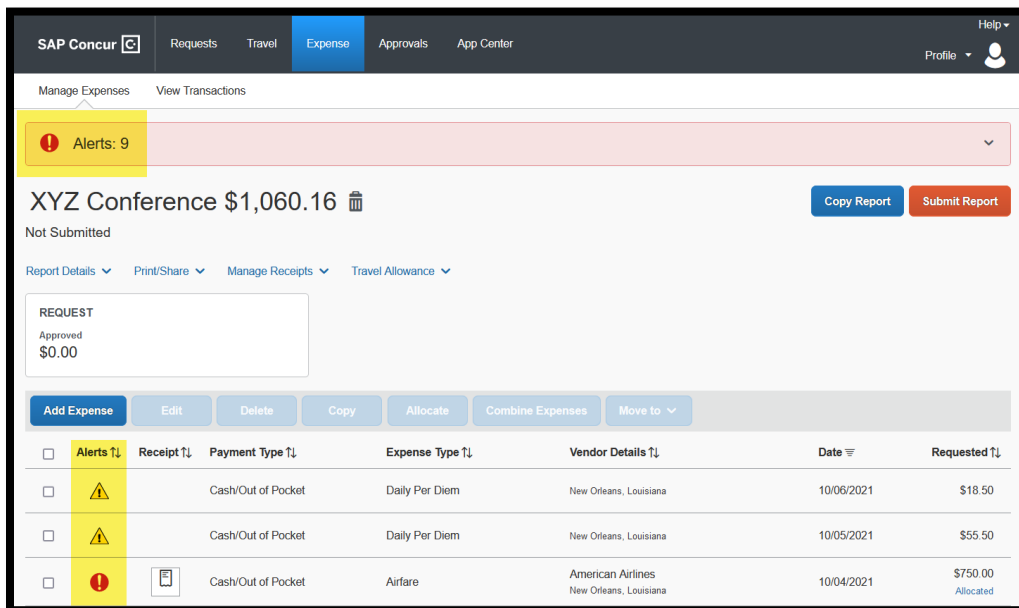


Alerts

Alerts, previously known as **Exceptions**, are classified as the yellow or red notifications that appear on an expense report. **Alerts** are used to prevent errors with expense report submission and expedite the reimbursement process. Yellow **Alerts** ⚠️ are warnings or reminders that there may be an issue with a particular expense type or something missing from the overall report. Red **Alerts** ❗ are hard stops that require some type of update to a particular expense type or the overall report before submission. Please use this guide to appropriately review **Alerts**.

Expense Report

1. If **Alerts** exist, they can appear both at the top of the expense report or on the individual transaction lines.



The screenshot displays the SAP Concur Expense Report interface. At the top, there is a navigation bar with tabs for Requests, Travel, Expense, Approvals, and App Center. Below the navigation bar, there are tabs for Manage Expenses and View Transactions. A prominent alert banner at the top left indicates "Alerts: 9" with a red exclamation mark icon. The main content area shows the report title "XYZ Conference \$1,060.16" and a "Not Submitted" status. Below the title, there are buttons for "Copy Report" and "Submit Report". A "REQUEST" section shows "Approved \$0.00". A toolbar contains buttons for "Add Expense", "Edit", "Delete", "Copy", "Allocate", "Combine Expenses", and "Move to". The main table lists transactions with columns for Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The first two rows have yellow alert icons (⚠️) and the third row has a red alert icon (❗).

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
⚠️		Cash/Out of Pocket	Daily Per Diem	New Orleans, Louisiana	10/06/2021	\$18.50
⚠️		Cash/Out of Pocket	Daily Per Diem	New Orleans, Louisiana	10/05/2021	\$55.50
❗		Cash/Out of Pocket	Airfare	American Airlines New Orleans, Louisiana	10/04/2021	\$750.00 Allocated

2. To view the report-level exceptions, click the **Report Header** hyperlink. To view the entry-level exceptions, click the **Expense Type** associated with the flag.
3. When an **Alert** appears, review the text associated with the **Alert** by expanding the menu at the top or clicking on the individual **Alerts**. The text should provide instruction on what needs to be altered or added to remove the **Alert**.

Alerts

The screenshot shows an SAP Concur Expense report for 'XYZ Conference' with a total amount of \$972.00. The report is 'Not Submitted'. An alert banner at the top states: 'Alerts: 1' and 'Error: You have allocated this expense type, but it is not 100% allocated. Please correct your allocation. View'. Below the alert, the report details show a request for \$0.00. A table of expense lines is visible, with one line for 'Cash/Out of Pocket' (Airfare) for \$750.00, which is 100% allocated. A pop-up alert window is open over this line, displaying the same error message.

Expense Type	Vendor Details	Date	Requested
Airfare	American Airlines New Orleans, Louisiana	10/04/2021	\$750.00 Allocated
Daily Per Diem	New Orleans, Louisiana	10/04/2021	\$55.50
Daily Per Diem	New Orleans, Louisiana	10/03/2021	\$55.50

- To ensure that all **Alerts** are cleared prior to the traveler submitting the report, the **Submit Report** button appears available to delegates. When a delegate clicks on **Submit Report**, the system is actually checking for any **Alerts** that may exist on the report, not just an individual expense line. Delegates do not have the ability to submit an expense report on behalf of an active employee/traveler.

The screenshot shows an SAP Concur Expense report for 'XYZ Conference' with a total amount of \$222.00. The report is 'Not Submitted'. An alert banner at the top states: 'Alerts: 1' and 'Error: Only the claimant can submit an expense report. View'. Below the alert, the report details show a request for \$0.00. A table of expense lines is visible, with one line for 'Cash/Out of Pocket' (Daily Per Diem) for \$55.50. The 'Submit Report' button is highlighted in yellow.

Expense Type	Vendor Details	Date	Requested
Agenda/Event Information		11/01/2021	\$0.00
Daily Per Diem	New Orleans, Louisiana	10/04/2021	\$55.50

- Some **Alerts** will require either the **Save Expense** or the **Submit Report** buttons to be clicked again in order to evaluate and then clear the **Alerts**.