

Concur Expense: Expense Types

Setup Guide

Last Revised: September 12, 2022

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

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Revision History

Date	Notes / Comments / Changes
September 12, 2022	Added note about the Transaction Amount calculation
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 7, 2021	Updated the copyright; no other changes; cover date not updated
December 9, 2020	Updated the description for the adjusted amount calculation in the <i>Variables</i> section.
July 31, 2020	Updated the note for the Itemization field in the <i>Creating A New Expense Type</i> section.
July 1, 2020	Added information about the existing UI and NextGen UI; made modifications throughout; cover revision date updated
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February 10, 2018	Removed Airline Fees and Goodwill spend categories.
January 4, 2018	Added detail to the <i>Variables</i> section for transaction amount calculation and adjusted amount calculation for result. Added a new point to the <i>Restriction</i> section that Transaction amount calculations may only be executed on an expense in an unsubmitted state.
December 27, 2017	Updated the <i>Restrictions</i> section to include the following statement: "Calculation formulas should not reference a field that has been configured as a conditional field, because the value of that field may be null if the field is hidden."
December 11, 2017	Added spend category code for Train.
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April 3, 2012	<p>Removed all references to the <i>legacy</i> Authorization Request feature in Concur Expense</p> <p>Changed any references to Concur's Travel Request service to Request, Concur Request, or Authorization Request, depending on the situation</p> <p>No other content changes</p>
December 28, 2012	Made rebranding and/or copyright changes; no content changes
June 22, 2012	Updated document to include Expense Types Limits functionality
January 20, 2012	Updated document to include the Expense Categories functionality, now available in the current interface
September 23, 2011	Updated information about Amount Calculation Formulas
December 31, 2010	Updated the copyright and made rebranding changes; no content changes
July 16, 2010	All attendee-related expense type options are now available in the <i>current</i> user interface
May 14, 2010	Updated information about Amount Calculation Formulas
April 16, 2010	Updated information about assigning Expense Categories, clarified Meal Spend Category visibility, and added information on using integers in calculations
March 19, 2010	Added information on Amount Calculation Formulas
February 19, 2010	Clarified use of Spend Categories
January 15, 2010	Added information about custom itemization wizards, and itemization options for expense types
November 13, 2009	Added Spend Category and Expense Category information
September 18, 2009	Changed Add button to New
August 14, 2009	New document

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.

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

Section 2: Overview

The Expense Types feature allows you to add, remove, and modify your expense types. The functionality includes a multi-step wizard to walk you through the process of adding or modifying expense types.

The Itemization Wizard feature allows you to create new itemization wizards to use with expense types. You can define the primary and secondary expense types, and whether they are required or personal.

Definitions

- **Expense Types:** Expense types are expenses that an employee can incur, such as airfare, lodging, breakfast, and so on. A list of expense types appears as an option when an employee first creates an expense entry. Each expense type has multiple unique fields that define the details of an expense. For example, Airfare could have ticket number and vendor attached to it, while Breakfast might only have vendor. These details are called fields.
- **Expense Type Limits:** Expense Type Limits set a warning or blocking amount limit on any expense type. When the warning limit is exceeded, the system will warn the user that they are over the limit. When the blocking limit is exceeded, the system will warn the user and prevent submission of the report, until the expense type amount is corrected in the report.
- **Parent Expense Type:** An expense that serves as a heading to expenses; such as Company Car (parent) which has Company Car Oil, Company Car Gas, and so on as children beneath it. An employee cannot select a parent expense type from the list of expenses when creating an expense report, only the items beneath it.

Section 3: Expense Types Processes

- **Expense:** An expense can be either a single expense that has no expense category, such as Airfare, or an expense that lies beneath the main expense and is related or linked to that expense and is listed under an expense category, such as Company Car Oil.
- **Itemization:** An itemization is an expense that is an itemization of a main or parent expense. For example, for a Lodging expense type, an employee may want to itemize the bill to include movie rental, room service, and so on. These itemizations have costs that add up to the main expense. You can define whether an expense type requires itemization, and create custom itemization wizards, using the **Expense Types** page.
- **Spend Category:** The Spend Category associated with each expense type determines which reporting category the expenses of that type fall under. When running reports that aggregate expenses by type, the Spend Category determines which type of spend the expense type will be associated with. Some spend categories are also associated with UI behavior, which determines whether the expense type has special presentation handling. Certain spend categories are used with Travel Allowance or mileage entries, which must collect and display the appropriate fields to the user.

Section 3: Expense Types Processes

► To access the Expense Types page:

Click **Administration > Expense > Expense Types** (left menu). The **Expense Types** page appears.

The screenshot shows the Concur Expense Types page. The navigation menu on the left includes 'Expense Types' which is circled in red. The main content area displays a table of expense types with columns for Expense Type, Spend Category, and Parent.

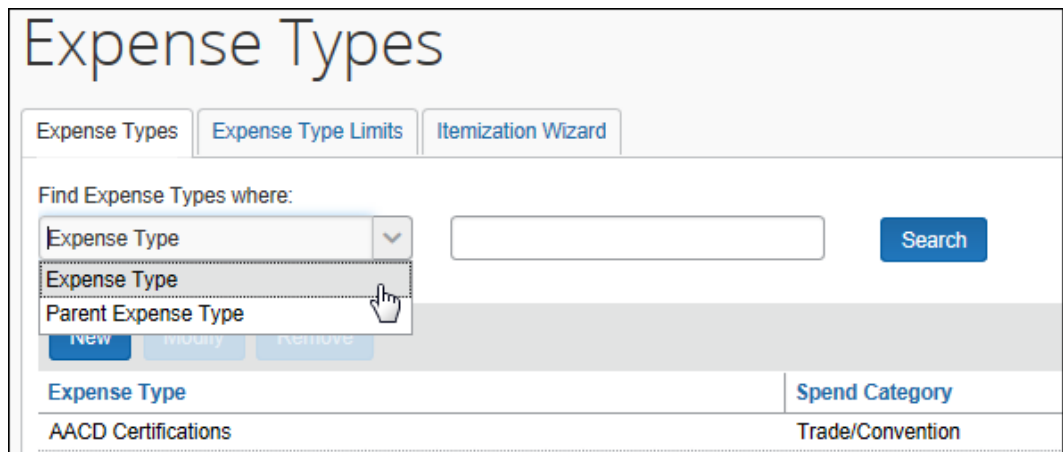
Expense Type	Spend Category	Parent
Airfare	Airfare	Transportation
Airfare Ticket Tax	Airfare	Transportation
Awards	Goodwill	Other
Bank Fees	Fees/Dues	Other
Booking Fees	Fees/Dues	Other
Breakfast	Meal	Meals
Bus	Ground Transportation	Transportation
Business Meals (Attendees)	Entertainment	Entertainment
Business Promotions	Advertising/Marketing	
Car Rental	Car Rental	Transportation
Cash Advance	Cash Advance - Not Partially Appr...	
Cash Advance Return	Cash Advance - Not Partially Appr...	Cash Advance
Cellular Phone	Telecom	Communications
Communications	Telecom	

Expense Types

Searching for an Expense Type

► **To search for an expense type:**

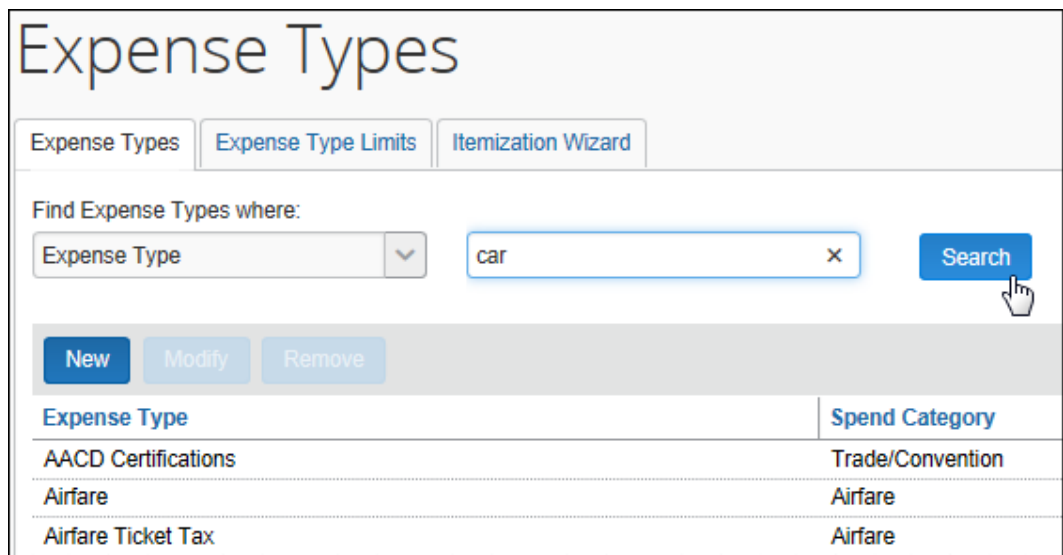
1. On the **Expense Types** page, select a value in the **Find Expense Types where:** list.



The screenshot shows the 'Expense Types' page with the 'Find Expense Types where:' dropdown menu open. The menu options are 'Expense Type' (selected), 'Expense Type', and 'Parent Expense Type'. Below the menu are buttons for 'NEW', 'MODIFY', and 'REMOVE'. The table below shows the following data:

Expense Type	Spend Category
AACD Certifications	Trade/Convention

2. Enter the desired search term.



The screenshot shows the 'Expense Types' page with the search term 'car' entered in the search box. The 'Search' button is highlighted with a mouse cursor. Below the search area are buttons for 'New', 'Modify', and 'Remove'. The table below shows the following data:

Expense Type	Spend Category
AACD Certifications	Trade/Convention
Airfare	Airfare
Airfare Ticket Tax	Airfare

Section 3: Expense Types Processes

3. Click **Search**. The system will search for any expense types containing the letters entered. The list of matching expense types appears.

Expense Types

Expense Types | Expense Type Limits | Itemization Wizard

Find Expense Types where:

Expense Type

Expense Type	Spend Category	Parent
Car Rental	Car Rental	Transportation
Company Car Expense	Company Car - Fixed Expense	
Company Car Maintenance	Company Car - Fixed Expense	Company Car Expense
Company Car Mileage	Company Car - Mileage Reimbursement	Company Car Expense
Company Car Oil	Company Car - Fixed Expense	Company Car Expense
Company Car Wash	Company Car - Fixed Expense	Company Car Expense
Personal Car Expense	Personal Car - Fixed Expense	Transportation
Personal Car Mileage	Personal Car - Mileage Reimbursement	Transportation

Creating a New Expense Type

► To create a new expense type:

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


The screenshot shows the 'NEW EXPENSE TYPE' wizard in the 'General' step. The form contains the following fields and options:

- Name:** A text input field.
- Spend Category:** A dropdown menu with 'Select One ..' and a red error message: 'This field is required'.
- Available for:** Radio buttons for 'Both Entry and Itemization' (selected), 'Only for Entry', and 'Only for Itemization'.
- Has this Parent:** A dropdown menu with 'None' selected.
- Show on Mobile device:** A checked checkbox.
- Itemization:** Radio buttons for 'Required', 'Optional' (selected), and 'Not Allowed'.
- Itemization Wizard:** A dropdown menu with 'None' selected.
- Expense Types Available for Itemization:** A blue button.
- Navigation:** 'Cancel' and 'Next>>' buttons at the bottom right.

2. Enter the desired values.

Field	Description
Name	The expense type's name
Spend Category	Allows you to define the overall category of spend that the expense type is associated with. This information is used in SAP Concur's reporting solutions. Certain spend categories are used with Travel Allowance or mileage entries to present the appropriate fields to the user. Refer to the <i>Spend Categories</i> section of this guide for more information.
Available for	The expense entry objects for which this expense type is visible

Section 3: Expense Types Processes

Field	Description
Has this Parent	The parent expense type of the new expense type. The parent groups similar expense types together for ease of selection by the end user.
Show on Mobile device	This determines whether the expense type will show as an available expense type on mobile devices.
Itemization	Select whether this expense type requires, allows or does not allow itemization. NOTE: If the expense type is configured as <i>Personal</i> then itemization is not permitted and this field must be set as <i>Not Allowed</i> .
Itemization Wizard	Select the itemization wizard for this expense type.  Refer to the <i>Itemization Wizards</i> section of this guide for more information.
Expense Types Available for Itemization	Click this to select the expense types that users can select from when entering itemizations manually. NOTE: If the expense type also has an itemization wizard configured, the user will first see the itemization wizard and its associated expense type list. Any manual itemizations after that point will use the list defined in Expense Types Available for Itemization .

3. Click **Next**. The **Policies** step appears.

Expense Types

Expense Types
Expense Type Limits
Itemization Wizard

NEW EXPENSE TYPE

1 General
 2 Policies
 3 Formulas
 4 Attendees
 5 Accounting

Enabled for these Policy Names	For an Expense Entry use this form	For an Itemized Entry use this form	Use this Vendor List
<input type="checkbox"/> CA Expense Policy	Default	Default	
<input type="checkbox"/> Standard Central Reconciliation Policy	Default	Default	
<input type="checkbox"/> UK Expense Policy	Default	Default	
<input type="checkbox"/> US Expense Policy	Default	Default	

- Select the policies that use this expense type, then enter the desired values. Once you have selected a policy, the fields in the row become editable.

Enabled for these Policy Names	For an Expense Entry use this form	For an Itemized Entry use this form	Use this Vendor List
<input checked="" type="checkbox"/> CA Expense Policy	Default	Default	
<input type="checkbox"/> Standard Central Reconciliation Policy	Default	Default	
<input checked="" type="checkbox"/> UK Expense Policy	Default	Default	
<input checked="" type="checkbox"/> US Expense Policy	Default	Default	

Field	Description
Enabled for these Policy Names	Select the expense policies this expense type should be available in.
For an Expense Entry use this form	Select the form to use with this expense type when it is used on an expense entry.
For an Itemized Entry use this form	Select the form to use with this expense type when it is used on an itemized entry.
Use this Vendor List	Select the vendor list associated with this expense entry. This field is necessary only if the selected forms include the Vendor List field.

Section 3: Expense Types Processes

- Click **Next**. The **Formulas** step appears. For each policy selected in the previous step, there will be an editable **Amount Calculation Formula** field. Enter the desired calculation for each policy.

Expense Types

Expense Types
Expense Type Limits
Itemization Wizard

NEW EXPENSE TYPE

1 General
2 Policies
3 Formulas
4 Attendees
5 Accounting

Policy Name	Amount Calculation Formula
CA Expense Policy	
UK Expense Policy	
US Expense Policy	

NOTE: The **Formulas** tab will only appear if you have the correct user role. If the expense type is not eligible for a formula, the tab will appear grayed out.



Refer to the *Amount Calculation Formulas* section of this guide for more information.

- 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.



Refer to the *Concur Expense: Attendees Setup Guide* for more information about these options.

Expense Types

Expense Types
Expense Type Limits
Itemization Wizard

NEW EXPENSE TYPE

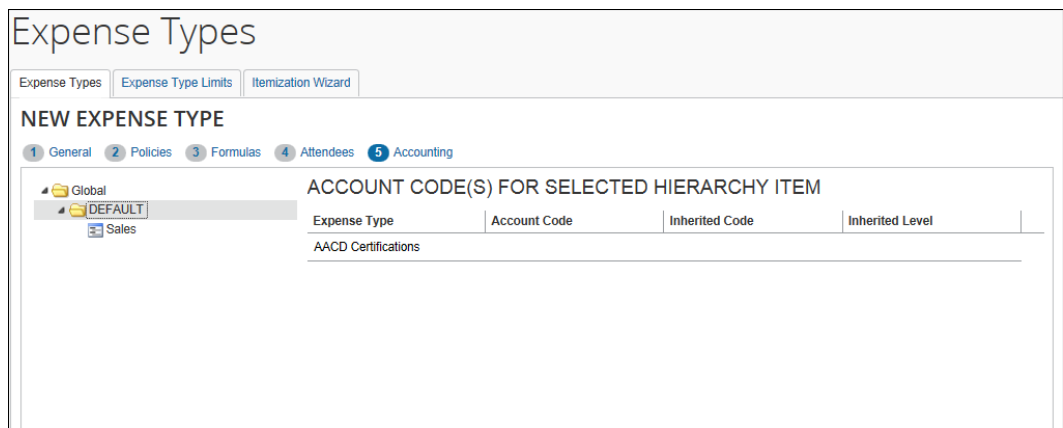
1 General
2 Policies
3 Formulas
4 Attendees
5 Accounting

Policy Name	Show Cost per Attendee	Allow users to edit the Cost per Attendee	Allow users to enter the count of "No Shows"	Allow users to edit the count of attendees	Include user as an attendee by default
CA Expense Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UK Expense Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
US Expense Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Select the desired check boxes, per policy.

Field	Description
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 New Expense/Expense 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 <i>no shows</i> – attendees who were invited but did not attend. If selected, the No Shows field appears in the Attendees section of the New Expense/Expense 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 New Expense/Expense tab. IMPORTANT: This option is used in conjunction with the <i>attendee type</i> setting. Refer to the <i>Concur Expense: Attendees Setup Guide</i> .
Include user as an attendee by default	If this check box is selected, Concur Expense 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 Expense does not attempt to add the user again.


8. Click **Next**. The **Accounting** step appears.



9. The account code hierarchy is displayed in the left pane. The top level is Global. Level one is for Ledger. If there are levels set up for the Account Code Hierarchy for a Ledger, these appear as levels two though the number of levels set up. The right pane displays the account code fields for the new expense type for the level and value selected in the left pane.

Section 3: Expense Types Processes

10. In the left pane, navigate to the place within the Account Code Hierarchy that you want to enter an account code.
11. Enter the desired account code.

Field	Description
Expense Type	<p>This read-only field displays the currently selected expense type name. Depending on the expense code there can be two rows:</p> <ul style="list-style-type: none">• Lodging: One row for the regular case and one row for the overlimit case.• Meals: One row for the regular case and one row for the overlimit case (used in travel allowances).• Company Car: One row for Business Use case and one row for Personal Use case. <p>If the Taxability or Deductibility feature is enabled, there two rows:</p> <ul style="list-style-type: none">• Taxability: One row for the Taxable case and one row for Not Taxable case• Deductibility: One row for the Deductible case and one row for Not Deductible case <p> Refer to the <i>Spend Categories</i> section of this guide for more information on expense codes.</p>
Account Code	The account code for the expense type. If the Account Code field is left blank, this account code hierarchy value for this expense type will inherit its account code.
Inherited Code	If the Account Code is blank, this field displays the account code that this account code hierarchy value for this expense type will inherit.
Inherited Level	If the expense type is inheriting an account code, this field displays the account code hierarchy value that the account code was inherited from.

12. Click **Done**.

Modifying an Expense Type

▶ **To modify an expense type:**

1. On the **Expense Types** tab, select the desired expense type.

- Click **Modify**.

Expense Type	Spend Category
AACD Certifications	Trade/Convention
Airfare	Airfare
Airfare Ticket Tax	Airfare
Awards	Goodwill
Bank Fees	Fees/Dues
Booking Fees	Fees/Dues
Breakfast	Meal
Bus	Ground Transportation
Business Meals (Attendees)	Entertainment

- Change fields as desired. Refer to the *To add an expense type* process for field information.
- Click **Done**.

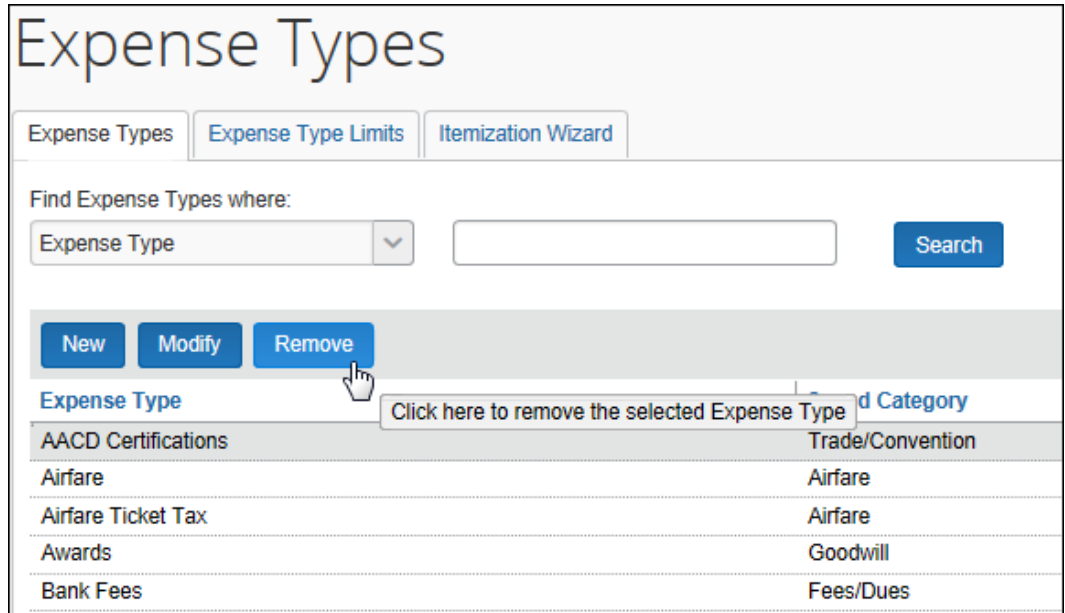
Removing an Expense Type

Removing an expense type is a permanent action. If you remove an expense type in error, you will need to recreate it.

▶ To remove an expense type:

- On the **Expense Types** page, select the desired expense type.

2. Click **Remove**. The expense type is removed from the expense type list.



Expense Type Limits

Expense Type Limits let the administrator set a warning or blocking amount limit on any expense type. When the warning limit is exceeded, the system will warn the user that they are over the limit. When the blocking limit is exceeded, the system will warn the user and prevent submission of the report, until the expense type amount is corrected in the report.

Setting Limits on an Expense Type

The limits that can be set apply to the selected policy by currency, and allow a range within which the system first warns, then blocks, the report from submission via the expense type limits.

▶ ***To set a limit on an expense type:***

1. Click the **Expense Type Limits** tab.

- Click **New** and select an expense type from the list under **Expense Type**.

The screenshot shows the 'Expense Types' configuration interface. At the top, there are three tabs: 'Expense Types', 'Expense Type Limits', and 'Itemization Wizard'. Below the tabs, there are three buttons: 'New', 'Save', and 'Remove'. The main area is a table with three columns: 'Expense Type', 'Applies To', and 'Currency Code'. The 'Expense Type' column has a dropdown menu open, showing a list of expense types. A red box highlights the dropdown menu, and a mouse cursor is pointing at 'Booking Fees'. The list includes: AACD Certifications, Airfare, Airfare Ticket Tax, Awards, Bank Fees, Booking Fees, Breakfast, Bus, Business Meals (Attendees), Car Rental, Cellular Phone, Company Car Maintenance, Company Car Mileage, Company Car Oil, Company Car Wash, and Dinner.

- Select the group this expense type limit will apply to under **Applies to**, and the currency under **Currency Code**.
- Set the amount range by configuring the following options:
 - ◆ **Warn Over This Amount:** Set the amount over which the system will warn the user they have exceeded the lower maximum amount for this expense type.

- ◆ **Block Over This Amount:** Set the amount over which the system will block submission of the expense report.

<input checked="" type="checkbox"/> Expense Type	Applies To	Currency Code	Warn Over This Amount	Block Over This Amount
<input checked="" type="checkbox"/> AACD Certifications	Global	US, Dollar	500	1000

5. Click **Save**.

The expense type is now limit-configured, and the limits take effect immediately.

Editing the Expense Type Limits

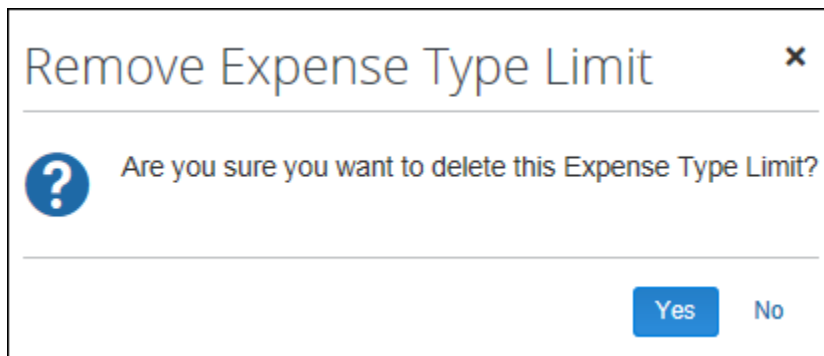
To adjust the limits, click directly in any of the fields for the desired expense type and choose or type a new value.

Removing an Expense Type Limit

When you remove an expense type limit it takes effect immediately.

▶ ***To remove an expense type limit:***

1. Select the row of the expense type limit you will delete.
2. Click **Remove**.
3. In the **Remove Expense Type** Limit dialog box, click **Yes**.



Additional information:

- Each expense type may use a single currency in conjunction with a specified Applies To Group. Clients wishing to set multiple rules for the same expense type and group in different currencies would need to use the more flexible audit rules functionality.

- If the client has multiple levels of expense hierarchy groups, the system will apply the first rule found for the expense type when searching first at the user's group and then walking up the hierarchy until a limit is found for the specified expense type. Any limits configured at higher levels in the hierarchy above that point where a limit is found will not be applied.
- These limits will not be applied to employees with the value of Never Audit (NVR) in the Expense Audit Required field on the employee profile record.

Itemization Wizards

Itemization wizards define the expense types that users see when itemizing an expense. The selected expense types can have the following properties set:

- Whether they are a Primary or Secondary expense type
- Whether they are Required
- Whether they default to being marked Personal
- Whether they are required to be marked Personal

NOTE: This itemization option does not replace the existing lodging itemization wizard. The lodging wizard is specifically designed to address the recurring daily expenses of a hotel stay. The new itemization wizard option allows itemization of single occurrences of an expense type on the same date as the parent expense.

End-User Experience

The following example shows how the itemization wizard appears to the user while itemizing a car rental expense. The Car Rental expense type has been configured to use the Car Rental Itemization wizard.

The user enters the parent expense, then clicks **Itemizations**.

The screenshot displays the 'New Expense' form with the 'Itemizations' tab highlighted by a red circle. The form includes the following fields and options:

- Expense Type ***: Car Rental
- Transaction Date ***: MM/DD/YYYY
- Business Purpose**: (empty field)
- Vendor ***: Search for Vendor
- City of Purchase ***: (empty field)
- Payment Type ***: Cash
- Transaction Amount ***: 350.00
- Currency ***: US, Dollar
- Foreign or Domestic**: Domestic
- Receipt Status ***: No Receipt
- Personal Expense (do not reimburse)
- Comment**: (empty text area)

At the bottom of the form are buttons for 'Save Expense', 'Save and Add Another', and 'Cancel'. On the right side, there is a large red-bordered area with a red plus sign and the text 'Attach Receipt Image'. The top right corner of the form has 'Cancel' and 'Save Expense' buttons, and a 'Hide Receipt' link.


The user clicks **Create Itemization** and then enters the required details for each of the expense types required for an itemization.


The screenshot displays the 'Itemizations' tab of an expense receipt interface. At the top, there are three summary columns: 'Amount' with a value of \$350.00, 'Itemized' with a value of \$0.00, and 'Remaining' with a value of \$350.00. Below these columns are two buttons: 'Create Itemization' and 'More Actions'. A table below the buttons has columns for 'Date', 'Expense Type', and 'Amount'. The table is currently empty, with a message stating 'No Itemizations. Create itemizations for the items on your receipt.' To the right of the table is a large red-bordered area containing a red plus sign icon and the text 'Attach Receipt Image'. In the top right corner of the interface, there is a 'Hide Receipt' button.

As with other itemization pages, the running totals of what has been accounted for and what amount remains shows at the top of the pane. Any amount not accounted for will be itemized using the parent expense type.


Section 3: Expense Types Processes


The user repeats these steps until the remaining amount becomes \$0. When done, the user clicks **Save Expense**.






Car Rental \$350.00  Cancel **Save Expense**


10/03/2018 | Budget Hide Receipt 

Details **Itemizations**

Amount \$350.00 | Itemized \$350.00 |  Remaining \$0.00

Create Itemization More Actions 

 Date 	Expense Type	Amount
 10/03/2018	Car Rental	\$244.00
 10/03/2018	Parking	\$41.00
 10/03/2018	Fuel	\$65.00


Attach Receipt Image

Creating a New Itemization Wizard

Itemization wizards can be created and edited on the **Itemization Wizard** tab of the **Expense Types** page.

▶ ***To create a new itemization wizard:***

1. On the **Expense Types** page, select the **Itemization Wizard** tab. The **Itemization Wizard** page appears.

- Click **New**. The **General** step of the **New Itemization Wizard** page appears.

The screenshot shows the 'Expense Types' application interface. At the top, there are three tabs: 'Expense Types', 'Expense Type Limits', and 'Itemization Wizard'. The 'Itemization Wizard' tab is selected. Below the tabs, the title 'NEW ITEMIZATION WIZARD' is displayed. Underneath the title, there are two steps: '1 General' (which is active) and '2 Available Expense Types'. The 'General' step contains two input fields: 'Name:' and 'Secondary Expense Type Label:'.

- Enter the desired values.

Field	Description
Name	This name appears on the itemization tab when users are filling in an expense type using this wizard, and in the list of itemization wizards on the expense type properties page.
Secondary Expense Type Label	This name appears to the end user as a label dividing the secondary expense types from the primary expense types. If this field is left blank, you will not be able to select any secondary expense types.

Section 3: Expense Types Processes

- Click **Next**. The **Available Expense Types** step of the **New Itemization Wizard** appears.

The screenshot shows the 'Expense Types' configuration window. At the top, there are three tabs: 'Expense Types', 'Expense Type Limits', and 'Itemization Wizard'. Below the tabs, the title 'NEW ITEMIZATION WIZARD' is displayed, followed by two step indicators: '1 General' and '2 Available Expense Types'. The main area is divided into two sections: 'PRIMARY EXPENSE TYPES' and 'SECONDARY EXPENSE TYPES'. Each section contains a table with columns for 'Expense Type', 'Required', 'Default to Personal', and 'Must be Personal'. The 'Required' column has a checkbox, and the 'Default to Personal' and 'Must be Personal' columns have checkboxes. The 'SECONDARY EXPENSE TYPES' section has columns for 'Expense Type', 'Default to Personal', and 'Must be Personal'. At the bottom right, there are three buttons: 'Cancel', '<<Previous', and 'Done'.

PRIMARY EXPENSE TYPES			
Expense Type	Required	Default to Personal	Must be Personal
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECONDARY EXPENSE TYPES		
Expense Type	Default to Personal	Must be Personal
	<input type="checkbox"/>	<input type="checkbox"/>

- Click in the **Expense Types** column to select an expense type.

Expense Types

Expense Types | Expense Type Limits | Itemization Wizard

NEW ITEMIZATION WIZARD

1 General 2 Available Expense Types

PRIMARY EXPENSE TYPES

Expense Type	Required	Default to Personal	Must be Personal
Gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tolls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid gray; padding: 2px;"> AACD Certifications </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Airfare			
Airfare Ticket Tax			
Awards			
Bank Fees			
Booking Fees			
Breakfast			
Bus			
Business Meals (Attendees)			
<div style="border: 1px solid gray; padding: 2px;"> Car Rental </div>			
Cellular Phone			
Company Car Maintenance			
Company Car Mileage		<input type="checkbox"/>	<input type="checkbox"/>
Company Car Oil			
Company Car Wash			
Dinner			

Section 3: Expense Types Processes

To remove an expense type, select the **Remove** value from the expense type list. The Remove value only appears after you have selected an expense type.

The screenshot shows a web interface titled "PRIMARY EXPENSE TYPES". It features a table with two columns: "Expense Type" and "Required". The "Expense Type" column contains a list of expense categories, and the "Required" column contains checkboxes. A dropdown menu is open over the "Cellular Phone" entry, showing a list of options including "<Remove>", which is circled in red. Other options in the list include AACD Certifications, Airfare, Airfare Ticket Tax, Awards, Bank Fees, Booking Fees, Breakfast, Bus, Business Meals (Attendees), Car Rental, Cellular Phone, Company Car Maintenance, Company Car Mileage, Company Car Oil, and Company Car Wash. A mouse cursor is pointing at the "<Remove>" option.

Expense Type	Required
Gas	<input type="checkbox"/>
Tolls	<input type="checkbox"/>
Cellular Phone	<input type="checkbox"/>
<Remove>	<input type="checkbox"/>
AACD Certifications	
Airfare	
Airfare Ticket Tax	
Awards	
Bank Fees	
Booking Fees	
Breakfast	
Bus	
Business Meals (Attendees)	
Car Rental	
Cellular Phone	
Company Car Maintenance	
Company Car Mileage	
Company Car Oil	
Company Car Wash	

6. Select the desired settings for each expense type.

Column	Description
Expense Type	Select the desired expense type.
Required	Select this box to require users to enter a value for this expense type.
Default to Personal	Select this box to set the Personal check box to selected by default for this expense type.
Must be Personal	Select this box to make the Personal check box selected and uneditable.

7. Click **Done**.

Modifying an Itemization Wizard

► To modify an itemization wizard:

1. On the **Itemization Wizard** page, select the desired wizard.

The screenshot shows the 'Expense Types' interface with three tabs: 'Expense Types', 'Expense Type Limits', and 'Itemization Wizard'. Below the tabs are three buttons: 'New', 'Modify', and 'Remove'. A mouse cursor is clicking on the 'Modify' button. Below the buttons is a table with two columns: 'Name' and 'Secondary Expense Type Label'. The first row contains 'Car Rental Itemizations' and 'Optional Features'. A tooltip 'Click here to edit the selected Itemization Wizard' is visible over the 'Name' cell.

2. Click **Modify**. The **General** step of the **Modify Itemization Wizard** page appears.

The screenshot shows the 'MODIFY ITEMIZATION WIZARD: CAR RENTAL ITEMIZATIONS' page. It has three tabs: 'Expense Types', 'Expense Type Limits', and 'Itemization Wizard'. Below the tabs are two steps: '1 General' (selected) and '2 Available Expense Types'. The 'General' step contains two input fields: 'Name' with the value 'Car Rental Itemizations' and a close button 'x', and 'Secondary Expense Type Label' with the value 'Optional Features'.

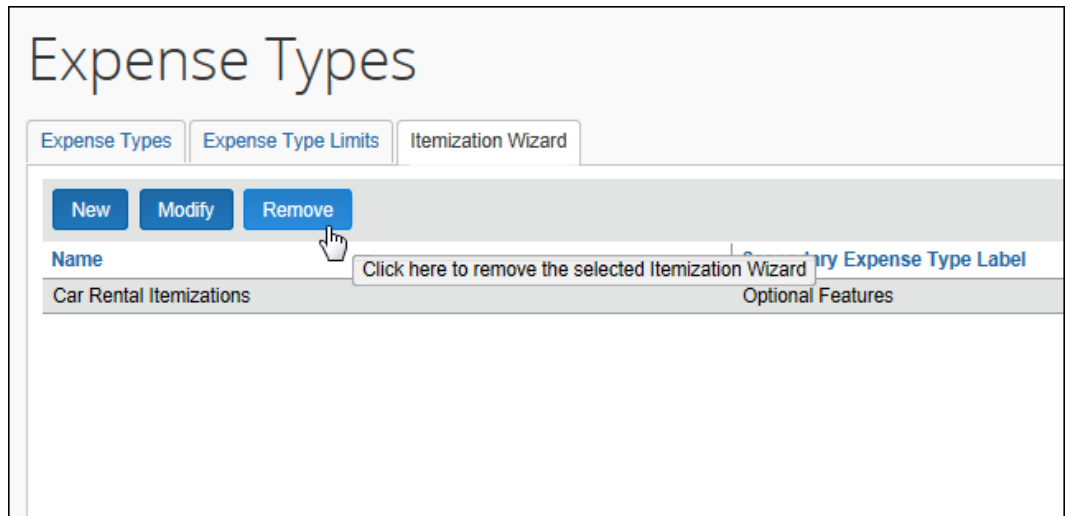
3. Make any necessary changes.
4. Click **Next**. The **Available Expense Types** step of the **Modify Itemization Wizard** page appears.
5. Make any necessary changes.
6. Click **Done**.

Removing an Itemization Wizard

► **To remove an itemization wizard:**

1. On the **Itemization Wizard List** page, select the desired wizard.
2. Click **Remove**.

NOTE: The **Remove** button is only available if the itemization wizard is not being used by any expense types.



Section 4: Reference

Spend Categories

The Spend Category associated with each expense type determines which reporting category the expenses of that type fall under. When running reports that aggregate expenses by type, the Spend Category determines which type of spend the expense type will be associated with. Some spend categories are also associated with UI behavior, which determines whether the expense type has special presentation handling. Certain spend categories are used with Travel Allowance or mileage entries, which must collect and display the appropriate fields to the user. Reporting Categories were used in older versions of reports in Cognos and are mapped to the Spend Categories to maintain the original expense type mapping.

The Spend Category Code column displays the spend category code associated with the spend category. The codes are used for the expense types import. The Recommended Use column indicates which product SAP recommends the spend category be used with.

The table of spend categories is below.

NOTE: The list of spend categories is shared with Invoice.

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 Reporting Category: Advertising/Marketing Special Handling: Standard	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 Reporting Category: Airfare Special Handling: Standard	AIRFR	Invoice and Expense	Use this for airfare and airline fees.
Car Related	CARXX	Invoice	Use this for mileage, parking, tolls, car rental, company/personal car, and gasoline/fuel.
Car Rental Reporting Category: Car Rental Special Handling: Standard	CARRT	Expense	Use this for car rental.
Cash Advance - Not Partially Approvable Reporting Category: Other Special Handling: Other Not Partially Approvable	CASHA	Expense	Use this for any expense type where you do not want to allow approvers to partially approve. Cash Advance is the most common example.

Section 4: Reference

Spend Category	Spend Category Code	Recommended Use	Description
Cash Advance – Standard Reporting Category: Other Special Handling: Standard	CASHN	Expense	Use this for standard cash advance.
Company Car - Fixed Expense Reporting Category: Company Car Special Handling: Standard	COCAR	Expense	Use this spend category 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 Invoice users, SAP recommends using the Car Related spend category.
Company Car - Mileage Reimbursement Reporting Category: Company Car Special Handling: Company Car	COCRM	Expense	Use this spend category 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 Invoice users, SAP recommends using the Car Related spend category.
Computer Reporting Category: Computer Special Handling: Standard	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 Reporting Category: Entertainment Special Handling: Standard	ENTER	Invoice and Expense	Use this for dinner/lunch/breakfast, business meals, and client/customer entertainment.

Spend Category	Spend Category Code	Recommended Use	Description
Facility	FACTL	Invoice	Use this for repairs/maintenance, maintenance equipment, and storage units.
Fees/Dues Reporting Category: Fees/Dues Special Handling: Standard	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 Invoice users, SAP recommends using the Car Related spend category.
Gas Reporting Category: Gas Special Handling: Standard	GASXX	Expense	Use this for gas/fuel. NOTE: For Invoice users, SAP 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 Reporting Category: Ground Transportation Special Handling: Standard	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: Reference

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 Reporting Category: Lodging Special Handling: Standard	LODGN	Expense	Use this spend category when you do not want to use the Hotel Wizard. Your users must manually itemize daily room rates and room taxes. NOTE: This spend category will direct the user interface to not include the Travel Allowance related lodging field. Therefore, expense types using this spend category should not be used for Travel Allowance. NOTE: For Invoice users, SAP recommends using the Lodging spend category.
Lodging - Track Room Rate Spending Reporting Category: Lodging Special Handling: Lodging	LODGA	Expense	Use this spend category 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: If you are using Travel Allowance for lodging, you must use this spend category for your Lodging expense types because this spend category will direct the user interface to include the Travel Allowance related lodging field. NOTE: For Invoice users, SAP 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.

Spend Category	Spend Category Code	Recommended Use	Description
Meal Reporting Category: Dining Special Handling: Standard	MEALS	Invoice and Expense	If you are not using Travel Allowance, use this spend category for your meals expense types. NOTE: This category only appears for clients that do not use Travel Allowance.
Meal - Count in Daily Meal Allowance Reporting Category: Dining Special Handling: Meals	MEALA	Expense	Use this spend category when using Travel Allowance for all meals expense types you do 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 Invoice users, SAP recommends using the Meal spend category.
Meal - Do Not Count in Daily Meal Allowance Reporting Category: Dining Special Handling: Standard	MEALN	Expense	Use this spend category when using Travel Allowance for all meals expense types you do not 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 Invoice users, SAP recommends using the Meal spend category.
Meetings Reporting Category: Meetings Special Handling: Standard	MEETG	Invoice and Expense	Use this for meetings.

Section 4: Reference

Spend Category	Spend Category Code	Recommended Use	Description
Office Supplies Reporting Category: Office Special Handling: Standard	OFFIC	Invoice and Expense	Use this for office furniture and office stationery.
Other Reporting Category: Other Special Handling: Standard	OTHER	Invoice and Expense	Use this for tips/gratitude, undefined, sundry, miscellaneous, laundry, and incidentals.
Other Supplies	OSUPP	Invoice and Expense	Use this for inventory, technical supplies, warehouse supplies, tools, and lab supplies.
Personal Car - Fixed Expense Reporting Category: Personal Car Special Handling: Standard	PRCAR	Expense	Use this spend category 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 Invoice users, SAP recommends using the Car Related spend category.
Personal Car - Mileage Reimbursement Reporting Category: Personal Car Special Handling: Personal Car	PRCRM	Expense	Use this spend category 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 Invoice users, SAP recommends using the Car Related spend category.
Personal Car – Parking Expense	PRKNG	Expense	Use this for personal parking. NOTE: For Invoice users, SAP 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 Reporting Category: Shipping Special Handling: Standard	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 Reporting Category: Subscription/Publication Special Handling: Standard	SUBSC	Invoice and Expense	Use this for dues, subscriptions and newspapers/books/magazines .
Telecom/Internet Reporting Category: Telecom Special Handling: Standard	TELEC	Invoice and Expense	Use this for cellular phone, internet services, and wireless devices.
Trade/Convention Reporting Category: Trade/Convention Special Handling: Standard	TRADE	Invoice and Expense	Use this for conferences, trade shows, and special events.
Train Reporting Category: Rail Special Handling: Standard	RAILX	Invoice and Expense	Use this for train or rail.

Spend Category	Spend Category Code	Recommended Use	Description
Training Reporting Category: Training Special Handling: Standard	TRAIN	Standard	Use this for tuition/training reimbursement and seminar/learning.
Utilities	UTLTS	Invoice	Use this for electricity, gas, and waste disposal.


Amount Calculation Formulas



Amount calculation formulas are used to enforce policy level amount restrictions for expense types. The amount calculations are entered as simple formulas, using the addition (+), subtraction (-), multiplication (*) and division (/) operators. The calculations can also include simple if/then/else statements. Amount calculation formulas are used to modify the adjusted amount under certain circumstances. For transaction amounts, the formula calculates the amount for manual entries, and the user is not able to enter or modify the amount.

The Expense Configuration Administrator role, or a custom role including the Edit Expense Type Calculation Formulas task, is required to use this feature. Users without the appropriate role will not see the Formulas tab when adding or modifying expense types.

Variables

Certain report fields are available for use as variables in the calculations. These fields are:

Variable	Description
C1 to C40	<p>These variables refer to the custom fields 1-40.</p> <p>Only custom fields defined with data types of Amount, Integer or Numeric can be used.</p> <p>The C must be in upper case, followed by the desired number. Custom1 is referred to as C1, Custom2 as C2, and so on.</p>
EX	<p>This variable refers to the entry exchange rate. The variable name, EX, must be in upper case.</p> <p>NOTE: You will always multiply the amount in the transaction currency by the exchange rate to get the amount in the base currency.</p>
PA	<p>This variable refers to the posted amount for the expense entry. The variable name, PA, must be in upper case.</p>
result, result_a, result_t	<p>The result variable indicates the final result of the calculations and is a required part of the formula definition.</p> <p>The variable name must be in lower case. The result variable must be on the left side of the equation.</p> <p>In basic formulas, there will be one result variable. In conditional formulas, there must be one result variable per condition.</p> <p><u>Transaction Amount Calculation</u></p> <p>The result_t variable will calculate the Entry Transaction Amount.</p> <p>Transaction amount calculations may only be executed on an expense in an unsubmitted state. A formula that sets the expense amount (for example, result_T = <formula>) will not be executed for a submitted expense. The expense transaction amount may not be changed for a submitted expense.</p> <p><u>Adjusted Amount Calculation</u></p> <p>The result and result_a variables will update the Entry Adjusted Amount.</p> <p>Adjusted amount calculations may only be executed on an expense in an unsubmitted state. A formula that sets the adjusted amount (for example, result_a=<formula>) will not be executed for a submitted expense. The expense adjusted amount may not be changed for a submitted expense.</p> <p>NOTE: If an approver has permission to edit the expense, they may adjust the approved amount up to 100% of the claimed amount which will override the amount from the result of the calculation formula.</p> <p> Refer to the <i>Basic Formulas</i> and <i>Conditional Formulas</i> sections of this guide for more information.</p>

Variable	Description
R_C1 to R_C20	These variables refer to the report level custom fields 1-20. Only report custom fields defined with data types of Amount, Integer or Numeric can be used. Report Custom1 is referred to as R_C1, Custom2 as R_C2, and so on.
TA	This variable refers to the Transaction Amount for the expense entry. The variable name, TA, must be in upper case.
T_MR, T_LR, T_IR	These variables refer to Travel Allowance rates for: T_MR: Meals T_LR: Lodging T_IR: Incidentals The rates are selected based on the location and date of the expense entry, and the user's travel allowance configuration. The Travel Allowance feature must be enabled and configured for the user to use this feature. If both company and government rates are found, the company rates will be used.  Refer to the <i>Expense: Travel Allowance Setup Guide</i> for more information.
V_A1 and V_A2	These two variables refer to validation amounts 1 and 2. You must have a validation rule defined with a Calculation Formula action in order to use these fields in your calculations.  Refer to the <i>Expense: Audit Rules (Validation Rules) Setup Guide</i> for more information.

Basic Formulas

Basic formulas include arithmetic operators and report data variables. All formulas must start with the result variable (lowercase), then define the equation:

$$\text{result} = \text{equation}$$

The formula to calculate the adjusted amount by subtracting the value in Custom4 from the posted amount is:

$$\text{result} = \text{PA} - \text{C4}$$

Numeric constants can be used in calculations. The formula to calculate the adjusted amount by reducing the posted amount to 75% of its original amount is:

$$\text{result} = \text{PA} * .75$$

Integer values must be entered with one decimal place specified. A possible formula to reduce the posted amount to ¼ of its original amount is:

$$\text{result} = \text{PA} * (1.0 / 4.0)$$

Parentheses can be used to separate sections of the formula. The calculations inside the parentheses will be worked first, then the calculations outside the parentheses

will be worked with the result. The previous calculation can be enhanced to subtract the amount in Custom4 at the end:

$$\text{result} = (\text{PA} * .75) - \text{C4}$$

Exchange rates can be multiplied by amounts in foreign currency to get the amount in the user's reimbursement currency. The formula to convert Custom3 from foreign currency to reimbursement currency, then subtract it from the posted amount is:

$$\text{result} = \text{PA} - (\text{C3} * \text{EX})$$

Posted/transaction amounts are set using the result_t variable. The formula to set the entry transaction amount to 25 times the value in the entry custom 1 field is:

$$\text{result_t} = \text{C1} * 25.0$$

Validation rule amount values can be used in the calculations. The formula to set the transaction amount to the entry custom 1 amount multiplied by the validation amount 1 is:

$$\text{result_t} = \text{C1} * (\text{V_A1})$$

The report custom fields can be used in the calculations. The formula to set the approved amount to the value of the posted amount times the difference of the report custom 1 field and the report custom 5 field is:

$$\text{result} = \text{PA} * (\text{R_C1} - \text{R_C5})$$

Conditional Formulas

Conditional formulas are used when you need multiple possible calculations, depending on values involved. The formulas use the **if**, **elif** (elseif), and **else** conditional statements to define complex behavior. The lines containing the if/elif/else statements **must** end with a colon (:).

The lines following the conditional statements, that define the result calculation formula to use, **must** be indented. The indentation can be done by using either space(s) or a tab for indentation. It is not possible to enter tabs directly into the **Amount Calculation Formula** column. If tabs are desired, the formula should be entered into a text editor first, and then copied into the admin screen column.

NOTE: The *same* indentation character must be used throughout the formula – you cannot use tab in one place and space in another.

In this example, you want to leave amounts below 20 alone, decrease amounts from 20-50 to 75%, and decrease amounts above 50 to 50%. The formula is:

```
if PA<20:
    result = PA
elif PA<50:
    result = (PA * 0.75)
```

```
else:  
    result = (PA * 0.5)
```

ACCOUNTING FOR NEGATIVE AMOUNTS

It is possible for expense types to have a negative amount (credit) entered. The formulas can address the negative amounts by testing to see if the amount is more than zero before performing any other actions. In this example, negative amounts will be unchanged, while positive amounts will be reduced to 75% of the original value:

```
if PA<=0:  
    result = PA  
elif PA > 0:  
    result = PA * .75
```

Restrictions

Transaction amount calculations may only be executed on an expense that is in an unsubmitted state. A formula that sets the expense amount (e.g. result_T = <formula>) will not be executed for a submitted expense. The expense transaction amount may not be changed for a submitted expense.

Any expense type marked as personal will not be subject to a transaction amount calculation.

The **Formulas** step is not available for the following expense types:

Fixed travel allowance expense types:

- **Fixed Lodging** expense type
- **Fixed Meals (gross)** expense type
- **Fixed Meals** expense type
- **Overnight** expense type
- **Provided Meals** expense type
- **Taxable Meals** expense type

Cash Advance expense types:

- **Cash Advance Return** expense type
- **Currency Gain/Loss** expense type
- Any expense type using the **Cash Advance - Not Partially Approvable** or **Cash Advance – Standard** spend categories

NOTE: The exchange rate cannot be overwritten by the Cash Advance exchange rate for any expense that is partially approved or is a subordinate (child) expense even if **Update Cash Advance exchange rate on expense entries** is enabled in **Group Settings**.

Mileage expense types:

- **Company Car Mileage** expense type
- **Personal Car Mileage** expense type
- Any expense type using the **Company Car - Mileage Reimbursement** or **Personal Car - Mileage Reimbursement** spend categories

The **Undefined** expense type.

Itemized expense types have the following restrictions:

- Transaction amount calculations only apply to parent expense types of itemized entries.
- Adjusted amount calculations only apply to child itemization entries.

Calculation formulas should not reference a field that has been configured as a conditional field, because the value of that field may be null if the field is hidden.

End-User Experience

ADJUSTED AMOUNT CALCULATION

Users creating expense entries will see the **Requested** amount column display the calculated amount after they save the entry.

Before the save:

The screenshot displays the SAP Concur Expense Entry form for a business meal. The header shows the expense title 'Business Meals (Attendees) \$350.00' and the date '10/02/2018'. The form is divided into 'Details' and 'Itemizations' tabs. The 'Details' tab is active, showing various input fields for the expense entry. A large red box highlights the 'Attach Receipt Image' area, which contains a plus sign icon and the text 'Attach Receipt Image'. The form includes fields for Expense Type (Business Meals (Attendees)), Transaction Date (10/02/2018), Business Purpose (Client Lunch), City of Purchase (Seattle, Washington), Transaction Amount (350.00), Currency (US, Dollar), Foreign or Domestic (Domestic), and Receipt Status (No Receipt). There are also buttons for 'Save Expense' and 'Cancel' at the bottom.

Section 4: Reference

After saving, with the adjusted amount appearing in the **Requested** column:



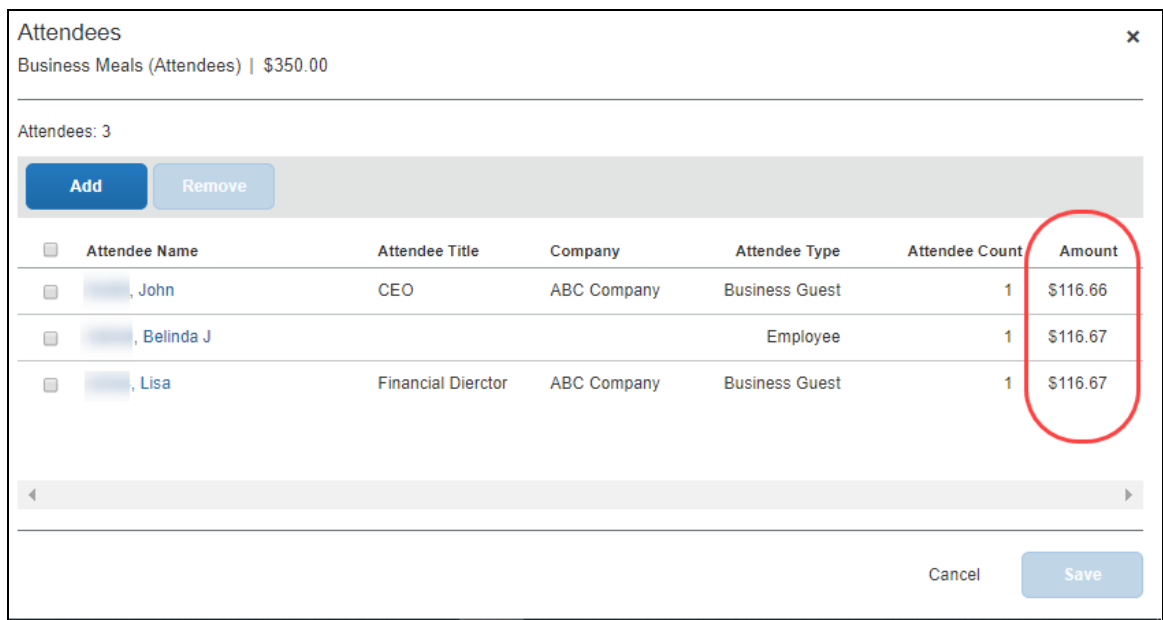
Q2 Sales Training \$350.00
Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Add Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date ▾	Requested
<input type="checkbox"/>		Cash	Business Meals (Attendees)	Seattle, Washington	10/02/2018	\$350.00
						\$350.00

Entries with attendees will have the amount per attendee adjusted to match the calculated amount after the expense is saved.



Attendees
Business Meals (Attendees) | \$350.00

Attendees: 3

Add Remove

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type	Attendee Count	Amount
<input type="checkbox"/>	, John	CEO	ABC Company	Business Guest	1	\$116.66
<input type="checkbox"/>	, Belinda J			Employee	1	\$116.67
<input type="checkbox"/>	, Lisa	Financial Dierctor	ABC Company	Business Guest	1	\$116.67

Cancel Save

If the amount per attendee was previously adjusted by the user, a message will be displayed advising the user to review the new amounts.

TRANSACTION AMOUNT CALCULATION

Users creating expense entries will *not* be able to edit the **Transaction Amount** field and will see that it is not required. When the expense has been saved, the amount will be calculated and show in the expense list.

Important Note About User Edit and Default Behavior of the Currency Field

The change of the currency for the expense will not alter the amount calculated by the formula. The **Currency** field is typically not an editable field for expense types employing transaction amount calculations because the calculated amount will not be updated to reflect a change in currency.

With this limitation in mind, the **Currency** field may be configured to allow employee edit via the field access rights on the expense form definition. When user edit of the **Currency** field is permitted, the change of expense location would prompt the user to ask if the currency should be updated to match the new location. When user edit is not permitted, this prompt will not be offered to the user.

The screenshot shows the 'New Expense' form with the following fields and values:

- Expense Type ***: Mobile/Cellular Phone
- Transaction Date ***: 10/03/2018
- Business Purpose**: 24/7 phone
- Enter Vendor Name**: ATT
- City of Purchase ***: Seattle, Washington
- Payment Type ***: Cash
- Transaction Amount**: 0.00
- Currency ***: US, Dollar
- Foreign or Domestic**: Domestic
- Receipt Status ***: No Receipt
- Personal Expense (do not reimburse)
- Comment**: (empty text area)

Buttons at the bottom: Save Expense, Save and Add Another, Cancel. Buttons at the top right: Cancel, Save Expense. Button at the bottom right: Hide Receipt. A large red-bordered box on the right contains a red plus sign and the text 'Attach Receipt Image'.

Section 4: Reference

If the user opens the expense, the **Transaction Amount** field is read-only and cannot be edited:

The screenshot displays the 'New Expense' form with the following fields and values:

- Expense Type ***: Mobile/Cellular Phone
- Transaction Date ***: 10/03/2018
- Business Purpose**: 24/7 phone
- Enter Vendor Name**: ATT
- City of Purchase ***: Seattle, Washington
- Payment Type ***: Cash
- Transaction Amount**: 0.00 (read-only)
- Currency ***: US, Dollar
- Foreign or Domestic**: Domestic
- Receipt Status ***: No Receipt
- Personal Expense (do not reimburse)
- Comment**: (empty text area)

At the bottom of the form are buttons for 'Save Expense', 'Save and Add Another', and 'Cancel'. A large red-bordered box on the right side of the form contains a red plus sign and the text 'Attach Receipt Image'.

