

5/10/2022

# Correcting and Resubmitting an Expense Report

# Correcting and Resubmitting an Expense Report

Your approver will return your expense report to you if any changes or additional information are required. Returned reports appear on the SAP Concur homepage in the Open Reports section.

1. Click Open Reports. You can also find returned reports on the Manage Expenses page in the Active Reports section.

The screenshot shows the SAP Concur homepage for user Kayla. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Approvals', and 'App Center'. On the right, there is a 'Profile' dropdown and a 'Help' icon. Below the navigation bar, the user's name 'Hello, Kayla' is displayed next to the 'CLEMSON UNIVERSITY' logo. A summary row shows: '+ New', '00 Required Approvals', '04 Authorization Requests', '29 Available Expenses', and '01 Open Reports' (highlighted with a red box). Below this is a 'COMPANY NOTES' section with a link to 'Concur Training Toolkit'. The 'MY TASKS' section contains three cards: '00 Required Approvals' with a checkmark and the message 'Great! You currently have no approvals.', '29 Available Expenses' listing items like 'LADBROKE HOTELS', 'WINDWARD ISLAND', 'SOL HOTELS', 'Lumber and Building Materials St', and 'COMPANIA FAUCETT', and '01 Open Reports' listing a 'Returned' report for 'Columbia, SC' for \$100.00.

2. Click the Returned expense report.

The screenshot shows the 'Manage Expenses' page in SAP Concur. The top navigation bar is the same as the previous screenshot, but the 'Expense' tab is selected. Below the navigation bar, there are links for 'Manage Expenses' and 'View Transactions'. The main heading is 'Manage Expenses' with a 'REPORT LIBRARY' section set to 'Active Reports'. A 'Create New Report' button is on the left. The report library displays several reports: a 'RETURNED' report for 'Columbia, SC' for \$100.00, which is highlighted with a blue circle and an arrow pointing to it, and a callout box that says 'Click the Returned expense report.'; two 'SUBMITTED' reports: 'Teaching Conference' for \$918.04 and 'Observing Student Teachers' for \$50.40. At the bottom, it says 'Displayed reports: 5, Total: 5'.

3. To review your approver's comments, click View Report Timeline.

Columbia, SC \$100.00  Copy Report Submit Report

 Returned | COMMENT - Supervisor Approver: Test [View Report Timeline](#)

Report Details ▼ | Print/Share ▼ | Manage Receipts ▼

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▼

**Click View Report Timeline.**

<input type="checkbox"/>	Receipt <span>↑↓</span>	Payment Type <span>↑↓</span>	Expense Type <span>↑↓</span>	Vendor Details <span>↑↓</span>	Date <span>☰</span>	Requested <span>↑↓</span>
<input type="checkbox"/>		Employee Paid	Lodging/Hotel Attendees (4)	Airbnb Columbia, South Carolina	11/24/2021	\$100.00 Itemized
						<b>\$100.00</b>

4. Review the comments, make any corrections that need to be made, and then click Close.

Report Timeline ×

Columbia, SC | \$100.00

Approval Flow Edit

- Supervisor Approval  
Approver, Supervisor
- Budget/Grant Approval
- Approval for Processing

Report Summary

REPORT COMMENT  
Approver, Supervisor 05/10/2022  
klop;

REPORT COMMENT  
Approver, Supervisor 05/10/2022  
Test

[Add Comment](#)

Close

5. To correct and make any changes, click the appropriate expense.

Columbia, SC \$100.00  Copy Report Submit Report

 Returned | COMMENT - Supervisor Approver: Test [View Report Timeline](#)

Report Details ▼ | Print/Share ▼ | Manage Receipts ▼ | Travel Allowance ▼

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▼

<input type="checkbox"/>	Receipt <span>↑↓</span>	Payment Type <span>↑↓</span>	Expense Type <span>↑↓</span>	Vendor Details <span>↑↓</span>	Date <span>☰</span>	Requested <span>↑↓</span>
<input type="checkbox"/>		Employee Paid	Lodging/Hotel Attendees (4)	Airbnb Columbia, South Carolina	11/24/2021	\$100.00 Itemized
						<b>\$100.00</b>

6. After making your corrections, click Save Expense.

The screenshot shows the SAP Concur Expense form for a Lodging/Hotel expense of \$100.00. The form includes fields for Expense Type (Lodging/Hotel), Check-in Date (11/22/2021), Check-out Date (11/24/2021), Nights (2), Transaction Date (11/24/2021), Trip Purpose (Advertising/Public Relations), and Traveler Type. A red box highlights the 'Save Expense' button in the top right corner.

7. Click Submit Report.

The screenshot shows the SAP Concur Expense report for a Columbia, SC expense of \$100.00. The report is marked as 'Returned' with a comment 'Supervisor Approver: Test'. The 'Submit Report' button is highlighted with a red box. Below the report details, there is a table with columns for Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Employee Paid	Lodging/Hotel Attendees (4)	Airbnb Columbia, South Carolina	11/24/2021	\$100.00 Itemized
					<b>\$100.00</b>

8. Click Accept & Continue on the Employee Electronic Agreement

The screenshot shows the SAP Concur Employee Electronic Agreement dialog box. The dialog contains a certification statement and four numbered points. The 'Accept & Continue' button is highlighted with a red box.

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

9. From the Report Totals window, click Submit Report again.

The 'Report Totals' window displays the following information:

Company Pays		Employee Pays	
\$100.00	Employee	\$0.00	Company

  

Amount Total: \$100.00	Due Employee: \$100.00	Owed Company: \$0.00
Requested Amount: \$100.00	Total Paid By Company: \$100.00	Total Owed By Employee: \$0.00

At the bottom right, the 'Submit Report' button is highlighted with a red box. A 'Cancel' button is also visible to its left.

10. Click Close. The Report is corrected and resubmitted for approval.

The 'Report Status' window displays the following information:

✔ Report Submitted  
Columbia, SC | \$100.00

At the bottom right, the 'Close' button is highlighted with a red box.