Concur Expense User Interface Updates

Contents

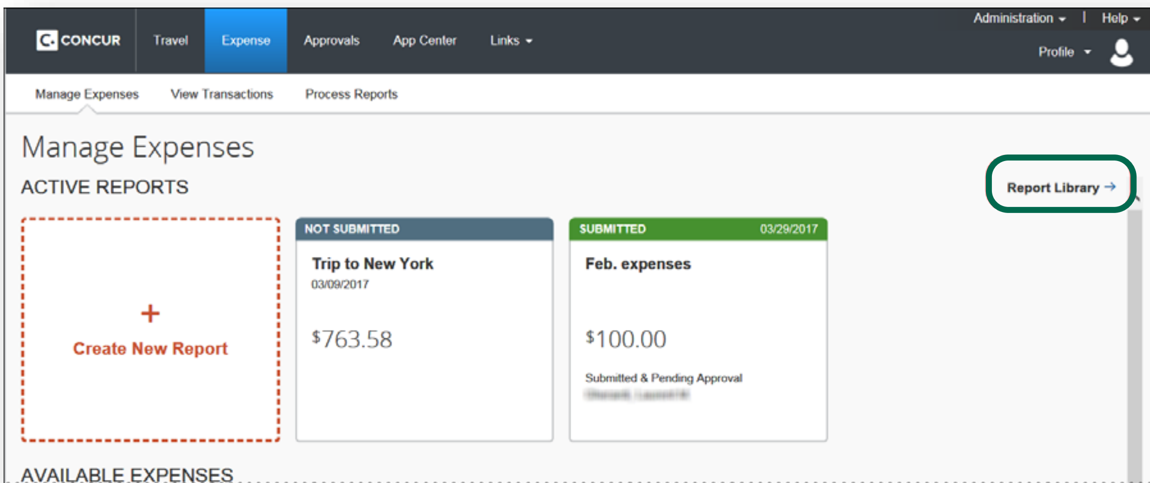
What's changing?

The changes to the Concur Expense user interface are minor, generally involving cosmetic updates and a few functional updates. The following updates will be available in Concur starting February 5, 2019. Please note that the ability to edit multiple expenses is not available during this upgrade but is expected to be available again by the end of March. As Concur continues to develop their user interface enhancements, you may continue to see additional changes after this update. We will keep you updated as updates become available.

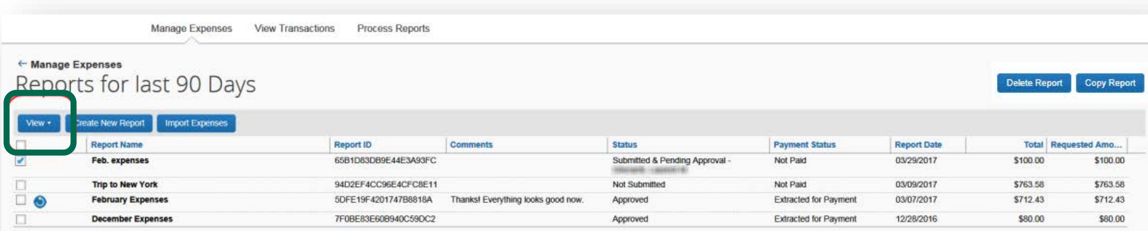
Report Library

At the top of the Manage Expenses page is the Report Library section.

Current Version:

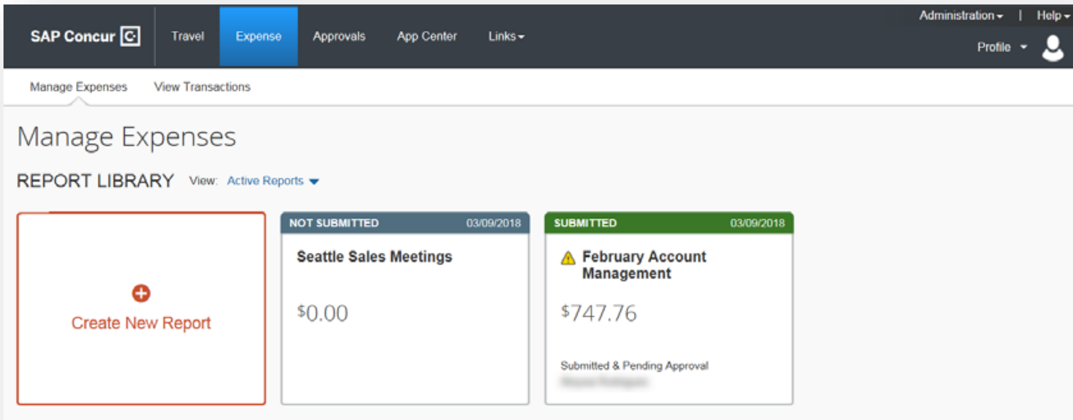


From the library, click View to access other reports.

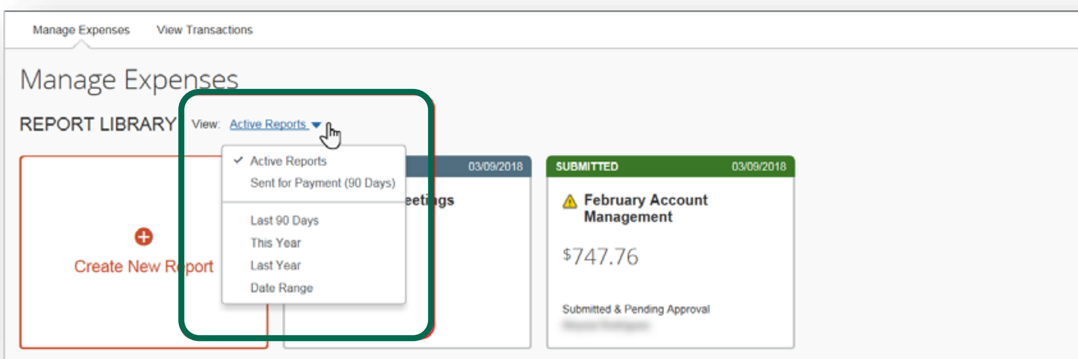


New Version:

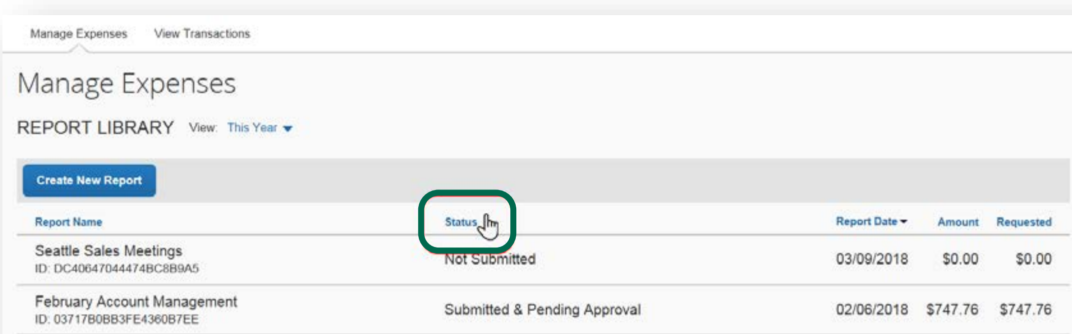
Your active reports and the library are combined so all reports are available on one page. The active reports appear by default, but you can easily view other reports.



From the View list, select one of the predefined options or define a custom date range.



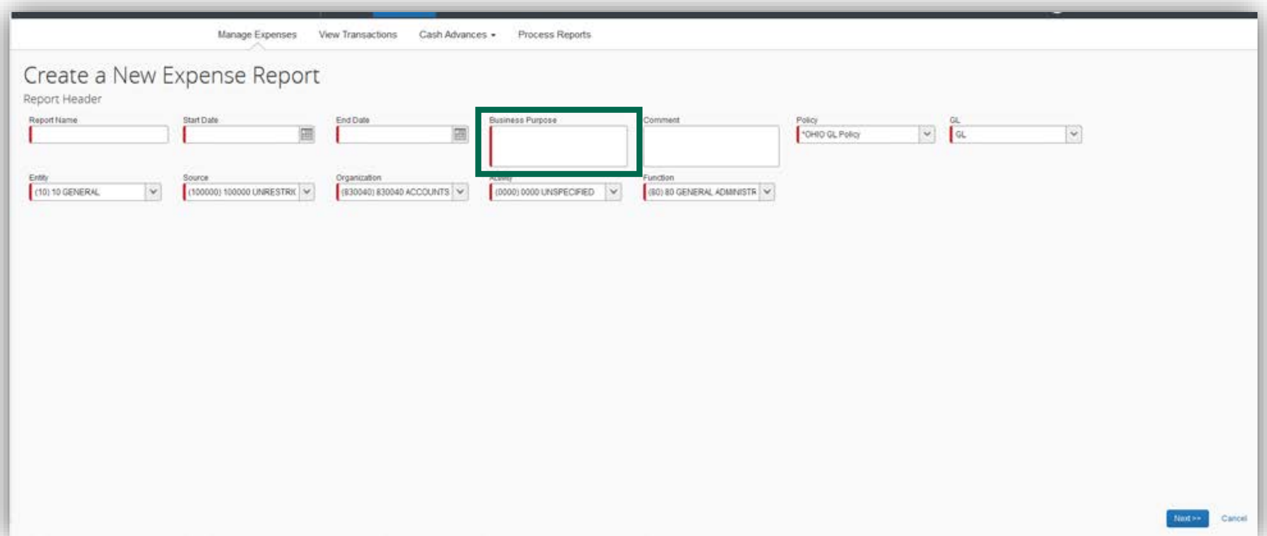
To sort, click the column headings.



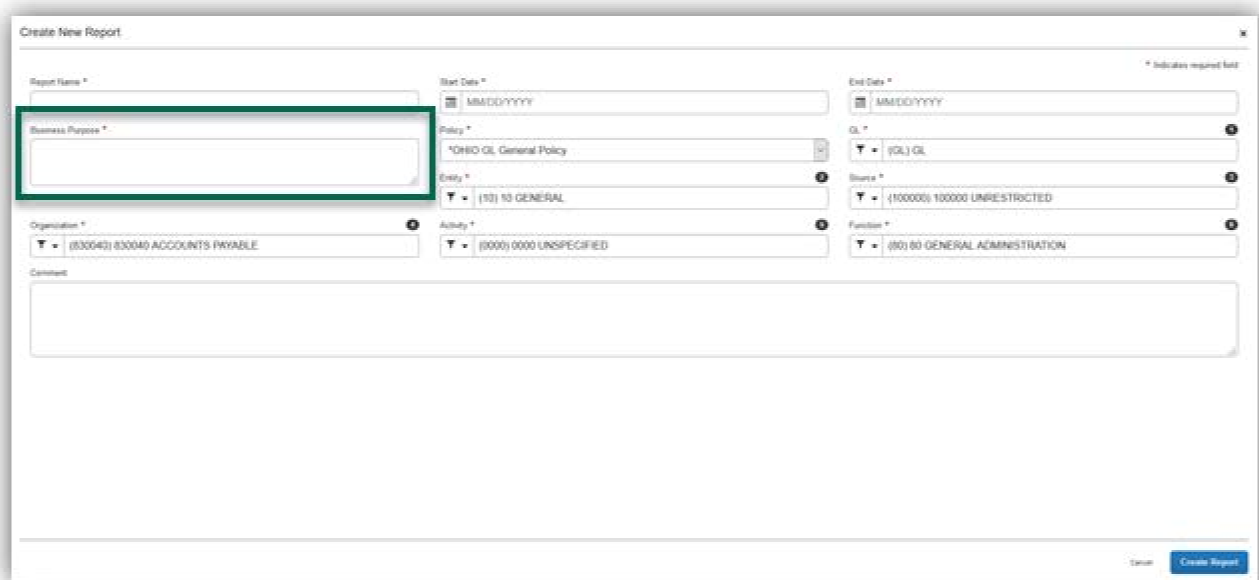
Create Report

This section contains cosmetic updates only. The Business Purpose field has been improved by stopping additional characters from being entered into the field once the user has reached the 48-character limit.

Current Version:



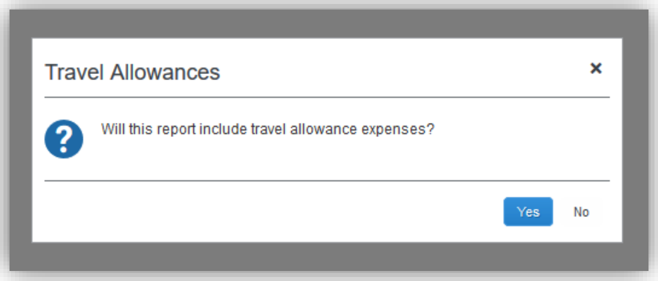
New Version:



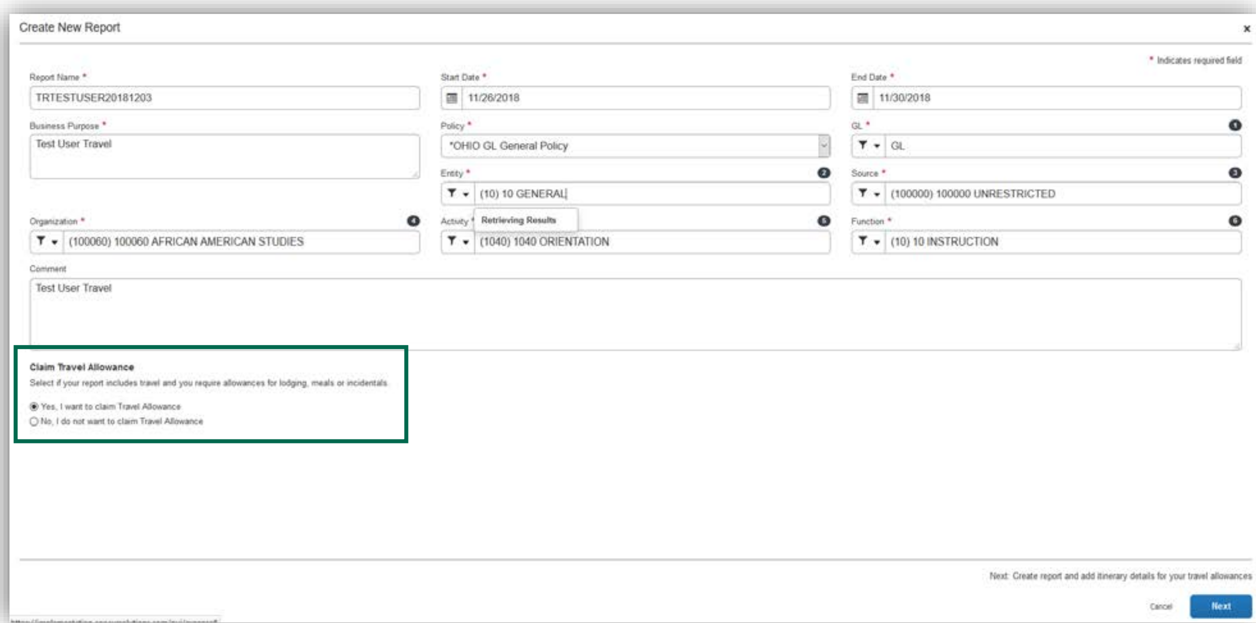
Travel Allowances

In the current version, when adding the report header information, a pop up appears asking “Will this report include travel allowance expenses?” In the new version, there is a radio button at the bottom of the header information screen that states, “Select if your report includes travel and you require allowances for lodging, meals, or incidentals.” The choices are “Yes, I want to claim Travel Allowance” or “No, I do not want to claim Travel Allowance.”

Current Version:



New Version:



The ability to update all of your per diem transactions at one time is a feature of the new interface that may not be available on February 5 as Concur is still integrating that functionality. If not available, you can still update each transaction individually. The functionality is expected by the end of March.

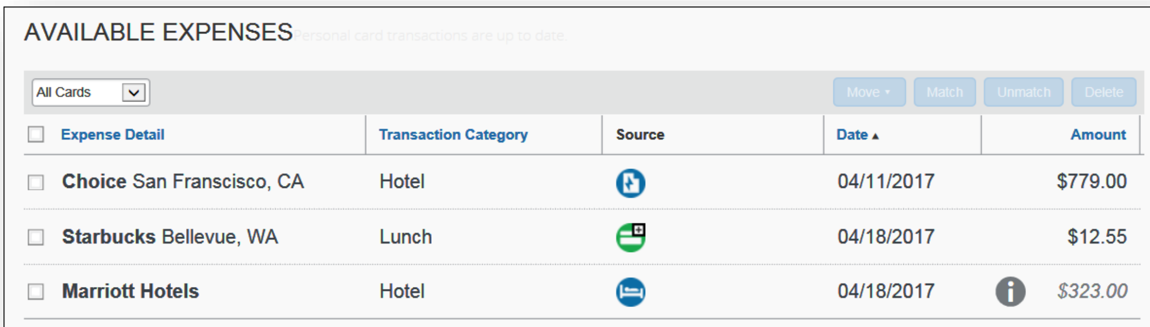
If you forget to select the Travel Allowance radio button, you can correct it by completing the following steps:

1. From the Manage tab, select the Report Details drop down.
2. Select the Manage Travel Allowance from the drop down.
3. From the Travel Allowances screen, you will need to create an itinerary for the trip. Select the Create New Itinerary tab to enter the stops for the trip.
4. When you have entered the trip itinerary, click next at the bottom right of the screen to enter the expenses for the trip.

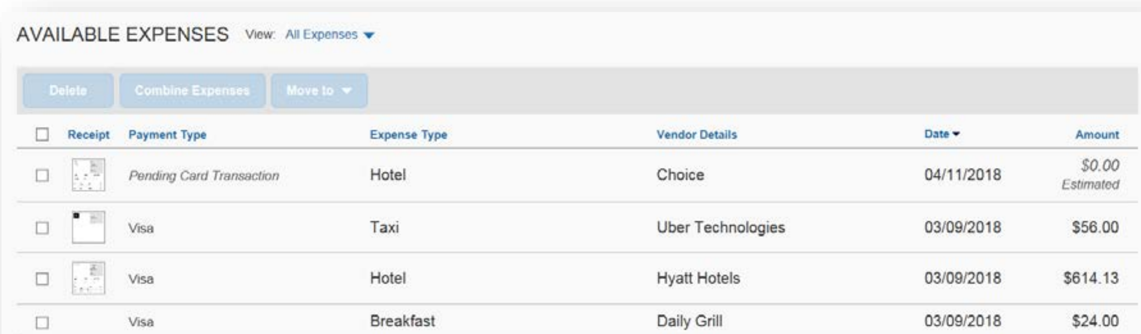
Create an Expense

Existing expenses are listed in the middle of the Manage Expenses page.

Current Version:



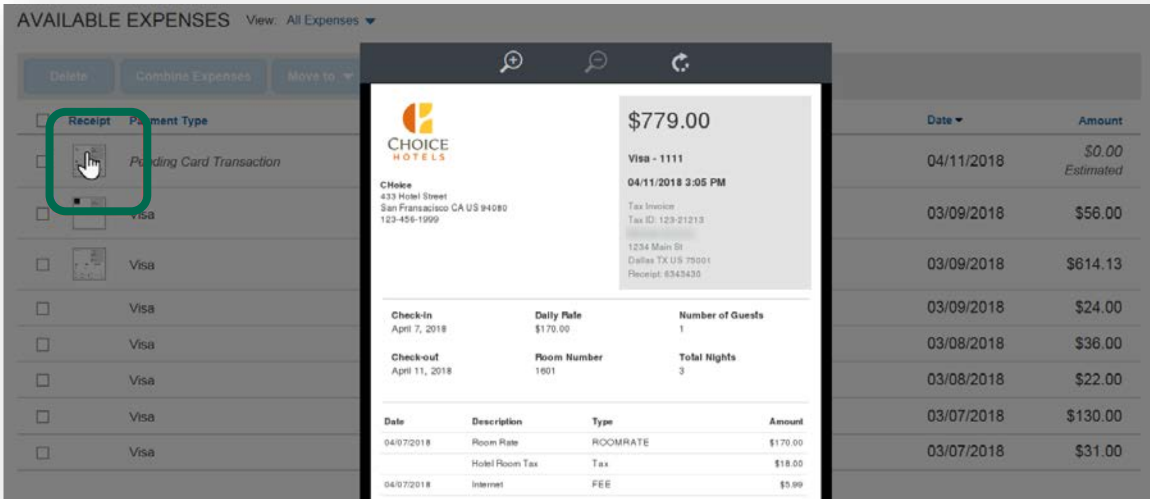
New Version:



- The Receipt column has been added to help you easily scan the list for items needing a receipt. You can sort (by clicking the column heading) to bring these to the top for action. The thumbnail image in the Receipt column indicates that the expense has an image attached.
- The Source column has been replaced with the Payment Type column to help you quickly scan for the expenses that have card information attached (so they are ready to be submitted) and which are still waiting for additional source information to arrive.

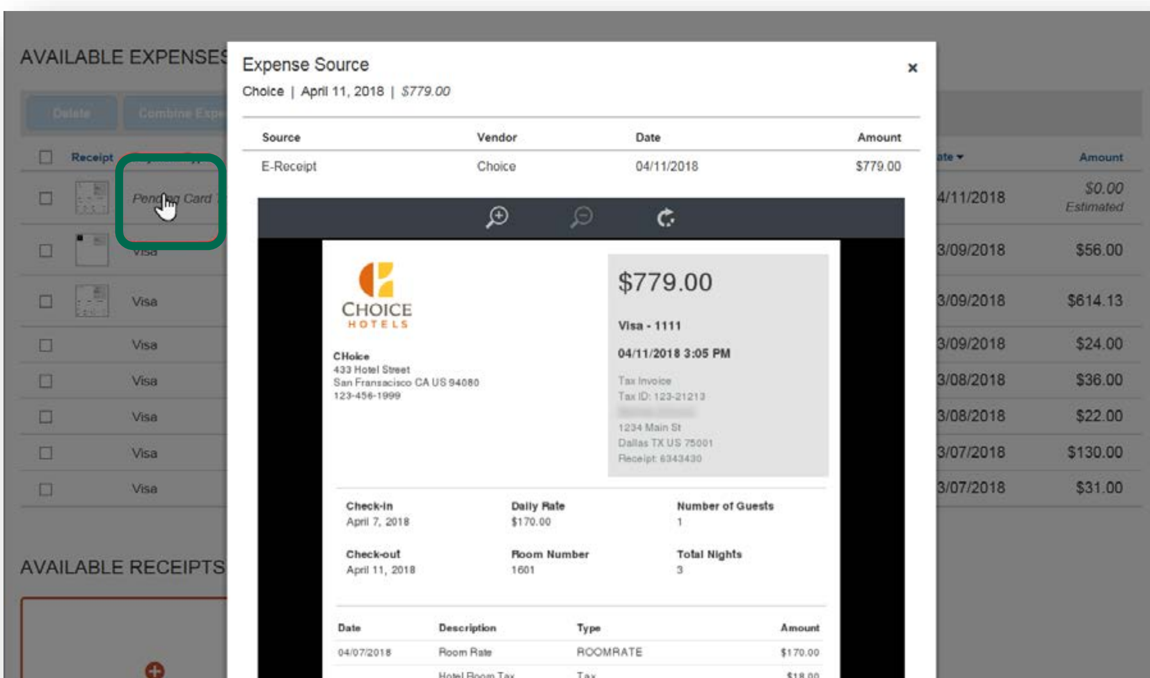
- In the Amount column, Estimated appears for hotel and car itinerary amounts. Estimated indicates that the actual amount is unknown, since the itinerary likely does not include other taxes, fees, etc. that will appear in the final card charge.

To view a receipt image, click the image in the Receipt column.

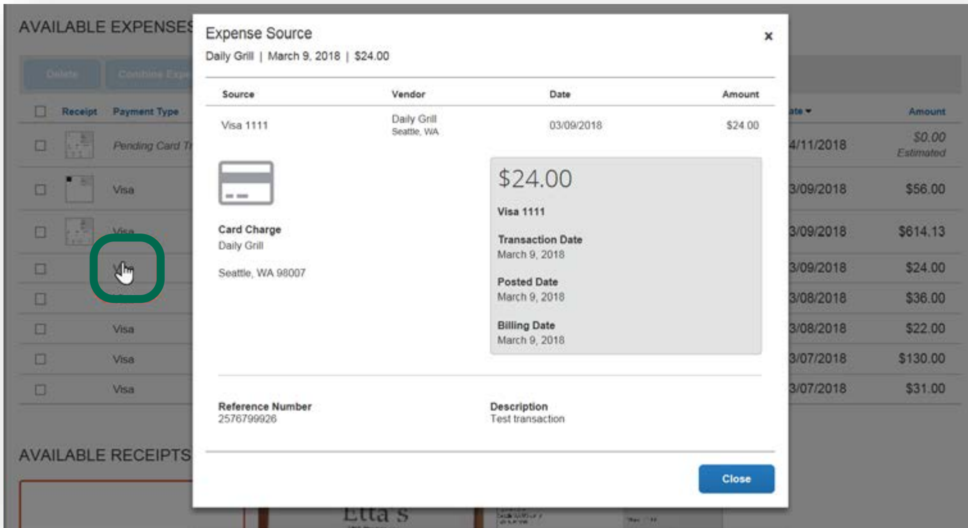


To view the expense source(s), click anywhere in the row *other than* the check box or receipt image.

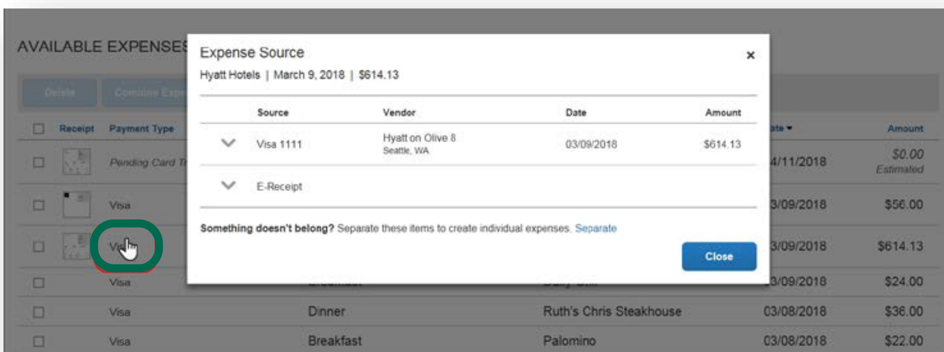
This sample shows the Expense Source page for an expense with an e-receipt.



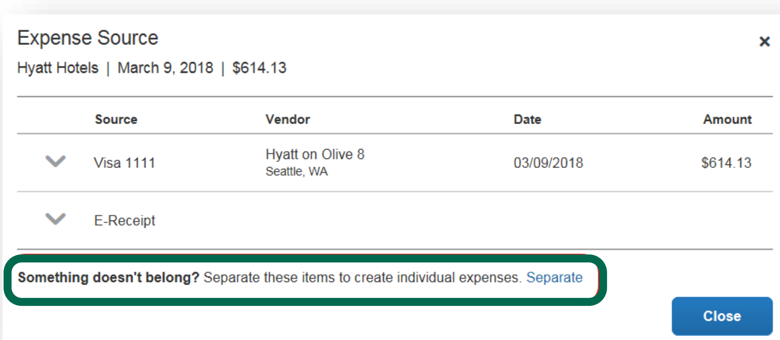
This sample shows a card charge without a receipt image.



This sample shows a PCard charge and an e-receipt.

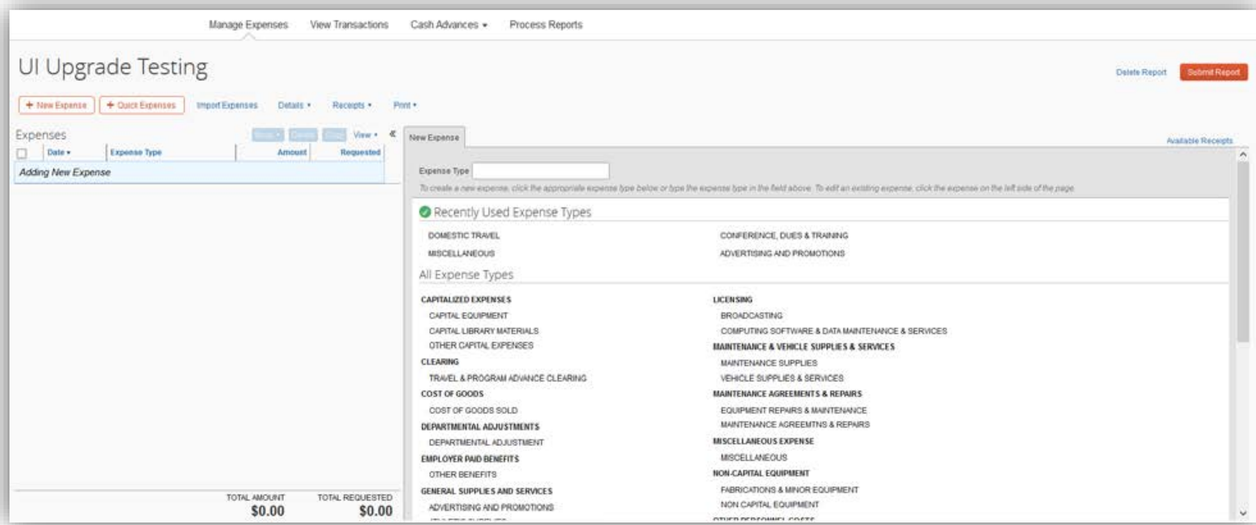


You may now use the Expense Source page to "unmatch" expenses – now called ***Separate*** – that were matched in error.



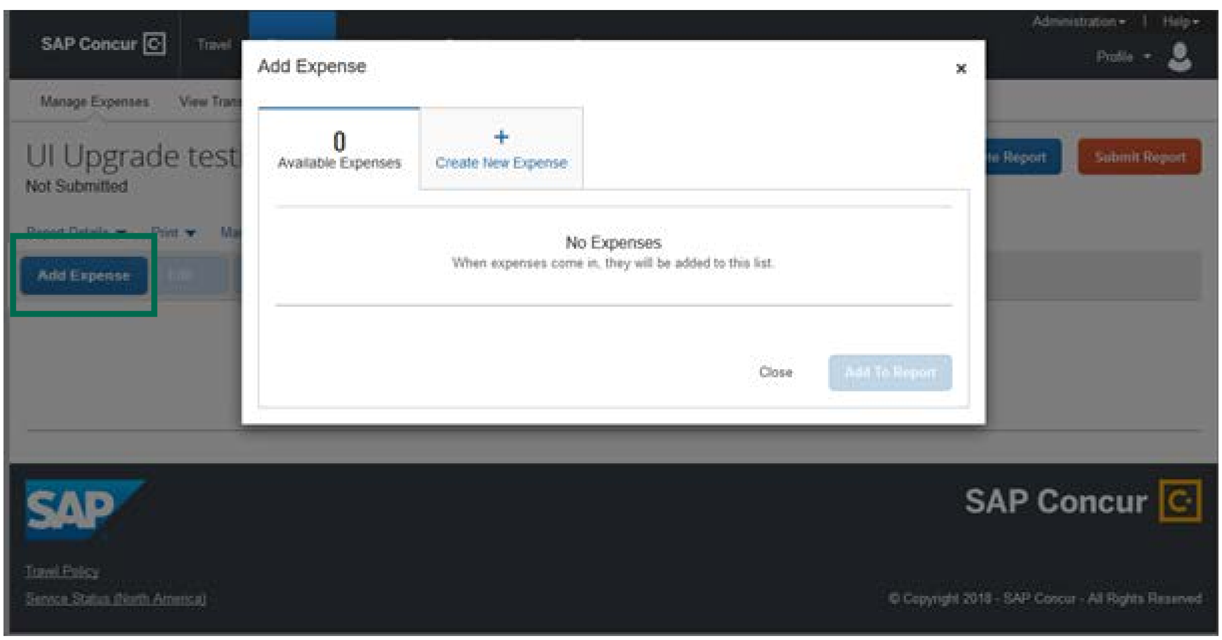
The Add Expense function has some cosmetic updates as well.

Current Version:

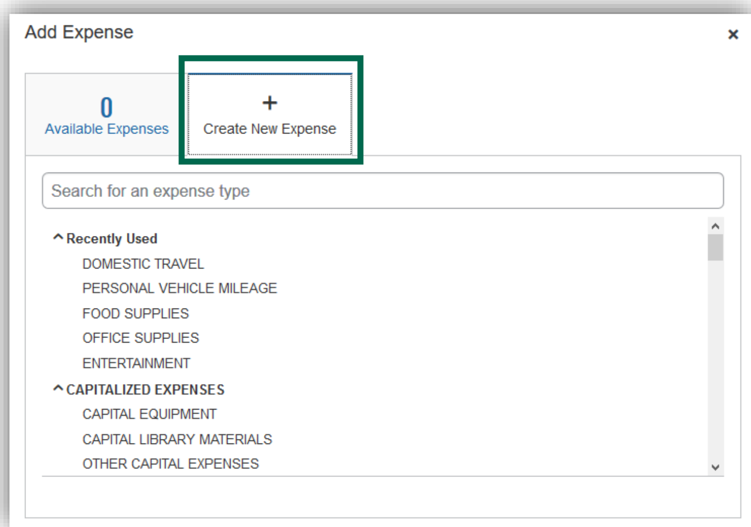


New Version:

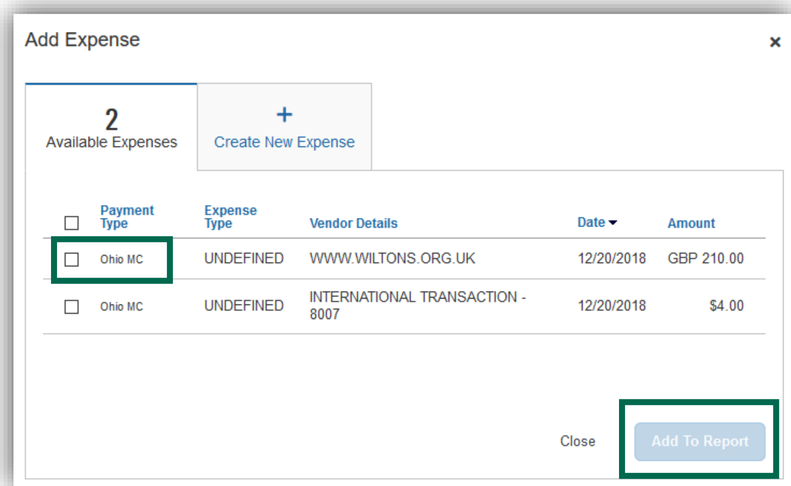
Click Add from the Manage Expense screen.



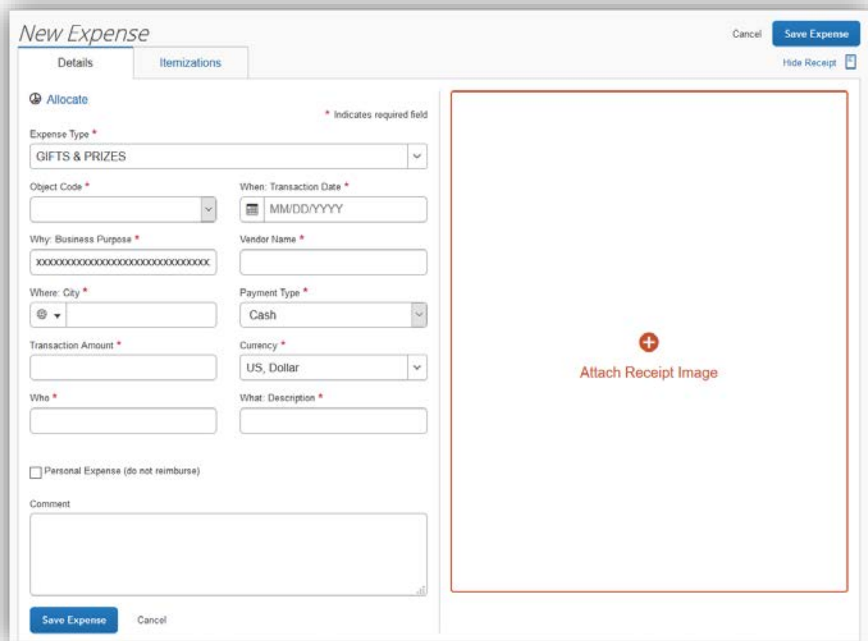
Click the Create New Expense Tab and select the Expense Type to enter a new expense.



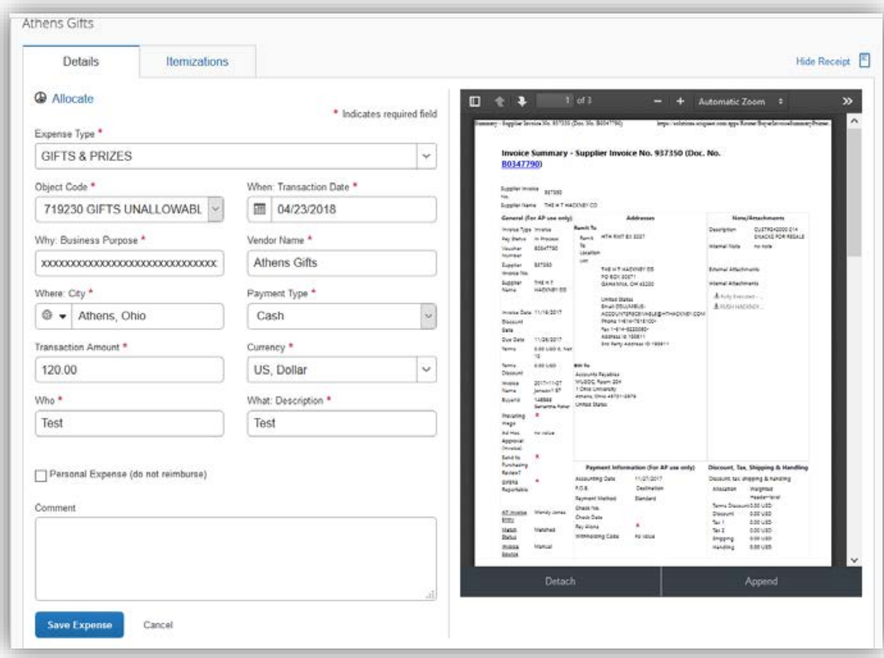
PCard transactions will appear in the Available Expenses tab. Select the check box next to the expense and click the Add to Report button to add the expense to the report. The Add to Report button will be grayed out until an expense is selected. To see transaction details, click Ohio MC. This is the same information you saw when hovering over the orange credit card symbol in the old version.



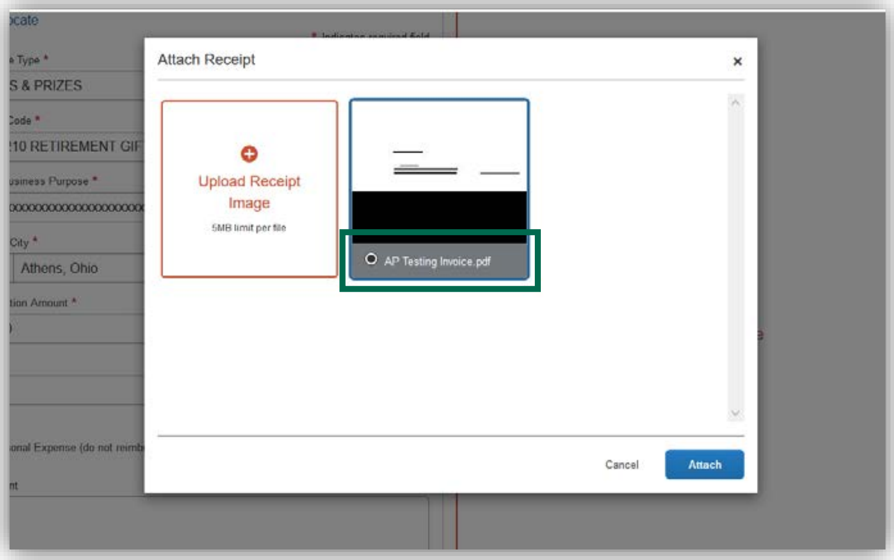
You can also easily attach a receipt at the time of creating an expense in Concur. Click the Attach Receipt Image to attach the receipt to the transaction.



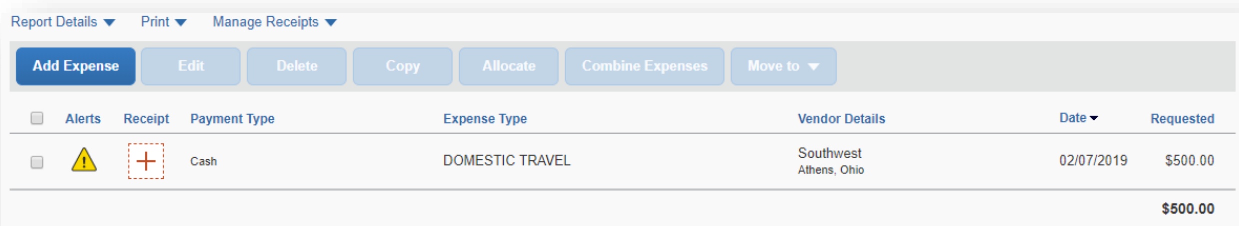
Attached receipt image on a transaction:



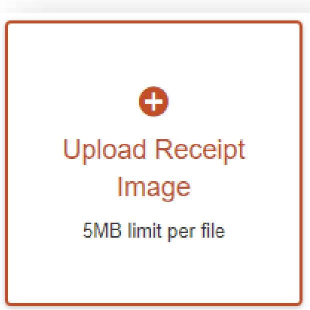
Once a receipt is uploaded, you must select the radio button to add it to the expense report. To add additional receipt images, click the Upload Receipt Image box and browse to the saved image to upload.



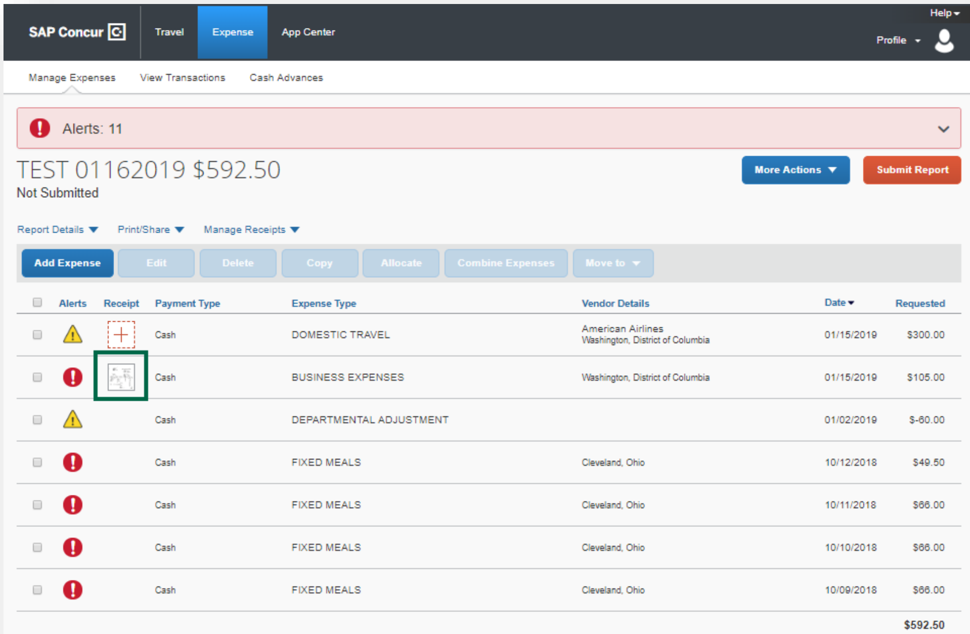
To attach one receipt or multiple receipts at the line level, click the red + to upload the receipt image.



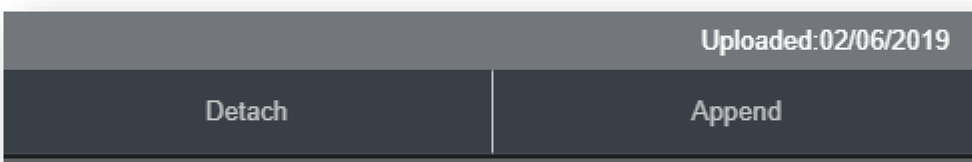
To attach one image, click the Upload Receipt Image link.



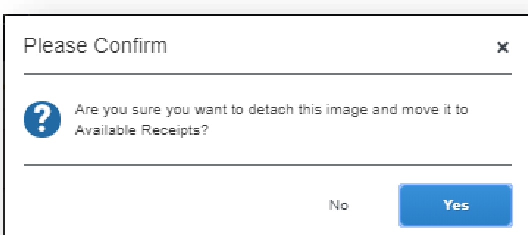
Navigate to the image you would like to add. The image will be added automatically. A small thumbnail image of the receipt will appear on the line.



To add additional receipts, click the thumbnail image on the line. Click Append at the bottom of the receipt image. Upload or select the receipt that needs to be added and click the Append button. Click the image thumbnail again and select the radio button next to the receipt you want to append to the expense. If you click on the thumbnail image again, you will see that you have multiple receipt images attached.



To delete a receipt, click the thumbnail image next to the expense. Click detach. You will see a pop-up window asking:

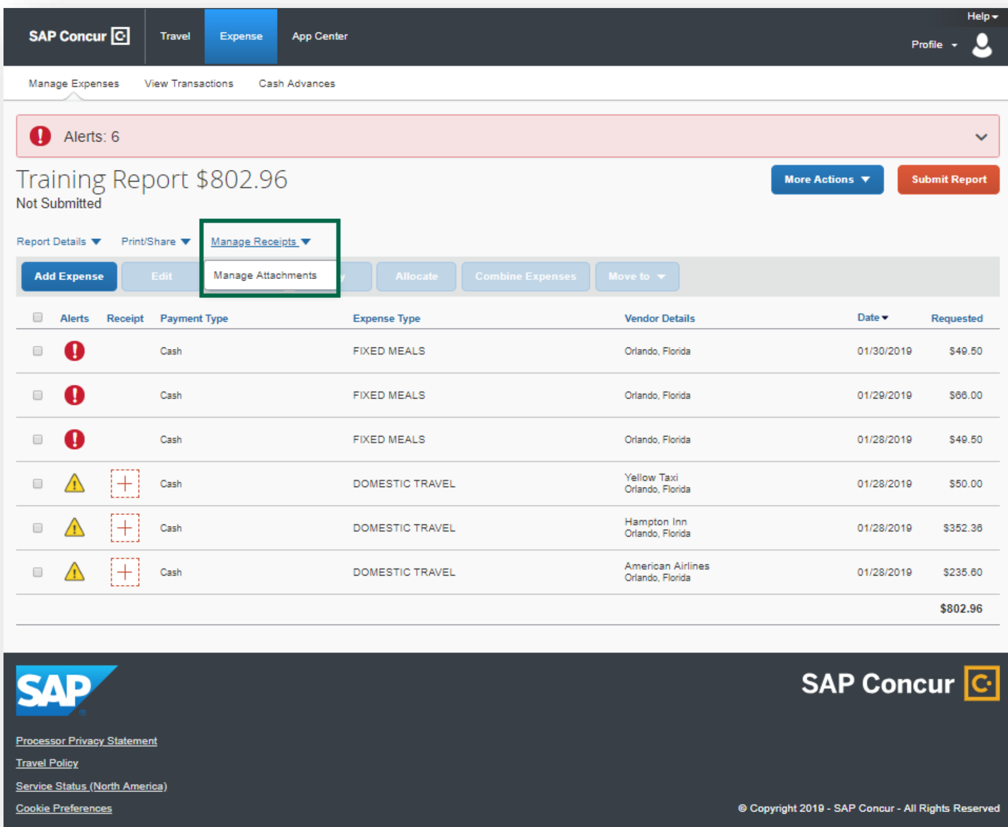


If you select the Yes button, the image will be removed and added to the image library, if you select No, the image will remain attached to the expense.

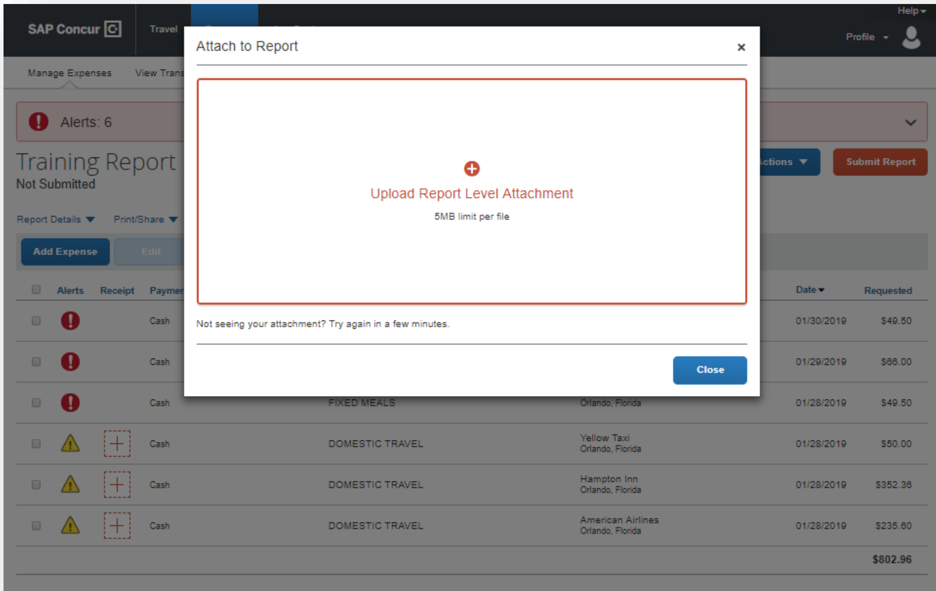
Important Note: Selecting Delete in the Manage Attachments Receipt Window will delete all images at the report level even what was automatically uploaded from the expense level.

The buttons on the Manage Attachments Receipt Window will allow you to view in full screen , enlarge (+) and decrease (-) receipt images.

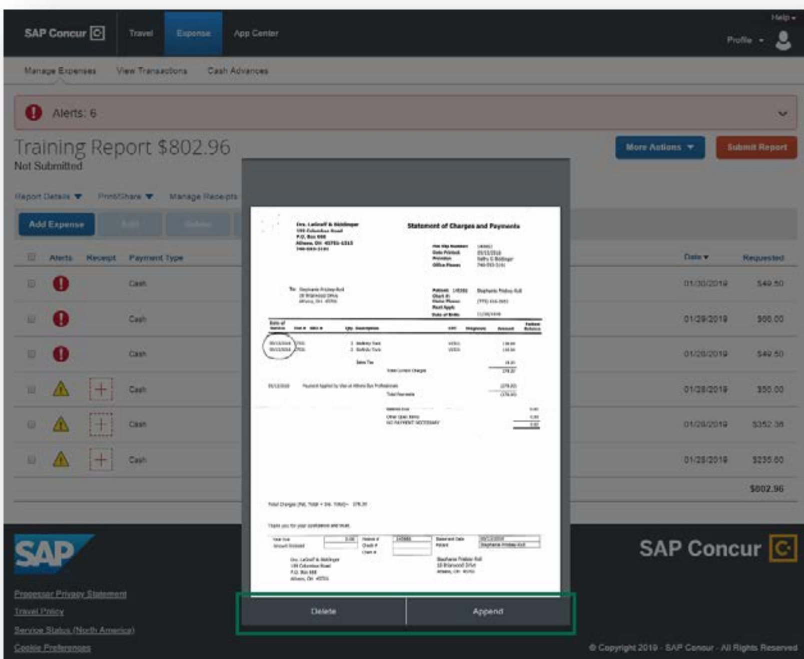
You may need to upload additional documents to adequately substantiate your business purpose, for example, when you attend a conference or an event with an itinerary or agenda, you should add it to the report. In order to add an attachment to the report, not a transaction, in the Manage Expense screen click the Manage Receipts drop down and select the Manage Attachments option.



A pop-up will appear with the option to upload report level attachments. Click the link and navigate to the attachment to attach the item to the report.



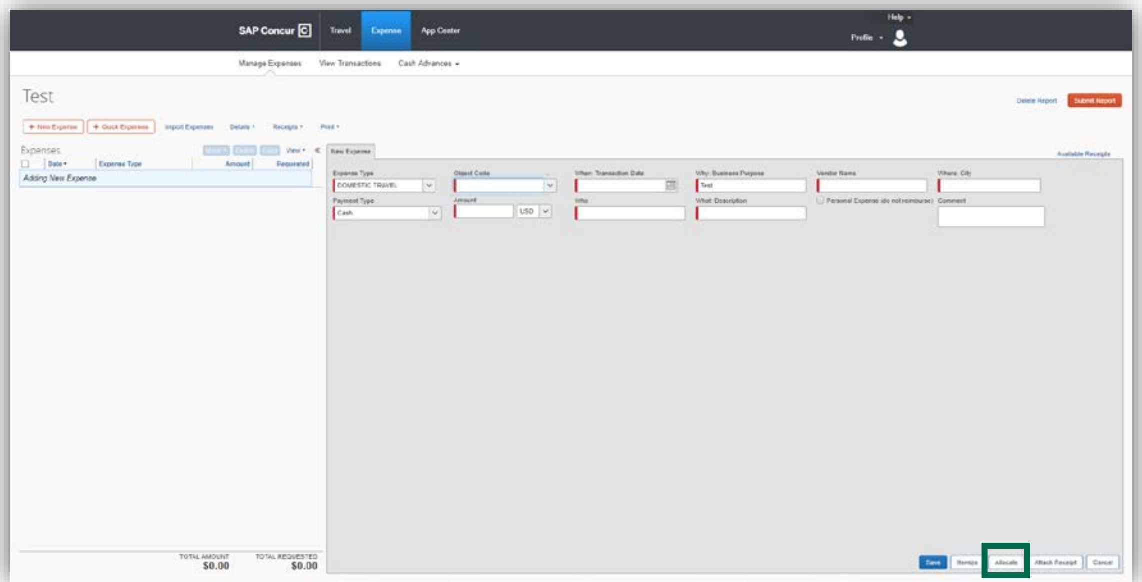
To view the attachment, click the Manage Report drop down and Manage Attachments. You can add additional attachments by clicking the Append button at the bottom of the attachment screen. Click the Delete button to delete the attachments. Click the X at the top right close the attachments window. Use the same steps outlined above to add additional images or delete images.



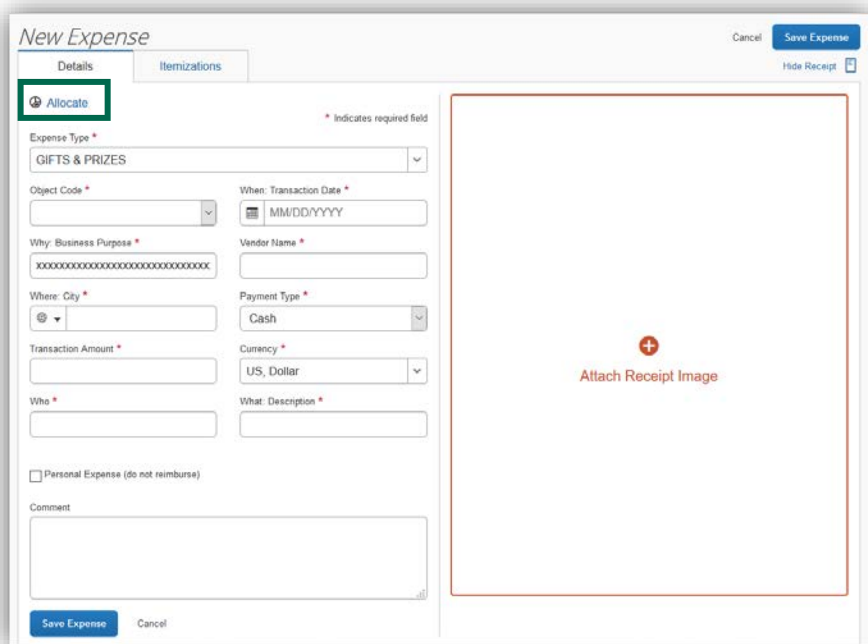
Allocation

Allocating expenses has changed only slightly in the upgrade. In the upgrade, allocations are entered on the expense by clicking the Allocate link.

Old Version:



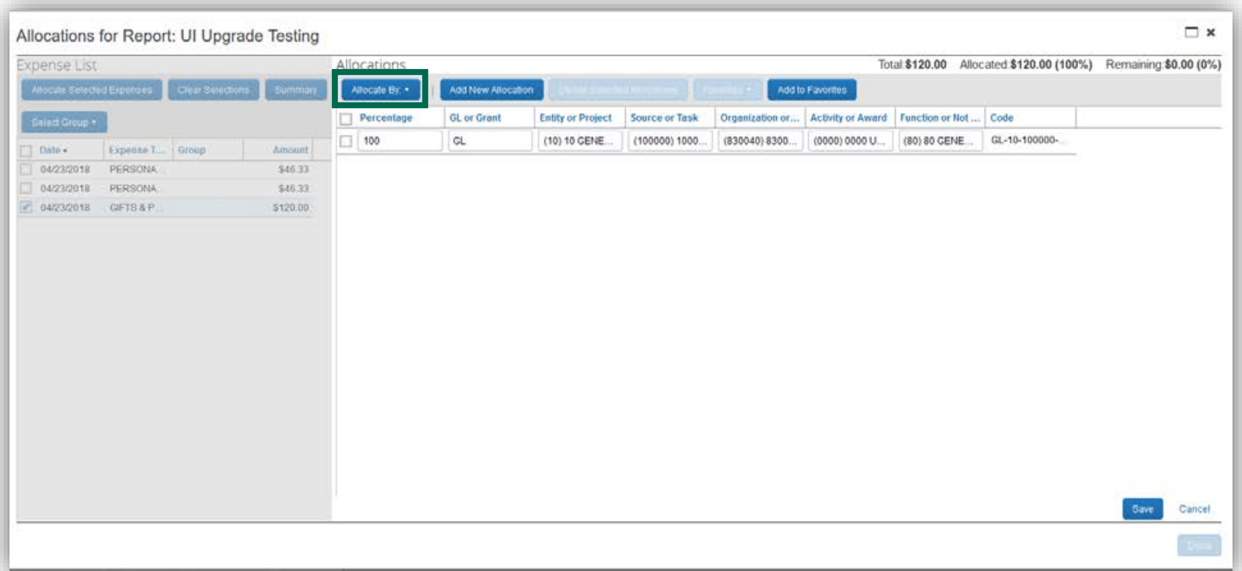
New Version:



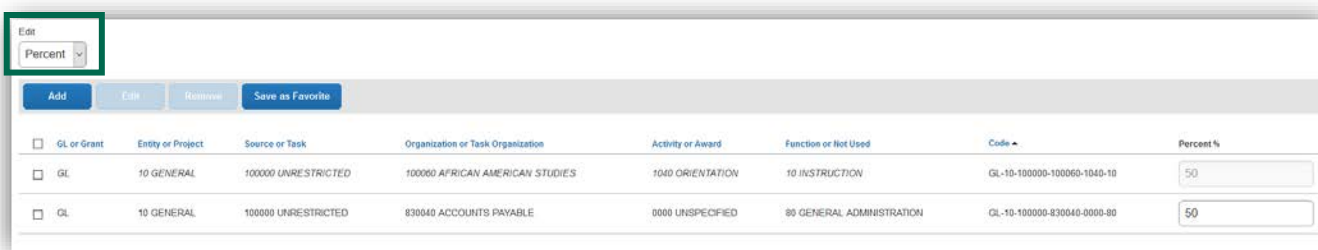
Concur Expense User Interface Updates

When allocating expenses, you can still allocate by amount or percentage. When you enter the allocation, the amount will be split evenly between all accounts. Once entered, you will then need to update the percentage or amount allocated to each account.

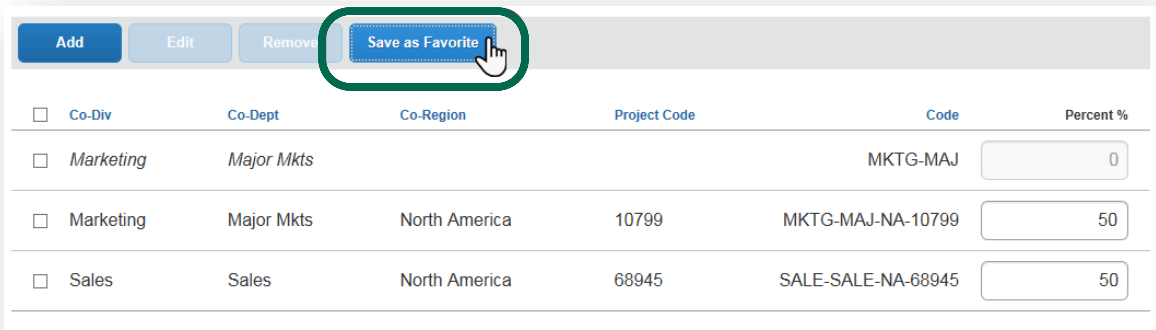
Current Version:



New Version:

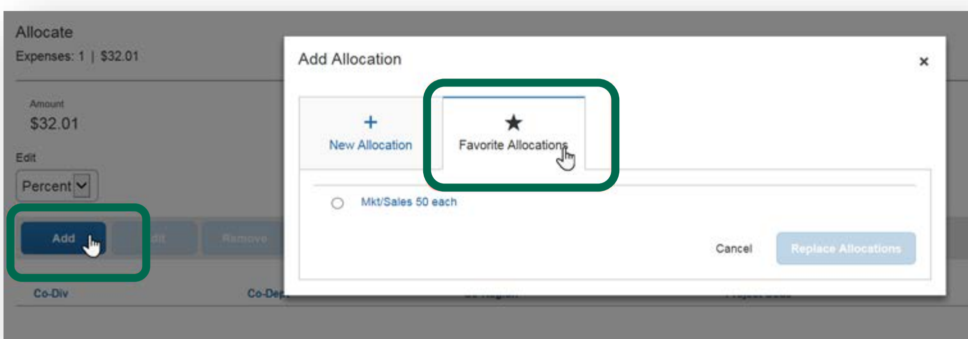


If you have a set of allocations that you use frequently, you can save them as a favorite. Once you have the allocations set, click the Save as Favorite button.



When you click Save as Favorite, the Save as Favorite window appears. Enter a name and click Save.

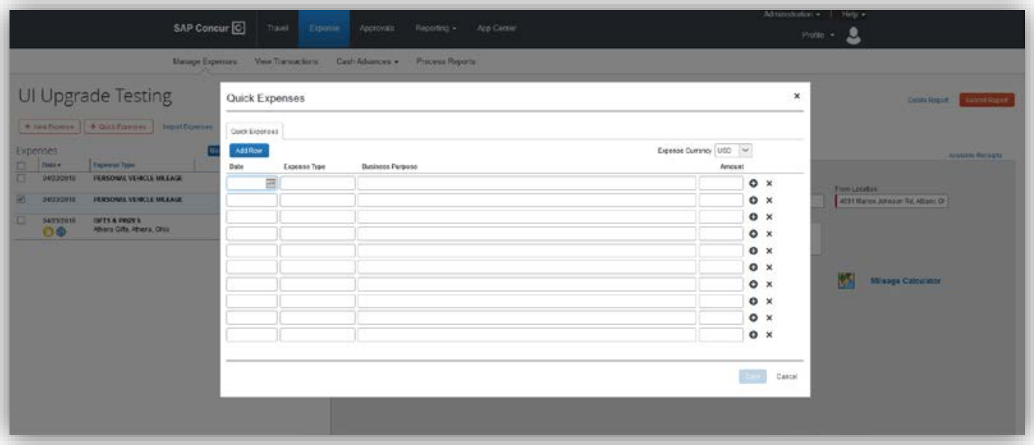
To use an allocation favorite, click Add and then click Favorite Allocations.



Click the desired favorite and then click Replace Allocations. The allocation is applied.

Quick Report

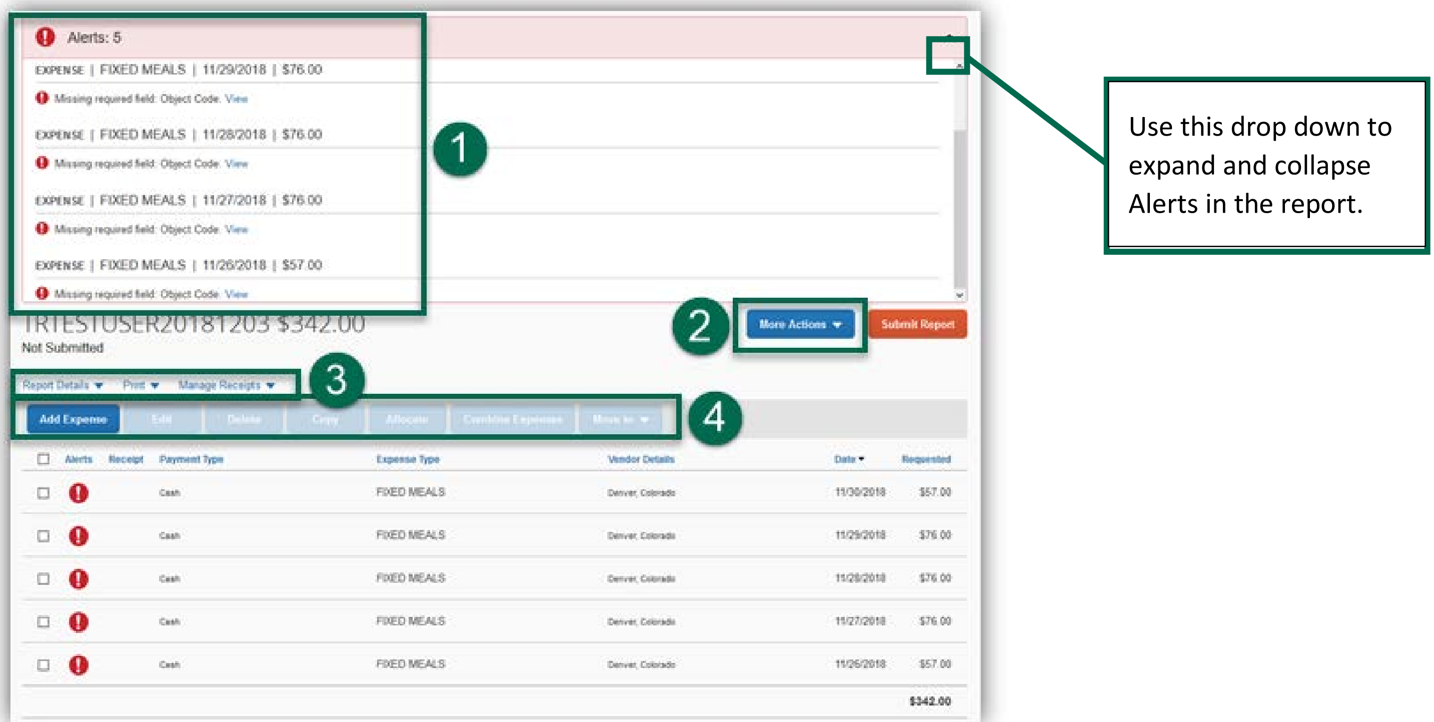
The Quick Expenses Report feature will no longer be available.



Manage Expenses

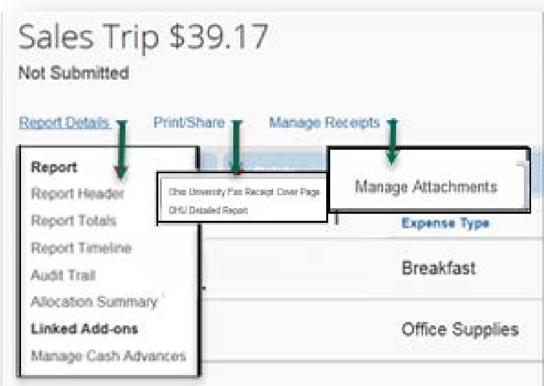
There are several cosmetic changes on the Manage Expense screen.

1. Exceptions will be called alerts and they can be expanded or collapsed but not be hidden. In the current version, exceptions can be hidden by clicking on Hide Exceptions. To see the full list of Alerts, click the arrow in the red section to expand the list. To see the specific alert, click the View link to access the field that needs attention.
2. A “More Actions” drop down will be added. This drop down includes the “delete report” and “copy report” actions. In the current version, there is only a copy report option.
3. Options in the “report details” drop down have been minimized. In the current version, cash advances, travel allowances and allocations are displayed as separate sections with options. In the upgraded version, they are all displayed as single options, which direct to corresponding pages when clicked.
4. Additionally, you can Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, and Move To from the Manage Expense screen.



Expense Report Menus

These menus now appear on the expense report:



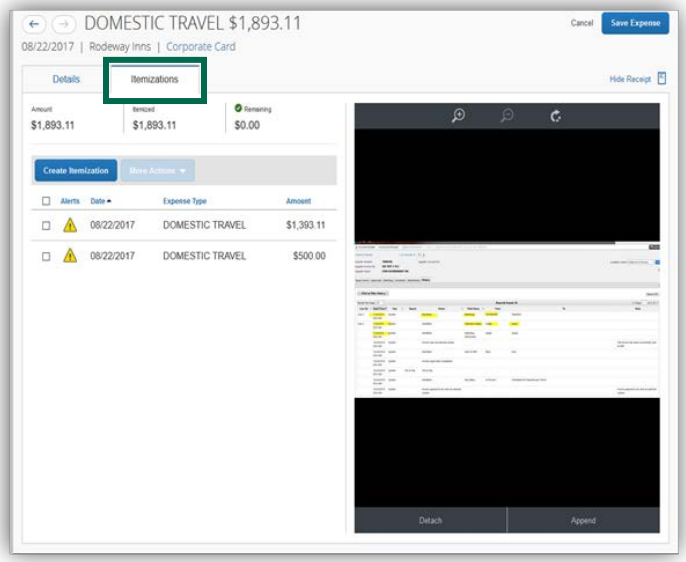
On the Report Details menu, most options should be the same as your current menu. The Report Timeline option shows approval flow and comments. This was formerly called Approval Flow.

- On the Print/Share menu, the options should be the same as your current menu.
- On the Manage Receipts menu, Missing Receipt Affidavit has been changed to Missing Receipt Declaration. Use Manage Attachments to attach report-level images and view all images.

Itemizations

With upgrade, Itemizations is a separate section on the expense entry page where as in the current version it is included under expense on the manage expenses page. Everything else remains the same. Remember, it is not necessary to itemize hotel bills. On occasion, hotel expenses will come into Concur as an itemized expense. If this occurs, remove the itemization from the Itemization tab to continue.

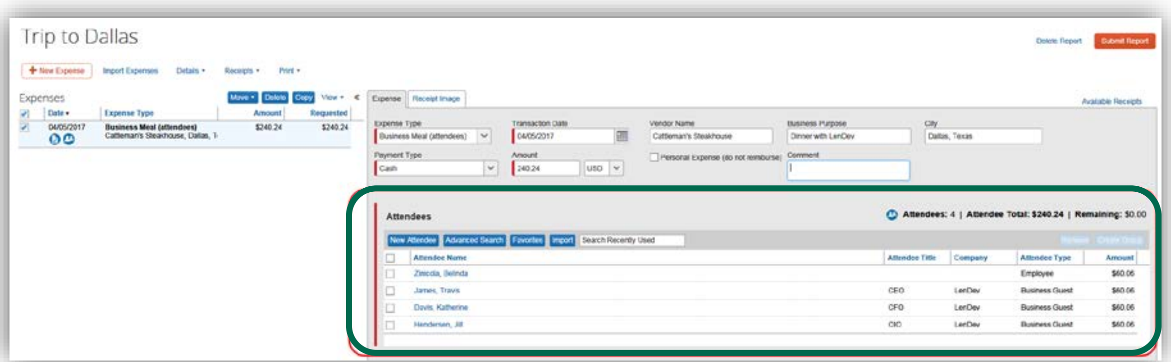
New Version:



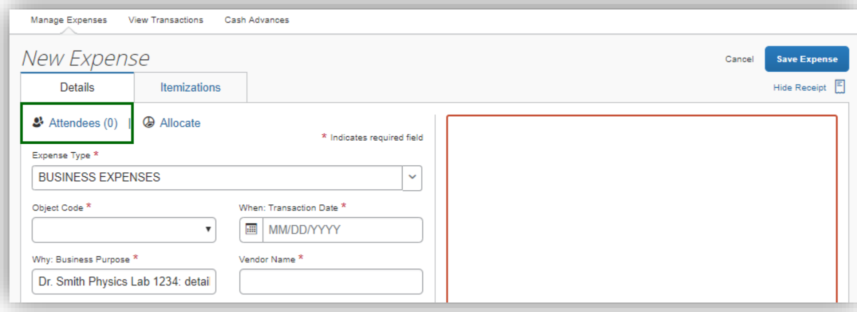
Adding Attendees

Attendees are no longer managed on the expense page. They are on a separate page providing more work space for attendees.

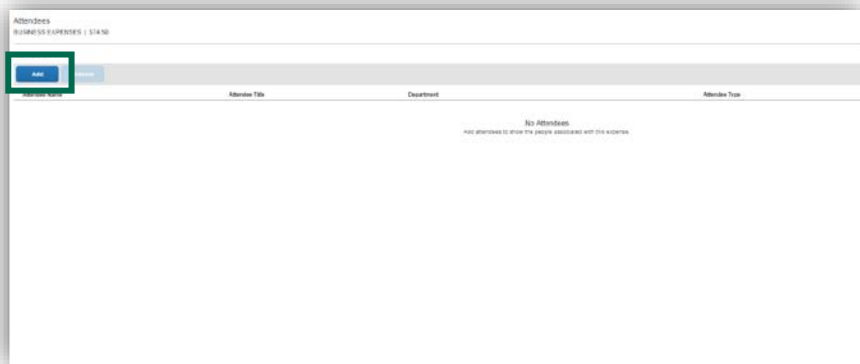
Old Version:



New Version:

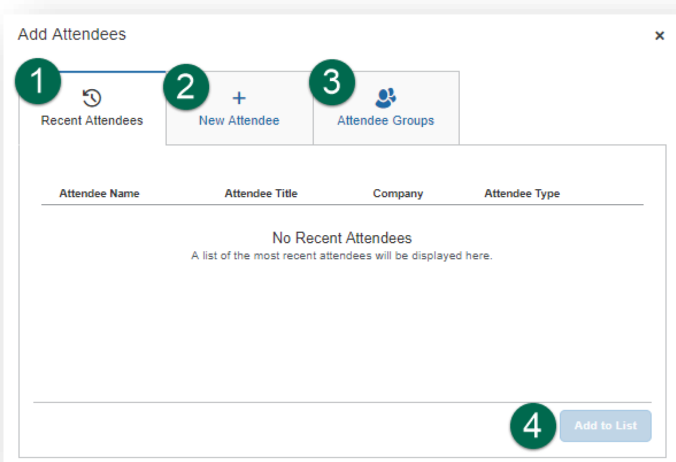


To add attendees, click the Attendees tab to open the Attendees page. Select Add to add attendees.



The Add Attendees window contains the following:

1. Recent Attendees: Any recent attendees will be listed here.
2. New Attendee: To add a new attendee, click new attendee tab. More information below.
3. Attendee Group: Favorites not in the Recent Attendees can be found here.
4. Add to List: This button will be grayed out until you have selected a name to add to the report.

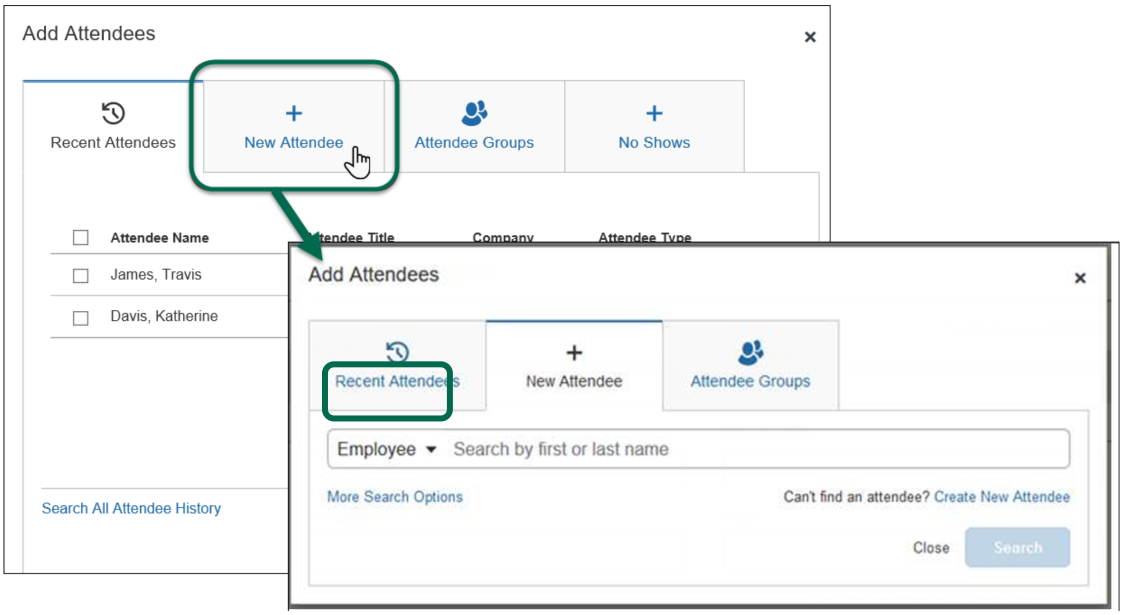


In the following example, assume that you want to add an attendee who is not available on the Recent Attendees tab or in Favorites. The first step is to search for the desired attendee.

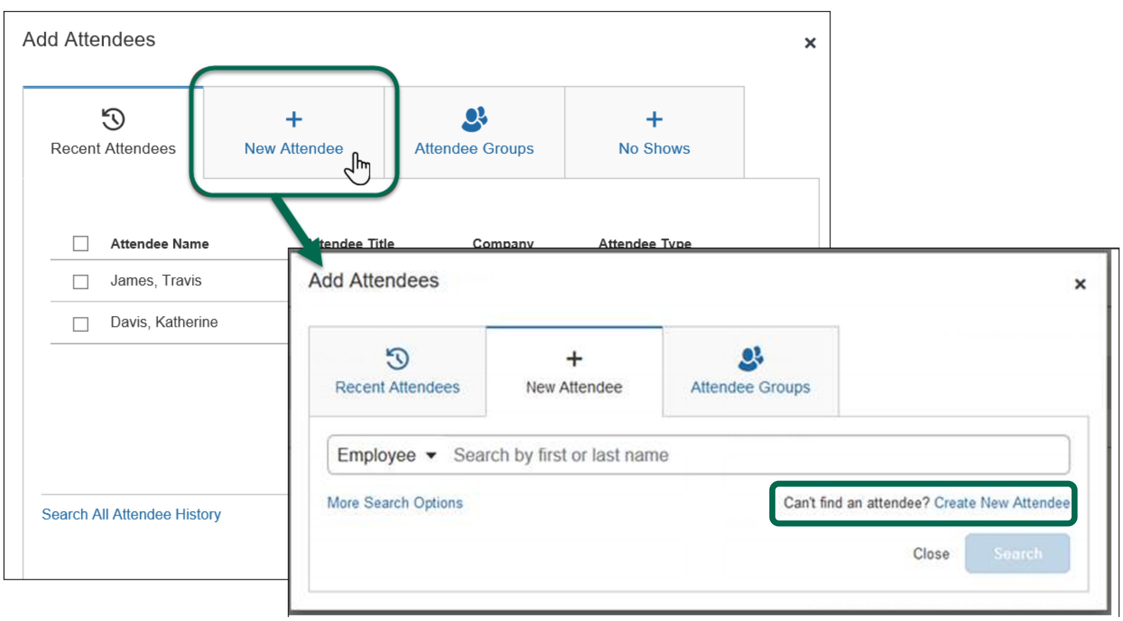
Click New Attendee. The Search for Attendee window appears.

Select the appropriate attendee type, and enter the search term (for example, the first few letters of the attendee's last name). Click Search.

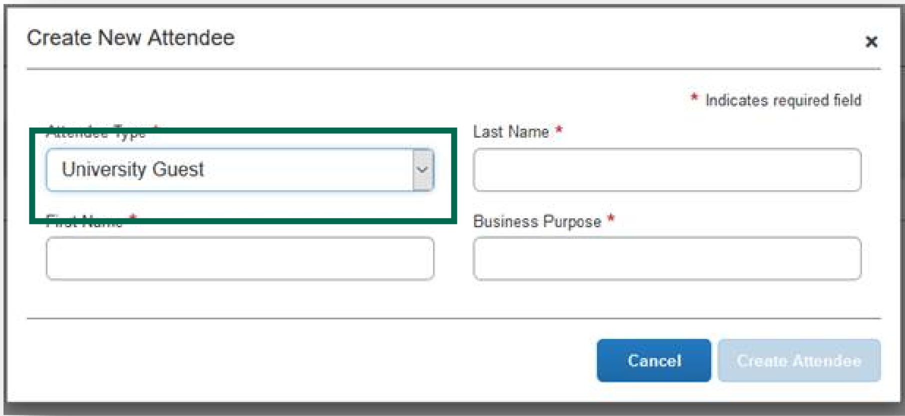
In the search results that appear, select the check box for the desired attendee and then click Add To List.



If you need to add an Attendee, you can use the Create New Attendee link in the New Attendee tab.

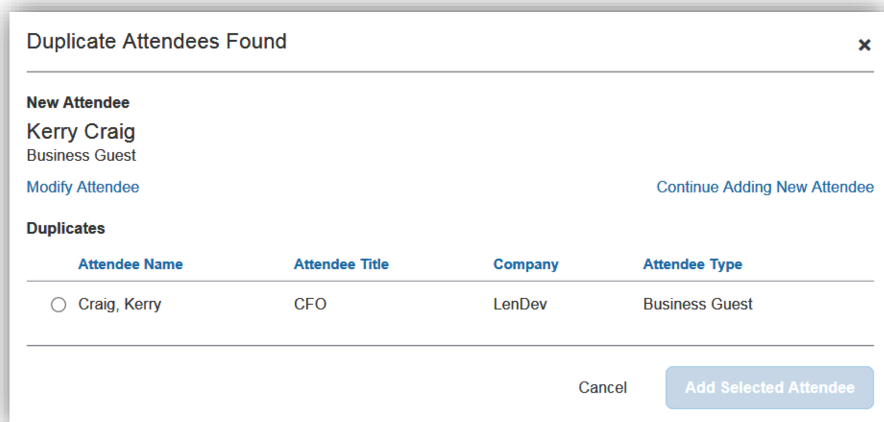


Complete the required fields in the Create New Attendee window and click Create Attendee when complete.



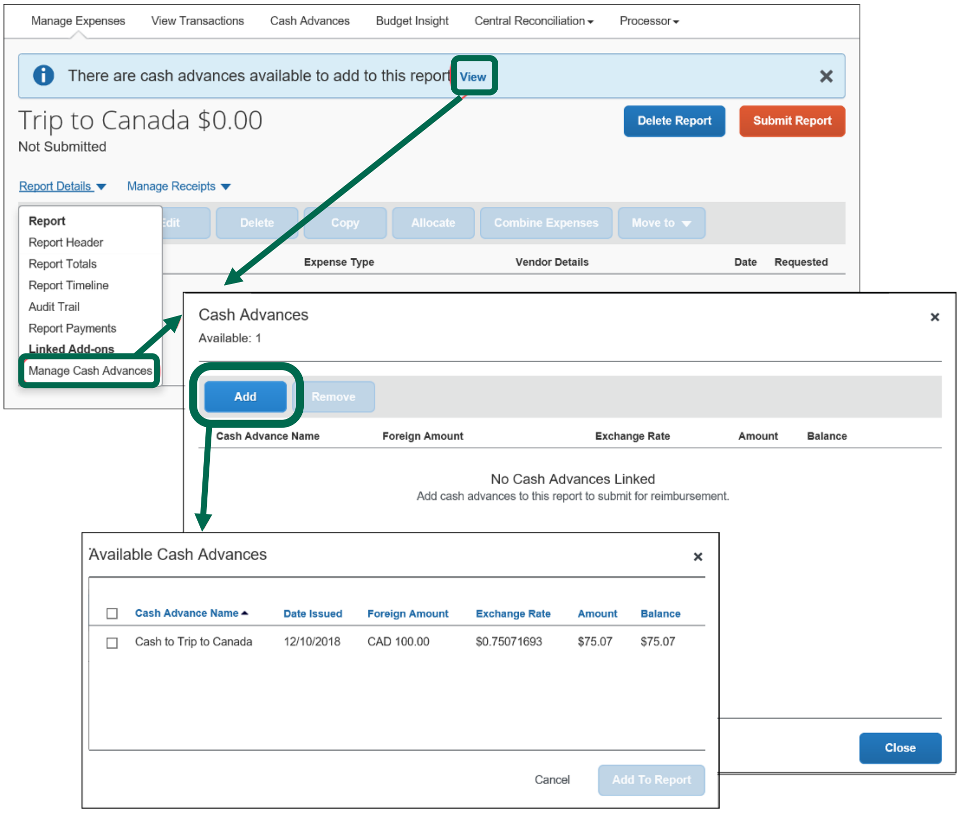
The newly added attendee will appear on the list. Click Save to add the attendees and return to the expense page.

When you attempt to add a new attendee and click Create Attendee (as described above), the system immediately searches for duplicates. If a duplicate attendee is found, you are prompted to use the duplicate or to add the new attendee if, in fact, they are not the same person.



Attaching a Cash Advance

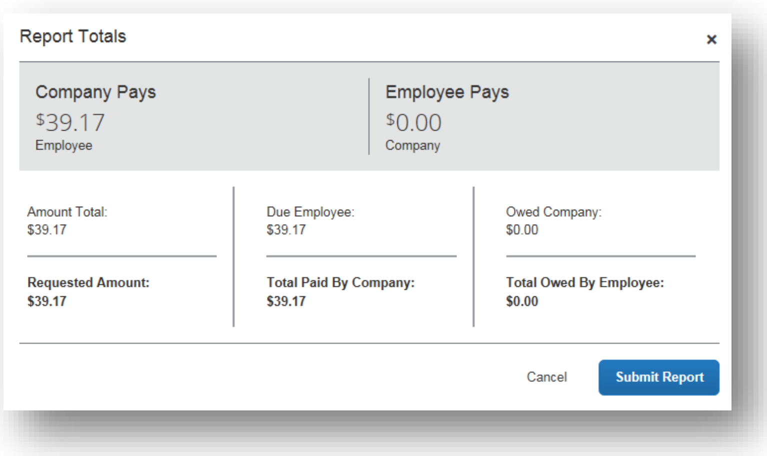
To account for a cash advance on an expense report, on the expense report, click either the View link in the top banner or Report Details then Manage Cash Advances. The process to request a cash advance has not changed and is created on paper, not through Concur.



On the Cash Advances page, either use a cash advance that appears on the page or click the Add button. The Available Cash Advances page appears. Select the desired cash advance. Click Add to Report.

Submitting a Report

When you click Submit Report, the report totals appear. The top section summarizes the overall movement of funds projected for this expense report, providing a quick view of the expected (prior to submission) or actual payments.

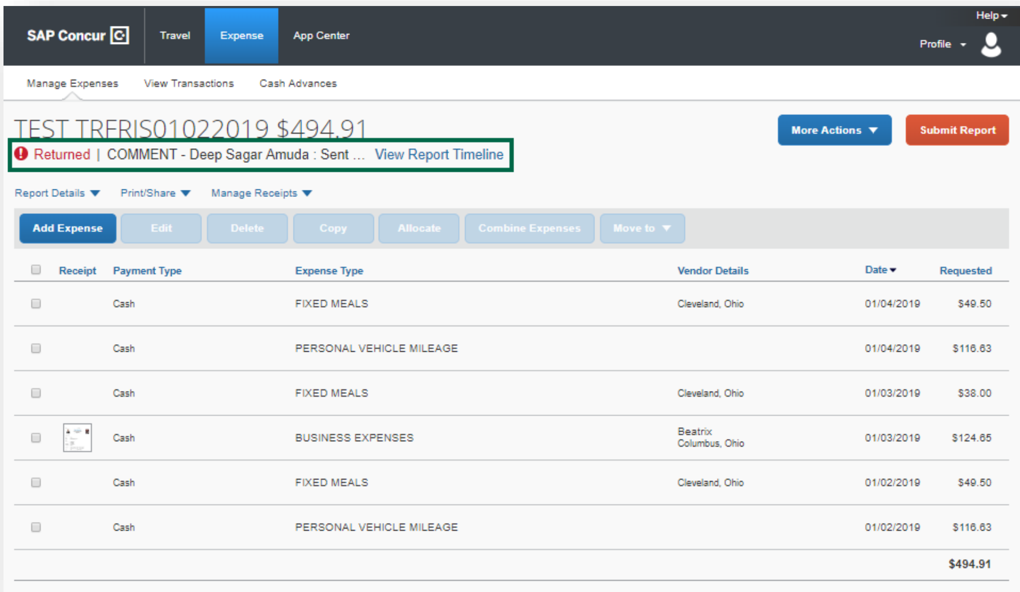


In the current version, the report totals appear after you finished submitting the report.

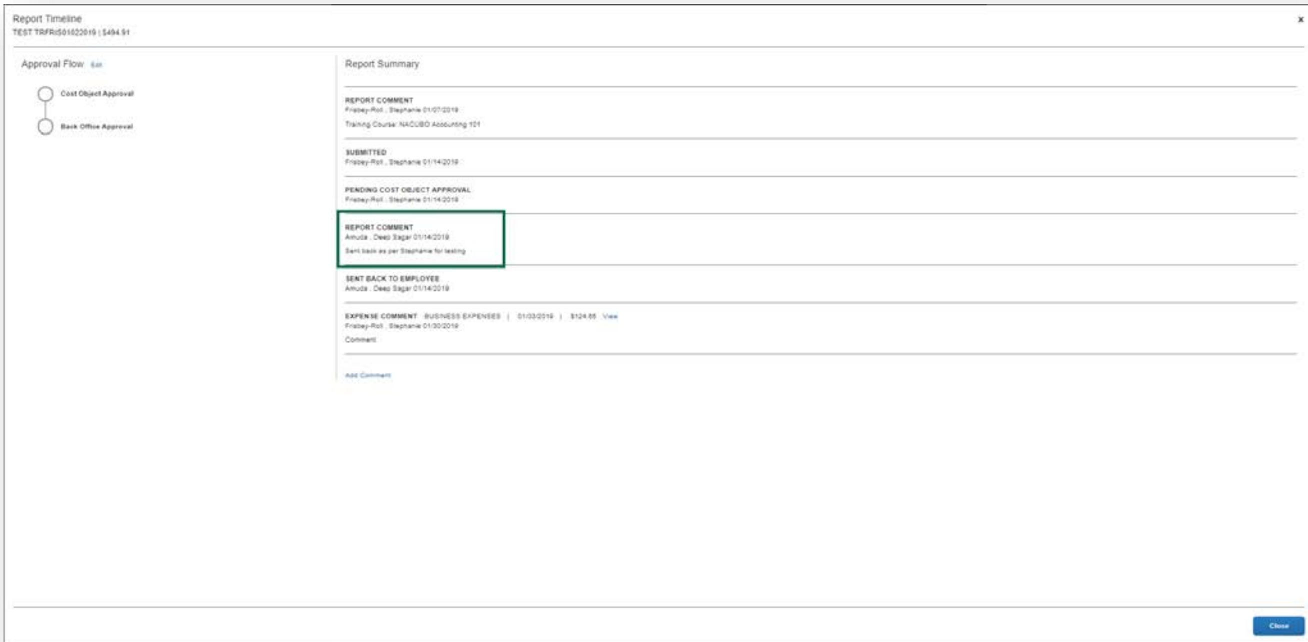
In the new version, if adjustments are required, you can easily return to the report, make the changes, and then submit the report.

Comments/ Audit Trail

If a report is returned to you, you should look at the comments from the approver to determine why the report was returned. Open the returned expense report. At the top of the report you will see Returned in red, as well as any information as to who sent you a comment.



To see the full comment and returned information, click the View Report Timeline link. You can also access this information by clicking the Report Details drop down and selecting the Report Timeline option.



Here you can see who has done what to the report with a date and time stamp. You may also add additional comments by clicking the Add Comment link at the bottom of the timeline list.

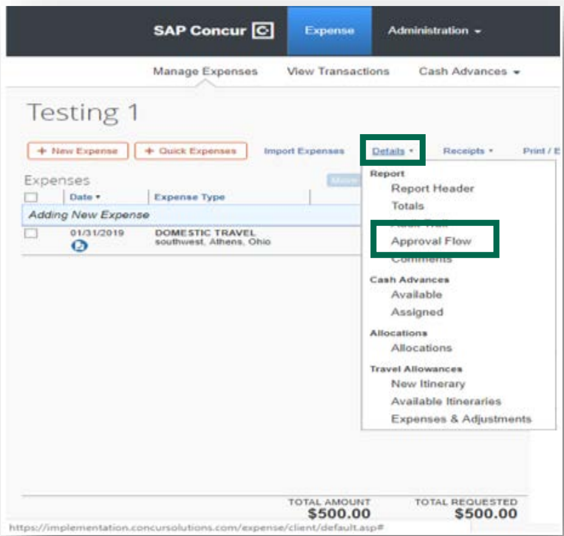
You can see more detailed information about the report by clicking the Report Details drop down and selecting Audit Trail.

Adding a User Added Approver

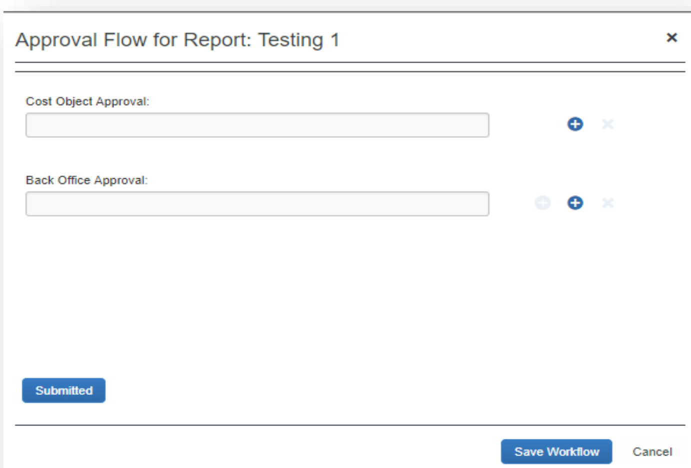
If you are acting as a delegate for another user, you may want to add an additional approver prior to notifying the employee to submit the report.

Old Version:

Select the Details drop down and the Approval Flow option.

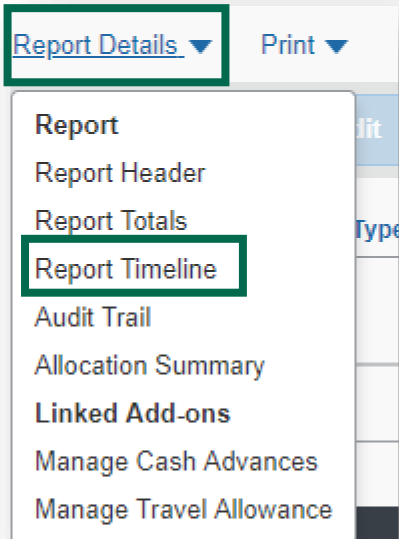


Next, select the plus sign next to the cost object approver, then select the User Added Approver.

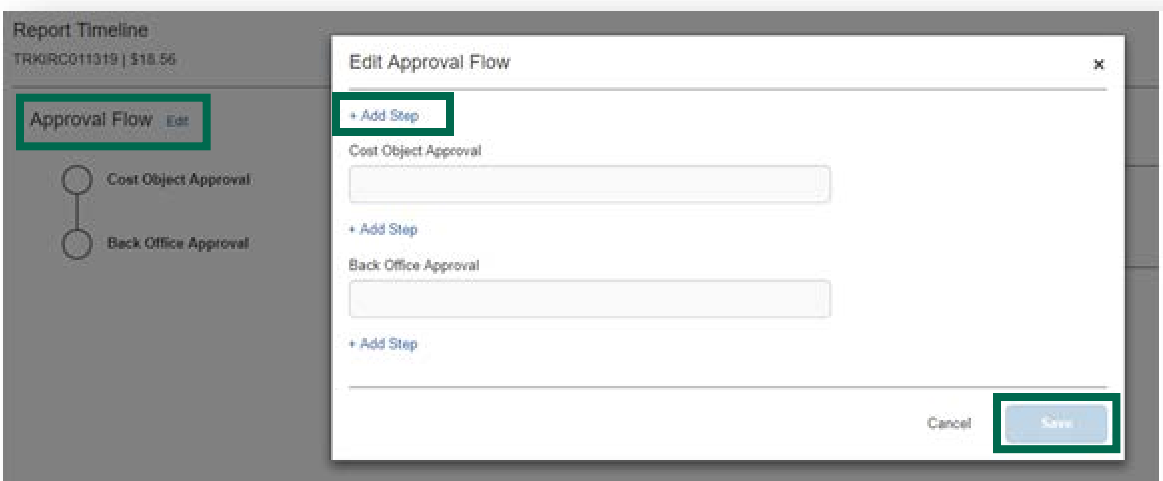


New Version:

Click the Report Details drop down and select the Report Timeline option.

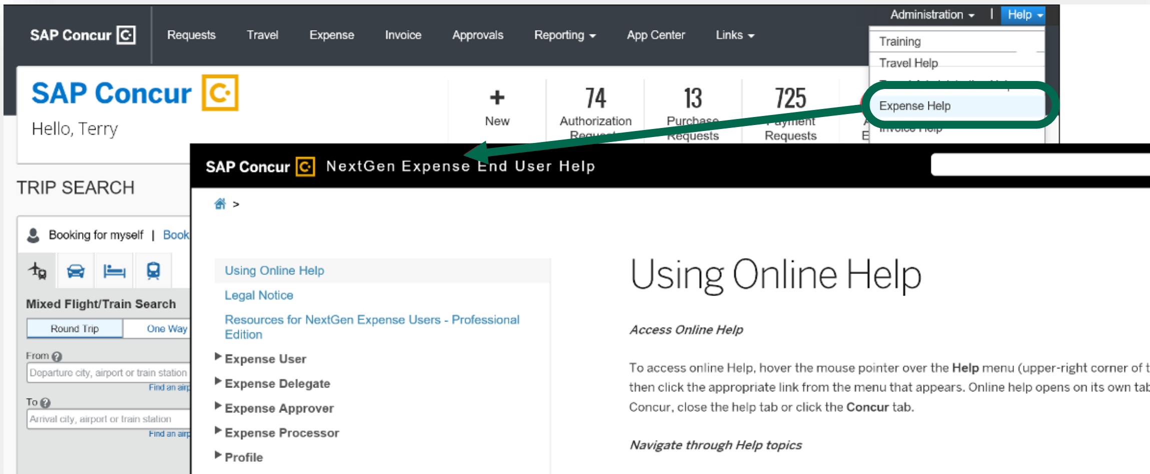


Next, select the Edit link next to Approval Flow in the Report Timeline. Select the +Add Step link above the Cost Option Approval text box. Select the User Added Approver and click the Save button when you have added the approver.



Questions and Help Resources

Concur has built in help resources available to you. Click Help at the top right of the screen and select Expense Help for more information.



For questions contact Finance Customer Care at 740-597-6446 or email at financecustomercare@ohio.edu.