



# SAP Concur Delegates function

- How to assign a delegate (assistant)
- How to prepare a report as a delegate
- How to submit the report that your delegate/assistant has prepared

# How to assign a delegate (assistant)

Log in with an **Administrator** in order to assign the assistant to the user you want.

The screenshot shows the SAP Concur user interface. On the left is a 'Sign In' panel with fields for 'User Name' (processor.uae.test@cemex.com) and 'Password'. The main dashboard area shows a navigation bar with 'Administration' selected, opening a dropdown menu with 'Company Admin', 'Tools', 'Company', 'Request', and 'Expense'. Below the navigation bar, there are three task cards: 'Open Requests', 'Available Expenses', and 'Open Reports', each with a '00' indicator and a checkmark icon. A yellow callout box points to the 'Company Admin' option in the dropdown menu.

Click on Administration, then on Company and finally on Company Admin.

# How to assign a delegate (assistant)

Click on User Administration and search the user to whom you want to add an assistant.

The screenshot shows the SAP Concur navigation bar with 'Administration' selected. A dropdown menu is open under 'Company', showing 'Company Admin Tools'. The 'User Administration' link is circled in blue.

## User Administration

[Add New User](#) [Import Users](#)

Show Filters

### Filters

Use Travel Advanced Filters  Use Expense Advanced Filters

Manager:   Org. Unit:  Location:

User Status:  Max Results:

Search Text:  Search What:

### Columns to Display

Login ID  Manager  Org. Unit  Job Title

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

## Users

5 Records Found [Get All](#)

Last / First	Job Title	Org. Unit	Login ID	Manager	PROFILE
Lubjuhn, Uwe C.		US-CEMEX	UWE.LUBJUHN@CEMEX.COM	Uruchurtu Bustamante, Carlos Gabriel	
UAE Test, Processor			processor.uae.test@cemex.com	None	
UAE Test, User			user.uae.test@cemex.com	UAE Test, Approver	

# How to assign a delegatee (assistant)



Scroll down to **Expense and Invoice settings** and click on **Expense Delegates**.

**Expense and Invoice Settings**

Is a Test User?

Functional Area:

Reimbursement Currency: UAE, Dirham

Vice-presidency:

Cost Object Type: CC

Default Language: English (United States)

Usuario Piloto:

Logical System: (SRP500) Logical System SF

Cost Object ID: (3181997151) SUSTAINABIL

Employee Group: CEMEX EMIRATES

Audit Group:

Controlling Area: (5020) CEMEX Emirates UAT

Block Cash Advance:

Country of Residence: UNITED ARAB EMIRATES

Cash Advance Account Code: CADVACCCODE

Company Code: (4501) Supermix LLC

State/Province: Select one

Cash Advance Balance:

Segment: (AE3738) Cemex UAE - Supr

Expense Delegates: **Expense Delegates** (circled in blue)

Company Car:

Exempt From Approval:

Ledger: SAP EMIRATES

BI Manager:

Benefit Center: (318199) INTERNATIONAL C

Division: (1001) Corporate-Staff

Click on the Add button and introduce the Assistant user and choose the permissions you want to give him/her, save and close. The 'Can submit reports', 'Can submit Requests' and 'Can Approve Temporary' will be blocked for all the Cemex Companies because of global Policy so take in considerations that it will not be an option.

Delegates Delegate For

Expense Delegates for Approver UAE Test

Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees.  
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Receives Emails	Can Approve Temporary	Receives Approval Emails
<input type="checkbox"/>	UAE Test, User user.uae.test@cemex.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>

# How to Prepare a Report as a delegate

Log in with the **assistant**. Go to profile and click on the '**Acting as other user**' option. You will see that [user.uae.test@cemex.com](mailto:user.uae.test@cemex.com) is [approver.uae.test@cemex.com](mailto:approver.uae.test@cemex.com)'s Assistant. Click on the user and then on **Start Session**.

The screenshot displays the SAP Concur user interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', and 'App Center'. The user profile section shows 'User UAE Test' with options for 'Profile Settings' and 'Sign Out'. A dropdown menu titled 'Acting as other user' is open, showing a list of users. The user 'UAE Test, Approver' is highlighted, with details: 'approver.uae.test@cemex.com (Email)', 'Employee ID: EMPIDAPPUAE', and 'Logon ID: approver.uae.test@cemex.com'. A yellow callout box with a white border and a yellow background contains the text: 'Now you are in the approver.uae.test@Cemex.com session and you can prepare his/her report'. The main dashboard shows 'UAE Test, Approver' as the current user, with various task cards for 'Open Requests', 'Available Expenses', and 'Open Reports'. The 'Available Expenses' card shows a list of expenses, including '07/15 Travel: Meals Employee Business Travel Only 2... USD 11.50' and '07/15 Meals: Business Meals with Customers 275400 USD 175.25'. The 'Open Reports' card shows '07/16 Delegates testing AED 555.00 Ready for Review'.

# How to Prepare a Report as a delegate



Once the expenses to be reported have been introduced you need to click on the **'Notify employee'** button. Then The user will receive this report so he/she can review it and finally submit it.

The screenshot shows the SAP Concur 'Manage Expenses' interface. At the top, there are navigation tabs for 'Requests' and 'Expense'. The user is logged in as 'UAE Test, Approver'. The main area is titled 'Delegates Report' and contains a table of expenses. A 'Notify Employee' button is circled in blue in the top right corner of the report area.

Expenses	Date	Expense Type	Amount	Requested
<b>Adding New Expense</b>				
<input type="checkbox"/>	07/10/2019	Individual Meals Mcdonalds, Dubai, UNITED ARA	AED 200.00	AED 200.00
<input type="checkbox"/>	07/10/2019	Hotel Allegro Resorts, Dubai, UNITED	AED 5,000.00	AED 5,000.00
<input type="checkbox"/>	07/10/2019	Individual Meals mj, Dubai, UNITED ARAB EMIR.	AED 643.80 USD 175.25	AED 643.80

**TOTAL AMOUNT: AED 5,843.80**      **TOTAL REQUESTED: AED 5,843.80**

**Recently Used Expense Types**

All Expense Types				
*01. Travel: Meals Individual Meals	*06. Travel: Car Rental Car rental	*09. Travel: Mileage Company Car Mileage	*30. Entertainment Entertainment - Staff	*81. Education Courses (training and teaching material)
*02. Travel: Lodging Hotel	*07. Travel: Taxis Taxis	*11. Travel: Other Travel Expenses Miscellaneous	*50. Office Expenses Printing/Photocopying/Stationery	*82. Gatos Promocionales Agency Booking Fees
*03. Travel: Aereo Rates Airfare	*08. Travel: Tolls Tolls	Non Reimbursable/Personal Expense Parking	*60. Communications Mobile/Cellular Phone	

# How to submit the report that your delegate/assistant has prepared



Log in with [approver.uae.test@Cemex.com](mailto:approver.uae.test@Cemex.com). On the main screen in **Open reports** you will see the Report that the delegate prepared. You just need to click on it, review it and submit it. And the approval flow will begin.

The screenshot displays the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Approvals', and 'App Center'. The main content area is titled 'Manage Expenses' and features a 'Delegates Report' section. This section contains a table of expenses and a 'New Expense' form. The 'Delegates Report' table lists three expenses with a total amount of AED 5,843.80 and a total requested amount of AED 5,843.80. The 'New Expense' form includes a dropdown for 'Expense Type' and a list of 'Recently Used Expense Types' and 'All Expense Types'. On the right side, there is a '03 Open Reports' section with a list of reports, including '07/19 Delegates Report' and '07/16 Delegates testing', both marked as 'Ready for Review'.

Expenses	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	07/10/2019	Individual Meals Mcdonalds, Dubai, UNITED ARAB EMIR.	AED 200.00	AED 200.00
<input type="checkbox"/>	07/10/2019	Hotel Allegro Resorts, Dubai, UNITED ARAB EMIR.	AED 5,000.00	AED 5,000.00
<input type="checkbox"/>	07/10/2019	Individual Meals mjl, Dubai, UNITED ARAB EMIR.	AED 643.80 USD 175.25	AED 643.80
		TOTAL AMOUNT	AED 5,843.80	TOTAL REQUESTED AED 5,843.80

Recently Used Expense Types	
Individual Meals	Hotel

All Expense Types		
*01. Travel: Meals	*08. Travel: Tolls	*50. Office Expenses
Individual Meals	Tolls	Printing/Photocopying/Stationery
*02. Travel: Lodging	*09. Travel: Mileage	*60. Communications

Open Reports
07/19 Delegates Report AED 5,843.80 Ready for Review
07/16 test 1
07/16 Delegates testing AED 555.00 Ready for Review



Thank you!

SAP Concur 

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