

Concur Invoice: Expense Types

Setup Guide

Last Revised: March 20, 2021

Applies to these SAP Concur solutions:

- Concur Expense
 - Professional/Premium edition
 - Standard edition

- Concur Travel
 - Professional/Premium edition
 - Standard edition

- Concur Invoice
 - Professional/Premium edition
 - Standard edition

- Concur Request
 - Professional/Premium edition
 - Standard edition

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Revision History

Date	Notes/Comments/Changes
October 12, 2022	Minor edits; cover date not updated
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
March 20, 2021	Added information about editing the <i>Undefined</i> expense type name.
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January 10 2018	Updated the copyright; no other changes; cover date not updated
December 9 2017	Updated names of four spend categories, added spend category codes and image showing spend category list labels.
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April 16 2014	Changed copyright and cover; no other content changes
December 28 2012	Made rebranding and/or copyright changes; no content changes

Date	Notes/Comments/Changes
May 18 2012	Tool now available from within Invoice Admin user interface.
December 31 2010	Updated the copyright and made rebranding changes; no content changes
December 2009	Changed to stand-alone setup guide; no content change

Expense Types

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's SAP Concur administrator.

In addition, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur staff. In this case, the client must initiate a service request with SAP Concur support.

Section 2: Overview

Expense types are expenses incurred on an invoice, bill, statement, or other payment demand document. A list of expense types appears when an employee creates an invoice. The list appears for each line item if the employee itemizes the invoice, so that multiple expense types appear on one invoice, or on one expense type for the entire invoice if the invoice contains only one item.

The expense type has several purposes:

- Expense types categorize the expenses in an invoice to the accounting system for cost accounting purposes. In particular, the expense type determines what natural account code the accounting system should use for the expense.
- Expense type is a tool that guides employees to selecting the proper expense categorization for an expense.
- Expense type often offers a more detailed description of the expense than is possible in the accounting system. This extra detail is valuable for reporting and business intelligence purposes.

The expense types are set up using the Expense Types tool in Invoice Admin.

Dependencies

Once an expense type is added, you must also go to:

- **Policies:** Identify which expense types the system uses for a policy.
- **Account Codes:** Identify the natural account codes for expense types for the General Ledger (GL) extraction.



Information on performing an import of your expense types is available in the *Concur Invoice: Expense Type Import User Guide*. Refer to that document for information on this topic.

Expense Types and Policies

Admins can create or import expense types into Concur Invoice and then associate these with one or several policies. Each policy may not need to use all available expense types or may require new expense types.

All new expense types appear in the Policies tool as *Inactive*. For the system to use an expense type in a policy, the expense type must be marked as *Active*. The default policy has a set of active expense types based on "best practices" methodology. The administrator has the option of marking the status of the expense type for each policy.

Spend Categories

A spend category allows clients to define the overall category of spend with which the expense type is associated. In other words, a spend category consists of a group of expense types. The main purpose of spend categories is to categorize expense types to generate reports on these (the reporting part is scheduled for a future release).

Apart from being added manually, spend categories can also be imported through an expense type import spreadsheet in the Expense Type Import tool.



For more information on importing spend categories, refer to the *Concur Invoice: Expense Types Import User Guide*.

Section 3: Expense Types Process

When an administrator identifies the expense types needed for a policy, they complete the processes indicated below:

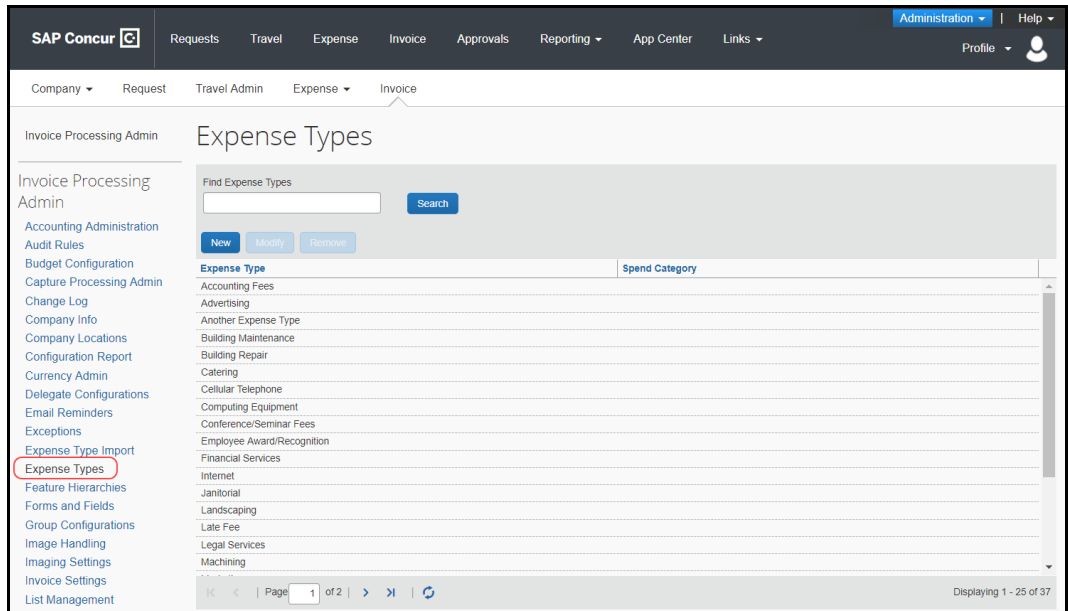
Process	Where Do I Perform This Step?
Identify expense type needs, including adding, editing, or deleting.	Expense Types tool in Invoice Administration
Mark expense types Active for a specific policy.	Policies tool in Invoice Administration
Assign the appropriate account code.	Account Codes tab in the Accounting Administration tool in Invoice Administration

Access Expense Types Tool

The Invoice Configuration administrator accesses the expense types tool through Invoice Admin.

► **To access expense types tool:**

1. Click **Administration > Invoice**.
2. Click **Expense Types** (left menu). The **Expense Types** page appears with a list of all expense types.

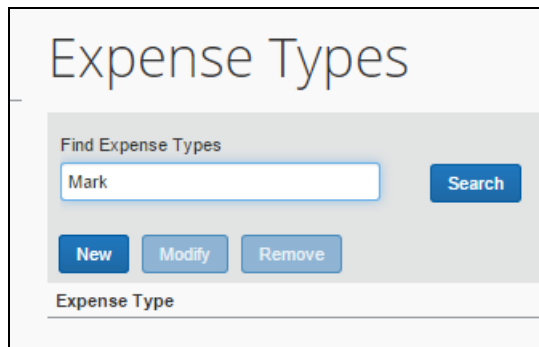


Search for an Expense Type

By default, the **Expense Types** page displays only 35 expense types. You can search for a particular expense type using the **Find Expense Types** field, or by scrolling the page and clicking the page numbers at the bottom of the table to search for a particular expense.

▶ **To search for an expense type:**

1. Type the name or beginning letters, such as *Mark*, in the **Find Expense Types** field.



2. Click **Search**.

NOTE: Clear the **Find Expense Types** field of search criteria to return all possible expense type results.

Add Expense Types

Adding an expense type to the system:

- Makes it available for use in a policy
- Makes it appear in Account Codes to associate the appropriate account code

NOTE: In Accounting Settings in Account Codes, the administrator can determine whether tax and/or shipping costs will be applied proportionately to line items or to their own expense types. If they are applied to their own expense types, then the client can have only **one** tax expense type and shipping expense type.

- Makes it appear in the **Policies** tool, **Active Expense Types for policy** page with a status of *Inactive*.

By default, only an administrator with Global rights can create or edit a new expense type. If **Group Create Rights** policy setting is selected, then a group administrator can also create and edit expense types.


Once you have created a new expense type, you must activate that expense type for a particular policy for it to appear to the employee in Concur Invoice. You do this within the Policies tool.

► **To add an expense type:**

1. On the **Expense Types** page, click **New**. The **General** step of the **New Expense Type** page appears.

The screenshot shows the 'Expense Types' interface with the 'NEW EXPENSE TYPE' form. It has three tabs: 'General' (selected), 'Policies', and 'Attendees'. The 'Name' field is empty. The 'Spend Category' dropdown is set to 'Select One ..' and has a red error message below it: 'This field is required'.

2. Enter the desired values.

Field/List	Description
Name	This is the name of the expense type.
Spend Category	<p>This is a list of spend categories, which allows you to define the overall category of spend with which the expense type is associated. In a future release, this information will be used in the SAP Concur reporting solution.</p> <p>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.</p> <p> For more information, refer to the <i>Spend Categories</i> section in this guide.</p>

Section 3: Expense Types Process

Expense Types

NEW EXPENSE TYPE

1 General 2 Policies 3 Attendees

Name:

Spend Category:

Recommended Spend Categories

- Telecom/Internet
- Other
- Utilities

Other Spend Categories

- Accounting
- Advertising/Marketing
- Agent/Booking Fees
- Airfare
- Airline Fees
- Car Related
- Car Rental
- Cash Advance - Not Partially Approvable
- Cash Advance - Standard
- Company Car - Fixed Expense
- Company Car - Mileage Reimbursement

3. Click **Next**.

- In the **Policies** step, select the policies to which this expense type will be assigned.

NOTE: You must have Group Create rights to assign the expense types to a policy.

Expense Types
NEW EXPENSE TYPE

1 General 2 Policies 3 Attendees

Enabled for these Policy Names

- Limit WF
- Purchase Request Policy
- Purchase from Pref. vendors
- Receipt workflow
- Wire Transfer - Project Policy

Cancel <<Previous Next>>

- Click **Next**. The **Attendees** step appears. For each policy selected in the **Policies** step, it will show a set of check boxes for selecting the appropriate attendee-related functions. These are necessary only for expense types that use the attendee fields.



For more information about these options and how expense types and attendees work together, refer to the *Concur Invoice: Attendees Setup Guide*.

Expense Types
NEW EXPENSE TYPE

1 General 2 Policies 3 Attendees

Policy Name	Enable Attendee	Show Cost per At...	Allow users to edit the Cost per At...	Allow users to enter the count of "No Shows"	Allow users to edit the count of attendees	Include user as an attendee by default	Display the Add New Attendees button from the attendee table
Wire Transf...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel <<Previous Done

Section 3: Expense Types Process

6. Select the desired check boxes, per policy.

Field	Description
Enable Attendee	Select this check box to enable the Attendee feature.
Show Cost per Attendee	Select this check box to allow users to <i>view</i> the amount of the expense allotted to each attendee. If selected, the Amount column appears in the Attendees section of the Attendee tab.
Allow users to edit the Cost per Attendee	Select this check box to allow users to <i>edit</i> the amounts in the Amount column.
Allow users to enter the count of "No Shows"	Select this check box to allow users to account for "No Shows," that is attendees who were invited but did not attend. If selected, the No Shows field appears in the Attendees section of the Attendee tab.
Allow users to edit the count of attendees	Select this check box to allow users to enter a count (number of unnamed attendees) for this expense type. If selected, the Attendee Count column appears in the Attendee section of the Attendee tab. NOTE: This feature is used in conjunction with attendee type settings. For more information, refer to the <i>Procedure: Configure Attendee Types</i> section in this guide.
Include user as an attendee by default	If this check box is selected, Concur Invoice automatically adds the user as an attendee when the user accesses the attendees section the first time (when no attendees are assigned to the entry). Once attendees are assigned or if the user removes their name from the attendee list, Concur Invoice does not attempt to add the user again.
Display the Add New Attendees button from the attendee table	If this check box is selected, Invoice adds the Add New Attendee button to the Attendee section of the Attendee tab.

7. Click **Done**.

Edit Expense Types

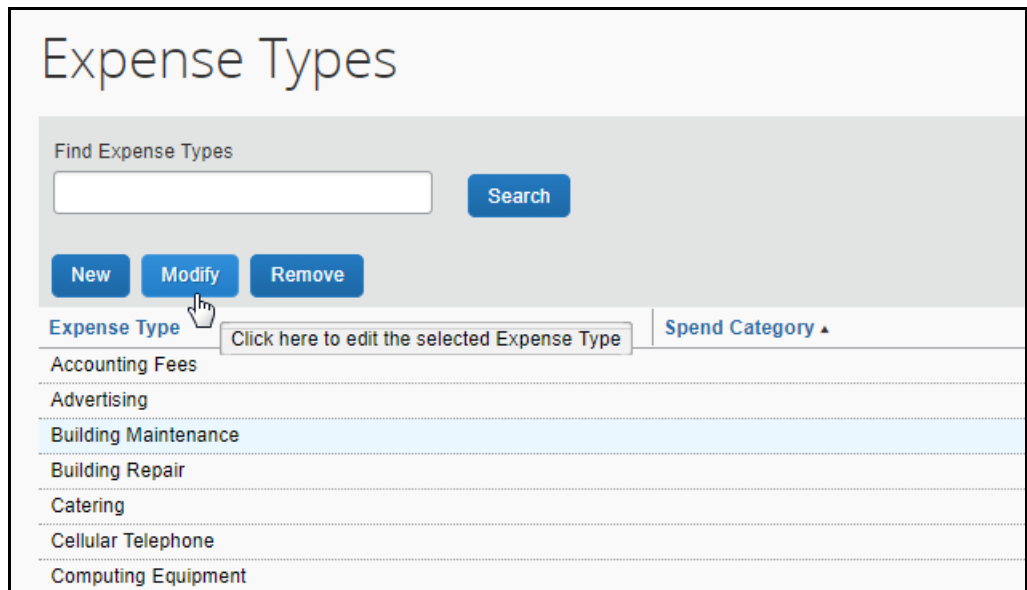
You can edit the expense type properties within the Expense Types tool. All edits take effect immediately if you have activated that expense type in an existing policy. Edits to an expense type do not affect a submitted invoice.

Once you have attached the expense type to a policy, you can make the same edits to expense types within the Policies tool.

NOTE: The *Undefined* expense type name cannot be edited.

► **To edit an expense type:**

1. On the **Expense Types** page, select the name of the expense type, then click **Modify**.



2. Make any required changes to the name and the policies associated with this expense type by clicking **Next**.
3. Click **Done**.

Delete Expense Types

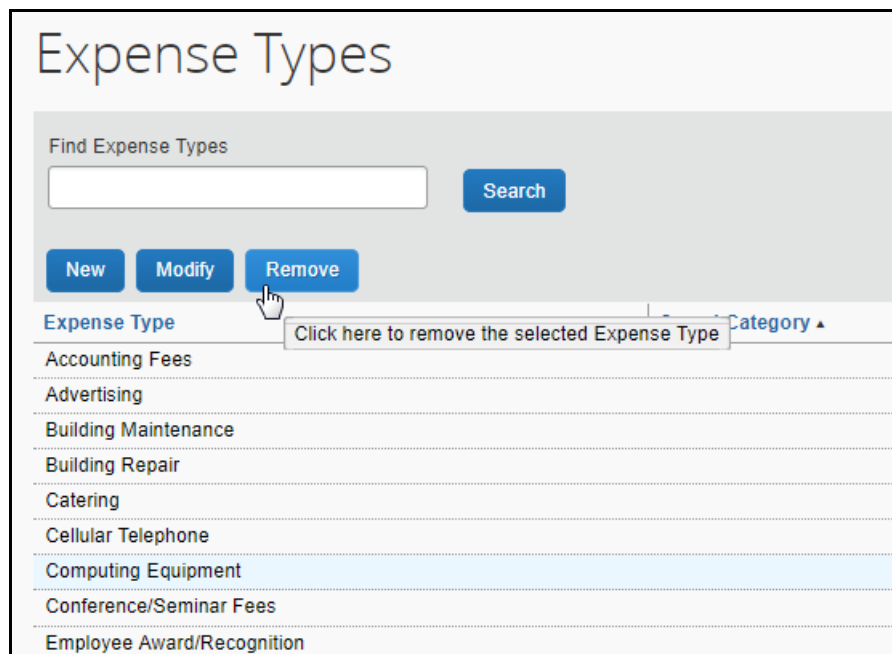
Deleting an expense type removes it from view. Any submitted invoice still has the expense type attached to it, but the expense type does not appear in the Expense Type list within Concur Invoice for an employee to choose. Deleting removes the expense type immediately from any active policy.

Group Invoice Configuration administrators cannot delete expense types created by Global Invoice Configuration administrators.

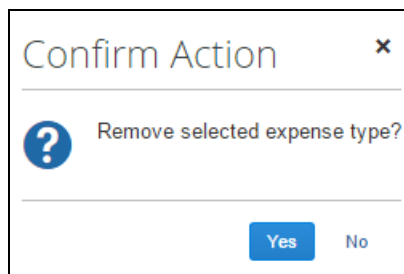
Undefined, Shipping, and Tax expense types cannot be deleted. The system uses these expense types for either company card transactions or for standard shipping and tax information on an invoice.

► **To delete an expense type:**

1. On the **Expense Types** page, select the expense type.



2. Click **Remove**. A confirmation message appears.



3. Click **Yes** to delete the expense type.

Section 4: List of Spend Categories

The table below lists all the spend categories available for selection.

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

Spend Category	Spend Category Code	Recommended Use	Description
Accounting	ACCNT	Invoice	Use this for account payable/receivable, accrued liabilities, and cash advance return.
Advertising/Marketing	ADVTG	Invoice and Expense	Use this for marketing expense, promotional items, advertising, and promotions.
Agent/Booking Fees	ABFEE	Travel Expense	Use this for travel agent and booking fees other than airline fees.
Airfare	AIRFR	Invoice	Use this for airfare and airline fees.
Car Rental	CARRT	Expense	Use this for car rental.
Car Related	CARXX	Invoice	Use this for mileage, parking, tolls, car rental, company/personal car, and gasoline/fuel.
Cash Advance - Not Partially Approvable	CASHA	Expense	Use this for cash advance that is not partially approvable.
Cash Advance – Standard	CASHN	Expense	Use this for standard cash advance.
Company Car - Fixed Expense	COCAR	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.
Company Car - Mileage Reimbursement	COCRM	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.

Section 4: List of Spend Categories

Spend Category	Spend Category Code	Recommended Use	Description
Computer	COMPU	Invoice and Expense	Use this for IT services, software expenses, and computers.
Consulting Services	CONSL	Invoice	Use this for consultancy fees, consulting services, and consultants.
Donations	DONAT	Invoice and Expense	Use this for charitable contributions/events, charity, and goodwill.
Entertainment	ENTER	Invoice and Expense	Use this for dinner/lunch/breakfast, business meals, and client/customer entertainment.
Facility	FACLT	Invoice	Use this for repairs/maintenance, maintenance equipment, and storage units.
Fees/Dues	FEESD	Invoice and Expense	Use this for bank service charges, fines, penalties, membership dues, licenses, and permits.
Financial Services	FINAN	Invoice	Use this for accounting fees, audit fees, tax services, and financial services.
Fuel for mileage	MFUEL	Expense	Use this for fuel for mileage. NOTE: For Concur Invoice users, SAP Concur recommends using the Car Related spend category.
Gas	GASXX	Expense	Use this for gas/fuel. NOTE: For Concur Invoice users, SAP Concur recommends using the Car Related spend category.
Gifts	GIFTS	Invoice and Expense	Use this for gifts/awards for clients/customers and customer appreciation.
Ground Transportation	GRTRN	Expense	Use this for bus, taxi, shuttle, and public transport.
Ground Transportation (Japanese)	JGTRN	Expense	Use this for bus, taxi, shuttle, and public transport. NOTE: This is specific for Japan.
Insurance	INSUR	Invoice and Expense	Use this for vehicle insurance, general insurance, and business insurance.
Janitorial	JANTR	Invoice and Expense	Use this for janitorial supplies and cleaning supplies.

Section 4: List of Spend Categories

Spend Category	Spend Category Code	Recommended Use	Description
Legal Services	LEGAL	Invoice	Use this for legal expenses and professional legal fees.
Lodging	LODGX	Expense	Use this for lodging.
Lodging - Do Not Track Room Rate Spending	LODGN	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	LODGT	Expense	Use this for lodging tax. Excluding local lodging tax is beneficial when negotiating prices with hotel chains.
Lodging - Track Room Rate Spending	LODGA	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	MEALS	Invoice and Expense	Use this for meals.
Meal - Count in Daily Meal Allowance	MEALA	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.

Section 4: List of Spend Categories

Spend Category	Spend Category Code	Recommended Use	Description
Meal - Do Not Count in Daily Meal Allowance	MEALN	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	MEETG	Invoice and Expense	Use this for meetings.
Office Supplies	OFFIC	Invoice and Expense	Use this for office furniture and office stationery.
Other Supplies	OSUPP	Invoice and Expense	Use this for inventory, technical supplies, warehouse supplies, tools, and lab supplies.
Other	OTHER	Invoice and Expense	Use this for tips/gratitude, undefined, sundry, miscellaneous, laundry, and incidentals.
Personal Car - Fixed Expense	PRCAR	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	PRCRM	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	PRKNG	Expense	Use this for personal parking. NOTE: For Concur Invoice users, SAP Concur recommends using the Car Related spend category.
Printing/Reproduction	PRNTG	Expense	Use this for printing, duplicating, and photocopying.

Section 4: List of Spend Categories

Spend Category	Spend Category Code	Recommended Use	Description
Professional Services	PROFS	Invoice	Use this for professional subscriptions/dues, licensing, and outside services.
Rent	RENTL	Invoice	Use this for office/space/apartment rent, housing, and equipment rate/lease.
Shipping	SHIPG	Invoice and Expense	Use this for courier/shipping/freight, delivery and postage.
Staffing	STAFF	Invoice	Use this for employee award/recognition/benefits, commissions/bonus, and payroll/salaries.
Subscription/Publication	SUBSC	Invoice and Expense	Use this for dues, subscriptions, and newspapers/books/magazines.
Telecom/Internet	TELEC	Invoice and Expense	Use this for cellular phone, internet services, and wireless devices.
Trade/Convention	TRADE	Invoice and Expense	Use this for conferences, trade shows, and special events.
Train	RAILX	Expense	Use this for train or rail.
Training	TRAIN	Invoice and Expense	Use this for tuition/training reimbursement and seminar/learning.
Utilities	UTLTS	Invoice	Use this for electricity, gas, and waste disposal.