

Coffee Chat Nuggets October 5, 2022

Theme: New interface for SAP/Concur expense report system

Splitting out multiple receipts from one scan. You need adobe for this to work. Click on organize pages use scissor icon. Select 1 page per document then select output option then click browse and select final location. It will separate each page then you can rename it as a specific receipt title. Jen Shutt

Using the Concur receipt app is the easiest way for travelers to make sure their receipts get to the SAP system.

Itemizing hotel stays lets you break out different night charges on the same entry.

Groups of 12 or more is difficult to find. Easier to add each name individually. You can also create a group and then attach a spreadsheet with the names as backup.

Finance Office training on Wednesday, Oct 19, 2:00-3:30 pm. Please include your questions on the registration form. Session will be recorded and shared with the group.

Group Meal calculator: Will be added to the website under alcohol allocation



Copy of Group
Meal Calculator.xlsx