

# **SAP Concur Training**

## **COURSE CONTENT**

### **GET IN TOUCH**



Multisoft Systems  
B - 125, Sector - 2, Noida



(+91) 9810-306-956



info@multisoftsystems.com



www.multisoftsystems.com

## About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

## About Course

SAP Concur Training by Multisoft Systems is designed to equip professionals with the expertise needed to effectively manage travel, expense, and invoice processes through SAP's cloud-based Concur platform. This comprehensive training covers the end-to-end functionalities of SAP Concur, including expense reporting, travel booking, invoice automation, policy compliance, and analytics.

## Module 1: Introduction to SAP Concur

- ✓ Overview of SAP Concur and its Capabilities
- ✓ Understanding the different modules of SAP Concur
- ✓ Concur High-Level Process Overview
- ✓ Features and benefits of SAP Concur

## Module 2: Setting up and configuring the platform

- ✓ Understanding the setup process for SAP Concur
- ✓ Configuring user accounts and access permissions
- ✓ Setting up policies and approval workflows

## Module 3: SAP Concur Travel

- ✓ Logging into Concur Travel & Expense
- ✓ Exploring the My Concur Homepage
- ✓ Updating Your Travel Profile
- ✓ Changing a Trip
- ✓ Working with Travel Templates
- ✓ Sharing a Trip Reservation
- ✓ Using Locate and Alert
- ✓ Cloning a Travel Reservation
- ✓ Concur Open Booking
- ✓ Creating a Travel Reservation

## Module 4: SAP Concur Expense Basics

- ✓ Logging into Concur Expense
- ✓ Updating Your Expense Profile
- ✓ Managing Receipts in Receipt Store
- ✓ Itemization of Expenses
- ✓ Allocating Expenses

- ✓ Handling Foreign Currency
- ✓ Managing Personal Charges and Car Mileage
- ✓ Handling Travel Allowances
- ✓ Working with Cash Advances
- ✓ Associating Requests with Expense Reports

## Module 5: Advanced SAP Concur Expense Features

- ✓ Reviewing and Approving Expense Reports
- ✓ Acting as a Delegate
- ✓ Exploring My Concur Homepage
- ✓ Creating Expense Reports
- ✓ Attaching Receipts via various methods
- ✓ Adding Delegates and Representatives
- ✓ Creating Expense Reports with Fixed and Reimbursable Travel Allowances
- ✓ Linking Vendors for E-receipts
- ✓ Managing Concur Profile Settings

## Module 6: SAP Concur Concur Mobile App

- ✓ Introduction to Concur mobile app
- ✓ Installation instructions for iPhone and Android phones
- ✓ Creating a mobile pin via Concur web version
- ✓ Booking flights, hotels, and cars from Concur mobile app
- ✓ Reviewing travel itineraries
- ✓ Attaching receipts via mobile app
- ✓ Resolving exceptions and adding attendees
- ✓ Working with e-receipts and Receipt Store
- ✓ Concur mobile app settings
- ✓ Approving or rejecting expense reports from People Manager
- ✓ Adding travel allowance and private car mileage
- ✓ Adding cash transactions and credit card transactions

## Module 7: Invoice management

- ✓ Managing invoices in SAP Concur
- ✓ Understanding invoice approval workflows
- ✓ Creating custom reports and dashboards
- ✓ Analyzing spending patterns and trends
- ✓ Managing payment processing and vendor payments

## Module 8: Integrations

- ✓ Understanding SAP Concur integrations with other systems
- ✓ Setting up and configuring integrations
- ✓ Managing data exchange between SAP Concur and other systems

## Module 9: Advanced expense & travel management features

- ✓ Understanding advanced expense & travel management features in SAP Concur
- ✓ Configuring advanced features such as credit card reconciliation and split expenses
- ✓ Configuring travel booking policies and rules
- ✓ Managing complex travel bookings, such as multi-leg and group bookings
- ✓ Controlling expenses in multi-currency environments

## Module 10: Troubleshooting and support

- ✓ Understanding common issues and errors in SAP Concur
- ✓ Troubleshooting and resolving issues
- ✓ Contacting support and accessing help resources