

Finance Manager's Report

William Wilson

SAP Concur 

Sign In

User Name

01035703@toastmasters.org

Password

.....

Remember user name on this computer

Sign In

[Forgot your user name?](#)
[Forgot your password?](#)

 Change language

English (US)



SAP Concur 

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[Service Status](#)
[Cookie Preferences](#)

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TOASTMASTERS
INTERNATIONAL

Hello, William

+
New

00
Requ
Appro

William Wilson

[Profile Settings](#) | [Sign Out](#)

MY TRIPS (0)

You currently have no upcoming trips.

ALERTS

i You haven't signed up to receive e-receipts. [Sign up here](#)



Simplified expense reporting.
Connect your favorite apps to have receipts sent directly to Concur.

i **x**

[Connect](#)

COMPANY NOTES

Employee Training Toolkit

This website provides you with interactive training simulations, a QuickStart guide with step-by-step instructions, and other training materials designed to get you up and running quickly.

MY TASKS

00 Required Approvals →

Great! You currently have no approvals.



00 Available Expenses →

You currently have no available expenses.






02 Open Reports →

10/12 **October 2018 DECM Photoco...**

10/06 **Business Meeting Reimburse**

conkursolutions.com

SAP Concur  Travel Expense Approvals App Center Support | Help  Profile 

Profile Personal Information Change Password System Settings Concur Mobile Registration

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Expense Settings

- Expense Information
- Bank Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees



Other Settings

- E-Receipt Activation
- System Settings
- Connected Apps
- Concur Connect
- Change Password
- Concur Mobile Registration

Profile Options

Select one of the following to customize your user profile.


- Personal Information**
Personal Information
- E-Receipt Activation**
Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Expense Delegates**
Delegates are employees who are allowed to perform work on behalf of other employees.
- Change Password**
Change your password.
- System Settings**
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
- Bank Information**
Bank Information
- Expense Preferences**
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Concur Mobile Registration**
Set up access to Concur on your mobile device

 **SAP Concur** 


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[Contact Support](#)
[Service Status \(North America\)](#)


Last logged in: 10/06/2018 7:31 PM

concurolutions.com

SAP Concur 

Travel Expense Approvals App Center

Support | Help 

Profile 

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Change Password

A password must be at least 6 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%*@#). It cannot contain spaces. *All fields are required.*



Note: Passwords are case sensitive.

Old Password

New Password

Re-enter New Password

Password Hint (we will email this to you if you forget your password)

 **SAP Concur** 

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Last logged in: 10/06/2018 7:31 PM

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Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

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Bank Information

Expense Preferences

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Concur Mobile Registration

Set up access to Concur on your mobile device

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Expense Settings

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Other Settings

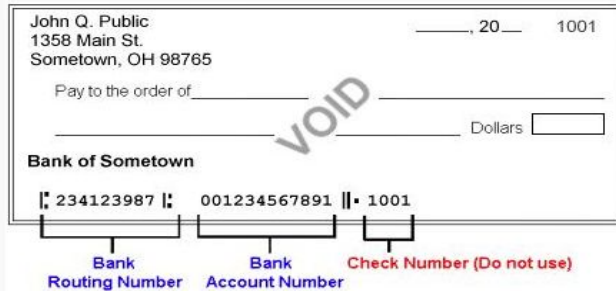
- E-Receipt Activation
- System Settings
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Bank Information

Bank Country <input type="text" value="UNITED STATES"/>	Bank Currency <input type="text" value="US, Dollar"/>	
Routing Number <input type="text" value="xxxxx0358"/>	Bank Account Number <input type="text" value="xxxxxx6385"/>	Re-Type Bank Account Number <input type="text"/>
Bank Name <input type="text" value="Bank of America"/>	Branch Location <input type="text"/>	Account Type <input type="text" value="Checking"/>
Status <input type="text" value="Confirmed"/>	Active <input type="text" value="Yes"/>	
Personal Address Line 1 <input type="text" value="405 Donegal Way"/>	Personal Address Line 2 <input type="text"/>	
City <input type="text" value="Lafayette"/>	State <input type="text" value="CA"/>	ZIP Code <input type="text" value="94549"/>

Save And Authorize

By entering your bank account information you are authorizing direct deposit using electronic funds transfer into this account for amounts due to you. If you do not want to authorize direct deposit then you should not enter your bank account information.



Routing Number is usually located between the ⑆ symbols on your check and is 9 digits.

Account Number is usually located before the ⑆ symbol on your check and is 3-17 digits.

Account History

Routing Number	Bank Account ...	Account Type	Active	Activity	Description	Last Changed ▾	Changed By
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TOASTMASTERS
INTERNATIONAL

Hello, William

+
New

00
Required
Approvals

00
Available
Expenses

00
Open
Reports

00
Cash
Advances

MY TRIPS (0)

You currently have no upcoming trips.

ALERTS

You haven't signed up to receive e-rece

- Start a Report
- New Cash Advance
- Enter New Reservation
- Upload Receipts



Reservation details synced
with Concur. Connect your
favorite travel apps and accounts.

Connect

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00 Open Reports →

You currently have no open reports.



Create a New Expense Report

Report Header

Report Name October 2018 DECM Photocopies	Policy *District Expense Policy	Report Date 10/12/2018	Comment Photocopies for October 2018 DECM
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ash Advances

[Delete Report](#) [Submit Report](#)

Print

New Expense

[Available Receipts](#)

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- | | | |
|---|---|--|
| <p>01. Travel</p> <ul style="list-style-type: none"> Airfare (7060) Convention Registration Fees (7056) Food (7078) Lodging (7058) Mileage (7062) Other (7068) Rail (7066) Taxis/Shuttle (7064) <p>02. Other</p> <ul style="list-style-type: none"> Advertising (7036) Audio/Visual (7022) Awards (Trophies, Plaques, Ribbons & Certificates) (7010) Badges & Pins (7004) Bank Charges & Credit Card Fees (7070) Cash Advance/Petty Cash (3010) | <p>...02. Other</p> <ul style="list-style-type: none"> Conference Calls & Webinars (7034) Cost of Sales Expense - District Store (7002) Decorations (7018) Directory (7028) Dues & Association Fees (7038) Educational Materials (7006) Equipment Purchase (Less than \$500) (7048) Equipment Rental (7090) Express Mail/Courier (7046) Gifts & Thank Yous (7080) Incentives (7082) Maintenance & Repairs (7052) Meal Events (7016) Newsletter (7024) Outside Contractor (7042) | <p>...02. Other</p> <ul style="list-style-type: none"> Personal Expense - Due to District (3710-000000) Photocopying (7030) Postage & Shipping (7044) Printing (7020) Promotional Materials (7008) Reimbursements - Registration & Tickets (6060) Room Rental - Event (7014) Sales Tax (incl. GST, VAT, etc.) (7072) Storage (7088) Supplies & Stationery (7012) Sympathy Expense (7084) Telephone (7032) Trade Show Registration (7040) Website (7026) |
|---|---|--|

October 2018 DECM Photocopies

Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print

Expenses

Move Delete Copy View

Date Expense Type Amount Requested

Adding New Expense

New Expense

Available Receipts

Expense Type Photocopying (7030)	Transaction Date 10/11/2018	Business Purpose DECM	Enter Vendor Name FedEX Office Print & Ship	City of Purchase	Payment Type Cash/Out of Pocket
Amount 15.27 USD	Reporting Code 1 (900) Administration	Event Period 2 N/A	District 1 (057) District 57	Subsidiary 2 District	Comment Photocopies for October DECM

TOTAL AMOUNT \$0.00
TOTAL REQUESTED \$0.00

Save Itemize Attach Receipt Cancel

Business Meeting Reimburse

Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print

Expenses	Date	Expense Type	Amount	Requested
Adding New Expense				

New Expense
Expense Type Photocopying (70
Amount 15.27

Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.
No Receipt? Create a missing Receipt Affidavit here.

File Selected for uploading: Browse... Attach

No file selected no file selected

Or choose an image from your Available Receipts.

Available Receipts Attach

You have no available receipts

Cancel

City of Purchase

Payment Type

Subsidiary

Comment

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Save Itemize Attach Receipt Cancel



Manage Expenses

Cash Advances

October 2018 DECM Photocopies

Delete Report

Submit Report

+ New Expense

+ Quick Expenses

Import Expenses

Details

Receipts

Print

Expenses

Move Delete Copy View

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
Adding New Expense				

New Expense
Receipt Image
Available Receipts

Expense Type Photocopying (7030)	Transaction Date 10/05/2018
Business Purpose October DECM	Enter Vendor Name FedEx Print & Ship
City of Purchase	Payment Type Cash/Out of Pocket
Amount 16.27 USD	Reporting Code 1 (900) Administration
Event Period 2 N/A	District 1 (057) District 57
Subsidiary 2 District	Comment Photocopies for October DECM

Save
Itemize
Attach Receipt
Cancel

TOTAL AMOUNT
\$0.00

TOTAL REQUESTED
\$0.00

Manage Expenses

Cash Advances

Manage Expenses

ACTIVE REPORTS

Report Library →

+

Create New Report

NOT SUBMITTED

October 2018 DECM Photocopies
10/12/2018

\$0.00

Photocopies for October 2018 DECM

NOT SUBMITTED

October 2018 DECM
10/12/2018

\$0.00

Photocopies for October 2018 DECM

NOT SUBMITTED

November 2018 DECM Photocopies
10/12/2018

\$0.00

Photocopies for November DECM

NOT SUBMITTED

Business Meeting Reimburse
10/06/2018

\$0.00

Copies for 10/13/18 DECM

AVAILABLE EXPENSES

Move Match Unmatch

<input type="checkbox"/> Expense Detail	Expense Type	Source	Date ▲	Amount
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