


# EXPENSE REPORT: ALERTS AND EXCEPTIONS

SAP Concur  Requests Travel **Expense** Approvals Reporting ▾ App Center



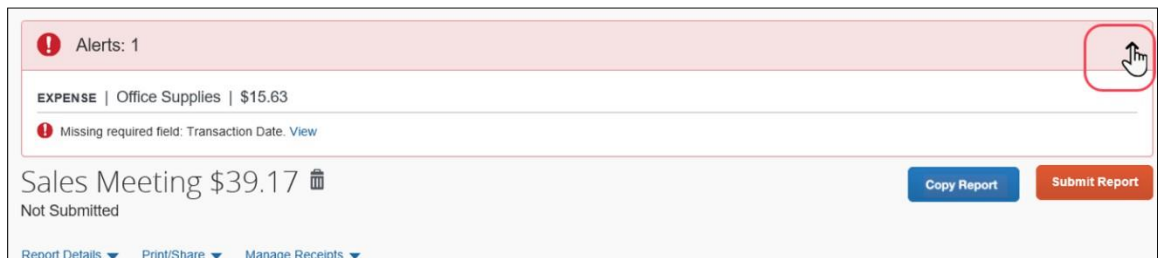
**CAL POLY**  
Strategic Business Services  
ADMINISTRATION & FINANCE

## EXPENSE-LEVEL ALERTS AND EXCEPTIONS

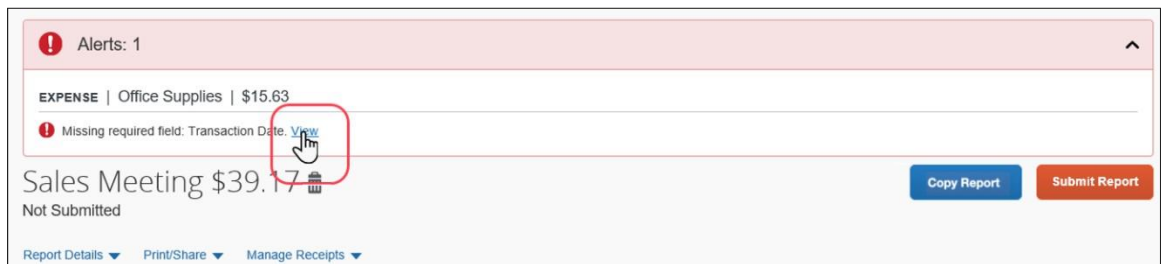
If there are any issues when you save the expense (such as a missing required receipt image, a blank required field, or over-limit expense), an alert appears.



Click the down-pointing arrow (right side of the message); the area expands to show the alert details.



The alert message appears along with a **View** link. Click **View** to access the field with the issue.



The expense appears.

The screenshot shows an expense report interface. At the top, a red alert banner reads "Alerts: 1" and "Missing required field: Transaction Date." Below this, the expense is titled "Office Supplies/Software \$15.63" with a trash icon and a "Save Expense" button. The location is "Office Warehouse". The form has two tabs: "Details" (selected) and "Itemizations". Under "Details", there is an "Allocate" section. The "Expense Type" dropdown is set to "Office Supplies/Software". The "Transaction Date" field is highlighted with a red box and contains a calendar icon and the placeholder "MM/DD/YYYY". A "Business Purpose" field is also present. A "Hide Receipt" button is in the top right of the form area.

Correct the issue and then click **Save Expense**. When all issues are resolved, the **Success!** message appears.

The screenshot shows a success message in a green banner: "Success! You have cleared all alerts on this report." Below the banner, the expense is titled "Sales Meeting \$39.17" with a trash icon and buttons for "Copy Report" and "Submit Report". The status is "Not Submitted". At the bottom, there are links for "Report Details", "Print/Share", and "Manage Receipts".

**NOTE:** When editing expenses, you can click the "next" and "previous" buttons to navigate between expenses.

This is a close-up of the expense title area. It shows two circular navigation buttons, "Previous" (left arrow) and "Next" (right arrow), which are circled in red. To their right is the text "Office Supplies/Software \$15.63" with a trash icon, and "Office Warehouse" below it.