

Concur Invoice: Expense Types

Setup Guide for Standard Edition

Last Revised: November 10, 2021

Applies to these SAP Concur solutions:

- Expense
 - Professional/Premium edition
 - Standard edition
- Travel
 - Professional/Premium edition
 - Standard edition
- Invoice
 - Professional/Premium edition
 - Standard edition
- Request
 - Professional/Premium edition
 - Standard edition

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Revision History

Date	Notes/Comments/Changes
August 20, 2022	Minor edits; cover date not updated.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
November 10, 2021	Updated instructions for Product Settings page.
March 20, 2021	Added information about editing the <i>Undefined</i> expense type name.
March 4, 2021	Updated the copyright year; no other changes; cover date not updated
April 22, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 8, 2020	Updated the copyright; no other changes; cover date not updated
August 17, 2019	Added more information about spend categories. Fixed some typos and made some clarifications in the Spend Categories table.
June 8, 2019	Updated text and images throughout to reflect UI name change from "Cost Tracking" to "Custom Fields".
March 21, 2019	Updated "payment request" to "invoice". Updated "Concur" to "SAP Concur". Updated images.
January 29, 2019	Updated the copyright; no other changes; cover date not updated
December 6, 2018	Minor edit.
August 7, 2018	Updated Cost Tracking content.
July 30, 2018	Minor edit.
June 16, 2018	Removed information about QuickBooks Connector and Financial Integration, as content is now consolidated in the <i>Shared: QuickBooks Connector Setup Guide</i> and <i>Shared: QuickBooks Integration Using Concur Financial Integration Service Setup Guide</i> .
April 11, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 17, 2018	Added information about when account code is missing.
February 15, 2018	Updated "Show Advanced Settings" text.
February 10, 2018	Removed Goodwill and Airline Fees spend categories.
December 9, 2017	Added spend category table and information about the spend category list labels.

Date	Notes/Comments/Changes
November 14, 2017	Added Activate field to the import table.
November 4, 2017	Added the Spend Category feature. Updated guide to include new Product Settings page, which replaces the Setup Wizard.
August 19, 2017	Updated QuickBooks Desktop note about mapping alternate account codes.
July 29, 2017	Added information about the following: <ul style="list-style-type: none"> • Added information about country packs • Added reference to mapping QuickBooks items to expense types by policy group for QBD connected companies
March 18, 2017	Updated with menu option name change to access Setup Wizard.
December 13, 2016	Changed copyright and cover; no other content changes.
December 9, 2016	Added information about the following: <ul style="list-style-type: none"> • How many expense type records clients can import • A note about QuickBook items
October 14, 2016	Added information about the following: <ul style="list-style-type: none"> • Account code synchronization for QuickBooks Online clients • Account Name and Number for QuickBooks Online clients
September 9, 2016	Added information about QuickBooks Items being available in Invoice.
June 17, 2016	Added information about the following: <ul style="list-style-type: none"> • Ability to synchronize all account codes for QuickBooks Desktop users • Account Code column description name change for QuickBooks and non-QuickBooks users
May 13, 2016	Updated information about QuickBooks clients being able to see QuickBooks account name and numbers.
March 18, 2016	Updated graphics to reflect new formatting of editable fields.
November 20, 2015	Updated graphics to reflect newly styled step numbers.
March 13, 2015	Updated the images to the enhanced UI and made general updates to the content.
September 16, 2014	Added information about two user interfaces; no other content changes
May 16, 2014	New document. (This content originated from the Invoice Setup Guide for Concur Standard.)

Expense Types

Section 1: Overview

The **Invoice - Expense Types** page in Product Settings allows you to establish how your organization accounts for expenses. To begin, determine the types of expenses your organization tracks, and add or update them using this step.

SAP Concur provides a list of commonly used expense types to help you get started.

Expense & Invoice Settings > Invoice - Expense Types

Invoice - Expense Types

Click **New** to add the expense types your company uses for invoices. If you have a large number of expense types, consider using **Import** instead.

1 Expense Types 2 Account Codes 3 Tax Administration

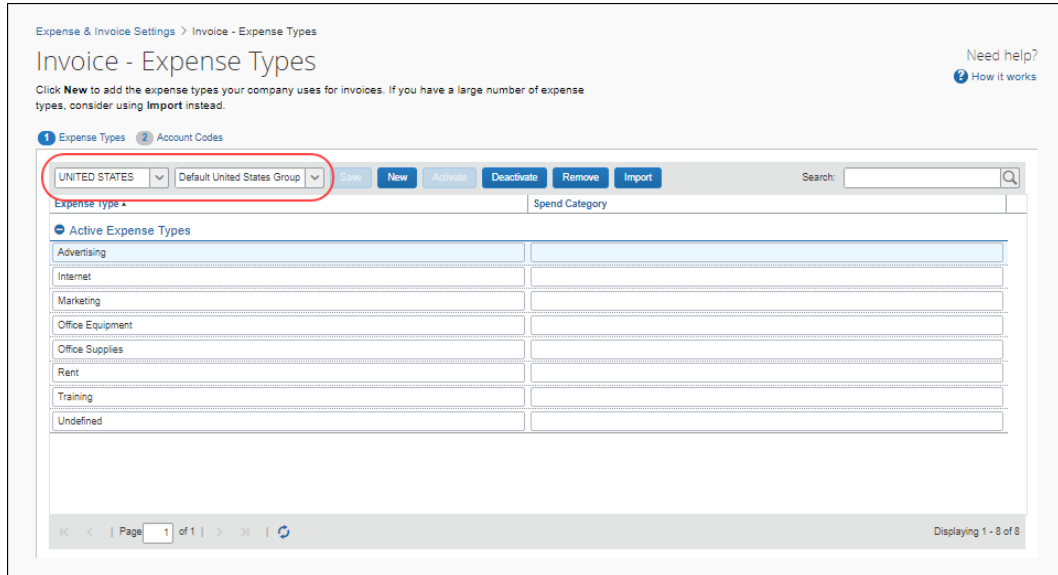
Save New Activate Deactivate Remove Import Search:

Expense Type	Spend Category
Active Expense Types	
Advertising	
Internet	
Marketing	
Office Equipment	
Office Supplies	
Rent	
Training	
Undefined	

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Expense Types and Country Packs

If your company is using the Country Pack feature and more than one country pack has been activated, you will be able to select certain expense types to use per country pack and policy group.



For more information about country packs, refer to the *Concur Invoice: Country Packs With VAT Setup Guide*.

Clients Connected to Financial Systems

If you have connected SAP Concur to your financial system, some fields on this page may display different labels or pre-populated values based on your connected financial system.



For more information, refer to the SAP Concur setup guide for your financial system.

QuickBooks Clients Only

The **Account Code/GL Code** column is relabeled **QuickBooks Account Name or Number** to help you enter the right information for QuickBooks.

The screenshot shows the 'Invoice - Account Codes' configuration page. At the top, it says 'Expense & Invoice Settings > Invoice - Account Codes'. Below that, it says 'Invoice - Account Codes' and 'Enter the account code for each expense type.' There are three tabs: '1 Expense Types', '2 Account Codes', and '3 Tax Administration'. A search bar is present. The main table has a header row with 'Expense Type' and 'QuickBooks Account Name or Number' (circled in red). The table lists the following expense types: Advertising, Internet, Marketing, Office Equipment, Office Supplies, Rent, Training, and Undefined. Each type has a corresponding input field for the account code.

Alternate Account Codes Clients Only

An **Alternate Account Code** column appears if you have selected this option for Concur Invoice during the Introduction step.

Section 2: Expense Types and Account Codes

There are two primary methods used to map your accounting system to Concur Invoice:

- **Expense Types** are used to classify the expenses your employees incur. A list of expense types appears as an option when an employee first creates an expense entry. Using a standard set of expense types makes it easier for you to track what your employees are spending on.
- **Account Codes** are the information that you use to account for your expenses in your company's Chart of Accounts. They can be text or numbers, depending on your needs. The purpose of mapping expense types to account codes is to connect SAP Concur with the company's accounting system; the expense types are defined in SAP Concur while the account codes are defined in your accounting system.

How the Client System Works with Concur Invoice

The expense type/account code map is the thread that connects the two systems and ensures that the amounts coming from SAP Concur (via export file) are applied correctly in your accounting system, which in turn ensures the correct posting to your General Ledger. If you use alternate account codes, you can set the default codes and map the alternate codes to the list that you created on the **Edit List** page in Custom Fields.

NOTE: Alternate account codes are configured by clicking the **Accounting** link in the **Connections** section and then using the **For Invoice, does your business post expenditures to alternate account codes based on information about your employees or their purchases?** setting.

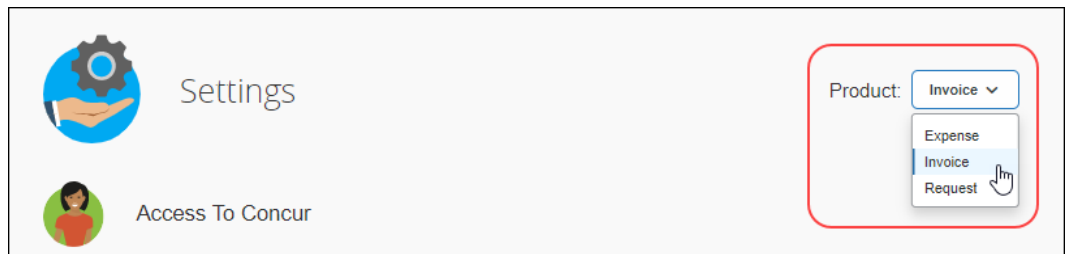
Example

Your company has 100 expense types. Rather than type them each in individually, you can list the expense types and their associated account codes in a spreadsheet, then import the list into Concur Invoice.

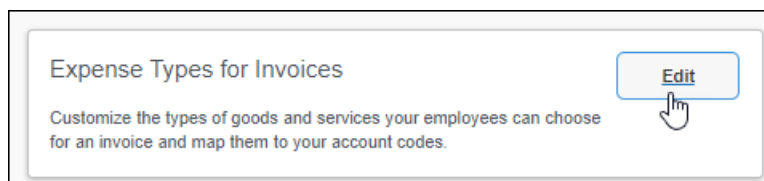
Access the Invoice - Expense Types Page

▶ **To access the Invoice - Expense Types page:**

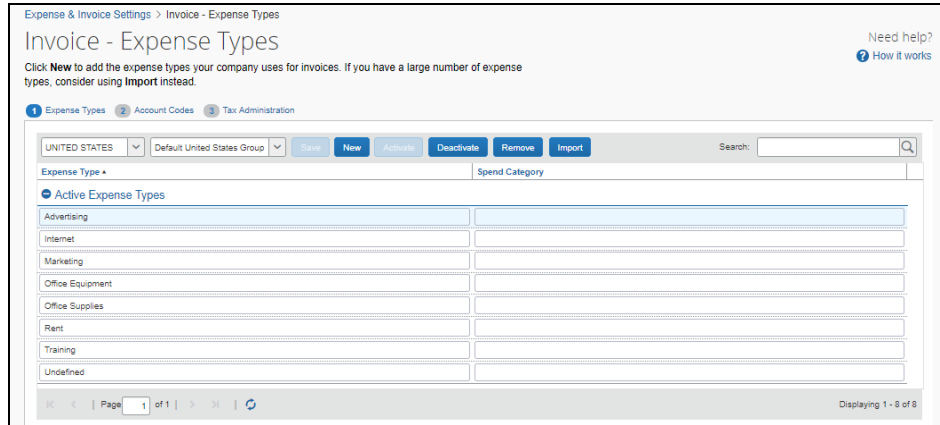
1. Click **Administration > Invoice Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Invoice*.



3. On the **Expense Types for Invoices** tile, click **Edit**.



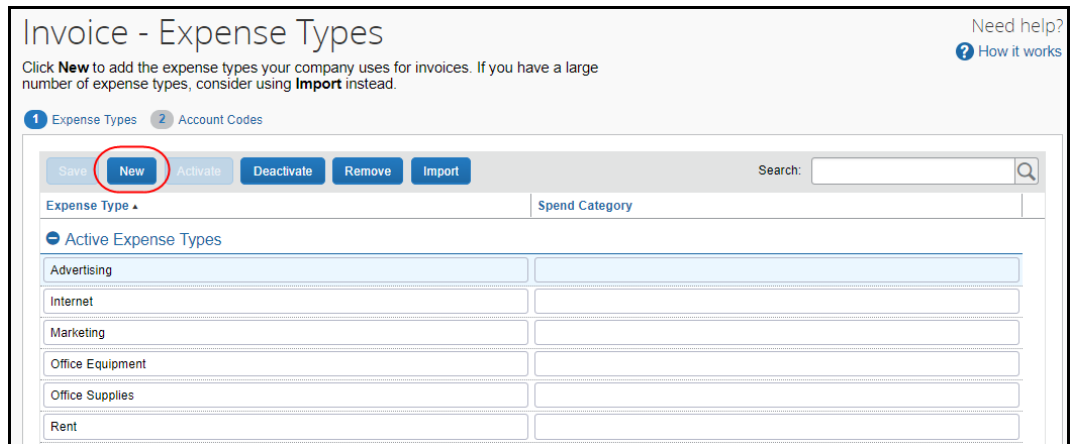
The **Invoice - Expense Types** page appears.



Manage Expense Types

► **To add a new expense type:**

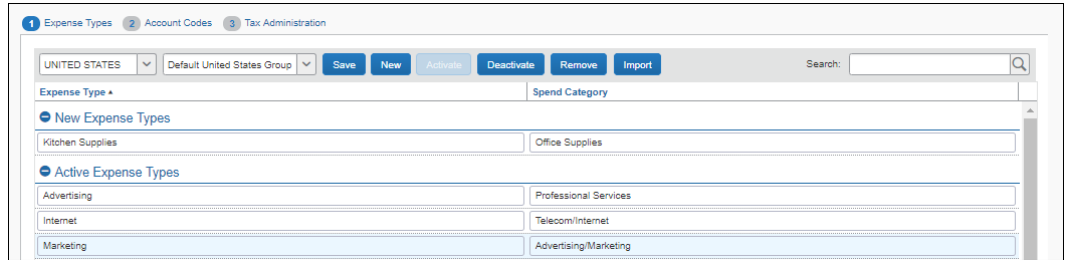
1. Click **New**.



2. Fill in the fields:

Field	Definition/Action
Expense Types	Enter the expense type name in the New Expense Types section. This is the name your users select when they create a new invoice.
Spend Category	Select the spend category to which the expense type should belong. A spend category consists of a group of expense types. The Spend Category list will show the top three recommended spend categories based on what expense type the admin has entered in the Name field. The remaining spend categories are listed in alphabetical order.

3. Click **Save**. Your changes appear on the main page.



▶ **To update an expense type:**

Please note that you cannot edit the *Undefined* expense type name.

1. Select either **Expense Types**.
2. Click the value you would like to update.
3. Enter the new value.
4. Click **Save**.

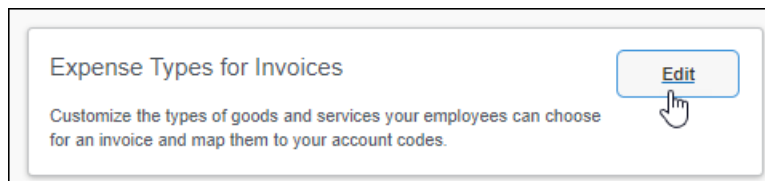
▶ **To remove an expense type (only):**

1. Select **Expense Types**.
2. Click the expense type you would like to remove.
3. Click **Remove**.
4. Click **Yes**.

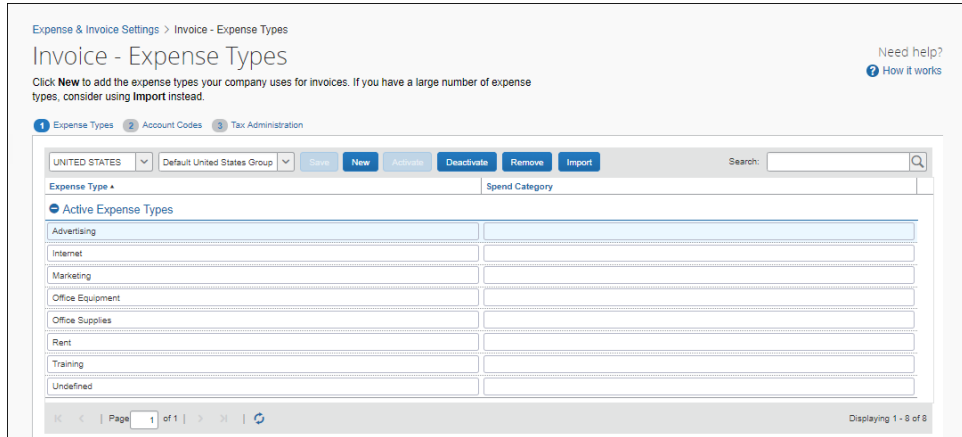
Access the Account Codes Page

▶ **To access the Invoice – Account Codes page:**

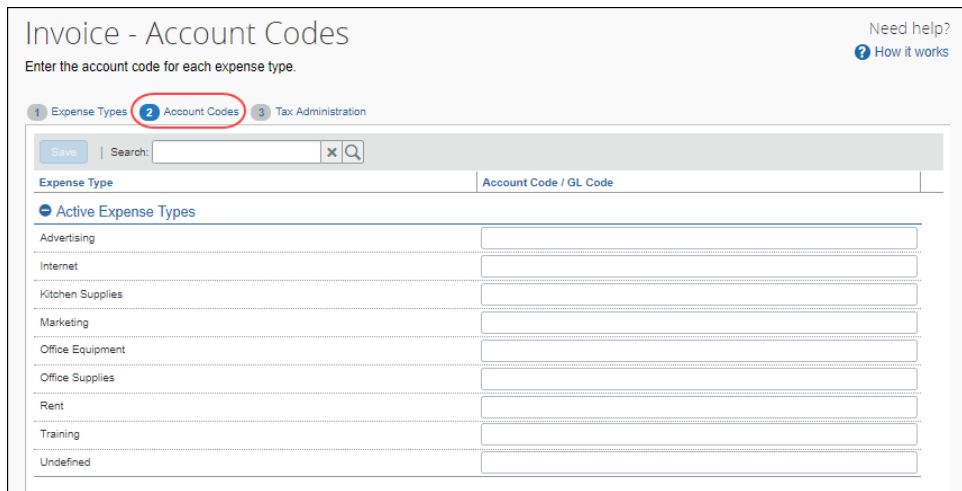
1. Click **Administration** > **Invoice Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Invoice*.
3. On the **Expense Types for Invoices** tile, click **Edit**.



The **Invoice - Expense Types** page appears.



4. Click **Account Codes**.



Manage Account Codes

► **To enter your default account codes:**

1. In the **Account Codes / GL Code** column, click the field to which you want to add an account code for an expense type.

The screenshot shows the 'Account Codes' tab in the SAP Concur interface. At the top, there is a dropdown menu set to 'DEFAULT', a 'Save' button, and a search field. Below this is a table with three columns: 'Expense Type', 'Account Code / GL Code', and 'Default Code'. Under the 'Active Expense Types' section, the following rows are visible:

Expense Type	Account Code / GL Code	Default Code
Advertising	1000	
B&B		
Building Maintenance	2000	
Building Repair	3000	
Catering	4000	

2. Enter the account code.

This screenshot shows the same 'Account Codes' tab as the previous one, but now the 'B&B' row has '1010' entered in the 'Account Code / GL Code' column. The 'Save' button is now highlighted in blue, indicating it has been clicked.

Expense Type	Account Code / GL Code	Default Code
Advertising	1000	
B&B	1010	
Building Maintenance	2000	
Building Repair	3000	

3. Repeat for each expense type.
4. Click **Save**.

NOTE: If an account code is missing for an expense type, employees will still be able to submit and approve the invoice. However, the system will block the data from being extracted or posted to your financial system until your SAP Concur company administrator provides an account code mapping for the expense type in Product Settings.

► **To update an account code:**

1. Select either **Account Codes**.
2. Click the value you would like to update.
3. Enter the new value.
4. Click **Save**.

Import Expense Types

Often it is easier to import expense types if you wish to avoid performing this task manually. The correct template for download is automatically available based on your selection to include or not include the alternate account codes feature.

The Expense Type Import process has several steps:

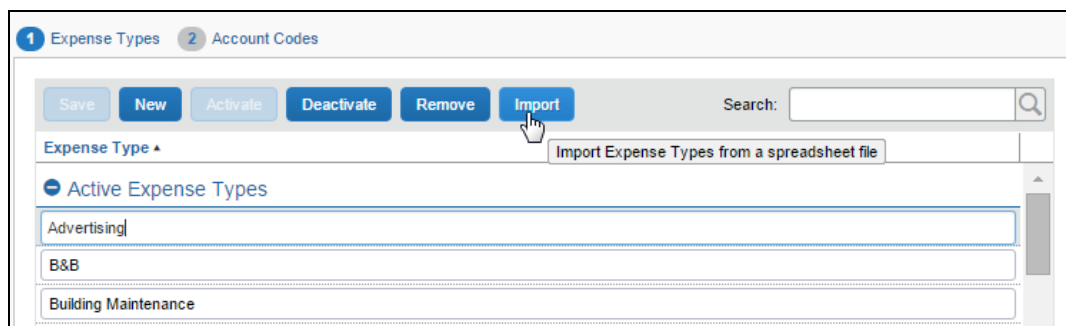
1. Downloading the expense type spreadsheet
2. Populating the expense type spreadsheet
3. Uploading the expense type spreadsheet

Download the Expense Type Spreadsheet

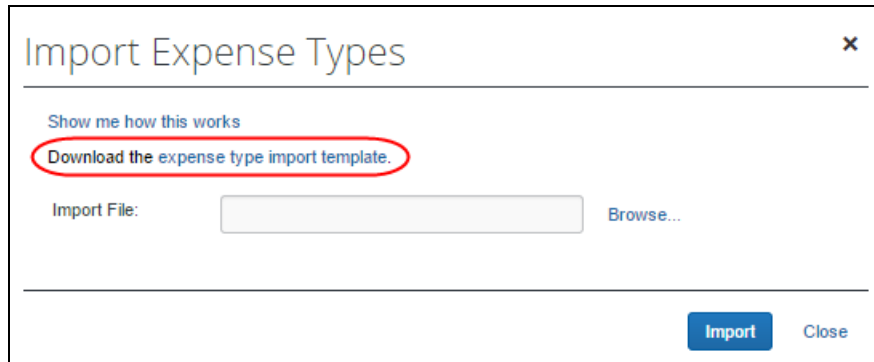
The administrator can download the appropriate expense type spreadsheet to use as a template for the expense type import spreadsheet. The correct template is automatically made available depending on your choice of including the alternate account codes feature.

► **To download the expense type spreadsheet:**

1. In the **Expense Types** step, click **Import**.



- In **Import Expense Types** window, click **Download the expense type import template**.



- In the **Save As** window, select a location on your computer to save the spreadsheet.

Populate the Expense Type Spreadsheet

You can enter data directly in the template spreadsheet, or you can use the template as a guide for creating the expense type spreadsheet. The Expense Types Import spreadsheet contains columns for the possible data fields to import. Columns with a bold blue heading are required fields.

Clients can import up to 12, 500 expense type records into Concur Invoice.

EXPENSE TYPE IMPORT FIELDS

The following fields are available in the template:

Field	Required?	Definition
Delete?	Y	Y (Yes) or N (No). Use to remove this expense type from the expense types list. You must specify the value (Y or N) and include a value for Expense Type Name to identify the expense type to add or remove from the list.
Activate?	Y	Y (Yes) or N (No). Uses to activate this expense type in the Expense Types list. You must specify the value (Y or N) and include a value for Expense Type Name to identify the expense type to activate in the list.
Expense Type Name	Y	Y (Yes) or N (No). Use to specify the expense type name, in the default language, to add (new), change (account code), or remove (delete). This field is required for client-specified expense

Field	Required?	Definition
		types.
Account Code	Y	Y (Yes) or N (No). Use to assign an account code (GL number) for the expense type. NOTE: If you are a QuickBooks user, enter the account name or number.
Alternate Account Code*	Y	Y (Yes) or N (No). Use to assign an alternate account code (GL number) for the expense type.
Spend Category	N	Y (Yes) or N (No). This field defines the overall category of spend with which the expense type is associated.

* Only appears if the Alternate Account Code feature is selected in the **Introduction** step during set up.

NOTE: An expense type name is changed by modifying it directly using options available in the user interface.

IMPORTANT: FORMATTING ISSUES

The user import spreadsheet has these formatting requirements:

- The values in the spreadsheet header row must not be deleted
- All cells in the spreadsheet must have a **Number Format** or **Text** before you upload the document

If you use the Replace feature in Excel, be aware that it may not maintain the required cell formatting. Testing has shown that cells formatted as text become general format after using Replace. If the cells are not formatted as text, the import will fail.

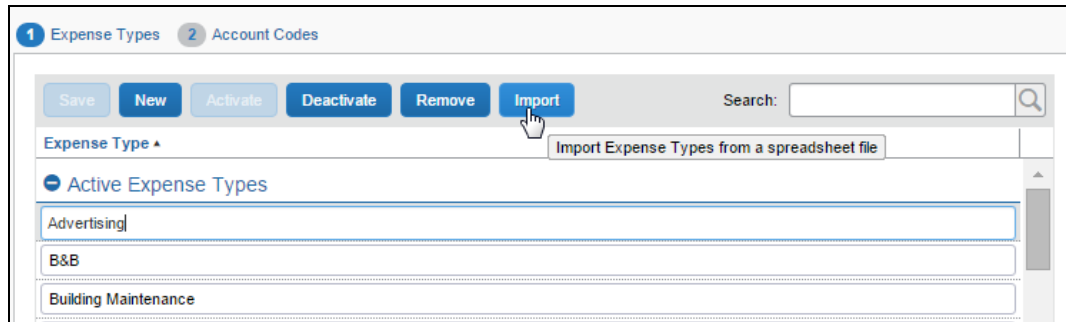
If you use this feature, always verify the cell formatting when done. If necessary, select the appropriate cells and change the formatting.

Upload the Expense Type Spreadsheet

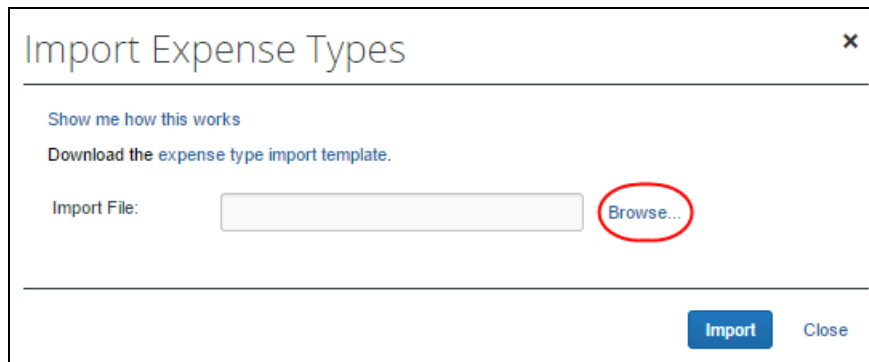
The expense type spreadsheet is uploaded using the **Expense Type > Import** step.

▶ **To upload the expense type spreadsheet:**

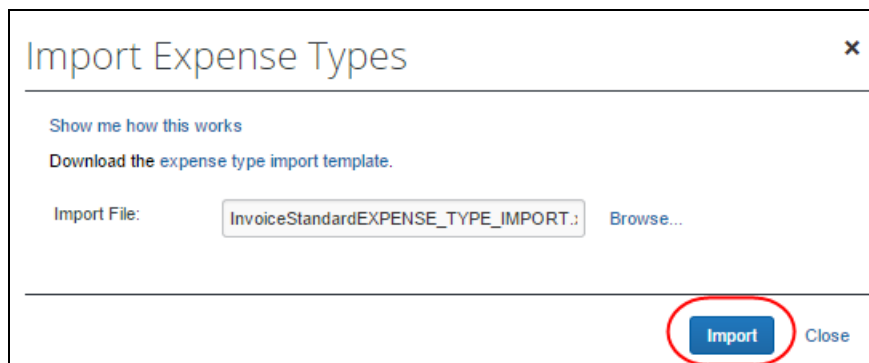
1. In the **Expense Types** setup step, click **Import**.



2. In the **Import Expense Types** window, click **Browse** and navigate to the correct folder to select the expense type spreadsheet to upload.



3. Click **Import**.



4. The **Import Expense Types** window closes and the expense types are imported.

Verify that the expense types are now loaded, and that any name changes or deletions are represented on the **Manage Expense Types** page.

Section 3: Spend Categories

The spend category associated with each expense type determines which reporting category the expenses of that type fall under. When running reports that aggregate expenses by type, the spend category determines which type of spend the expense type will be associated with. Some spend categories are also associated with UI behavior, which determines whether the expense type has special presentation handling.

The table that follows lists all the spend categories available for selection. The **Recommended Product(s)** column lists the product(s) SAP Concur recommends the spend category be used with.

NOTE: The list of spend categories is shared with Concur Expense.

Spend Category	Recommended Product(s)	Description
Accounting	Invoice	Use this for account payable/receivable, accrued liabilities, and cash advance return.
Advertising/Marketing	Invoice and Expense	Use this for marketing expense, promotional items, advertising, and promotions.
Agent/Booking Fees	Expense	Use this for travel agent and booking fees other than airline fees.
Airfare	Invoice	Use this for airfare and airline fees.
Car Rental	Expense	Use this for car rental.
Car Related	Invoice	Use this for mileage, parking, tolls, car rental, company/personal car, and gasoline/fuel.
Cash Advance - Not Partially Approvable	Expense	Use this for cash advance that is not partially approvable.
Cash Advance - Standard	Expense	Use this for standard cash advance.
Company Car - Fixed Expense	Expense	Use this for expense types where you want your users to enter a fixed expense amount in the user interface. The expense amount is independent of the distance. NOTE: For Concur Invoice users, SAP Concur recommends using the Car Related spend category.

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Spend Category	Recommended Product(s)	Description
Company Car - Mileage Reimbursement	Expense	Use this for expense types where you want your users to enter a distance in the user interface. The system calculates the expense amount using this distance. NOTE: For Concur Invoice users, SAP Concur recommends using the Car Related spend category.
Computer	Invoice and Expense	Use this for IT services, software expenses, and computers.
Consulting Services	Invoice	Use this for consultancy fees, consulting services, and consultants.
Donations	Invoice and Expense	Use this for charitable contributions/events, charity, and goodwill.
Entertainment	Invoice and Expense	Use this for dinner/lunch/breakfast, business meals, and client/customer entertainment.
Facility	Invoice	Use this for repairs/maintenance, maintenance equipment, and storage units.
Fees/Dues	Invoice and Expense	Use this for bank service charges, fines, penalties, membership dues, licenses, and permits.
Financial Services	Invoice	Use this for accounting fees, audit fees, tax services, and financial services.
Fuel for mileage	Expense	Use this for fuel for mileage. NOTE: For Concur Invoice users, SAP Concur recommends using the Car Related spend category.
Gas	Expense	Use this for gas/fuel. NOTE: For Concur Invoice users, SAP Concur recommends using the Car Related spend category.
Gifts	Invoice and Expense	Use this for gifts/awards for clients/customers and customer appreciation.
Ground Transportation	Expense	Use this for bus, taxi, shuttle, and public transport.
Ground Transportation (Japanese)	Expense	Use this for bus, taxi, shuttle, and public transport. NOTE: This is specific for Japan.
Insurance	Invoice and Expense	Use this for vehicle insurance, general insurance, and business insurance.
Janitorial	Invoice and Expense	Use this for janitorial supplies and cleaning supplies.

Spend Category	Recommended Product(s)	Description
Legal Services	Invoice	Use this for legal expenses and professional legal fees.
Lodging	Expense	Use this for lodging.
Lodging - Do Not Track Room Rate Spending	Expense	Use this when you do not want to use the Hotel Wizard. Your users must manually itemize daily room rates and room taxes. NOTE: For Concur Invoice users, SAP Concur recommends using the Lodging spend category.
Lodging Tax	Expense	Use this for lodging tax. Excluding local lodging tax is beneficial when negotiating prices with hotel chains.
Lodging - Track Room Rate Spending	Expense	Use this when you want to use the Hotel Wizard. The wizard has entry fields for Daily Room Rate and Daily Room Tax . The wizard creates the itemizations for room rate and room tax. NOTE: For Concur Invoice users, SAP Concur recommends using the Lodging spend category.
Meal	Invoice and Expense	Use this for meals.
Meal - Count in Daily Meal Allowance	Expense	Use this when you use Travel Allowance for all meals expense types you <i>do</i> want to count in the daily meal allowance. This typically also includes the incidentals expense type. The user interface for these expense types will include the Travel Allowance related meals fields. NOTE: This category only appears for clients using Travel Allowance. NOTE: For Concur Invoice users, SAP Concur recommends using the Meal spend category.
Meal - Do Not Count in Daily Meal Allowance	Expense	Use this when you use Travel Allowance for all meals expense types you do <i>not</i> want to count in the daily meal allowance. The user interface for these expense types will <i>not</i> include the Travel Allowance related meals fields. NOTE: This category only appears for clients using Travel Allowance. NOTE: For Concur Invoice users, SAP Concur recommends using the Meal spend category.
Meetings	Invoice and Expense	Use this for meetings.

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Spend Category	Recommended Product(s)	Description
Office	Invoice and Expense	Use this for office furniture and office stationary.
Other Supplies	Invoice and Expense	Use this for inventory, technical supplies, warehouse supplies, tools, and lab supplies.
Other	Invoice and Expense	Use this for tips/gratitude, undefined, sundry, miscellaneous, laundry, and incidentals.
Personal Car - Fixed Expense	Expense	Use this for expense types where you want your users to enter a fixed expense amount in the user interface. The expense amount is independent of the distance. NOTE: For Concur Invoice users, SAP Concur recommends using the Car Related spend category.
Personal Car - Mileage Reimbursement	Expense	Use this for expense types where you want your users to enter a distance in the user interface. The system calculates the expense amount using this distance. NOTE: For Concur Invoice users, SAP Concur recommends using the Car Related spend category.
Personal Car – Parking Expense	Expense	Use this for personal parking. NOTE: For Concur Invoice users, SAP Concur recommends using the Car Related spend category.
Printing, Reproduction	Expense	Use this for printing, duplicating, and photocopying.
Professional Services	Invoice	Use this for professional subscriptions/dues, licensing, and outside services.
Rent	Invoice	Use this for office/space/apartment rent, housing, and equipment rent/lease.
Shipping	Invoice and Expense	Use this for courier/shipping/freight, delivery and postage.
Staffing	Invoice	Use this for employee award/recognition/benefits, commissions/bonus, and payroll/salaries.
Subscription/Publication	Invoice and Expense	Use this for dues, subscriptions and newspapers/books/magazines.
Telecom	Invoice and Expense	Use this for cellular phone, internet services, and wireless devices.
Trade/Convention	Invoice and Expense	Use this for conferences, trade shows, and special events.
Train	Expense	Use this for train or rail.

Spend Category	Recommended Product(s)	Description
Training	Invoice and Expense	Use this for tuition/training reimbursement and seminar/learning.
Utilities	Invoice	Use this for electricity, gas, and waste disposal.