SAP Concur

Copying an Expense

You can use the copy feature in Concur Expense to quickly enter expenses. This feature is especially useful for recurring business expenses. When you copy an expense, Concur copies all of the expense's details and adds one day to the transaction date.

1. To copy an expense, select the expense you want to copy, and then click **Copy**.
2. The new expense is created. Notice that the **Expense Type** and **Amount** are copied to the new line item. Additionally, note that the date of the transaction is one day after the original expense. When you copy an expense, you might need to edit some of the expense details, such as the **Amount**.
3. To edit a copied expense, select the expense in the **Expenses** list, and then make any necessary changes in the **Expense** pane that opens on the right-side of the page, and then click **Save**.

SUPPORT

Website: www.bcm.edu/mosaic > Travel and Expense (for Policies, FAQs, and training)
SAP Concur Support: concursupport@bcm.edu