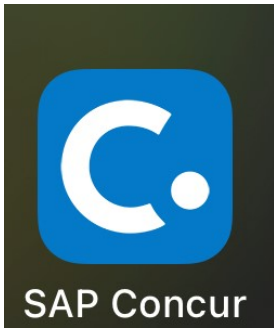




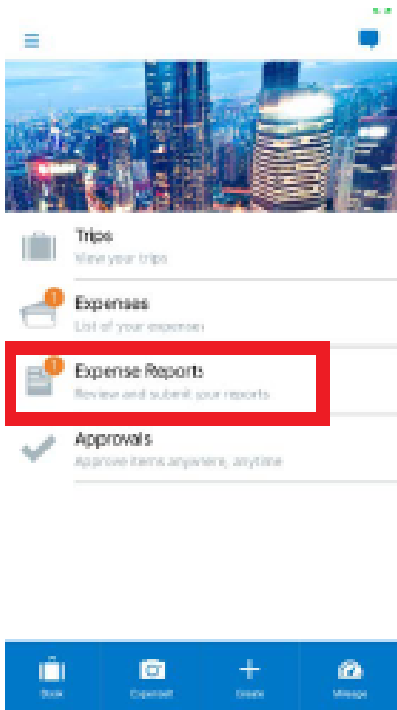
Entering Monthly Stipend



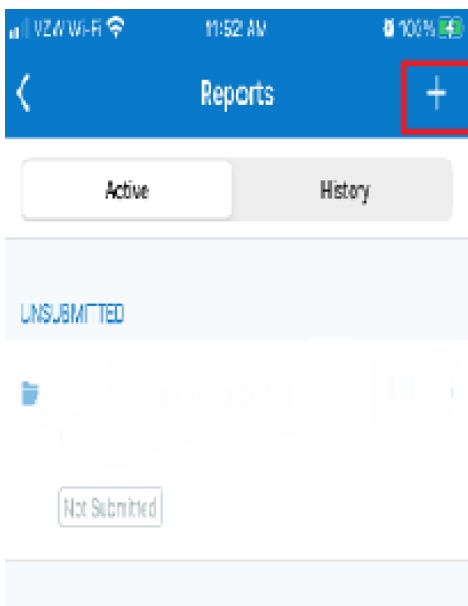
On your cell phone, download the "SAP Concur" App



1 Open the app.



2 Click on "Expense Reports".



3 Click on the plus sign at the top right corner.

Cancel New Report Create

Report Name*
February Stipend

Report Date
Feb 3, 2021

Business Purpose

Comment

Location
Grand Rapids MN

Product
Construction Equipment & Supplies

Department
Store

February Stipend \$0.00
Feb 3, 2021 total amount
Not Submitted

Details Expenses Receipts


You have no expenses

Submit

February Stipend \$0.00
Feb 3, 2021 total amount
Not Submitted

Details Expenses Receipts

Add to expense report

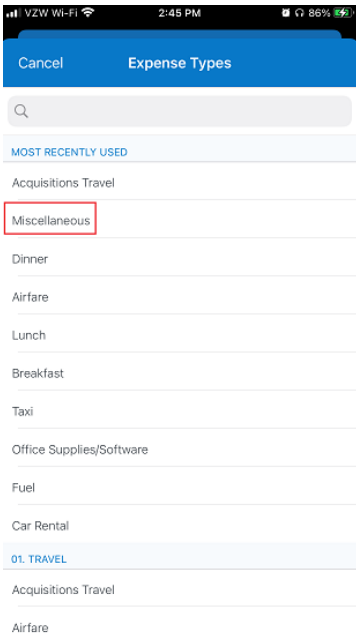
Add New Expense

From Expense List

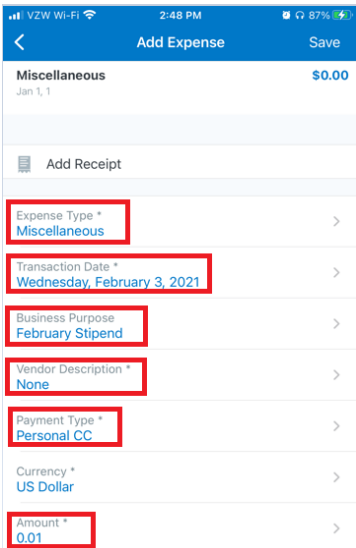
4 In Report Name, type "Current Month" then "Stipend". In Report Date, select the current day that you are entering the report. In Location, select the branch that you are located in. Then, click "Create" at the top right corner.

5 Click the plus sign at the top right corner.

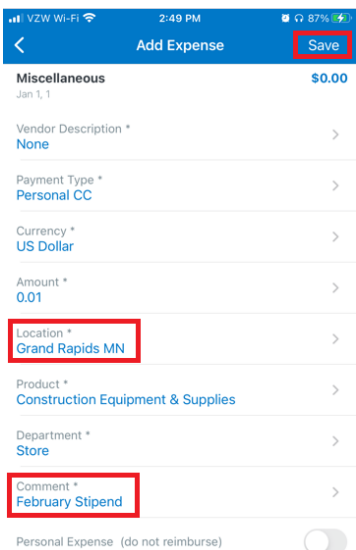
6 Click "Add New Expense".



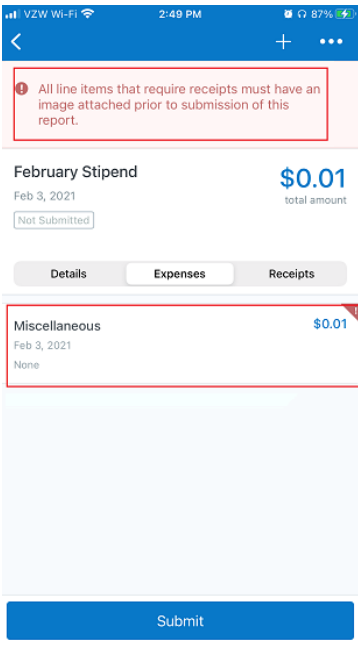
7 Select "Miscellaneous".



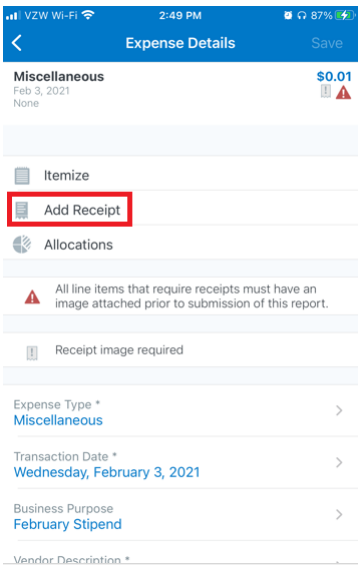
8 In Expense Type, make sure that "Miscellaneous" is selected. In Transaction Date, select the current day that you are entering the report. In Business Purpose, type "Current Month" then "Stipend". In Vendor Description, type "None". In Payment Type, select "Personal CC". In Amount, type the amount that you will be receiving for the monthly stipend.



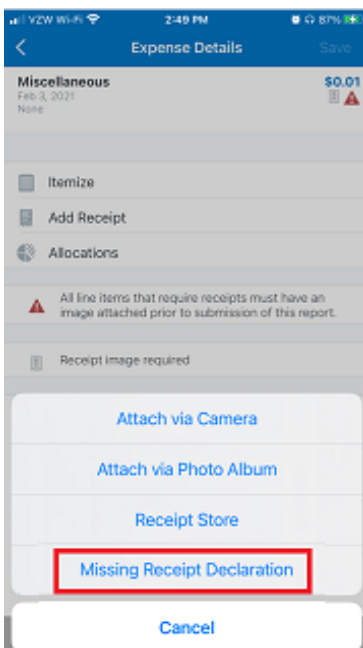
9 In Location, select your branch that you are located. In Comment, type "Current Month" then "Stipend". Then click "Save" in the top right corner.



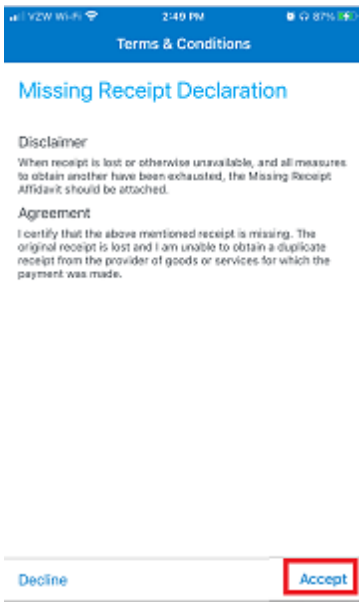
10 It will prompt you that there needs to be a receipt attached to the transaction. Click the transaction that you just created.



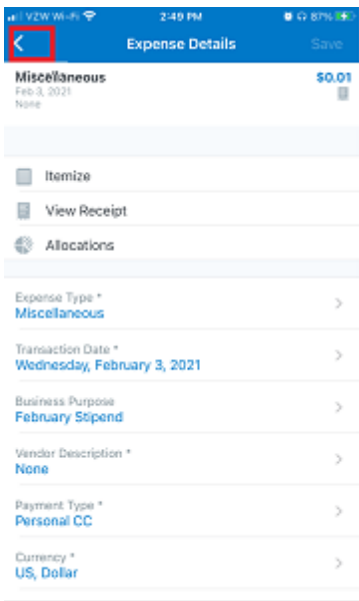
11 Click "Add Receipt".



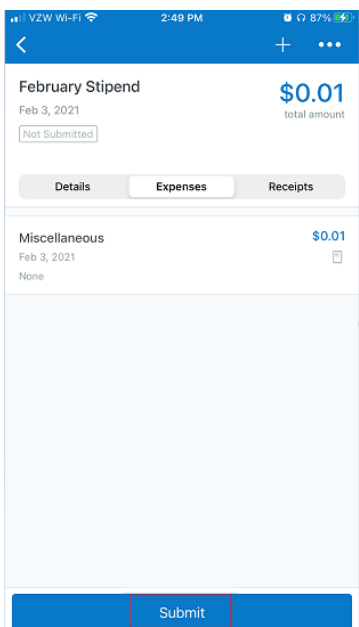
12 Click "Missing Receipt Declaration".



13 Click "Accept".

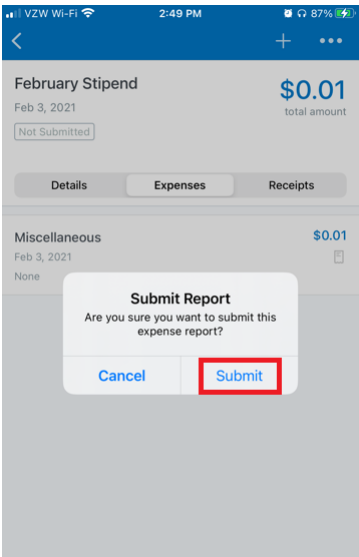


14 Click the left arrow in the top left corner.



15 Click "Submit" at the bottom.

16 Click "Submit".



17 Notice that you have submitted the report and it is pending approval. No further action is needed from you. The stipend will be deposited into your bank account if you have that setup already.

