

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 **Open Reports**.

The screenshot shows the SAP Concur home page. At the top, there is a navigation bar with links for Requests, Travel, Expense, Invoice, Approvals, and App Center. Below this, a dashboard displays several metrics: New (+), Authorization Requests (06), Purchase Requests (00), Available Expenses (11), and Open Reports (14). A callout box with the text 'Click Open Reports.' and a right-pointing arrow is overlaid on the 'Open Reports' link in the dashboard. The page also features sections for Trip Search, Company Notes, and My Tasks.

SAP Concur Requests Travel Expense Invoice Approvals App Center Administration Help

Hello, William

06 Authorization Requests **00** Purchase Requests **11** Available Expenses **14** Open Reports

TRIP SEARCH

Flight Search

Round Trip One Way Multi City

From Departure city, airport or train station

To Arrival city, airport or train station

Search

COMPANY NOTES

New Preferred Airline

As of February 1st, the new company preferred airline is Delta Airlines.

CLS Training

Body of the message

Yahoo News

For Daily news please check out this link.

MY TASKS

Great! You currently have no approvals.

08/21	American Airlines	\$521.10
08/21	American Airlines	\$467.10
08/02	Wyndham Hotels	\$682.00

14 Open Reports

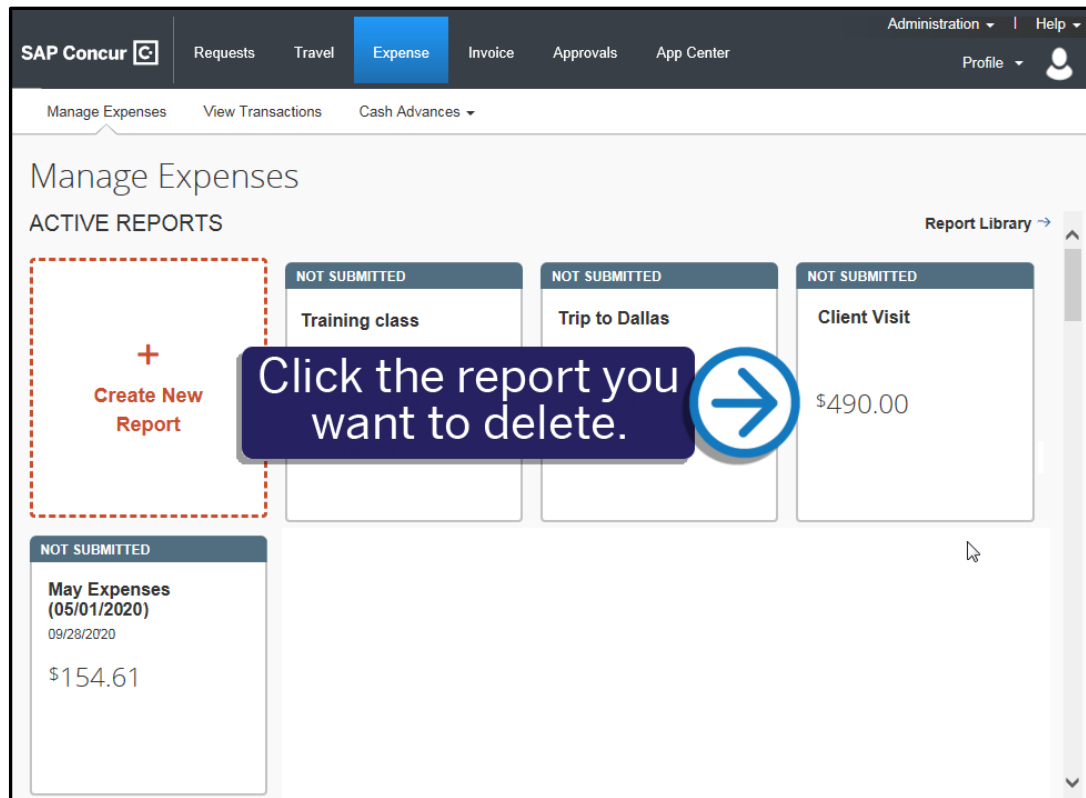
April Expenses (04/01/20... \$508.50

August Expenses (08/01/... \$437.70

April Expenses (04/01/20... \$518.78

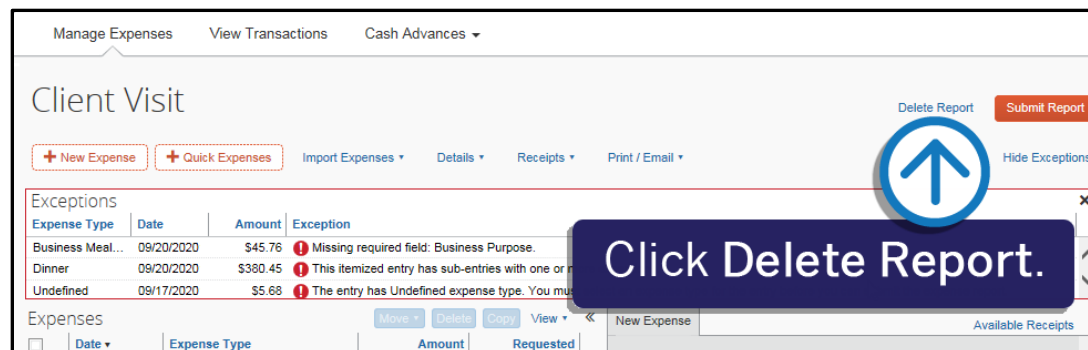
May Expenses (05/01/20... \$154.61

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



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 cannot be recovered.

3. Click **Delete Report**.



4. Confirm the deletion.

The report is now deleted.

The screenshot displays the SAP Concur 'Manage Expenses' interface. The top navigation bar includes 'Requests', 'Travel', 'Expense' (highlighted), 'Invoice', 'Approvals', and 'App Center'. The main content area is titled 'Manage Expenses' and shows 'ACTIVE REPORTS'. On the left, a dashed red box highlights a '+ Create New Report' button. To the right, three report cards are visible, each labeled 'NOT SUBMITTED' at the top. The first card is for 'Training class' with a total of \$2,261.60 and a red warning icon for 'Exceptions'. The second card is for 'Trip to Dallas' with a total of \$1,778.84. The third card is for 'May Expenses (05/01/2020)' with a total of \$154.61 and a date of 09/28/2020. A 'Report Library' link is located at the top right of the report area.

Report Title	Status	Total Amount	Exceptions
Training class	NOT SUBMITTED	\$2,261.60	Yes
Trip to Dallas	NOT SUBMITTED	\$1,778.84	No
May Expenses (05/01/2020)	NOT SUBMITTED	\$154.61	No