## **CLEMS**

5/10/2022

## Deleting An Expense Report



## **Deleting An Expense Report**

If you created an expense report that you no longer need, you can delete the report.

1. From the SAP Concur home page, click Reports.

SAP Concur C Requests Expense Approv	als App Center					Help • Profile • 💄
Hello, Kayla		+ New	<b>DO</b> Required Approvals	04 Authorization Requests	<b>29</b> Available Expenses	<b>D1</b> Open Reports
COMPANY NOTES						
Concur Training Toolkit This link will provide information to utilise the Concur Expense System.						
MY TASKS			- 6	01		
UU     Required Approvals	Available Exper	ISES	→		ports	→
Great! You currently have no approvals.	08/28 LADBROKE HOTELS \$22.38		05	/04 Columbia, SC		
	08/28 WINDWARD ISLAND \$658.05					
	08/28 SOL HOTELS \$613.80					
	08/28 Lumber and Building M \$531.36	aterials St				
	08/28 COMPANIA FAUCETT \$13.76					

2. On the Manage Expenses screen, click the report that you want to delete.

	pense Approvals App Center		Help <del>v</del> Profile v
Manage Expenses View Transactions			
Manage Expenses			
REPORT LIBRARY View: Active	Reports V		
+ Create New Report	NOT SUBMITTED         05/04/2022           Columbia, SC            \$0,00	SUBMITTED 05/09/2022 Indianapolis, IN- CU ICar trip Click the rep want to de Submitted & Pending Approval Supervisor Approver	SUBMITTED 05/04/2022 Trip to Seattle Ort you Detete. Approved & In Accounting Review Not Paid
SUBMITTED 05/03/2022  Teaching Conference  \$918.04	SUBMITTED 05/03/2022 Observing Student Teachers \$50,40		
Approved & In Accounting Review Not Paid Displayed reports: 5, Total: 5	Approved & In Accounting Review Not Paid		

- 3. Click the trash can icon. After you delete the report, items that came from your Available Expenses (card charges or e-receipts) are moved back to your Available Expenses. Manually created expenses are deleted and you cannot recover them.
- 4. You can use the Calculator to look up the distance of your trip. Click the Mileage Calculator Enter the link.

CAD 0	Doguosta	Бурараа	Approvala	App Contor				Help 🗸
SAP Concur [C]	Requests	Lypense	Approvais	App Center			Profi	le 🕶 💄
Manage Expenses	View Transactio	ns						
New Expen	se						Cancel Save	Expense
Details	Itemiza	tions					Show R	eceipt 🗐
Mileage Calcula Expense Persor Click th Calcu	ne Mil	eage link.	er Type * ployee		•	Transaction Date * MM/DD/YYYY From Location *	* Rec Trip Purpose * Advertising/Public Relation To Location *	juired field
Payment Type		Con	nment					
None Selected								

5. Enter the Waypoints for your trip, and Google maps will calculate the route.

in t

Avoid Tolls Avoid Highways Waypoints		Мар	27/		
<pre> * * * * * * * * * * * * * * * * * * *</pre>	Calculate Route	Japan Jrea	P <	North Pacific Ocean	
		Papus New Guinea ustralia	New Zealand		South Pacific Ocean
TOTAL PERSONAL	TOTAL BUSINESS				

6. Once you entered your Waypoints, click Calculate Route. The trip distance is calculated in the TOTAL BUSINESS mileage filed. For most trips, you will also need to calculate your return trip

Mileage Calculator		
Avoid Tolls Avoid Highways Waypoints	Мар	198
	Japan Yea	North Pacific Ocean
	Papua New Guinea ustralia New Zealand	South Pacific Ocean
Deduct Commute TOTAL PERSONAL TOTAL BUSINESS 0.0 MI	Google	

 Click the trash can icon. After you delete the report, items that came from your Available Expenses (card charges or e-receipts) are moved back to your Available Expenses. Manually created expenses are deleted and you cannot recover them.



8. Click Delete to confirm the removal of the report.

cts Expopso Ar	Confirm Delete ×	
isactions	This report will be permanently deleted.	_
0.00 🟛	Do Not Delete Delete	