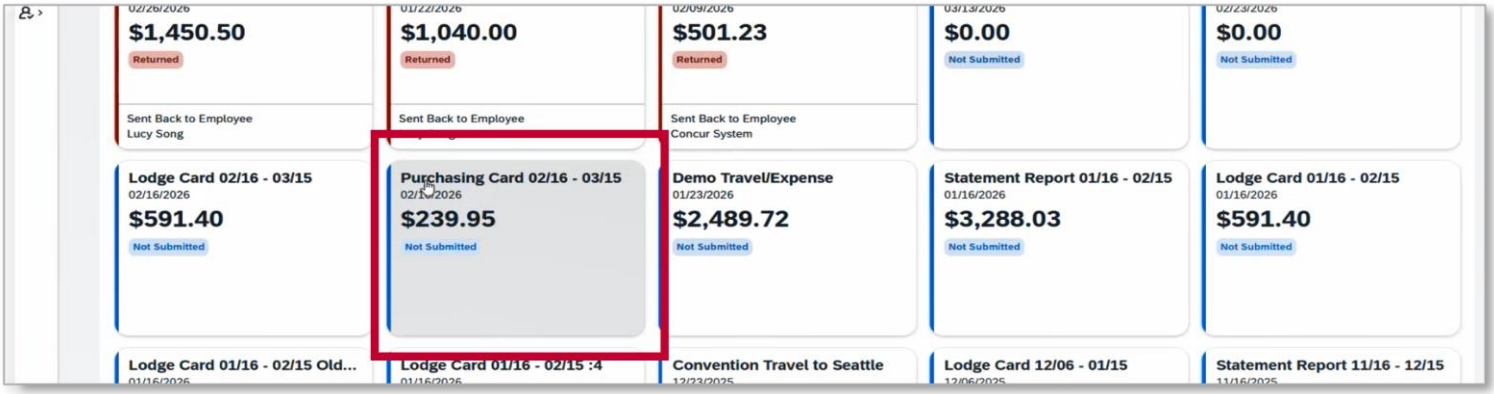


Creating an Expense Report – Card Transactions (5 of 10)

Purchase Card Transactions in Concur

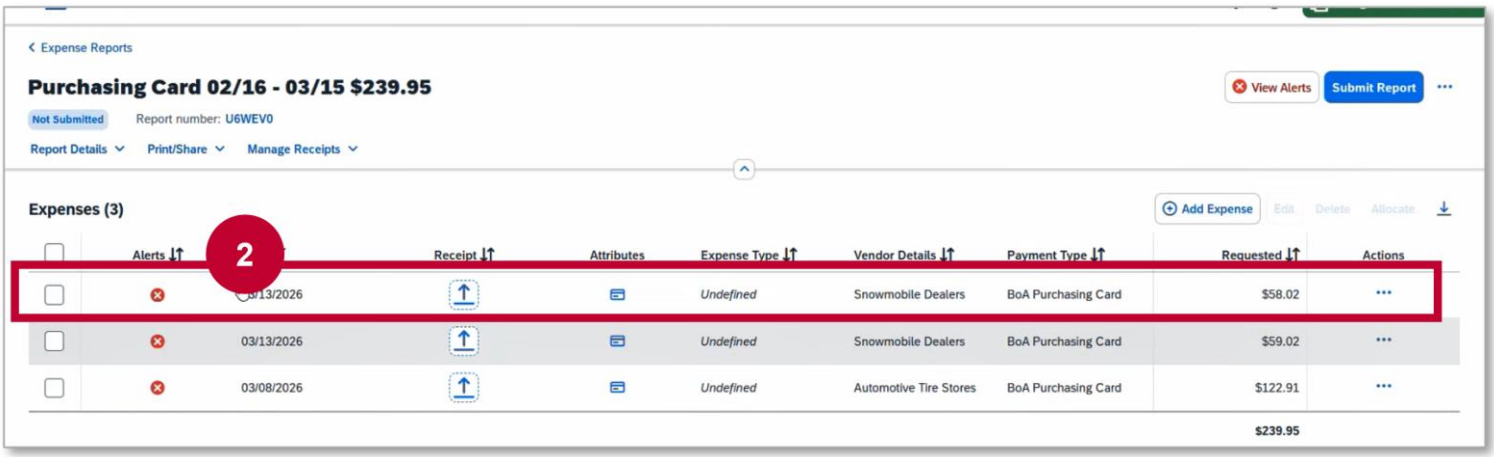
Purchase Cards (PCards) create an expense report automatically in Concur. These reports may only contain PCard purchases.

Note: Action can be taken on the PCard items at any time but do not submit the report prior to the end of the statement period.



During the Statement Period

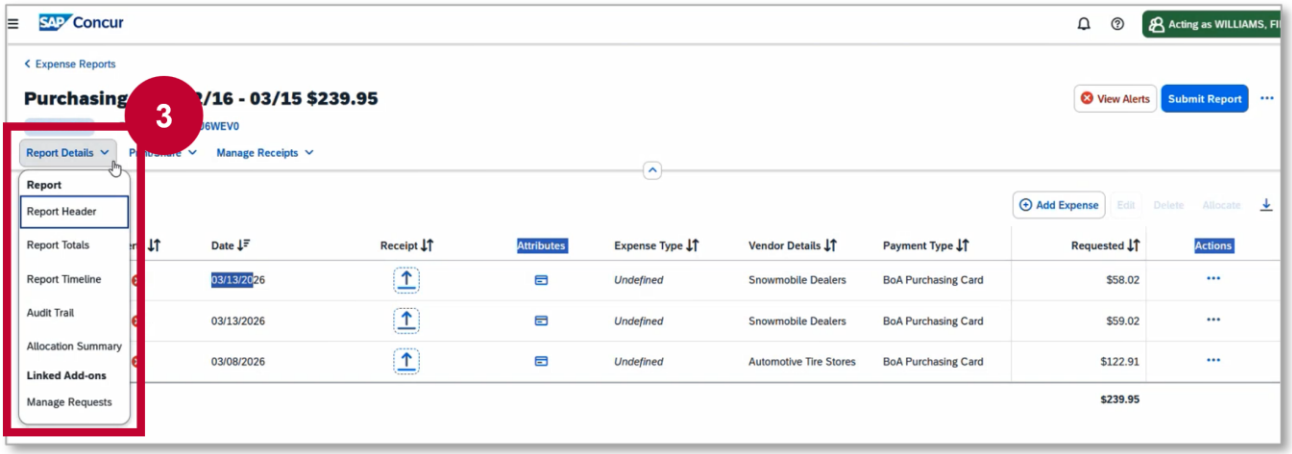
1. Click the **Purchase Card report**.
2. Review each entry by clicking into the expense entry.

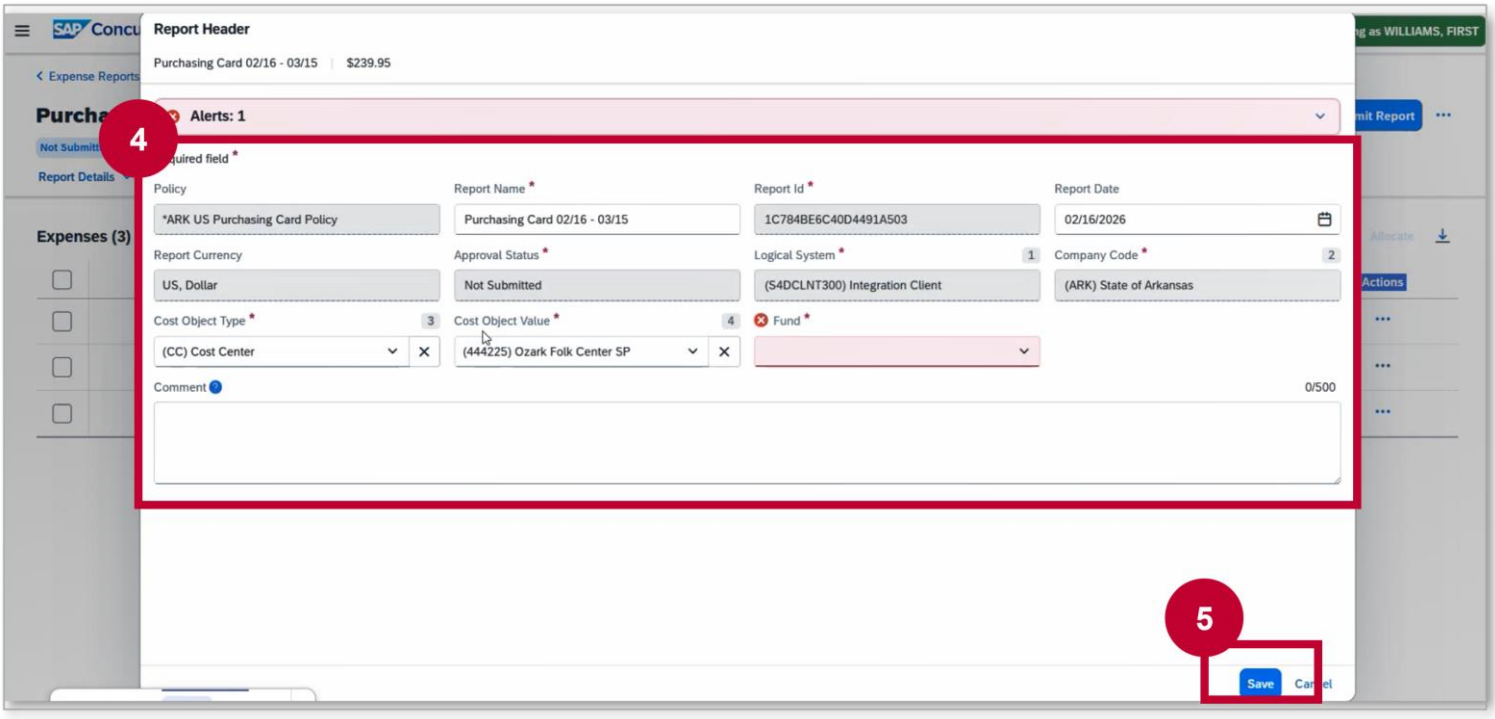


Creating an Expense Report – Card Transactions (6 of 10)

Review Report Header

3. Open the **Report Header**.
4. Confirm all required fields are complete. Update as needed.
5. Click **Save**.



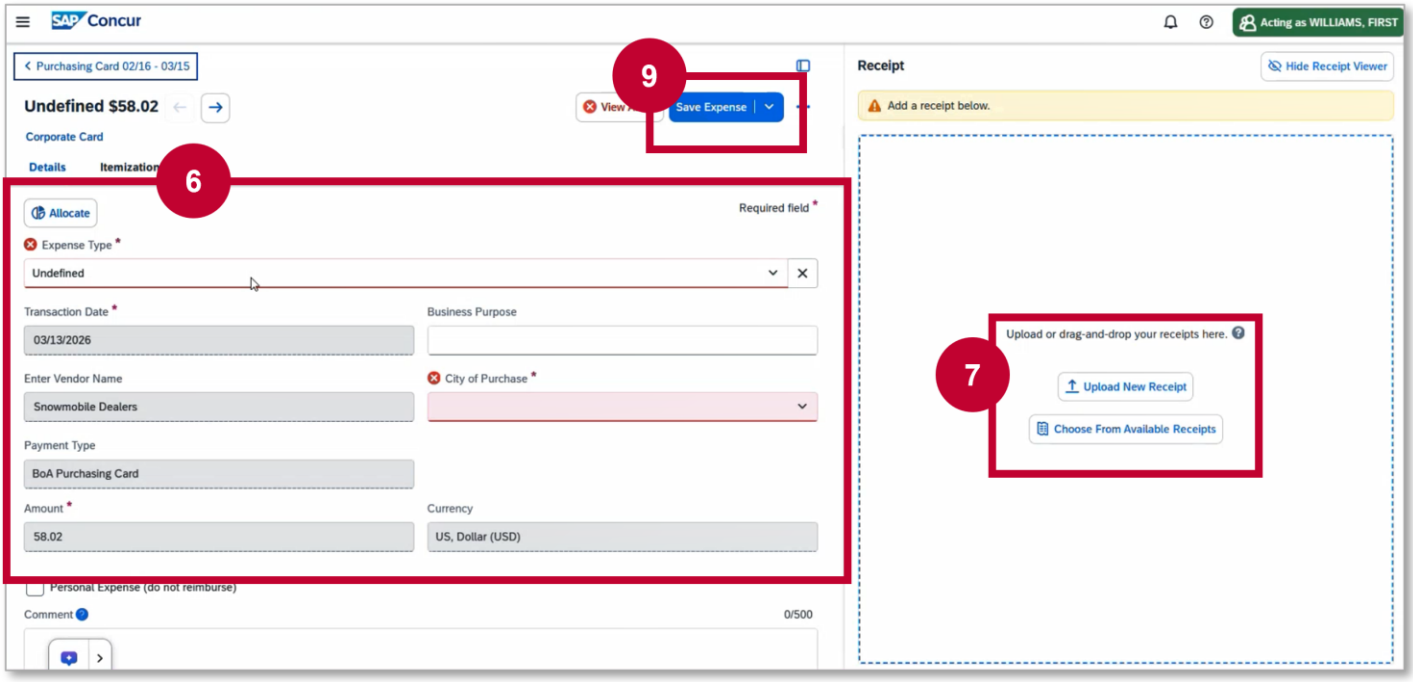


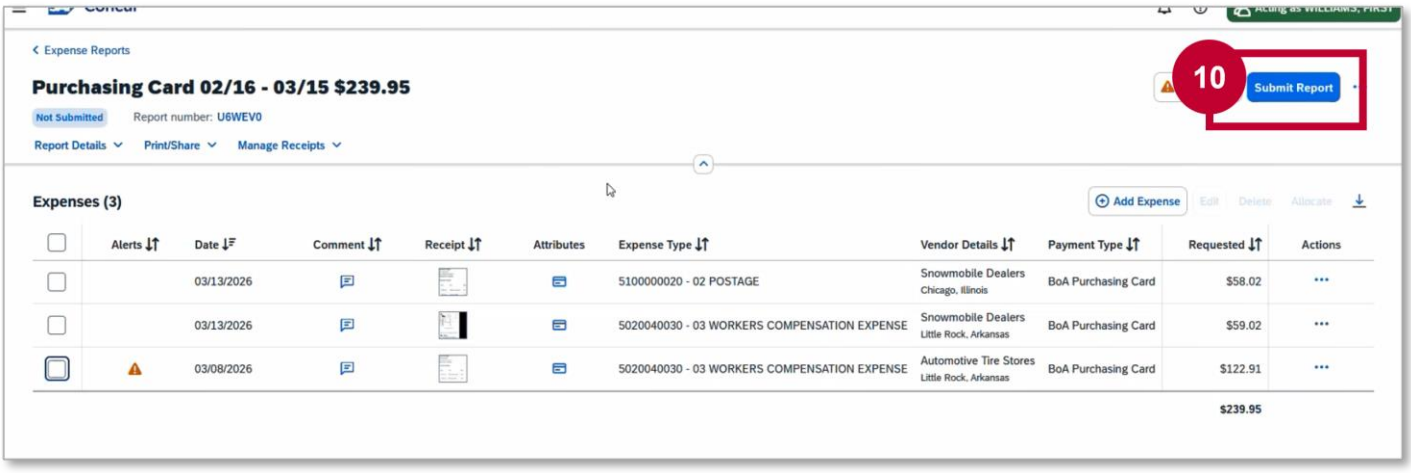
Creating an Expense Report – Card Transactions (7 of 10)

Purchase Card Transactions in Concur

6. Confirm Concur captured the correct information for the expense. Update as needed.
7. Attach receipts, as needed.
8. Itemize and Allocate as needed.

   Refer to the **Concur Expense Itemization** and **Concur Allocating Expenses** quick reference guides.
9. Click **Save Expense**.
10. Click **Submit Report**.

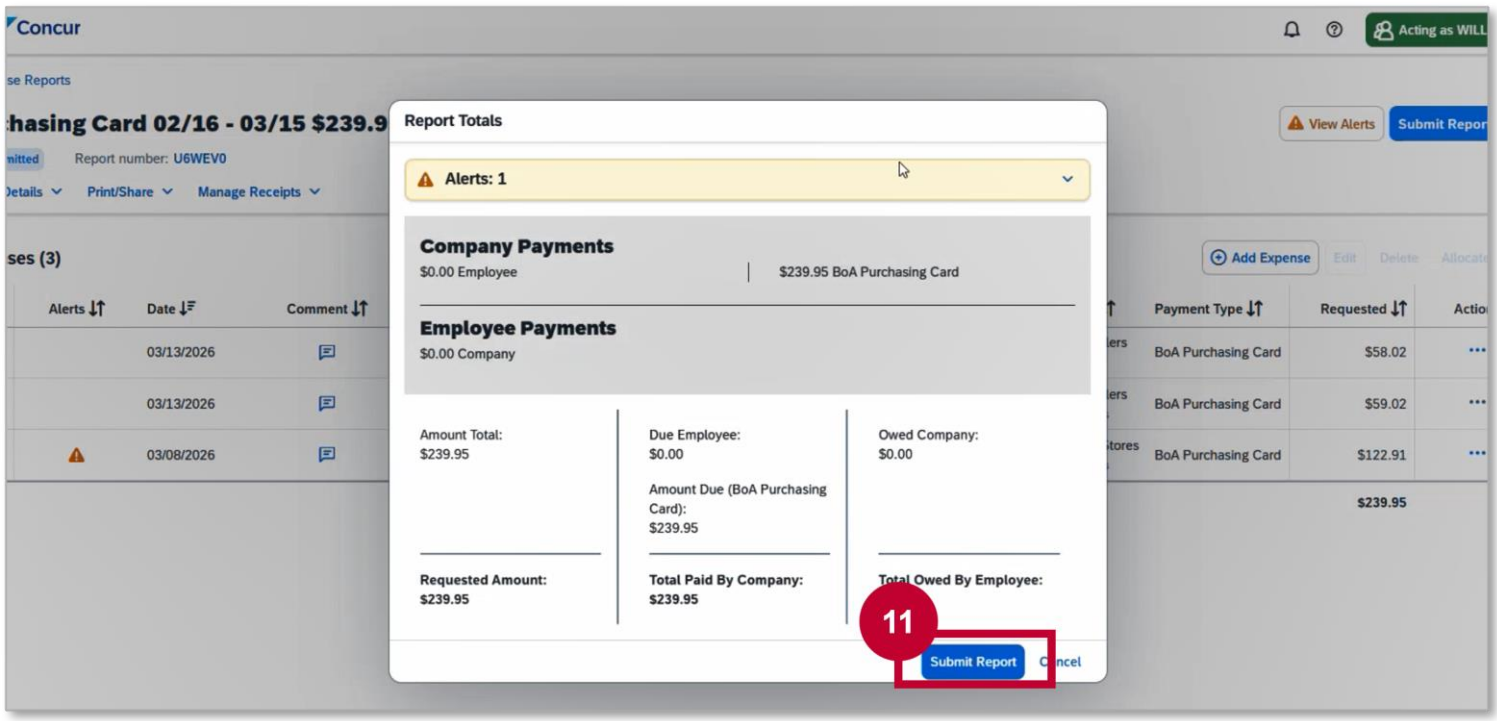


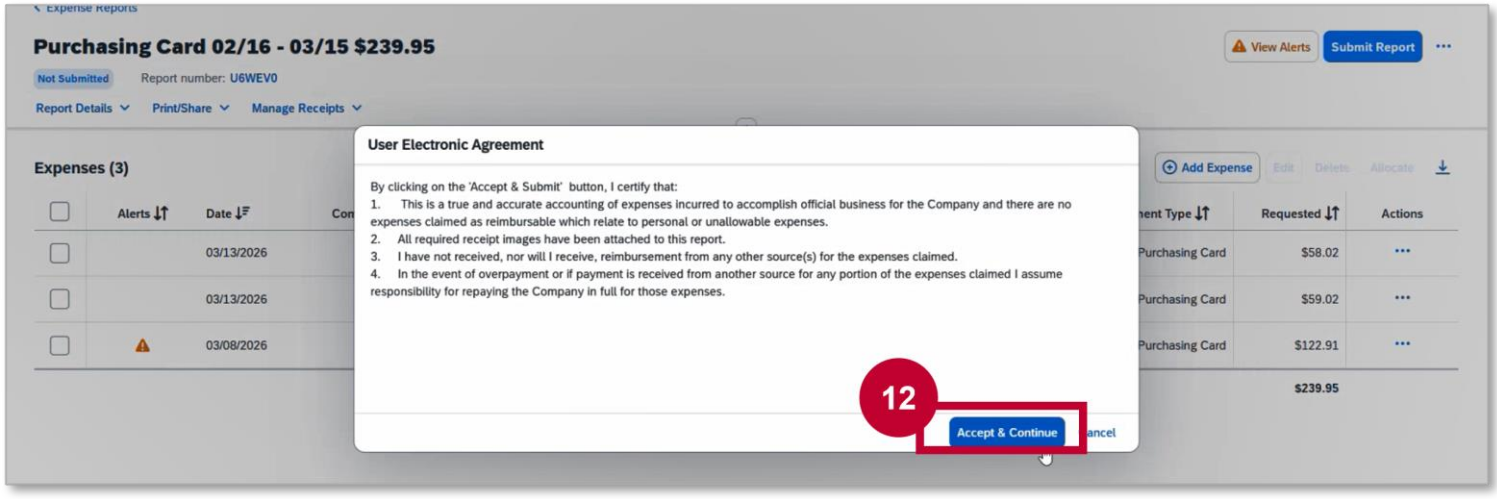


Creating an Expense Report – Card Transactions (8 of 10)

Submit at the End of the Statement Period

11. Review the **Report Totals** and click **Submit Report**.
12. Review the **User Electronic Agreement** and click **Accept & Continue**.



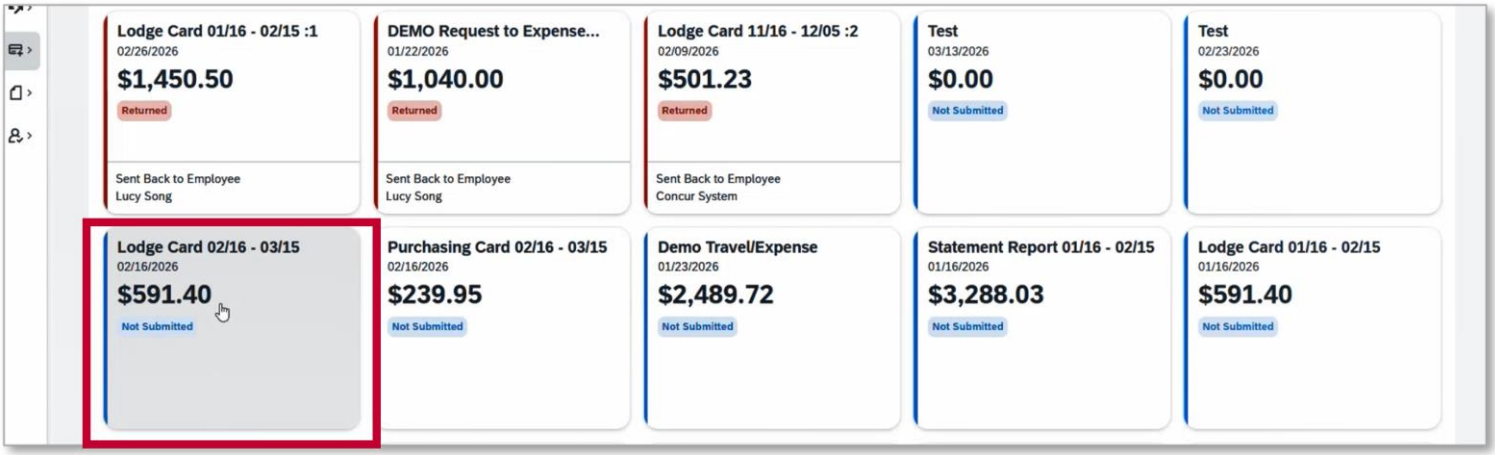


Creating an Expense Report – Card Transactions (9 of 10)

Lodge Card Transactions in Concur

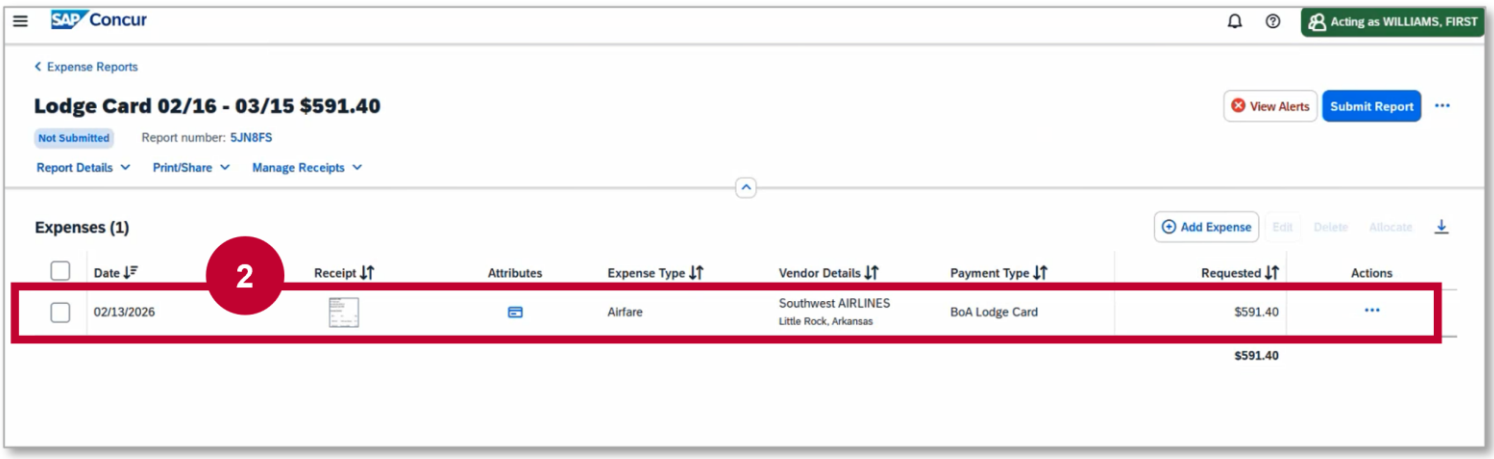
Also known as CTS or Ghost Cards, Lodge Cards create an expense report automatically in Concur. These reports may only contain Lodge/CTS/Ghost Card purchases.

Note: Action can be taken on the Lodge Card items at any time but do not submit the report prior to the end of the statement period.



During the Statement Period

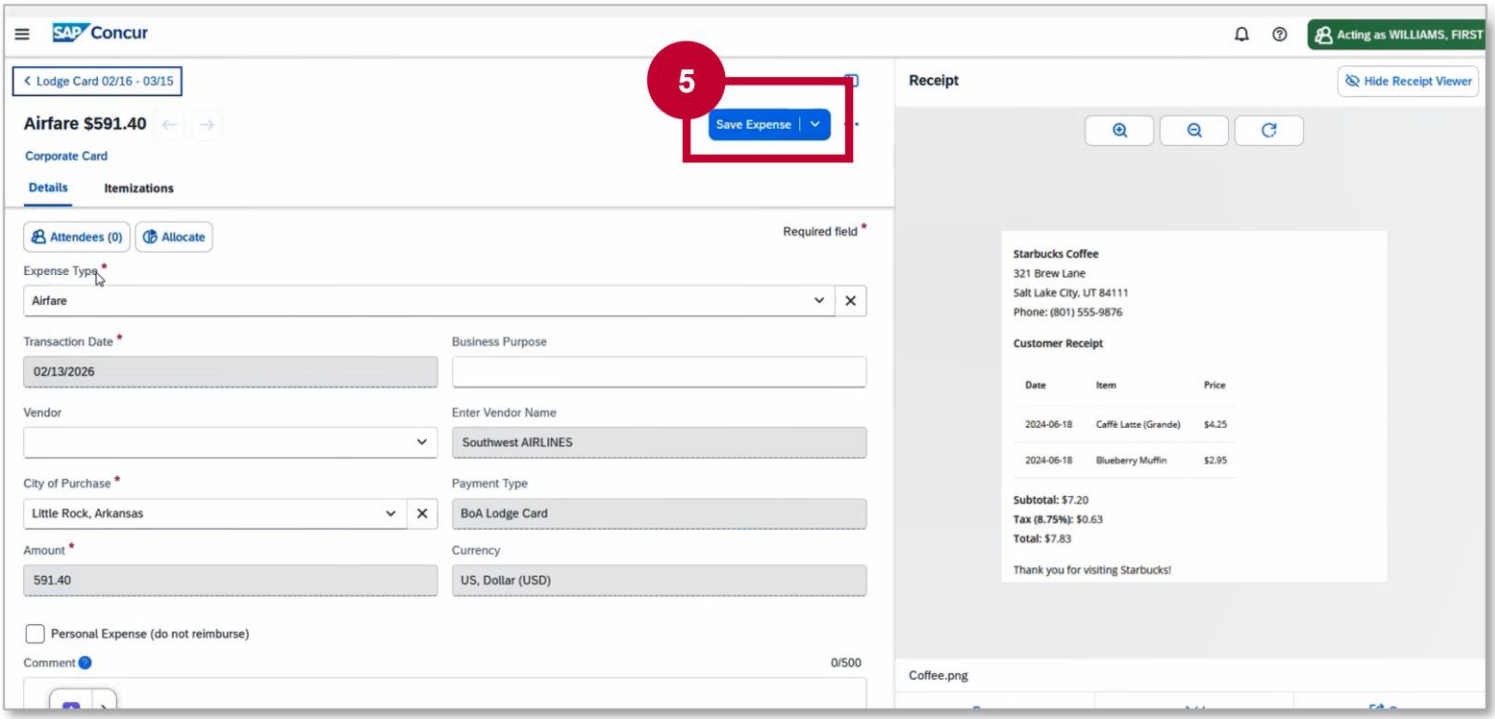
1. Click the **Lodge Card report**.
2. Review each entry by clicking into the expense entry.



Creating an Expense Report – Card Transactions (10 of 10)

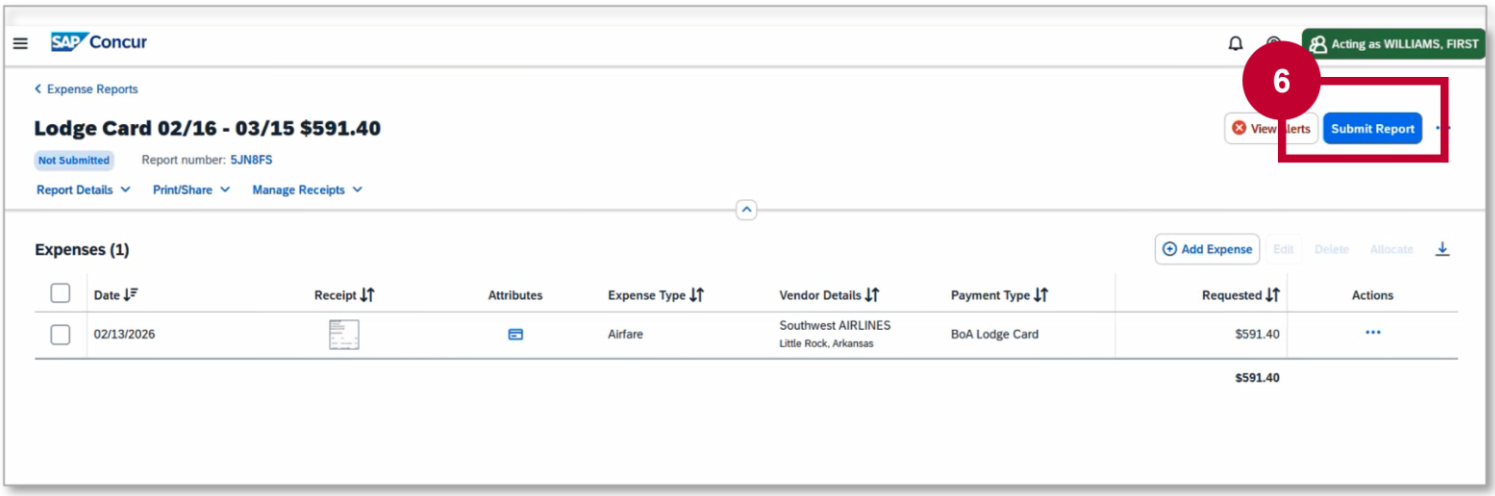
Confirm the Details

3. Confirm Concur captured the correct information for the expense. Update as needed
4. Attach receipts, as needed.
5. Click **Save Expense**.



Submit at the End of the Statement Period

1. Click **Submit Report**.



Key Takeaways

Tips and Notes

- Some fields may only appear based on expense type or policy. Required entries can change depending on the kind of expense being added.
- Receipt requirements still apply to both Desktop and Mobile platforms. Creating a report on mobile does not remove the need for complete documentation.
- Required fields are marked with an asterisk.
- Save frequently. On both desktop and mobile, saving often helps prevent lost work.
- Add receipts as you go. Uploading or capturing receipts when expenses occur reduces cleanup later.
- Review imported and manual expenses carefully. Confirm dates, amounts, vendors, and expense types before submitting.
- Complete itemization and allocation before submission. If an expense requires either step, finish it before final review.
- Use mobile for convenience and desktop for detailed review. Mobile is helpful for quick entry and receipt capture, while desktop is often better for editing, reviewing, and correcting reports.

Outcome

You have created an Expense Report in both the Concur desktop and mobile app.

Related Training

Use these resources if you need more detailed instruction:

- Concur Essentials: Travel Request & Expense (Desktop and Mobile) – WBT
- **Itemizing Expenses in Concur** quick reference guide (QRG)
- **Allocating Expenses in Concur** quick reference guide (QRG)

WBTs can be accessed via My ARCareers under the **My ARLearning** tile.

- Click here for a video demonstration on how to enroll in a WBT.
- Password reset requests for My ARCareers should be submitted to arcareers@arkansas.gov. You can also call the Help Desk at 501-682-1800.