



Changes with the Concur NextGen UI Upgrade

What's Affected

- End-user pages and processes

What's Not Affected

- Processor pages and processes
- Profile
- Approvals operate the same as before
- Processing requests and expense reports operate the same as before
- Travel Allowance Itinerary is entered the same as before

Request – Specific Changes

- Manage requests page – simplified
 - Tiles instead of lists
 - Updated view – lists of requests
 - Create New Request tile instead of menu
 - Fields larger and easier to read
 - Delete, copy, close handled in the request instead of on manage request page
- New Requests and Expected Expenses – Simplified
 - Expected expenses added to same page instead of a separate tab
- Attendees – simplified
- Allocations – simplified
- Cash advances no longer on request header
 - Add in the request by using Request Details>Add Cash Advance
 - Cash advance tile available under Expense>Cash Advances menu
- Approval Flow/Request timeline no longer a separate tab
 - View approval flow from Request Details>Request Timeline within the request body
- Audit Trail no longer a separate tab
 - View audit trail from Request Details>Audit Trail within the request body
- Expense reports that are associated with a previous request can be accessed from within the request

Expense – Specific Changes

- Manage expense page – simplified
 - Active reports and library are now on the same page
 - Available receipts at the bottom of management page
- New Report and Expenses – simplified
 - Report page cleaner with fewer sections
 - Travel allowance claim at the bottom of the report header, not a pop-up window
- Approved Requests added within the report body
 - If report is created from the request, a tile will be at the top showing the request
 - If a Cash Advances was included with the request, it will show as a tile at the top of the report
 - To add Travel Allowance, click Report Details>Report Header within the report body. Scroll to bottom of window and choose Yes for travel allowance claim.