

Copying an Expense

You can copy an expense and then update the expense details to quickly enter a new expense. This is especially useful for recurring business expenses.

When you copy an expense, all of the expense's details are copied to the new expense.

1. To copy an expense, from the open report, select the expense you want to copy, and then select **Copy**.

The screenshot shows the SAP Concur Expense report interface. At the top, there are tabs for 'Manage Expenses', 'View Transactions', and 'Cash Advances'. The main heading is 'June Expenses \$26.00'. Below this, there are buttons for 'Delete Report', 'Copy Report', and 'Submit Report'. A 'Report Details' dropdown menu is open, showing options: 'Add Expense', 'Edit', 'Delete', 'Copy' (highlighted with a yellow box), 'Allocate', 'Combine Expenses', and 'Move to'. Below the menu, there is a table of expenses. The first row is selected and highlighted with a yellow box. It shows a receipt icon, 'Cash / Out of Pocket' as the payment type, 'Breakfast' as the expense type, 'Breakfast House Memphis, Tennessee' as the vendor, '06/19/2023' as the date, and '\$26.00' as the amount.


Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>	Cash / Out of Pocket	Breakfast	Breakfast House Memphis, Tennessee	06/19/2023	\$26.00
					\$26.00

The new expense is created. Notice that the **Expense Type** and **Amount** are copied to the new line item. Also note that the **Date** of the transaction is one day after the original expense. When you copy an expense, you might need to edit some of the expense details, such as the **Transaction Date** and **Amount**.

The screenshot shows the SAP Concur Expense report interface after copying an expense. At the top, there are tabs for 'Manage Expenses', 'View Transactions', and 'Cash Advances'. The main heading is 'June Expenses \$52.00'. Below this, there are buttons for 'Delete Report', 'Copy Report', and 'Submit Report'. A 'Report Details' dropdown menu is open, showing options: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. Below the menu, there is a table of expenses. The first row is highlighted with a yellow box. It shows a receipt icon, 'Cash / Out of Pocket' as the payment type, 'Breakfast' as the expense type, 'Breakfast House Memphis, Tennessee' as the vendor, '06/20/2023' as the date, and '\$26.00' as the amount. The second row is also highlighted with a yellow box. It shows a receipt icon, 'Cash / Out of Pocket' as the payment type, 'Breakfast' as the expense type, 'Breakfast House Memphis, Tennessee' as the vendor, '06/19/2023' as the date, and '\$26.00' as the amount. The total amount at the bottom is '\$52.00'.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>	Cash / Out of Pocket	Breakfast	Breakfast House Memphis, Tennessee	06/20/2023	\$26.00
<input checked="" type="checkbox"/>	Cash / Out of Pocket	Breakfast	Breakfast House Memphis, Tennessee	06/19/2023	\$26.00
					\$52.00

- 2. Select to open the copied expense and make any necessary updates.
- 3. Select **Save Expense**.

SAP Concur 

Expense ▾

WN

Manage Expenses

View Transactions

Cash Advances

←

→

Breakfast \$26.00

Cancel

Delete Expense

Save Expense

06/20/2023 | Breakfast House

Details

Itemizations

Allocate

* Required field

Expense Type *

Breakfast ▾

Transaction Date *

06/20/2023

Business Purpose *

Business Conference

Enter Vendor Name

Breakfast House

City of Purchase

Memphis, Tennessee X ▾

Payment Type *

Cash / Out of Pocket ▾

Amount *


26.00

Currency *

US, Dollar ▾

RECEIPT

The new expense appears as a new line item on the **Manage Expenses** page.

SAP Concur 

Expense ▾

WN

Manage Expenses

View Transactions

Cash Advances

June Expenses \$52.00

Delete Report

Copy Report

Submit Report

Not Submitted | Report Number: P37TYJ

Report Details ▾

Print/Share ▾

Manage Receipts ▾

View Available Receipts

Add Expense

Edit



Delete

Copy

Allocate

Combine Expenses

Move to ▾

<input type="checkbox"/>	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↑↓	Requested↑↓
<input type="checkbox"/>		Cash / Out of Pocket	Breakfast	Breakfast House Memphis, Tennessee	06/20/2023	\$26.00
<input type="checkbox"/>		Cash / Out of Pocket	Breakfast	Breakfast House Memphis, Tennessee	06/19/2023	\$26.00
						\$52.00