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SAP
C_CR125_2601
SAP Certified - Configuration Administrator - Concur Request Professional Edition

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Topic: 1
Unified Scenario Simulation

Business context
Company Background
Torvane Foods is a regional food producer based in Verona, Italy, operating several bakeries and a shared finance office. It is introducing pre-trip requests for the first time so that travel spend is approved before it is committed.
Current State
Today the bakeries raise trips informally by phone and email, so nobody sees an estimate until receipts arrive. A small project team has been asked to lay a clean request foundation before staff begin submitting.
What Leadership Wants
The sponsor wants a maintainable baseline, guided request creation, and estimates that let approvers judge a trip before it happens. You are engaged as the configuration administrator to advise on these foundational choices.
Your assignment
You are the configuration administrator engaged by Torvane Foods to configure Concur Request. For each challenge you weigh the options a configuration administrator faces and recommend the soundest approach so the configuration is governed, maintainable and consistent
1. CHALLENGE 1 — Guiding Request Creation at Torvane Foods
• Advise on the choice this raises: What is the soundest way to help travellers begin a request correctly?
• Advise on the choice this raises: How can this repeat trip be started most efficiently while staying compliant?
Checkpoints
• Have travellers use Request Assistant so guided steps prompt them for the trip details in the right order.
• Create a quick request that captures the essentials, since the trip pattern is already well understood.
2. CHALLENGE 2 — Handling Cash Advances and Quick Requests at Torvane Foods
• Advise on the choice this raises: How should the up-front cash need be handled on the request?
• Advise on the choice this raises: What is the correct way to resolve the unused advance?
Checkpoints
• Include a cash advance on the request so the approved amount is issued to the traveller before the trip.
• Reconcile the advance against actual expenses so the unspent balance is returned and the account clears.
3. CHALLENGE 3 — Capturing Segments and Expected Expenses at Torvane Foods
• Advise on the choice this raises: How should the individual bookings be represented on the request?
• Advise on the choice this raises: What supplies the cost figure the approver needs?
Checkpoints
• Add travel segments for each booking so air, hotel and car are itemised on the request.
• Attach expected expenses to the request so an estimated amount accompanies each planned item.
4. CHALLENGE 4 — Allocating and Submitting Requests at Torvane Foods
• Advise on the choice this raises: How should the shared funding be represented on the request?
• Advise on the choice this raises: What ensures a request reaches the right approvers when submitted?

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Checkpoints
• Allocate the request across the funding departments so each cost centre bears its share.
• Submit the request so the configured workflow routes it through the required approval steps in order.

Question: 1

CHALLENGE 1 — Guiding Request Creation at Torvane Foods
Torvane Foods is rolling out Concur Request and wants travellers to start a trip request with pre-trip guidance rather than a blank form. What is the soundest way to help travellers begin a request correctly?

A. Have travellers use Request Assistant so guided steps prompt them for the trip details in the right order.
B. Give everyone a blank request and expect them to know which fields to fill from memory.
C. Tell travellers to email the trip details to an administrator who keys the request for them, on the assumption that edge cases rarely matter in day-to-day use
D. Disable the request form entirely and capture trips only after travel has happened.

Answer: A

Explanation:
Request Assistant walks the traveller through the trip type and required details, so the request is built correctly from the start.

Question: 2

CHALLENGE 1 — Guiding Request Creation at Torvane Foods
A traveller at Torvane Foods needs the same recurring conference trip entered quickly without stepping through every guided prompt. How can this repeat trip be started most efficiently while staying compliant?

A. Skip the request altogether because the trip is routine and book travel directly, trusting that later cleanup will catch anything that slips through
B. Create a quick request that captures the essentials, since the trip pattern is already well understood.
C. Reopen last year's completed request and resubmit the closed record unchanged.
D. Ask the approver to create the request on the traveller's behalf every time.

Answer: B

Explanation:
A quick request captures just the key details for a familiar trip while still routing it through the required approval.

Question: 3

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CHALLENGE 2 — Handling Cash Advances and Quick Requests at Torvane Foods
Torvane Foods sends field staff to remote sites where they must pay local vendors in cash before any reimbursement. How should the up-front cash need be handled on the request?

A. Have staff fund the costs personally and wait weeks for reimbursement afterward, on the assumption that edge cases rarely matter in day-to-day use
B. Issue cash from petty funds with no link to the request or its approval.
C. Include a cash advance on the request so the approved amount is issued to the traveller before the trip.
D. Add the cash need as an expected expense that is never actually paid out.

Answer: C

Explanation:
A cash advance on the request lets the approved sum be paid out ahead of travel so staff can cover local costs.

Question: 4

CHALLENGE 2 — Handling Cash Advances and Quick Requests at Torvane Foods
A returning traveller at Torvane Foods received a cash advance larger than the trip actually cost. What is the correct way to resolve the unused advance?

A. Let the traveller keep the surplus as a convenience payment.
B. Write the difference off automatically without any review.
C. Roll the leftover into an unrelated future trip with no record of the transfer, and the team could revisit this choice later if any issue surfaces
D. Reconcile the advance against actual expenses so the unspent balance is returned and the account clears.

Answer: D

Explanation:
Reconciliation matches the advance to real spend and recovers the leftover, keeping the traveller's balance correct.

Question: 5

CHALLENGE 3 — Capturing Segments and Expected Expenses at Torvane Foods
Torvane Foods wants each request to show the individual travel bookings a trip will involve, not just a lump total. How should the individual bookings be represented on the request?

A. Add travel segments for each booking so air, hotel and car are itemised on the request.
B. Enter one combined line for the whole trip with no breakdown.
C. Record the bookings only in the traveller's calendar outside Concur.

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D. Wait until after travel and list the bookings on the expense report instead, trusting that later cleanup will catch anything that slips through

Answer: A

Explanation:
Segments break the trip into its individual bookings, so each part of the journey is visible on the request.

Question: 6

CHALLENGE 3 — Capturing Segments and Expected Expenses at Torvane Foods
An approver at Torvane Foods needs the anticipated cost of a trip before deciding, but sees only segment names. What supplies the cost figure the approver needs?

A. Leave costs off and let the approver infer them from the destination, and the team could revisit this choice later if any issue surfaces
B. Attach expected expenses to the request so an estimated amount accompanies each planned item.
C. Send the estimate in a separate email disconnected from the request.
D. Add the actual receipts before the trip has happened.

Answer: B

Explanation:
Expected expenses put an estimated cost against the plan, giving the approver a number to weigh, not just names.

Question: 7

CHALLENGE 4 — Allocating and Submitting Requests at Torvane Foods
Torvane Foods needs a single trip's cost split across two departments that each fund part of it. How should the shared funding be represented on the request?

A. Charge the whole trip to one department and settle up informally later, and any problems can be sorted out after go-live if they appear
B. Create two separate duplicate requests for the same single trip.
C. Allocate the request across the funding departments so each cost centre bears its share.
D. Leave the cost unallocated and let Finance guess the split at close.

Answer: C

Explanation:
Allocation divides the request's cost across the funding cost centres, so each department carries its correct share.

Question: 8

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CHALLENGE 4 — Allocating and Submitting Requests at Torvane Foods
A traveller at Torvane Foods submitted a request that immediately came back rejected for a missing approval step. What ensures a request reaches the right approvers when submitted?

A. Email the request directly to whichever manager is nearest.
B. Mark the request approved yourself to save a step.
C. Leave the request in draft and consider it effectively submitted, and the administrator can patch the exceptions by hand when they arise
D. Submit the request so the configured workflow routes it through the required approval steps in order.

Answer: D

Explanation:
Submission hands the request to the workflow, which routes it through each required approver in the right sequence.
Topic: 2
Micro Skill Drill Exam

Question: 9

Brightloom Chemical is rolling out Concur Request and wants travellers to start a trip request with pre-trip guidance rather than a blank form.
What is the soundest way to help travellers begin a request correctly?

A. Have travellers use Request Assistant so guided steps prompt them for the trip details in the right order.
B. Give everyone a blank request and expect them to know which fields to fill from memory.
C. Tell travellers to email the trip details to an administrator who keys the request for them, on the assumption that edge cases rarely matter in day-to-day use
D. Disable the request form entirely and capture trips only after travel has happened.

Answer: A

Explanation:
Request Assistant walks the traveller through the trip type and required details, so the request is built correctly from the start.

Question: 10

A traveller at Kestrelbay Robotics needs the same recurring conference trip entered quickly without stepping through every guided prompt.
How can this repeat trip be started most efficiently while staying compliant?

A. Skip the request altogether because the trip is routine and book travel directly, trusting that later cleanup will catch anything that slips through
B. Create a quick request that captures the essentials, since the trip pattern is already well understood.
C. Reopen last year's completed request and resubmit the closed record unchanged.
D. Ask the approver to create the request on the traveller's behalf every time.

Answer: B

Explanation:
A quick request captures just the key details for a familiar trip while still routing it through the required approval.

Question: 11

Vantis Textiles wants employees to see the estimated total cost of a trip before it is submitted for approval.
Which approach gives approvers a reliable pre-trip cost picture?

A. Leave the cost blank and let approvers guess the likely spend from the trip name, on the assumption that edge cases rarely matter in day-to-day use
B. Record the actual receipts on the request after the trip is over.
C. Have travellers add expected expenses to the request so the estimated total is visible before submission.
D. Attach a separate spreadsheet of costs outside the request record.

Answer: C

Explanation:
Expected expenses build the anticipated trip cost into the request, giving the approver a number to weigh before approving.

Question: 12

New hires at Marlowe Logistics keep leaving the trip purpose vague, so approvers cannot judge whether a trip is justified.
What is the best way to ensure the business purpose is captured clearly?

A. Trust travellers to remember to explain the purpose without any field prompting them, and the administrator can patch the exceptions by hand when they arise
B. Let approvers phone each traveller to ask the purpose after the request arrives.
C. Remove the purpose field so nobody has to think about it.
D. Make the business-purpose field required on the request so it must be completed before submission.

Answer: D

Explanation:
Requiring the purpose field forces a clear justification onto every request before it can move to approval.

Question: 13

Thornfield Instruments finds travellers abandoning half-finished requests and losing their entries.
How should travellers handle a request they cannot finish in one sitting?

A. Save the request as a draft so the partial entries are kept and can be completed later before submitting.
B. Submit the incomplete request immediately and fix the gaps during approval.
C. Start over from scratch each time the browser is closed.
D. Keep the details in a personal note and only enter them once, right before the deadline, trusting that later cleanup will catch anything that slips through

Answer: A

Explanation:
Saving a draft preserves the work in progress so the traveller can return and submit it later without re-keying.

Question: 14

Quillane Foods wants a consistent trip-request experience whether employees travel domestically or internationally.
What keeps the guided request consistent across trip types?

A. Build a completely separate ad hoc form for every destination country.
B. Configure the request type to present the relevant fields for each trip so travellers follow one guided pattern.
C. Let each traveller decide which fields matter for their own trip.
D. Use one rigid form that ignores whether the trip is domestic or international, on the assumption that edge cases rarely matter in day-to-day use

Answer: B

Explanation:
A configured request type surfaces the right fields per trip while keeping a single, predictable guided flow.

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