

SAP CONCUR – PHARMAFORCE USER MANUAL

Welcome to SAP Concur!

Process Flow

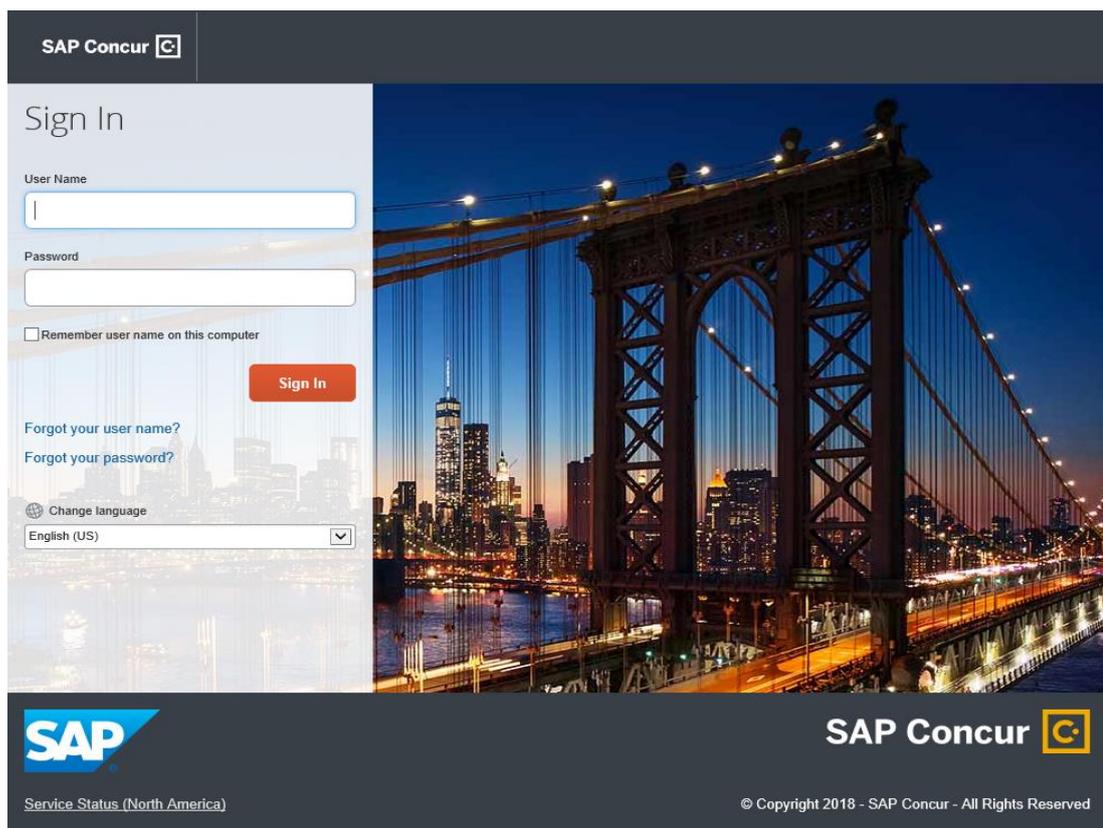
Employee will submit expenses to their Manager, once approved the Manager forwards approved expenses to Expense Processor (Accounts), once receipts checked & processed, the Expense Processor forwards to Process Manager (Group Accountant) for final approval & payment

There are a couple of easy steps to set up your Employee profile, initial login, changing password, downloading the SAP Concur app to your mobile device & setting up company/personal car profile.

Step 1:

Signing Into SAP Concur (Desktop Application)

1. Log onto www.ConcurSolutions.com
2. On the **Sign In** screen, enter your **User Name** and **Password**. If this is your initial log into SAP Concur Your Login will be your email address e.g. joebloggs@accuscience.ie & initial password is [welcome](#).



3. Click **Sign In**.
4. After login, Concur SAP will prompt you to change your password. Enter your initial password, choose a new password, confirm new password & To act as a reminder, enter a hint for the password, and then click **Submit** (see screen grab on next page)

Change Password

A password must be at least 6 characters. It may contain numbers (0-9), upper and lower case characters (A-Z, a-z) and symbols (such as ^%#@#). It cannot contain spaces. **All fields are required.**

Note: Passwords are case sensitive.

i This will change your password for all Concur products.

Old Password

New Password

Re-enter New Password

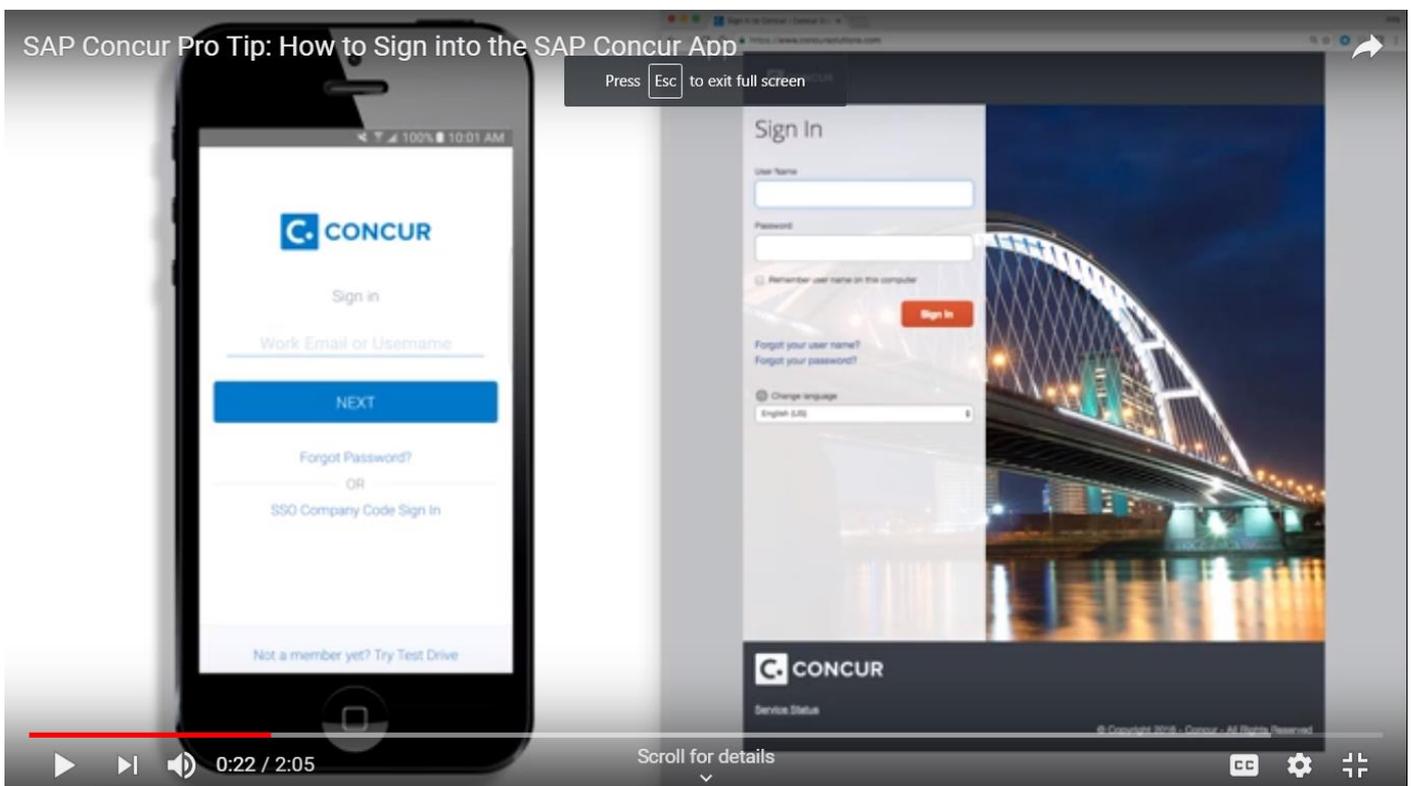
Password Hint (we will email this to you if you forget your password)

- When you log back into SAP Concur www.ConcurSolutions.com using Login details and new password, your account is now active.

Step 2:

SAP CONCUR Mobile App

Download SAP Concur app to your mobile, install the app. This can be found on Google Play or the App store. You can login into the SAP Concur App using the same login & password as your desktop sign in. The app will allow you take pictures/images of your receipts and link them with your SAP Concur profile.

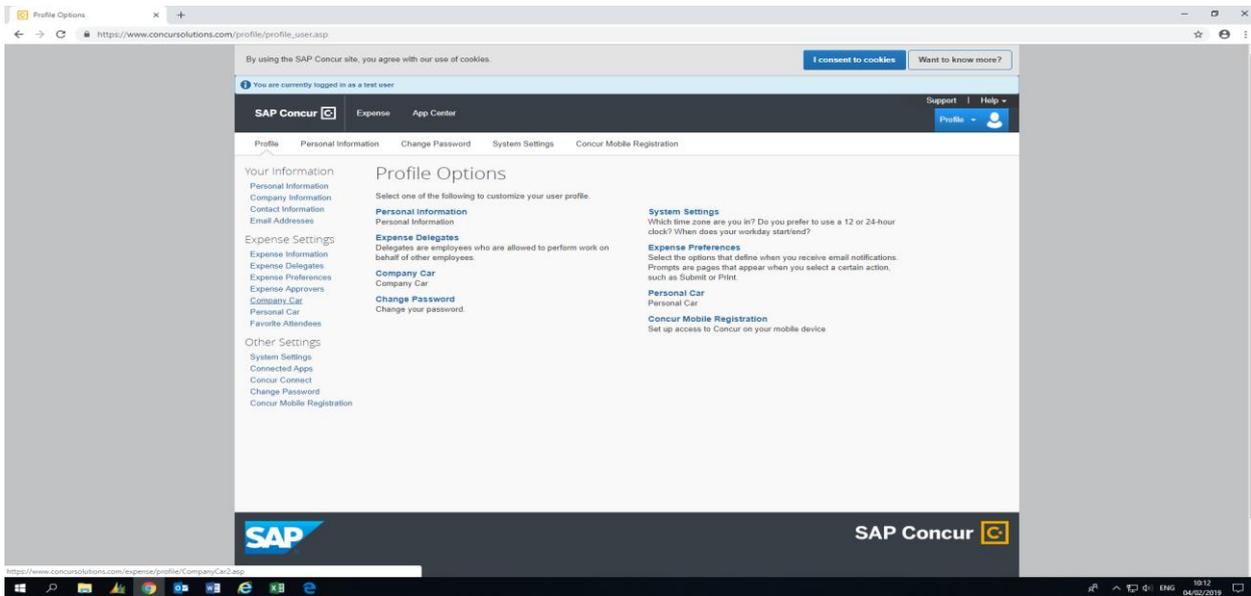


Almost there !!

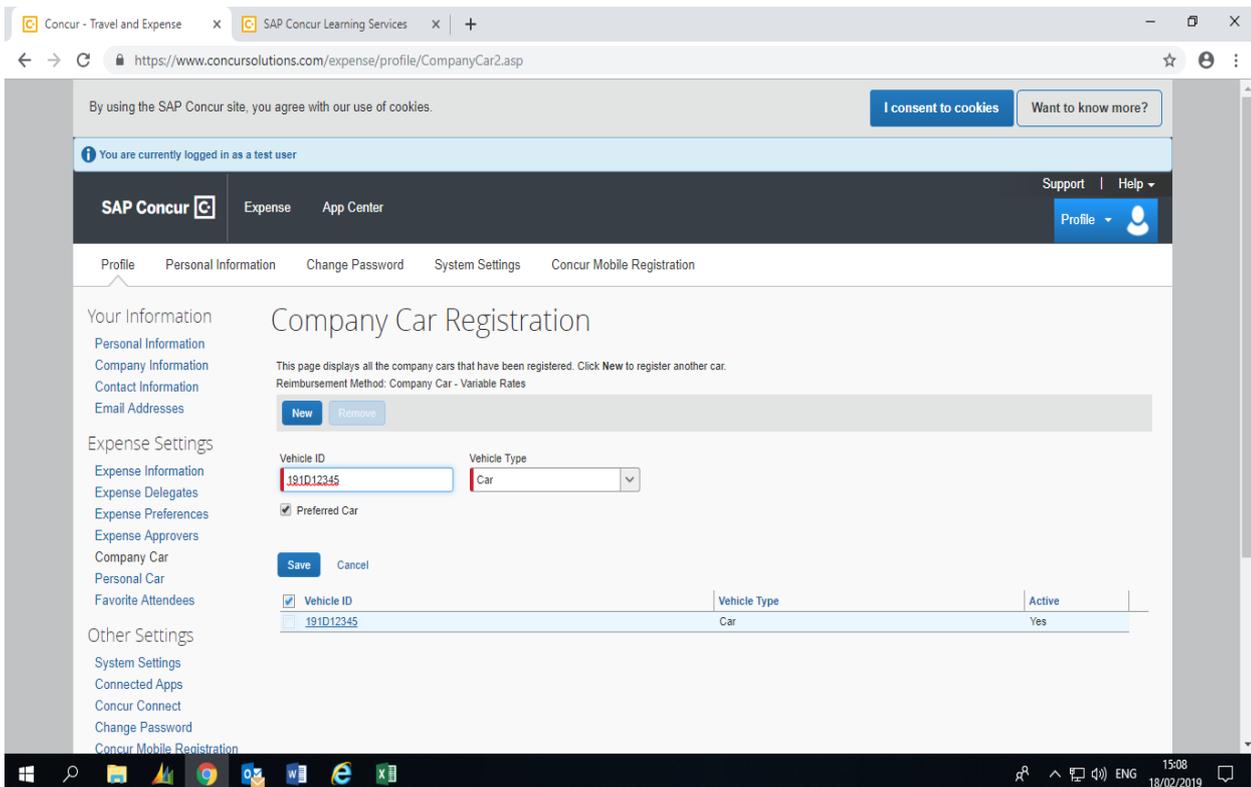
Step 2: Car Profile adding a Company Car

Company Car:

1. Log back into SAP Concur www.ConcurSolutions.com using Login details and new password
2. After you log in, in the upper right corner of the page, click **Profile**, and then click **Profile Settings**



3. If you are driving a Company Car, choose Company Car Option
4. Choose New – Enter your Car Registration, tick preferred Car & Save.

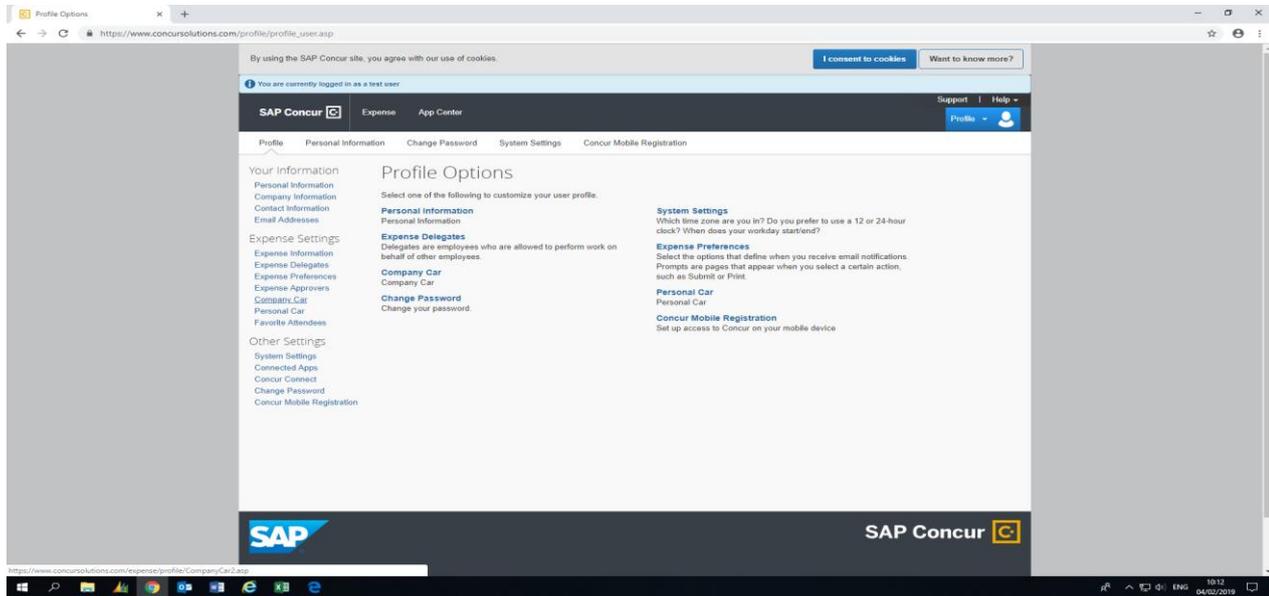


Step 3:

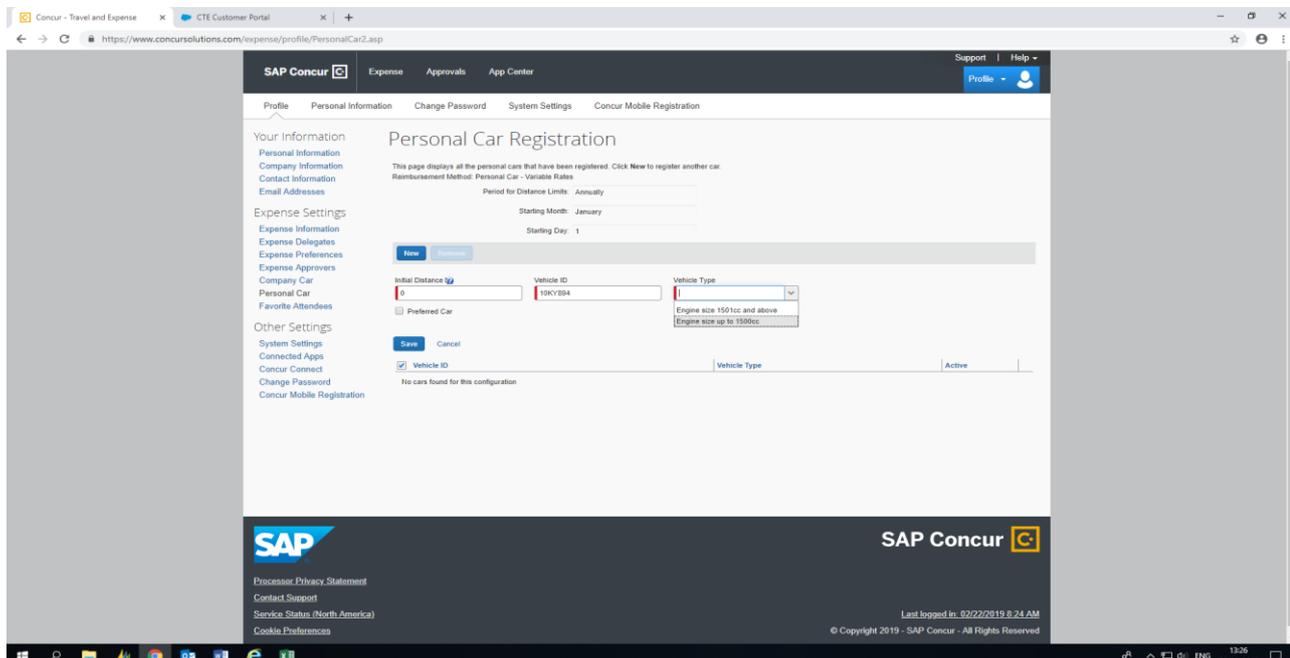
Car Profile adding a Personal Car

Personal Car:

1. Log back into SAP Concur www.ConcurSolutions.com using Login details and new password.
2. After you log in, in the upper right corner of the page, click **Profile**, and then click **Profile Settings**.



3. If you are driving a Personal Car, choose Personal Car Option
4. Enter Period Distance Limited – Annually
5. Enter Month – January
6. Enter starting date as 1
7. Choose New –Enter Initial Distance – this will be the Mileage you have claimed to date in 2019 (Jan & Feb) Enter your Car Registration, the CC of your car, tick preferred Car & Save.
8. Log out by choosing Profile, Sign out



Personal & Company Car:

When you are logging mileage, as you have ticked “preferred car” your mileage will automatically attach to this registration.

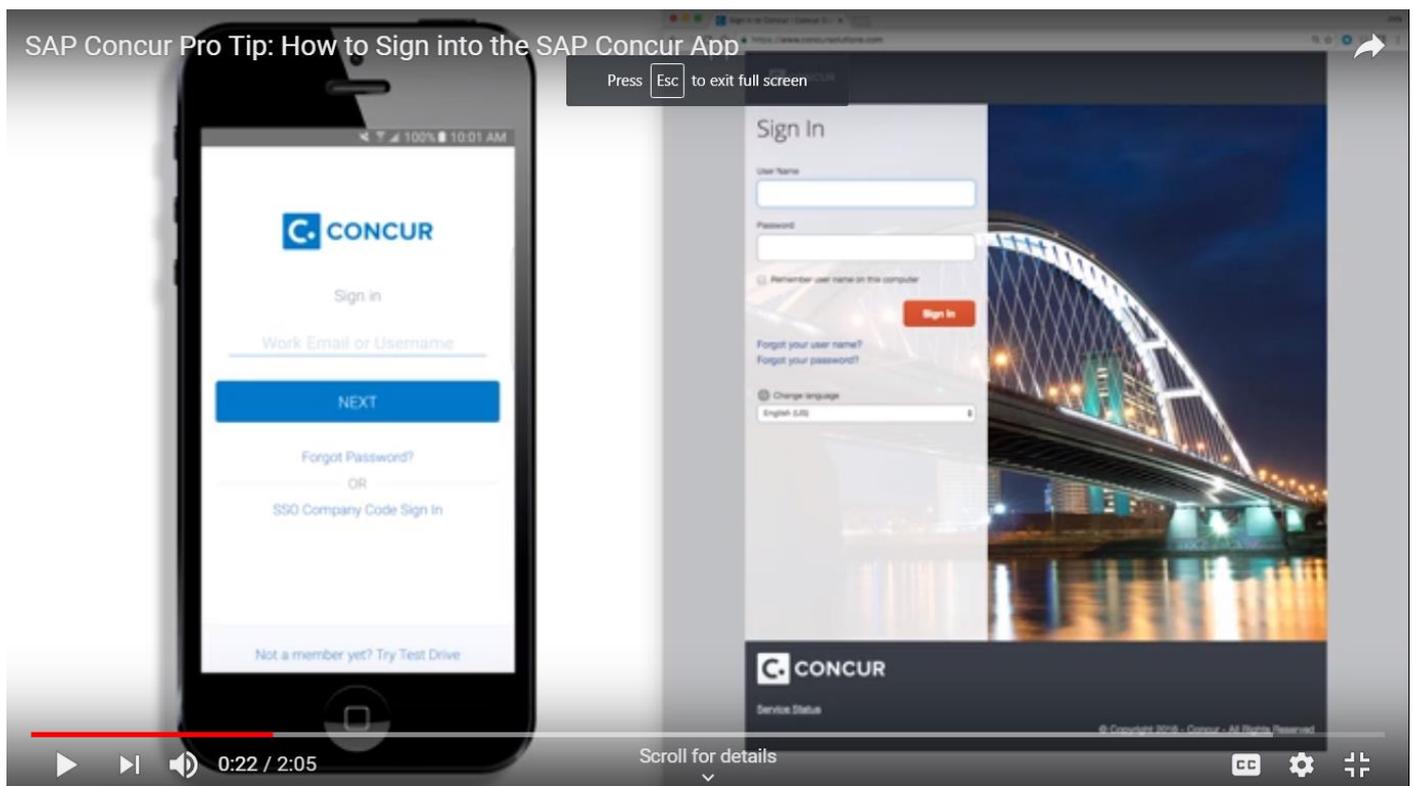
If vehicles are changed mid-year, a new car would be added as per the above instructions but ticking the preferred car option for the new vehicle. Do not delete/remove your old car registration as the mileage is stored in the employee background.

Commercial Vehicle:

Please register your car & tick as your preferred vehicle

Getting Started:

Log onto the SAP Concur app on your mobile device & upload your receipts daily, using the same login as your desktop.

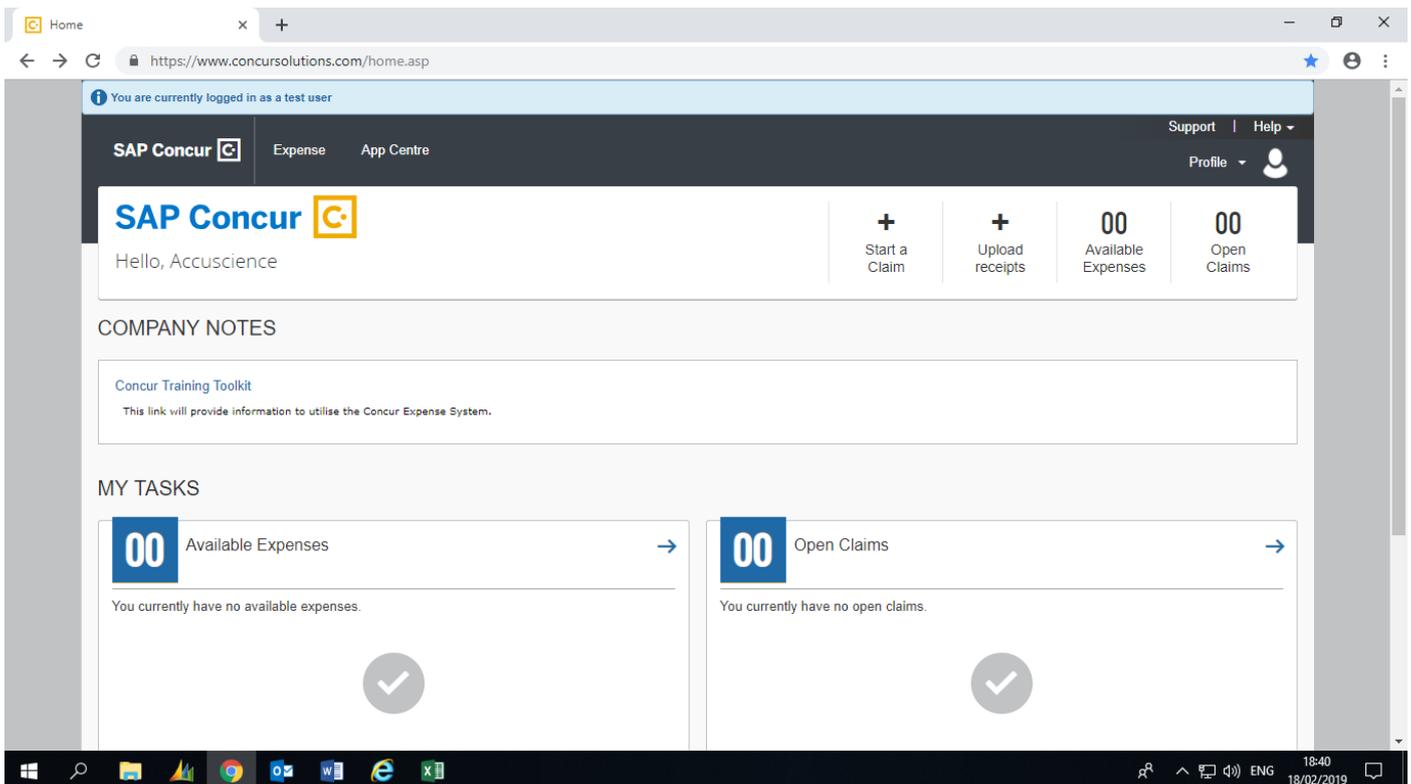
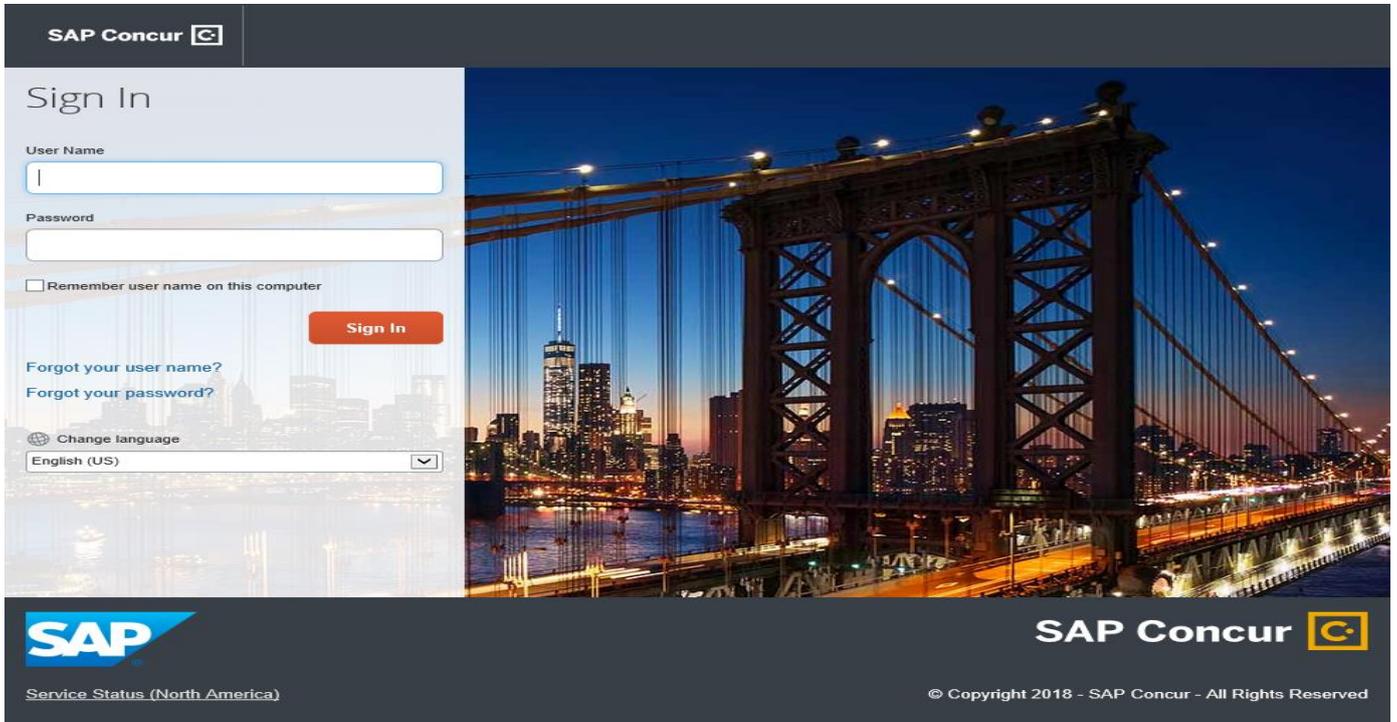


1. Choose Receipt/Camera Icon on the bottom left hand side of the screen
2. Take a photo of your receipt
3. Save to receipt store – this will take a minute to save & will automatically load the receipt to your SAP Concur profile.

EXPENSE CLAIM

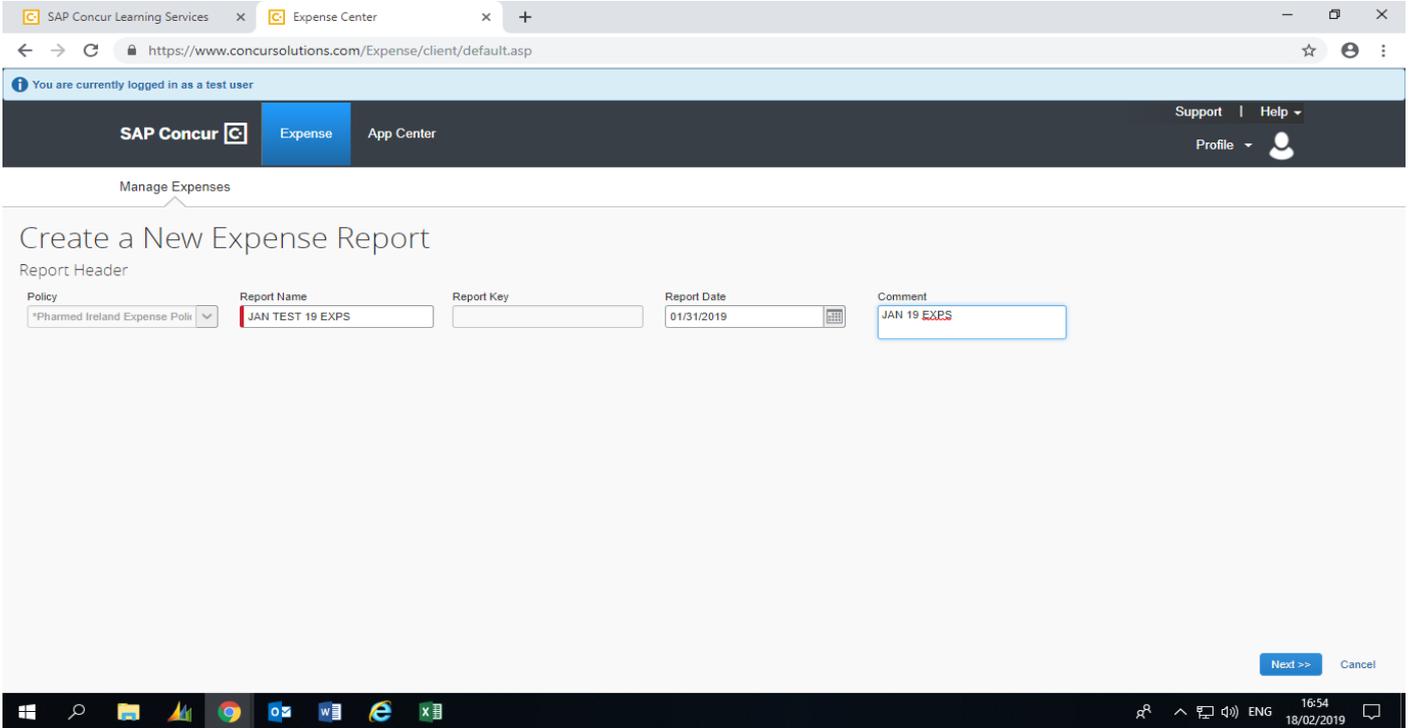
Process & Submitting an Expense Claim

1. Log into SAP Concur www.ConcurSolutions.com using Login details and new password
2. Choose + Start a Claim



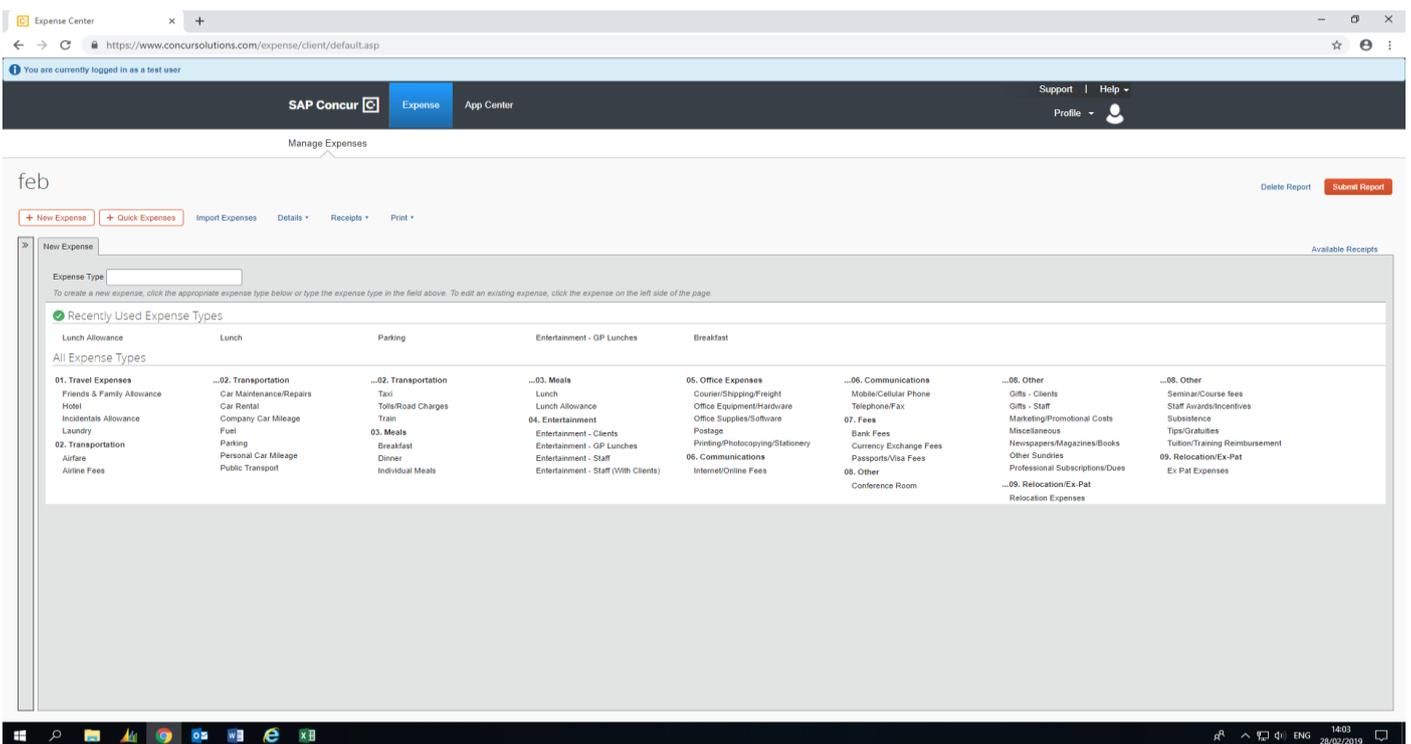
Create a New Expense Report

3. Choose Report Name – eg March 19 Expenses
4. Choose Report Date – 31/03/2019 – Dates are American format – use the calendar to choose your dates!
5. When completed choose Next tab



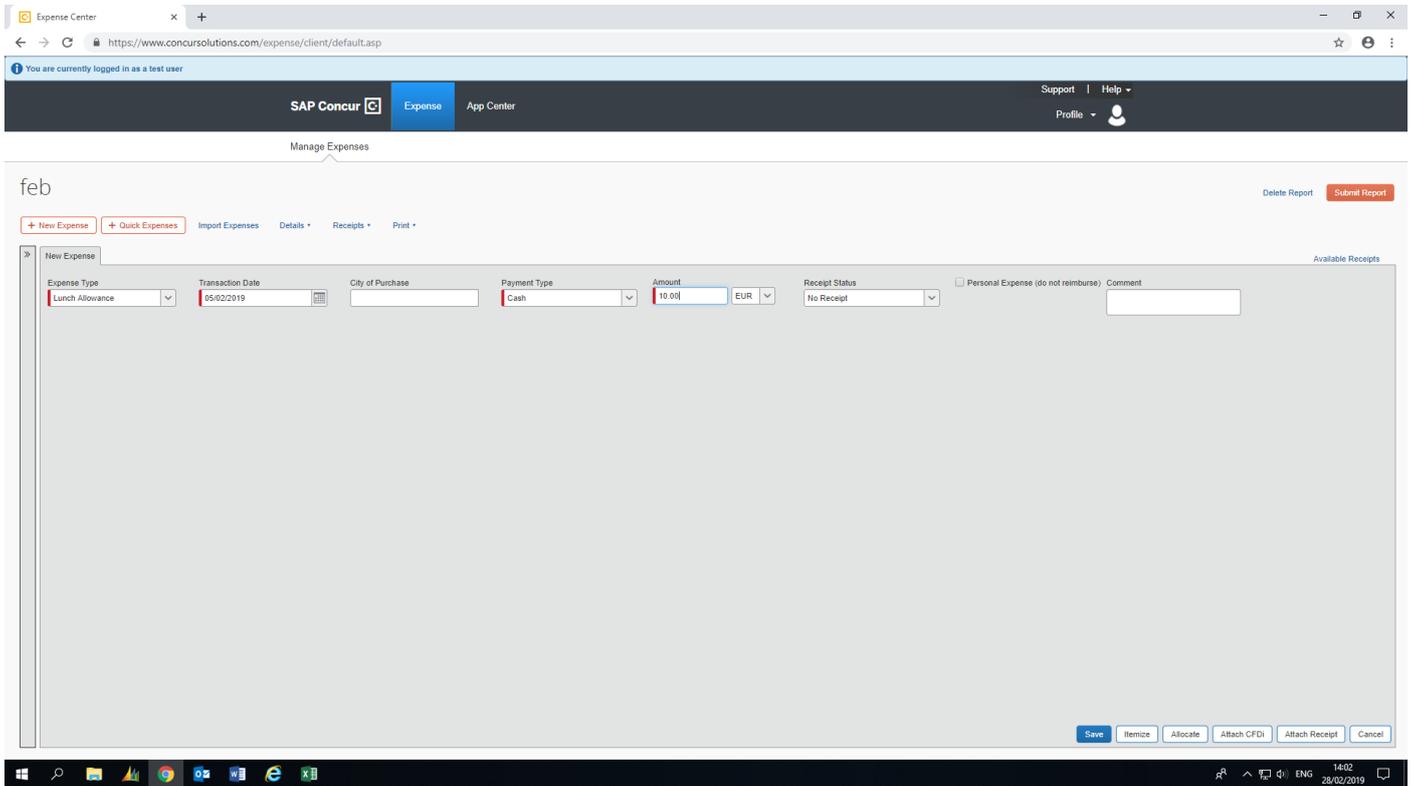
Lunch Allowance - Choose an expense Type - 03. Meals – Lunch Allowance

Pharmaforce Employees choose Lunch Allowance (for daily Lunch Allowance)

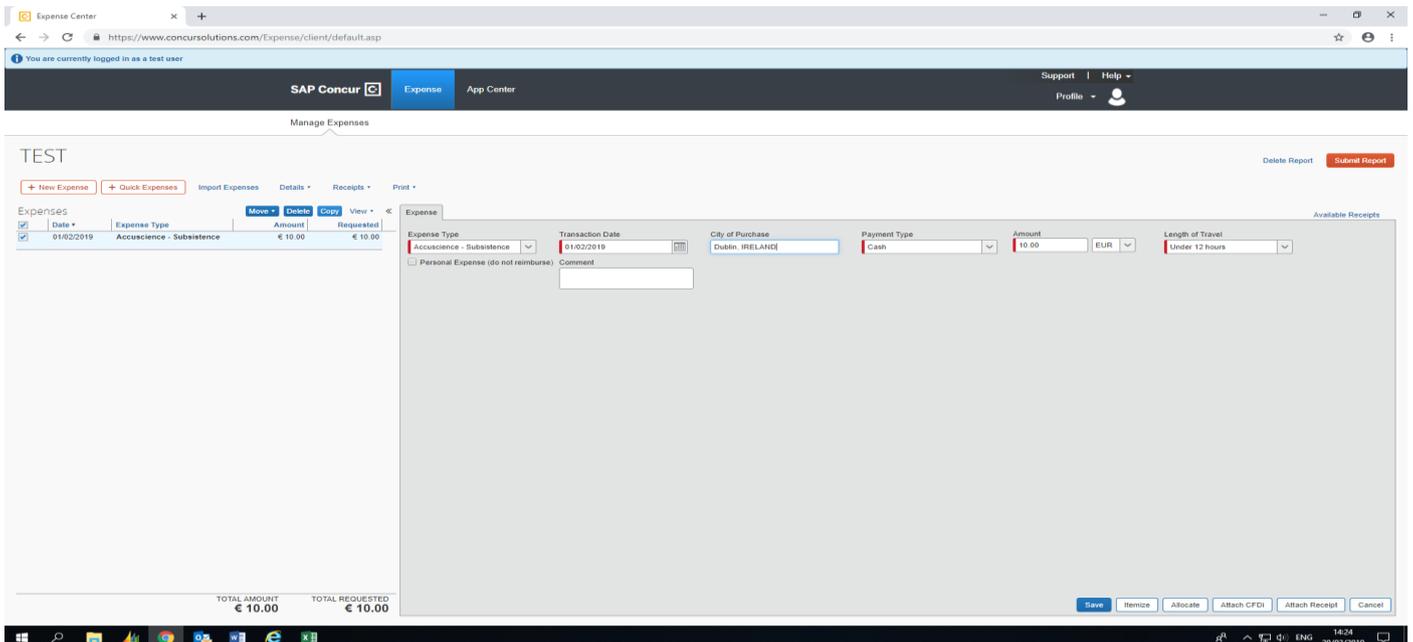


03. Meals – Lunch Allowance

1. Enter Date
2. Enter Amount €uro
3. Enter payment type as Cash
4. Save



TIP: You can copy an expense line by selecting //ticking the expense line just saved & choosing the copy button. This will copy the expense line but change the date to the next day.



02. TRANSPORTATION

Company Car Mileage

1. Choose Company Car Mileage for logging of mileage.
2. For first expenses, insert your opening odometer for your preferred car. In the Comment box type “Opening Mileage”

The screenshot displays the SAP Concur Expense Center web application. The browser address bar shows the URL: <https://www.concursolutions.com/Expense/client/default.asp>. The user is logged in as a test user. The main navigation bar includes 'SAP Concur', 'Expense', and 'App Center'. The page title is 'Manage Expenses'. The main content area is titled 'TEST' and contains a 'New Expense' form. The form includes the following fields:

- Expense Type:** Company Car Mileage
- Transaction Date:** 01/02/2019
- Purpose of the Trip:** MEETINGS
- From Location:** (empty)
- To Location:** (empty)
- Payment Type:** Cash
- Receipt Status:** No Receipt
- Comment:** OPENING MILEAGE

Below these fields is a section for vehicle and trip details:

- Vehicle ID:** 171D12345
- Odometer (Start - End):** 2000
- Number of Passengers:** 0
- Total Distance : Amount:** 0.00 EUR
- Distance (Business, Personal):** 0
- Distance to Date:** 0

At the bottom right of the form, there is a 'Mileage Calculator' button. The bottom of the page shows a Windows taskbar with the date and time: 08:50 19/02/2019.

3. Once you have logged your Opening Mileage (eg 2000kms) – then log your daily mileage under View Reimbursement Rates
4. Fill in date, the Purpose of trip (Meetings/Service)
5. Choose Mileage Calculator Tab – the calculator uses Google Maps to calculate the mileage for multiple trips that may be made on one day. Please ignore the error message, this will only appear in the first expenses as you are Logging your opening mileage

02. TRANSPORTATION

Company Car Mileage

The screenshot displays the SAP Concur Mileage Calculator interface. The main window shows a map of Ireland with a route highlighted in blue. The route starts at Naas, Co. Kildare, Ireland (Waypoint B) and ends at Naas, Co. Kildare, Ireland (Waypoint D). The map shows major roads like the M4 and N5. The left sidebar contains a 'Waypoints' list with four entries: Naas, Co. Kildare, Ireland (69.9 KM Personal), Mullingar, Co. Westmeath, Ireland (80.2 KM Personal), Temple St. Rotunda, Dublin, Ireland (37.4 KM Personal), and Naas, Co. Kildare, Ireland (37.4 KM Personal). Below the waypoints is a 'Directions' section with a list of 7 steps: 1. Head northeast on Dublin Rd/R445 toward Wolfe Tone St (37 m), 2. Turn left onto Wolfe Tone St (0.2 km), 3. Turn right onto Sallins Rd/R407 (2.1 km), 4. At the roundabout, take the 2nd exit onto R407 (19.2 km), 5. At the roundabout, take the 1st exit and stay on R407 (0.9 km), 6. At the roundabout, take the 1st exit onto the M4 ramp to N5/N6/Sligo/Westport/Galway Partial toll road (0.5 km), 7. Merge onto M4 Toll road (28.5 km). At the bottom of the directions, it shows 'TOTAL PERSONAL: 0.0 KM' and 'TOTAL BUSINESS: 187.5 KM'. The interface also includes a 'Calculate Route' button, an 'Add Mileage to Expense' button, and a 'Save' button. The background shows the SAP Concur Expense Center interface with a 'TEST' user and a 'Vehicle ID' of 171D12345.

6. Enter your starting location to your first meeting & tab to your next location
7. Choose the “Calculate Route” tab
8. Enter as many journeys as you have made that day
9. Choose the “Add Mileage to Expense” tab
10. This will complete the days mileage & add to your opening mileage clock.
11. Save

This will be the same process as a Personal Car Mileage – see Personal Mileage section

02. Transportation

Company Car Mileage - Closing Clock

Insert your closing clock for the month as follows:

1. Choose Company Car Mileage
2. Transaction Date = Last day of the month
3. Purpose of Trip = Closing Mileage
4. Odometer (Start-End) = Enter your closing Mileage into the second box 2240kms – SAP Concur will automatically calculate Opening/Closing Mileage/Business Mileage & balance will be Personal Mileage 23kms
5. Move the mileage from first box (Business Mileage) to the second box – this is the (Personal Mileage) calculation 23kms

The screenshot shows the SAP Concur Expense Center interface. The browser address bar displays <https://www.concursolutions.com/Expense/client/default.asp>. The user is logged in as a test user. The main navigation bar includes 'SAP Concur', 'Expense', and 'App Center'. The page title is 'Manage Expenses'. The interface is in 'TEST' mode. The 'New Expense' form is displayed, with the following fields:

- Expense Type:** Company Car Mileage
- Transaction Date:** 01/03/2019
- Purpose of the Trip:** CLOSING CLOCK
- From Location:** (empty)
- To Location:** (empty)
- Payment Type:** Cash
- Receipt Status:** No Receipt
- Comment:** (empty)
- Vehicle ID:** 171D12345
- Odometer (Start - End):** 2217 - 2240
- Number of Passengers:** 0
- Total Distance - Amount:** 23 : 0.00 EUR
- Distance (Business - Personal):** 0 : 23
- Distance to Date:** 0

The form also includes a 'Mileage Calculator' button. At the bottom, there are buttons for 'Save', 'Allocate', 'Attach CFDI', 'Attach Receipt', and 'Cancel'. The status bar at the bottom shows the time as 09:45 on 19/02/2019.

If vehicles are changed mid-year, a new car would be added as per the above instructions but ticking the preferred car option for the new vehicle. Do not delete/remove your old car registration as the mileage is stored in the employee background.

02. Transportation

Personal Car – Mileage – using Google Maps

1. Choose Personal Car Mileage for logging of mileage.

The screenshot shows the SAP Concur Expense Center interface. The browser address bar displays <https://www.concursolutions.com/Expense/Client/default.asp>. The user is logged in as a test user. The main navigation bar includes 'SAP Concur', 'Expense', and 'App Center'. The 'Manage Expenses' section is active, showing 'TEST OPEN OD' and a 'Submit Report' button. The 'New Expense' form is displayed with the following fields:

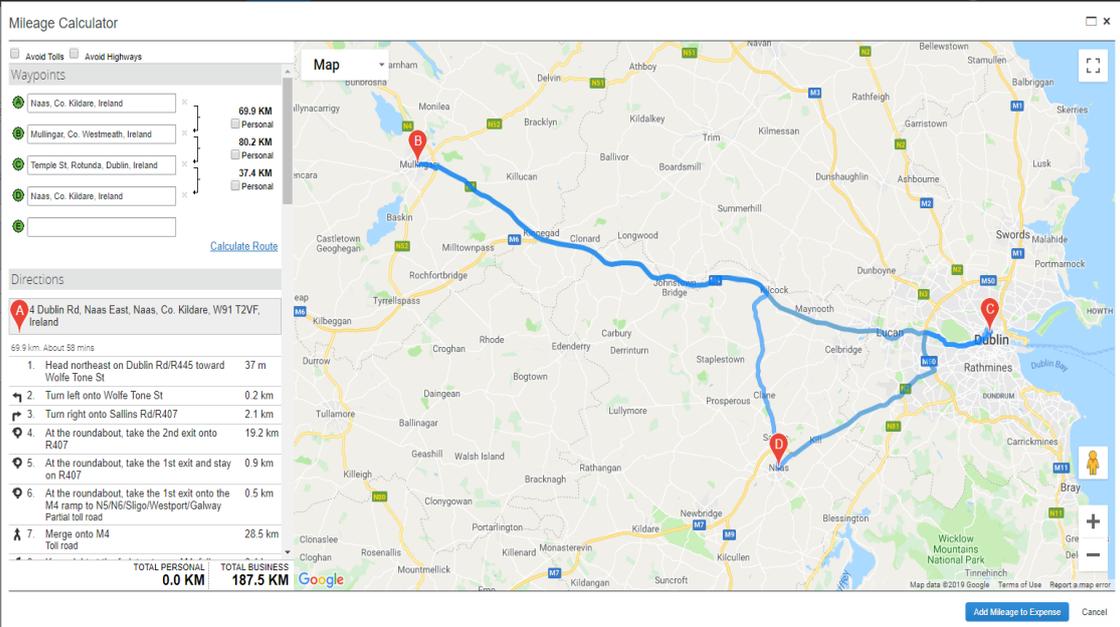
- Expense Type: Personal Car Mileage
- Transaction Date: 09/01/2019
- Purpose of the Trip: MEETINGS
- From Location: (empty)
- To Location: (empty)
- Payment Type: Cash
- Distance / Amount: 0 / 0.00 EUR
- Comment: (empty)
- Vehicle ID: 191D12345
- Number of Passengers: 0
- Distance to Date: 1735

A 'Mileage Calculator' button is visible in the bottom right corner of the form area. At the bottom of the page, there are buttons for 'Save', 'Allocate', 'Attach CFDI', 'Attach Receipt', and 'Cancel'. The system tray at the bottom right shows the time as 13:15 on 05/03/2019.

2. Fill in date, the Purpose of trip (Meetings/Service)
3. Choose Mileage Calculator Tab – the calculator uses Google Maps to calculate the mileage for multiple trips that may be made on one day. Please ignore the error message, this will only appear in the first expenses as you are Logging your opening mileage.
4. Alternatively, you can enter the mileage kms in the “distance box” & not use Google Maps

02. Transportation

Personal Car - Mileage



The screenshot displays the SAP Concur Expense Center interface. A 'Mileage Calculator' window is open, showing a map of Ireland with a route from Naas to Dublin. The waypoints are: Naas, Co. Kildare, Ireland (69.9 KM Personal); Mullingar, Co. Westmeath, Ireland (80.2 KM Personal); Temple St. Rotunda, Dublin, Ireland (37.4 KM Personal); and Naas, Co. Kildare, Ireland. The directions panel shows a route starting from Dublin Rd, Naas East, Naas, Co. Kildare, W91 T2VF, Ireland, with 7 steps. The total mileage is 187.5 KM (Total Business) and 0.0 KM (Total Personal). The interface also includes a 'Save' button and an 'Add Mileage to Expense' button.

1. Enter your starting location to your first meeting & tab to your next location
2. Choose the “Calculate Route” tab
3. Enter as many journeys as you made
4. Choose the “Add Mileage to Expense” tab
5. This will complete the days mileage & add to your opening mileage clock.
6. Save

If vehicles are changed mid-year, a new car would be added as per the above instructions but ticking the preferred car option for the new vehicle. Do not delete/remove your old car registration as the mileage is stored in the employee background.

02. Transportation – Parking GBP or other Foreign Currency

If you travel & have expenses other than Euro, the Central Bank Foreign Exchange rates are updated on a daily basis to SAP Concur. Eg Parking

1. Choose expenses Type Parking

The screenshot shows the SAP Concur Expense Center interface. The 'New Expense' tab is active, displaying a list of expense types. The '02. Transportation' category is expanded, and 'Parking' is selected. The interface includes a navigation bar with 'Expense', 'Approvals', and 'App Center' tabs. The top right corner shows 'Administration' and 'Help' menus. The bottom of the screen displays the Windows taskbar with various application icons and the system clock showing 21:55 on 27/02/2019.

2. Enter date
3. Enter City of Purchase
4. Enter Payment type
5. Enter payment amount
6. Change Currency to GBP - The GBP value will automatically convert to Euro using Central Bank daily exchange rates
7. Add receipts from "available receipts" tab
8. Save

The screenshot shows the SAP Concur Expense Center interface with the 'New Expense' form filled out. The 'Expense Type' is set to 'Parking', 'Transaction Date' is 02/05/2019, 'City of Purchase' is Belfast, UNITED KINGDOM, and 'Payment Type' is Cash. The amount is 1.60 GBP, which is converted to 1.83 EUR at a rate of 1.14166306. The form includes fields for 'Receipt Status' (set to 'Receipt'), 'Personal Expense (do not reimburse)', and 'Comment'. The bottom of the screen displays the Windows taskbar with various application icons and the system clock showing 21:58 on 27/02/2019.

04. ENTERTAINMENT

Client Entertainment

1. Choose Client Entertainment
2. Enter Date
3. Enter City of Purchase
4. Payment Type & Amount
5. Attach receipt by choosing “available receipts” tab

The screenshot displays the SAP Concur Expense Center interface. The main form is titled 'New Expense' and is for a 'Client Entertainment' expense. The form fields include:

- Expense Type: Entertainment - Clients
- Transaction Date: 01/23/2019
- City of Purchase: Dublin, IRELAND
- Payment Type: Cash
- Amount: 23.80 EUR
- Receipt Status: Receipt

Below the main form is the 'Attendees' section, which shows a table of attendees with columns for Attendee Name, Attendee Title, Company, Attendee Type, and Amount. The table contains three rows:

Attendee Name	Attendee Title	Company	Attendee Type	Amount
SEEGENE, SEEGENE		SEEGENE	Business Guest	€ 7.94
jos. mary		12345	Business Guest	€ 7.93
Gregg, Louise			Employee	€ 7.93

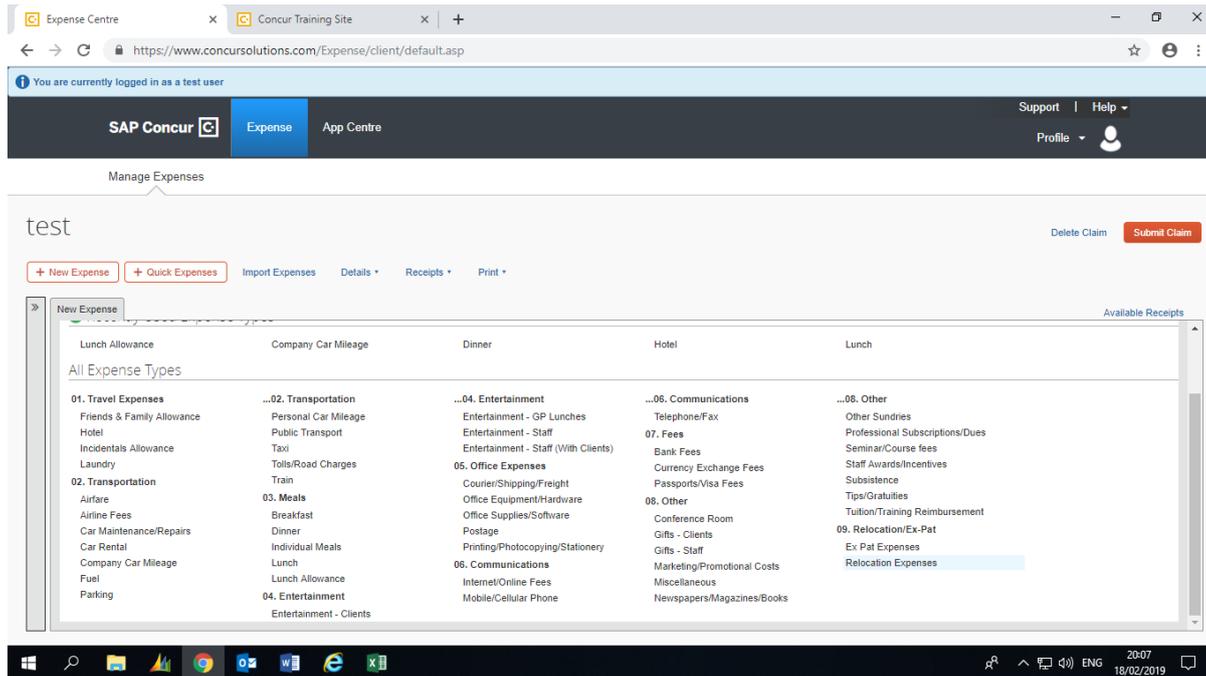
The 'Attendees' section also includes a 'New Attendee' button, an 'Advanced Search' field, and a 'Remove' button. At the bottom of the form, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach CFDI', 'Attach Receipt', and 'Cancel'. The total amount and total requested amount are both shown as € 1.00.

6. Concur SAP will **automatically** include you as an attendee
7. If you are not having lunch, tick your name & choose the remove tab
8. Add your lunch Attendees – First Name, Last Name, Company, It is mandatory to list the lunch attendees
9. Save

04. ENTERTAINMENT

Entertainment – GP Lunches

GP Lunches – Choose this option if buying lunches for GP/Surgeries/Nurses/Consultants– this can then be recharged to Client. It is mandatory to list the lunch attendees



1. Choose Entertainment – GP Lunches
2. Enter Date
3. Enter City of Purchase
4. Payment Type & Amount
5. Attach receipt by choosing “available receipts” tab
6. Add your lunch Attendees – First Name, Last Name, Company, It is mandatory to list the lunch attendees
7. Save

Please add Surgery or GP name into the Comment box & it is mandatory to list the attendees at the meeting. If you have been given a Meeting Code, please insert this into the Comment Box also.

04. Entertainment – GP Lunches

The screenshot shows the SAP Concur Expense Centre interface. The user is logged in as a test user. The main heading is 'Manage Expenses'. The current view is 'test'. There are buttons for '+ New Expense' and '+ Quick Expenses'. The 'New Expense' form is open, showing the following details:

- Expense Type: Entertainment - GP Lunches
- Transaction Date: 17/01/2019
- City of Purchase: Galway, IRELAND
- Payment Type: Cash
- Amount: 50.00 EUR
- Receipt Status: Receipt
- Comment: BLACKROCK SURGERY

Below the form, there is an 'Attendees' section with a table:

Attendee Name	Attendee Title	Company	Attendee Type	Amount
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Buttons at the bottom include 'Save', 'Save & Itemise', 'Allocate', 'Attach CFDI', 'Attach Receipt', and 'Cancel'. The status bar shows 'Attendees: 0 | Attendee Total: € 0.00 | Remaining: € 50.00'.

This screenshot shows the same SAP Concur Expense Centre interface, but with an 'Add Attendee' modal dialog open. The dialog contains the following fields:

- Attendee Type: Business Guest
- Last Name: BLOGGS
- First Name: JOE
- Attendee Title: (empty)
- Company: BLACKROCK SURGERY

Buttons at the bottom of the dialog are 'Save & Add Another', 'Save', and 'Cancel'. The background form is dimmed. The status bar now shows 'Attendees: 0 | Attendee Total: € 0.00 | Remaining: € 50.00'.

This screenshot shows the SAP Concur Expense Centre interface with a completed expense claim. The main heading is 'TEST'. The 'New Expense' form is filled out with the following details:

- Expense Type: Entertainment - Clients
- Transaction Date: 01/03/2019
- City of Purchase: Rathcoole, Dublin, Ireland
- Payment Type: Cash
- Amount: 23.80 EUR
- Receipt Status: Receipt
- Comment: (empty)

The 'Attendees' table now contains two entries:

Attendee Name	Attendee Title	Company	Attendee Type	Amount
BLOGGS, mary	SURGERY RAT...	Business Guest	Business Guest	€ 11.90
BLOGGS, DR JOE	SURGERY RAT...	Business Guest	Business Guest	€ 11.90

Buttons at the bottom include 'Save', 'Itemize', 'Allocate', 'Attach CFDI', 'Attach Receipt', and 'Cancel'. The status bar shows 'Attendees: 2 | Attendee Total: € 23.80 | Remaining: € 0.00'.

01. TRAVEL EXPENSES

Hotel Itemization – Foreign Travel

1. Choose expense Type = Hotel
2. Transaction date = date of stay
3. City of Purchase
4. Payment Amount
5. Choose to upload Hotel receipt by choosing “available receipts” tab
6. Choose Itemize tab at the bottom of the page

The screenshot displays the SAP Concur Expense Center web application. The browser address bar shows the URL: <https://www.concursolutions.com/Expense/client/default.asp>. The user is logged in as a test user. The main navigation bar includes 'SAP Concur', 'Expense', and 'App Center'. The page title is 'Manage Expenses'. The main content area is titled 'TEST' and contains a form for entering an expense. The form fields are as follows:

Expense Type	Transaction Date	City of Purchase	Payment Type	Amount	Currency	Receipt Status	Comment
Hotel	01/05/2019	Tipperary, IRELAND	Cash	150.00	EUR	Receipt	

At the bottom of the form, there are buttons for 'Itemize', 'Attach CFDI', 'Attach Receipt', and 'Cancel'. The Windows taskbar at the bottom shows the system time as 13:20 on 19/02/2019.

7. Choose to check-in & check out dates – Concur will automatically calculate number of days
8. Enter Room Rate per night – Concur will allocate rate per night
9. Save Itemizations

Hotel Itemization – Foreign Travel

Expense Center | SAP Concur | Expense | App Center | Support | Help | Profile

Manage Expenses

TEST | Delete Report | Submit Report

+ New Expense | + Quick Expenses | Import Expenses | Details | Receipts | Print

Hide Exceptions

Expense Type	Date	Amount	Exception
Hotel	01/08/2019	€ 150.00	Itemizations are required for this entry.

Expense | Nightly Lodging Expenses | Available Receipts

Check-in Date: 01/08/2019 | Check-out Date: 01/10/2019 | Number of Nights: 2

Recurring Charges (each night)

Room Rate: 50.00 | Room Tax: | Other Room Tax 1: | Other Room Tax 2: | Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense Type	Amount
Dinner	25.00
Dinner	25.00

Save Itemizations | Cancel

If there is a balance between final bill & room rates eg Dinner, complete the Additional Charges (each night) section

10. Choose Add Itemizations

Expense Center | SAP Concur | Expense | App Center | Support | Help | Profile

Manage Expenses

TEST | Delete Report | Submit Report

+ New Expense | + Quick Expenses | Import Expenses | Details | Receipts | Print

Hide Exceptions

Expense Type	Date	Amount	Exception
Hotel	02/04/2019	€ 150.00	The itemization amounts do not add up to the expense amount.

Expenses | Expense | Nightly Lodging Expenses | Available Receipts

Total Amount: € 150.00 | Itemized: € 100.00 | Remaining: € 50.00

Date	Expense Type	Amount	Requested
02/04/2019	Hotel	€ 150.00	€ 100.00
02/05/2019	Hotel	€ 50.00	€ 50.00
02/04/2019	Hotel	€ 50.00	€ 50.00

The itemization amounts do not add up to the expense amount.

Expense Type: Hotel | Transaction Date: 02/04/2019 | City of Purchase: Sligo, IRELAND | Payment Type: Cash | Amount: 150.00 | EUR | Receipt Status: Receipt

TOTAL AMOUNT: € 100.00 | TOTAL REQUESTED: € 100.00

Save | Add Itemization | Attach CFDI | Attach Receipt | Cancel

Hotel Itemization – Foreign Travel

11. Choose Expense Type Dinner
12. Enter amount
13. Save

The screenshot displays the SAP Concur Expense Center interface. At the top, the browser address bar shows the URL <https://www.concursolutions.com/Expense/client/default.asp>. The SAP Concur logo and 'Expense' tab are visible in the header. The main content area is titled 'TEST' and includes navigation buttons like 'New Expense', 'Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print'. A 'Manage Expenses' section contains an 'Exceptions' table with one entry: 'Hotel' on 02/04/2019 for € 150.00, with a note: 'The itemization amounts do not add up to the expense amount.' Below this is an 'Expenses' table with columns for Date, Expense Type, Amount, and Requested. It shows two entries for 'Hotel' on 02/04/2019, each for € 50.00. The 'New Itemization' form is open, showing fields for Expense Type (Dinner), Transaction Date (02/04/2019), City of Purchase (Sligo, IRELAND), Payment Type (Cash), Amount (€ 50.00), and Receipt Status (Receipt). A 'Personal Expense (do not reimburse)' checkbox is also present. At the bottom, a summary shows 'TOTAL AMOUNT € 100.00' and 'TOTAL REQUESTED € 100.00'. The Windows taskbar at the bottom indicates the time is 13:54 on 19/02/2019.

Expense Type	Date	Amount	Exception
Hotel	02/04/2019	€ 150.00	The itemization amounts do not add up to the expense amount.

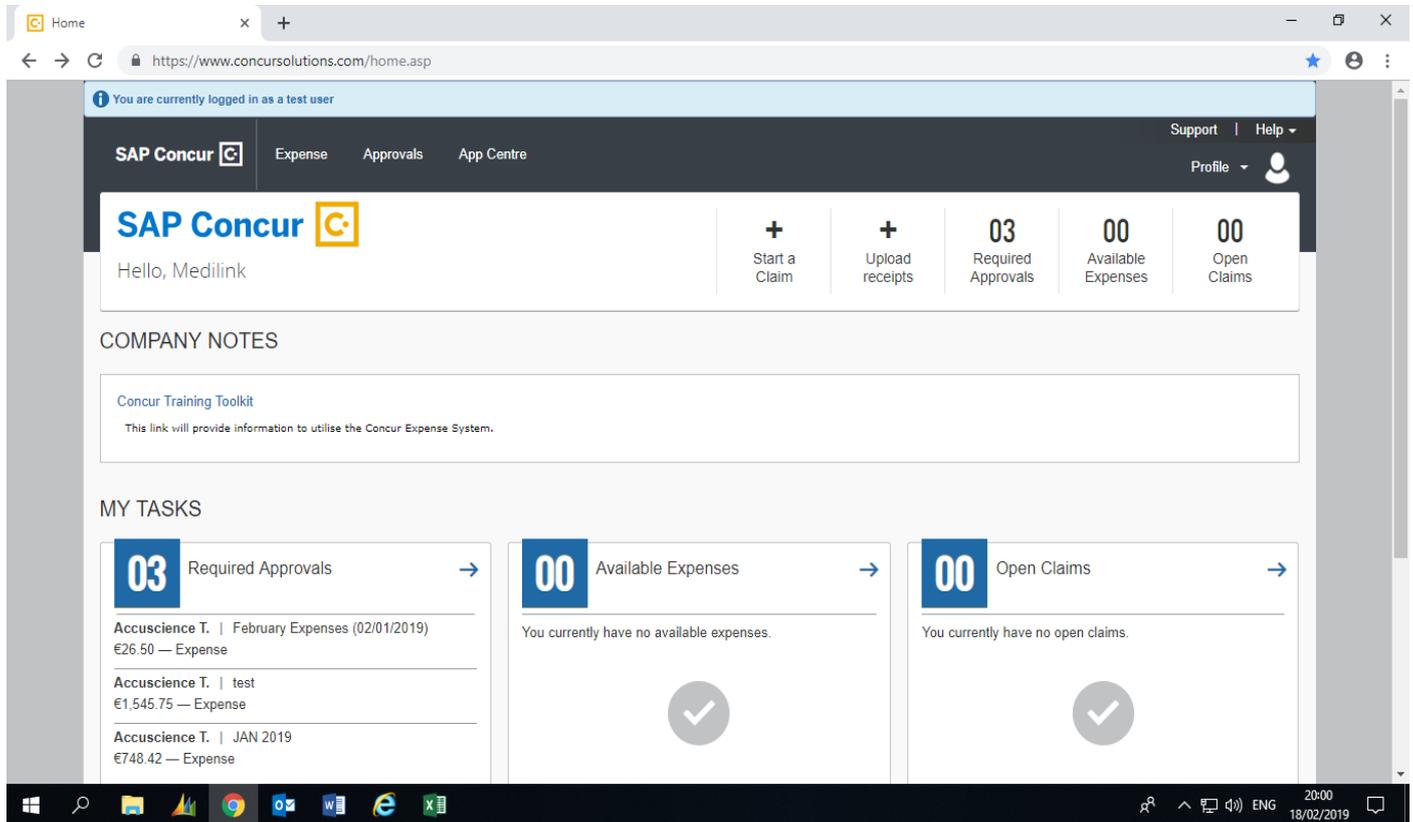
Expense Type	Date	Amount	Requested
Hotel	02/04/2019	€ 50.00	€ 50.00
Hotel	02/04/2019	€ 50.00	€ 50.00

Expense Type	Transaction Date	City of Purchase	Payment Type	Amount	Receipt Status
Dinner	02/04/2019	Sligo, IRELAND	Cash	€ 50.00	Receipt

TOTAL AMOUNT € 100.00 TOTAL REQUESTED € 100.00

Expense Approver

1. Log onto Concur SAP
2. Front screen under “My Tasks” lists Expense Reports that Require Approval
3. Choose first expense to be approved



4. Check the expense lines, check if receipts are attached. If the employee has attached receipts or comments, you can see them by placing the mouse over the symbols.
5. If you are happy with the expenses, you will choose the “Approve” tab. The expenses are then forwarded to the Expense Processor.

Expense Approver

The screenshot shows the SAP Concur Expense Approver interface. The browser address bar displays the URL: <https://www.concursolutions.com/expense/client/default.asp?gateway=1&RptListFilter=toapprove>. The user is logged in as a test user. The interface includes a navigation menu with 'Expense', 'Approvals', and 'App Centre'. The main content area is titled 'February Expenses (02/01/2019) [Test User, Accuscience]'. It features a table of expenses and a claim summary.

Date	Expense	Amount	Requested
02/04/2019	Parking TA(6, Dublin, IRELAND	€ 14.00	€ 14.00
01/01/2019	Parking ST JAMES HOSPITAL, Dublin, IRELU	€ 12.50	€ 12.50

TOTAL AMOUNT: € 26.50
TOTAL REQUESTED: € 26.50

Claim Summary
Claim Totals

Amount Due Company	Amount Due Employee
€ 0.00	€ 26.50

6. If you are not happy with the expense submitted, choose the “Send back to employee” tab. The expenses will appear in the employee profile & will have to be amended as per your comments.
7. Once the employee has amended the expenses, they will re-submit to their manager for approval. Once approved expenses can be forwarded onto the Expense Processor.

Acting as a Delegate

If an approver is on Annual Leave, the approver can appoint a Delegate to approve expenses in their absence. Please contact Accounts Department, who will change the approver profile.

Extra Training Video's & Manuals

Log onto SAP Concur with the link below:

<https://www.concurtraining.com/en-us/pr/get-started>

LEARN THE BASICS

SAP Concur integrates expense reporting with a complete travel booking solution. Learn how to log on to SAP Concur, navigate the Concur system, and quickly learn how to use your Concur products.

- Demonstration of Concur Travel and Expense (Original UI)
- Demonstration of Concur Travel and Expense (NextGen Expense UI)

Getting Started

TOPIC	VIDEOS	GUIDES	TIP SHEETS
SAP Concur Getting Started QuickStart Guide			
Icon QuickStart Guide			
Logging on to SAP Concur			
Exploring the SAP Concur Home Page			
Demonstration of Concur Travel and Expense			
Expense Pay - Activating Direct Deposit			

Using Concur Travel

Learn how to update your Travel profile, and how to use Concur Travel to book a flight, rail, car and/or hotel reservations.

TOPIC	VIDEOS	GUIDES	TIP SHEETS
Concur Travel QuickStart Guide			
Updating Your Travel Profile			
Booking a Flight			
Booking a Hotel			