

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. |
| February 17, 2021 | Updated the copyright year; no other changes; cover date not updated |
| April 17, 2020 | Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated |
| January 6, 2020 | Updated the copyright; no other changes; cover date not updated |
| February 9, 2019 | Changed the term "Concur" to "SAP Concur" and "payment request" to "invoice" where applicable; no other content changes. |
| January 29, 2019 | Updated the copyright; no other changes; cover date not updated |
| April 6, 2018 | Changed the check boxes on the front cover; no other changes; cover date not updated |
| February 10 2018 | Removed Goodwill and Airline Fees spend categories. |
| 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. |
| November 4 2017 | Added information about spend categories. |
| July 28 2017 | Removed information about default expense types. |
| December 14 2016 | Changed copyright and cover; no other content changes. |
| December 5 2016 | Updated the <i>Permissions</i> section and guide content to new corporate style; no content changes. |
| January 15 2016 | Added attendee information. |
| May 15 2015 | Updated the images to the enhanced UI and made general updates to the content. |
| September 16 2014 | Added information about the two user interfaces; no other content changes |
| 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

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

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.

Section 3: Expense Types Process

- **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:

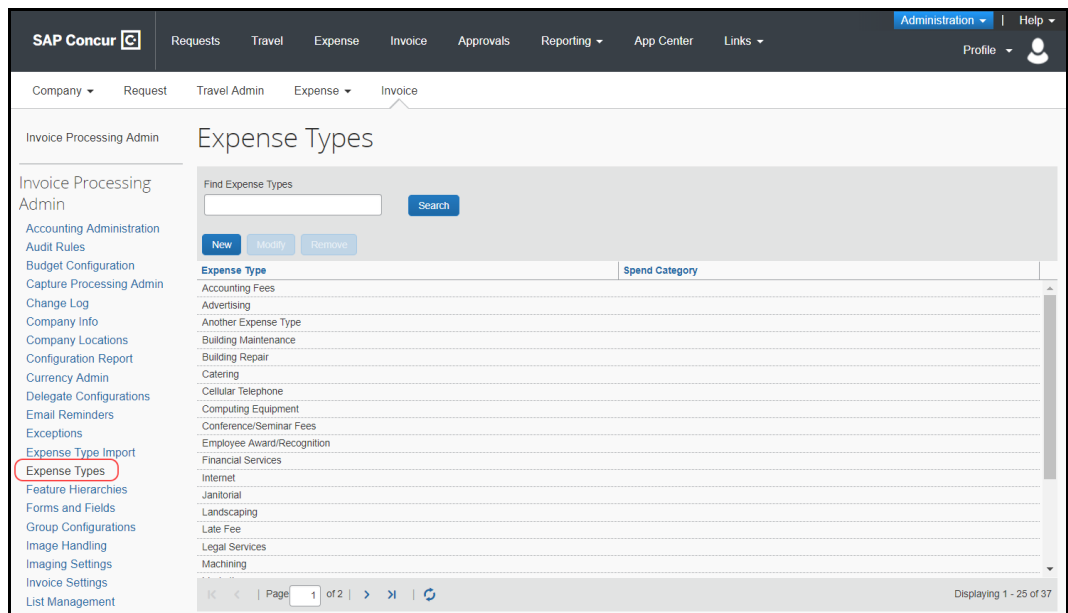
| Process | Where Do I Perform This Step? |
|--|--|
| Identify expense type needs, including adding, editing, or deleting. | Expense Types tool in Invoice Administration |
| Mark expense types Active for a specific policy. | Policies tool in Invoice Administration |
| Assign the appropriate account code.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

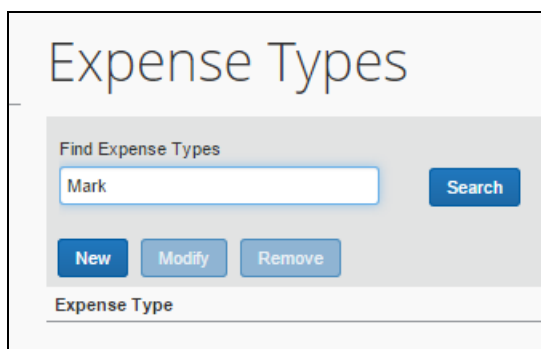


Search for an Expense Type

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.

The screenshot shows the 'Expense Types' page header. Below the header is a search bar labeled 'Find Expense Types' with the text 'Mark' entered. To the right of the search bar is a blue 'Search' button. Below the search bar are three buttons: 'New', 'Modify', and 'Remove'. At the bottom of the search area is a table header labeled 'Expense Type'.

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' page with the 'NEW EXPENSE TYPE' form. The 'General' tab is active. The 'Name' field is empty. The 'Spend Category' field is a dropdown menu with 'Select One ..' and 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**.

4. 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

| | |
|-------------------------------------|--------------------------------|
| <input type="checkbox"/> | Limit WF |
| <input type="checkbox"/> | Purchase Request Policy |
| <input type="checkbox"/> | Purchase from Pref. vendors |
| <input type="checkbox"/> | Receipt workflow |
| <input checked="" type="checkbox"/> | Wire Transfer - Project Policy |

Cancel <<Previous Next>>

5. 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**.

The screenshot shows the 'Expense Types' page. At the top, there is a search bar labeled 'Find Expense Types' with a 'Search' button. Below the search bar are three buttons: 'New', 'Modify', and 'Remove'. The 'Modify' button is highlighted with a mouse cursor. Below the buttons is a table with two columns: 'Expense Type' and 'Spend Category'. The table lists several expense types: Accounting Fees, Advertising, Building Maintenance (which is highlighted in blue), Building Repair, Catering, Cellular Telephone, and Computing Equipment. A tooltip is visible over the 'Building Maintenance' row, stating 'Click here to edit the selected Expense Type'.

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

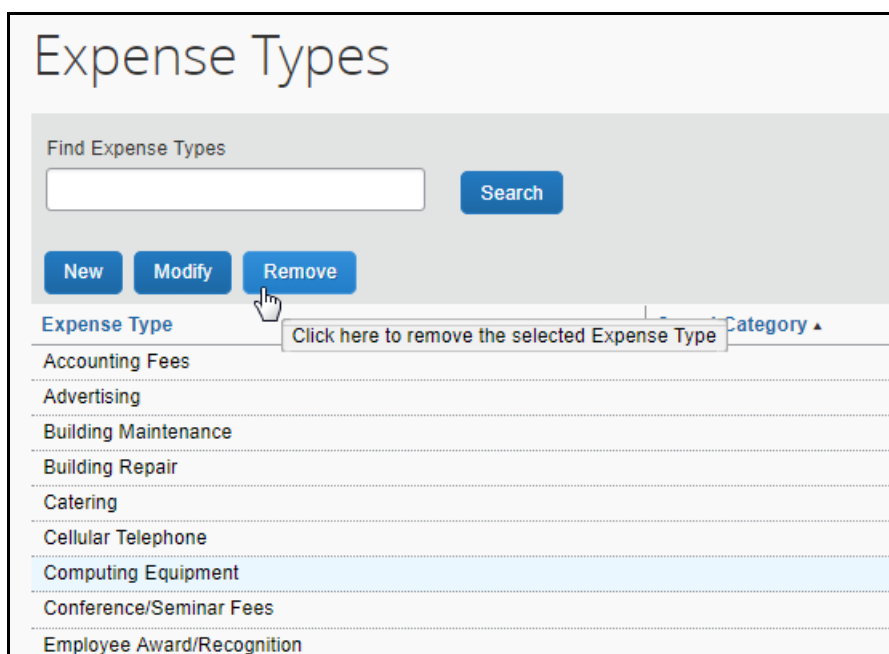
Deleting an expense type removes it from view. Any submitted invoice still has the expense type attached to it, but the expense type does not appear in the Expense Type list within Concur Invoice for an employee to choose. Deleting removes the expense type immediately from any active policy.

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

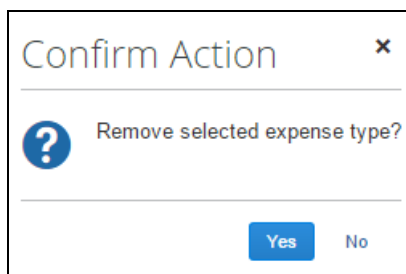
Undefined, Shipping, and Tax expense types cannot be deleted. The system uses these expense types for either company card transactions or for standard shipping and tax information on an invoice.

► **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. |

| 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. |

| 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. |

