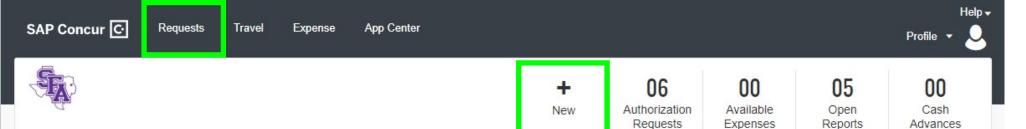
SAP Concur Next Gen UI: How to Create a New Request

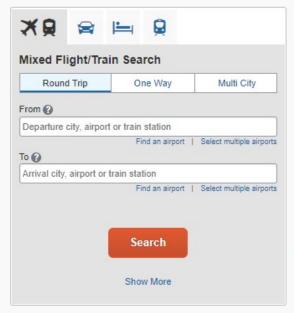
Resources mySFA / Resources		
COURSE EVALUATIONS AND SURVEYS	DINING SERVICES	TECHNICAL SERVICES AND EMAIL LISTS
Course Evaluations None	Faculty/Staff Meal Plans – Signup or Change View Meal Plan Balance & Purchase History Purchase Additional Dining Dollars	The Help Desk Self-Service Banner Standard Email Lists
	View Dining Dollars Balance & Purchase History	Faculty/Staff Directory Enroll or login to Duo Security, a two-factor authentication solution (you will be asked to login again)
	INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT	
	Nuventive Improve	ACCOUNTS PAYABLE AND TRAVEL
	SPACE SCHEDULING AND UTILIZATION	Vendor Onboarding Request System Payment Works Travel Guidelines
	Astra Schedule Course Offering Analysis	
		TRAVEL & P-CARD
	GRAPHIC SHOP	Concut

To first enter a request or expense, log into Concur. You can access Concur through mySFA.

Go to the Resources Tab --> Travel & P-Card Heading --> Concur Link



TRIP SEARCH





You currently have no upcoming trips.

ALERTS

1 You haven't signed up to receive e-receipts. Sign up here

When you want to Create a New Request, there are three ways to get to the Manage Request page. You can use the "Requests" tab at the top of the page, the "Open Requests" under the MY TASKS section, or the "+New" tab. The +New tab will also allow you to create new expenses, just select the option you want to use.

COMPANY NOTES

See the Knowledge Base Library for all your Concur Questions!

Concur Training Toolkit

This link will provide information to utilise the Concur Expense System.

Please he advised that itineraries in your Concur Trip Library can be cancelled by clicking the "Cancel Trip" link If you need to

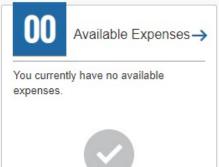
Please be advised that itineraries in your Concur Trip Library can be cancelled by clicking the "Cancel Trip" link. If you need to

Read more

MY TASKS

 \rightarrow







Requests

Travel

Expense App Center



Manage Requests

Manage Requests

In this example, you can see several requests. To create a new request, click on the "Create New Request" box.

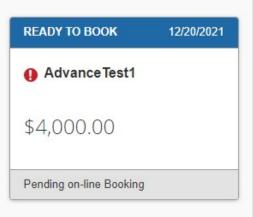
REQUEST LIBRARY View

Active Requests 🗸



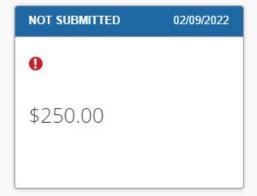






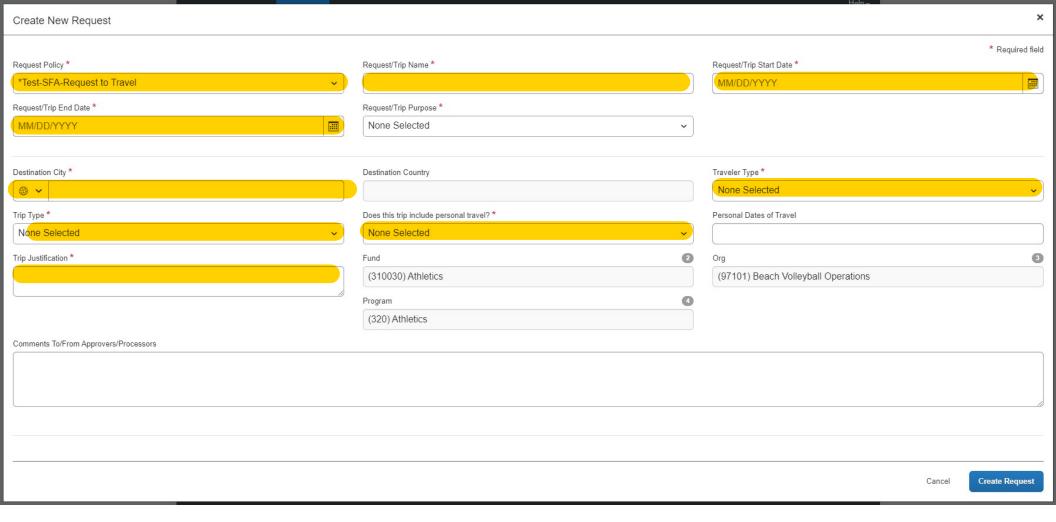
RETURNED	01/19/2021
⚠ Advancetest3	
\$2,260.00	
Sent Back to User	



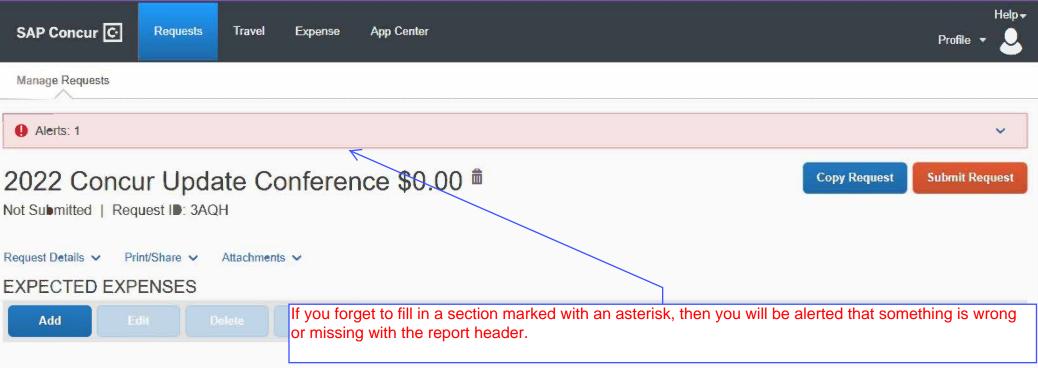








Once you have started to create a new request, you will have to fill in all sections that are marked with an asterisk '*'. The Fund, Org, and Program (or FOP) will automatically fill in based off of your user profile settings. These can be changed by you when allocating the request.

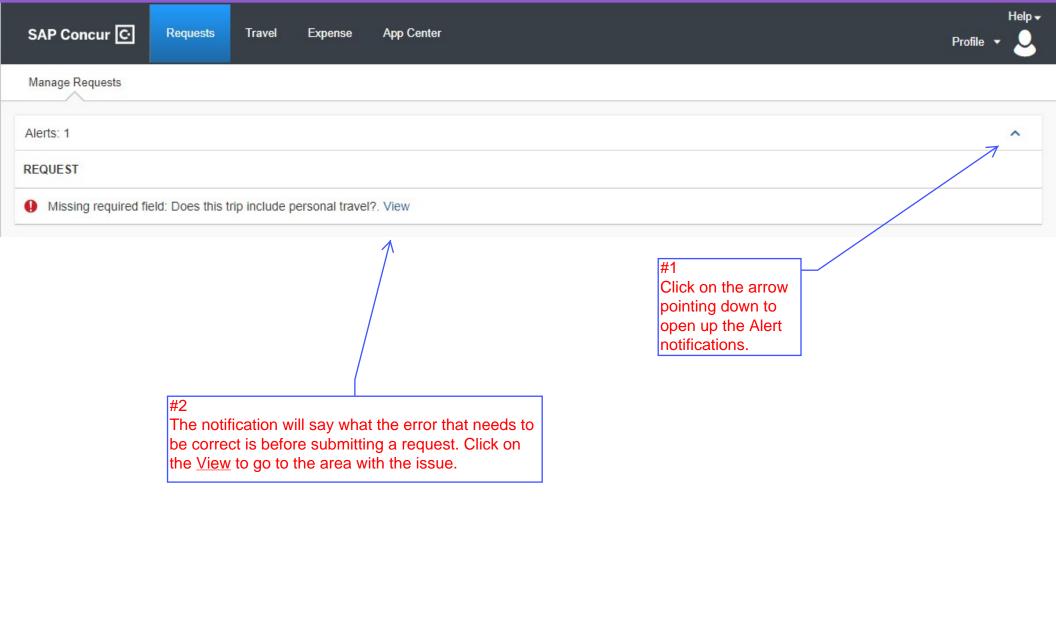


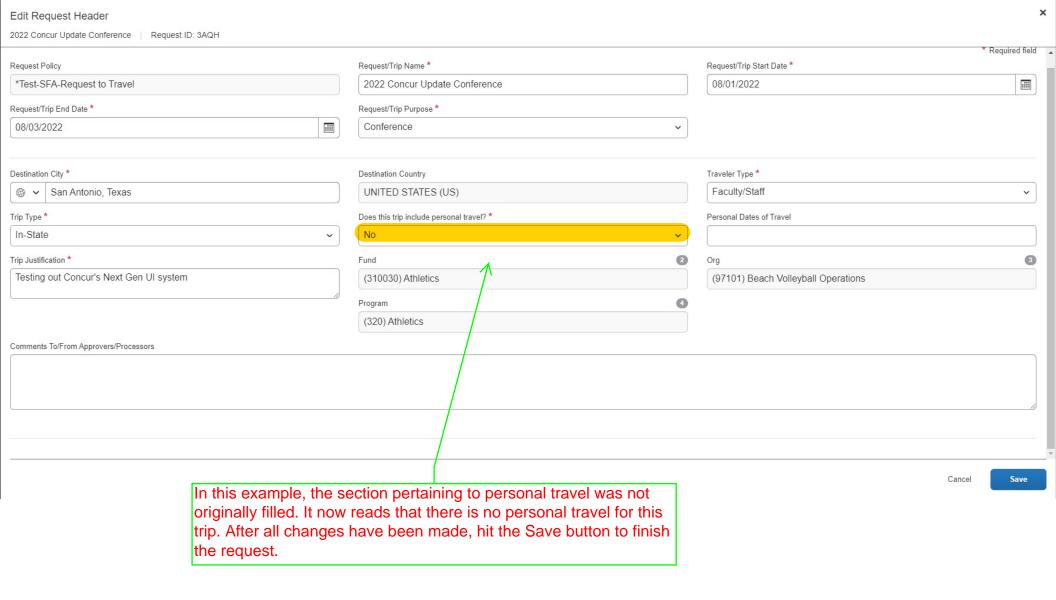
No Expected Expenses

Add expected expenses to this request to submit for approval.













You changed the following fields:

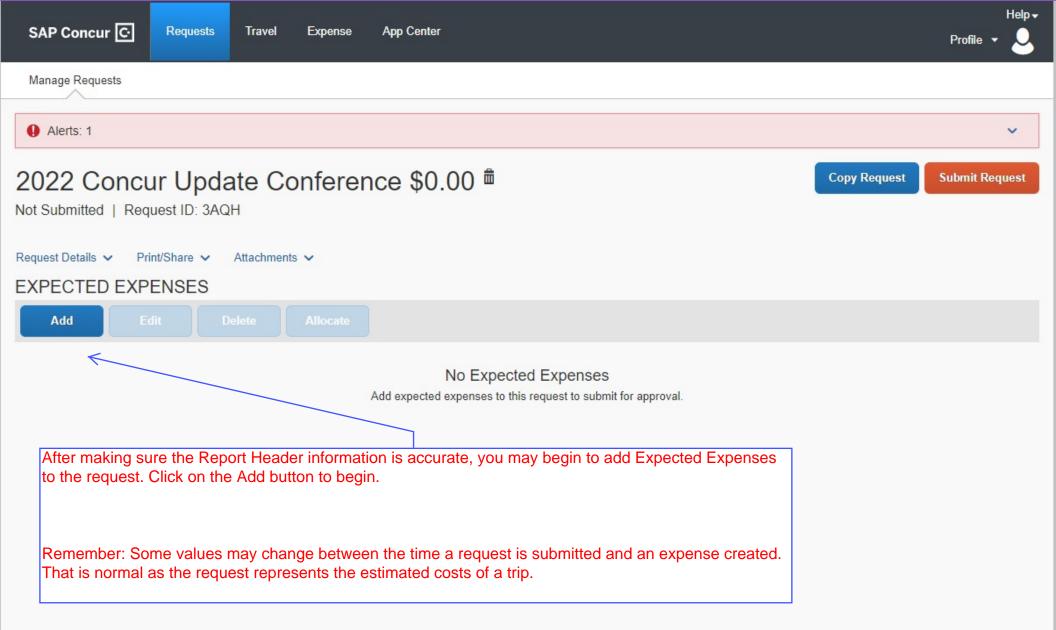
· Does this trip include personal travel?

Do you want to also update your expenses and allocations in this request with the same changes?

Do Not Copy

Сору

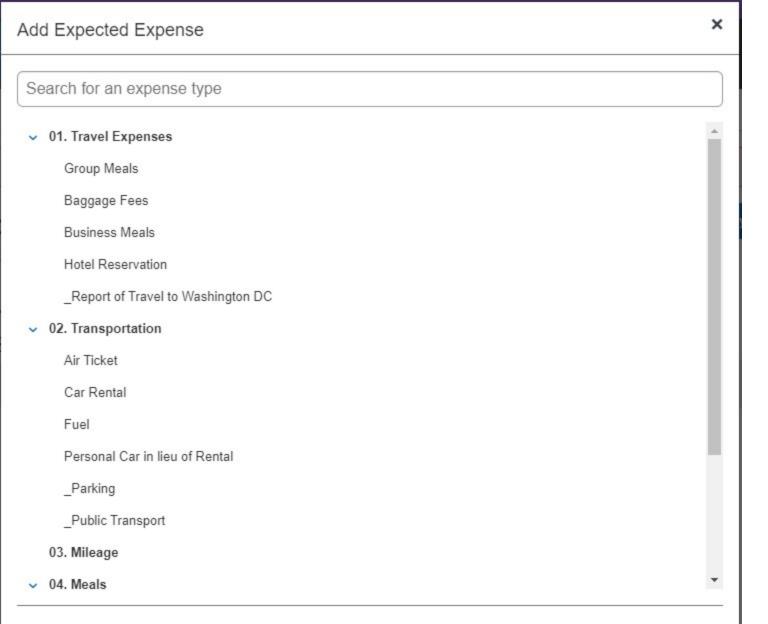
The system will ask if the changes you made will effect all of the expenses that will be made. Click on the Copy button so that changes made will carry through the entire report.







Last signed in: 07/20/2022 02:50 pm



There is no set order as to what expenses must be entered first. Just start with one and work through the list.



Requests

Travel

App Center





New Expense: Registration/Seminar/Course fees \$150.00

Expense

Cancel

Save

Allocate

Transaction Date *

08/01/2022

....

150.00

Estimated Amount *

Currency *
US, Dollar

~

Comment

Registration fee

Save

Cancel

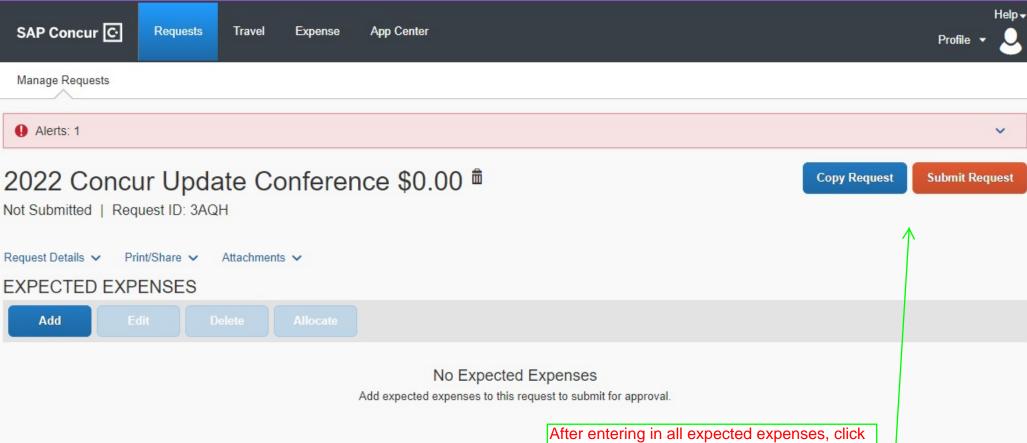
The Comment box allows you to provide additional information that may be needed for the supervisor that will be reviewing and approving the request.

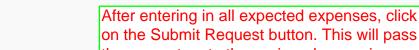
Once all information has been entered, click on the Save button.

Additional expenses can be added in the same way until all expenses for a specific event or trip has been entered.









the request on to the assigned supervisor who will review and approve (or send back)









To the best of my knowledge, I have added all estimated expenses to my request. I understand I cannot travel, spend travel funds, or book until the request is completely approved.

Cancel

Accept & Continue

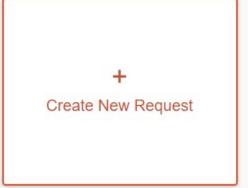
After entering each expense item, and clicking on the Submit button, this prompt will appear.

Manage Requests

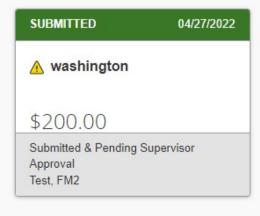
Manage Requests

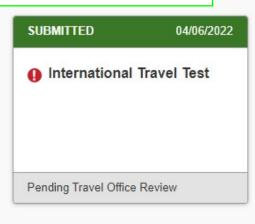
REQUEST LIBRARY View Active Requests >

After submitting a new request, it will appear on the Manage Requests page of Concur. All requests will remain on this page until they are canceled or attached to an expense.

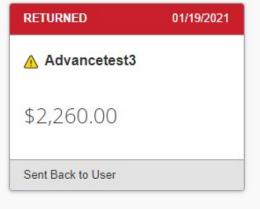




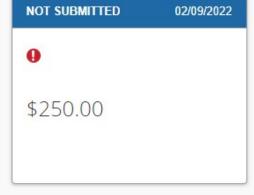




READY TO BOOK	12/20/2021
① AdvanceTest1	
\$4,000.00	
Pending on-line Booking	



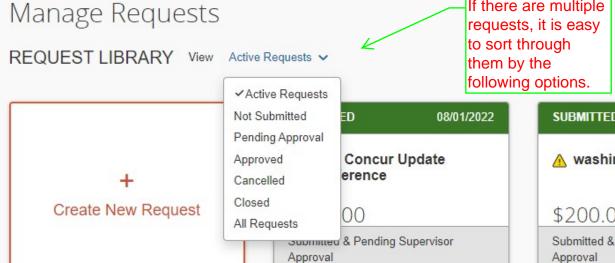
SUBMITTED	08/13/2020
① Test123	
\$610.00	
Pending Travel Office	Review











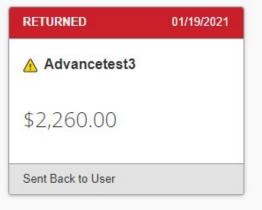
Test, Supervisor

If there are multiple





READY TO BOOK	12/20/2021
AdvanceTest1	
\$4,000.00	
Pending on-line Booking	



SUBMITTED	08/13/2020
① Test123	
\$610.00	
Pending Travel Office I	Review

