

## SAP CONCUR How-To Sheets

# Submitting an expense report when you already have an outstanding cash advance request

**This how-to sheet outlines the steps required to:**

Submit an expense report for reimbursement when you have **already received a cash advance request**.

**Important note:**

- Retain paper receipts until you have received payment.

**What is the SAP Concur Travel and Expense Reimbursement system used for?**

Requesting reimbursement for expenses (i.e. either travel or non-travel) that you have paid out of pocket (i.e. using your own personal money).

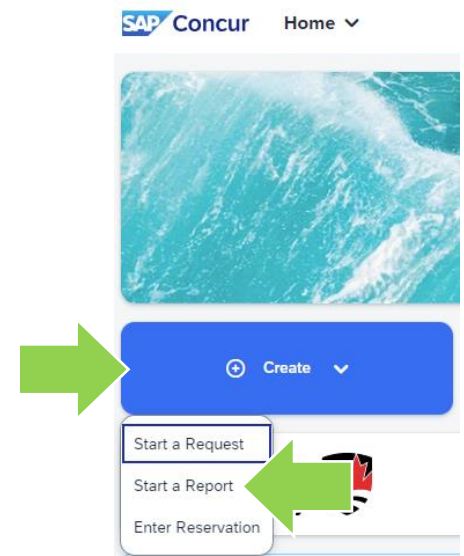
**Governing Policies can be found on the University Secretariat's site:**

- Travel and Related Expenses
- Hospitality and Working Meal Expenses
- Alcohol and Cannabis Use Policy

*Last updated November 20, 2024.*

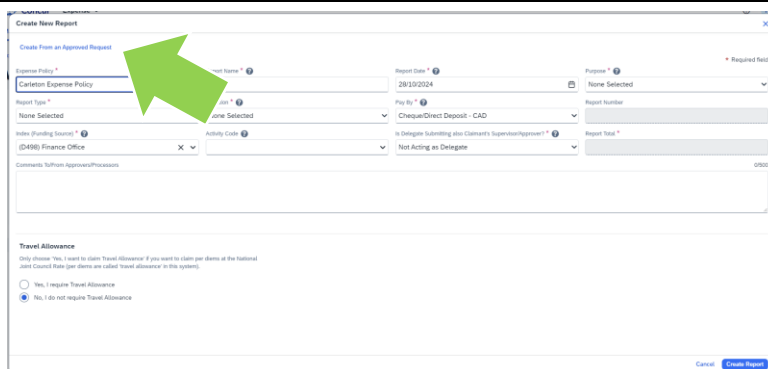
**THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP**

1. From the landing page, click on the blue **'Create'** button. Choose **'Start a Report'** from the drop-down menu. Depending on the language preference you've chosen, 'Claim' may be used instead of 'Report'.

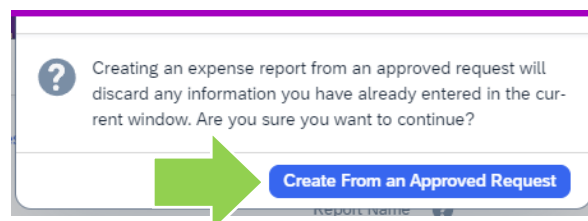


2. Click on the blue **'Create From an Approved Request'** text.

In the window that opens, click on the blue **'Create From an Approved Request'** button.



The 'Create New Report' window contains several fields: Expense Policy (Carlton Expense Policy), Report Type (None Selected), Index (Handling Source) (D498 Finance Office), Activity Code (None Selected), Report Date (28/10/2024), Pay To (Cheque/Direct Deposit - CAD), and Is Delegate Submitting also Claimant's Supervisor/Approver? (Not Acting as Delegate). There is also a 'Travel Allowance' section with two radio buttons: 'Yes, I require Travel Allowance' and 'No, I do not require Travel Allowance' (which is selected). A green arrow points to the 'Create From an Approved Request' link at the top left of the form.

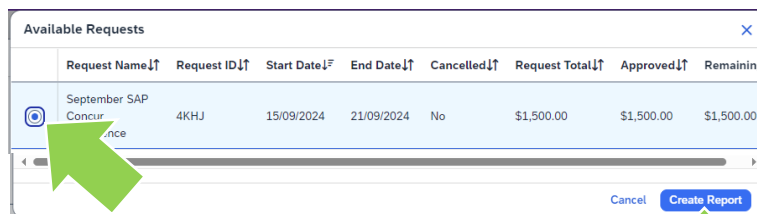


A confirmation dialog box with a question mark icon. The text reads: 'Creating an expense report from an approved request will discard any information you have already entered in the current window. Are you sure you want to continue?'. At the bottom right is a blue button labeled 'Create From an Approved Request'. A green arrow points to this button.

3. Choose the request that you need to report on.

**TIP:** Each cash advance request requires its own expense report.

Click on the blue **'Create Report'** button.



The 'Available Requests' table has the following columns: Request Name, Request ID, Start Date, End Date, Cancelled, Request Total, Approved, and Remaining. The first row is highlighted with a blue background and a radio button in the first column.

	Request Name↑	Request ID↑	Start Date↑	End Date↑	Cancelled↑	Request Total↑	Approved↑	Remaining
<input checked="" type="radio"/>	September SAP Concur	4KHJ	15/09/2024	21/09/2024	No	\$1,500.00	\$1,500.00	\$1,500.00

At the bottom right of the table are two buttons: 'Cancel' and 'Create Report'. A green arrow points to the 'Create Report' button.

4. Because the expense report has been created from a request, the header and expense lines have been pulled over.

**IMPORTANT!**

- Documents (e.g. receipts) are not pulled over from request. You will have to reattach them.
- Travel allowances (i.e. per diems) and mileage do not get pulled over from request.

**Red Alert Explained:**

A reminder to attach receipts to the expense lines pulled over from request.

The screenshot shows the SAP Concur 'Expense' page. At the top, there's a navigation bar with 'Manage Expenses' and 'Cash Advances'. Below it, a breadcrumb trail reads 'Home / Expense / Manage Expenses / September SAP Concur Conference'. A pink alert bar at the top indicates 'Alerts: 2'. The main heading is 'September SAP Concur Conference \$1,500.00' with a 'Submit Report' button. Below this, it says 'Not Submitted | Report Number: 077HF5'. There are two summary boxes: 'REQUEST' showing 'Approved \$1,500.00' and 'CASH ADVANCE: 1' showing 'Amount \$1,500.00' and 'Remaining \$0.00'. A row of tabs includes 'Report Details' (selected), 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A 'View Available Receipts' link is on the right. Below the tabs is an 'Expenses' section with a table. The table has columns: Alerts, Comment, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. One row is visible for 'Out of Pocket' airfare to 'Ottawa, Ontario' on '15/09/2024' for '\$1,500.00'. A red 'x' icon in the Alerts column indicates an issue.

5a. **Changing the index**

**IMPORTANT!** Regardless of which index was chosen at the request stage, the index will revert to the default index in this expense report.

If you need to change the index, click on the blue 'Report Details' text. From the window that opens, click on 'Report Header'.

This screenshot shows the 'Report Details' dropdown menu from the SAP Concur interface. The menu is open, showing options: 'Report', 'Report Header' (highlighted with a green box and a green arrow pointing to it), 'Report Totals', 'Report Timeline', 'Audit Trail', 'Allocation Summary', 'Linked Add-ons', 'Manage Requests', and 'Manage Cash Advances'. A green arrow also points to the 'Report Details' tab in the background interface.

## 5b. Changing the index

In the 'Index (Funding Source)' field, click on the drop-down arrow.

The 'Report Header' form displays various fields for a report titled 'September SAP Concur Conference' with a total amount of \$1,500.00. Fields include Expense Policy (Carleton Expense Policy), Report Date (28/10/2024), Report Type (Travel), Pay By (Cheque/Direct Deposit - CAD), Report ID (F90075D4810C4F73B888), Approval Status (Not Submitted), Amount Not Approved (0), Amount University Paid (0), Total Amount Claimed (1500), Report Name (September SAP Concur Conference), Purpose (Conference (Comment mandatory)), Affiliation (Staff), Report Number (077HF5), Report Currency (Canada, Dollar), Personal Expenses (0), Amount Approved (1500), Amount Due User (0), and Index (Funding Source) (D498) Finance Office. A green arrow points to the dropdown arrow on the right side of the 'Index (Funding Source)' field.

## 5c. Changing the index

In the window that opens, choose an option from the 'Most Recently Used' or search for an Index in the 'Search by Code' field.

**TIP:** Click the drop-down arrow beside 'Code' and choose 'Either' from the drop-down menu. This allows you to type in either the name of the index or the index itself in the 'Search by Code' field.

The 'Most Recently Used' window lists several index options: (D498) Finance Office, (D482) Business Operations, (555555) Test Index - Research, (101005) WO181818 LANDSCAPE IMPROVE 24-25, (101006) WO158881 XX-HVAC rep/chill wtr upgd, (101008) WO181820 SAFETY VALVE PROGRAM 24-25, and (101009) WO18181 ROAD & SIDEWALK 24-25. Below the list is a search bar with a dropdown menu set to 'Code' and a search icon. The search bar contains the text 'Search by Code'.

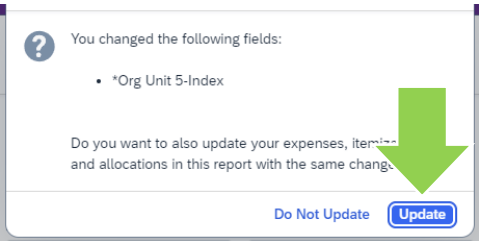
## 5d. Changing the index

Click on blue 'Save' button to save the updated index.

The 'Report Header' form is shown with the 'Index (Funding Source)' field updated to '(D482) Business Operations'. The 'Is Delegate Submitting also Claimant's Supervisor/Approver?' field is set to 'Not Acting as Delegate'. A green arrow points to the blue 'Save' button at the bottom right of the form.

5e. **Changing the index**

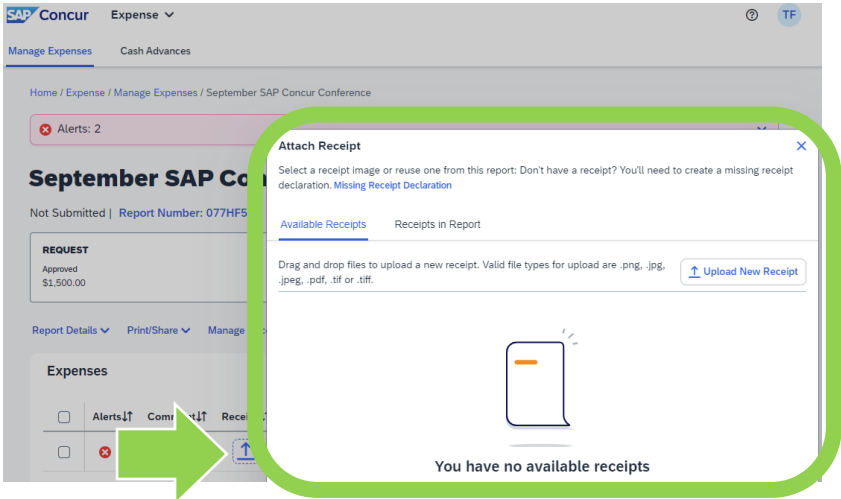
In the window that opens, click on the blue **'Update'** button.



6. **Attach required documentation to each of the expense lines pulled over from request.**

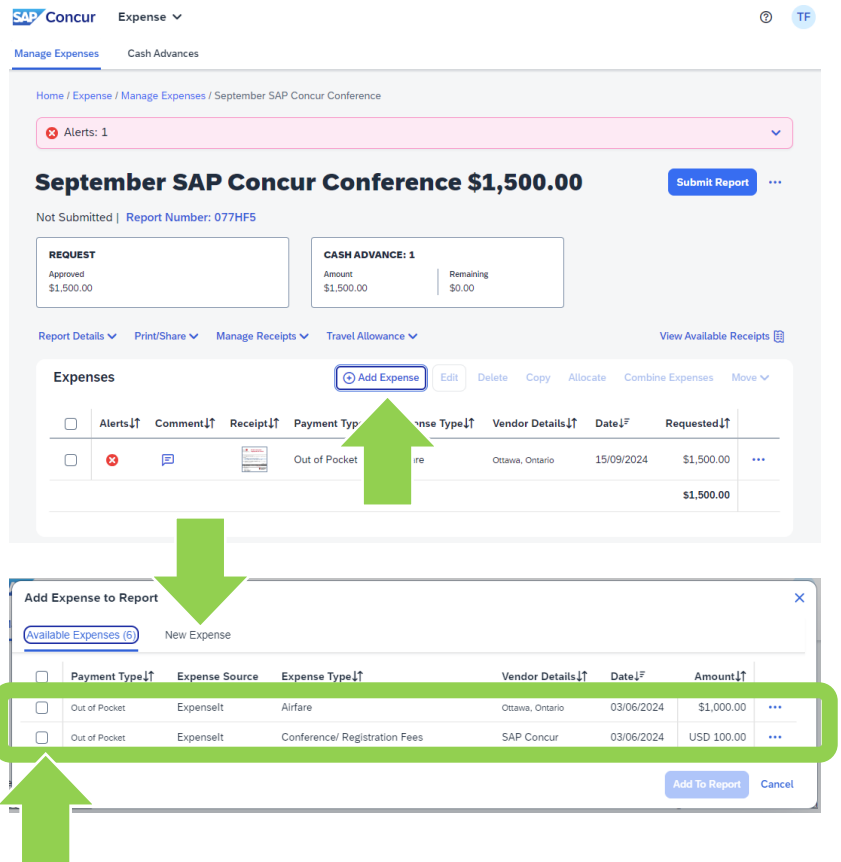
To add documentation, click on the blue document icon to open the attach receipt window.

Click on the blue **'Upload Receipt Image'** button and drag and drop files from your device (i.e. you saved the images to your device when you created the related request).



7. **Add additional expenses by clicking the 'Add Expense' button.**

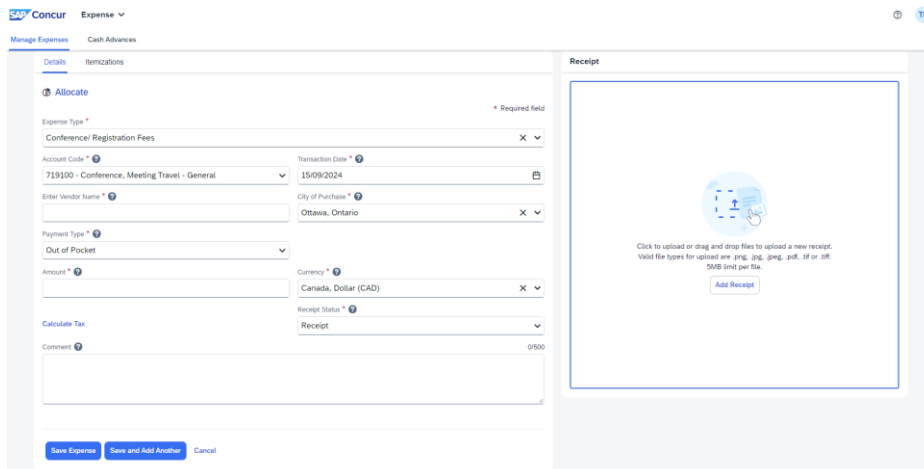
In the 'Available Expenses' window that opens, click on the radio button beside an existing expense OR click on the 'New Expense' tab to search for an expense type.



8. In the **'New Expense'** window that opens, enter all of the required fields. Required fields have a red asterisk.

**TIP:** To learn more about a given field, click on the question mark icon beside the field name.

**NOTE:** The required fields may vary by 'Expense Type'.



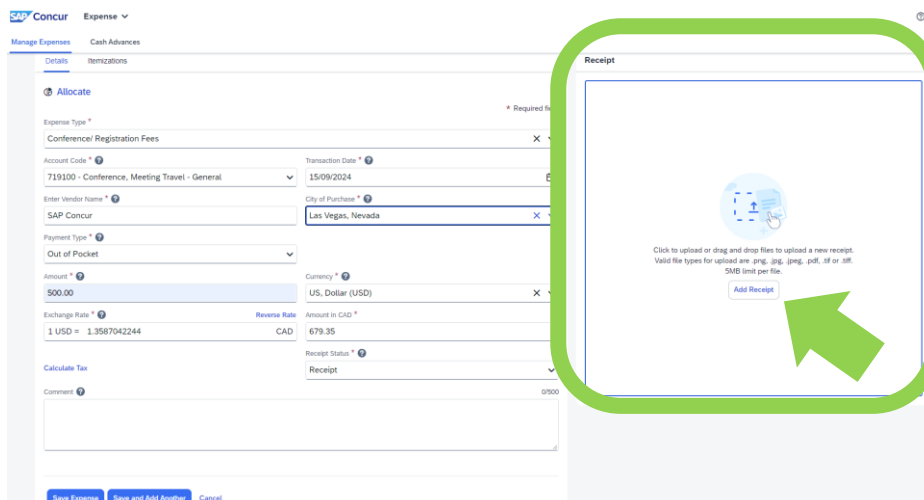
## 9a. Attach documentation

Attach a digital copy of the required documentation (e.g. receipt) that corresponds to the expense by dragging and dropping a file.

OR

Click on the 'Add Receipt' button to find and attach a file.

**Accepted file types:** PNG, JPG, JPEG, PDF, TIF, TIFF.



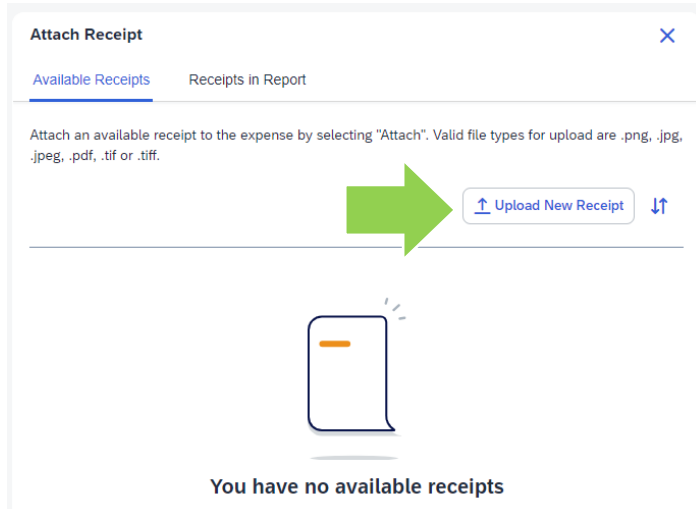
## 9b. Attach documentation

If you clicked on the 'Add Receipt' button in step 9a, the 'Attach Receipt' window will open. You can click on the 'Upload New Receipt' button to find and attach a file saved on your device.

OR

Click on a paper icon to attach any available receipts.

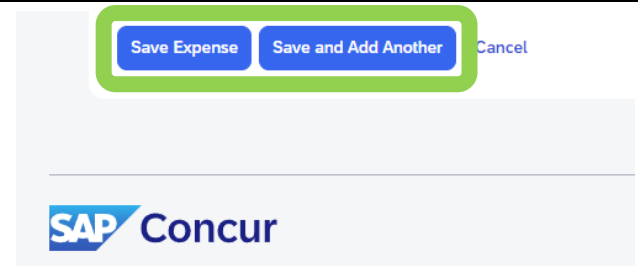
**TIP:** There are many ways to get receipts into SAP Concur. To learn more, choose a related how-to sheet from [carleton.ca/facts/travel](http://carleton.ca/facts/travel).



10. To save the expense, click on the blue 'Save Expense' button.

OR

Click on the blue 'Save and Add Another' button if you have another expense to add.

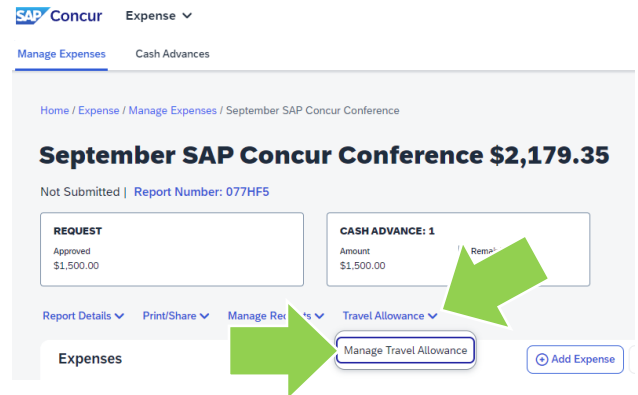


11a. **To claim a travel allowance**

To claim a travel allowance (commonly known as per diems), click on the blue 'Travel Allowance' text.

Click on 'Manage Travel Allowance'.

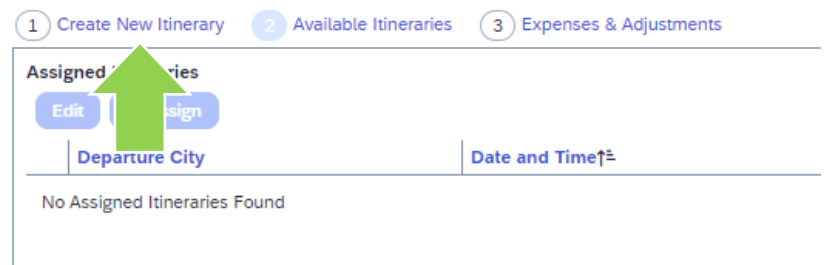
**NOTE:** You will be required to complete an itinerary.



11b. **To claim a travel allowance**

In the window that opens, click on the blue 'Create New Itinerary' text.

Travel Allowances For Report: September SAP Concur Conference



**11c. To claim a travel allowance**

Fill in the fields in the 'New Itinerary Stop' window for the **first stop** of your trip (e.g. flight from Ottawa to Seattle).

Click the blue save **'Save'** button in the lower right-hand corner of the screen.

**TIP:** A layover during a flight does not require a line item in the itinerary.

Typical Allowances For Report: September SAP Concur Conference

Create New Itinerary [Available Itineraries](#) [Expenses & Equivalents](#)

**Itinerary Info**

Itinerary Name:

[Add Stop](#) [Remove Stop](#) [Export Itinerary](#)

☐ Departure Origin:  Arrival City:  Arrival Date Location:

No Itinerary Items Found

**New Itinerary Stop**


Destination City:

City:

Start:

Arrival City:

City:



**11d. To claim a travel allowance**

Fill in the fields in the 'New Itinerary Stop' for the **return** trip (e.g. flight from Seattle to Ottawa).

OR

Add additional stops for your trip before you add the final return trip.

Click the blue **'Save'** button to save each stop.

Travel Allowances For Report: September S&P Concur Conference

[Edit Itinerary](#)
[Additive Itineraries](#)
[Expenses & Inquiries](#)


**Itinerary Info**  
 Itinerary Name:  Session:  
 Conference: S&P Concur Conference Call/OnSite: P&P (OnSite)

[Add Stop](#)
[Cancel Stop](#)
[Export Itinerary](#)

Stop	Departure Date/Time	Arrival City	Arrival Bus Location
<input type="checkbox"/>	Departure Date/Time: October, Chicago 10/29/2014 1:00 PM	Arrive City: Los Angeles, New Mexico 10/29/2014 10:00 PM	Arrive Bus Location: UNITED STATES

**New Itinerary Stop**

Departure City: <input type="text"/> Los Angeles, New Mexico	Date: <input type="text"/> 10/29/2014	Time: <input type="text"/> 1:00 PM
Arrive City: <input type="text"/> Chicago, Illinois	Date: <input type="text"/> 10/29/2014	Time: <input type="text"/> 1:00 PM




[Save](#)

[Go to Single Day Itineraries](#)
[Next >>](#)
[Cancel](#)

11e. **To claim a travel allowance**

Once you have added a line for each stop, click the blue **'Next'** button.



A screenshot of the 'Save and Continue Later' dialog box. The 'Save' button is highlighted with a green arrow pointing to it. The 'Save' button is a blue rounded rectangle with the text 'Save' in white. The 'Cancel' button is a light blue rounded rectangle with the text 'Cancel' in blue. The 'Go to Single Day Itineraries' button is a blue rounded rectangle with the text 'Go to Single Day Itineraries' in white. The 'Next >>' button is a blue rounded rectangle with the text 'Next >>' in white.



## 11f. To claim a travel allowance

If everything looks ok, click the blue **'Next'** button.

**Tip:** You can use the 'Previous' button to return to the itinerary.

Travel Allowances For Report: SAP Concur Conference October 2023

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: SAP Concur Conference October 2023				
Ottawa, Ontario	23/10/2023 12:00 PM	Seattle, Washington	23/10/2023 05:00 PM	UNITED STATES
Seattle, Washington	27/10/2023 12:00 PM	Ottawa, Ontario	27/10/2023 05:00 PM	CANADA

### Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous Next >>



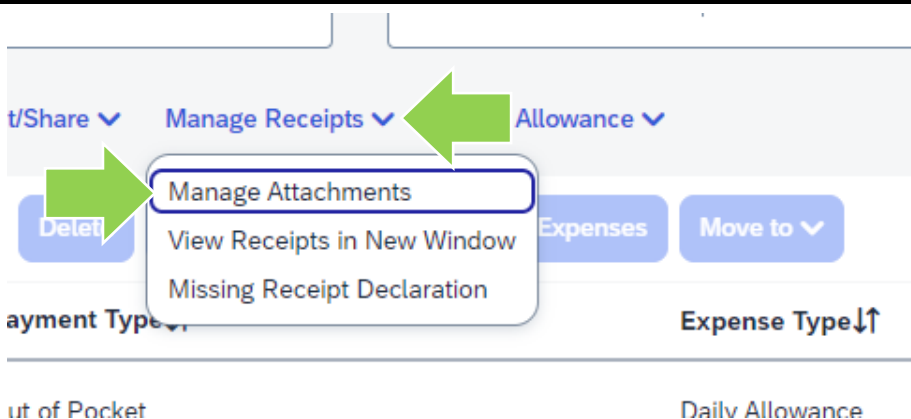


12. This step is **ONLY** for those acting as delegates:

To attach the 'Claimant Declaration Form' click on the blue 'Manage Receipts' text, then choose 'Manage Attachments'.

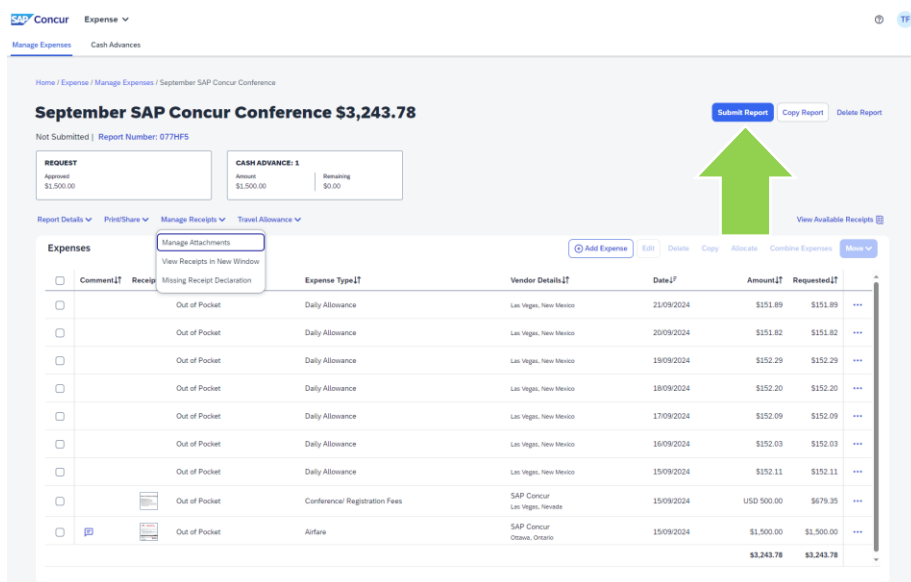
Follow the prompts to attach the completed and signed 'Claimant Declaration' form.

**Tip:** The form can be found on [carleton.ca/financialservices/forms](http://carleton.ca/financialservices/forms).



13. Click the blue 'Submit Report' button to submit the report for approval.

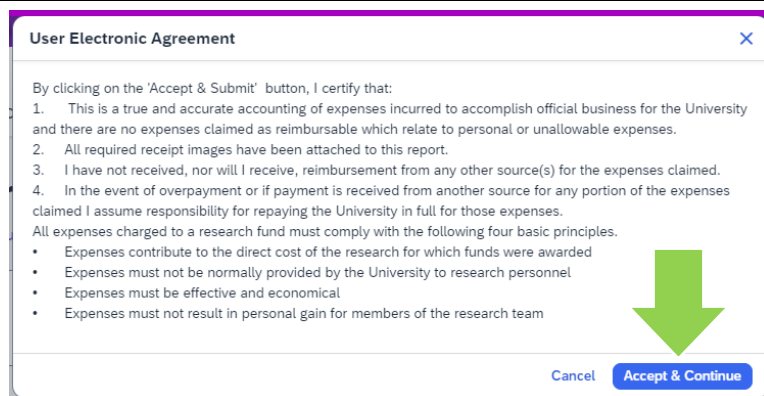
**TIP:** Depending on the language preference you've chosen, 'Claim' may be used instead of 'Report'.



14. Read the 'User Electronic Agreement'.

Click the blue 'Accept & Continue' button to **certify** that the text in the 'User Electronic Agreement' window is true.

**TIP:** Click on the black 'Cancel' text to return to the report.



15. In the 'Report Totals' window, the 'Company Pays' total is the amount that will be paid to the claimant.

In the center of this window, the 'Due Employee' amount and the 'Cash Advance Utilized' amount equal the total amount of the claim.

Click on the blue **'Submit Report'** button.

The screenshot shows a 'Report Totals' window with the following data:

Company Payments	
Amount	\$1,743.78
Employee	

Employee Payments	
Amount	\$0.00
Company	

Amount Total:	Due Employee:	Owed Company:
\$3,243.78	\$1,743.78	\$0.00
	Cash Advance Utilized:	
	\$1,500.00	

Requested Amount:	Total Paid By Company:	Total Owed By Employee:
\$3,243.78	\$3,243.78	\$0.00

At the bottom right, there is a green arrow pointing down to a blue button labeled 'Submit Report'.

### What next?

- Visit [carleton.ca/facts/travel](http://carleton.ca/facts/travel) to find more how-to sheets.
- Questions about the system? Email [financial.systems@carleton.ca](mailto:financial.systems@carleton.ca).