

Creating an Expense Report - Alerts

Fix the Errors

Review Alerts

- Check for alerts before submitting your Expense Report.
- Click the **red X alert icon** to view and resolve specific issues.
- Select **View Alerts** to see a summary of all alerts in the report.
- Missing information or attachments may delay processing

Expense Testing \$535.42

Not Submitted Report number: G5AMV1

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#)

[View Alerts](#)

[Submit Report](#)

Expenses (13)

View: Standard

[Add Expense](#)

[Edit](#)

☐	Alerts  	Date  	Receipt  	Attributes	Expense Type  	Vendor Details  	Payment Type  		
☐		12/18/2026			TR-Incidentals	Dallas, Texas	Out of Pocket		
☐		12/18/2026			TR-Meal Per Diem	Dallas, Texas	Out of Pocket		
☐		12/17/2026			TR-Incidentals	Dallas, Texas	Out of Pocket		
☐		12/17/2026			TR-Meal Per Diem	Dallas, Texas	Out of Pocket		
☐		12/16/2026			TR-Transportation	Uber Augusta, Georgia	Out of Pocket		
☐		12/16/2026			TR-Incidentals	Dallas, Texas	Out of Pocket		
☐		12/16/2026			TR-Meal Per Diem	Dallas, Texas	Out of Pocket	\$22.00	...

Alerts 

[All](#)  12  3

Expense - TR-Meal Per Diem - \$36.25

 **Error:** Missing required field: Business Purpose. [View](#)

Expense - TR-Incidentals - \$3.75

 **Error:** Missing required field: Business Purpose. [View](#)

Expense - TR-Meal Per Diem - \$55.00

 **Error:** Missing required field: Business Purpose. [View](#)

Creating an Expense Report – How to Fix Alerts

Fix the Errors

Review Alerts

- Open the expense report that contains the error(s).
- Once the report is open, there are **two ways to view your alerts**:
 - Select the **red X icon** next to the expense entry.
 - Select the **View Alerts button** in the upper-right corner of the report.
- A list of alerts will appear, showing any errors or warnings that need attention.
- Select **View** next to an alert to navigate directly to the issue and make the necessary correction.

?BR

[< Expense Reports](#)

Britt's Office Purchase (MD) \$155.53

 View Alerts

Submit Report

...

Not Submitted

Report number: 4YFYKN

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#)

Expenses (2) | View: Standard

 Add Expense

Edit

Delete

Duplicate

Allocate

Combine Expenses

Move



☐	Alerts 	Date 	Receipt 	Attributes	Expense Type 	Vendor Details 	Payment Type 	Requested 	Actions
☐		08/27/2026			NT-Hardware & Materials	El Paso, Texas	Out of Pocket	\$79.00	...
☐	Alerts				NT-Other Expenses	Mesa Office Supply Mesa, Arkansas	Out of Pocket	\$76.53	...
									\$155.53

 Error: Missing required field: Business Purpose, Enter Vendor Name. [View](#)

Creating an Expense Report - How to Fix Alerts

Fix the Errors

The screenshot displays the SAP Concur interface for creating an expense report. The main header shows the SAP Concur logo and a user profile 'BR'. The breadcrumb trail indicates the report is for 'Britt's Office Purchase (MD)'. The report title is 'NT-Hardware & Materials \$79.00'. A 'View Alerts' button is visible, which has been clicked, opening an 'Alerts' modal. The modal contains an error message: 'Error: Missing required field: Business Purpose, Enter Vendor Name.' Below the modal, the form fields for 'Business Purpose' and 'Enter Vendor Name' are highlighted with a red border, indicating they are required. The form also includes fields for 'Expense Type' (NT-Hardware & Materials), 'Trip Type' (Non-travel), 'Traveler Type' (Employee), 'Report/Trip Purpose' (NT-Other (Specify)), and 'Transaction Date' (08/27/2026). A 'Save Expense' button is present. To the right, a 'Receipt' section shows a 'DEMO RECEIPT' from 'OFFICE SUPPLIES DEMO STORE' with a list of items and their amounts.

Alerts

Error: Missing required field: Business Purpose, Enter Vendor Name.

Required field *

Business Purpose *

Enter Vendor Name *

Receipt

096A57... 1 / 1 - 90% +

DEMO RECEIPT
OFFICE SUPPLIES DEMO STORE
123 Training Avenue | El Paso, TX 79901
(555) 010-2026

TEST DATA ONLY - NO ACTUAL PURCHASE

Date: 8/27/2026
Receipt #: DEMO-20261216-001
Register: TRAINING-01

ITEM	QTY	AMOUNT
Utility Knife Set	1	\$24.99
Precision Screwdriver Set	1	\$19.99
25 ft Measuring Tape	1	\$14.99
Adjustable Wrench	1	\$12.99
Protective Safety Glasses	1	\$6.04

Subtotal \$79.00

- Selecting **View** will take you directly to the expense entry that requires attention.
- The expense details page will display the alerts and identify the fields that need to be completed or corrected.
- In this example, the required fields are **Business Purpose** and **Vendor Name**.
- After updating the required information, select **Save Expense**.
- Once the expense is saved, the alerts will clear automatically.