

Concur Expense: JPT on NextGen UI

User Guide

Last Revised: Dec 08, 2023

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

Table of Contents

Section 1: Permissions	1
Section 2: Overview	1
Who Should Use This Feature	1
Corporate Card Users and the Japan Public Transportation Expense Type	1
Required Roles.....	1
Section 3: Using the IC Card.....	2
Overview.....	2
How Expense Works With the IC Card	2
Network IC Card Reader to read IC Card routes	3
Associate an IC Card to an employee.....	3
Entering Route Information	4
Removing an IC Card Route from an Expense Report.....	4
Section 4: Accessing Japan Public Transport.....	5
Accessing the Japan Public Transport Feature	5
Section 5: Options.....	6
JPT Options Available When Creating an Expense Report.....	6
Creating a JPT on NextGen UI Expense Report Using Route Search.....	7
Entering JPT Route Information.....	35
JPT Commuter Pass Routes Option Available in Profile Settings	36
Commuter Pass - Entering Commuter Pass Routes	37

Revision History

Date	Notes / Comments / Changes
December 8, 2023	Added the PASMO reference in the guide.
December 16, 2022	Added the information on newly added icon for identifying round trips in favorite routes. Added reference for Suica ICCI user guide.
April 23, 2022	Updated the information on newly added via fields for commuter pass users
March 19, 2022	General guide updates.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
September 29, 2021	Updated screenshots to reflect latest JPT on NextGen UI in the <i>Entering Routes Using the Network IC Card Reader</i> section.
September 23, 2021	Removed reference to manual option for users typing in an entry in the <i>Creating a JPT on NextGen UI Expense Report Using Route Search</i> section. Minor edit to the <i>JPT Options Available When Creating an Expense Report</i> section.
August 27, 2021	Updated feature name from JPT 2.0 to JPT on NextGen UI.
June 30, 2021	New guide.

Japan Public Transport

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

You may or may not have the correct permissions to use this functionality. You may have limited permissions, for example, you can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If you need to use this functionality and do not have the proper permissions, contact your company's Concur administrator.

Section 2: Overview

The typical businessperson in Japan can have multiple train rides per day that they will track and process for reimbursement. To answer the need to expense this type of travel, Concur designed and integrated the Japan Public Transport (JPT) feature into the Expense product.

This feature allows users to quickly expense JPT in several ways:

- Route search (look up routes bases on a from/to station)
- Rail IC Card routes imported into Expense via the E-receipt service using the network IC Card reader

Who Should Use This Feature

The rail/bus content sourced is specific to the Japan marketplace. The feature cannot be used with any rail content outside of Japan.

Corporate Card Users and the Japan Public Transportation Expense Type

A corporate card cannot be used with the Japan Public Transportation expense type. Only Cash Out of Pocket payment types are supported.

Required Roles

There are no required roles to use the Japan Public Transport feature; you need only have the Expense User role.

Section 3: Using the IC Card

If you do not see the Japan Public Transportation expense type when creating your expense report, contact your administrator.

Section 3: Using the IC Card

The easiest, quickest, and most error-free way to add routes to an expense report is to import them into Expense from the employee's IC Card.

To import data from an IC Card into Concur Expense, use one network IC Card reader per office location.

A network IC Card reader enables users to import their IC Card data into Expense via the Internet. Client should contact a device vendor directly to purchase a network IC Card reader and run an implementation project.

Overview

An IC card is a preloaded commuter card used to enter and exit the rail station gates, thereby capturing the time, date, and route information within the intelligent chip of the IC card. There are approximately 16 different IC Cards in Japan, SUICA and PASMO being the most popular since they are primarily used by JR (Japan Rail Company) and within Tokyo by many millions of people. Each IC Card stores the last 20 transactions.

How Expense Works With the IC Card

IC Card routes are read using a network IC Card reader.

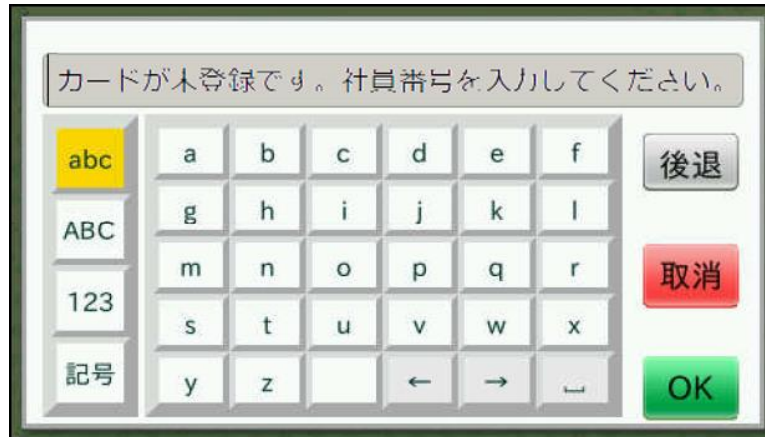
PARTNER NETWORK IC CARD READER (DEVICE)

- A device is installed at each Company location and a user swaps the IC Card on the device.
- Rail Routes stored on the IC card will be pulled into the Receipt Store and displayed in Available Expenses along with any other Smart Expenses.

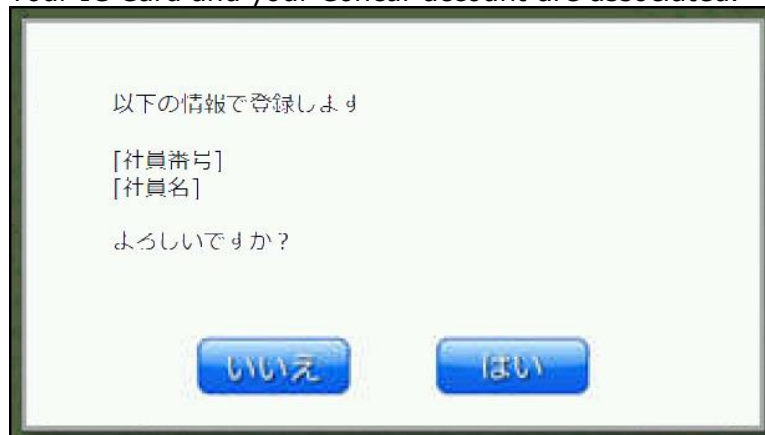
Network IC Card Reader to read IC Card routes

Associate an IC Card to an employee

After you activate your user account, you need to associate your IC Card to your Concur account. The first time you tap your IC Card on the network IC Card device, the screen below is displayed. Enter your employee ID.



Your IC Card and your Concur account are associated.



To know more about Suica/PASMO ICCI, please refer the [Japan IC Card Integration Services User Guide](#)

Section 3: Using the IC Card

Entering Route Information

With the network IC Card reader, once the employee has swapped his IC Card on the device, the IC Card routes are displayed automatically in the Available Expense list along with all other Smart Expenses.

The screenshot shows the Concur Expense Management interface. At the top, there's a navigation bar with 'CONCUR', 'Expense', and 'App Center'. Below this, the 'Manage Expenses' section is visible. On the left, there's a 'Create New Report' button. On the right, a 'NOT SUBMITTED' box shows 'November expenses' for 12/09/2015 with a total of \$674.27 and a link to 'Exceptions'. Below this, the 'AVAILABLE EXPENSES' section displays a table of expenses.

<input type="checkbox"/>	Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/>	Business Trip1	Japan Public Transpo...	ic	11/30/2015	JPY 2,200
<input type="checkbox"/>	Hilton Irvine, CA	Room Rate	h	12/05/2015	\$204.09
<input type="checkbox"/>	Business Trip2	Japan Public Transpo...	ic	12/20/2015	JPY 500

A red arrow points from the 'ic' source icon in the 'Business Trip2' row to a detailed view window. This window shows the title '東日本旅客鉄道' (East Japan Railway Company) and a route: '品川' (Shinjuku) to '国分寺' (Kofuji). The date is '2017/10/08' and the amount is 'JPY 550'.

Removing an IC Card Route from an Expense Report

If you delete a JPT expense created from an IC Card e-receipt, the e-receipt will go back to the Available Expenses list.

Section 4: Accessing Japan Public Transport

You can access this feature by selecting the *Japan Public Transportation* expense type when creating your expense report.

If you do not see the Japan Public Transportation expense type when creating your expense report, contact your administrator.

Accessing the Japan Public Transport Feature

► **To access the Japan Public Transport feature:**

1. Click **Expense > Create New Expense Report**.
2. Fill out the Expense header fields, being sure to complete all *required* field types, then click **Create Report**. Users can create an expense report using the policy to which JPT expense type is activated when the client is configured with the JPT on NextGen UI feature.

Create New Report

Policy
Japan Expense Policy

Report Name *
Tokyo Sales Conference

Report Date
06/04/2021

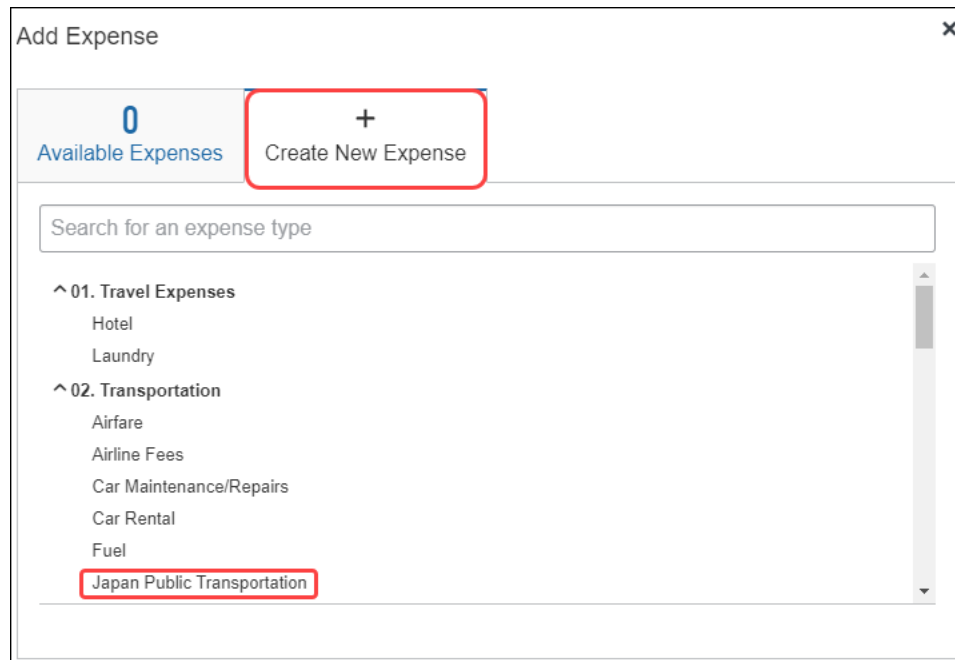
* Required field

Comment

Cancel Create Report

3. Click **Add Expense** and then on the **Create New Expense** tab, click **Japan Public Transportation** expense type.

Section 5: Options



Section 5: Options

You are granted access to the Japan Public Transport (JPT) feature and options in the following areas of Expense:

- **When Creating the Expense Report:** You select the *Japan Public Transportation* expense type to see options that let you add the routes you have travelled
- **My Profile:** Your Profile page includes a link that lets you add or delete commuter pass routes

JPT Options Available When Creating an Expense Report

To add JPT travel to an expense report:

- Create an expense report by completing the Expense header form including all *Required* field types
- For the expense type, select *Japan Public Transportation* and complete the fields that display
- Add the route(s), using the appropriate option:
 - ◆ From Available Expenses if using the network IC Card device
 - ◆ Using the Search Route function to populate the route

TIP: Traveled routes on the IC Card also include those pre-paid by a commuter card. When using the Route search function, be sure to enter commuter routes in Profile -

Ekispt services will automatically deduct expenses associated with commuter routes paid for by the commuter pass.

Creating a JPT on NextGen UI Expense Report Using Route Search

The JPT feature allows you to expense JPT using route searches to search for and select your applicable journeys for reimbursement and add a commuter pass to your profile.

You can create an expense report using the policy to which JPT expense type is activated when the client is configured with the JPT on NextGen UI feature.



Create New Report

Policy: Japan Expense Policy

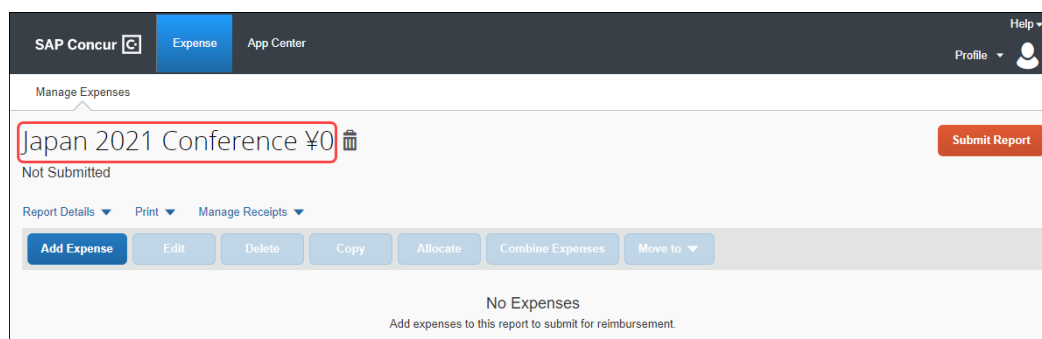
Report Name: Japan 2021 Conference

Report Date: 05/09/2021

Comment

Cancel Create Report

When the report is created, the report currency is displayed as configured for your reimbursement currency.



SAP Concur Expense App Center

Manage Expenses

Japan 2021 Conference ¥0

Not Submitted

Report Details Print Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

No Expenses

Add expenses to this report to submit for reimbursement.

Submit Report

Section 5: Options

When you create a new JPT expense, you will select **Japan Public Transportation**.

Add Expense

0 Available Expenses + Create New Expense

Search for an expense type

^ 01. Travel Expenses

- Hotel
- Laundry

^ 02. Transportation

- Airfare
- Airline Fees
- Car Maintenance/Repairs
- Car Rental
- Fuel
- Japan Public Transportation**

You will provide the required route search criteria:

- ♦ Trip Date: The date the trip occurred.
- ♦ Time: The time the trip occurred.
- ♦ Trip Type: The type of trip taken – **One-way** or **Round Trip**.
- ♦ Seat Type: You have three options: **Non-reserved**, **Reserved**, or **Green (first class)**

Route Search

Trip Date * Time * Trip Type Seat Type

08/18/2021 10:30 pm One-way Non-reserved

Departure Station * Arrival Station *

+ Add Via Stations

Search ☒ IC Card Fare

You can perform a route search by searching for and selecting both a **Departure Station** and **Arrival Station**.

The screenshot shows the 'Route Search' form with the following fields: Trip Date (05/08/2021), Time (08:30 pm), Trip Type (One-way), Express Fare (Non-reserved), Departure Station (empty), and Arrival Station (empty). A red box highlights the Departure Station and Arrival Station fields. Below the Departure Station field is a '+ Add Via Stations' link and a 'Search' button. A checkbox for 'IC Card Fare' is also present.

As you type, Concur Expense deploys a search and filter list, allowing you to select the appropriate departure station and arrival station as it appears in the list.

The screenshot shows the 'Route Search' form with the Departure Station field containing the text 'shibu'. A dropdown list is open, showing the following options: Shibukawa (Gunma), Shibuki (Yamaguchi), Shibun (Hokkaido), Shibusawa (Kanagawa), Shibushi (Kagoshima), Shibushi-Port (Kagoshima/Wakahama-Chiku-2), Shibutami (Iwate), and Shibuya (Tokyo). The Arrival Station field is empty. A red box highlights the Departure Station field and its dropdown list.

If necessary, you may add up to two via stations as part of your route search by clicking **+ Add Via Stations**. As they type, you can use the search and filter list to select the appropriate via station(s) as they appear in the list.

The screenshot shows the 'Route Search' form with the following fields: Trip Date (05/08/2021), Time (08:30 pm), Trip Type (One-way), Express Fare (Non-reserved), Departure Station (Shibuya (Tokyo)), and Arrival Station (Ginza (Tokyo)). Below the Arrival Station field are two empty fields for 'Via 1' and 'Via 2'. A red box highlights the 'Via 1' and 'Via 2' fields. Below the 'Via 1' field is a '- Remove Via Stations' link and a 'Search' button. A checkbox for 'IC Card Fare' is also present.

By default, the **IC Card Fare** checkbox is selected. Selecting **IC Card Fare** indicates whether you ("traveler") paid for their ticket using your travel card or if the ticket was purchased from the ticket counter. The prices may differ based on the payment method used.

NOTE: Most of the time, you will select the **IC Card Fare** option. Therefore, **IC Card Fare** is selected by default.

When you click **Search**, Concur Expense returns a maximum of five route results. These routes ("journeys") will be classified as **Fast**, **Easy**, **Cheap**, or **Commuter Pass** OR none of the designations.

Section 5: Options

NOTE: These designations are specified if a partner has provided that data to SAP Concur. Depending on the journey, the route can have multiple designations (for example, **Fast** and **Cheap**). A journey with a designation of **Easy** has the fewest number of stops.

These designations can also help approvers and processors when they review a JPT expense by allowing them to see if the route complies with their organization's travel policy.

The screenshot shows the 'Route Search' window. The search criteria are: Trip Date: 05/08/2021, Time: 08:30 pm, Trip Type: One-way, Express Fare: Non-reserved, Departure Station: Shibuya (Tokyo), and Arrival Station: Ginza (Tokyo). The search results show three routes, all with a fare of ¥170. The first route is designated 'Fast', 'Easy', 'Cheap', and 'Commuter Pass', with a duration of 0 hr 17 min / 7.2 km and 0 transfers. The second route is designated 'Cheap' and 'Commuter Pass', with a duration of 0 hr 18 min / 6.6 km and 1 transfer. The third route is designated 'Cheap' and 'Commuter Pass', with a duration of 0 hr 21 min / 6.6 km and 1 transfer. The 'Sort By' dropdown is set to 'Cheap'.

Designations	Departure Time	Departure Station	Arrival Time	Arrival Station	Fare	Transfers
Fast, Easy, Cheap, Commuter Pass	20:30	Shibuya	20:47	Ginza	¥170	0
Cheap, Commuter Pass	20:30	Shibuya	20:48	Ginza	¥170	1
Cheap, Commuter Pass	20:32	Shibuya	20:53	Ginza	¥170	1

You can sort the route results using the **Sort By** list, which offers three sorting options: **Cheap**, **Easy**, and **Fast**. A route can have multiple designations or none at all. Therefore, if sorting by **Cheap**, the route results displayed may have other designations.

The screenshot shows the 'ROUTE RESULTS' section. The search criteria are: Trip Date: 05/08/2021, Time: 08:30 PM, Departure Station: Shibuya (Tokyo), and Arrival Station: Ginza (Tokyo). The 'Sort By' dropdown is highlighted with a red box, showing the options: Cheap, Easy, and Fast. The search results show three routes, all with a fare of ¥170. The first route is designated 'Fast', 'Easy', 'Cheap', and 'Commuter Pass', with a duration of 0 hr 17 min / 7.2 km and 0 transfers. The second route is designated 'Cheap' and 'Commuter Pass', with a duration of 0 hr 18 min / 6.6 km and 1 transfer. The third route is designated 'Cheap' and 'Commuter Pass', with a duration of 0 hr 21 min / 6.6 km and 1 transfer.

Designations	Departure Time	Departure Station	Arrival Time	Arrival Station	Fare	Transfers
Fast, Easy, Cheap, Commuter Pass	20:30	Shibuya	20:47	Ginza	¥170	0
Cheap, Commuter Pass	20:30	Shibuya	20:48	Ginza	¥170	1
Cheap, Commuter Pass	20:32	Shibuya	20:53	Ginza	¥170	1

Section 5: Options

You click expand icon to expand the route details and see if additional transportation is required to get to the designated arrival station in the selected route. Icons, such as a bus or a walking person, indicate whether you need to take a bus or walk to a stop in the selected route.

Route Search

Search

☒ IC Card Fare

ROUTE RESULTS:

Shibuya (Tokyo) → Ginza (Tokyo)

Trip Date: 08/18/2021

Sort By
Cheap

Displaying 5 results.

Fast

Cheap

22:32

Shibuya

→

22:47

Ginza

¥199

Select Route

0 hr 15 min / 6.6 km

Transfer: 1

○

Shibuya

Dep 22:32

¥199

Tokyo-Metro-Ginza-Line for Asakusa

8 min / Stops: 3 / 4.0 km

○

Akasaka-Mitsuke

Arr 22:40

Dep 22:41

Tokyo Metro Maru-no-bi Line for Hibiya

5 min / Stops: 2 / 2.6 km

Close

Section 5: Options

Once you select a route by clicking Select Route button, you will be able to save your JPT expense report by completing the required fields.

The screenshot shows the SAP Concur Expense report form for Japan Public Transportation. The form is titled "Japan Public Transportation ¥0" and includes a "Save Expense" button. The form is divided into several sections: "Details", "Route Search", and "Route Details". The "Details" section contains fields for Expense Type, Transaction Date, Country, Business Purpose, Payment Type, Amount, Currency, Receipt Status, and Comment. The "Route Search" section contains fields for Total Route Distance, Departure Station, Arrival Station, and Source. The "Route Details" section contains a list of route details. The form is currently in the "Details" tab, and the "Route Search" button is highlighted. The "Route Details" section shows a list of route details, including Trip: One Way Trip, Trip Attribute: Fast | Easy | Cheap, Ticket: IC Card, Pass: Commuter Pass, and Deduction.

SAP Concur Expense

Manage Expenses

Japan Public Transportation ¥0

05/21/2021

Cancel Save Expense

Hide Receipt

Details

Allocate Route Search Route Details

* Required field

Expense Type
Japan Public Transportation

Transaction Date
05/21/2021

Country
JAPAN (JP)

Business Purpose
Enter Vendor Name

Payment Type *
Cash

Amount
0

Currency
Japan, Yen

Receipt Status *
No Receipt

Has VAT *

Comment

Total Route Distance (km)
1.1

Departure Station *
Tokyo

Arrival Station *
Ginza

Source
Route Search

Additional Charges
0

Route Details:
Trip: One Way Trip
Trip Attribute: Fast | Easy | Cheap
Ticket: IC Card
Pass: Commuter Pass
Deduction

Save Expense Cancel

Upload Receipt Image

NOTE: The **Expense Type** field will always be **Japan Public Transportation**; you cannot change it to another expense type. When you create an expense report and select **Japan Public Transportation** as the expense type, it is then hardcoded into the expense details.

For example, unlike other expense reports, you cannot change the **Expense Type** to another expense type such as **Hotel** or **Dinner**, when providing the details of the **Japan Public Transportation** expense.

The screenshot displays the 'Japan Public Transportation ¥170' expense details page. At the top, there are navigation arrows and the date '05/08/2021'. Below this is a 'Details' tab. The main form area includes links for 'Allocate', 'Route Search', and 'Route Details'. The 'Expense Type' field is set to 'Japan Public Transportation' and is highlighted with a red border, with a red asterisk indicating it is a required field. Below this are fields for 'Transaction Date' (05/08/2021) and 'Country' (JAPAN (JP)). There are also empty fields for 'Business Purpose' and 'Enter Vendor Name'. At the bottom, the 'Payment Type' is set to 'Cash'.

Additional information about JPT expense details page:

- You cannot edit the **Transaction Date** field, as the date is extracted from the route search.
- The **Country** field always defaults to **JAPAN (JP)** given the travel will always occur in Japan.
- The **Currency** field will always default to the reimbursement currency configuration that is mapped to that user (in this case, you, the traveler).
- The source of the expense will either be **Route Search** or **IC Card Fare** (through e-receipt).
- Additional charges, such as those assisted with first-class fare, display in the **Additional Charges** fields, if applicable.
- The **Route Details** area display the type of trip (**One Way Trip** or **Round Trip**) and the type of ticket used (**Paper** or **IC Card Fare**).

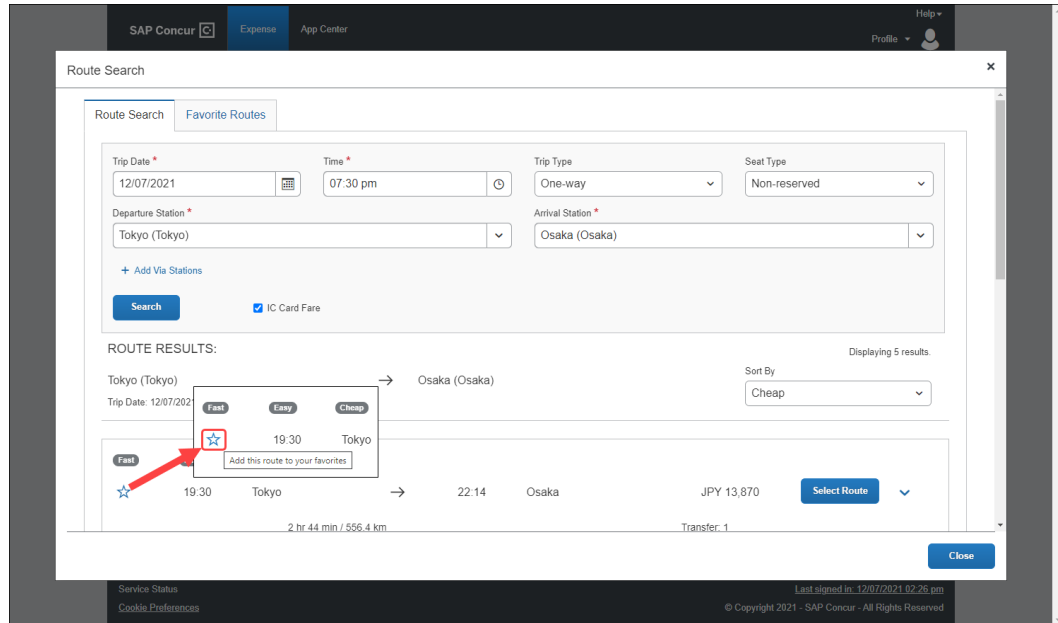
ADDING A FAVORITE ROUTE

You can configure a route you regularly use (for example, from home to work) and add it to your favorites. When you create a future JPT expense, you can then select the route from the **Favorite Routes** tab.

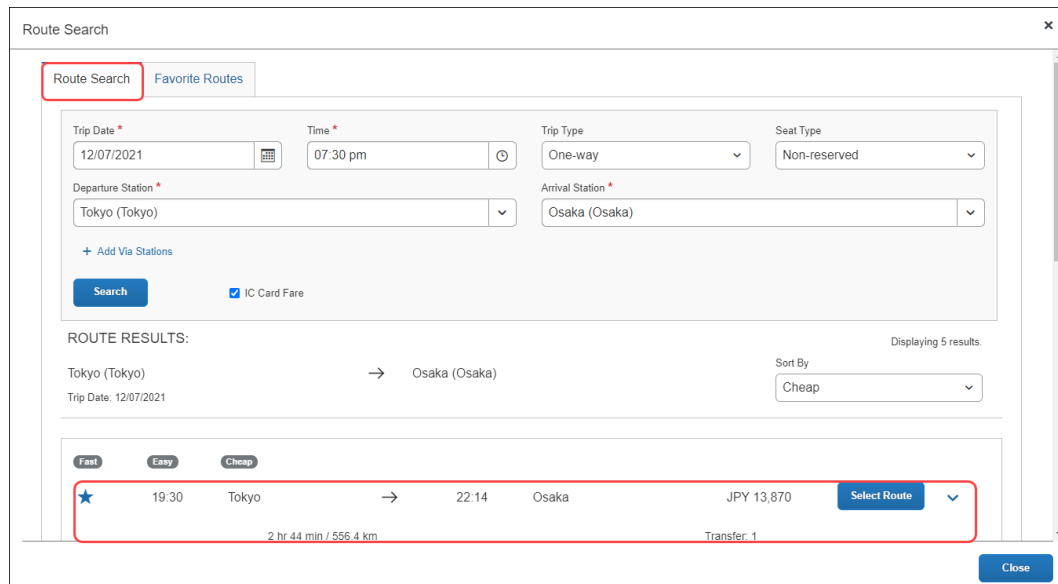
Section 5: Options

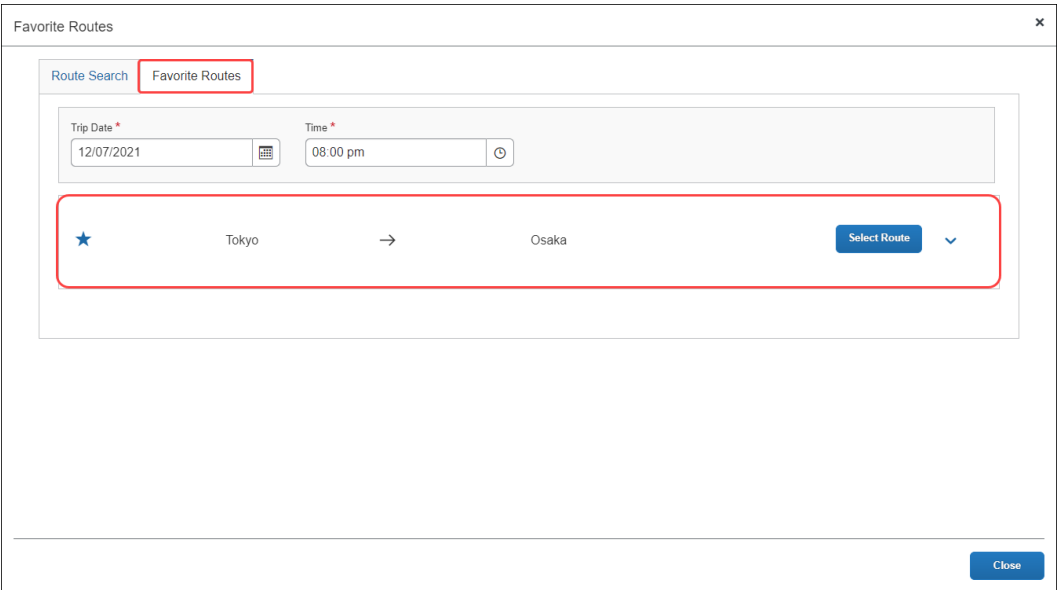
NOTE: Currently, there is no limit to the number of routes you can add to the Favorite Routes tab.

From the **Route Search** window, you can create a route and mark it as a favorite from the **Route Search** tab.



Once you click the star icon, the route is favorited (the star changes from clear to blue) and added to the **Favorite Routes** tab.

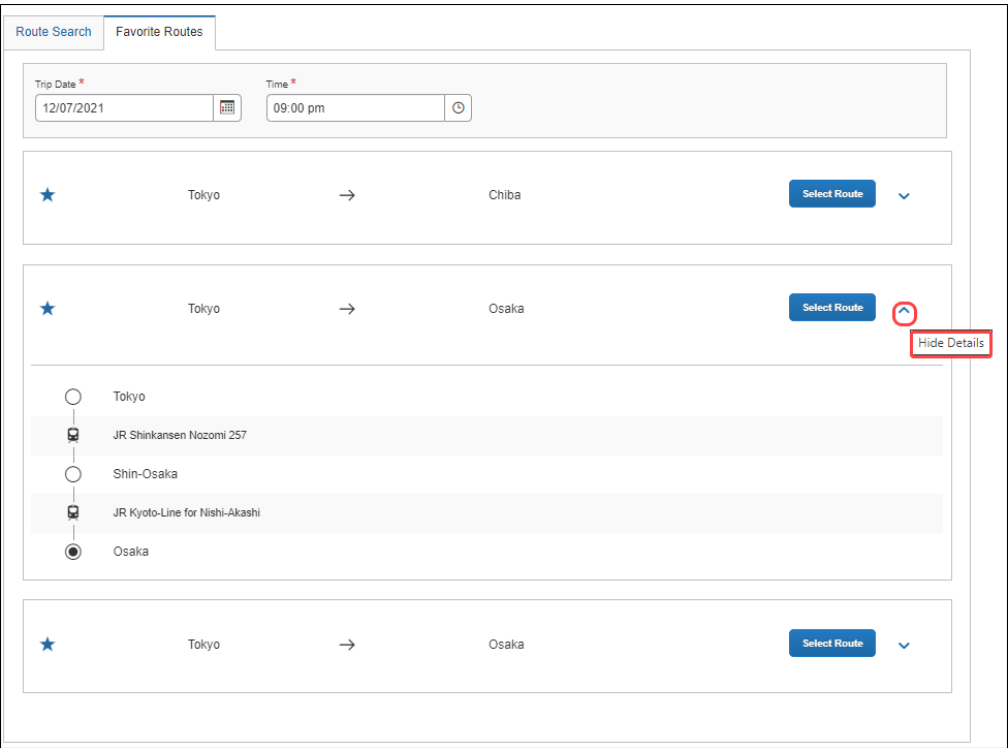




NOTE: You can click the **Show Details** toggle button to display the favorite route’s details.



You can then click the **Hide Details** toggle button to hide the favorite route’s details.



Section 5: Options

NOTE: The ⇌ icon indicates that the favorite route is a round trip.


The screenshot shows the 'Route Search' and 'Favorite Routes' tabs. The 'Favorite Routes' tab is selected. Below the tabs, there are input fields for 'Trip Date *' (11/15/2022) and 'Time *' (10:30 am). Below these, there are two route entries. The first route is 'Toka-Dori-Chuo/Hakodate-Bus' to 'To-Dayujima/Shizuoka-Fujieda-City'. The second route is also 'Toka-Dori-Chuo/Hakodate-Bus' to 'To-Dayujima/Shizuoka-Fujieda-City', but it is marked as a round trip with a red box around the ⇌ icon. Each route entry has a 'Select Route' button and a dropdown arrow.

ADDING A JPT EXPENSE FROM A FAVORITE ROUTE

You can create a JPT expense and select a favorite route (noted by the star icon).

The screenshot shows the 'Favorite Routes' dialog box. The 'Favorite Routes' tab is selected. Below the tabs, there are input fields for 'Trip Date *' (12/08/2021) and 'Time *' (03:00 pm). Below these, there are three route entries. The first route is 'Tokyo' to 'Chiba'. The second route is 'Tokyo' to 'Osaka', which is highlighted with a red box. The third route is also 'Tokyo' to 'Osaka'. Each route entry has a 'Select Route' button and a dropdown arrow. A 'Close' button is at the bottom right.

In the expense report, the departure station and arrival station will pre-populate with the data provided from the favorite route selected.

Japan Public Transportation JPY 13,870  Cancel Save Expense

12/08/2021

Details

Route Search | Route Details


Expense Type * Required field

Japan Public Transportation

Transaction Date: 12/08/2021

Business Purpose:

Vendor Description:

City: 

Payment Type *

Cash

Amount: 13,870

Currency: Japan, Yen

Exchange Rate *: 1 JPY = 0.66416351 Reverse

Amount in INR: 9,211.95

Comment:

Total Route Distance (km): 556.4

Departure Station *: Tokyo

Arrival Station *: Osaka

Source: Route Search

Additional Charges: JPY 4,960

Route Details:
Trip: One Way Trip
Ticket: IC Card


Save Expense Save and Add Another Cancel

You can then save the expense or save the current JPT expense and add another JPT expense.

SAVING AND ADDING ANOTHER JPT EXPENSE

You can save a JPT expense and then add another JPT expense (to the same expense report) by clicking the **Save and Add Another** button.

Section 5: Options

Japan Public Transportation JPY 13,870  Cancel Save Expense

12/08/2021

Details

Route Search | Route Details


Expense Type * Required field

Japan Public Transportation

Transaction Date: 12/08/2021

Business Purpose:

Vendor Description:

City: 

Payment Type *

Cash

Amount: 13,870

Currency: Japan, Yen

Exchange Rate *: 1 JPY = 0.66416351 Reverse INR

Amount in INR: 9,211.95

Comment

Total Route Distance (km): 556.4

Departure Station *: Tokyo

Arrival Station *: Osaka


Source: Route Search


Additional Charges: JPY 4,960

Route Details:
Trip: One Way Trip
Ticket: IC Card

Save Expense Save and Add Another Cancel

The JPT expense is saved and the **New Expense** window will open.

SAP Concur  Expense App Center Help

Manage Expenses Process Reports Profile 


New Expense Cancel Save Expense

Details


Expense Type * Required field

Search for an expense type

Save Expense Save and Add Another Cancel

SAP 

Service Status [Cookie Preferences](#)

SAP Concur 

Last signed in: 12/08/2021 09:37 am

© Copyright 2021 - SAP Concur - All Rights Reserved

You can select any expense, but in this case, you can select **Japan Public Transportation**.


You can select a route using a route search OR select a favorite route on the **Favorite Routes** tab.

The JPT expense report reflects the newest JPT expense added using the **Favorites Route** tab.

Section 5: Options

Manage Expenses


Process Reports

Japan Public Transportation JPY 25,990 

12/08/2021

Cancel Save Expense

Details

Q Route Search |  Route Details

* Required field

Expense Type

Japan Public Transportation



Transaction Date

12/08/2021


Business Purpose

Vendor Description

City

Payment Type *

Cash 

Amount

25,990

Currency

Japan, Yen

Exchange Rate *

1 JPY = 0.66416351 Reverse

Amount in INR

17,261.61

Comment

Total Route Distance (km)

1121.7

Departure Station *

Tokyo

Arrival Station *

Chiba

Source

Route Search

Additional Charges

JPY 4,960

Route Details:

Trip: One Way Trip

Ticket: IC Card

Save Expense Save and Add Another Cancel

You can choose (again) whether to save the JPT expense or clicking **Save and Add Another** to save another expense to the expense report.

Manage Expenses

Process Reports

Japan Public Transportation JPY 25,990

Cancel

Save Expense

12/08/2021

Details

Route Search

Route Details

Expense Type

Japan Public Transportation

* Required field

Transaction Date

12/08/2021

Business Purpose

Vendor Description

City

Payment Type *

Cash

Amount

25,990

Currency

Japan, Yen

Exchange Rate *

1 JPY = 0.66416351

Reverse

INR

Amount in INR

17,261.61

Comment

Total Route Distance (km)

1121.7

Departure Station *

Tokyo

Arrival Station *

Chiba

Source

Route Search

Additional Charges

JPY 4,960

Route Details:

Trip: One Way Trip

Ticket: IC Card

Save Expense

Save and Add Another

Cancel

Section 5: Options


DELETING A FAVORITE ROUTE FROM THE ROUTE SEARCH

You can delete a favorite route from the **Route Search** tab by clicking the star icon to remove it as a favorite.

NOTE: The favorite route will also be deleted from the **Favorite Routes** tab.

Deleting a favorite route does NOT affect any previous JPT expenses submitted using a favorite route.

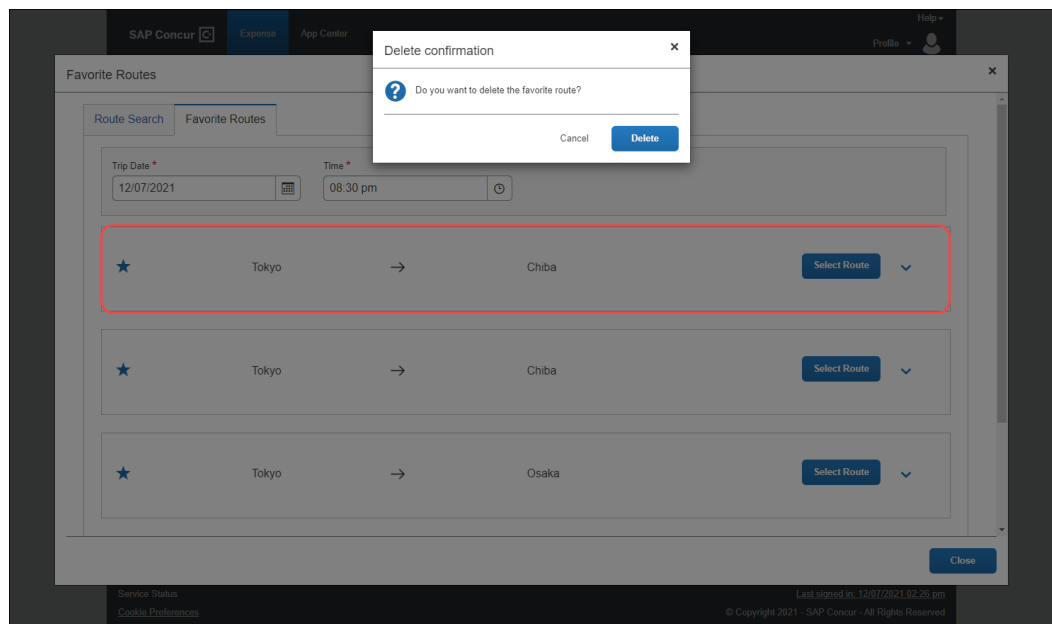
The screenshot displays the 'Route Search' modal window. At the top, there are two tabs: 'Route Search' (highlighted with a red box) and 'Favorite Routes'. The search criteria section includes fields for Trip Date (12/07/2021), Time (08:30 pm), Trip Type (One-way), and Seat Type (Non-reserved). Below these are fields for Departure Station (Tokyo (Tokyo)) and Arrival Station (Chiba (Chiba)). A '+ Add Via Stations' link and a 'Search' button are also present. A checkbox for 'IC Card Fare' is checked. The 'ROUTE RESULTS:' section shows 'Tokyo (Tokyo)' to 'Chiba (Chiba)' for the date 12/07/2021, with a 'Sort By' dropdown set to 'Cheap'. Below the results, a table lists a route with a star icon (indicating it's a favorite), departure time 20:38, arrival time 21:36, and fare JPY 591. The route details include '0 hr 58 min / 39.3 km' and 'Transfer: 2'. A 'Select Route' button is next to the route entry. A 'Close' button is at the bottom right.

Route	Departure Time	Arrival Time	Fare	Transfer
 Cheap	20:38	21:36	JPY 591	2

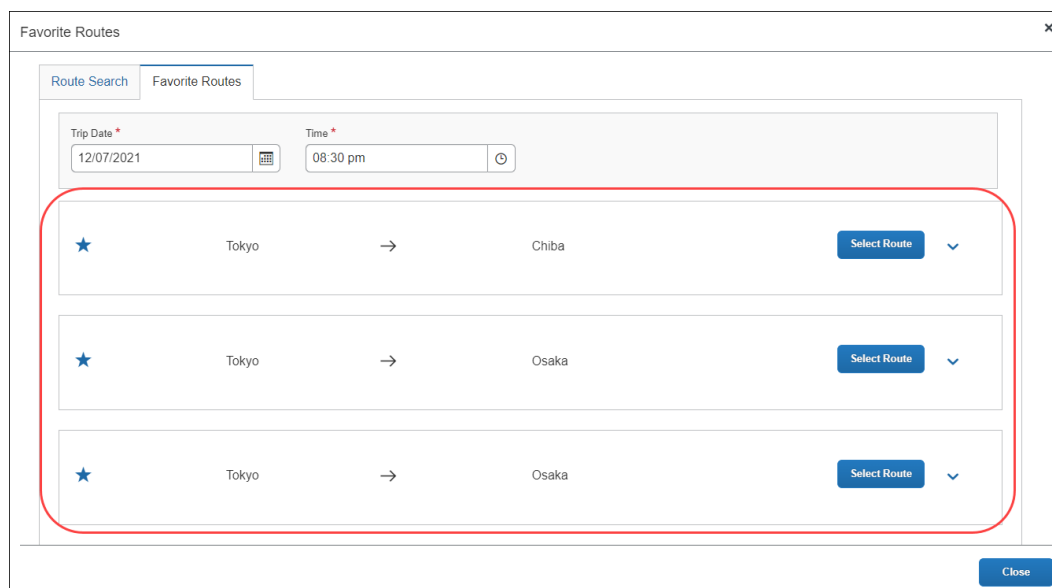
DELETING A FAVORITE ROUTE FROM THE FAVORITE ROUTES TAB

You can delete a favorite route from the **Favorite Routes** tab by clicking the star icon to remove it as a favorite.

NOTE: Deleting a favorite route does NOT affect any previous JPT expenses submitted using a favorite route.



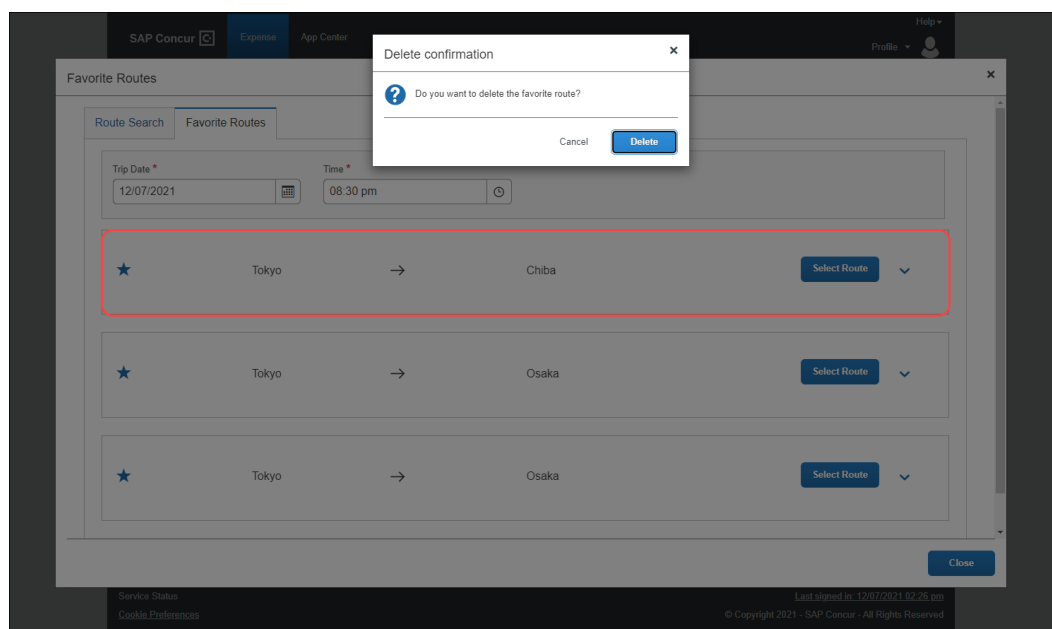
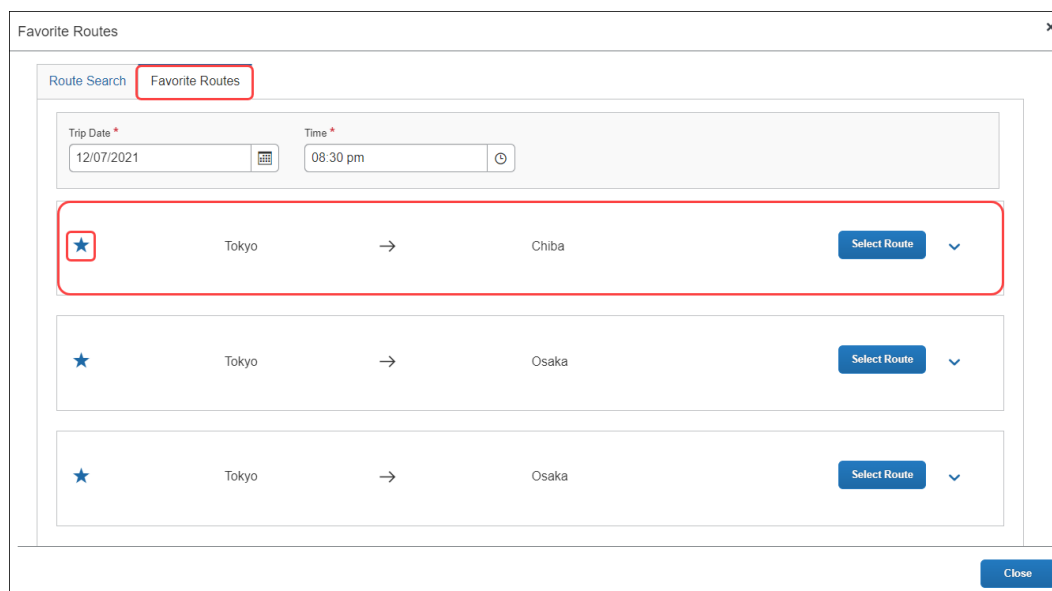
The route is removed, and the **Favorite Routes** list tab is updated.



Section 5: Options

DELETING A FAVORITE ROUTE FROM THE FAVORITE ROUTES TAB

You can delete a favorite route from the **Favorite Routes** tab by clicking the star icon to remove it as a favorite.



The **Favorite Routes** tab updates with the favorite route removed.

ADDING AN EXPENSE FROM A FAVORITE ROUTE FOR THE REQUESTED TRIP DATE AND TIME

You can create a JPT expense using the same route, but the route's date and time changes based on the date and time traveled. You can save time by providing route stations and route search conditions (such as seat type), and then select the target route. You can also reuse these route search conditions and route (same departure and arrival stations and lines) to create a new JPT expense.

When providing the date and time, you may not know the precise time of the departure or arrival, for example. However, when adding a JPT expense from a favorite route for the requested trip date and time, Concur Expense will automatically update the expense report using your favorite route's adjusted date and time.

Section 5: Options

On the **Favorite Routes** tab, you can configure the trip date and time. In this example, you select the date.

The screenshot shows the 'Favorite Routes' dialog with the 'Favorite Routes' tab selected. A red box highlights the 'Trip Date' field, which displays '12/07/2021'. A calendar dropdown is open, showing the month of December 2021. The date '7' is selected and highlighted with a pink border. The 'Time' field displays '03:00 pm'. Below the date and time fields, there are two route entries, each starting with 'Osaka' and a 'Select Route' button. The dialog has a 'Close' button at the bottom right.

Once you select the date, you can then provide an approximate time for when you think you took the favorite route.

The screenshot shows the 'Favorite Routes' dialog with the 'Favorite Routes' tab selected. A red box highlights the 'Trip Date' field, which displays '12/06/2021'. The 'Time' field displays '09:00 pm'. A time selection dropdown is open, showing 'Hours' (02), 'Minutes' (00), and 'AM/PM' (AM). The 'OK' button is highlighted. Below the date and time fields, there are two route entries. The first entry starts with a star icon and 'Tokyo', followed by an arrow and 'Osaka', with a 'Select Route' button. The second entry also starts with a star icon and 'Tokyo', followed by an arrow and 'Osaka', with a 'Select Route' button. The dialog has a 'Close' button at the bottom right.

Section 5: Options

You select the route from the **Favorite Routes** tab, with the trip date and time (they provided) applied.

Favorite Routes

Route Search Favorite Routes

Trip Date * 12/06/2021 Time * 02:00 am

★ Tokyo → Osaka Select Route

★ Tokyo → Osaka Select Route

Close

On the expense report page, you can view the route details that have been pre-populated from the route search then click **Route Details** at the top of the report to view the selected route's details.

Japan Public Transportation JPY 13,870

12/06/2021

Cancel Save Expense

Details

Route Search Route Details

Expense Type Japan Public Transportation

Transaction Date 12/06/2021 Business Purpose Vendor Description City

Payment Type * Cash

Amount 13,870 Currency Japan, Yen Exchange Rate * 1 JPY = 0.66770309 INR Amount in INR 9,261.04

Comment

Total Route Distance (km) 560.7

Departure Station * Tokyo Arrival Station * Osaka Source Route Search

Route Details:
Trip: One Way Trip
Ticket: IC Card

Save Expense Save and Add Another Cancel

Section 5: Options

If the trip's departure date and time are different than the favorite route's date and time specified by you, Concur Expense will automatically adjust the time in the **Route Details** window. In the previous example, you had entered a 2:00 a.m. departure date, but Concur Expense updated the departure time to the correct time (of 4:55) from the actual route data.

The screenshot shows the 'Route Details' window in the Concur Expense application. The window displays a route from Tokyo to Osaka with a total cost of JPY 13,870. A red box highlights the updated departure time of 04:55. The route details include the following segments:

Station	Line	Distance	Stops	Arrival	Departure
Tokyo	JR-Keihin-Tohoku-Line for Ofuna	37 min / 27.0 km	12	05:32	04:55
Higashi-Kanagawa	JR Yokohama-Line for Hachioji	9 min / 6.1 km	2	05:35	05:44
Shin-Yokohama	JR Shinkansen Hikari 533	2 hr 12 min / 523.8 km	4	06:00	08:12
Shin-Osaka					

The background shows the 'Japan Public Transport' form with fields for Transaction Date (12/06/2021), Payment Type (Cash), Amount (13,870), and Additional Charges (JPY 4,960). The 'Route Details' window also shows the trip type as 'One Way Trip' and the ticket as 'IC Card'.

NOTE: If the favorite route is associated with a commuter pass, you will see **Commuter Pass Deduction** for the **Pass** information.

Japan Public Transportation ¥14,038

11/30/2021

Cancel

Save Expense

Details

Route Search & Route Details

Expense Type Japan Public Transportation

Transaction Date11/30/2021Business PurposeVendor DescriptionCityPayment Type *CashAmount14,038CurrencyJapan, YenCommentTotal Route Distance (km)569.4Departure Station *TokyoArrival Station *OsakaSourceRoute SearchAdditional Charges¥4,960Route Details:Trip: One Way TripTicket: IC CardPass: Commuter Pass Deduction

ADDING A FAVORITE VIA STATION ROUTE

You can add a favorite via station route using the same method for adding a favorite route by clicking the star icon.

Route Search

Route SearchFavorite Routes

Trip Date *12/07/2021Time *09:00 pmTrip TypeOne-waySeat TypeNon-reserved

Departure Station *Tokyo (Tokyo)Arrival Station *Chiba (Chiba)

Via 1Osaka (Osaka)Via 2

SearchIC Card Fare

ROUTE RESULTS: Tokyo (Tokyo) → Osaka (Osaka) → Chiba (Chiba) Trip Date: 12/07/2021

Sort ByCheap

Displaying 5 results.

Star

21:39Tokyo → 10:04ChibaJPY 25,990

Select Route

Close

Section 5: Options

Once added, the favorite via station route will be added to the **Favorite Routes** tab. You can expand the route by clicking the **Show Details** button to display the route's details, which contains the favorite via station.

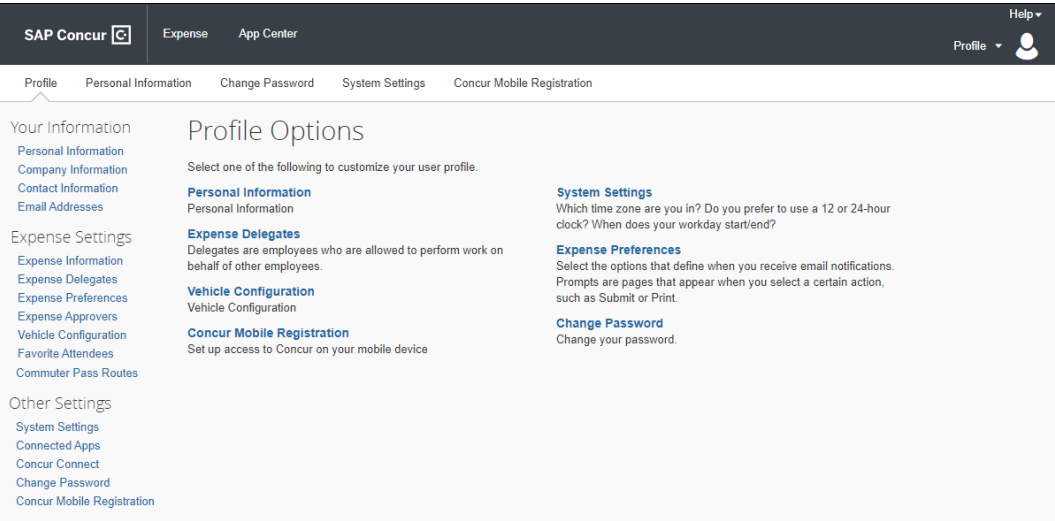
The screenshot shows the 'Favorite Routes' tab in a travel application. At the top, there are input fields for 'Trip Date' (12/07/2021) and 'Time' (09:00 pm). Below these, the route is displayed as a star icon, 'Tokyo', an arrow, and 'Chiba'. A 'Select Route' button and a map icon are on the right. The route details are listed below, showing a sequence of stops and modes of transport:

- Tokyo
- Walk
- Tokyo-Ekimae/Highway-Bus-Shuttle-Bus
- Highway-Bus グランドリーム号 for JR-Nara-Ekimae
- Kyoto-Ekimae
- Walk
- Kyoto
- JR Kyoto-Line Rapid for Aboshi
- Osaka** (highlighted with a red box)
- JR Kyoto-Line for Kyoto
- Shin-Osaka
- JR Shinkansen Nozomi 206
- Tokyo

REGISTERING A COMMUTER PASS

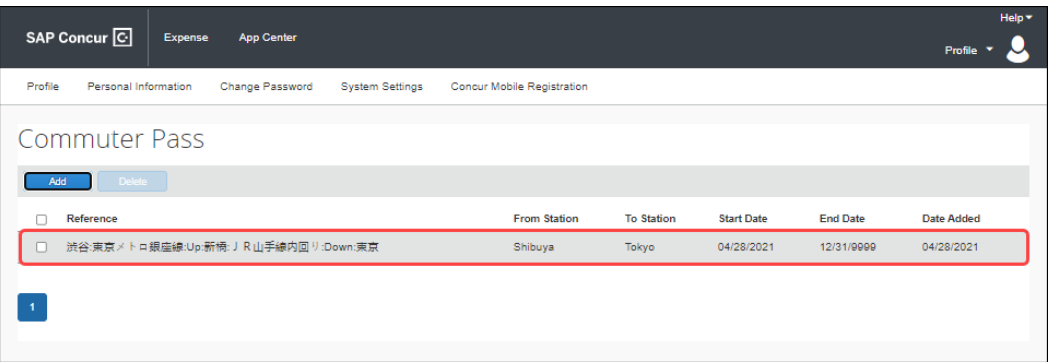
You can register a commuter pass. Once a commuter pass is registered, it can be used for JPT expense.

From the **Profile Settings** page, you can add a commuter pass if it is configured.



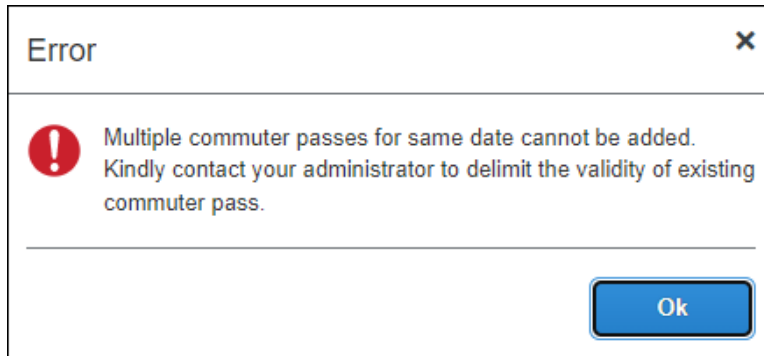
NOTE: Users will only be able to store one commuter pass at a time.

Only one commuter pass is allowed in a date period; a user cannot use multiple commuter passes for the same period. For example, if they use one route on Monday, Wednesday, and Friday, but use another route on Tuesday and Thursday, they cannot use separate passes for the two unique routes.



Section 5: Options

NOTE: If the commuter pass is not valid, you will see this warning:

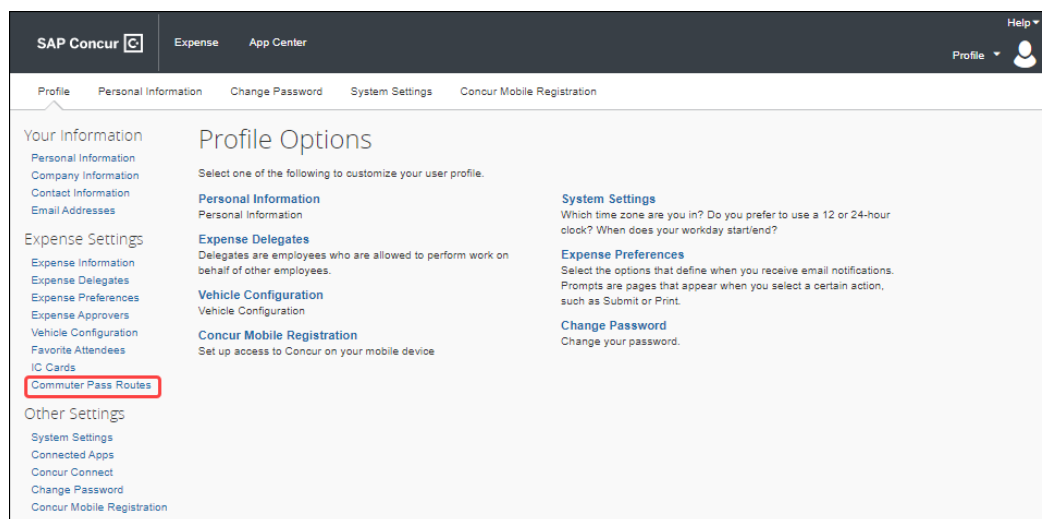


REGISTERING A COMMUTER PASS ROUTE USING ROUTE SEARCH

You will be able to register a route (for example, from home to work) that you can use regularly when creating a JPT expense. In addition, if you have a commuter pass registered to their profile, the route will be tied to that route.

You have to pay upfront for the commuter pass at the station and will be reimbursed outside of SAP Concur. The expense process is typically facilitated through their HR system via reimbursement in their paycheck. For SAP Concur, this ensures the user is not double-reimbursed in SAP Concur.

On the **Commuter Pass Routes** page of **Profile Settings**, you may add a commuter pass route. If an approver, processor, or user needs to change the end date of their commuter pass, they must contact Concur Admin to configure the end date of the commuter pass.




Section 5: Options


You will search for and add the commuter pass route. If necessary, they can also add four via stations.

Start Date *


2022/04/13




Departure Station *




Via 1




Via 3




Arrival Station *



Via 2



Via 4



Search

Concur Expense returns a maximum of five route results. Users can also click **Select Route** to expand the route to see if the stops on the route as well as whether walking is required to get to a designated stop on the route.

Once the route is selected, it is added to your **Commuter Pass** page.

SAP Concur

Expense

App Center

Help

Profile

Profile

Personal Information

Change Password

System Settings

Concur Mobile Registration

Commuter Pass

Add

Delete

<input type="checkbox"/>	Reference	From Station	To Station	Start Date	End Date	Date Added
<input type="checkbox"/>	渋谷:東京メトロ有楽町線:Up:新宿 JR山手線内回り:Down:東京	Shibuya	Tokyo	04/28/2021	12/31/9999	04/28/2021

1

Section 5: Options

Once a commuter pass route is added, the route search results will feature a **Commuter Pass** designation when the route meets the commuter pass route's criteria, including the precise transfer stops if applicable.

Route Search

Trip Date * 05/09/2021 Time * 03:00 pm Trip Type One-way Express Fare Non-reserved

Departure Station * Tokyo (Tokyo) Arrival Station * Ginza (Tokyo)

+ Add Via Stations

Search ☒ IC Card Fare

ROUTE RESULTS: Displaying 5 results.

Tokyo (Tokyo) → Ginza (Tokyo) Sort By Cheap

Trip Date: 05/09/2021 Time: 03:00 PM

Fast	Easy	Cheap	Commuter Pass	15:01	Tokyo	→	15:03	Ginza	¥0	Select Route	▼
0 hr 2 min / 1.1 km Transfer:0											
Easy	Cheap	Commuter Pass		15:05	Tokyo	→	15:07	Ginza	¥0	Select Route	▼
0 hr 2 min / 1.1 km Transfer:0											

If you select a route not associated with their commuter pass, the **Commuter Pass** designation will not appear.

Route Search

ROUTE RESULTS: Displaying 5 results.

Hokkaido-Iryo-Dai... → Kyoto (Kyoto) Sort By Cheap

Trip Date: 05/08/2021 Time: 03:00 PM

Fast	Cheap			17:32	Hokkaido-Iryo-Daigaku	→	13:29	Kyoto	¥36,530	Select Route	▼
19 hr 57 min / 1,707.4 km Transfer:3											
Fast	Cheap			15:17	Hokkaido-Iryo-Daigaku	→	13:29	Kyoto	¥36,530	Select Route	▼
22 hr 12 min / 1,707.4 km Transfer:3											
Fast	Cheap			23:05	Hokkaido-Iryo-Daigaku	→	16:32	Kyoto	¥36,530	Select Route	▼
17 hr 27 min / 1,707.4 km Transfer:3											
Fast				15:43	Hokkaido-Iryo-Daigaku	→	11:21	Kyoto	¥38,270	Select Route	▼
19 hr 38 min / 1,707.4 km Transfer:4											
				15:17	Hokkaido-Iryo-Daigaku	→	11:21	Kyoto	¥38,270	Select Route	▼
20 hr 4 min / 1,707.4 km Transfer:4											

Close

If the user selects a route that partially or entirely matches their registered commuter pass route, there will be a fare deduction. If the entire route matches their registered commuter pass, the total fare will be zero.

Japan Public Transportation ¥0 🗑️
05/09/2021

Details

⌚ Allocate | 🔍 Route Search | 👤 Route Details

* Required field

Expense Type
Japan Public Transportation

Transaction Date
05/09/2021

Country
JAPAN (JP) ▼

Business Purpose

Enter Vendor Name

Payment Type *
Cash ▼

Amount
0

Currency
Japan, Yen

Receipt Status *
No Receipt ▼

Entering JPT Route Information

Options that appear when you select the *Japan Public Transportation* expense type allow you to perform a route search to add a route and add routes directly from your IC Card transactions from Available Expenses.




ENTERING ROUTES USING THE NETWORK IC CARD READER

If your office has a network IC Card reader, you may add routes in Expense for use in your expense reports.

► **To enter routes using a network IC Card reader:**

1. In the office, tap your IC Card on the device.
2. Log in and go to **Available Expenses** or within the Expense Report, click **Add Expenses** and see the **Available Expenses** tab.

Section 5: Options

AVAILABLE EXPENSES View: All Expenses ▾					
<div>Delete Combine Expenses Move to ▾</div>					
<input type="checkbox"/>	Receipt	Payment Type	Expense Type ≡	Vendor Details	Date Amount
<input type="checkbox"/>		Cash	Hotel		2021/09/16 ¥1,000
<input type="checkbox"/>		Cash	Japan Public Transportation	東京急行電鉄	2021/08/28 ¥199
<input type="checkbox"/>		Cash	Japan Public Transportation	東京急行電鉄	2021/08/28 ¥199
<input type="checkbox"/>		Cash	Japan Public Transportation	東京急行電鉄	2021/08/24 ¥388

Each Smart Expense with the Expense Type is **Japan Public Transportation**, which corresponds to an IC Card route. Under Available Expenses section, click the Receipt image icon to see the detail of the Smart Expense route.



3. Select one or more IC Smart Expenses and move them to an existing report or a new report.

Each Smart Expense will be automatically added as a report entry in the Expense Report.

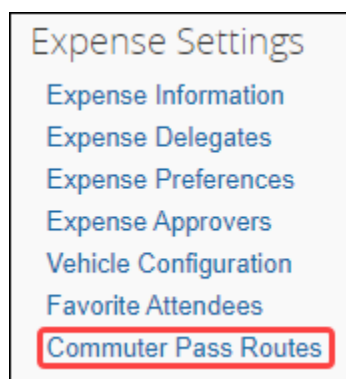
4. (Optional) Click the added JPT expense to open Expense Detail screen. Enter text in the **Business Purpose** and **Comment** sections as directed by your company policy.
5. Click **Save Expense**.

NOTE: For routes coming from the IC Card, the route distance is not managed.

JPT Commuter Pass Routes Option Available in Profile Settings

You are granted access to a link on your Profile page that let you work with commuter routes if it is configured. The link is:

- **Commuter Pass Routes:** Add and delete commuter pass routes you use to transit for business purposes.



If you do not see the links, contact your administrator.

NOTE: The user pays upfront for the commuter pass at the station and will be reimbursed outside of SAP Concur. The expense process is typically facilitated through their HR system via reimbursement in their paycheck. For SAP Concur, this ensures the user is not double-reimbursed in SAP Concur.

Commuter Pass - Entering Commuter Pass Routes

A commuter pass route may already have been entered for you by your administrator. To enter your own routes, use the **Commuter Pass Routes** link.

NOTE: Users will only be able to store one commuter pass at a time.

Only one commuter pass is allowed in a date period; a user cannot use multiple commuter passes for the same period. For example, if they use one route on Monday, Wednesday, and Friday, but use another route on Tuesday and Thursday, they cannot use separate passes for the two unique routes.

For example, if you are using a commuter pass that pre-pays for travel from station to station, you should enter these routes on the **Commuter Pass Routes** page. Doing this allows Concur to deduct the amount already paid from station to station when a trip includes that leg when using the route search feature.

As another example, if you pre-paid for travel from station A to station B, and you travel by rail from station A to station B to station C, the actual cost you can expense is from station B to station C. The A > B leg of this trip is already paid.

► ***To add commuter pass routes:***

1. Click **Profile** > **Profile Settings** > **Commuter Pass Routes** (under **Expense Settings**).
2. In the **Commuter Pass Routes** page, click **Add** to open the **Commuter Pass Route** dialog box.

Section 5: Options

3. Enter all information for the required (*) fields and then click **Search**.

Start Date *
2022/04/13

Departure Station *
Via 1
Via 3

Arrival Station *
Via 2
Via 4

Search

- 4.

NOTE: You can add upto four stations between your departure and arrival destinations.

Commuter Pass Route

Start Date *
08/01/2021

Departure Station *
Koenji (Tokyo)

Arrival Station *
Ikebukuro (Tokyo)

Via 1
Shinjuku (Tokyo)

Search

ROUTE RESULTS: Displaying 5 results.

Koenji (Tokyo) → Shinjuku (Tokyo) → Ikebukuro (Tokyo)
Trip Date: 08/01/2021

Fast	Easy	Cheap
Koenji	→	Ikebukuro
0 hr 24 min / 10.6 km		
¥220		
Transfer: 1		
Select Route		

Koenji	→	Ikebukuro
¥590		
Select Route		

5. One or more routes are returned by Ekisptert for selection. Choose the route matched with your commuter pass, and then click **Add Commuter Pass**.

Commuter Pass Route

ROUTE RESULTS: Displaying 5 results.

Koenji (Tokyo) → Shinjuku (Tokyo) → Ikebukuro (Tokyo)

Trip Date: 08/01/2021

Fast

Easy

Cheap

Koenji

→

Ikebukuro

¥220

Select Route

▼

0 hr 24 min / 10.6 km

Transfer:1

Koenji

→

Ikebukuro

¥590

Select Route

▼

0 hr 32 min / 12.8 km

Transfer:2

Koenji

→

Ikebukuro

¥500

Select Route

▼

0 hr 37 min / 11.9 km

Transfer:2

Koenji

→

Ikebukuro

¥440

Select Route

▼

The route is added to the list of routes in the **Commuter Pass Routes** screen. If the route is not associated with a commuter pass subscription or by the date, no route is returned.

Commuter Pass

Add

Delete

<input checked="" type="checkbox"/>	Reference	From Station	To Station	Start Date	End Date	Date Added
<input checked="" type="checkbox"/>	東京 東京メトロ丸ノ内線(池袋 - 荻窪) Down 銀座	Tokyo	Ginza	05/09/2021	06/30/2021	05/09/2021
<input checked="" type="checkbox"/>	東京 東京メトロ丸ノ内線(池袋 - 荻窪) Down 銀座	Tokyo	Ginza	07/01/2021	07/30/2021	06/30/2021
<input checked="" type="checkbox"/>	東京 J R 山手線外回り Down 渋谷	Tokyo	Shibuya	03/05/2022	12/31/9999	07/14/2021

1

► **To delete commuter pass routes:**

- Click **Profile > Profile Settings > Commuter Pass Routes** (under **Expense Settings**).
- On the **Commuter Pass** page, select the route or route(s) to delete and click **Delete**.
- In the **Delete** dialog box, click **Yes** to remove these routes from the list.

