

Concur Expense: JPT on NextGen UI

User Guide for Standard Edition

Last Revised: December 16, 2022

Applies to these SAP Concur solutions:

- ☒ Expense
 - ☐ Professional/Premium edition
 - ☒ Standard edition
- ☐ Travel
 - ☐ Professional/Premium edition
 - ☐ Standard edition
- ☐ Invoice
 - ☐ Professional/Premium edition
 - ☐ Standard edition
- ☐ Request
 - ☐ Professional/Premium edition
 - ☐ Standard edition

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Revision History

Date	Notes / Comments / Changes
December 16, 2022	Added information on newly added icon for identifying round trips in favorite routes. Added reference for Suica ICCI user guide.
April 23, 2022	Updated via stations of commuter pass route from two fields to four.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
November 5, 2021	New guide.

Japan Public Transport on NextGen UI

NOTE: Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature.

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's Concur administrator.

Section 2: Overview

The typical businessperson in Japan can have multiple train rides per day that they will track and process for reimbursement. To answer the need to expense this type of travel, Concur designed and integrated the Japan Public Transport (JPT) on NextGen UI feature into the Expense product.

This feature allows users to quickly expense JPT in several ways:

- IC Card import using a network IC Card reader
- Route search (look up routes based on a from/to station)

Who Should Use This Feature?

The JPT on NextGen UI feature is intended for use by both Japanese domiciled companies, and by multinational companies with employees located in Japan. The rail content sourced is specific to the Japan marketplace. The feature cannot be used with any rail content outside of Japan.

Customers who have employees located in Japan can use this feature as Add-On. Please contact your Account Manager if you want to start using this feature.

Corporate Card Users and the Japan Public Transportation Expense Type

A corporate card cannot be used with the *Japan Public Transportation* expense type. Only the **Cash Out of Pocket** payment types are supported.

Required Roles

There are no required roles to use the *Japan Public Transport* feature; you need only have the Expense User role.

Section 3: Accessing Japan Public Transport

Any Japan-based Expense user can access this feature by selecting the *Japan Public Transportation* expense type when creating their expense report.

If the Japan Public Transportation expense type is not displayed when creating Expense Reports, a user should contact the company's Concur administrator.

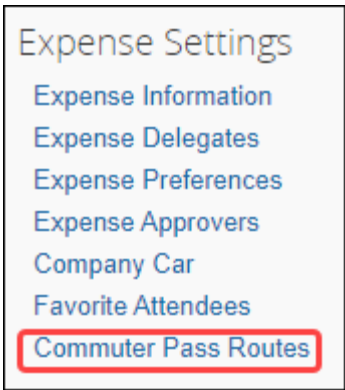
Section 4: What the User Sees

The employee is granted access to the Japan Public Transport (JPT) feature and options in the following areas of Expense:

- **When Creating the Expense Report:** The user selects the *Japan Public Transportation* expense type to expose options that let them add the routes they have travelled.

The screenshot shows the 'Add Expense' dialog box. At the top, there's a title bar with 'Add Expense' and a close button. Below the title bar, there are two tabs: '0 Available Expenses' (selected) and '+ Create New Expense'. Under the 'Available Expenses' tab, there's a search bar labeled 'Search for an expense type'. Below the search bar, there's a list of expense categories. The first category is '01. Travel Expenses' with sub-items 'Hotel' and 'Laundry'. The second category is '02. Transportation' with sub-items 'Airfare', 'Airline Fees', 'Car Maintenance/Repairs', 'Car Rental', 'Fuel', and 'Japan Public Transportation'. The 'Japan Public Transportation' option is highlighted with a red rectangular box.

- **My Profile:** The user's Profile page includes a link that let them add or delete commuter pass routes they transit.



The JPT feature allows users to expense JPT using route searches to search for and select their applicable journeys for reimbursement, add a commuter pass to their profile.

CREATING A JPT ON NEXTGEN UI EXPENSE REPORT USING ROUTE SEARCH

Users can create an expense report using the policy to which JPT expense type is activated when the client is configured with the JPT on NextGen UI feature.

A screenshot of the 'Create New Report' form. The form has fields for Policy, Report Name, and Report Date. The 'Policy' field is highlighted with a red rectangular border and contains the text 'Japan Expense Policy'. The 'Report Name' field contains 'Japan 2021 Conference' and the 'Report Date' field contains '05/09/2021'. There is a 'Comment' text area below these fields. At the bottom right, there are 'Cancel' and 'Create Report' buttons.

When the report is created, the report currency is displayed as configured for that user's reimbursement currency.

A screenshot of the SAP Concur Expense report view. The report title is 'Japan 2021 Conference ¥0' and it is marked as 'Not Submitted'. The report currency is displayed as '¥0'. There is a 'Submit Report' button. Below the report title, there are tabs for 'Report Details', 'Print', and 'Manage Receipts'. At the bottom, there are buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A message at the bottom states 'No Expenses' and 'Add expenses to this report to submit for reimbursement.'

Section 4: What the User Sees

When a user creates a new JPT expense, they will select **Japan Public Transportation**.

Add Expense

0 Available Expenses

+ Create New Expense

Search for an expense type

^ 01. Travel Expenses

- Hotel
- Laundry

^ 02. Transportation

- Airfare
- Airline Fees
- Car Maintenance/Repairs
- Car Rental
- Fuel
- Japan Public Transportation

Users will provide the required route search criteria:

- ♦ Trip Date: The date the trip occurred.
- ♦ Time: The time the trip occurred.
- ♦ Trip Type: The type of trip taken – **One-way** or **Round Trip**.
- ♦ Seat Type: The user has three options: **Non-reserved**, **Reserved**, or **Green (first class)**

Route Search

Trip Date * 08/18/2021

Time * 10:30 pm

Trip Type One-way

Seat Type Non-reserved

Departure Station *

Arrival Station *

+ Add Via Stations

Search

☒ IC Card Fare

Users can perform a route search by searching for and selecting both a **Departure Station** and **Arrival Station**.

The screenshot shows the 'Route Search' window. It contains several input fields: 'Trip Date' (05/08/2021), 'Time' (08:30 pm), 'Trip Type' (One-way), and 'Express Fare' (Non-reserved). Below these are two dropdown menus for 'Departure Station' and 'Arrival Station', both of which are currently empty. A red box highlights these two dropdowns. At the bottom, there is a 'Search' button and a checked checkbox for 'IC Card Fare'.

As the user types, Concur Expense deploys a search and filter list, allowing users to select the appropriate departure station and arrival station as it appears in the list.

This screenshot shows the 'Route Search' window with the 'Departure Station' dropdown menu open. A search and filter list is displayed below the dropdown, showing several station names: Shibusawa (Gunma), Shibuki (Yamaguchi), Shibun (Hokkaido), Shibusawa (Kanagawa), Shibushi (Kagoshima), Shibushi-Port (Kagoshima/Wakahama-Chiku-2), Shibutami (Iwate), and Shibuya (Tokyo). The 'Shibuya (Tokyo)' option is highlighted. The 'Arrival Station' dropdown remains empty.

If necessary, users may add up to two via stations as part of their route search by clicking **+ Add Via Stations**. As they type, users can use the search and filter list to select the appropriate via station(s) as they appear in the list.

This screenshot shows the 'Route Search' window with the 'Departure Station' set to 'Shibuya (Tokyo)' and the 'Arrival Station' set to 'Ginza (Tokyo)'. Below these, there are two dropdown menus for 'Via 1' and 'Via 2', both of which are currently empty. A red box highlights these two dropdowns. At the bottom, there is a 'Search' button and a checked checkbox for 'IC Card Fare'.

By default, the **IC Card Fare** checkbox is selected. Selecting **IC Card Fare** indicates whether the user ("traveler") paid for their ticket using their travel card or if the ticket was purchased from the ticket counter. The prices may differ based on the payment method used.

NOTE: Most of the time, users will select the **IC Card Fare** option. Therefore, **IC Card Fare** is selected by default.

When the user clicks **Search**, Concur Expense returns a maximum of five route results. These routes ("journeys") will be classified as **Fast**, **Easy**, **Cheap**, or **Commuter Pass** OR none of the designations.

Section 4: What the User Sees

NOTE: These designations are specified if a partner has provided that data to SAP Concur. Depending on the journey, the route can have multiple designations (for example, **Fast** and **Cheap**). A journey with a designation of **Easy** has the fewest number of stops.

These designations can also help approvers and processors when they review a JPT expense by allowing them to see if the route complies with their organization's travel policy.

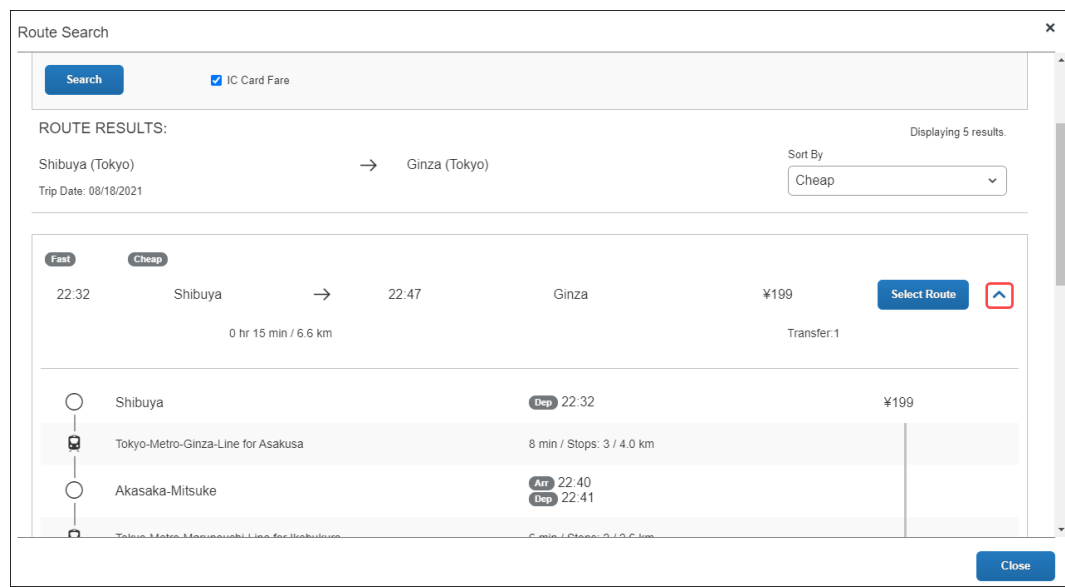
The screenshot shows the 'Route Search' window. The search filters are: Trip Date: 05/08/2021, Time: 08:30 pm, Trip Type: One-way, Express Fare: Non-reserved, Departure Station: Shibuya (Tokyo), and Arrival Station: Ginza (Tokyo). The 'Search' button is highlighted. Below the search filters, the 'ROUTE RESULTS' section displays 5 results. The results are sorted by 'Cheap'. The first result is a 'Fast' route from Shibuya to Ginza, departing at 20:30 and arriving at 20:47, with a fare of ¥170 and 0 transfers. The second result is a 'Cheap' route from Shibuya to Ginza, departing at 20:30 and arriving at 20:48, with a fare of ¥170 and 1 transfer. The third result is a 'Cheap' route from Shibuya to Ginza, departing at 20:32 and arriving at 20:53, with a fare of ¥170 and 1 transfer.

Users can sort the route results using the **Sort By** list, which offers three sorting options: **Cheap**, **Easy**, and **Fast**. A route can have multiple designations or none at all. Therefore, if sorting by **Cheap**, the route results displayed may have other designations.

The screenshot shows the 'ROUTE RESULTS' section with the 'Sort By' dropdown menu open. The dropdown menu lists three options: 'Cheap', 'Easy', and 'Fast'. The 'Cheap' option is selected. The results are sorted by 'Cheap'. The first result is a 'Fast' route from Shibuya to Ginza, departing at 20:30 and arriving at 20:47, with a fare of ¥170 and 0 transfers. The second result is a 'Cheap' route from Shibuya to Ginza, departing at 20:30 and arriving at 20:48, with a fare of ¥170 and 1 transfer. The third result is a 'Cheap' route from Shibuya to Ginza, departing at 20:32 and arriving at 20:53, with a fare of ¥170 and 1 transfer.

Section 4: What the User Sees

Users click the **expand** icon to expand the route details and see if additional transportation is required to get to the designated arrival station in the selected route. Icons, such as a bus or a walking person, indicate whether the user needs to take a bus or walk to a stop in the selected route.



Section 4: What the User Sees

Once a user selects a route by clicking the **Select Route** button, they will be able to save their JPT expense report by completing the required fields.

The screenshot displays the SAP Concur Expense report form for Japan Public Transportation. The form is titled "Japan Public Transportation ¥0" and includes a "Manage Expenses" header. The "Details" tab is active, showing various input fields for the expense report. A red box highlights the "Upload Receipt Image" area on the right side of the form.

Form Fields and Values:

- Expense Type:** Japan Public Transportation
- Transaction Date:** 05/21/2021
- Country:** JAPAN (JP)
- Business Purpose:** (Empty)
- Enter Vendor Name:** (Empty)
- Payment Type:** Cash
- Amount:** 0
- Currency:** Japan, Yen
- Receipt Status:** No Receipt
- Has VAT:** (Unchecked)
- Comment:** (Empty)
- Total Route Distance (km):** 1.1
- Departure Station:** Tokyo
- Arrival Station:** Ginza
- Source:** Route Search
- Additional Charges:** 0
- Route Details:**
 - Trip: One Way Trip
 - Trip Attribute: Fast | Easy | Cheap
 - Ticket: IC Card
 - Pass: Commuter Pass
 - Deduction

Buttons: Save Expense, Cancel, Hide Receipt

NOTE: The **Expense Type** field will always be **Japan Public Transportation**; you cannot change it to another expense type. When you create an expense report and select **Japan Public Transportation** as the expense type, it is then hardcoded into the expense details.

For example, unlike other expense reports, you cannot change the **Expense Type** to another expense type such as **Hotel** or **Dinner**, when providing the details of the **Japan Public Transportation** expense.

The screenshot displays the 'Japan Public Transportation' expense details page. At the top, the title 'Japan Public Transportation ¥170' is shown with a trash icon. Below it is the date '05/08/2021'. The 'Details' tab is active. Navigation links include 'Allocate', 'Route Search', and 'Route Details'. The 'Expense Type' field is highlighted with a red border and contains 'Japan Public Transportation'. Below this are fields for 'Transaction Date' (05/08/2021), 'Country' (JAPAN (JP)), 'Business Purpose', 'Enter Vendor Name', and 'Payment Type' (Cash). A red asterisk indicates a required field.

Additional information about JPT expense details page:

- Users cannot edit the **Transaction Date** field, as the date is extracted from the route search.
- The **Country** field always defaults to **JAPAN (JP)** given the travel will always occur in Japan.
- The **Currency** field will always default to the reimbursement currency configuration that is mapped to that user (in this case, you, the traveler).
- The source of the expense will either be **Route Search** or **IC Card Fare** (through e-receipt). In the future, a manual option will be available for users to type in an entry.
- Additional charges, such as those assisted with first-class fare, display in the **Additional Charges** fields, if applicable.
- The **Route Details** area display the type of trip (**One Way Trip** or **Round Trip**) and the type of ticket used (**Paper** or **IC Card Fare**).

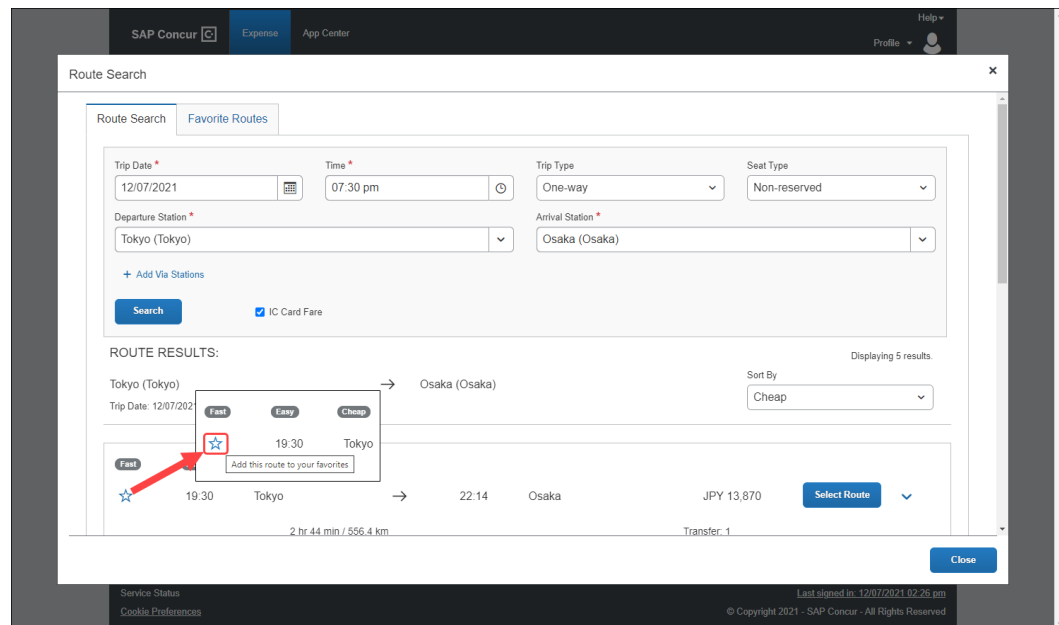
ADDING A FAVORITE ROUTE

You can configure a route you regularly use (for example, from home to work) and add it to your favorites. When you create a future JPT expense, you can then select the route from the **Favorite Routes** tab.

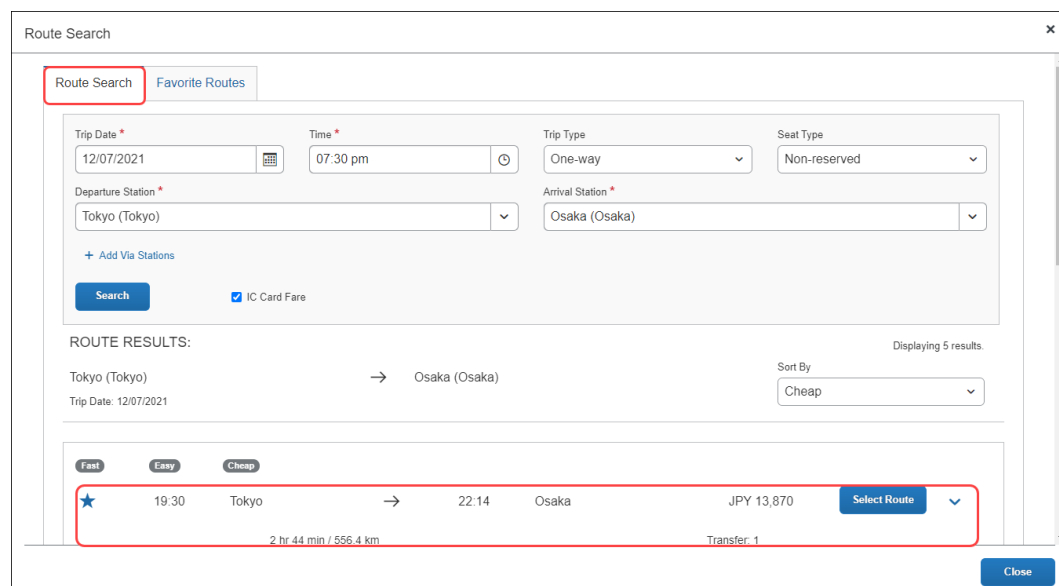
Section 4: What the User Sees

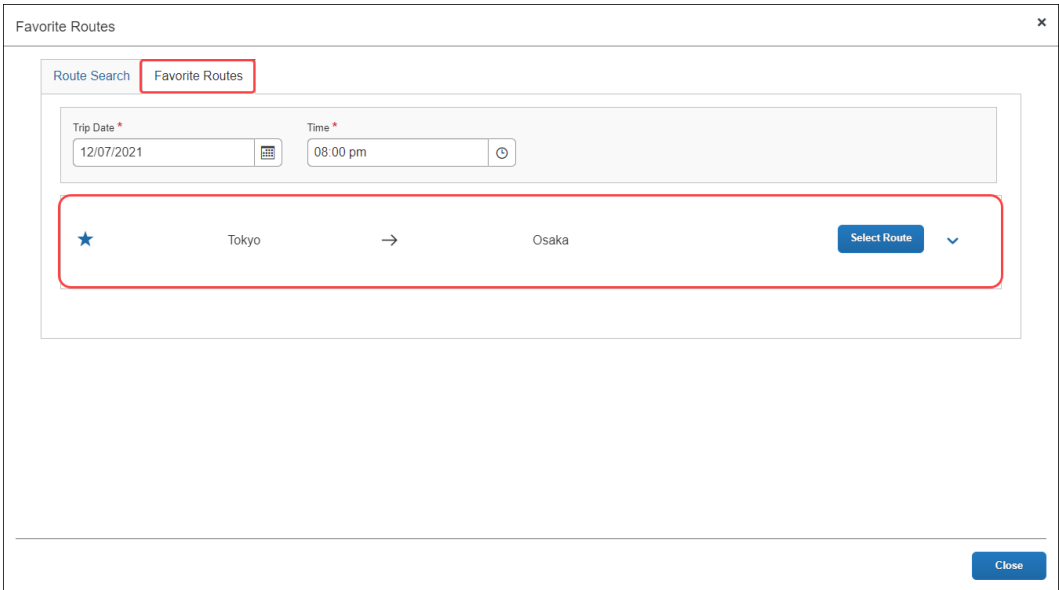
NOTE: Currently, there is no limit to the number of routes you can add to the Favorite Routes tab.

From the **Route Search** window, you can create a route and mark it as a favorite from the **Route Search** tab.



Once you click the star icon, the route is favorited (the star changes from clear to blue) and added to the **Favorite Routes** tab.

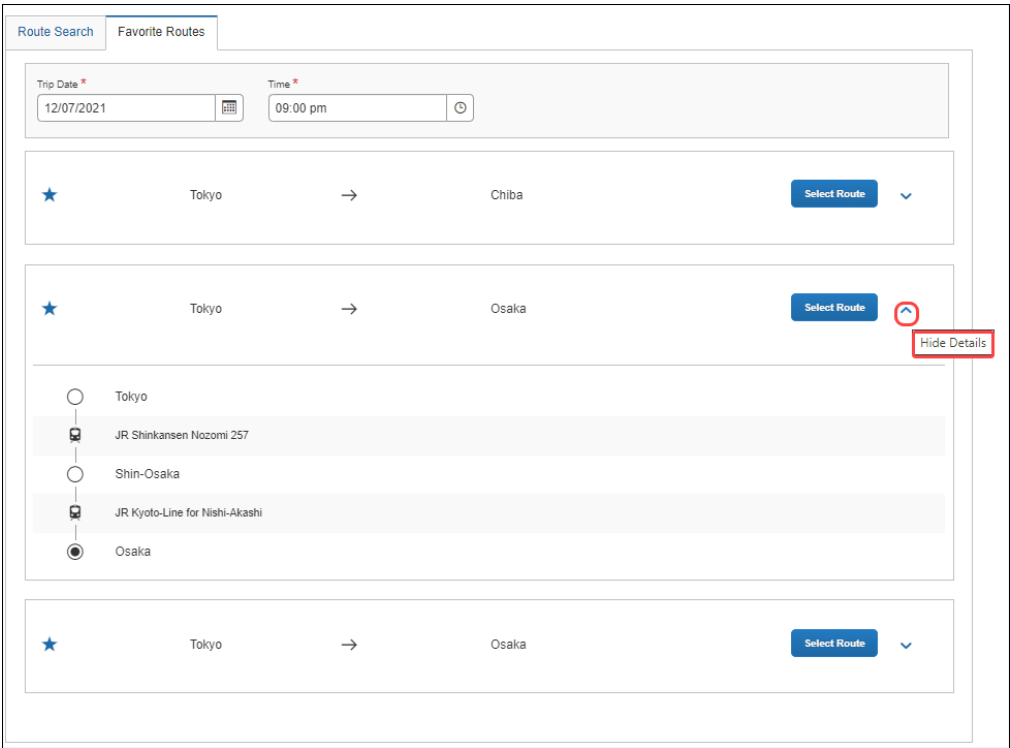





NOTE: You can click the **Show Details** toggle button to display the favorite route's details.

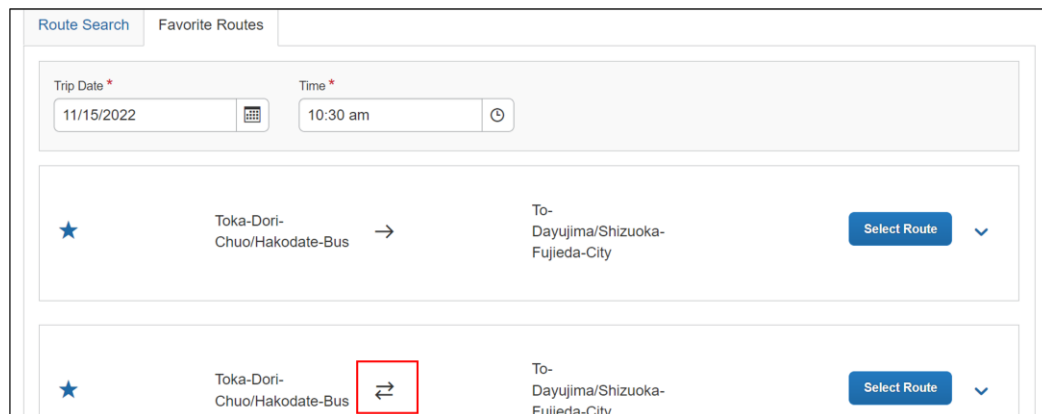


You can then click the **Hide Details** toggle button to hide the favorite route's details.



Section 4: What the User Sees


NOTE: The  icon indicates that the favorite route is a round trip.



Route Search Favorite Routes

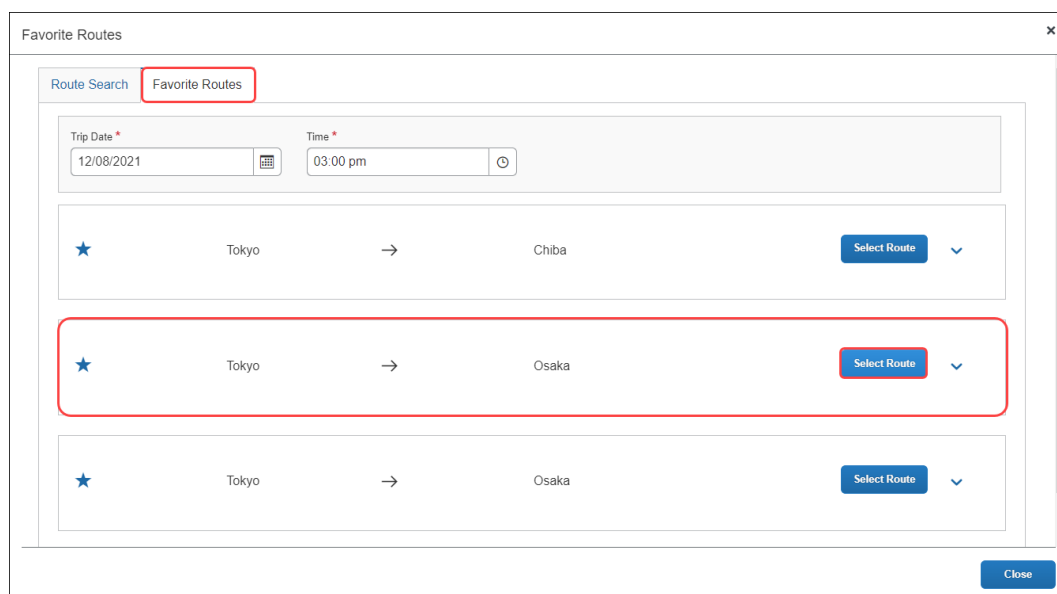
Trip Date * 11/15/2022 Time * 10:30 am

★ Toka-Dori-Chuo/Hakodate-Bus → To-Dayujima/Shizuoka-Fujieda-City Select Route

★ Toka-Dori-Chuo/Hakodate-Bus  To-Dayujima/Shizuoka-Fujieda-City Select Route

ADDING A JPT EXPENSE FROM A FAVORITE ROUTE

You can create a JPT expense and select a favorite route (noted by the star icon).



Favorite Routes

Route Search Favorite Routes

Trip Date * 12/08/2021 Time * 03:00 pm

★ Tokyo → Chiba Select Route

★ Tokyo → Osaka Select Route

★ Tokyo → Osaka Select Route

Close

In the expense report, the departure station and arrival station will pre-populate with the data provided from the favorite route selected.

Section 4: What the User Sees

Japan Public Transportation JPY 13,870

Cancel Save Expense

Details

Q Route Search | Route Details

Expense Type

Japan Public Transportation

Transaction Date

12/08/2021

Business Purpose

Vendor Description

City

Payment Type *

Cash

Amount

13,870

Currency

Japan, Yen

Exchange Rate *

1 JPY = 0.66416351

Reverse

INR

Amount in INR

9,211.95

Comment

Total Route Distance (km)

556.4

Departure Station *

Tokyo

Arrival Station *

Osaka

Source

Route Search

Additional Charges

JPY 4,960

Route Details:

Trip: One Way Trip

Ticket: IC Card


Save Expense Save and Add Another Cancel

You can then save the expense or save the current JPT expense and add another JPT expense.

SAVING AND ADDING ANOTHER JPT EXPENSE

You can save a JPT expense and then add another JPT expense (to the same expense report) by clicking the **Save and Add Another** button.

Section 4: What the User Sees

Japan Public Transportation JPY 13,870  Cancel [Save Expense](#)

12/08/2021

Details

Route Search | [Route Details](#)


Expense Type * Required field

Japan Public Transportation

Transaction Date: 12/08/2021

Business Purpose:

Vendor Description:

City: 

Payment Type *

Cash

Amount: 13,870

Currency: Japan, Yen

Exchange Rate *: 1 JPY = 0.66416351 [Reverse](#) INR

Amount in INR: 9,211.95

Comment

Total Route Distance (km): 556.4

Departure Station *: Tokyo

Arrival Station *: Osaka


Source: [Route Search](#)

Additional Charges: JPY 4,960

Route Details:
Trip: One Way Trip
Ticket: IC Card

[Save Expense](#) [Save and Add Another](#) Cancel

The JPT expense is saved, and the **New Expense** window will open.

SAP Concur  Expense App Center Help

Manage Expenses Process Reports


New Expense Cancel [Save Expense](#)

Details


Expense Type * Required field

Search for an expense type

[Save Expense](#) [Save and Add Another](#) Cancel

SAP 

Service Status [Cookie Preferences](#)

SAP Concur 

Last signed in: 12/08/2021 09:37 am

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You can select any expense, but in this case, you can select **Japan Public Transportation**.

You can select a route using a route search OR select a favorite route on the **Favorite Routes** tab.

Favorite Routes

Route Search Favorite Routes

Trip Date * 12/08/2021 Time * 03:00 pm

★ Tokyo → Chiba Select Route

★ Tokyo → Osaka Select Route

★ Tokyo → Osaka Select Route


Close

The JPT expense report reflects the newest JPT expense added using the **Favorites Route** tab.

Section 4: What the User Sees

Manage Expenses


Process Reports

Japan Public Transportation JPY 25,990 

12/08/2021

Cancel Save Expense

Details

Q Route Search |  Route Details

* Required field

Expense Type

Japan Public Transportation



Transaction Date

12/08/2021

Business Purpose

Vendor Description

City

Payment Type *

Cash

Amount

25,990

Currency

Japan, Yen

Exchange Rate *

1 JPY = 0.66416351

Reverse

INR

Amount in INR

17,261.61

Comment

Total Route Distance (km)

1121.7

Departure Station *

Tokyo

Arrival Station *

Chiba

Source

Route Search

Additional Charges

JPY 4,960

Route Details:

Trip: One Way Trip

Ticket: IC Card

Save Expense Save and Add Another Cancel

You can choose (again) whether to save the JPT expense or clicking **Save and Add Another** to save another expense to the expense report.

Manage Expenses

Process Reports

Japan Public Transportation JPY 25,990

Cancel

Save Expense

12/08/2021

Details

Q Route Search

Route Details

* Required field

Expense Type

Japan Public Transportation

Transaction Date

12/08/2021

Business Purpose

Vendor Description

City

Payment Type *

Cash

Amount

25,990

Currency

Japan, Yen

Exchange Rate *

1 JPY = 0.66416351

Reverse

INR

Amount in INR

17,261.61

Comment

Total Route Distance (km)

1121.7

Departure Station *

Tokyo

Arrival Station *

Chiba

Source

Route Search

Additional Charges

JPY 4,960

Route Details:

Trip: One Way Trip

Ticket: IC Card

Save Expense

Save and Add Another

Cancel

Section 4: What the User Sees

DELETING A FAVORITE ROUTE FROM THE ROUTE SEARCH

You can delete a favorite route from the **Route Search** tab by clicking the star icon to remove it as a favorite.

NOTE: The favorite route will also be deleted from the **Favorite Routes** tab.

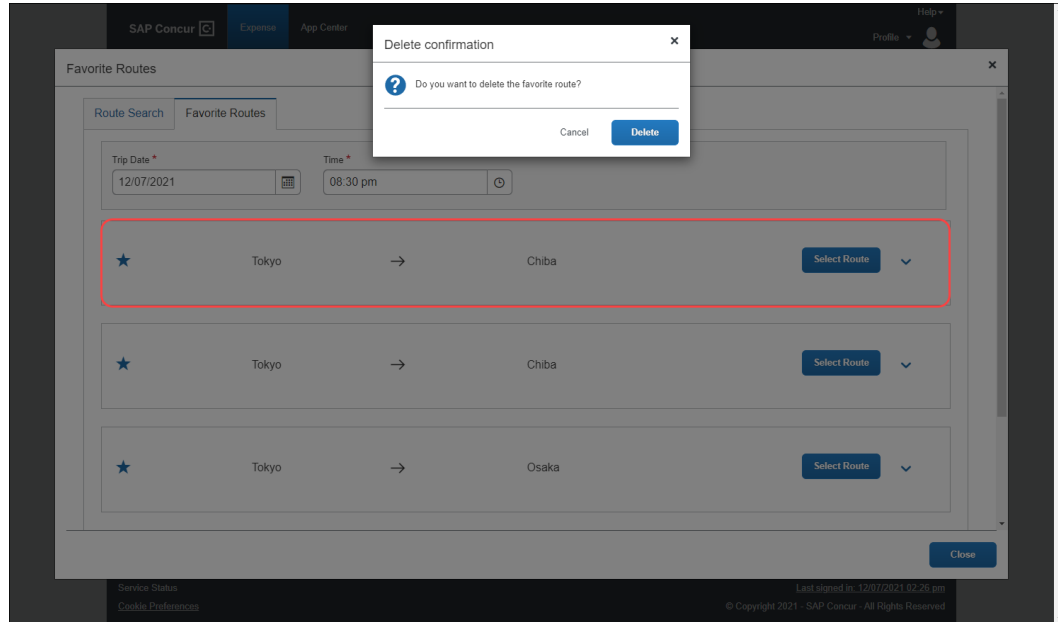
Deleting a favorite route does NOT affect any previous JPT expenses submitted using a favorite route.

The screenshot shows the 'Route Search' modal window. At the top, there are two tabs: 'Route Search' (highlighted with a red box) and 'Favorite Routes'. Below the tabs are search filters: Trip Date (12/07/2021), Time (08:30 pm), Trip Type (One-way), Seat Type (Non-reserved), Departure Station (Tokyo (Tokyo)), and Arrival Station (Chiba (Chiba)). There is a 'Search' button and a checked 'IC Card Fare' option. Below the filters, it says 'ROUTE RESULTS:' and 'Displaying 5 results'. The results show a route from Tokyo (Tokyo) to Chiba (Chiba) on 12/07/2021, sorted by 'Cheap'. A route card is displayed with a star icon (highlighted with a red box), departure time 20:38, arrival time 21:36, and fare JPY 591. The card also shows '0 hr 58 min / 39.3 km' and 'Transfer: 2'. A 'Select Route' button is visible. A 'Close' button is at the bottom right.

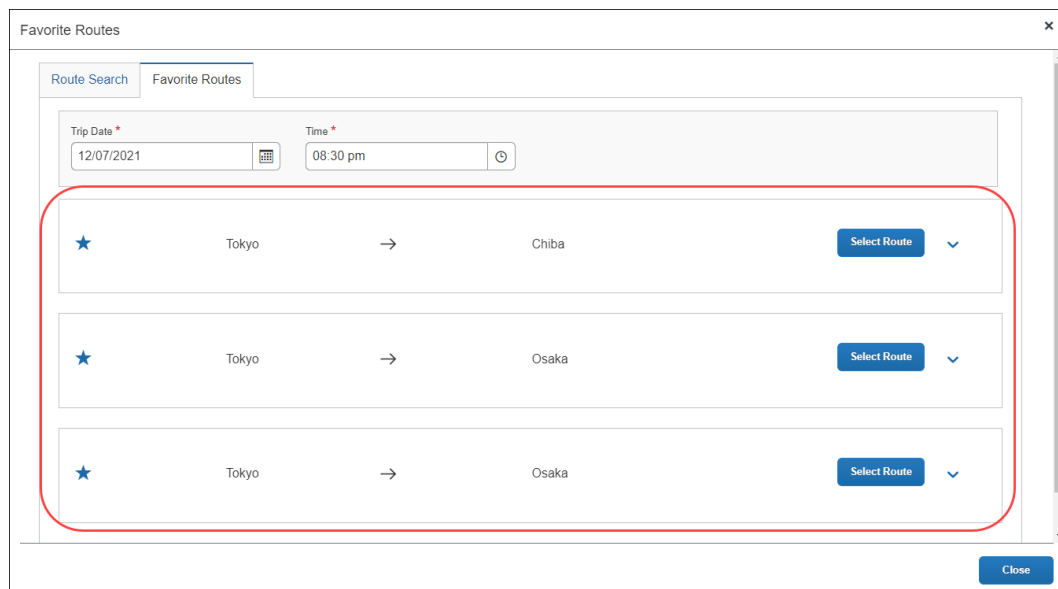
DELETING A FAVORITE ROUTE FROM THE FAVORITE ROUTES TAB

You can delete a favorite route from the **Favorite Routes** tab by clicking the star icon to remove it as a favorite.

NOTE: Deleting a favorite route does NOT affect any previous JPT expenses submitted using a favorite route.



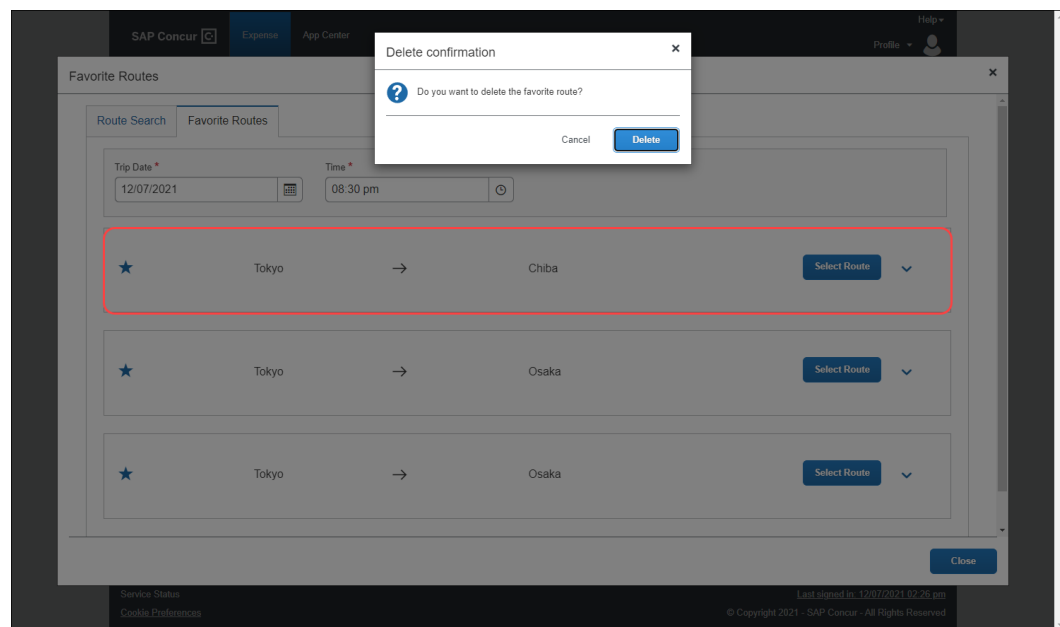
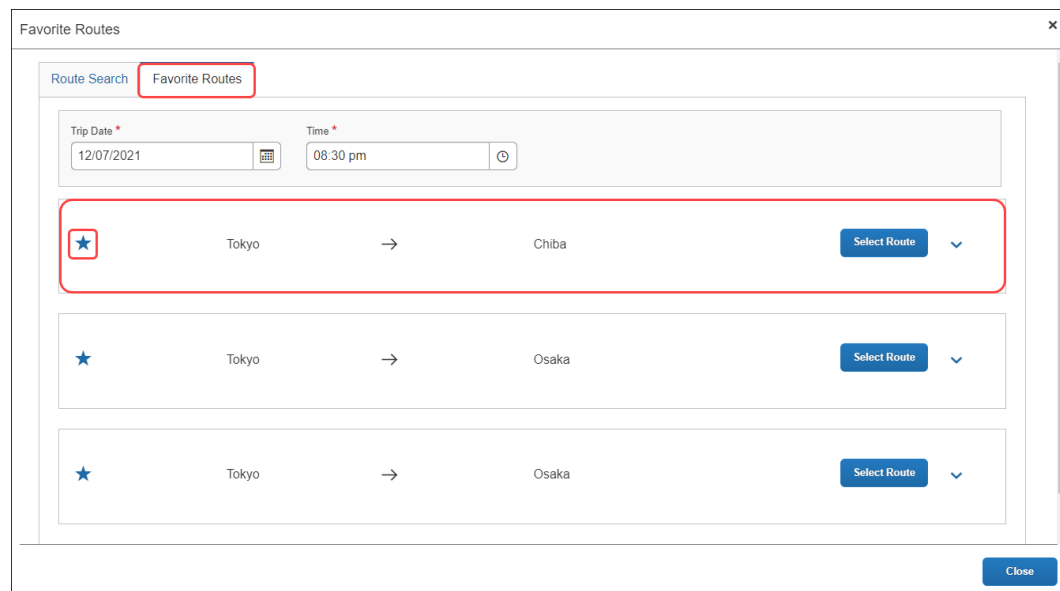
The route is removed, and the **Favorite Routes** list tab is updated.



Section 4: What the User Sees

DELETING A FAVORITE ROUTE FROM THE FAVORITE ROUTES TAB

You can delete a favorite route from the **Favorite Routes** tab by clicking the star icon to remove it as a favorite.



The **Favorite Routes** tab updates with the favorite route removed.

ADDING AN EXPENSE FROM A FAVORITE ROUTE FOR THE REQUESTED TRIP DATE AND TIME

You can create a JPT expense using the same route, but the route's date and time changes based on the date and time traveled. You can save time by providing route stations and route search conditions (such as seat type), and then select the target route. You can also reuse these route search conditions and route (same departure and arrival stations and lines) to create a new JPT expense.

When providing the date and time, you may not know the precise time of the departure or arrival, for example. However, when adding a JPT expense from a favorite route for the requested trip date and time, Concur Expense will automatically update the expense report using your favorite route's adjusted date and time.

Section 4: What the User Sees

On the **Favorite Routes** tab, you can configure the trip date and time. In this example, you select the date.

The screenshot shows the 'Favorite Routes' dialog with the 'Favorite Routes' tab selected. A red box highlights the 'Trip Date' field, which displays '12/07/2021'. A calendar dropdown is open, showing the month of December 2021. The date '7' is selected and highlighted with a pink box. The 'Time' field displays '03:00 pm'. Below the date and time fields, there are two route entries, both labeled 'Osaka', each with a 'Select Route' button. A 'Close' button is located at the bottom right of the dialog.

Once you select the date, you can then provide an approximate time for when you think you took the favorite route.

The screenshot shows the 'Favorite Routes' dialog with the 'Favorite Routes' tab selected. A red box highlights the 'Trip Date' field, which displays '12/06/2021'. A time selection dropdown is open, showing '02' for hours, '00' for minutes, and 'AM' for the period. The 'Time' field displays '09:00 pm'. Below the date and time fields, there are two route entries, both labeled 'Tokyo', each with a 'Select Route' button. A 'Close' button is located at the bottom right of the dialog.

Section 4: What the User Sees

You select the route from the **Favorite Routes** tab, with the trip date and time (they provided) applied.

Favorite Routes

Route Search Favorite Routes

Trip Date * 12/06/2021 Time * 02:00 am

★ Tokyo → Osaka Select Route

★ Tokyo → Osaka Select Route

Close

On the expense report page, you can view the route details that have been pre-populated from the route search then click **Route Details** at the top of the report to view the selected route's details.

Japan Public Transportation JPY 13,870

12/06/2021

Cancel Save Expense

Details

Route Search Route Details

Expense Type Japan Public Transportation

Transaction Date 12/06/2021 Business Purpose Vendor Description City

Payment Type * Cash

Amount 13,870 Currency Japan, Yen Exchange Rate * 1 JPY = 0.66770309 INR Amount in INR 9,261.04

Comment

Total Route Distance (km) 560.7

Departure Station * Tokyo Arrival Station * Osaka Source Route Search

Additional Charges JPY 4,960

Route Details:
Trip: One Way Trip
Ticket: IC Card

Save Expense Save and Add Another Cancel

Section 4: What the User Sees

If the trip's departure date and time are different than the favorite route's date and time specified by you, Concur Expense will automatically adjust the time in the **Route Details** window. In the previous example, you had entered a 2:00 a.m. departure date, but Concur Expense updated the departure time to the correct time (of 4:55) from the actual route data.

The screenshot displays the 'Route Details' window in the Concur Expense application. The window shows a route from Tokyo to Osaka with a total cost of JPY 13,870. A red box highlights the updated departure time of 04:55. The route details include the following segments:

From	To	Line	Distance (km)	Stops	Duration (min)	Departure Time	Arrival Time	Cost (JPY)
Tokyo	Higashi-Kanagawa	JR-Keihin-Tohoku-Line for Ofuna	27.0	12	37	04:55	05:32	8,910
Higashi-Kanagawa	Shin-Yokohama	JR Yokohama-Line for Hachioji	6.1	2	9	05:35	05:44	
Shin-Yokohama	Shin-Osaka	JR Shinkansen Hikari 533	523.8	4	122	06:00	08:12	4,960

The background shows the 'Japan Public Transport' form with fields for Transaction Date (12/06/2021), Payment Type (Cash), Amount (13,870), and Additional Charges (JPY 4,960). The 'Route Details' window also shows the trip type as 'One Way Trip' and the ticket as 'IC Card'.

NOTE: If the favorite route is associated with a commuter pass, you will see **Commuter Pass Deduction** for the **Pass** information.

Japan Public Transportation ¥14,038

11/30/2021

Cancel

Save Expense

Details

Route Search & Route Details

Expense Type Japan Public Transportation

Transaction Date 11/30/2021

Business Purpose

Vendor Description

City

Payment Type Cash

Amount 14,038

Currency Japan, Yen

Comment

Total Route Distance (km) 569.4

Departure Station Tokyo

Arrival Station Osaka

Source Route Search

Additional Charges ¥4,960

Route Details: Trip: One Way Trip Ticket: IC Card Pass: Commuter Pass Deduction

ADDING A FAVORITE VIA STATION ROUTE

You can add a favorite via station route using the same method for adding a favorite route by clicking the star icon.

Route Search

Route Search Favorite Routes

Trip Date 12/07/2021

Time 09:00 pm

Trip Type One-way

Seat Type Non-reserved

Departure Station Tokyo (Tokyo)

Arrival Station Chiba (Chiba)

Via 1 Osaka (Osaka)

Via 2

Remove Via Stations

Search

IC Card Fare

ROUTE RESULTS:

Tokyo (Tokyo) → Osaka (Osaka) → Chiba (Chiba)

Trip Date: 12/07/2021

Sort By Cheap

Displaying 5 results.

21:39 Tokyo → 10:04 Chiba JPY 25,990

Select Route

Close

Section 4: What the User Sees

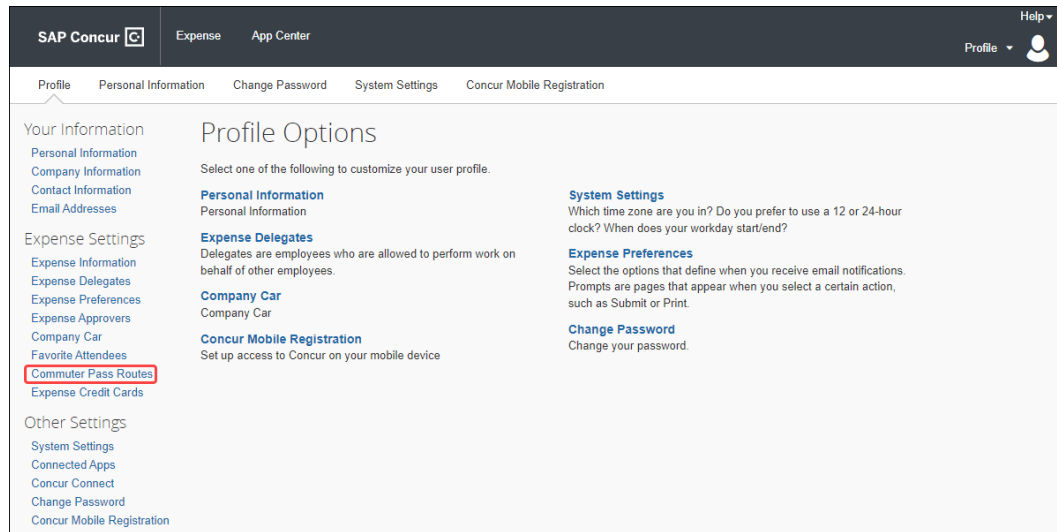
Once added, the favorite via station route will be added to the **Favorite Routes** tab. You can expand the route by clicking the **Show Details** button to display the route's details, which contains the favorite via station.

The screenshot displays the 'Favorite Routes' tab. At the top, there are input fields for 'Trip Date' (12/07/2021) and 'Time' (09:00 pm). Below these, the route is shown as 'Tokyo' to 'Chiba'. A 'Select Route' button and a map icon are present. The route details are expanded, showing a vertical list of stops and modes of transport: Tokyo, Walk, Tokyo-Ekimae/Highway-Bus-Shuttle-Bus, Highway-Bus グランドリーム号 for JR-Nara-Ekimae, Kyoto-Ekimae, Walk, Kyoto, JR Kyoto-Line Rapid for Aboshi, Osaka (highlighted with a red box), JR Kyoto-Line for Kyoto, Shin-Osaka, JR Shinkansen Nozomi 206, and Tokyo.

REGISTERING A COMMUTER PASS

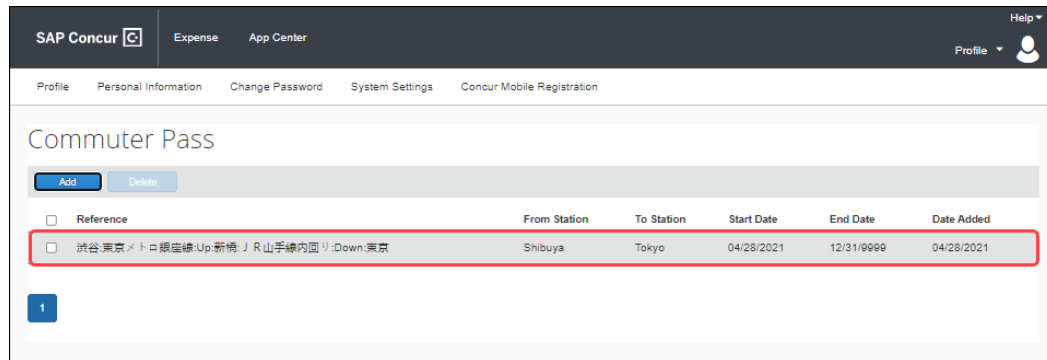
Users can register a commuter pass. Once a commuter pass is registered, it can be used for JPT expense.

From the **Profile Settings** page, users can add a commuter pass if it is configured.



NOTE: Users will only be able to store one commuter pass at a time.

Only one commuter pass is allowed in a date period; a user cannot use multiple commuter passes for the same period. For example, if they use one route on Monday, Wednesday, and Friday, but use another route on Tuesday and Thursday, they cannot use separate passes for the two unique routes.



REGISTERING A COMMUTER PASS ROUTE USING ROUTE SEARCH

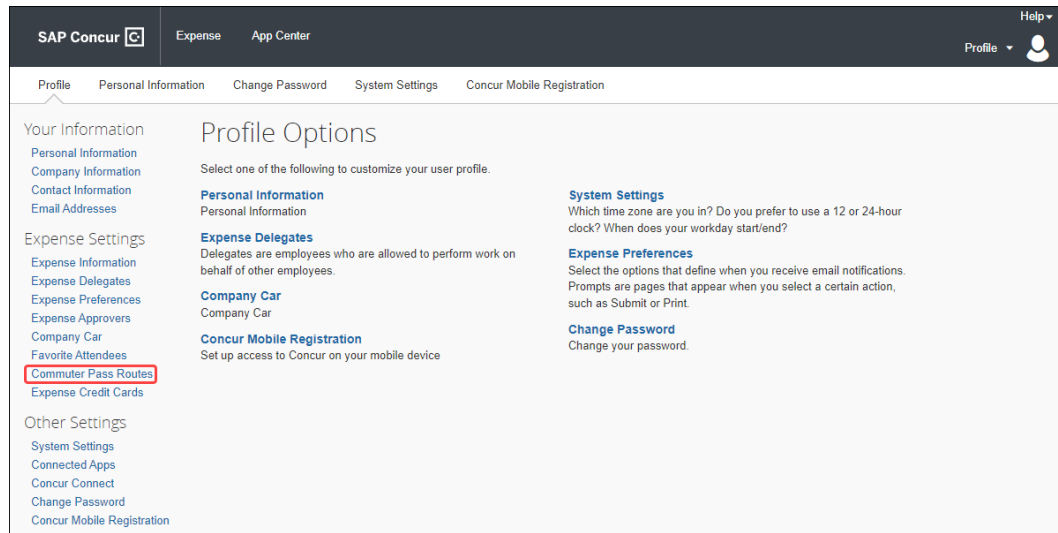
Users will be able to register a route (for example, from home to work) that they can use regularly when creating a JPT expense. In addition, if the user has a commuter pass registered to their profile, the route will be tied to that route.

The user pays upfront for the commuter pass at the station and will be reimbursed outside of SAP Concur. The expense process is typically facilitated through their HR system via reimbursement in their paycheck. For SAP Concur, this ensures the user is not double-reimbursed in SAP Concur.

On the **Commuter Pass Routes** page of **Profile Settings**, users may add a commuter pass route. If an approver or user needs to change the end date of their

Section 4: What the User Sees

commuter pass, they must contact An admin to configure the end date of the commuter pass.



Users will search for and add the commuter pass route. If necessary, they can also add four via stations.

The screenshot shows a form for adding a commuter pass route. It has a 'Start Date' field with a calendar icon, a 'Departure Station' dropdown, an 'Arrival Station' dropdown, and four 'Via' dropdowns (Via 1, Via 2, Via 3, Via 4). A 'Search' button is located at the bottom left of the form.

Concur Expense returns a maximum of five route results. Users can also click **Select Route** to expand the route to see if the stops on the route as well as whether walking is required to get to a designated stop on the route.

Once the route is selected, it is added to the user's **Commuter Pass** page.

The screenshot shows the 'Commuter Pass' page in SAP Concur. It has an 'Add' button and a 'Delete' button. Below these is a table with the following columns: Reference, From Station, To Station, Start Date, End Date, and Date Added. One route is listed and highlighted with a red box:

Reference	From Station	To Station	Start Date	End Date	Date Added
<input type="checkbox"/> 渋谷-東京 山手線 上: 新橋 J R 山手線 内回り: 下: 東京	Shibuya	Tokyo	04/28/2021	12/31/9999	04/28/2021

Once a commuter pass route is added, the route search results will feature a **Commuter Pass** designation when the route meets the commuter pass route's criteria, including the precise transfer stops if applicable.

Route Search

Trip Date *

05/09/2021

Time *

03:00 pm

Trip Type

One-way

Express Fare

Non-reserved

Departure Station *

Tokyo (Tokyo)

Arrival Station *

Ginza (Tokyo)

+ Add Via Stations

Search

IC Card Fare

ROUTE RESULTS: Displaying 5 results.

Tokyo (Tokyo)

→

Ginza (Tokyo)

Sort By

Cheap

Trip Date: 05/09/2021

Time: 03:00 PM

<div>Fast</div>	<div>Easy</div>	<div>Cheap</div>	<div>Commuter Pass</div>	15:01	Tokyo	→	15:03	Ginza	¥0	<div>Select Route</div>	▼
0 hr 2 min / 1.1 km											
Transfer:0											
<div>Easy</div>	<div>Cheap</div>	<div>Commuter Pass</div>	15:05	Tokyo	→	15:07	Ginza	¥0	<div>Select Route</div>	▼	
0 hr 2 min / 1.1 km											
Transfer:0											

If a user selects a route not associated with their commuter pass, the **Commuter Pass** designation will not appear.

Route Search

ROUTE RESULTS:

Hokkaido-Iryo-Dai...

→

Kyoto (Kyoto)

Sort By

Cheap

Trip Date: 05/08/2021

Time: 03:00 PM

<div>Fast</div>	<div>Cheap</div>	17:32	Hokkaido-Iryo-Daigaku	→	13:29	Kyoto	¥36,530	<div>Select Route</div>	▼
19 hr 57 min / 1,707.4 km									
Transfer:3									
<div>Fast</div>	<div>Cheap</div>	15:17	Hokkaido-Iryo-Daigaku	→	13:29	Kyoto	¥36,530	<div>Select Route</div>	▼
22 hr 12 min / 1,707.4 km									
Transfer:3									
<div>Fast</div>	<div>Cheap</div>	23:05	Hokkaido-Iryo-Daigaku	→	16:32	Kyoto	¥36,530	<div>Select Route</div>	▼
17 hr 27 min / 1,707.4 km									
Transfer:3									
<div>Fast</div>	15:43	Hokkaido-Iryo-Daigaku	→	11:21	Kyoto	¥38,270	<div>Select Route</div>	▼	
19 hr 38 min / 1,707.4 km									
Transfer:4									
<div>Fast</div>	15:17	Hokkaido-Iryo-Daigaku	→	11:21	Kyoto	¥38,270	<div>Select Route</div>	▼	
20 hr 4 min / 1,707.4 km									
Transfer:4									

Close

If the user selects a route that partially or entirely matches their registered commuter pass route, there will be a fare deduction. If the entire route matches their registered commuter pass, the total fare will be zero.

Concur Expense: JPT on NextGen UI – User Guide for Standard Edition
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Section 5: What the Approver/Administrator Sees

The screenshot shows the 'Japan Public Transportation' expense entry form. The title bar displays 'Japan Public Transportation ¥0' and the date '05/09/2021'. The form is divided into sections: 'Details' (selected), 'Allocate', 'Route Search', and 'Route Details'. A red asterisk indicates a required field. The 'Expense Type' is set to 'Japan Public Transportation'. The 'Transaction Date' is '05/09/2021' and the 'Country' is 'JAPAN (JP)'. The 'Business Purpose' and 'Enter Vendor Name' fields are empty. The 'Payment Type' is 'Cash'. The 'Amount' field is highlighted with a red box and contains '0'. The 'Currency' is 'Japan, Yen'. The 'Receipt Status' is 'No Receipt'.

Section 5: What the Approver/Administrator Sees

PROCESSING A JAPAN PUBLIC TRANSPORTATION ROUTE SEARCH EXPENSE

On the home page in the **Required Approvals** section of **My Tasks**, approvers can view and select a report which has JPT expense to review and approve. Administrators can view and select a report on "Process Reports" screen.

The screenshot shows the SAP Concur home page. The top navigation bar includes 'SAP Concur', 'Expense', 'Approvals', and 'App Center'. The user is logged in as 'Anna'. The main content area is titled 'MY TASKS' and contains three sections: 'Required Approvals' (01), 'Available Expenses' (00), and 'Open Reports' (00). The 'Required Approvals' section is highlighted with a red box and shows a report with the amount '¥760 — Expense'. The 'Available Expenses' and 'Open Reports' sections show 'You currently have no available expenses' and 'You currently have no open reports' respectively.

When the expense is selected, approvers and admins can view the journey's route details; this gives them the opportunity to verify if the route complies with the organization's travel policy.

The screenshot shows the SAP Concur Expense interface. On the left, a table lists expenses. One expense is highlighted with a red box and a red arrow pointing to the 'Route Details' panel on the right.

Date	Expense Type	Amount	Requested
05/01/2021	Japan Public Transportation	¥530	¥530
05/01/2021	Japan Public Transportation	¥230	¥230

Route Details

Easy **Cheap**

10:46 Tokyo-Kokusai-Cruise-Terminal → 12:10 Tokyo-Disney-

1 hr 24 min / 18.0 km

○ Tokyo-Kokusai-Cruise-Terminal **Dep** 10:46

○ Walk 2 min

○ Tokyo-Kokusai-Cruise-Terminal-Ekimae/Toei-Bus **Arr** 10:48 **Dep** 10:49

○ Toei-Bus 海0 1 (門前仲町・東京テレガート・台場駅経由) for Monzen-Nakacho 34 min / Stops: 23 / 7.3 k **Arr** 11:23

Done

TOTAL AMOUNT ¥760 TOTAL REQUESTED ¥760

ADDING A COMMUTER PASS

Approvers can also add a commuter pass but are restricted. If an approver needs to change the end date of their own commuter pass, they must contact an admin to configure the end date of the commuter pass.

The screenshot shows the SAP Concur Expense interface, specifically the 'Commuter Pass' section. It includes a table with commuter pass details.

Reference	From Station	To Station	Start Date	End Date	Date Added
東京(東京メトロ丸ノ内線)池袋 - 秋葉原	Tokyo	Ginza	05/09/2021	12/31/9999	05/09/2021

1

Section 6: Using the IC Card

The easiest, quickest, and most error-free way to add routes to an expense report is to import them into Expense from the employee's IC Card.

To import data from an IC Card into Concur Expense, use one network IC Card reader per office location.

Section 6: Using the IC Card

A network IC Card reader enables users to import their IC Card data into Expense via the Internet. Client should contact a device vendor directly to purchase a network IC Card reader and run an implementation project.

Overview

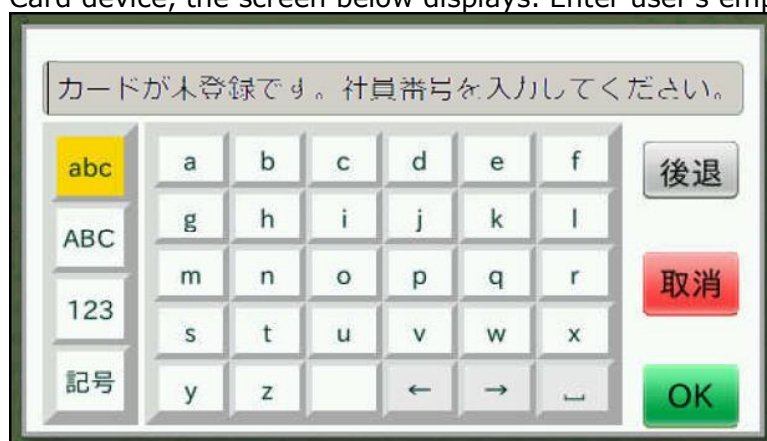
An IC card is a preloaded commuter card used to enter and exit the rail station gates, thereby capturing the time, date, and route information within the intelligent chip of the IC card. There are approximately 16 different IC Cards in Japan, SUICA and PASMO being the most popular since they are primarily used by JR (Japan Rail Company) and within Tokyo by many millions of people. Each IC Card stores the last 20 transactions.

How Expense Works With the IC Card

A device should be installed in each Company location. An employee swipes the IC Card on the device. Routes stored on the IC Card are pulled into the Receipt Store and displayed in **Available Expenses** along with any other Smart Expenses.

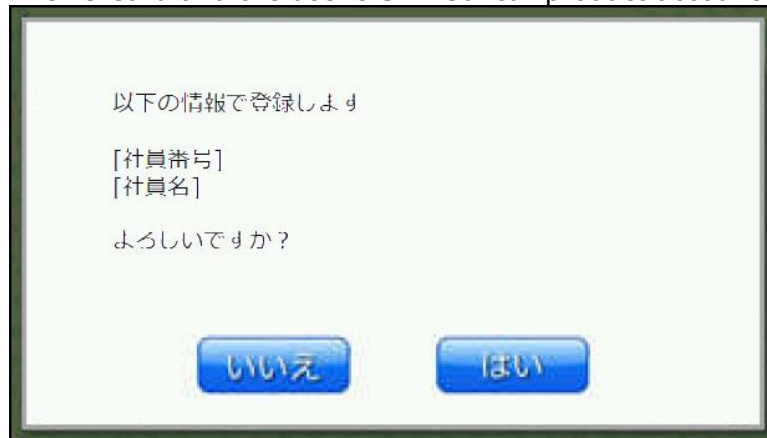
Associate an IC Card to an employee

After the set up for the company is complete, users need to associate their IC Card to their SAP Concur account. The first time users tap their IC Card on the network IC Card device, the screen below displays. Enter user's employee ID.



The screenshot shows a Japanese input screen. At the top, a message box says "カードが未登録です。社員番号を入力してください。" (Card is not registered. Please enter employee number). Below this is a numeric keypad with letters (a-z) and numbers (0-9). To the right of the keypad are three buttons: "後退" (Back), "取消" (Cancel), and "OK".

The IC Card and the user's SAP Concur product account are associated.



以下の情報で登録します

[社員番号]
[社員名]

よろしいですか?

いいえ はい

To know more about IC card integration service, please refer to the [Suica ICCI user guide](#).

