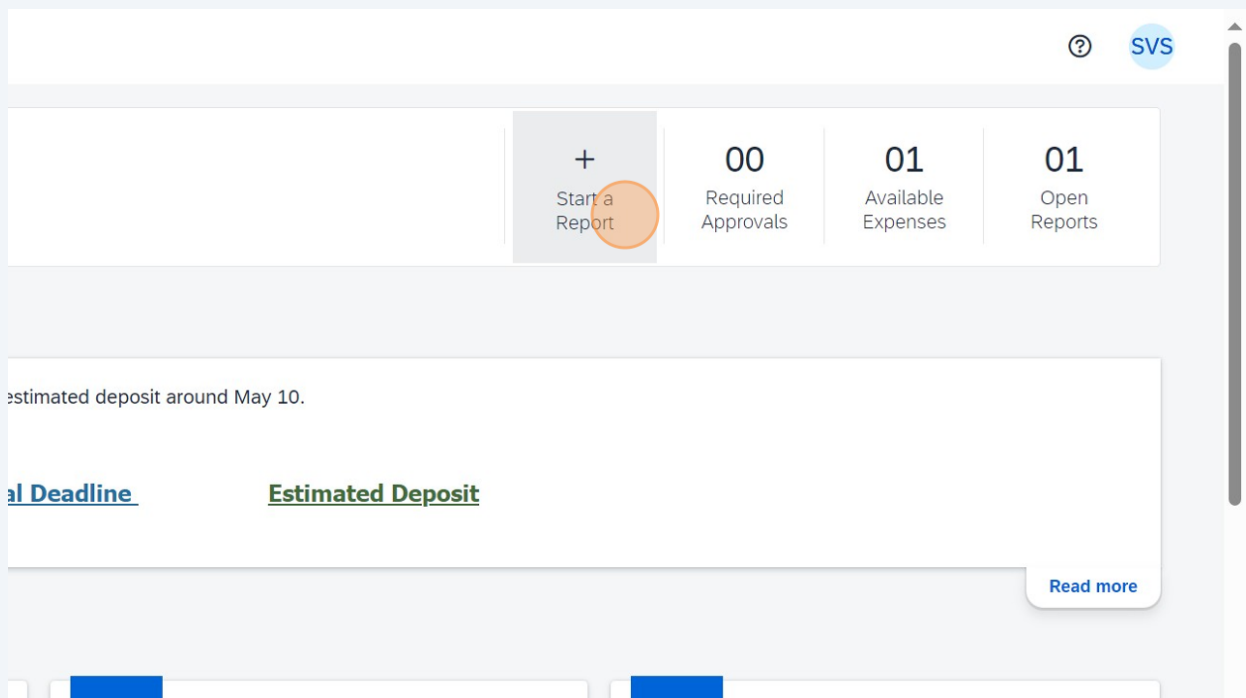


Create Expense Report in Concur

- 1 Navigate to <https://www.concursolutions.com/home.asp>

- 2 Click Start a Report.



- 3 Give your Report a Name.

4 Click "Create Report."

A screenshot of a web form for creating a report. The form includes several input fields: 'Date' with the value '1/2024' and a calendar icon; 'Business Purpose' with a text input field and a character count '0/500'; 'Cost Center' with a dropdown menu showing 'Admin'; and 'Region' with a dropdown menu showing 'Corp'. A large text area is also present. At the bottom right, there are two buttons: 'Cancel' and 'Create Report'. The 'Create Report' button is highlighted with an orange circle. A red asterisk and the text '* Required field' are located at the top right of the form.

5 Click "Add Expense."

A screenshot of a web page titled 'Report \$0.00'. The page shows a breadcrumb trail: 'Home / Expense / Manage Expenses / Report'. Below the title, it says 'Not Submitted | Report Number: E10GAK'. There are three links: 'Report Details', 'Print/Share', and 'Manage Receipts', each with a dropdown arrow. Below these links is a row of buttons: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The 'Add Expense' button is highlighted with an orange circle. At the bottom of the page, there is a blue circular icon and a notification box that says 'Report saved' with a checkmark icon.

6 Click Create New Expense.

The screenshot shows a mobile application interface with a sidebar on the left and a main content area. The sidebar contains a 'Report \$0.00' section with a 'Report Number' field and 'Edit' and 'Delete' buttons. The main content area is titled 'Add Expense' and has a close button (X) in the top right corner. Below the title, there are two tabs: '1 Available Expenses' and 'Create New Expense'. The 'Create New Expense' tab is highlighted with an orange circle. Below the tabs is a table with columns: 'Paym... ↓↑', 'Expens...', 'Expe... ↓↑', 'Vend... ↓↑', 'Date↓↑', and 'Amount↓↑'. The table contains one row with the following data: 'Out-of-Pocket', 'Expenselt', 'Business Meals (Attendees)', 'THE STEPPING STONES GROUP Augusta, Georgia', '04/12/2024', and '\$210.00'. There is a blue circle icon in the first column of the table.

7 Choose appropriate Expense Type.

The screenshot shows the 'Add Expense' modal with the 'Create New Expense' tab selected. The modal has a search bar at the top with the placeholder text 'Search for an expense type'. Below the search bar, there are two sections: 'Recently Used' and '01. Travel'. The 'Recently Used' section lists 'Airfare', 'Personal Car Mileage', 'Wellness', and 'PDA'. The 'Wellness' item is highlighted with an orange circle. The '01. Travel' section lists 'Airfare' and 'Car Rental'.

10 Add Amount Requested.

Allocate

* Required field

Expense Type *
Wellness

Transaction Date *
05/01/2024

Business Purpose *
Wellness

Vendor Description

Payment Type *
Out-of-Pocket

Amount *
[Orange circle highlights the input field]

Currency *
US, Dollar (USD)

Cost Center *
min (Blue circle highlights the text)

Region
Corp

Comment 0/500

Receipt

Click to upload
Valid file types

11 Click "Add Receipt" and add your corresponding Receipt Image.

ut-of-Pocket

urrency *
S, Dollar (USD)

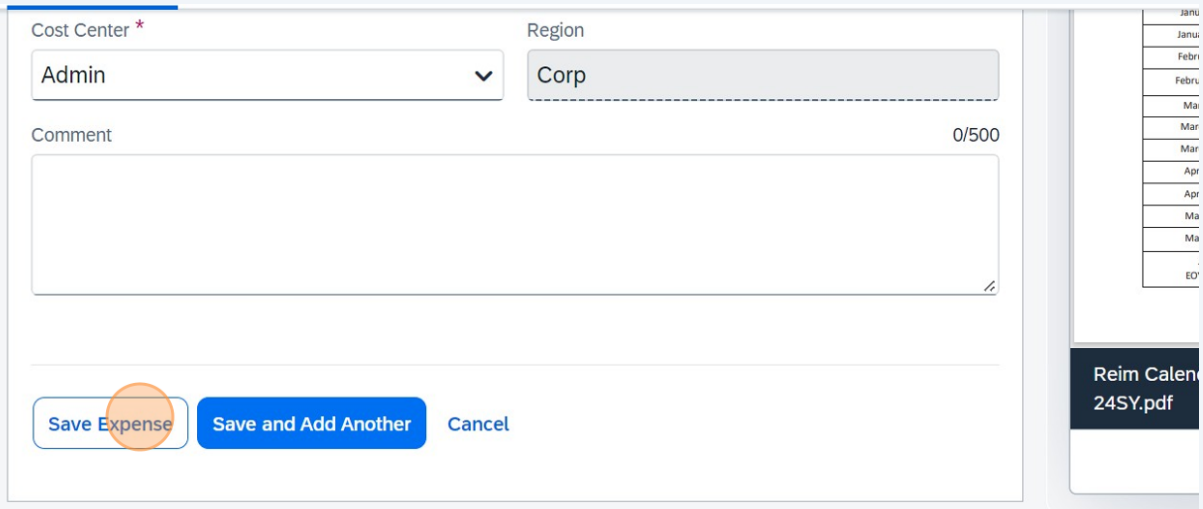
gion
orp

0/500

Add Receipt (Orange circle highlights the button)

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

12 Click "Save Expense."



The screenshot shows a web form for saving an expense report. The form has two main sections: a top section for selecting 'Cost Center' and 'Region', and a bottom section for a 'Comment'. The 'Cost Center' dropdown is set to 'Admin' and the 'Region' dropdown is set to 'Corp'. The 'Comment' text area is empty, with a character count of '0/500'. Below the text area are three buttons: 'Save Expense' (highlighted with an orange circle), 'Save and Add Another', and 'Cancel'. To the right of the form is a sidebar with a calendar view showing months from January to May, and a button labeled 'Reim Calendar 24SY.pdf'.

Cost Center ^{*}

Admin

Region

Corp

Comment 0/500

Save Expense Save and Add Another Cancel

Reim Calendar 24SY.pdf

13 Review your report to ensure accuracy. Click Submit Report button when ready to submit.