

# **CREATE AND SUBMIT EXPENSE REPORT**

You can create expense reports for both Charge Card and Out-Of-Pocket expenses.

### **CHARGE CARD EXPENSE REPORT**

Follow the steps below to create and submit an expense report for a Charge Card **Report Type**.

- 1. Click the *Expense* tab; the *Manage Expenses* page displays.
- 2. Select Create New Report.

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Manage Ex	penses					
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AVAILABLE EXP	ENSES View: A	All Expenses 🗸				

3. Enter all required fields identified by a red asterisk.

To choose a **Report Type** click the dropdown and select either **Corporate Card Weekly** report or **Out-of-Pocket Expenses**. You must create a separate report for both instances they cannot be combined into the same report.

4. Select Report Type Corporate Card Weekly.

Create New Report			×
Report Name *         Concur Training         Logical System         (PE1CLNT010) Production client         CC-WBS Group *         Y       (CORPORATE) Corporate	Report Date * 08/01/2022 Company * T ~ (US15) Centuri Group, In	Report Type * None Selected Corporate Card Weekly Report	* Required field

5. Click the *Create Report* button.



6. Click Add Expense.

SAP Concur	Travel	Expense	Approvals	Reporting -	App Center	
Manage Expenses	View Transa	ctions Pro	Cessor -			
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Add Expense	Edit					
				Add expenses to	No Expenses this report to submit for reimi	bursement.
4						

- 7. From the *Available Expenses* tab, select the checkboxes for the expenses you wish to include.
- 8. Click Add to Report.



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Ξ	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date <del>≡</del>	Amount↑↓
	Corporate P-Card	Undefined	HOLIDAY STATIONS 0196 Monticello, Minnesota	07/20/2022	\$124.40
•	Corporate P-Card	Undefined	HOLIDAY STATIONS 0196 Monticello, Minnesota	07/18/2022	\$124.20
	Corporate P-Card	Undefined	SPEEDWAY 04791 9290 20 Lakeville, Minnesola	07/15/2022	\$477.89

- 9. To create a new expense, click on the *Create New Expense* tab and select from the list or you can use the search capability to find the expense type you are looking for.
- **10.** In the *Expense Type* column click *Undefined* to select the correct *Expense Type*.

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 $\frac{1}{\sqrt{2}}$  Notice the *Alerts* for the expense that require action.



1. Select an *Expense Type* from the dropdown.

Use the field dropdown arrow to reveal a list to choose from. You can also search by typing the expense type in the field, which will provide a list to choose from.

Allocate Expense Type * Undefined Fuel On-Road Fleet Fuel Rental Cars Fuel Rented Equip Parking	0 0
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Expense Type * Undefined Fuel On-Road Fleet Fuel Rented Cars Fuel Rented Equip Parking	* Required
Undefined Fuel On-Road Fleet Fuel Rental Cars Fuel Rented Equip Parking	
Fuel On-Road Fleet	
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Parking	Ī
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A Business Purpose should state the reason for incurring the expense.

2. Enter a *Business Purpose*.

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* Required field		
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Business Purpose *		
нот		
This field is missing required information.		
Monticello, Minnesota		2
	Upload Receipt Image	
Currency		
US, Dollar		
Company* 2		
▼ ~ (US15) Centuri Group, Inc.		
CC-WBS Croup *		

- 5. Locate and click on applicable receipt in available receipts section.
- 6. Click Attach.



	Uploaded: 07/28/2022 11:3	Uploaded: 07/28/2022 11:3
<u>↑</u> Upload Receipt Image 5MB limit per file	Name Name Name Name Attach QviowO	Attach View
9.97.jpg  ploaded: 07/22/2022 4:08 PM	DK.pdf Uploaded: 07/22/2022 4:07 PM	AF0E0377F96F3A1DAE67 Uploaded: 07/18/2022 6:10 PM
		Mar Jamos 122-091 mentes mentes mentes tanjana, ne sub negativa negativ neg
Attach View	Attach View	Attach View

7. Click Save Expense.



You can also attach a receipt in the *Add Expense* section.

8. Click the *Attach* icon in the *Receipt Column* to attach a receipt to the expense.

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	0		Corporate P-Caro	i .	Undefined	HOLID	AY STATIONS 0196 o. Minnesota	07/18	3/2022	\$124	1.20

9. Locate the applicable receipt and click *Attach*.



- **10.** Follow the same steps to add other expenses to the report.
- 11. Click the *Submit Report* button once all expenses are saved and all *Alerts* are cleared.

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	Comments ↑↓	Receipt↑↓	Payment T	ype1↓	Expense Typ	pe †↓	Vendor Details †↓		Date 😇	Reques	ted↑↓
		and the second s	Corporate	P-Card	Fuel On-Roa	d Fleet	HOLIDAY STATIONS 0196 Monticello, Minnesota		07/20/2022	\$12	4.40
		語の死	Corporate	P-Card	Fuel On-Roa	d Fleet	HOLIDAY STATIONS 0196 Monticello, Minnesota		07/18/2022	\$12	4.20
		12	Corporate	P-Card	Fuel Rented	Equip	SPEEDWAY 04791 9290 20 Lakevile, Minnesota		07/15/2022	\$47	7.89
					~	Expense saved	THE HOME DEDOT #2840				

- 12. You will receive a User Electronic Agreement message to certify your submission.
- 13. Click the *Accept & Continue* button.





Review the *Report Total* popup screen and click the *Submit Report* button. 14.

Company Pays	E	mployee Pa	ays
\$0.00	\$848.99 \$	0.00	
Employee	Card (Corporate P- C Card)	Company	
Amount Total:	Due Employee		Oweri Company
\$848.99	\$0.00		\$0.00
	Amount Due (Corpora	ite P-	
	Card): \$848.00		
Requested Amount:	Total Paid By Compa	any:	Total Owed By Employee:
\$848.99	\$848.99		\$0.00



CONCUR NEXTGEN UI

 $= \int_{-\infty}^{+\infty} \frac{1}{2} A$  message stating the report submitted appears.

Report Status		×
Report Submitted		
	CI	ose

You can see the report has been submitted and awaiting approval on the Expense page under the Manage Expenses tab. You can click on the submitted report to view or make as changes as needed.





SAP Concur C	Travel	Expense	Approvals	Reporting -	App Cente	ər	
Manage Expenses	View Transa	actions Pro	Cessor -				
Manage Expenses							
REPORT LIBRAR							
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+			Concur Trair	ning			
Create New	Report		\$848.99				
			Submitted & Per MAT	nding Approval			
Displayed reports: 1, Total:	1			•			

## **OUT-OF-POCKET EXPENSES**

If you use your own funds to pay for an expense, an Out-Pocket-Expense must be created.

Follow the steps below to create and submit an expense report for an Out-Of-Pocket **Report Type**.

- 1. Click the *Expense* tab; the *Manage Expenses* page displays.
- 2. Select Create New Report.



- 3. Enter all required fields identified by a red asterisk.
- 4. Select Report Type Out-of-Pocket.



Report Name *	Report Date *	Re	sport Type *	* Required field
Concur Training	08/10/2022	1	None Selected	~
			None Selected	
ogical System	Company*	0	Corporate Card Weekly Report	
(PE1CLNT010) Production client	🔻 🖌 (US15) Centuri (	Group, Inc.	Out-of-Pocket <b>E</b> xpenses	
CC-WBS Group *	0			

5. Click the *Create Report* button.

Cancel	Create Report

6. Click Add Expense.

Manage Expense	es Processor <del>•</del>		
Concur	Fraining	\$0.00	<b>m</b>
Report Details 🗸	Print/Share 🗸	Manage Reco	eipts 🗸
Add Expense	Edit	Delete	Сору

- 7. Click the Create New Expense tab.
- 8. Select an appropriate *Expense Type* from the dropdown.

Use the field dropdown arrow to reveal a list to choose from. You can also search by typing the expense type in the field, which will provide a list to choose from.



dd Expense		
0 Available Expenses	+ Create New Expense	
Search for an exper	ise type	
Meeting/Conference	ence Room Rental	
Rental - Corpora	te Housing	
Spousal Travel/L	odging	
<ul> <li>02. Transportation</li> </ul>	on	
Airfale		
Airline Fees		
Car Rental		

9. Update or enter any other required fields identified by a red asterisk. Select Out-of-Pocket from the *Payment Type* dropdown menu if not populated.

$\frac{1}{2}$ The Transaction Date is the date of purchase.

CONCUR NEXTGEN UI

Expense Type *			
Airfare			,
Transaction Date *		Business Purpose *	
08/01/2022		Travel to Riggs Distler	
Ticket Number		Vendor *	
		Alaska Airlines	~
Airline Travel Service Code		City of Purchase	
Coach Class	~	• •	
Payment Type *			
Out-of-Pocket	~		٠
Amount *		Currency *	
200.00		US, Dollar	~

**10.** You can provide additional information in the *Comments* section.

Cost Object Type *         Image: Cost Center	Cost Object ID*         Image: Cost Object ID*           T ~ (US159100) CENTURI ACCO
Comment Board Meeting at Cherry Hill	ji,
Save Expense Save and Add Another Cr	ancel

11. To attach a receipt to the expense, click on the Upload Receipt Image.







- **12.** Locate and click on the applicable receipt or upload support in the *Available Receipts* section.
- 13. Click Attach.

	Uploaded: 07/28/2022 11:3	Uploaded: 07/28/2022 11:3
<u>↑</u> Upload Receipt	Nation Alfini	Kartus STER
5MB limit per file	Naga Magada all Bata Magada Bata	Rapan Manana Mila Mala Mala Mila
	Attach QviewO	Attach View
89.97.jpg Uploaded: 07/22/2022 4:08 PM	DK.pdf Uploaded: 07/22/2022 4:07 PM	AF0E0377F96F3A1DAE67 Uploaded: 07/18/2022 6:10 PM
		And Shares 122-43 WEIGHT WEIGH
Attach View	Attach View	Attach View

14. Click *Save Expense* add your Out-of-Pocket expense.



Notice the receipt has been attached to the expense. If a comment was added to the expense a callout icon will be on the expense line.

**15.** Follow the same steps to add other expenses to the report.



16. Click the *Submit Report* button once all expenses are saved and all *Alerts* are cleared.

Cor Not Sul	ICUI TIAi bmitted Xetails ~ Print	ning \$ /Share ~	512.00 f	Ď				Copy Report	Submit Report
Add	Expense								
	Comments †↓	Receipt†↓	Payment Type ↑↓		Expense 7	Гуре †↓	Vendor Details †↓	Date 😇	Requested †↓
			Out-of-Pocket		Office Sup	plies	Office Depot	08/02/2022	\$12.00
	<b>9</b>		Out-of-Pocket		Airfare		Alaska Airlines	08/01/2022	\$200.00
			Out-of-Pocket		Hotel		Marriott Hotels	07/17/2022	\$300.00
									\$512.00

- 17. You will receive a User Electronic Agreement message to certify your submission.
- 18. Click the *Accept & Continue* button.

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

19. Review the *Report Total* popup screen and click the *Submit Report* button.

Report Totals		×
Company Pays \$ Employee	S Card (Corporate P- Card) Company	Pays
Amount Total:	Due Employee: \$ Amount Due (Corporate P- Card): \$	Owed Company:
Requested Amount: \$	Total Paid By Company:	Total Owed By Employee:
		Cancel Submit Report

 $= \int_{-\infty}^{1/2} A$  message stating the report submitted appears.



Report Status	×
✓Report Submitted Concur Training ↓ \$	
	Close

You can see the report has been submitted and awaiting approval on the *Expense* page under the *Manage Expenses* tab. You can click on the submitted report to view or make changes as needed.

SAP Concur C	Travel	Expense	Approvals	Reporting -	App Center		
Manage Expenses View Transactions Processor -							
Manage Expenses							
REPORT LIBRARY View: Active Reports V							
			SUBMITTED	ດຍາ	1/2022		
			Concur Trair	ning			
Create New	Report		\$				
			Submitted & Per MATT	nding Approval			
Displayed reports: 1, Total: 1							